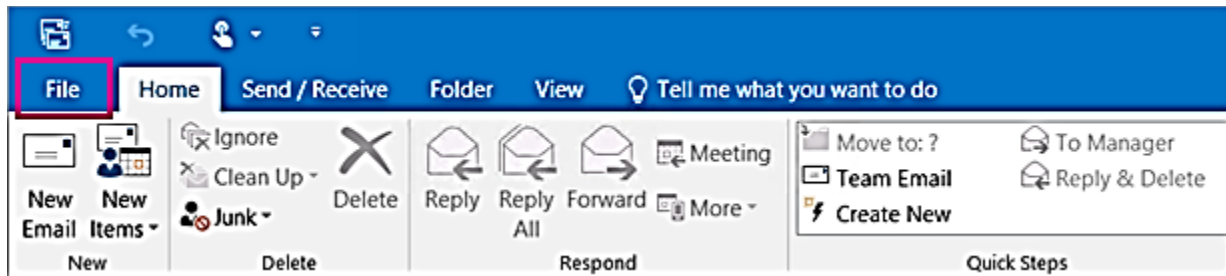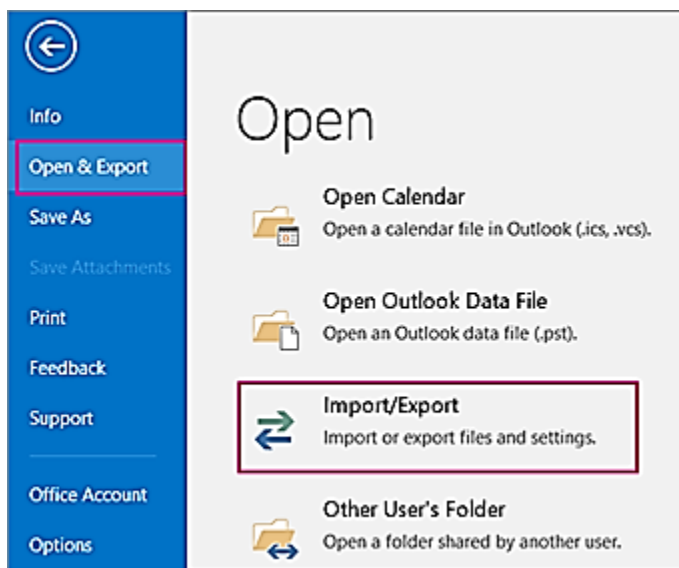# From Outlook 2016 - Export your email to a .PST file
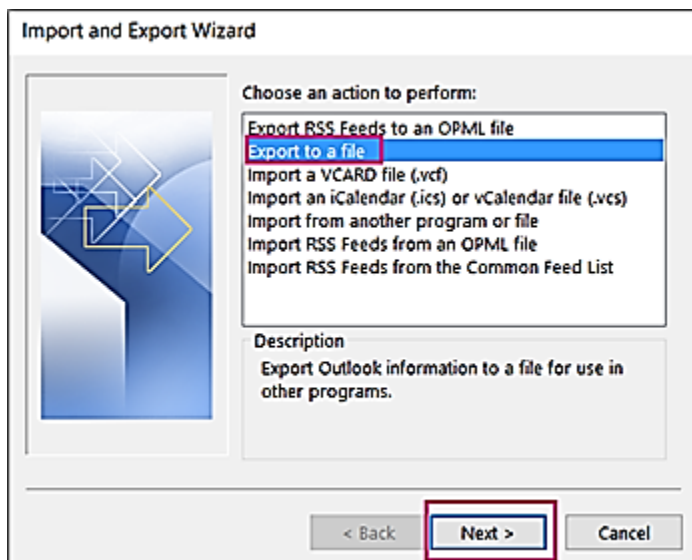
1. At the top of your Outlook ribbon, choose **File**.

2. Choose Open & Export > Import/Export.

3. Choose Export to a file.

4. Click Outlook Data File (.pst), and then click Next.

5. 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 way everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.
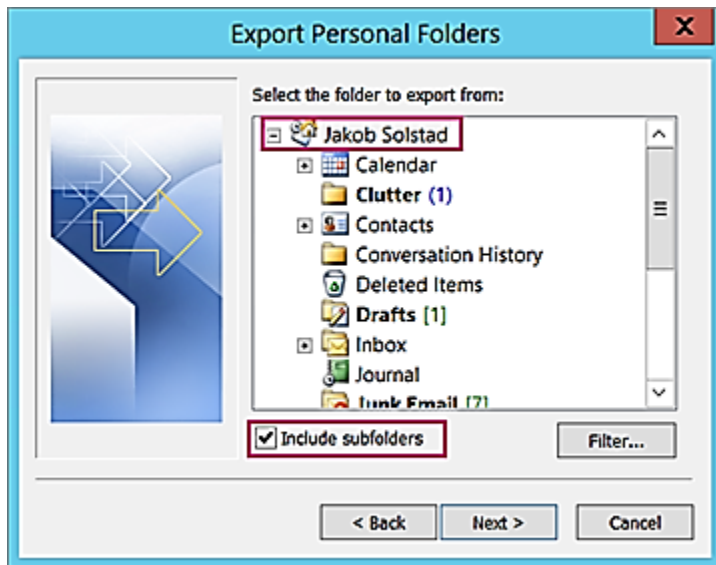
6. Click **Browse** to select where to save the Outlook Data File (.pst). Type a *file name*, and then click **OK** to continue.

    Note: If you've used export before, the previous folder location and file name appear. Type a *different file name* before clicking **OK**.

7. 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.

8. Click **Finish**.

9. Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.

    o   If you're creating an Outlook Data File (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, type the *password* in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.

    o   If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.

Now that your Outlook data is in a .pst file, it's portable. For example, you can save the .pst file to OneDrive, and then download it to your new computer. Or you can save it to a usb flash drive, plug the drive into your new computer, and then import your email, contacts, and calendar to Outlook.

Source: Microsoft support website: https://support.office.com/en-us/article/export-or-backup-email-contacts-and-calendar-to-an-outlook-pst-file-14252b52-3075-4e9b-be4e-ff9ef1068f91