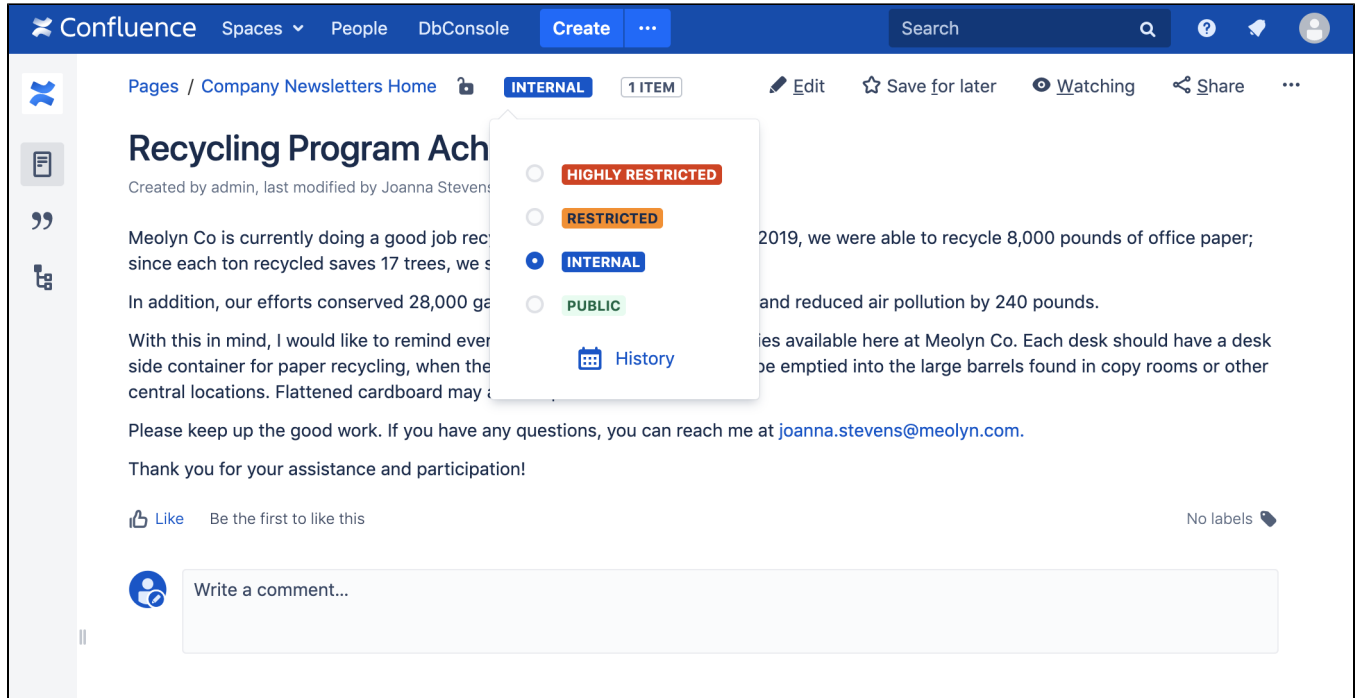


Classify Pages

Once you've set up your Classification Levels, you can start to manually classify pages across all your Confluence Pages (remember you can opt-out individual Spaces).

How To

1. First, navigate to a Confluence page which you can view and edit.
2. Notice the 'Pending Level' indicator at the top of the page.
3. Click on the indicator to change the level for the page.
 - a. If you have restrictions enabled, the page will refresh and show the new restrictions applied.
4. In the '...' menu, click on 'Classification History' to see an Audit Trail.



The screenshot shows a Confluence page titled "Recycling Program Ach" with a classification dropdown menu open. The menu includes options for "HIGHLY RESTRICTED", "RESTRICTED", "INTERNAL" (which is selected), and "PUBLIC", along with a "History" link. The page content discusses recycling efforts at Meolyn Co, mentioning 8,000 pounds of office paper recycled in 2019 and 28,000 gallons of water conserved. The page also features a "Like" button and a comment input field.