Export Outlook data from one machine to another

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Background

Outlook stores data such as the address book, tasks, contacts and calendar in a .pst file. To move the data to the new machine, you will be exporting the data, by creating another .pst file. Then you will import the data from that .pst file into your Outlook profile on the user's new machine.

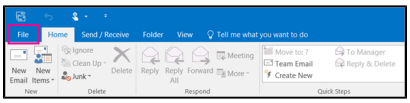
Instructions are available from the Microsoft website, at: Export or backup email, contacts, and calendar to an Outlook .pst file

How to export .pst file data

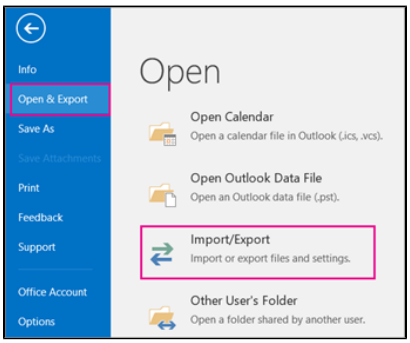
Choose from the following list of export instructions. To learn how to import items, see Import email, contacts, and calendar from an Outlook .pst file.

Outlook 2013 and 2016: Export Outlook items to a .pst file

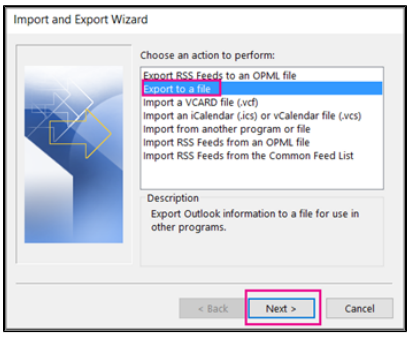
1. At the top of your Outlook ribbon, choose **File**.



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

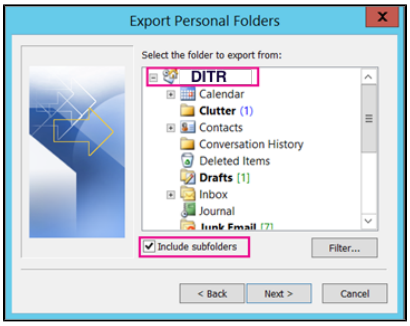


3. Choose **Export to a file**.



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 information 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.

- 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**. NOTE: You do not have to type in a *password*, if you do not.
- 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**.

*** All .pst files is saved in C:\Users\Your User Account\My Documents\Outlook files**

- 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.

How to import .pst file data into Outlook

Please see MIT KB Article: How to Import .pst File into Outlook