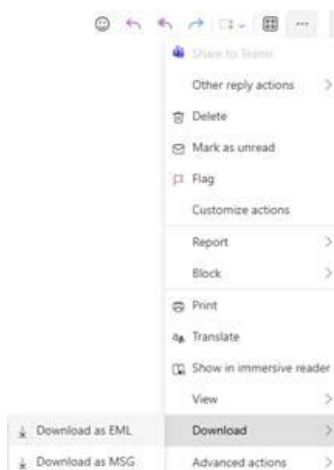


To Export or Forward Individual emails from Outlook on the web

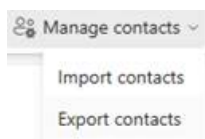
Select or open the individual email that you would like to export or forward.

- To forward, click the forward icon  and enter the email address where the message will be sent, then click the **Send** button.
- To download, click on **...** (**More actions**) and select **Download**, then choose **Download as EML**. The EML file can be found in the download location that is set in your web browser.

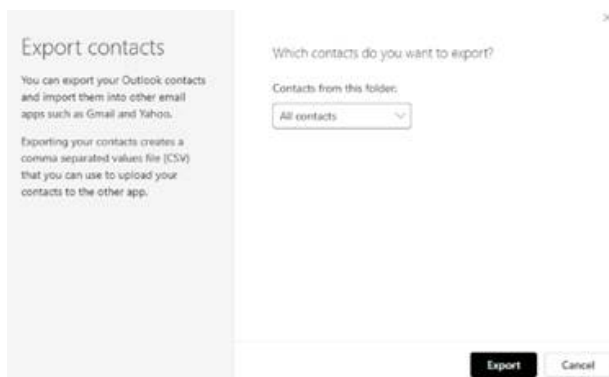


To Export All Contacts from Outlook on the web

- Click on the **People** icon  on the left sidebar.
- Click on the **Manage contacts** button located along the top bar, then select **Export contacts**.



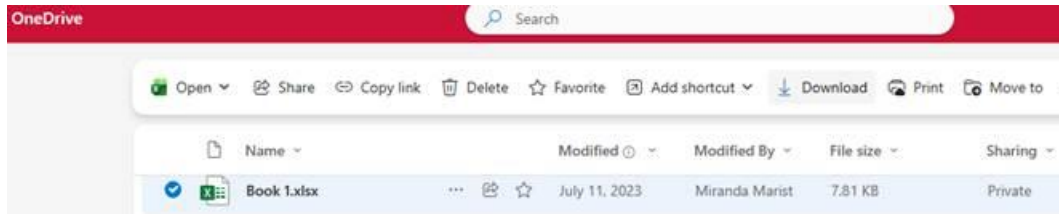
- Click the **Export** button located at the bottom right.



- Your Contacts will be downloaded to your computer in a file called **contacts.csv**. The file can be found in the download location that is set in your web browser.

For recent graduates who have access to OneDrive and would like to download files

- From the OneDrive app, select the file(s) or folder(s) to be downloaded.
- Press the **Download** button located along the top bar.



- The selected items will be copied to the download location that is set in your web browser.
- If multiple items were selected, they will be downloaded into a .zip file. You will need to extract the .zip file to access the individual items.