

MDaemon Webmail - Email Filters How-to Guide

The MDAemon Webmail Filters feature can be used to automatically perform various actions on messages that meet certain criteria. You can perform actions based on the To, From, or Subject headers, or any other header you specify, including custom headers. You can also filter based on message size. When a message meets the criteria specified, it can be moved, redirected, forwarded, or deleted. This guide will help you understand how to set up filters in MDAemon Webmail, and will give you a better understanding of the many ways these filters can be used.

Creating an Email Filter

1. Click on the **Gear icon** at the upper right-hand corner and then select **Filters**.
2. Click on the **New Filter** button. [Figure 1-1]
3. In the first drop-down menu, select the item on which you would like to filter: [Figure 1-2]
 - To - The message recipient.
 - CC - The value in the CC field
 - From - The From field can be different from the sender.
 - Subject - The message subject
 - Sender - The message sender
 - Message Body - The message body
 - Message Size - The message size, in bytes
 - X-MDMailing-List - The name of the mailing list, if the message is addressed to a mailing list.
 - X-MDRcpt-To - This value can be different from the To header.
 - X-MDDNSBL-Result - Example: PASS, FAIL
 - X-SPAM-FLAG - YES or NO
 - Other Headers
4. In the second drop-down menu, select from among the following options: [Figure 1-3]
 - Contains
 - Does not contain
 - Equals
 - Does not equal
 - Starts with
 - Ends with
 - Exists
 - Does not exist
 - Is greater than
 - Is less than

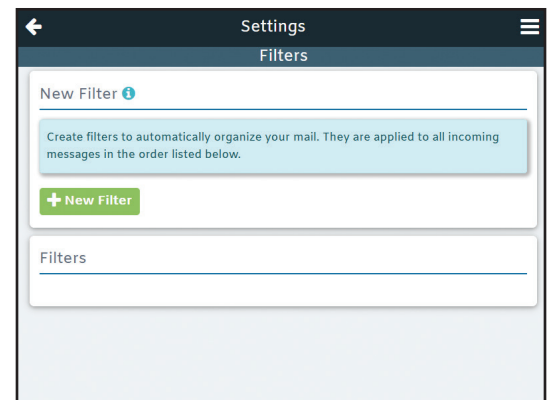


Figure 1-1

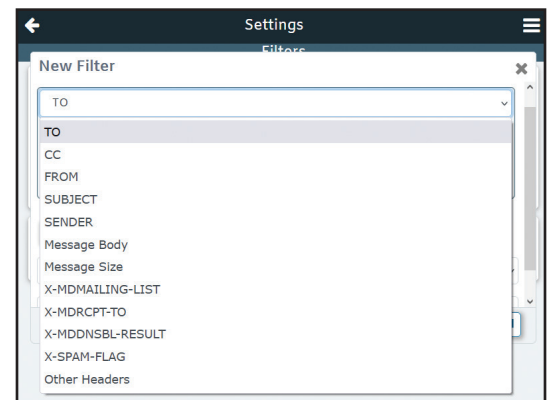


Figure 1-2

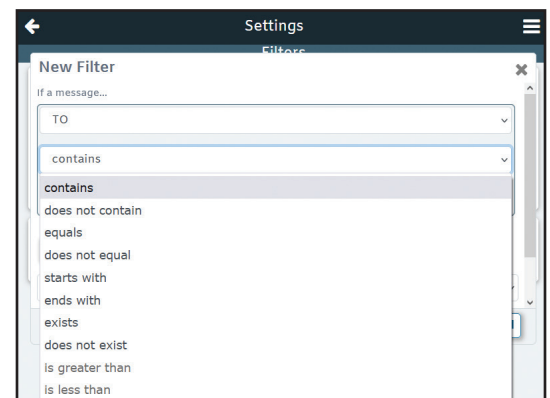


Figure 1-3

- In the blank, enter the word that the filter will look for. If you selected **Is greater than** or **Is less than** in the previous step, the **KB size** designation is displayed. [Figure 2-1]
- If you would like to add another condition, click on **New Condition** and enter the details following the same steps as described above.

Note: If more than one condition is specified, select one of the following options in the drop-down menu

- **When all of these conditions are true**
- **When any of these conditions are true**

- Select the action you would like to perform: [Figure 2-2]
 - **Move to**
 - **Delete**
 - **Forward to**
 - **Redirect to**

If you selected **Move to**, then select the folder that the message will be moved to.

If you selected **Forward to** or **Redirect to**, then enter the email address to which messages will be forwarded or redirected.

- Click on **Save**.

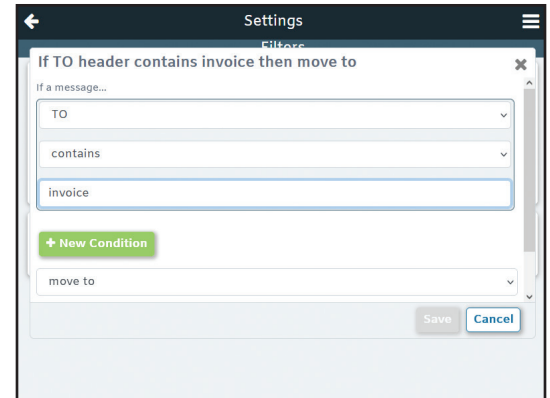


Figure 2-1

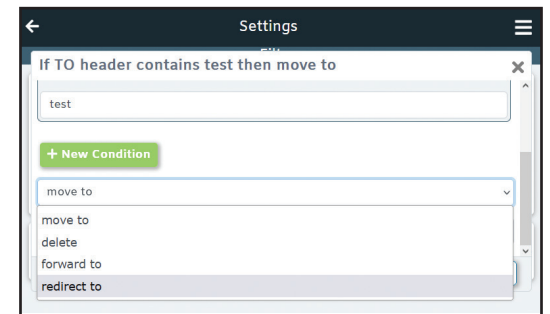


Figure 2-2

Rearranging Filters

You can rearrange filters by simply clicking on them and dragging them with your mouse.

