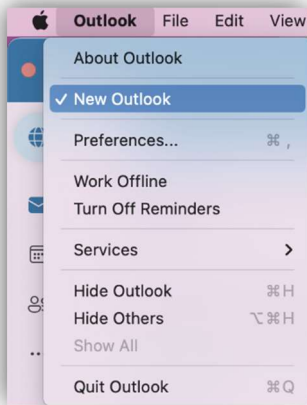


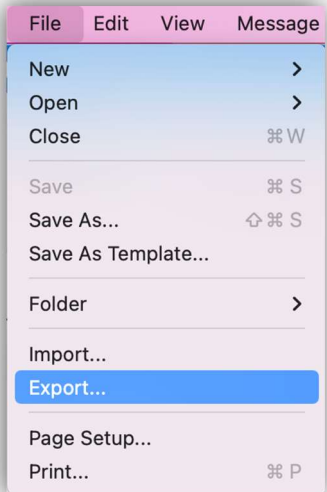
Export items to an archive file in Outlook for Mac

Adapted from [Microsoft](#) by Clark University.

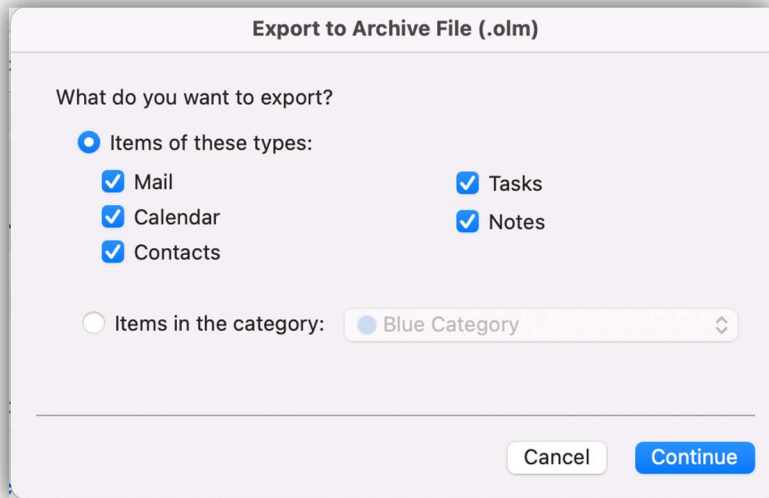
1. On the **File** tab, turn off **New Outlook** by clicking on it. This will cause Outlook to close and reopen.



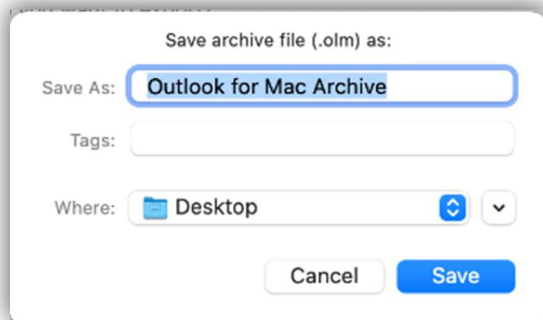
2. When Outlook reopens, go to the **File** tab and select **Export**.



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



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



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

