Editing User Settings

You can set various Confluence preferences that affect your personal session:

- General preferences such as home page, language and time zone, as described below.
- Editor settings, as described below.
- Email settings for subscriptions to Email Reports. Please refer to Subscribing to Email Notifications of Updates to Confluence Content.
- OAuth access tokens that you have granted from your Confluence user account. Please refer to Viewing and Revoking OAuth Access Tokens.

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- Setting your General User Preferences
- Setting your Language
- Setting your Editor Preferences

Setting your General User Preferences

To edit your general user settings:

1. Go to the 'Settings' view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Settings' from the dropdown list. The 'Settings' view will open.
2. Click the 'Edit' button.
3. Choose your general settings:
   - Site Homepage – Select the page that you would like to see whenever you log into Confluence.
   - Language – Select your language. See below.
   - Time zone – Select your time zone.
4. Click 'Submit'.

Setting your Language

Above we describe how to set your language preference in your user profile. This section gives more information about that setting and other settings affecting the language Confluence will use.

Individual users can choose the language that Confluence will use to display screen text and messages. Note that the list of supported languages depends on the language packs installed on your Confluence site.

The language used for your session will depend on the following settings, in order of priority from the first to the last:

- The language preference defined in your user profile. Note that you need to be logged in, for this setting to take effect.
- The language that you choose by clicking an option at the bottom of the Confluence login screen. Confluence stores this value in a cookie. When the cookie expires, the setting will expire too.
- The language set in your browser.
  - Note that your Confluence administrator can disable this option by setting a system property.
  - The browser sends a header with a prioritised list of languages. Confluence will use the first supported language in that list.
- The default language for your site, as defined by your Confluence site administrator.
Setting your Editor Preferences

You can set some options that determine the way the Confluence editor works. Note that these settings affect only you. Other people using Confluence can enable or disable the settings on their user profiles independently.

To change your editor preferences:

1. Go to the ‘Settings’ view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to your name at the top of the page. (This is the ‘User’ menu. A dropdown list will appear when your cursor hovers over the ‘User’ menu.)
   - Select ‘Settings’ from the dropdown list. The ‘Settings’ view will open.

2. Click ‘Editor’ under ‘Your Settings’ in the left-hand panel.

3. Click the ‘Edit’ button.

4. Update the following settings to suit your preferences:
   - ‘Disable Autocomplete’ – Put a tick in this check box if you want to prevent the autocomplete from starting automatically when you press one of the trigger characters. See Using Autocomplete in the Rich Text Editor.

5. Click the ‘Submit’ button.

Screenshot above: User settings for the editor

RELATED TOPICS

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