

Content Filtering - SmarterMail

Content filtering is an advanced method of performing actions on emails that meet specific criteria.

For example, you can use content filters to block email from specified senders, delete messages with certain attachments, forward messages from a specific email address to another account, or even alter the subject of specific types of email.

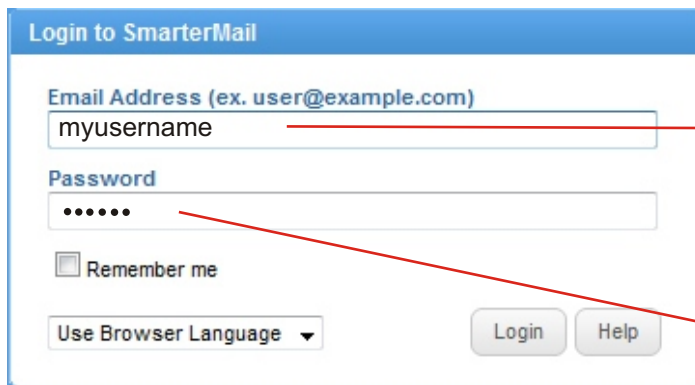
Content filtering is very flexible in order to allow you to filter messages the way you want to.

To access content filtering for your account, login to your SmarterMail account.

First open your browser (Internet Explorer, Firefox etc.) and type in **http://mail.domainname.ext**

Note: Do not type in the www

The **SmarterMail login** screen will appear



The image shows the SmarterMail login interface. It features a blue header with the text "Login to SmarterMail". Below the header, there is a form with the following elements: a label "Email Address (ex. user@example.com)" above a text input field containing "myusername"; a label "Password" above a password input field with six dots; a checkbox labeled "Remember me"; a dropdown menu labeled "Use Browser Language"; and two buttons labeled "Login" and "Help".

Type in the **User Name**

Note: Full email address is not required

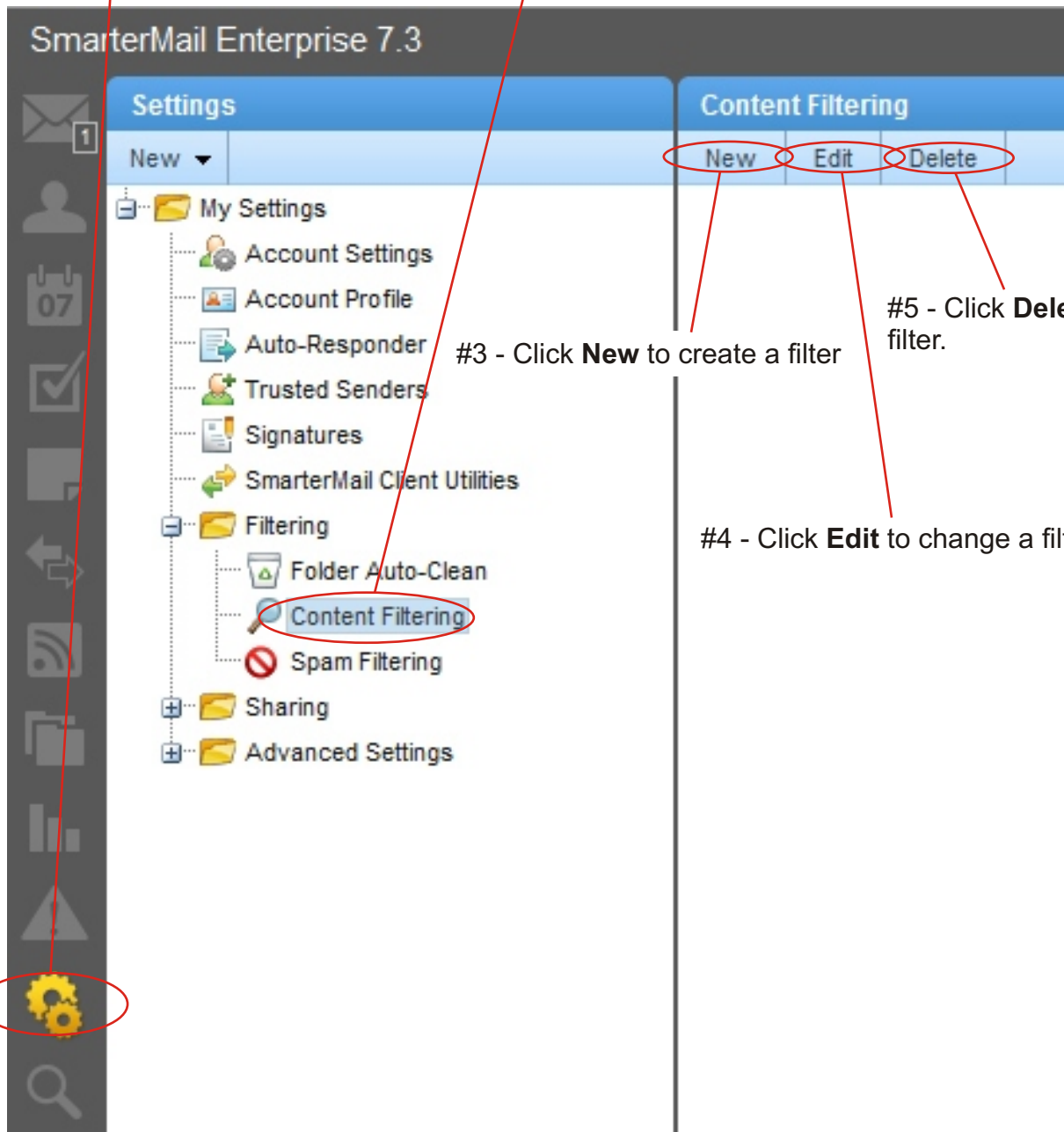
Enter User's **Password**

- #1 - Click on Settings (the little gear) on the left hand side.
- #2 - Expand out the Filtering folder, then select Content Filtering.
- #3 - Click New if no filters currently exist. OR...
- #4 - If you have existing filters and you want to edit or add to them check mark the rule you want to edit and then click edit.
- #5 - To delete a rule, check mark the rule and then click delete.

Filter overview

#1 - First click **Settings**

#2 - Next expand the Filtering folder and click **Content Filtering**



#3 - Click **New** to create a filter

#5 - Click **Delete** to delete a filter.

#4 - Click **Edit** to change a filters settings.

New Filter Example - Block email address

#1 - Click New to create a new filter.

#2 - Click Next to select how email will be filtered.

#3 - In this example we've checked from specific addresses to block specific email address(s).

Note: You can add a single address or multiple addresses.

#4 - Click Next to set the criteria that the email must meet in order to be filtered.

#5 - Next select the criteria for the filter. Note: Multiple criteria can be selected.

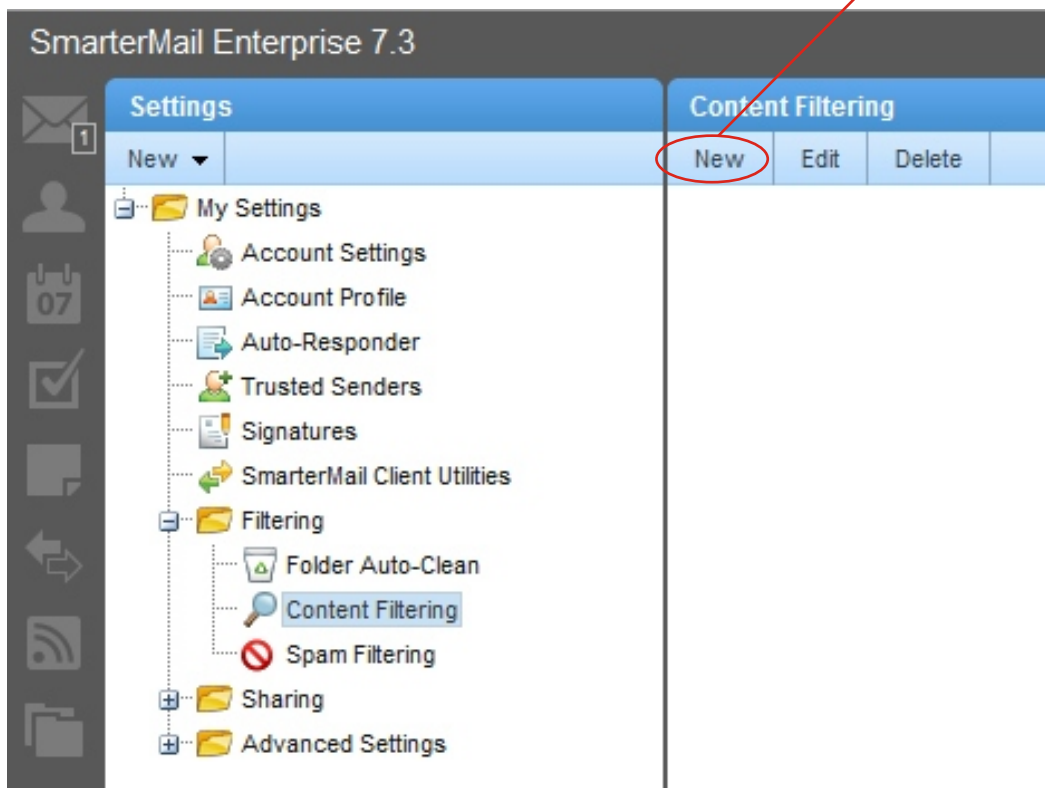
#6 - Enter the email address(s) you want to block. Note: If adding multiple email addresses, add one address per line.

#7 - Enter Filter Name. (i.e. Delete)

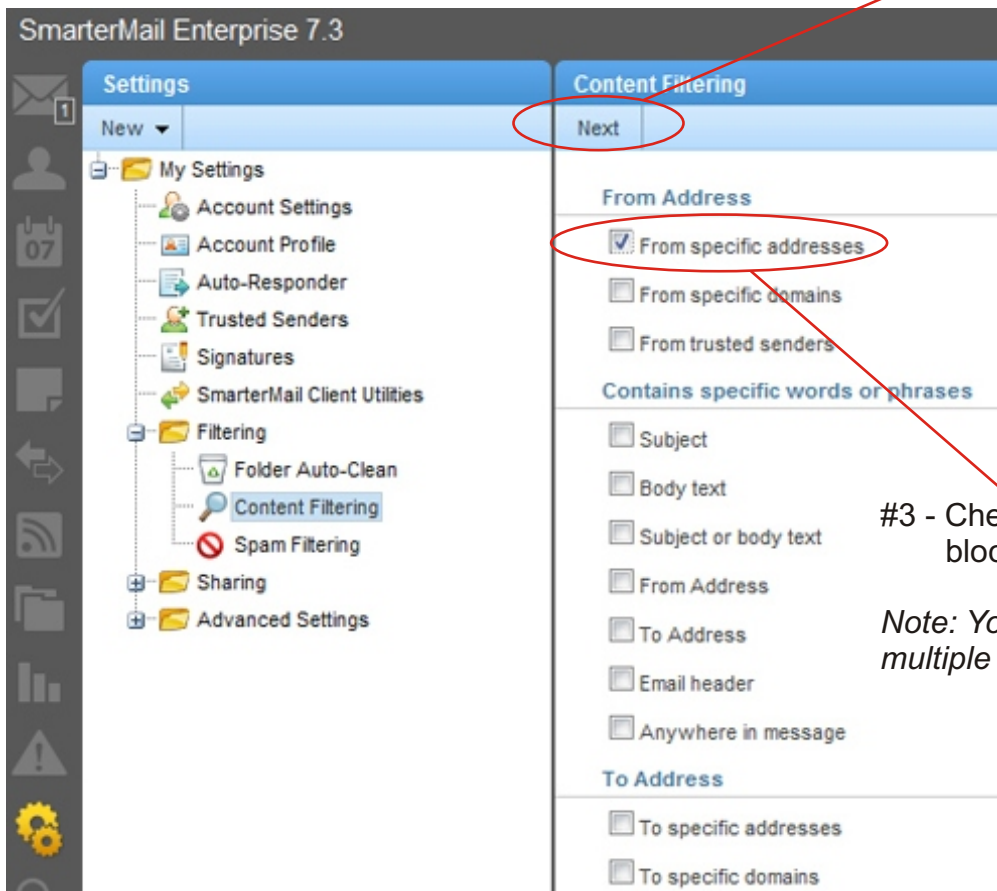
#8 - Select a Rule. A Rule will define what happens to the email once all the criteria is met. (i.e. Do not deliver or Bounce message returning to sender)

#9 - Click to Save, to save the new filter.

#1 - Click **New** to create a new filter



#2 - Click **Next**



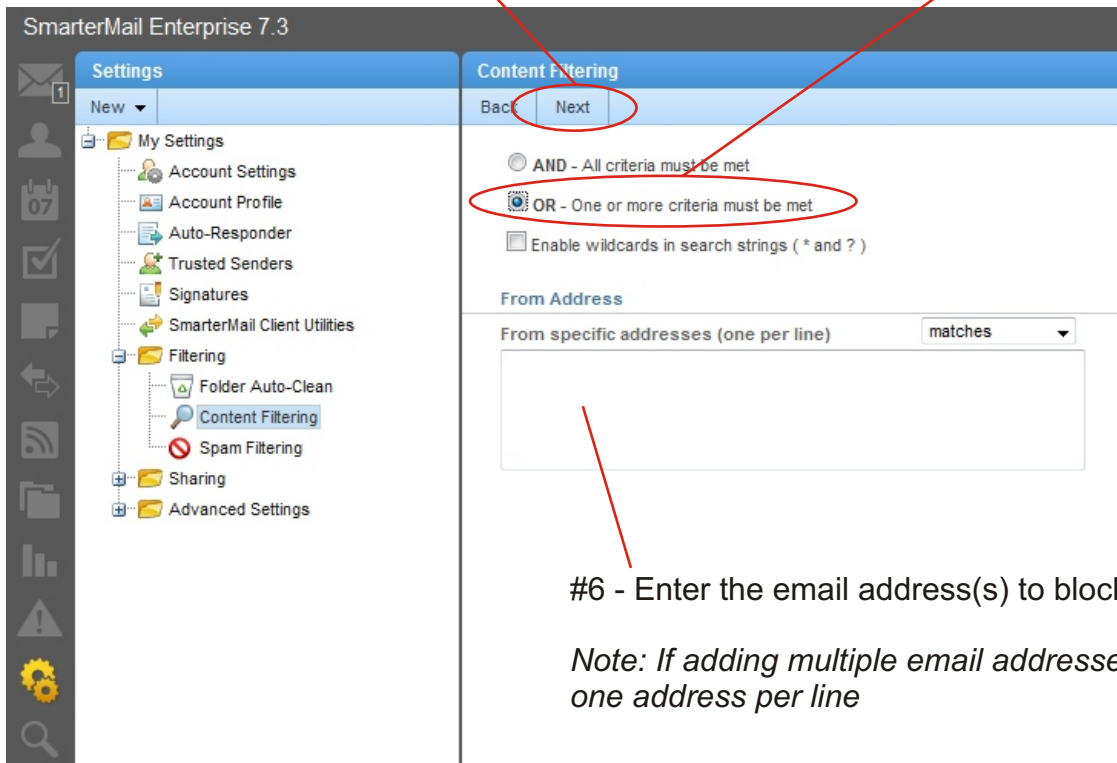
#3 - Check **Specific addresses** to block an email address(s)

Note: You can add a single address or multiple addresses

#4 - Click **Next**

#5 - Next select the **criteria** for the filter.

Note: Multiple criteria can be selected



#6 - Enter the email address(s) to block.

Note: If adding multiple email addresses, add one address per line

#7 - Enter a filter **Name**
(i.e. Delete)

SmarterMail Enterprise 7.3

Settings

New ▾

- My Settings
 - Account Settings
 - Account Profile
 - Auto-Responder
 - Trusted Senders
 - Signatures
 - SmarterMail Client Utilities
- Filtering
 - Folder Auto-Clean
 - Content Filtering
 - Spam Filtering
- Sharing
- Advanced Settings

Content Filtering

Back Save

Name

Rule

- Do not deliver
- Bounce message
- Move message
- Prefix Subject
- Add Header
- Copy message
- Reroute message

Delete

• From specific addresses:

Deleted Items ▾

8 - Select a **Rule**. A Rule will define what happens to the email once all the criteria is met.

(i.e. Do not deliver or Bounce message returning to sender)

#9 - Click to **Save** the filter after the rule has been setup.

When selecting a rule you are selecting an action for the email that is sent from account(s) that you have entered.