

How to use – Recoveryfix Microsoft 365 Backup Tool

Go through the following steps to perform the mailbox backup procedure after installing Recoveryfix Backup for Microsoft 365 software.

Step 1: Launch the Recoveryfix Backup for Microsoft 365 software on your system.

Step 2: The software's first wizard will ask you for your license details, such as your **Email Address**, **Activation Password**, **License Type**, and **Duration**. Enter them and click on **Proceed for Activation**.

Recoveryfix Backup for Microsoft 365



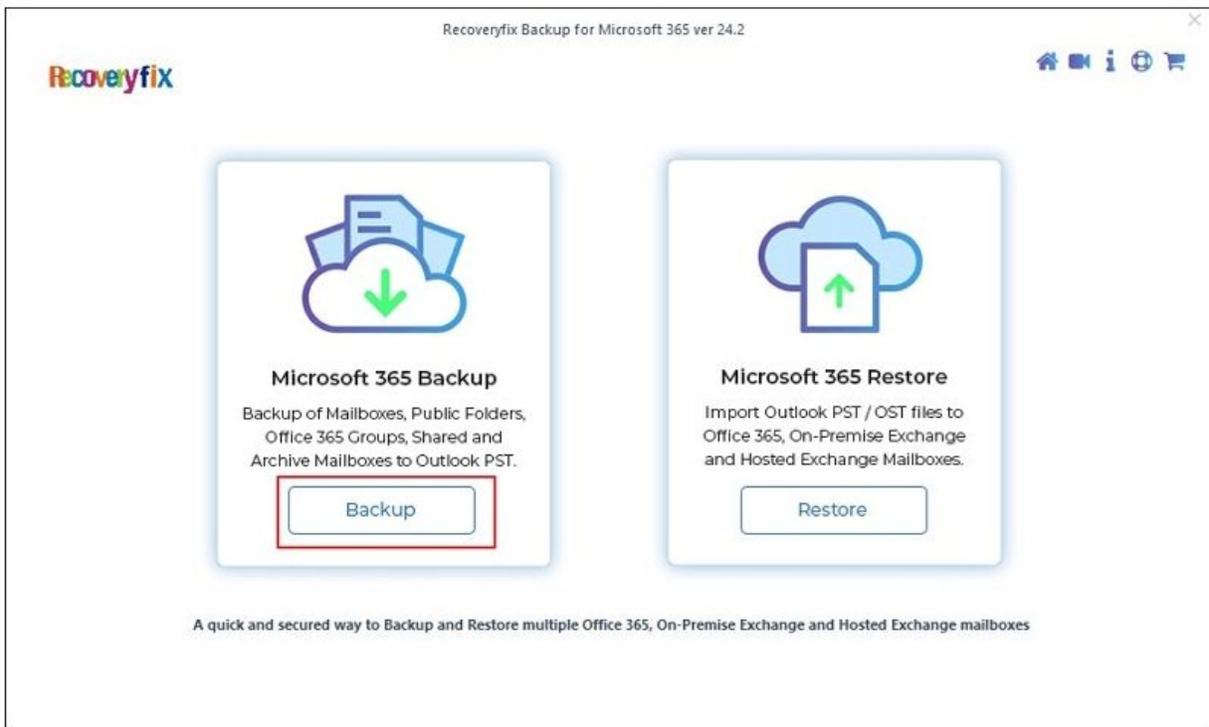
Please activate the software if already purchased, or click Continue Trial to evaluate

Email Address

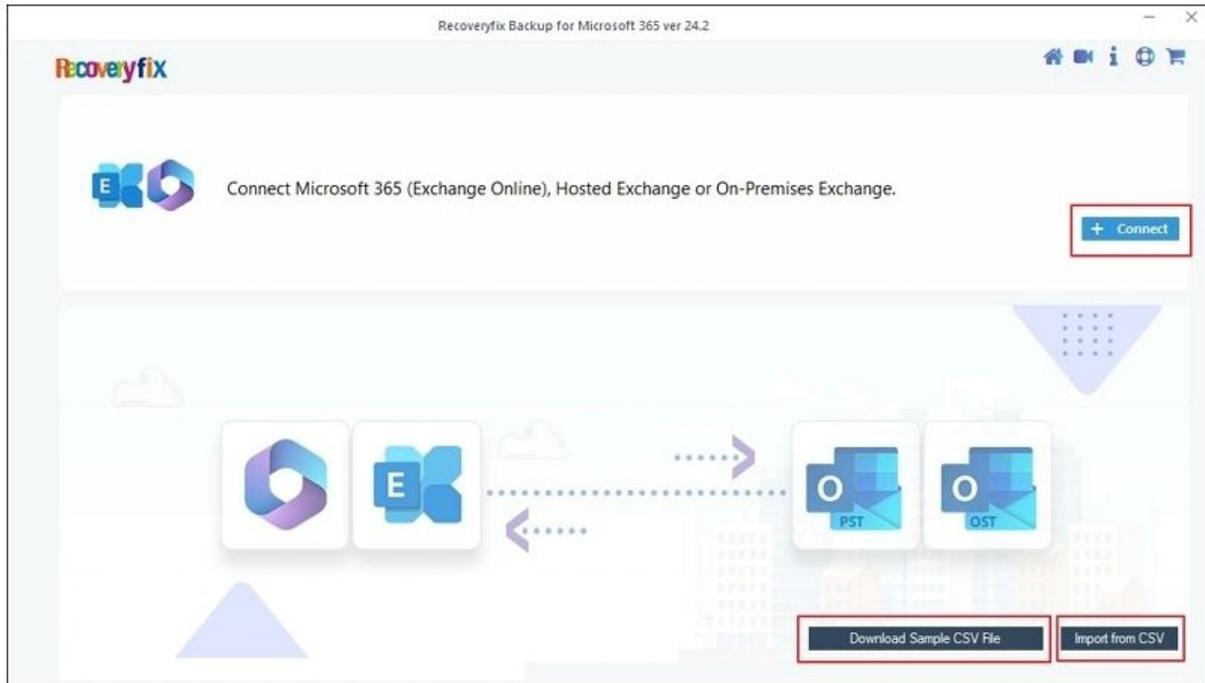
Activation Password

Licence Type Duration

Step 3: On the home screen of the tool, you will get two options: Backup and Restore. Click on the **Backup** option to proceed with the process.



Step 4: Click on **+ Connect** to add your Microsoft 365 (Exchange Online), Hosted Exchange or On-Premises Exchange account for backup.

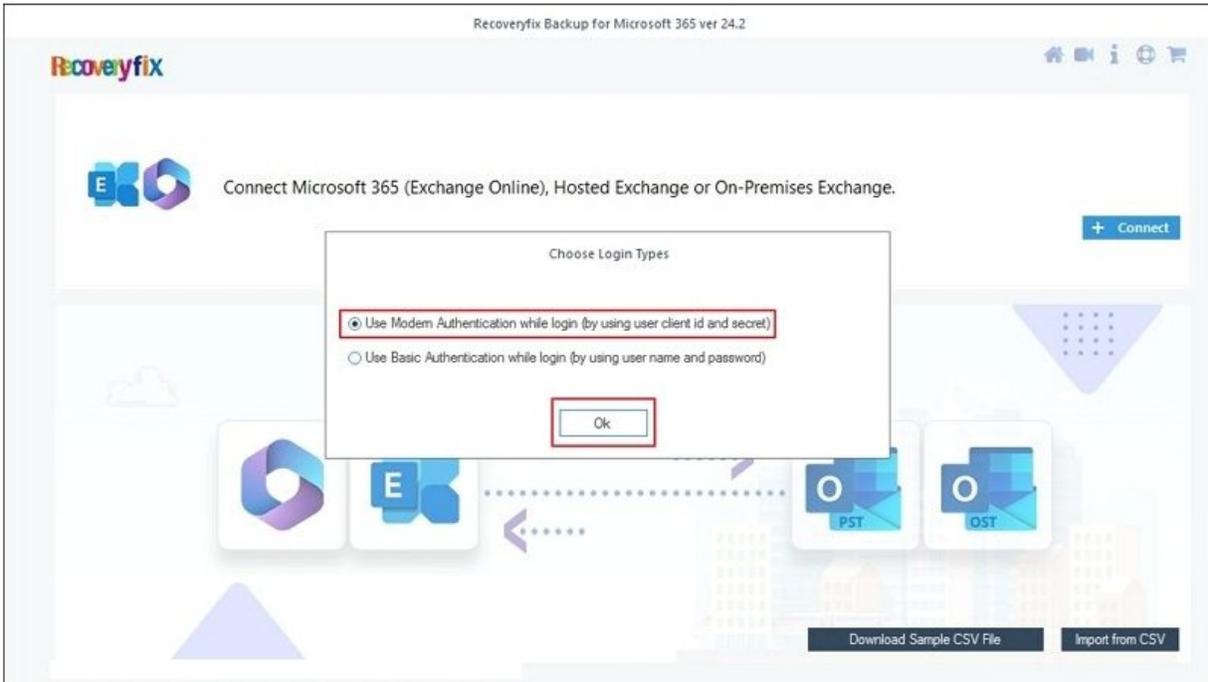


Step 5: To connect Microsoft 365 (Exchange Online), On premises, or Hosted Exchange Server, you will get two login types:

- **Modern Authentication** – To backup Microsoft 365 (Exchange Online) use this authentication mode by providing details like user client ID and secret.
- **Basic Authentication** – To backup Hosted or On-premises Exchange account mailboxes, use this authentication mode by providing details, like username and password.

Note: Here, we are taking backup of Microsoft 365, that's why moving with **Modern Authentication** login type.

Select **Use Modern Authentication while login** and click **Ok** to proceed.



Step 6: Enter Microsoft 365 account details, such as **Tenant ID**, **Client ID**, and **Client Secret Value**, in their respective boxes.

Note: To create these details, you can refer to the help section present in the right pane of the software.

Then, select **List all Mailboxes using above credentials** and click on **Get User Mailbox(es)**. Once all the mailboxes are displayed, select the required ones, and press on **Add** option to proceed further.

Apart from Get User Mailbox(es) option, you also get four other options, including:

- **Get Group(s)** – Useful in taking backup of selective Office 365 Groups.
- **Import from CSV** – Add CSV file of predefined mailboxes to make process quicker.
- **Select All** – Select all mailboxes in one click.

- **Unselect All** – Unselect all mailboxes in a single click.

Notes: Click on Single Mailbox/Office 365 Group to backup single mailbox and enter your email ID.

Office 365/Exchange Login

Tenant ID : 233c3428-970e-4efc-a260-7caeb3b49e36
(For Hosted Exchange use Proxy Server Name)

Client ID : 88fa7084-637b-4880-978e-a2675d87caeb

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	
Search	
<input checked="" type="checkbox"/> center@kamelia.onmicrosoft.com	
<input type="checkbox"/> partof@kamelia.onmicrosoft.com	
<input type="checkbox"/> shared@kamelia.onmicrosoft.com	
<input type="checkbox"/> suleah@kamelia.onmicrosoft.com	
<input checked="" type="checkbox"/> tarulanka@kamelia.onmicrosoft.com	

Add Cancel

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

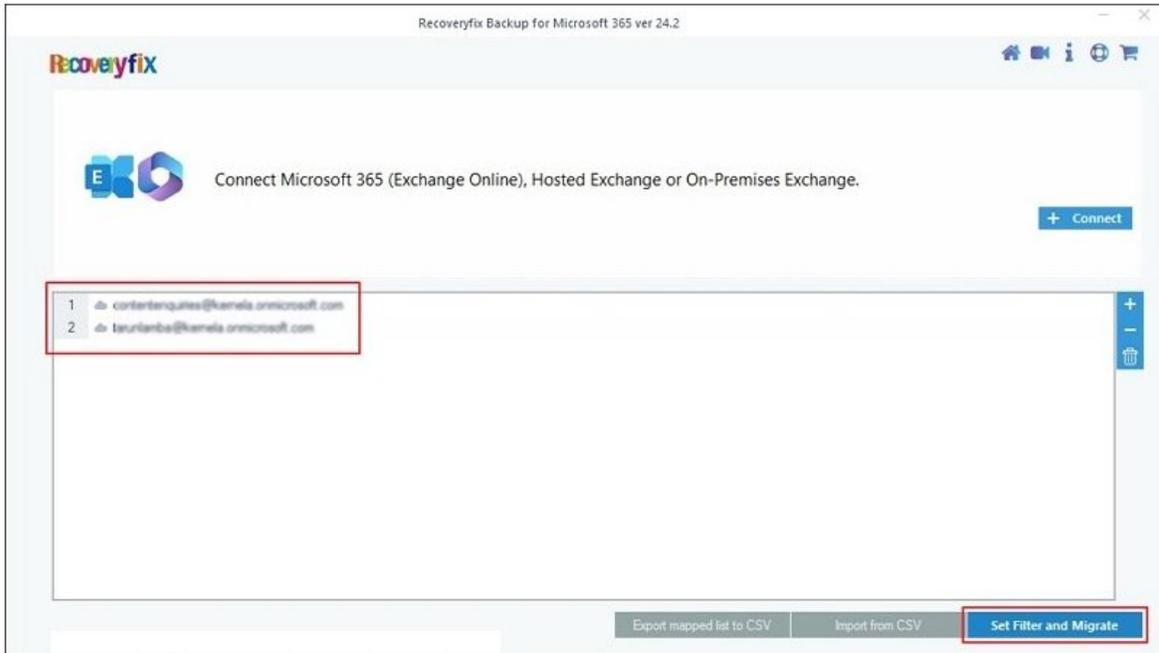
To register a new Azure AD application, do the following:

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.

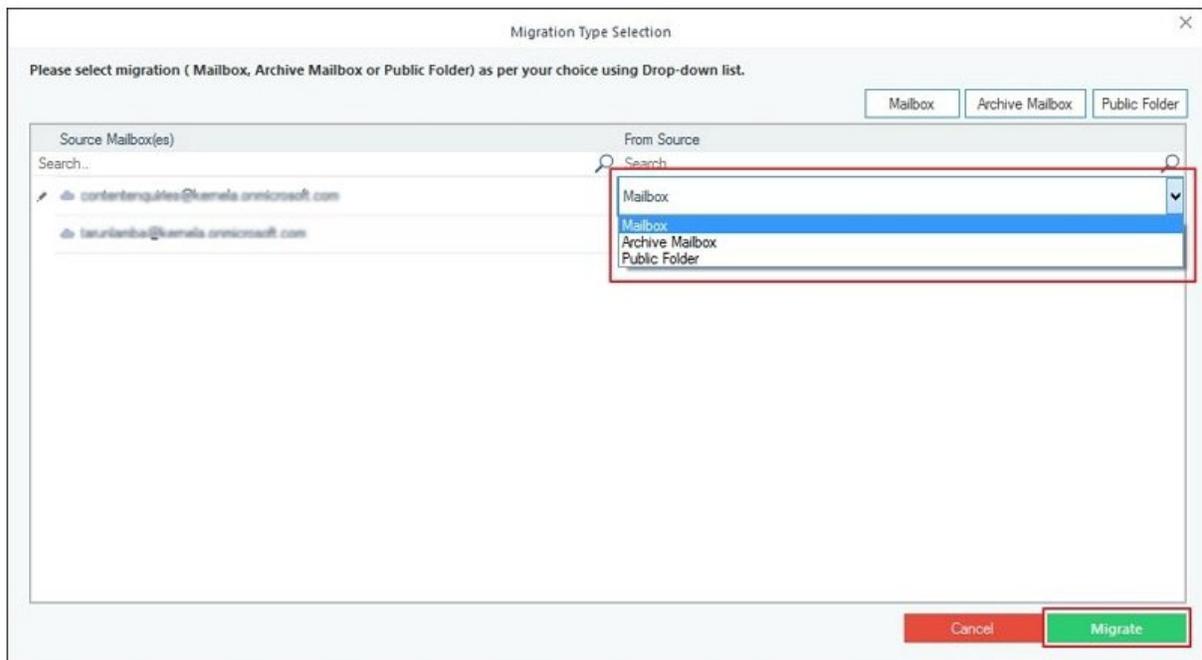
NOTE: Application redirect URI is optional; you can leave it blank on this step.

6. Your application ID is now available in the **Overview** section. Copy it to a safe location.

Step 7: Your selected mailboxes are displayed on the screen. Check them and tap on **Set Filter and Migrate** option.



Step 8: From the drop-down list, select the backup option you want, such as **Mailbox**, **Archive Mailbox**, or **Public Folder**, and click on **Migrate**.

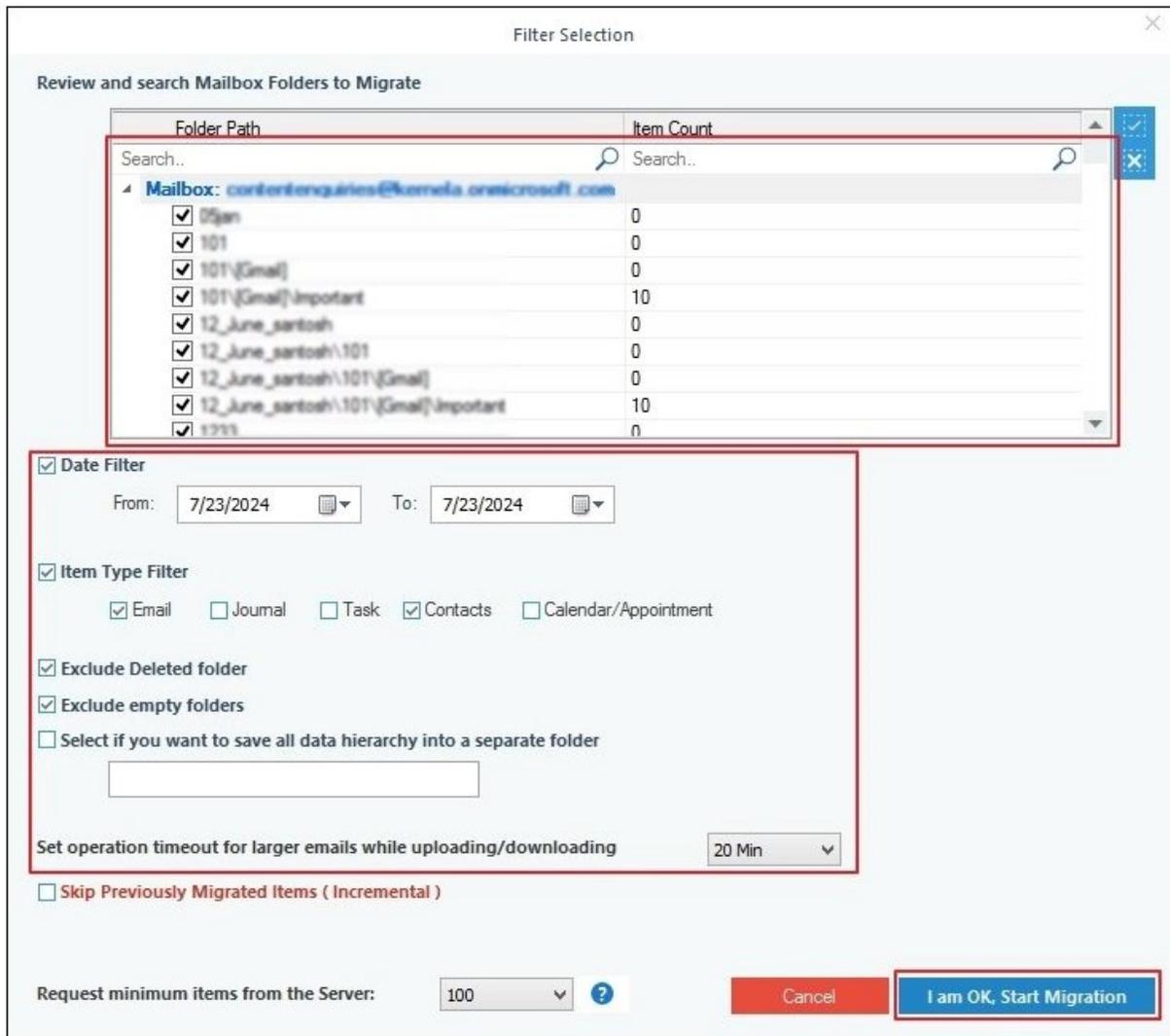


Step 9: In the **Filter Selection** wizard, apply different filters for selective data backup. The software provides multiple filtering options, such as:

- **Checkbox** – Individual folders selection via Checkbox.
- **Search filter** - For finding specific folders.
- **Date Filter** – Select particular date range for backup.
- **Item Type Filter** – Take backup of selective items.
- **Exclude Deleted folder** – Skip deleted folder in single click.
- **Exclude empty folders** – Prevents backup of empty folders.
- **Select if you want to save all data hierarchy into a separate folder** – Saves entire data with folder hierarchy into a separate folder.
- **Set operation timeout for larger emails while uploading/downloading** – Define a certain period for backing up of large files.

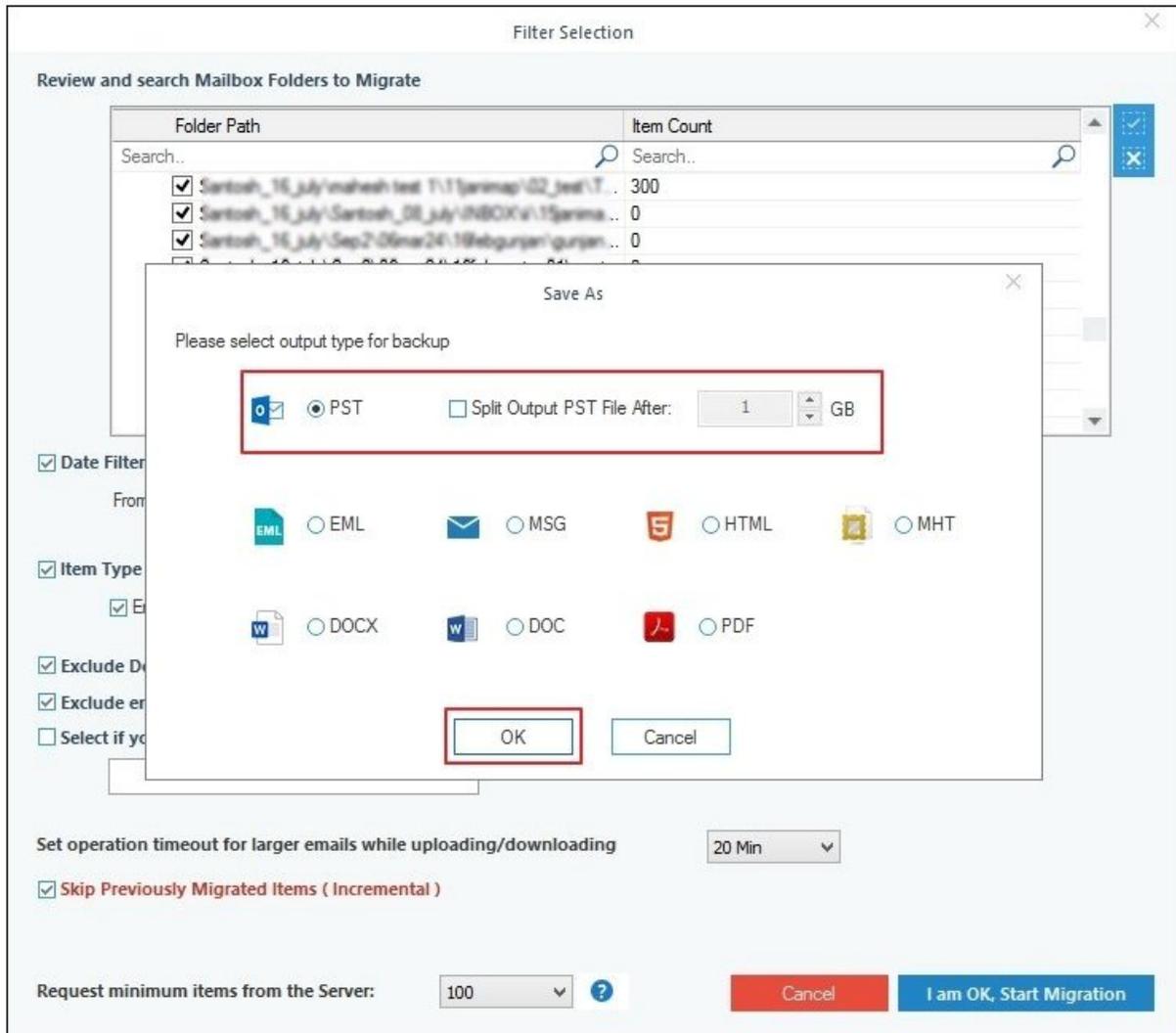
Click on **I am OK, Start Migration** option when the filter selection is done.

Note: To skip previously migrated mailboxes and avoid data duplication, use Incremental backup feature given in the software.

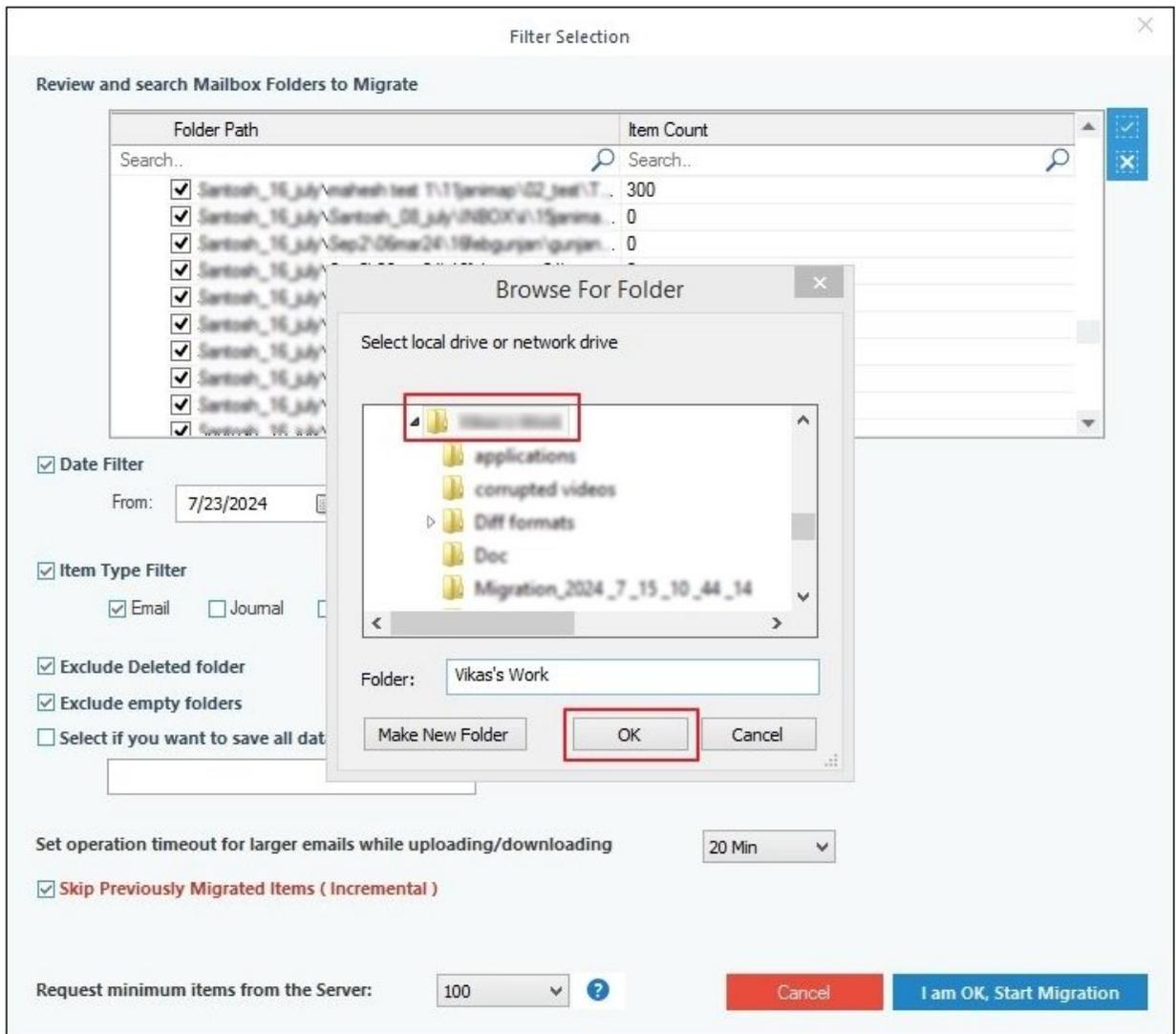


Step 10: In the **Save As** dialog box, you will get multiple saving options, including PST, EML, MSG, HTML, MHT, DOCX, DOC, and PDF. Here, we are selecting **PST** format for backup. Click on it and press **OK** to continue.

Note: You can also utilize **Split Output PST File After:** feature to split output PST file as per your requirement.



Step 11: Designate the location to save the backup file and click **OK** to proceed.

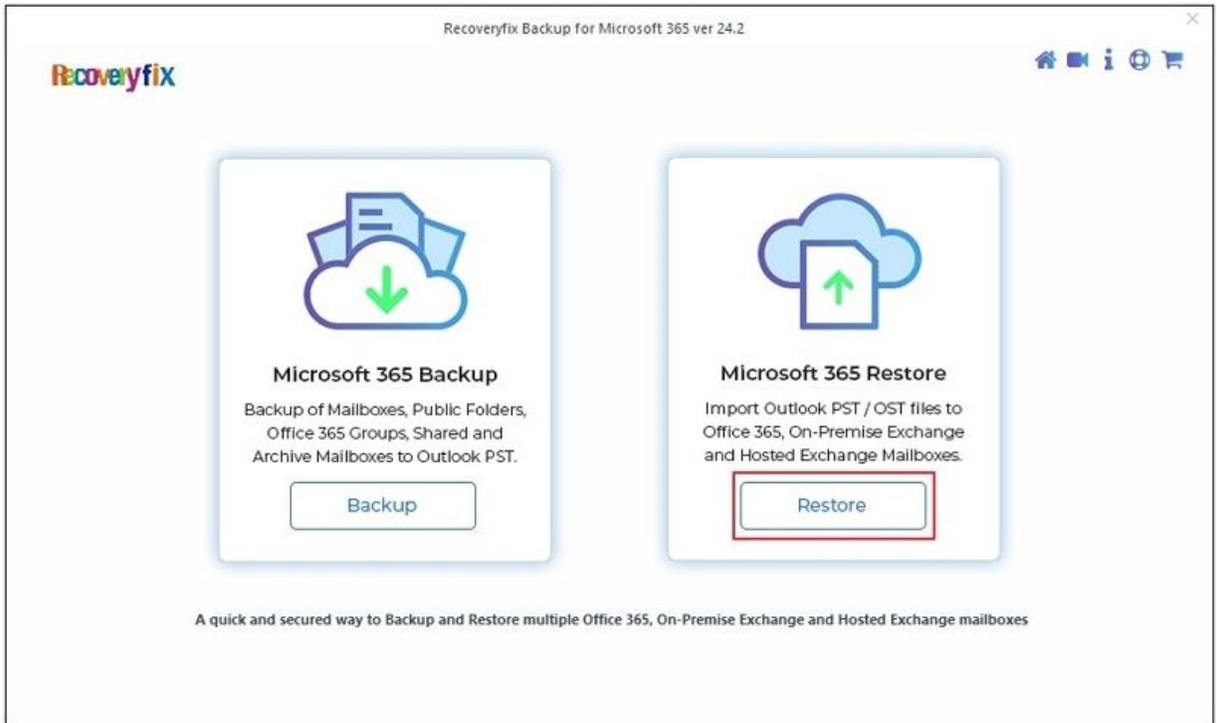


Step 12: It will initiate the backup procedure of Microsoft 365 mailboxes. If you want to stop the backup process, you can click on **Stop** option.

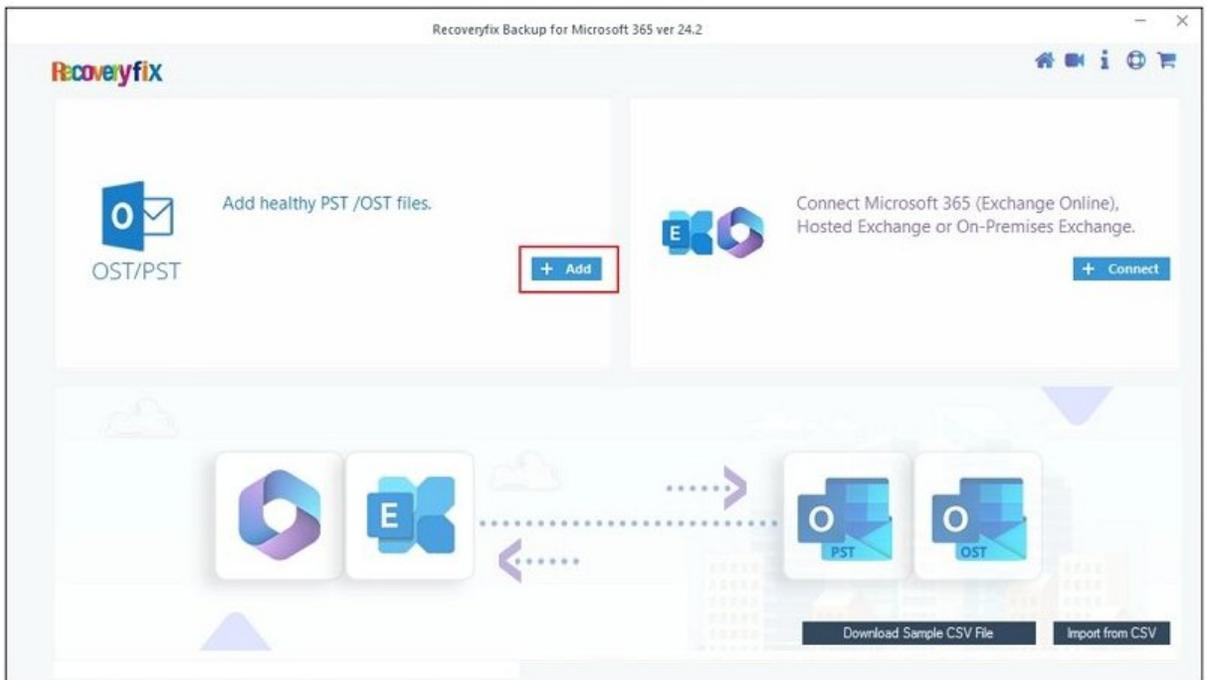
Summary ✕

Mailbox	Folder	Status	Item Count
centerengines@barnesandnoble.com	Mail1\app\2492...	Success	128
centerengines@barnesandnoble.com	Mail1\app\2492...	Success	2
centerengines@barnesandnoble.com	Mail1\app\2492...	Success	6327
centerengines@barnesandnoble.com	Mail1\app\2492...	Processing..	4395
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	6968
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	9433
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	563
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	9987
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	4771
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	6758
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	10522
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	9573
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	6844
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	22
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	11
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	11
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	7
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	11
centerengines@barnesandnoble.com	Mail1\app\2492...	Pending	1

Step 13: A completion message will pop-up on the screen when the backup procedure is completed. Then, click **OK** to end the process.

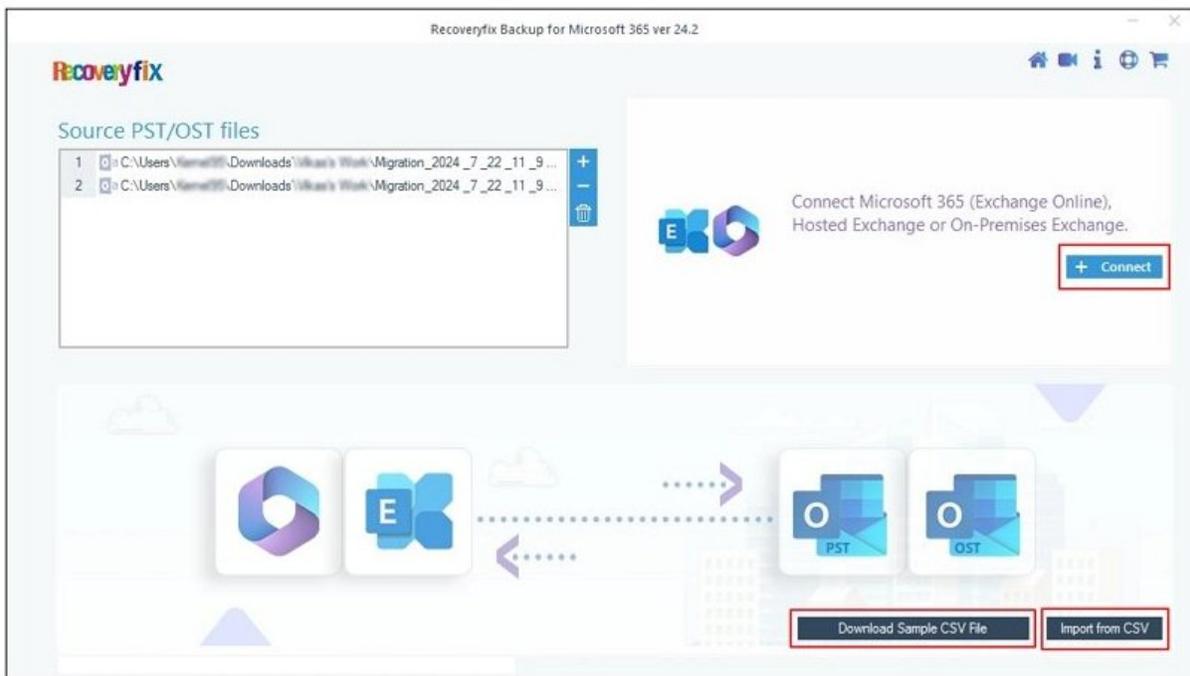


Step 2: Click on **+ Add** to browse and add your OST/PST files for restoration.



Step 3: Once files are added in the software, press **+ Connect** to add your **Microsoft 365 (Exchange Online), Hosted Exchange** or **On-Premises Exchange** as destination account.

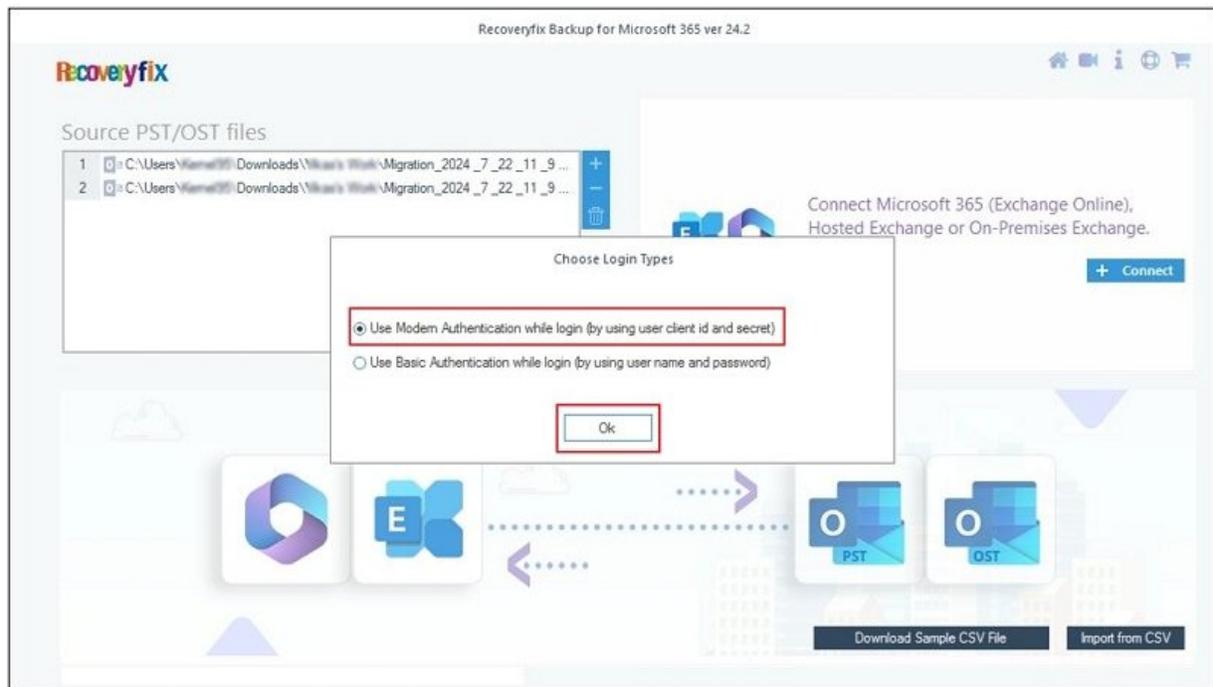
Note: You have the option to **Download Sample CSV File**, which allows you to store your account credentials, and you can use these details later by utilizing the **Import from CSV** feature to save time.



Step 4: The software provides you two authentication mode for login option:

- **Modern Authentication** – Utilize this authentication mode to restore your files to Microsoft 365 (Exchange Online) by entering user client ID and secret.
- **Basic Authentication** – Utilize this authentication mode to restore your files to Hosted Exchange or On-Premises Exchange by entering username and password.

Here, we are restoring PST files to Microsoft 365. Therefore, we go with the **Use Modern Authentication while login** option and click **OK**.



Step 5: Type your account credentials, including **Tenant ID**, **Client ID**, and **Client Secret Value**, in their respective boxes.

Note: To get these details, you can refer to the help section present in the right pane of the software.

After that, choose **List all Mailboxes using above credentials** and press on **Get User Mailbox(es)** option. Then, select the required mailboxes when they are displayed and tap on **Add** option to proceed.

Besides that, the other options available on this wizard are as follows:

- **Get Groups** – To restore PST/OST files to selective Office 365 Groups.
- **Import from CSV** – To add a CSV file for predefined mailboxes.
- **Select All** – To select all mailboxes in a single click.

- **Unselect All** – To unselect all mailboxes in one click.

Note: If you want to restore your OST/PST files into single mailbox, then select **Single Mailbox/Office 365 Group** option and enter your email ID.

Office 365/Exchange Login

Tenant ID : 253c5418-673e-4efc-a780-73a6b3e49e36
(For Hosted Exchange use Proxy Server Name)

Client ID : 8b19a718f4-637b-4980-973e-428754879a63

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	
Search	
<input checked="" type="checkbox"/> soren@kamelia.onmicrosoft.com	
<input type="checkbox"/> satish@kamelia.onmicrosoft.com	
<input checked="" type="checkbox"/> shresh@kamelia.onmicrosoft.com	
<input type="checkbox"/> sudesh@kamelia.onmicrosoft.com	
<input type="checkbox"/> surin@kamelia.onmicrosoft.com	

Add Cancel

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

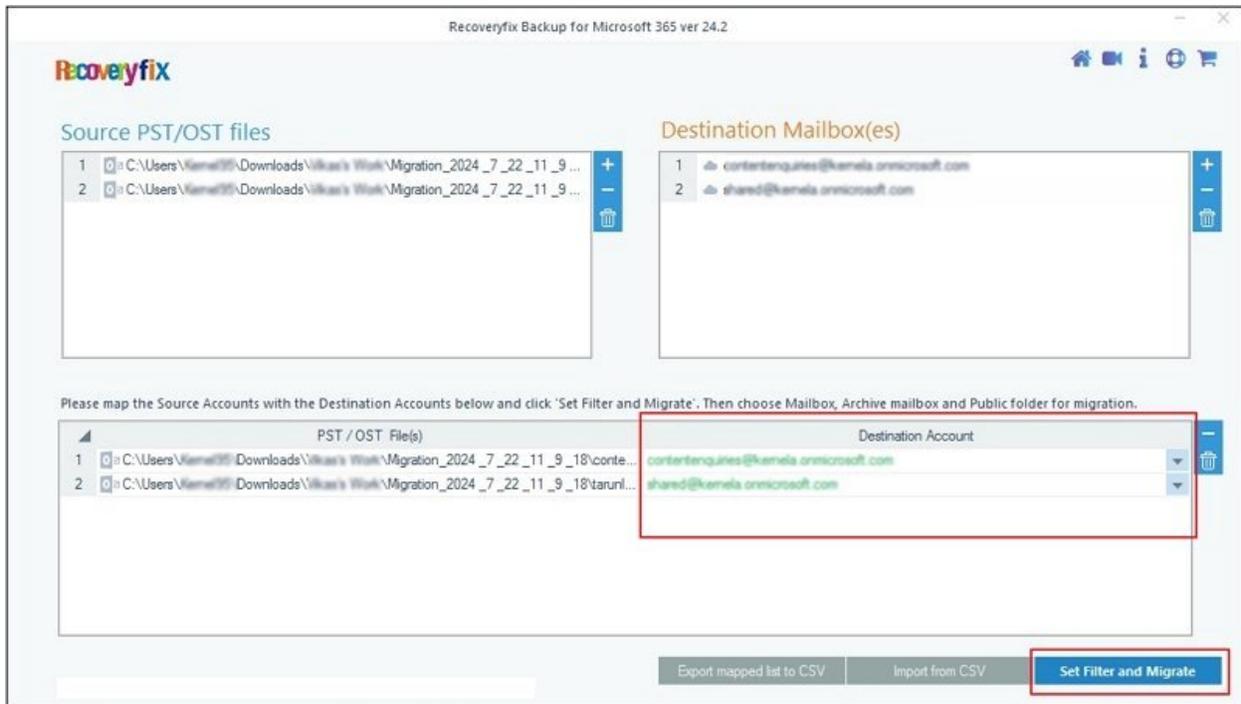
To register a new Azure AD application, do the following:

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.

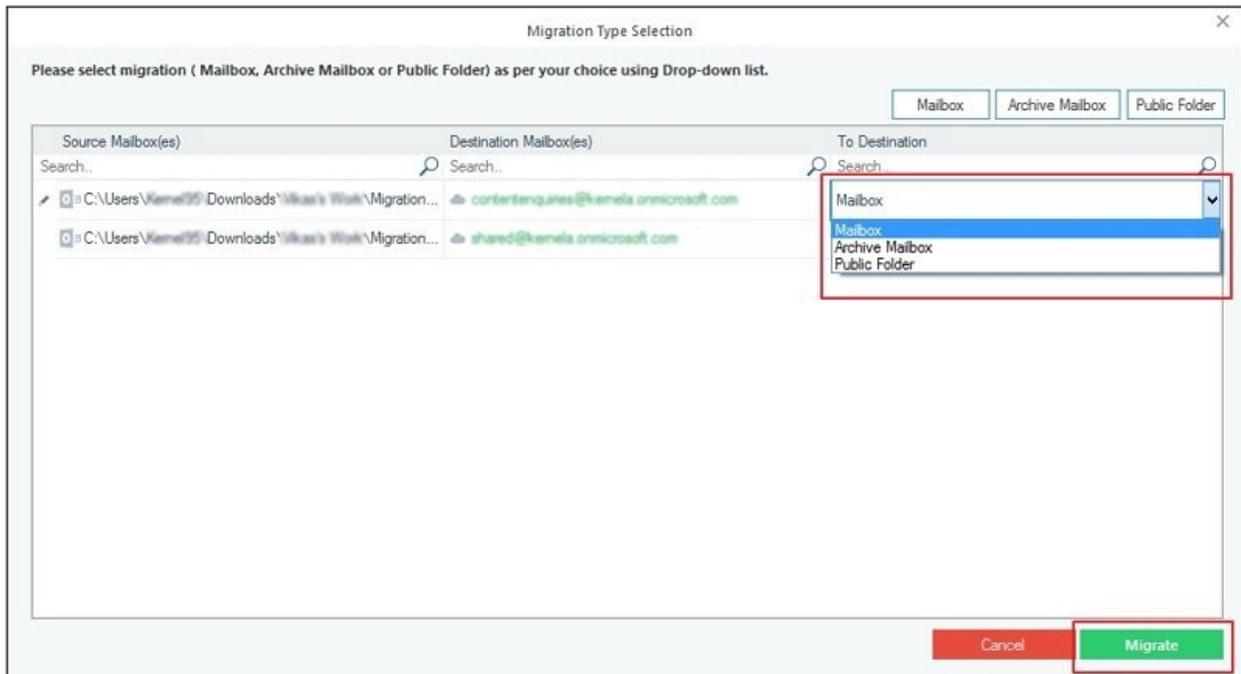
NOTE: Application redirect URI is optional; you can leave it blank on this step.

- 6. Your application ID is now available in the **Overview** section. Copy it to a safe location.

Step 6: Select your destination accounts from the drop-down list, then click **Set Filter and Migrate**.



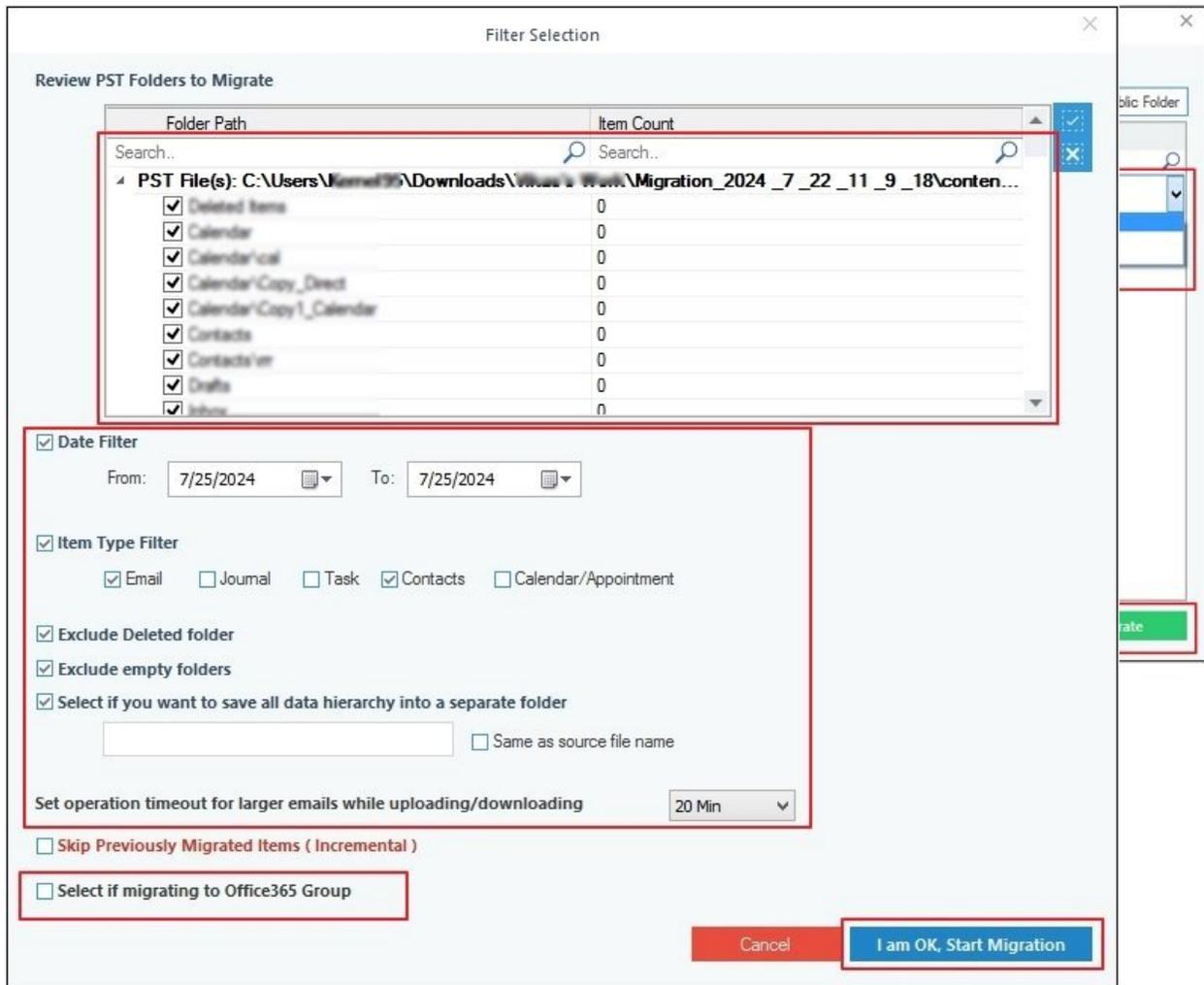
Step 7: From the drop-down list, choose the import destination as **Mailbox**, **Archive Mailbox**, or **Public Folder** as per your requirement, then press on **Migrate** option.



Step 8: In the **Filter Selection** wizard, you have different filters for selective data restoration such as:

- **Checkbox** – Select mailboxes using checkboxes.
- **Date Filter** – Utilize date range for file restoration.
- **Item Type Filter** – Restore selective items of files.
- **Exclude Deleted folder** – Skip deleted folder from files.
- **Exclude empty folders** – Prevents restoration of empty folders.
- **Select if you want to save all data hierarchy into a separate folder** – Restore files data with hierarchy into a separate folder.
- **Set operation timeout for larger emails while uploading/downloading** – Set period for large file restoration.
- **Skip Previously Migrated Items (Incremental)** – Skip previously restored data to avoid duplicity.
- **Select if migrating to Office 365 Group** – Restore data into Office 365 Groups.

Once you have applied desired filters, click **I am OK, Start Migration** to proceed.



Note: You can skip previously restored data via incremental feature to avoid any data duplicity.

Step 9: It will begin the restoration process of your files. Also, you have the flexibility to stop the process at any point by using the **Stop** button.

PST File	Folder	Status	Item Count
C:\Users\Barnali\Downloads\1\test\...	Deleted Items\...	Processing..	11
C:\Users\Barnali\Downloads\1\test\...	Deleted Items\...	Pending	10
C:\Users\Barnali\Downloads\1\test\...	Deleted Items\...	Pending	7
C:\Users\Barnali\Downloads\1\test\...	Calendar\Calen...	Pending	4
C:\Users\Barnali\Downloads\1\test\...	Contacts	Pending	11
C:\Users\Barnali\Downloads\1\test\...	Contacts\Conta...	Pending	11
C:\Users\Barnali\Downloads\1\test\...	Contacts\Test_...	Pending	2
C:\Users\Barnali\Downloads\1\test\...	Contacts\Test_...	Pending	6
C:\Users\Barnali\Downloads\1\test\...	Contacts\Test_...	Pending	5
C:\Users\Barnali\Downloads\1\test\...	Drafts	Pending	8
C:\Users\Barnali\Downloads\1\test\...	Inbox	Pending	11
C:\Users\Barnali\Downloads\1\test\...	Inbox\Test_Inb...	Pending	11
C:\Users\Barnali\Downloads\1\test\...	Sent Items	Pending	11
C:\Users\Barnali\Downloads\1\test\...	Tasks	Pending	2
C:\Users\Barnali\Downloads\1\test\...	001Gurjan\010...	Pending	2
C:\Users\Barnali\Downloads\1\test\...	1 July 1111111\...	Pending	11
C:\Users\Barnali\Downloads\1\test\...	1 July 1111111\...	Pending	11
C:\Users\Barnali\Downloads\1\test\...	111111111111\...	Pending	9
C:\Users\Barnali\Downloads\1\test\...	111111111111\...	Pending	2

Stop

Step 10: When the process is completed, a completion message will pop up on the screen. Then, press **OK** to end the process.

Summary ✕

PST File	Folder	Status	Item Count
C:\Users\Yame95\Downloads\YKas's...	www\11111\Den...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\2222 - 35...	Success	8
C:\Users\Yame95\Downloads\YKas's...	www\2222 - 35...	Success	6
C:\Users\Yame95\Downloads\YKas's...	www\3333\Qme...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\3333\Qme...	Success	2
C:\Users\Yame95\Downloads\YKas's...	www\3337\Item...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\11111\Qme...	Success	2
C:\Users\Yame95\Downloads\YKas's...	www\11113\Qme...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\174400...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\344_Test...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\3344\1...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\344\Pop...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\344\35...	Success	2
C:\Users\Yame95\Downloads\YKas's...	www\344\35m...	Success	3
C:\Users\Yame95\Downloads\YKas's...	www\344\35m...	Success	1
C:\Users\Yame95\Downloads\YKas's...	www\12342\1...	Success	11
C:\Users\Yame95\Downloads\YKas's...	www\12342\1...	Success	4
C:\Users\Yame95\Downloads\YKas's...	www\12342\1...	Success	3

 [Save report to CSV](#)

Step 11: Save the detailed procedure report by clicking on **Save report to CSV** option.

Summary



PST File	Folder	Status	Item Count
C:\Users\jame95\Downloads\jkaas\...	www\11111\Den ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\2222 - 35 ..	Success	8
C:\Users\jame95\Downloads\jkaas\...	www\2222 - 35 ..	Success	6
C:\Users\jame95\Downloads\jkaas\...	www\3333\Qme ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\3333\Qme ..	Success	2
C:\Users\jame95\Downloads\jkaas\...	www\3337 Item ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\11111\Q8 ..	Success	2
C:\Users\jame95\Downloads\jkaas\...	www\11113\Sur ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\174400 ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\344_Test ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\3344\1 ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\344\Pop ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\344\10 ..	Success	2
C:\Users\jame95\Downloads\jkaas\...	www\344\10m ..	Success	3
C:\Users\jame95\Downloads\jkaas\...	www\344\10m ..	Success	1
C:\Users\jame95\Downloads\jkaas\...	www\1234212 ..	Success	11
C:\Users\jame95\Downloads\jkaas\...	www\1234212 ..	Success	4
C:\Users\jame95\Downloads\jkaas\...	www\1234212 ..	Success	3

Horizontal scrollbar

Ok

 [Save report to CSV](#)