# Microsoft 365: Export email archive

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This article reviews how to **export and import** emails from your College account to retain access after leaving the College.

> **Before you start**, you may need access to the following:
>
> - a computer with internet access
> - (Optional) a personal Outlook account ⧉

## Prerequisite: install the Outlook desktop application

This process can **only be completed from the Outlook desktop application** — webmail ⧉ 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, OST, or OLM files) can **only be imported into Outlook** accounts. You'll need to set up an Outlook account ⧉ (free) or Microsoft 365 account (paid subscription) to import your emails into.

> **Attention:** Not seeing the option to export or import?

# 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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