# User manual collaborate.green

#### Welcome to collaborate.green

We have made this user manual to provide you with information on how to use the online collaboration platform. It should cover the main topics to get you started!

However, this manual does not cover the entire spectrum of possibilities. For a complete overview, please see the official Confluence User guide (Confluence is the software on which collaborate.green is based).

In case you miss something, or have questions, please contact Doris Schyns.

### How to use collaborate.green?

- Log in
- Personalize your profile
  - Change your password
  - Add information to your profile
  - Change your profile picture
- Watch Pages, Spaces and Blogs
  - Watching a page or blog post
  - Autowatch
  - Stop watching a page
  - Notification for new blog posts in a space
  - Manage watches from your user profile
  - Manage watches from the notification email
- Notifications
  - E-mail notifications
  - Subscribe to email notifications
  - Edit your email notification settings
  - Workbox notifications
  - Manage your workbox notifications
- Save for later
  - Save a page for later
    - Get back to your saved pages
- Permissions and Restrictions
- Create and edit pages
- Comment on pages and blog posts
- Meeting notes template
- Working with attachments
- Tables
- Links
- Searching collaborate.green
- Add, remove and search for labels
- Macros
- Collaborate.green on a mobile device

# Elements in collaborate.green

- Spaces, Pages and Blogs
  - Homepage/landing page
  - Page components
    - Sidebar
    - Collapse or expand the sidebar
  - Top menu bar
  - Menu bar for easy navigation: Home, Programs, Teams
  - Contentpage
    - Title and breadcrumbs
    - Padlock
    - Paperclip
    - FaperciiEdit
    - Save for later
    - Watch
    - Share
    - ...
    - Labels
    - Like

# Types of spaces

- Space for SRJS program
- Private space for your team