

How to update your Constant Contact account for the domain change.

You will need to:

1. update your "from" and "reply to" email by verifying your new uada email
2. change the email associated with your account
3. update any contacts that contain the UAEX email
4. update your web address in "**Organization Information**" located in "**My Settings**" of your account
5. send an email notifying your contacts about the domain change (email kmerritt@uada.edu to request a template)

1. Update the "from" and "reply to" email for your account's newsletters. There are two ways to do this: in the email settings of a specific campaign or in "My Settings." We will go over the options in "My Settings."

Click the top-right dropdown menu and select "**My Settings**." Then select the "**Verify Address**" tab. See screen shot below (click image to see bigger version)

The screenshot displays the Constant Contact user interface. At the top, a navigation bar includes links for Campaigns, Contacts, Reporting, Sign-up Forms, Websites & Stores, Social, Integrations, and Library. A user profile dropdown menu is open in the top right corner, showing options like 'uaex_edu', 'Account Manager', 'My Account', 'My Settings' (highlighted with a red box), 'Plans & Pricing', and 'Log out'. Below the navigation bar, the 'Verify Address' tab is selected in the 'Manage My Settings' section. The main content area is divided into three sections: 'Organization Information', 'Email Message Settings', and 'Contact Settings'. The 'Organization Information' section includes fields for Organization Name, Website Address, Organization Phone, Organization Logo, Organization Privacy Policy, and Fine Print Text. The 'Email Message Settings' section includes a 'From Name' field. The 'Contact Settings' section includes a checkbox for 'Enable advanced email permissions' and a 'Custom Fields' link. The right sidebar shows the 'My Settings' dropdown menu with 'My Settings' selected.

Once you've selected the **"Verify Address"** tab, you'll see all the previously verified emails. You will add your new email for verification at the bottom of the screen. See screen shot below:

Email Address	Verification Status	Verification Date
tcason@uaex.edu	Address Verified	5/13/2019
tcbrown@uaex.edu	Address Verified	2/9/2017
twalkingstick@uaex.edu	Not Verified (timed out)	7/13/2016
vcopeland@uaex.edu	Address Verified	9/26/2017
vseefeld@uaex.edu	Address Verified	4/11/2018

[Delete](#)

Email Addresses To Verify

You don't need to verify your contacts' email addresses. Verification only pertains to your email addresses — the addresses you use for the form, and reply fields, and as your contact and billing email addresses.

Enter the email addresses in the box:
Hit **ENTER** after each address

[Send Verification Email](#)

To verify new email addresses:

1. Enter email address(es) in the box on the left
2. Click the "Send Verification Email" button
3. Check your email for the verification email
4. Click on the link included in the verification email
5. Click the Refresh button to update your latest verification status

2. Once you've verified your email go to **"My Account"** to update the email address associated with your account (used for account recovery). You will need to select **"user email"** located under the **"My Profile"** section to add the new version of the primary contact's email.

3. Make sure any UAEX email addresses in your lists are changed to UADA (otherwise internal employees will receive duplicate emails until April 27th. At which point, those UAEX emails will cease to work). Delete all UAEX email addresses and replace with UADA.

You will need to download your contact list; use find and replace in Excel to change "uaex" to "uada" then delete your old list and reupload the updated version. [Watch the demo to see it done!](#)

Note: If you delete a contact list that is connected to a sign-up form you will need to update the sign-up form. Go to the "Sign-up Forms" tab, select your form to edit, and re-select the new list.

4. Update your web address to use the new domain: www.uaex.uada.edu
See screenshot below. Likewise, you'll need to update any template that might include the old web address.

Manage My Settings | Verify Address | Legacy Settings

✓ Organization information saved successfully

Organization Information

Update your organization, website address, organization phone number or logo.

Organization Name: University of Arkansas System Division of Agriculture Cooperative Extension
Website Address: <http://www.uaex.uada.edu>
Organization Phone: 501-671-2000
Organization Logo: UofA_Logo_email_901.png
Organization Privacy Policy: <http://www.uaex.uada.edu/uaex-privacy-policy>
Fine Print Text: [Edit Organization Info](#)

Email Message Settings

Update the From Name that appears on the Message Settings page of the Email Wizard. Note: A best practice is to use a name your contacts will recognize, like your organization name.

From Name: Arkansas Cooperative Extension Service - [Edit](#)

Contact Settings

☐ Enable advanced email permissions. [Save](#)

Custom Fields: [Manage my custom fields](#)

Organization Address

2301 South University Avenue
Little Rock, AR 72204
[Edit Address](#)

Other

Authentication: [CEE](#) [English](#)
Language: [CEE](#)
Autosave: [Save](#)

[Manage Contact Emails](#)

Time Zone

[GMT-06:00] Central Time (US & Canada) [Save](#)

Change your web address to include the new uaex.uada.edu domain. Example: www.uaex.uada.edu/pulaski

click the arrow next to your name. Choose "settings".

5. Send an email to all your subscribers that notifies them of the new domain and your new email address!

Need help with this process? Contact Kristena Merritt at kmerritt@uada.edu.

Additional Info about Your Email

- Email – you will continue to receive any emails sent to your old @uada.edu email account (at least till the end of April).
- Emails from your old @uada.edu email account will transfer over to your @uada.edu email account.

More questions about the domain change?

Visit our new Domain Change Central webpage for the latest news and information. www.uada.edu/domain