Managing Email Filters

Create rules to sort, forward, or discard messages based on sender, subject, or content.

Email filters in cPanel let you automatically process incoming messages based on rules you define — similar to filters in desktop mail clients.

Create a filter

1. Go to **Email → Email Filters** or **Global Email Filters**.
2. Select the email account or choose global filters for all accounts on the domain.
3. Click **Create a New Filter**.
4. Name the filter and set conditions (from address, subject contains, body contains, etc.).
5. Choose an action: deliver to folder, forward, discard, or pipe to a script.
6. Click **Create**.

Filter vs. spam filter

Email filters handle mail you define rules for, while SpamAssassin scores messages statistically. Use both together for the best results — filters for known senders and spam scoring for unknown mail.

Test your filters

Send a test message that matches your rule to confirm the filter behaves as expected before relying on it for important mail routing.

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