



Email Sorter · euregio.net

Help & Guide

User Guide · English

SIGN IN AT

emailsorter.euregio.net

English · 2026-06-30

Email Sorter automatically files your incoming mail into folders using rules you control, with optional AI assistance. This guide walks through every screen and the most common tasks. Use the contents on the left to jump to a topic.

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1. Getting started

Sign in with your **mailbox address and IMAP password** — the same credentials you use for webmail. Email Sorter connects to your mailbox over a secure IMAP connection; your password is only used to access your mail and is never shared.

iCloud, @me.com or @mac.com users (special case): these accounts must first be **enabled for Email Sorter by Euregio.Net** — this is not automatic, so contact Euregio.Net to have your iCloud address activated. Once enabled, Apple also requires an **app-specific password** for third-party apps: create one at appleid.apple.com → *Sign-In & Security* → *App-Specific Passwords* and sign in with that — not your normal Apple password.

After signing in you land on the **Dashboard**. From here you can run your rules, jump to any section using the dark menu on the left, and switch the interface language at the top right (DE / FR / NL / EN).

A typical workflow is: **1.** create a few rules, **2.** run them (or let the schedule run them automatically), and **3.** review the results. The Inbox-Analyzer and AI features help you build rules faster.

The screenshot shows the Email Sorter Dashboard for a user named 'demo@euregio.net'. The interface is in English. The top navigation bar includes language options (DE, FR, NL, EN), a 'Webmail' link, and the user's profile. The main dashboard area features four key metrics: 'Inbox' with 247 items (12 unread, Batch 500), 'Last run' with 153 items sorted in 6 runs, 'Next run' in 15 minutes (AI Brief 07:00), and 'AI usage' at 83 (estimated cost of \$0.0458). Below these are a 'Processing' chart for the last 14 days, a 'Recent activity' list, and 'Quick actions' like 'Run Now', 'Clean up my inbox', 'Add Rule', 'Open Inbox-Analyzer', 'AI Suggest', and 'View last results'. An 'AI usage' summary shows 125,899 input tokens, 70,230 output tokens, 83 requests, and an estimated cost of \$0.0458. A dark sidebar on the left contains navigation options: Dashboard, Clean up, Rules, Inbox-Analyzer, History, Logs, Settings, and Help.

The Dashboard — your starting point after signing in.

2. Clean up your inbox

The **Clean up** wizard (in the menu on the left, or the “Clean up my inbox” button on the Dashboard) is the fastest way to get value on day one — with no rules to write. It scans your inbox **headers only** on our server, finds newsletters and social-network mail, and offers to file them away. It uses **no AI** and sends nothing to any third party.

It works in four steps:

1. **Scan** — choose how many recent messages to examine (200 is plenty) and start. Scanning recent mail is enough; the rules you create apply to your *whole* inbox.
2. **Review** — see how much of your inbox is clutter, and a checklist of the senders that will get a filing rule. Everything is ticked by default; untick anything you would rather keep in your inbox.
3. **Create rules** — confirm to create the rules (one for Newsletters, one for Social). **No mail moves at this step.**
4. **Apply now** — the only step that moves mail. It files the matching messages and shows how much smaller your inbox became. From then on, new mail from those senders files itself automatically.

You can re-run the wizard any time. On slower mail providers a large scan takes a moment, so a 200-message scan (which still finds your active senders) is the recommended default.

Email Sorter EUREGIO.NET

euregio.net Email Sorter / Clean up inbox

DE FR NL EN Webmail demo @euregio.net

Clean up inbox

Sort newsletters and social mail out of your inbox in a few clicks

Here's what we found

668 Inbox messages	189 Clutter detected	28% of your inbox	328 Already read
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These senders will get a filing rule

Each checked row becomes a rule. Uncheck anything you'd rather keep in your inbox.

Select all 6 of 6 selected

<input checked="" type="checkbox"/>	<p>appsumo.com Last chance: lifetime deal ends tonight</p> <p>Newsletters 33 messages</p>
<input checked="" type="checkbox"/>	<p>news-mail.elementor.com New in Elementor 3.x</p> <p>Newsletters 21 messages</p>
<input checked="" type="checkbox"/>	<p>siteguru.co Your weekly SEO report is ready</p> <p>Newsletters 14 messages</p>
<input checked="" type="checkbox"/>	<p>linkedin.com You have 3 new connection requests</p> <p>Social 9 messages</p>
<input checked="" type="checkbox"/>	<p>hoteltraubetonbach.de Newsletter Juni — Sommerangebote</p> <p>Newsletters 6 messages</p>
<input checked="" type="checkbox"/>	<p>facebookmail.com New activity on your page</p> <p>Social 4 messages</p>

← Collapse

The review step: how much of your inbox is clutter, and the senders that will get a filing rule.

3. Dashboard

The Dashboard gives you an at-a-glance overview:

- **Inbox** — how many messages are currently in your inbox (and how many unread).
- **Last run** — how many messages were sorted in the most recent run.
- **Next run** — your processing interval and when the daily brief is sent.
- **AI usage** — requests made and the estimated cost so far.

The **14-day chart** shows how many messages were sorted each day — hover a bar for the exact figure. **Recent activity** lists your latest runs. **Quick actions** let you run all rules, add a rule, open the Analyzer, or jump to AI suggestions.

If a rule points at a folder that no longer exists on the server, a **warning banner** appears here with a one-click way to create the folder or edit the rule.

The screenshot shows the Email Sorter Dashboard for a user named 'demo@euregio.net'. The interface includes a dark sidebar with navigation options like 'Dashboard', 'Clean up', 'Rules', 'Inbox-Analyzer', 'History', 'Logs', 'Settings', and 'Help'. The main content area features several live tiles: 'Inbox' with 247 messages (12 unread), 'Last run' with 153 sorted messages in 6 runs, 'Next run' in 15 minutes, and 'AI usage' of 83 requests with an estimated cost of \$0.0458. A 'Processing — last 14 days' bar chart shows activity from 06-07 to 06-20. A 'Recent activity' list shows the last four runs with details on sorted messages and errors. A 'Quick actions' panel offers buttons for 'Run Now', 'Clean up my inbox', 'Add Rule', 'Open Inbox-Analyzer', 'AI Suggest', and 'View last results'. An 'AI usage' summary table at the bottom right shows 125,899 input tokens, 70,230 output tokens, 83 requests, and an estimated cost of \$0.0458.

Live tiles, a 14-day processing chart, recent activity and quick actions.

4. Rules

Rules are the heart of Email Sorter. Each rule has one or more **conditions** (e.g. *from contains newsletter@*) and an **action** (move, copy, delete, mark read, forward...). Rules run **top to bottom** and the **first matching rule wins**, so order matters — drag the handle on the left to reorder.

On each rule you can:

- **Run** just that rule (▶), **Edit** it (pencil), or **Delete** it (trash).
- Toggle it on/off with the switch — a disabled rule is skipped during processing.

The toolbar offers **Check conflicts** (finds rules that overlap and may catch the same mail) and **Optimize rules** (suggests merging similar rules into one). The badges show the action (MOVE/COPY/...), the scope (ALL or UNREAD), and the rule type (SENDER, SUBJECT, MIXED...).

The screenshot shows the 'Rules' management page in the Email Sorter application. The interface includes a dark sidebar on the left with navigation options like 'Dashboard', 'Clean up', 'Rules', 'Inbox-Analyzer', 'History', 'Logs', 'Settings', and 'Help'. The main content area displays a list of four rules:

- Newsletters** (147 MATCHED): Condition: *from contains "newsletter@" OR from contains "noreply@news.figma.com" OR subject co...*. Action: MOVE. Scope: ALL. Type: MIXED. Status: Enabled (green toggle).
- Suppliers** (12 MATCHED): Condition: *from contains "@bpost.be" OR from contains "order@amazon.de"*. Action: MOVE. Scope: ALL. Type: SENDER. Status: Enabled (green toggle).
- Invoices** (5 MATCHED): Condition: *subject contains "invoice" AND from contains "billing@"*. Action: MOVE. Scope: ALL. Type: MIXED. Status: Enabled (green toggle).
- Junk senders** (disabled) (SAFE MODE): Condition: *from contains "promo@spammy.example"*. Action: DELETE. Scope: ALL. Type: SENDER. Status: Disabled (grey toggle).

At the top of the rules list, there are buttons for 'Run Now' and '+ Add Rule'. A toolbar above the rules list contains a search box, 'Check Conflicts', 'Optimize rules', and 'Expand All' buttons. The top of the page shows the user's profile 'demo @euregio.net' and language selection options (DE, FR, NL, EN).

Each rule shows its conditions, target folder, action and type, with quick controls.

5. Creating & editing rules

Click **Add rule** (or **Edit** on an existing rule) to open the editor. Give the rule a name and choose an **action**:

- **Move / Copy to folder** — pick a target folder (use *Browse* to see your folders, or create a new one).
- **Move / Copy to another account, Mark as read/unread, Delete, or Forward** to an address.

Add one or more **conditions**. Each condition tests a field (*From, To, CC, Subject*) with an operator (*contains, equals, starts with, ends with, matches regex*). The **NOT** toggle inverts a condition. At the top choose whether a message must match **ALL** conditions (AND) or **ANY** condition (OR).

Paste senders is a shortcut: paste a list of addresses (one per line) to instantly create a set of “from contains ...” OR-conditions. The **Apply to** setting limits a rule to unread messages only if you wish. Click **Save rule** when done.

The screenshot displays the 'Edit rule' interface for a rule named 'Newsletters'. The rule is enabled and set to 'Move to folder' in the 'Newsletters' target folder. The conditions are configured as follows:

Operator	Field	Value
IF	From	contains newsletter@
OR	From	contains noreply@news.figma.com
OR	Subject	contains unsubscribe

The 'Apply to' setting is 'All messages', and the 'Mark as read after action' checkbox is unchecked. A 'Live preview' panel on the right indicates that 3 conditions match ANY condition (OR) and provides a 'Save to apply' button.

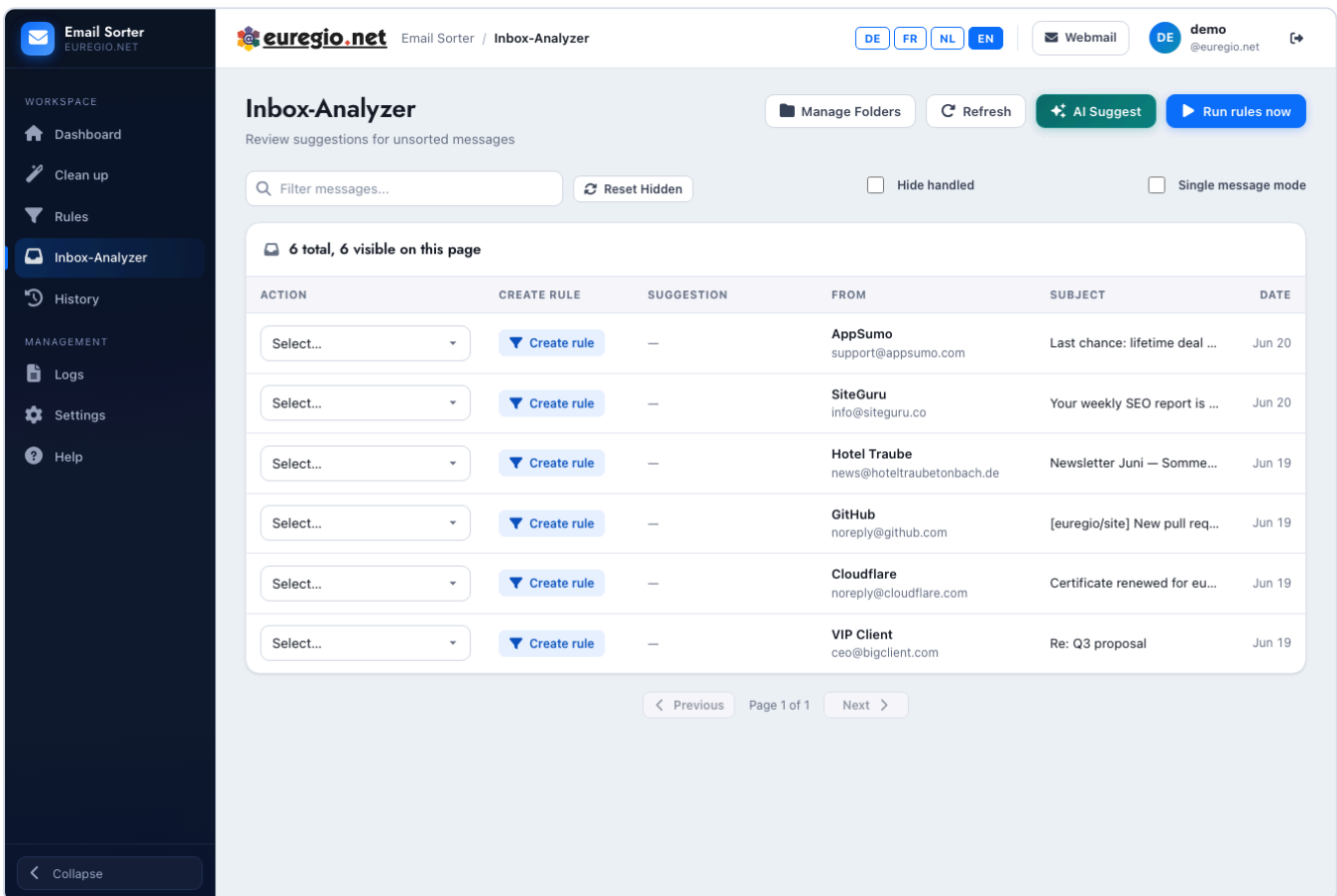
The full-page rule editor: basics, conditions with AND/OR, and a live preview.

6. Inbox-Analyzer

The Inbox-Analyzer lists messages currently sitting in your inbox so you can build rules from real mail. For each message you can:

- **Move once** — pick a folder from the dropdown to file just that message.
- **Create rule** — turn the sender into a permanent rule in one click.
- Click the **subject** to create a subject-based rule.

The **Suggestion** column shows which existing rule would catch a message. Email Sorter also reads the message headers to recognise **newsletters, social-network and notification mail automatically** — no AI needed. Only after you click **AI Suggest** does AI weigh in on the senders the headers can't classify, with a confidence score. Use **Manage folders** to curate the quick-access folder list, **Filter** to search, and **Reset hidden** to bring back messages you hid.



The screenshot displays the 'Inbox-Analyzer' interface. On the left is a dark sidebar with navigation options: Workspace (Dashboard, Clean up, Rules, Inbox-Analyzer, History) and Management (Logs, Settings, Help). The main area shows a header with 'euregio.net', language selectors (DE, FR, NL, EN), and user info (demo @euregio.net). Below the header are buttons for 'Manage Folders', 'Refresh', 'AI Suggest', and 'Run rules now'. A search bar and 'Reset Hidden' button are also present. The main content area shows a table of 6 messages with columns for Action, Create Rule, Suggestion, From, Subject, and Date. Each row includes a 'Select...' dropdown and a 'Create rule' button. The messages are from AppSumo, SiteGuru, Hotel Traube, GitHub, Cloudflare, and VIP Client.

ACTION	CREATE RULE	SUGGESTION	FROM	SUBJECT	DATE
Select...	Create rule	—	AppSumo support@appsumo.com	Last chance: lifetime deal ...	Jun 20
Select...	Create rule	—	SiteGuru info@siteguru.co	Your weekly SEO report is ...	Jun 20
Select...	Create rule	—	Hotel Traube news@hoteltraubetonbach.de	Newsletter Juni — Somme...	Jun 19
Select...	Create rule	—	GitHub noreply@github.com	[euregio/site] New pull req...	Jun 19
Select...	Create rule	—	Cloudflare noreply@cloudflare.com	Certificate renewed for eu...	Jun 19
Select...	Create rule	—	VIP Client ceo@bigclient.com	Re: Q3 proposal	Jun 19

Unsorted inbox messages with a suggested folder and a one-click “Create rule”.

7. Running & results

Click **Run now** (on the Dashboard or the Rules page) to process your inbox immediately against all enabled rules. You are asked to confirm, then each rule runs in turn.

When it finishes you are taken to the **Run summary**, which shows how many messages were **processed** and **sorted**, any **errors**, and the **duration**. Below that you see the distribution **by folder** and **by rule type**, and a searchable, sortable **results table** of every message that moved.

You can **Export CSV** of the results, and — if AI is enabled — generate an **AI brief**: a short, prioritised summary of the run (what needs attention, security/server notices, routine items, and suggestions).

Processing also happens automatically on a schedule (see Settings → Schedule), so you do not have to run it by hand.

Run summary
Fri, Jun 19, 2026

Processed: **247** (Batch size)
Matched: **164** (66% of batch)
Errors: **0**
Duration: **4.2 s**

By folder

Folder	Count
Newsletters	147
Suppliers	12
Invoices	5

By rule

Rule Type	Count
sender rules	159
mixed rules	5

BY ACTION

- MOVE · 164

Results (Showing 6 of 164)

TIME	SENDER	SUBJECT	ACTION	RULE	DESTINATION
18:31:...	AppSumo support@appsumo.com	Last chance: lifetime deal ends tonight	MOVE	Newsletters SENDER	Newsletters
18:31:...	Elementor team@news-mail.elementor.c...	New in Elementor 3.x	MOVE	Newsletters SENDER	Newsletters
18:31:...	WordPress.org support@wordpress.org	Your plugin needs an update	MOVE	Newsletters SENDER	Newsletters

The run summary: totals, distribution by folder, and a searchable results table.

8. History

History lists your processing runs day by day, with how many messages were sorted, how many runs happened, and whether an AI brief was generated. The tiles at the top summarise the week and highlight your busiest day.

Click any day to open its full **Run summary** — the same detailed view you see right after running, including the results table and the AI brief if one exists.

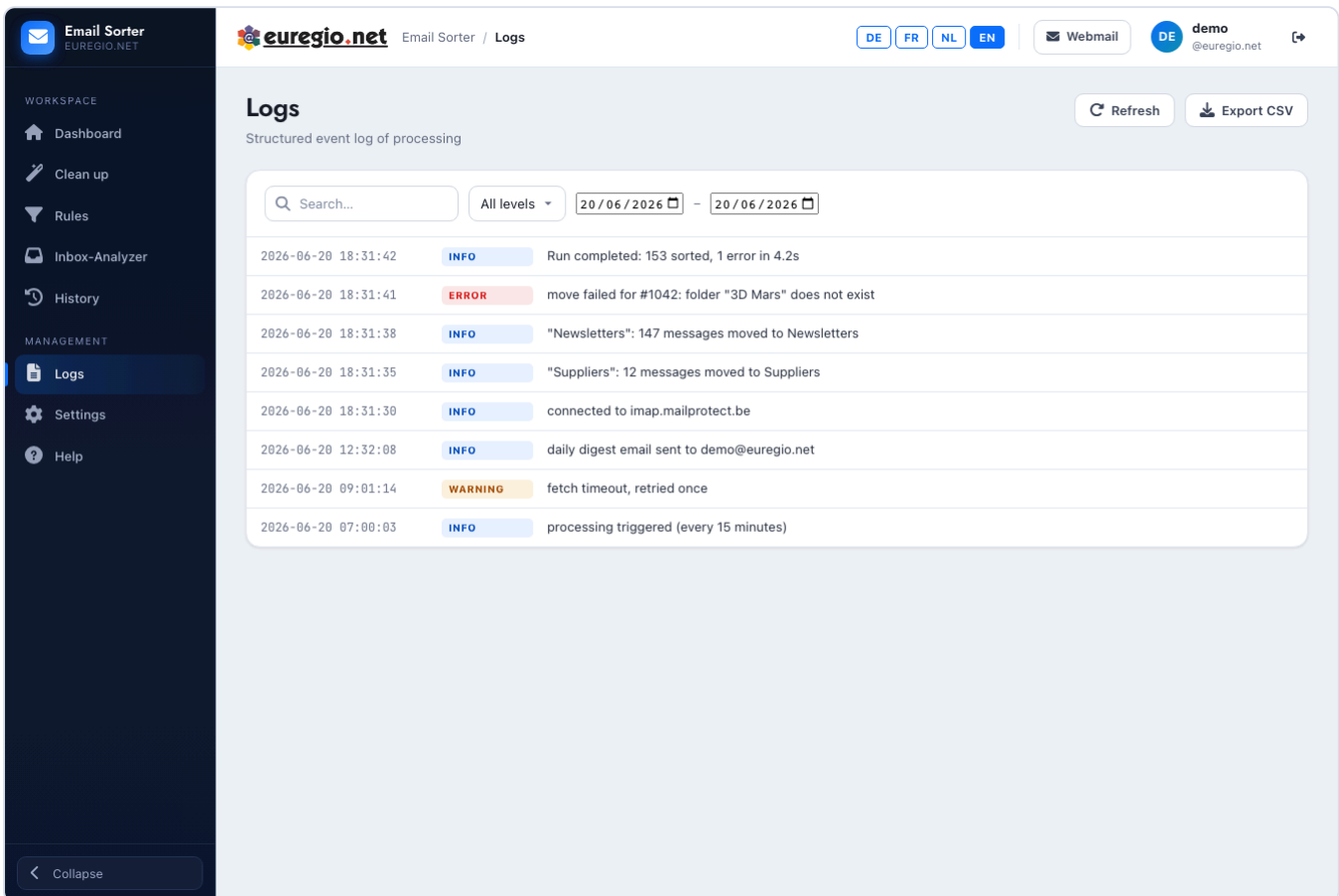
Date	Sorted	Runs	AI Brief
Sat, Jun 20, 2026	153	6	AI BRIEF
Fri, Jun 19, 2026	29	1	NO BRIEF
Thu, Jun 18, 2026	761	1	1 ERRORS AI BRIEF
Wed, Jun 17, 2026	57	1	NO BRIEF
Tue, Jun 16, 2026	55	1	AI BRIEF
Mon, Jun 15, 2026	55	1	NO BRIEF
Sun, Jun 14, 2026	72	1	AI BRIEF

Daily processing runs with totals and AI-brief badges.

9. Logs

The Logs page is a structured, searchable record of everything the processor did — useful when a message did not move where you expected. Each line shows a **timestamp**, a **level** (info, warning, error, debug) and the message.

Filter by **text**, by **level** (e.g. show only errors), or pick a different **date**. A common entry to look for is a folder that does not exist on the server, which causes a move to fail.



The screenshot displays the 'Email Sorter' interface with the 'Logs' page selected. The left sidebar shows navigation options under 'WORKSPACE' and 'MANAGEMENT'. The main content area features a search bar, a filter dropdown set to 'All levels', and date range selectors for '20/06/2026'. Below these are several log entries, each with a timestamp, a level (INFO, ERROR, WARNING), and a message.

Timestamp	Level	Message
2026-06-20 18:31:42	INFO	Run completed: 153 sorted, 1 error in 4.2s
2026-06-20 18:31:41	ERROR	move failed for #1042: folder "3D Mars" does not exist
2026-06-20 18:31:38	INFO	"Newsletters": 147 messages moved to Newsletters
2026-06-20 18:31:35	INFO	"Suppliers": 12 messages moved to Suppliers
2026-06-20 18:31:30	INFO	connected to imap.mailprotect.be
2026-06-20 12:32:08	INFO	daily digest email sent to demo@euregio.net
2026-06-20 09:01:14	WARNING	fetch timeout, retried once
2026-06-20 07:00:03	INFO	processing triggered (every 15 minutes)

Structured processing log with timestamp, level and message.

10. Settings

Settings are grouped into sections (use the sub-menu on the left):

- **Language** — the interface language.
- **Mailbox & Connection** — your IMAP server and mailbox, and the connection status.
- **Safe mode** — when on, a “delete” action moves messages to a review folder instead of deleting them permanently. Recommended.
- **AI rule suggestions** — provider, model, your API key, and consent (see *AI features* below).
- **AI usage statistics** — token usage and estimated cost.
- **Daily digest email** — receive a daily summary email, optionally including the AI brief.
- **AI auto-sort, Schedule, and Folder profiling** — see below.

Remember to click **Save settings** after making changes.

The screenshot shows the 'Settings' page for 'Email Sorter' by 'euregio.net'. The page is titled 'Settings' and shows a sub-menu on the left with options like Language, Mailbox, Safe Mode, AI Rule Suggestions, AI Usage Statistics, Daily Digest Email, AI Auto-Sort, Schedule, and Folder Profiling. The main content area is divided into sections: Language (Interface language: English), Mailbox & Connection (IMAP server: imap.mailprotect.be, Mailbox: demo@euregio.net, Connection status: CONNECTED), and Safe Mode (Enable Safe Mode: checked, Review Folder Name: Review). A 'Save settings' button is at the bottom right.

Settings are grouped into sections; use the sub-menu to jump between them.

11. AI features

AI is entirely optional and off until you enable it. To use it you provide an **API key** (Anthropic or OpenAI) in Settings and give **consent**. For privacy, only **sender addresses and subject lines** are ever sent to the AI provider — never the message body, attachments, your address, or recipients.

- **AI rule suggestions** (in the Analyzer) recommend a folder for unknown senders, with a confidence score.
- **AI auto-sort** files messages that match no rule on each full run, governed by a confidence threshold and a daily cap so costs stay predictable. After a sender is auto-sorted a few times, a permanent rule is created for it automatically.
- **Folder profiling** periodically learns which senders live in which folder (headers only, no AI cost) to power a free “fast path” before any AI call.
- **AI brief** turns a run into a short prioritised summary, and can be included in the daily digest email.

Estimated cost is shown throughout and is just that — an estimate; the daily cap is your hard ceiling.

12. FAQ & troubleshooting

A message did not move — why? Rules run top to bottom and the first match wins, so a rule above may have caught it first. Check the order, and check the Logs for a “folder does not exist” error.

“Folder is missing on the server”. A rule targets a folder that was renamed or deleted in your mailbox. Use the banner on the Dashboard (or the warning on the Rules page) to create the folder or reassign the rule.

Nothing happens automatically. Check Settings → Schedule for the processing interval, and make sure scheduled processing is enabled.

AI says “No API key configured”. Add your API key in Settings → AI rule suggestions and give consent.

Is delete permanent? Not if *Safe mode* is on (recommended) — deleted messages are moved to your review folder instead.

I can't sign in with my iCloud / @mac.com / @me.com address. First, iCloud addresses must be **enabled for Email Sorter by Euregio.Net** — this isn't automatic, so contact Euregio.Net to activate yours. Second, Apple blocks third-party apps from using your normal Apple password: generate an *app-specific password* at appleid.apple.com (Sign-In & Security → App-Specific Passwords) and sign in with that. The same password is used for both sorting and forwarding.

Will forwarding work from my iCloud or other external address? Yes — a forward from an external mailbox is sent through that provider's own mail server using your credentials, so it passes the recipient's spam checks (SPF/DKIM/DMARC). Mailboxes hosted with us are sent through our own relay as before.