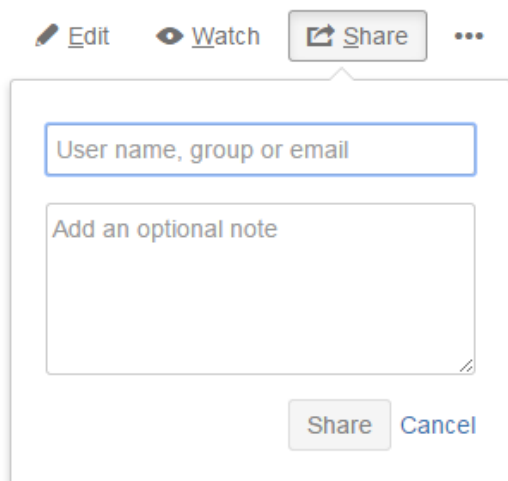


## Share your page with a team member (step 9 of 9)

Once you've created content you'll want to share it with your team members. Confluence can do all the work for you, just click the **Share** button.

1. Let's tell someone about this page.  
Click the **Share** button at the top right of the page. It looks like this:



The screenshot shows the top right corner of a Confluence page with three buttons: 'Edit' (pencil icon), 'Watch' (eye icon), and 'Share' (share icon). A dropdown menu is open from the 'Share' button, displaying a dialog box. The dialog box has a text input field labeled 'User name, group or email', a larger text area labeled 'Add an optional note', and two buttons at the bottom: 'Share' and 'Cancel'.

2. Type the name of the person or group you want to share the page with.  
You can also enter an email address.
3. Add a message to give the person some background about the page.
4. Click the **Share** button.  
Confluence will send the person an email message about this page. Shared!

 The **Share** button only appears if your administrator has configured a mail server. In Confluence Cloud, this is all set up for you.

[PREV](#)

[HOME](#)