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”.

![Create Rule dialog box]

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.

![Success dialog box]

***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 (Choose “Instructor Login” button). The portal will list all the students that receive accommodations in your class.***