Exporting Rules in Outlook 2010
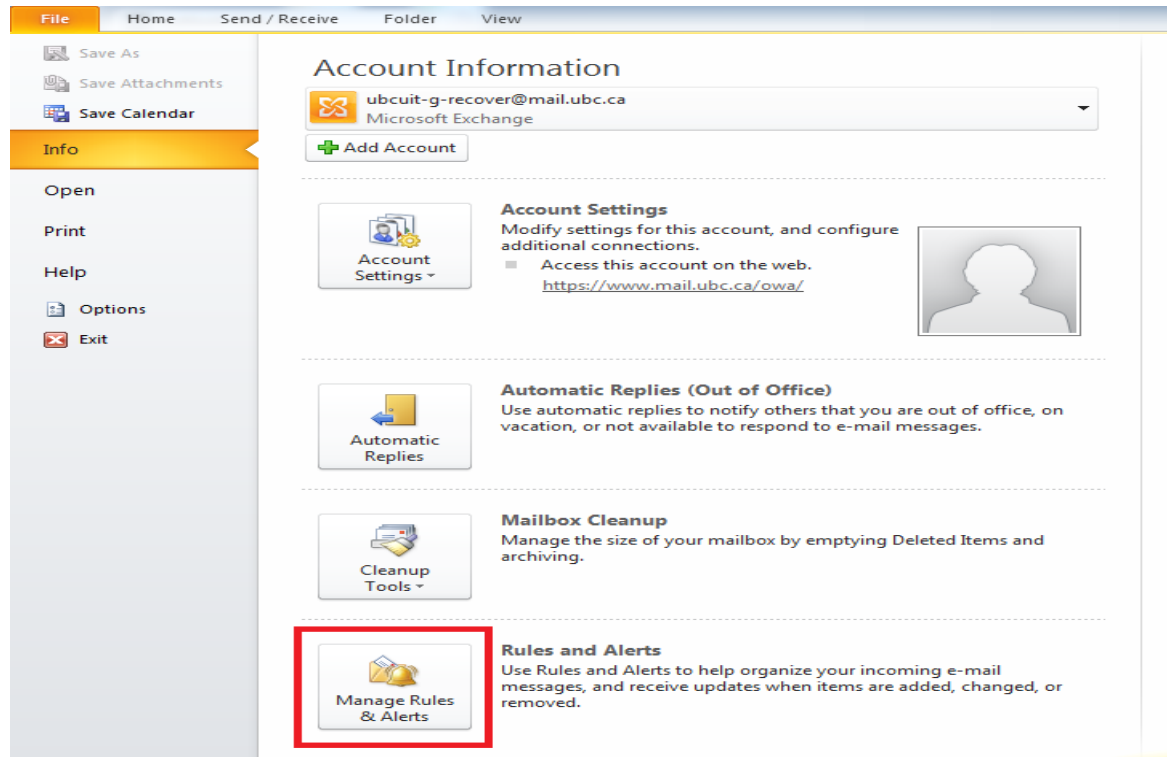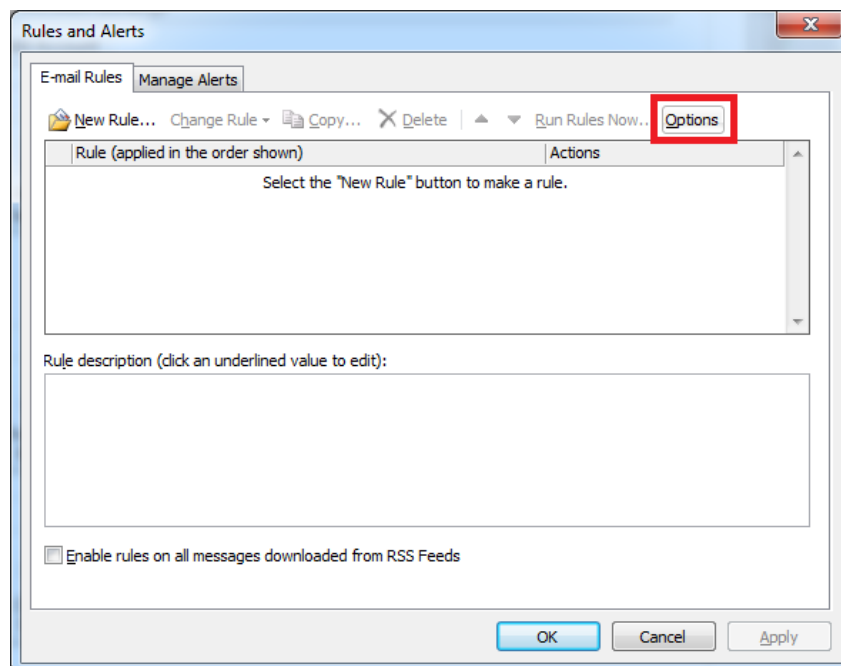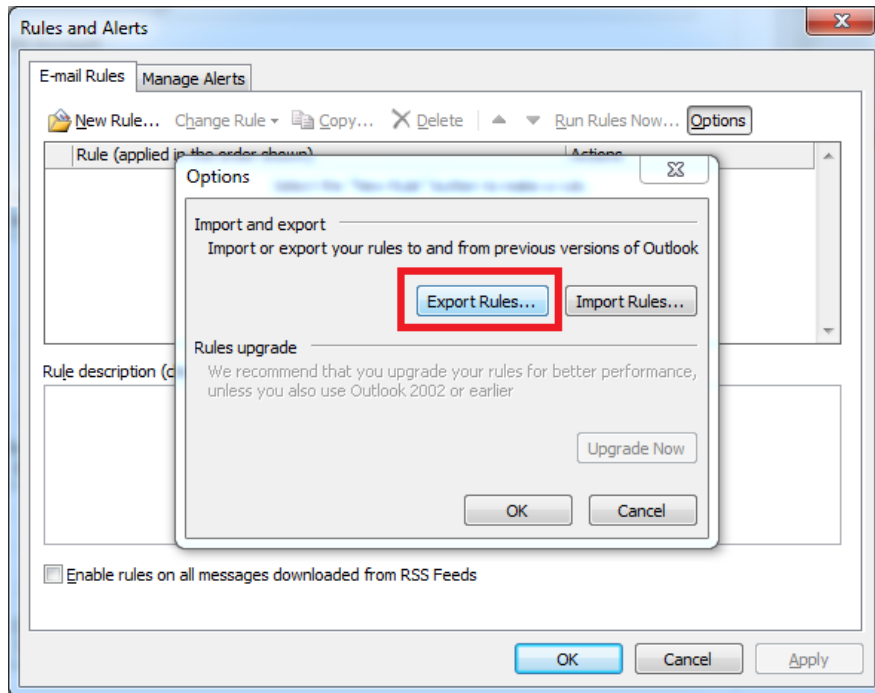
1. In your Outlook client, click on **File → Info → Manage Rules & Alerts**.

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

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

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.