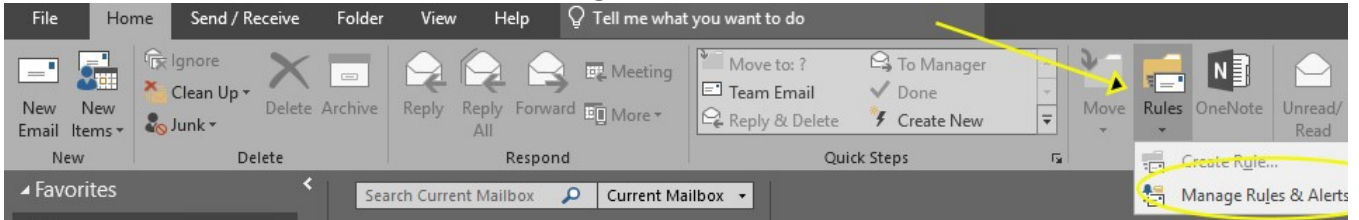
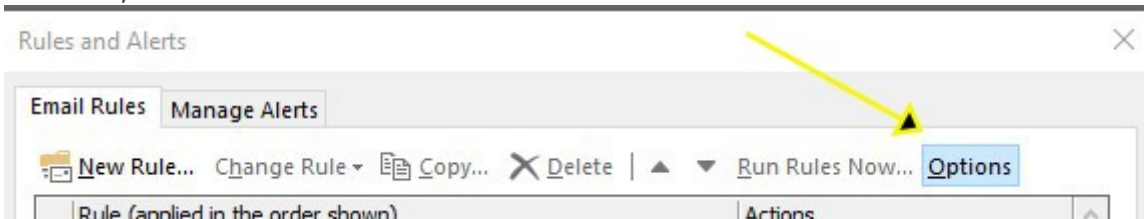


Import/Export Outlook Rules

1. Open Outlook.
2. On the *Home* tab, Select *Rules* then *Manage Rules & Alerts*.



3. Select *Options* on the *Email Rules* tab.



4. Select *Export Rules...*



5. Using the *Save Exported Rules as* dialog, browse to where you would like to save the rules and give the file a name.
6. After saving the file, click *Ok* on each dialog window to close them out.

If you need to import your rules, repeat the steps above. On step 4, select *Import Rules...* and browse to the location of the file previously exported.

Additional Microsoft resources

- [Quick Start Guide](#)
- [Outlook Training](#)
- [Outlook Help](#)
- [eBook: Outlook Tips & Tricks](#)
- [Download PDF: Outlook Quick Start Guide](#)

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