Exporting Email

Microsoft Outlook for macOS

Exporting Email using Microsoft Outlook on macOS

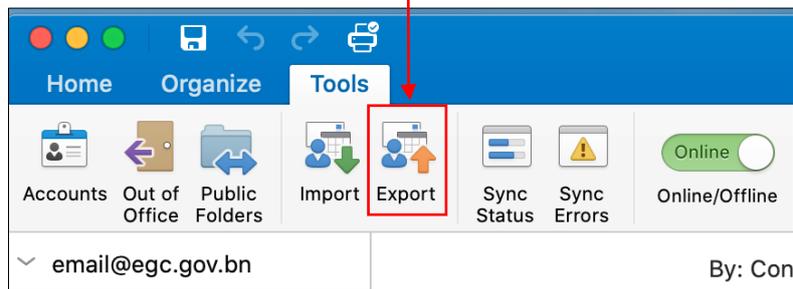1. Open Microsoft Outlook, select **Export** (Figure 1).

Figure 1: Select Export

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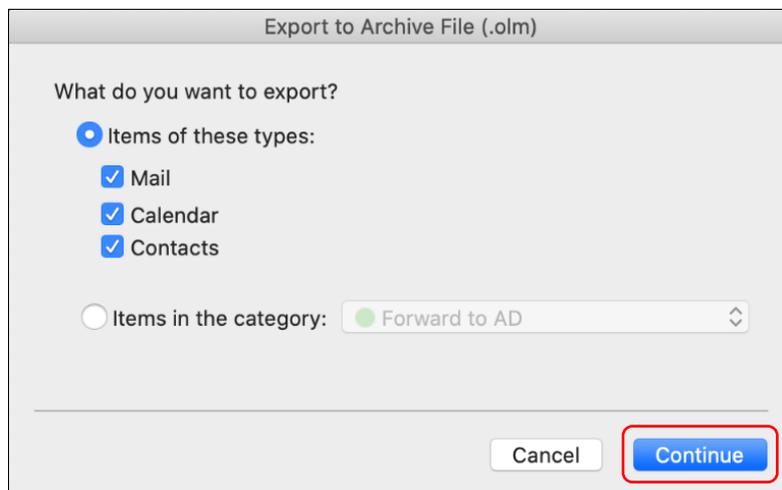

Figure 2: Select items to export

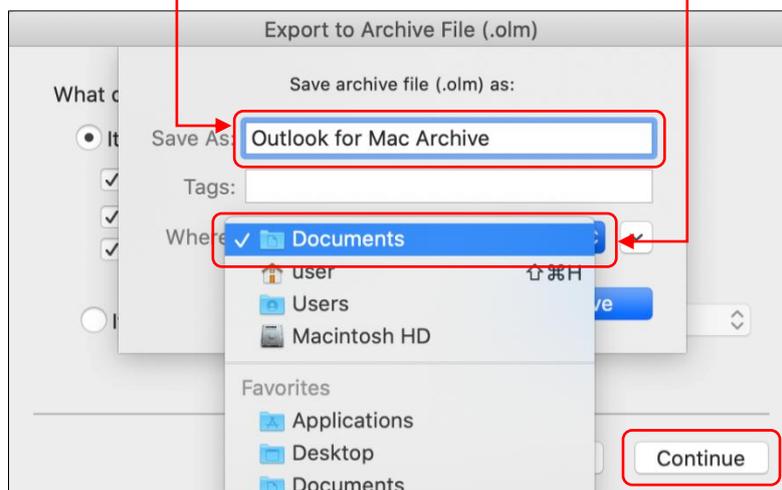3. Enter the **name** for the archive file. select its **location**, and then select **Continue** (Figure 3).

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.
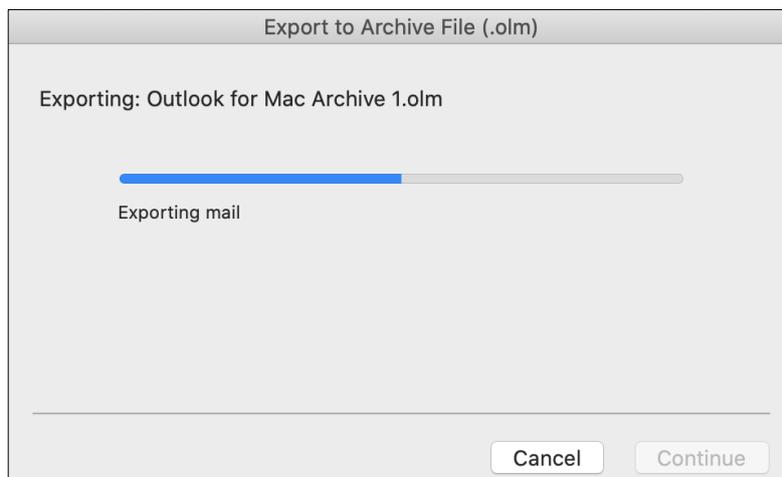

Figure 4: Exporting email indicator

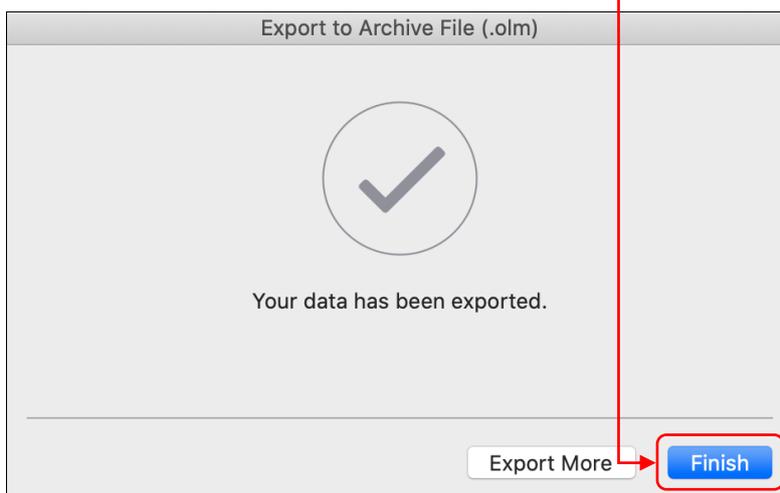5. Once the files have finished exporting, select **Finish** (Figure 5).

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 **not compatible** when opened using Microsoft Outlook for Windows/PC. **Please convert the files to .pst** 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.