

## Alumni Guide: How to Back Up Email Data Prior to Account Closing

University of Miami alumni are responsible for backing up their email data prior to their @miami.edu account closing. If you wish to back up your past University of Miami email, instructions are provided below.

**Instructions for:** [Mail on Mac](#) – [Microsoft Outlook](#) – [Gmail](#) – [Support](#)

### Mail on Mac

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It is very easy to organize emails in Mail on Mac by simply moving or copying them to different mailboxes. Just follow these instructions from Apple:

- [Move or Copy Emails Between Mailboxes](#)



### Microsoft Outlook

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You can easily export your Outlook email, contacts, and calendar data to either save as a backup or move to another computer or email account. Just follow these instructions from Microsoft on how to export or backup and import your Outlook data:

- **Export or backup to an Outlook .pst file:** [Video](#) | [Step-by-Step Instructions](#)
- **Import from an Outlook .pst file:** [Video](#) | [Step-by-Step Instructions](#)



### Gmail

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You can export and download your data for the Gmail and any Google products you use, such as email, documents, calendar, and more. To keep your records or transfer your data to another service, you can create an archive:

- **How to download your Google data:** [Step-by-Step Instructions](#)



### Have Questions? We Can Help!

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If you have any questions, please contact the IT Service Desk – Coral Gables/Marine: 305-284-6565 or [help@miami.edu](mailto:help@miami.edu); UHealth/MSOM: 305-243-5999 or [help@med.miami.edu](mailto:help@med.miami.edu).