

## Exporting .olm(.pst equivalent) files from Outlook 2011 for OSX

NOTE: These instructions are intended to assist a user in exporting mail, contacts, and calendar data from one OSX outlook profile to another OSX outlook profile. The import of .olm files to windows versions of outlook are not supported by Microsoft or this document.

1. Launch the outlook program as you normally would.
2. Click on File and then Export from the menu bar (show in figure 1.1).

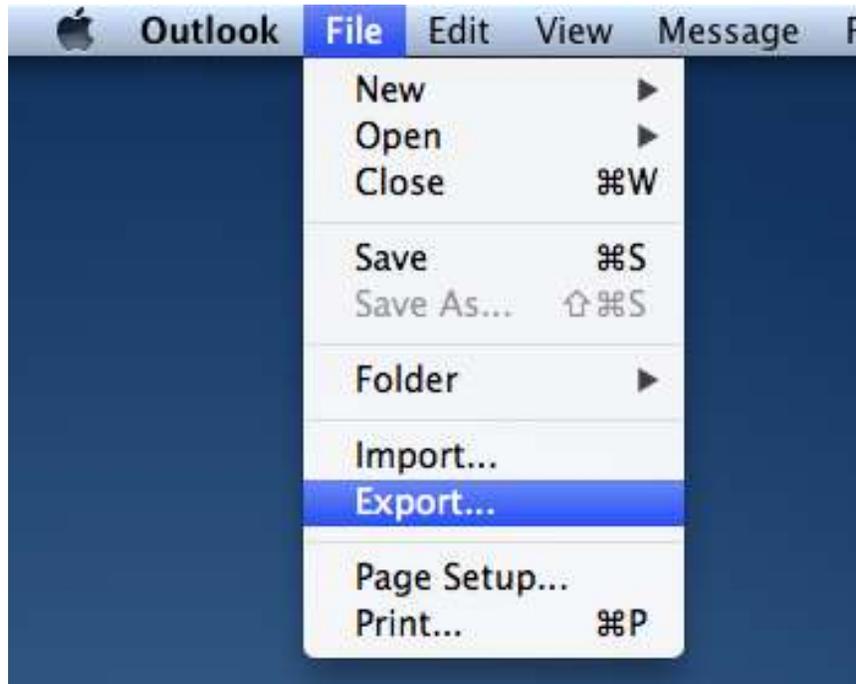


Figure 1.1

3. The resulting prompt should look like (Figure 1.2) these are the default values of the prompt.



Figure 1.2

4. Click the arrow in the bottom right. You will then be prompted to keep or delete the files that are to be exported. Recommended settings are in (Figure 1.3) that maintain the originals in the database. Delete the database file will be covered in a later step.



Figure 1.3

5. After clicking the arrow in the bottom right you will be prompted for a save location for the resulting .olm file. Any location that you can easily find and that has enough free space is acceptable.
6. The export process is typically a long one especially if you have a large number of emails. Expect roughly an hour for larger databases to be exported; it is not recommended that you use the computer while the export is taking place to avoid any system freezes or complications.

## IMPORTING THE .OLM FILE

1. In order to import the .olm created in the previous steps to a new database start with file in the menu bar and click import (Figure 2.1)

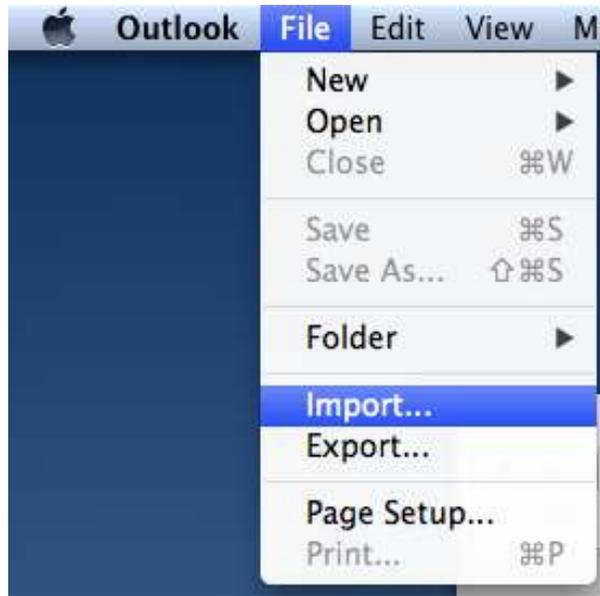


Figure 2.1

2. Select Outlook Data File (.pst or .olm) from the dialogue box that appears after clicking import. (Figure 2.2) Click the arrow in the bottom right to continue.

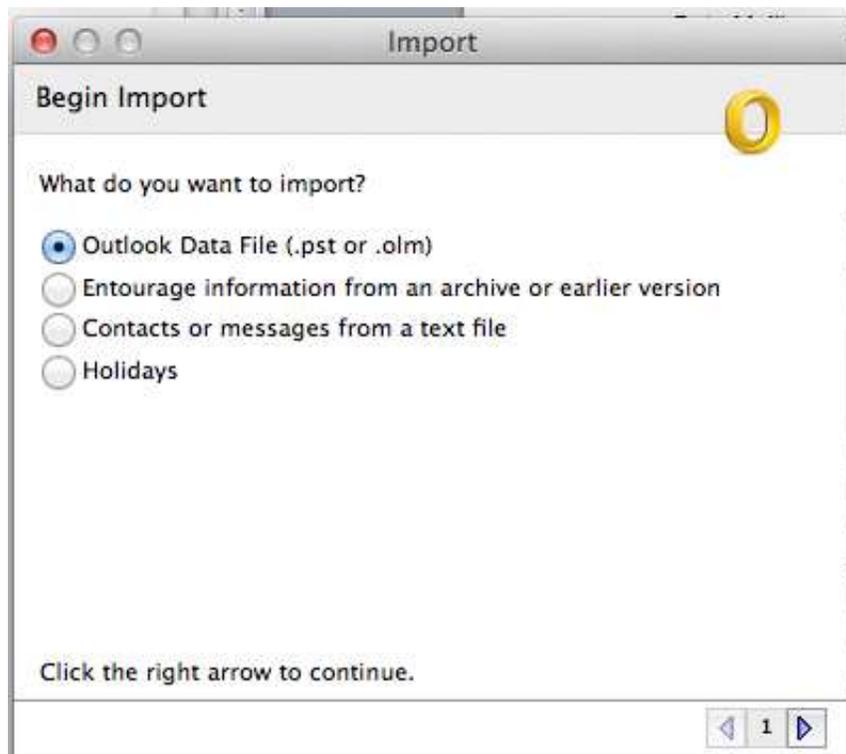


Figure 2.2

3. Select Outlook for Mac Data File (.olm) from the next dialogue window. Click the arrow in the bottom right to continue (Figure 2.3).



Figure 2.3

4. Choose the file location that you selected from the export steps and select that .olm file to import.
  - a. **OPTIONAL TIP:** if you have the .olm file in the finder open you can drag the file into the prompt from outlook and it will automatically select the file in outlook.
5. Once you click OK on the prompt to find the .olm file the import will take place. The import takes roughly half the time of the export and comes with the same recommendation of leaving the computer alone while the import is taking place.

## DELETING OLD OUTLOOK DATABASES

1. The location of the Microsoft database folders are.
  - a. /Users/work/Documents/Microsoft User Data/Office 2011 Identities
2. The folders contain all of the user data. The last active database is typically named 'Main Identity' with no date appended to the file name.
3. Delete the old database by dragging the entire 'Main Identity' folder into the trash.
  - a. **NOTE:** Ensure that you are not deleting the new database by comparing the date/time modified on the folders.