



## MSM Student Email Account Migration Instructions

### **For users who will continue using Microsoft Office 365:**

Make sure you have the Outlook application downloaded to your device. Outlook allows you to collectively export all of your emails as a .PST file (Windows) or as an .OLM file (Macintosh). There may be other ways to create a similar archive, but we cannot recommend anything outside the School's licensing.

WINDOWS users, please follow this link with instructions:

<https://support.microsoft.com/en-us/office/export-emails-contacts-and-calendar-items-to-outlook-using-a-pst-file-14252b52-3075-4e9b-be4e-ff9ef1068f91>

MAC users, please follow this link: [Export items to an archive file in Outlook for Mac - Microsoft Support](#)

*Please note: if you are using an Office 365 subscription provided courtesy of MSM, this license will also expire when your account is disabled.*

### **For users who will not continue to use Outlook:**

We recommend exporting your contacts separately, and then forwarding any emails you wish to keep to your personal account(s). This is because .PST and .OLM files only function in Microsoft Outlook. Again, there may be other ways to create a similar archive, but we cannot recommend anything outside the School's licensing.

If you are a Windows user and wish to use Outlook to export your contacts as a .CSV spreadsheet, please follow the instructions here: [Export contacts from Outlook - Microsoft Support](#)

Good news: purchasing Microsoft Office 365 has become a much better value. It can be purchased for approximately \$100, with five licenses included.