Setting up your Personal Space

Your personal space is a place where you can publish your own pages and blog posts. Once you have set up your personal space, Confluence users can reach it by clicking your name in the People Directory.

On this page:
- Creating your personal space
- Adding and changing content in your space
- Granting access to your space
- Notes

Creating your personal space

To set up your personal space, you require the 'Personal Space' permission which is assigned by a Confluence administrator from the Administration Console. Refer to the Permissions Overview and Global Permissions Overview topics or contact a Confluence administrator for more information.

To create your personal space:

1. 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.)
2. Select 'Create Personal Space' from the dropdown list. The 'Create Personal Space' view will open.
3. Enter a few details about your space:
   - Choose who can view content.
   - Choose who can contribute (create and edit) content.
   - Choose the Theme (look and feel) for your personal space.

Create Personal Space

Your personal space is your own private workspace within Confluence. You can optionally let other people view or contribute to it.

Who can contribute to your personal space?

You can customize these permissions once the space is created.

Choose who can view and comment on content:    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 customise colour schemes and layouts manually.

- Clickr Theme

- Modern Confluence Theme
  The Confluence default theme with a more modern feel. This theme requires Firefox 3, Internet Explorer 7+ and Safari 4.

- Left Navigation Theme
  Provides a navigation bar on the left hand side of the screen.

Where is my personal space?

Once created, your personal space will be accessible (to anyone who can view it) at:

Before you continue:

Create Cancel
4. Click ‘Create’.

5. 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.

Adding and changing content in your space

Now you can start adding pages to your personal space. You may also want to upload your photo.

Granting access to your space

When you created the space (see above), you made some preliminary decisions about who can view and contribute content to your space. You can change the permissions on your space at any time.

Notes

- Once you have set up your personal space, you can return to it any time by clicking your name (next to the word ‘Welcome’ at the top of the page).

Related Topics

- Working with Spaces
- Converting a Global Space to a Personal Space
- User Profile Overview
- Linking to Personal Spaces and User Profiles

Take me back to the Wikis Help Guide.