Microsoft 365: Export Emails

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This article reviews how to **export emails** from your **College Microsoft 365** account and **import** them for access after leaving the College.

> **Before you start**, you may need access to the following:
>
> - a laptop or desktop computer with internet access
> - optionally, a personal Outlook account 🖹

Prerequisite: install the Outlook desktop application

Emails can only be exported and imported with the Outlook desktop app; Webmail, the online version of Outlook, doesn't have these features.

On a College computer

- Software Center: Install Programs

On a personal computer

- Microsoft Office: Personal Devices

Export and import email

Outlook export files (PST or OLM files) can only be imported into Outlook accounts. If you're leaving the College, you'll need to set up an Outlook account 🖹 (free as of time of writing) or Microsoft 365 account (paid subscription) to import your emails into.

> **Attention:** Not seeing the option to export or import? You may be using "new Outlook," which doesn't support this function. You can switch to the fully featured version of Outlook with one of the following methods:
>
> - **Windows:** Click the **New Outlook** toggle switch in the top right corner.
> - **Mac:** In the menu bar, go to **Outlook > New Outlook**.

Windows ⊞

- [Export or back up email, contacts, and calendar](#)
- [Import email, contacts, and calendar](#)

macOS

- [Back up email and other items](#)
- [Import email, contacts, and other items](#)

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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