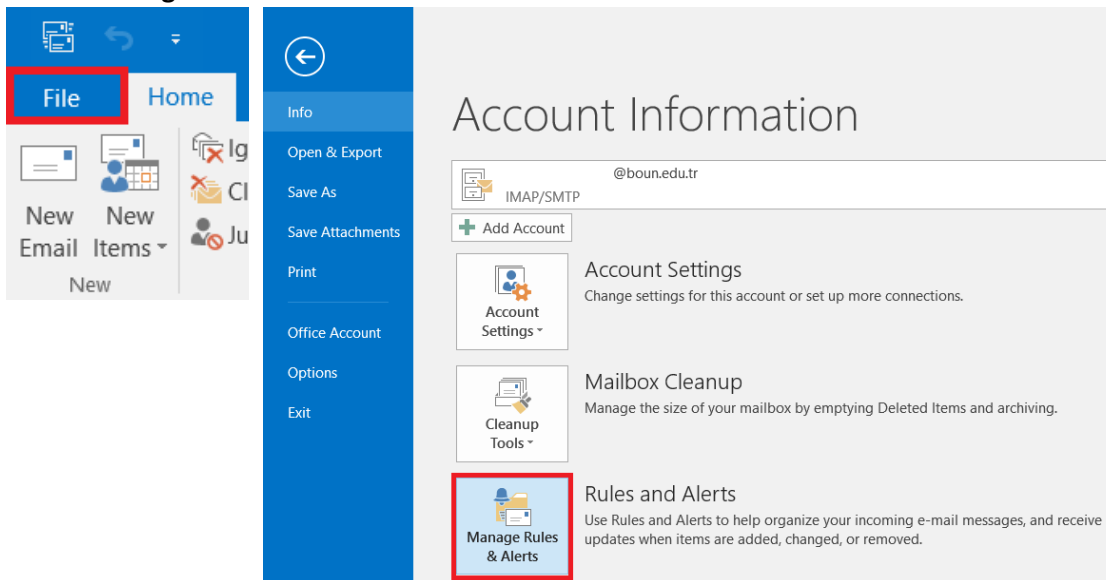


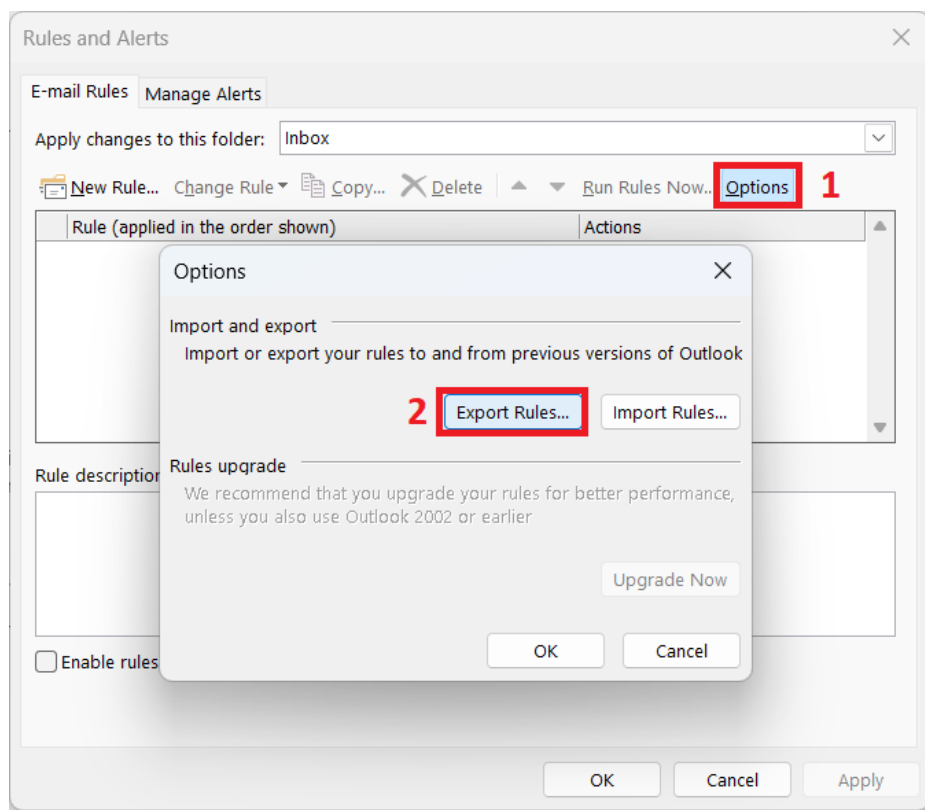
# Exporting Outlook Rules

This document is only valid for Outlook 2019 Users.

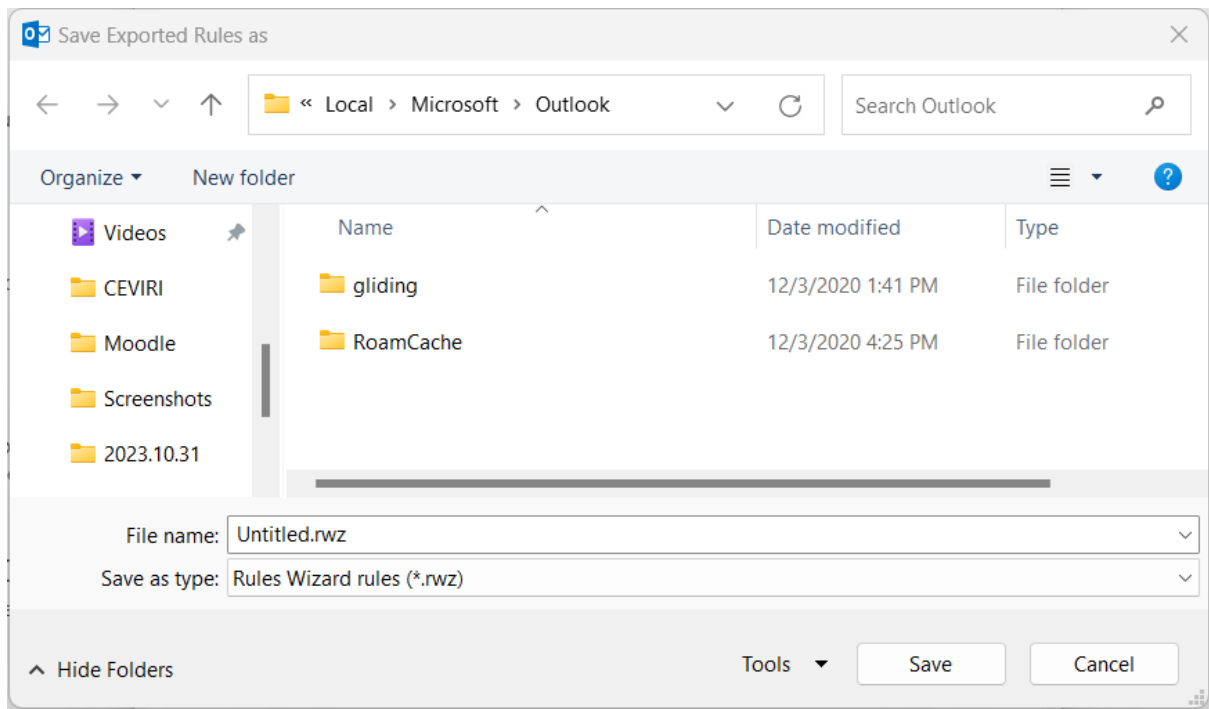
- Click on **Manage Rules and Alerts** button from **File** tab.



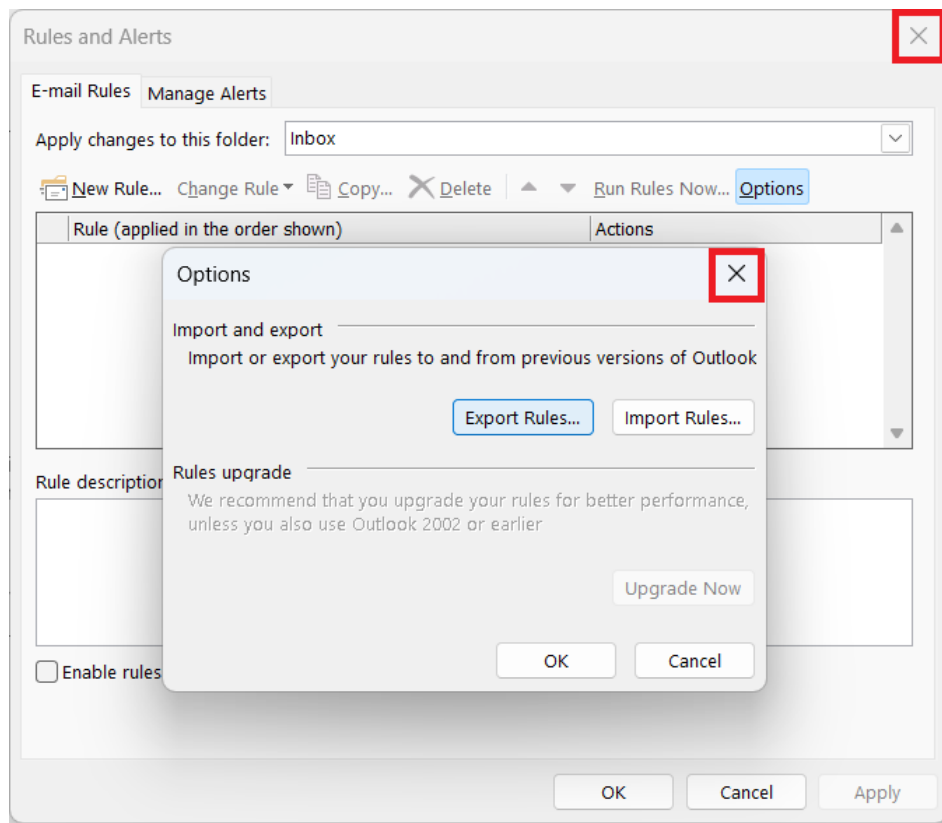
- First click on **Options**, and then **Export Rules** in pop-up window.



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



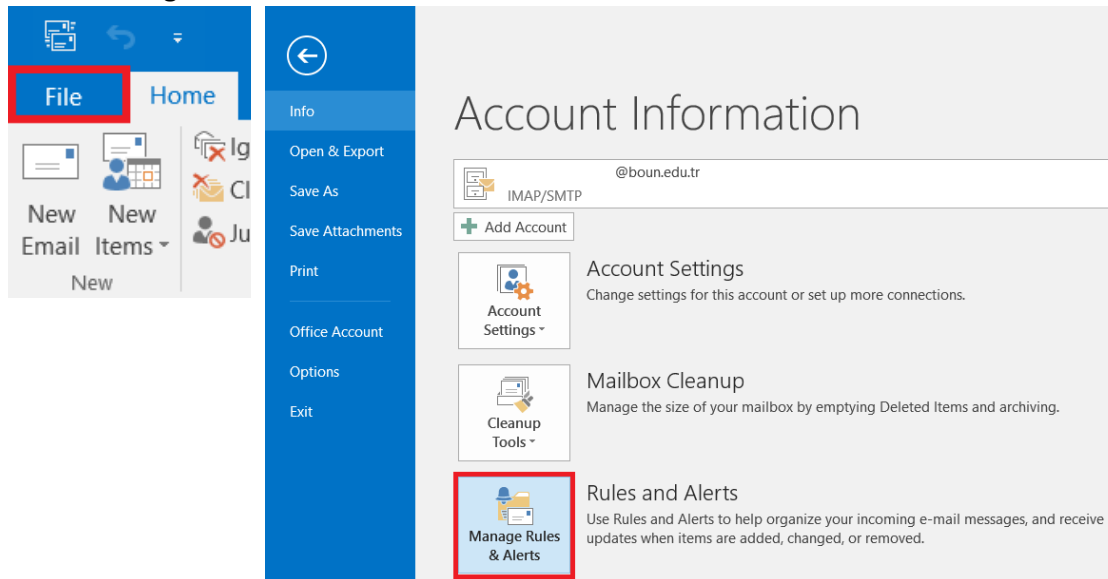
- Then, you can close windows.



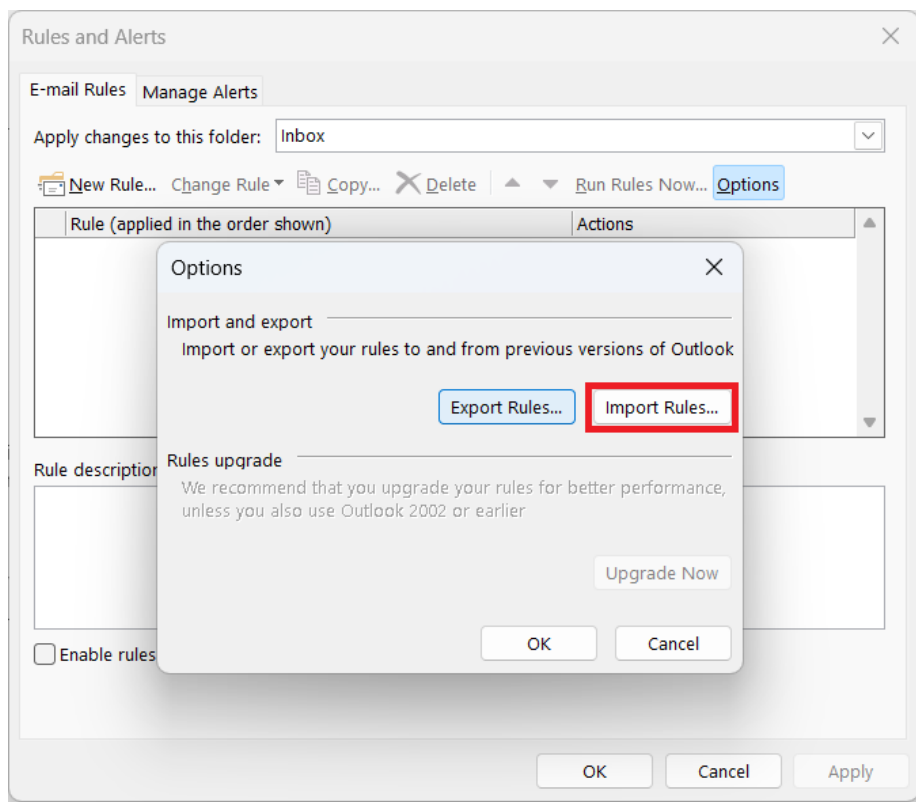
- After exporting your rules as described above, you can complete the transition of your account to bogazici.edu.tr by using "Editing Outlook IMAP/POP settings" BUMAIL user guide at our website.
- After completing the required configuration, import your rules by following the steps below.

## Import Outlook Rules

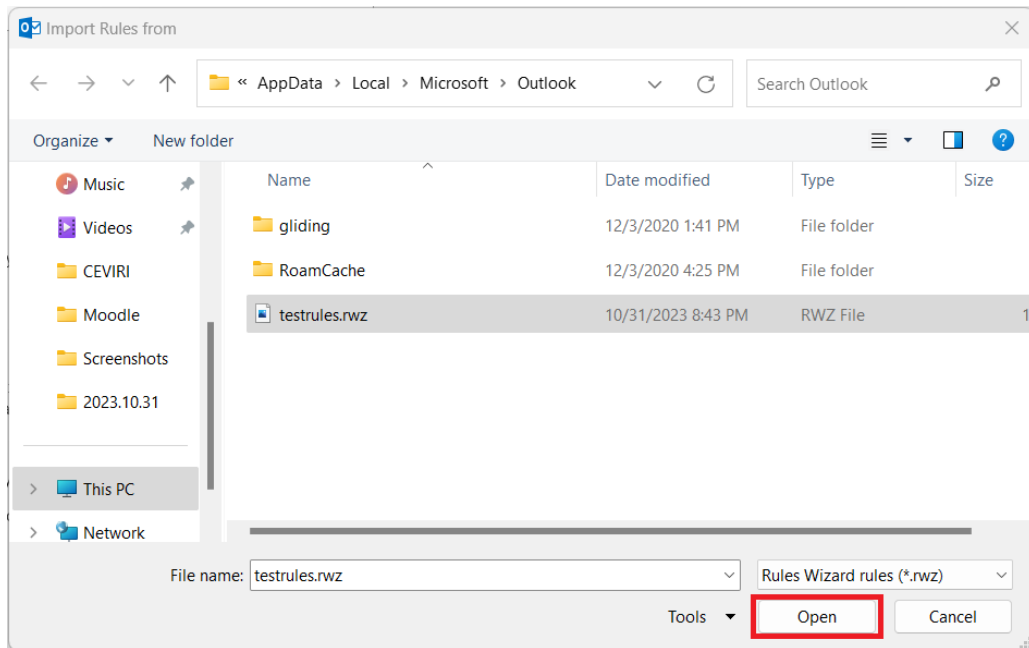
- Click on **Manage Rules and Alerts** button from **File** tab.



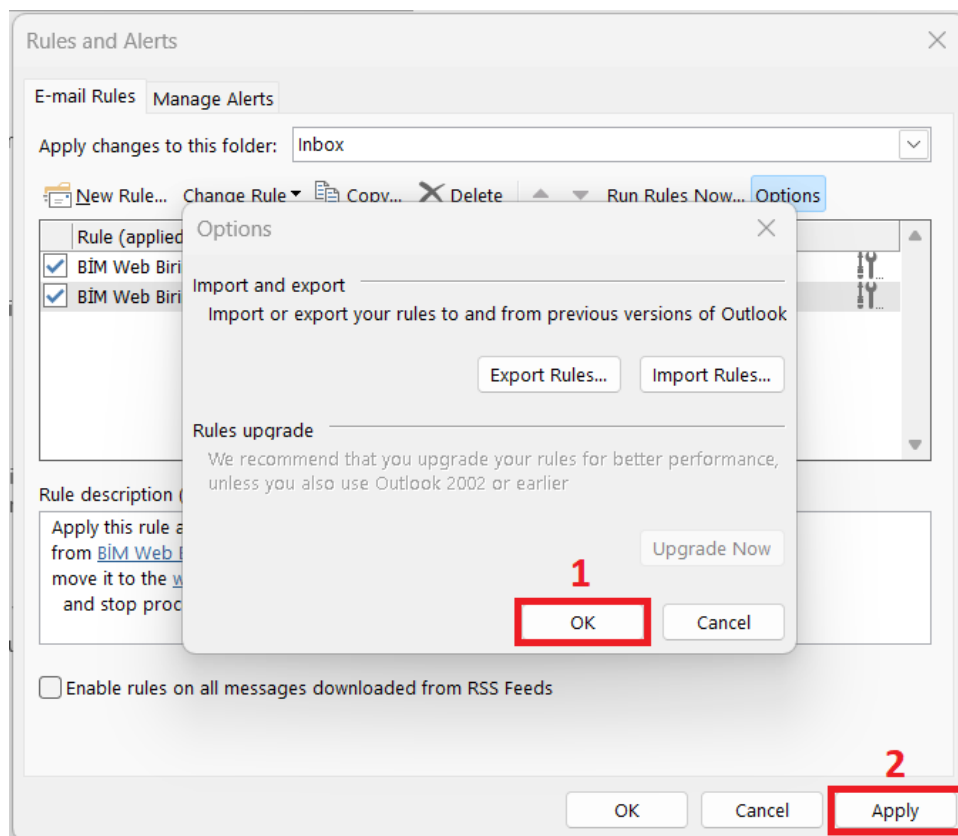
- First click on **Options**, and then click on **Import Rules** in pop-up window.



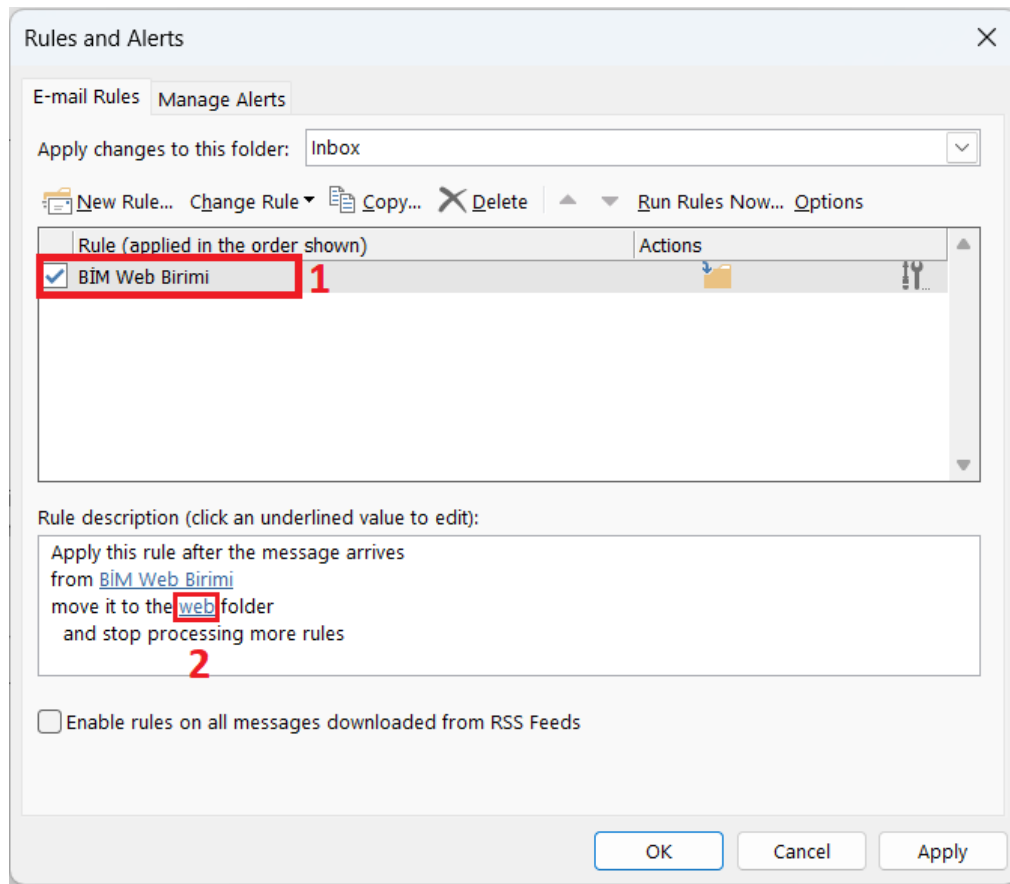
- In the next step, select the rule file you previously exported and click on **Open** button



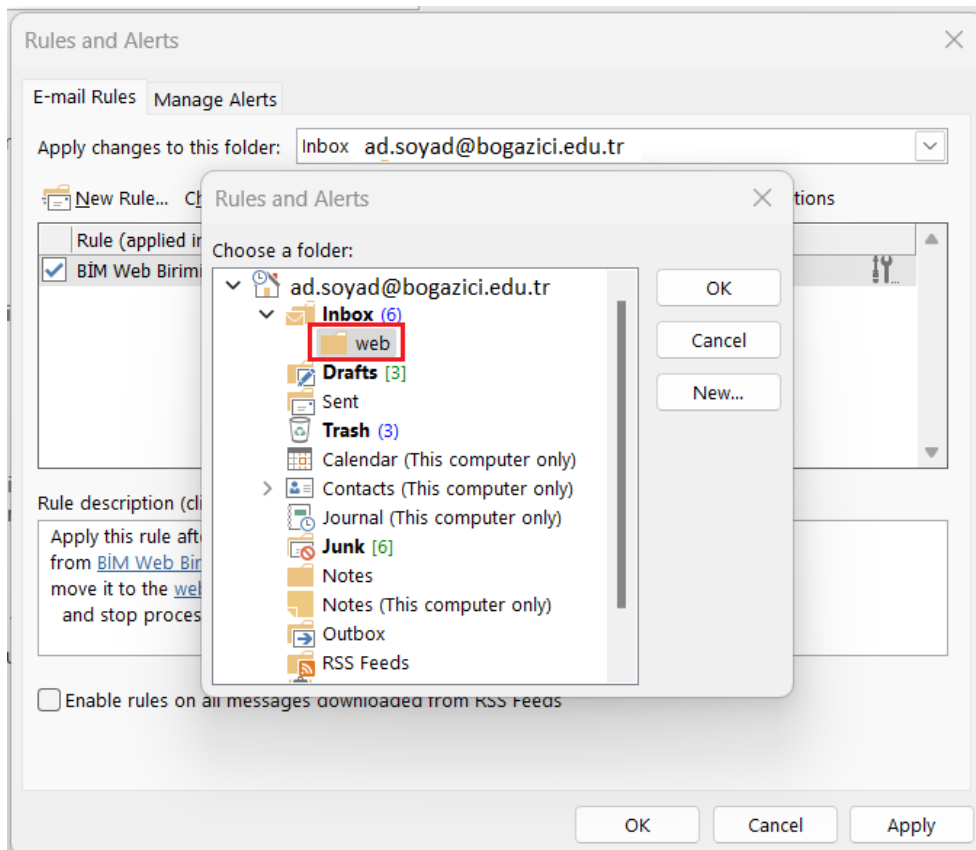
- Afterwards, click on **Ok** button and then **Apply** button



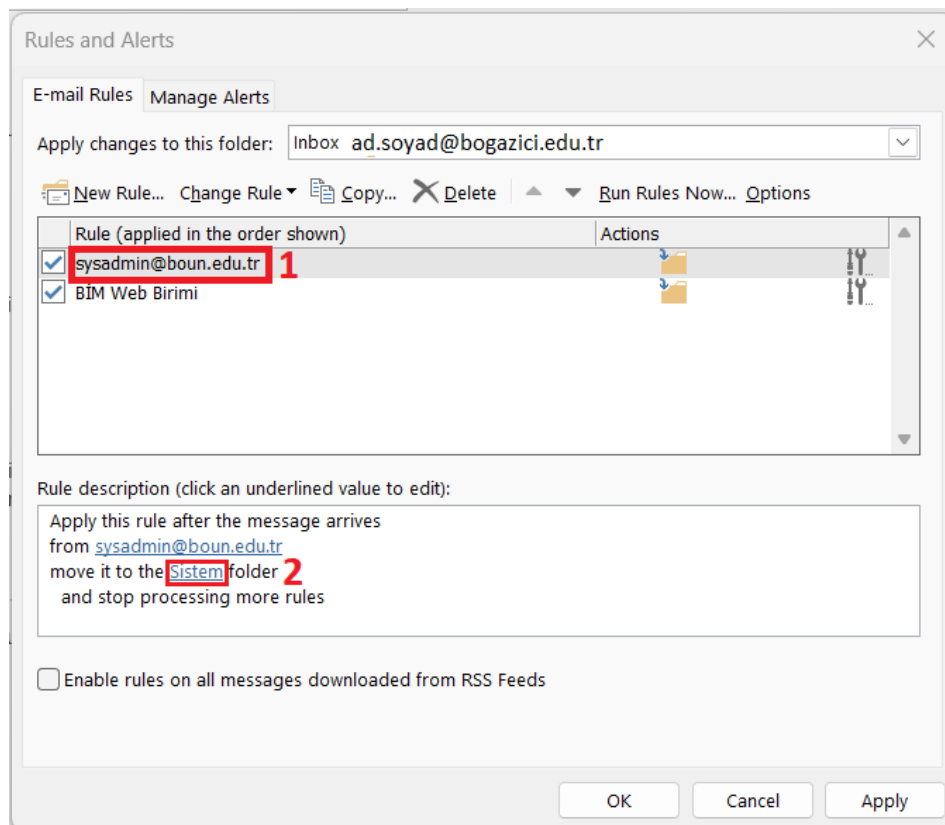
- To set up your rules properly, first select the rule (1) and then click on the target folder name (2) pointed by the specified rule.

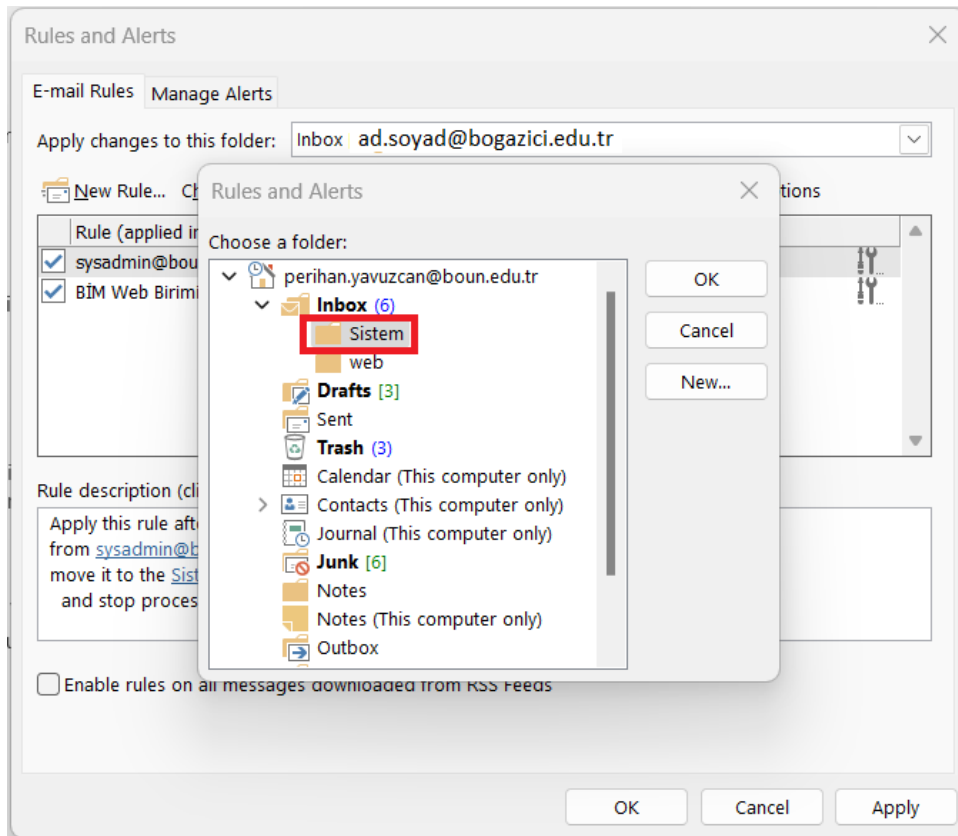


- On the next window, select the related rule folder and click on **OK** button



- 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.