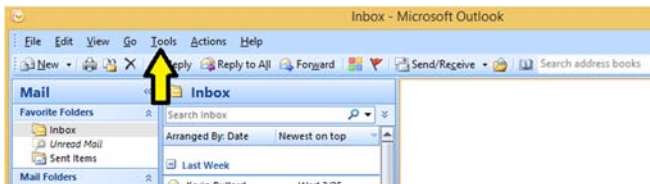


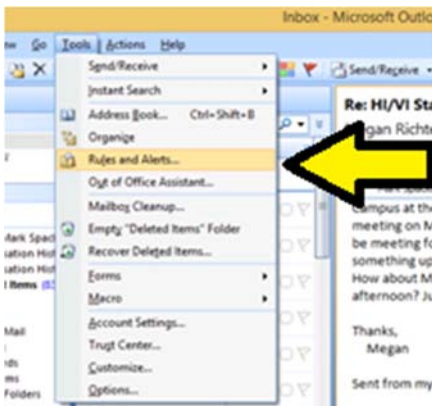
Exporting Rules in Outlook 2007

(This needs to be done prior to the upgrade on the weekend of March 20th)

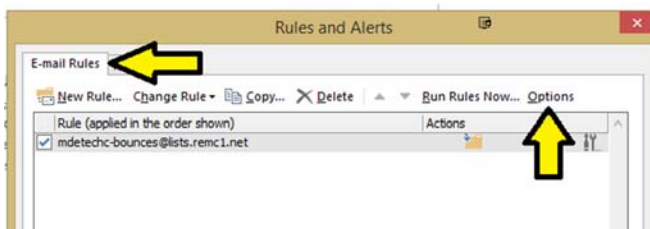
1. Open Outlook 2007
2. Click on “Tools” in the menu bar



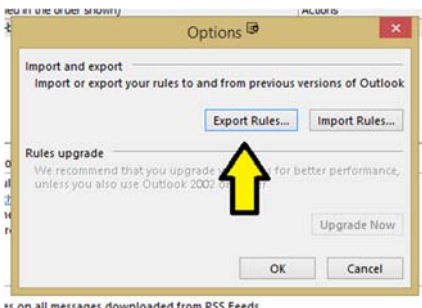
3. Click on “Rules and Alerts”



4. The “Rules and Alerts” windows opens. Make sure the “E-mail Rules” tab is selected.
5. Click on “Options”

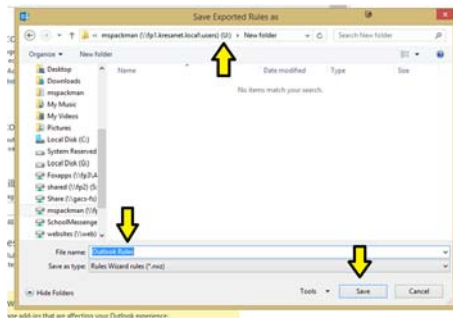


6. Click on “Export Rules”

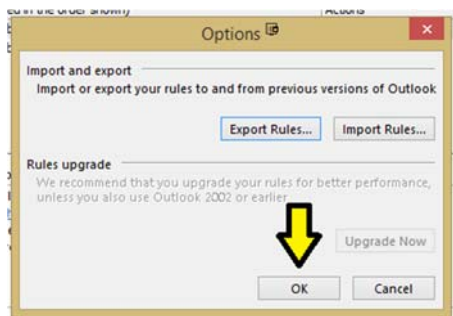


on all messages downloaded from RSS Feeds

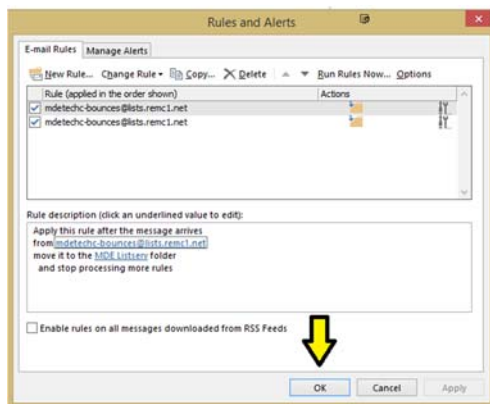
7. Name the file "Outlook Rules" and "Save" it on your U: Drive



8. Click "OK" on the Options box



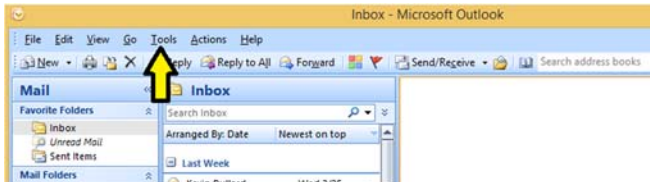
9. Click "OK" on the Rules and Alerts box



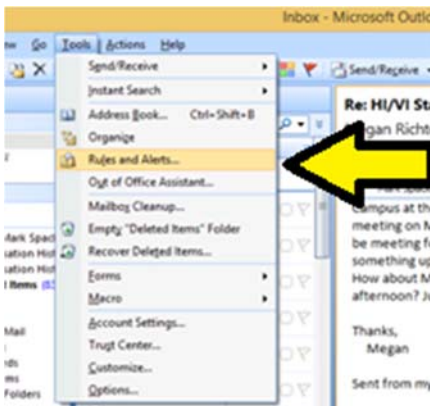
Importing Rules in Outlook 2007 after the Upgrade to Office365

(This should not be done until after the upgrade on the weekend of March 20th)

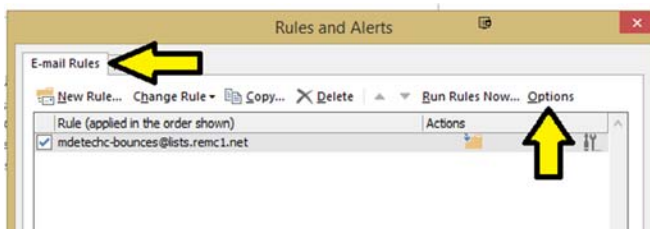
1. Open Outlook 2007
2. Click on “Tools” in the menu bar



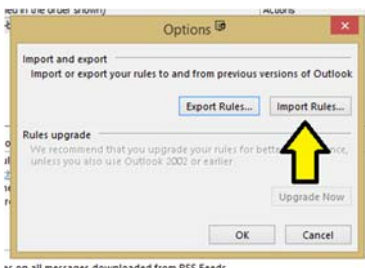
10. Click on “Rules and Alerts”



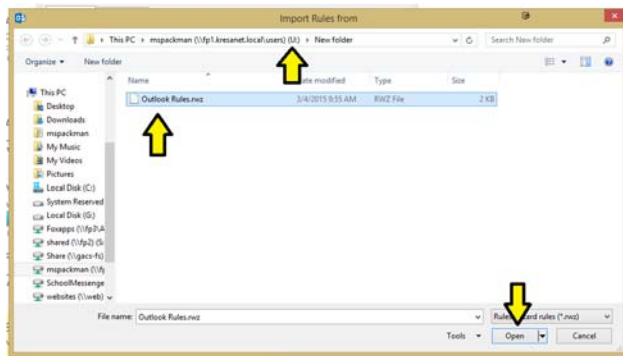
3. The “Rules and Alerts” windows opens. Make sure the “E-mail Rules” tab is selected.
4. Click on “Options”



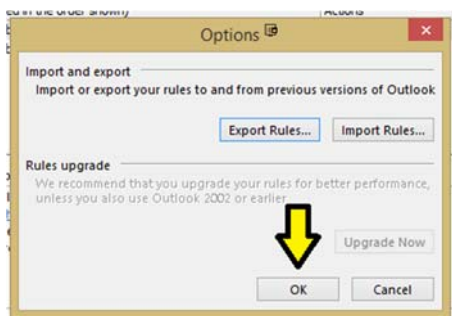
5. Click on “Import Rules”



6. Select the file "Outlook Rules" that you saved on your U: Drive and click "Open"



7. Click "OK" on the Options box



8. Click "OK" on the Rules and Alerts box

