Accessing Confluence

This is part of a series of documents on the Confluence Wiki tool. You may view the video associated with this handout online at: http://youtu.be/yhb-mSZolhg

Accessing Confluence

☐ Step-by-Step

✓ **Open** a web browser on your computer.

✓ In the Address Bar, **type** wiki.itap.purdue.edu. **Click Enter**.

✓ The Confluence main page will open. To the left you will see a list of public sites, called **Global Spaces**. These can be accessed without logging in. To the right, you will see a message allowing you to view a video on Confluence.

✓ **Click** Log In, located in the upper right hand corner, to access non-public Confluence sites. Enter your login credentials.
Note: Purdue faculty, staff, and students should use their Career Accounts to log in to Confluence. Other Confluence users (non-Purdue) should use the username and password they were assigned.

✓ You will now be logged into Confluence. You can see not only Global Spaces, but all spaces that you have access to. You will also see an icon in the upper right hand corner of the screen. This icon is for the Profile menu.

✓ Click on your Profile to open a menu for user settings and other information.

(Continued on Next Page...)
While logged into a space, at the top of the content window, you will see **breadcrumb** links that will help you return to a previous page or the main page of the space.

Additionally, Confluence may reduce the amount of page links shown in the breadcrumbs by using a set of ellipses (...). **Click** the ellipses to expand the list of pages.

In the upper left-hand corner of the page, click the **ITaP Wiki** icon to return to the main Confluence page.

To log out of Confluence, **click** the Profile button in the upper right hand corner, and on the menu that opens, **click Log Out**.