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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.

Create folders and filters



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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