Microsoft 365: Export Emails

This article reviews how to export emails from your College Microsoft 365 account.

Before you start, you may need access to the following:

- a laptop or desktop computer with internet access

Prerequisite: Install the Outlook desktop application

From a college computer

- Software Center: Install Programs

From a personal computer

- Microsoft Office: Personal Devices

Export & Import

Windows

- Back up your email
- Import your backup

macOS

- Back up your email
- Import your backup

Questions?

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

Phone: 610-526-7440
Email: help@brynmawr.edu
Location: Canaday Library 1st Floor