

How to Set up Email Forwarding Rules?

Step 1. Login to your email panel login.maildraft-ai.de

Step 2. Go to Settings > Email Forwarding and then click on 'Add Rules' button

Step 3. Select the email ID from dropdown, where you want the rule to be applied

Step 4: In the Rule description field, you can write down the rule which our AI will analyse and apply to the incoming emails. Following are some examples of rules you can apply:

- All emails from email ID xxxx@xx.com should be forwarded
- All incoming emails related to product inquiries should be forwarded
- All emails related to invoices should be forwarded
- All emails without any product inquiry should be forwarded
- All emails with subject 'Sales 2026' should be forwarded

Note: The email ID to forward to should be written down separately, not within the rule description section.

Step 5: Write down the email ID where you want the emails to be forwarded inside the 'Forward to' field. Do not mention this email ID in the rule description.

Select the email ID from dropdown, where you want the rule to be applied.

Specify the forwarding rule here

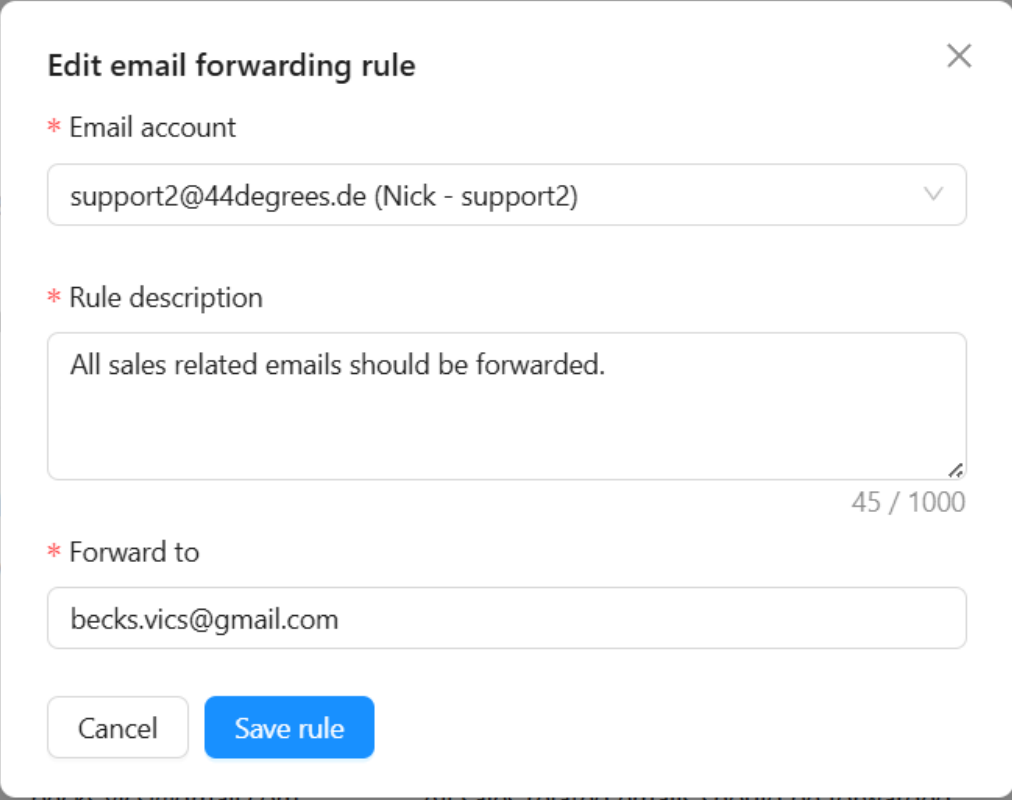
Click here to save the email forwarding rule and apply to the selected email ID

Write down the email ID where you want the emails to be forwarded to

Step 6. Click on the 'Save rule' button to save and apply the rule to the selected email ID.

How to do tests?

Step 1. You can add a rule like the one I added below:

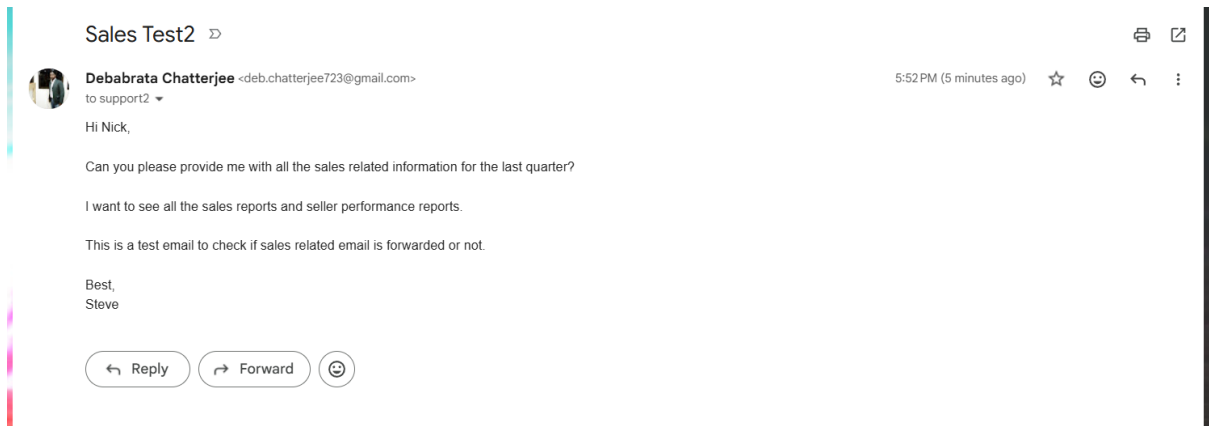


The screenshot shows a dialog box titled "Edit email forwarding rule" with a close button (X) in the top right corner. The dialog contains three required fields, each marked with a red asterisk:

- * Email account:** A dropdown menu showing "support2@44degrees.de (Nick - support2)".
- * Rule description:** A text area containing "All sales related emails should be forwarded." with a character count of "45 / 1000" in the bottom right corner.
- * Forward to:** A text input field containing "becks.vics@gmail.com".

At the bottom of the dialog, there are two buttons: "Cancel" and "Save rule".

Step 2. Send an email to the email account where you added the rule. I sent the following email:



Step 3. Check in your email client if the incoming email is forwarded to the correct email ID. I checked and the email was forwarded perfectly to the address I wanted it to as shown below:

