Managing Mail Accounts

You need to be a **space administrator** to manage mail accounts for a space.

**To manage mail accounts,**

1. Go to the 'Space Admin' 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. Click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts each with a link to 'Edit', 'Remove' or 'Disable' the account.
   
   - **Edit**: This link allows you to change the configuration settings for the mail account.
   - **Remove**: This link lets you remove the account permanently.
   - **Disable**: This link allows you to temporarily disable the account.

### Screenshot: Managing mail accounts

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Host</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>conf-user archive</td>
<td>Archive of conf-user</td>
<td>mail.classian.com</td>
<td>OK</td>
<td>Edit</td>
</tr>
<tr>
<td>ou</td>
<td>ui</td>
<td>ui</td>
<td>DISABLED</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

- Archiving Mail Overview
- Adding a Mail Account
- Importing Mail
- Viewing Mail
- Fetching Mail
- Deleting Mail
- Restoring Mail
- Linking to Mail

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