

# Using Email Filters

## Overview:

E-Mail filters help you organize incoming E-Mail messages. An email filter consists of one or several rules. By setting rules you can e.g. trigger the following actions:

- The email will be moved to a specific email folder.
- The email is forwarded to another email address.
- The email is marked as read.

## Using email filters:

- Create email folders.
- Create one or several rules.
- Specify an order for the rules.
- Set if subsequent rules are to be processed when a rule matches.

## Filter Options:

- Creating new rules
- Adding a condition
- Adding an action
- Creating a new rule when moving
- Creating new rules for the subject and the sender
- Changing a rule
- Applying a rule to existing emails

Note: For the following instructions and examples, it is assumed that the complete range of email filter functions is available. Depending on the configuration, some functions might not be available.

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