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.

Revision #2
Created 26 April 2022 12:38:29 by Alexander Mahr
Updated 26 April 2022 13:01:46 by Alexander Mahr