How to Export Outlook Emails to Excel

Outlook is the most used email communication tool in businesses of all sizes. Because of that, it is pretty standard that professionals need to extract email content or data to back up information or to use in other documents and presentations. Exporting Outlook emails to Excel and other files is simple. Learn how with this checklist.



Export manually

- [ ] Access your Outlook account
- [ ] Click on ‘File’
- [ ] Click on ‘Open and Export’
- [ ] Click on ‘Import/Export.’
- [ ] Select ‘Export to a file' and then click on ‘Next’.
- [ ] Select the option ‘Comma Separated Values’.
- [ ] Open your inbox and locate the email you want to export
- [ ] Select it and click on next
- [ ] Click on ‘Browse’
- [ ] Name your file and click on ‘OK’.
- [ ] Select a folder to save your file and click on ‘Next’.
- [ ] Click on ‘Finish’.

Export automatically

- [ ] Create a free Mailparser account at https://app.mailparser.io

- [ ] Click on "Create your first inbox"
- [ ] Type a name for your inbox and save.
- [ ] Your inbox will have an email address. Save it
- [ ] Test your inbox by forwarding a couple of emails to its address.
- [ ] On your Mailparser account, click "Select Inbox"
- [ ] Find the emails you sent
- [ ] Create parsing rules to extract data by clicking on "Create a Parsing Rule" or "Try automatic setup"
- [ ] Then go to Downloads and click on "Create first download link"
- [ ] Select the emails you want to export data from and click "save"
- [ ] Mailparser will generate a download link with the Excel files

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