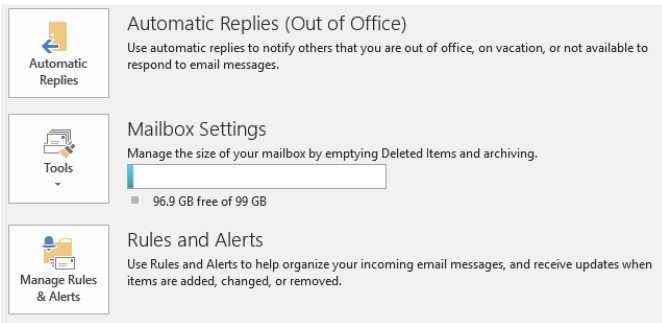


# Rules Export-Import

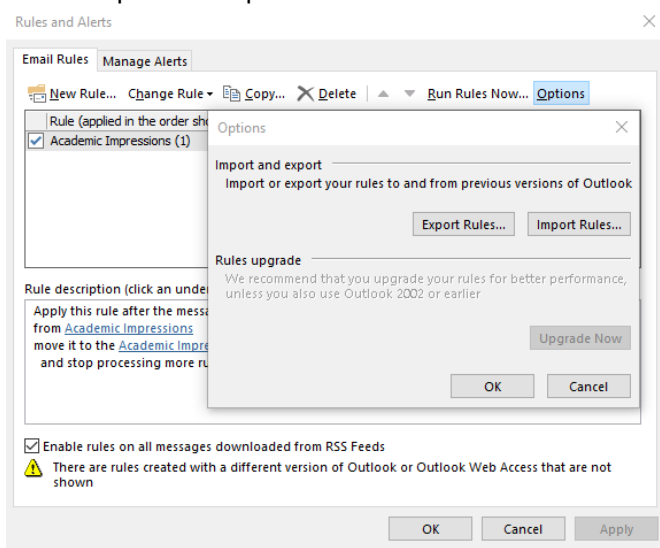
The instructions listed below must be performed from the Outlook Desktop client:

## Export Rules:

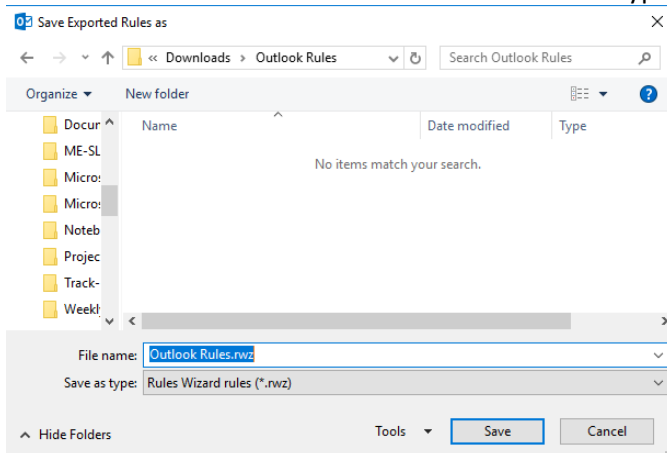
- 1) Select “File > Rules and Alerts”



- 2) Select “Options > Export Rules”



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



- 4) Click “OK” to close windows

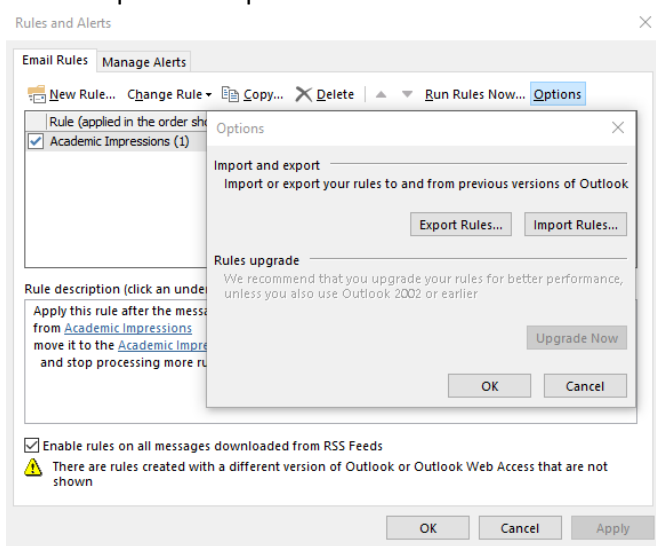
# Rules Export-Import

## Import Rules:

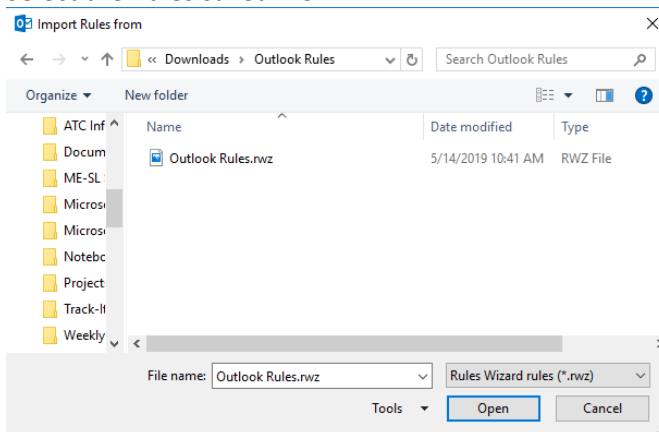
- 1) Select "File > Rules and Alerts"



- 2) Select "Options > Export Rules"



- 3) Select the Rules saved file



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