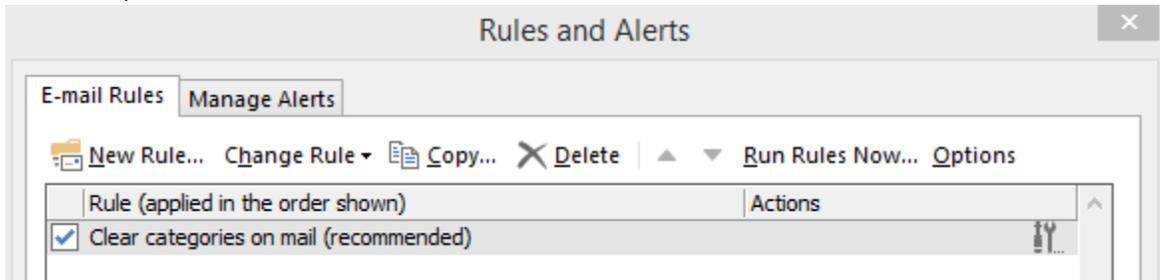
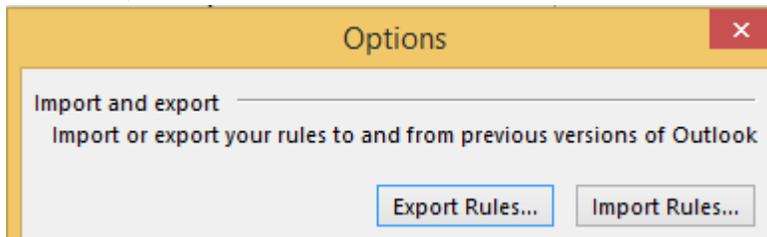


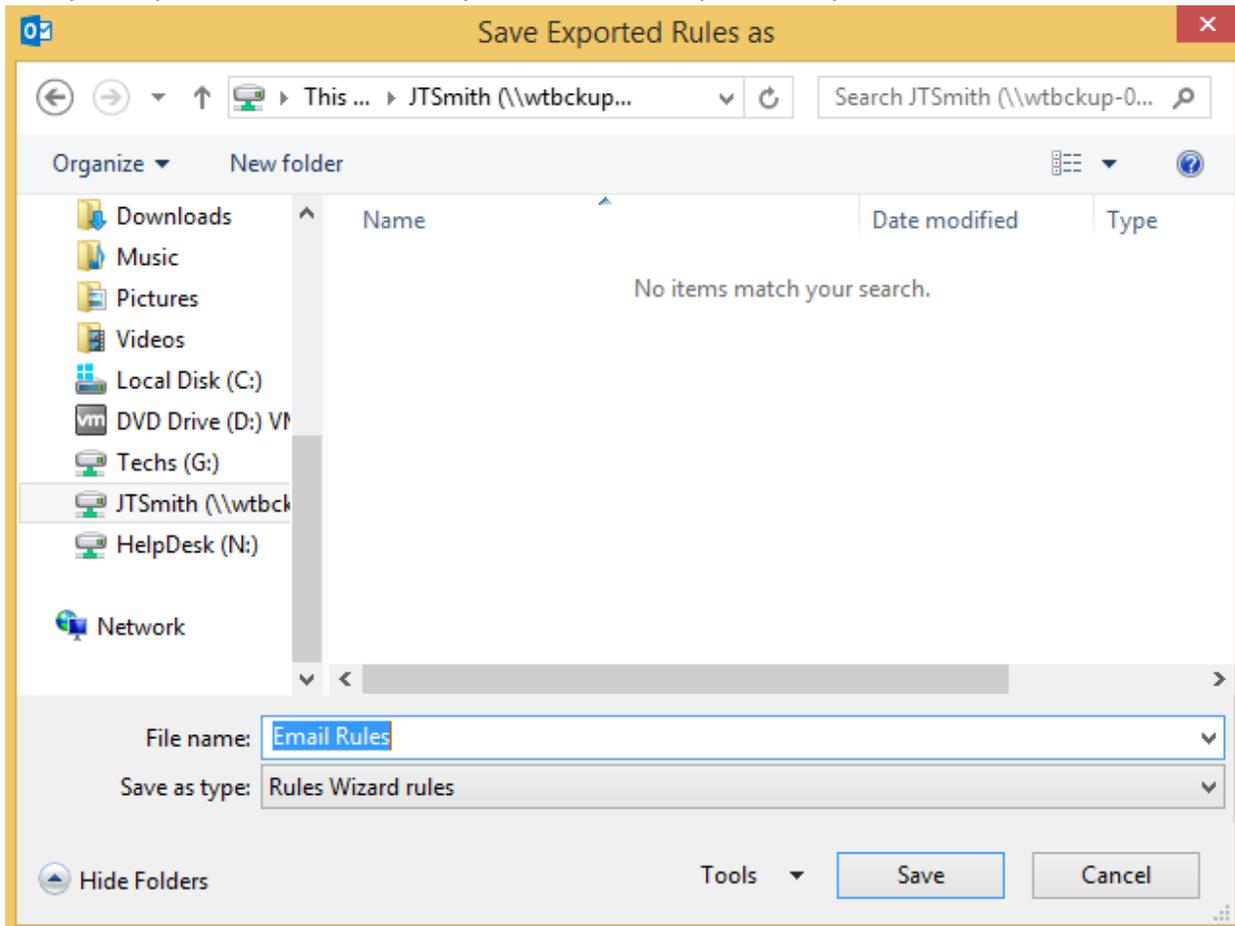
1. Click on the Rules button on the Outlook toolbar.
2. Click Manage Rules & Alerts
3. Click on Options



4. Click on Export Rules



5. Save your exported rules to a location you will remember, preferably your H drive



6. After your mailbox has been migrated to Office 365, click on import rules and migrate to the location where you saved your rules. Select the file with name you gave to the exported rules and click Open to have your old rules imported to Office 365. After importing, delete any rules that may be duplicate or are marked disabled.