

Export & Transfer Messages from MacMail (Students)

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This article is for students who are already viewing their Wharton email in MacMail or Outlook and want to create a backup of their data. **For more information on backing up or transferring your Wharton Gmail account data, please see our [Transfer/Backup](#) article.**

Before You Start

You might need one or more of the following before you can complete this task:

- An Email configured in MacMail or Outlook
- Enough storage space for your Mail data file

MacMail: Export Mailbox as an MBOX File

1. In MacMail, **click** on the mailbox you would like to export on the left hand side in the Mailboxes tab.
2. **Click** on "Mailbox" in the menubar.
3. From the Mailbox menu, **Select** "Export Mailbox..." And **choose** a save location.
4. You will now have a MBOX file safely stored on your computer.

Outlook: Export Mail as a PST File

For instructions on exporting Outlook data, please see Microsoft's instructions [here](#).

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu
