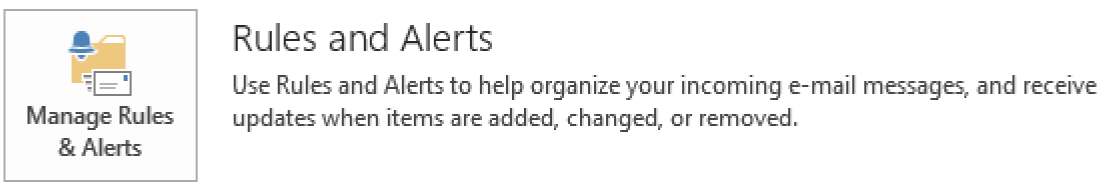
How to identify client-side Outlook rules and email signatures

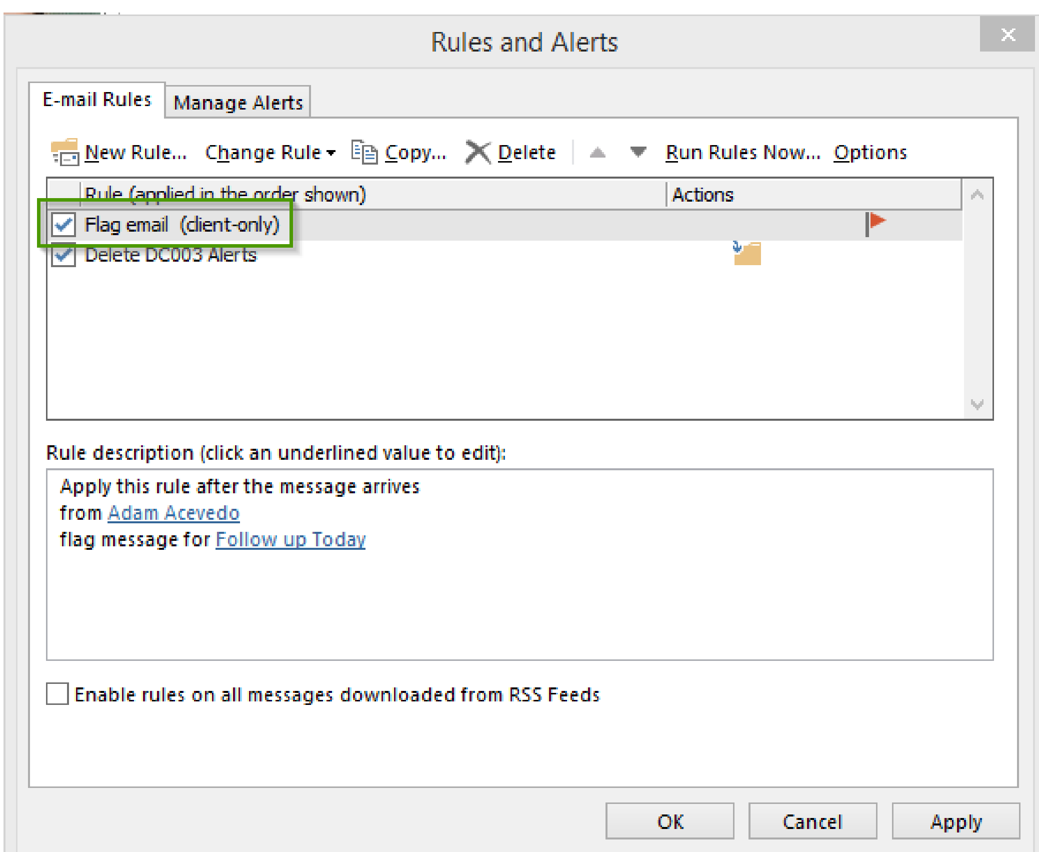
Objective
This document provide instructions on how to identify client-side Outlook rules and email signatures as both these items wll NOT be migrated to Office 365. As such, these will need to be manually recreated once your mailbox is moved to Office 365. Please note the screenshots in this document reference Outlook 2013 but apply equally to Outlook 2007 and Outlook 2010.

Part 1 – Identifying client-side Outlook rules
Client-side Outlook rules are those which will only be processed when Outlook is open. This is because the rule contains an action or condition/exception that can only be performed by Outlook (as opposed to a server-side rule which is processed by an Exchange mail server). Examples of client-side Outlook rules includes moving messages to a local PST file, adding a category or a flag.

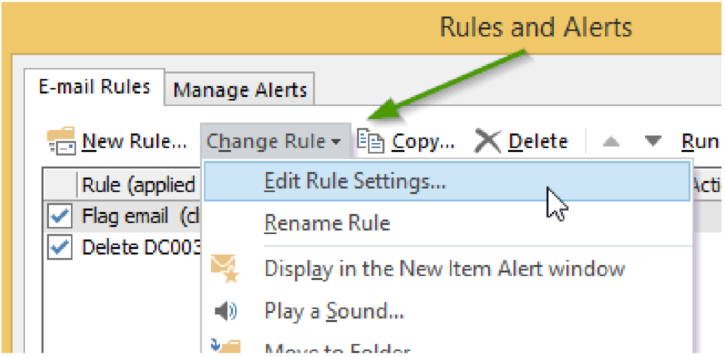
1. Open Outlook.
2. On the **File** menu choose **Manage Rules and Alerts**.



3. Client-side rules will have **(client-only)** specified after the rule name.



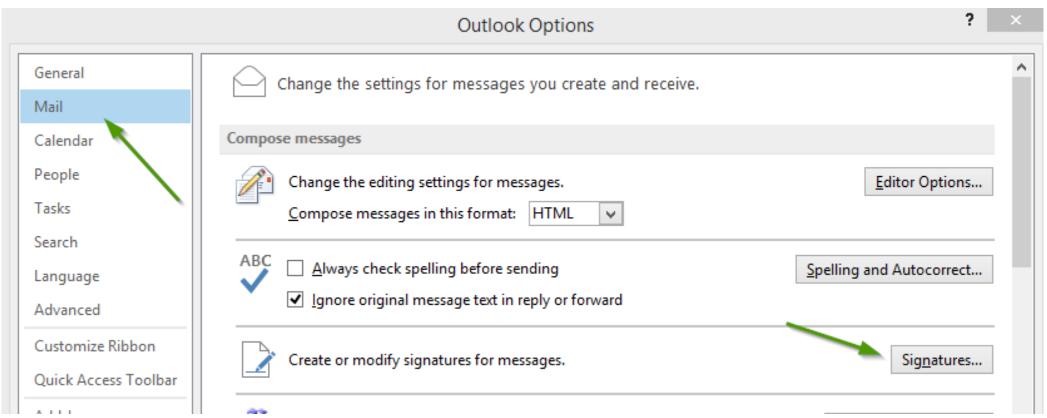
4. Highlight the rule(s) and choose **Change Rule → Edit Rule Settings…**



5. Make a note of the rule settings as these will need to manually created in your Office 365 mailbox.

Part 2 – Identifying Outlook mail signatures
Mail signatures will not be migrated to Office 365 amd as such will need to be manually recreated.

1. Open Outlook.
2. On the **File** menu choose **Options**, then **Mail** and **Signatures**



3. Make a note of your signatures. If possible, copy and paste your signature(s) to Microsoft Word document for reference so you can easily recreate them later when required.