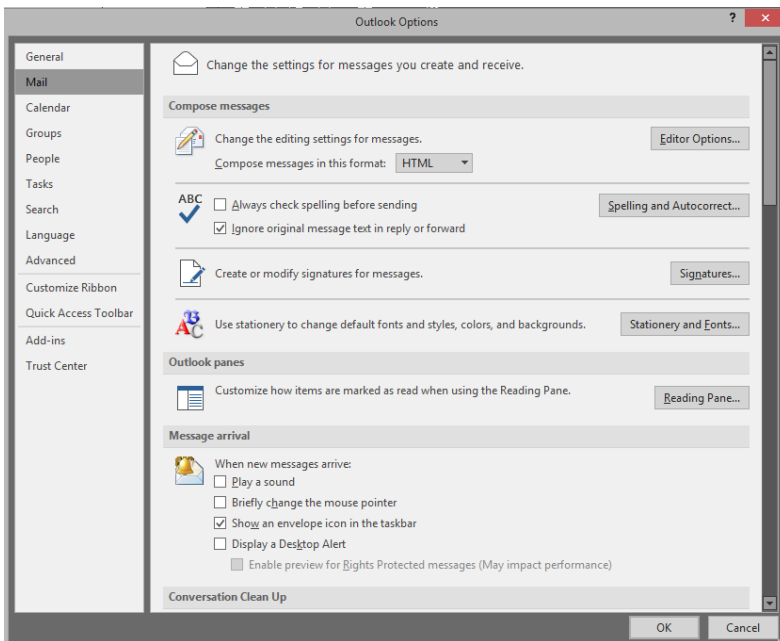


Stop general email alerts in Outlook:

File/Options/Mail

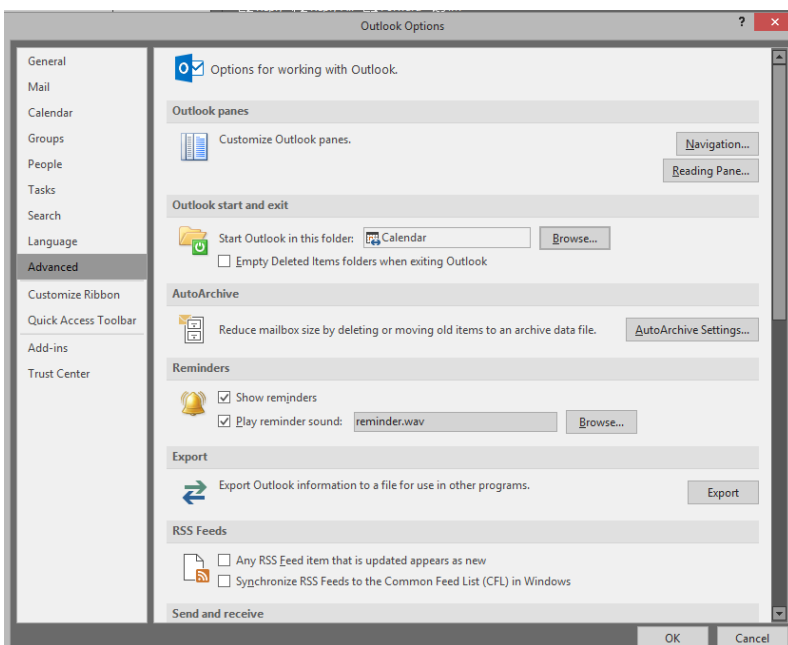


Under "Message arrival," make sure the "Play a sound," "Briefly change the mouse pointer," and "Display a Desktop Alert" boxes are unchecked

GMAIL – settings/desktop notifications/set to "important mail notifications on"

Have Outlook open in Calendar mode instead of Inbox mode:

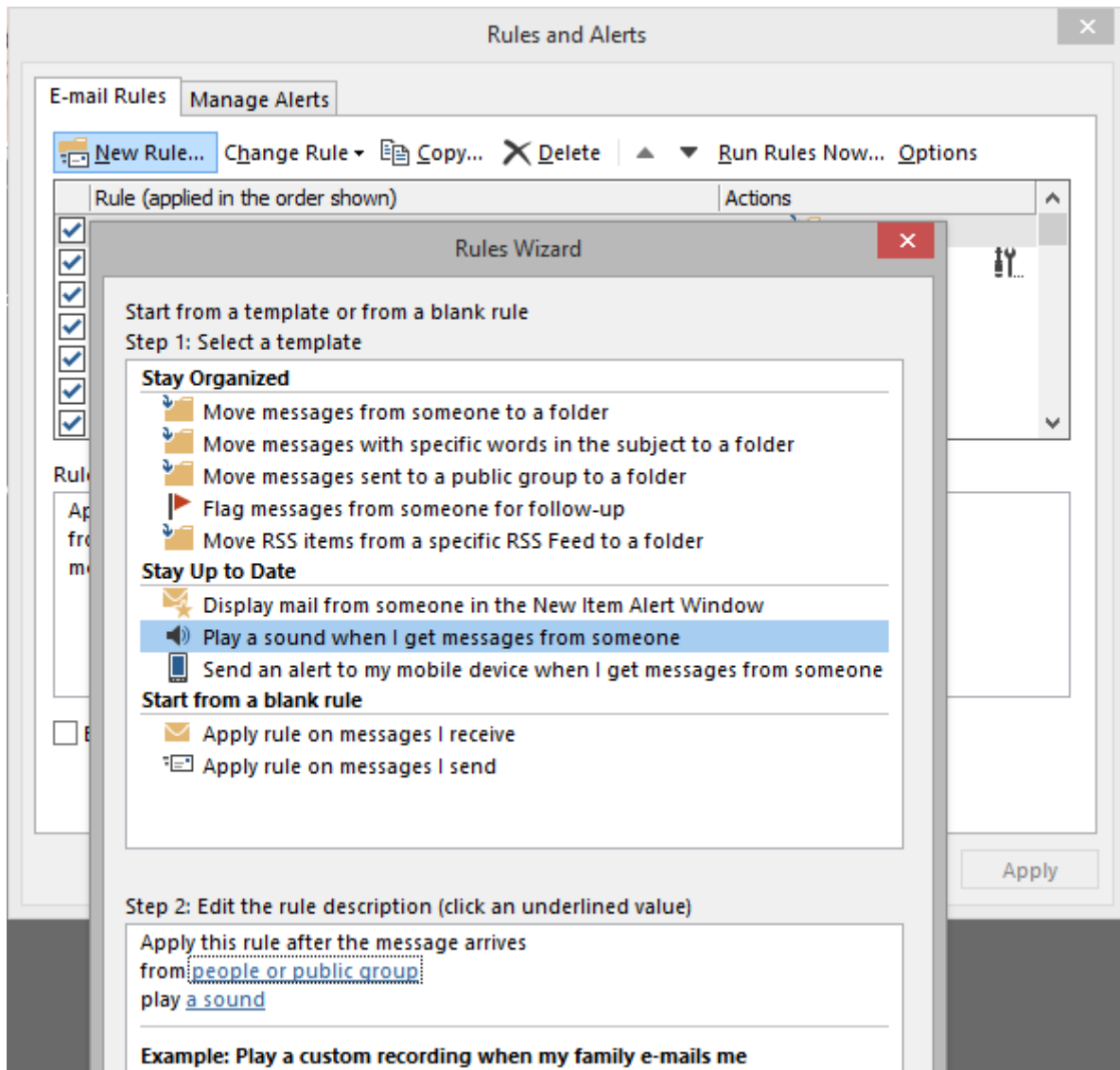
File/Options/Advanced



In the box next to "Start Outlook in this folder," browse to find "Calendar"

Create email alerts for your VIP list:

File/Rules and Alerts/New Rule/Play a sound when I get messages from someone



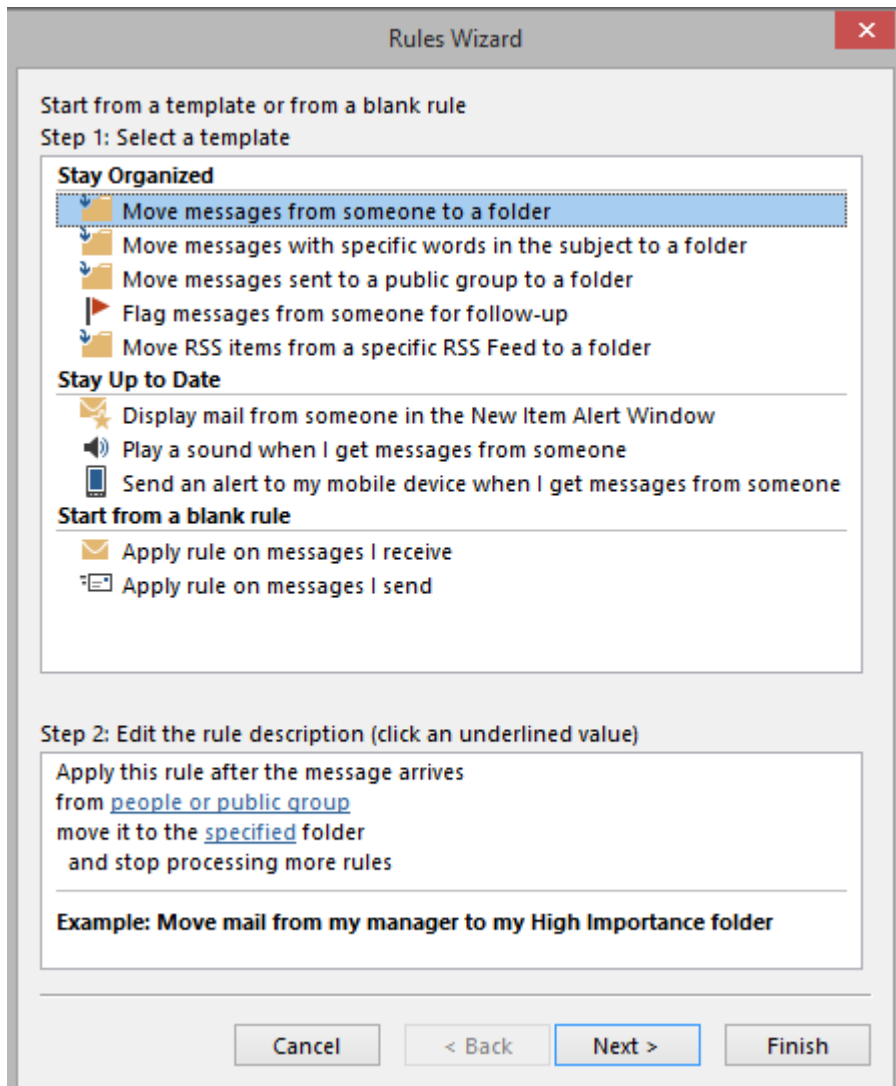
Click "people or public group" and add your VIP emails in the box that opens

Click "a sound" and navigate to a sound file on your PC (example, Windows "chord.wav")

GMAIL – Settings/filters and blocked emails/create a new filter/type VIP email addresses in the "from" box/create filter with this search/always mark as important

Create rules to organize your emails into folders:

File/Manage Rules and Alerts/New Rule/Move Messages from Someone into a Folder



Then, click "People or Public Group" and add email address of those you want to move

Click "Specified" to choose or create the folder you want the emails moved to

GMAIL – settings/filters and blocked emails/create a new filter/type email address to move in "from" box/create filter with this search/click "apply the label" and choose or create the label to apply

Create your VIP List on iPhone:

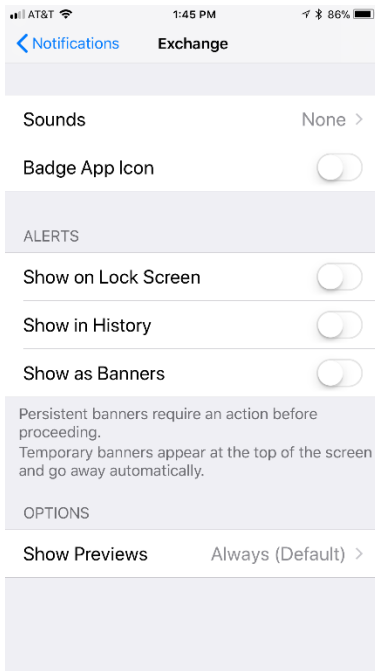
How to add the first contact to your VIP list on iPhone and iPad

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.
4. Tap Add VIP.
5. Tap on the name of the contact you'd like to add to VIP.



Disable notifications on iPhone and create notifications for VIPs:

Settings/Mail/Notifications/Exchange (or your email provider)



Make sure sounds is set to "none" and all alerts are turned off

Settings/Mail/Notifications/VIP

Choose a sound and make sure alerts are turned on.

