



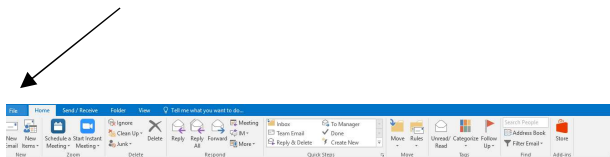
## How to Export and Import Rules

You need to export your Outlook Desktop Client rules prior to the move to M365 email. Then you will need to import them into M365 Outlook Desktop Client. Follow the instructions below to export your rules.

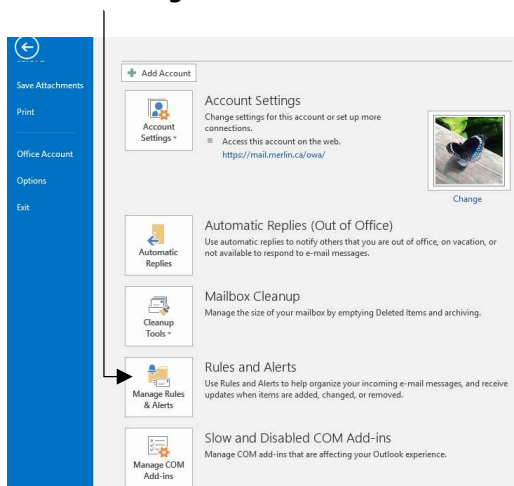
When you import rules to an Outlook account, they are added to the end of the existing list of rules. You can import only one set of rules at a time. When you export rules, they are saved in a file with an .rwz extension. This file type can only be opened and used within Outlook.

### Export Rules

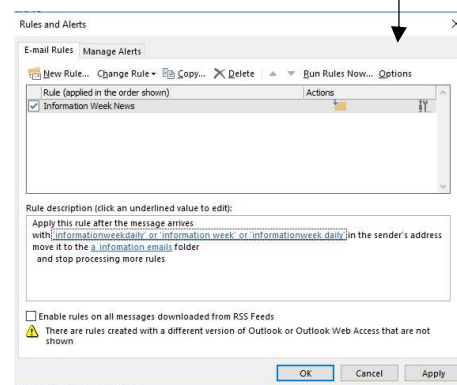
1. Click the **File** tab.



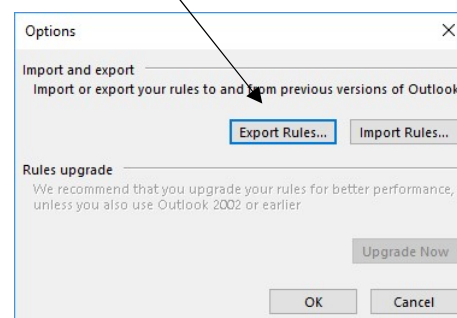
2. Click **Manage Rules & Alerts**.



3. Click **Options**

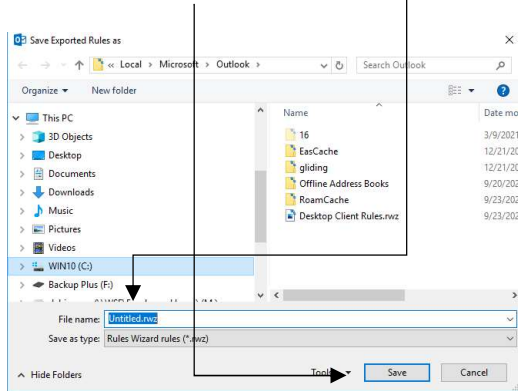


4. Click **Export Rules...**





5. Select the folder where you want to save the rules file, and then in the **File name** box, type a name for the set of rules that you want to export. Click **Save**.



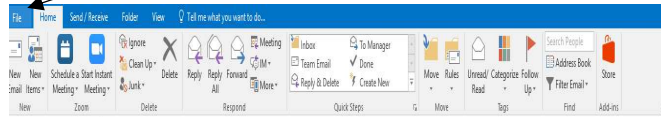
Note: Save the file to your M drive is best



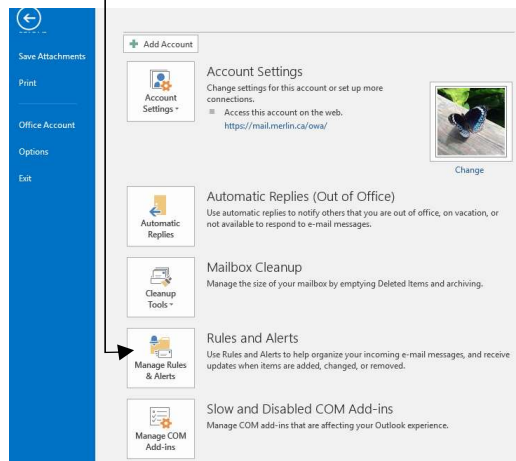
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## Import Rules

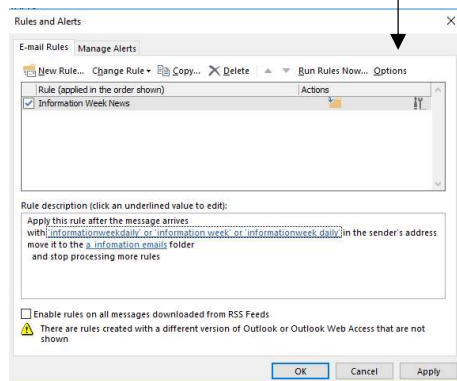
1. Click the **File** tab.



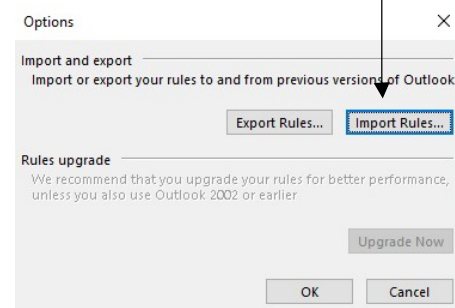
2. Click **Manage Rules & Alerts**.



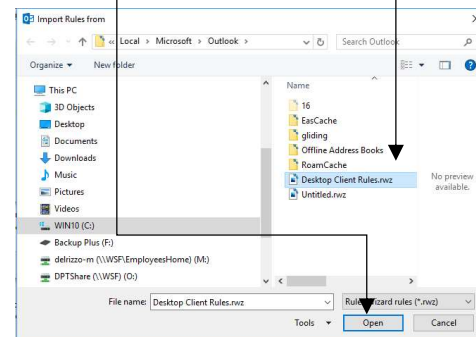
3. Click **Options**.



4. Click **Import Rules**.



5. Select the **Export file** you previously saved, and Click **Open** to import the rules:



If you want to import a file that contains rules other than those in the Rules and Alerts Wizard, such as rules that are compatible with previous versions of Microsoft Outlook, see

<https://support.microsoft.com/en-us/office/import-or-export-a-set-of-rules-f54b5bd2-40e0-426e-9f25-e51fa14eeb95>