Transfer Student Email to Outlook Account

Outlook for Macs

Follow these steps to transfer all data from your JMLS student email account, which expires a year after graduation, to your new JMLS alumni email account.

How to Export Your Student Mailbox from Outlook

1. Open Outlook application.
2. Click on File, Export
3. Check the boxes of the items you want to export (make sure to check Mail for emails) then click Continue.
4. Choose what to name your archive and where to save it, then click Save, and then click Continue.
5. Allow Outlook to run the export process, then this screen will appear. Click Finish when you are done.
How to Import Your Archived Mailbox to Outlook

1. Open Outlook application.
2. Click on File, Import.
3. Select the Outlook for Mac archive file (.olm), then click Continue.
4. Choose the file you exported previously, and then click Import.
5. Let Outlook import everything you exported previously. The import is done when you see this confirmation. Click Finish.

Questions? Contact the ITS Help Desk via the Help Desk Portal at helpdesk.jmls.edu, phone 312/427-2737 x550, email helpdesk@jmls.edu, or visit room 733, 7th floor, State Street building (via main elevators or stairs from the 6th floor outside the library).

Need Help? Visit library.jmls.edu/itsguides for how-to guides on library & technology topics.