



Export/Import Outlook Folder

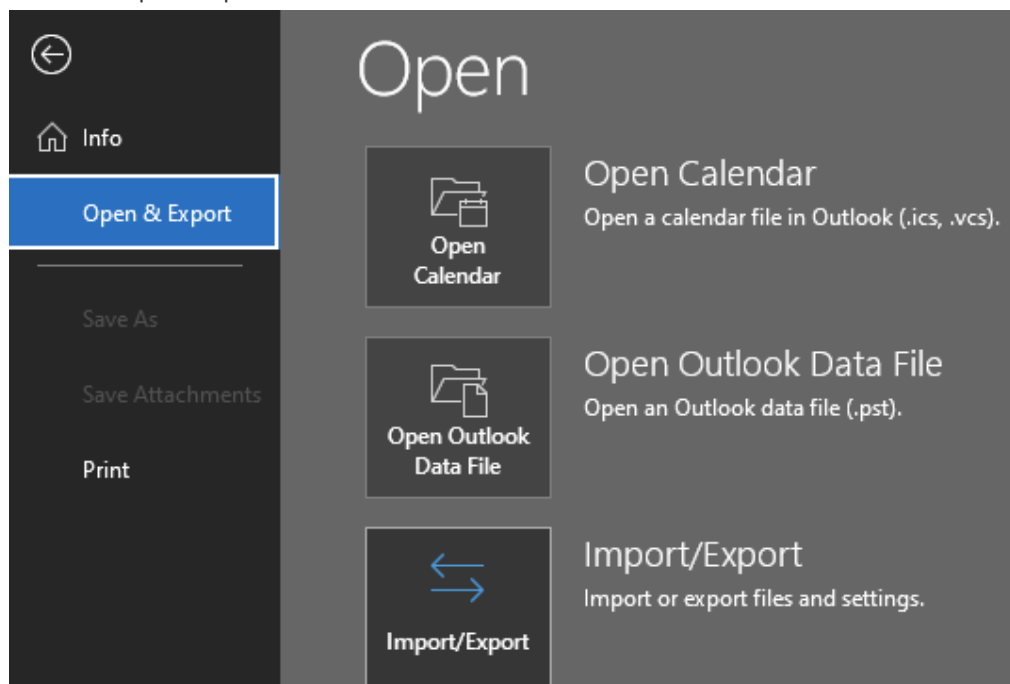
Brian - 2022-03-08 - Email and Collaboration

[How to export 1 or more Outlook email folders to a PST file.](#) Once exported it can be saved for archive or shared with another colleague who you would like to have access to all those emails.

IMPORTANT: Do not share your Outlook export with anyone outside of FAU/COM without approval.

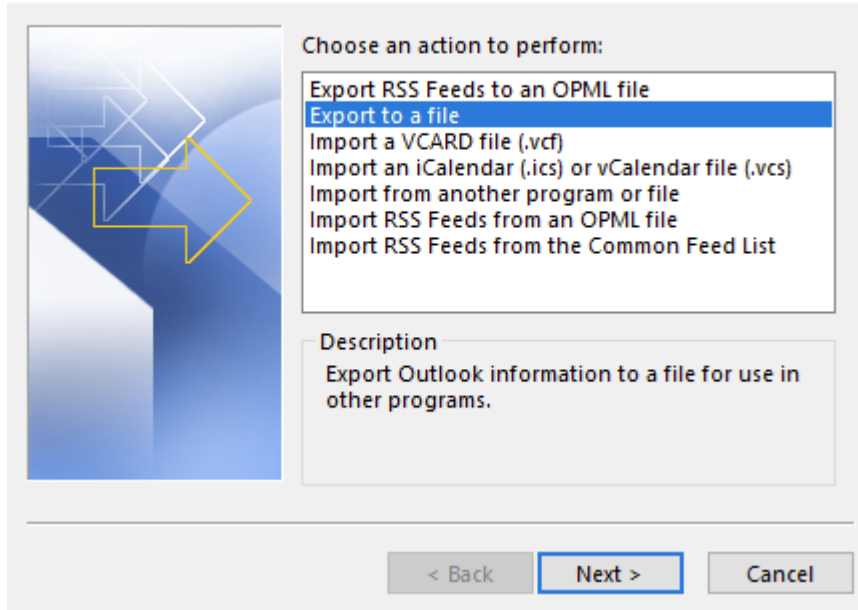
Export:

1. Open Outlook and click on File and then Open & Export in the top left corner.
2. Click on Import/Export



3. Select Export to a file and click Next.

Import and Export Wizard



The screenshot shows the 'Import and Export Wizard' dialog box. On the left is a blue graphic with white and yellow arrows. The main area is titled 'Choose an action to perform:' and contains a list box with the following options: 'Export RSS Feeds to an OPML file', 'Export to a file' (highlighted in blue), 'Import a VCARD file (.vcf)', 'Import an iCalendar (.ics) or vCalendar file (.vcs)', 'Import from another program or file', 'Import RSS Feeds from an OPML file', and 'Import RSS Feeds from the Common Feed List'. Below the list box is a 'Description' section with the text: 'Export Outlook information to a file for use in other programs.' At the bottom are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

Choose an action to perform:

- Export RSS Feeds to an OPML file
- Export to a file**
- Import a VCARD file (.vcf)
- Import an iCalendar (.ics) or vCalendar file (.vcs)
- Import from another program or file
- Import RSS Feeds from an OPML file
- Import RSS Feeds from the Common Feed List

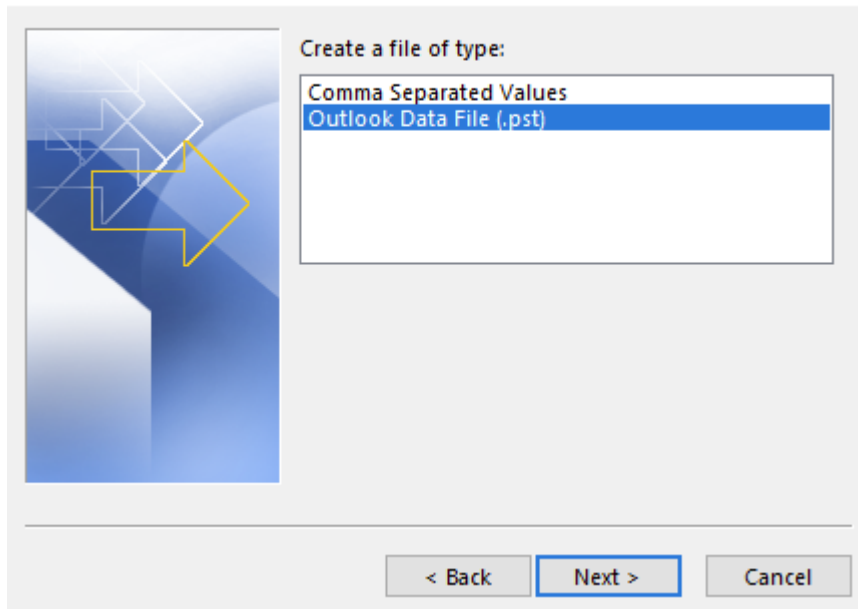
Description

Export Outlook information to a file for use in other programs.

< Back **Next >** Cancel

4. Select Outlook Data File (.pst) and click Next

Export to a File



The screenshot shows the 'Export to a File' dialog box. On the left is the same blue graphic with arrows. The main area is titled 'Create a file of type:' and contains a list box with the following options: 'Comma Separated Values' and 'Outlook Data File (.pst)' (highlighted in blue). At the bottom are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

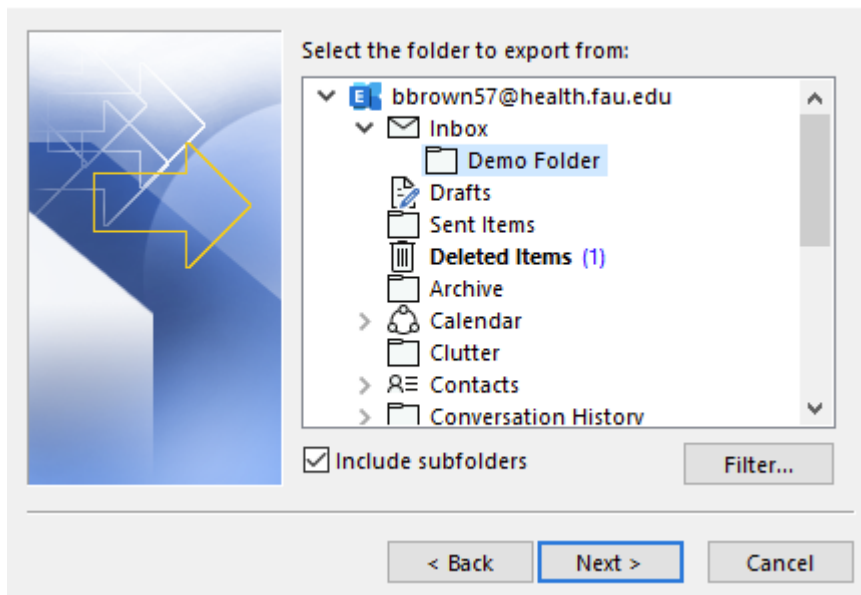
Create a file of type:

- Comma Separated Values
- Outlook Data File (.pst)**

< Back **Next >** Cancel

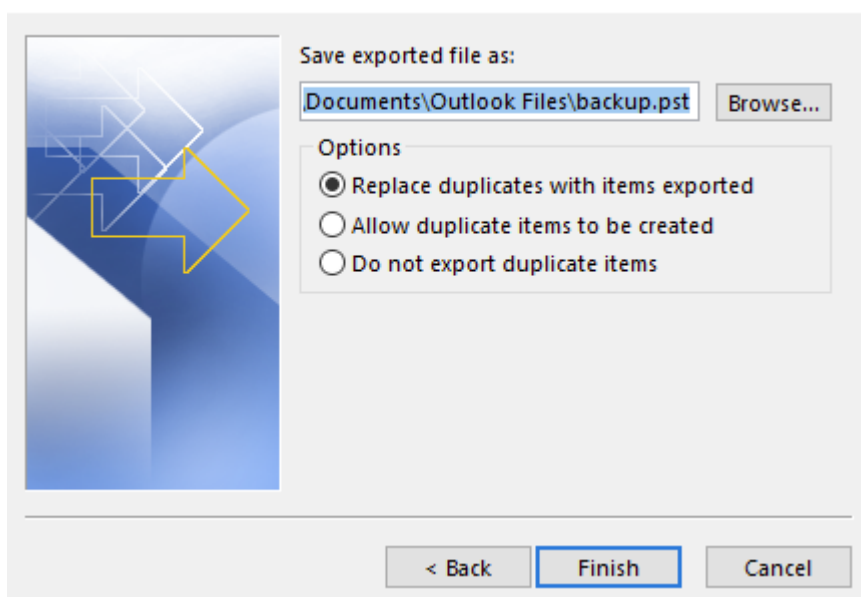
5. Select the folder(s) you wish to export and click Next. You can choose to include subfolders or not.

Export Outlook Data File



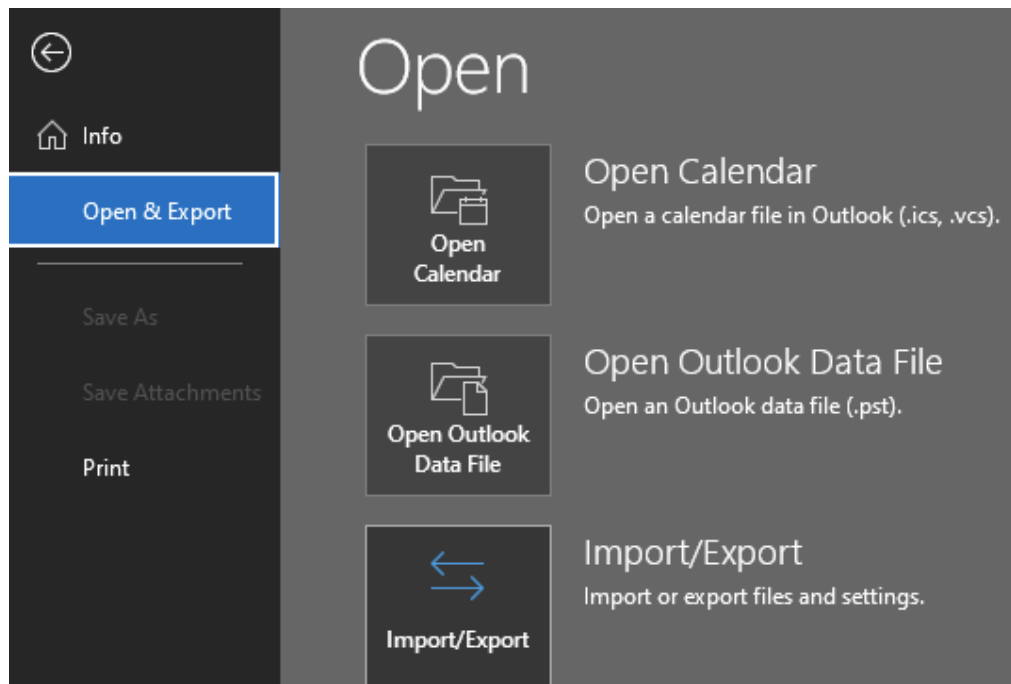
6. Choose a location to export the new PST file and choose how you wish to deal with duplicate items. The default choice is to Replace duplicates. Click Finish when done to close the wizard.

Export Outlook Data File



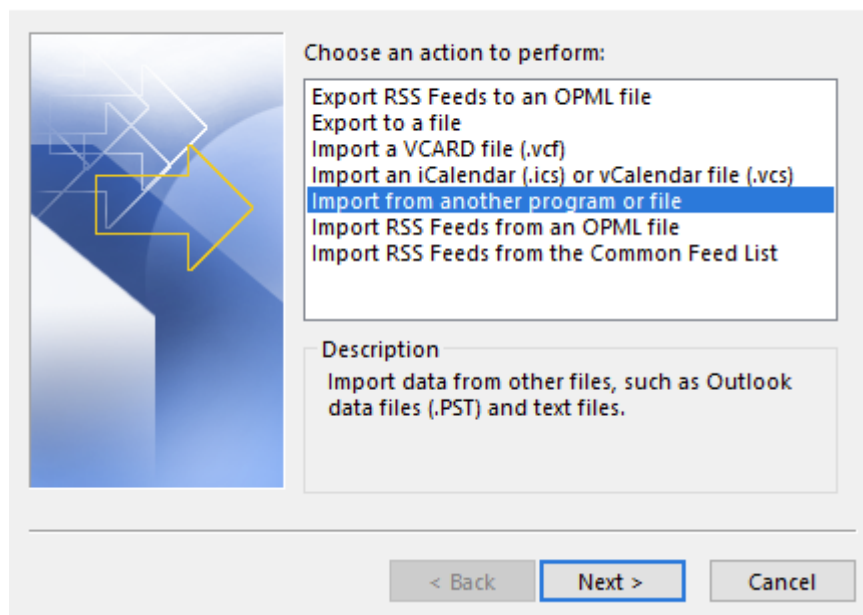
Import:

1. Open Outlook and click File and then Open & Export.
2. Click Import/Export



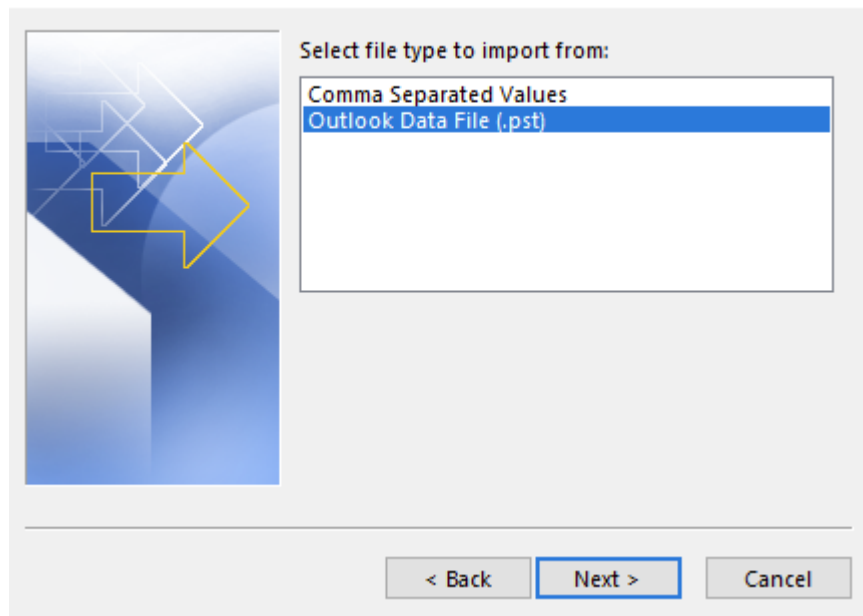
3. Select Import from another program or file and click Next

Import and Export Wizard



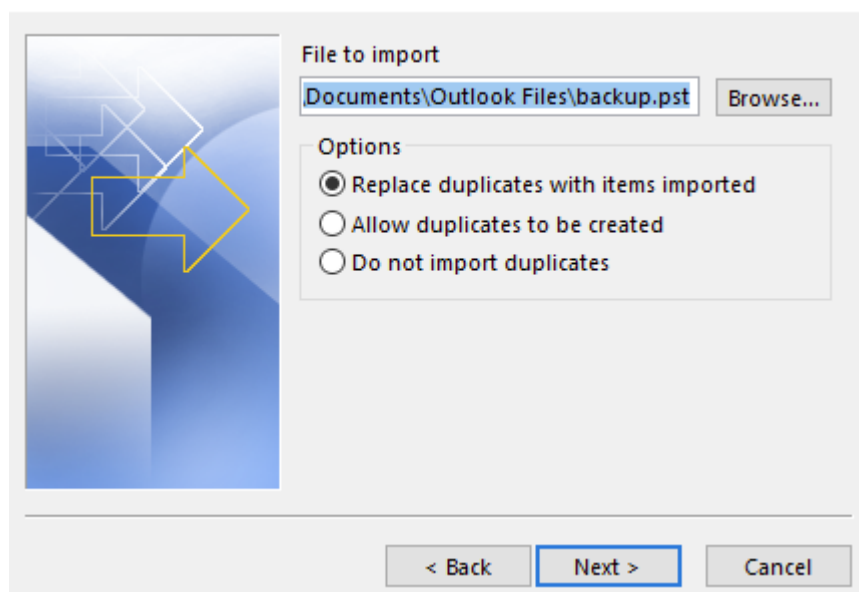
4. Select Outlook Data File (.pst) and click Next.

Import a File



5. Browse to the location of the PST file to import and choose the duplication option. The default is replace duplicates. Click Next to finish.

Import Outlook Data File



Tags
email
Export
folder
outlook