Adding a Comment

You can add a comment to any page or blog post in Confluence, provided you have the right permission.

To add a comment, you require ‘Create Comments’ permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

You can either add a new comment or respond to a previous comment (only available in ‘threaded’ view).

Use Confluence markup or the Rich Text editor to write the comment.

Your profile picture will appear next to each comment that you have added. (This is true if your space uses the Confluence Default theme.)

**To add a new comment:**

1. Click the ‘Add Comment’ link near the bottom of the page.
2. The comment box opens. Type in your text.
3. Click the ‘Preview’ tab to see a preview of your comment.
4. You can tick the box next to ‘Watch this page’ to receive an email notification whenever anyone edits the page or adds a comment to the page.
5. Click the ‘Post’ button to save your comment and display it on the page.

You can also respond to a comment. This option is only available when the comments are in ‘threaded’ view.

**To respond to a comment:**

1. Click the ‘Reply’ link located below the text of a comment.
2. This will open up a new comment box. Type in your text.
3. You can tick the box next to ‘Watch this page’ to receive an email notification whenever anyone edits the page or adds a comment to the page.
4. Click ‘Post’.

Screenshot : Adding a Comment

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