

Using Labels to Categorise Spaces

You can use labels to group related spaces. A **space category** is a special type of label. Confluence uses space categories to group spaces on the dashboard and in the space directory.

Usage Example

Let's assume that you have one or more spaces that your Sales team may be interested in. You can use the category '**sales**' to group those spaces together.

- First add the '**sales**' category to the relevant spaces, as described below.
- Then, in the list of spaces on the left-hand side of the Confluence dashboard, you can choose 'Sales' from the drop-down menu under the 'Category' tab. You can also choose a category under the 'Space Categories' tab in the list of updates on the right-hand side of the dashboard. See [Customising your Personal Dashboard](#).
- In the space directory, you can click the relevant tab to see only the spaces with the chosen label. See [Viewing All Confluence Spaces](#).

On this page:

- [Usage Example](#)
- [Space Labels and Space Categories](#)
- [Categorising a Space](#)
- [Removing a Space from a Category](#)
- [Removing an Entire Space Category](#)

Space Labels and Space Categories

Confluence offers the following types of space label:

- **Space categories.** A space category is a special type of label. Confluence uses space categories to group related spaces on the dashboard and in the space directory. The rest of this page describes space categories.
- **Space labels.** A space label can be used for grouping spaces within the [Content by Label macro](#) and for [ranking search results](#). The rest of this page describes space categories, not space labels.

Categorising a Space

To categorise a space, you will add the 'space category' to the space. Adding a category to a space is the same thing as adding a space to a category. A category cannot exist if there are no spaces labelled with that category.

To add a space to a category:

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'.
i '**Space Admin**' is displayed only if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Space Labels**' in the left-hand panel.
3. Under '**Space Categories**', enter your category name and click '**Add**'.
Alternatively, click a category in the list of 'Suggested Space Categories' displayed on the screen.

Removing a Space from a Category

Removing a space from a category is the same thing as removing the category from the space.

To remove a space from category:

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'.
i '**Space Admin**' is displayed only if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Space Labels**' in the left-hand panel.
3. Click the '**x**' next to the space category, to remove the space from that category.

Removing an Entire Space Category

To remove a whole space category from Confluence, just remove that category from all spaces, as described above. A category cannot exist if there are no spaces labelled with that category. The space category will disappear from the dashboard and space directory.

To remove an entire space category from Confluence:

1. Open the '**Browse**' menu and select '**Space Directory**'.
2. Click the tab corresponding to the space category that you want to remove.
3. You will see a list of all spaces in that category. Click the spaces one by one, and remove the category from each space, as described [above](#).



Space Operations

[Space Details](#)[Space Labels](#)[Remove Space](#)[Trash](#)

Security

[Permissions](#)[Restricted Pages](#)

Mail

[Mail Accounts](#)[Mailbox Import](#)

Look and Feel

[Themes](#)[Colour Scheme](#)[Layout](#)[Stylesheet](#)[PDF Layout](#)

Space Categories

Space Categories will appear inside the categories tab on your dashboard and as tabs in the space directory. They can be used to group together related spaces.

sales ✕

Add

Suggested Space Categories:

[chocolate](#)

Space Labels

You can group this space with other content you've labelled in Confluence using the box below.

No Space Labels added to this space.

Add

Suggested Space Labels:

[dev](#) , [spec](#) , [specification](#) , [josh](#) , [hr](#) , [administrators](#) , [navigation](#) , [quicknav](#) , [advanced](#) , [sales](#) , [demonstration](#)

Screenshot above: Space labels and space categories

RELATED TOPICS

[Working with Labels](#)

[Viewing All Confluence Spaces](#)

Take me back to the [Wikis Help Guide](#).