Adapted from Microsoft by Clark University.

1. On the **File** tab, turn off **New Outlook** by clicking on it. This will cause Outlook to close and reopen.



2. When Outlook reopens, go to the File tab and select Export.

File	Edit	View	Message
New			>
Open			>
Close			ЖW
Save			жS
Save As			ፚ
Save	As Tem	plate	
Folde	r		>
Impor	t		
Expor	t		
Page	Setup.		
Print.			ЖP

3. In the **Export to Archive File (.olm)** box, check the items you want to export, and click **Continue**.

What do you want to export? Items of these types: 	
🗹 Mail	🗸 Tasks
Calendar	Notes
Contacts	
Items in the category:	Blue Category

4. In the **Save As** box, select where you would like to save the archive file (e.g., Desktop). Click **Save**.

	Save archive	file (.olm) as:	
Save As:	Outlook for Mac Archive		
Tags:			
Where:	🛅 Desktop		•
		Cancel	Save

5. Once your data has been exported, you'll get a notification. Click **Finish**.

Export to Archive File (.olm)
Your data has been exported.
Export More Finish