Adding a Personal Label

This page tells you about personal labels. You can also read about global labels.

You can use personal labels to mark content that you personally are interested in. Any user with 'view' permission can add a personal label. Personal labels are visible only to the user who created them. To differentiate them from global labels, personal labels include the prefix 'my:' in the label name.

You can view your personal labels from your user profile.

Here are some examples of personal labels:

- my:sales
- my:stuff
- my:trivia

To add a personal label:

1. View the page which you want to label.
2. Click the 'Add Labels' or the 'Edit' link beside 'Labels'. This will open up a form with an input field and a list of 'suggested labels'.
3. An input field will open below the existing labels. If available, it will also show you a list of 'suggested labels'. These are the labels that you have used recently and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Check if you want to use any of the suggested labels. Click a label to add it to the page.
4. If you want to add a new personal label, type it in using the format 'my:label'.
   You can enter more than one label, separated by commas.
5. Click 'Add' to add the label.
6. Click 'Done' when you have finished, if you want to close the label input field.

Screenshot above: Adding a label

Notes

- Labels are always lower case. Even if you use uppercase characters, Confluence will convert these to lower case when it adds the label.

RELATED TOPICS

Viewing personal labels
Adding a Global Label
Using Labels to Categorise Spaces

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