How to use User Level Filtering in cPanel

Mail filters allow you to automatically perform different actions on emails received, based on who sent them, where they were sent to, and what they contain. Some of the possible actions are: discard, redirect, move to a folder or pipe to a program. For example, you could create a filter that automatically discards any email received from my whoeveryoudontwant.com

User level filtering

The **user level filtering** option in cPanel lets you create different filters for each email account.

Account level filtering

The **account level filtering** option in cPanel lets you create filters that will affect all email accounts.

Creating filters

To create a new filter, first is to decide whether it should be user or account level. If you choose user-level, choose the user to apply the filter to and click 'Manage Filters'. After this, both levels can either edit an existing filter or add a new one. When creating a new filter, you will then see an image similar to the following.

Edit Filter for All Mail On Your Account

Please create or edit 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: Rule 1

The Filter name must be unique. If you give the filter the same name as another filter, it will be overwritten.

Rules

| From ▼ | equals ▼ | | - | + |

Actions

| Discard Message ▼ | | - | + |

Activate

Hint: To filter all mail that SpamAssassin has marked as spam, just choose "Spam Status", "begins with", and then enter "Yes" in the box.

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There are a variety of rules available to select which emails the rule should apply to including To, From, Subject, message body, sending errors, or spam status. Multiple rules can also be combined with AND's or OR's. Actions which should then be carried out include redirection to another email address, discarding the email completely, fail with an error message, place in a particular folder, stop processing further email rules or pipe to a particular program.

Clicking 'Activate' will then start applying the filter