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How do I automatically separate email that's forwarded into a single inbox?

Sean Kerwin - 2023-09-13 - [댓글 \(0\)](#) - [Using Deskpro](#)

If you have a single email inbox connected to Deskpro using IMAP with two aliases that both forward emails to the inbox it is possible for emails from those aliases to be separated. For each alias, create a **New Ticket** trigger (**Admin > Business Rules > Triggers**) based on the *To:* address:

③ Criteria

The criteria section is a list of terms that must match before the actions are applied to the Ticket.

When the following conditions are met:

To address is [empty]

Or when the following conditions are met:

Select... Select...

Use the Trigger actions to distinguish the tickets from the two different addresses: for example, assign them to different departments or teams, or apply different labels.

To include emails that have been CC'd to one of the aliases, you should add an **or** condition that checks the **CC'd Address** to each action.

Emails that are BCC'd do not usually have the address to which they were BCC'd in the headers: however, on some servers, this may be stored in a header such as **Delivered-To:** In that case, you can use a condition that checks the **Email Header**.

When the following conditions are met:

Email header Header name contains Header value

Or when the following conditions are met:

Select... Select...