**Document Storage in Confluence**

The files you upload in Confluence are attached to pages within a particular ‘Space’
eg MEMBERS COUNCIL MEETINGS is one such space.

To view all the files in a particular space:

1. Go to that space in Confluence
2. Select **Space Settings** from the sidebar.
3. Select **Content Tools** > **Attachments**.

Here you will find all the files that have been attached to pages within this space.

**How to upload a document to a page in confluence.**

In editing mode - top right hand side of the page - click pencil icon

Click to add a cursor in the location you want the document to attach
Click the Files & images icon in the toolbar, usually a picture frame

and upload a file.