

★ What Flags are in Apple Mail

Flags are Apple's version of "mini-categories". You get **seven colours**, each of which can act as its own little bucket:

- Red
- Orange
- Yellow
- Green
- Blue
- Purple



- Grey

Each colour becomes its own **Smart Mailbox-style view** automatically.

So if you flag something Blue, you instantly get:

A "Blue" mailbox that shows all Blue-flagged messages from all accounts.

No setup. No rules. No folders. No moving.

★ Why Flags are so useful on iPad/iPhone

Because unlike Smart Mailboxes:

- You **can** create and use Flags on iPad
- You **can** rename them
- You **can** use them across all accounts
- They sync perfectly across devices
- They behave consistently on iPad, iPhone, and Mac (if you had one)

They're one of the few Apple Mail features that work identically everywhere.

★ How to flag an email (iPad/iPhone)

1. Open the message
2. Tap the **Reply/More** icon (the little arrow)
3. Tap **Flag**
4. Choose a colour

Or, in the message list:

- Swipe left → tap **Flag**

★ How to rename Flags (this is the hidden gem)

1. Go to **Mailboxes**
2. Tap **Edit**
3. Scroll to the Flag section
4. Tap the **i** next to a colour
5. Rename it (e.g., "Action", "Waiting", "Finance", "U3A", "Family")

This is where Flags become *really* powerful.

You can turn colours into meaningful categories.

★ A simple, powerful system for you

With your 20-account setup, here's a clean triage model:

- **Red — Action** Things you must do something about.
- **Orange — Waiting** Things you're waiting for a reply on.
- **Yellow — Reference** Useful info you'll need soon.
- **Green — Finance** Banking, receipts, invoices.
- **Blue — U3A** Committee, IT support, website, cycling.
- **Purple — Family** Personal messages.
- **Grey — Low priority** Stuff you want to keep but don't need to act on.

This gives you instant, colour-coded clarity across all accounts.

★ How Flags + VIPs work together

This is where Apple Mail shines.

- **VIPs** tell you *who* is important
- **Flags** tell you *what* to do with their messages

Example:

- Jenny emails → she's a VIP → you see it immediately
- You flag it **Red** → it goes into your Action list
- You flag another message **Orange** → it goes into Waiting
- You flag a receipt **Green** → it goes into Finance

You've just built a triage system that works across:

- All 20 accounts
- iPad
- iPhone
- Any future Mac
- iCloud

No rules. No folders. No maintenance.

★ Club-friendly explanation

"Flags are colour-coded mini-categories. Each colour becomes its own mailbox, so you can organise mail without moving anything."