Using Autocomplete to Mention
Accessing the User Mention Option in the Editor Toolbar

You can mention a person in a special way that prompts the Wikis to send that person an email message and a Workbox notification. You can mention uses in blog posts, comments, and pages.

When you save the page after adding an @mention, the MIT Wiki Service will send out an email message to the user letting them know that they have been mentioned on the page (if they have permission to view the page) with a link to the relevant page. A notification to the person's workbox.

There are two ways to mention someone:

- The quickest way is to start typing '@' and the person's name, then choose from the suggestions that Confluence offers. This is called @Mentions.
- Alternatively, you can choose Insert > User Mention from the editor toolbar.
Each of these methods is described in more detail below.

Using Autocomplete to Mention
To mention someone using '@':

1. Edit the page.
2. Click where you want to insert a mention and type '@' and then the first few characters of the user's full name.
3. Choose the user's name from the list of suggestions.

Accessing the User Mention Option in the Editor Toolbar
To add a user mention via the editor toolbar:

1. Edit the page.
2. Choose Insert > User Mention. Confluence will add an '@' sign to the page, and display a dropdown list of suggested users for you to choose from.
3. Start typing the person's name, to refine the list of suggestions.
4. Choose the person from the list of names.