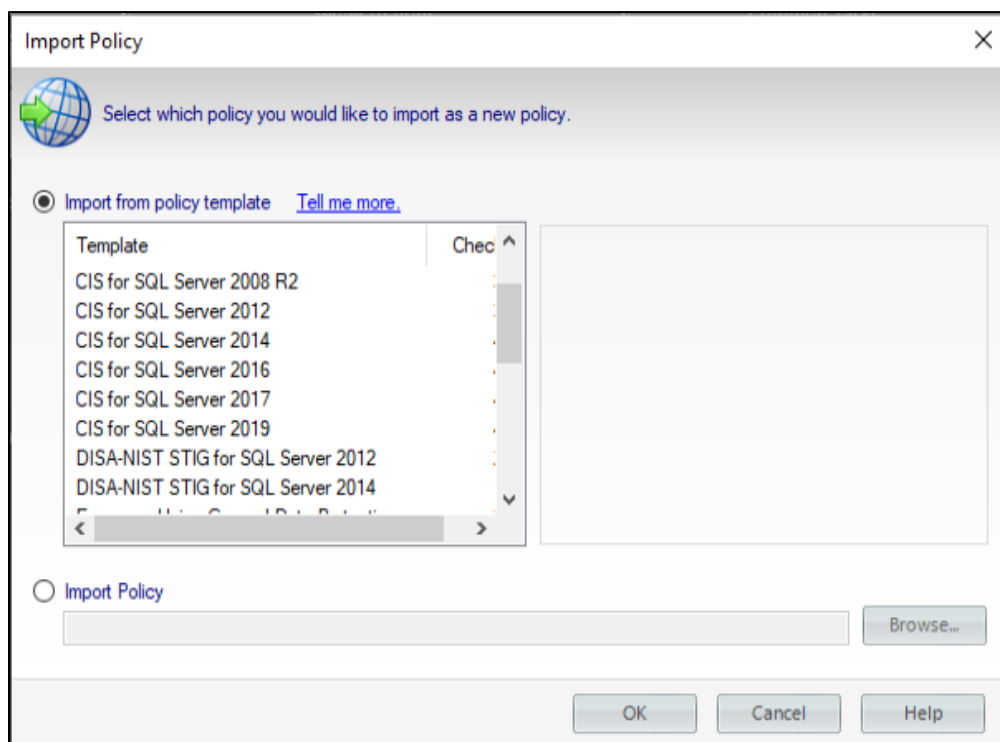# Import policies

The **Import Policy** window allows you to choose to either add a policy template or to import a previously exported policy to the Policy tree. Once the policy is selected, you can configure the policy and select the SQL Server instances to add to the policy.

To import a policy follow these steps:

1. Select **Import Policy** from the **Summary** tab on the **Security Summary** view, or Right-click any section in the **Policies** tree of the **Security Summary** view and select **Import Policy**
2. The **Import Policy** window opens with the following options:
    - **Import from policy template** - Select this option if you want to import from a policy template. Click the template to import, then click **OK**. For more information, see how policy templates can help you achieve your SQL Server security goals.
    - **Import previously exported policy** - Select this option if you want to import a previously exported template. Click **Browse** to locate your policy template, click **Open**, and then **OK**.
3. Once you select the source for importing your policy (from policy template or previously exported policy) follow these steps:
    - In the **Importing Policy Security Checks** window, you can review in the Import column which security checks you want to import. Click **OK**.
    - The **Importing Policy** window opens where you can edit the properties of the policy (name, description), the security checks you want this policy to perform, specific settings for a security check, the SQL Server instances added to the policy, and the Internal Review Notes. For more information about the settings of a policy, go to Add new policy. Take into account that you need to change the name of the selected policy to import a new one. Click **OK**.

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