

Filtering Benefits using Open WebMail

This document highlights the benefits of using the Filtering features in Open WebMail.

A filter, in the sense of email, is a setting that blocks certain email messages from selected header criteria. The trick to setting up a filter is to identify a criteria in the message header that is unique from all others. Then, specify that all messages with that criteria are to take a desired action.

SETTING UP A FILTER

To set up a filter, log into Open WebMail (<https://openwebmail.umaryland.edu>). Click the **Mail Filter Setup** button () to be redirected to the **Edit Mail Filter** page. You'll notice that there are already several preset global filters in place that are changeable, but not removable. It is likely that these filters will be all that you need.

However, you may want to set up filters for more specifics. By entering a mail filter on the **Edit Mail Filter** page, you can edit, create new, and delete filters of your own.

The preset mail filters may seem unclear. For example, you may see a filter that blocks out `\s{40,}[a-z0-9]{5}\$`. This is a specially made filter that will block out several different strings with one criteria. In this case, it will block out any string that consists of 40 or less lowercase characters and 5 or less alphanumeric characters.

MAIL FILTER SETTINGS

Please use this chart as a reference to mail filters:

Count – The number of times the action was taken when an email was encountered.

Priority – To override the action of an existing rule, create a new rule with a priority set to a lower number than the existing one. For example, to override one of the global filter rules, create a new filter with a priority of 10. Since 10 is lower than 50, the rule associated with a priority of 10 will be taken.

Term	Action or Meaning
Rules	Select the header criteria to block
Inc/Exc	Includes or Excludes the string (see next)
String	Text to block or accept
Action	What action will be taken when encountering this mail
Destination	Location to dump this mail to
Enable	Check to enable the selected filter
Action	Finalize filter settings (add to filter list)

Here's an example to follow:

Rules	Inc/Exc	String	Action	Destination	Enable
From	Include	bad-website.com	Move	Trash	Enable

Translating this filter into plain English would be:

Move all e-mail that is **from** anyone who resides on **bad-website.com** to the **Trash**. This filter is **enabled**. Therefore, if someone whose e-mail address was *bob@bad-website.com* tried to send you an e-mail, it would be automatically sent to the Trash.

You could also have an exclusive filter, by blocking anyone who does not reside on a certain server. For example, if you changed **include** to **exclude**, you would be allowing e-mail from *only* those at **bad-website.com**.

To edit an existing filter, click the string of the filter, and it will display on the editor at the top. For example, if you would like to temporarily disable that filter, uncheck **Enable**, and then click . The filter will no longer be active (This is easier than deleting it and having to recreate it again). It will be stored in a second chart above where the preset global filters are listed. To re-enable the filter, you can either edit the newly created filter in the second chart, check **Enable**, and click ; or you can delete the newly created filter by clicking to absolute right of the filter you wish to delete.

To add a new filter, type the text for the filter in the string field. Set the appropriate values in the Count Priority, Rules, Inc/Exc, Action and Destination fields. Check **Enable**, and click .

To delete a filter, click the string of the filter, and it will display on the editor at the top. Click to absolute right of the filter you wish to delete. Note: You will only be able to delete filters you had created.

QUESTIONS?

If you require further assistance using the Filtering features or settings in Open WebMail, please contact the ASC Help Desk at 410-706-HELP (weekdays, 8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu