

Instructions on how to manage email and mailboxes in the Mail application on iPhone / iPad

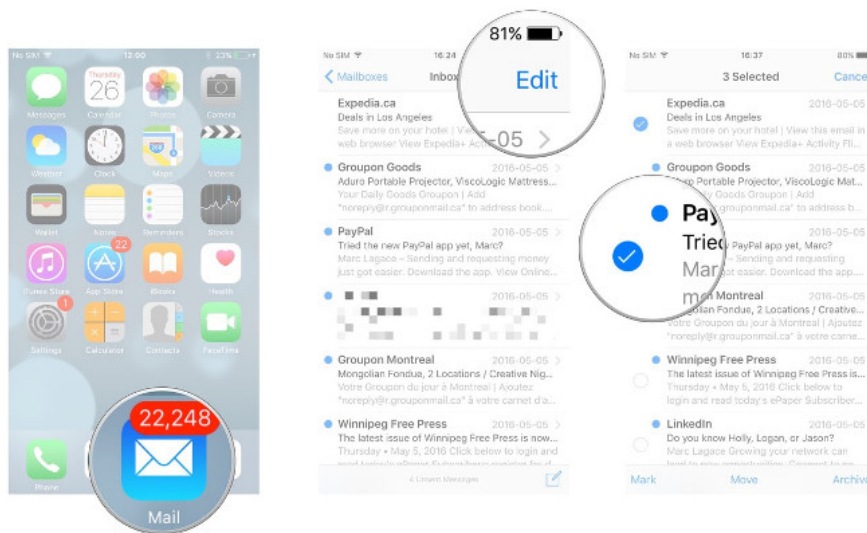
The following article will guide you in the most detailed way for you to master the Mail application on iPhone and iPad.

Mail apps on iPhone and iPad allow you to create mailboxes, mark emails or even create a VIP list for important contacts, but sometimes you will be easily confused when there are too many keys Click or shortcut in the application.

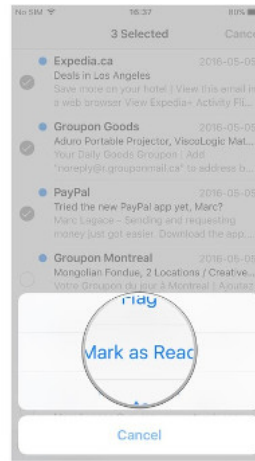
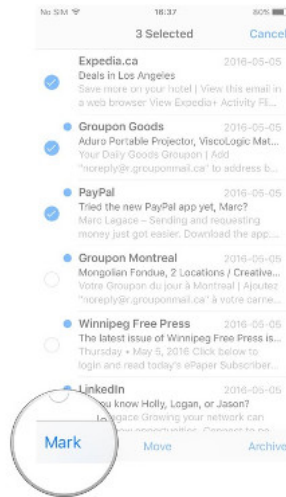
The following article will guide you in the most detailed way for you to master the Mail application on iPhone and iPad.

How to mark emails as read or unread

1. Open the **Mail** application on iPhone / iPad.
2. Click **Edit** in the upper right corner of the screen.
3. Select any email you want to mark as read.

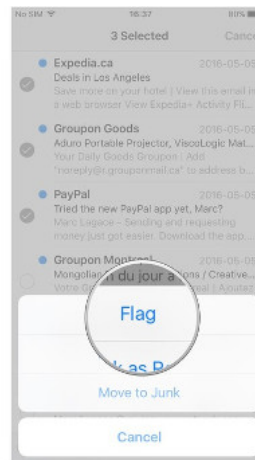
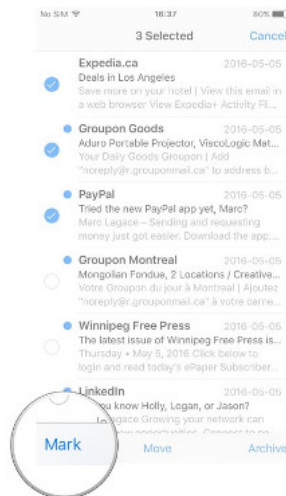


1. Click **Mark** in the lower left corner of the screen.
2. Select **Mark as Read** . If those emails are already read, you can select **Mark as Unread** to mark the email as unread.



How to flag emails

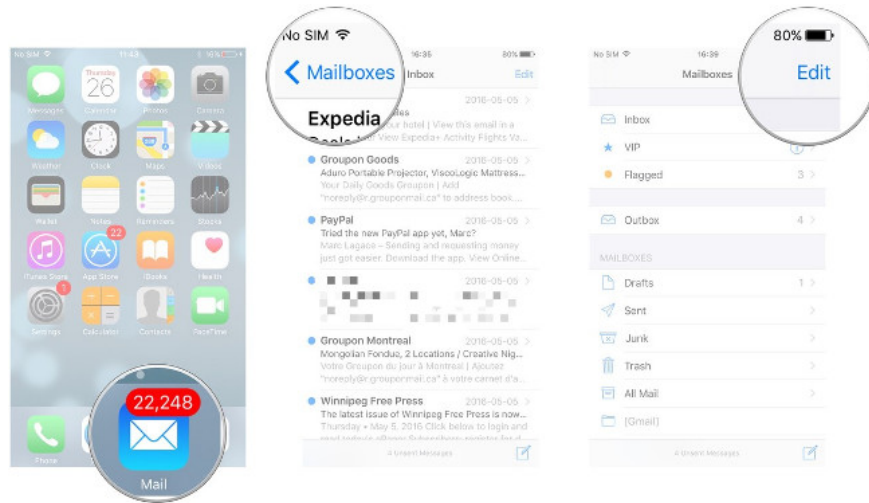
1. Open the **Mail** application on iPhone / iPad.
2. Click **Edit** in the upper right corner of the screen.
3. Select any email you want to flag.
4. Click **Mark** in the lower left corner of the screen.
5. Select **Flag (Flag)** . If the email has been flagged, you can select **Unflag** to cancel flagging the email.



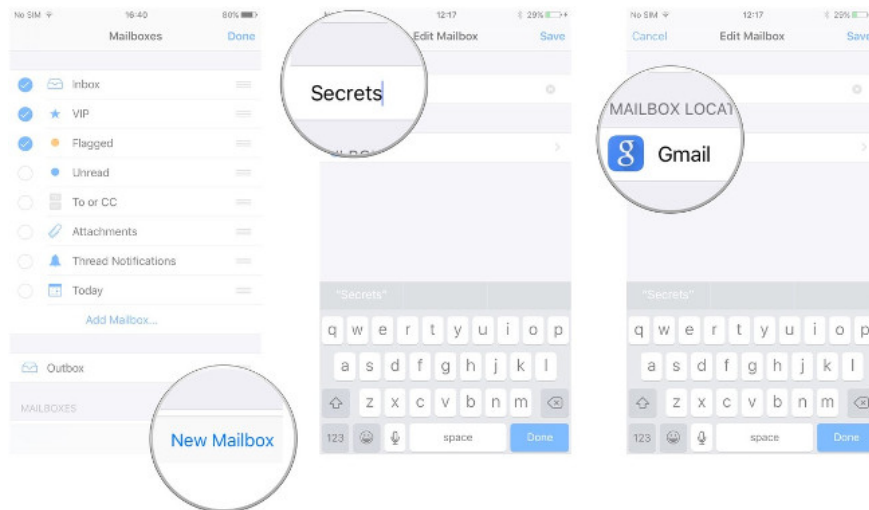
Once you've flagged one or more emails, a mailbox called **Flagged** will appear on the list of mailboxes, click on it to see which emails you've flagged.

How to create a new mailbox

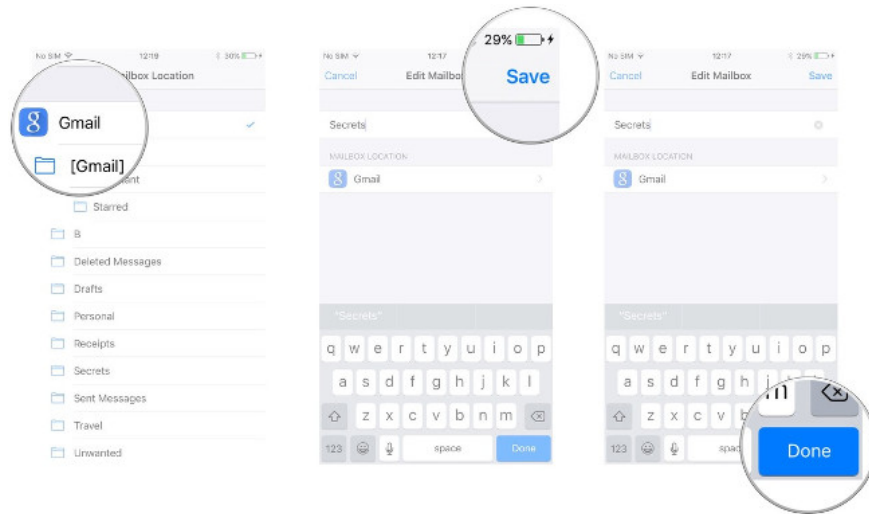
1. Open the **Mail** application on iPhone / iPad.
2. Click **Mailboxes** in the upper left corner of the screen.
3. Click **Edit** in the upper right corner of the screen.



1. Select **New Mailbox** in the lower right corner of the screen.
2. Enter the mailbox name you want to create.
3. In the **Mailbox location** section, select the type of email you want to create a new mailbox, then the application will create additional folders in your email account.

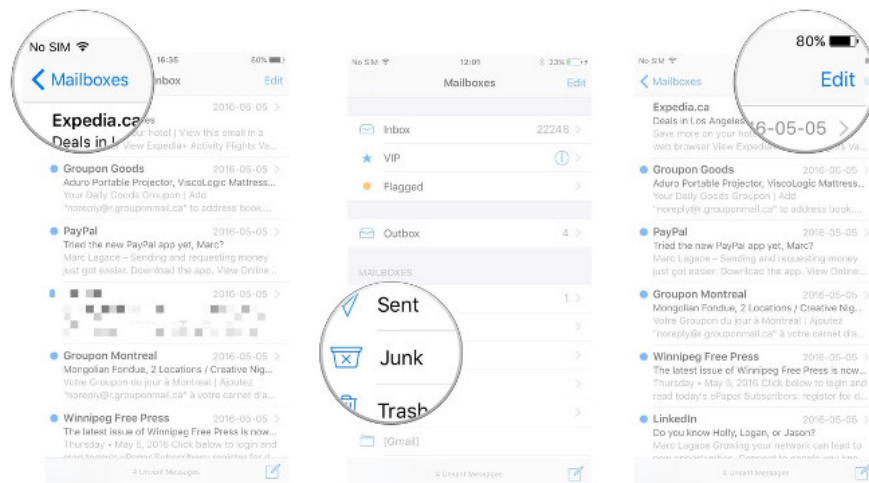


1. Select the folder where you want your mailbox there
2. Click **Save > Done**.

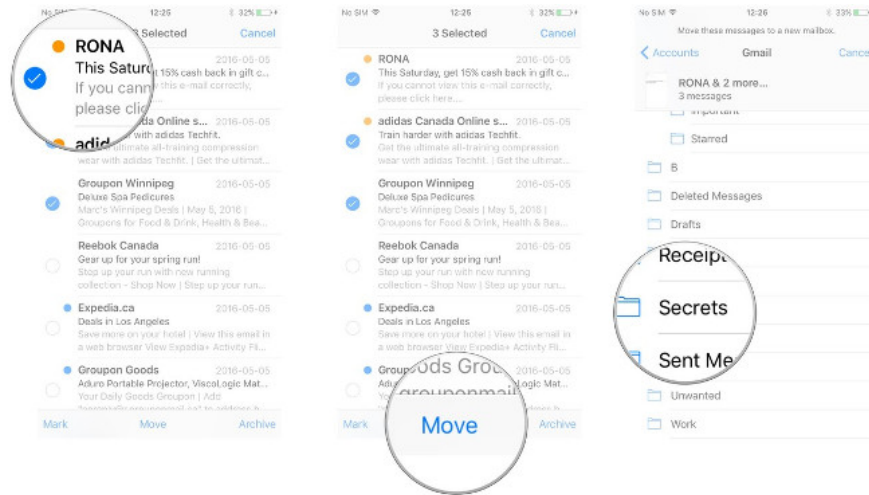


How to transfer email to another mailbox

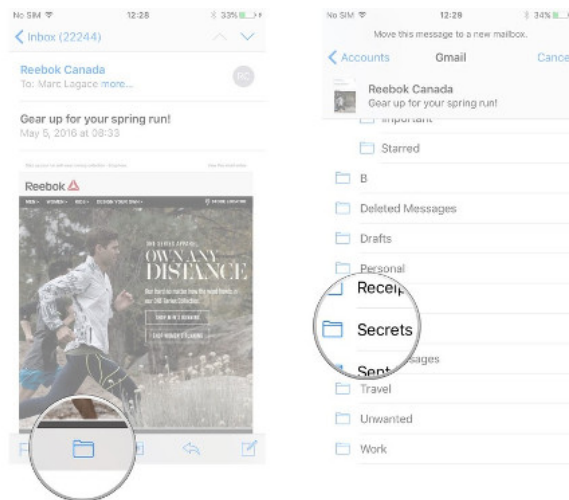
1. Open the **Mail** application on iPhone / iPad.
2. Click **Mailboxes** in the upper left corner of the screen.
3. Select the mailbox containing the email you want to open.
4. Click **Edit** in the upper right corner of the screen.



1. Select the emails you want to transfer.
2. Select **Move** at the bottom of the screen.
3. Select the mailbox you want to send email to.



If you want to transfer the email you are reading to another mailbox, click the icon with the folder in the email, then switch as normal.



Feature suggestion box

(Based on recent user activity in the Mail app on iPhone / iPad)

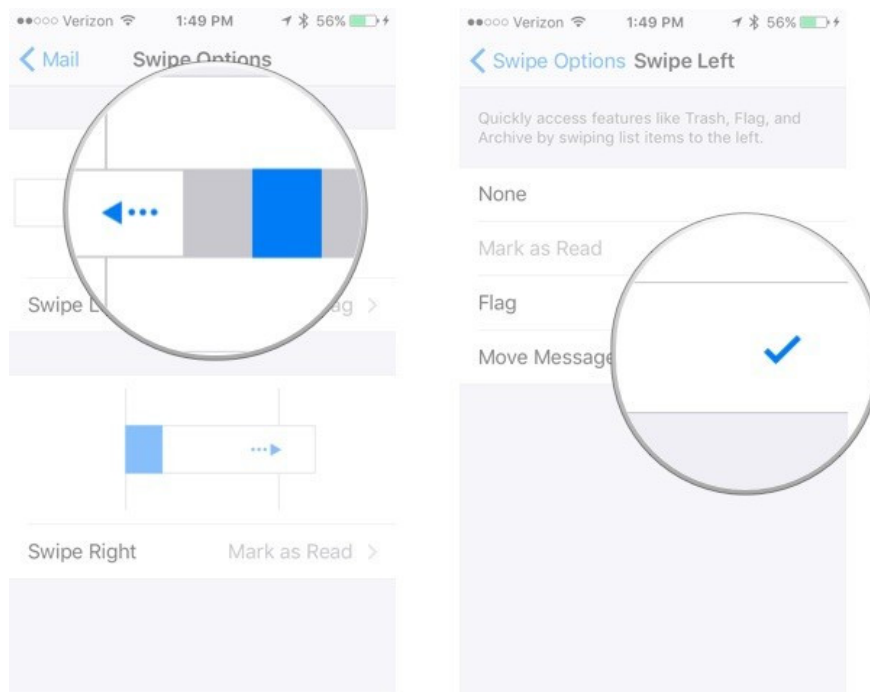
Since iOS 10, the Mail application has added a hint feature when you want to move an email to another mailbox based on your recent activities. For example, when you always move your email, send it to a folder called Family, you will see a bulletin board suggesting that Family folder will appear when you want to move an email.

You will need to make sure your Mail is properly installed before using the mailbox suggestion feature.

1. **Go to Settings> Mail> Swipe Optionns (Swipe option) .**

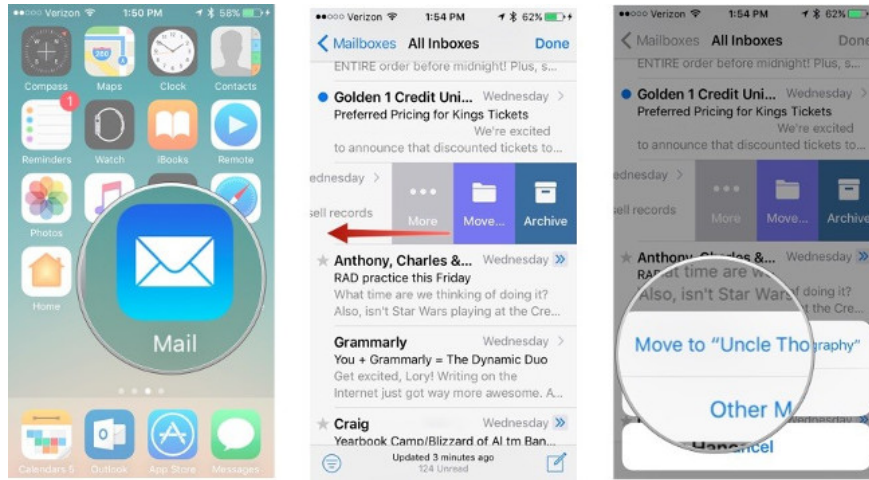


1. Select the swipe to the left or swipe right.
2. Select the **Move Message** item.



So the mailbox suggestion feature when email migration is enabled.

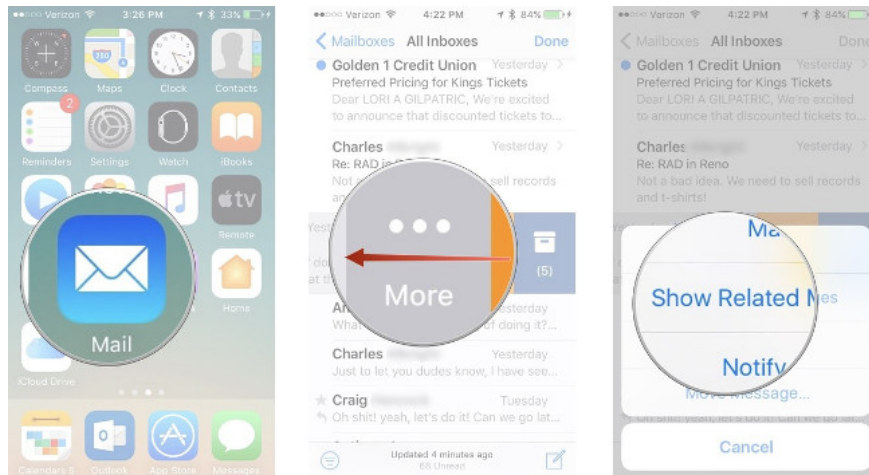
1. Open the **Mail** application on iPhone / iPad.
2. Find the email you want to move, then swipe left or right (Depending on whether you have set the swipe to the left or right).
3. Select **Move** item.
4. The mailbox that the device suggests for you to turn on will appear. You can choose to switch to that mailbox or click **Other** to switch to another mailbox.



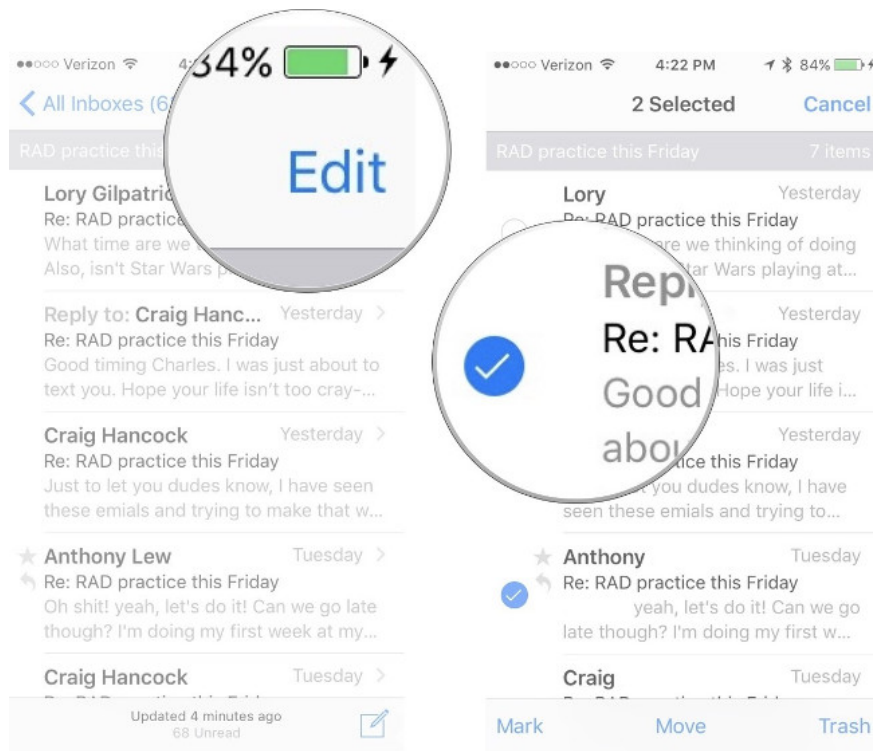
How to manage unrelated emails in a topic

You can manage the subject of an email according to the intended purpose of the email. For example, when your colleague starts talking about going out to lunch while discussing the upcoming project on email. You can transfer that unrelated email to another mailbox to keep track of the main topic of the email thread.

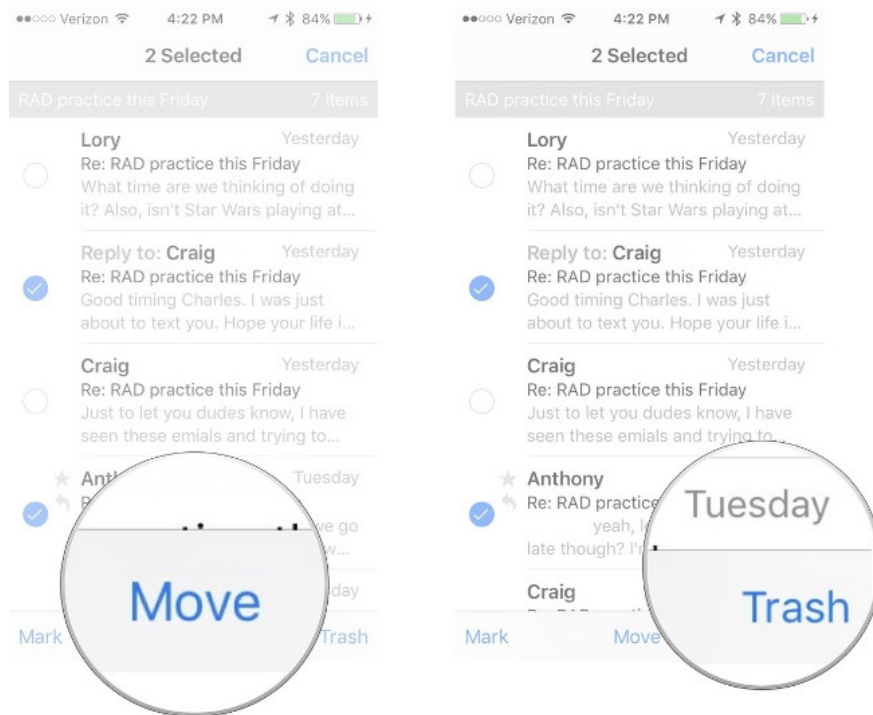
1. Open the **Mail** application on iPhone / iPad.
2. Find emails that address topics you need to organize.
3. Swipe left and select **More** .
4. Choose **Show Related Messages. (Display related messages)** .



1. Click **Edit** in the upper right corner of the screen.
2. Choose emails that you think are not relevant to the topic in question.



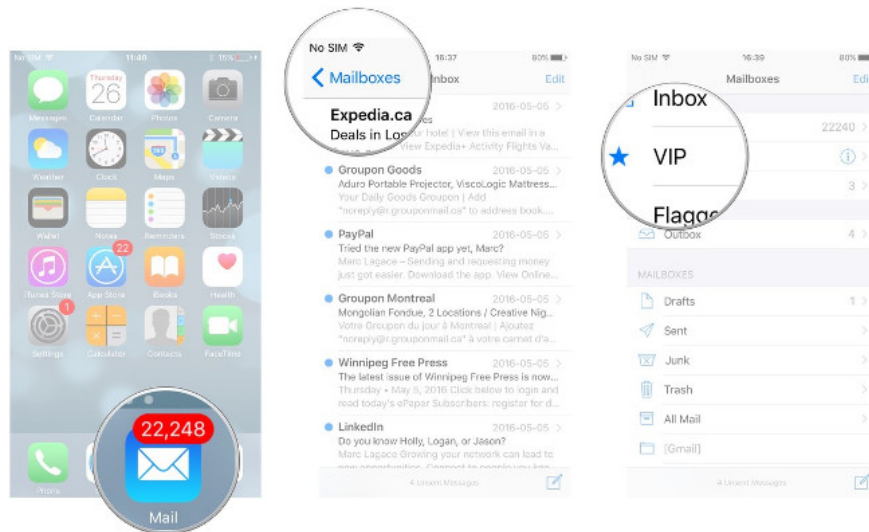
1. Here you can choose to delete email or move that email to another folder.



How to add contacts in the VIP list

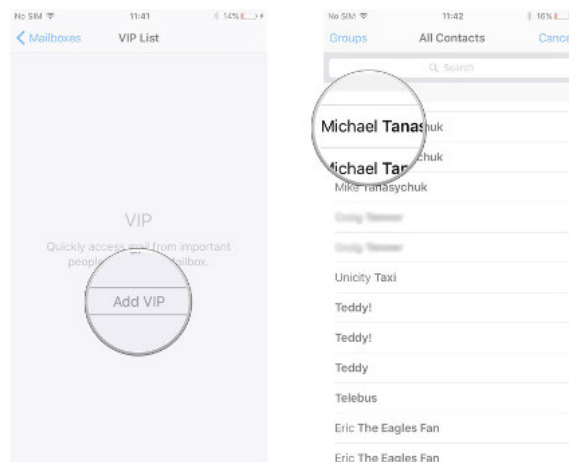
1. Open the **Mail** application on iPhone / iPad.
2. Click **Mailboxes** in the upper left corner of the screen.

3. Select the **VIP** section directly below your inbox.



1. Click on **Add Vip (Add VIP) line** .

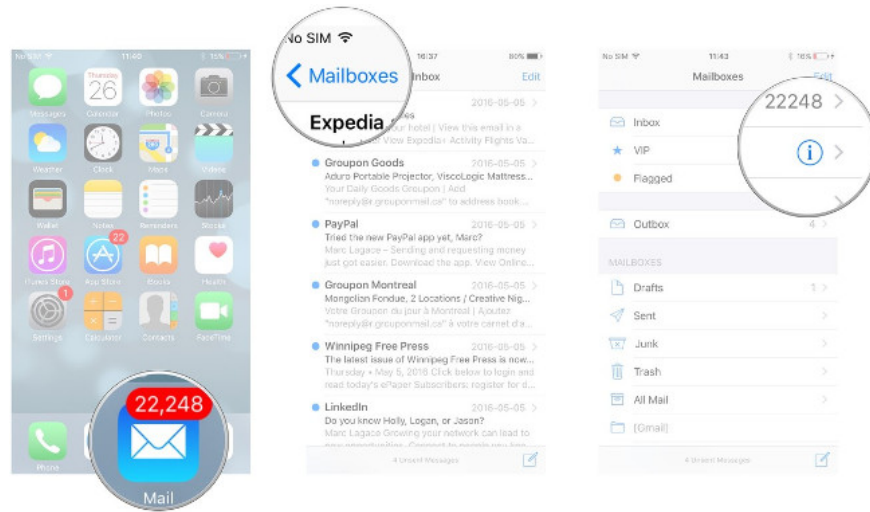
2. Select the name you want to add to the VIP section of your contacts.



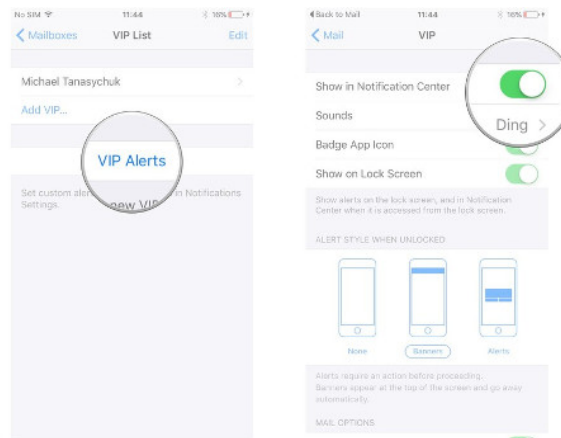
After you have added VIP for the first time, you can add other contacts to the VIP section by clicking the **i** icon next to the VIP item in Mail, then repeat the above steps.

How to turn on notifications when there are emails from VIP contacts

1. Open the **Mail** application on iPhone / iPad.
2. Click **Mailboxes** in the upper left corner of the screen.
3. Select the **i**- shaped icon next to the VIP entry.



1. Select **VIP Alerts (VIP Alerts)** .
2. Turn on **Show in Notification Center (Displayed in the notification center)** .



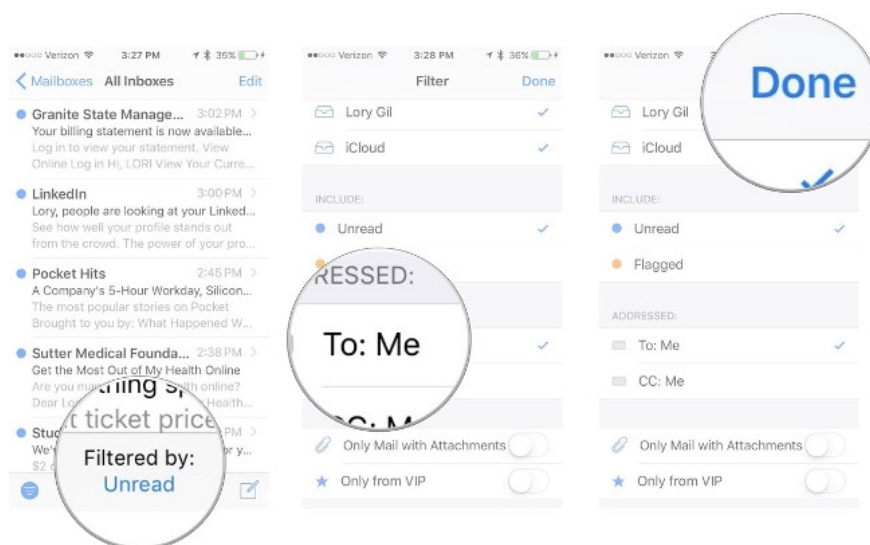
How to filter emails in the inbox

For iOS version 10 and above. Apple has added in-box email filtering to items like unread items, sent directly to you . to help narrow down your inbox, making it easier for you to find emails.

1. Open the **Mail** application on iPhone / iPad.
2. In the Inbox section, click the **Filter** icon, which has three lines located inside a circle.



1. Select the **Filtered By** item at the bottom of the screen.
2. Select the item you want to filter and then press **Done**.



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