Redirecting your UADA email to UARK

If you will not be using your UADA 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 @uada.edu account

2. Click the settings icon in the upper right corner

3. Search Outlook Settings for and select "Inbox Rules"

4. Click "+ Add new rule"

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

6. Click Save