

# **PANDUAN KONFIGURASI**

## ***FILTER PADA WEBMAIL ITB***

# Filter pada Webmail ITB

Pengguna dapat menambahkan *filter* pada *webmail* ITB untuk beberapa fungsi pengelolaan *email* seperti:

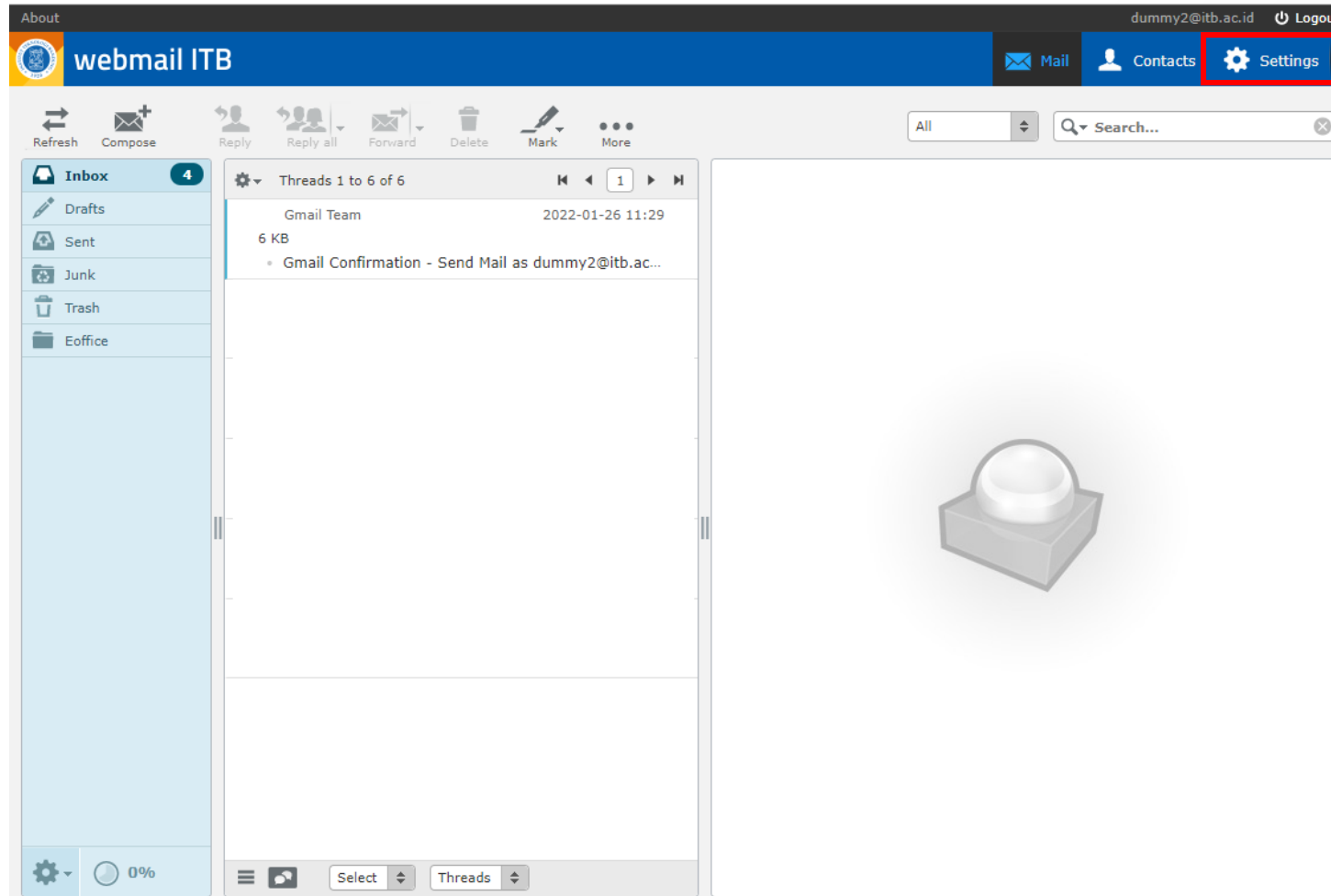
- Forwarding *email* ke alamat *email* lain
- Memindahkan *email* ke dalam *folder* lokal *webmail*
- dll

Prasyarat untuk melakukan konfigurasi tersebut adalah:

- Memiliki akun *email* ITB aktif

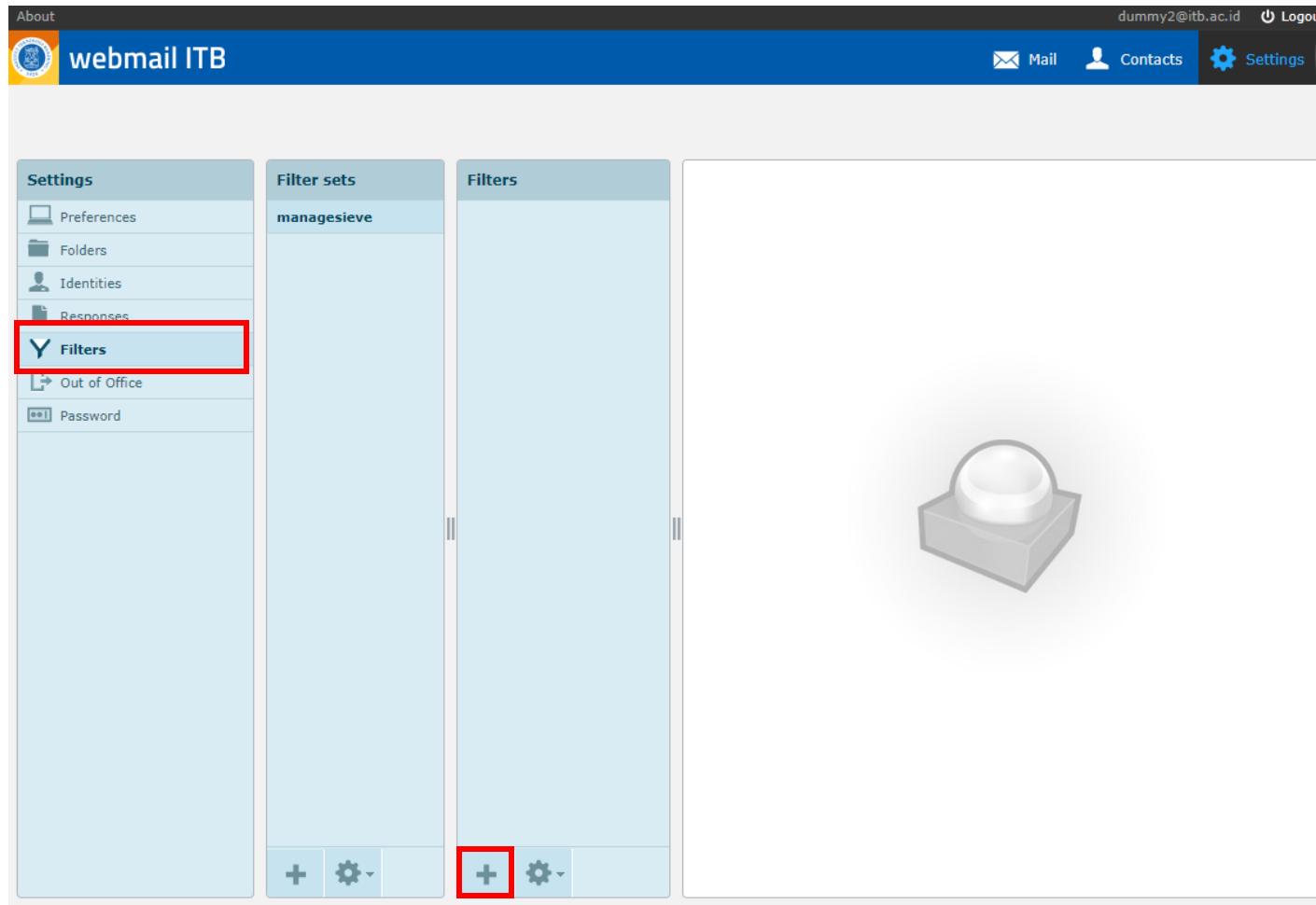
# Konfigurasi *Filter* pada *Webmail* ITB

Pada *dashboard* Pilih **Settings**



# Konfigurasi *Filter* pada *Webmail* ITB

Pilih ***Filters*** pada kolom Settings, lalu pilih ikon (+) pada kolom *Filters*

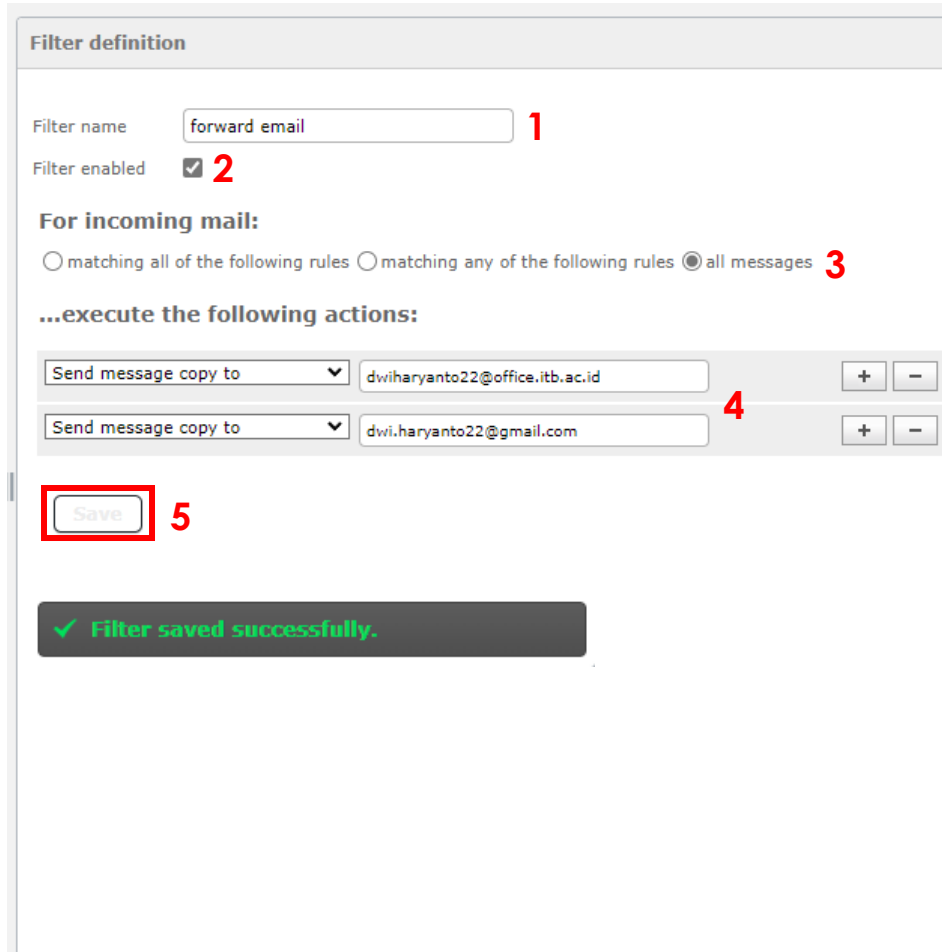


# *Filter Mail Forwarding*



# Filters: Email Forwarding

Contoh *filter forwarding email* adalah sebagai berikut:



The screenshot shows a 'Filter definition' window with the following elements:

- Filter name:** A text input field containing 'forward email', marked with a red '1'.
- Filter enabled:** A checked checkbox, marked with a red '2'.
- For incoming mail:** Three radio buttons: 'matching all of the following rules', 'matching any of the following rules', and 'all messages'. The 'all messages' option is selected, marked with a red '3'.
- ...execute the following actions:** Two rows of action configuration. Each row has a dropdown menu set to 'Send message copy to' and a text input field. The first row's input is 'dwi.haryanto22@office.itb.ac.id' and the second is 'dwi.haryanto22@gmail.com'. Both rows have '+' and '-' buttons. A red '4' is placed between the two rows.
- Save button:** A button labeled 'Save', highlighted with a red box and marked with a red '5'.
- Success message:** A dark green banner at the bottom with the text 'Filter saved successfully.'

Masukan konfigurasi berikut:

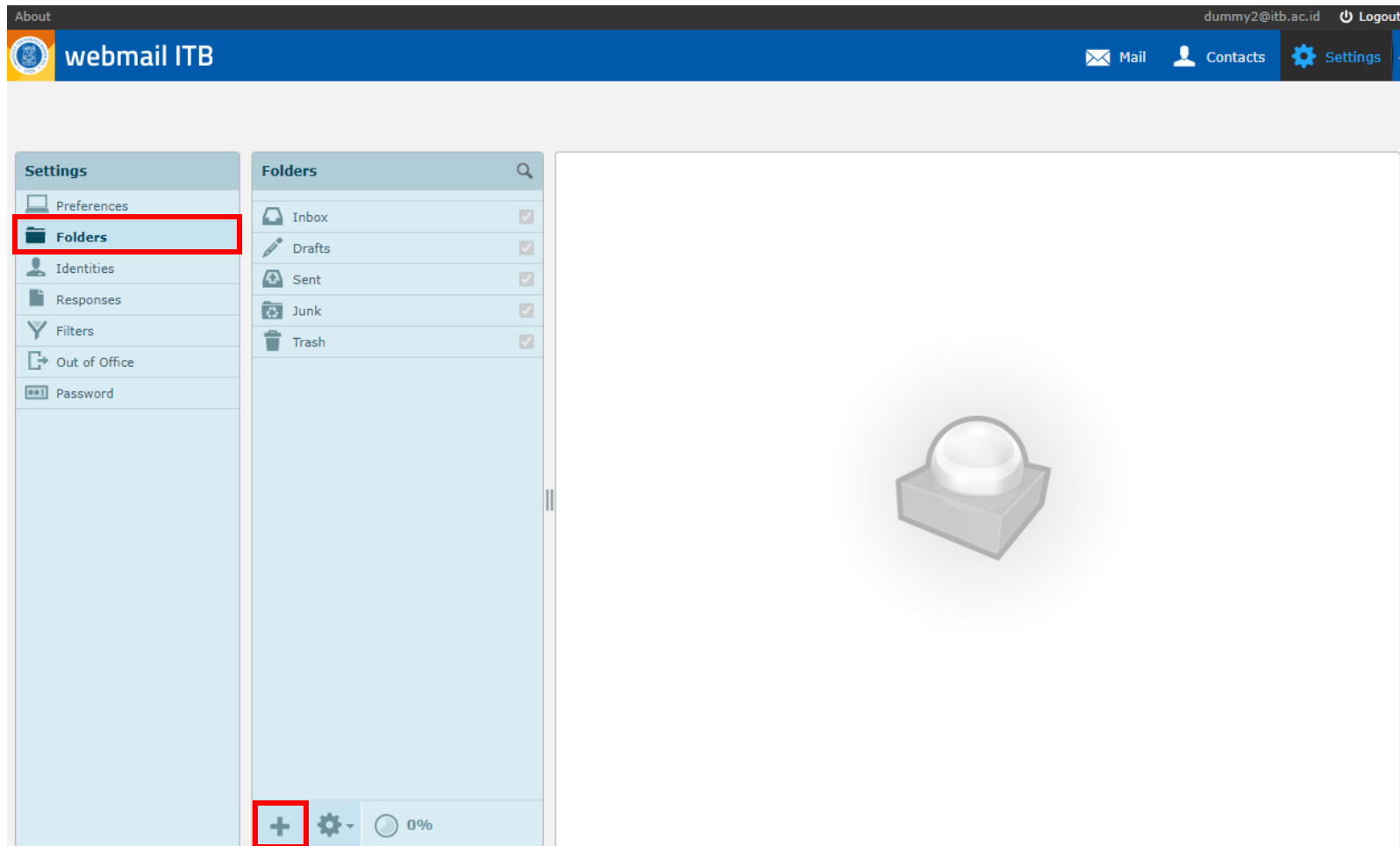
1. *Filter name* diisi dengan nama *filter*
2. *Filter enabled* pada keadaan *checkboxlist* aktif
3. Pilih *radio button* **all messages** untuk memilih semua *email* yang masuk
4. Pilih **Send message copy to**, kemudian masukan *email* yang dikehendaki
5. Klik **Save**

*Filter Move to Local Folder*



# Pembuatan Folder lokal pada Webmail

Pada Menu Settings, pilih **Folders**, lalu pilih ikon (+) pada kolom *Folders*





# Pembuatan Folder lokal pada Webmail

Beri nama folder, lalu klik **Save**

The image illustrates the process of creating a local folder in a webmail interface. It is divided into three sequential stages from left to right, connected by red arrows.

**Stage 1: Folder Properties Form**  
The 'Folder properties' form is shown. The 'Folder name' field contains the text 'DSTI' and is highlighted with a red rectangle. Below the form, the 'Save' button is also highlighted with a red rectangle. The 'Parent folder' dropdown is set to '---'. The 'List view mode' is set to 'List'. The 'Settings' sidebar on the left includes options like Preferences, Folders, Identities, Responses, Filters, Out of Office, and Password.

**Stage 2: Folders List**  
The 'Folders' list on the left sidebar now includes the newly created 'DSTI' folder, which is checked. The list also contains 'Inbox', 'Drafts', 'Sent', 'Junk', and 'Trash'. The 'Save' button from the previous stage is no longer visible.

**Stage 3: Mailbox View**  
The mailbox view shows the 'DSTI' folder listed under the 'Inbox' section. The 'Save' button is no longer visible.

# Filters: Move email to local folder

Contoh *filter move email to local folder* adalah sebagai berikut:

Filter definition

Filter name  1

Filter enabled  2

**For incoming mail:**

matching all of the following rules  matching any of the following rules  all messages

...  contains  + 3

**...execute the following actions:**

4

5

Masukan konfigurasi berikut:

1. *Filter name* diisi dengan nama *filter*
2. *Filter enabled* pada keadaan *checkboxlist* aktif
3. Pilih radio button **matching any of the following rules, from, contains**, kemudian masukan alamat email yang akan difilter
4. Pilih **Move message to**, kemudian masukan nama folder lokal yang telah dibuat
5. Klik **Save**

# Pengecekan filter

Email sudah terfilter dan masuk kedalam folder lokal yang dibuat

