Ensure You Receive UAF E-mails

Assalamu Alaikum

UAF communicates frequently with our parents and students using e-mail so it's crucial that you receive these e-mails. To help ensure that the e-mails we send don't end up in your SPAM folder, please follow these instructions.
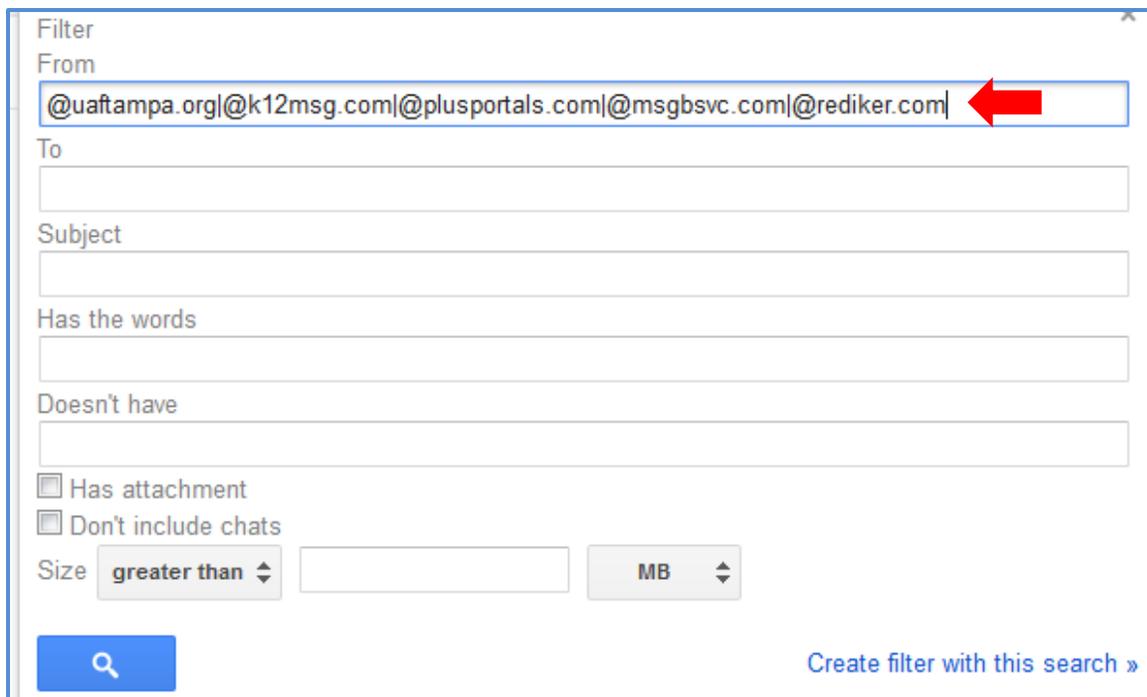
If you use Gmail:

1. When logged into your e-mail, click on the triangle in the search box beside the magnifying glass icon.
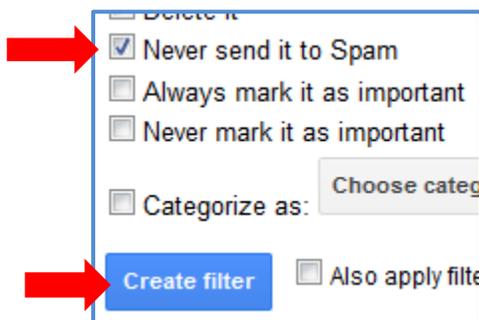

2. Copy and paste the following line:

@uaftampa.org|@k12msg.com|@plusportals.com|@msgbsvc.com|@rediker.com

into the *From field* and then click on "Create filter with this search." If you type the line above rather than copy and paste, the vertical line character used is typed by pressing Shift and the backslash key (\ ).

3. Check "Never send it to Spam" and click on Create filter. You should see the message "Your filter was created."
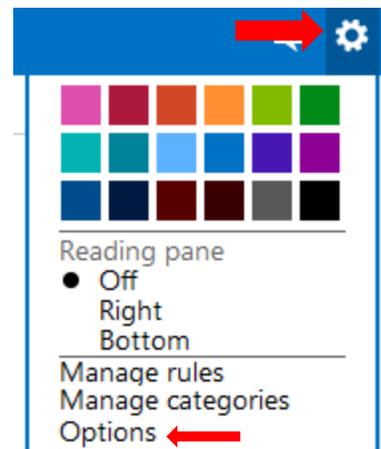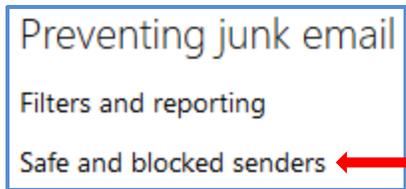

4. After you are done, you will see the following filter:

The following filters are applied to all incoming mail:

Matches: from:(@uaftampa.org|@k12msg.com|@plusportals.com|@msgbsvc.com|@rediker.com)
Do this: Never send it to Spam

If you use Hotmail or Outlook.com (also works for live.com and msn.com e-mails):
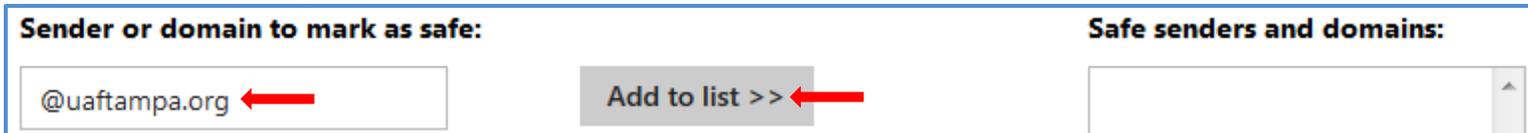
1. When logged into your e-mail, click on the gear icon and then click on "Options." Then under "Preventing junk email" click on "Safe and blocked senders."
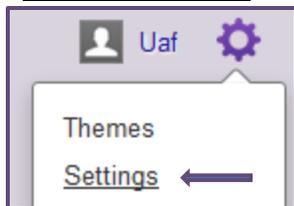
2. Click on Safe Senders

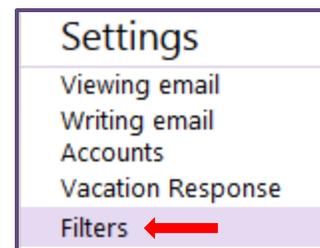3. Type @uaftampa.org in the "Sender or domain to mark as safe" box and click the "Add to list" button.

4. Repeat step #3 four more times replacing @uaftampa.org with @k12msg.com, @plusportals.com, @msgbsvc.com and @rediker.com (you will have five different entries in the "Safe senders and domains" list).
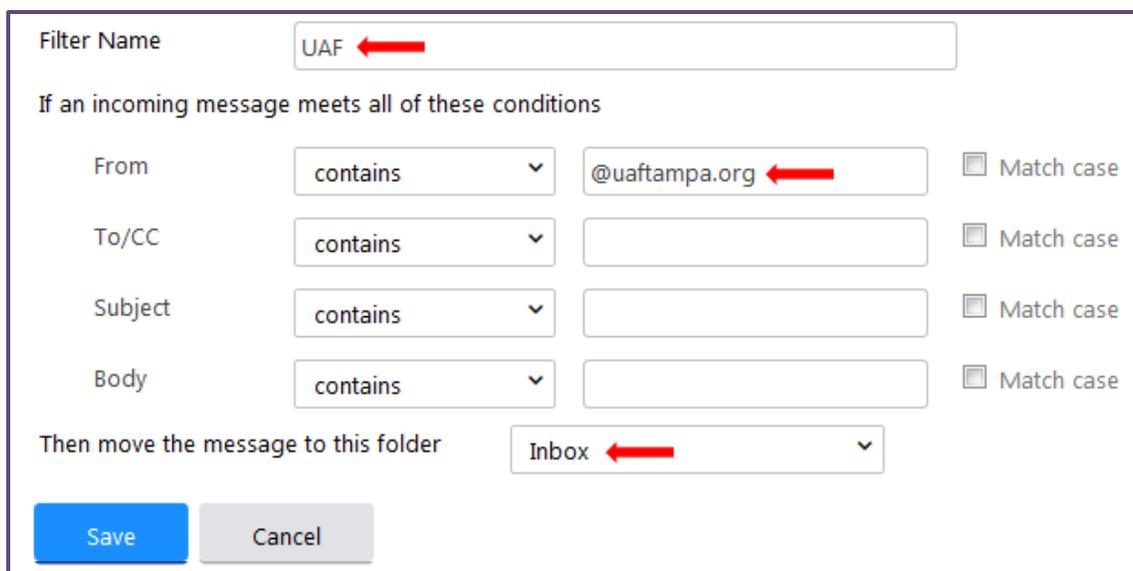
If you use Yahoo:

1. When logged into your e-mail, click on the gear icon and then click on "Settings."

2. On the left, under Settings click on Filters and then click on the Add button.

3. Give the filter a name and then type @uaftampa.org in the Sender Contains box. Make sure the drop-down box below "Then deliver the e-mail to the following folder" is set to Inbox and then click on the Save button.

4. Repeat step #3 four more times replacing @uaftampa.org with @k12msg.com, @plusportals.com, @msgbsvc.com and @rediker.com (you will have five filters listed under the Add button). Make sure to give each filter a different name.

If you use an e-mail provider not listed above, please check with them on how to whitelist e-mails from uaftampa.org, k12msg.com, plusportals.com, msgbsvc.com and rediker.com. Jazakumullahu Khairan.