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 [What version of Outlook do I have?](#) to determine your version of Outlook and find the appropriate export instructions.
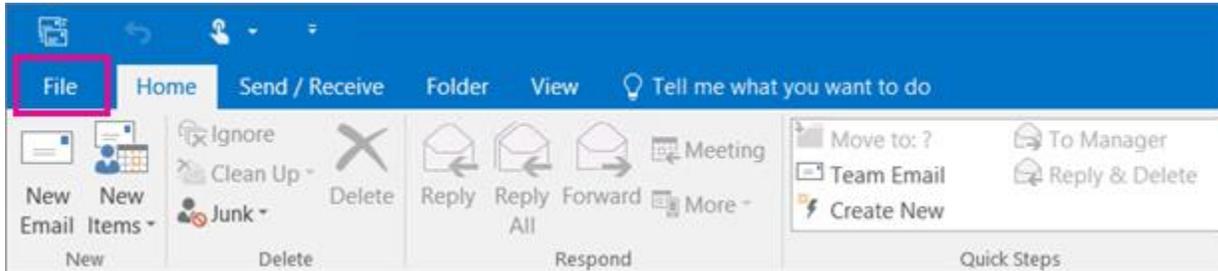
2. Choose **Open & Export** > **Import/Export**.
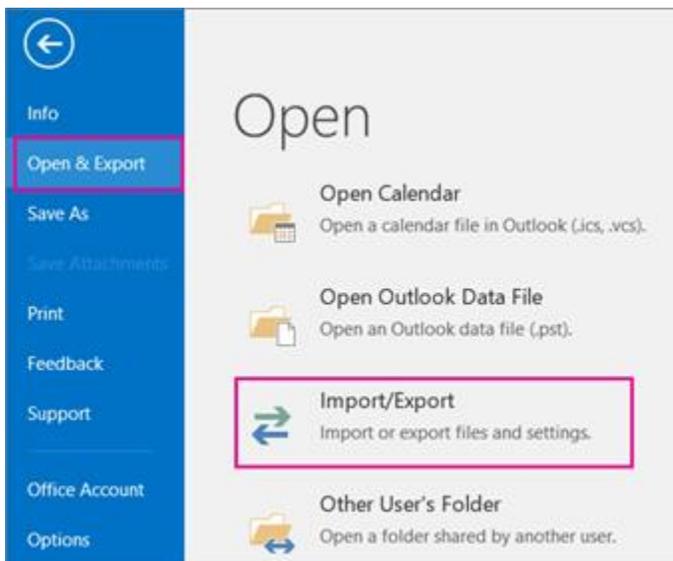
3. Choose **Export to a file**.
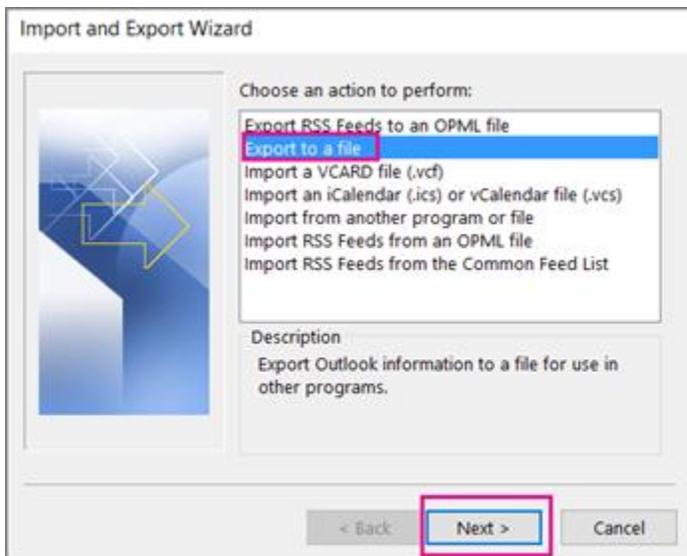
4. Click **Outlook Data File (.pst)**> **Next**.

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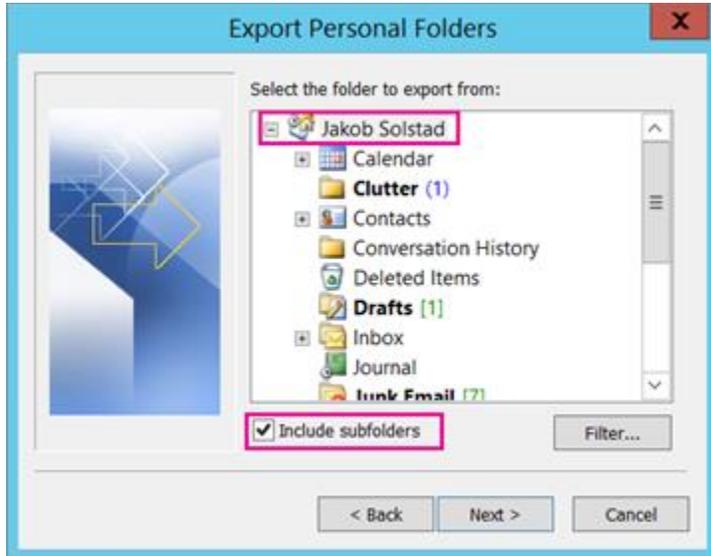
6. Click **Browse** to select where to save the Outlook Data File (.pst). Enter a *file name*, and choose **OK** to continue.

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 password-protected 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 exported 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 What version of Outlook do I have? to find your version of Outlook and to get to right import steps.
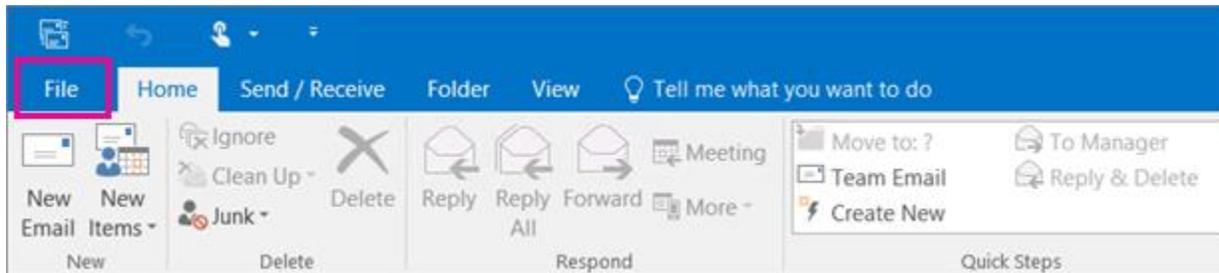
2. Select **Open & Export** > **Import/Export**. This starts the Import/Export wizard.
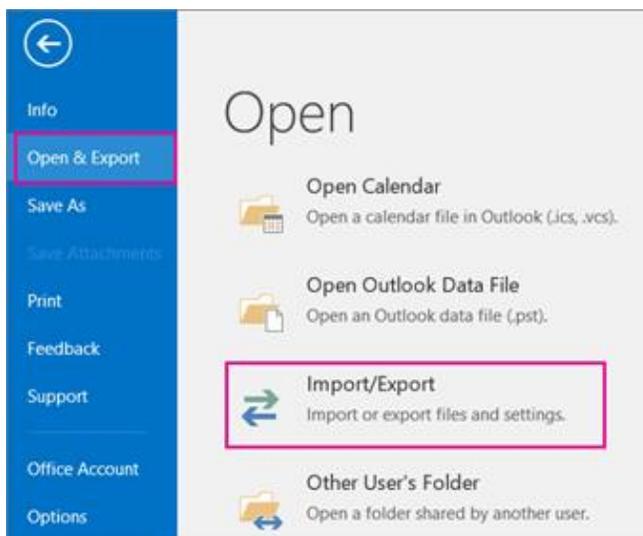
3. Select **Import from another program or file**, and then click **Next**.
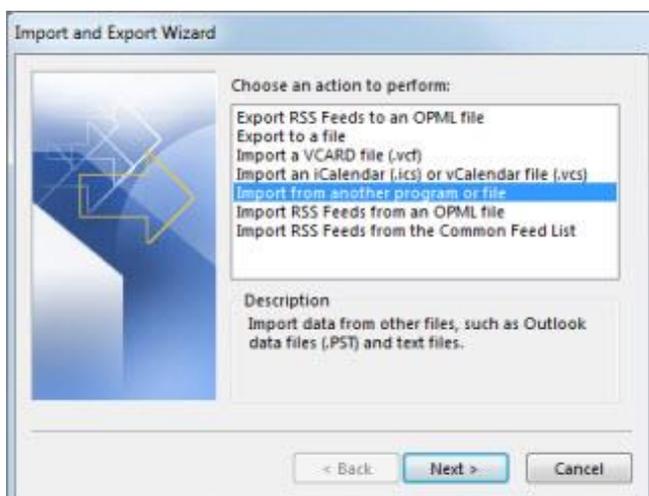
4. Select **Outlook Data File (.pst)** and click **Next**.

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**.
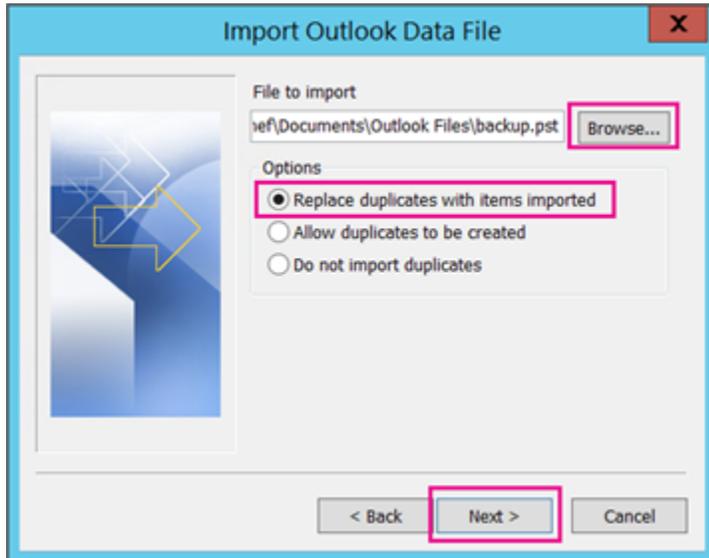
6. If a password was assigned to the Outlook Data File (.pst), enter the password, and then click **OK**.

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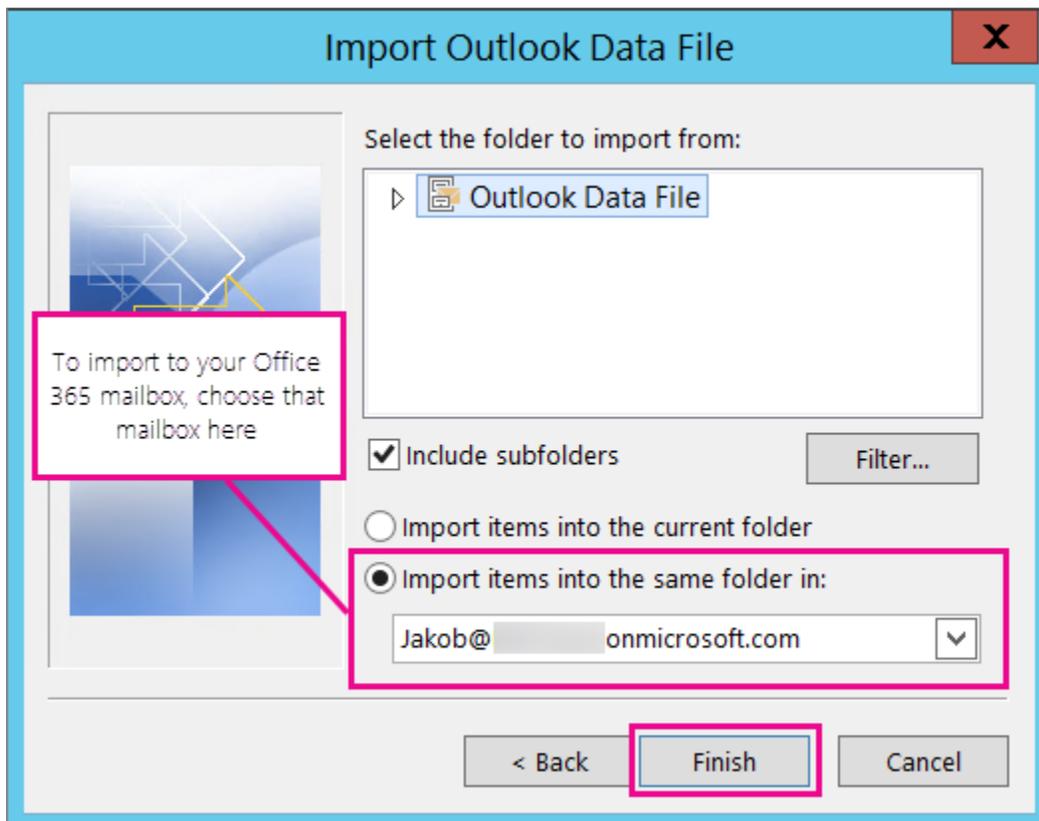
8. Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. When the progress box disappears, the import is finished.