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How to create e-mail filters in Roundcube

E-mail

CODE

RLX-INT-KB-166

VERSION

v2026.10.04

COUNTRY · LANGUAGE

International · English

MozOut International

RLX Holdings (Pty) Ltd. · Group RLX Holdings

Tax no. (SARS) 943 907 6234 · Registration no. (CIPC) 2025/667953/07

<https://www.my.mozout.com/knowledgebase/166>



Filters sort incoming mail for you automatically - move invoices to a folder, flag messages from a client, or forward a copy elsewhere, without touching anything after setup.

Creating a filter

1

Sign in to **webmail**, then open **Settings** in the left-hand menu.

2

Select **Filters**, then click **Create** (top right).

3

Give the filter a name you'll recognise later, and make sure it's set to **Enabled**.

4

Choose whether it should match **all** the conditions below or **any** of them.

5

Add a condition - pick the field (**From**, **Subject**, message body...), the comparison (**contains**, **is equal to**, **does not contain**...) and the text to match.

6

Add an action - for example **Move message to** a folder, **Mark as read**, or **Forward message to** another address.

7

Click **Save**.

A common example: a filter where *Subject* **contains** "invoice" moves the message to a folder named *Billing* automatically.

Order matters. Filters run top to bottom, and you can create as many as you like - reorder them from the filter list if one needs to run before another.

Want help setting up a specific filter? Just describe what you need.

[Open a support ticket](#)

SEE ALSO

To cut the junk before you need rules at all: **How to stop spam reaching your mailbox: what we filter and what you can do.**

PROFESSIONAL E-MAIL**Your e-mail should carry your company name.**

Mailboxes on your own domain, with webmail, antis spam and automatic setup on phone and desktop.

[**See e-mail plans**](#)

Works in Outlook, on your phone and in the browser



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