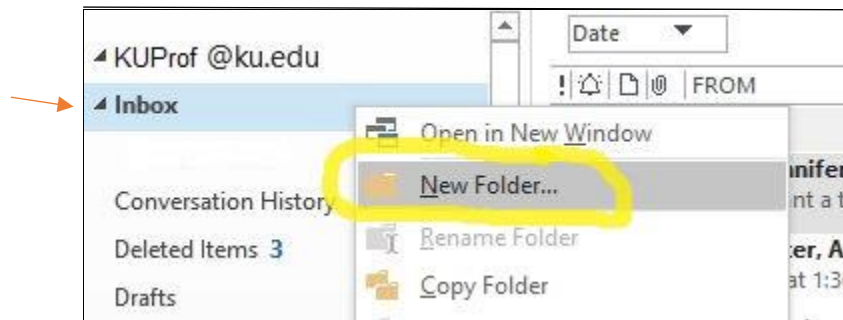


## Instructions for managing your AAAC/SAS email

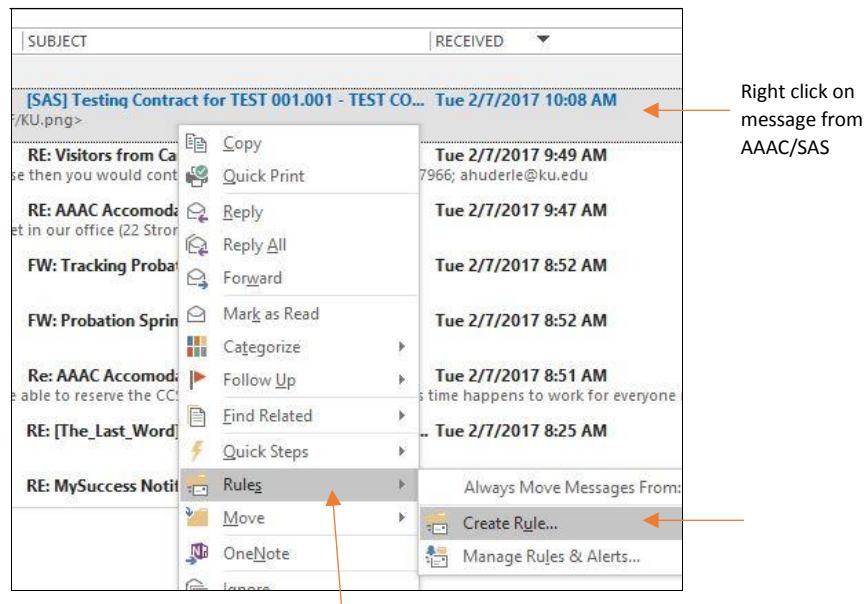
If the number of emails our new system distributes overwhelms you, one option to help manage them is to create a sub-folder and have all the email from AAAC/SAS go to a specific folder you create within your Outlook inbox.

Here is how to do that:

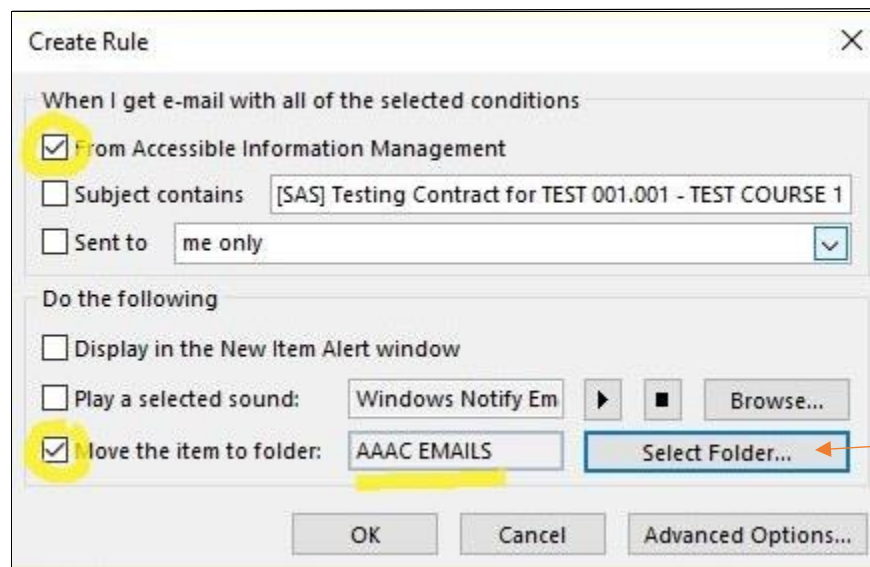
- 1) Right click on the word "Inbox" and choose "New Folder" from the pop-up list. Name the folder. It should now appear under your "Inbox".



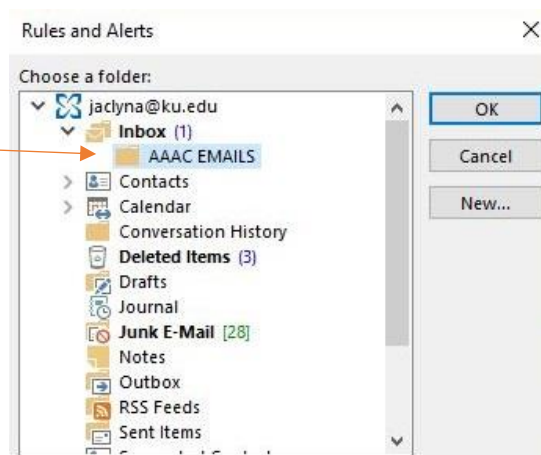
- 2) Go to an AAAC/SAS email and right click on it. Choose "Rules" from the pop-up menu. Then choose "create rule" from next pop-up window.



- 3) Check the box that says “From Accessible Information Management” and then select the new folder you created (here, named “AAAC Emails”). Click “OK”.



- 4) You should see a “Success” window and you should now find all emails from our system go directly to your AAAC/SAS folder, and will no longer show up in your inbox.



\*\*\*Please remember to check your new folder regularly. We also encourage you to use the new “Faculty Portal” that can be accessed on our web site at [www.access.ku.edu](http://www.access.ku.edu) (Choose “Instructor Login” button). The portal will list all the students that receive accommodations in your class.