

★ Apple Mail: What VIPs actually are

A **VIP** is a person (a sender) you mark as important. Once someone is a VIP:



- Their mail gets a **star**
- Their messages appear in the **VIP mailbox**
- You can set **special notifications** just for them
- They stand out visually in every inbox
- They work across *all* your accounts

It's like saying:

“No matter which account they email, show me their messages.”

This is *brilliant* for your multi-account setup.

★ How to add someone as a VIP (iPad/iPhone)

1. Open an email from the person
2. Tap their **name** at the top
3. Tap **Add to VIP**

That's it. Instantly, they're starred everywhere.

You'll now see a **VIP mailbox** in your Mailboxes list (if not, tap *Edit* and enable it).

★ Why VIPs are so useful for you

You've got:

- Personal accounts
- Admin roles
- Finance
- U3A accounts
- Family
- Miscellaneous accounts
- Workflows
- Cycling

VIPs let you pull the *important humans* out of that chaos.

Examples you might use:

- Jenny
- Chair
- Close family
- Your spouse
- Webmaster
- Key committee members
- Treasurer
- Doctor

Suddenly, all their messages appear in one clean list.

★ VIP Notifications on iPad/iPhone — the correct path

On iPadOS/iOS, VIP notifications live under **Customise Notifications**, not the main Mail notification screen.

The correct path is:

Settings → Apps → Mail → Notifications → Customise Notifications → VIP

Inside **VIP**, you can enable:

- **Alerts** (Lock Screen, Notification Centre, Banners)
- **Sounds** (choose a special tone)
- **Badges**
- **Show Previews**
- **Time Sensitive Notifications** (optional)

This lets VIP mail stand out even when everything else stays quiet.

★ Why this matters for multiple account setups

Because you can do something very powerful:

- Turn **off** notifications for all accounts
- Turn **on** notifications **only** for VIPs

This gives you:

- Peace and quiet
- Zero noise from newsletters
- Instant alerts for the important humans
- A clean, predictable workflow across all devices

It's one of the best triage tools Apple Mail has.

★ Club-friendly explanation

“VIPs let you give special notifications to important people. You can silence everything else and still never miss a key message.”