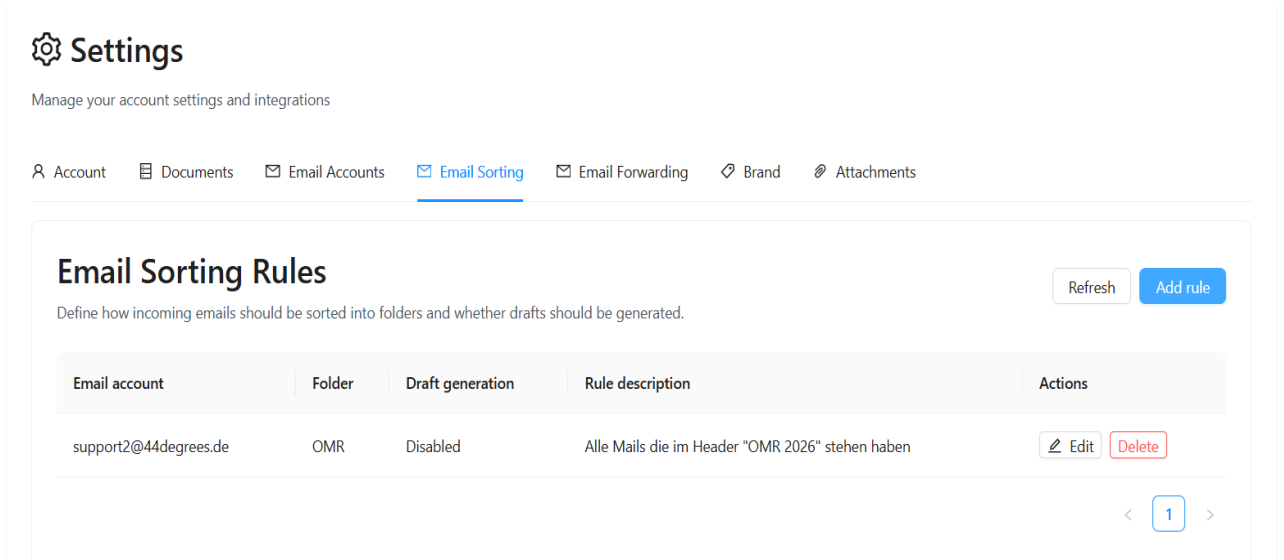


How to Set up Email Sorting Rules?

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

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



Settings
Manage your account settings and integrations

Account Documents Email Accounts **Email Sorting** Email Forwarding Brand Attachments

Email Sorting Rules

Define how incoming emails should be sorted into folders and whether drafts should be generated.

Refresh Add rule

Email account	Folder	Draft generation	Rule description	Actions
support2@44degrees.de	OMR	Disabled	Alle Mails die im Header "OMR 2026" stehen haben	Edit Delete

< 1 >

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 the user Steve should be sorted (Folder name: Steve)
- All incoming emails related to product inquiries should be sorted (Folder name: Sales)
- All emails related to invoices should be sorted (Folder name: Invoices)
- All emails without any product inquiry should be sorted (Folder name: Others)
- All emails with subject 'Sales 2026' should be sorted (Folder Name: Sales 2026)

Note: All folder names should be added separately in the specific field and not inside the rule description.

Step 5: Add the folder name where you want the emails to be sorted to inside the 'Folder' field. Do not include the folder names in the rule description.

The screenshot shows a dialog box titled "Add email sorting rule" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Email account:** A dropdown menu with "support2@44degrees.de (Nick - support2)" selected. A red box highlights this section, with a red arrow pointing to the text: "From dropdown, select the email account you want the rule to apply to here".
- Description:** A text area containing "All incoming emails related to invoices should be sorted" and a character count "56 / 1000". A red box highlights this section, with a red arrow pointing to the text: "In this section you can describe the rule which our AI will analyse and apply".
- Folder:** A dropdown menu with "Invoice" selected. A red box highlights this section, with a red arrow pointing to the text: "In this field you write down the folder name to sort to".
- Draft generation:** A toggle switch currently set to "Disabled". A red box highlights this section, with a red arrow pointing to the text: "Here you can toggle draft generation on/off for the folder name you wrote above".
- Buttons:** "Cancel" and "Save rule" buttons. A red box highlights the "Save rule" button, with a red arrow pointing to the text: "Click here to save the rule you added".

Step 6. There is toggle option (enabled/disabled), where you can select whether to generate draft or not for emails sorted to the specific folder. By default, draft generation will be disabled. If you want, you can enable it by just one click. You can select this option separately for all the folders you want emails to be sorted to.

Step 7. Click on the 'Save rule' button to save and apply the rule to the selected email ID.

Step 8: Make sure you have the folder created manually inside your inbox which the emails should be sorted to.

How to do tests?

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

Edit email sorting rule ✕

* Email account

support2@44degrees.de (Nick - support2) ▾

* Rule description

All incoming emails related to invoices should be sorted

56 / 1000

* Folder

Invoice

Draft generation

Disabled

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

Hi Nick,

This is an email test related to Invoice. Please find all the information of prices within the invoice attached. Let's see if this email regarding the invoice is sorted to the correct folder.

Best,
Steve

Step 3. Check in your email client if the incoming email is sorted to correct folder. I checked in my Thunderbird client, the email was sorted perfectly as shown below

