Setting up a New Global Space

To set up a new global space, you require 'Create Space' permission which is assigned by a Confluence administrator from the Administration Console. See Security or contact a Confluence administrator for more information.

To create a new global space:

1. Click the 'Add Space' link located above the list of spaces on the Dashboard.
2. The 'Create Space' screen appears, as shown below. Enter the following information about your new space:
   - **Space Name**: Type a name for the space. Note that space names do not have to be unique.
   - **Space Key**: Type a simple key to identify your space (A-Z, a-z, 0-9). This key is a shorthand name for the space, used when linking content between spaces, for web URLs and for reports. For example, a 'Development Space' might have a space key of 'DEV'. The space key must be unique within the entire Confluence site.
   - **Permissions**: Leave the default settings or choose to allow only yourself to view or contribute content to this space. A space administrator can change the permissions at any time after creating the space.
   - **Theme**: Select a theme for your space. A space administrator can change the theme later too.
3. Click the 'OK' button. (It's at the bottom of the screen, not shown on the screenshot below.)
4. The 'Home' page for your new space is displayed.
   - **Note**: Your home page will automatically contain any default space content as defined by your Confluence administrator.
5. Click 'OK'.

Next, you can start adding pages to your space.
Create Space

Content in Confluence is organised into spaces.

A space is where your pages live, where your news is posted, and where your mail is archived. Permissions determine who can view or contribute to the content of a space.

There is no limit to how many spaces you can create.

Enter a space name

Enter a space key

A space's key is a short version of its name, used to link to it quickly. It must be unique globally.

Example: A Development Space might have a key of DEV.

Who can use this space?

You can customize these permissions once the space is created.

Choose who can view and comment on content

- Me
- Registered users - anyone logged into Confluence

Choose who can contribute (create and edit) content:

- Me
- Registered users - anyone logged into Confluence

Choose Theme

To change the theme of this space, select one below.

- Default Theme
  - Use the globally configured look and feel. You can customize colour schemes and layouts manually.

- Confluence Classic Theme
  - Confluence Classic Theme (with old typography)

Screenshot above: Creating a space

Related Topics

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Setting up your Personal Space
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Deleting a Space

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