Export Outlook items to a .pst file

1. At the top of your Outlook ribbon, choose File.

If your ribbon doesn't have a **File** option in the top left corner, see <u>What version of Outlook do I have?</u> to determine your version of Outlook and find the appropriate export instructions.

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File	Но	me	Send /	Receive	Folder	View	Q Tell me what	you want to do	
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N	ew		Delete			Respo	ond	Q	uick Steps

2. Choose **Open & Export > Import/Export**.

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Info	Open
Open & Export	
Save As	Open Calendar Open a calendar file in Outlook (.ics, .vcs).
Save Attachments	
Print	Open Outlook Data File
Feedback	Copertain Oncook data interparte
Support	Import/Export Import or export files and settings.
Office Account	Other User's Folder
Options	Open a folder shared by another user.

3. Choose **Export to a file**.

	Choose an action to perform:
	Export RSS Feeds to an OPML file
X	Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Export Outlook information to a file for use in other programs.

- 4. Click Outlook Data File (.pst)> Next.
- 5. Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported at a time.

Make sure that the **Include subfolders** check box is selected. This ensures that everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.

Export Personal Fo	olders	×
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Include subfolders] [Filter
< Back	Next >	Cancel

6. Click **Browse** to select where to save the Outlook Data File (.pst). Enter a *file name*, and choose **OK** to continue.

Note: If you've used export before, the previous folder location and file name appear. Type a *different file name* before choosing **OK**.

- 7. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
- 8. Choose Finish.
- 9. Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a passwordprotected file is used.
 - If you're creating an Outlook Data File (.pst), an optional password can help protect the file. When the Create Outlook Data File dialog box appears, enter the *password* in the Password and Verify Password boxes, and choose OK. In the Outlook Data File Password dialog box, enter the *password*, and choose OK.
 - If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, enter the *password*, then choose **OK**.

Now that your Outlook data is in a .pst file, it's portable. You can save the .pst file to OneDrive, then download it to your new computer.

Import Outlook items from a .pst file in Outlook for PC

These instructions assume you've already <u>exported</u> your Outlook email, contacts, and calendar from another instance of Outlook, and now you want to import them to Outlook.

1. At the top of your Outlook ribbon, select File.

If your ribbon doesn't have a **File** option in the top left corner, you aren't using an Outlook app installed on your computer. See <u>What version of Outlook do I have?</u> to find your version of Outlook and to get to right import steps.



2. Select **Open & Export > Import/Export**. This starts the Import/Export wizard.



3. Select Import from another program or file, and then click Next.

Choose an action to perform:	
Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)	
Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List	
Description Import data from other files, such as Outlook data files (.PST) and text files.	

- 4. Select Outlook Data File (.pst) and click Next.
- 5. **Browse** to the .pst file you want to import. Under **Options**, choose how you want to deal with emails and contacts, then choose **Next**.

Import Outlook Data File	
File to import vef\Documents\Outlook Files\backup.pst Doptions Nellace duplicates with items imported Allow duplicates to be created Do not import duplicates	
< Back Next > Cancel	

- 6. If a password was assigned to the Outlook Data File (.pst), enter the password, and then click **OK**.
- 7. If you're importing the contents of your .pst file into your Microsoft 365 mailbox, choose that mailbox here.

If you're NOT importing into your Microsoft 365 mailbox, choose **Import items into the current folder**. This imports the data into the folder currently selected.

Ir	mport Outlook Data File	x		
To import to your Office 365 mailbox, choose that	Select the folder to import from:			
manbox here	✓ Include subfolders Filter			
	 Import items into the current folder 			
	Import items into the same folder in:	1		
	Jakob@ onmicrosoft.com 🗸			
	< Back Finish Cancel			

8. Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. When the progress box disappears, the import is finished.