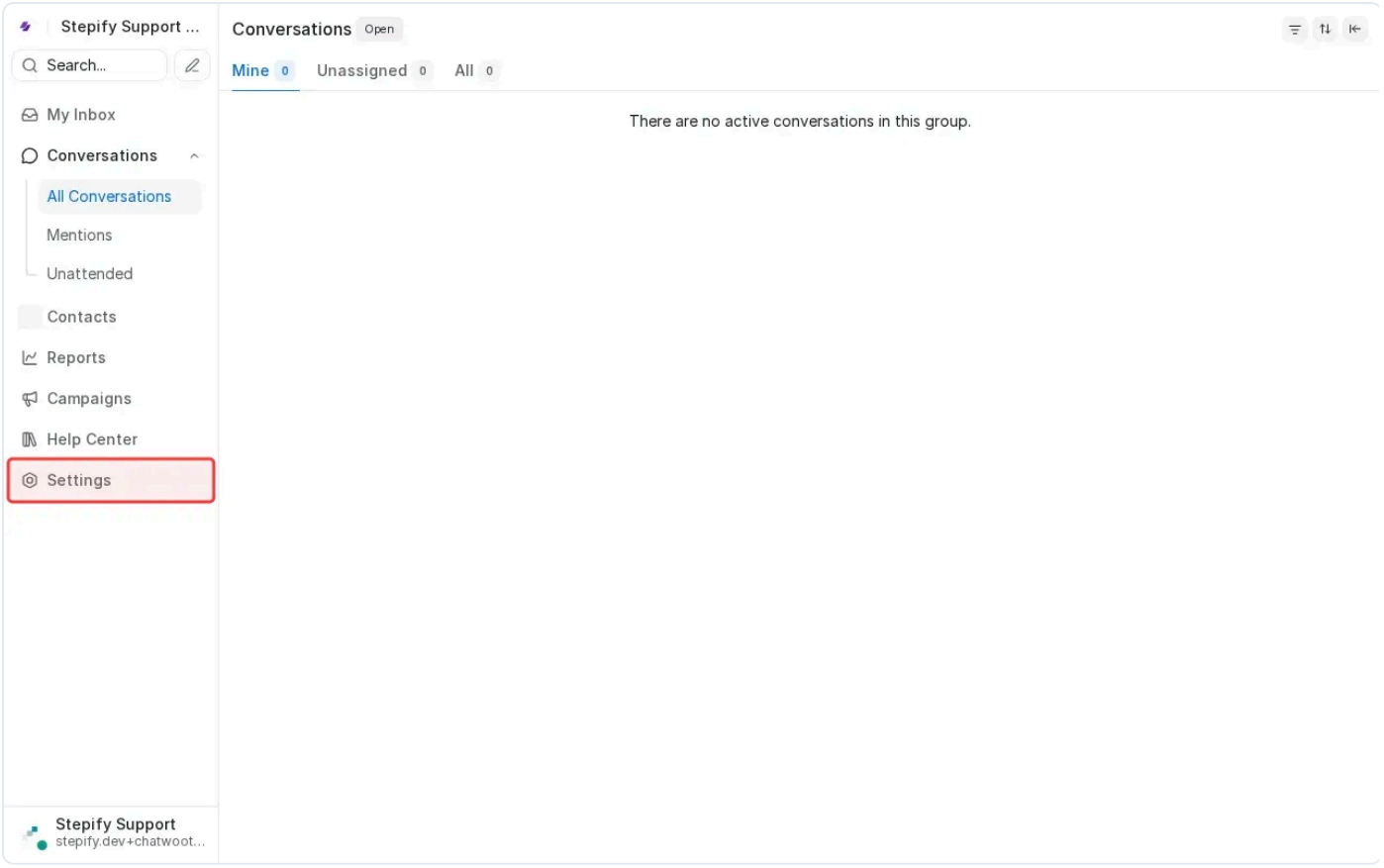
Stepify

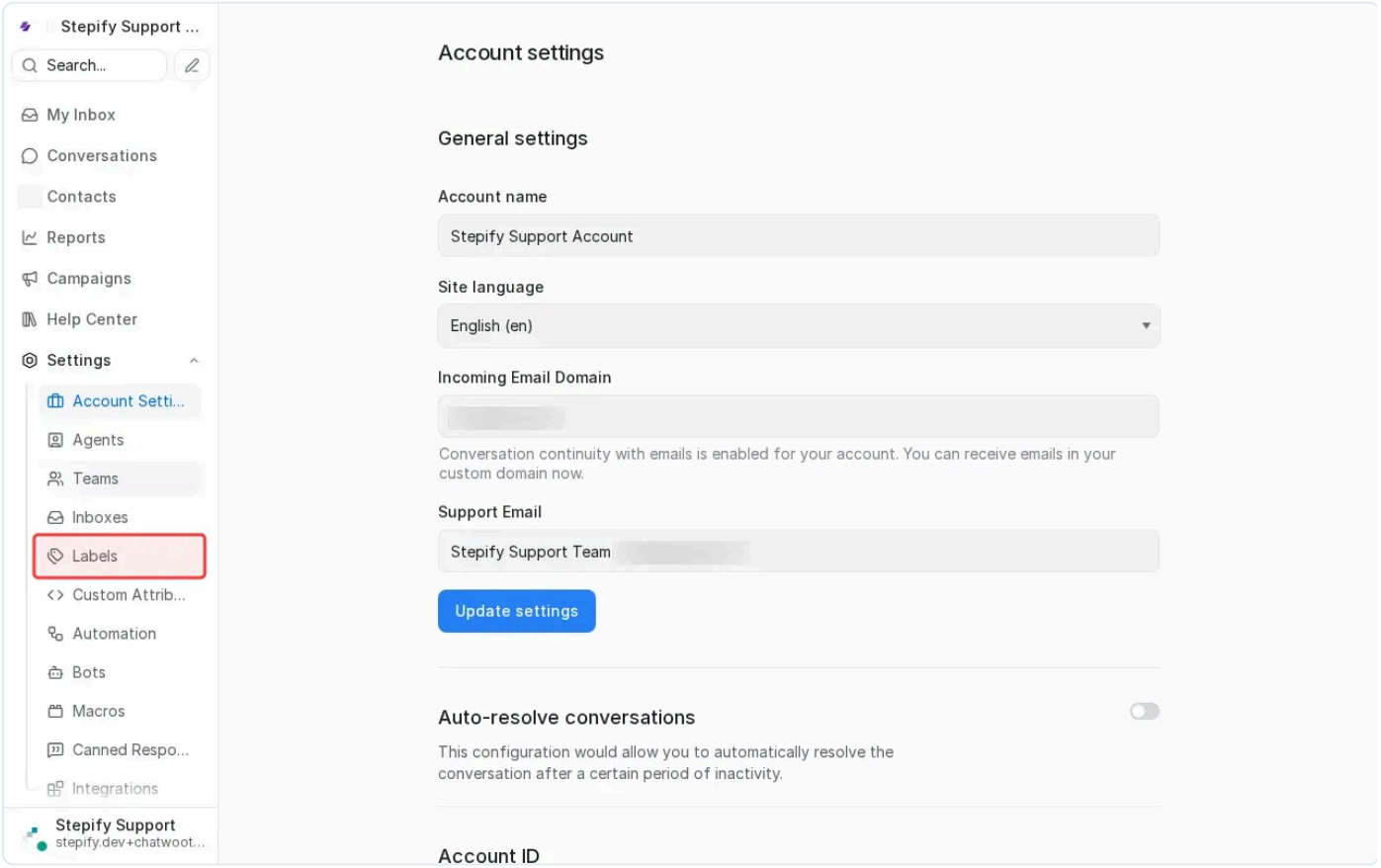
How to create a new label called VIP in Chatwoot

Chatwoot 5 steps · 31s

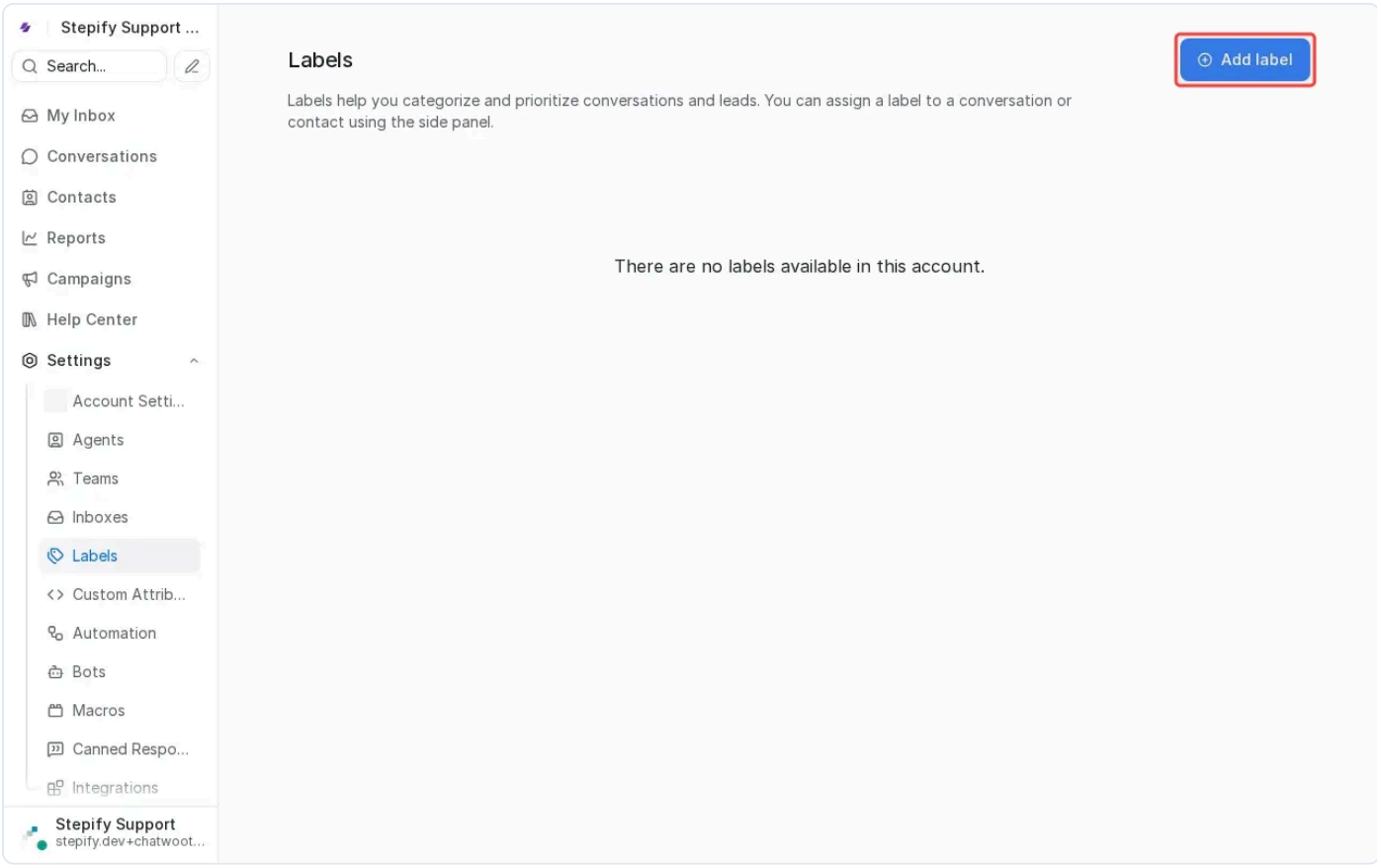
1 Click Settings in sidebar to access configuration options.



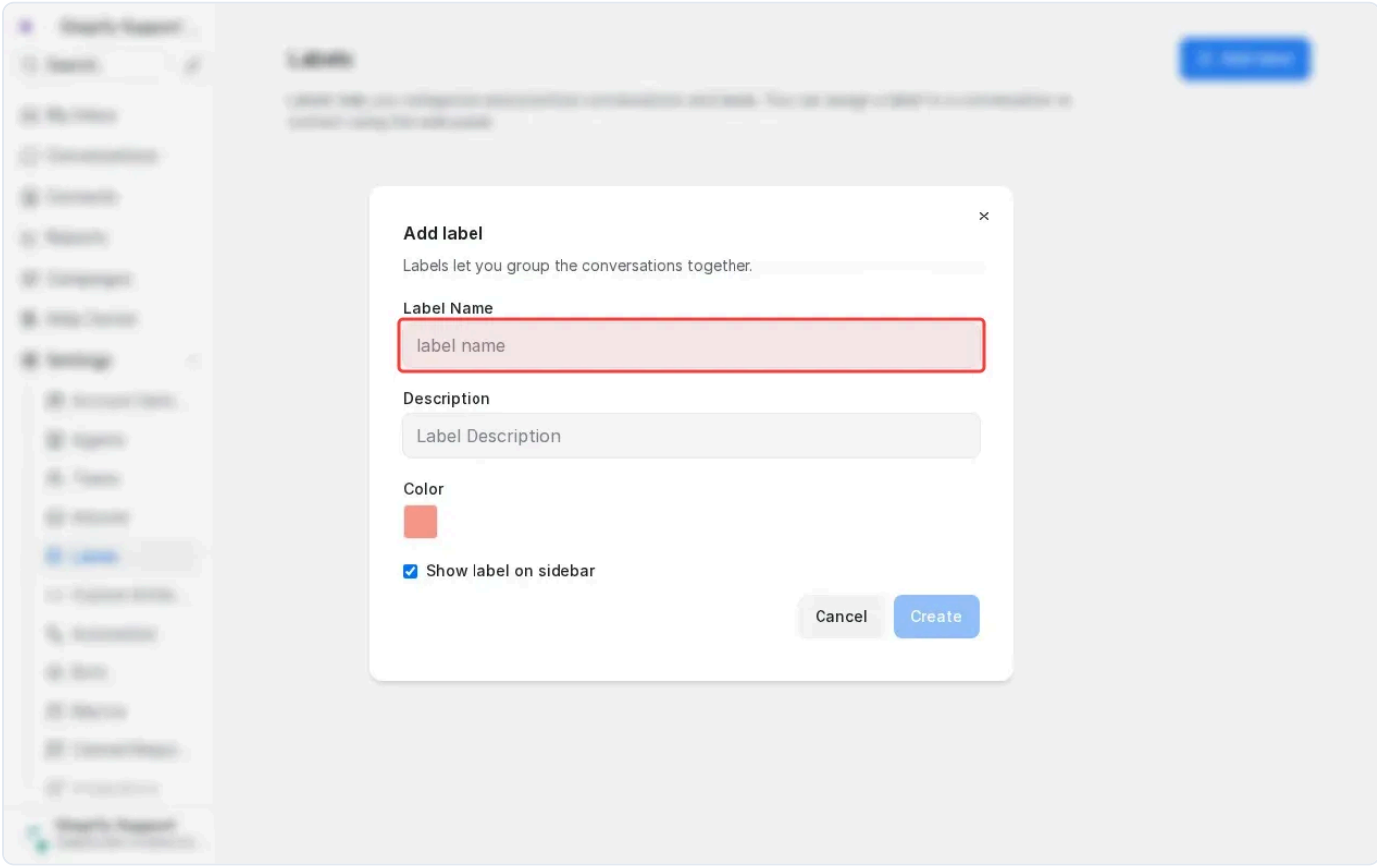
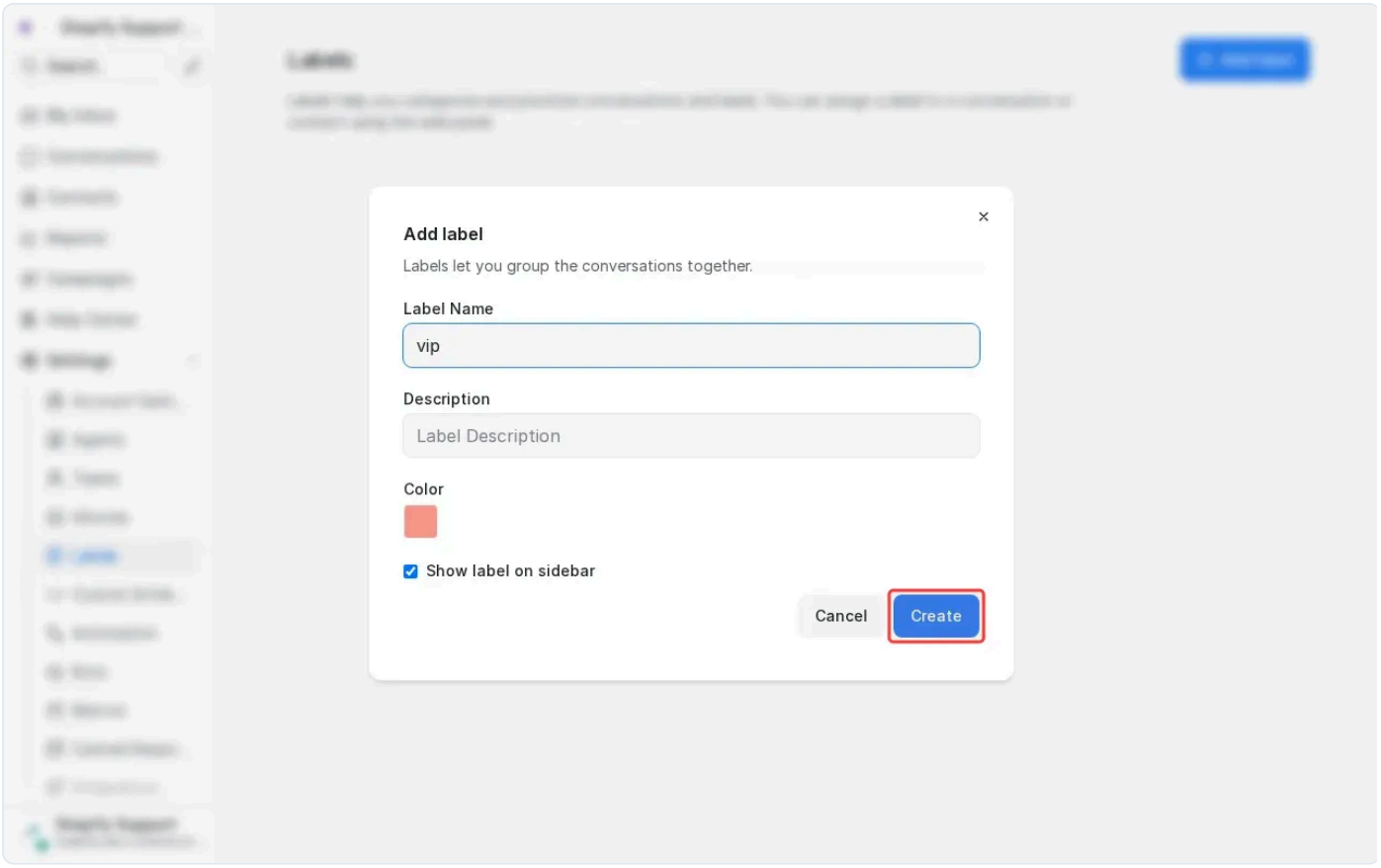
2 Click 'Labels' in settings menu to manage labels.



3 Click 'Add label' to open label creation form.



4 Type 'VIP' in the label name field.



5 Click 'Create' to save the VIP label.