


MaxxSouth Broadband Email iOS App

For more information, please visit: <https://app.s.center/hc/en-us>

Settings


Allowing Notifications

Missing an important email can be frustrating. Ensure you're notified in real-time whenever new email arrives by enabling your notifications. It's easy:

- ① Tap the **Nav icon**  at the left of your navigation bar to open the Side Menu.
- ② Tap the **Gear** icon at the bottom of the Side Menu to bring up Settings.
- ③ Tap **Mail**.
- ④ Tap **Notifications** at the top of the screen.
- ⑤ To enable the Notifications, tap the **Notifications** switch to enable it.

Reactivating Sound Notifications for a Sender or Domain


Change your mind about receiving sound notifications for emails from a particular sender or domain? It's easy to delete an email address or domain from your notification list:

- ① Tap the **Nav icon**  at the left of your navigation bar to open the Side Menu.
- ② Tap the **Gear** icon at the bottom of the Side Menu to bring up Settings.
- ③ Tap **Mail**.
- ④ Tap **Notifications** at the top of the screen.
- ⑤ With the **Allow Notification** slider enabled, tap **Sound** to open a menu of sounds on the phone.
- ⑥ Confirm that the **Sound** switch is on. If not, tap switch to enable.
- ⑦ Tap **Specific Sound for Sender**.
- ⑧ Confirm the **Customize notification for specific senders** Switch is enabled.

- ⑨ Tap **Edit** at the top of the screen.
- ⑩ Tap the **- sign** to the left of the email address or domain you wish to delete.
- ⑪ Tap **Delete** to delete that sender or domain.

Activating Do Not Disturb

Need to get some sleep or shut off distractions for a certain amount of time? The "Do Not Disturb" tool silences all notifications from the Mobile App for a set time period that you can choose.

- ① Tap the **Nav icon**  at the left of your navigation bar to open the Side Menu.
- ② Tap the **Gear** icon at the bottom of the Side Menu to bring up Settings.
- ③ Tap **Mail**.
- ④ Tap **Notifications** at the top of the screen.
- ⑤ Confirm that the **Customize per account** switch is on. If not, tap to display Smart Notifications.
- ⑥ Tap **Smart Notifications**.
- ⑦ Tap **Do Not Disturb**.
- ⑧ Tap the **Do Not Disturb** switch to enable it.
- ⑨ Tap **"From"** to select a start time (HH:MM: AM/PM).
- ⑩ Tap **"To"** to select an end time (HH:MM: AM/PM).
- ⑪ Under the Mode section, tap **Silent or No Notification** for the type of notification you wish to use.

Note: The Do Not Disturb parameters will stay in effect until you disable this feature.


Accounts (CONTINUED)

Viewing or Editing Your Account Profile

Need to view or update your account profile? Manage your account profile directly from your email provider and make your changes there. The app will automatically reflect your changes.

Removing an Account

Want to remove an email account from the app? Not a problem.

- ① Tap the **Nav icon**  to open the side menu.
- ② Tap the **Gear icon** at the bottom of the Side Menu to bring up settings.
- ③ Tap **Accounts**.
- ④ Tap the **email address** for the account you wish to remove.
- ⑤ Tap the **Remove Account** button.
- ⑥ A confirmation message will appear, the tap **Remove Account** button again.

Note: The account will only be removed from the app, but it won't be deleted, which means it can be re-added or accessed via MaxxSouth Email.

