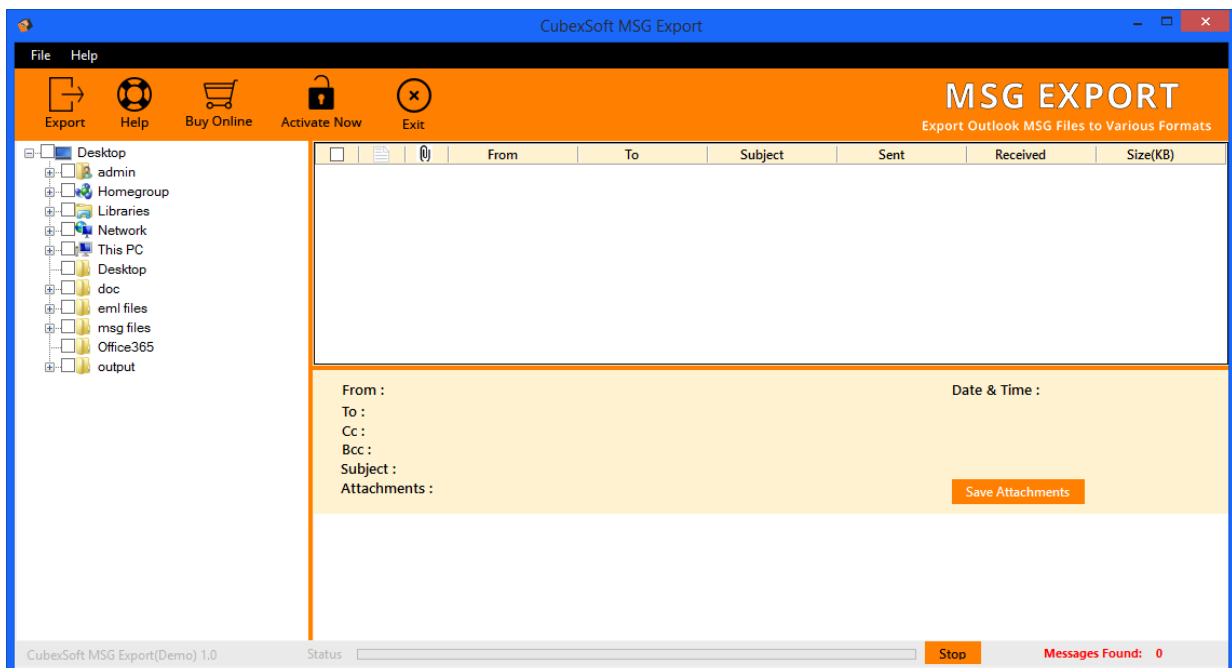


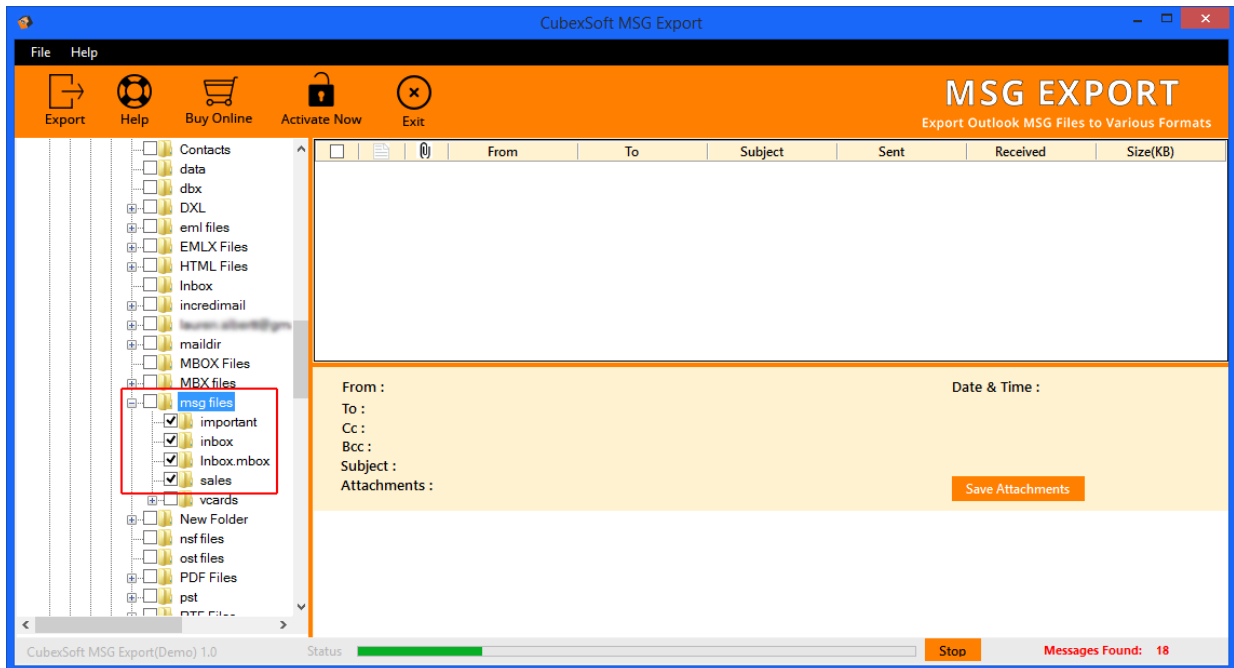
Get User Manual of MSG Export Tool to Know How to Export MSG Files

Before following the whole procedure of MSG mailbox conversion, firstly download MSG Export Tool and Launch accurately on your computer desktop.

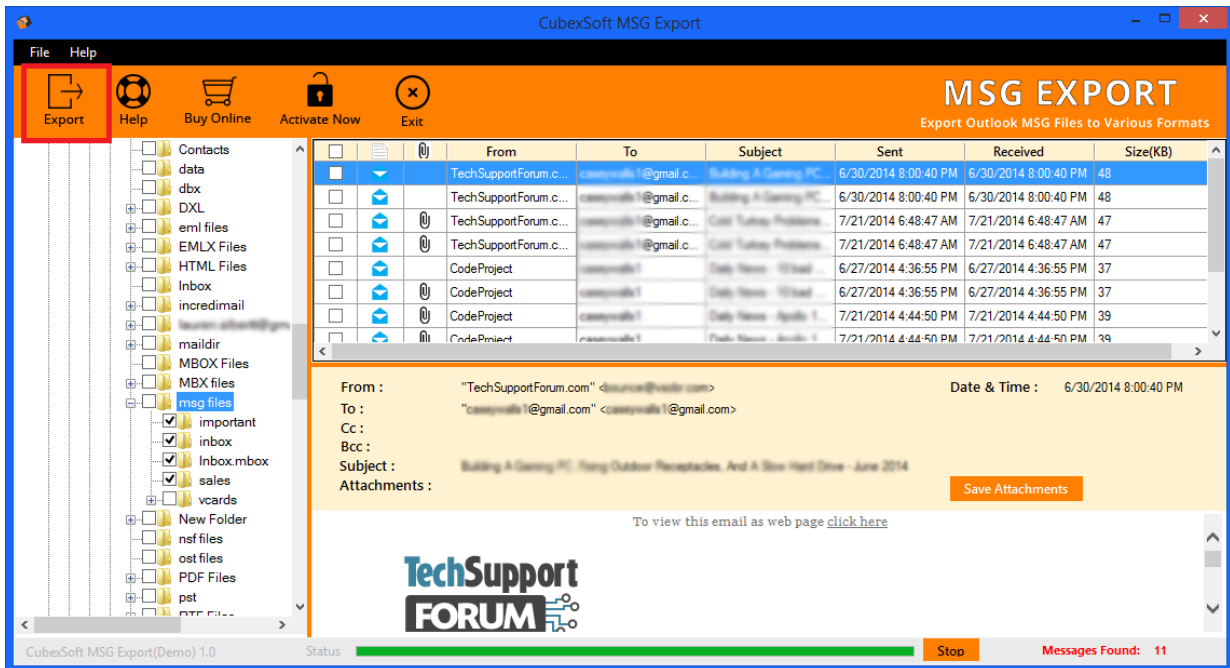
Steps 1. After downloading & installing the MSG Export Tool, the screenshot will be shown as –



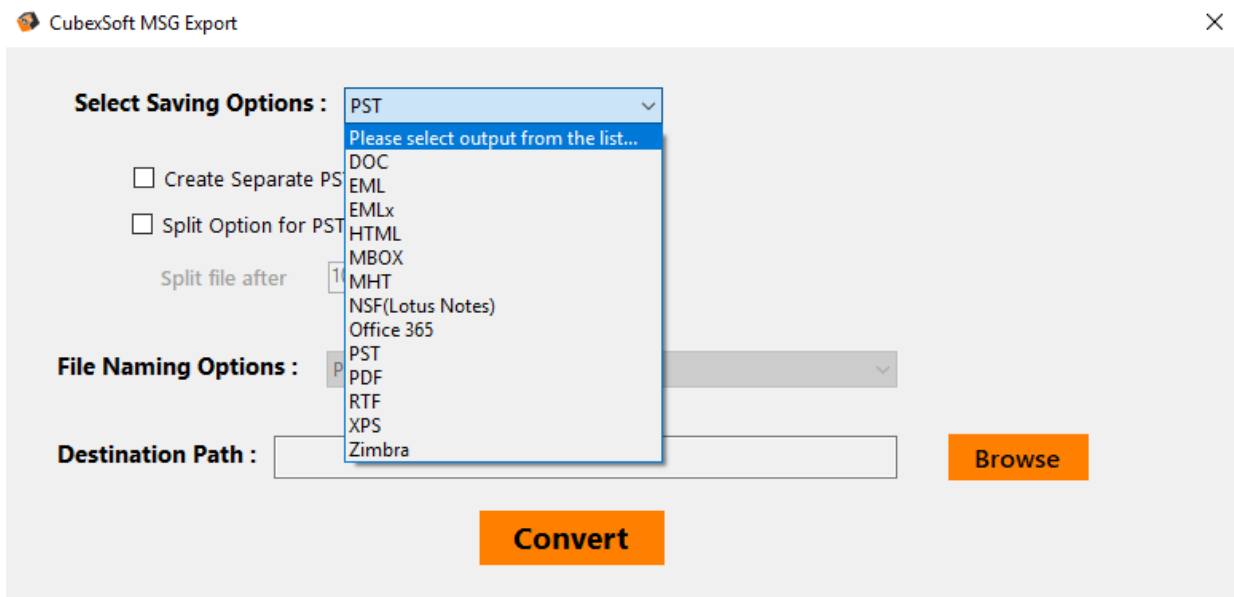
Steps 2. Now, you will see complete folders of desktop on the left hand side of software. Browse the location to add MSG files/folder in software interface for conversion.



Steps 3. Now select or deselect MSG files accordingly. Select MSG files which you need to export into different file formats and click on Export button.



Steps 4. After clicking on Export button, a Window will appear with different options carrying sub options, continue the process as per need.



For PST & NSF Format –

After choosing PST and NSF as a saving format, the software will display two sub-options i.e. **Create Separate File** which will create output file for each MSG file and **Split File** that split output files in MB and GB.

CubexSoft MSG Export ×

Select Saving Options : PST ▼

Create Separate PST File

Split Option for PST file(s)

Split file after ▼ ▼

File Naming Options : Please select File Naming options... ▼

Destination Path : **Browse**

Convert

CubexSoft MSG Export ×

Select Saving Options : NSF(Lotus Notes) ▼

Create Separate NSF File

Split Option for NSF file(s)

Split file after ▼ ▼

File Naming Options : Please select File Naming options... ▼

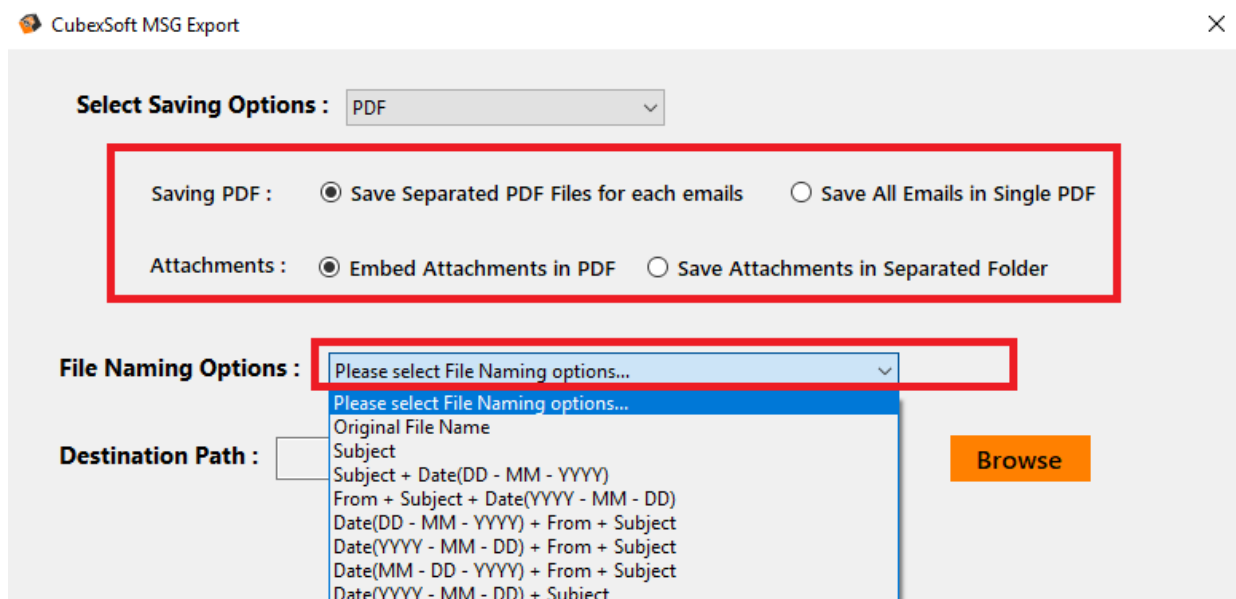
Destination Path : **Browse**

Convert

For PDF Format –

If you choose PDF format for conversion of MSG files, then you will find four sub options to save EML files into PDF format.

- **Saving PDF** – This option allows you to save separate PDF files for each MSG file or save single PDF file for all MSG messages.
- **File Naming Options** – Select any one naming option to save MSG files, which is suitable to fulfil your requirement
- **Attachments** – In this option, the software provides two options to save Attachments in PDF 1. Embedded Attachments in PDF file and 2. Save Attachments in separated folder.



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Select Saving Options : PDF

Saving PDF : Save Separated PDF Files for each emails Save All Emails in Single PDF

Attachments : Embed Attachments in PDF Save Attachments in Separated Folder

File Naming Options : Please select File Naming options...

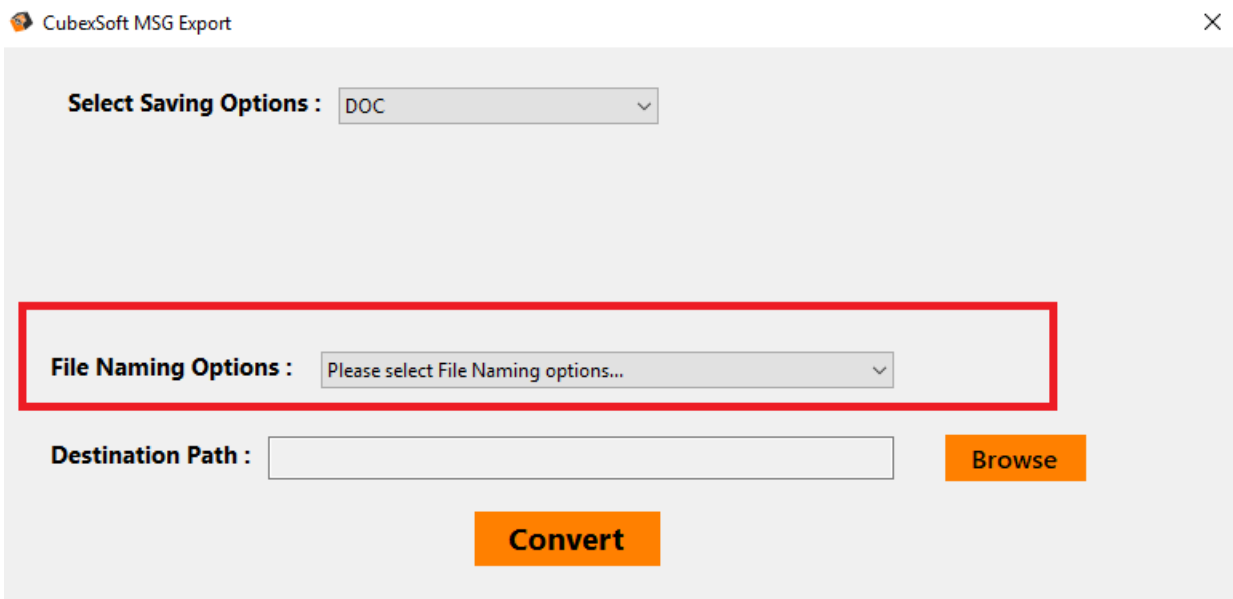
Destination Path :

- Please select File Naming options...
- Original File Name
- Subject
- Subject + Date(DD - MM - YYYY)
- From + Subject + Date(YYYY - MM - DD)
- Date(DD - MM - YYYY) + From + Subject
- Date(YYYY - MM - DD) + From + Subject
- Date(MM - DD - YYYY) + From + Subject
- Date(YYYY - MM - DD) + Subject

For EML, EMLx, MBOX, DOC, RTF, HTML, MHT & XPS Format –

After you select EML, EMLx, MBOX, DOC, RTF, HTML, MHT & XPS format for MSG file conversion, the tool will provide different naming conventions to save the resultant file accordingly:

- **File Naming Options** – Multiple file naming options are available in this option, so you can choose any one option, then click on OK button.



CubexSoft MSG Export ×

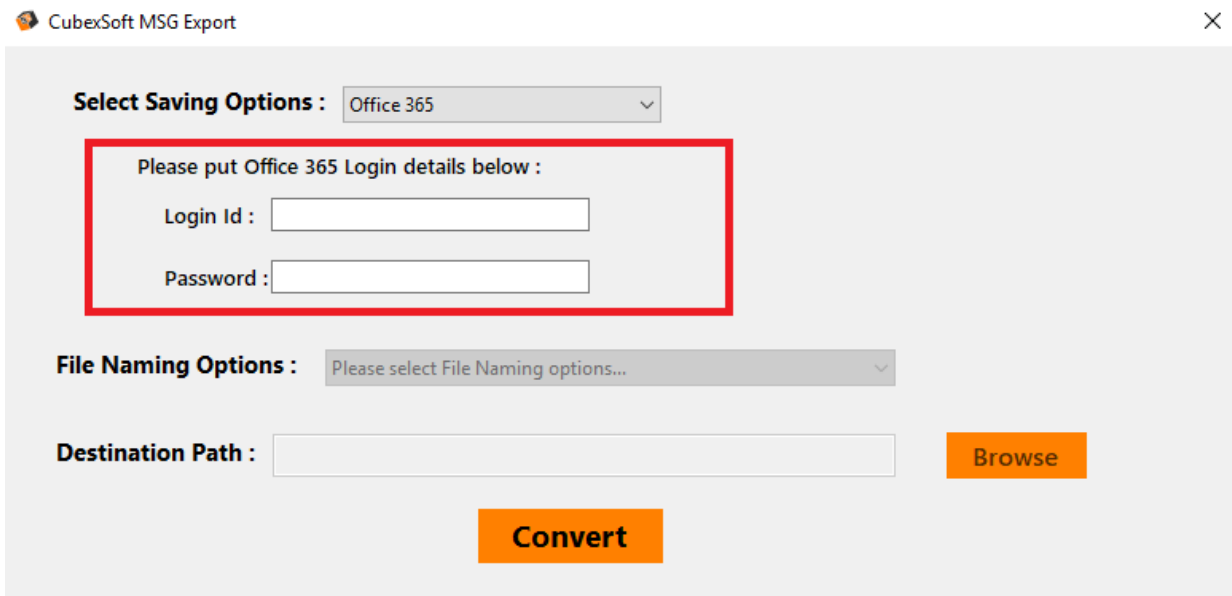
Select Saving Options :

File Naming Options :

Destination Path :

For Office 365

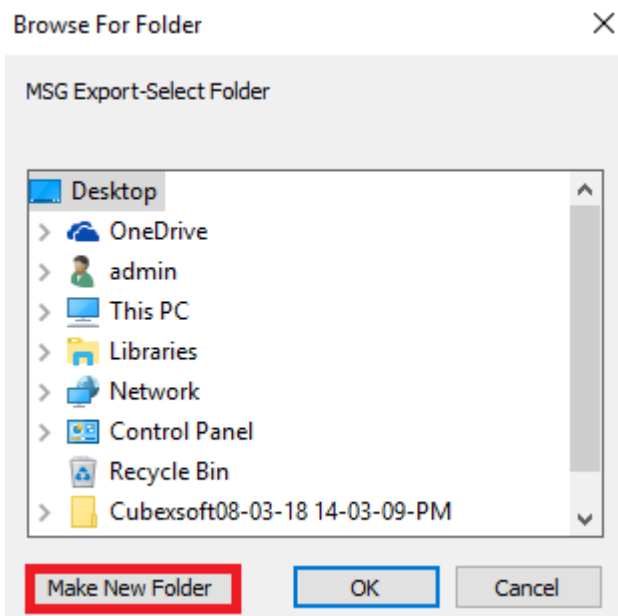
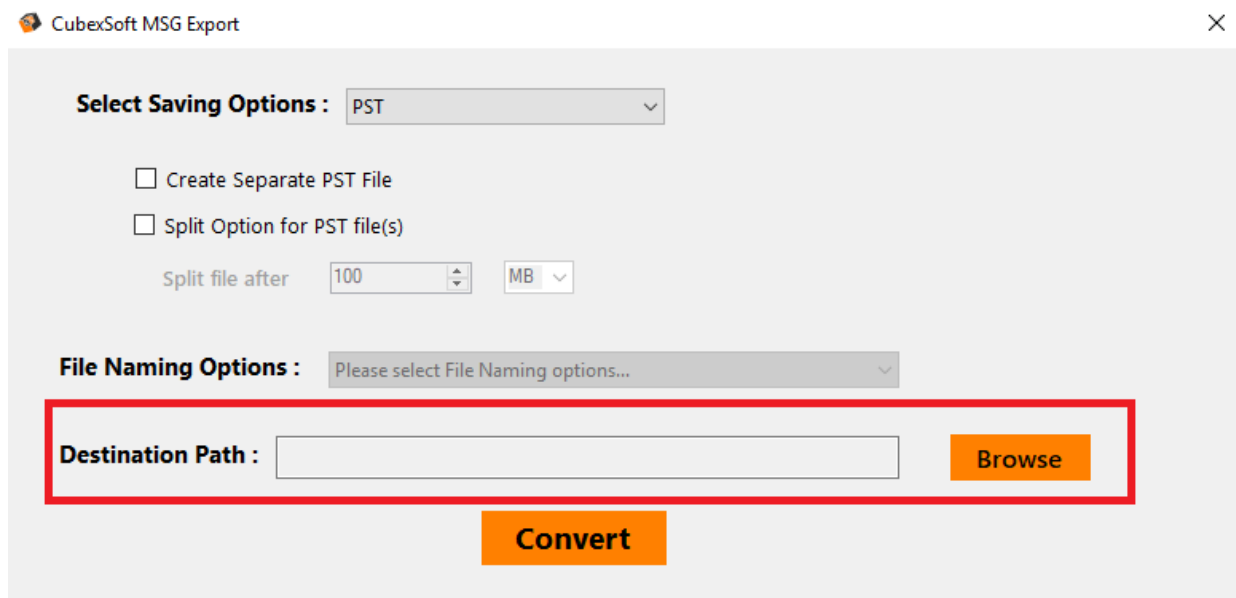
If you want to export MSG files into Office 365, then make sure to have the credentials of Office 365 in hand. The tool will ask to enter the required credentials and file naming option and then automatically convert and send all the resultant file in Office 365 cloud database.



The screenshot shows the 'CubexSoft MSG Export' application window. At the top left, there is a title bar with the application name and a close button. The main interface is a light gray panel with the following elements:

- Select Saving Options :** A dropdown menu currently set to 'Office 365'.
- Please put Office 365 Login details below :** A red-bordered box containing two input fields: 'Login Id :' and 'Password :', both currently empty.
- File Naming Options :** A dropdown menu with the text 'Please select File Naming options...'.
- Destination Path :** A text input field followed by an orange 'Browse' button.
- Convert :** A large orange button centered at the bottom of the panel.

After choosing the required option, click on browse button and choose the destination path as per requirement to save resultant file. You can choose the existing folder and create a new folder to save the converted files.



Now click on Convert button. After successful process, a message will appear on the screen “Conversion Done Successfully”.

