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

| C zimbra | | Search Q Social Media Accounts - |
|---|---|--|
| Mail Contacts | Calendar Tasks Briefcase Preferences | ប |
| Save Cancel Save Cancel Preferences General Accounts Mail Filters Signatures Out of Office Trusted Addresses Contacts Contacts Calendar Sharing Notifications Import / Export Shortcuts Zimlets | Undo Changes Undo Changes Activity Stream Filters Activity Stream Settings and into an Activity Stream folder Incoming Message Filters Create Filter, Edit Filter Delete Filter Run Filt Active Filters No results found. Remu M M M M | Note: Changes to filter rules are saved immediately. |
| Z Zimlets | | |

- 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 <u>pls-l@pls-net.org</u>

| Add Filter | |
|---|----------|
| Filter Name: PLS-L | Active 🖉 |
| If any 🔹 of the following conditions are met: | |
| To v contains v pls-l@pls-net.org all v | - |
| | |
| | |

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

| Perf | orm the following actior | IS: | |
|------------|---|-----------|-----------|
| | Keep in Inbox | • | + |
| | Keep in Inbox Delete Move into folder | | |
| e [| Tag with Mark as | l filters | |
| | Redirect to Address | | 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 | 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: |
| V 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 | | | |
| DLS-L | | | |
| | | | |
| | | | |
| New | OK Cancel | | |

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

| Add Filter | | |
|---|-----------------------------|---|
| Filter Name: PLS-L | ✓ Activ | e |
| If any 🔹 of the following conditions are met: | | |
| To | ▼ pls-l@pls-net.org all ▼ ● | |
| Perform the following actions: | | |
| Move into folder PLS-L | (†) | |
| Do not process additional filters | | |
| | OK | J |

- 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.



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