Export and Import Virtual Machines

A. Export a VM
1. Open Oracle VM Virtualbox Manager and make sure your Ubuntu VM is shutdown before the export. Check the reference website below and export the Ubuntu VM to your USB flash drive. Use the default OVF 1.0 format. The export process will take a while.
2. Go to Oracle VM Virtualbox Manager. Right-click the Ubuntu VM and select **_Remove_** and choose **_Delete all files_**. This will remove the VM and delete all the files to free up your disk space.

B. Import a VM
1. Check the reference website below and import the VM from the .ova file on the USB flash drive.
2. Start the Ubuntu VM to verify if it works properly.

You may check https://www.techrepublic.com/article/how-to-export-virtualbox-virtual-machines-as-appliances/ for reference and there are also a lot of YouTube videos.