Back Up Filters in Webmail Plus

1. Log in to Webmail Plus and select **Preferences**

![Webmail Preferences](image)

2. Under the **Mail** heading, choose **Filters**

![Webmail Filters](image)

3. Here you will find a list of your **Incoming Message Filters**. To see the details of a filter, click **Edit Filter**. Take note of any filters you would like to re-create once your account has been migrated to W-Exchange. Be sure to repeat these steps for **Outgoing Message Filters** by clicking the tab along the top.