Office 365 Migration – Importing/Exporting Outlook Rules

How to export Outlook rules

1. Open the desktop version of Outlook.

2. Go to **File** > **Info** and click **Manage Rules & Alerts**. The **Rules and Alerts** window will open (see **Fig. 1.**)

3. (Optional) If you have multiple email accounts added in Outlook, you need to select the one from which you want to export Outlook rules from the **Apply changes to this folder** drop-down menu (**Fig. 2.**).
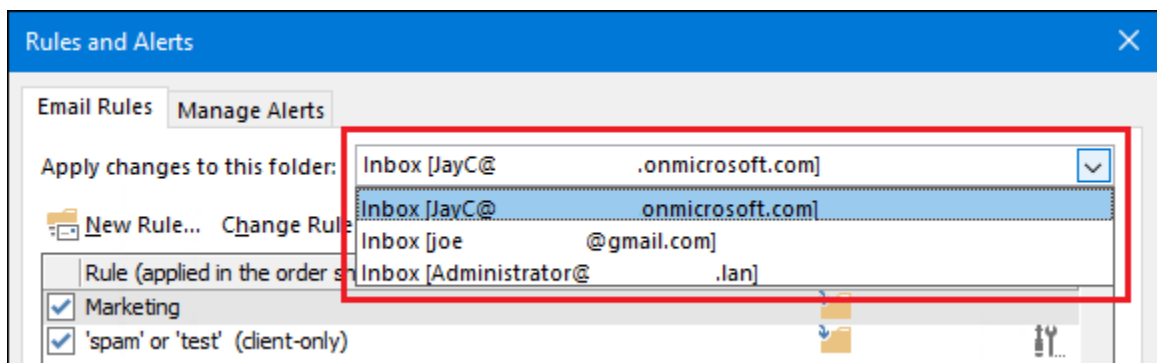

Fig. 2. Selecting an email account whose rules you want to export.

4. On the **Email Rules** tab, click **Options**.

5. In the window that opens, click **Export Rules** (**Fig. 3.**).
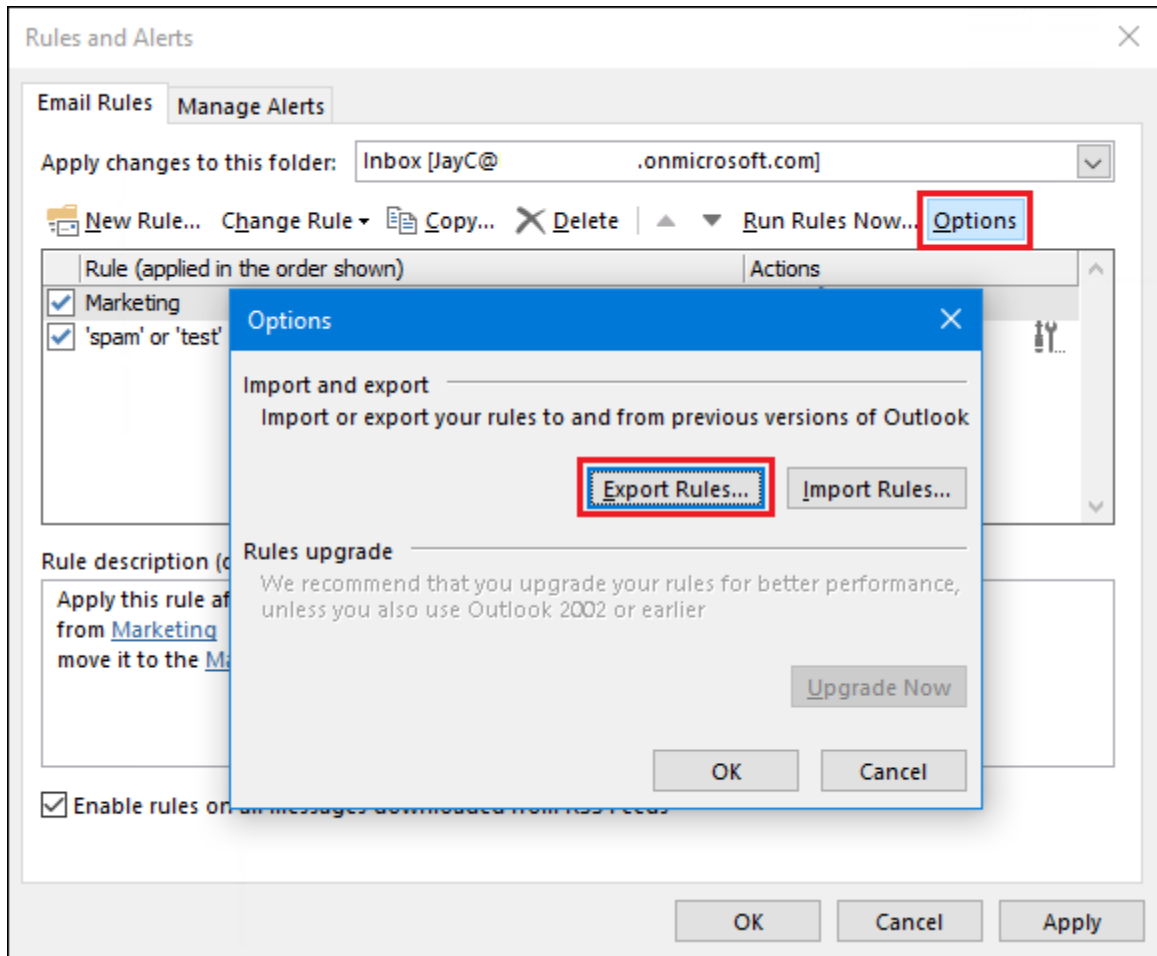
Fig. 3. Exporting rules in Outlook.

6. Select a folder where you want the Outlook rules to be exported, provide the name in the **File name** box, and click **Save**.

Outlook rules will be exported to an RWZ file.

How to import Outlook rules

1. Open the desktop version of Outlook.

2. Go to **File** > **Info** and click **Manage Rules & Alerts**. The **Rules and Alerts** window will open (see **Fig. 1.**)

3. (Optional) If you have multiple email accounts added in Outlook, you need to select the one to which you want to import Outlook rules from the **Apply changes to this folder** drop-down menu (**Fig. 4.**).
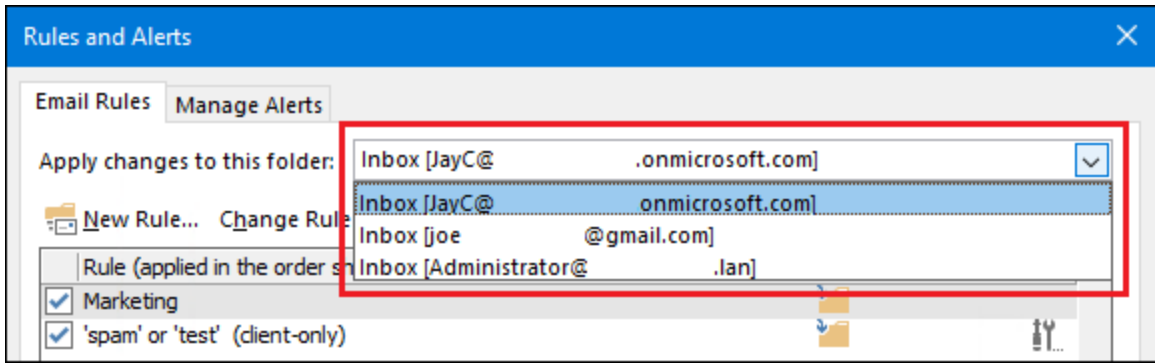
Fig. 4. Selecting an email account to which you want to import Outlook rules.

4. On the **Email Rules** tab, click **Options**.

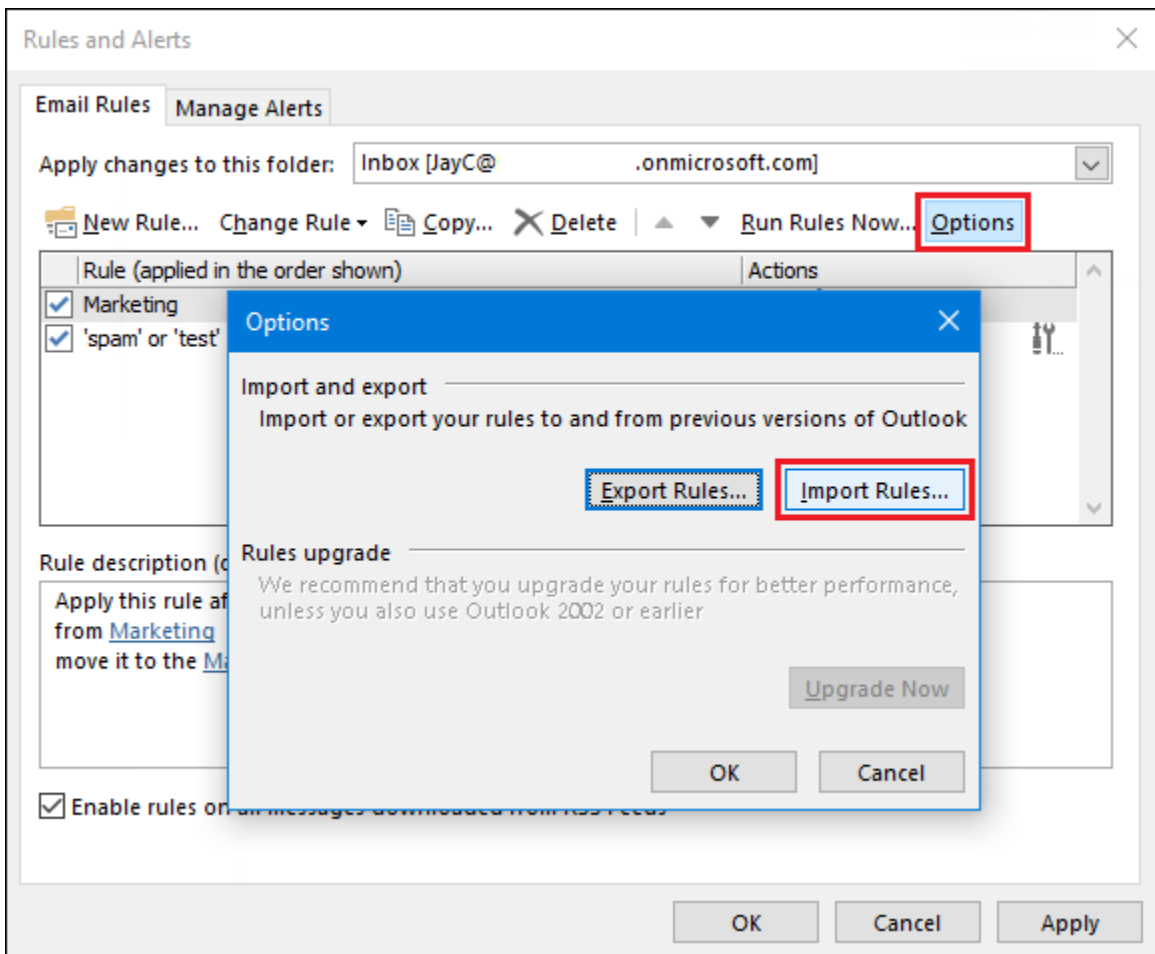5. In the window that opens, click **Import Rules** (**Fig. 5.**).

Fig. 5. Importing rules in Outlook.

6. Select the RWZ file with exported Outlook rules and click **Open**.