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 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)

   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)

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

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

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