e-mail

Webmail

Create folders and filters

To keep track of incoming emails, it makes sense to have them sorted and filtered automatically. We recommend creating separate folders for the distribution lists students, active-students and bachelor-ii (or other study programme distribution lists). The following describes how folders and filters can be created via the webmail interface.

webmail-filter.mp4

Abbildung 1: Create folders and filters

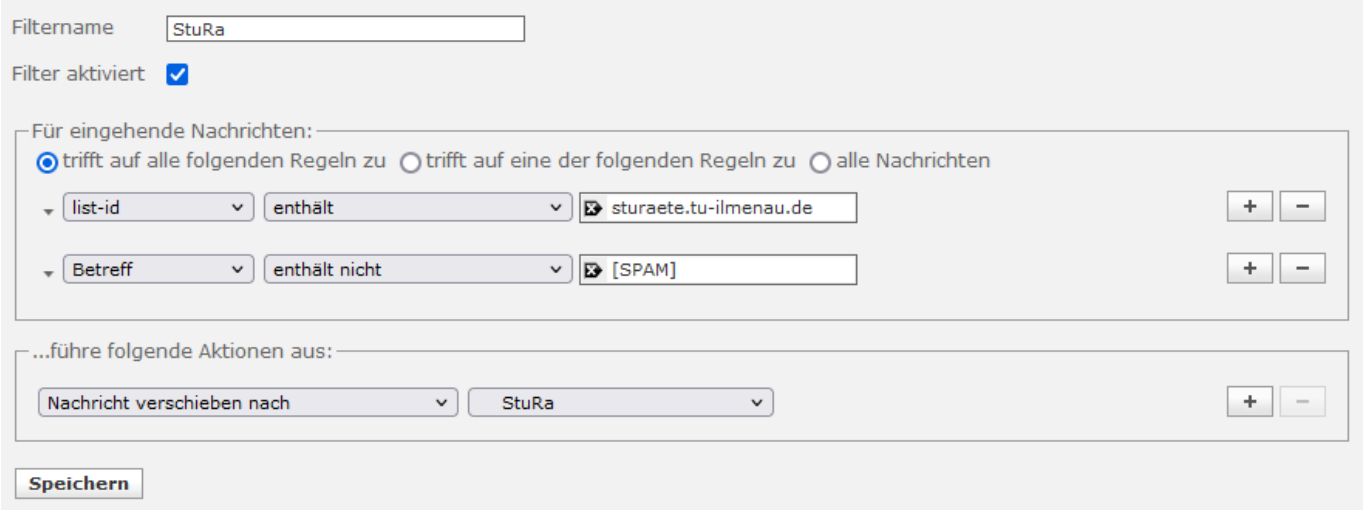


Abbildung 2: Filter definition

Create folder

- Create a folder for the category to be filtered (see video)

Find out the list ID

- Select email (from the category to be filtered)
- Click on the cogwheel button
- click on „Show source text
- search for `list-id` search
    - Examples: active-students.tu-ilmenau.de, ref-soziales.stura.tu-ilmenau.de

Create filter

- Click on „Settings“ / „Filter“ (tab) / “+„ (at the bottom of the „Filter“ column)
- Give the filter a name
- Select 'applies to all of the following rules'

- … instead of 'Subject
- next to `list-id` (exactly this text)
- select contains
- then enter the list-id found (e.g. active-students.tu-ilmenau.de)

- add another rule with the plus to the right of the first rule
- select 'Subject' 'does not contain'
- enter '[SPAM]' in the text field behind it

- select 'Move message to' underneath
- select the folder created for this message category

- Save

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