# ZIMBRA tip: Create email filters

If you feel like you have too many things cluttering up your inbox and you lose important messages, you might want to try setting up filters to automatically sort incoming messages into dedicated folders.

For example, a "PLS-L" filter and folder can be used to manage messaged addressed to the PLS-L list.

1. Login to your Zimbra mail
2. Open the **Preferences** tab, then select **Filters**
3. Click **Create Filter**
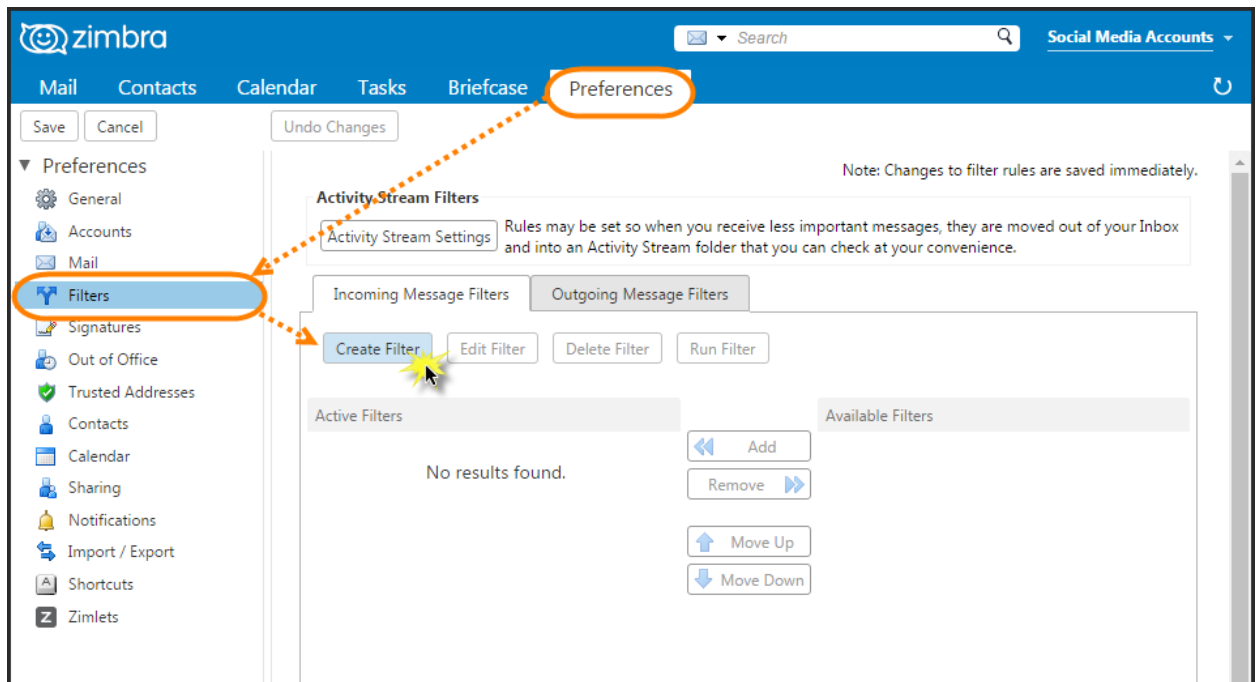
4. In the **Add Filter** dialog, provide a **Filter Name** – ex: PLS-L
5. Set the conditions for selecting messages – using the conditions in the illustration, this will capture any message sent to pls-l@pls-net.org

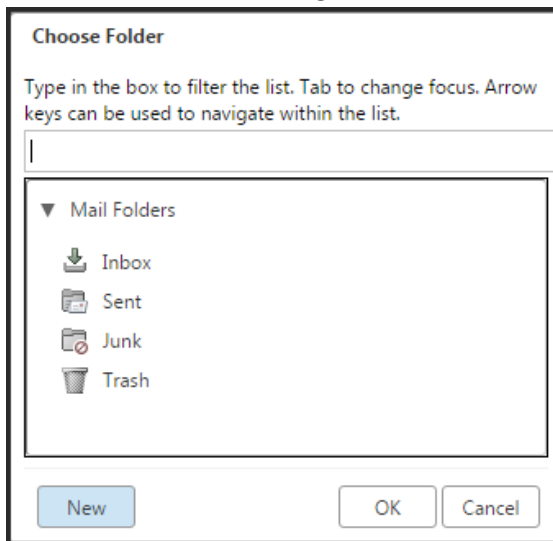6. Specify what will happen to the filtered messages – ex: **Move into folder**

Perform the following actions:

Keep in Inbox ▾

Keep in Inbox
Delete
Move into folder
Tag with
Mark as
Redirect to Address

☑   filters

OK   Cancel

7. Specify the destination folder; in this example, create a new folder for selection
8. In the **Choose Folder** dialog, click **New**

Choose Folder

Type in the box to filter the list. Tab to change focus. Arrow keys can be used to navigate within the list.

|

▼ Mail Folders

    Inbox

    Sent

    Junk
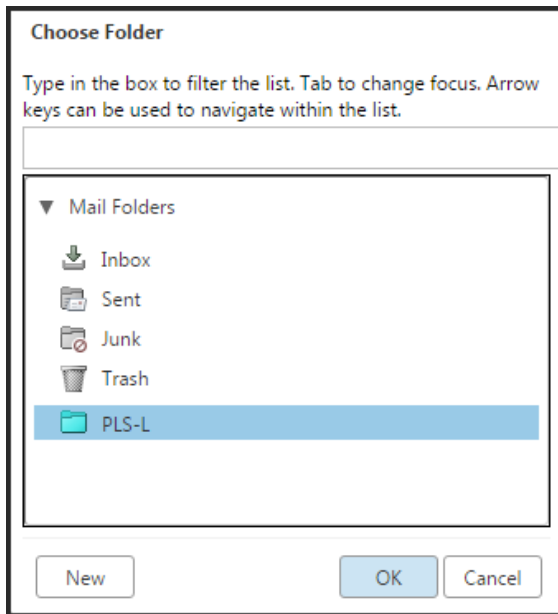
    Trash

New   OK   Cancel

9. In the **Create New Folder** dialog, give the new folder a name – ex: PLS-L
10. And a folder color (optional)
11. Click OK
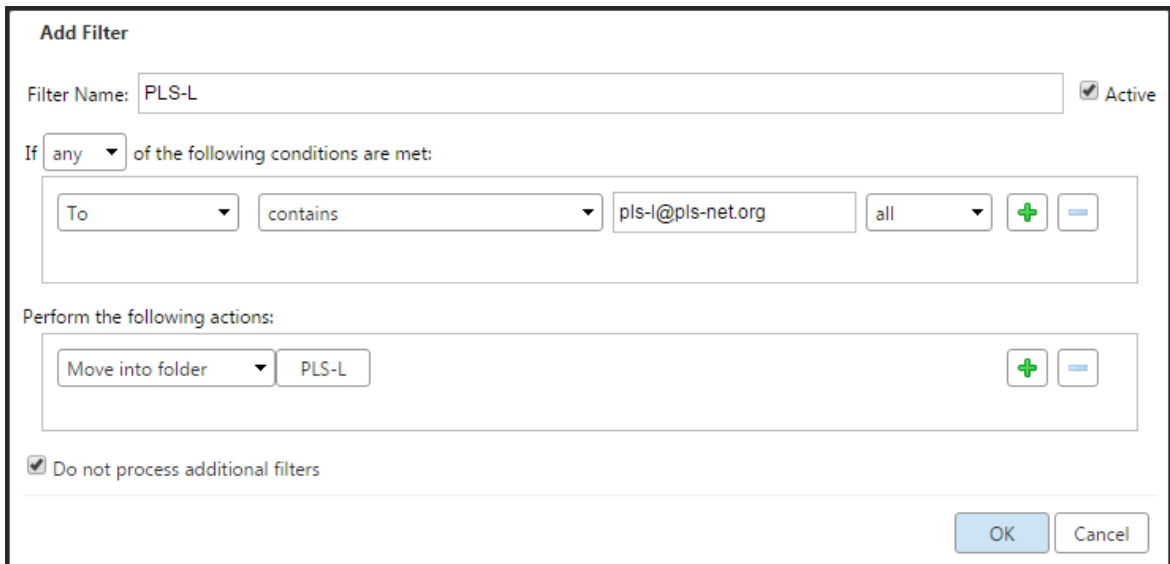
Create New Folder

Name: PLS-L

Color: ▢ Cyan ▾

Feed: ☐ Subscribe to RSS/ATOM feed

Select where to place the new folder:

▼ Mail Folders

    Inbox

    Sent

    Trash

OK   Cancel
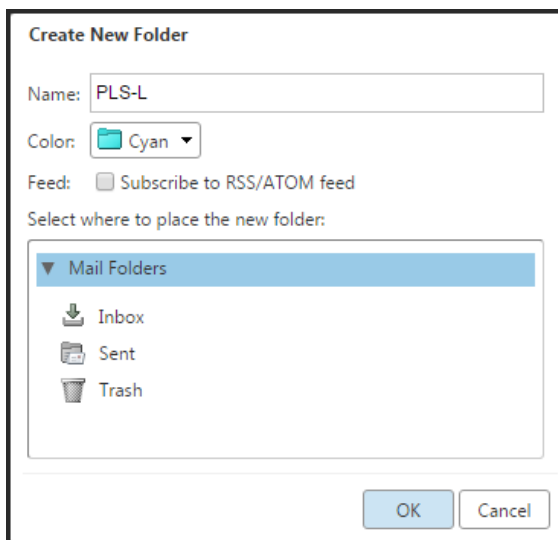
12. The new folder is highlighted
13. Click OK

Choose Folder

Type in the box to filter the list. Tab to change focus. Arrow keys can be used to navigate within the list.

▼ Mail Folders
  ⤓ Inbox
  📇 Sent
  📇 Junk
  🗑 Trash
  📁 PLS-L

[New]   [OK] [Cancel]

14. Back in the Add Filter pop-up, click OK

Add Filter

Filter Name: PLS-L   ☑ Active

If [any ▼] of the following conditions are met:

[To ▼] [contains ▼] pls-l@pls-net.org [all ▼] ➕ ➖

Perform the following actions:

[Move into folder ▼] [PLS-L]   ➕ ➖

☑ Do not process additional filters

                                              [OK] [Cancel]

15. Your new filter appears in the filters list
16. Open the Mail tab to see the Folder in the Mail Folders list
17. When new messages are received from the PLS-L list, they will automatically go to the folder. The folder name will be bold, with a number in parentheses, indicating new/unread messages are waiting.

Mail	Contacts

New Message

▼ Mail Folders   ⚙
  ⤓ **Inbox (57)**   ▼
  📇 Sent
  📇 **Drafts (29)**
  📇 **Junk (1)**
  🗑 Trash
  📁 **NYLINE (19)**
  📕 **PLS-L (1)**
  📁 **RRLC (3)**