Microsoft 365: Exporting Emails from First Class

All Users

Attention: Exporting your emails from First Class will save them as text documents. They will not look the same!

First Class

For active emails, forward them to your Office 365 Outlook.

        a.   Use your email address that ends in @sd57learn.com

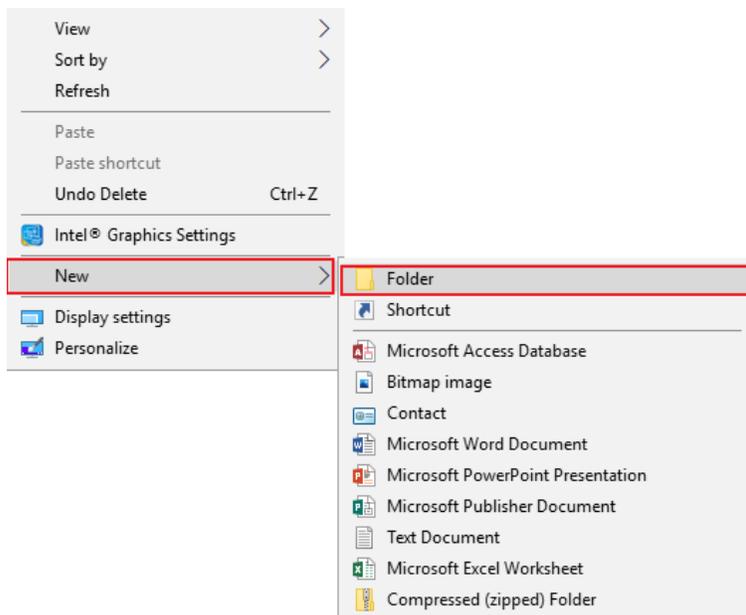   i.   @sd57learn.com is temporary and will be closed September 30th

For archived emails:

We recommend that you collect the emails you want to save into folders. You can export emails individually but it is time-consuming.
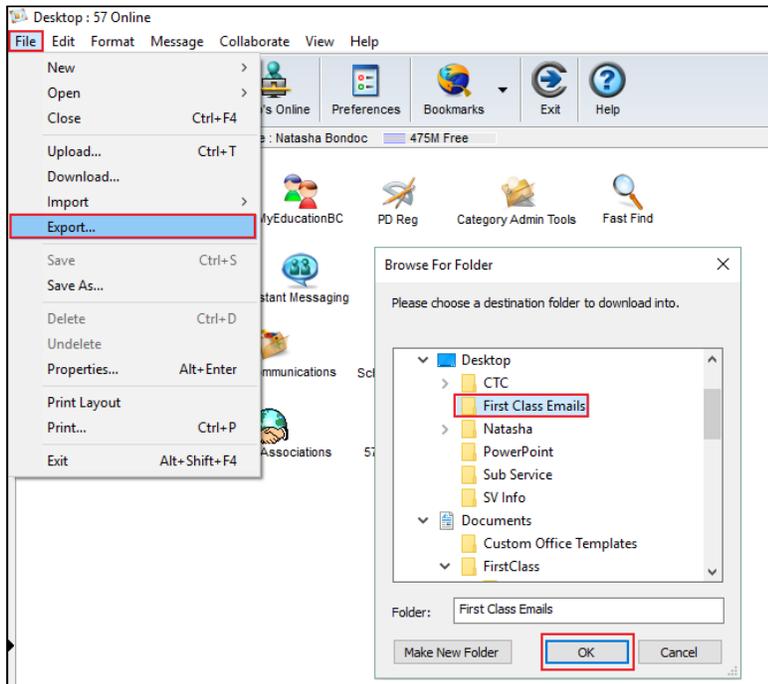
Creating a folder for your emails

1. Right click anywhere on your computers desktop
2. Click **New → Folder**
3. Name your folder "First Class Emails"

Exporting Emails to your Desktop

1. Open First Class and Log In
2. Click **File** in the top left hand corner of your screen
3. Click **Export**
4. Select your folder
5. Click **OK**

  a. <u>Click where you want the folder to be saved (Desktop).</u>
  b. Click **OK**

Note: if the attachments have names that are too long, they will <u>not</u> export automatically. You can download these attachments individually by right-clicking on them in their original email on First Class, selecting **Save attachment…**, and choosing where to save them.

Unselect the **Close when finished** checkbox on the file transfer box to see which attachments did not export automatically. The error will say **Invalid file path**.
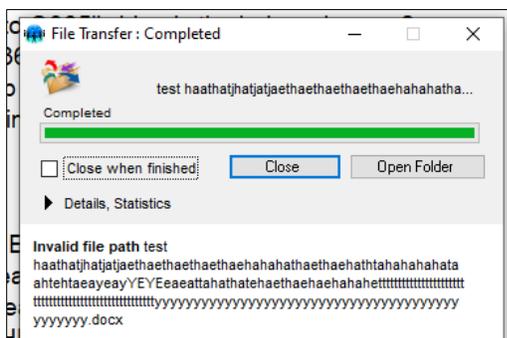
Note: When you go to the folder on your Desktop and open it, you will see all of the emails have saved as individual folders.
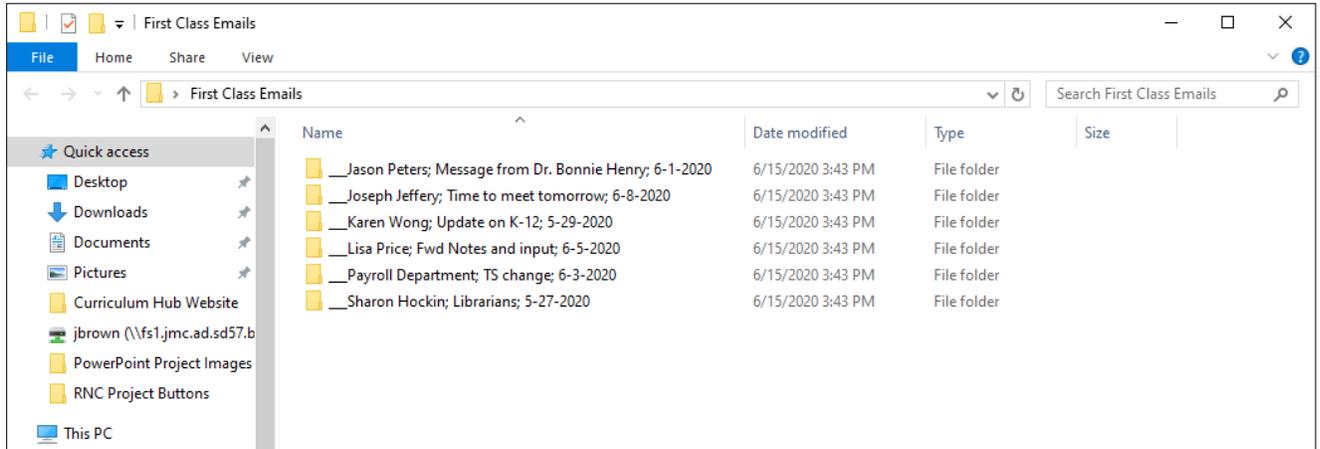

The text of the emails is saved as .rtf, and .txt, and .xml files. If there are any attachments, they will be saved in their original formats in a subfolder within each email folder, unless their names are too long (see previous note).
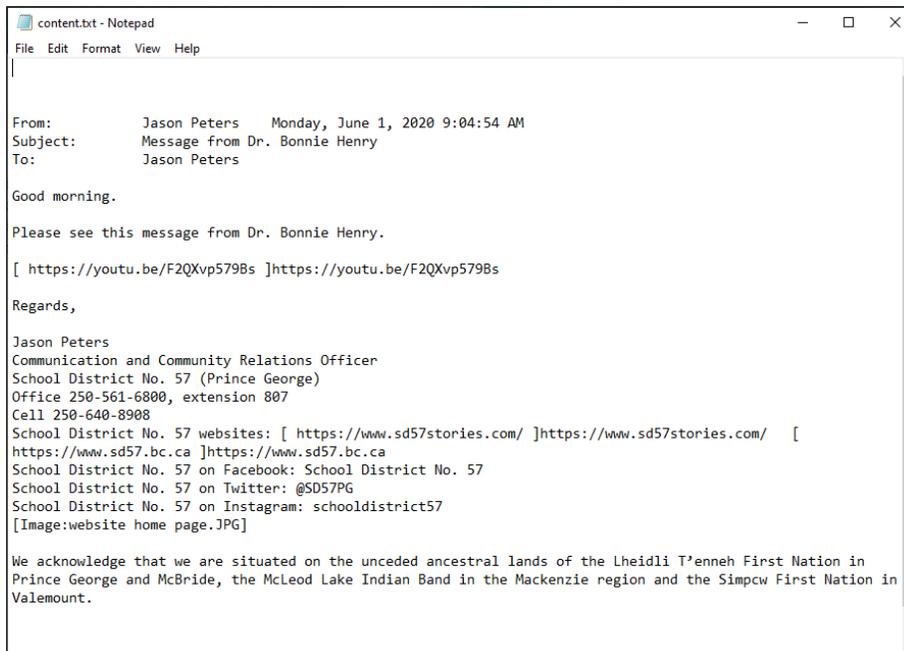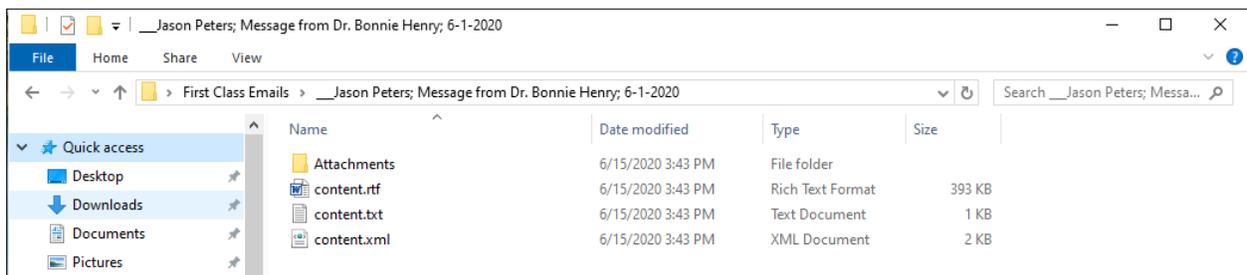
OneDrive

Saving Email Folder from your Desktop to your OneDrive

1. Log into Microsoft 365
2. Click OneDrive
3. Click, drag and drop your First Class Emails folder to your private OneDrive
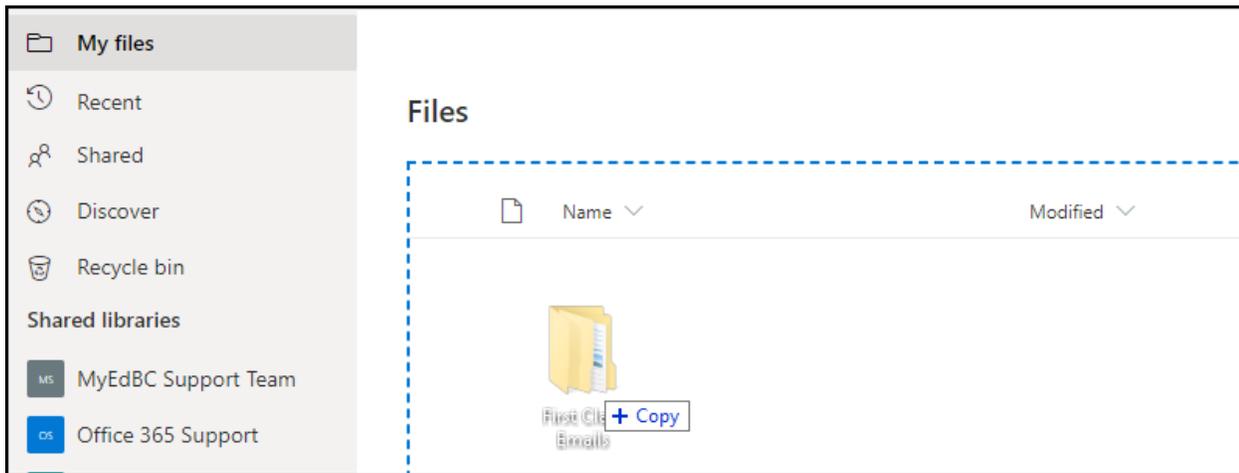
Version History

Version	Date	Description
4.0	August 2020	New documentation for Microsoft 365