

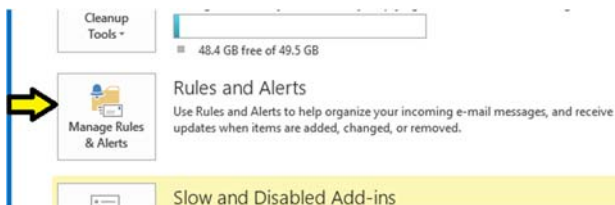
Exporting Rules in Outlook 2013

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

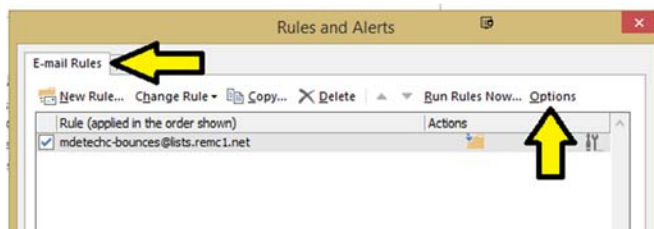
1. Open Outlook 2013
2. Click on “File” in the upper left corner



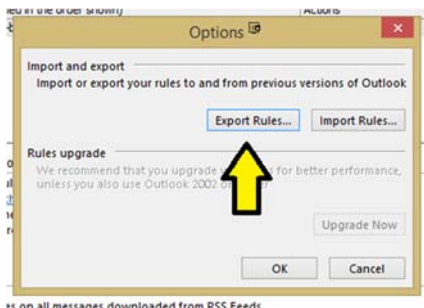
3. Click on “Manage Rules & Alerts”



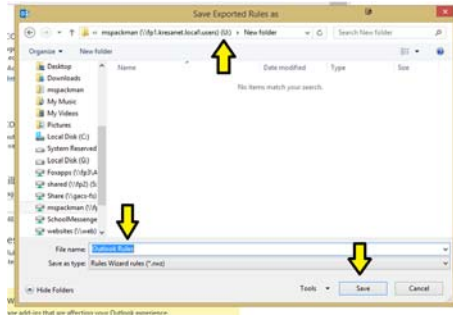
4. The “Rules and Alerts” windows opens. Make sure the “E-mail Rules” tab is selected.
5. Click on “Options”



6. Click on “Export Rules”



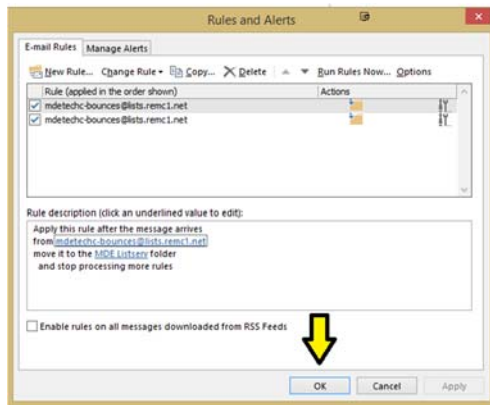
7. Name the file "Outlook Rules" and "Save" it on your U: Drive



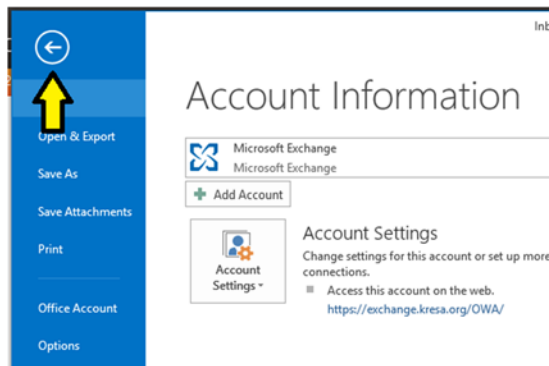
8. Click "OK" on the Options box



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



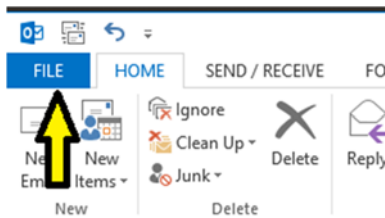
10. Click the Back Arrow to get back to your Outlook Email



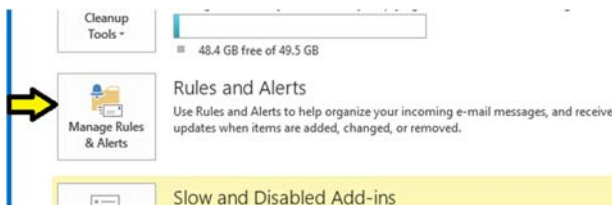
Importing Rules in Outlook 2013 after the Upgrade to Office365

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

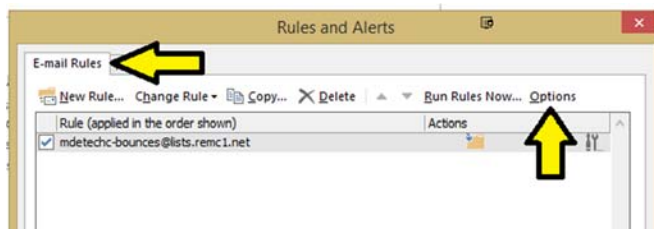
1. Open Outlook 2013
2. Click on “File” in the upper left corner



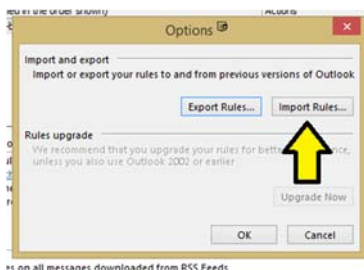
3. Click on “Manage Rules & Alerts”



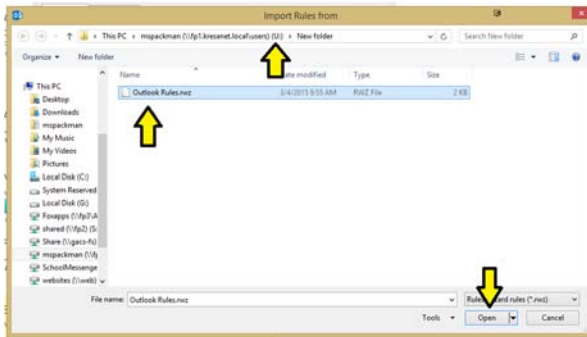
4. The “Rules and Alerts” windows opens. Make sure the “E-mail Rules” tab is selected.
5. Click on “Options”



6. Click on “Import Rules”



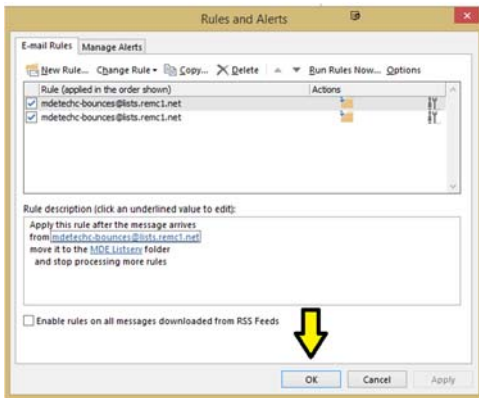
7. Select the file "Outlook Rules" that you saved on your U: Drive and click "Open"



8. Click "OK" on the Options box



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



10. Click the Back Arrow to get back to your Outlook Email

