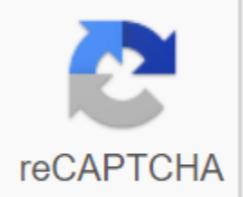




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Setup roadrunner imap email in outlook 2016

You can export e-mail messages to a PST, OLM, or CSV file or back them up to Gmail or an external hard disk. For PST: Go to Account Settings > Account Settings > Data (Data Files) > Open Folder (or File) Location and copy the .pst to your drive. This article explains how to export e-mail messages to various file formats and how to back up messages in Gmail. The instructions in this article apply to Outlook 2019, Outlook 2016, Outlook 2013, Outlook 2010, Outlook for Microsoft 365, and Outlook for Mac. After exporting Outlook e-mail messages, save the file to an external hard disk, or back up to another e-mail application. The steps you take depend on the version of Outlook from which you want to export e-mail messages and from which you want to do with the file when you are finished. An Outlook .pst file is a personal storage file that contains items such as e-mail messages, address book, signatures, and more. You can back up a .pst file and transfer it to Outlook on another computer, in another version of Outlook, or on another operating system. Open Outlook, and then go to the File tab and click Info. Choose Account Settings > Account Settings. In the Account Settings dialog box, go to the Data tab or the Data Files tab, select your file name or account name, and then click Open Folder Location or Open File Location. In Windows File Explorer, copy the .pst file to any location on your computer or to any removable media, such as a flash drive. In Outlook for Mac, export messages from an e-mail account as an .olm file, which is also a storage file that contains items such as e-mail messages, contacts, and calendar items. Go to the Tools tab and click Export. In the Export to Archive File (.olm) dialog box, select the Mail check box, and then click Continue. In the Save Archive File (.olm) As dialog box, click Downloads, and then click Save. Outlook starts exporting the file. When you see the Export Complete message, select Finish to exit. Go to the File menu and choose Export. Select Outlook Data File for Mac. Select the right arrow to continue. Select the location where you want to save the file. Outlook will start Export. When you see the Export Complete message, select Finish or Finish to exit. You can export emails from Outlook to your Gmail account by providing a backup source, as well as choosing to access your old emails from any location. The trick is to add your gmail account to Outlook and then copy and paste the folders. Set up your Gmail account in Outlook. Open Outlook and select the folder that contains the emails you want to export to Gmail, such as your inbox or saved emails. Press Ctrl+A to select all e-mail messages in the folder. Alternatively, press and hold Ctrl while you select each individual email you want to send to Gmail. Right-click anywhere in the selected e-mail messages, point to Move, and then click Other Folder. In the Move Items dialog box, select your Gmail account, and then select the folder where you want to export your emails. Or Create a new folder in your Gmail account. Click OK to move the selected e-mail messages. Another way to export Outlook e-mail messages is to send them to an Excel worksheet. This creates a spreadsheet with columns such as Subject, Body, E-mail, and more. While you can export Outlook contacts to a CSV file in Outlook for Mac, this option is not available for e-mail messages. Go to File > Open. Click Import/Export. Click Export to File, and then click Next. Select Microsoft Excel or Comma Separated Values, and then choose Next. Select the e-mail folder from which you want to export messages, and then choose Next. Navigate to the folder where you want to save the exported e-mail messages. Type a name for the exported file, and then click OK. When the process is complete, the new Excel file is available to open. In Outlook.com, an alias can be an e-mail address or phone number. Use aliases to reply to people with a different email address from the same account. For example, if you have Outlook.com e-mail address for the task, set up an alias for personal email. Alternatively, if you changed your name and want to use it with your existing account, set up an alias to keep your contacts and archived email. The instructions in this article apply to Outlook for Microsoft 365, Outlook 2019, 2016, Outlook.com and Outlook Online. In the Outlook desktop program, you can also add other e-mail accounts for use as aliases. After you add an e-mail message to Outlook, using that account as an alias is simple. Go to the Home tab and select New e-mail message. If you've successfully added an alias, you should see a drop-down menu next to From. Select From, and then select one of your aliases. Or, if you don't want to use an additional account, select Another email address. In the field labeled From, enter the e-mail address you want to send from. Select the Send Usage drop-down menu and choose which email address you want to send the e-mail message from. Select OK. Compose and send your email. Microsoft users have up to 10 aliases in their accounts at any one time, and you can use any of them to work on Outlook.com. To set up a new microsoft alias e-mail address that you can use with your Outlook.com: Sign in to the Microsoft account website. Select Your Information. Select Manage how to sign in to Microsoft. If you are using two-factor authentication, request and enter the necessary code. On the Manage how to sign in to Microsoft page, click Add an e-mail message. To add an email address that you already have, select Add an existing email address as your Microsoft account alias. Or, to use a new address as an alias, select Create a new email address and add it as an alias. Select Add Alias. If prompted, retype your password for security reasons, and then select Sign in. The alias you recently added is listed on the Manage how you sign in to Microsoft page under Account Alias. The primary e-mail Outlook.com is the one you use to open Microsoft Microsoft You can sign in to your account under any of your aliases. All Microsoft aliases share the same Outlook.com your inbox, contact list, password, and account settings with your primary alias, although some of them may change. You can choose to disable the sign-in permissions of an alias that you hand over to strangers to protect your information. Other notes: You cannot use an existing @hotmail.com, @live.com, or @msn.com as an alias. You can use an alias that is already associated with another Microsoft account. You can change the primary alias for an account at any time. To remove an alias from your account: Sign in to the Microsoft account website. Go to the Your Information tab. Select Manage how to sign in to Microsoft. On the Manage how to sign in to Microsoft page, click Remove next to the alias you want to remove from your account. In the You're sure you want to remove this alias from your account dialog box, click Remove. You may be prompted to enter your password for security measures. Removing an alias does not prevent it from being used again. To delete an alias, you must close your Microsoft account, which means you're losing access to your inbox. The circumstances surrounding reusing an alias differ as follows: If the alias you remove was an e-mail address from a domain that is not owned by Microsoft (such as @gmail.com), it is available to be added as an alias immediately to another Microsoft account. If the alias you remove is an e-mail address from Outlook.com, it can be re-created as a new account or alias after a 30-day waiting period. E-mail addresses from @hotmail.com, @live.com, or @msn.com cannot be added as an alias to any Microsoft account after they are removed. Many free webmail services also offer POP or IMAP access, which allows you to quickly and securely download your email to an email client, such as Outlook, Mail, or Thunderbird. We compared the email services that support POP and IMAP and chose our favorites based on ease of use, compatibility, and features. Here are our picks for the six best free POP and IMAP email services. IMAP and POP are e-mail protocols that help you access your email. e-mail clients use various protocols to send and receive e-mail messages S3studio/Getty Images Gmail is Google's approach to email and chat. Generous free online storage allows you to collect all your messages, and Gmail's simple-but-smart interface helps you find messages and see them in the box without effort. Gmail offers strong access to IMAP and POP mail servers, making it easy for users to access Gmail with their email client. Download for: Zoho Corp. 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