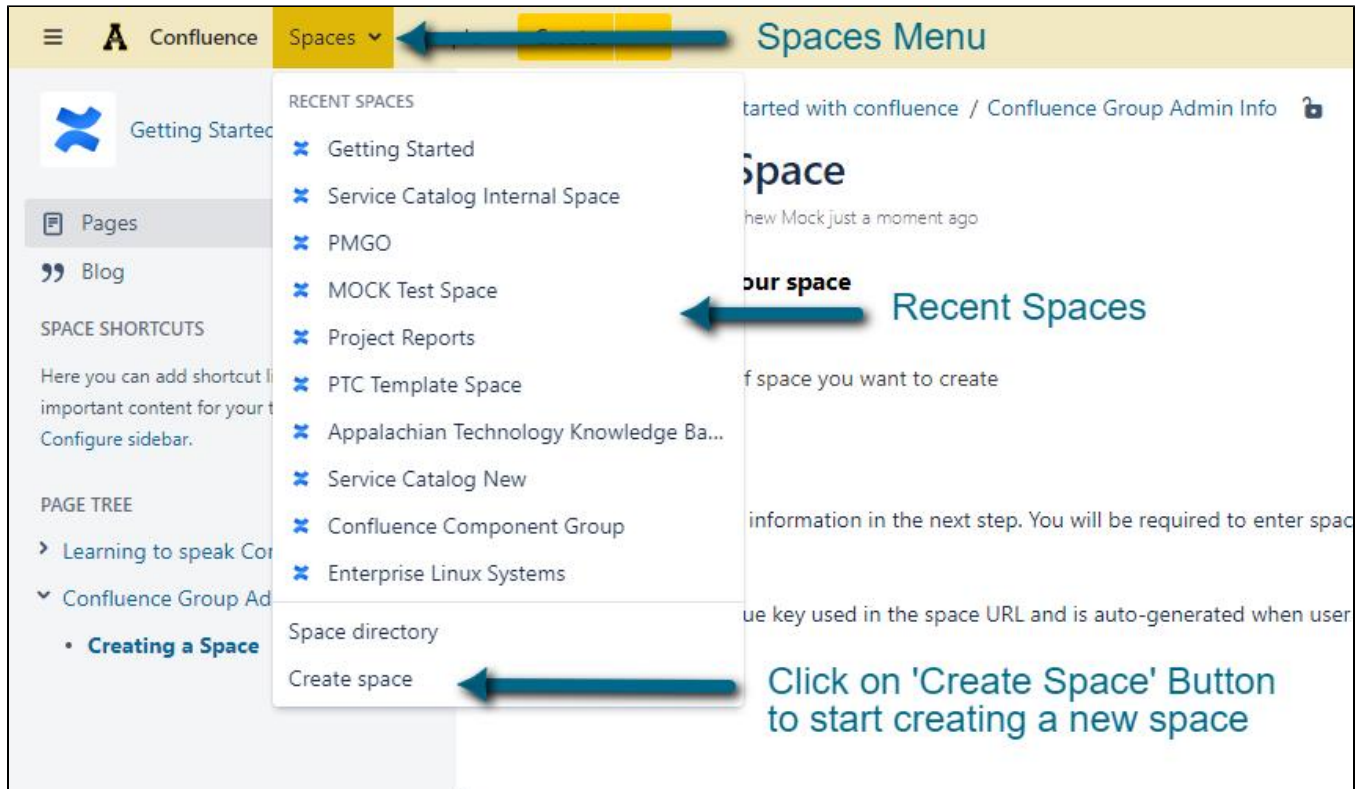


Create a Space in Confluence

Note

Spaces can only be created by Confluence Admins. Contact your area's Confluence admin for assistance

1. Click on the 'Create Space' Button



2. Now choose the kind of space you want to create

Create space

Filter Help

Blank space
Start with a blank space.

Documentation space
Create and manage technical documentation for your products

Software project space
Create software requirements, capture meeting notes, and track decisions.

Personal space
Keep your notes, task lists and other content organized.

Knowledge base
Capture and share best practices and solutions to common problems.

Team space
Collaborate and share resources with your team.

Choose the Space type you require and click next

Next Close

3. fill in the required information in the next step. You will be required to enter space name, a space key, and other mandatory or optional field depending on the kind of space you chose.

- The space key is a unique key used in the space URL and is auto-generated when user types in Space name, but you can change it if required.

Create a blank space

Space name

Space key ?

Visible only to me

About blank spaces
Start with a blank space and customize it for your project, team, department or company. You can add content using pages and keep them organized in a hierarchy.

Back **Create** Close

4. Click 'Create'

5. Your new Space will now be created

**note 5**

It is good practice to [setup permissions on your space](#) immediately after creation before adding pages to it.

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- [Edit Permissions on a Confluence Page](#)
- [How to create a knowledge base article for the Appalachian Technology Knowledge Base](#)
- [How To Update Related Articles \(Content by Label Macro\)](#)
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