Configure mail filters using Baya 4

Overview

Mail filters are a powerful way to automatically categorize existing email messages in the your mailbox and act on incoming mail. Depending on the different attributes of the mail such as the sender, subject etc., a mail existing in your mailbox or arriving in your inbox can be automatically moved to a different folder.

Each mail filter is defined by a set of rules.

First time the filter is applied to all the emails in your mailbox. When a mail arrives it is checked against all the rules. If all the rules are satisfied, then the filter is applied.

For example, lets create a mail filter to move messages received with the word "Meeting" in the subject, to the personal folder "upcoming_meetings" folder.

Define Mail filter

To define a rule to filter mail, follow the steps given below

Lets define a filter for example when the subject Contains the string "meeting" if such a mail arrives in Inbox, Move it to the "upcoming_meetings" folder.

1. Go to the **Settings** > **Filters** interface.
2. Choose the
   - **Filter** attributes example "subject"
   - **Contains** example "meeting"
   - **Folder** to be checked for message example "Inbox"
   - **Move to** the folder example "upcoming_meetings"
3. **Apply** this rule for all/ unread/ read messages.
4. **Mark** these filtered messages as Unread/ Read or None to keep it as it is.
5. **Save** the filter.

As you save the filter, it is applied to all the messages in the mailbox. All the emails with the word "meeting" in the subject will be moved to the "upcoming_meetings" folder. And later, when a mail with the word "meetings" in the subject arrives to your inbox, it will be moved to this folder automatically.

Delete the filter

Clicking the **Delete** link next to the filter will remove the filter from the list. Deleting the filter from the list will keep the filtered emails in the current folder, they will not be moved to the Inbox again.