

# GSW Student Email Export How-to Guide

## **Purpose:**

The purpose of this guide is to provide step-by-step instructions for the export of student email from Gmail in preparation to import to the Microsoft O365 mailbox.

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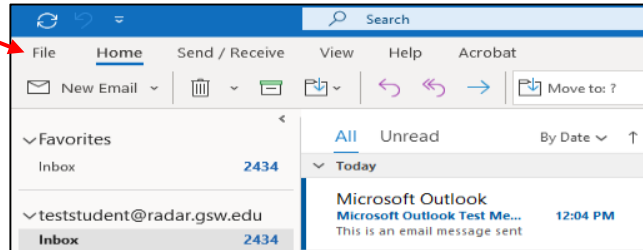
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## Export mail

**Prerequisite: Outlook must be installed and configured as described in previous document. Mail synchronization must also be completed.**

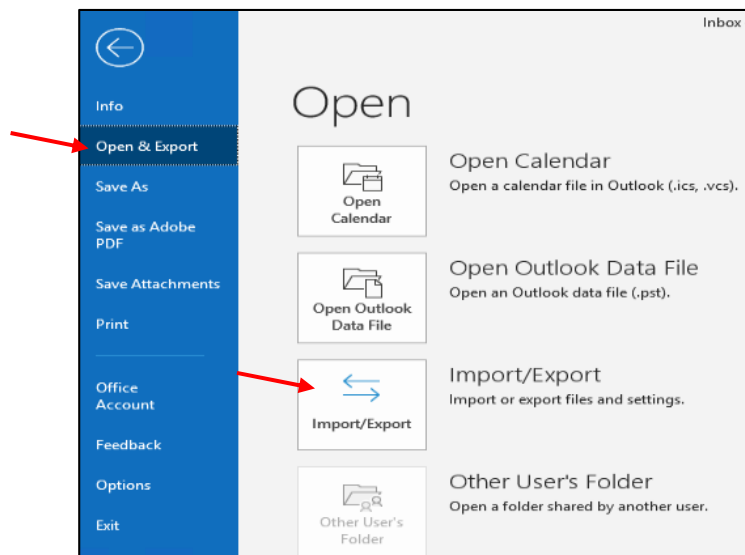
### Step 1

Click on **File** in the upper left corner of the Outlook application.



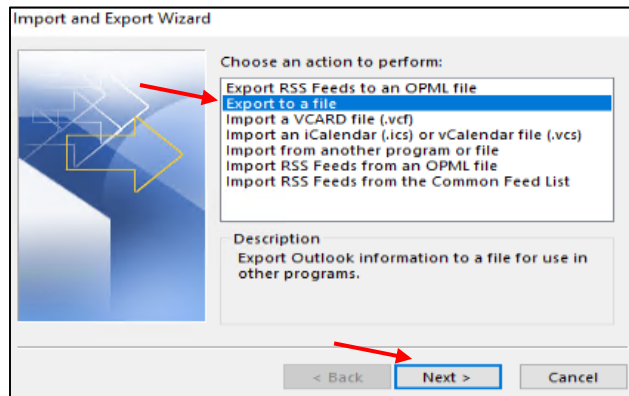
### Step 2

Select **Open & Export**, then **Import/Export**.



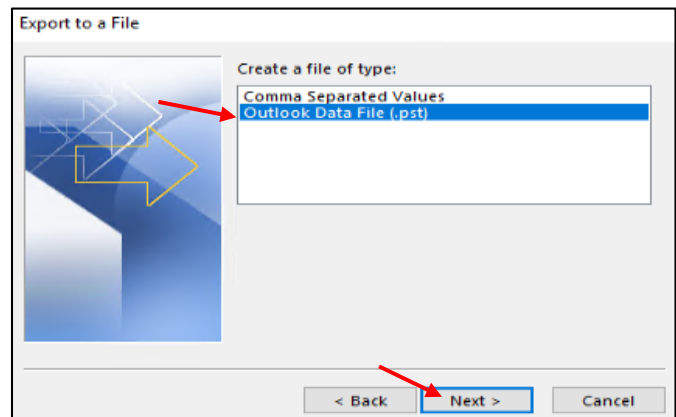
### Step 3

Select **Export to a file**, then click **Next**.



### Step 4

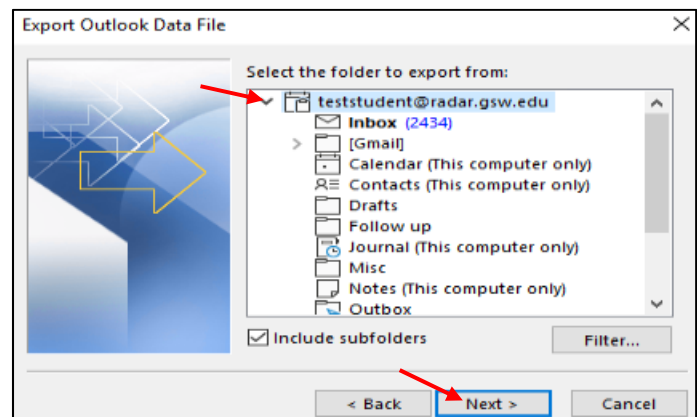
Select **Outlook Data File (.pst)**, then click **Next**.



### Step 5

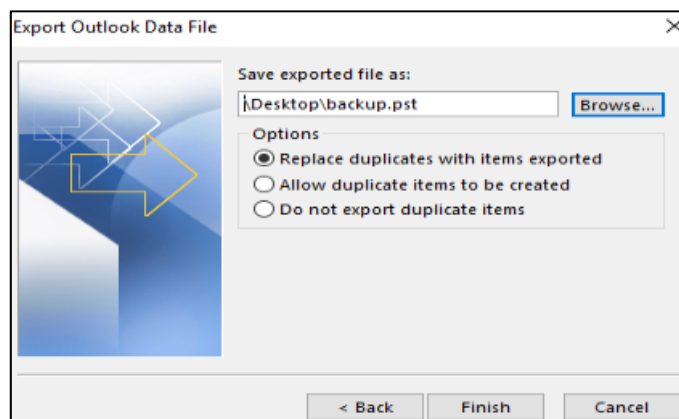
Select the top level folder and click **Next**.

*(Make sure Include Subfolders is checked)*



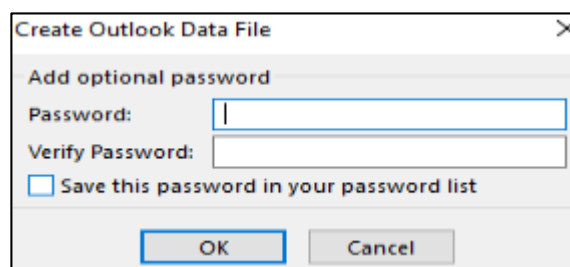
### Step 6

Click **Browse** and change the export location to your desktop. Be sure to make note of this as you will need to make reference to it in future steps. Click **Finish**.



### Step 8

Create a password for the file and click **Ok**.



### Step 9

Re-enter the password and click **Ok**.



This completes the steps to export mail to a .pst file.