

## Confluence Space Customization

If users customize their personal space, they learn about Confluence features quickly and are more likely to use the application in the future. Modify this “homework assignment” as desired and give it to end users to complete.

**Tip:** If your organization has Confluence Cloud, remove the instructions for Confluence Server and Data Center, and vice versa. Capabilities and terminology differ slightly between deployment types.

### For Cloud

#### Step 1: Visit Personal Space

A personal space is a place to store content that’s just for you or content that you’re working on that’s not quite ready to share with others yet. Your personal space can contain an unlimited number of pages, images, and attachments. Use it to store documents, reminders, meeting notes, and more.

To access your personal space:

- Click your avatar icon at the top right of the page
- Click Personal Space in the drop-down menu
- Bookmark the URL so it’s easy to find again

#### Step 2: Customize Your Space

##### Modify Permissions (Optional)

*Note: Permission settings in Confluence Cloud are only customizable with a Standard, Premium, or Enterprise plan.*

By default, other Confluence users can view content in your personal space. Here’s how to grant or restrict access to the entire space:

- From your personal space, click the Space Settings option in the left sidebar
- Click the General link under the “Space permissions” header
- Click the Edit Permissions button to grant or deny permissions to others
- On the next page, check or uncheck permissions for groups and individual users as desired
- Finally, click the form submission button at the bottom of the page

**Tip:** It’s also possible to restrict view and edit abilities for individual pages in your personal space.

#### Step 3: Add Shortcuts to the Sidebar

Shortcuts are links to frequently used websites. Add shortcuts to your favorite internal and external applications so you can access them quickly.

- From your personal space, click the “Add shortcut” option in the left sidebar
- In the overlay, enter a web address, enter a link name if desired (optional), and click the “Add shortcut” button on the right
- Enter any additional links, and then click the form submission button at the bottom of the overlay
- Refresh the page to see the new shortcut(s) in the left sidebar

## Step 4: Customize the Overview Page

For your final challenge, let’s customize the content of your personal space’s home page. What you should include on this page depends on its audience. If your space is visible to colleagues, try adding information about yourself and your role and a fun photo. If your space is restricted to you, add any information you find useful, such as a link to a project you’re working on, a list of daily tasks, or the phone number for the computer help desk.

- From your personal space, click the Overview option in the left sidebar
- Click the pencil icon at the top right to edit the page contents
- Add or remove content from the page as desired, using the toolbar at the top to format text and add elements like tasks, links, images, tables, and macros
- Finally, click the form submission button at the top right

Great job! Now you can use your personal space in any way that is helpful to you, your team, or your colleagues.

## For Server and Data Center

### Step 1: Create Personal Space

A personal space is a place to store content that’s just for you or content that you’re working on that’s not quite ready to share with others yet. Your personal space can contain an unlimited number of pages, images, and attachments. Use it to store documents, reminders, meeting notes, and more.

To create your own space:

- Click your avatar icon at the top right of the page
- Click Add Personal Space in the drop-down menu
- Bookmark the URL so it’s easy to find again

### Step 2: Customize Your Space

You can customize many aspects of your space to really make it your own. Here’s how.

#### Change Color Scheme

- From your personal space, click the “Space tools” link in the left sidebar, and select Look and Feel
- On the Look and Feel settings page, click Color Scheme at the top

- Click the Select button under the Custom Color Scheme header
- Click the Edit button to choose different colors
- Click the color-picker icon on the right to change the current color selection
- Finally, click the form submission button at the bottom of the page

### Modify Permissions (Optional)

By default, other Confluence users can view content in your personal space. Here's how to grant or restrict access to the entire space:

- From your personal space, click the “Space tools” option in the left sidebar, and select Permissions
- Click the Edit Permissions button to grant or deny permissions to others
- On the next page, check or uncheck permissions for groups and individual users as desired
- Finally, click the form submission button at the bottom of the page

**Tip:** It's also possible to restrict view and edit abilities for individual pages in your personal space.

### Step 3: Add Shortcuts to the Sidebar

Shortcuts are links to frequently used websites. Add shortcuts to your favorite internal and external applications so you can access them quickly.

- From your personal space, click the “Configure sidebar” link in the left sidebar, then click “Add link”
- In the overlay, click the “Web link” option on the left
- Enter a web address, enter a link name if desired (optional), and click the form submission button
- Enter any additional links, and then click the form submission button in the left sidebar
- The new shortcut(s) will be displayed in the left sidebar

### Step 4: Customize the Overview Page

For your final challenge, let's customize the content of your personal space's home page. What you should include on this page depends on its audience. If your space is visible to colleagues, try adding information about yourself and your role and a fun photo. If your space is restricted to you, add any information you find useful, such as a link to a project you're working on, a list of daily tasks, or the phone number for the computer help desk.

- From your personal space, click your name or avatar image in the left sidebar
- Click the pencil icon at the top right to edit the page contents

- Add or remove content from the page as desired, using the toolbar at the top to format text and add elements like tasks, links, images, tables, and macros
- Finally, click the form submission button at the bottom right

Great job! Now you can use your personal space in any way that is helpful to you, your team, or your colleagues.