Confluence booklet

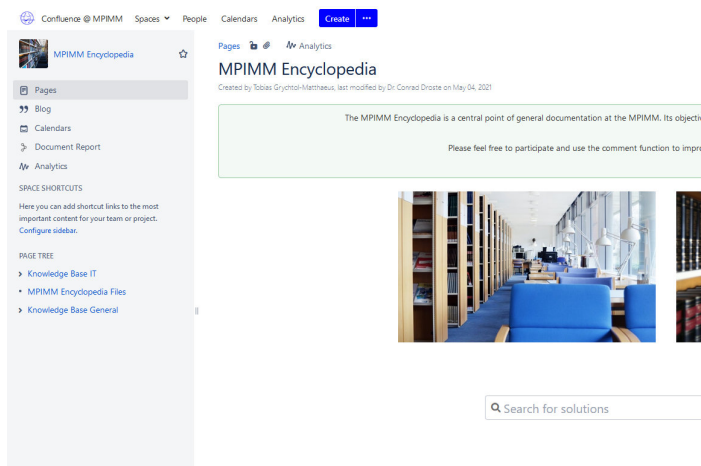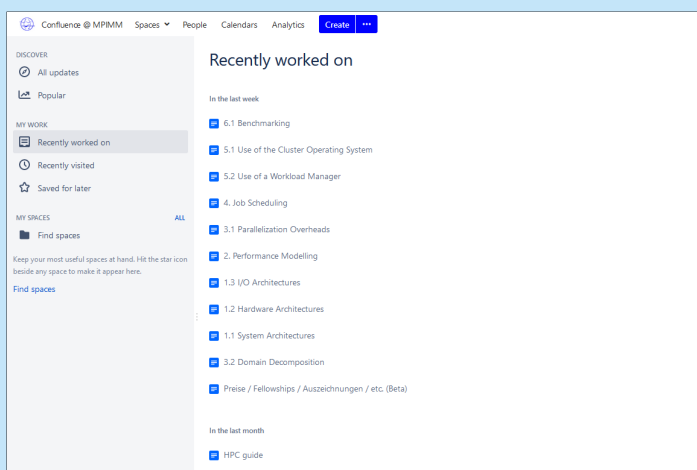**Max-Planck-Institut für Marine Mikrobiologie**

Confluence is a web-based corporate wiki and is mainly used for the documentation and communication of knowledge and the exchange of knowledge in companies and organizations

- Turn conversations into action: Built for lasting knowledge so you never lose great ideas or context in a transient notification or chat.
- Break down team silos: An open, connected structure allows information to flow freely among everyone at the organization.
- Organize everything in one place: From quarterly planning docs to new hire blogs, everything lives on Confluence.
- Build a culture of open teamwork: With social features, employees at every level have a voice to contribute, share, and receive feedback.

Getting started

- You can access the Confluence Web-application of the MPI-MM at **https://confluence.mpi-bremen.de/**
- login with your username and password, that you also use for other MPI-MM services
- After the login you will see the **main page** with the last updates of the users first
- To access the different spaces of the MPI-MM, click on the **top bar** on spaces and select the one you want to access
- Under People you can find everybody of the MPI-MM who has a personal space at confluence
- The **search field** at the top bar is the easiest tool to help yourself, if you are looking for something or somebody specific

MPIMM Encyclopedia

- The MPIMM Encyclopedia is a central point of general documentation at the MPIMM. Its objective is to share available information of researchers and service groups likewise.
- You can access the encyclopedia on the main page at **spaces**
- Under Knowledge Base IT you can find all the general documentations about IT topics at the MPI-MM.
- The Knowledge Base IT is sorted by specific subjects, like Remote working or Scientific Software
- The information of the documentation is provided by videos, images and text
- You can change the language of every entry by clicking on **translation** and selecting the language you would like to use