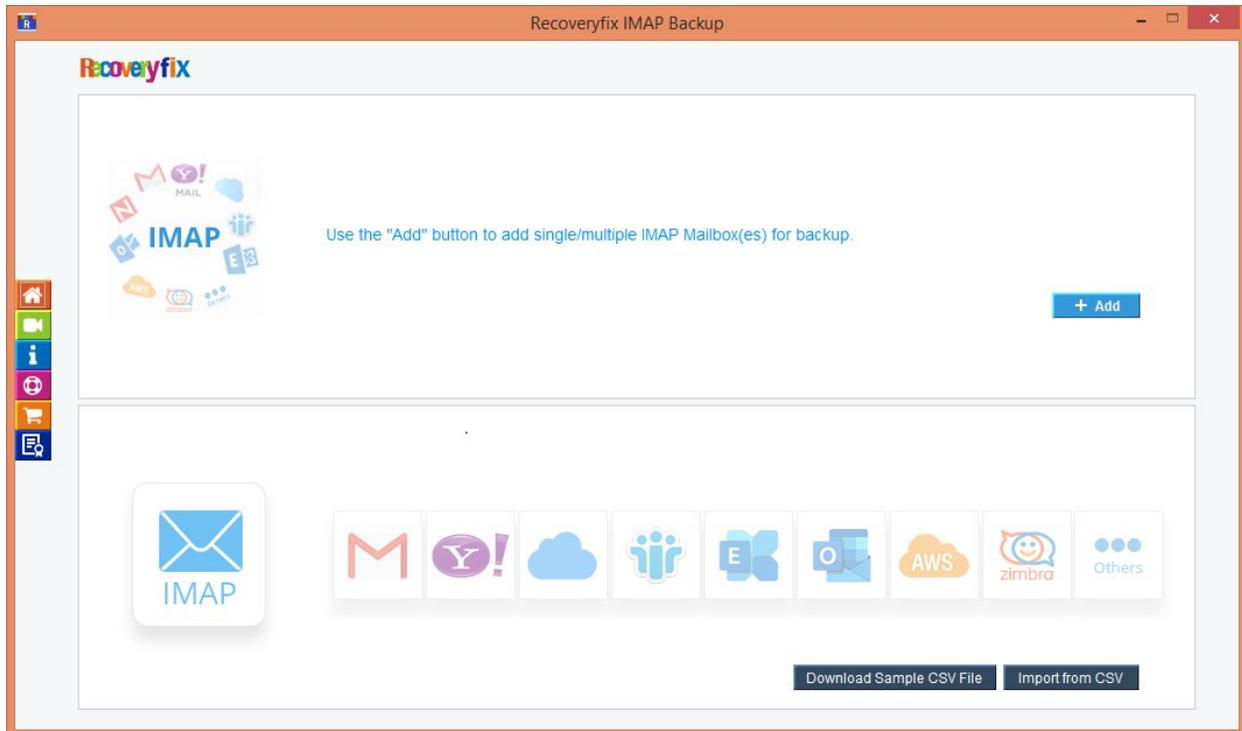


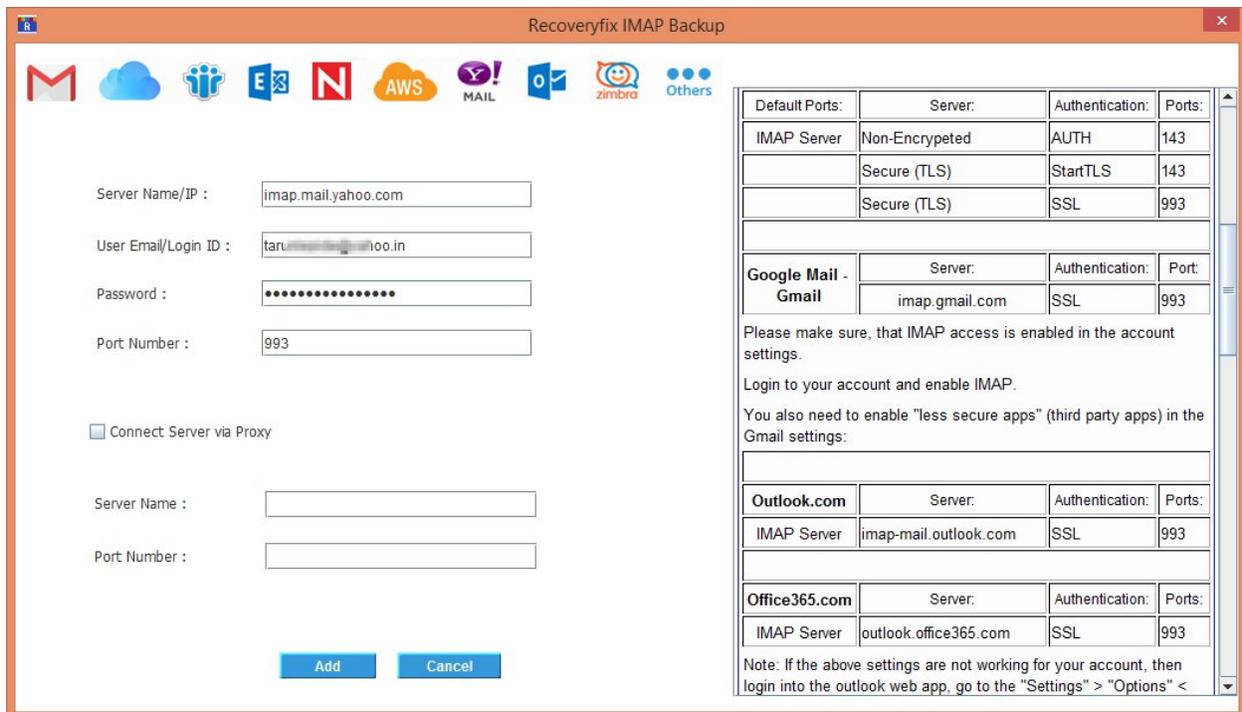
# How to use – Recoveryfix IMAP Backup

Follow the below steps and check the complete procedure for IMAP backup.

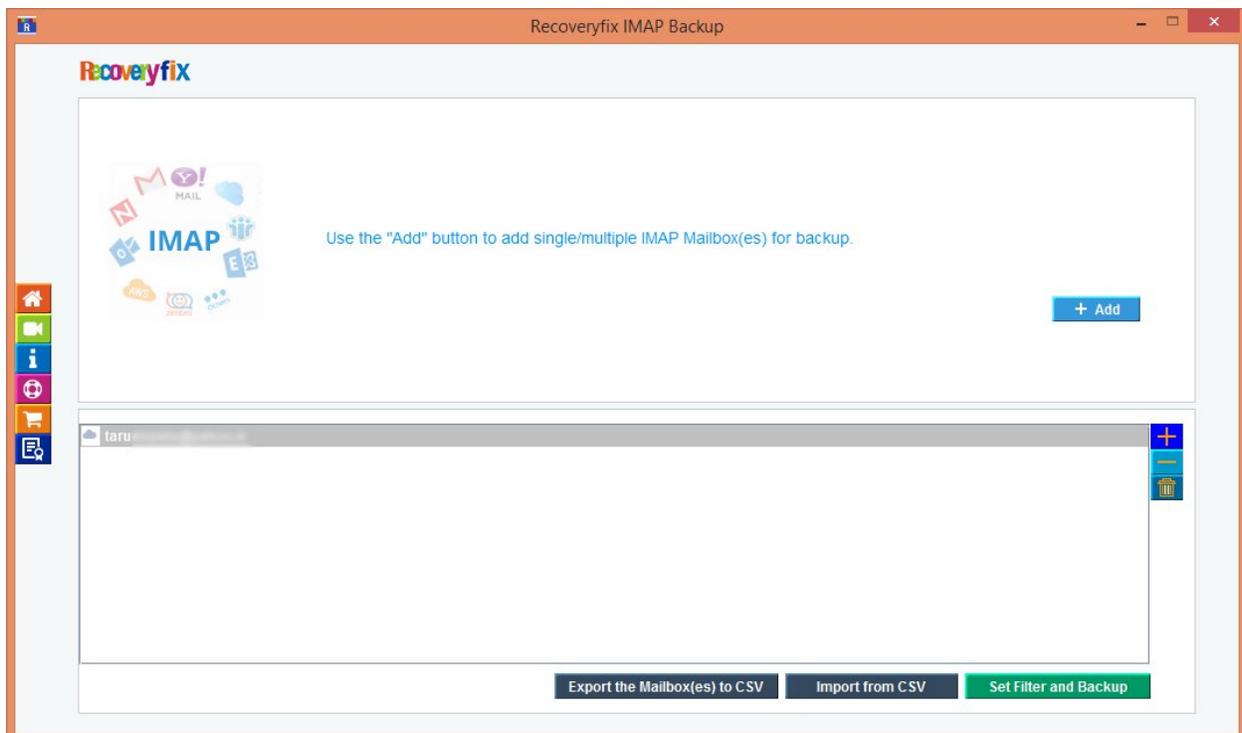
**Step 1:** Launch **Recoveryfix for IMAP Backup** on your local machine and tap on **Add** option to login your IMAP account.



**Step 2:** Input the server name/IP address, email address, and the password of your IMAP account. Then, click **Add** button.

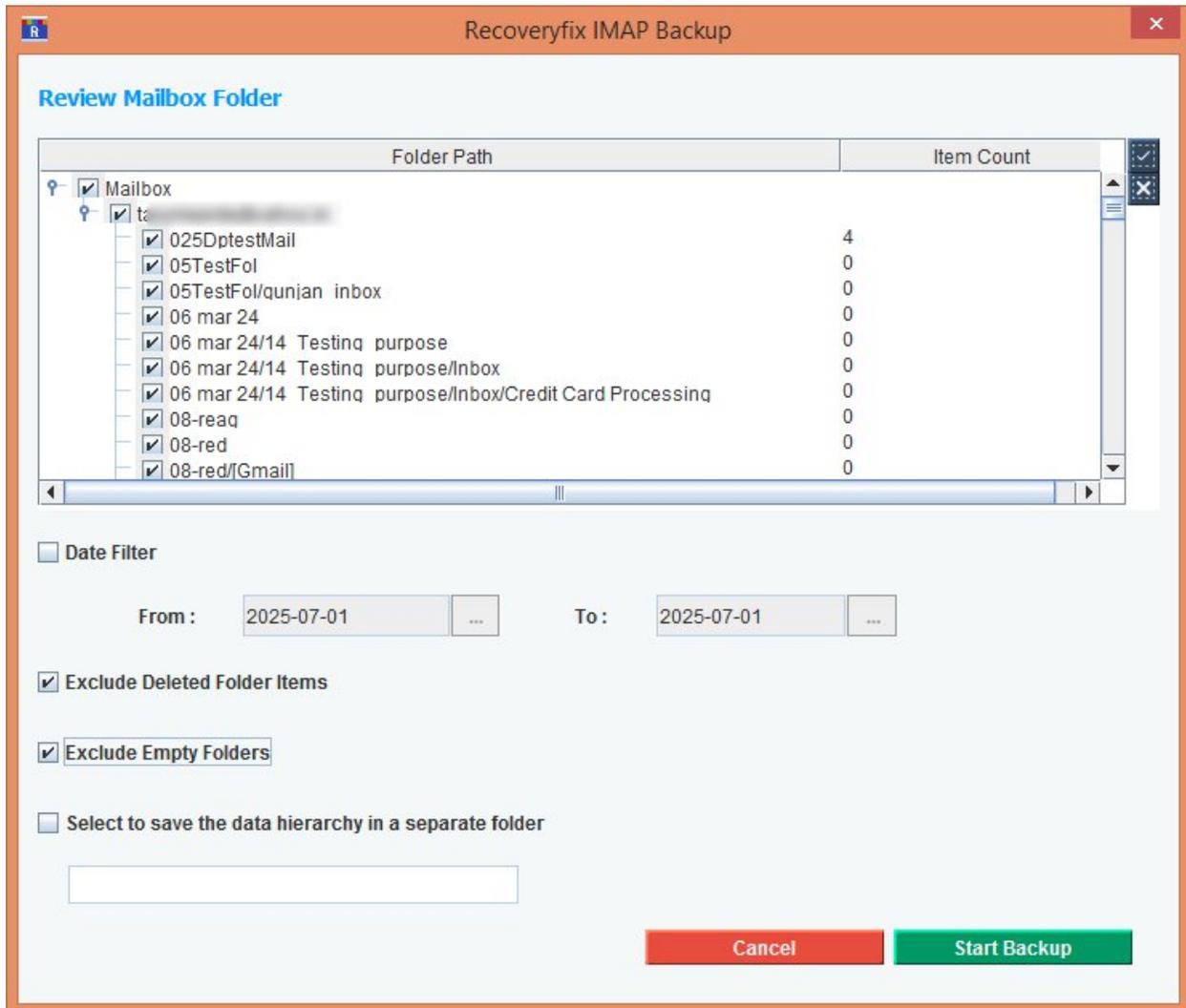


**Step 3:** After selecting the account, you can add more accounts by clicking the (+) icon or go ahead by clicking **Set Filter and Backup** option.



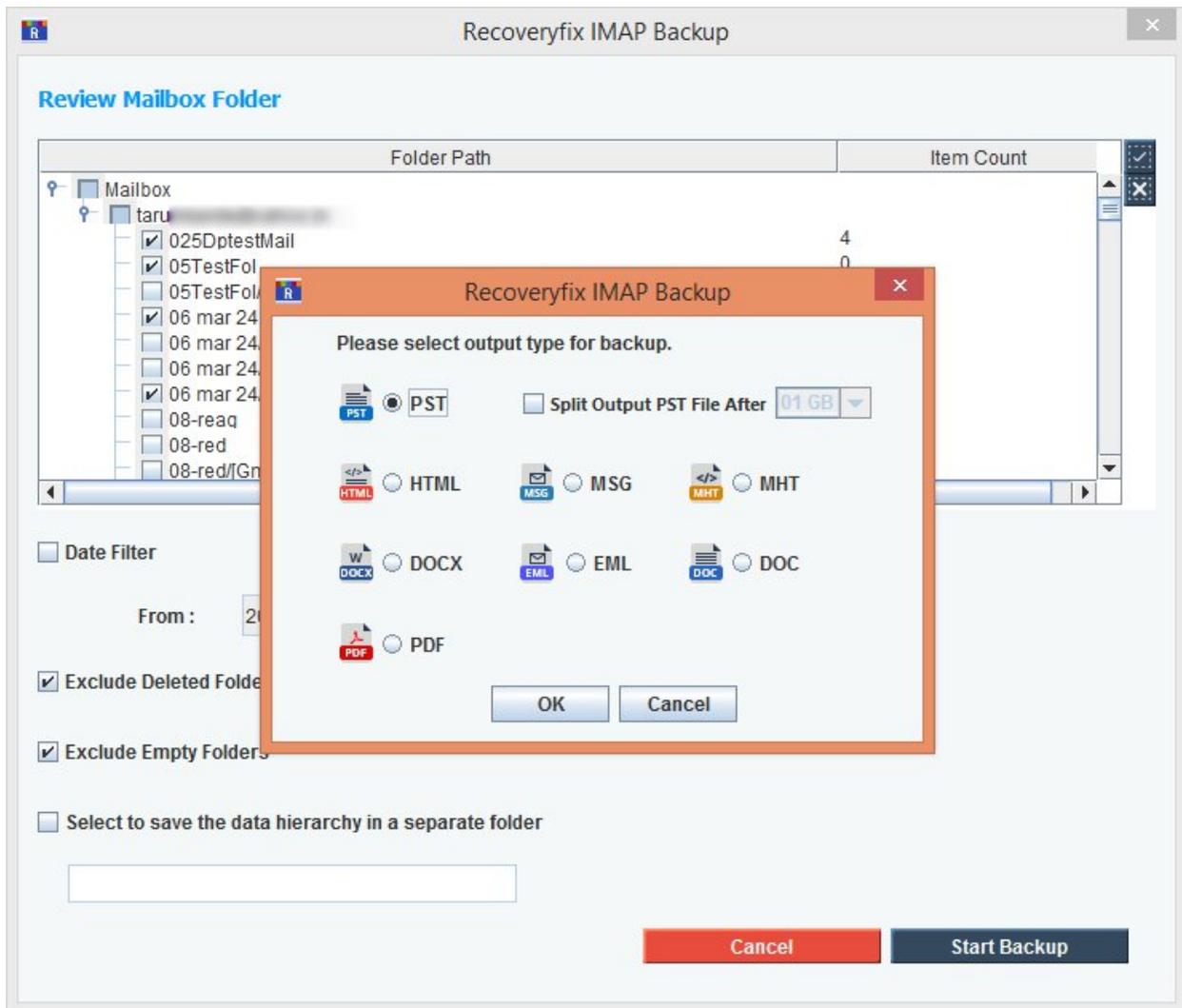
**Step 4:** In filter page, there are various options that let you choose only the important folders in the mailbox. These filters are:

- Date Filter.
- Exclude Deleted Folder Items.
- Exclude Empty Folders.
- Select to save the data hierarchy in a separate folder.



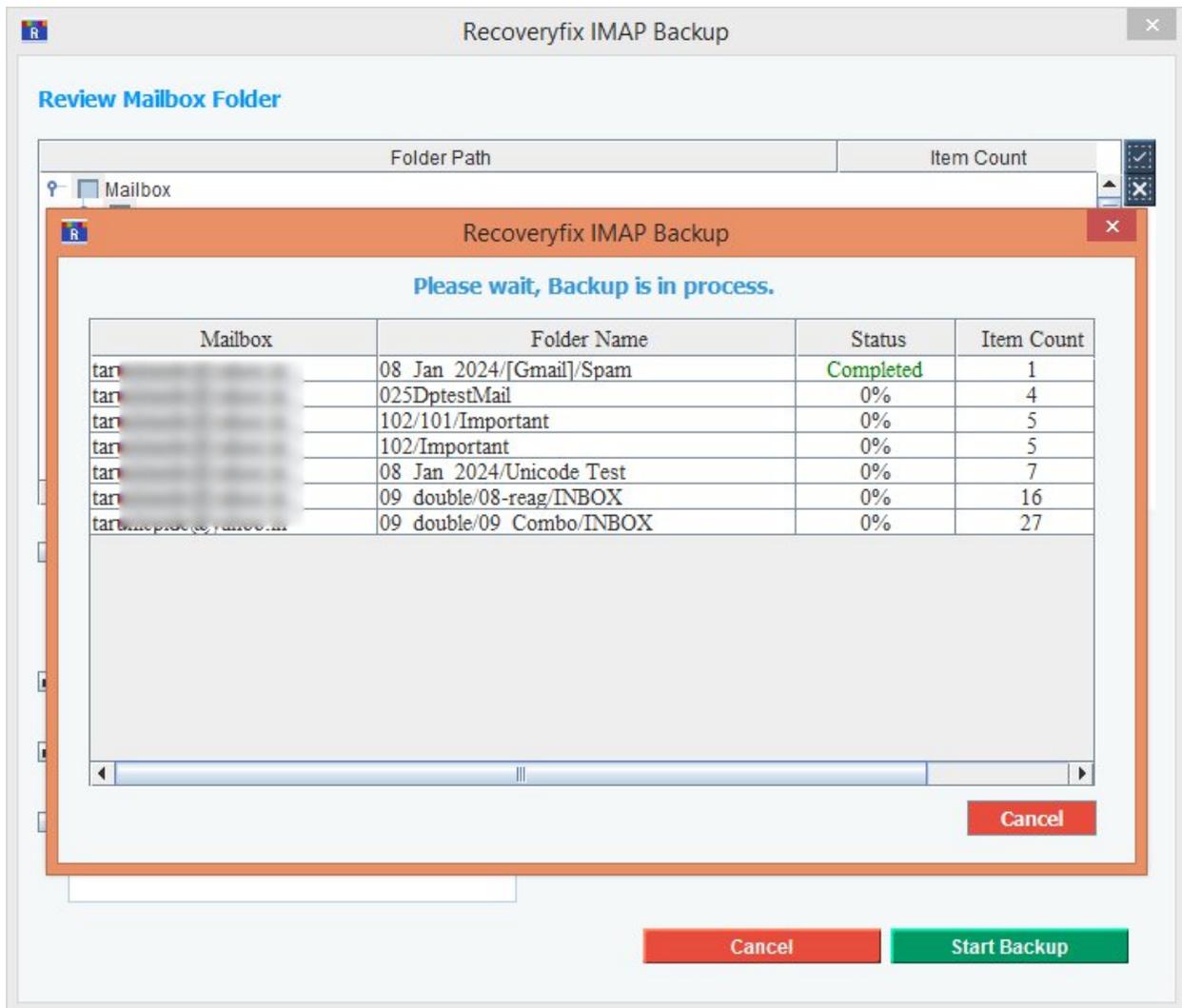
After applying suitable **filters**, click on **Start Backup** option.

**Step 5:** Select output type for backup from PST, MSG, HTML, MHT, DOCX, DOC, PDF, EML for saving the mailbox items. Click **OK**.



**Step 6:** Select the folder where you need to keep the backup file. Then, click on **Select Folder**.

**Step 7:** The backup process has started.



**Step 8:** As soon as the tool completes the backup process, it shows a popup with process completion message. There is a link that will take you directly to the backup file location. Click **Ok**.

