Tutorial Create Filters Email user

 Untuk membuat filters email pada webmail panel yang anda miliki, anda dapat akses alamat email yang anda miliki dengan mengakses melalui url berikut : <u>https://webmail.namahosting.id</u> atau dapat diakses melalui <u>https://webmail.namadomainanda.id</u> kemudian akan muncul tampilan seperti dibawah ini. masukan *email address* dan *password email* anda.

| E → C # cparet-namahosting al 2006 ☆ | 🛛 😖 Incognito 🕴 |
|---|-----------------|
| | |
| | |
| Webmail | |
| Email Address L j:nter your email address. | |
| Pessword | |
| Login | |
| Reset Password | |
| English i _{nge} a ĉeŝtina dansk Deutsch EJApyxel español español latinoamericano | |
| e e | |
| Copyright 2023 (Aread, L.L.C. Promp Andry | |
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| | |

2. Setelah login, pilih menu Email Filters

| Webmail | | | e | 1.7 GB | 💄 admin@namahosting.id 🕞 | G-LOGOUT |
|--|--|---------------|--|--------|--------------------------------|----------|
| The Horde webmail application has been removed in cPanel & WHM version | 108. All Horde email, contacts, and | l calendars | will be automatically migrated to Roundcube. For more information, read our | cPanel | Deprecation Plan documentation | on. |
| Open your inbox | Set up email or | n your | device | | | |
| | Select the device you wi | ll use: | | | | |
| | Apple® (iPhone®, iPad | 8) | | | ~ | |
| roundcube 🚺 | Enter an email address | hat you ca | an access from your device: | | | |
| open source webmail software | Example: user@example. | com | | | | |
| | Select the configuration | s that you | would like to set up: | | | |
| Open my inbox when I log in | Send | | | | | |
| | Automatically configure n | y device | | | | |
| Manage Your Inbox | | | | | | |
| Autoresponders Are you going on vacation? Use this feature to configure your automated emails. | t ers nanage email filters for your main it. | \rightarrow | Forwarders Automatically send a copy of any incoming email from this email address to another. | | | |
| Edit Your Settings | | | | | | |
| Password & Security Update your webmail password. | nformation rrent email address to receive fications and password reset s. | 2 | Account Preferences Change your Webmail account settings. | | | |



3. Setelah pilih menu Email Filters, Klik Create a New Filters

| Email Filters |
|--|
| Edit Filters for "admin@namahosting.id" Create and manage email filters for your main email account. Rules will be processed in the order shown below, from the top down. For more information, read the documentation. |
| Create Filter Create a New Filter |

4. Kemudian setelah klik *Create a New Filter,* akan tampil form isian filter email. Pada form ini kita bisa menentukan aturan filter yang ingin dibuat:

| Create a New Filter |
|--|
| Please create a filter below. You can add multiple rules to match subjects, addresses, or other parts of the message. You can then add multiple actions to take on a message such as to deliver the message to a different address and then discard it. |
| Filter Name The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten. |
| Rules |
| Actions Discard Message Create |
| Hint: To filter all mail that Apache SpamAssassin ^w has marked as spam, just choose "Spam Status" and "begins with", then enter "Yes" in the box. |
| Hint: To filter all mail that Apache SpamAssassin ^w has marked with a spam score of 5.0 or greater, choose Spam Bar and contains, then enter "+++++" in the box (Note: If you wanted to match a spam score of 4, you would use ++++". A spam score of 3 would be +++, etc). |

Keterangan Filter:

| From 🗸 |
|-----------------------------------|
| From |
| Subject |
| То |
| Any Recipient |
| Reply |
| Body |
| Any Header |
| Has Not Been Previously Delivered |
| Is an Error Message |
| List ID |
| Spam Status |
| Spam Bar |
| Spam Score |

Rules From : alamat email pengirim Subject : Subject email yang digunakan



| Discard Message | ' |
|-----------------------|---|
| Discard Message | |
| Redirect to Email | |
| Fail With Message | |
| Stop Processing Rules | |
| Deliver to Folder | |

Action:

Discard Message : Otomatis menghapus email yang diterima

Redirect to Email : email forwarding/ email otomatis di forward ke alamat email tertentu. *Deliver to Folder* : Email otomatis masuk ke folder tertentu.

Contoh: pada panduan kali ini akan dibuat filter dengan judul "spam". Dengan aturan (rules) setiap email masuk dengan subject yang mengandung kata "spam" maka akan di redirect (diteruskan) ke folder /.Junk

| Create a New Filter | |
|---|--------|
| Please create a filter below. You can add multiple rules to match subjects, addresses, or other parts of the message. You can then add multiple actions to take on a message such as to deliver the message to a different address and then disca | rd it. |
| Filter Name | |
| spam | |
| The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten. | |
| Rules | |
| Subject v contains v Spam | . + |
| Actions Deliver to Folder | . + |
| Aunk Cancel Image: Auchive Sold Sold Sold Sold Sold Sold Sold Sold | لع |

5. Setelah form filter terisi, kemudian klik *Create.*

| Create a New Filter Please create a filter below. You can add multiple rules to match subjects, addresses, or other parts of the message. You can then add multiple actions to take on a message such as to deliver the message to a different address and then discar | d it. |
|--|-----------|
| Filter Name | |
| The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten. | |
| Rules | - + |
| Actions Discard Message v | . + |
| Hint: To filter all mail that Apache SpamAssassin [®] has marked as spam, just choose "Spam Status" and "begins with", then enter "Yes" in the box. | |
| Hint: To filter all mail that Apache SpamAssassin ¹⁰ has marked with a spam score of 5.0 or greater, choose Spam Bar and contains, then enter "+++++" in the box (Note: If you wanted to match a spam score of 4, you would use ++++ ". A spam swould be +++, etc). | :ore of 3 |

