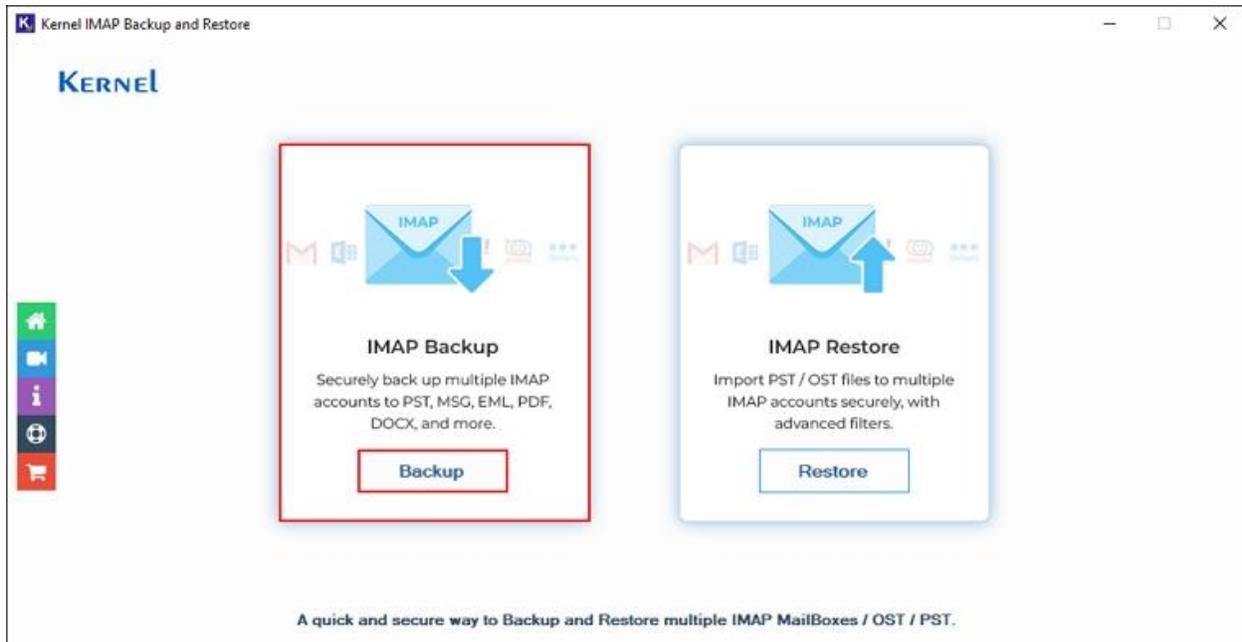


How to Backup IMAP sever data to PST?

Step 1: Launch the software and click the **Backup** option from the home screen.

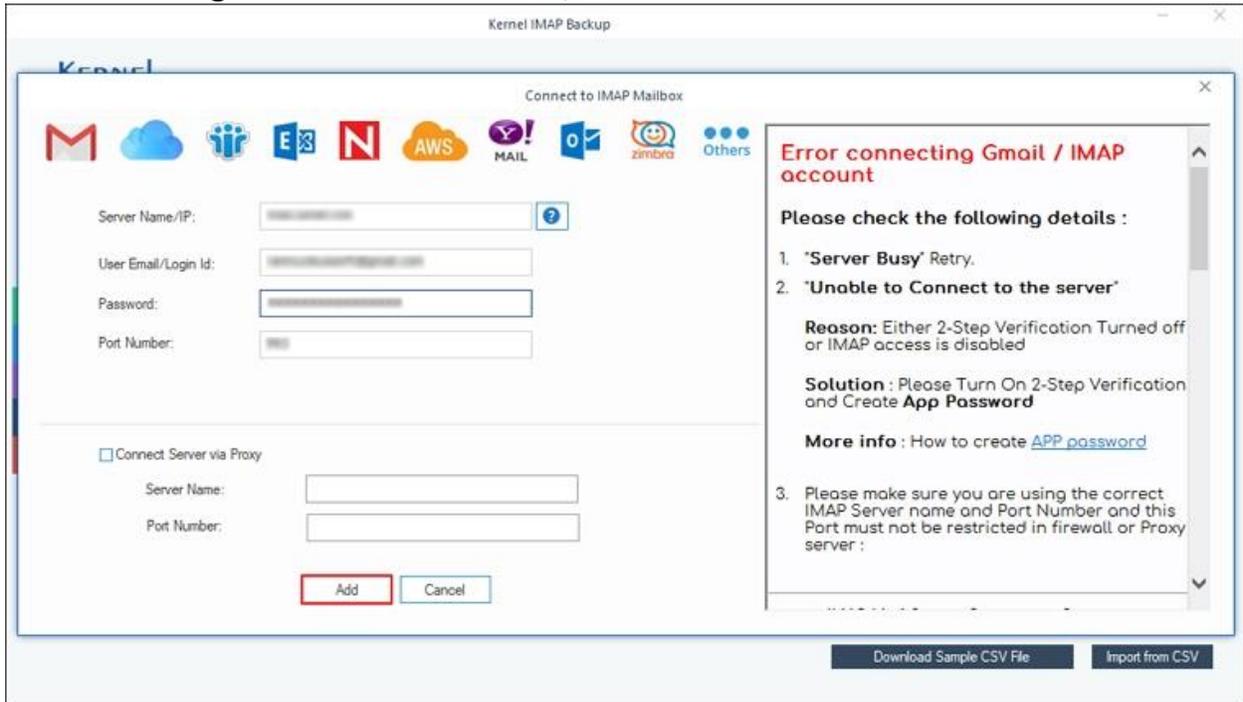


Step 2: Click **Add** to select the IMAP account for backup.

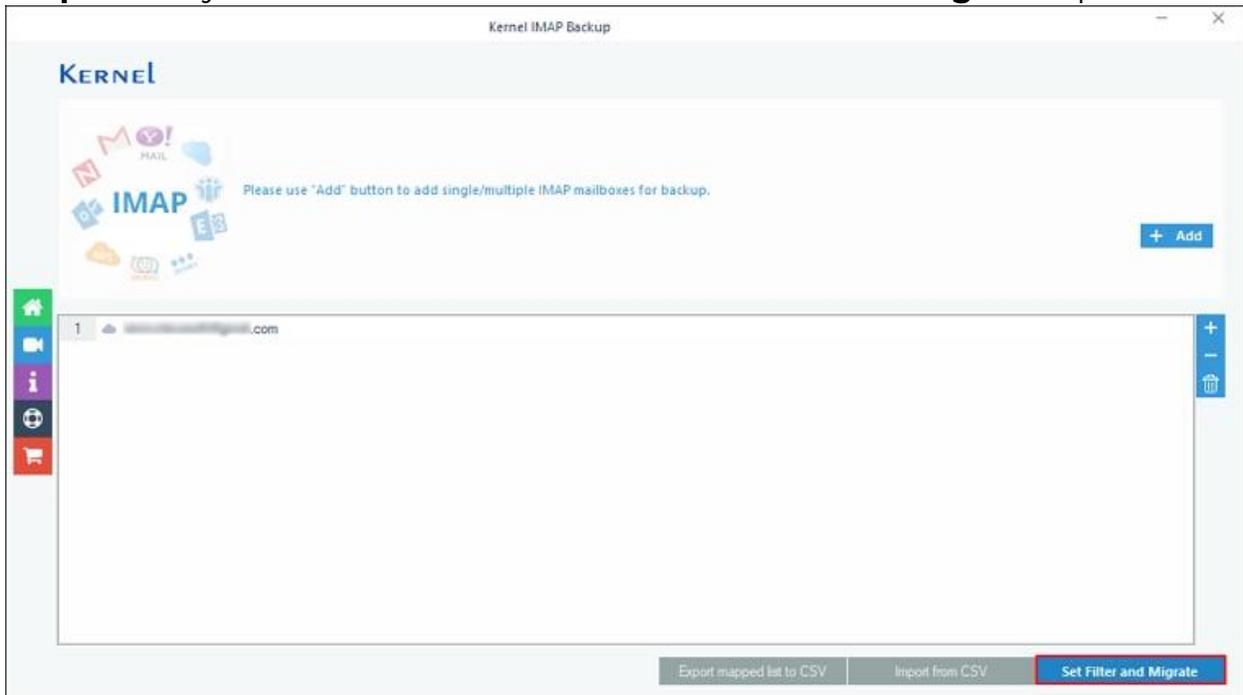


Step 3: In the **Connect to IMAP Mailbox** window, add IMAP account by entering credentials like **Server Name/IP, User Email/Login Id, Password,** and **Port Number**. Also, you can add an IMAP account through Connect Server via Proxy by entering **Server Name** and **Port Number**.

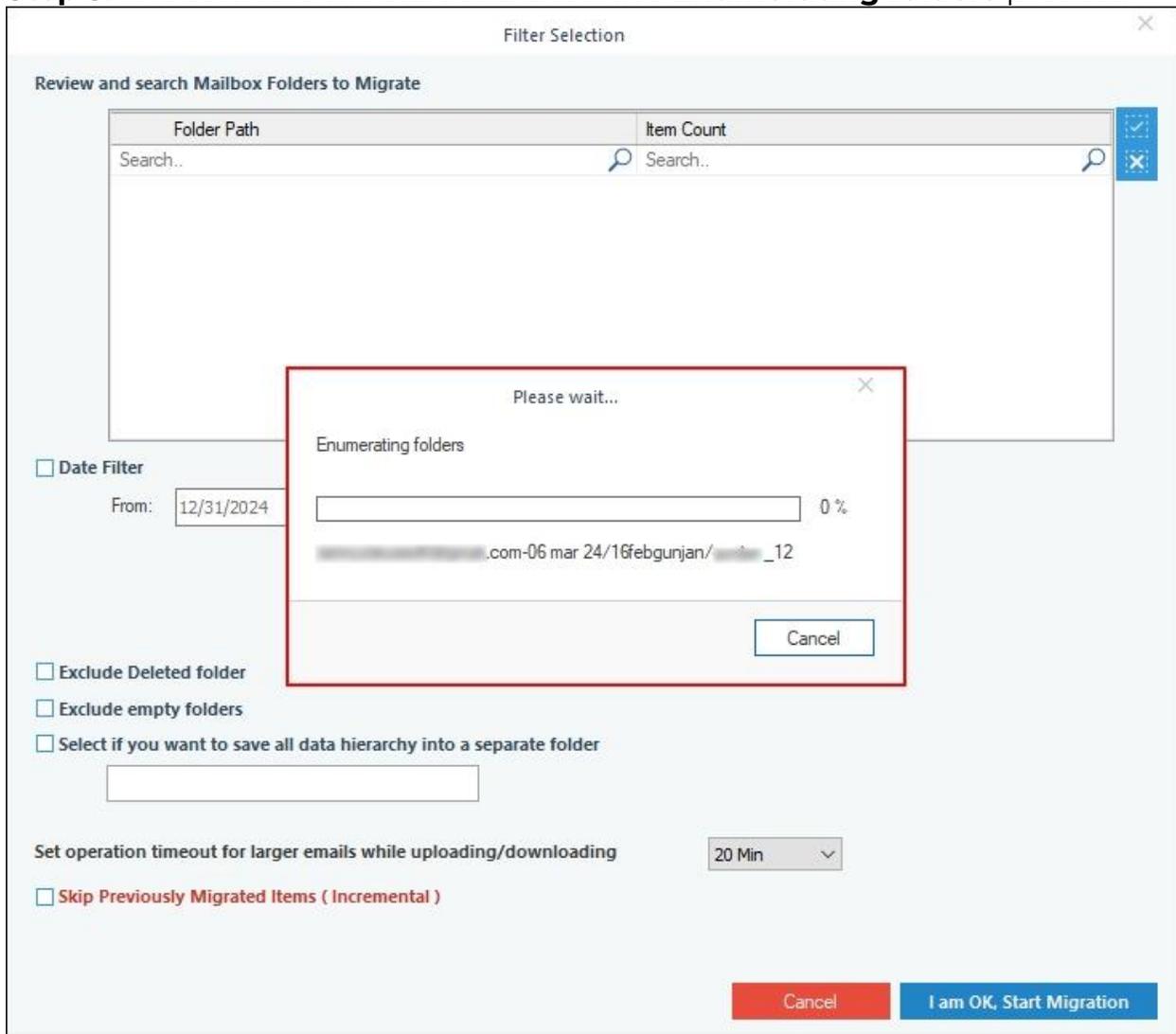
After entering essential credentials, click on **Add**.



Step 4: Verify IMAP mailbox and click the '**Set Filter and Migrate**' option.



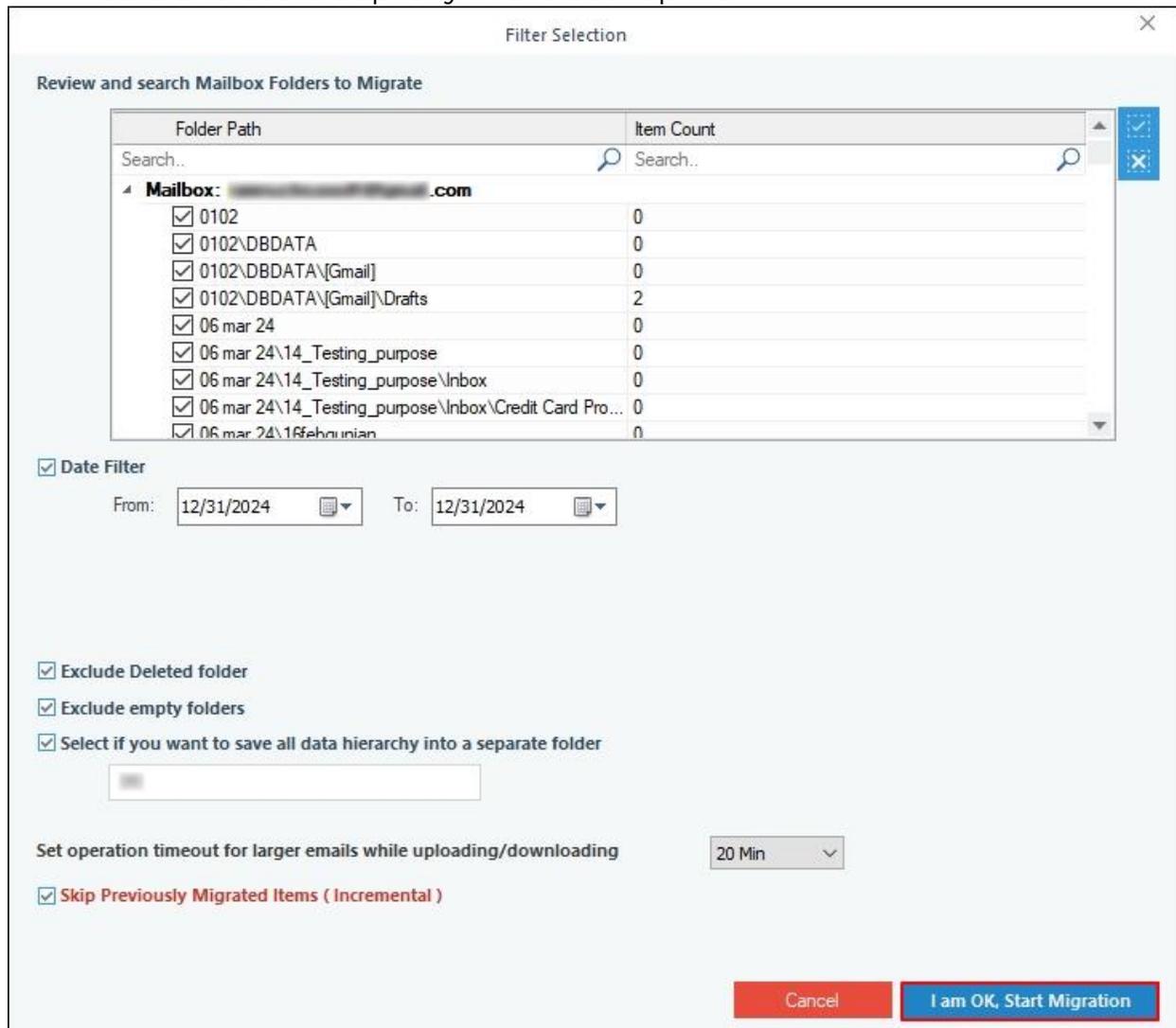
Step 5: The software will start and show live **Enumerating folders** process.



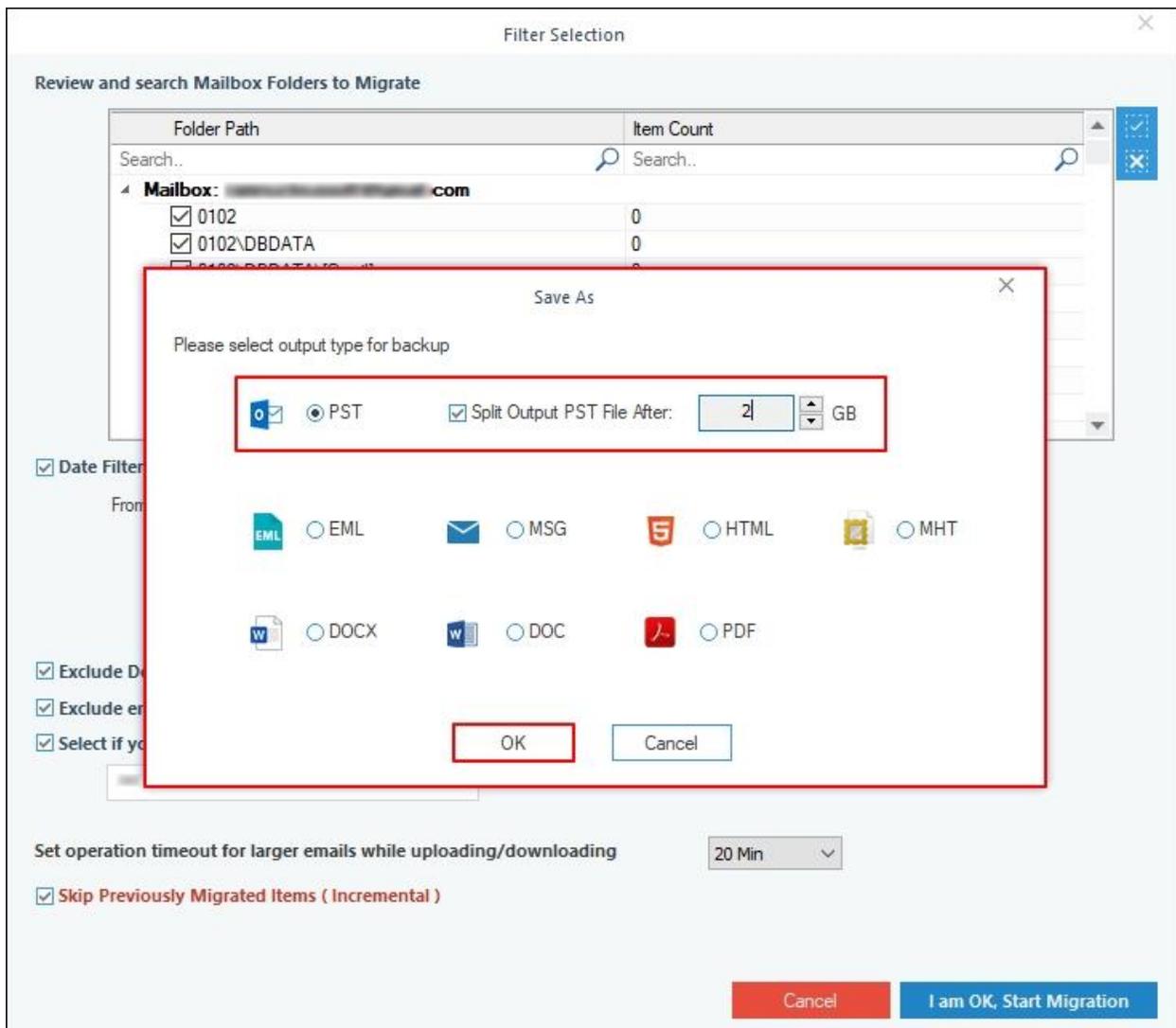
Step 6: In the Filter Selection window, apply necessary filters from:

- **Review and search Mailbox Folders to Migrate:** Select essential files or folders for backup.
- **Date Filter:** Select From and To dates to backup data according to date.
- **Exclude Deleted folders:** It will skip backing up deleted folders.
- **Exclude empty folders:** This option will exclude empty folders to backup.
- **Select if you want to save all data hierarchy into a separate folder:** It will backup your entire IMAP account data into a separate folder.
- **Set operation timeout for larger emails while uploading/downloading:** This option will backup the files in the selected time, if the data takes longer time than selected, then the software will skip backing up the file.

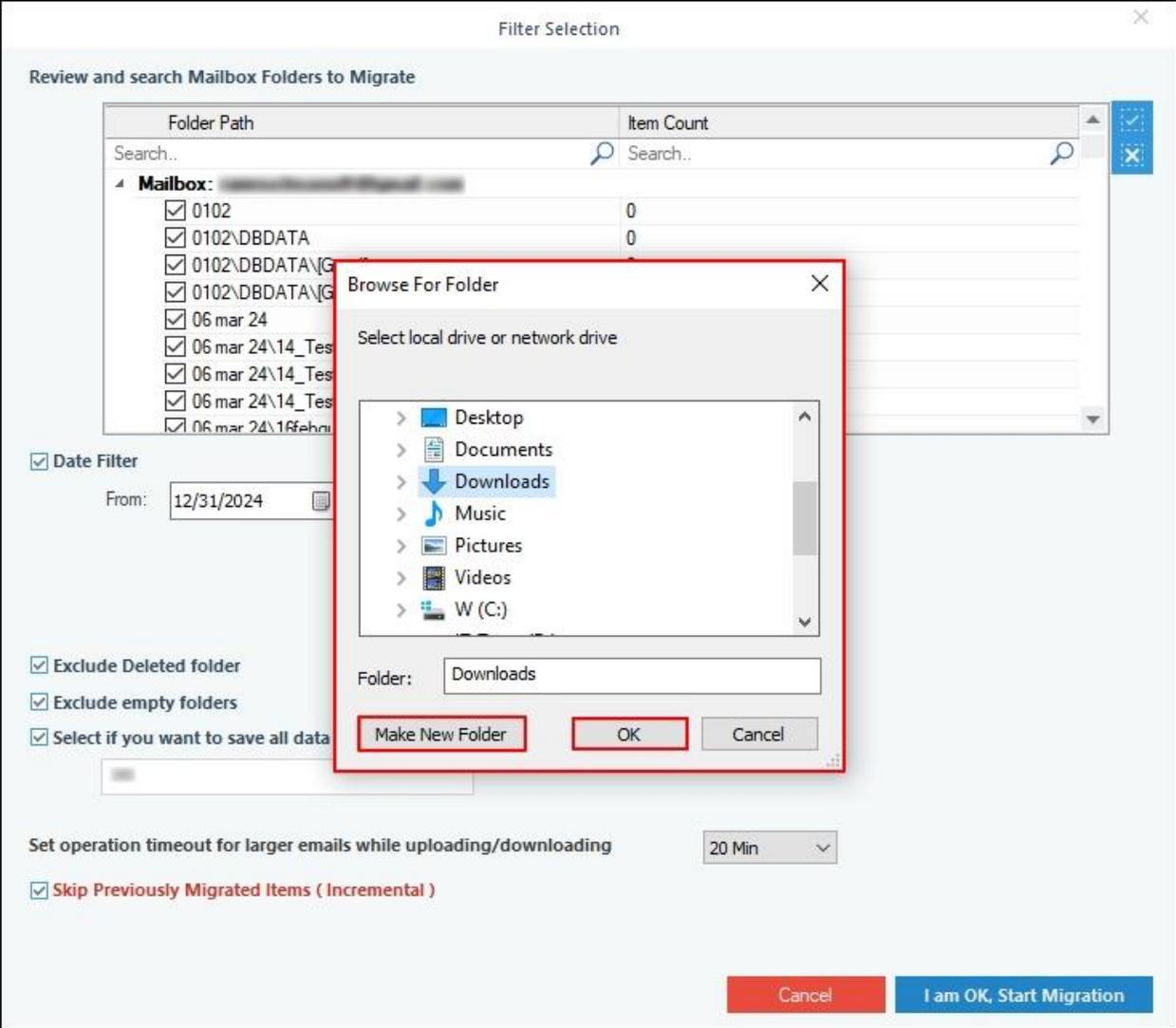
- **Skip Previously Migrated Items (Incremental):** Backup incremental data and avoid duplicity in the backup file.



Step 7: In the **Save As** window, Select **PST** file and check **Split Output PST File After** option to create multiple backup PST files and click **OK**.



Step 8: In the **Browse For Folder** wizard, select a destination folder to save the backed-up file and click **OK**. Also, you can click **Make New Folder** to create a new folder to save backup PST files.

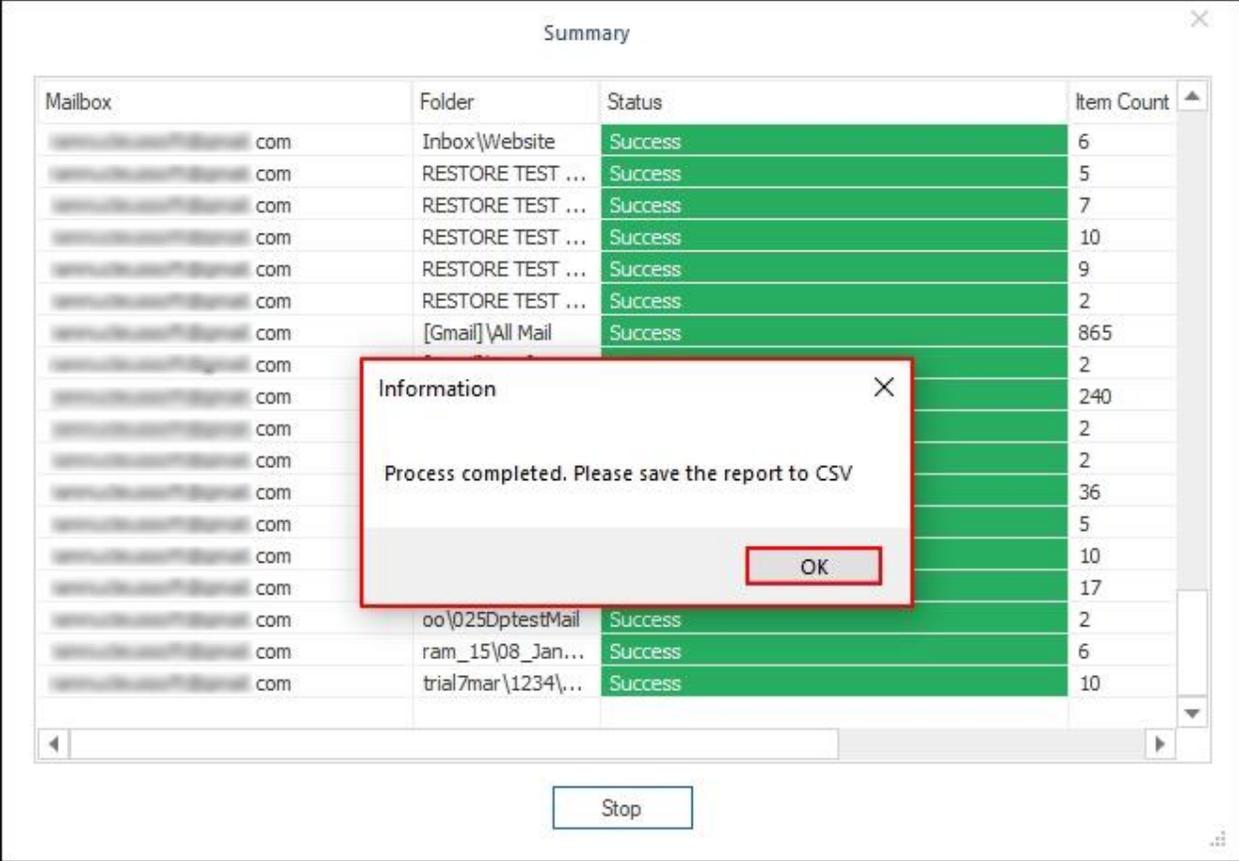


Step 9: The software will start and show live backup process.

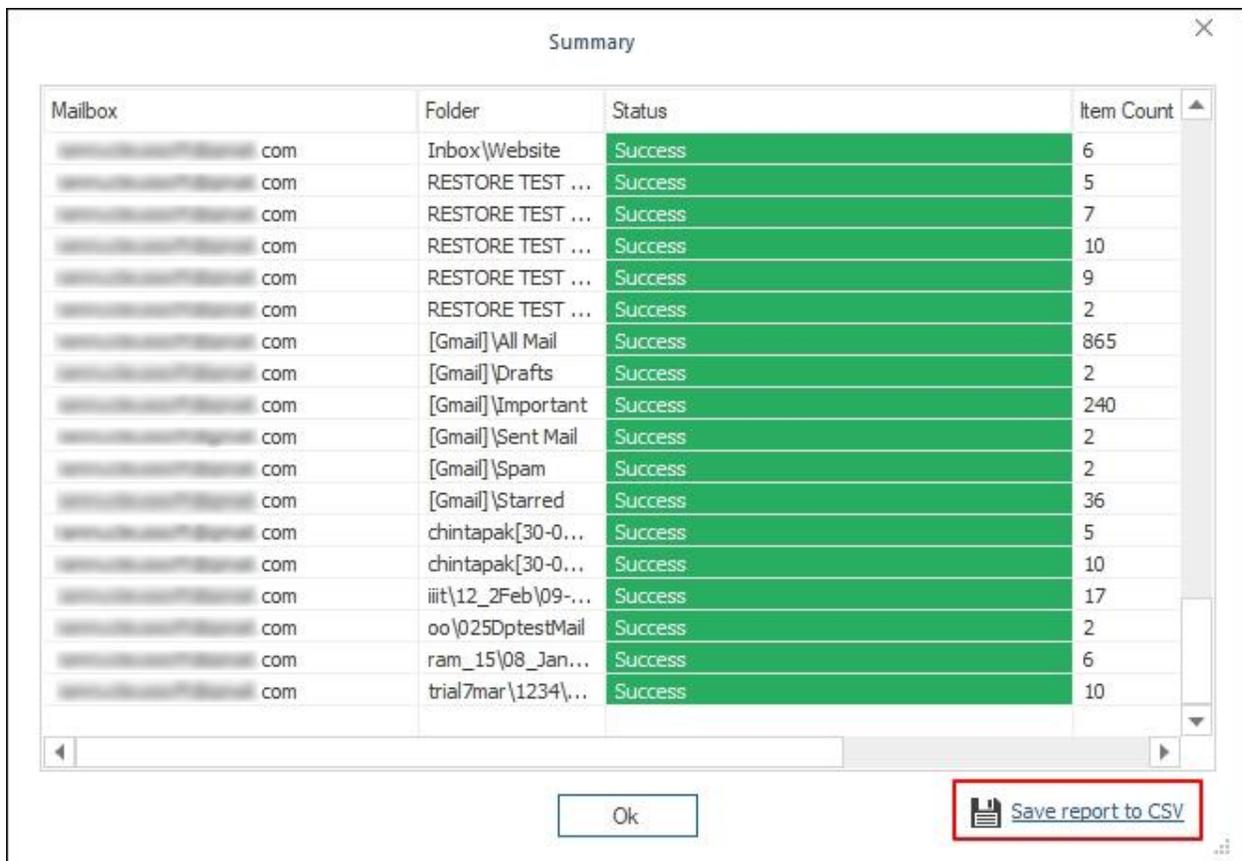
Summary ✕

Mailbox	Folder	Status	Item Count
www.itsm.com	0102\DBDATA[...	Success	2
www.itsm.com	06 mar 24\16fe...	Success	1
www.itsm.com	06 mar 24\16fe...	Success	3
www.itsm.com	06 mar 24\16fe...	Processing..	1
www.itsm.com	08_Jan_2024\G...	Pending	13
www.itsm.com	11m11\16 ja...	Pending	2
www.itsm.com	11m11\16 ja...	Pending	1
www.itsm.com	11m11\5 feb ...	Pending	10
www.itsm.com	11m11\08_Jan...	Pending	10
www.itsm.com	11m11\102\Imp...	Pending	5
www.itsm.com	11m11\11jan im...	Pending	10
www.itsm.com	11m11\16 jan ...	Pending	3
www.itsm.com	11m11\2 Feb mi...	Pending	30
www.itsm.com	123321\025Dpt...	Pending	1
www.itsm.com	1m1\09_double...	Pending	23
www.itsm.com	1m1\11jan imap...	Pending	10
www.itsm.com	21222212\0102...	Pending	2
www.itsm.com	213321\08_Jan...	Pending	6
www.itsm.com	233232\0102\D...	Pending	2

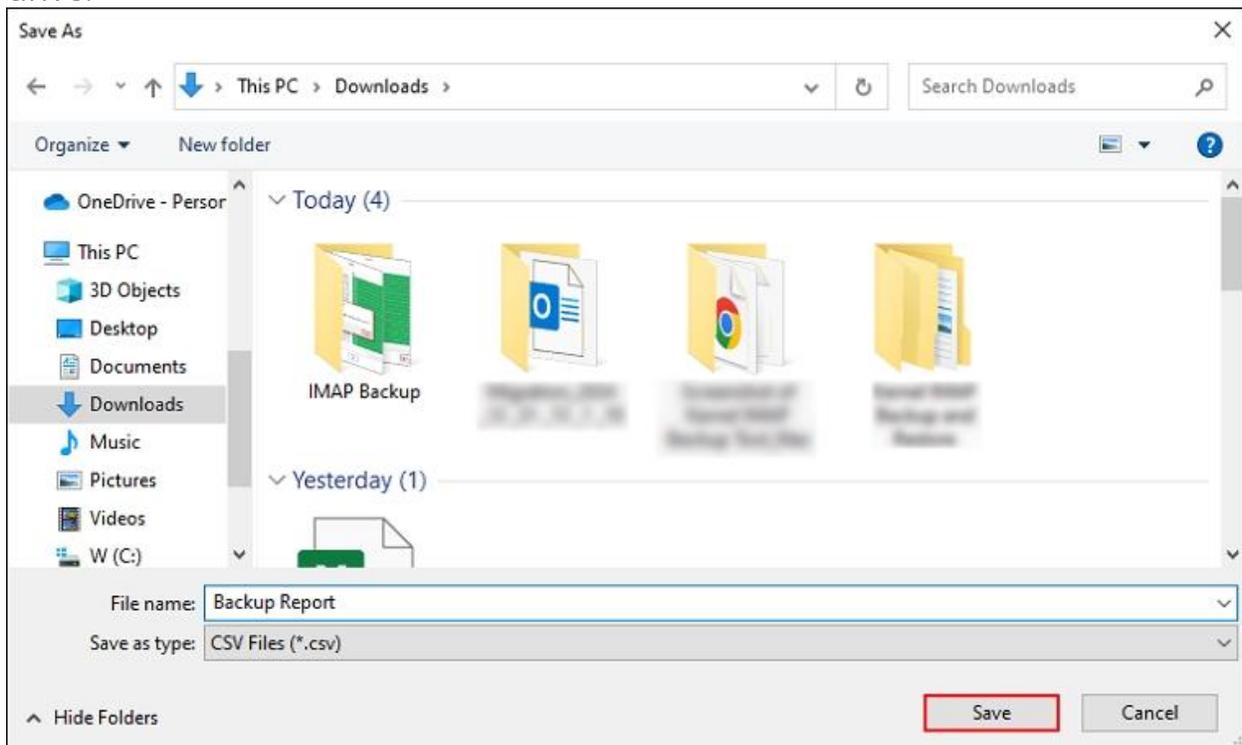
Step 10: Once the backup process is completed, the software will pop up **“Process completed. Please save the report to CSV”** message and click **OK**.



Step 11: Click on **Save report to CSV** option to generate and download a detailed backup report.



Step 12: Select a specific folder to **Save** the backed-up report in your local drive.



Step 13: Finally, click on **OK** to end the backup process.

The screenshot shows a 'Summary' dialog box with a table of backup results. The table has four columns: Mailbox, Folder, Status, and Item Count. All entries in the Status column are 'Success'. Below the table, there is an 'Ok' button highlighted with a red box and a 'Save report to CSV' link.

Mailbox	Folder	Status	Item Count
...com	Inbox\Website	Success	6
...com	RESTORE TEST ...	Success	5
...com	RESTORE TEST ...	Success	7
...com	RESTORE TEST ...	Success	10
...com	RESTORE TEST ...	Success	9
...com	RESTORE TEST ...	Success	2
...com	[Gmail]\All Mail	Success	865
...com	[Gmail]\Drafts	Success	2
...com	[Gmail]\Important	Success	240
...com	[Gmail]\Sent Mail	Success	2
...com	[Gmail]\Spam	Success	2
...com	[Gmail]\Starred	Success	36
...com	chintapak[30-0...	Success	5
...com	chintapak[30-0...	Success	10
...com	iiit\12_2Feb\09-...	Success	17
...com	oo\025DptestMail	Success	2
...com	..._15\08_Jan...	Success	6
...com	trial7mar\1234\...	Success	10

Ok [Save report to CSV](#)