

## Redirecting your UAEX email to UARK

If you will not be using your UAEX email as the primary email account, it is important to redirect your email to another account to ensure you receive notifications. **Note:** using the traditional “Forward” feature will cause your email to get caught in the spam filter.

1. Open an Internet browser and sign in to outlook.office.com using your @uaex.edu account
2. Click the settings icon in the upper right corner



3. Search all settings for and select “Inbox Rules”

4. Click the “+” icon 

5. Complete the rule by entering the information according to the image below (replacing [username@uark.edu](#) with your email address)

### Redirect to UARK

Name

Redirect to UARK

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Redirect the message to...

Select people...

Click “select people” to enter your @uark.edu address


Add action



Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#) Uncheck this box

6. Click Ok
7. **(Optional)** Create a second rule to delete the message after redirecting it to @uark.edu

- a. Click the “+” icon 
- b. Complete the rule by entering the information according to the image below.

 OK     Cancel

### New inbox rule

Name

When the message arrives, and it matches all of these conditions


[Add condition](#)

Do all of the following


[Add action](#)

Except if it matches any of these conditions

[Add exception](#)

Stop processing more rules [\(What does this mean?\)](#)  *Leave this box checked*

- c. **Important:** Make sure the “Redirect to UARK” rule is first in the list order. Select it and click the up arrow.



On	Name
<input checked="" type="checkbox"/>	Redirect to UARK
<input checked="" type="checkbox"/>	Delete redirected email

- d. Click Save
- e. Sign Out of your UAEX email