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

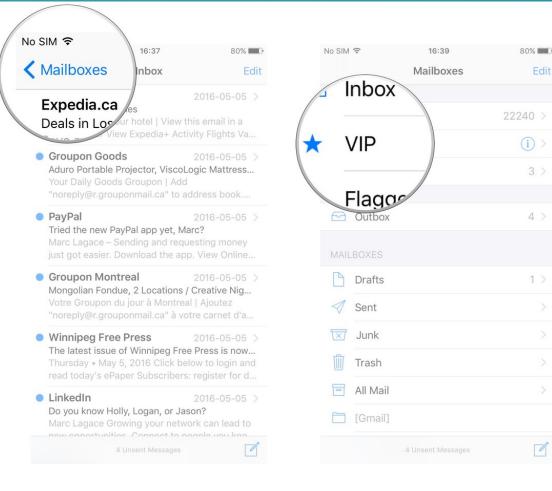
How to add the first contact to your VIP list on iPhone and iPad





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







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.

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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

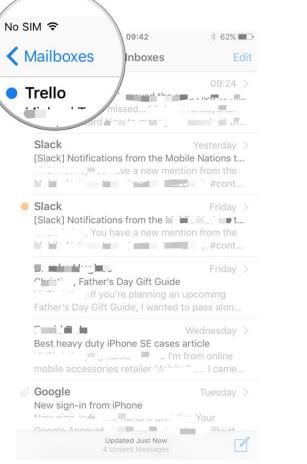
How to add more contacts to your VIP list on iPhone and iPad

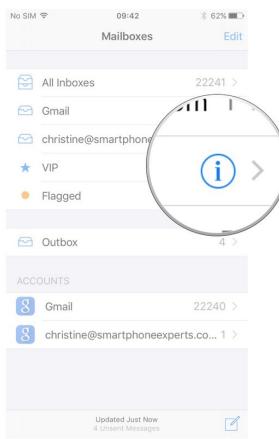


#### Step Three

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



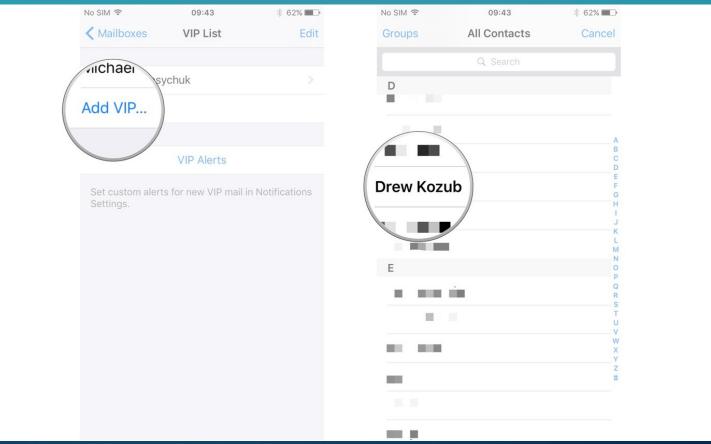






1. Tap *"Add VIP"*.

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

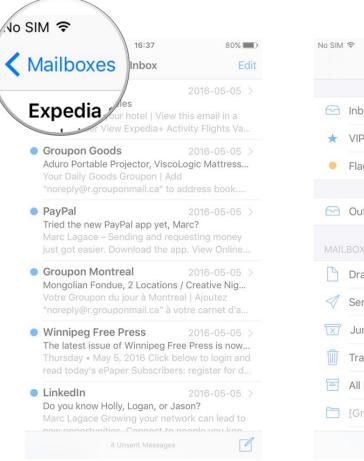
How to set custom notifications for your VIP inbox on iPhone and iPad





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



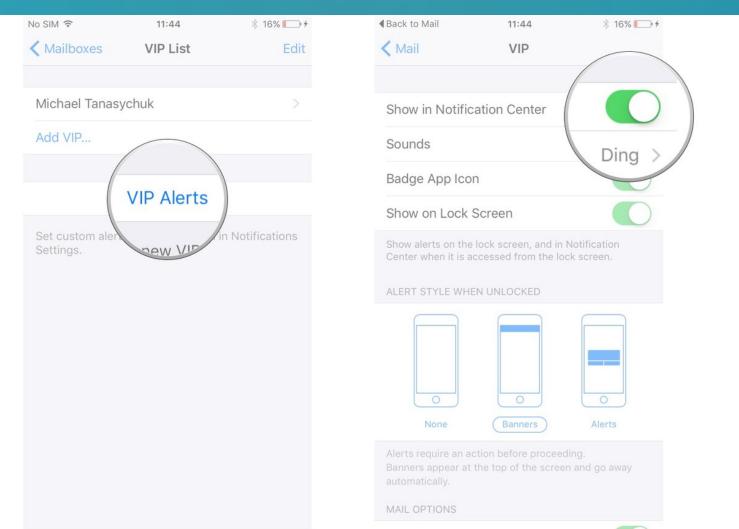


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#### 1. Tap "VIP Alerts".

#### 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.