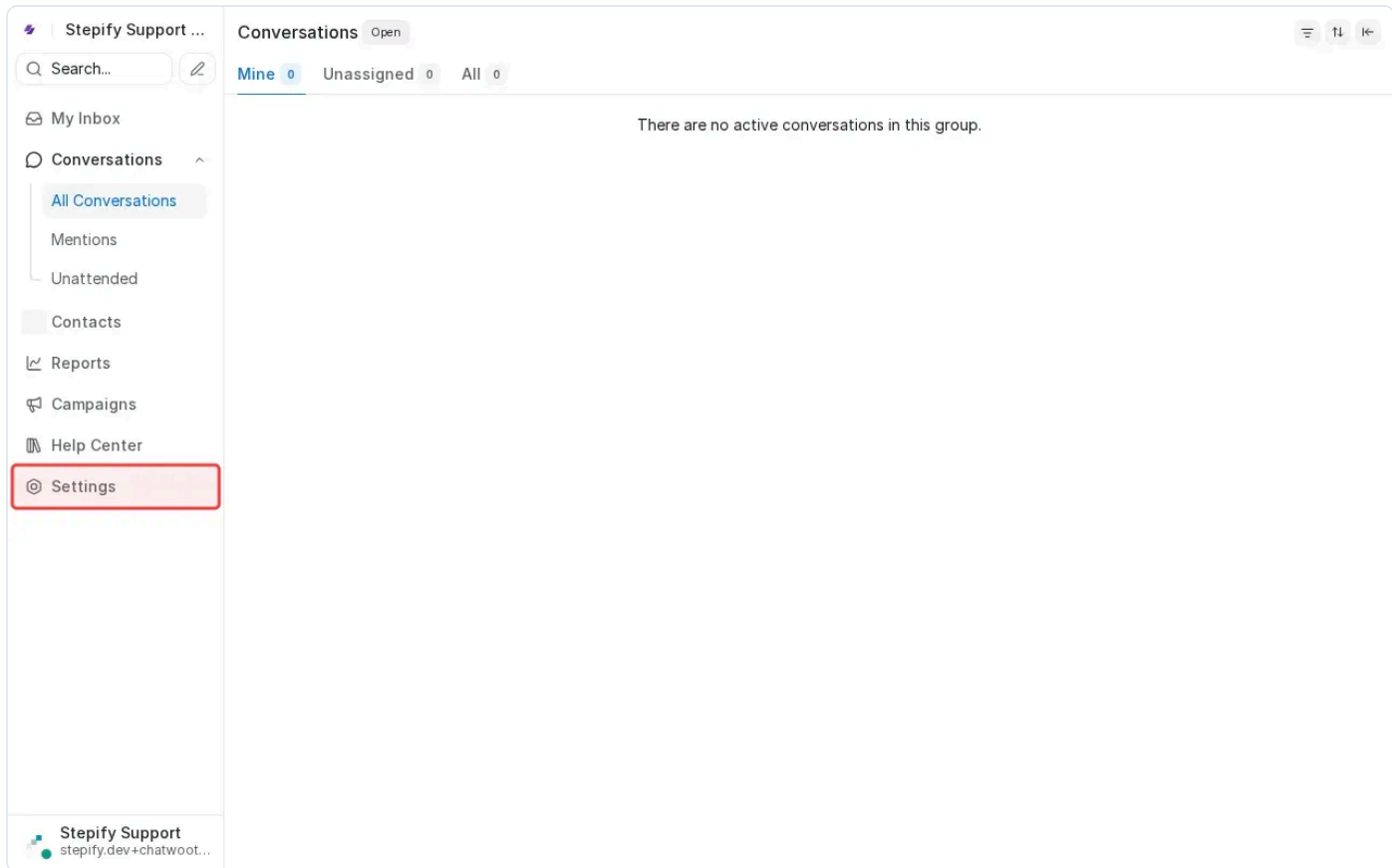


# How to create a new label called VIP in Chatwoot

Chatwoot 5 steps · 31s

## 1 Click Settings in sidebar to access configuration options.



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

Stepify Support ...

Search...

My Inbox

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Contacts

Reports

Campaigns

Help Center

Settings

- Account Setti...
- Agents
- Teams
- Inboxes
- Labels**
- Custom Attrib...
- Automation
- Bots
- Macros
- Canned Respo...
- Integrations

Stepify Support  
stepify.dev+chatwoot...

### Account settings

#### General settings

Account name

Stepify Support Account

Site language

English (en)

Incoming Email Domain

Conversation continuity with emails is enabled for your account. You can receive emails in your custom domain now.

Support Email

Stepify Support Team

Update settings

#### Auto-resolve conversations

This configuration would allow you to automatically resolve the conversation after a certain period of inactivity.

Account ID

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

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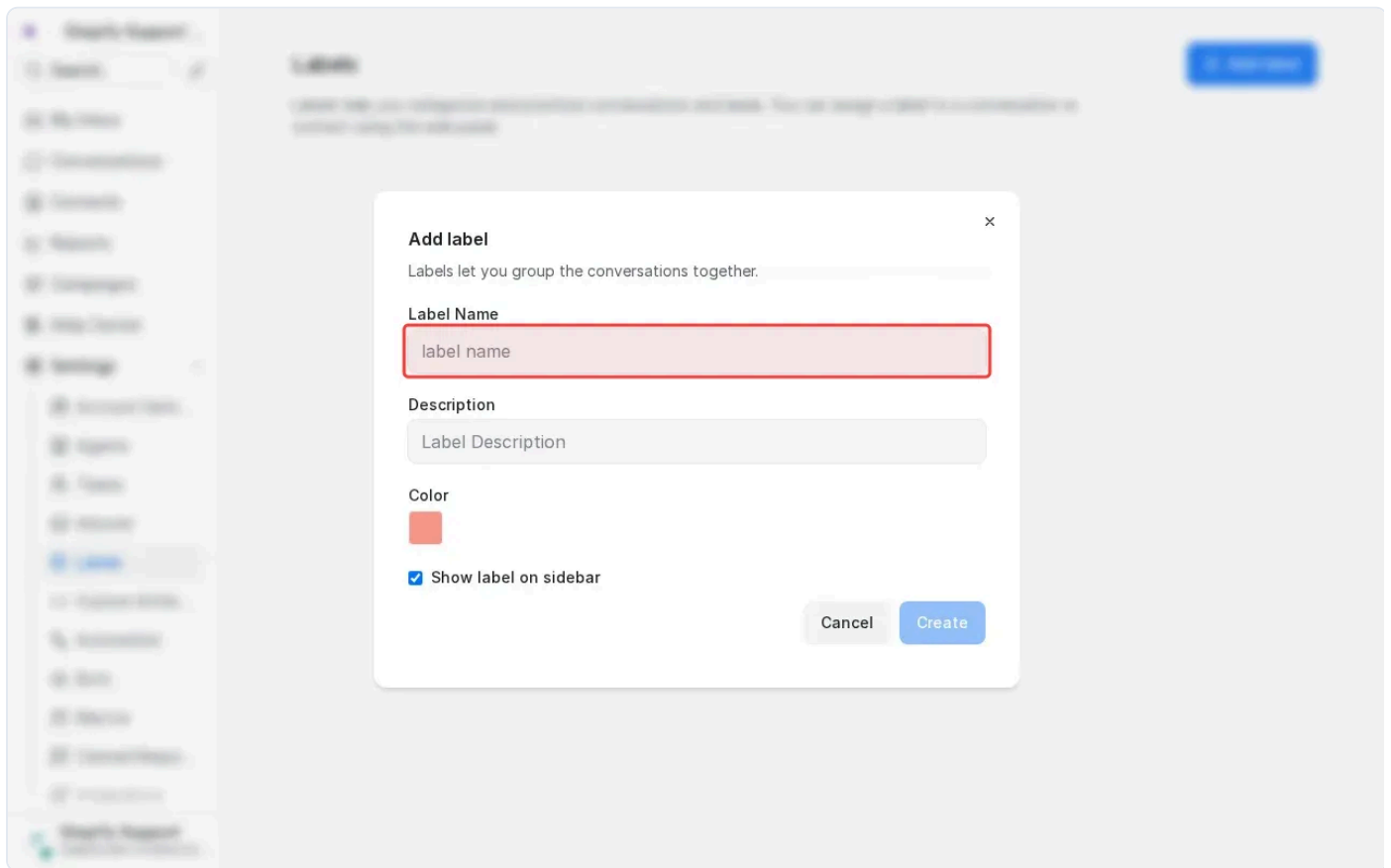
### Labels

Labels help you categorize and prioritize conversations and leads. You can assign a label to a conversation or contact using the side panel.

There are no labels available in this account.

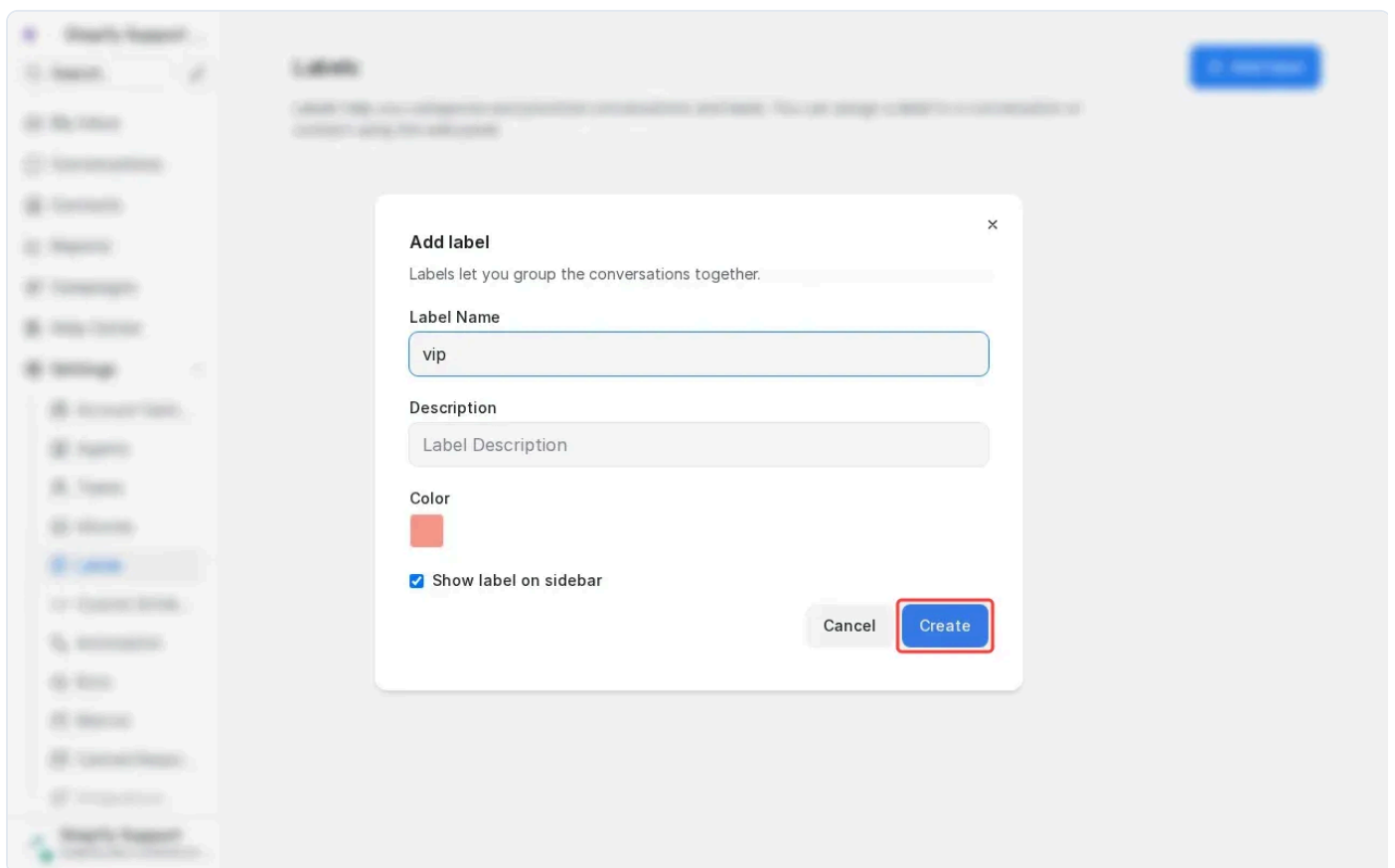
Add label

4 Type 'VIP' in the label name field.



The screenshot shows the 'Add label' dialog box in a software interface. The dialog has a title bar with a close button (X). Below the title, it says 'Labels let you group the conversations together.' There are three input fields: 'Label Name' containing 'label name', 'Description' containing 'Label Description', and 'Color' with a red color swatch. A checkbox labeled 'Show label on sidebar' is checked. At the bottom right are 'Cancel' and 'Create' buttons. The background shows a sidebar with various menu items and a main area with a 'Labels' header and a 'Create label' button.

5 Click 'Create' to save the VIP label.



The screenshot shows the 'Add label' dialog box with the 'Label Name' field now containing 'vip'. The 'Create' button at the bottom right is highlighted with a red border. All other elements, including the description, color, and sidebar, remain the same as in the previous step.

