

Disable/enable incoming mail flow for dev OCR mailboxes

Dev OCR mailboxes:

deverrorsocr@materialmanagementinc.com

devocr@materialmanagementinc.com

devpoackocr@materialmanagementinc.com

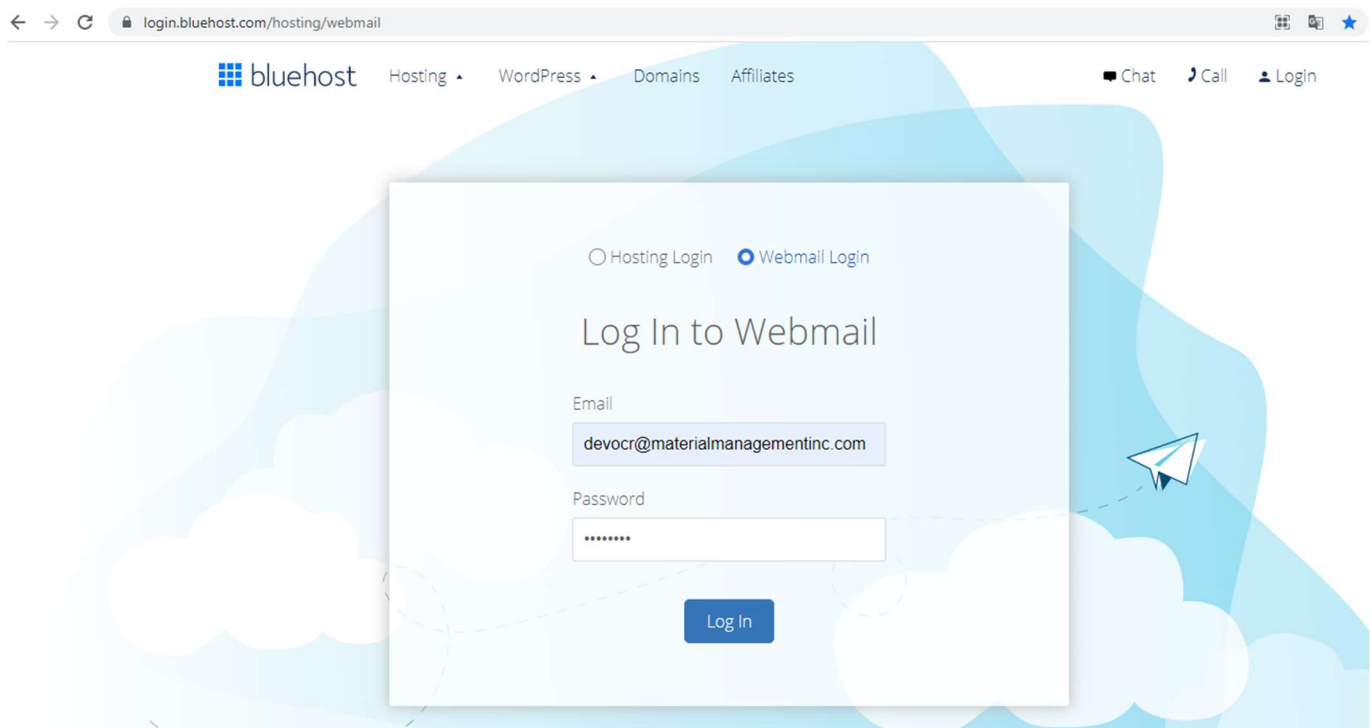
devrename@materialmanagementinc.com

devsplitocr@materialmanagementinc.com

In order to disable or enable incoming mail flow it is necessary to change **Email filter** status in mailbox settings. If **Email filter** is applied, all new emails will be removed from **Inbox** folder to **Trash** folder. If **Email filter** is not applied, all new emails will come and be stored in **Inbox** folder.

To change the status of filtering please follow the instructions below.

1. Login at <https://login.bluehost.com/hosting/webmail>.



← → ↻ login.bluehost.com/hosting/webmail

bluehost Hosting WordPress Domains Affiliates Chat Call Login

☐ Hosting Login ☒ Webmail Login

Log In to Webmail

Email

devocr@materialmanagementinc.com

Password


.....

Log In

2. Go to “Email Filters” from Home page.



Webmail 27.67 MB / 500 MB devocr@materialmanagementinc.com LOGOUT

Open your inbox



open source webmail software


[Open](#) ☐ Open my inbox when I log in


Change your webmail client




Manage Your Inbox


**Autoresponders**
Are you going on vacation? Use this feature to configure your automated emails.


**Email Filters**
Create and manage email filters for your main email account.

**Forwarders**
Automatically send a copy of any incoming email from this email address to another.

Edit Your Settings

**Configure Calendar and Contacts Client**
Set up your calendar and contacts.

**Password & Security**
Update your webmail password.

**Contact Information**
Set up a different email address to receive account notifications and password reset confirmations.

Note: if you are on **Mail** page after log in, go to “Webmail Home” page first.

About roundcube devocr@materialmanagementinc.com Logout

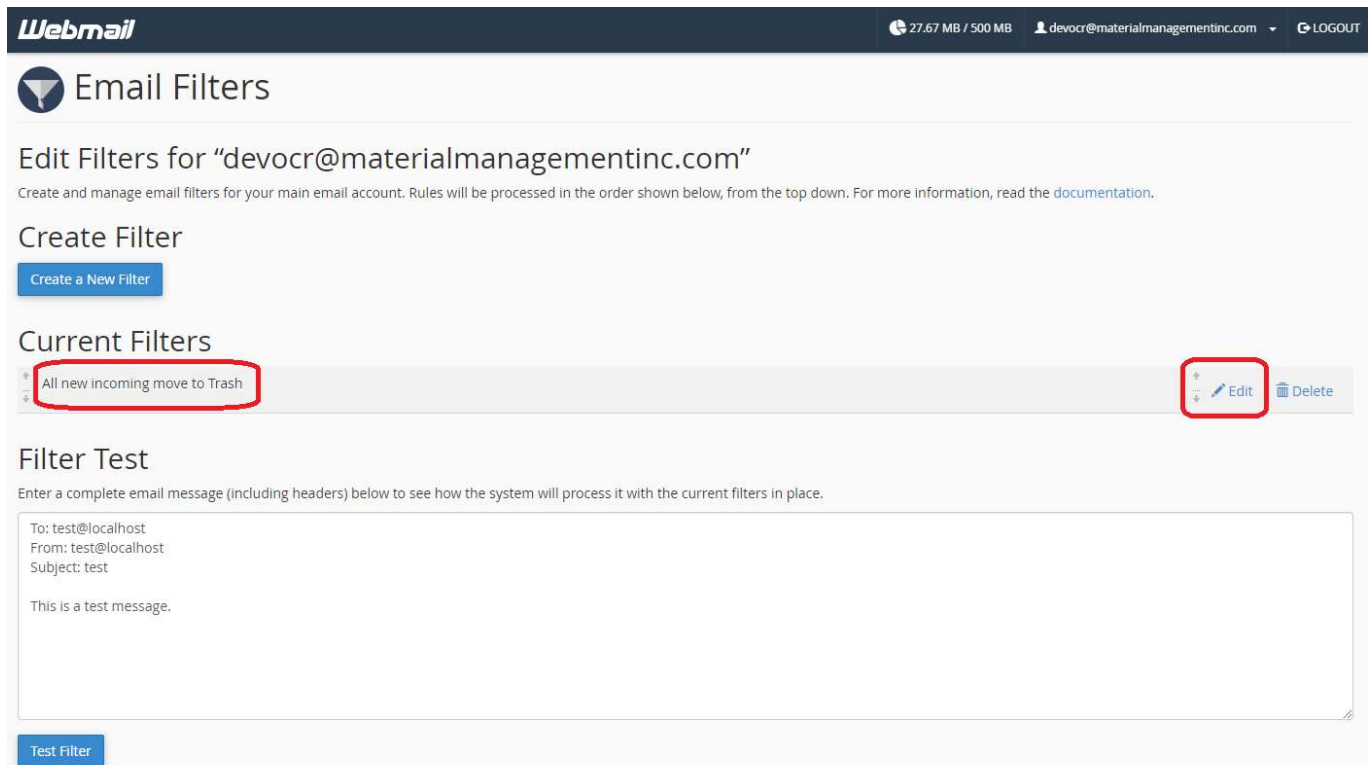
Mail Contacts Calendar Settings **Webmail Home**

Refresh Compose Reply Reply all Forward Delete Archive Mark More

All Search...

Inbox 108	Subject	From	Date	Size	
	Uline Invoice 138635477 ID# 998	accounts.receivable@uline.c...	Today 01:45	134 KB	
	Uline Invoice 138622062 ID# 18	accounts.receivable@uline.c...	Today 00:30	134 KB	
	UPS Ship Notification, Tracking Number 1Z3YR6900344366060	UPS	Tue 17:38	51 KB	
	UPS Ship Notification, Tracking Number 1Z3YR6900344423882	UPS	Tue 17:38	51 KB	
	Invoice 311840 for C1 Harder Mechanical Contractors	haleyh@indpv.com	Tue 17:08	412 KB	
	Your Invoice 0628933 dated 9/14/2021 is attached.	acctg@nationalsafetyinc.com	Tue 17:07	65 KB	
	Your Invoice 0628955 dated 9/14/2021 is attached.	acctg@nationalsafetyinc.com	Tue 16:55	65 KB	

3. There is already created filter "All new incoming move to Trash". To disable or enable the filter click "Edit".



Webmail 27.67 MB / 500 MB devocr@materialmanagementinc.com LOGOUT

Email Filters

Edit Filters for "devocr@materialmanagementinc.com"

Create and manage email filters for your main email account. Rules will be processed in the order shown below, from the top down. For more information, read the [documentation](#).

Create Filter

[Create a New Filter](#)

Current Filters

All new incoming move to Trash	Edit Delete
--------------------------------	---------------------------------------------

Filter Test

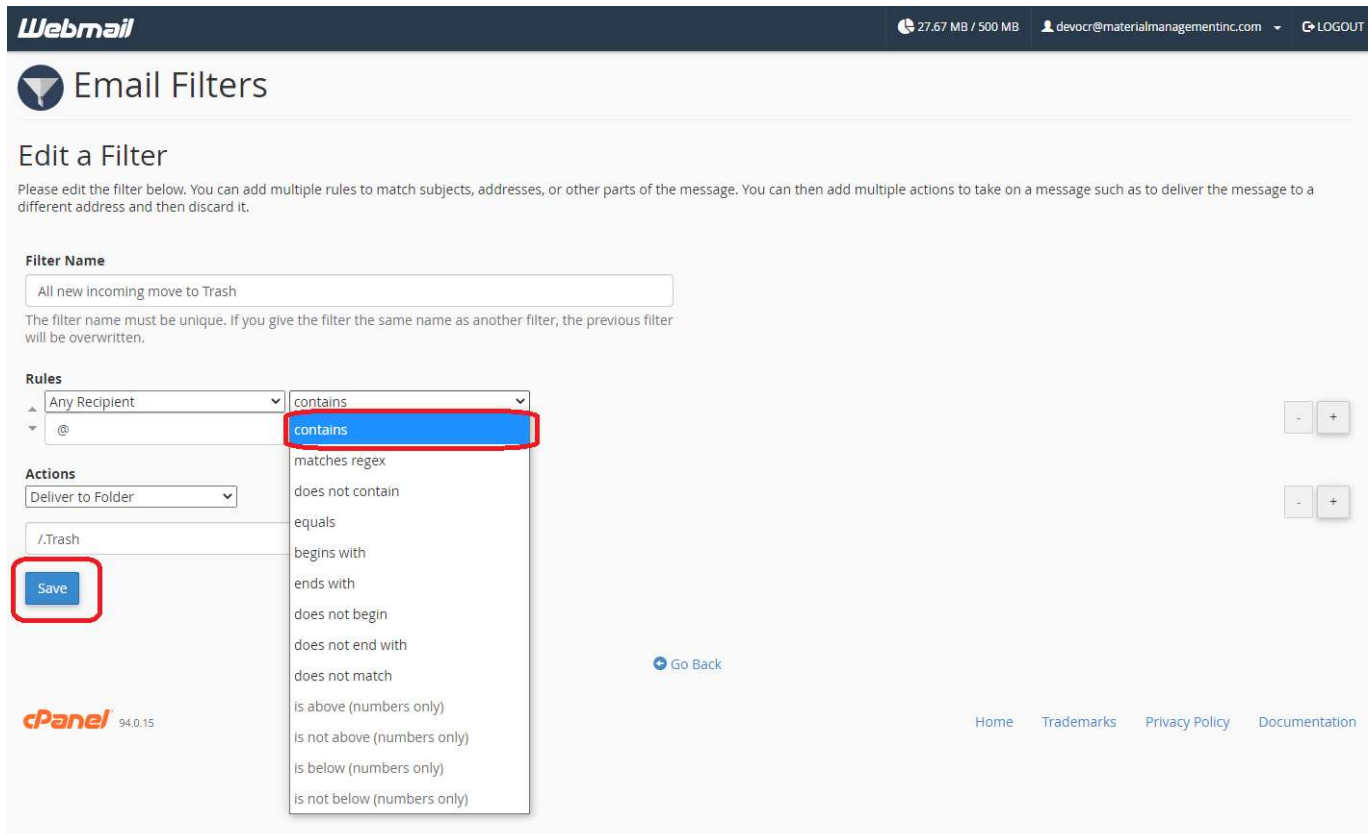
Enter a complete email message (including headers) below to see how the system will process it with the current filters in place.

To: test@localhost
From: test@localhost
Subject: test

This is a test message.

[Test Filter](#)

4. A) To apply the filter (all new messages remove from **Inbox** to **Trash**) choose "contains" and click "Save".



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Email Filters

Edit a Filter

Please edit the 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

All new incoming move to Trash

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

Rules

Any Recipient

- contains
- contains**
- matches regex
- does not contain
- equals
- begins with
- ends with
- does not begin
- does not end with
- does not match
- is above (numbers only)
- is not above (numbers only)
- is below (numbers only)
- is not below (numbers only)

Actions

Deliver to Folder

/.Trash

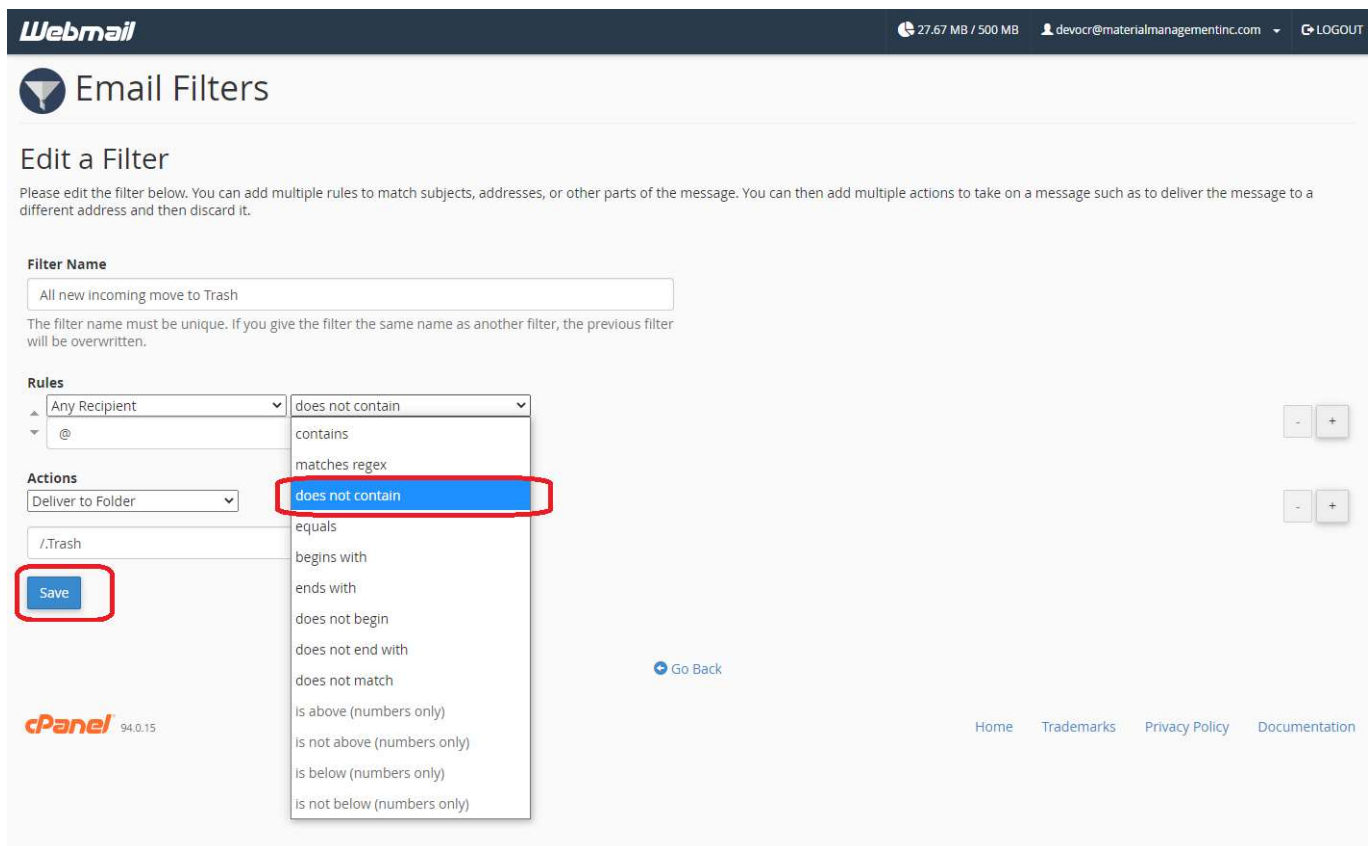
[Save](#)

[Go Back](#)

cPanel 94.0.15

[Home](#) [Trademarks](#) [Privacy Policy](#) [Documentation](#)

B) To cancel the filter (all new messages are stored in **Inbox** folder) choose “**does not contain**” and click “**Save**”.



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Email Filters

Edit a Filter

Please edit the 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
All new incoming move to Trash
The filter name must be unique. If you give the filter the same name as another filter, the previous filter will be overwritten.

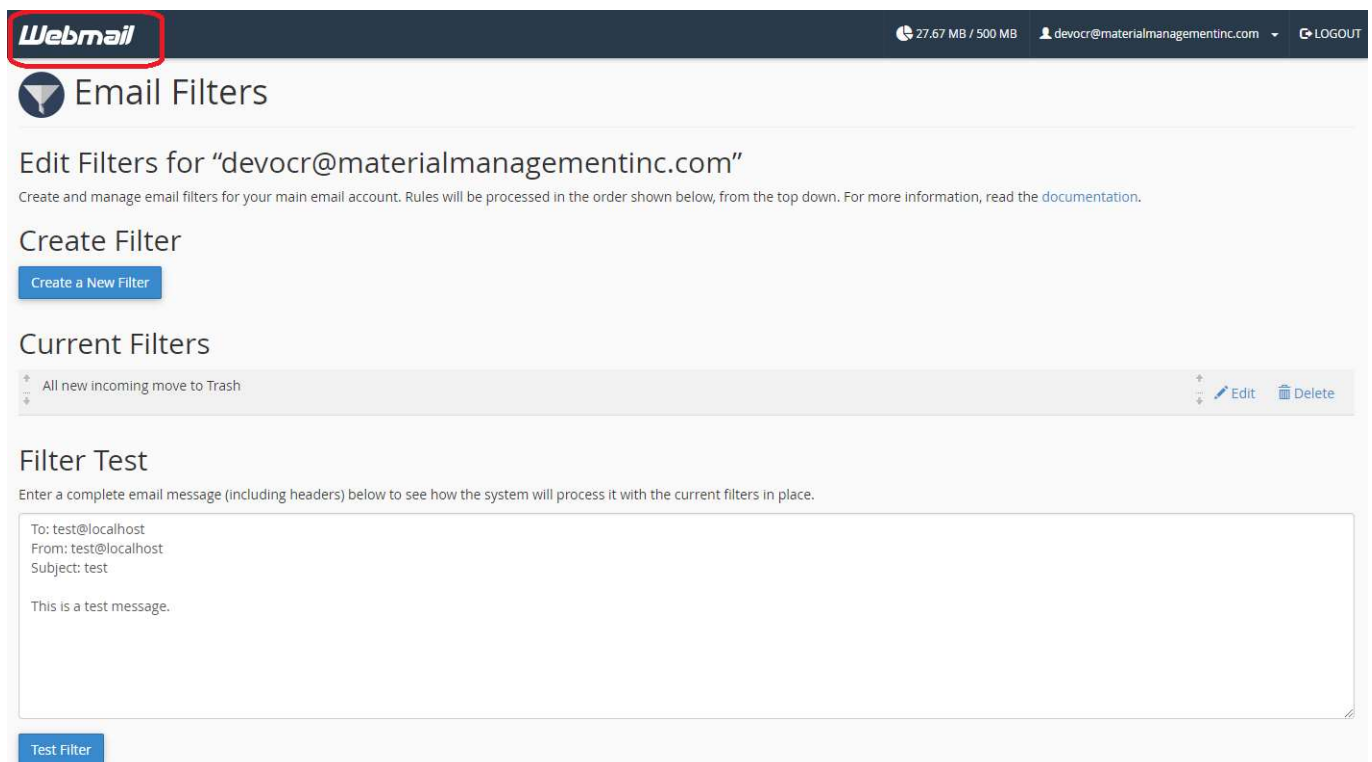
Rules
Any Recipient does not contain
@ contains
matches regex
does not contain
equals
begins with
ends with
does not begin
does not end with
does not match
is above (numbers only)
is not above (numbers only)
is below (numbers only)
is not below (numbers only)

Actions
Deliver to Folder
/.Trash
Save

Go Back

cPanel 94.0.15 Home Trademarks Privacy Policy Documentation

5. Click “**Webmail**” to return to **Home** page.



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Email Filters

Edit Filters for “devocr@materialmanagementinc.com”

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Create Filter

Create a New Filter

Current Filters

All new incoming move to Trash Edit Delete

Filter Test

Enter a complete email message (including headers) below to see how the system will process it with the current filters in place.

To: test@localhost
From: test@localhost
Subject: test



This is a test message.

Test Filter

6. Click “Open” if you need to open Mail page.

Webmail 27.67 MB / 500 MB devocr@materialmanagementinc.com LOGOUT

Open your inbox



roundcube
open source webmail software

Open ☐ Open my inbox when I log in

Set up email on your device



Select the device you will use:

Enter an email address that you can access from your device:


Select the configurations that you would like to set up:
☒ Email
☒ Calendar
☒ Contacts


[Automatically configure my device](#)


Change your webmail client

 **horde**  **roundcube**
open source webmail software


Manage Your Inbox


 **Autoresponders**
Are you going on vacation? Use this feature to configure your automated emails.


 **Email Filters**
Create and manage email filters for your main email account.


 **Forwarders**
Automatically send a copy of any incoming email from this email address to another.

Edit Your Settings

 **Configure Calendar and Contacts Client**
Set up your calendar and contacts.

 **Password & Security**
Update your webmail password.

 **Contact Information**
Set up a different email address to receive account notifications and password reset confirmations.

 **Account Preferences**
Change your Webmail account settings.

Mail page.

About roundcube devocr@materialmanagementinc.com Logout

Mail Contacts Calendar Settings Webmail Home

Refresh Compose Reply Reply all Forward Delete Archive Mark More

All Search...

	Subject	From	Date	Size	
★	Uline Invoice 138635477 ID# 998	accounts.receivable@uline.c...	Today 01:45	134 KB	
★	Uline Invoice 138622062 ID# 18	accounts.receivable@uline.c...	Today 00:30	134 KB	
★	UPS Ship Notification, Tracking Number 123YR6900344366060	UPS	Tue 17:38	51 KB	
★	UPS Ship Notification, Tracking Number 123YR6900344423882	UPS	Tue 17:38	51 KB	
★	Invoice 311840 for C1 Harder Mechanical Contractors	haleyh@indpv.com	Tue 17:08	412 KB	
★	Your Invoice 0628933 dated 9/14/2021 is attached.	acctg@nationalsafetyinc.com	Tue 17:07	65 KB	
★	Your Invoice 0628855 dated 9/14/2021 is attached.	acctg@nationalsafetyinc.com	Tue 16:56	66 KB	
★	Your Invoice 0628836 dated 9/14/2021 is attached.	acctg@nationalsafetyinc.com	Tue 16:55	60 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:34	115 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:07	115 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:07	115 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:07	115 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:05	114 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:05	114 KB	
★	A/R Invoice	Griswold, Jan	Tue 16:05	114 KB	

15.09.2021