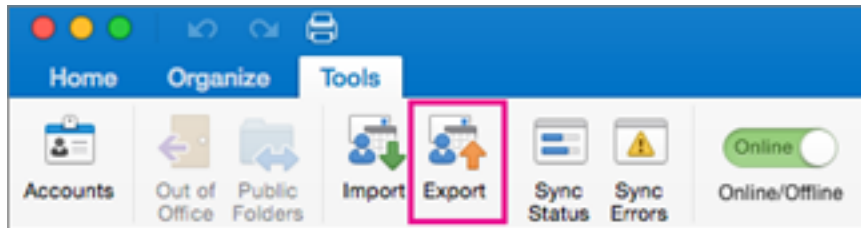


Export your data

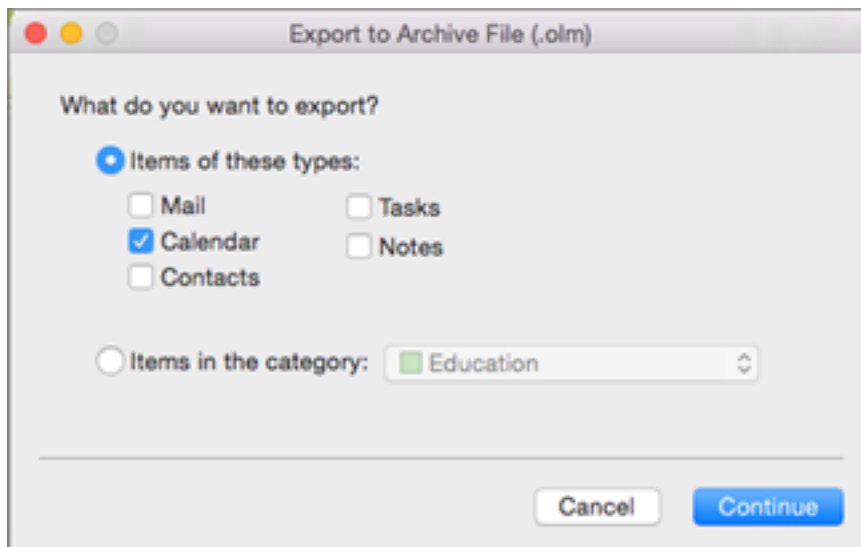
Manually archive email messages, contacts, and other items to an Outlook for Mac Data File (.olm) to easily reduce your inbox size. You can save an .olm file to any location on your Mac or on a different machine for safekeeping.

On the **Tools** tab, choose **Export**.

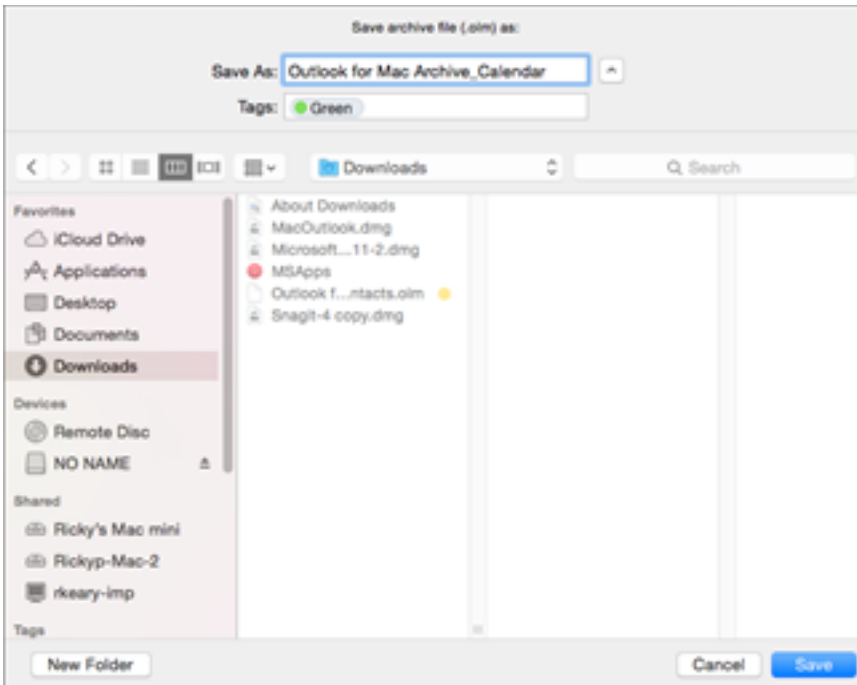


Note: Don't see the **Export** button? Make sure you have the latest version of Outlook. On the Outlook **Help** menu, click **Check for Updates**. If all Outlook updates are applied and you still don't see the **Export** button, look for **Export** on the Outlook **File** menu.

In the **Export to Archive File (.olm)** box, check the items you want to export, and choose **Continue**. Please select all check boxes to be able to migrate all of your data.



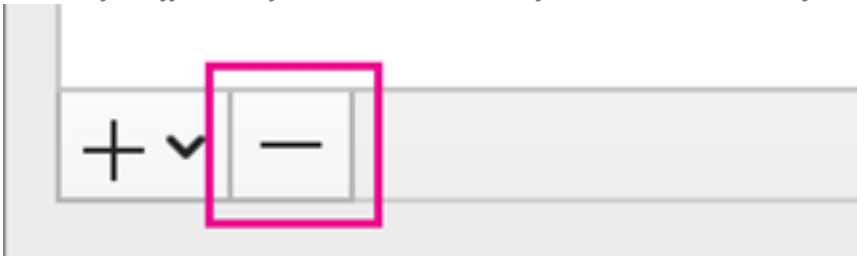
In the **Save As** box, under **Favorites**, choose the **Downloads** folder, and click **Save**. I usually save the file to the desktop to make it easy to find.



Once your data has been exported, you'll get a notification. Choose **Finish**.

Remove your old account

Outlook for Office 365 for Mac Outlook 2016 for Mac Outlook 2019 for Mac

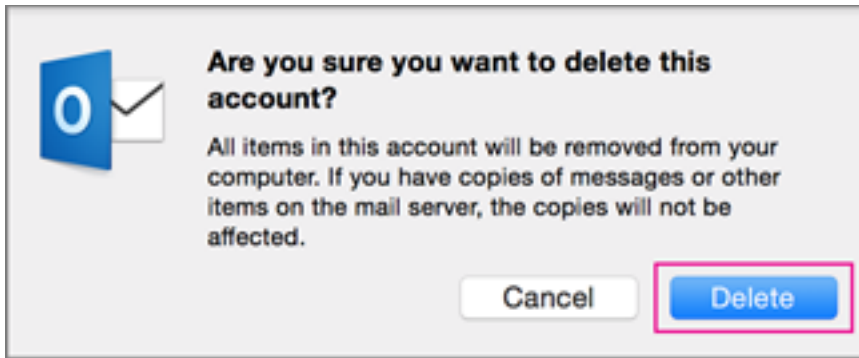


Open Outlook for Mac.

Select **Tools > Accounts**.

On the left-hand side of the window, select the account you want to delete.

In the lower left of the **Accounts** dialog box, click  .
Select **Delete**.



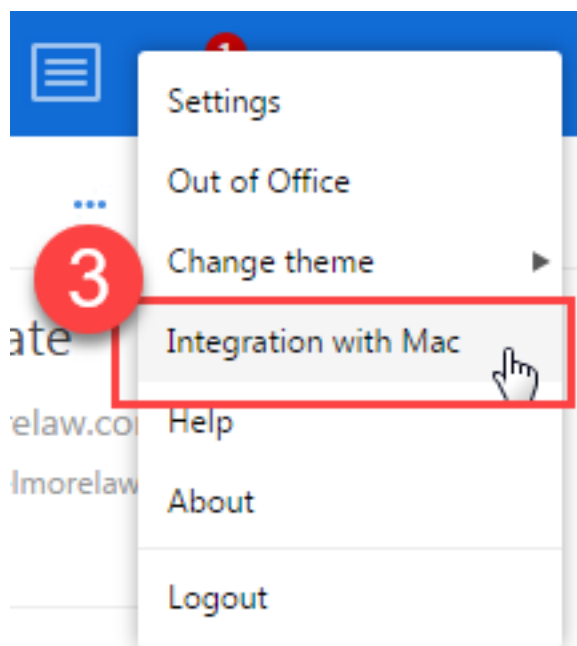
Configure Outlook to connect to new server

Follow these steps to use **Kerio Connect Account Assistant** for applications:

Log into the Kerio Connect Client (webmail) at <https://<yourserverhostname>>

Click your name in the **Kerio Connect Client**.

Select **Integration with Mac**.



Click **Download** under the **Connect Account Assistant** section.

Integrate Kerio Connect with your Mac



Kerio Connect Client

Enjoy all benefits of Kerio Connect Client in a native desktop application.

[Download](#)

[Learn more about Kerio Connect Client](#)



Connect Account Assistant

Kerio Connect Account Assistant will help you to easily configure your Mail, Calendar, Contacts, Messages and Microsoft Outlook.

[Download](#)

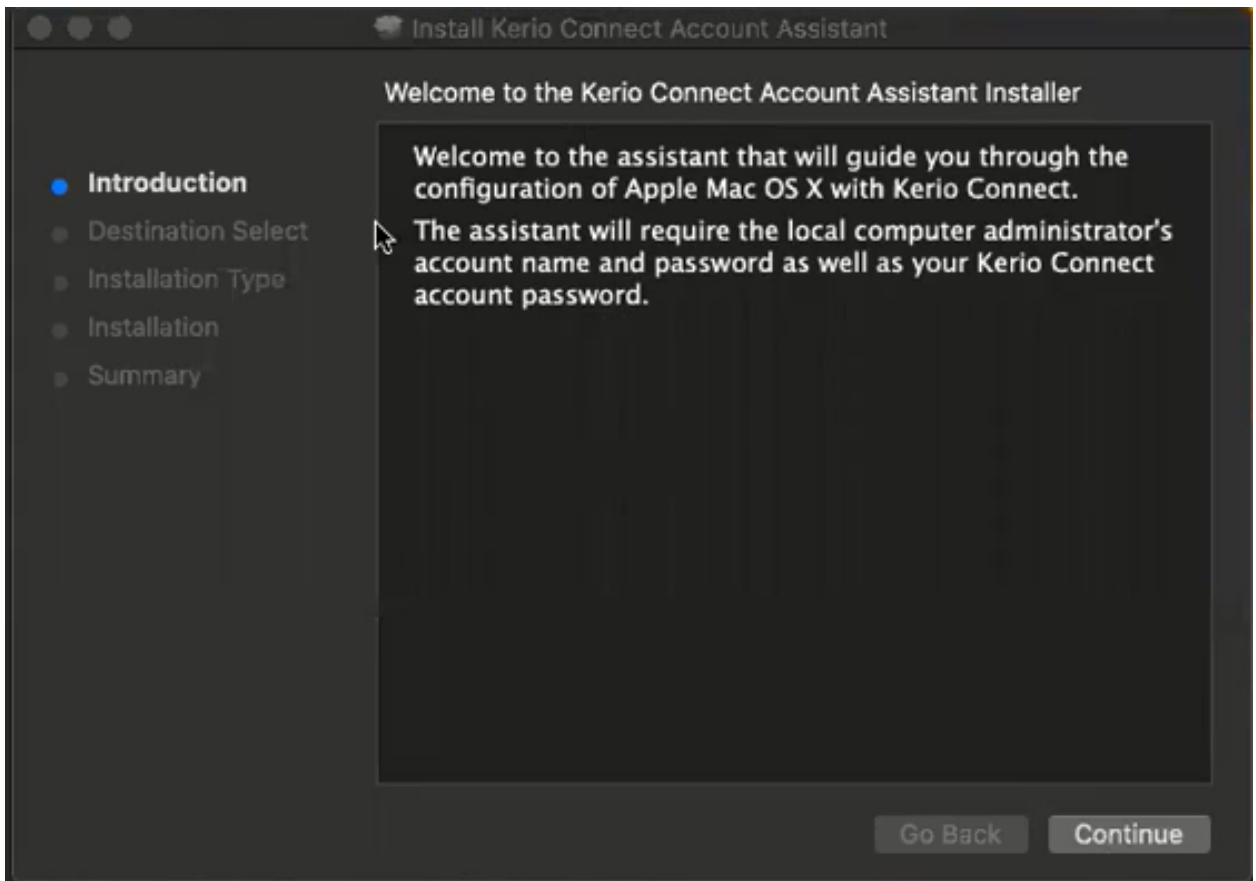
[Learn more about Kerio Connect Account Assistant](#)

Once the download completes, double-click the installation package.

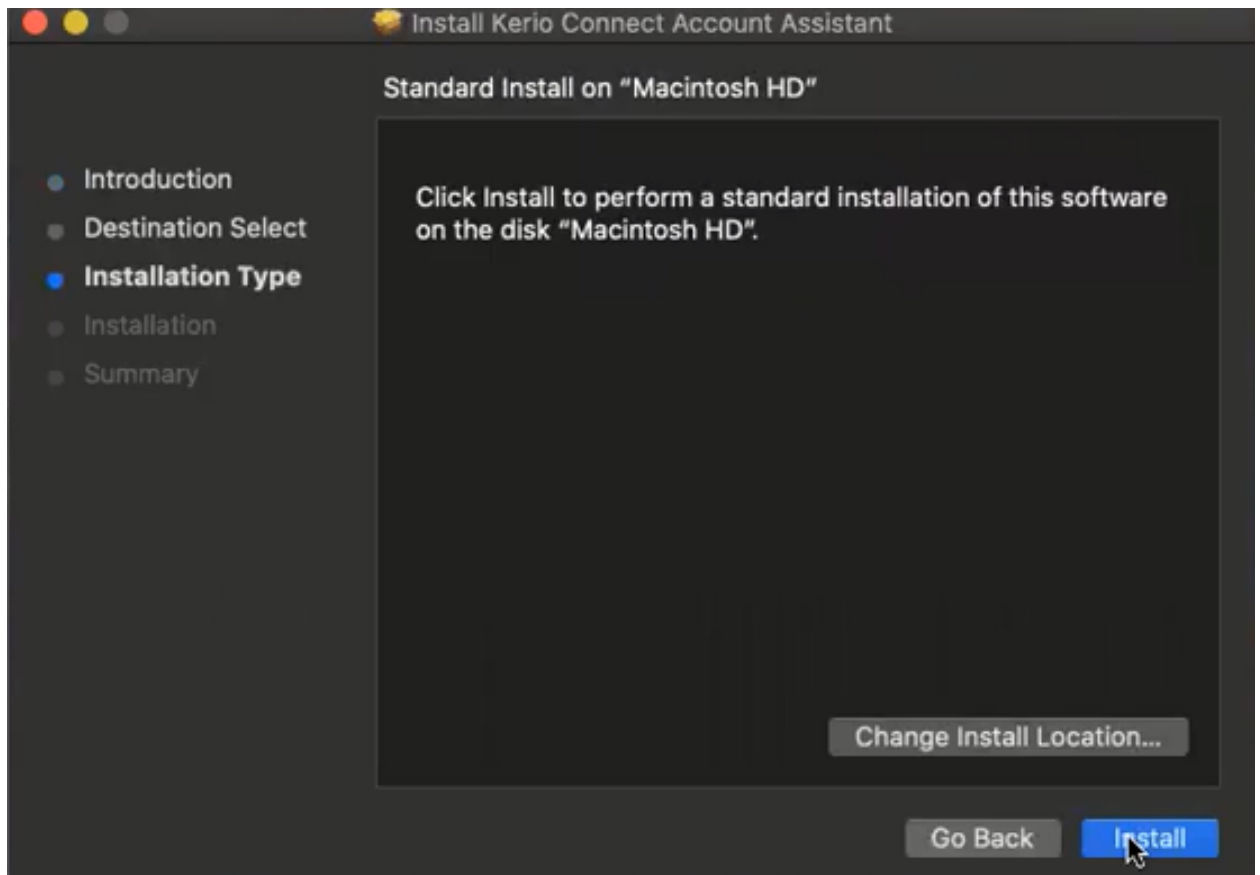
Click **Open** to overcome the security warnings.



Click **Continue** to start the Kerio Connect Account Assistant Installer.



Click **Install** to begin the installation. Use the option **Change Install Location** (if desired).



Select which products to configure on your computer and click **Continue**. In your case, uncheck all of the Apple apps, leaving only Microsoft Outlook selected.



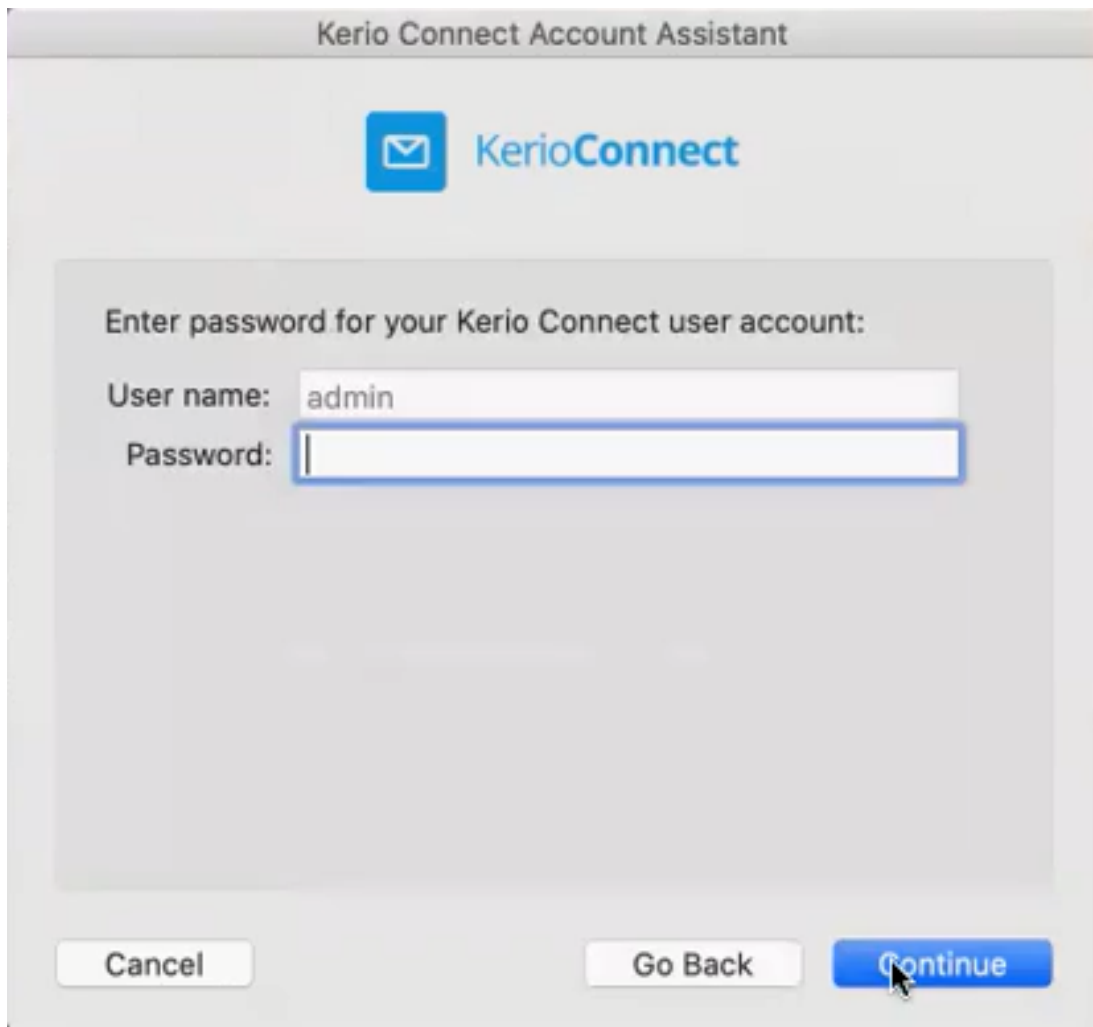
Select a product or products you want to configure:

-  **Apple Mail & Notes**
-  **Apple Contacts**
-  **Apple Calendar & Reminders**
-  **Microsoft Outlook**

Cancel

Continue

Enter your **Kerio Connect Client** password.

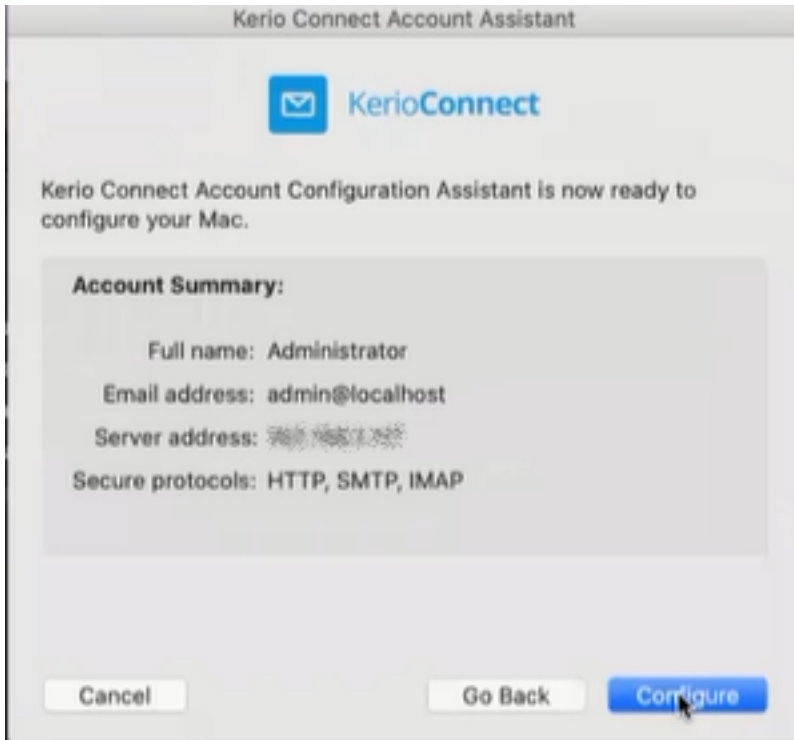


The image shows a dialog box titled "Kerio Connect Account Assistant". At the top center is the KerioConnect logo, which consists of a blue square with a white envelope icon and the text "KerioConnect" in blue. Below the logo, the text "Enter password for your Kerio Connect user account:" is displayed. Underneath, there are two input fields: "User name:" with the text "admin" entered, and "Password:" with an empty field. At the bottom of the dialog, there are three buttons: "Cancel", "Go Back", and "Continue". The "Continue" button is highlighted in blue and has a mouse cursor pointing to it.

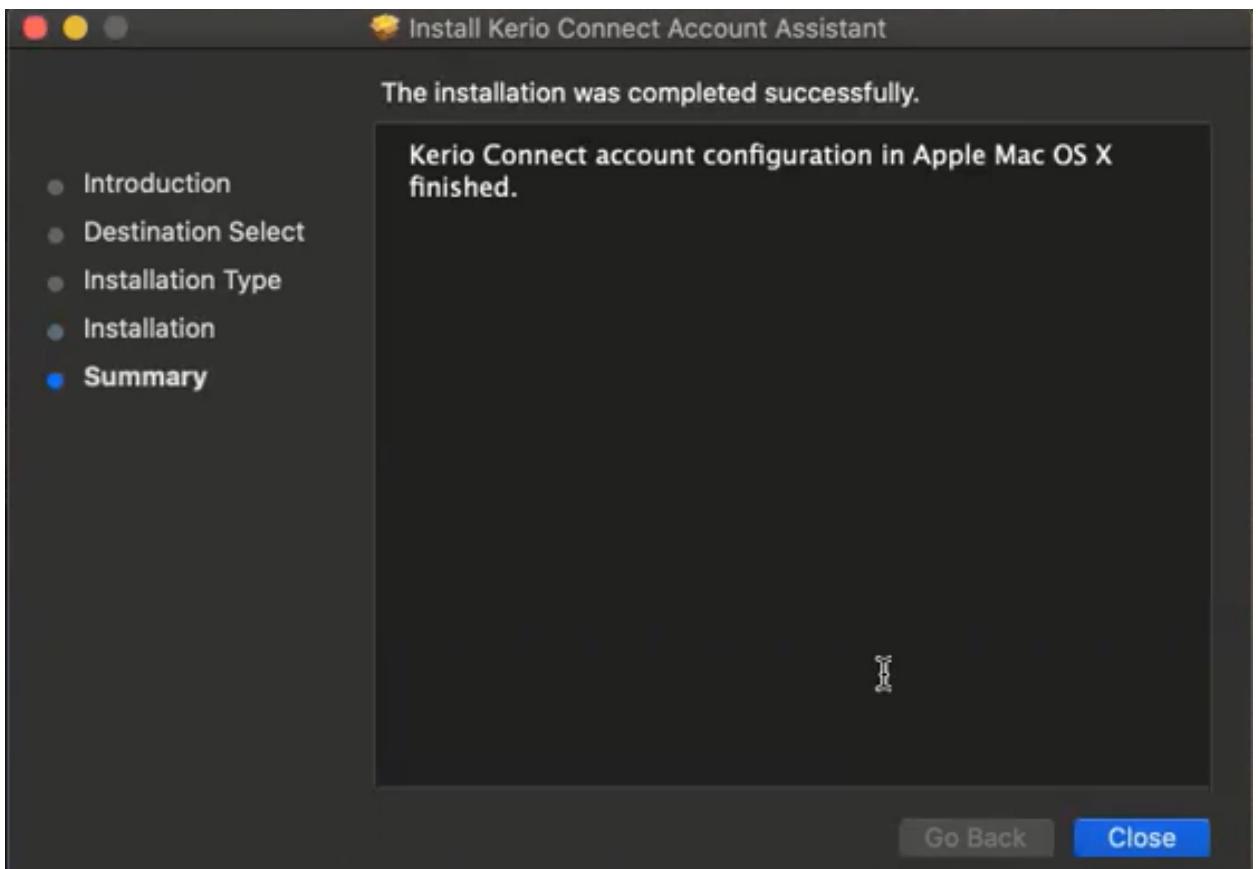
Click **Continue**.

Now the configuration application verifies your identity and server connection. If it fails verification, please continue with the installation.

Click **Configure** to run the configuration of the selected applications.



The configured applications are available and ready.

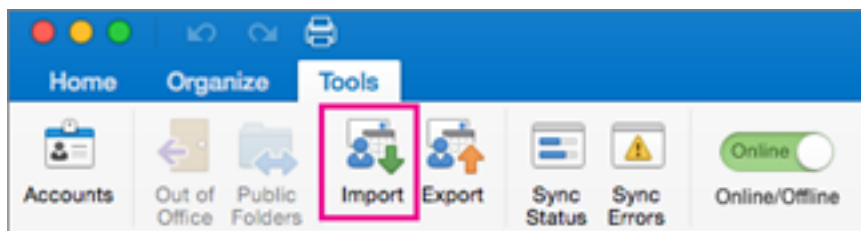


Import your data

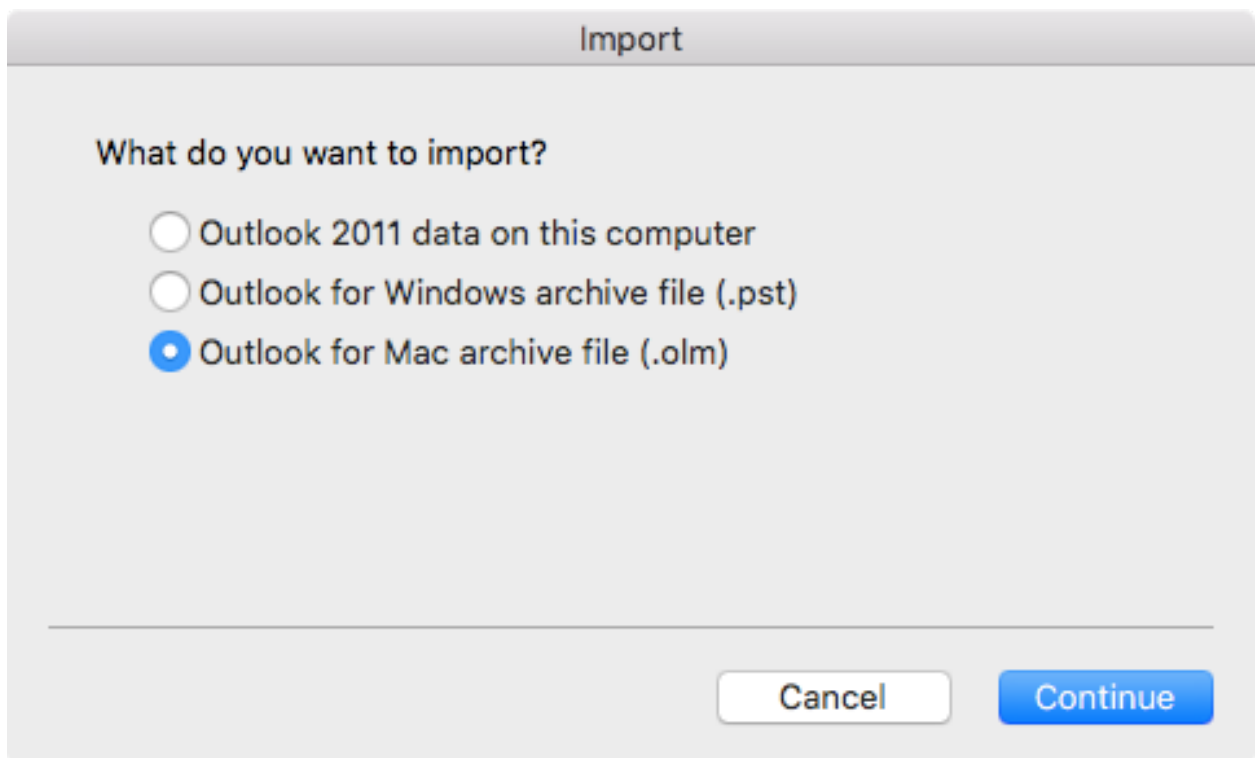
A .olm file is the data file used by Outlook for Mac to archive your email messages, contacts, calendar items, tasks, and notes. If you're moving from one Mac to another or upgrading from Outlook for Mac 2011 to Outlook 2016 for Mac or Outlook 2019 for Mac, export your email messages, contacts, calendar items, tasks, and notes to a .olm file first. Note the location where you save the .olm file because you'll need it during the import process.

1. Export your Outlook for Mac email messages, contacts, calendar items, tasks, and notes to a .olm file and note the location where you save that file.

In Outlook 2016 for Mac or Outlook 2019 for Mac, on the **Tools** tab, choose **Import**.



In the **Import** box, select **Outlook for Mac archive file (.olm)** > **Continue**.



Locate the .olm file on your Mac, and then choose **Import**.

Imported items appear on the navigation panes (Mail, Calendar, People, Tasks, Notes) under **On My Computer**. For example, contacts are in the navigation pane on the People tab, email messages are in the navigation pane on the Mail tab, calendar items are in the navigation pane on the Calendar tab, and so on.