

Outlook Rules Export-Import

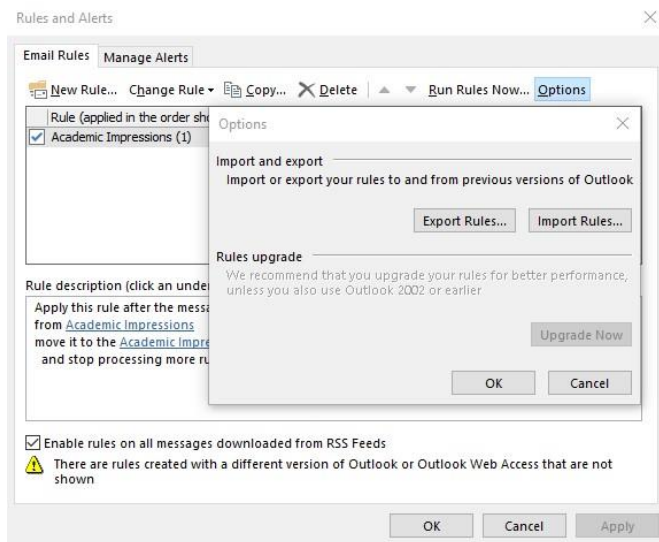
These steps must be performed from the Outlook Desktop client

Export Rules:

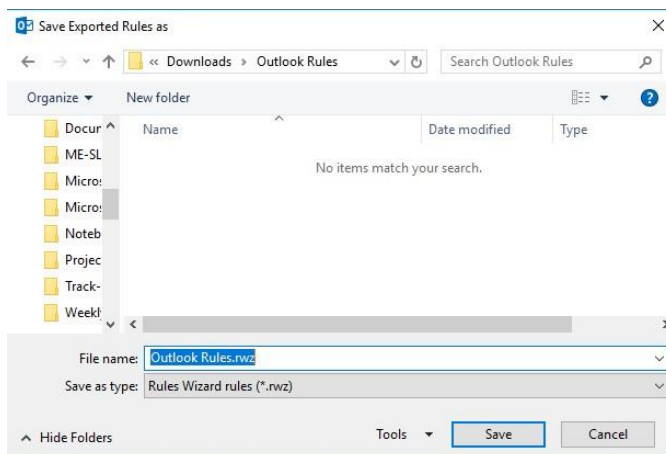
- 1) Select "File > Rules and Alerts"



- 2) Select "Options > Export Rules"



- 3) Specify the desired name and location of the saved file. Rules files are saved as an ".rwz" file type

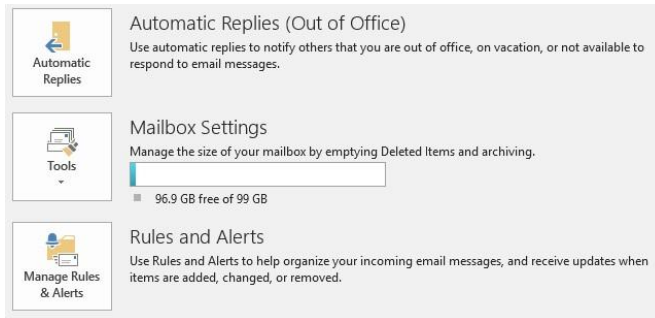


- 4) Click "OK" to close windows

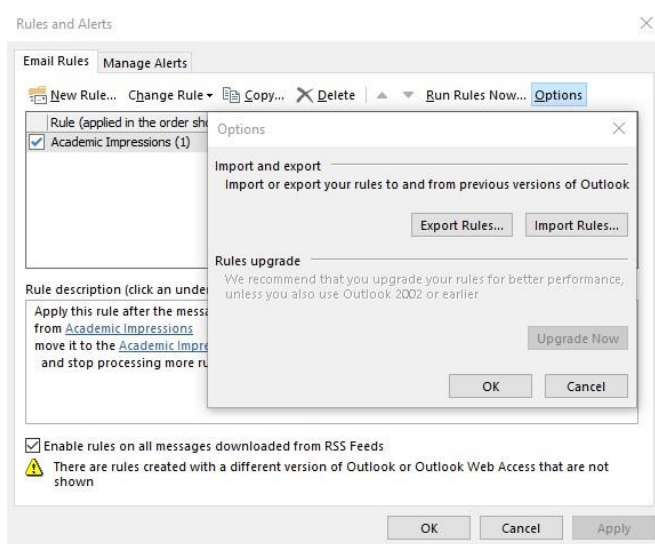
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Import Rules:

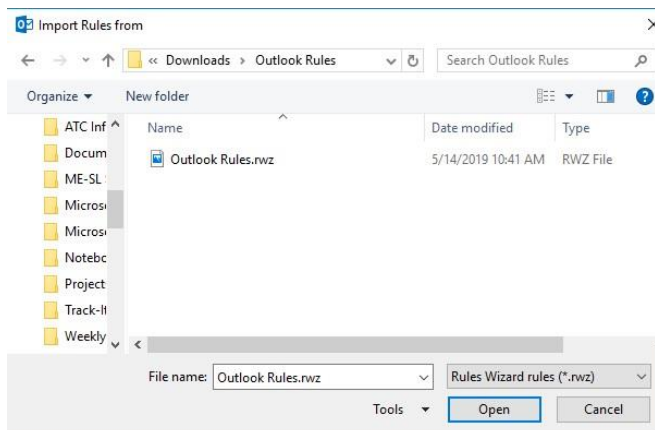
1) Select "File > Rules and Alerts"



2) Select "Options > Export Rules"



3) Select the Rules saved file



4) Click "OK" to close pop-up screens