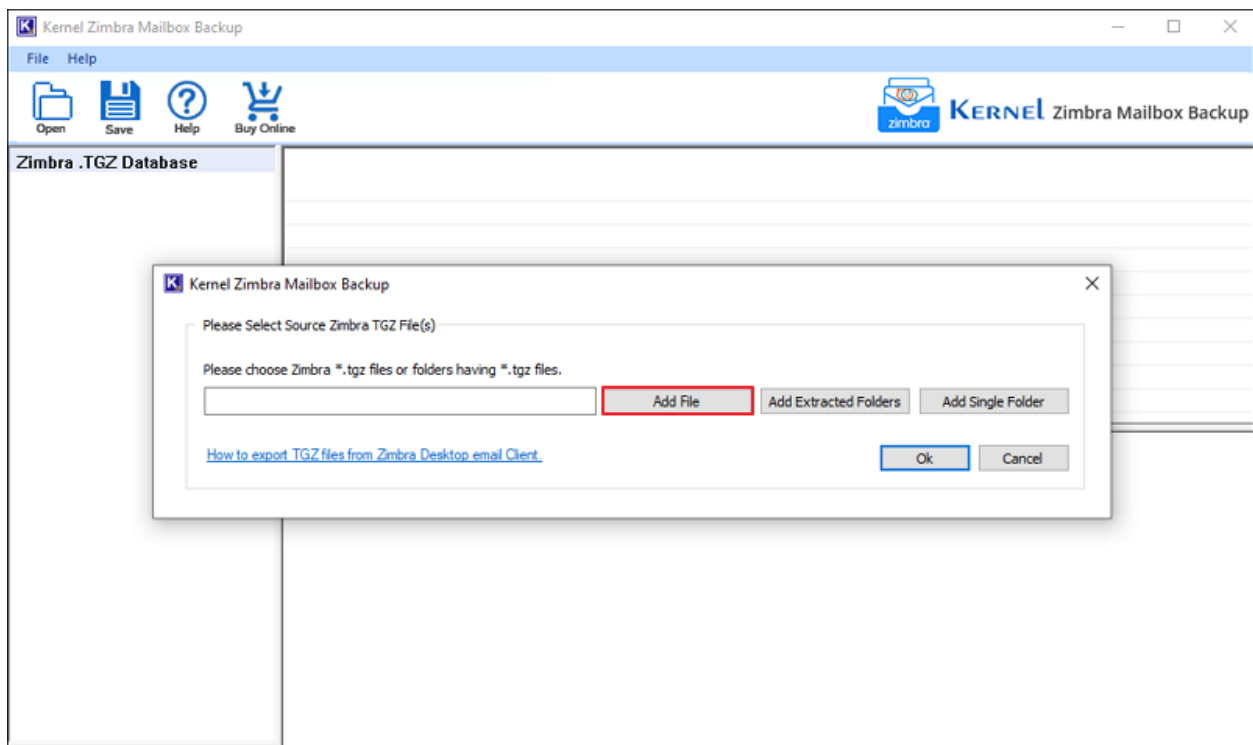# Screenshots of Kernel Zimbra Mailbox Backup

Step 1: Open Kernel Zimbra Mailbox Backup software. The tool provides three ways to add source Zimbra emails.
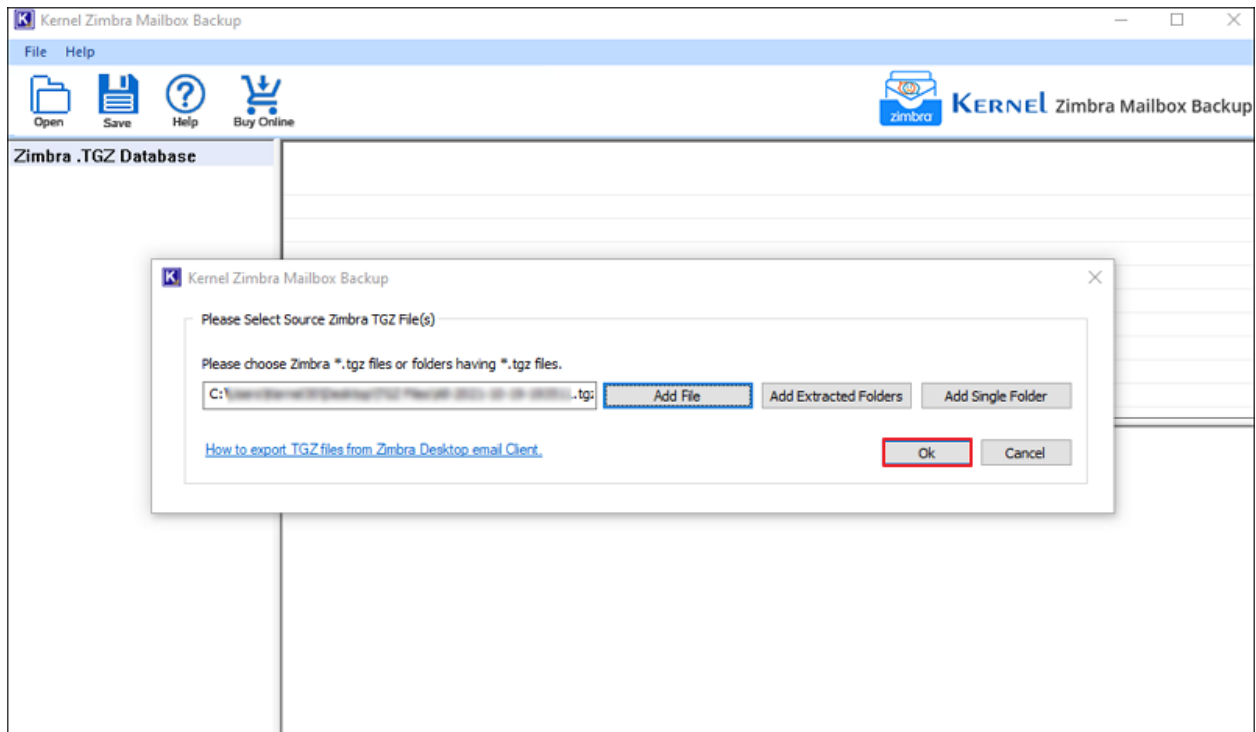
Add File: Add a single TGZ zipped file that you get from the Zimbra desktop application.

Add Extracted Folders: Add the folders you get after extracting the TGZ zipped file. You can add multiple extracted folders.
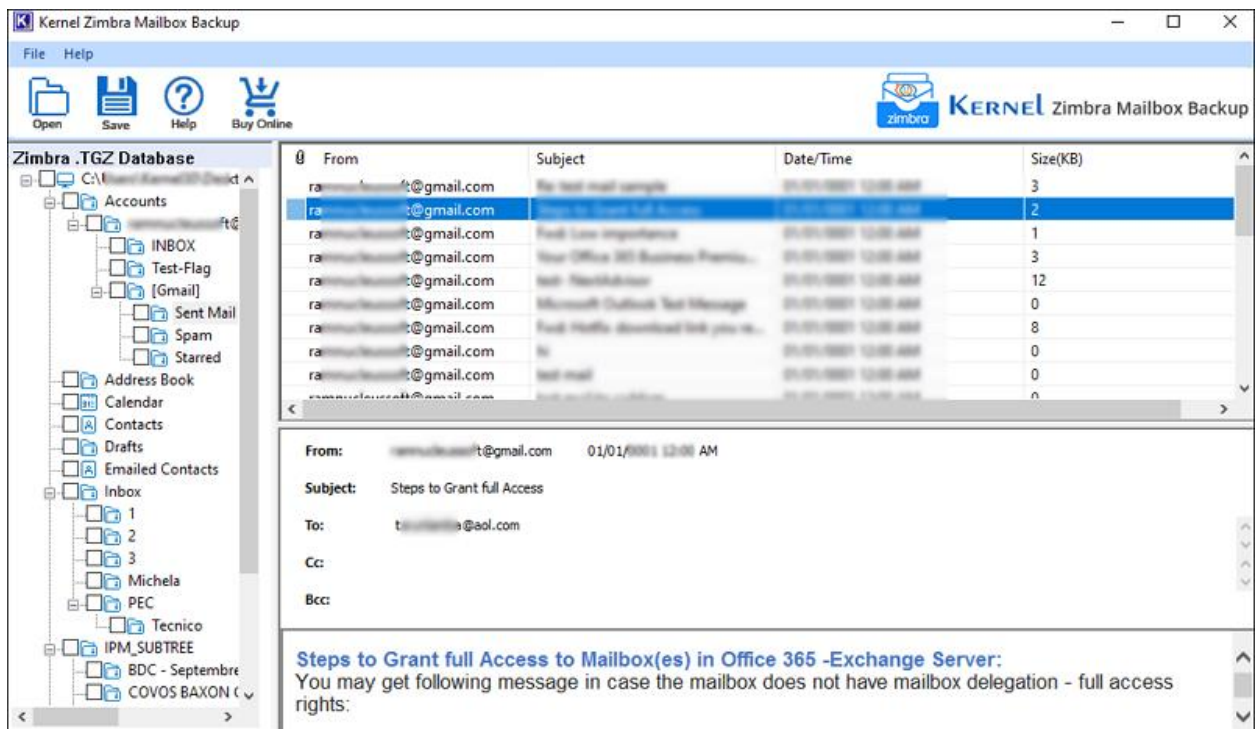
Add Single Folder: Choose this option if you want to migrate data from a single folder only.
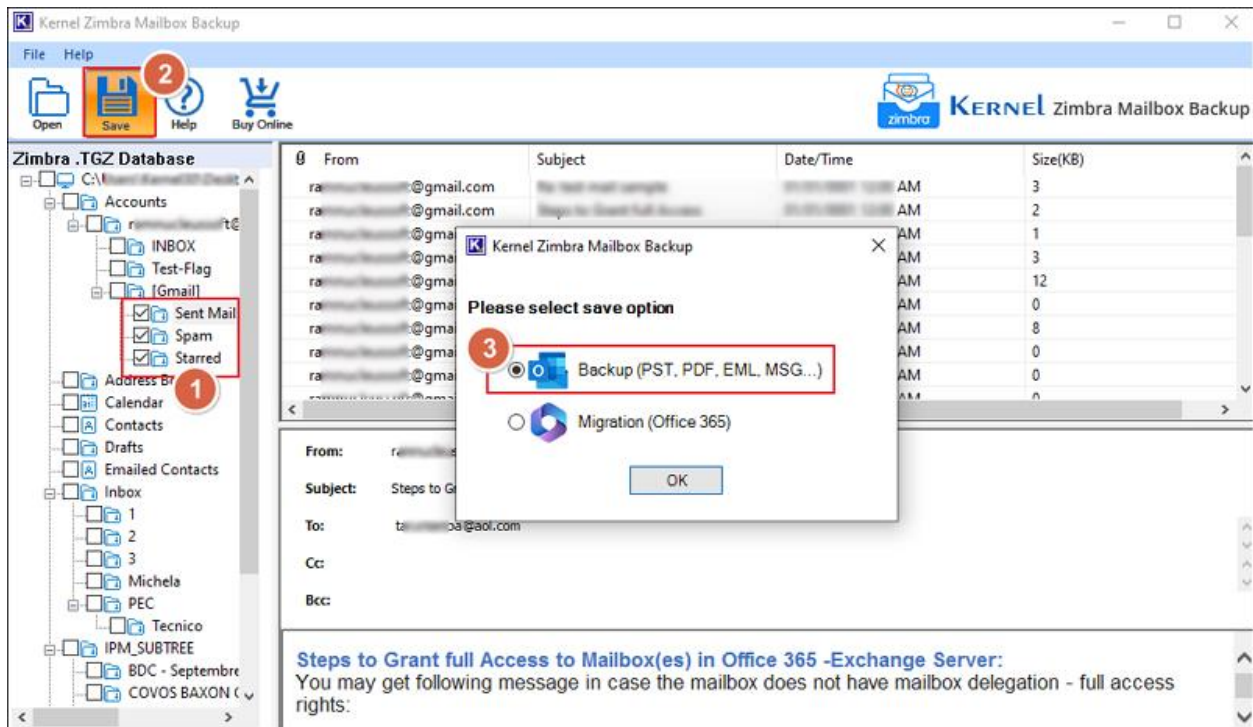

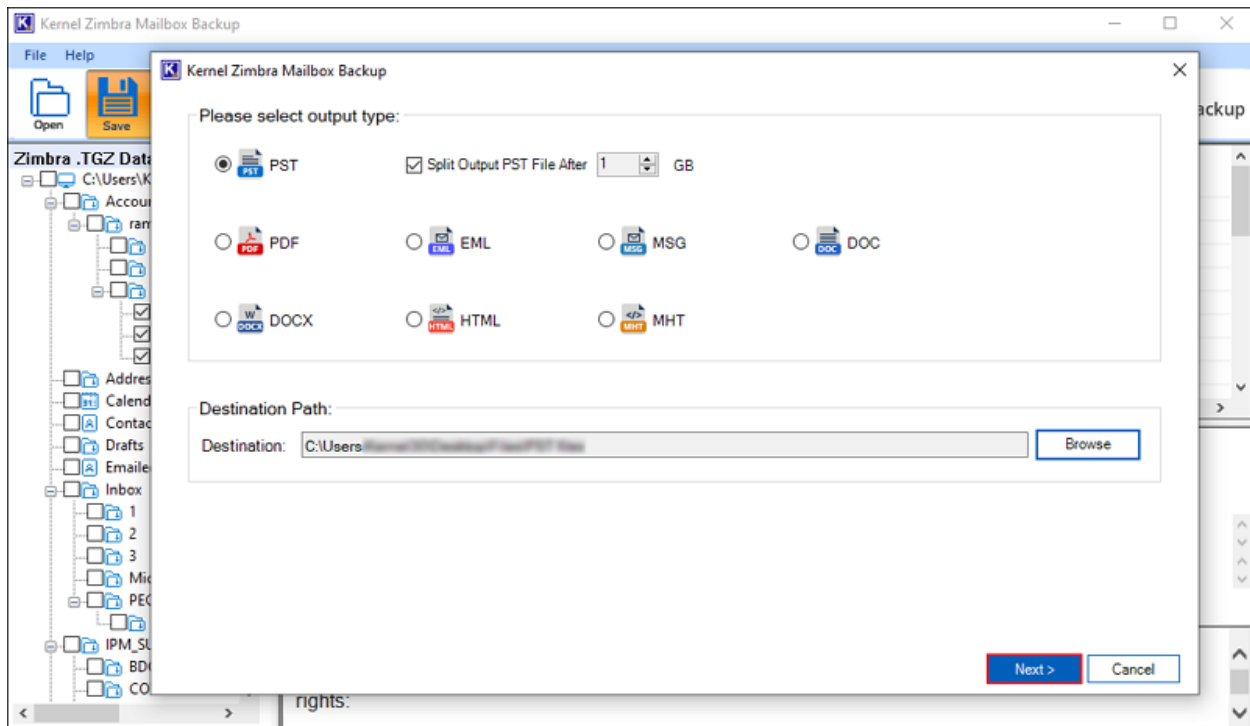**Step 2:** After adding the file or folder, click **OK.**

Step 3: The tool will display all the mailbox content under the Zimbra .TGZ Database column. Select any folder and click on any file to view the email with information like From, To, Subject, Date & Time, message body, etc.
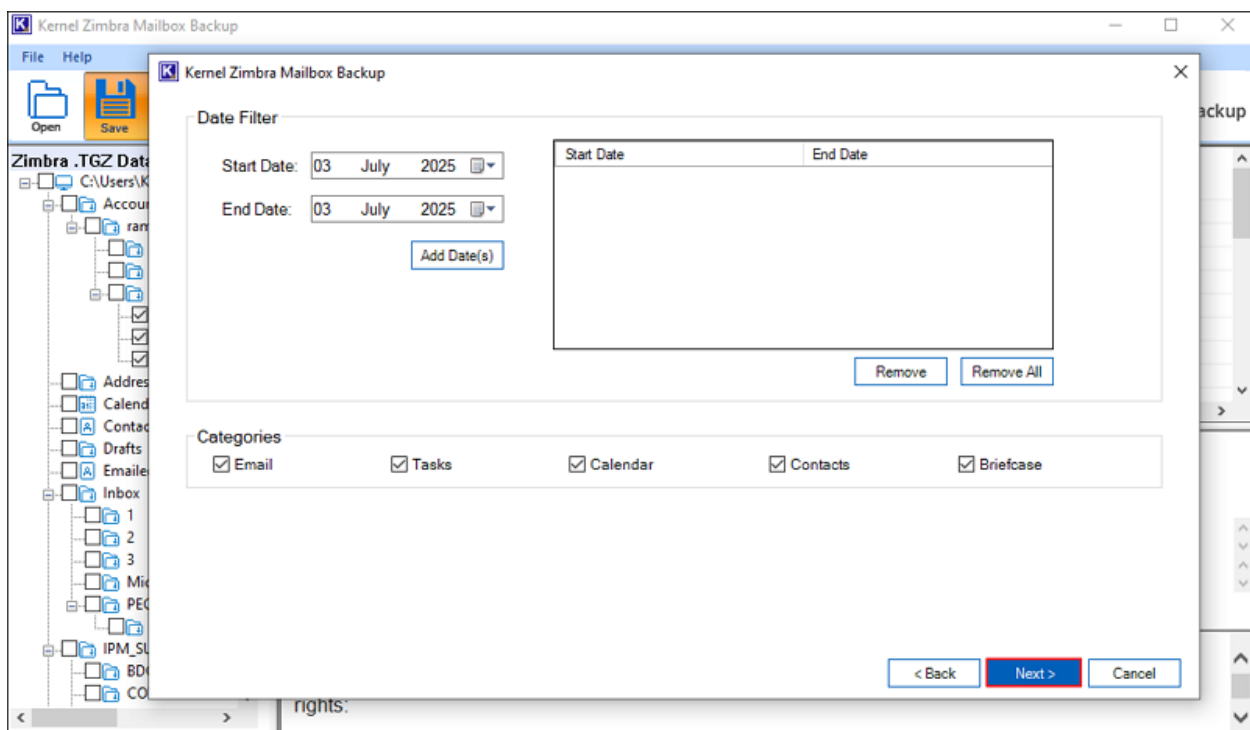
Step 4: Now, select the folders you wish to backup and click Save button. Choose Backup (PST, EML, MSG..) as the saving option and click OK.
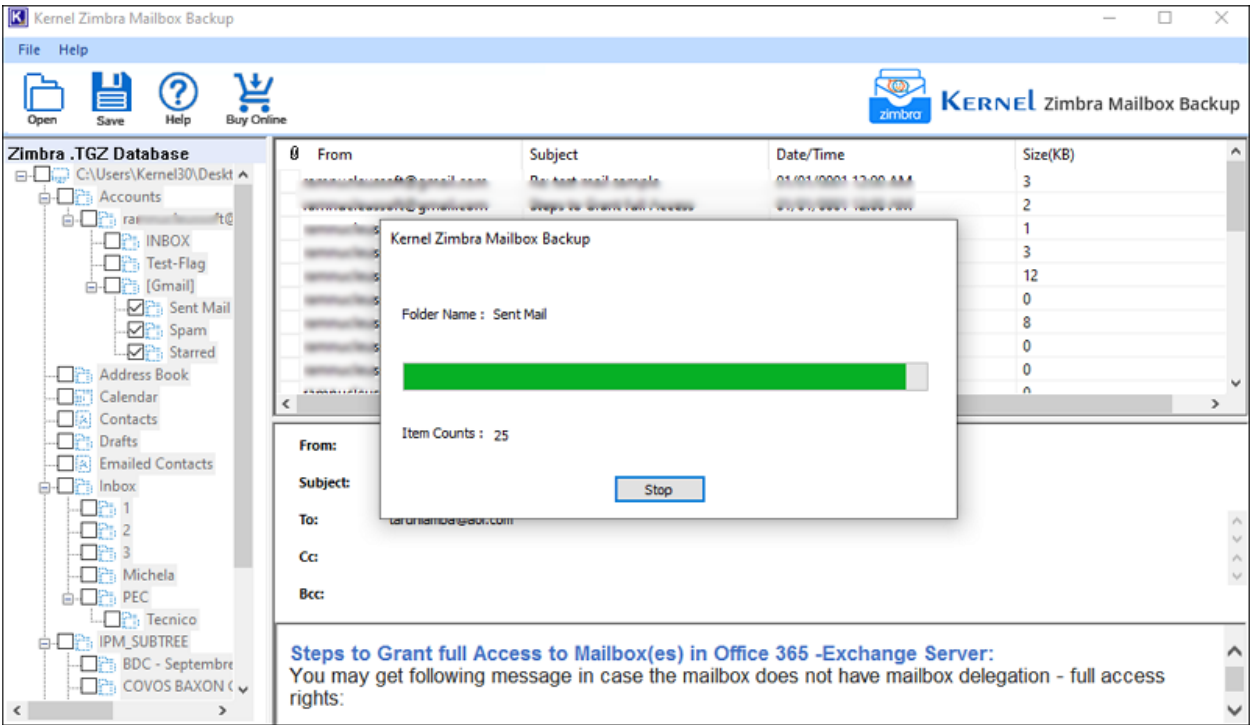

Step 5: Choose any output type according to your requirements. If you choose PST, you can split the output file into multiple files based on size by choosing the split output PST file option. Then, click Browse and select the location where you want to save the output file.

Step 6: You get multiple filter options for a selective data backup. Set a date filter to save emails from a particular date, week, month, or year. Additionally, you can choose to save specific types of items from the mailbox by selecting any of these – Email, Contacts, Calendar, Tasks, and Briefcase.

Step 7: The tool will start to save the files at the user's desired location.

Step 8: After the successful completion of the process, you will get a summary displaying the source, destination, and status.