

How to Export and Import Rules in Outlook

Who needs this guide?

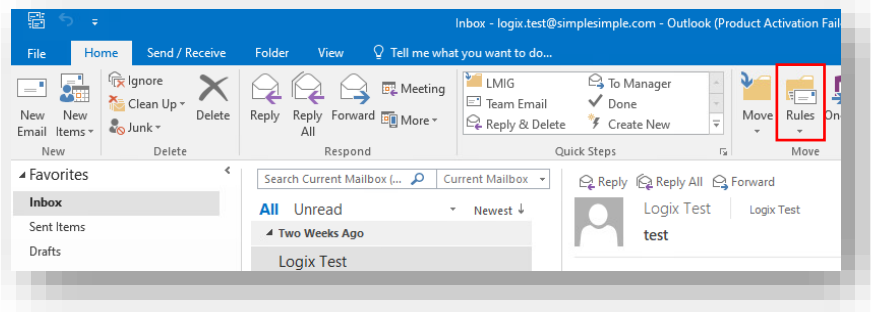
This is a guide to help users save a copy and restore rules that have been created in your Outlook Mail Client.

Why this User Guide?

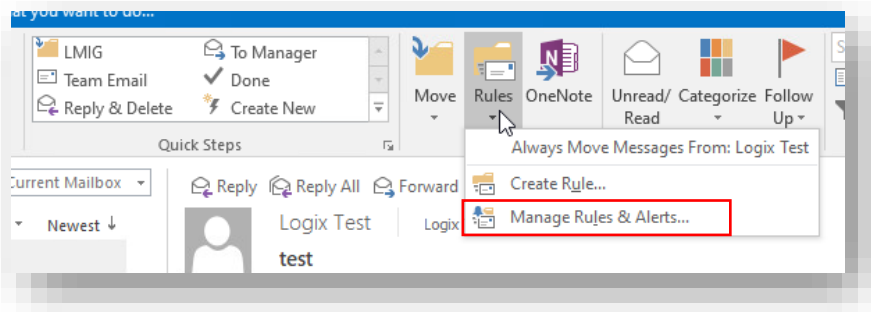
This guide explains the process of creating a backup of your rules in Outlook and then restoring a backup of your rules to your Outlook Mail client.

Exporting Rules from Outlook

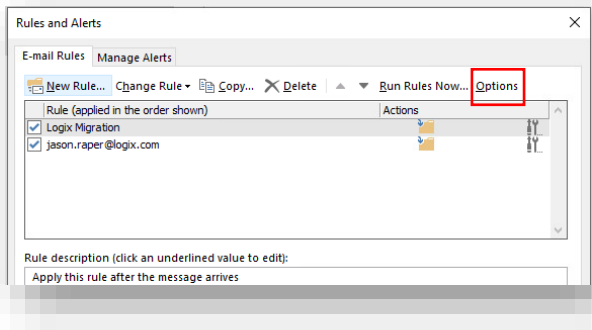
1. Open Outlook and in the “Home” tab select the “Rules” drop down.



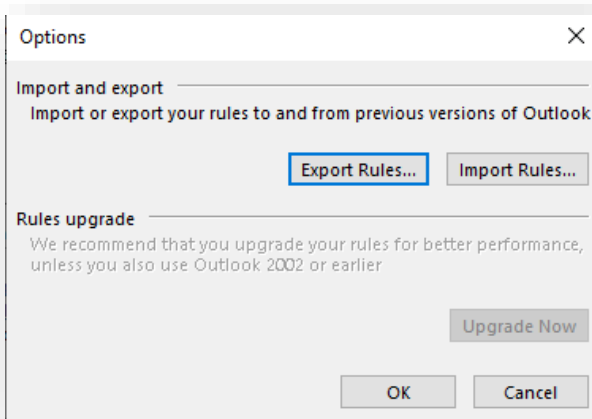
2. In the drop down select “Manage Rules & Alerts...”.



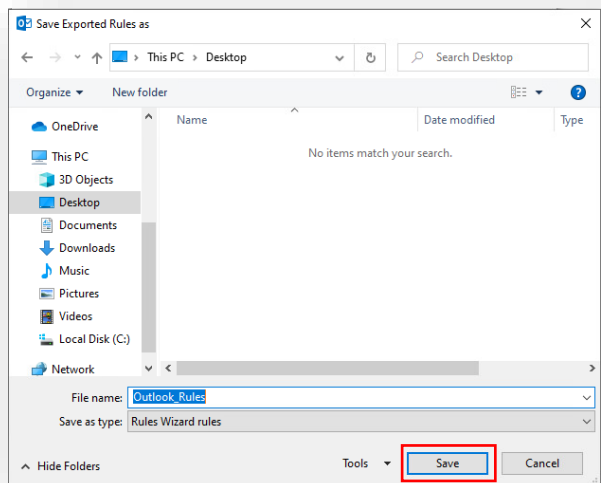
3. In the Window Select “Options”



4. In the new Window Select “Export Rules...”

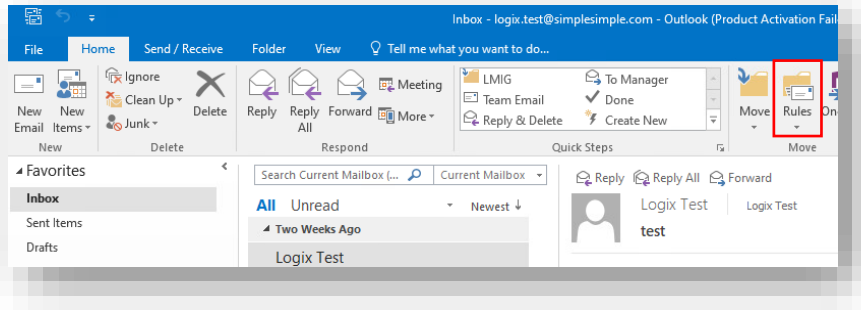


5. In the new Window choose the location and name of the export file and select “Save”.

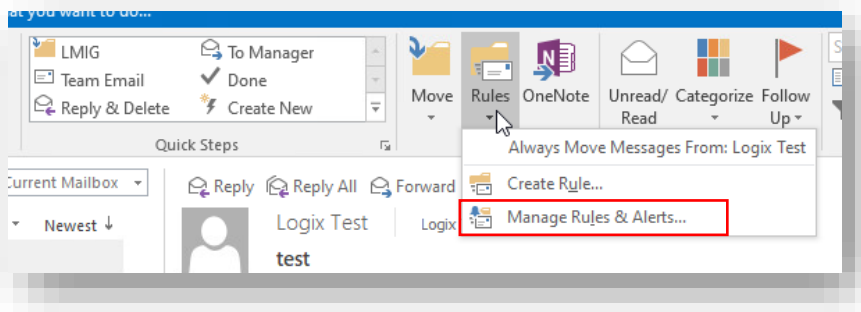


Importing Rules Into Outlook

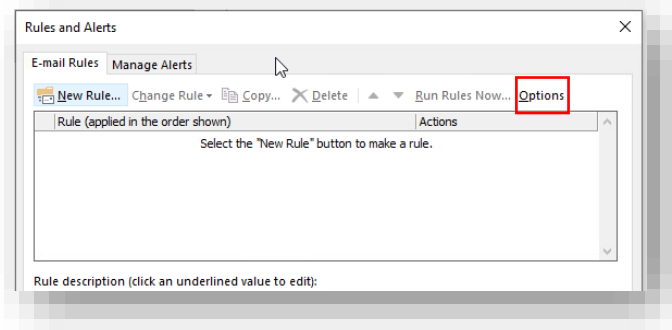
1. Open Outlook and in the “Home” tab select the “Rules” drop down.



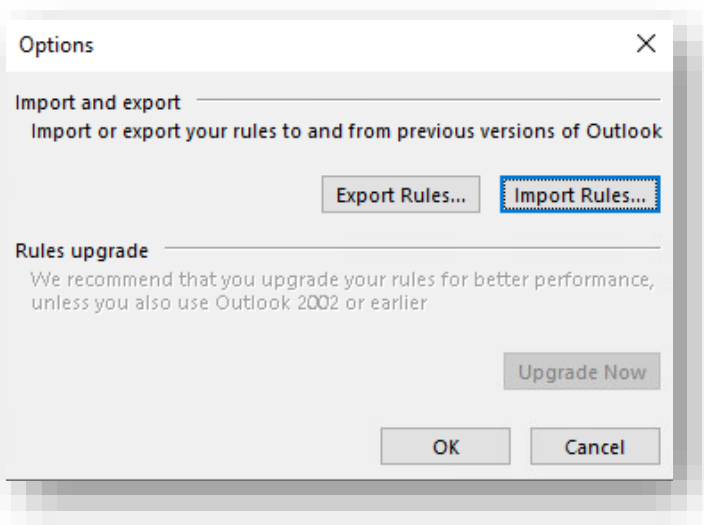
2. In the drop down select “Manage Rules & Alerts...”.



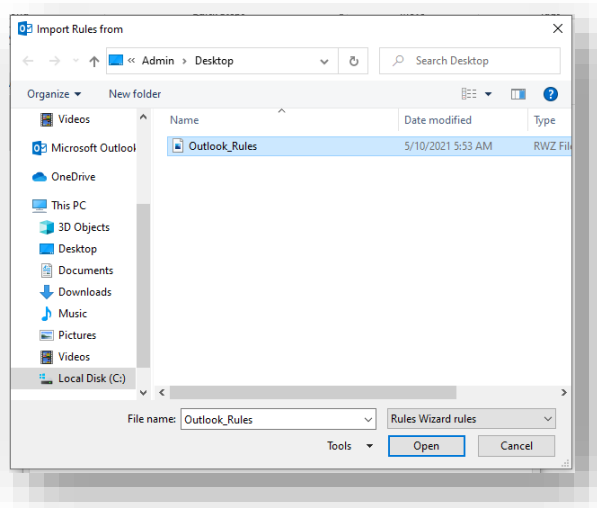
3. In the Window Select “Options”.



4. In the new Window Select “Import Rules...”



5. In the new Window find the location of the name of the export file and select “Open”.



6. The process is complete and the rules that were just imported will be viewable on the screen.

