

# Export or manually archive Outlook items - Outlook for Mac

[support.office.com/en-us/arti...](https://support.office.com/en-us/article/Export-or-manually-archive-Outlook-items-Outlook-for-Mac)

*An easy way to reduce the size of your Inbox is to export — manually archive to an Outlook for Mac Data File (.olm) on your Mac — your e-mail messages, contacts, and other items.*

[Open link](#)