UNIVERSITY OF
TORONTO
SCARBOROUGH

Access*Ability* Services

Organizing Emails received from Access*Ability* Services

It is essential that course instructors are aware when a student in their class is requesting accommodations. Access*Ability* Services Accommodation Letter Notification emails alert faculty that a student in their course has activated their accommodations. These emails contain a direct link to the Accommodation Letter in my*AIMS*, which outlines the students individualized accommodation plan for the course.

In large classes, course instructors may receive a significant number of auto-email notices from Access*Ability* Services. These emails are triggered once a student registers, confirms, and activates their accommodations in my*AIMS* for that term. Therefore the Accommodation Letter notice emails may arrive at any point throughout the term.

With this in mind, we have created this resource to assist with organizing the emails received from Access*Ability* Services. We hope this will allow faculty to track the incoming notices, while preventing them from adding volume to inboxes.

If preferred, Accommodation letter Notification emails from Access*Ability* Services can be automatically re-directed. Instead of having these emails arrive to an inbox, they can be routed into a specific folder in Outlook. This can be done very simply by creating a rule in Outlook.

Step 1. Create a Specific Folder for messages from Access*Ability* Services

Firstly, create and name a folder. In the Folder tab of Outlook, select **"New Folder"**
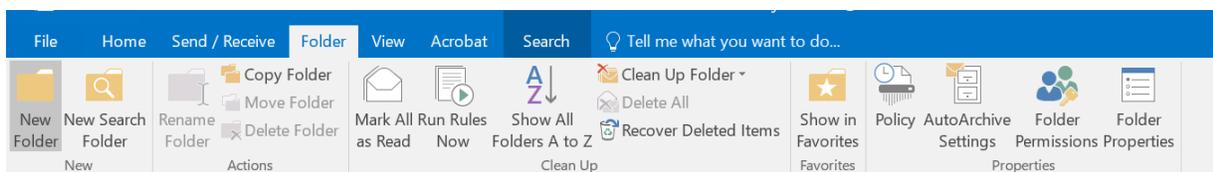
A pop up will appear to name the folder, and select where to place it amongst other mail folders. Once completed, Select **OK**.
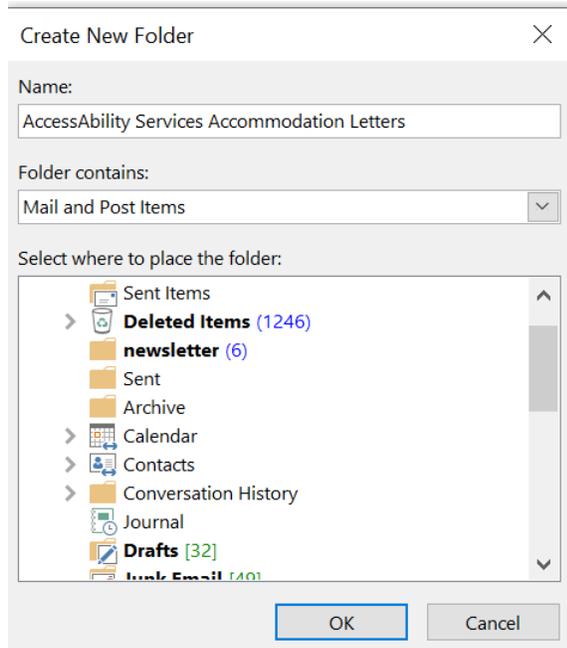
Step 2. Create a rule to re-direct emails to a folder, rather than coming to the inbox

1. Open an email you want to re-direct
2. From the **Home** tab and click on **Rules**
3. Select **Create Rule,** this will open a pop-up
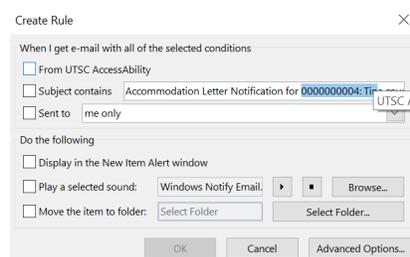
4. Under *"When I get e-mail with all of the selected conditions"*, select the conditions you want to apply to your rule (e.g. mail from UTSC AccessAbility Services, mail with certain words in the subject line, email sent to you only)
5. Under "*Do the following"* select the action you want taken, when the above conditions are met. You will select **"Move the items to folder"** and click on **"Select Folder"**
6. Indicate the folder that the email should be directed to, and click OK

Note: there are further conditions and rule parameters available under the *"Advanced Options"*.

There will now be a separate folder in Outlook which will receive all of the Accommodation Letter Notification emails. The folder will show a number beside it to indicate the number of unread messages contained within. The folder is also searchable, if needed, to search for an email for a specific course or student

If you have any questions or would like to discuss the Accommodation Letter Notifications please contact our front line team at 417-287-7560 or ability.utsc@utoronto.ca

More information on the Accommodation Letter Notifications, including step-by-step instructional videos can be found on our website