

Integrate email backup into Outlook

(example: MacOS – Outlook for Mac)

Prerequisite: A successful backup of old mails to a OLM file was possible

see the instructions „Export lokaler Outlook Daten auf Mac Rechnern“:

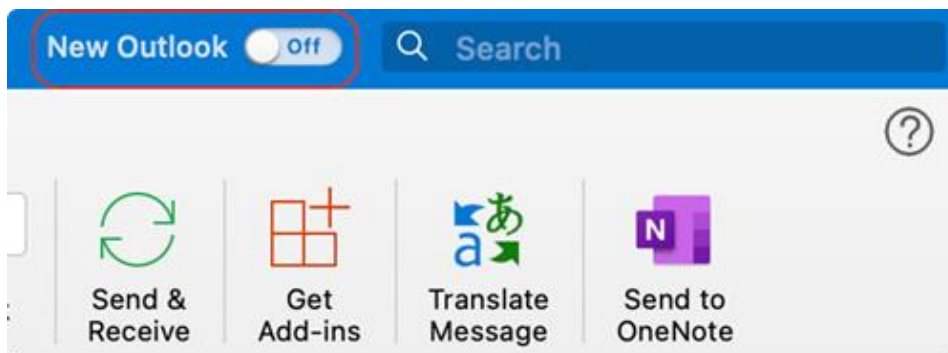
<https://www.uni-due.org/zim/anleitungen/>

<https://www.uni-due.org/wp-content/uploads/2022/12/Export-lokaler-Outlook-Daten-auf-Mac-Rechnern.pdf>

<https://support.microsoft.com/en-us/office/export-items-to-an-archive-file-in-outlook-for-mac-281a62bf-cc42-46b1-9ad5-6bda80ca3106>

Tip: Save a copy of the created OLM file(s) on an external data carrier / cloud storage such as Sciebo or similar before including it in Outlook.

- 1) Open Outlook
- 2) Make sure that you have not activated the newest feature „*New Outlook*“. You can find the corresponding setting in the top right corner of the Outlook window. Disable the slider and then restart Outlook

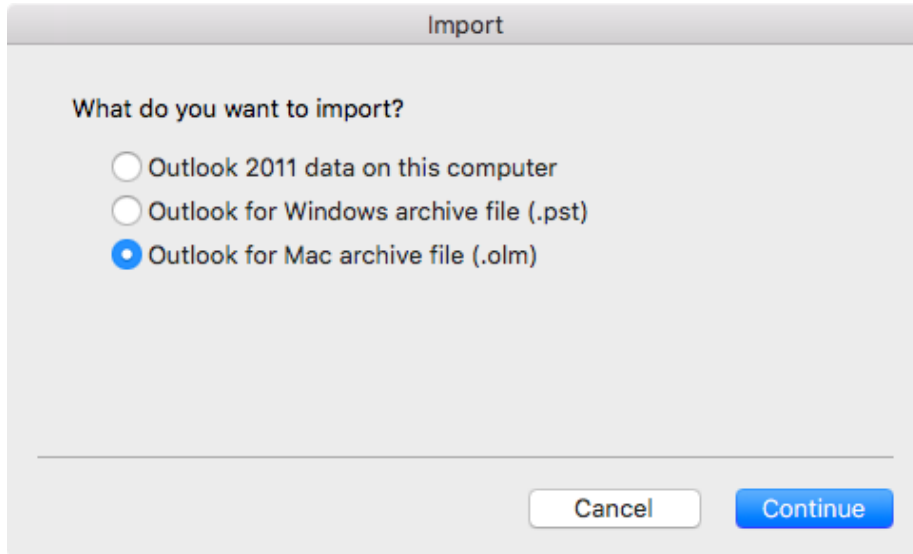


See also: <https://support.microsoft.com/en-us/office/the-new-outlook-for-mac-6283be54-e74d-434e-babb-b70cefc77439>

- 3) In the Outlook ribbon, select the “**Tools**” tab, and then click on “**Import**”

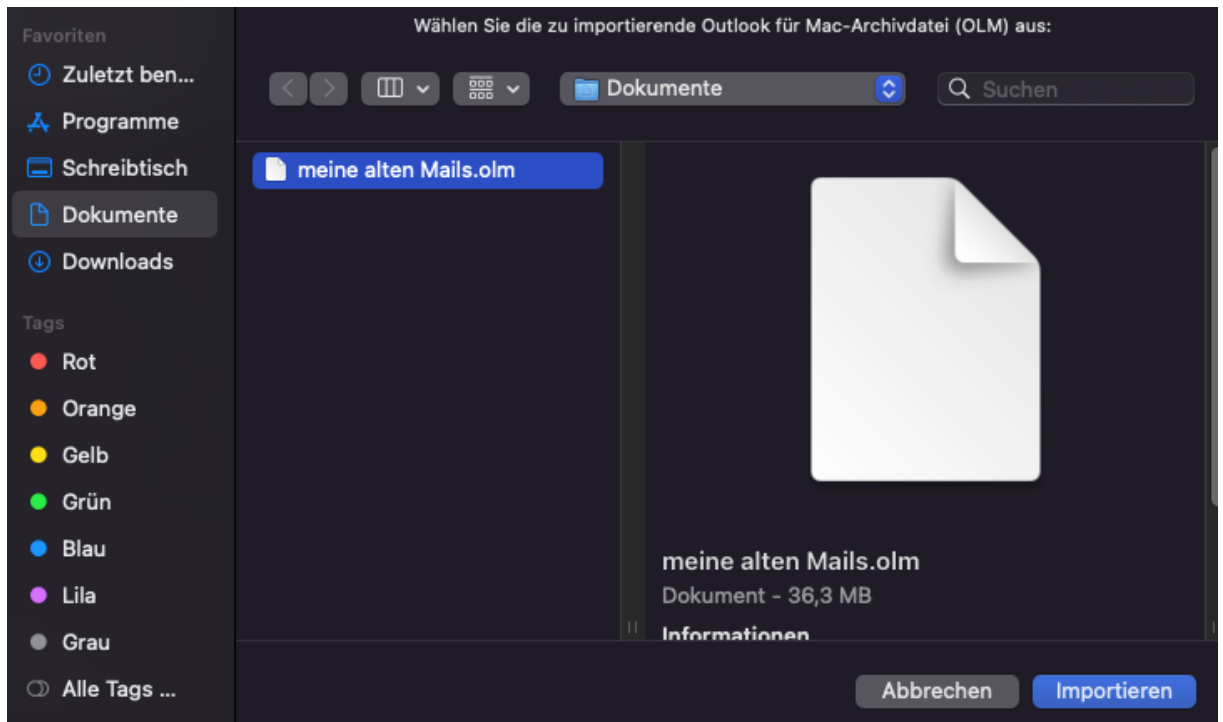


- 4) Then select "**Outlook for Mac Archive File (.olm)**" and click "**Next**":



Note: If you exported your mails to a Windows device, you can also import the corresponding PST file here. Unfortunately, it is not possible to import OLM files under Outlook for Windows.

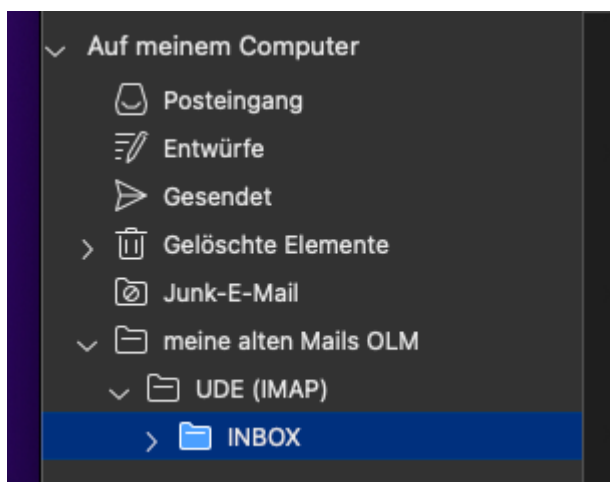
- 5) Locate and then select the location of the .olm file and click "**import**"



1. When the import is complete, you can import additional OLM files, if any, by clicking "**Import More**".
Otherwise, click "**Finish**".



- 6) After importing, the archived content is available in the "**On My Computer**" section of the Outlook Navigation Panes (Mail, Calendar, People, Tasks, and Notes).



Please make sure not to move any mails from the data file to the current mailbox, otherwise you could exceed the storage space of the respective mailbox and then no further e-mails can be sent or received!

Note: If "**On My Computer**" is not listed in the navigation panes, access the "**Outlook > Settings**" menu, select "**General**", and then clear the "**Hide in folders in My Computer**" setting.