## How to use Kernel Office 365 Backup & Restore?

The software helps users to backup Office 365 mailboxes and Exchange data into PST format. Use the tool to backup and restore Office 365/Exchange mailbox to PST.

## **Backup Office 365 mailboxes**

Follow the below steps to backup the single mailbox:



Step 1: Launch the application and click the Backup button.

Step 2: Click on Add to map Exchange Server/Office 365 account with the software.



**Note**: To backup multiple Office 365 mailboxes, click **Download Sample CSV File**, enter the required mailbox details then click **Import from CSV** to import that CSV in the software. It will instantly map multiple mailboxes in the software.

**Step 3:** Select **Use Modern Authentication while login (by using user client id and secret)** in **Choose Login Types** and click **OK**.

	Kernel Office 365 Backup and Restore
Kernel	
E I Use "Add" E sources, use	nutton to add single/multiple Office 365, On-Premises Exchange or Hosted Exchange Server for migration. To add multiple mailbox(es) as e credentials of Global Administrator for Office 365 and Admin Privilege user mailbox for Exchange server. + Add
#	Use Modern Authentication while login (by using user client id and secret)     Use Basic Authentication while login (by using user name and password)
•	Ck Source Filter Destination ate 1 2 - 3 4 6 0
Q. • ` ^	
	Download Sample CSV File Import from CSV

Step 4: Enter Exchange/Office 365 mailbox credentials such as Tenant ID, Client ID, and Client Secret Value. Select List all Mailbox using above credentials and Get User Mailbox(es).

**Note**: You can add Office 365, Hosted Exchange Server, or On-Premises Exchange details as required.

Office 365/Exchange Login	×
Tenant ID       :	Create Azure AD app for Modern Authentication To connect to Exchange Online organization that uses Modern authentication, you need to create an Azure AD application, as described in this section. Step 1: Create and Register a new app in Azure AD
Single Mailbox / Office 365 Group Mailbox/Office 365 Group Email ID:	To register a new Azure AD application, do the following: 1. Sign into the Microsoft 365 Admin Center (with your Global Administrator, Application Administrator, or Cloud Application Administrator account) and go to the Select Identity from the list of accessible admin centers. 2. Under the App registrations section, select New registration:
Get User Mailbox(es)     Get Group(s)     Import from CSV     Select All     Unselect All       Mailbox Name	<ol> <li>In the Name field, enter the application name.</li> <li>Select who can use this application in the Supported account types – use the Accounts in this organizational directory only option.</li> <li>Click the Register button.</li> <li>NOTE: Application redirect URI is optional; you can leave it blank on this step.</li> <li>Your application ID is now available in the Overview section. Copy it to a safe location.</li> </ol>
Add Cancel	Step 2: Grant Required Permissions

**Step 5:** The software will start retrieving all mailboxes associated with the Office 365/Exchange Login account. The software will pop up **Please wait while current process finishes.** 

	Offic	e 365/Exchange	Login		$\times$
Tenant ID : (For Hosted) Client ID : Client Secret Value	Exchange use Proxy Server Name)			Create Azure AD app for Modern Authentication To connect to Exchange Online organization that uses Modern authentication, you need to create an Azure AD application, as described in this section. Step 1: Create and Register a new app in Azure AD To register a new Azure AD application, do the following:	^
<ul> <li>Single Mailbox / Office 365 Group</li> <li>Mailbox/Office 365 Group Email ID:</li> <li>List all Mailboxes using above credentials</li> </ul>	Please t	wait while current p	process finishes	Microsoft 365 Admin Center (with your inistrator, Application Administrator, or Cloud Administrator account) and go to the Select Identity from the list of accessible admin centers.     Under the App registrations section, select New registration:	l
Get User Mailbox(es) Get Group(s) Mailbox Name Search	Import from CSV	Select All	Unselect All	<ol> <li>In the Name field, enter the application name.</li> <li>Select who can use this application in the Supported account types – use the Accounts in this organizational directory only option.</li> <li>Click the Register button.</li> <li>NOTE: Application redirect URI is optional; you can leave it blank on this step.</li> <li>Your application ID is now available in the Overview section. Copy it to a safe location.</li> </ol>	
	Add Cancel			Step 2: Grant Required Permissions	~

**Step 6:** The software will show all the mailboxes associated with your account. Select necessary mailboxes accordingly and click on **Add**.

E 🛛 🚺	Create Azure AD app for Modern Authentication
Tenant ID : (For Hosted Exchange use Proxy Client ID :	Server Name)         To connect to Exchange Online organization that uses           Modern authentication, you need to create an Azure AD application, as described in this section.
	Step 1: Create and Register a new app in Azure AD
Client Secret Value	To register a new Azure AD application, do the following:
ingle Mailbox / Office 365 Group Mailbox/Office 365 Group Email ID:	Sign into the Microsoft 365 Admin Center (with your Global Administrator, Application Administrator, or Cloud Application Administrator account) and go to the Select
ist all Mailboxes using above credentials Get User Mailbox(es) Get Group(s) Import	Identity from the list of accessible admin centers.     Under the App registrations section, select New     registration:     Identity from the list of accessible admin centers.     Under the App registrations section, select New     registration:     Identity from the list of accessible admin centers.
ist all Mailboxes using above credentials Get User Mailbox(es) Get Group(s) Import Mailbox Name	from CSV       Select All       Unselect All       In the Name field, enter the application name.         4.       Select who can use this application in the Supported
ist all Mailboxes using above credentials       Get User Mailbox(es)     Get Group(s)     Import       Mailbox Name       Search       attrice     .com       Import     Com       Import       Im	Identity from the list of accessible admin centers.         Image: Select All Unselect All         Image: Select All Unselect All

Step 7: Verify all the selected mailboxes and click on Set Filter and Migrate.

	Kernel Office 365 Backup and Restore	-	×
	Kernel		
	Use "Add" button to add single/multiple Office 365, On-Premises Exchange or Hosted Exchange Server for migration. To add multiple mailbox(es) as sources, use credentials of Global Administrator for Office 365 and Admin Privilege user mailbox for Exchange server.	+ Add	
<ul> <li>A</li> <li>■</li> <li>I</li> <li>I</li></ul>	1 com 2 com 3 com		+ 一 団
	Export mapped list to CSV Import from CSV Set Filter and M	Migrate	

**Step 8:** Select the source options from **Mailbox**, **Archive Mailbox**, or **Public Folder** for migration and click **Migrate**.

		Migration Type Selection	
lea	se select migration ( Mailbox, Archive Mailbox or Public Folde	er) as per your choice using Drop-down list.	
			Mailbox Archive Mailbox Public Folde
	Source Mailbox(es)	From Source	
Sea	arch	Search	\$
,	contentenquiries@kemela.onmicrosoft.com	Mailbox	
	sudesh@kemela.onmicrosoft.com	Mailbox Archive Mailbox	
	larunlamba@kernela.onmicrosoft.com	Public Folder	
			Cancel Migrate

Step 9: The software will start Enumerating folders from the Office 365 account.

eview and search manbox re	nucls to migrate		
Folder Path		Item Count	
Search	Q	Search	x م
Date Filter From: 8/21/2024	Please wait Enumerating folders	× 0%	
Email Journa			
Evolute Deleted folder		Cancel	
Exclude Deleted Tolder			
Select if you want to save a	ll data hierarchy into a senarate folder		
et operation timeout for larg	er emails while uploading/downloading	20 Min 🗸	
Skip Previously Migrated It	ems ( Incremental )		

**Step 10:** In the **Filter Selection** window, choose the filtering options as required:

- Review and search Mailbox Folders to Migrate: Select the folders to migrate.
- Date Filter: Provide a date range to filter items.
- Item Type Filter: Select Email, Journal, Task, Contacts, and Contacts/Appointment accordingly.
- Exclude Deleted folder: Select to skip deleted items folder from migration.
- **Exclude empty folders:** Exclude empty folders from the migration.
- Select if you want to save all data hierarchy into a separate folder: Provide a folder name (to save the data inside a folder.)
- Set operation timeout for larger emails while uploading/downloading: Select an upper time limit for backup (the backup will be rejected if it exceeds the limit).

- Skip Previously Migrated Items (Incremental): Check the box to exclude the already migrated data and migrate only the additional data.
- **Request minimum items from the Server:** The software will request server to retrieve files from the mailbox.

Finally click I am OK, Start Migration.

1.0	Folder Path	Item Count	*
Sear	rch 🔎	Search.	ρ
4 N	Aailbox: contentenguiries@kernela.onmicrosoft.com		
	✓ 05jan	0	
	✓ 101	0	
	✓ 101\[Gmail]	0	
	✓ 101\[Gmail]\Important	10	
	✓ 12_June_santosh	0	
	✓ 12_June_santosh\101	0	
	✓ 12_June_santosh\101\[Gmail]	0	
	12_June_santosh\101\[Gmail]\Important	10	
	1000		
Date Filter From:	8/22/2024 ■▼ To: 8/22/2024 ■▼	n	
2 Date Filter From: 2 Item Type F ☑ Em 2 Exclude De 2 Exclude em 3 Select if you	8/22/2024       Imode To:       8/22/2024       Imode To:         Filter       Imode To:       Imode To:       8/22/2024       Imode To:         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal       ✓ Task       ✓ Contacts       ✓ Calendar//         Initial       ✓ Journal	n Appointment	
Date Filter From: Item Type F Exclude De Exclude em Select if you	8/22/2024       Image: To:       8/22/2024       Image: To:       8/22/2024       Image: To:         Filter       Image: To:       8/22/2024       Image: To:       8/22/2024       Image: To:         Image: To:       Image: To:       8/22/2024       Image: To:       8/22/2024       Image: To:         Image: To:       Image: To:       Image: To:       8/22/2024       Image: To:       To:       Image: To:	Ω \ppointment	
Date Filter From: Item Type F Exclude Del Exclude em Select if you	8/22/2024       Image: To:       8/22/2024       Image: To:       8/22/2024       Image: To:         Filter       Image: To:       Image: To:       8/22/2024       Image: To:       Image: To:       8/22/2024       Image: To:         Filter       Image: To:       Image: To:       8/22/2024       Image: To:       8/22/2024       Image: To:       Image: To:       8/22/2024       Image: To:	Ω \ppointment	
Date Filter From: Item Type F Exclude De Exclude em Select if you Jail	8/22/2024       Imodel with the second	Appointment	

**Step 11:** In the **Save As** dialogue box, select the **PST** file, tick **Split Output PST File After** to create multiple PST files, and click **OK**.

	Folder Path		Item Count		*
Searc	h	P	Search		P
4 M	ailbox: contentenquiries@k	cernela.onmicrosoft.com	0		
	✓ Ubjan		0		
			ă.		~
		Save As			×
	Please select output type for b	ackup			
	or ⊙ PST	Split Output PST File	e After: 1	GB	
			<u>a</u>		
te Filter					
Fron		-	C		
		≥ OMSG	UHIML		
m Type					
Ε		-			
	W ODOCX	W O DOC	CPDF		
clude D					
clude ei					
lect if ye		ОК	Cancel		
Jai			1-1		
peration ti	imeout for larger emails while	euploading/downloading	20 Min	~	
in Previou	sly Migrated Items ( Increme	ntal )			
ip ricelou	siy migrace items (increme	itur y			

**Step 12:** Provide a destination to save **PST** file. Also, you can **Make New Folder** to save all your backed-up files by clicking **OK**.

	Folder Path	Item Count	
S	Search 🔎	Search	P
	Mailbox: contentenquiries@kernela.onmicrosoft.com		
	✓ 05jan	0	
	✓ 101	0	
	✓ 101\[Gmail]		
	✓ 101\[Gmail]\Impc Browse For	Folder	
	✓ 12_June_santost		
	12_June_santosi Select local drive or network drive		
	✓ 12_June_santosł		
	✓ 12_June_santost		
1	10/ 1222		100
Date Filt	er 28 users		
Fn	om: 8/20/2024 Anisha Blogs		
	Camtasia		
4	Credentials		
Item Typ	Documentation		
$\checkmark$	Email 🗹 Journal	× 1	
Exclude	Deleted folder Eolder: Downloads		
Exclude	empty folders		
Select if	you want to save all dat Make New Folder	OK Cancel	
Juccell			
Ja	ai Line Line Line Line Line Line Line Lin		

**Step 13:** The software will start the backup process and show the live backup process in the following wizard.

Folder Path				Item Count			
		Sum	mary	P		- (	2
Mailbox		Folder	Statu	s	Item Co	unt	٠
the large side of		101\[Gmail]\Im	Succe	ess	10		
printeriors, also given		12_June_santo	Succe	ess	10		
parties for a piece Diserve		1233\2 feb 3rd	Succe	ess	7		
or fair temp or one plants		12april24\AMigr	Succe	ess	15		
contentenque les glanes		12april24\Calen	Succe	ess	22		
contenterroparios Blanco		12april24\Cont	Succe	ess	283		
our territoring, at less (Second		12april24\Drafts	Succe	ess	2		
printers are direct		12april24\Inbox	Succe	ess	2351		
printers are party	a.onmicroso	12april24\Calen	Succe	ess	128		
printering area (Rent	.onmicroso	12april24\Cont	Succe	ess	2		
tantenter autor Brenn	.onmicroso	12april24\Inbox	Succe	ess	5678		
printerior garles (Rent		26 june wednes	Succe	ess	1		
and the formation of the second		26 june wednes	Proce	essing	6271		
or letters a letter to		26 june wednes	Pend	ling	468		
tarter terraperes plants		26 june wednes	Pend	ling	10		
print in system (from		26 june wednes	Pend	ing	6271		
ordenteropenciples of	a.onmicroso	AMigration	Pend	ing	15		
center-tempor we place		Calendar	Pend	ing	22		
to be bright as Bern		Calendar\cal	Pend	ling	22		Ŧ
4						•	
			Stop				
		-2		11			
r remously imprated it	cuis functement	air y					

**Step 14:** Once the process is completed, software will pop up **Process completed. Please save the report to CSV** and click **OK**.

Mailbox		Folder	Status	Item Count
ur charles pharents areas	ft.com	Sent Items	Success	69717
te oriente disensis preser	ft.com	shashi_user_24	Success	4
te chelta disersita area:	ft.com	shashi_user_24	Success	8
to observe the proof.	ft.com	shashi_user_24	Success	1
te clashedarite entre	ft.com	shashi_user_24	Success	67
te electro Barraia, princi	ft.com	shashi_user_24	Success	92
te chesto des rais press	ft.com	shashi user 24	Success	3
worked address in several		Inf	ormation ×	3
protectuality and	-			31
workerberghermale errors				10
to other body works, and the	Pro	cess completed. Ple	ease save the report to CSV	60
te chefe fai parate entre		•		89
provident and the protocol services				60
te che du Barnita press				25
provinsi administrativa presenta			UK	12
te checked because process	-			1
protected to rate areas	ft.com	shashi_user_24	Success	33
teuriseise Bianata, press	ft.com	shashi_user_24	Success	43
	ft.com	shashi_user_24	Success	25 💌
4				b l

Step 15: To download a detailed migration report, click on Save report to CSV.

Mailbox				Folder	Status	Item Count
6 d. d.	- do-	and a second	t.com	Sent Items	Success	69717
Sec. Carlos	-	nia press	t.com	shashi_user_24	Success	4
Sec. of Lot A	-		t.com	shashi_user_24	Success	8
and sectors.	-	nia eren	t.com	shashi_user_24	Success	1
and the second s	- ite	with strengt	t.com	shashi_user_24	Success	67
-	-		t.com	shashi_user_24	Success	92
ter stands	- data	with service	t.com	shashi_user_24	Success	3
-	-	white pressed	t.com	shashi_user_24	Success	3
and the second second	dine.	with press?	t.com	shashi_user_24	Success	31
an an isan isa	die	nais, presio	t.com	shashi_user_24	Success	10
-	-the	-	t.com	shashi_user_24	Success	60
Sec. of London	-the	with press	t.com	shashi_user_24	Success	89
in classic	dia.	als press	t.com	shashi_user_24	Success	60
and the second	dia	with several	t.com	shashi_user_24	Success	25
and the second se	dhe	10.000	t.com	shashi_user_24	Success	12
-	-	with press	t.com	shashi_user_24	Success	1
-	-	with protect	t.com	shashi_user_24	Success	33
the second second	-	tals press	t.com	shashi_user_24	Success	43
-	- Marco	with several	t.com	shashi_user_24	Success	25
4						Þ

**Step 16:** Select preferred location and enter the **CSV** file name to **Save** migration report.



Step 17: After all, click OK to end the backup process.

Mailbox		Folder	Status	Item Count
ar standa gla	onmicrosoft.com	Sent Items	Success	69717
to chanting the	.onmicrosoft.com	shashi_user_24	Success	4
per universitate (Sha	.onmicrosoft.com	shashi_user_24	Success	8
to charter the	onmicrosoft.com	shashi_user_24	Success	1
providention (Stat	.onmicrosoft.com	shashi_user_24	Success	67
ter a familie die	.onmicrosoft.com	shashi_user_24	Success	92
an artise the give	.onmicrosoft.com	shashi_user_24	Success	3
to or interface (the	.onmicrosoft.com	shashi_user_24	Success	3
in criterite dis	onmicrosoft.com	shashi_user_24	Success	31
te crise des	.onmicrosoft.com	shashi_user_24	Success	10
provident data	onmicrosoft.com	shashi_user_24	Success	60
providentities (the	onmicrosoft.com	shashi_user_24	Success	89
to a lastice files	.onmicrosoft.com	shashi_user_24	Success	60
ter principa (Pre	.onmicrosoft.com	shashi_user_24	Success	25
providenting (the	.onmicrosoft.com	shashi_user_24	Success	12
in crimella dise	.onmicrosoft.com	shashi_user_24	Success	1
ter universities dites	onmicrosoft.com	shashi_user_24	Success	33
ter un families (Dies	.onmicrosoft.com	shashi_user_24	Success	43
to charter the	.onmicrosoft.com	shashi_user_24	Success	25 🔹
4				Þ

**Step 18:** Access all your backed PST files in the designated location.



## **Importing PST files to Office 365/Exchange mailboxes**

Import single or multiple PST files to Office 365 mailboxes using an Office 365/Exchange account with Global administrator credentials.

**Step 1:** Launch the software and click on **Restore**.



Step 2: Click on Add in the Add Source section.



Step 3: Browse and select PST files and proceed to Open.



Step 4: Click on Add in the Add Destination section.



Step 5: In Choose Login Types, select Use Modern Authentication while login (by using user client id and secret).



Step 6: Enter Tenant ID, Client ID, Client Secret Value, and Mailbox/Office 365 Group Email ID on the Office 365/Exchange Login page. Click on List all Mailboxes using above credentials and select Get User Mailbox(es).

	Off	fice 365/Exchange Login	
Tenant ID Client ID : Client Secret Value ingle Mailbox/Office 365 G Mailbox/Office 365 ( ist all Mailboxes using abo	(For Hosted Exchange use Proxy Server Name)	0	Create Azure AD app for Modern Authentication To connect to Exchange Online organization that uses Modern authentication, you need to create an Azure AD application, as described in this section. Step 1: Create and Register a new app in Azure AD To register a new Azure AD application, do the following: 1. Sign into the Microsoft 365 Admin Center (with your Global Administrator, Application Administrator, or Cloud Application Administrator account) and go to the Select Identity from the list of accessible admin centers. 2. Under the App registrations section, select New
Contract of Contra			registration:
Get User Mailbox(es)	Get Group(s) Import from CSV	Select All Unselect All	3. In the Name field, enter the application name.
Get User Mailbox(es) Mailbox Name	Get Group(s) Import from CSV	Select All Unselect All	<ol> <li>In the Name field, enter the application name.</li> <li>Select who can use this application in the Supported account types – use the Accounts in this organizational</li> </ol>

**Step 7:** The software will start fetching all the mailboxes associated with given credentials and show **Please wait while current process finishes** in the toolbar.

e Azure AD app for Modern intication nect to Exchange Online organization that uses a authentication, you need to create an Azure AE tion, as described in this section.	
Create and Register a new app in Azure AD	
ster a new Azure AD application, do the following	
inistrator, Application Administrator, or Cloud Administrator account) and go to the Select intity from the list of accessible admin centers. der the App registrations section, select New gistration:	
he Name field, enter the application name.	
ect who can use this application in the Supported	
count types – use the Accounts in this organizational	
k the Register button. : Application redirect URI is optional, you can leave it blank s step. ur application ID is now available in the Overview ction. Copy it to a safe location.	
thi for sec	The Application redirect UK is optional, you can leave it blank this step. Your application ID is now available in the Overview section. Copy it to a safe location. 2: Grant Required Permissions

**Step 8:** The tool will preview all the mailboxes, select your preferred **mailbox**, and click **Add**.

	Offic	e 365/Exchange Login		
Tenant ID : (Fc Client ID : ) Client Secret Value ngle Mailbox/Office 365 Group E Mailbox/Office 365 Group E	Image: Constraint of the second se		Create Azure AD app for Modern Authentication To connect to Exchange Online organization that uses Modern authentication, you need to create an Azure AD application, as described in this section. Step 1: Create and Register a new app in Azure AD To register a new Azure AD application, do the following: 1. Sign into the Microsoft 365 Admin Center (with your Global Administrator, Application Administrator, or Cloud Application Administrator account) and go to the Select Identity from the list of accessible admin centers. 2. Under the App registrations section, select New registration:	
Get User Mailbox(es) Get G	Group(s) Import from CSV	Select All Unselect All	3. In the Name field, enter the application name.	
Mailbox Name Search V microsoft V microsoft V microsoft V microsoft	oft.com microsoft.com t.com ft.com osoft.com	ρ	<ol> <li>Select who can use this application in the Supported account types – use the Accounts in this organizational directory only option.</li> <li>Click the Register button.</li> <li>NOTE: Application redirect URI is optional; you can leave it blank on this step.</li> <li>Your application ID is now available in the Overview section. Copy it to a safe location.</li> </ol>	

Step 9: Select your Destination Account and click Set Filter and Migrate.

Source PST/OST files	Destination Mailbox(es)
1       0 = C:\Users\       \Downloads\Kemel-content@hotmail.com.ost         2       0 = C:\Users\       \Downloads\OUTLOOK.PST	+ 1 microsoft.com 2 microsoft.com 3 1 * * * microsoft.com
lease map the Source Accounts with the Destination Accounts below and click '	Set Filter and Migrate <sup>1</sup> . Then choose Mailbox, Archive mailbox and Public folder for migration. Destination Account
Please map the Source Accounts with the Destination Accounts below and click " PST / OST_File(s) PST / OST_File(s) Subownloads\Kemel-content@hotmail.com.ost	Set Filter and Migrate'. Then choose Mailbox, Archive mailbox and Public folder for migration. Destination Account c microsoft.com

**Step 10:** In **Migration Type Selection** page, select **Mailbox**, **Archive Mailbox**, and **Public Folder** according to your need. Click on **Migrate**.

		Mailbox Archive Mailbox	Public Folder
Source Mailbox(es)	Destination Mailbox(es)	To Destination	0
search.	Search.	Search.	
Downloads (r	co imicrosoft.co	om Mailbox	Y
C:\Users\\Downloads\OUTLOOK.PST	la microsoft.com	Mailbox Archive Mailbox	

Step 11: The software will start Enumerating folders from the selected PST files.

Source PST/OST files		Destination Mail	box(es)	
1 0 C:\Users\ \Downloads\Vemel-content@ 2 0 C:\Users\ \Downloads\OUTLOOK.PST	hotmail.com.ost + - @		" ' microsoft.com microsoft.com microsoft.com	
	Please wa			
Please map the Source Accounts with the Destination PST / OST PST / OST PST / OST OST / OST C:\Users\ \Downloads\\" PST / OST \Downloads\\" PST / OST Downloads\\" PST / OST PST	n - -	Cancel	thive mailbox and Public folder for migration. Destination Account t.com ft.com	

**Step 12:** In the Filter Selection section, select the filtering options as required:

• **Review PST Folders to Migrate:** Select the folders to migrate.

- Date Filter: Provide a date range to filter items.
- Item Type Filter: Select Email, Journal, Task, Contacts, and Calendar/Appointment accordingly.
- **Exclude Deleted folder:** Select to skip deleted items folder from the migration.
- **Exclude empty folders:** Exclude empty folders from the migration.
- Select if you want to save all data hierarchy into a separate folder: Provide a folder name (to save the data with hierarchy inside a mailbox folder).
- Set Operation Timeout for larger emails while uploading/downloading: Select an upper time limit for migration (the migration will be rejected if it exceeds this time limit).
- Skip Previously Migrated Items (Incremental): Check the box to exclude the already imported data.
- Select if migrating to Office 365 Group: Select the checkbox if you are moving PST to the Office 365 group.

Finally click I am OK, Start Migration.

	Filter Selectio	n		
Review PST Fo	Iders to Migrate			
-	Folder Path	Item Count		
Sear	ch 🔎	Search	$\rho$ ,	
4 P	ST File(s): C:\Users\\Downloads\I	.ost		
	Root - Public	0		
	EFORMS REGISTRY	0		
	EFORMS REGISTRY\Organization Forms	0		
	✓ Root - Mailbox	0		
	Root - Mailbox\Common Views	0		
	Root - Mailbox\Finder	0		
	Root - Mailbox\Shortcuts	0		
	✓ Root - Mailbox\Views	0	1000	
	✓ Deleted Items	5	•	
] Item Type F	ilter			
☐ Item Type F ☑ Em ☐ Exclude Del ☐ Exclude em ☐ Select if you	iilter ail ☑ Journal ☑ Task ☑ Contacts ☑ Calendar/J leted folder pty folders u want to save all data hierarchy into a separate folder	Appointment		
☑ Item Type F ☑ Em ☑ Exclude Del ☑ Exclude em ☑ Select if you Jai	ilter ail I Joumal I Task I Contacts I Calendar/ leted folder pty folders u want to save all data hierarchy into a separate folder Same as sour	Appointment ce file name		

**Step 13:** The software will show the live migration process.

Folder Path		Item Co	ount		
	Sum	mary			>
PST File	Folder	Status		Item Count	
C:\Users\JaiB\Downloads\Kernel-cont	Deleted Items	Success		5	
C:\Users\JaiB\Downloads\Kernel-cont	Inbox	Success		92	
C:\Users\JaiB\Downloads\Kernel-cont	Sent Items	Success		3	
C:\Users\JaiB\Downloads\Kernel-cont	Contacts	Success		1	
C:\Users\JaiB\Downloads\Kernel-cont	Contacts\hidde	Success		49	
C:\Users\JaiB\Downloads\Kernel-cont	Calendar\Unite	Success		134	
C:\Users\JaiB\Downloads\Kernel-cont	Sync Issues	Success		4	
C:\Users\JaiB\Downloads\Kernel-cont	Archive	Success		3	
C:\Users\JaiB\Downloads\Kernel-cont	Drafts	Success		18	
C:\Users\JaiB\Downloads\OUTLOOK	Deleted Items	Success		1781	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox	Success		45	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Advertising	Success		56	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Applicati	Success		25	
C: \Users\JaiB\Downloads\OUTLOOK	Inbox\ARCSI	Success		18	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Clean Fo	Processing		16	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Client Em	Pending		4	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Credit C	Pending		176	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Database	Pending		7	
C:\Users\JaiB\Downloads\OUTLOOK	Inbox\Eagletreerv	Pending		1	*
		Stop			

**Step 14:** Once the restore process is completed, the software will show **Process completed. Please save the report to CSV** and click on **OK**.

PST File	F	Folder	Status	Item Count	
C:\Users\ \Downloads\	ont	Deleted Items	Success	5	
C:\Users\ \Downloads\		Inbox	Success	92	
C:\Users\ \Downloads\		Sent Items	Success	3	
C:\Users\ \Downloads\	I	Contacts	Success	1	
C:\Users\ \Downloads\		Contacts\hidde…	Success	49	
C:\Users\ \Downloads\		Calendar\Unite	Success	134	
C:\Users\ \Downloads\	- A	Svnc Issues	Success	4	
C:\Users\ \Downloads\		Inf	ormation ×	3	
C:\Users\ \Downloads\ :	internation		18		
C:\Users\ \\Downloads\OUTL					
C: \Users\ \\Downloads\OUTL	Proce	Process completed. Please save the report to CSV		45	
C:\Users\ \\Downloads\OUTL				56	
C:\Users\ \Downloads\OUTL				25	
C:\Users\ \Downloads\OUTL				18	
C:\Users\ \Downloads\OUTL			UK	16	
C:\Users\ /Downloads\OUTL				4	
C:\Users\\Downloads\OUTLO	OK 1	Inbox\Credit C	Success	176	
C:\Users\ \\Downloads\OUTLO	OK	Inbox\Database	Success	7	
C: \Users \ \Downloads \OUTLO(	ок I	Inbox\Eagletreerv	Success	1 🔻	
4				¥.	

**Step 15:** To download a detailed migration report, click **Save report to CSV**.

PST File	Folder	Status	Item Count
C:\Users\; \Downloads\	Deleted Items	Success	5
C:\Users\;///Downloads\////////////////////////////////////	Inbox	Success	92
C:\Users\\Downloads\/	Sent Items	Success	3
C:\Users\: \Downloads\Kernel.cont	Contacts	Success	1
C:\Users\\Downloads\	Contacts\hidde	Success	49
C:\Users\: \Downloads\	Calendar\Unite	Success	134
C:\Users\: \Downloads\	Sync Issues	Success	4
C:\Users\: \Downloads\	Archive	Success	3
C:\Users\; :\Downloads\'`	Drafts	Success	18
C:\Users\: \Downloads\OUTLOOK	Deleted Items	Success	1781
C:\Users\; \Downloads\OUTLOOK	Inbox	Success	45
C:\Users\\Downloads\OUTLOOK	Inbox\Advertising	Success	56
C:\Users\;Downloads\OUTLOOK	Inbox\Applicati	Success	25
C: \Users \: \Downloads \OUTLOOK	Inbox\ARCSI	Success	18
C: \Users \: \Downloads \OUTLOOK	Inbox\Clean Fo	Success.	16
C:\Users\:	Inbox\Client Em	Success	4
C:\Users\; \Downloads\OUTLOOK	Inbox\Credit C	Success	176
C:\Users\; \Downloads\OUTLOOK	Inbox\Database	Success	7
C:\Users\; \Downloads\OUTLOOK	Inbox\Eagletreerv	Success	1
4			Þ

**Step 16:** The software will pop up a **Save As** prompt, select preferred location, enter the file name, and click **Save**.



**Step 17:** Finally, click on **OK** to close the migration process.

ST File	Folder	Status	Item Count
Users), Downloads)	Deleted Items	Success	5
\Users\. \Downloads\	Inbox	Success	92
\Users\\Downloads\	Sent Items	Success	3
\Users\. \Downloads\	Contacts	Success	1
\Users \Downloads\	Contacts\hidde	Success	49
\Users\ \Downloads\	Calendar\Unite	Success	134
\Users\ \Downloads\	Sync Issues	Success	4
\Users\\Downloads\Kernel-cont	Archive	Success	3
\Users\\Downloads\Kernel-cont	Drafts	Success	18
\Users\. Downloads\OUTLOOK	Deleted Items	Success	1781
\Users\. Vownloads\OUTLOOK	Inbox	Success	45
\Users\.  Downloads\OUTLOOK	Inbox\Advertising	Success	56
\Users\.  Downloads\OUTLOOK	Inbox\Applicati	Success	25
Users  / Downloads OUTLOOK	Inbox\ARCSI	Success	18
\Users\ / Downloads\OUTLOOK	Inbox\Clean Fo	Success	16
\Users\ // Downloads\OUTLOOK	Inbox\Client Em	Success	4
\Users\	Inbox\Credit C	Success	176
\Users\. Downloads\OUTLOOK	Inbox\Database	Success	7
\Users\	Inbox\Eagletreerv	Success	1
			Þ