E-mailing a Page

In Confluence, you can easily share a Confluence page or blog post by e-mailing it to recipients of your choice.

E-mailing a Confluence page or blog post using the Share button

The 'Share' button provides a quick mechanism for e-mailing a page or blog post to Confluence users or any e-mail addresses.

To e-mail a Confluence page or blog post using the Share button:

1. Go to the page or blog post you wish to e-mail.
2. Click the 'Share' button at the top-right of the page. A popup for entering recipients and a note will appear.
   - The 'Share' button will not be visible if your Confluence administrator has not configured an outgoing mail server for your Confluence site.
   - If you want to enable this feature, please ask your Confluence administrator. Instructions for enabling this feature can be found here: Configuring a Server for Outgoing Mail.
3. Enter the name or username of a Confluence user or any e-mail address to whom you wish to e-mail the Confluence page. When you begin entering a name or username, or you have typed a valid e-mail address, an autocomplete dropdown will appear.
4. Use the mouse or cursor + enter keys to select the appropriate user or e-mail address from this dropdown. Use this dropdown to add multiple recipients to the list.
5. To remove a recipient from the list, click the 'bin' icon to the right of the recipient.
6. Enter an optional message into the 'Note' text box.
7. Click the 'Share' button to send the page with your note to the recipients listed on the popup.

E-mailing a Confluence page or blog post using the 'Mail Page' feature

The 'Mail Page' feature provides flexible options for e-mailing a page to Confluence users and groups, and/or any e-mail addresses. It also allows you to add a custom subject line to your e-mail message.

To e-mail a Confluence page or blog post using the 'Mail Page':

1. Go to the page or blog post you wish to e-mail.
2. Do either of the following to open the 'Mail Page':
   - Click the 'Tools' menu and select the 'E-mail' item.
   - OR
   - Click the 'Tools' menu and select the 'Info' item. The page's 'Information' view will open.
   - In the first box displayed, click the 'E-mail' link (beside 'Operations').
3. On the 'Mail Page', enter the following e-mail details:
   - 'Recipients: E-mail address(es) — To send the e-mail to someone who is not a Confluence user, type their e-mail address. You can type multiple addresses, separated by commas.
   - 'Recipients: Confluence Group(s) — Type the name of the Confluence group (or groups, separated by commas); or click this icon to select a group from the list:
   - 'Recipients: Confluence User(s) — Type the name of the Confluence user (or users, separated by commas); or click this icon to select a user from the list:
   - 'Subject' — (Optional) Type the email's subject line.
   - 'Notes' — (Optional) Type the text (if any) which you want to appear at the top of the e-mail's body. This text will appear before the contents of the Confluence page.
   - 'Format' — Choose whether to send the email in 'Text' or 'HTML' format.
4. Click the 'Next' button and a preview of your e-mail will be displayed.
   - To change the 'Recipients', 'Subject', 'Notes' or 'Format', click the 'Edit' button (at the right of the page).
   - To send the e-mail, click 'Send' button (at the bottom of the page).