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…
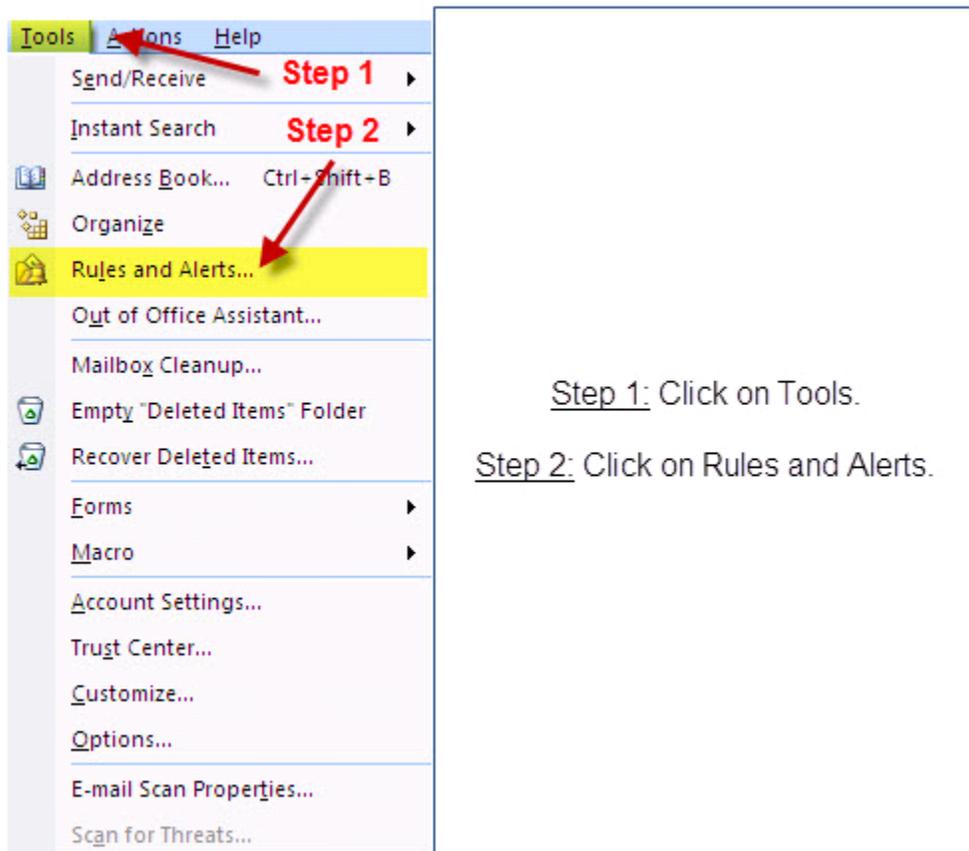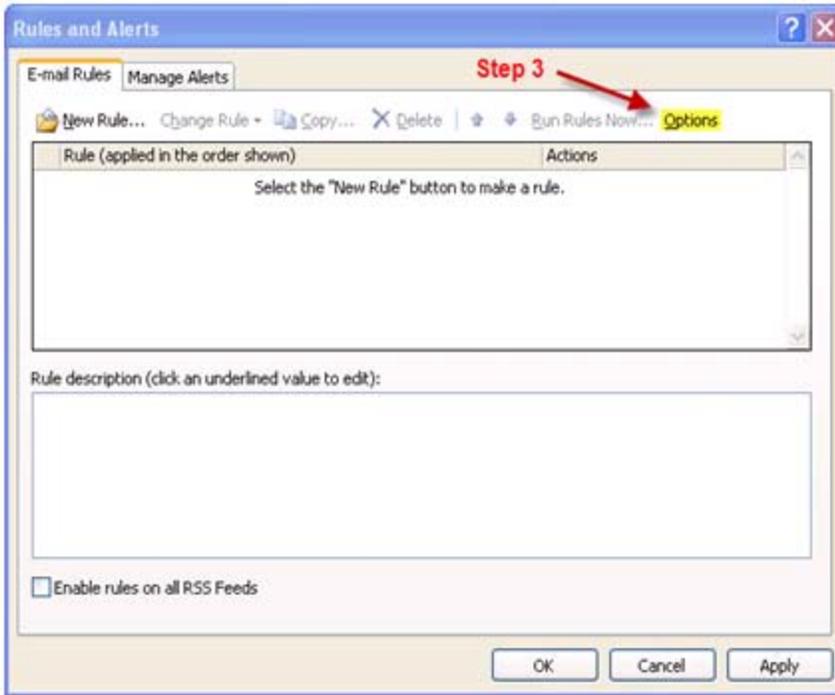
Figure 2. Outlook Rules and Alerts dialog box
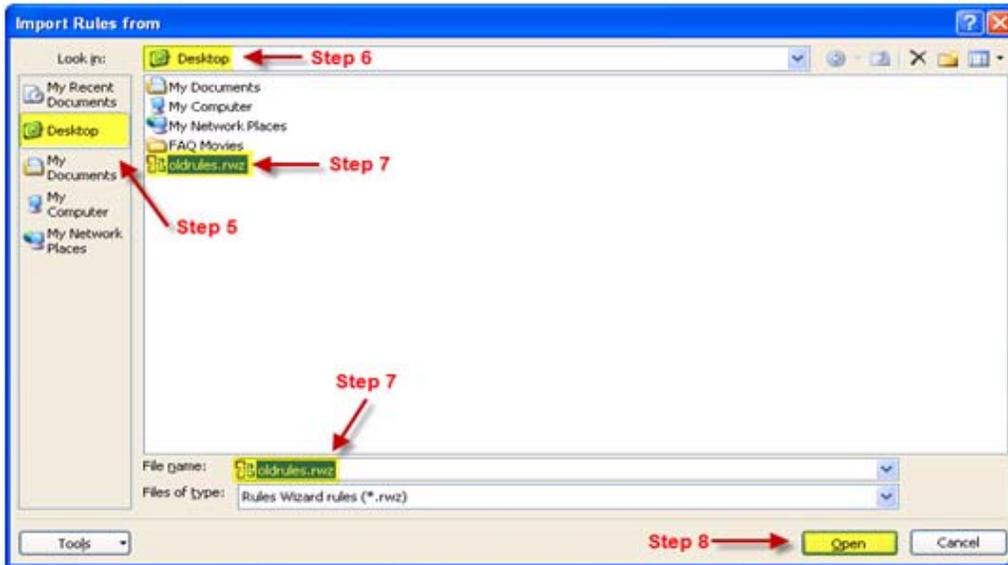

Figure 3. Outlook Rules and Alerts Options dialog box

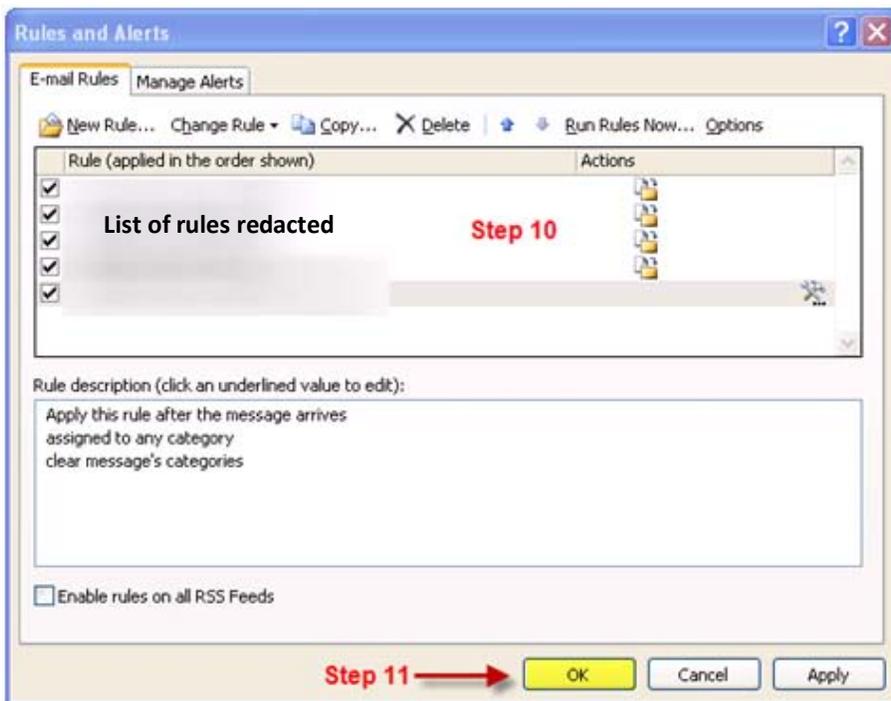**Figure 4. Rules and Alerts Import Rules dialog window**

Step 5: Click on "Desktop" in the navigation pane.

Step 6: Verify "Desktop" is in the Look in: input box.

Step 7: Choose the exported rules file (e.g. oldrules) and verify it has appeared in the File name: input box.

Step 8: Click the Open button

Figure 5. Rule and Alerts dialog window

Step 10: Verify your rules have been imported by looking in the Rule (applied in the order shown below) box.

Step 11: After verifying your rules have been imported properly click the ok button.

You have now successfully imported your rules. You will need to re-create your folder structure for these rules to work correctly.

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.**