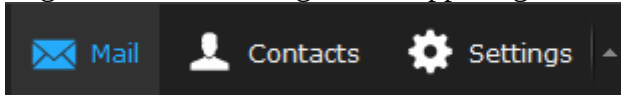


Move e-mails marked as spam to the inbox



Desired emails are sometimes moved to the spam folder because they contain certain properties of a spam mail. To prevent this, you can create a simple filter rule (see picture). You can sort all incoming mails by creating a simple filter rule in the Webmailer (<https://webmail.tf.uni-kiel.de>).

1. Log in and click Settings in the upper right corner.



2. Now click on the Filter button in the left column so that the Filter Sets and Filter columns appear. To add a new filter, click on the plus sign in the Filter column.
3. Enter the following information and then click Save.

Filter definition

Filter name:

For incoming mail: matching all of the following rules matching any of the following rules all messages

...execute the following actions:

Please replace the example "username@domäne. de" with your own filter criteria. Please note that you do not have to enter a complete e-mail address. It is sufficient to specify a name or a domain.

4. After you click Save, the filter appears at the bottom of the Filter column. Now you have to drag and drop the filter to the top position.
5. To activate, deactivate or delete the filter, click on the desired filter and then on the gear in the Filter column.

