## 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.

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M		ER	N	AWIS	<b>?</b> !	0-						
				AWS	MAIL	-	zimbra	Others	Default Ports:	Server:	Authentication:	Ports:
									IMAP Server	Non-Encrypeted	AUTH	143
										Secure (TLS)	StartTLS	143
	Server Name/IP :	imap.	mail.yaho	o.com						Secure (TLS)	SSL	993
	User Email/Login ID :	taru	angli theology of	noo.in								
									Google Mail -	Server:	Authentication:	Port:
	Password :		•••••	••••					Gmail	imap.gmail.com	SSL	993
	Connect Server via	Proxy							Login to your ac You also need t Gmail settings:	count and enable IMAP. o enable "less secure app	s" (third party apps	s) in the
	Server Name :								Outlook.com	Server:	Authentication:	Ports:
	Port Number :								IMAP Server	imap-mail.outlook.com	SSL	993
		1							Office365.com	Server:	Authentication:	Ports:
									IMAP Server	outlook.office365.com	SSL	993
			Add	Ca	ncel				Note: If the above login into the out	ve settings are not working tlook web app, go to the "S	for your account, Settings" > "Option	then ns" <

**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.

	Recoveryfix IMAP Backup	- 0	×	
	Recoveryfix			
	Use the "Add" button to add single/multiple IMAP Mailbox(es) for backup.			
<b>)</b> E	a taru	+		
			I	
	Export the Mailbox(es) to CSV Import from CSV Set Filter and Backu	p		

**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.

	Folder Path	Item Count
Mailbox	i vidori dui	
P II t:		
✓ 025Dpte	stMail	4
05TestF	ol	0
05TestF	ol/gunjan inbox	0
- 🔽 06 mar :	24	0
- 🔽 06 mar :	24/14 Testing purpose	0
- 🔽 06 mar:	24/14 Testing purpose/Inbox	0
- 🔽 06 mar :	24/14 Testing purpose/Inbox/Credit Card Processing	0
✓ 08-read		0
-  ▶ 08-red		0
✓ 08-red/	Gmail	
From :	2025-07-01 To: 2025-07-01	

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**.

Mailbox	Folder Path		Item Count
<ul> <li>P ■ taru</li> <li>I 025DptestMail</li> <li>I 05TestFol</li> </ul>			4
- 🗌 05TestFol/ 🔝	Re	coveryfix IMAP Backup	×
<ul> <li>06 mar 24</li> <li>06 mar 24</li> <li>06 mar 24</li> <li>06 mar 24</li> </ul>	Please select out	put type for backup.	
<ul> <li>✓ 06 mar 24.</li> <li>○ 08-reaq</li> <li>○ 08-red</li> </ul>	📑 🖲 PST	Split Output PST File After 01 G	B
08-red/[Gn	🚔 🔾 html	📓 🗆 MSG 🛛 🦝 🖓 МНТ	
Date Filter		📓 🔾 EML 🛛 🔜 🔿 DOC	
From : 2	PDF 🔾 PDF		
Exclude Deleted Folde		OK Cancel	
Exclude Empty Folder			
Select to save the data hiera	rchy in a separate	folder	
6			

**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.

Mailbox       Recoveryfix IMAP Backup         Please wait, Backup is in process.         Mailbox       Folder Name       Status       Item Count         an       08 Jan 2024/[Gmail]/Spam       Completed       1         an       025DptestMail       0%       4         an       102/101/Important       0%       5         an       102/Important       0%       5         an       08 Jan 2024/Unicode Test       0%       7         an       09 double/08-reag/INBOX       0%       16         an       09 double/09 Combo/INBOX       0%       27			110	moount
Recoveryfix IMAP Backup         Please wait, Backup is in process.         Mailbox       Folder Name       Status       Item Count         an       08 Jan 2024/[Gmail]/Spam       Completed       1         an       025DptestMail       0%       4         an       102/101/Important       0%       5         an       08 Jan 2024/Unicode Test       0%       7         an       09 double/08-reag/INBOX       0%       16         artmeprocycy rance.m       09 double/09 Combo/INBOX       0%       27	Mailbox			
Please wait, Backup is in process.         Mailbox       Folder Name       Status       Item Count         an       08 Jan 2024/[Gmail]/Spam       Completed       1         an       025DptestMail       0%       4         an       102/101/Important       0%       5         an       102/Important       0%       5         an       08 Jan 2024/Unicode Test       0%       7         an       09 double/08-reag/INBOX       0%       16         an       09 double/09 Combo/INBOX       0%       27		Recoveryfix IMAP Backup		
Mailbox         Folder Name         Status         Item Count           an         08 Jan 2024/[Gmail]/Spam         Completed         1           an         025DptestMail         0%         4           an         102/101/Important         0%         5           an         102/Important         0%         5           an         08 Jan 2024/Unicode Test         0%         7           an         09 double/08-reag/INBOX         0%         16           an         09 double/09 Combo/INBOX         0%         27		Please wait, Backup is in proce	255.	
an     08 Jan 2024/[Gmail]/Spam     Completed     1       an     025DptestMail     0%     4       an     102/101/Important     0%     5       an     102/Important     0%     5       an     08 Jan 2024/Unicode Test     0%     7       an     09 double/08-reag/INBOX     0%     16       an     09 double/09 Combo/INBOX     0%     27	Mailbox	Folder Name	Status	Item Count
an     025DptestMail     0%     4       an     102/101/Important     0%     5       an     102/Important     0%     5       an     08 Jan 2024/Unicode Test     0%     7       an     09 double/08-reag/INBOX     0%     16       an     09 double/09 Combo/INBOX     0%     27	an	08 Jan 2024/[Gmail]/Spam	Completed	1
an <u>102/101/Important</u> 0% 5 an <u>102/Important</u> 0% 5 an <u>08 Jan 2024/Unicode Test</u> 0% 7 an <u>09 double/08-reag/INBOX</u> 0% 16 an <u>09 double/09 Combo/INBOX</u> 0% 27	an	025DptestMail	0%	4
an     102/Important     0%     5       an     08 Jan 2024/Unicode Test     0%     7       an     09 double/08-reag/INBOX     0%     16       an     09 double/09 Combo/INBOX     0%     27	an	102/101/Important	0%	5
O8     Jan 2024/Unicode Test     0%     7       ann     09     double/08-reag/INBOX     0%     16       ann     09     double/09     Combo/INBOX     0%     27	an	102/Important	0%	5
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	tartanopas (a) ano o	09 double/09 Combo/INBOX	0%	27
	4			•

**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**.

	Folder Path	Ite	em Count
Mailbox			
	Recoveryfix IMAP Backup		
Process is completed. Plea	ase save the report to CSV		
Mailbox	Folder Name	Status	Item Count
tai hee in	09 Ian 2024/IC mail/Snam	Completed	1
tai <u>h</u> R	Recoveryfix IMAP Backup	×	4
tai h	Decementing		5
tai n	RECOVERYTIX		7
tat h n			16
tat h	rocess is completed. Please save the repo	rt to CSV	27
····	DiDownload Folder/Backup 01 07 2025 14	36 57	
	Dibowindu Folder Buckup of of 2023 14	<u>50 51</u>	
	OK		
			-
Save Report to CSV			Cancel