

Apple iPad: Messages and privacy

Taking control of your iPad's alerts and messages.

The messaging controls enable you to set your iPad so notifications and other alerts don't disturb you, such as when you are relaxing with a movie or e-book.

What you will need

Before you begin the course, check your iPad is charged up, switched on, and showing the **Home** screen. Your operating software should also be up to date.

How to block nuisance contacts

You can use the **Messages** option in the **Settings** app to stop nuisance contacts bothering you. Tap the **Settings** icon on the **Home** screen to get started.

1. Scroll down on the list on the left and tap on **Messages**.
2. There are quite a few different settings for Messages. Tap on the one called **Blocked Contacts**.
3. To find the contact you want to block, tap on **Add New** to see people you have been in contact with.
4. To block one of your contacts from sending you a message, type their name in the **Search** box at the top, or find their name in the list and tap on it.
5. The **Blocked Contacts** screen reappears, and the person you blocked is on the **Blocked** list.



Your iPad can block messages from people in your Contacts list

Now, you will not receive messages, email or FaceTime calls from people you have blocked. If your iPad is the type that can use a SIM card and mobile data, you won't receive phone calls from them either.

To block more contacts, tap **Add New** and repeat these steps.

Apple iPad: Messages and privacy

How to unblock contacts

You can unblock people that you've put on your **Blocked** list. Swipe left on the name of the contact you want to unblock. The name will slide over to the left and a red **Unblock** button will appear on the right.

Tap **Unblock** and the contact will be unblocked right away.

Using Do Not Disturb

The **Do Not Disturb** feature can temporarily stop your iPad from receiving messages and notifications. If you have **Do Not Disturb** switched on, your iPad won't alert you to emails, iMessages, notifications or anything else, until you turn **Do Not Disturb** off again. If your iPad has a SIM card, it won't receive any calls either.

To turn on **Do Not Disturb**, scroll up the list of options on the left side of the screen and tap **Do Not Disturb**.

Activating Do Not Disturb

At the top of the right side of the screen, tap the **Do Not Disturb** switch so that it moves to the right and becomes green. This means **Do Not Disturb** is on.

When you want to turn it off, just tap the switch again so that it moves to the left and becomes white.

Setting a Do Not Disturb Schedule

The **Scheduled** option lets you automatically turn **Do Not Disturb** on and off at a set time each day.

1. Tap the switch next to **Scheduled** to see the options. The switch will move to the right and turn green.
2. Tap where it says **From/To**.
3. A small box called **Quiet Hours** pops up, where you can set the times for **Do Not Disturb** to be active. The **From** time should already be selected.
4. On the scroll wheel below, swipe up and down to choose the time, then tap **To** so it turns grey. Here, we've chosen 7pm.



Your iPad's Do Not Disturb setting stops interruptions from calls, messages, notifications and emails

Apple iPad: Messages and privacy

5. Use the scroll wheel again to set the time you'd like **Do Not Disturb** to switch off again. We've chosen 9pm.
6. When you're happy with your settings, tap anywhere outside the **Quiet Hours** box to return to the **Do Not Disturb** screen. You can see your new **From/To** times here.

Setting Do Not Disturb to SILENCE

Now **Do Not Disturb** is set to come on from 7pm to 9pm each day, but this is only if the iPad is locked during those times.

If you use your iPad between 7 and 9pm, **Do Not Disturb** will assume you want to receive calls and messages.

To ensure your iPad doesn't interrupt you at all when you have **Do Not Disturb** turned on:

1. Under **SILENCE** you should see a blue tick next to **While iPad is Locked**.
2. Tap **Always** and the blue tick will appear next to it. This means your iPad won't disturb you at any time while **Do Not Disturb** is switched on.

Allowing friends to call in an emergency

If your iPad is the type that can use a SIM card and mobile data, you can set exceptions to **Do Not Disturb**, so that friends and relatives can still reach you in an emergency.

On the **Do Not Disturb** settings screen, look underneath **PHONE**, to find **Allow Calls From** and **Repeated Calls**.

You can explore these options a little more, or you can always come back to them later.

Turning Do Not Disturb off

To turn **Do Not Disturb** off, tap the switch next to **Do Not Disturb** so that it becomes white and moves to the left. Your iPad can now receive messages and notifications outside the scheduled times.