

# How to Export Emails from Gmail to PST File?

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## Quick answer

Gmail is a web-based email client that is widely used by people to send & receive emails. It also allows users to use other Google account services like cloud, docs, contacts, calendars, and more, with the same Gmail account.

Gmail is a web-based email client that is widely used by people to send & receive emails. It also allows users to use other Google account services like cloud, docs, contacts, calendars, and more, with the same Gmail account. Yet, many business users choose to export emails from Gmail to Outlook PST for a number of reasons -

- Outlook offers users a choice between Outlook.com and the Outlook desktop app
- To save space in Gmail as it only offers 15GB of mailbox space
- To access Gmail emails offline as a PST file
- To archive old Gmail emails

No matter the reason behind users trying to export emails from Gmail to PST, there is no direct way to do this. Users can use Google Takeout to export Gmail emails, but it exports the mailbox data into an MBOX file - which is not supported by Outlook.

In this post, you will find some indirect ways to export Gmail to PST. Let's read further.

## Methods to export Gmail to PST?

Here are the workarounds that may help you export emails from Gmail to Outlook. These are -

- Configure Gmail in Outlook via IMAP
- Use Google Takeout to create a backup

### Method 1: Export Gmail to PST using IMAP

If you have an active Gmail account that you don't use anymore, you can import all your Gmail emails to Outlook by configuring your Gmail account into your Outlook mailbox via IMAP.

Once you have finished setting up your Gmail account in Outlook you will be able to send, receive, and read emails from your Gmail account in Outlook.

Before proceeding, make sure that - You have added your Microsoft 365 mailbox to Outlook. You have enabled two-factor authentication and IMAP on your Gmail account.

Here is what to do -

- Launch the Outlook desktop app .
- Click on File in the ribbon.
- In the Account Information window, click on Add Account .
- In the Auto Account Setup window, add your name, your Gmail address, and password in the respective fields.
- Click Next .

- Wait for the wizard to configure your Gmail account with Outlook.
- Once completed, click Finish .

After configuring your Gmail account in Outlook, you will see the migrated Gmail mailbox below your Outlook mailbox.

Adding email accounts in Outlook helps in creating a common platform for accessing multiple email accounts. This will work till the time your Gmail account is active. If you deactivate your Gmail account, you will not be able to access its mailbox, and the emails will be lost forever. Therefore, if you have plans to deactivate your Gmail account, you can easily export Gmail emails via Outlook.

To save a copy of your Gmail emails, you will need to export the mailbox. The Outlook will create a PST file on your system. Follow the steps mentioned below to save a copy of your Gmail emails by exporting Gmail to PST via Outlook. Follow the steps below to export your Gmail emails as a PST file -

- Launch the Outlook desktop app and click on File in the ribbon.
- Click on Open & Export > Import/Export .
- You will see the Import and Export Wizard. Select the Export to a file option from the given list of actions and click Next .
- Choose the Outlook Data File (.pst) option and click Next .
- Select the folder (Gmail mailbox) that you want to export your data from. Click Next .
- Browse the location where you want to save the exported PST file.
- Select the required option for duplicate items.
- Click Finish .

After this, it might show a prompt to add an optional password to encrypt the PST file. You can either add a password or leave the fields blank. Click OK to proceed. It will export the selected mailbox to a PST file saved on your system.

After saving your Gmail emails as PST, navigate to the saved Outlook data file location to check its file type. You will see the Outlook Data File (pst) mentioned.

Now that you have successfully exported your Gmail emails to a PST file, you can import it into Outlook as per your requirements using Outlook's built-in Import/Export wizard.

## **Method 2: Use Google Takeout to Export your Gmail Emails**

For users who are looking for ways to export all the data associated with their Google account, they can take the help of Google Takeout. It is a Google service that allows users to export a copy of the complete data associated with their Google account. This copy includes everything including Gmail emails, YouTube history, search history, contacts, and more.

But, there are two limitations to this utility. First, Google Takeout takes some time to create a download link of your account data, which can take anywhere from 24-72 hours. Second, it exports all the data in an MBOX file, which is not supported by Outlook.

To access Gmail data and export Gmail emails to PST, you can use an advanced MBOX to PST converter like Steller Converter for MBOX. It is powerful software that allows you to easily convert any supported MBOX file to PST file. It supports 18 email clients like Google Takeout, Thunderbird, Apple Mail, Entourage, and more.

So, if you are trying to export emails from old Gmail MBOX files to PST or migrating from an active Gmail account to Outlook, you can use this software to export emails from Gmail to PST swiftly. This software utilizes its advanced mailbox conversion algorithms to convert MBOX to PST in a matter of a few clicks. This utility also provides you an option to create a new PST file or add (append) items to an existing PST file. Additionally, the advanced MBOX to PST file converter provides a filter option to convert selective items from an MBOX file.

If you want to directly export Gmail emails to Office 365, you can upgrade this software to the Technician edition for seamless data transfers.

## Conclusion

Whether you have manually configured a Gmail account in Outlook (IMAP) or used Google Takeout, it is a lengthy process to export Gmail to PST. But you can simplify this process by using an advanced mailbox converter like Stellar Converter for MBOX. It is a great tool to simplify the mailbox migration process. It is an advanced MBOX to PST converter that makes it easier for anyone to migrate from a supported MBOX email client to Outlook.

## References

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