

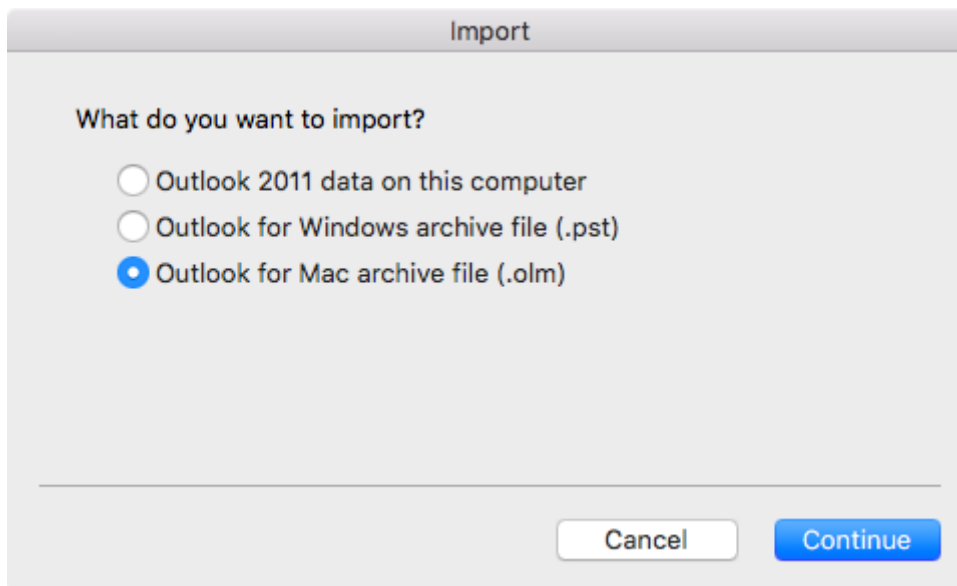
Import email messages, contacts, and other items into Outlook for Mac

Import a .olm file for Outlook for Mac. A .olm file is the data file used by Outlook for Mac to archive your email messages, contacts, calendar items, tasks, and notes.

Open Microsoft Outlook and on the **Tools** tab, choose **Import**.



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