

Exporting Your Office 365 Account (Windows)

Once you leave or graduate from the College, your access to your College accounts will change. It's important to back up any emails, contacts, and files you wish to keep before your access ends because LITS will not be able to re-grant you access to your account once it closes. These instructions will show you how to back up your email and OneDrive accounts.

Note: You may want to delete any unwanted or unnecessary emails and files before backing up your account in order to create a more efficient backup.

1a) Backing Up Your Email Account

To export your email account, you will first need to download the Outlook desktop client on your personal computer and sync your Bryn Mawr College email with the client. To download the Outlook desktop client and sync your email, you will need to:

- a. Log into your account at <http://webmail.brynmawr.edu>
- b. Click on **Office 365** in the upper left corner to navigate to the Office 365 home page
- c. Navigate to the upper right of the home page and click **Install Office 2016**
- d. Follow the installation instructions provided by the webpage
- e. Activate Office 2016 by opening **Outlook** and inputting your full Bryn Mawr College email address and password
- f. Sync your email by navigating to the **File** tab in Outlook and selecting **Add Account**
- g. Input your name and email account information and click **Next**
- h. Authenticate using your Bryn Mawr credentials again when the dialogue box prompts you to do so
- i. Click **Finish** and restart Outlook

Note: While you will be able to send and receive email with your Bryn Mawr College account via the desktop client while it is active, once your email account is no longer accessible, the client will no longer be able to connect. Even if you've already set up a desktop client, you should still back up anything you need before your account closes.

1b) Exporting Your Email Account

- a. Navigate to the **File** tab in Outlook and select **Account Settings**
- b. Select your Bryn Mawr College email address and click **Change...**
- c. Check the box for **Use Cache Exchange Mode**
- d. Use the sliding bar to choose the timeframe of emails you'd like to cache and click **Next**, then **Finish**
- e. Close out of **Account Settings** and navigate to the **File** tab once more
- f. Select **Open & Export** from the left column
- g. Select **Import/Export > Export to a file > Outlook Data File (.pst)** and click **Next**
- h. Choose to export your whole email account (email, calendar, and contacts) by selecting your email address, or select a specific folder to only export that folder
- i. Select a destination for the your back up file to be saved

Note: You can export your new .pst file to an external storage device or to cloud storage so that you can access the files from another computer. Please remember to completely close out of Outlook if you want make copies of your new .pst file or to move the file to a new location.

2) Backing Up Your OneDrive Files

- a. Download OneDrive for Business from <https://onedrive.live.com/about/en-us/download/>
- b. Log into your account at <http://webmail.brynmawr.edu>
- c. Navigate to your **OneDrive** tile and click on it to access OneDrive
- d. Click **Sync** at the top of the page and then **Sync now** in the pop-up window
- e. Allow a few minutes for your files to sync
- f. Open **File Explorer** and locate **OneDrive for Business** in the left column
- g. Select **OneDrive for Business** and right click to choose **Copy** from the menu that pops up
- h. Right click in the folder where you'd like to save your back up file and choose **Paste** from the menu
- i. Make copies of your files by repeating steps **g** and **h** as needed