

Microsoft 365: Export Emails

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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!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
