MicroSPED

INFORMATION MANAGEMENT TECHNOLOGIES

Instructions for VIP List on iPhone and iPad

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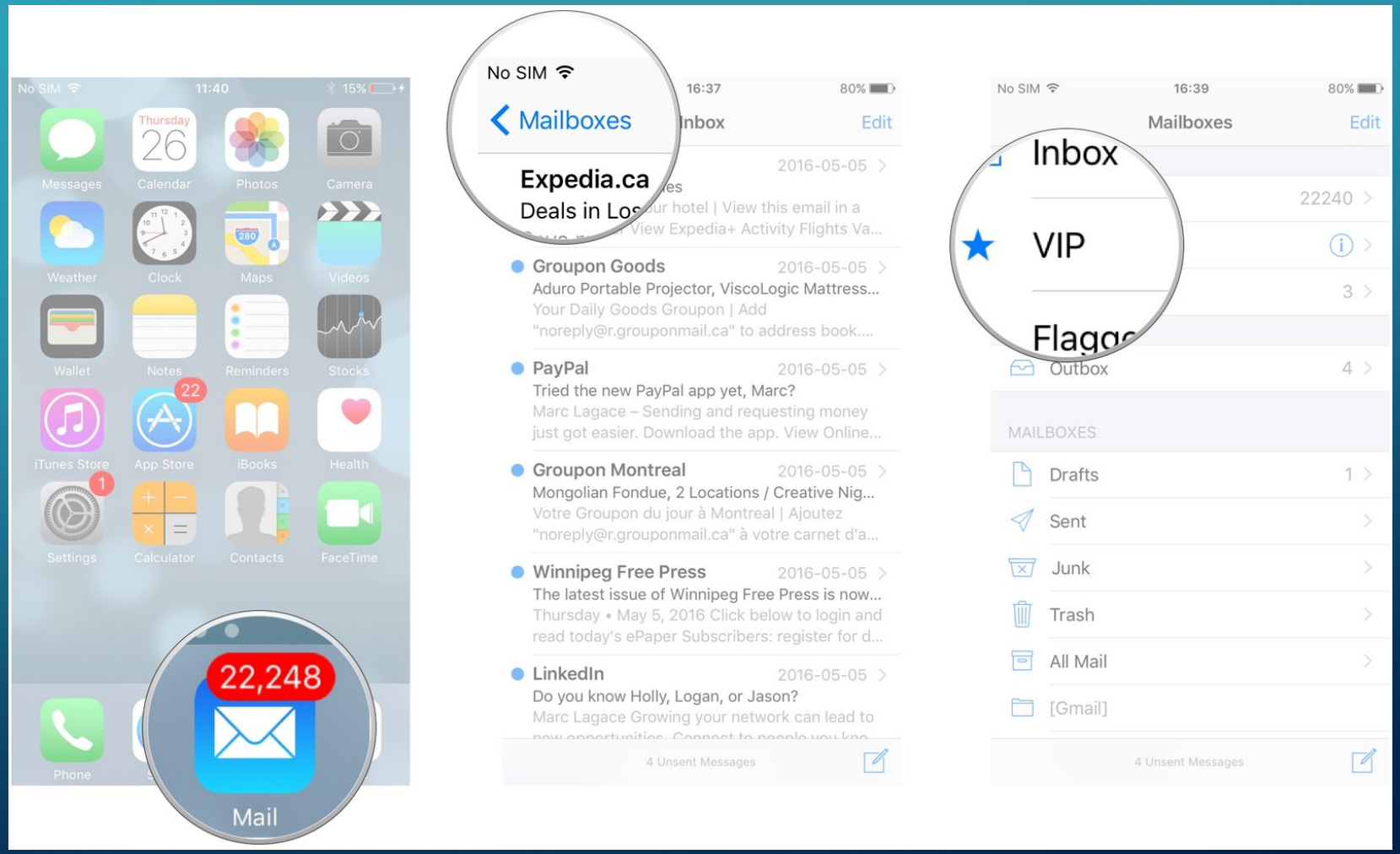
SECTION 1A

HOW TO ADD CONTACTS TO YOUR VIP LIST ON IPHONE AND IPAD

How to add the first contact to your VIP list on iPhone and iPad

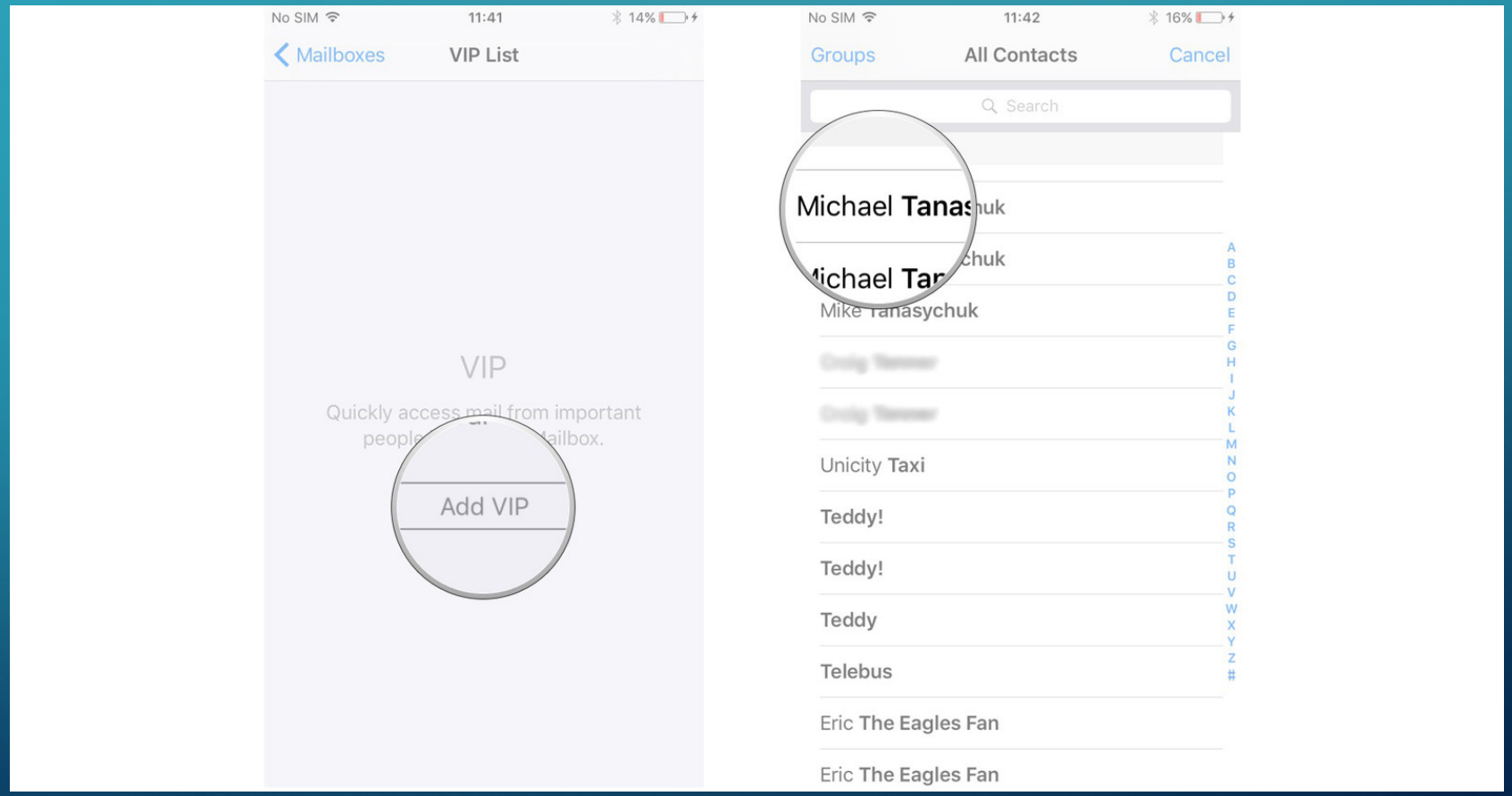
Step One

1. Launch the "***Mail app***" from the Home screen of your iPhone or iPad.
2. Tap "***Mailboxes***" in the upper left corner of your screen.
3. Tap the "***VIP inbox***" directly underneath your regular inbox.



Step Two

1. Tap "***Add VIP***"
2. Tap on the "***name***" of the contact you'd like to add to VIP. If a contact is grayed out, it means you're missing their email address and can't add them until you enter it.



After you tap on their name they'll be automatically added to your VIP inbox.

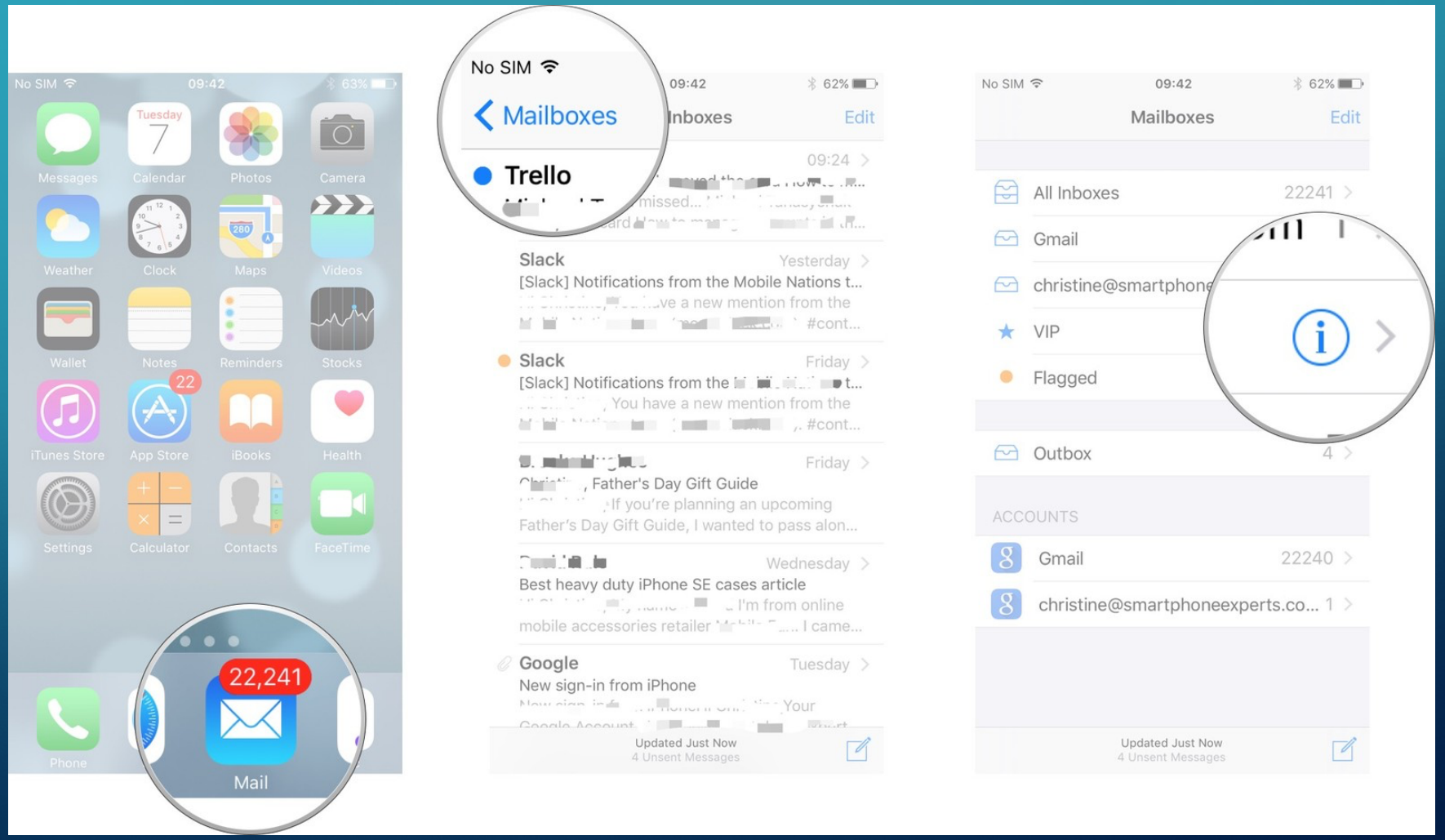
SECTION 1B

HOW TO ADD CONTACTS TO YOUR VIP LIST ON IPHONE AND IPAD

How to add more contacts to your VIP list on iPhone and iPad

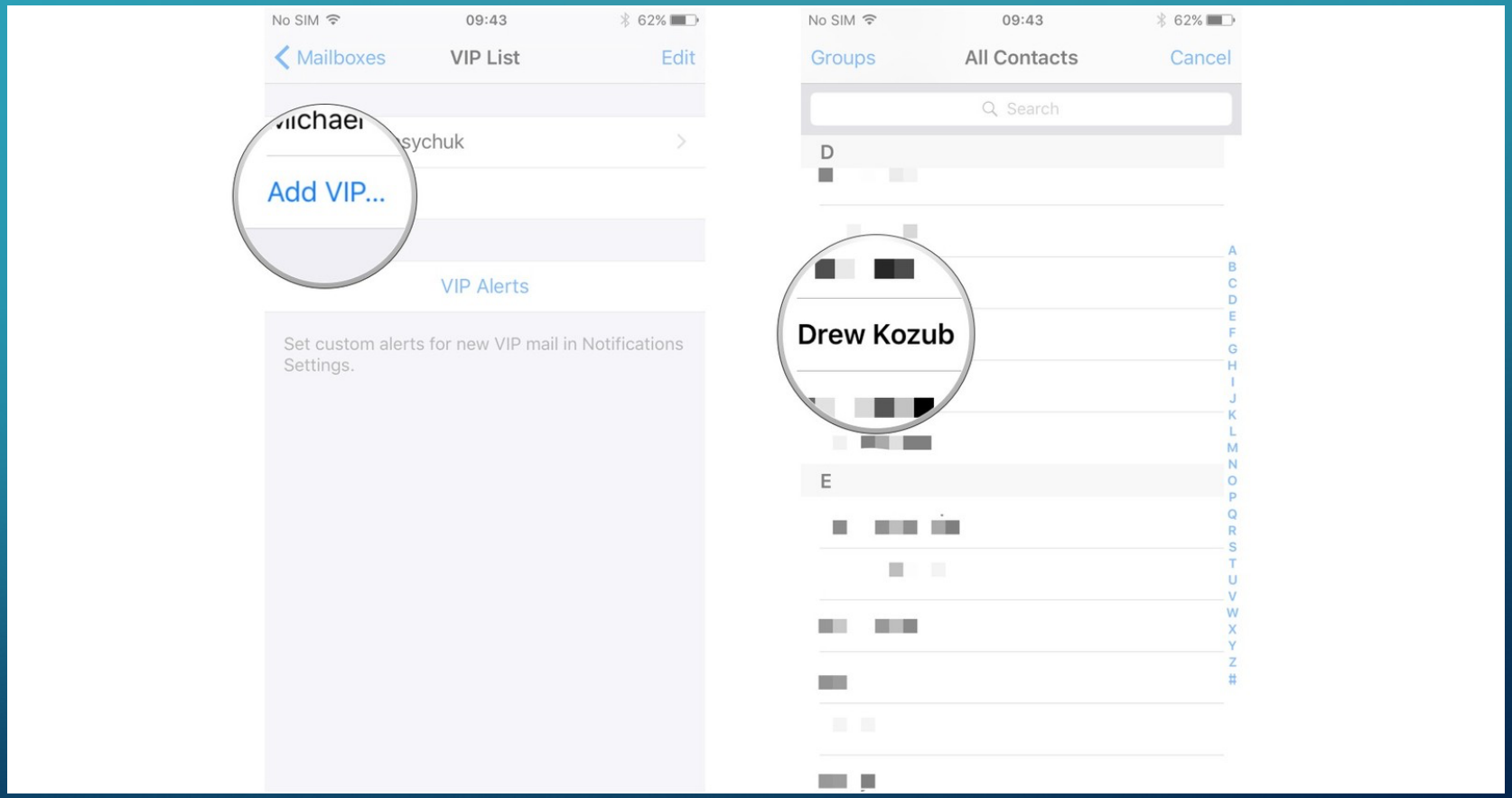
Step Three

1. Launch the "***Mail app***" from the Home screen of your iPhone or iPad.
2. Tap "***Mailboxes***" in the upper left corner of your screen.
3. Tap the "ⓘ" on the right end of the VIP inbox row.



Step Three

1. Tap ***"Add VIP"***.
2. Tap on the ***"name"*** of the contact you'd like to add to VIP. If a contact is grayed out, it means you're missing their email address and can't add them until you enter it.



After you tap on their name they'll be automatically added to your VIP inbox

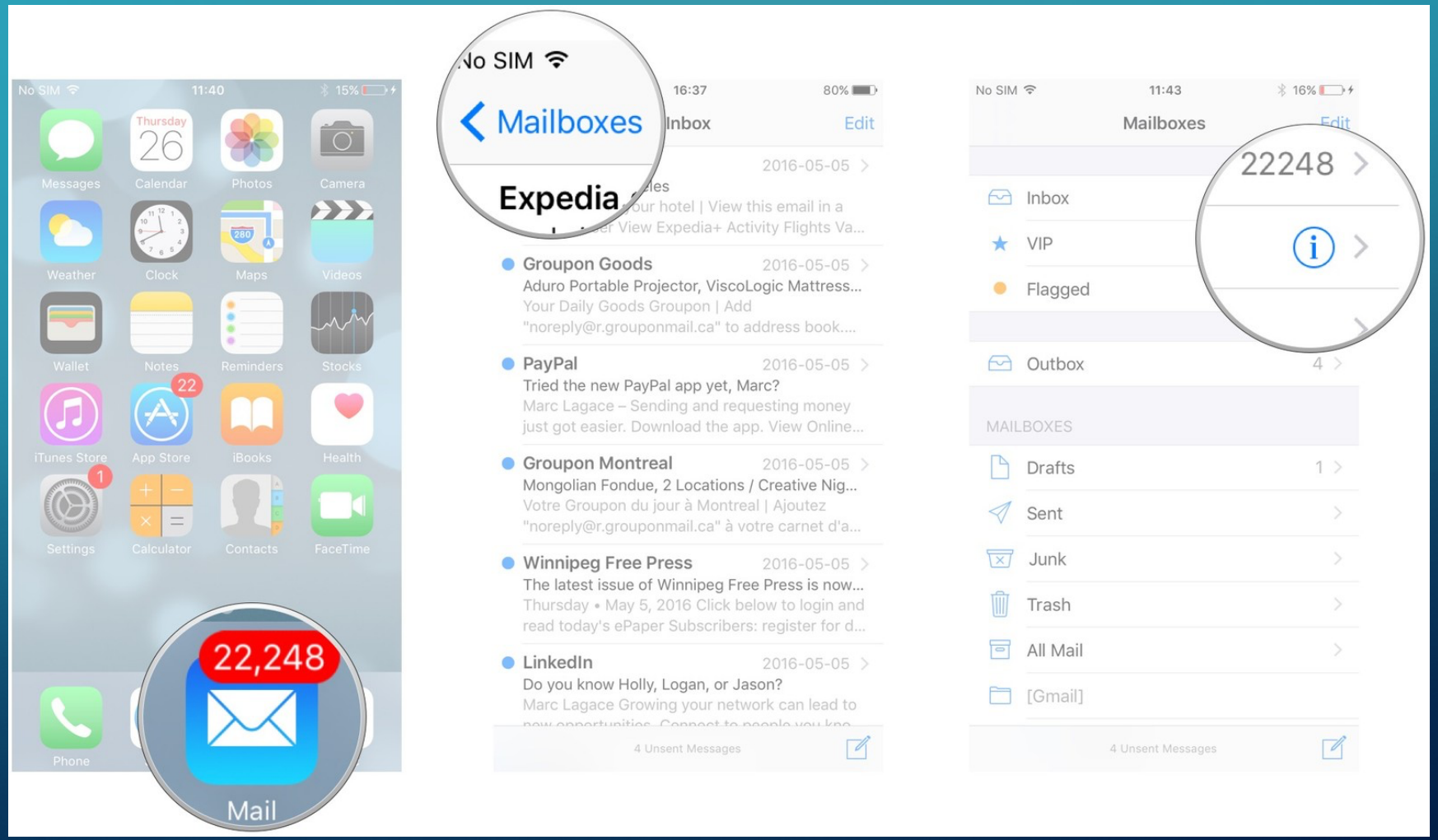
SECTION 2

HOW TO ADD CONTACTS TO YOUR VIP LIST ON IPHONE AND IPAD

How to set custom notifications for your VIP inbox on iPhone and iPad

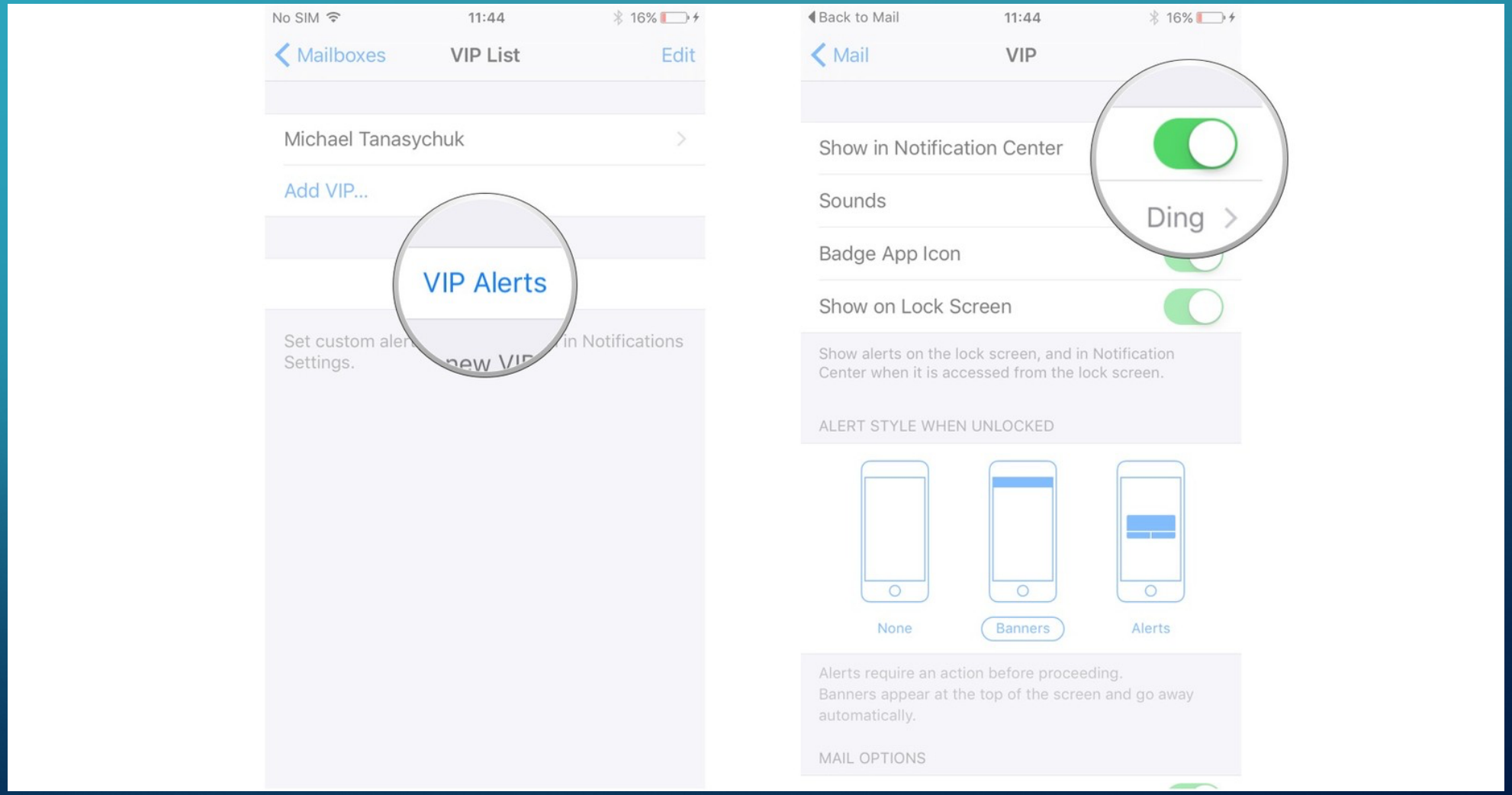
Step One

1. Launch the "***Mail app***" from the Home screen of your iPhone or iPad.
2. Tap "***Mailboxes***" in the upper left corner of your screen.
3. Tap the "ⓘ" on the right end of the VIP inbox row.



Step Two

1. Tap "**VIP Alerts**".
2. Turn "**notification settings**" on or off as you see fit.



All Done!

If you did everything correctly, you should now how your VIP contacts setup and receive notifications from them in your Mail App.