How to Move Your Outlook Rules After Email Migration

Purposes:

After migration, your new Outlook profile will open automatically. If you want to use the rules from your old Outlook profile, follow these simple steps carefully.
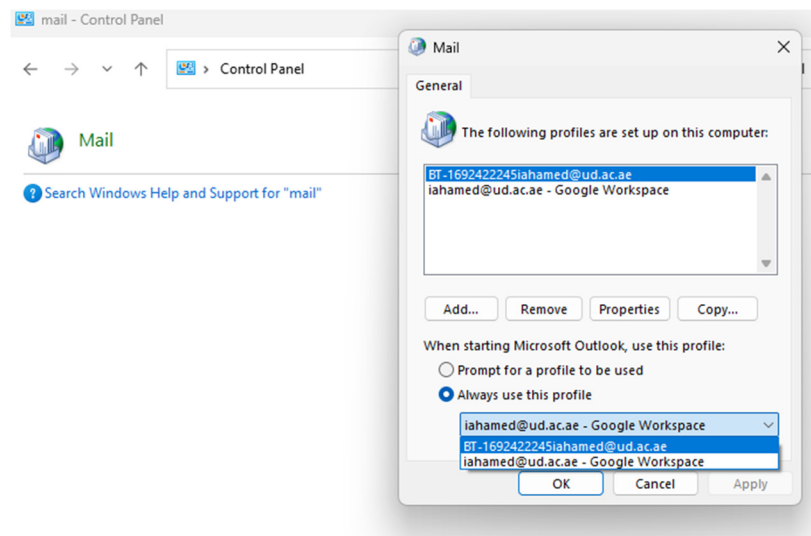
Part 1: Export Outlook Rules

Steps:

1. **Close Outlook**
    *   Make sure Outlook is completely closed before starting.

2. **Open Your Old Profile**
    *   Click the Start button on your screen. Type Control Panel.
    *   In the Control Panel, type Mail in the search box and click Mail (Microsoft Outlook) from the results
    *   In the Mail Setup window, click Show Profiles…
    *   Under Always use this profile, select your old Outlook profile (the one you used before migration).

*   Click Apply and then OK.

3. Open Outlook Using the Old Profile

- Launch Microsoft Outlook on your computer. Go to Rules & Alerts
- Click on the File tab → Info → Manage Rules & Alerts.
- Open the Rules and Alerts window. A window opens showing all your existing rules.
- Click on Options, In the top-right corner of the Rules and Alerts dialog box, click Options.
- Export Rules, Click Export Rules.
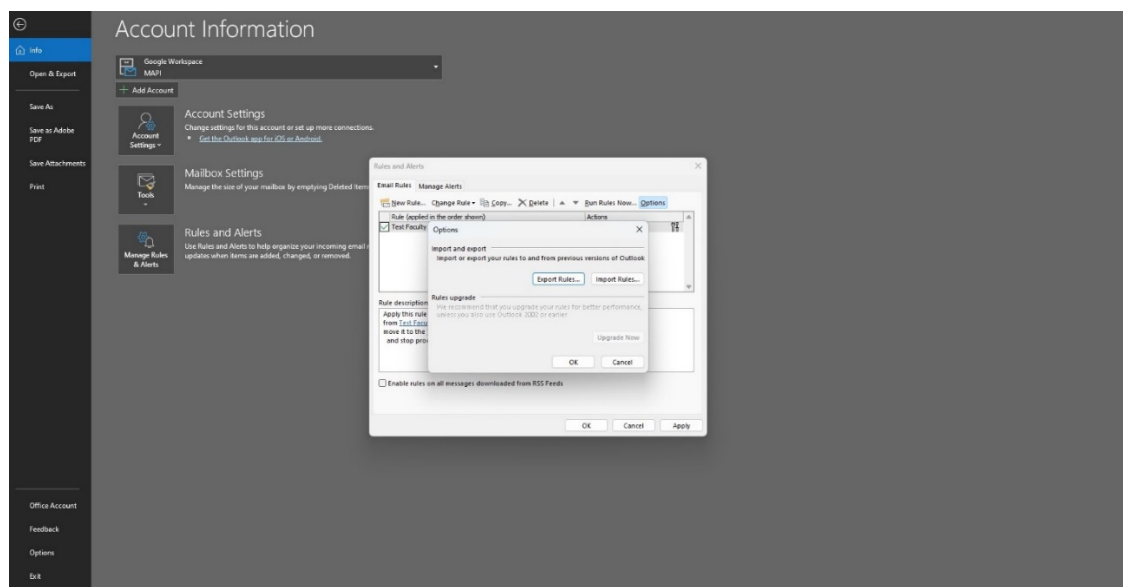
- Choose Save Location, Select a folder (e.g., Desktop or Documents).
- Give a file name (e.g., OutlookRulesBackup). Click Save.

☑File Created:
You'll now have a file named OutlookRulesBackup.rwz

Part 2: Import Outlook Rules

4. Switch to the New Profile

- Close Outlook.
- Click the Start button → Control Panel → Mail (Microsoft Outlook).
- Click Show Profiles. Under Always use this profile, select your new Outlook profile (the one created after migration).
- Click Apply and then OK. (Follow the same steps shown in the above Step 2 screenshots to switch the profile)

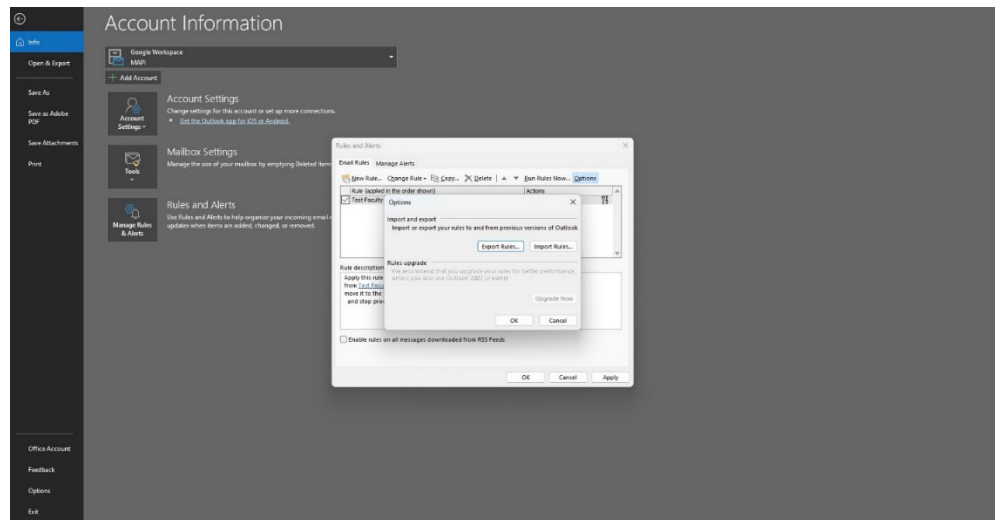**For any assistance, please contact IT HelpDesk:**

📞 Tel: 04 55 66 888   ✉ ithelpdesk@ud.ac.ae

5. Open Outlook Using the New Profile

- Open Outlook. Launch Microsoft Outlook on the destination computer/profile.
- Go to Rules & Alerts. Click File → Info → Manage Rules & Alerts.
- Open the Options menu
- Click Options. Import Rules
- Click Import Rules.

- Browse for your OutlookRulesBackup.rwz file. Locate your exported file (OutlookRulesBackup.rwz).
- Click Open. The rules will be imported into Outlook.
- Verify and Update Folders/Accounts
- Review imported rules — sometimes folder paths or mailboxes may need updating.
- Edit any rules with missing folders or conditions.