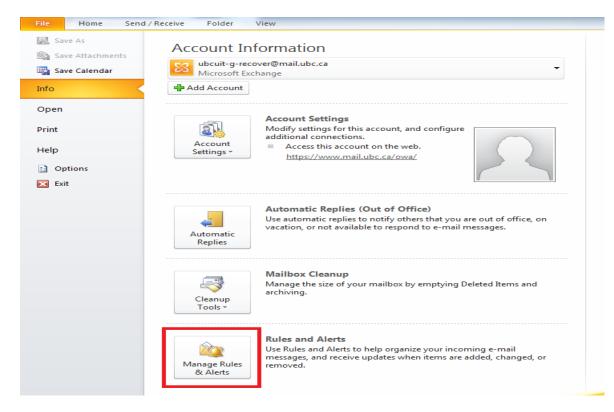
## **Importing Rules in Outlook 2010**

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 R	Rules Now Options			
Rule (applied in the order shown) Acti	ions 🔺			
Select the "New Rule" button to make a rule.				
	-			
Rule description (dick an underlined value to edit):				
Enable rules on all messages downloaded from RSS Feeds				
ОК	Cancel Apply			

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

E-mail Rules Mana	Change Rule + 🖓 Copy 🗙 Delete   🔺 🤟 Bun Rules Now Options	
	Options           Import and export         Import or export your rules to and from previous versions of Outlook	
Rule description (c	Export Rules Import Rules Rules upgrade We recommend that you upgrade your rules for better performance, unless you also use Outlook 2002 or earlier	*
Enable rules on	OK Cancel all messages downloaded from RSS Feeds	

4. In the window that appears, select the file from the location that you saved your rules to. Click on Open.

Import Rules from		-	x
CO V 🖟 « Loo	al Disk (C:) 🕨 Users 🕨 👻 🐓	Search ymaria	٩
Organize 🔻 Nev	folder	:== ▼ □	0
💻 Desktop ᠾ Downloads 🗐 Recent Places	Name	Date modified	Туре 🖍
	📜 Desktop	3/22/2012 2:36 PM	File fol
	🔒 Downloads	3/1/2012 10:46 AM	File fol
<ul> <li>ibraries</li> <li>i Documents</li> <li>i Music</li> <li>i Pictures</li> <li>iii Videos</li> </ul>	🙀 Favorites	8/30/2010 12:39 PM	File fol
	E Dinks	8/30/2010 12:39 PM	File fol
	My Documents	1/4/2012 11:56 AM	File fol
	🔄 🚺 My Music	8/30/2010 12:39 PM	File fol
	My Pictures	8/30/2010 12:39 PM	File fol
	🛃 My Videos	8/30/2010 12:39 PM	File fol
🖳 Computer	Baved Games	8/30/2010 12:39 PM	File fol
Local Disk (C:)	🦉 Searches	1/4/2012 10:16 AM	File fol
	- Tracing	11/30/2011 11:09	File fol
• Network	Backup-Rules.rwz	3/22/2012 2:34 PM	RWZ F 👻
	<b>▼</b>		P.
	File <u>n</u> ame: Backup-Rules.rwz	Rules Wizard rules (*.rwz)	•
	Too <u>l</u> s 🔻 🏾	Open 🚽 Can	cel

5. Your rules will then be imported into your Outlook client.