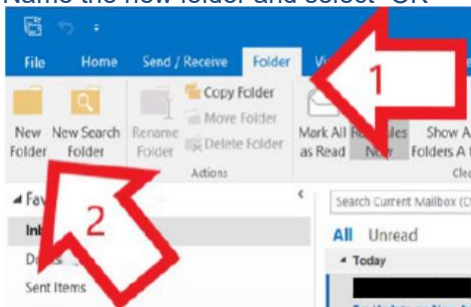# How to Export emails/folders to .pst file in Office 365 Outlook

Step 1) *If you don't already have a folder containing messages that you want to export you will need to create the folder first. Here are the steps.
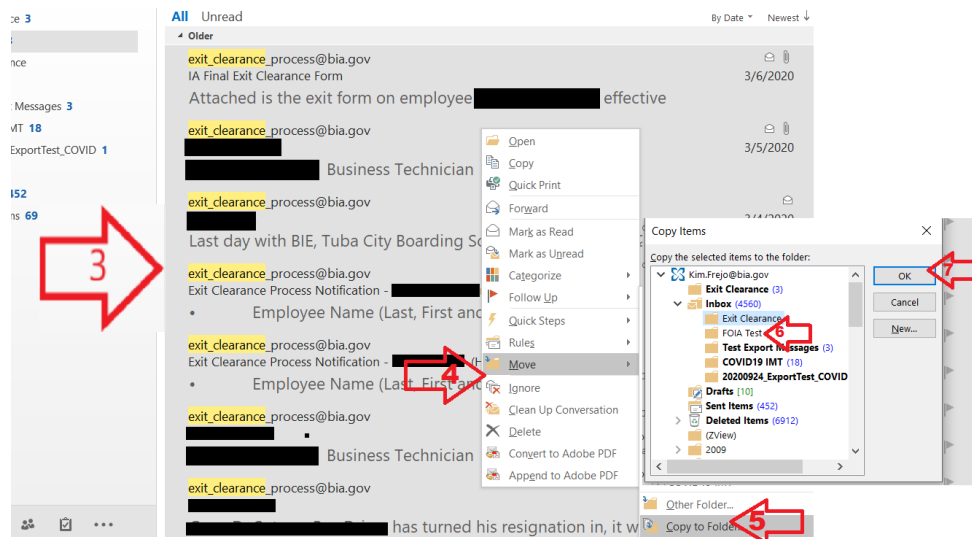
1. Click on the "Folder" tab
2. Click "New Folder"
3. Name the new folder and select "OK"

Commented [HM1]: @Frejo, Kim Are usuers supposed to create a new folder in this step too? It's not really clear.

Commented [FK2R1]: @Hamm, Monique M that would be the first step if the user doesn't already have items archived they would need to create the folder then move/copy items overs as mentioned below

4. Select the messages you want to copy from your inbox. You can select multiple by holding down the "Shift" key as you click
5. Right-click and select "Move"
6. Then select "Copy to Folder"
7. In the "Copy Items" window, select destination folder
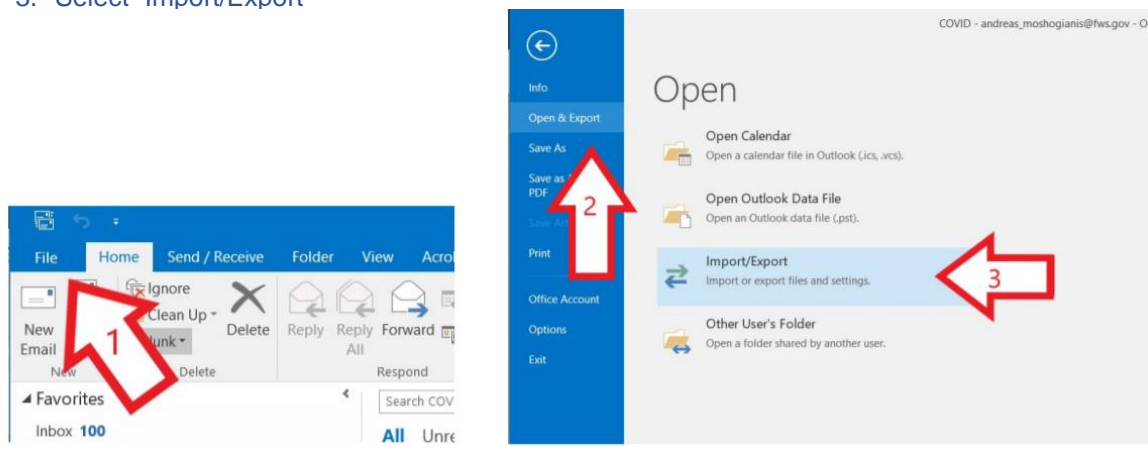8. Select "OK"

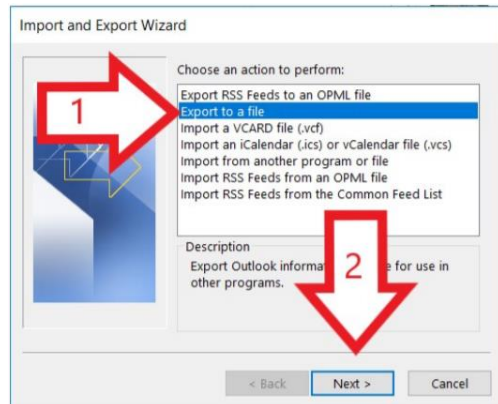Step 2) Once your new folder is loaded and ready for export:
1. At the top of Outlook ribbon select "File"
2. Select "Open & Export"
3. Select "Import/Export"

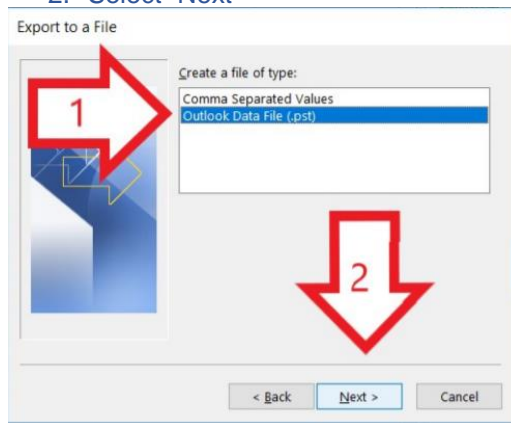Step 3) In the "Import and Export Wizard" window:
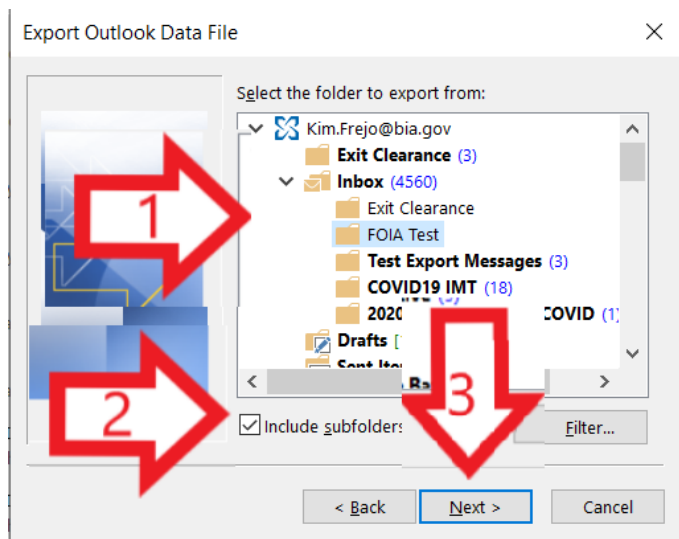1. Select "Export" to a file

2. Select "Next"

Step 4) In the Export to a File Window:
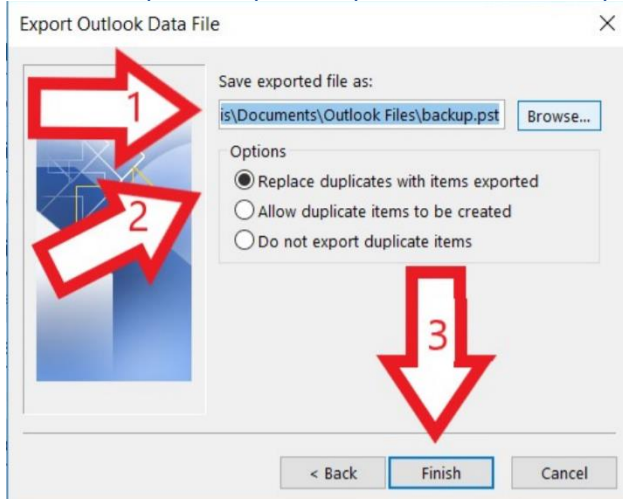   1. Select "Outlook Data File" (.pst)
   2. Select "Next"

Step 5) In the Export Outlook Data File window
   1. Select the folder you want to export
   2. Select the box that says include Subfolders"
   3. Select "Next"

Step 6) In the next "Export Outlook Data File" window:

1. Select "Browse" and navigate to where you want to save the file. Outlook will automatically title it "backup.pst" but it is recommended to rename it; be descriptive and consistent
2. Select the option "Replace duplicates with items exported"

Step 7) Once you select "Finish", a popup will appear asking if you want to set a password for the .pst file. You DO NOT want to set a password, therefore just select "OK."

Step 8) IMPORTANT: Close Outlook and reopen a new Outlook before trying to copy or share the new .pst file.