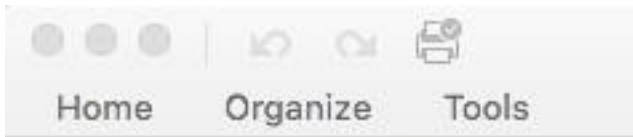


# MAC Export-Import Outlook Content

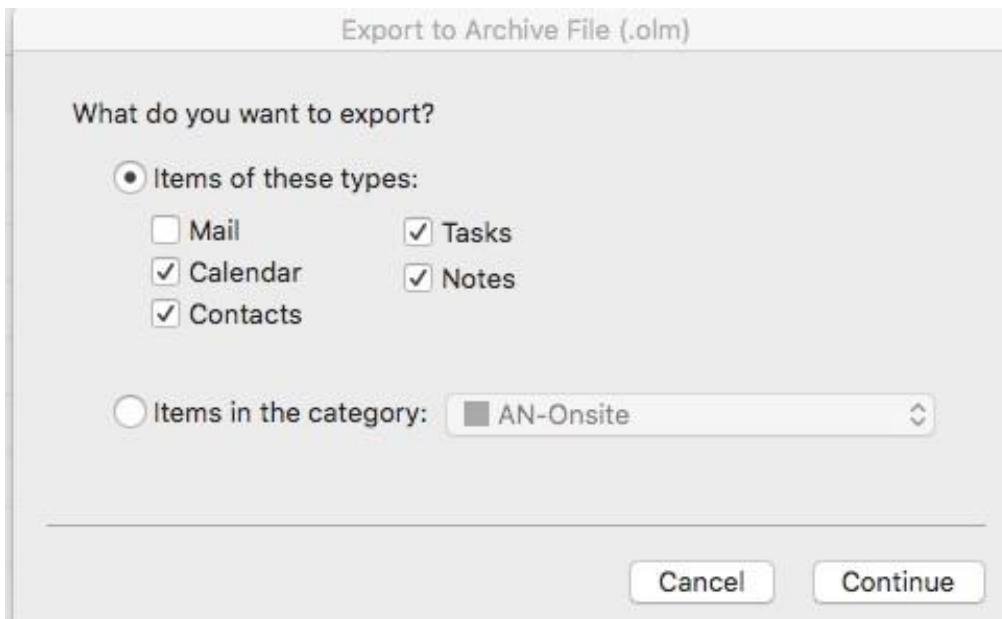
1. Open your Outlook on your Mac.
2. In the top left corner click on Tools



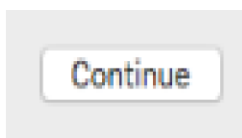
3. Now click on Export



4. Uncheck "MAIL" but check all of the rest of the boxes. (Tasks, Calendar, Contacts, Notes) or just what you need.

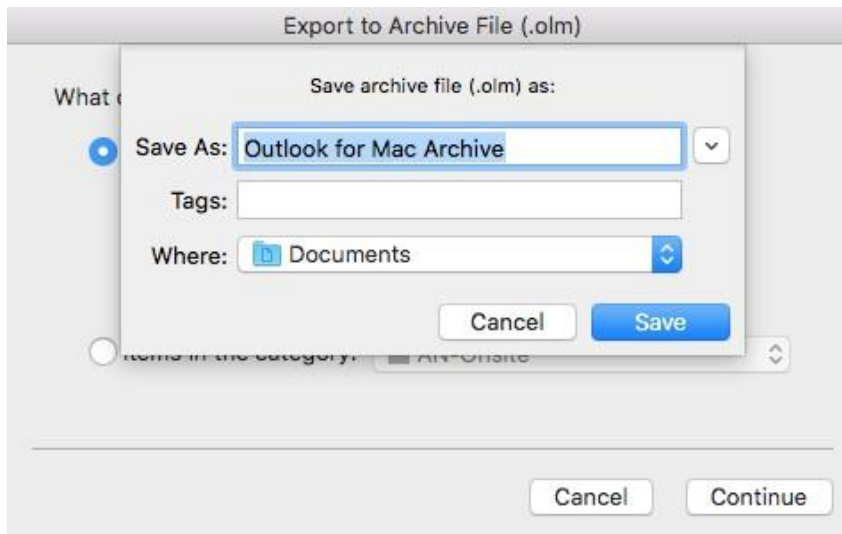


5. After that, click Continue.

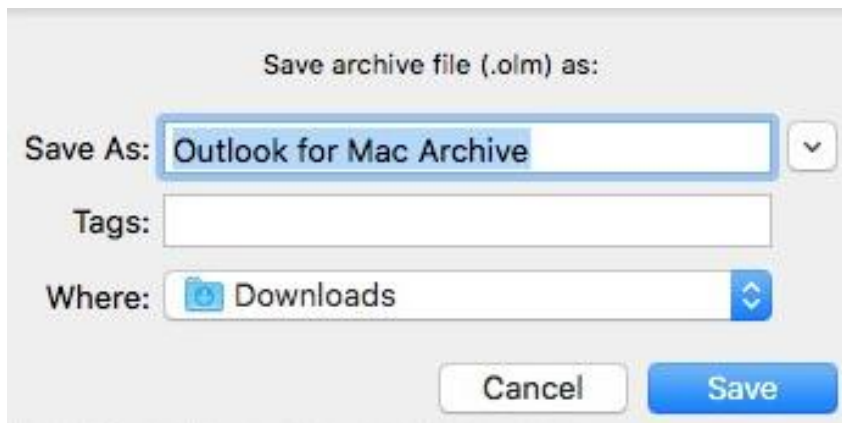


# MAC Export-Import Outlook Content

6. This box will come up and SAVE AS will be Outlook for Mac Archive and Where defaults to Documents.



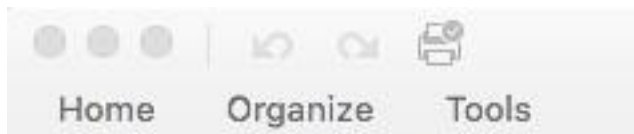
7. Change the **Where:** to **Downloads**. **SAVE**.



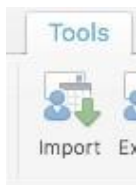
8. This will save these files as a .olm file

## How to Import this information back into your new Outlook Office 365 Tenant.

1. Open Outlook on your Mac
2. In the top left Corner click on Tools



3. Click on Import

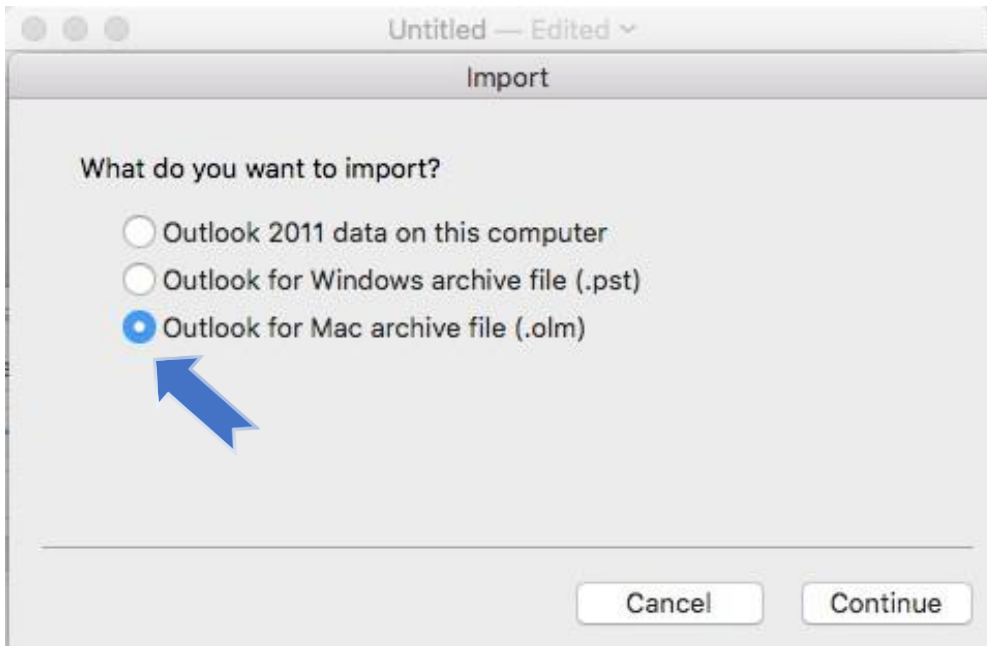


4. This box will pop up, as default

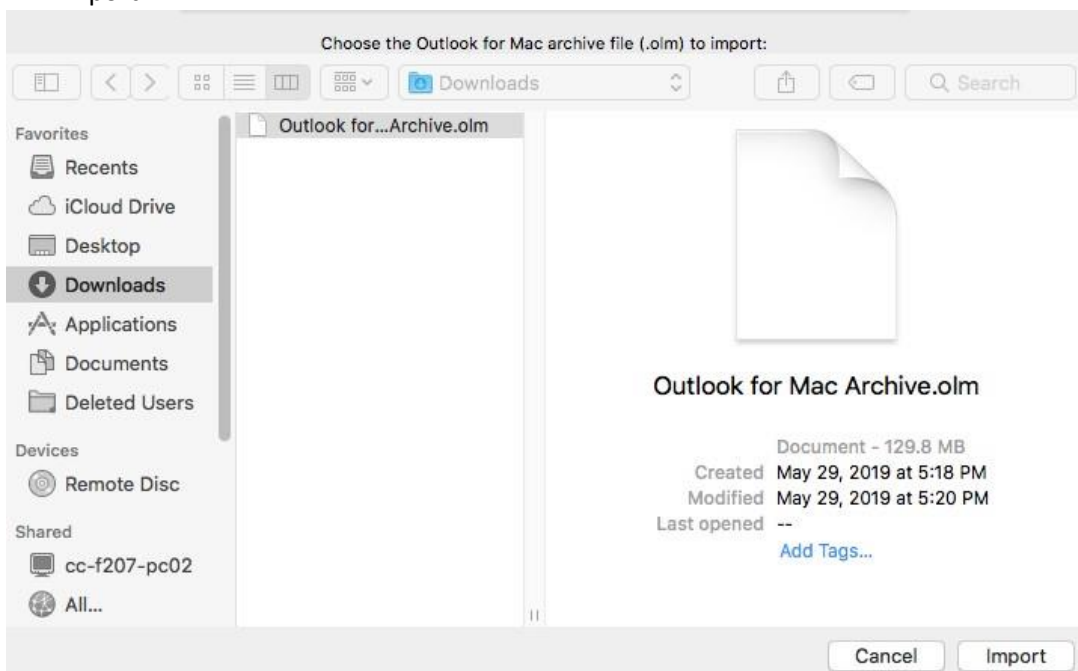


# MAC Export-Import Outlook Content

5. Please click on Outlook for Mac archive file (.olm) And click continue

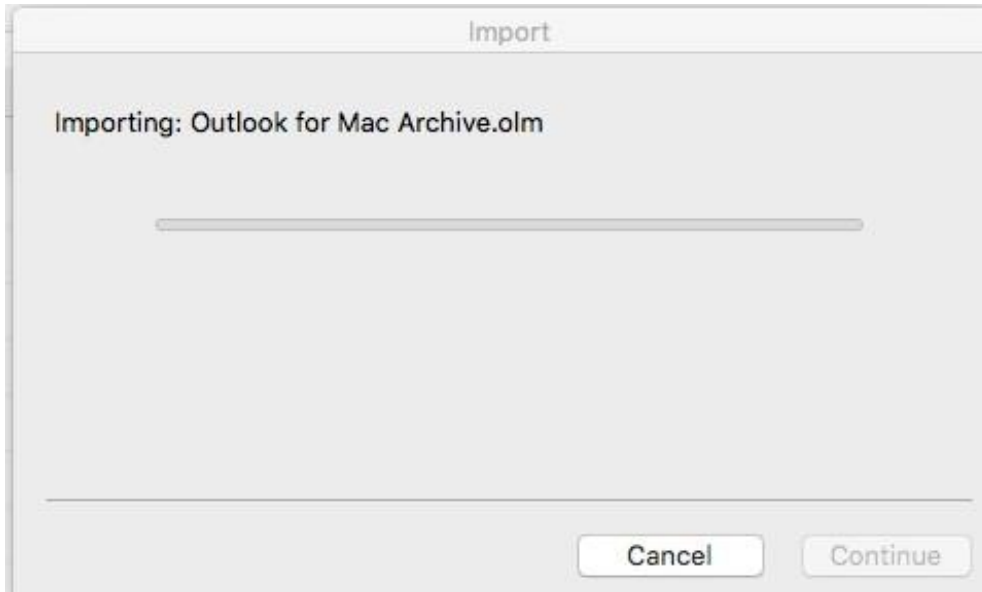


6. The box below will pop up, and click on Outlook for Mac archive file (.olm) and click on import.



# MAC Export-Import Outlook Content

7. Once it is importing you will see the box below working.



8. Once it is finished you will see this box. Click finish and your information is imported back in

