Exporting Rules in Outlook 2010

1. In your Outlook client, click on File \rightarrow Info \rightarrow Manage Rules & Alerts.



2. In the window that appears, click on **Options**.

Rules and Alerts	×	
E-mail Rules Manage Alerts		
🖄 New Rule Change Rule 🗸 🖹 Copy 🗙 Delete 🛛 🛥 🦷 Run Rules Now 🛛 🛛 🖓	s	
Rule (applied in the order shown) Actions	*	
Select the "New Rule" button to make a rule.		
	v	
Rule description (dick an underlined value to edit):		
Enable rules on all messages downloaded from RSS Feeds		
OK Cancel	Apply	

3. In the window that appears, click on Export Rules...

Rules and Alerts	×	
E-mail Rules Mana	age Alerts	
🔌 <u>N</u> ew Rule	Change Rule 🗸 🗎 Copy 🗙 Delete 🛛 🗢 💌 Run Rules Now Options	
Rule (applied i	P the order shown) Options	
	Import and export Import or export your rules to and from previous versions of Outlook	
	Export Rules Import Rules	
Rule description (c	We recommend that you upgrade your rules for better performance, unless you also use Outlook 2002 or earlier	
	Upgrade Now	
	OK Cancel	
Enable rules on all messages downloaded from RSS Feeds		
	OK Cancel Apply	

4. In the window that appears, select the path that you would like to save the Rules to, and specify a name for it. Remember the name and path of where you save this file to as you will use the file the import your Rules into your FASmail mailbox.

