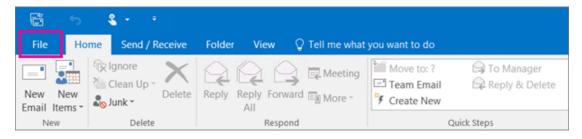


Knowledgebase > Email and Collaboration > Export Email from Outlook 2013, 2016, and 2019

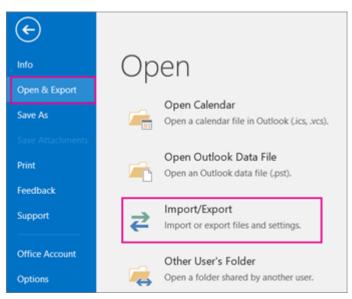
Export Email from Outlook 2013, 2016, and 2019

Brian - 2020-03-19 - Email and Collaboration

- At the top of your Outlook ribbon, choose **File**.
- If your ribbon doesn't have a **File** option in the top left corner, see <u>What version of Outlook do I have?</u> to determine your version of Outlook and find the appropriate export instructions.



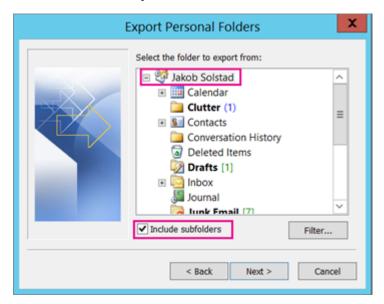
• Choose **Open & Export > Import/Export**.



• Choose **Export to a file**.

| Import and Export W | 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 |

- Click Outlook Data File (.pst)> Next.
- Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported at a time.
- Make sure that the **Include subfolders** check box is selected. This ensures that everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.



- Click **Browse** to select where to save the Outlook Data File (.pst). Enter a *file name*, and choose **OK** to continue.
 - **Note:** If you've used export before, the previous folder location and file name appear. Type a *different file name* before choosing **OK**.
- If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
- Choose Finish.
- Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.