

- What is Confluence? An online application built to help teams organize, discuss, and do their work
- Where do I put my stuff? Everything in Confluence is organized in spaces, which are a collection of related pages
- How are spaces organized? Spaces are made up of pages. Pages are the documents in which your team will create, edit, and discuss work. Confluence pages aren't files stored locally on your hard drive
- Confluence comes with several pre-formatted page templates
  - Meeting notes

Use @mentions to create a list of attendees. They will be notified once the page is saved.

Use the table provided to list discussion items. Use the notes to reference other pages, or related items.

- Use JIRA to track software projects, we can embed a single JIRA epic or a list of related JIRA issues in your page as well. And since the embedded issue is rendered afresh each time we load the page, we'll always see its current status

Embed JIRA issues. Just paste in the JIRA url for a single issue, or use JQL for multiple issues.

Embed Office docs like Powerpoint presentations. Just drag and drop it into the editor.

- four important things about pages:
  - They live online. Confluence pages live online. This is very different from word processing apps where you create and store documents offline, and means everything you create is accessible (if you want it to be) to people on your team.
  - Use page restrictions. You control who has access to the pages you create with page restrictions, which means you can set who can view and/or edit your pages, and update those restrictions at any time.
  - Pages can be nested. Keeping work organized is a big part of Confluence. Every page lives in a space, but you can also nest pages in a hierarchy within each space. From any page in Confluence, when you select the blue Create button in the header the new page automatically becomes a "child" of the original or "parent" page. For example, you might have a page called "Marketing Roadmaps," and child pages under that page could be "Q3 Marketing Roadmap" and "Q4 Marketing Roadmap."
  - Start with a template. If you don't want to start with a blank page, Confluence comes with a range of templates to give you a head start with best practice examples.
- Pages can be filled with:
  - Images. Just drag and drop.
  - Videos. Paste a YouTube or Vimeo URL
  - Files. Drop in Office docs to embed them into a page.
  - Links. Drop in links to other web content—anything within Confluence or across the web