

Importing Outlook 2007 Rules into Exchange

This document assumes that you have extracted Email processing rules from Outlook 2007 using the "Extracting Outlook 2007 Rules" tutorial in preparation to importing them to your NJCU Exchange Email account.

Open Outlook after you have been migrated to Exchange. On the Outlook toolbar...



Figure 1. Section of Outlook 2007 toolbar

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Rules Manage Alerts	Step 3	
yew Rule Change Rule + 🛯 Copy	X Delete & & Bun Rules Now Optio	ns.
Rule (applied in the order shown)	Actions	~
Select the "New	Rule" button to make a rule.	
		Step 3: Click on ontio
escription (click an underlined value to ed	it):	<u>otep o.</u> oner on opre
able rules on all RSS Feeds		
able rules on all RSS Feeds		

Figure 2. Outlook Rules and Alerts dialog box

tions	? 🗙	
Import and export Import or export your rules to and from previous of Outlook Export Rules Import Rules upgrade We recommend that you upge de your rules f performance, unless you are use a previous Outlook. Upgra Step 4	rus versions Rules or better rersion of de Now	Step 4: Click on import rules.

Figure 3. Outlook Rules and Alerts Options dialog box

Import Rules fr	om	2 🛛	
Look in: My Recent Documents	Desktop Step 6 My Documents My Computer	 O D X O D X 	<u>Step 5:</u> Click on "Desktop" in the navigation pane.
Desktop	My Network Places		<u>Step 6:</u> Verify "Desktop" is in the Look in: input box.
My Network	Step 5		Step 7: Choose the exported rules file (e.g. oldrules) and verify it has appeared in the File name: input box.
	Step 7		<u>Step 8:</u> Click the Open button
	Files of type: Rules Wizard rules (*.rwz)	~	
Tools •	Step 8	Qpen Cancel	

Figure 4. Rules and Alerts Import Rules dialog window

💁 New Rule Change Rule 🗸 🐚 Copy 🕻	🕻 Delete 🛛 🔹 🔮 Run Rules Now Opti	otions
Rule (applied in the order shown)	Actions	(A)
List of rules redacted	Step 10	Step 10: Verify your rules have been imported by looking in the Rule (applied the order shown below) box. Step 11: After verifying your rules have
ule description (click an underlined value to edit):		been imported properly click the ok button.
Apply this rule after the message arrives assigned to any category clear message's categories		You have now successfully imported your rules. You will need to re-create your fold structure for these rules to work correct
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Figure 5. Rule and Alerts dialog window

A final note regarding importing rules:

All rules that *move* a message to a different folder will have to be edited. The target folder will have to be re-created in the online store (OST) or the message re-pointed to the local personal store (PST) folder.