

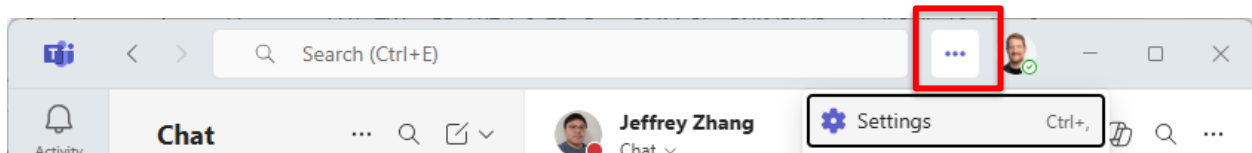
OCIS Access Request App - Managing **Approvals** Notifications

The OCIS Access Request App uses the Approvals system within Microsoft Teams to provide authorization for staff and faculty to request access to facilities.

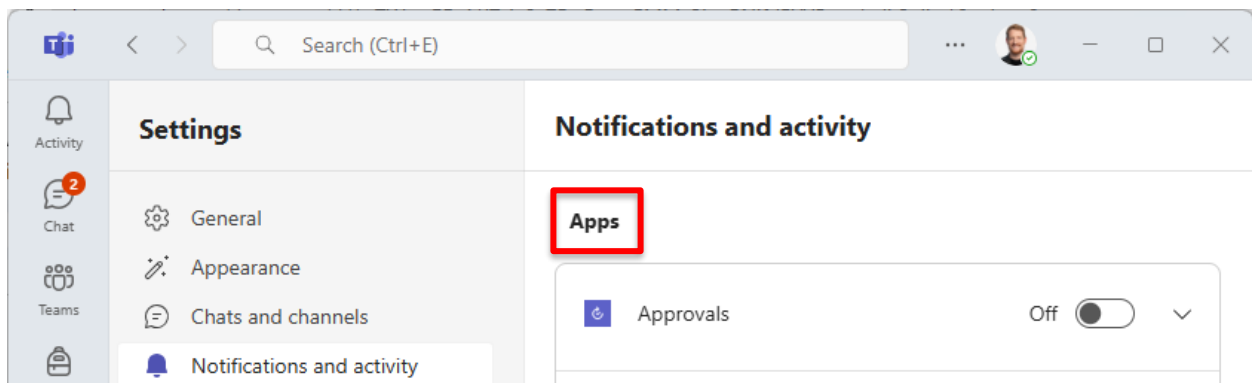
By default, approvers will receive notifications to Teams as well as to Outlook. It may be preferable to silence these notifications in one app or the other.

Stopping Approvals notifications in Teams

1. In Microsoft Teams, open Settings from the three dots **beside** the search bar.



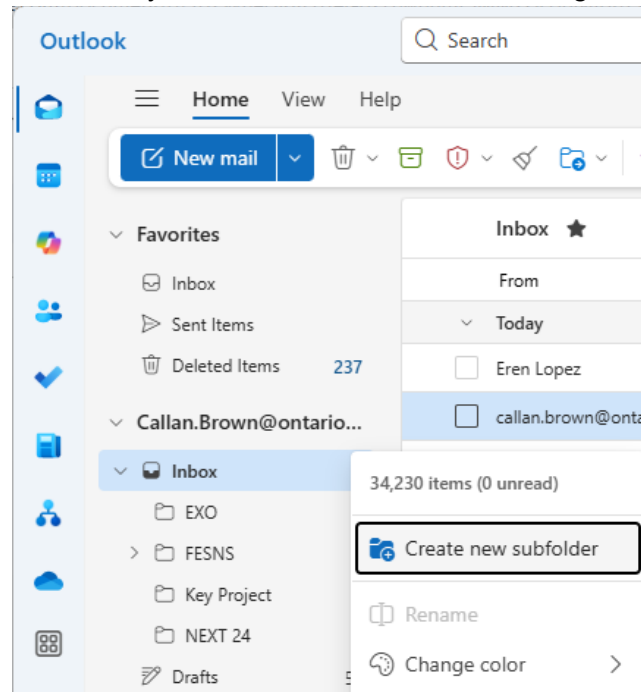
2. Click on **Notifications and Activity**, scroll to **Apps** and turn **Approvals** to off.



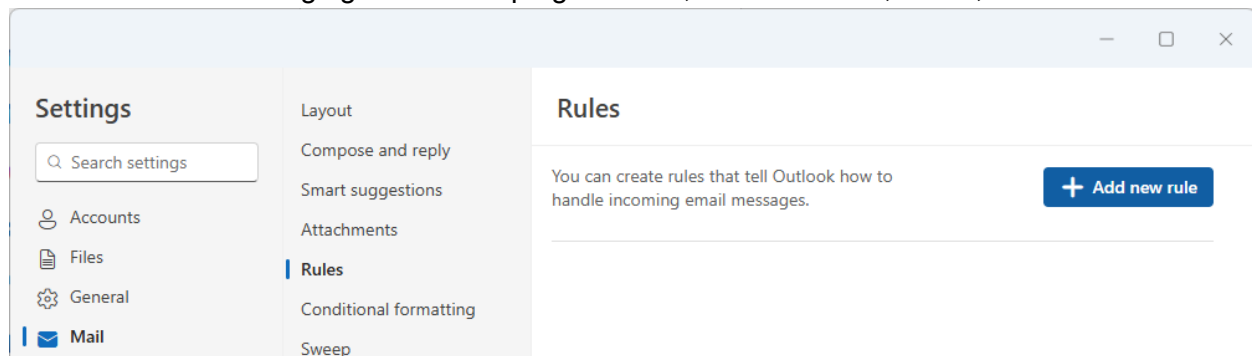
Managing Approvals notifications in Outlook from OCISAccessRequest@ontariotechu.ca

While you can't turn off email notifications for the Approvals process, you can create a rule to move the emails to a folder and silence notifications on that folder.

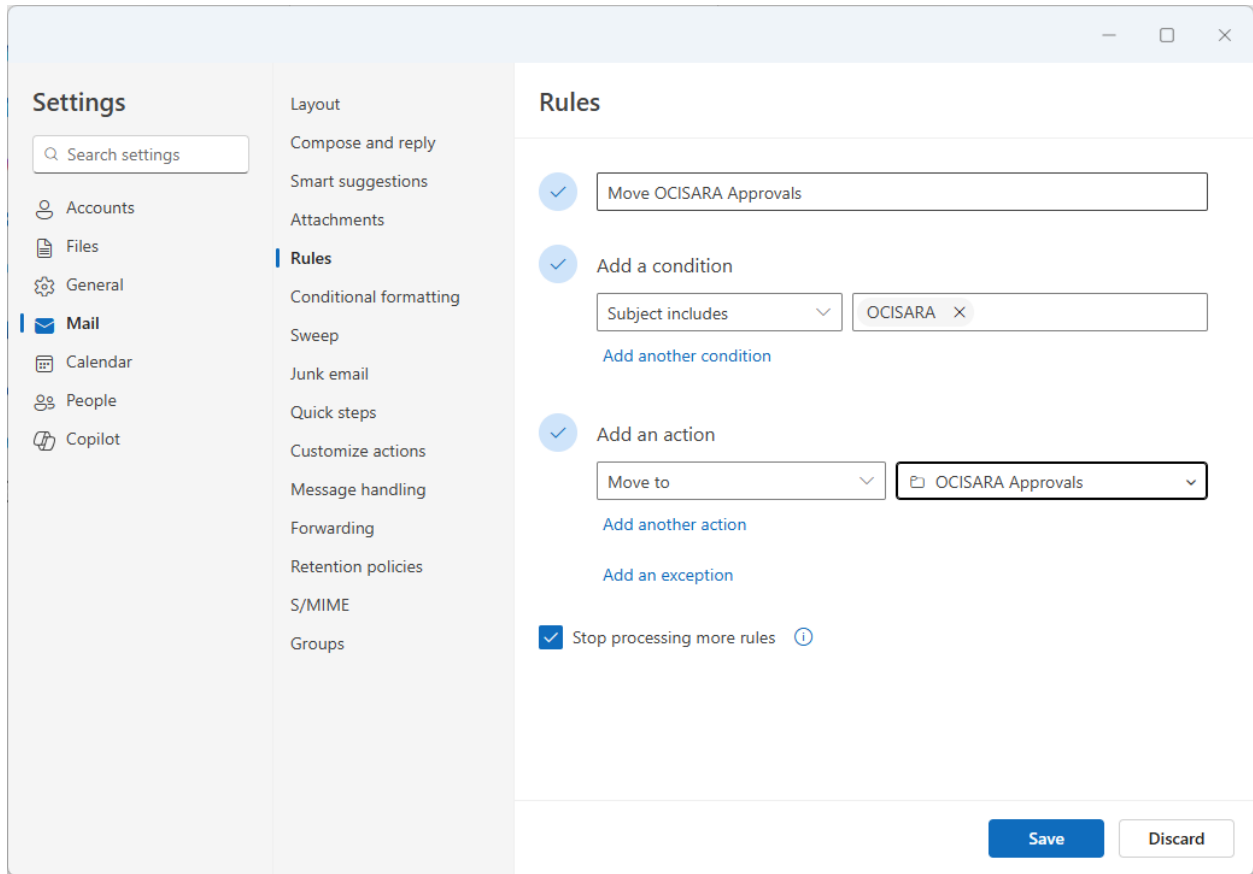
1. Create a new subfolder to your Inbox and name it something like "Approvals".



2. Click the Settings gear in the top right corner, then click Mail, Rules, and Add New Rule.



3. Fill in the fields:
 - a. Name - Move OCISARA Approvals
 - b. Condition - From: OCISAccessRequest@ontariotechu.ca
 - c. Action - Move to OCISARA Approvals
4. Click Save.



5. By default, subfolders like this one do not trigger notifications.