

## OUTLOOK - EXPORTING and IMPORTING RULES

In Outlook, select the File tab.

Click on the Manage Rules & Alerts button:

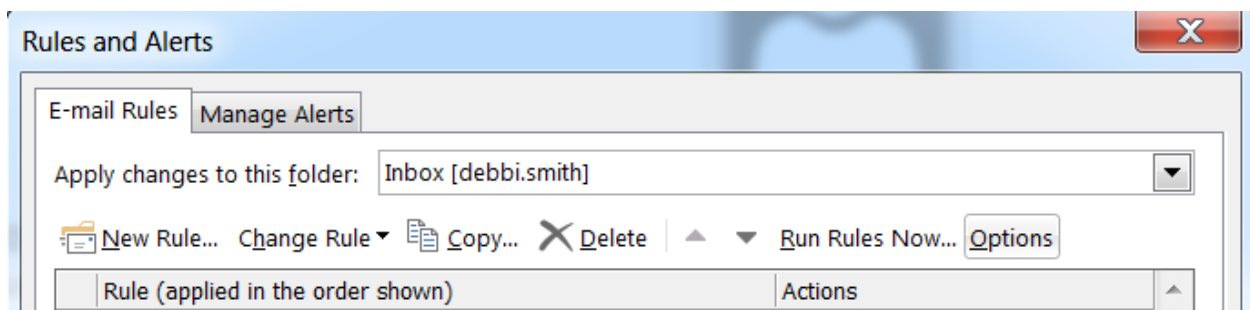


### Rules and Alerts

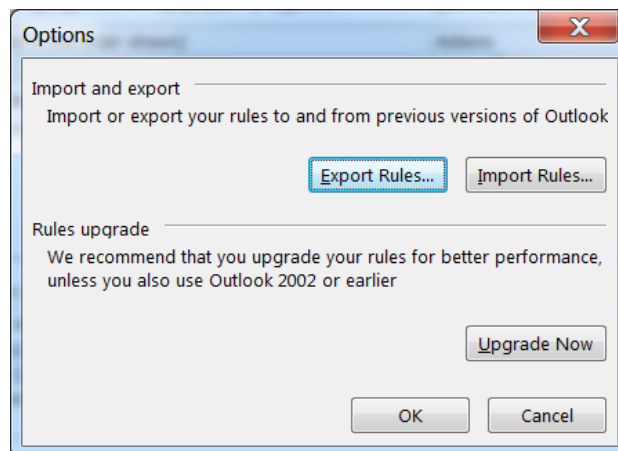
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

### EXPORT RULES

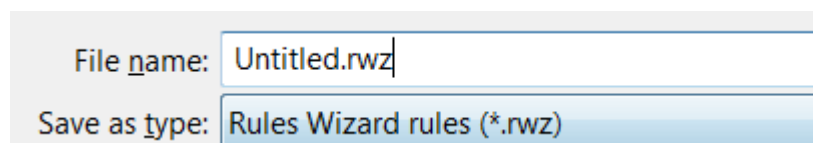
Click on the Options button:



Click the Export Rules button:

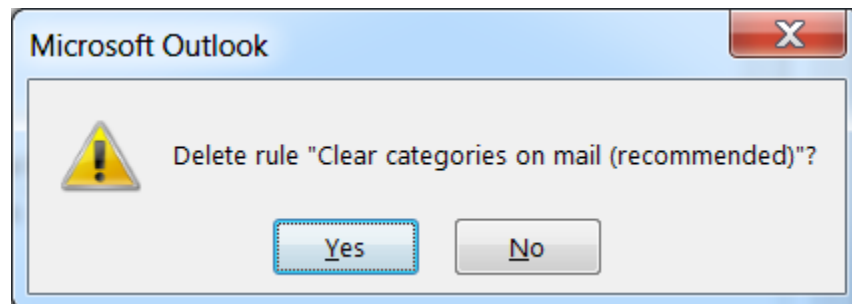
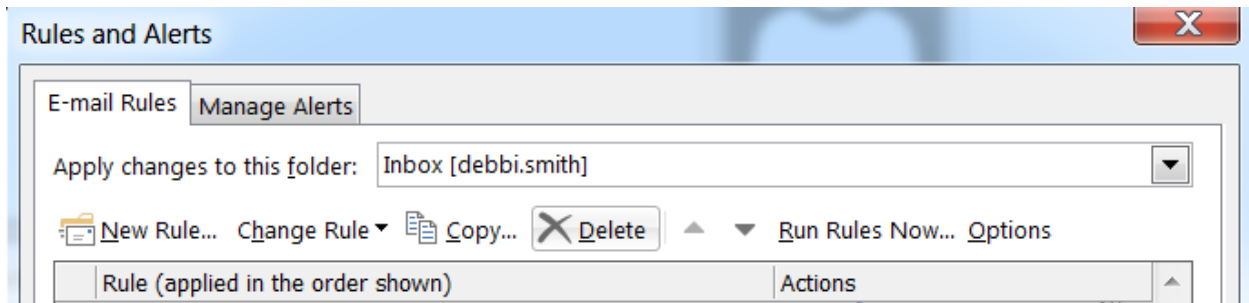


Save the export file (it will have a .rwz extension):

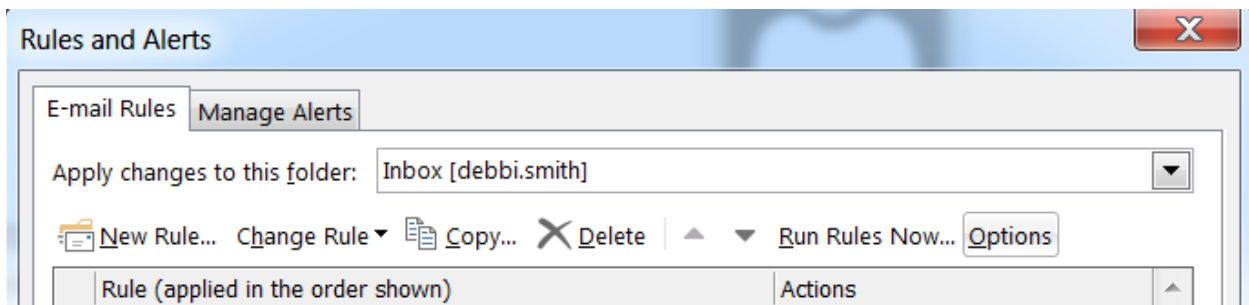


## **IMPORT RULES**

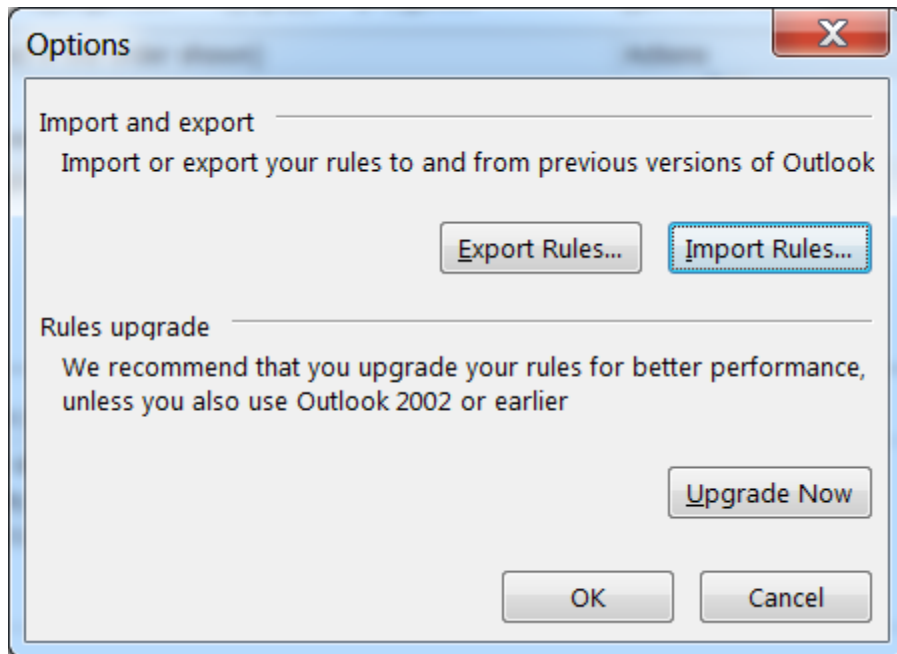
Delete the old rules by clicking the Delete button. It will ask you to verify that you want a rule deleted. Do this for each rule to be deleted:



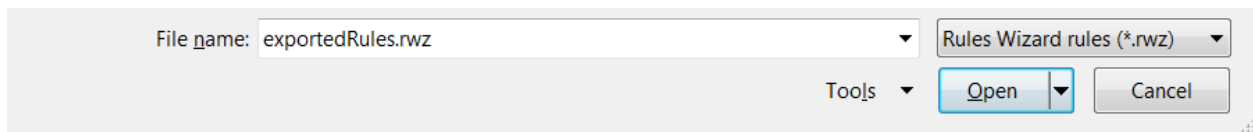
Click on the Options button:



Click the Import Rules button:



Locate your exported file, select it and click the Open button:



The rules will be imported. Click OK.