

Exporting Email Microsoft Outlook for macOS



Exporting Email using Microsoft Outlook on macOS

1. Open Microsoft Outlook, select **Export** (Figure 1).

		∂ €			
Home	Organize	Tools			
	{				Online
Accounts	Out of Public Office Folders	Import Ex	port Sync Status	Sync Errors	Online/Offline
∼ email	@egc.gov.bn				By: Cor

Figure 1: Select Export

2. Select the items you want to export, and then select Continue (Figure 2).

Export	to Archive File (.olm)	
What do you want to export? Items of these types: Mail Calendar Contacts		
O Items in the category:	Forward to AD	\$
	Cancel	Continue

Figure 2: Select items to export

3. Enter the name for the archive file. select its location, and then select Continue (Figure 3).



Figure 3: Enter name and location



4. The dialog box below will appear to indicate that Microsoft Outlook has started exporting your emails (Figure 4). Please allow some time for the process to complete. Select **Continue** once done.

Export to Archive File (.olm)	
Exporting: Outlook for Mac Archive 1.olm	
Exporting mail	
Cancel Continue	

Figure 4: Exporting email indicator

5. Once the files have finished exporting, select Finish (Figure 5).

Export to Archive File (.olm)	
Your data has been exported.	
Export More	Finish

Figure 5: Select Finish

*LIMITATIONS

- Files (emails) cannot be viewed/opened in Microsoft Outlook for macOS. Users can only view the emails by importing the emails back to the mailbox.
- Files (emails) exported using Microsoft Outlook for macOS are <u>not compatible</u> when opened using Microsoft Outlook for Windows/PC. <u>Please convert the files to .pst</u> before importing it to Microsoft Outlook for Windows/PC.
- Exporting using Microsoft Outlook for macOS is not the same feature as Archiving using Microsoft Outlook for Windows. Emails that have been exported will not be automatically deleted from mailbox. Mailbox size will not be reduced.

