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4.04 E-mail

Webmail

Create folders and filters

To keep track of incoming e-mails, it makes sense to have them sorted and filtered automatically. It is advisable to at least create separate folders for the distribution lists students, active-students and bachelor-ii (or other degree programme distribution lists). The following describes how folders and filters can be created via the webmail interface.

Abbildung 1: Create folders and filters
Abbildung 2: Filter definition

Create folder

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

Find out 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 the following rules

- **…** select 'subject' instead of
- next to it `list-id` (exactly this text)
- select contains
- Enter the list-id you found (e.g. active-students.tu-ilmenau.de) after it

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

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

- save

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