

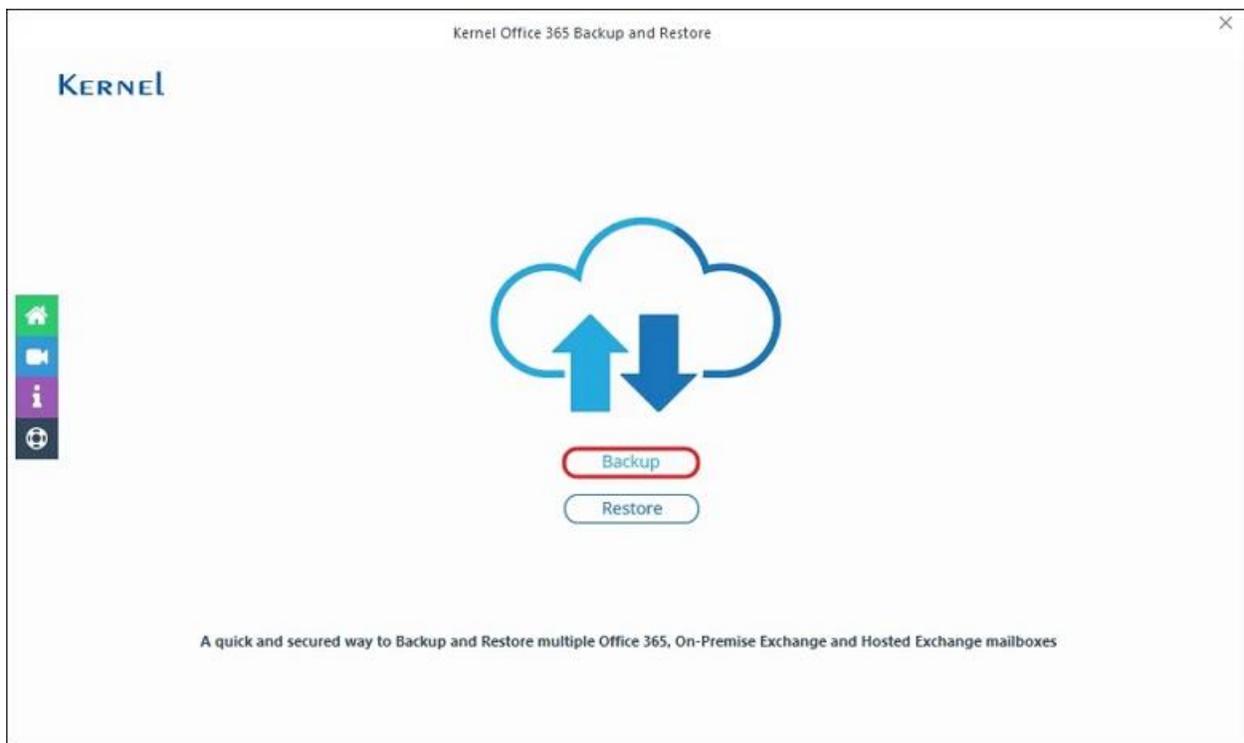
How to use Kernel Office 365 Backup & Restore?

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.

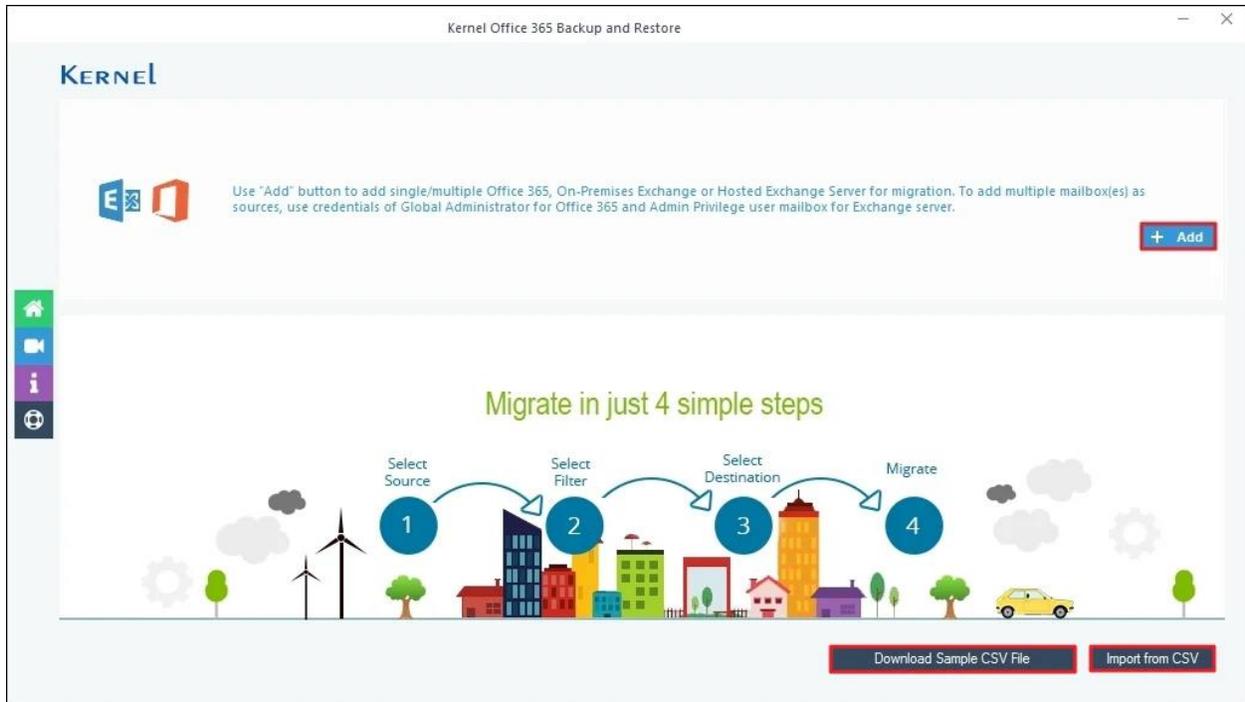
Backup Office 365 mailboxes

Follow the below steps to backup the single mailbox:

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

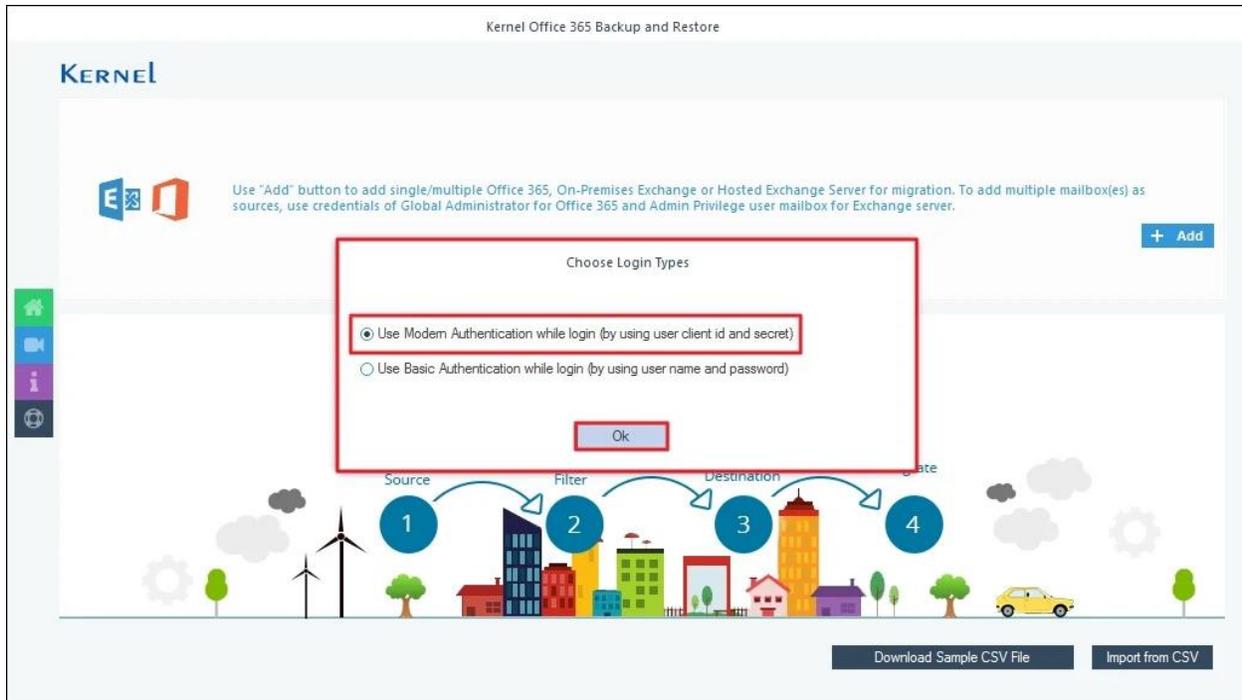


Step 2: Click on **Add** to map **Exchange Server/Office 365** account with the software.



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**.



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 : ?
(For Hosted Exchange use Proxy Server Name)

Client ID :

Client Secret Value :

Single Mailbox / Office 365 Group

Mailbox/Office 365 Group Email ID:

List all Mailboxes using above credentials ?

Get User Mailbox(es) Get Group(s) Import from CSV Select All Unselect All

Mailbox Name
<input type="text" value="Search"/>

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**:
3. In the **Name** field, enter the application name.
4. Select who can use this application in the Supported account types – use the **Accounts in this organizational directory only** option.
5. Click the **Register** button.
NOTE: Application redirect URI is optional; you can leave it blank on this step.
6. Your application ID is now available in the **Overview** section. Copy it to a safe location.

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**.

Office 365/Exchange Login

Tenant ID : ?
(For Hosted Exchange use Proxy Server Name)

Client ID :

Client Secret Value :

Single Mailbox / Office 365 Group

Mailbox/Office 365 Group Email ID:

List all Mailboxes using above credentials ?

Please wait while current process finishes Get Group(s) Import from CSV Select All Unselect All

Mailbox Name
<input type="text" value="Search"/>

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.

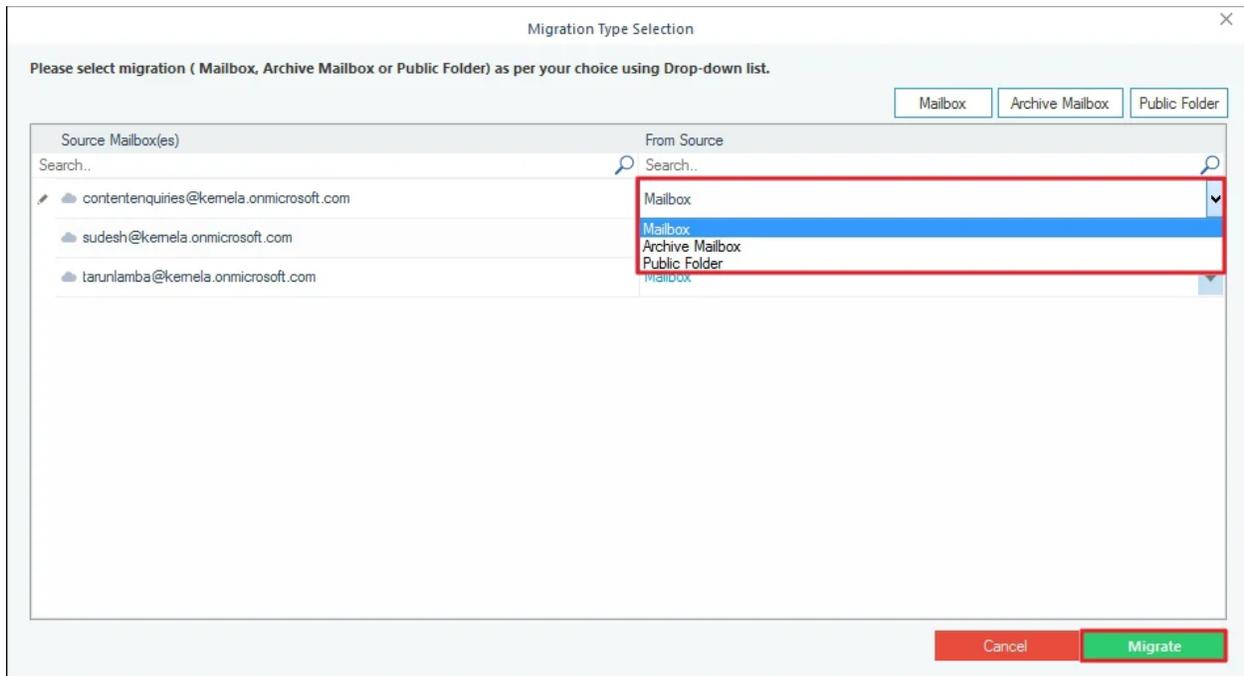
Step 1: Create and Register a new app in Azure AD

To register a new Azure AD application, do the following:

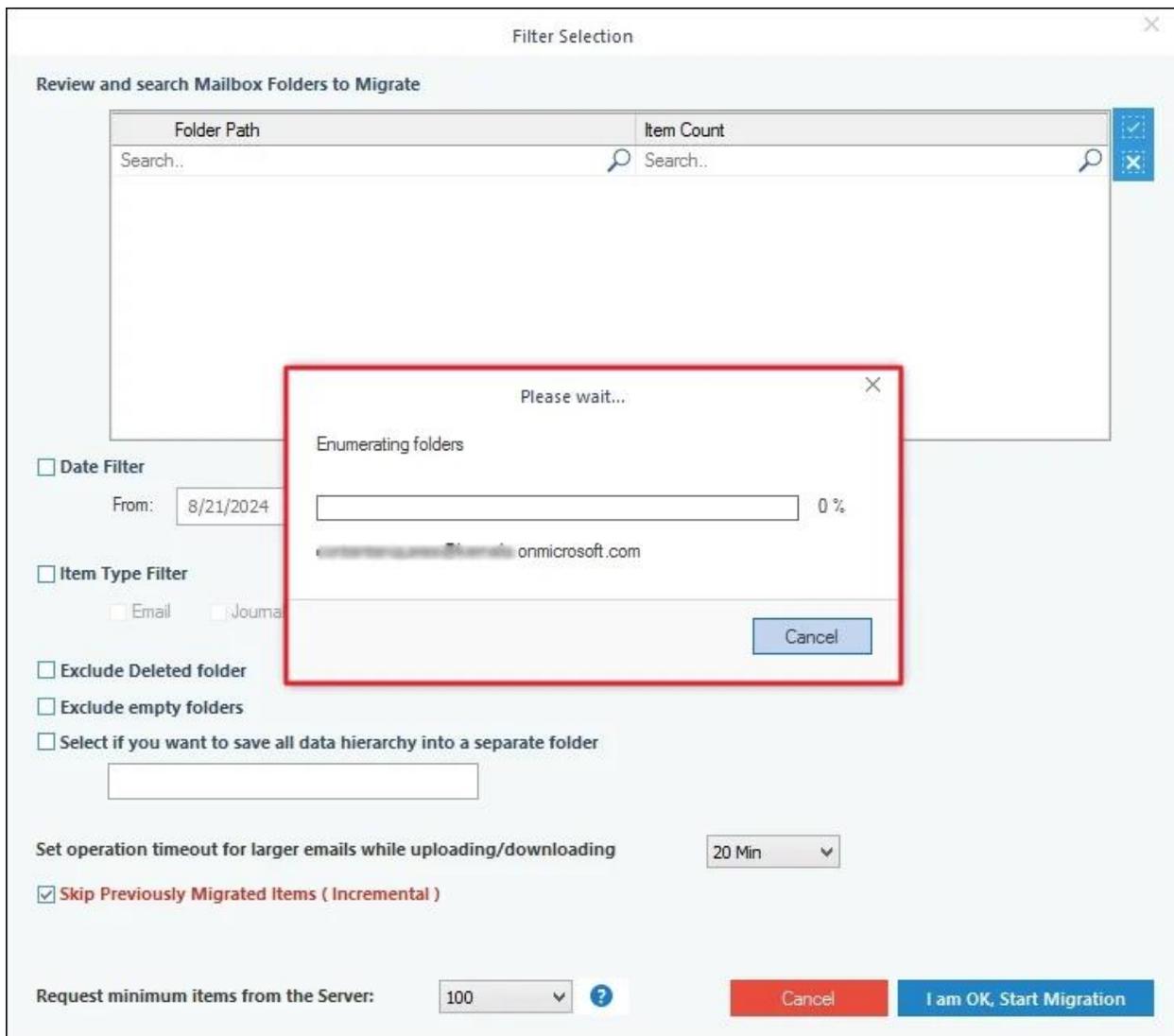
1. Sign into the **Microsoft 365 Admin Center** (with your Global Administrator, Application Administrator, or Cloud Application Administrator account) and go to the **Select Identity** from the list of accessible admin centers.
2. Under the **App registrations** section, select **New registration**:
3. In the **Name** field, enter the application name.
4. Select who can use this application in the Supported account types – use the **Accounts in this organizational directory only** option.
5. Click the **Register** button.
NOTE: Application redirect URI is optional; you can leave it blank on this step.
6. Your application ID is now available in the **Overview** section. Copy it to a safe location.

Step 2: Grant Required Permissions

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



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



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.**

The screenshot shows a 'Filter Selection' dialog box with the following content:

Review and search Mailbox Folders to Migrate

Folder Path	Item Count
Mailbox: contentenquiries@kemela.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
1233	0

Date Filter
 From: 8/22/2024 To: 8/22/2024

Item Type Filter
 Email Journal Task Contacts Calendar/Appointment

Exclude Deleted folder
 Exclude empty folders
 Select if you want to save all data hierarchy into a separate folder

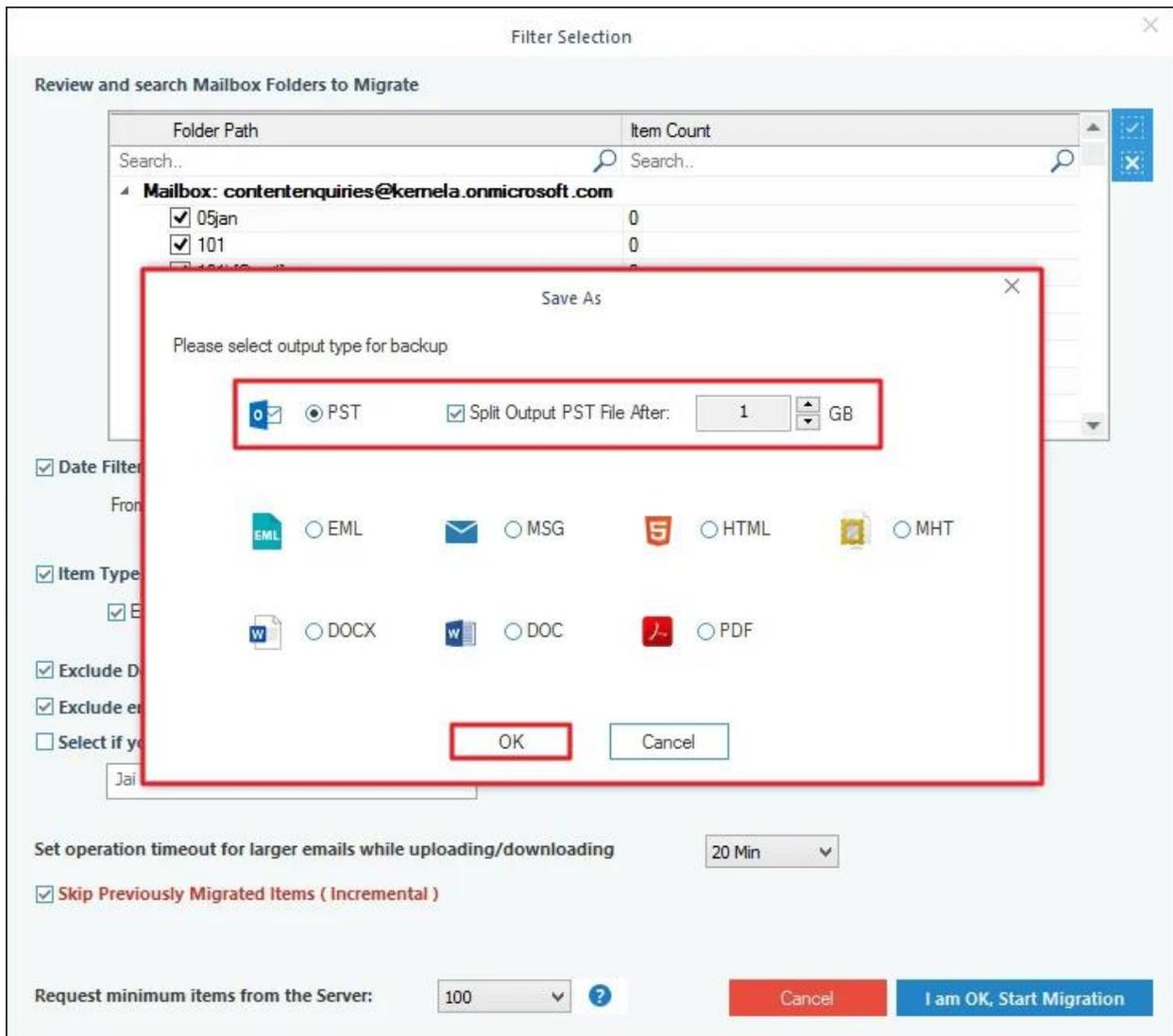
Set operation timeout for larger emails while uploading/downloading: 20 Min

Skip Previously Migrated Items (Incremental)

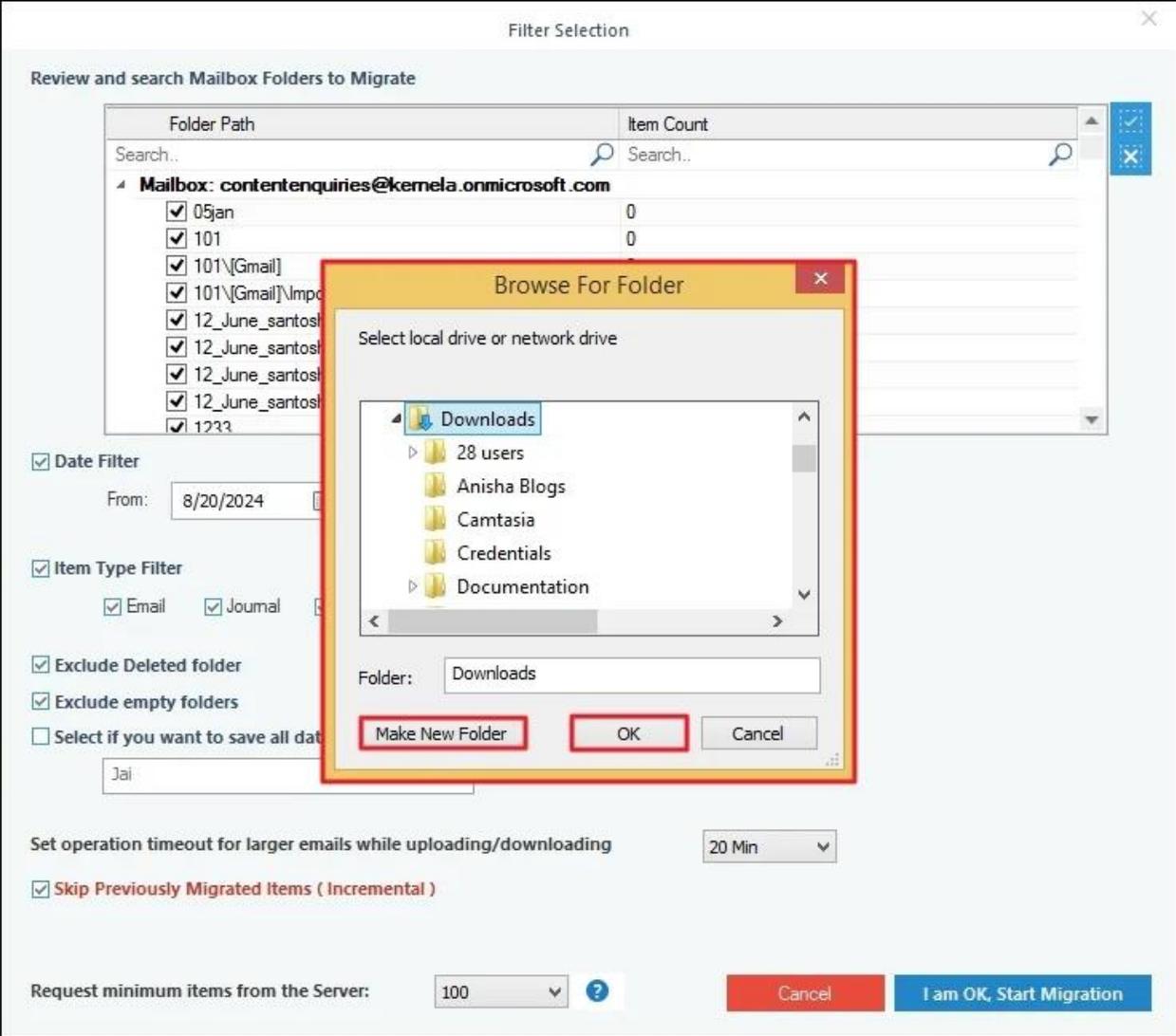
Request minimum items from the Server: 100

Buttons: Cancel, I am OK, Start Migration

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**.



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**.



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

Filter Selection

Review and search Mailbox Folders to Migrate

Folder Path Item Count

Summary

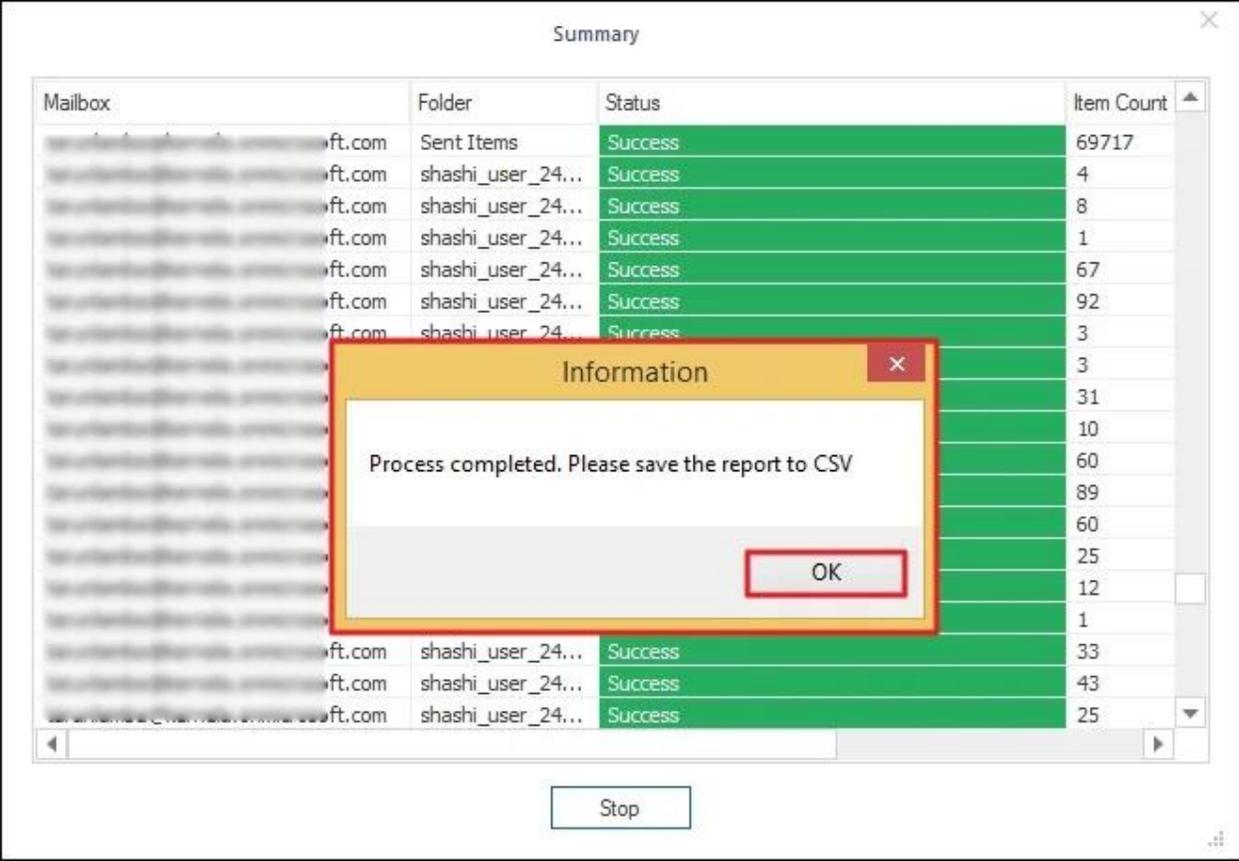
Mailbox	Folder	Status	Item Count
...	101\[Gmail] \Im...	Success	10
...	12_june_santo...	Success	10
...	1233\2 feb 3rd ...	Success	7
...	12april24\AMigr...	Success	15
...	12april24\Calen...	Success	22
...	12april24\Cont...	Success	283
...	12april24\Drafts	Success	2
...	12april24\Inbox	Success	2351
...	12april24\Calen...	Success	128
...	12april24\Cont...	Success	2
...	12april24\Inbox...	Success	5678
...	26 june wednes...	Success	1
...	26 june wednes...	Processing..	6271
...	26 june wednes...	Pending	468
...	26 june wednes...	Pending	10
...	26 june wednes...	Pending	6271
...	AMigration	Pending	15
...	Calendar	Pending	22
...	Calendar\cal	Pending	22

Stop

Request minimum items from the Server: ?

Cancel I am OK, Start Migration

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



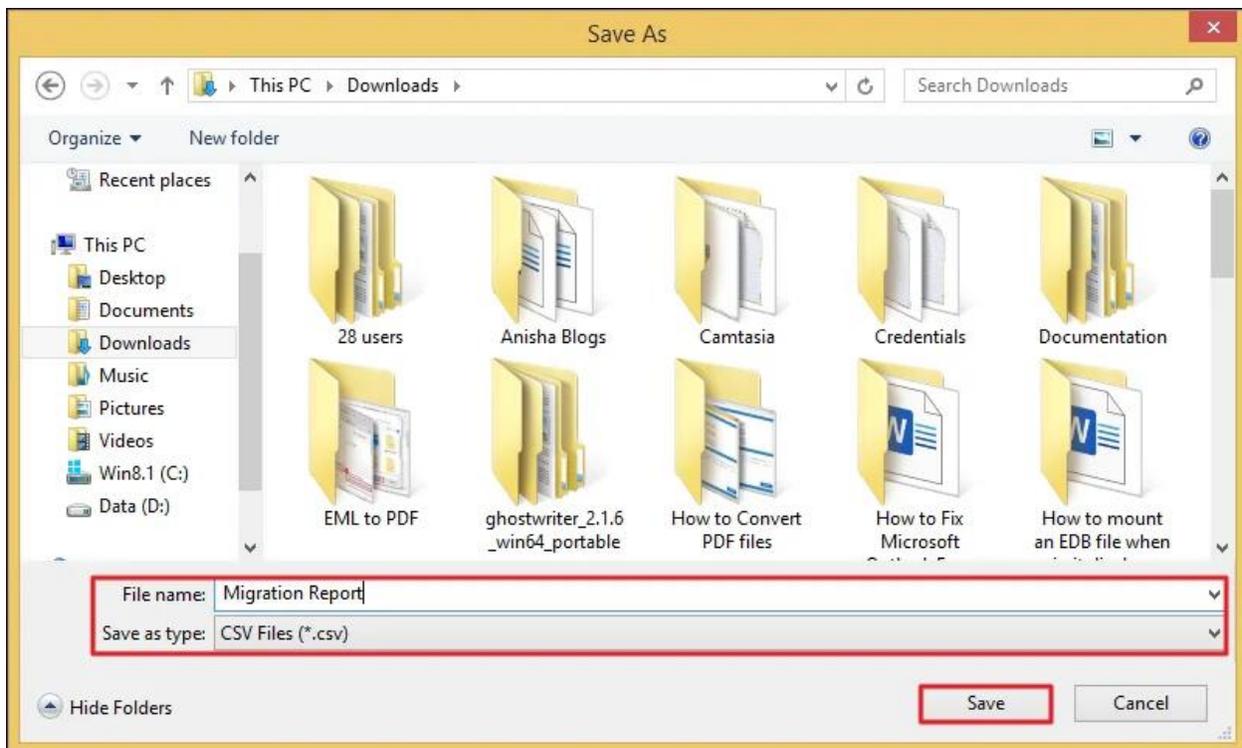
Step 15: To download a detailed migration report, click on **Save report to CSV**.

Summary

Mailbox	Folder	Status	Item Count
shashi@shashi.com	Sent Items	Success	69717
shashi@shashi.com	shashi_user_24...	Success	4
shashi@shashi.com	shashi_user_24...	Success	8
shashi@shashi.com	shashi_user_24...	Success	1
shashi@shashi.com	shashi_user_24...	Success	67
shashi@shashi.com	shashi_user_24...	Success	92
shashi@shashi.com	shashi_user_24...	Success	3
shashi@shashi.com	shashi_user_24...	Success	3
shashi@shashi.com	shashi_user_24...	Success	31
shashi@shashi.com	shashi_user_24...	Success	10
shashi@shashi.com	shashi_user_24...	Success	60
shashi@shashi.com	shashi_user_24...	Success	89
shashi@shashi.com	shashi_user_24...	Success	60
shashi@shashi.com	shashi_user_24...	Success	25
shashi@shashi.com	shashi_user_24...	Success	12
shashi@shashi.com	shashi_user_24...	Success	1
shashi@shashi.com	shashi_user_24...	Success	33
shashi@shashi.com	shashi_user_24...	Success	43
shashi@shashi.com	shashi_user_24...	Success	25

Ok Save report to CSV

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



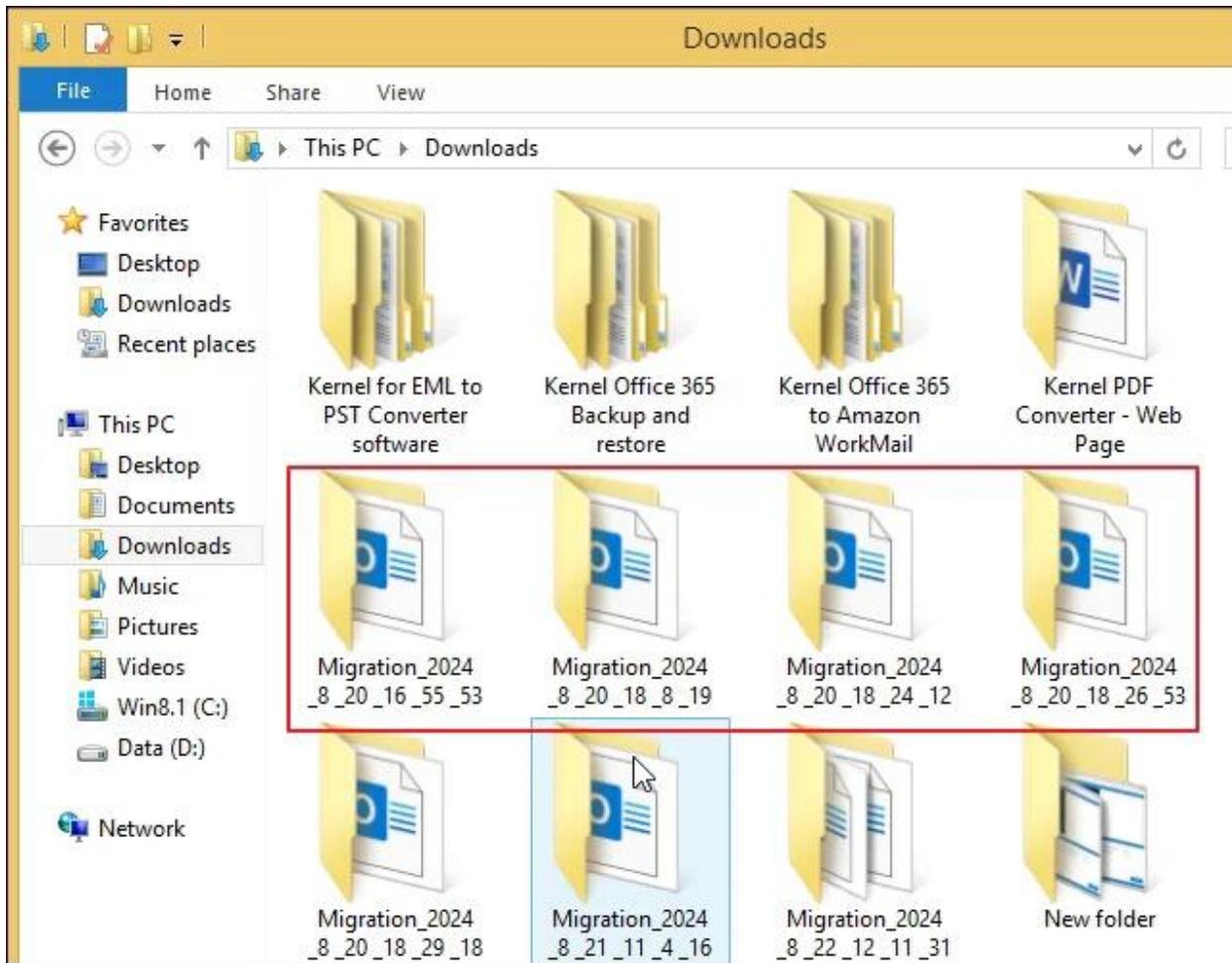
Step 17: After all, click **OK** to end the backup process.

Summary ✕

Mailbox	Folder	Status	Item Count
shashi_user_24...@onmicrosoft.com	Sent Items	Success	69717
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	4
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	8
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	1
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	67
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	92
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	3
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	3
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	31
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	10
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	60
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	89
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	60
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	25
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	12
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	1
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	33
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	43
shashi_user_24...@onmicrosoft.com	shashi_user_24...	Success	25

Ok
 [Save report to CSV](#)

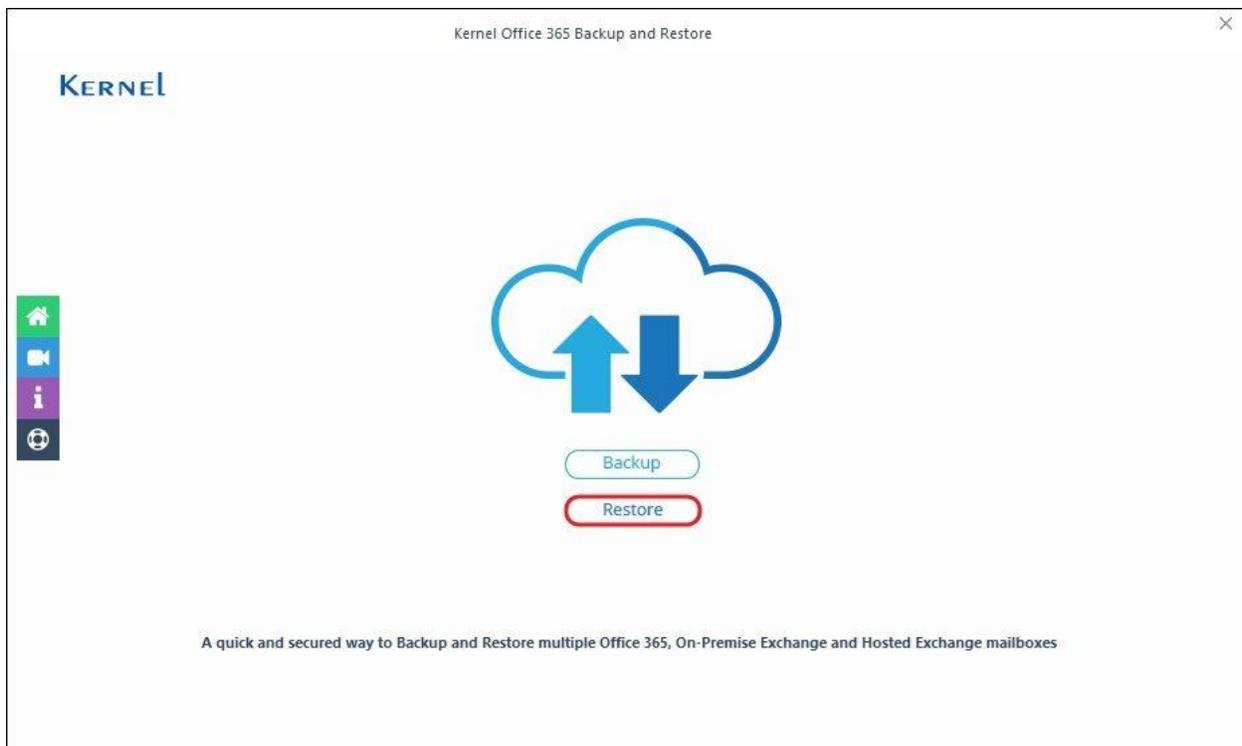
Step 18: Access all your backed PST files in the designated location.



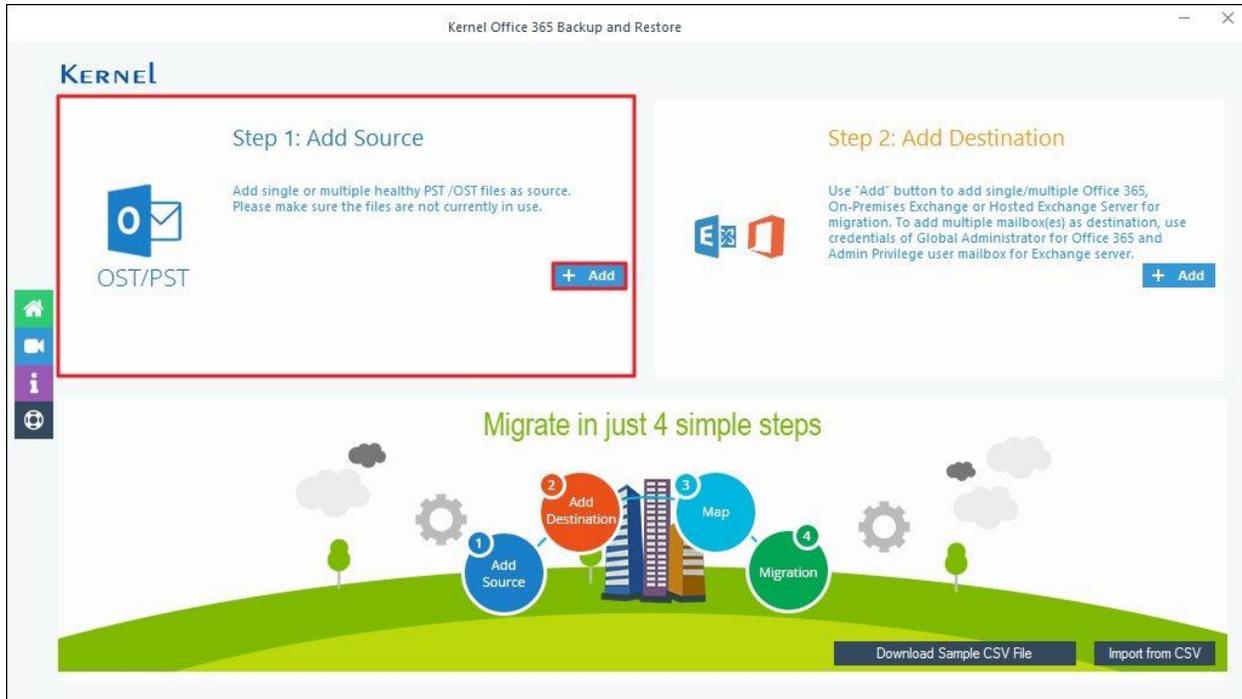
Importing PST files to Office 365/Exchange mailboxes

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

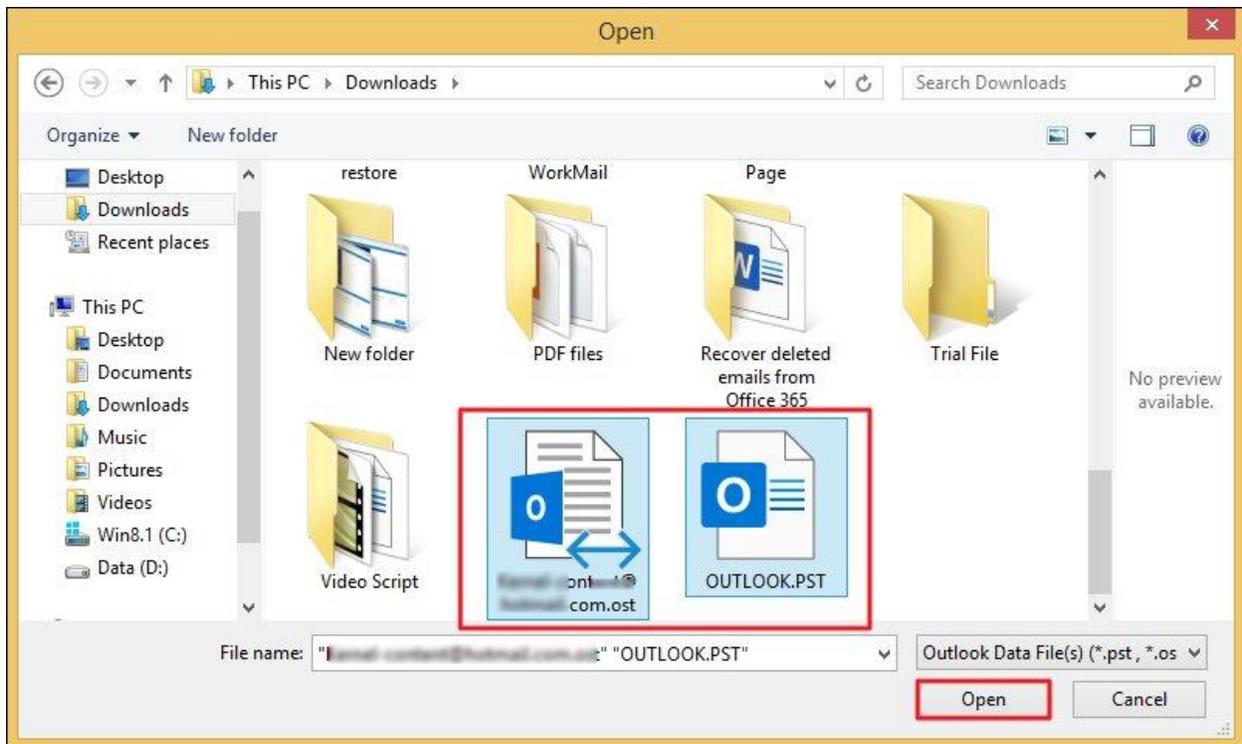
Step 1: Launch the software and click on **Restore**.



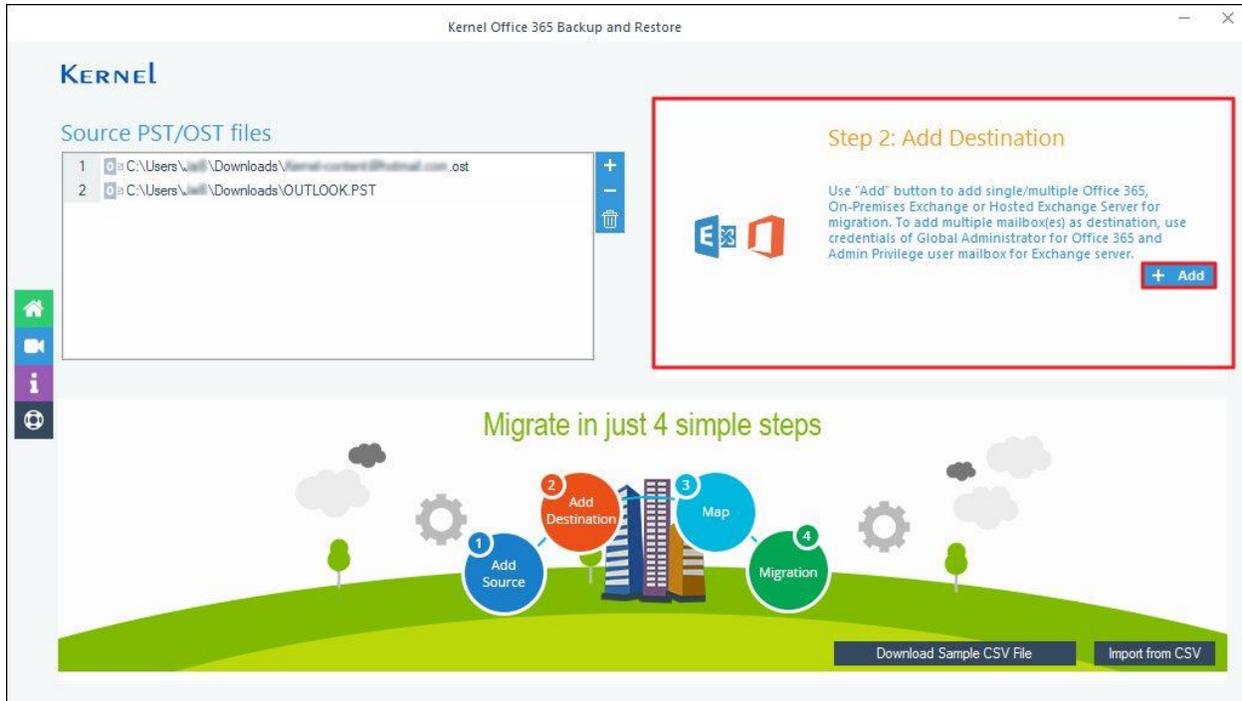
Step 2: Click on **Add** in the **Add Source** section.



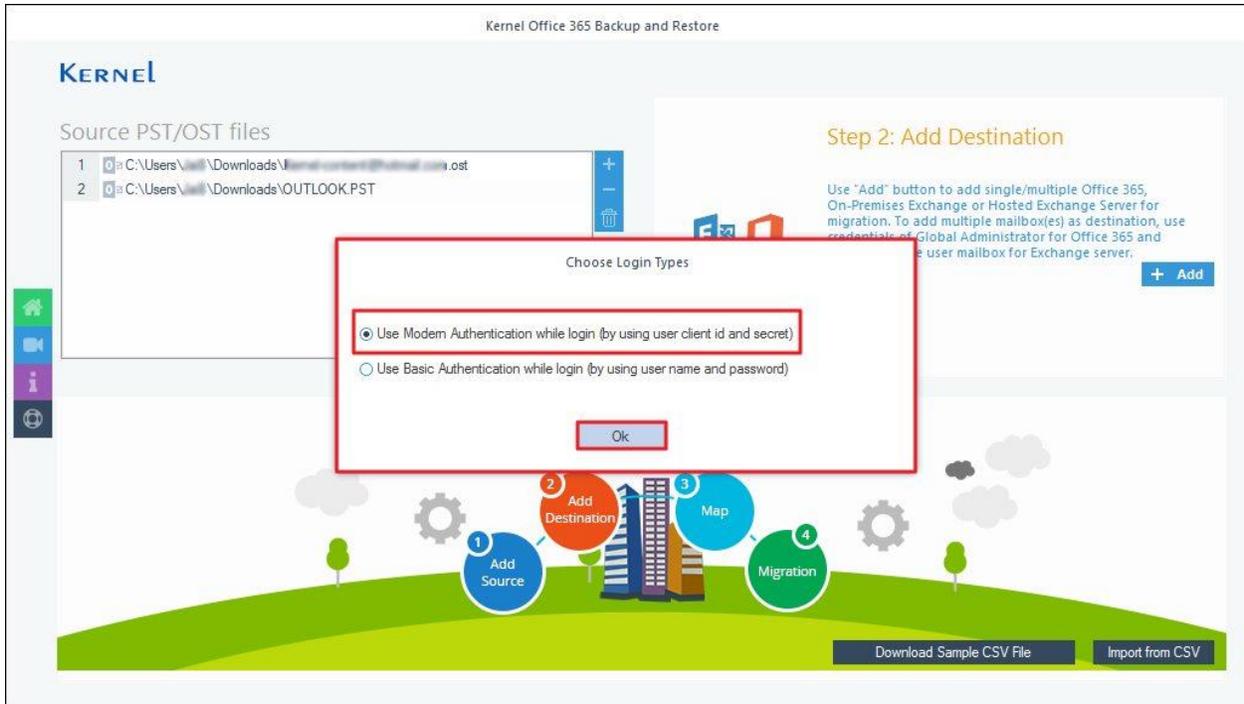
Step 3: Browse and select **PST files** and proceed to **Open**.



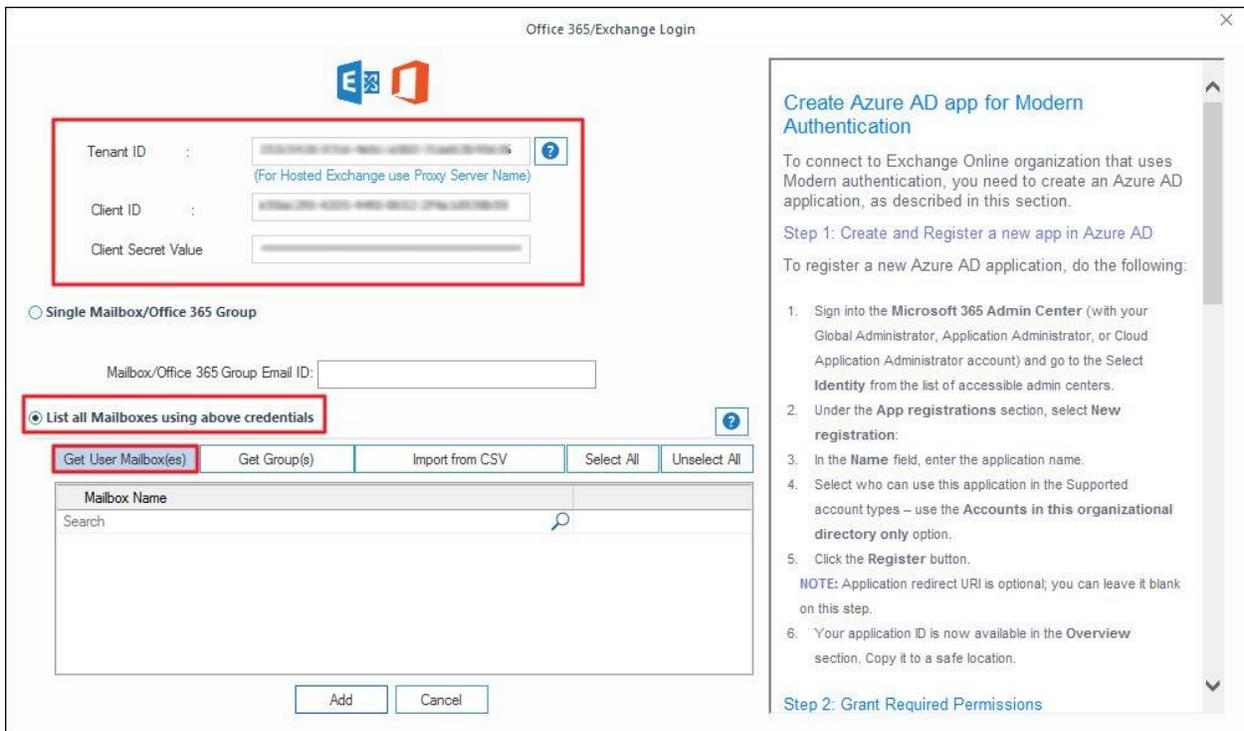
Step 4: Click on **Add** in the **Add Destination** section.



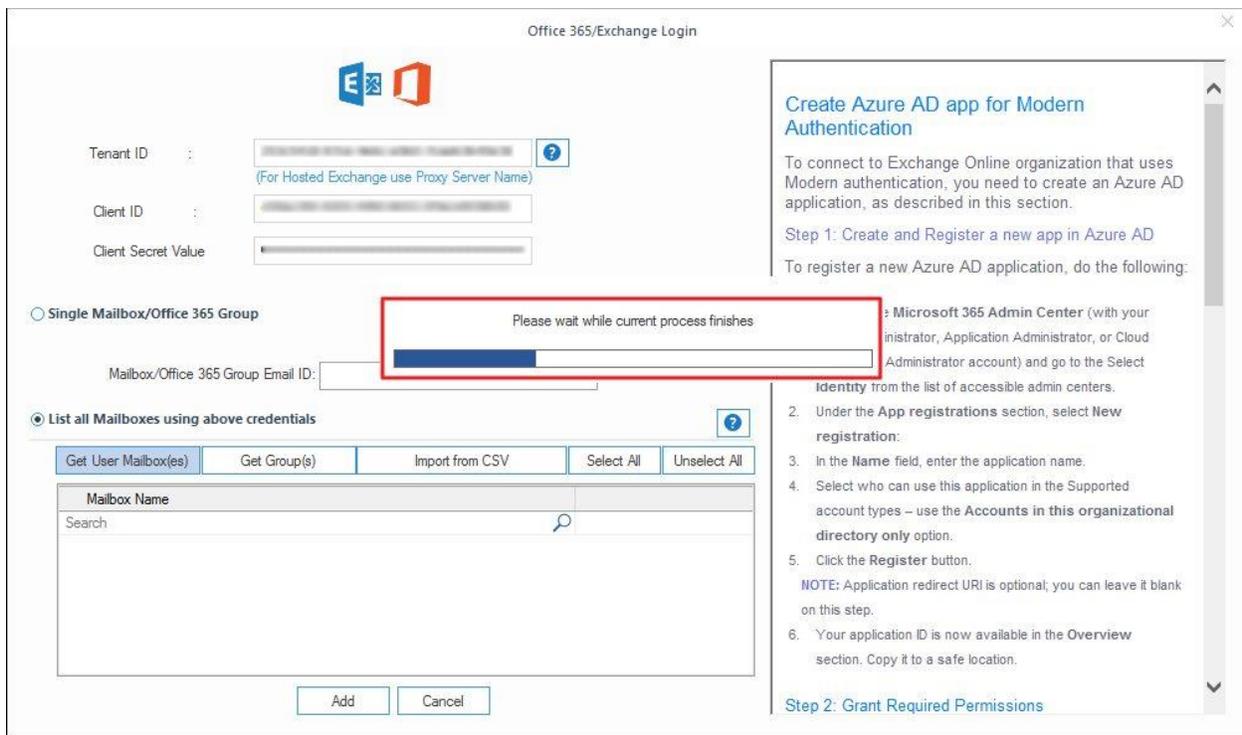
Step 5: In **Choose Login Types**, select **Use Modern Authentication while login (by using user client id and secret)**.



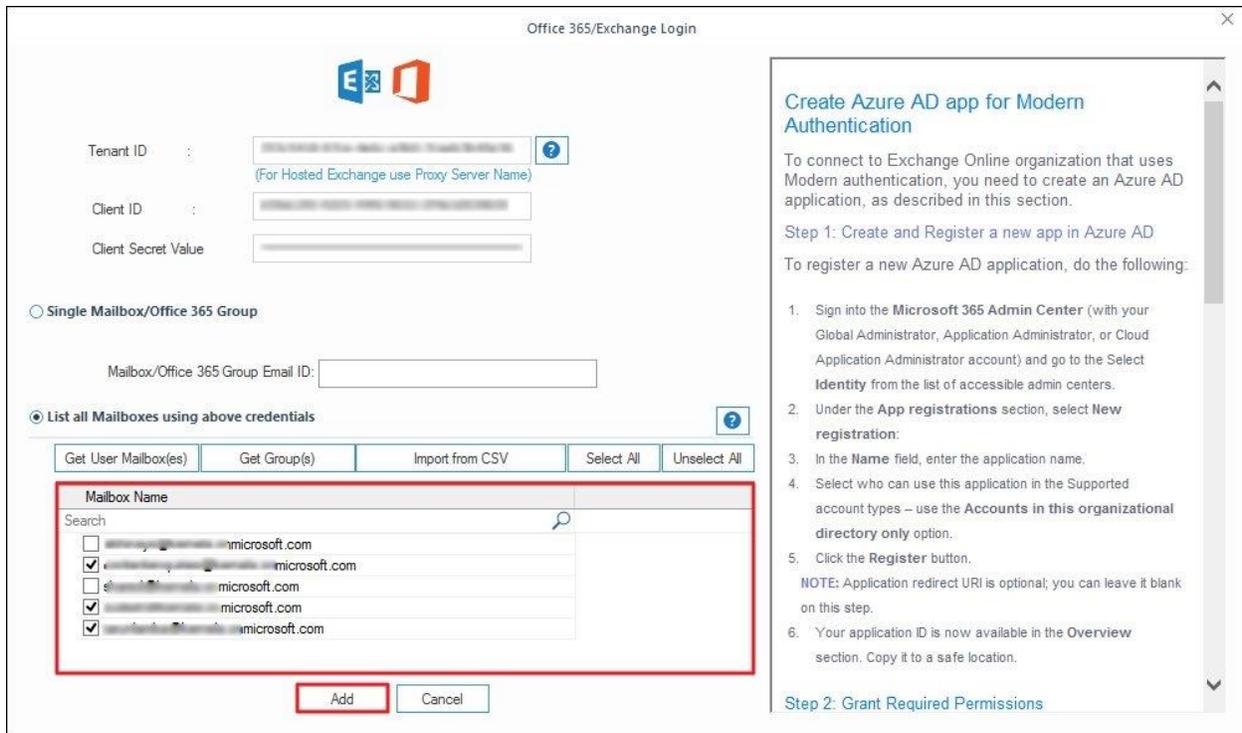
Step 6: Enter Tenant ID, Client ID, Client Secret Value, and Mailbox/Office 365 Group Email ID on the Office 365/Exchange Login page. Click on List all Mailboxes using above credentials and select Get User Mailbox(es).



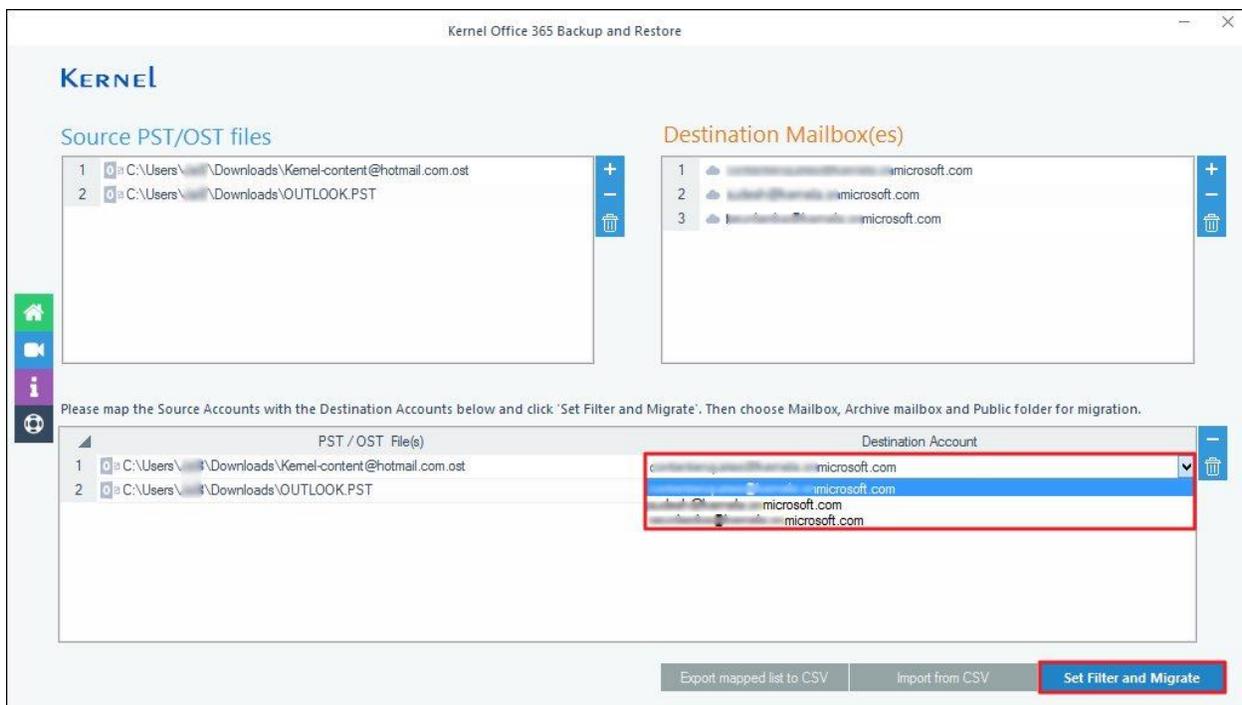
Step 7: The software will start fetching all the mailboxes associated with given credentials and show **Please wait while current process finishes** in the toolbar.



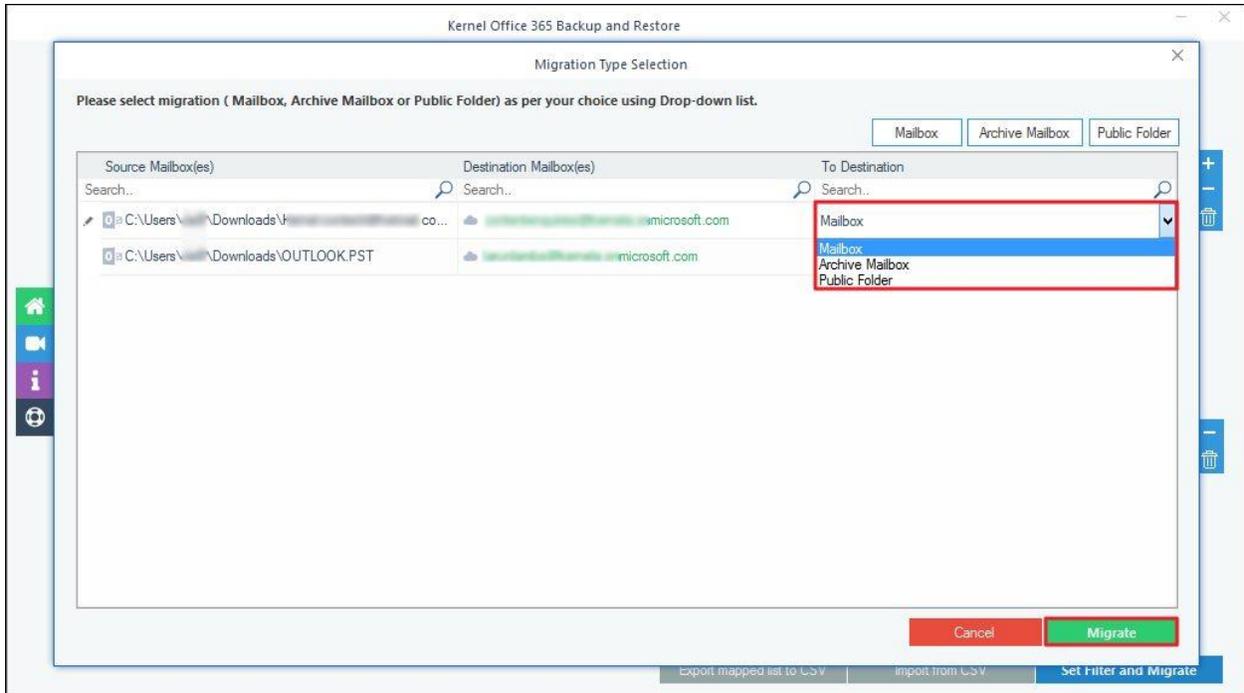
Step 8: The tool will preview all the mailboxes, select your preferred **mailbox**, and click **Add**.



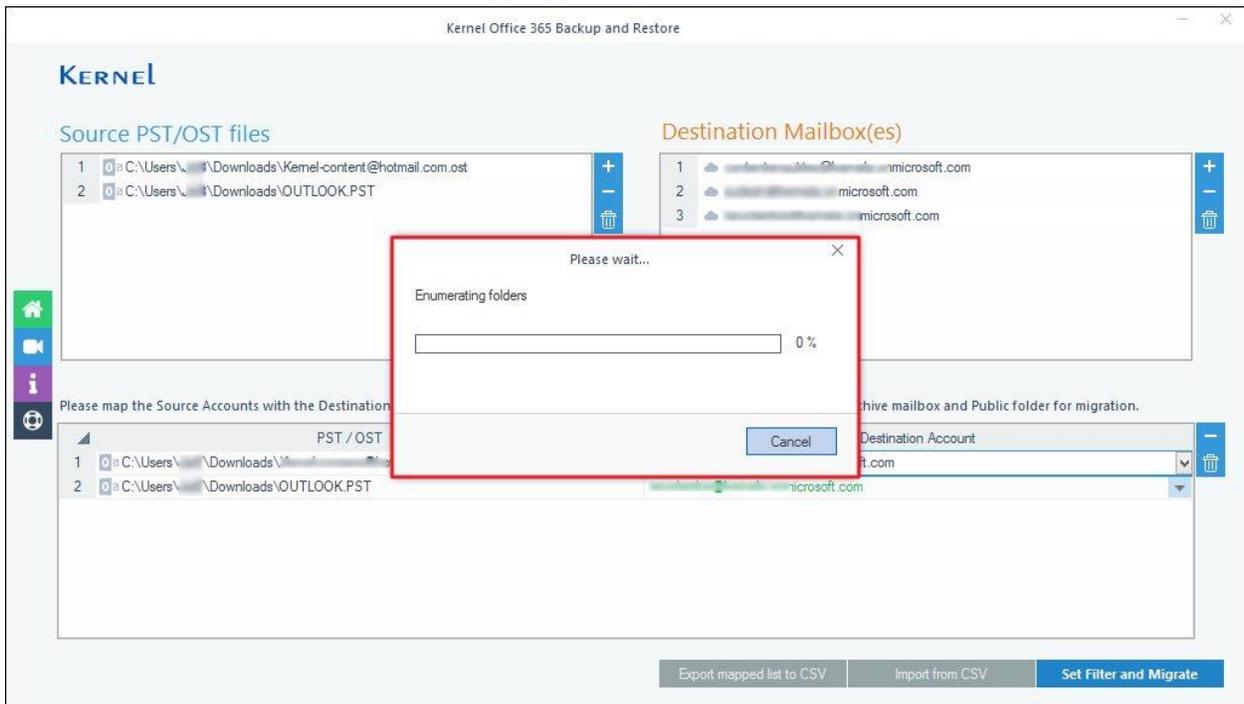
Step 9: Select your Destination Account and click Set Filter and Migrate.



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



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

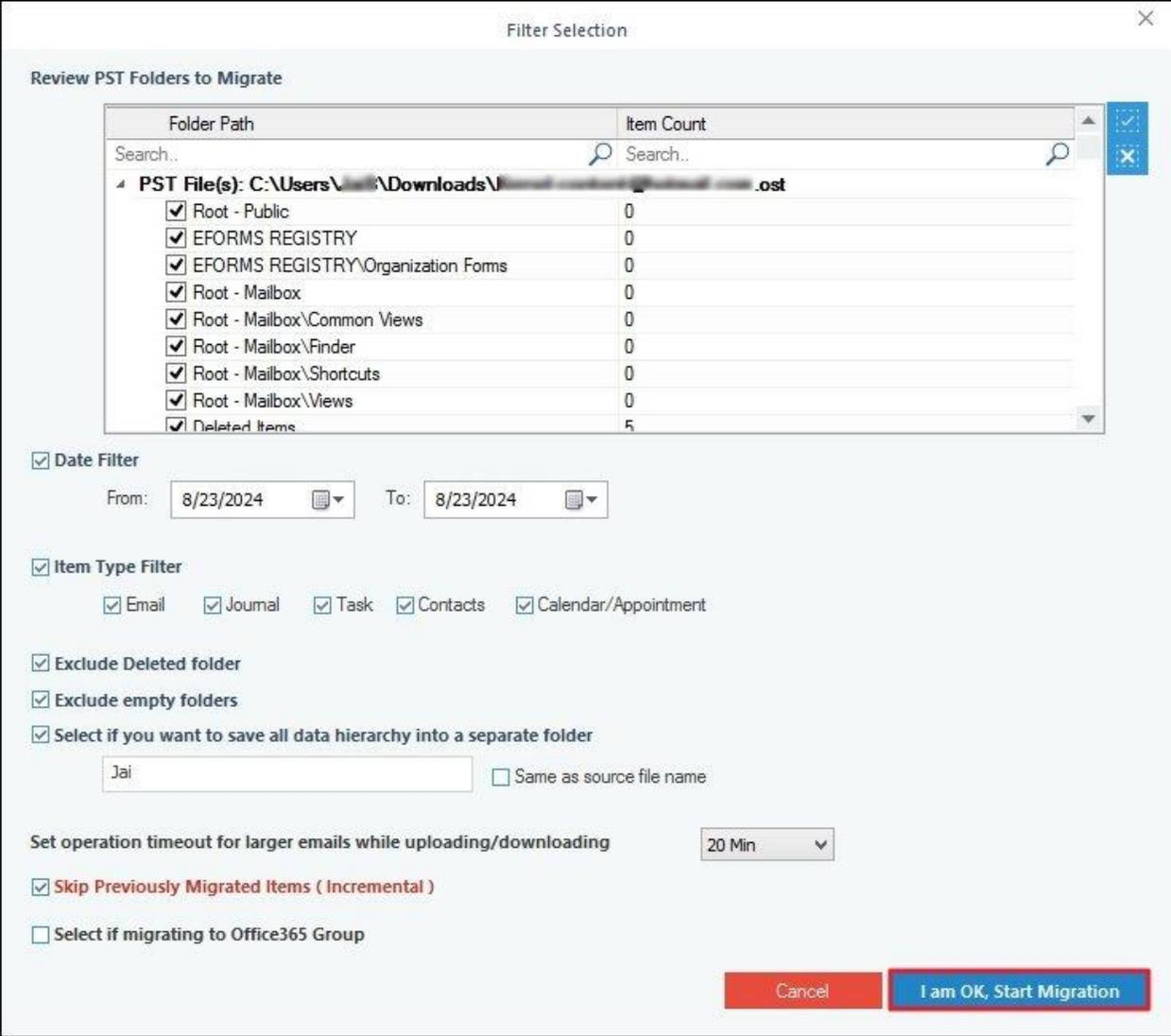


Step 12: In the Filter Selection section, select the filtering options as required:

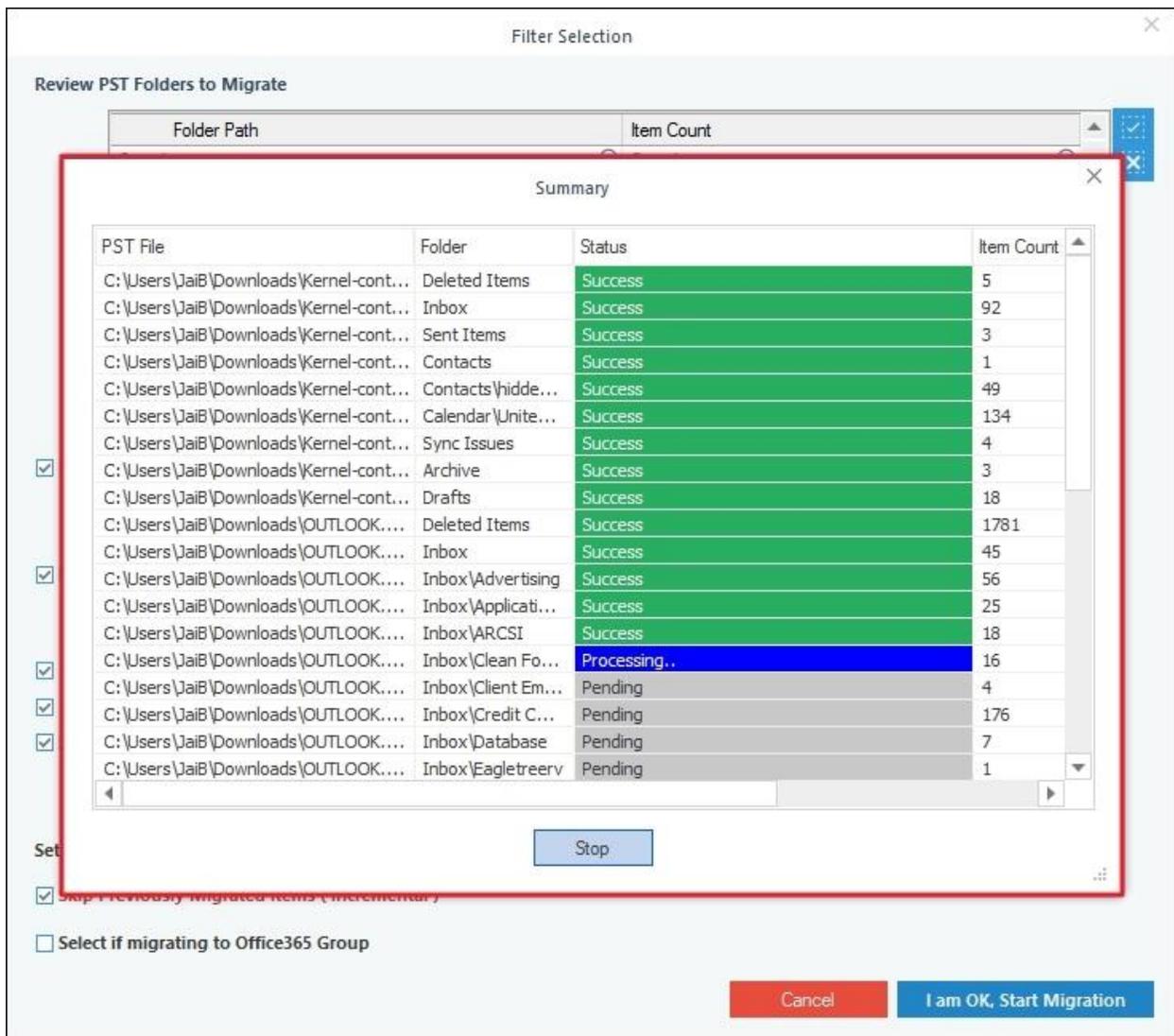
- **Review PST Folders to Migrate:** Select the folders to migrate.

- **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**.



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



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

Summary

PST File	Folder	Status	Item Count
C:\Users\...Downloads\email-con... Deleted Items	Deleted Items	Success	5
C:\Users\...Downloads\email-con... Inbox	Inbox	Success	92
C:\Users\...Downloads\email-con... Sent Items	Sent Items	Success	3
C:\Users\...Downloads\email-con... Contacts	Contacts	Success	1
C:\Users\...Downloads\email-con... Contacts\hidde...	Contacts\hidde...	Success	49
C:\Users\...Downloads\email-con... Calendar\Unite...	Calendar\Unite...	Success	134
C:\Users\...Downloads\email-con... Sync Issues	Sync Issues	Success	4
C:\Users\...Downloads\email-con...		Success	3
C:\Users\...Downloads\email-con...		Success	18
C:\Users\...Downloads\OUTL...		Success	1781
C:\Users\...Downloads\OUTL...		Success	45
C:\Users\...Downloads\OUTL...		Success	56
C:\Users\...Downloads\OUTL...		Success	25
C:\Users\...Downloads\OUTL...		Success	18
C:\Users\...Downloads\OUTL...		Success	16
C:\Users\...Downloads\OUTL...		Success	4
C:\Users\...Downloads\OUTLOOK... Inbox\Credit C...	Inbox\Credit C...	Success	176
C:\Users\...Downloads\OUTLOOK... Inbox\Database	Inbox\Database	Success	7
C:\Users\...Downloads\OUTLOOK... Inbox\Eagletreerv	Inbox\Eagletreerv	Success	1

Information

Process completed. Please save the report to CSV

OK

Stop

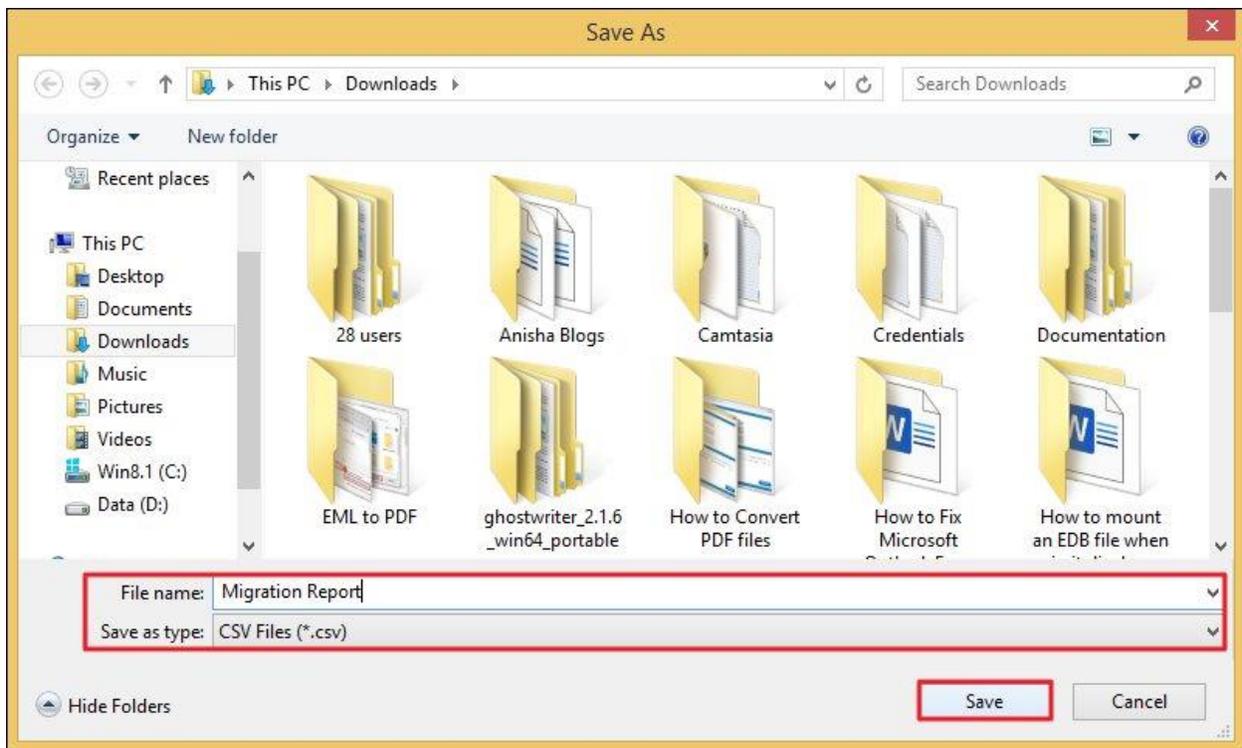
Step 15: To download a detailed migration report, click **Save report to CSV**.

Summary

PST File	Folder	Status	Item Count
C:\Users\... \Downloads\kernel-cont...	Deleted Items	Success	5
C:\Users\... \Downloads\kernel-cont...	Inbox	Success	92
C:\Users\... \Downloads\kernel-cont...	Sent Items	Success	3
C:\Users\... \Downloads\kernel-cont...	Contacts	Success	1
C:\Users\... \Downloads\kernel-cont...	Contacts\hidde...	Success	49
C:\Users\... \Downloads\kernel-cont...	Calendar\Unite...	Success	134
C:\Users\... \Downloads\kernel-cont...	Sync Issues	Success	4
C:\Users\... \Downloads\kernel-cont...	Archive	Success	3
C:\Users\... \Downloads\kernel-cont...	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\... \Downloads\OUTLOOK...	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

Ok [Save report to CSV](#)

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.

Summary



PST File	Folder	Status	Item Count
C:\Users\... \Downloads\Kernel-cont...	Deleted Items	Success	5
C:\Users\... \Downloads\Kernel-cont...	Inbox	Success	92
C:\Users\... \Downloads\Kernel-cont...	Sent Items	Success	3
C:\Users\... \Downloads\Kernel-cont...	Contacts	Success	1
C:\Users\... \Downloads\Kernel-cont...	Contacts\hidde...	Success	49
C:\Users\... \Downloads\Kernel-cont...	Calendar\Unite...	Success	134
C:\Users\... \Downloads\Kernel-cont...	Sync Issues	Success	4
C:\Users\... \Downloads\Kernel-cont...	Archive	Success	3
C:\Users\... \Downloads\Kernel-cont...	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\... \Downloads\OUTLOOK....	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

Ok

Save report to CSV

