## **Exporting Outlook Rules**

This document is only valid for Outlook 2019 Users.



• Click on Manage Rules and Alerts button from File tab.

• First click on **Options**, and then **Export Rules** in pop-up window.

Rules and Alert	S	×
E-mail Rules M	anage Alerts	
Apply changes t	to this folder: Inbox	$\checkmark$
E <u>N</u> ew Rule	C <u>h</u> ange Rule 🔻 🖹 <u>C</u> opy 🗙 <u>D</u> elete 🔺 💌	Run Rules Now Options
Rule (applie	ed in the order shown)	Actions
	Options	×
	Import and export Import or export your rules to and from previou	us versions of Outlook
Rule description	Rules upgrade We recommend that you upgrade your rules for unless you also use Outlook 2002 or earlier	better performance,
		Upgrade Now
Enable rules	ОК	Cancel
		OK Cancel Apply

• Specify the directory to export and then, give a name to your rule file and click on **Save** button.

Save Exported Rules a	às		×
$\leftarrow \rightarrow \checkmark \uparrow$	늘 « Local > Microsoft > Outlook	✓ G Search Outlook	Q
Organize   New for	older	≣ ▪	?
🕨 Videos 🔹 🖈	Name	Date modified Type	
CEVIRI	늘 gliding	12/3/2020 1:41 PM File folder	
Moodle	RoamCache	12/3/2020 4:25 PM File folder	
Screenshots			
2023.10.31			
File name: U	ntitled.rwz		~
Save as type: Ru	les Wizard rules (*.rwz)		~
∧ Hide Folders		Tools   Save Cane	cel

• Then, you can close windows.

Rules and Alerts	S	$\times$
E-mail Rules Ma	anage Alerts	
Apply changes to	to this folder: Inbox	~
E New Rule	C <u>h</u> ange Rule 🔻 🖹 Copy 🗙 Delete 🛛 🗢 💌 <u>R</u> un Rules Now Options	
Rule (applie	ed in the order shown) Actions	
	Options X	
	Import and export Import or export your rules to and from previous versions of Outlook	
	Export Rules Import Rules	•
Rule descriptior	Rules upgrade           We recommend that you upgrade your rules for better performance, unless you also use Outlook 2002 or earlier	
	Upgrade Now	
Enable rules	OK Cancel	
	OK Cancel Appl	у

- After exporting your rules as described above, you can complete the transition of your account to bogazici.edu.tr by using "Editing Outlook IMAP/POP settings" BUMAIL user guide at our website.
- After completing the required configuration, import your rules by following the steps below.

## **Import Outlook Rules**

• Click on Manage Rules and Alerts button from File tab.



• First click on **Options**, and then click on **Import Rules** in pop-up window.

Rules and Alerts	×
E-mail Rules Manage Alerts	
Apply changes to this folder: Inbox	$\checkmark$
🖅 New Rule Change Rule 🔻 🖹 Copy 🗙 Delete 🖌	<u>R</u> un Rules Now <u>Options</u>
Rule (applied in the order shown)	Actions
Options	×
Import and export Import or export your rules to and from p	previous versions of Outlook
Export F	Rules   Import Rules
Rule description We recommend that you upgrade your ru unless you also use Outlook 2002 or earlin	les for better performance, er
	Upgrade Now
Enable rules	OK Cancel
	OK Cancel Apply

• In the next step, select the rule file you previously exported and click on **Open** button

Import Rules from				×
$\leftarrow \rightarrow \checkmark \uparrow$	AppData → Local → Microsoft → Outlook	∽ C Sea	arch Outlook	م
Organize   New folder			≣ • □	?
🕑 Music 🔹 🖈	Name	Date modified	Type Si	ze
🔰 Videos 🔹 🖈	gliding	12/3/2020 1:41 PM	File folder	
CEVIRI	RoamCache	12/3/2020 4:25 PM	File folder	
Moodle	e testrules.rwz	10/31/2023 8:43 PM	RWZ File	1
Screenshots				
2023.10.31				
> 📮 This PC				
> 📬 Network				
File name:	testrules.rwz	~ Ru	iles Wizard rules (*.rwz)	~
		Tools 🔻	Open Cancel	

• Afterwards, click on **Ok** button **and** then **Apply** button

Rules and Alerts		×
E-mail Rules Manage Alerts		
Apply changes to this folder: Inbox		$\sim$
Image: New Rule       Change Rule ▼ Image: Change: Change Rule ↑ Image: Change Rule ↑ Image: Change Rule ↑ Image	r X Delete Run Rules Now Options	
Rules upgrade We recommend that y unless you also use O	Export Rules Import Rules you upgrade your rules for better performance, putlook 2002 or earlier	
Apply this rule a from <u>BiM Web I</u> move it to the <u>w</u> and stop proc	Upgrade Now OK Cancel	
Enable rules on all messages download	ded from RSS Feeds	2
	OK Cancel	Apply

• To set up your rules properly, first select the rule (1) and then click on the target folder name (2) pointed by the specified rule.

Rules and Alerts	×
E-mail Rules Manage Alerts	
Apply changes to this folder: Inbox	$\sim$
📄 New Rule Change Rule 🔻 🖹 Copy 🗙 Delete 🔺 💌 Rules Now Options	
Rule (applied in the order shown) Actions	τΨ
	÷ I
	-
Rule description (click an underlined value to edit):	
Apply this rule after the message arrives from Rind Web Riving	
move it to the web folder	
and stop processing more rules	
Enable rules on all messages downloaded from RSS Feeds	
OK Cancel	Apply

• On the next window, select the related rule folder and click on **OK** button

Rules and Alerts		×
E-mail Rules Manag	ge Alerts	
Apply changes to thi	is folder: Inbox ad.soyad@bogazici.edu.tr	~
E New Rule C	Rules and Alerts × ti	ions
Rule (applied ir BİM Web Birimi Rule description (cli Apply this rule afti from BiM Web Bir move it to the wel and stop proces Enable rules on a	Choose a folder: Choose a f	<u>IY</u>
	OK Cancel	Apply

- $\times$ Rules and Alerts E-mail Rules Manage Alerts Apply changes to this folder: Inbox ad.soyad@bogazici.edu.tr  $\sim$ 💼 New Rule... Change Rule 🔻 🖹 Copy... 🗙 Delete 🛛 🔹 🦉 Run Rules Now... Options Rule (applied in the order shown) Actions . < sysadmin@boun.edu.tr 👖 3 BİM Web Birimi 14 Rule description (click an underlined value to edit): Apply this rule after the message arrives from <u>sysadmin@boun.edu.tr</u> move it to the <u>Sistem</u>folder 2 and stop processing more rules Enable rules on all messages downloaded from RSS Feeds οк Cancel Apply
- Do that for all rules in order.



• After completing this process, click on Apply button. So, the process of importing of your rules is now successfully completed.