

**You need to export your Outlook Desktop Client rules prior to the move to MB5 email. Then you will need to import them into MB5 Outlook Desktop Client. Follow the instructions below to export your rules.**

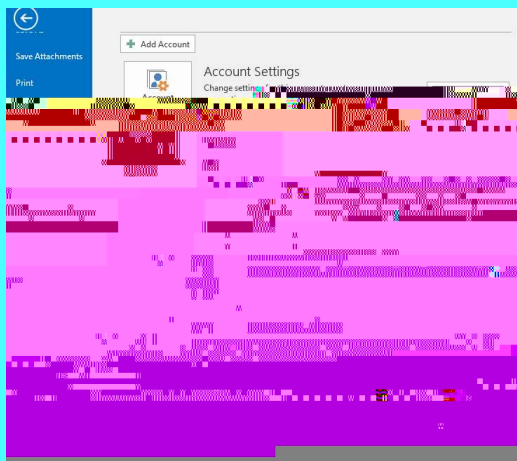
**When you import rules to an Outlook account, they are added to the end of the existing list of rules in the i** **endyi**

**5** Select the folder where you want to save the rules file, and then in the

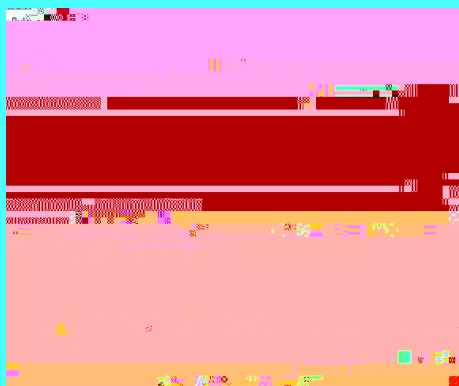
### 1 Click the File tab



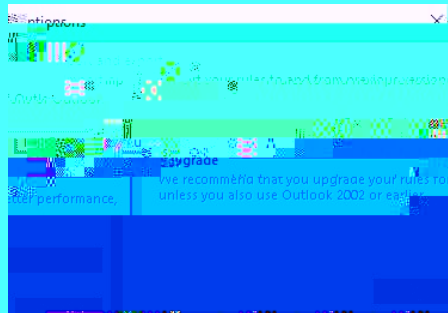
### 2 Click Manage Rules & Alerts



### 3 Click Options



### 4 Click Import Rules



### 5 Select the Export file you previously saved, and Click Open to import the rules



If you want to import a file that contains rules other than those in the Rules and Alerts Wizard, such as rules that are compatible with previous versions of Microsoft Outlook, see <https://support.microsoft.com/en-us/office/import-or-export-a-set-of-rules-f54b1b240c0436-925e61fa14ee195>