

Exporting Email: A Guide

Gmail

Exporting the whole mailbox

You can download an archive of your Gmail mailbox (as an MBOX file) using Google Takeout.

1. Go to <http://www.google.com/takeout> and sign in using the Google account associated with the mailbox to be exported.
2. Click "Create an archive."
3. Uncheck all products except "Mail."
4. Click "CREATE ARCHIVE." Once your request is submitted, you can feel free to log out and close the window. The archive creation process may take a few minutes or several hours depending on how much data is in your mailbox.
5. After the archive is finished, you will receive an email with a link to download a .zip file containing your mail archive.

Exporting all messages with the same label

You can also use Google Takeout to download an archive of only messages assigned specific labels.

1. Go to <http://www.google.com/takeout> and sign in using the Google account associated with the mailbox to be exported.
2. Click "Create an archive."
3. Uncheck all products except "Mail."
4. Click the dropdown icon to the left of "Mail" or click "Edit" to the right of "Mail."
5. Click the bubble next to "Select labels," then checkmark the labels you wish to export.
6. Click "Done."
7. Click "CREATE ARCHIVE." Once your request is submitted, you can feel free to log out and close the window. The archive creation process may take a few minutes or several hours depending on how much data is in your mailbox.
8. After the archive is finished, you will receive an email with a link to download a .zip file containing your mail archive.

Exporting individual emails

If you only want to export a few messages and don't want to assign them all the same label, you can save individual email threads as PDF files.

1. Open the message you want to save as a PDF.
2. Click the printer icon at the top of the message display.
3. In the menu where you can select your printer, select "Print to PDF" or "PDF printer" instead. (This step varies depending on your browser and operating system).
4. This should open up a familiar "Save" window in which you can save the message to your computer as a PDF file.

Outlook 2010 (Desktop for Mac)

Exporting the whole mailbox, one folder, or a category of mail

There is more than one way to export email from a desktop installation of Outlook for Mac, but the following steps are the most reliable way to ensure that you export everything you want.

1. Click on File in the toolbar at the top of the screen.
2. Select Export.
3. Select Outlook for Mac Data File (.olm)
4. If you want to archive your entire body of email, select “Items of the following types” and choose “Mail.”
5. If you only want to archive one folder, you can assign that folder a category and choose “Items that are in the category” and then select the category that you assigned to that folder.
 - a. How to assign categories: (In the top menu bar, click Message > Categorize > Edit Categories
 - b. From here, you can add or rename the categories.
 - c. Close out of the Edit Categories window.
 - d. From the Home tab in Outlook, click on the folder you want to categorize and select all the messages in the folder “Categorize,” then select the category you want to assign to that folder from the drop-down list.
 - e. Now the items in that folder should be categorized.
6. A window will appear and ask if you want to delete items from your Outlook folder after export. This is up to you. Click yes or no, then click the right arrow.
7. A window will appear that will allow you to choose a place to save your export. Save it somewhere on your computer where you will be able to find it again, or on a flash drive.
8. Click “Save,” then the window will close and you will see another window saying “Export Complete.” Click “Done” and the export will be complete.

Exporting individual emails

1. Right click on the email you want to export.
2. Select “Print.”
3. In the window that appears, click on the button that says “PDF” and choose “Save as PDF.”
4. A window will appear that will allow you to save the PDF wherever you choose. Choose a meaningful name for the file. Click “Save” and you have finished.

Outlook 2010 (Desktop for PC)

1. Under "File," click "Options." Then select "Advanced."
2. Under the "Export header, click "Export."
3. Select "Export to a File," then "Outlook Data File (.pst)."
4. Choose the folder you wish to export. If you want to export the whole mailbox, select "Inbox." If you want to export a single folder, select that folder. If you want to export multiple folders, go back to your mailbox, create a new folder and drag the folders you want to export into it.
5. Click "Next," then click "Browse" to select where you want to save the PST file. Select the rule for duplicates that suits your preferences. Click "Finish."
6. If you are transferring the PST file to the Archives, do not add a password. Just click "OK."

Exporting individual emails


1. Select the email you want to export.
2. Click "File," then "Save as."
3. Choose the format in which you would like to save the message. Outlook Message format can be read only by Outlook, while Text Only and HTML can be opened in other applications.
4. Input your desired file name and choose where you would like to save the file, then click "Save."

Yahoo!

There isn't an option for exporting data from a Yahoo account to a PST or similar file. We recommend importing the AOL account into Outlook, then following the [instructions for creating a PST file from Outlook](#).

Enabling POP Access

(Via [Yahoo! Help](#))

1. Sign in to Yahoo Mail.
2. Mouse over the **Settings menu icon**  | select **Settings**.
 - The "Settings" window opens.
3. Click **Accounts**.
4. At the right of "Yahoo Account," click **Edit**.
 - A window with additional account settings opens.
5. To the right of "Access your Yahoo Mail elsewhere," select **POP**.
6. Select your POP option from the drop-down menu:
 - **Don't download spam email** - Only delivers your Inbox messages, not your Spam.
 - **Download spam with no special indicators** - Delivers Inbox and Spam messages with no visible "Spam" indicator.
 - **Download spam, but prefix the word "Spam"** - Delivers Inbox and Spam messages. Spam messages contain "Spam" in the subject line.
7. Click **Save**.

Exporting Account to Outlook 2013 using POP

(Via [Yahoo! Help](#))

1. In Outlook 2013, click **File | Add Account**.
2. Select **Manual setup or additional server types**.
3. Click **Next**.
4. Select **POP**.
5. Click **Next**.
6. On the “Account Settings” page, enter your account settings:
 - **Your Name:** The name you want to show when you send email.
 - **Email address:** Your full Yahoo email address.
 - **Account Type:** POP3
 - **Incoming Mail Server:** pop.mail.yahoo.com
 - **Outgoing Mail Server:** smtp.mail.yahoo.com
 - **User Name:** Your Yahoo ID.
 - **Password:** Your Yahoo account password.
 - Leave the “Require logon using Secure Password Authentication” option unchecked.
7. Click **More Settings**.
8. Click the **Outgoing Server** tab.
 - Select the **My outgoing server (SMTP) requires authentication** box.
 - Click **Use same settings as my incoming mail server**.
9. Click the **Advanced** tab. Enter advanced information:
 - Incoming server (POP3) port: 995
 - Select **This server requires an encrypted connection (SSL)**.
 - Outgoing server (SMTP) port: 465, 587, or 25
 - Set the encryption type to SSL or TLS
 - Set your desired server timeout and delivery options.
 - We recommend leaving a copy of messages on the server.
10. Click **OK**.
11. Restart Outlook.
12. Click **Send/Receive All Folders**.

Thunderbird

Exporting a “profile”

1. Make sure that Thunderbird is closed.
2. Locate the profile folder. On Windows, it is located in *C:\Users\<username>\AppData\Roaming\Thunderbird\Profiles* or in *C:\Documents and Settings\<username>\Application Data\Thunderbird\Profiles*. On a Mac, it is located in *Library/Thunderbird/Profiles*.
3. Right click the profile folder and select “Copy.”
4. Right click the drive or folder where you would like to store the profile copy and select “Paste.”

See [this Mozilla support page](#) for more details.

AOL

There isn't an option for exporting data from an AOL account to a PST or similar file. We recommend importing the AOL account into Outlook, then following the [instructions for creating a PST file from Outlook](#).

Exporting to Outlook 2013 using IMAP

(Via [AOLHelp](#))

1. With Outlook open, click **File** in the upper-left.
2. In the upper-middle part of the page that opens, click **+ Add Account**.
3. In the lower-left part of the page, click **Manual setup or additional server types**. Then click **Next**.
4. Select "**POP or IMAP**." Then click **Next**.
5. Enter your Name and your Email address, and under "Server Information" click the down-arrow to select **IMAP**. (*Not POP*).
 - For Incoming mail server, write: **imap.aol.com**
 - For Outgoing mail server, write: **smtp.aol.com**
 - Under Login Information, type your Username (your full AOL Mail address: example@aol.com), then enter your Password.
6. In the lower right, click **More Settings**.
7. In the "General" tab that opens, edit the name for this account if you want.
8. Click the **Outgoing Server** tab at the top, and check the box next to "My outgoing server (SMTP) requires authentication". Then select "Use same settings as my incoming mail server." At the
9. bottom of the page, click **OK**.
10. In the lower-right corner, click **Next**.
11. Hopefully you will now see a message in green (the green light!) that says "You're all set!" Click **Finish** in the lower right.