

# Zimbra Account Exporting Instructions

## Moving data from one account to another account

You can export your account data, including email messages and attachments, contacts, calendar, tasks, and Briefcase folders, or you can export specific items in your account. You can then save the data to your computer or other locations as a backup, or import the information into another application..

You can use the Zimbra Desktop Import/Export feature to export all the data for a selected account, including email messages and attachments, contacts, calendar, tasks, etc., or export specific data such as contact lists or calendars from one email account and then import the data to another account on Zimbra Desktop. The account data is saved as a tar-gzipped (tgz) file so that it can be imported to another account on Desktop. You can also use the Export/Import feature to save individual account data to your computer or other location as a backup.

**Note:** When you export individual contact folders, they are saved as .csv files; individual calendar folders are saved as .ics files.

The data are copied, not removed from your account.

You export the file from the **Preferences > Import/Export** page.

## Export Options

- Export all account data including messages and attachments, calendar data and contact lists in all folders
- Use Advanced settings to export specific account data
- Export Calendar
- Export Contacts

## Exporting all your account data

1. Go to **Preferences>Import/Export**
2. In **Export**, select the **Type** as **Account**
3. Make sure **Source** displays **All folders**.
4. Click **Export**.
5. In the dialog that opens, select **Save File** and select where to save the file.

The account data is saved as a tgz file.

## Use Advanced settings to export specific data

1. Go to **Preferences>Import/Export**.
2. In **Export**, select the **Type** as **Account**.
3. In the **Source** field, select the folder to export. All data under that folder is exported.  
If the **Source** is All folders, the data types field can be used to filter data by folder type. If the source is a specific folder, the data type does not matter
4. To select data by date, enter a **start** and **end date**. Only data between these dates are exported.

5. To search for specific information, enter a search query in the **Search** filter field. Only data that matches that query is exported.
6. In **Other**, check **Only export content files, exclude meta data when the data being exported** will be imported into a non-Zimbra email account. .
7. Click **Export**.
8. In the dialog that opens, select **Save File** and select where to save the file.

Files are saved in the following format:

- Each message is exported as a .eml file
- Each contact is exported as a .vcf file
- Each Calendar item is exported as a .appt.meta file

## Exporting a Calendar

1. Go to **Preferences>Import/Export**.
2. In **Export**, select the **Type** as **Calendar**.
3. In the **Source** field select the calendar to export.
4. Click **Export**.
5. In the dialog that opens, select **Save File** and select where to save the file.

The calendar is saved as an .ics file that can be imported into any calendar application that supports .ics.

## Exporting Contact Lists

1. Go to **Preferences>Import/Export**.
2. In **Export**, select the **Type** as **Contacts**.
3. Select the contact format to export the contact file as.
  - 
  - Windows Live Contacts
  - Outlook contacts
  - Account contacts (this keeps the contact information in the same format it is in)
  - Thunderbird
  - Outlook 2003
  - Yahoo contacts
4. In the **Source** select the contact list to export.
5. Click **Export**.
6. In the dialog that opens, select **Save File** and select where to save the file.

The contacts file is saved as an .csv file, with the contact information organized for the format you selected.