- 1. Click on the Rules button on the Outlook toolbar.
- 2. Click Manage Rules & Alerts
- 3. Click on Options

4.

5.

Rules and Alerts	×
E-mail Rules Manage Alerts	
💼 <u>N</u> ew Rule C <u>h</u> ange Rule 🕶 🛅 <u>C</u> opy 🗙 <u>D</u> elete 🔺 💌 <u>R</u> un Rules Now <u>O</u> ption	s
Rule (applied in the order shown) Actions	<u>^</u>
Clear categories on mail (recommended)	10 11
Click on Export Rules	
Options	
Import and export Import or export your rules to and from previous versions of Outlook Export Rules Import Rules	
Save your exported rules to a location you will remember, preferable your H drive	
Save Exported Rules as	×
	\\wtbckup-0 🔎
Organize 🔻 New folder	III 🔹 🔞
Downloads ^ Name Date modifie	d Type
Music	
Pictures No items match your search.	
Videos	
Techs (G:)	
ITSmith (\\wtbck	
🚅 HelpDesk (N:)	
🗣 Network	,
File name: Email Rules	~
Save as type: Rules Wizard rules	

- Tools 🔹 🔻 Save Cancel Hide Folders
- 6. After your mailbox has been migrated to Office 365, click on import rules and migrate to the location where you saved your rules. Select the file with name you gave to the exported rules and click Open to have your old rules imported to Office 365. After importing, delete any rules that may be duplicate or are marked disabled.

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