An inbox rule is an action that automatically filters incoming or outgoing emails.

All inbox rules can be configured using the Webmailer. Rules configured with the Webmailer are prioritized to any rules set up in local clients i.e Thunderbird, Outlook etc.

To add new rules please log in to https://webmail.uni-bielefeld.de with your personal email address provided by the University. Select **Options** from the Settings-Menu in the top right corner and go to **Mail > Inbox and sweep rules**. To add a new rule choose the **+**-Icon. Existing rules can be edited using the **pencil-Icon**.
In the following example we add an inbox rule that automatically moves all incoming messages sent by uni.intern@uni-bielefeld.de to the folder „uni.intern“

Additional hints about further options and settings for rules can be found in the help menu („?” in the top right corner)

The just configured rule is now added to the list of rules effective for this inbox.