Viewing Mail

In Confluence, each global space can be set up to archive mail.

To view mail messages archived within a particular space,

1. Go to the 'Mail' tab in the 'Browse Space' view.

   Go to the 'Browse Space' view. There are two ways to browse a space:
   - Go to a page in the space and select the option you want from the 'Browse' menu. The corresponding tab of
     the 'Browse Space' view will open.
   - Or click the
     ![icon](icon.png)
     icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. The mail is displayed in reverse chronological order with a default of 30 mails per page. You can move between pages
   by clicking the
   <<< Previous
   and
   Next >>
   links or by selecting a particular page number.

3. Click on a mail message to view its contents.

   **Screenshot : Mail Archive**

   ![Mail Archive](image.png)

<table>
<thead>
<tr>
<th>Sender</th>
<th>Subject</th>
<th>Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Cameron-Brooks</td>
<td>[CONF-user] ANN: Atlantian in the Big Apple &amp; jobs available!</td>
<td>May 14, 2005</td>
<td><img src="button.png" alt="button" /></td>
</tr>
<tr>
<td><a href="mailto:forums@atllassian.com">forums@atllassian.com</a></td>
<td>[CONF-user] Ann to see &quot;hot&quot; pages?</td>
<td>May 14, 2005</td>
<td><img src="button.png" alt="button" /></td>
</tr>
<tr>
<td><a href="mailto:forums@atllassian.com">forums@atllassian.com</a></td>
<td>[CONF-user] Re: Resource bundle for Confluence?</td>
<td>May 13, 2005</td>
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<td>Re: [CONF-user] Confluence hosting</td>
<td>May 13, 2005</td>
<td><img src="button.png" alt="button" /></td>
</tr>
</tbody>
</table>

   If you are a space administrator, or have been given permission to delete mail messages, you can also delete emails from here.

Navigating Mail

'Find More': These links links at the top of an email message let you search for other emails from the same author or on the same subject.

'Attachments': This link located below the email body allows you to view mail attachments. The link is only displayed if any attachments
exist.

'Entire Thread': This link allows you to view the mail's thread, if one exists.

The 'Mail Operations' panel is located to the right of the mail view and displays links to:

- **Entire Thread**: View the thread that this mail belongs to. This option is only available when the mail belongs to a thread.
- **Next By Date**: Navigate to the next message.
- **Previous By Date**: Navigate to the previous message.
- **Remove Mail**: Remove the current mail from the space.
- **Mail Archive**: Go to the mail archive view for this space.

**Screenshot : Navigating mail**

![Navigating mail](image.png)

**Handy Hint**

Use the **Quick Search** facility to quickly locate a mail
RELATED TOPICS

Archiving Mail Overview
Viewing Mail
Fetching Mail
Deleting Mail
How do I Disable Automatic Mail Polling?

Take me back to the Wikis Help Guide.