

FAQ: How to Export and Import a set of rules in Outlook 2010

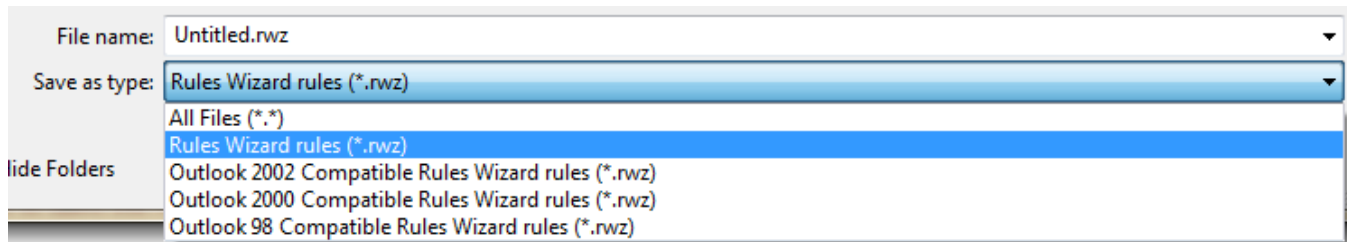
How to Export and Import a set of rules in Outlook 2010

When you Import rules, they are added to the end of the existing list of rules. You can import only one set of rules at a time. When you export rules, they are saved in a file with an .rwz extension.

1. Click the **File** tab.
2. Click **Manage Rules & Alerts**.
3. Click **Options**.
4. Do one of the following:

- **Export rules**

1. Click **Export Rules**.
2. Select the folder where you want to save the rules file, and then In the **File name** box, type a name for the set of rules that you want to export.
3. If you want to export a file that contains only rules that are compatible with a previous version of Microsoft Outlook, in the **Save as type** list, select the following:



4. Click **Save**.

- **Import rules**

1. Click **Import Rules**.
2. Select the rules file that you want to import.

If you want to import a file that contains rules other than those in the Rules and Alerts Wizard, such as rules that are compatible with previous versions of Microsoft Outlook, click the file type in the **Files of type** list.

1. Click **Open**.