

# Guides

Instructions for special use cases.

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# Roundcube: Autoresponder & Email Filter

The following examples will show you how to use autoresponders / email filters in Roundcube.

You can define any filters to, for example, move emails with specific subject or sender to a specified folder, forward emails, create copies of emails, autorespond with an email, and so on.

The filter rules defined here are stored on the server side. They work regardless of which email client you use to access your emails.

## Adding a filter

1. Log in to the webmail interface and then click the **Settings** button in the left navigation bar.
2. In the left column titled **Settings**, select the **Filter** item.
3. Click the **Create** button in the third column.
4. Now you can configure the filter according to your needs.

## Examples

### Move messages marked with **\*\*\*SPAM\*\*\*** to the spam folder

To automatically push all messages marked with **\*\*\*SPAM\*\*\*** to the Spam folder, apply the following settings to your filter.

Filter name

Move messages marked with \*\*\*SPAM\*\*\* to the spam folder

Filter enabled

☒

Scope


matching all of the following rules


Rules


Subject


contains

\*\*\*SPAM\*\*\*












Actions

Move message to

Junk





 Save

## Automatic out of office message / vacation message

Although you can also create automatic out-of-office messages via a filter as described above, Roundcube additionally offers a simplified way to set up such a message.

1. Log in to the webmail interface and then click on the **Settings** button in the left navigation bar.
2. In the left column with the title **Settings** select the item **Out of Office**.
3. Now you can configure the out of office message, duration etc. according to your needs.

# RainLoop: Autoresponder & Email Filter

The following examples will show you how to use autoresponders / email filters in RainLoop.

You can define any filters to, for example, move emails with specific subject or sender to a specified folder, forward emails, create copies of emails, autorespond with an email, and so on.

The filter rules defined here are stored on the server side. They work regardless of which email client you use to access your emails.

## Adding a filter

1. Log in to the webmail interface and then click the **gear icon** in the lower left corner.
2. Click **Filters** in the left navigation bar.
3. Click the **Add a Filter** button.
4. Now you can configure the filter according to your needs.
5. After you have configured the filter settings and clicked the **Done** button RainLoop will show the following message: **These changes need to be saved to the server.**
6. To comply with the instruction, click the **Save** button.

## Examples

### Move messages marked with **\*\*\*SPAM\*\*\*** to the spam folder

To automatically push all messages marked with **\*\*\*SPAM\*\*\*** to the Spam folder, apply the following settings to your filter.

## Create a filter?

Move messages marked with \*\*\*Spam\*\*\*

### Conditions

Subject

Contains

\*\*\*SPAM\*\*\*

+ Add a Condition

### Actions

Move to

Spam

☐ Mark as read

✓ Done

## Automatic out of office message / vacation message

To automatically reply to incoming emails with an out of office message transfer the following settings to your filter.

## Create a filter?




Vacation


### Conditions

All incoming messages

**+** Add a Condition

### Actions

Vacation message 

7  Reply interval (days)


Recipients (comma separated)



I am on vacation

Hello,  
|  
I am currently on vacation.

☐ Don't stop processing rules

 Done