Fetching Mail

Confluence fetches mail from the server once every 30 minutes.

You need to be a space administrator to manually retrieve new mail from mail accounts.

**To manually retrieve mail,**

1. Go to the 'Space Administration' view.
   
   Go to the 'Space Admin' tab of the Browse Space view. To do this:
   
   - Go to a page in the space, open the 'Browse' menu and select 'Space Admin'.
   
   Note: 'Space Admin' is displayed only if you are a space administrator for that space or you are a Confluence system administrator.

2. Go to the 'Mail' tab.

3. Go to the 'Mail' tab. A list of messages for the space is displayed in reverse chronological order.

4. Click on the 'Fetch new mail' link located above the list of messages. Any new messages will be displayed in order of most recent first.

**Note**

Once mail is fetched, it will be removed from the server.

**RELATED TOPICS**

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

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