

# Confluence Admin (Cloud)

📅 1 Day

🏠 Classroom, Webinar

This Confluence Admin Training course is designed for Current and New Administrators needing formal training about Permissions, Housekeeping and good practice

## About this course

### Is this course right for me?

This course is intended for new and experienced Confluence admins who are familiar with the essentials of Confluence but who want more of an understanding of the management of pages and spaces, permissions, configuration, housekeeping and best practices.

### Objectives and outcomes

By attending this course, delegates will begin to understand many of the more advanced features within Confluence.

The journey begins with a half-day structured content plan covering space management followed by some good housekeeping practices.

The second half is a free-form mentoring session where attendees will get direction, examples and hands-on demos from the facilitator.

### Prerequisites

- Basic knowledge of window interfaces.
- Atlassian Confluence basics.
- Access to a laptop
- Internet connection

## Modules breakdown

### Module 1: Introduction to application administration

#### Module Sections

1. Manage users and groups
2. Assign global permissions
3. Manage space permissions
4. View audit logs

### Module 2: Space and site settings

#### Module Sections

1. Look and feel
2. Sidebar
3. Global and site templates
4. Space archiving

### Module 3: Page structure, management and gardening

#### Module Sections

1. Space and macro usage
2. Page and space permissions
3. Managing pages within spaces
4. Common macros used for gardening

#### Lab Exercises

### Module 4: Attachments and file management

#### Module Sections

1. Site attachment settings
2. Configuring PDF stylesheets
3. Blueprints
4. Exporting and restoring spaces

### Module 5: Jira integration

#### Module Sections

1. Application Links
  - Requirements definition
  - The Jira macro
  - Creating Jira Issues from Confluence
  - Displaying Jira data in Confluence
  - Making Jira gadgets available to Confluence

#### Lab Exercises

### Module 6: Mentoring

Freeform Q&A session