

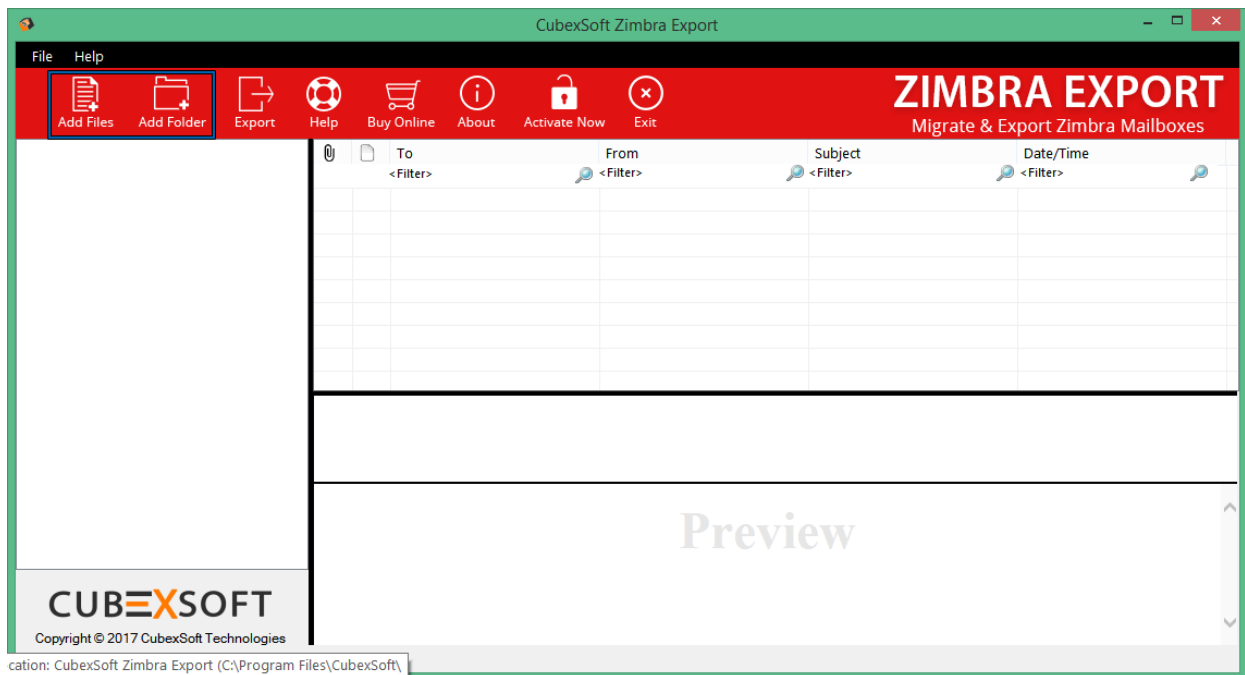
Get User Manual of Zimbra Export Tool to Know How to Export Zimbra Mailbox Files

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

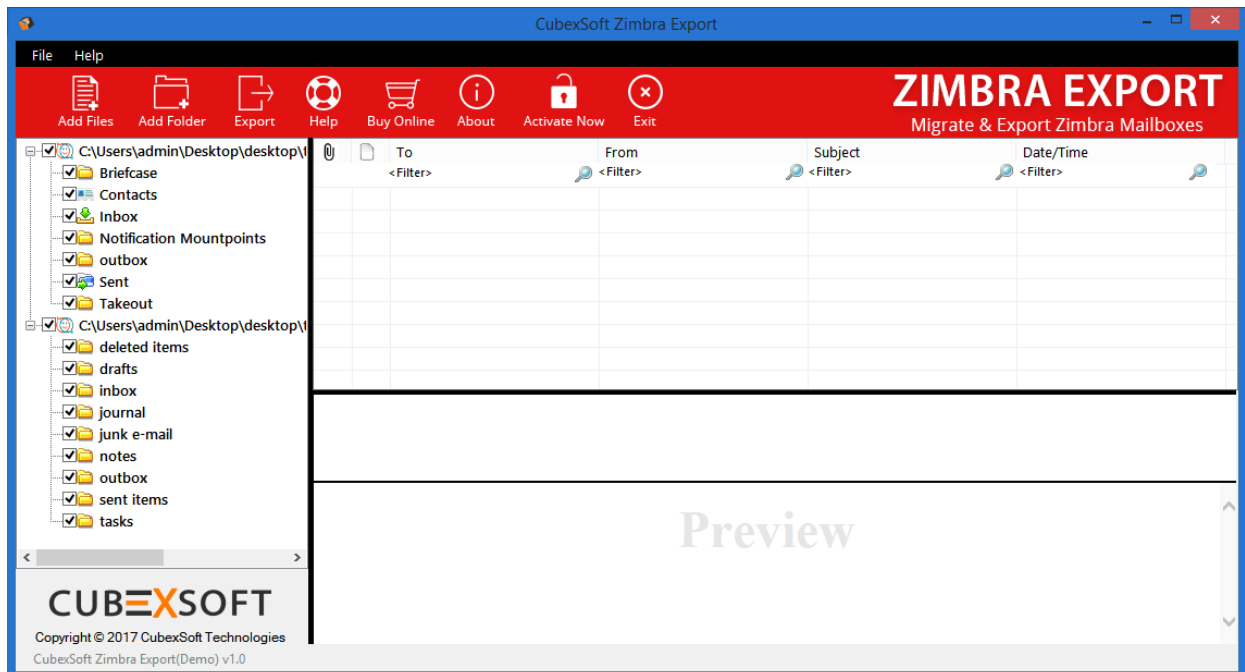
Steps 1. After downloading & installing the Zimbra Export Tool, the screenshot will be shown as –



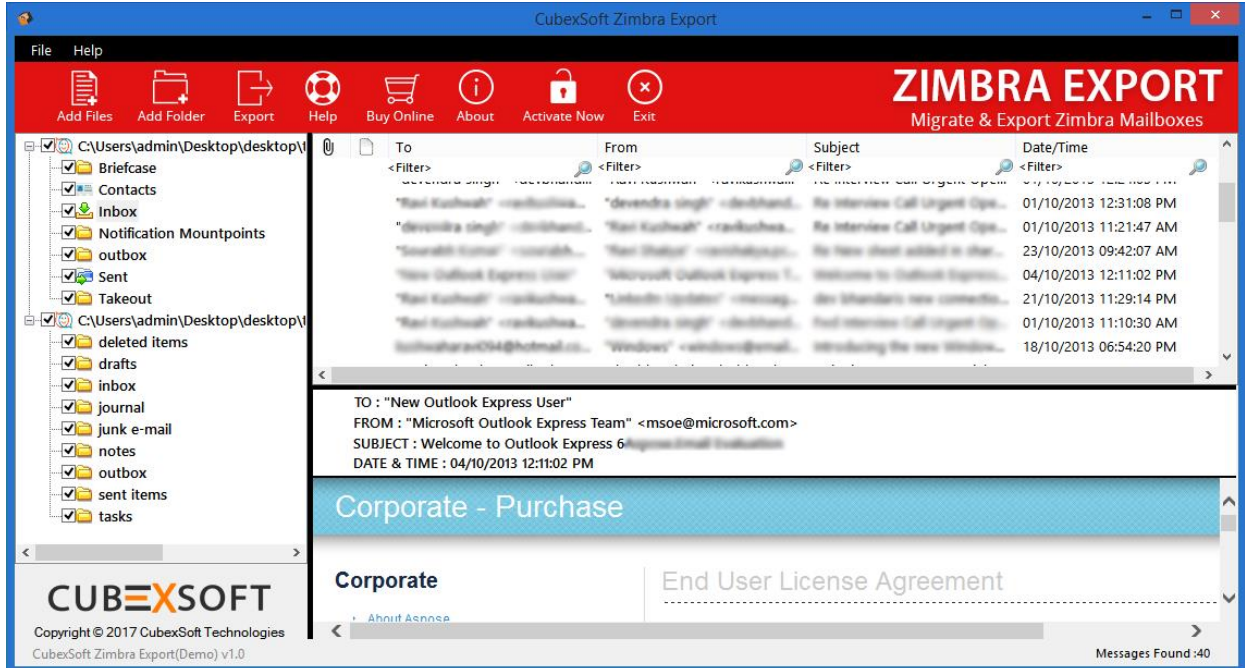
Steps 2. Now you get two options: “Add file” and “Add folder” to browse your TGZ files or folder from your saving location.



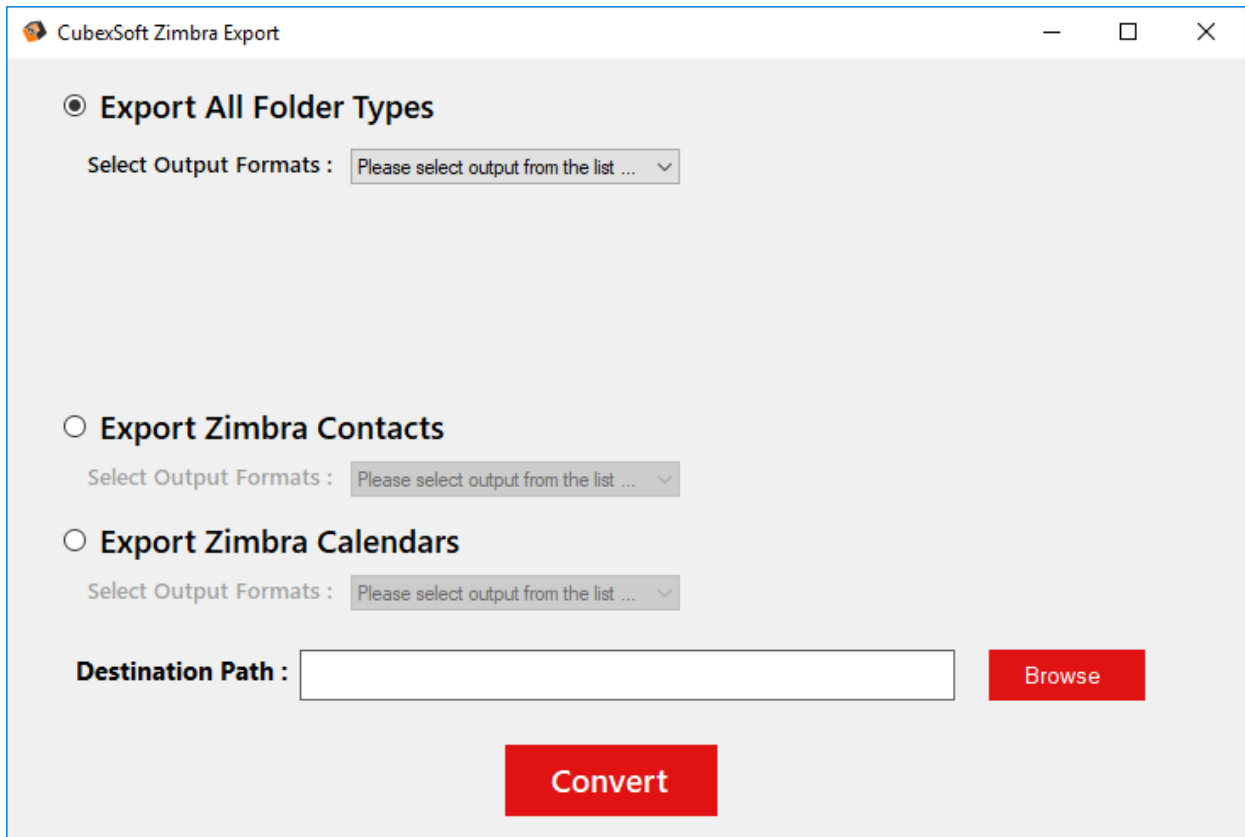
Steps 3. Now select or deselect TGZ files accordingly. Select TGZ files which you need to export into different file formats.



Step 4. Make use of Preview feature to read Zimbra emails.



Steps 4. Now click on **Export** button. Screen with multiple options will appear.



The screenshot shows the 'CubexSoft Zimbra Export' application window. It features three radio button options for export types, each with a corresponding 'Select Output Formats' dropdown menu. At the bottom, there is a 'Destination Path' text input field, a red 'Browse' button, and a large red 'Convert' button.

Export All Folder Types (Selected)
Select Output Formats : Please select output from the list ...

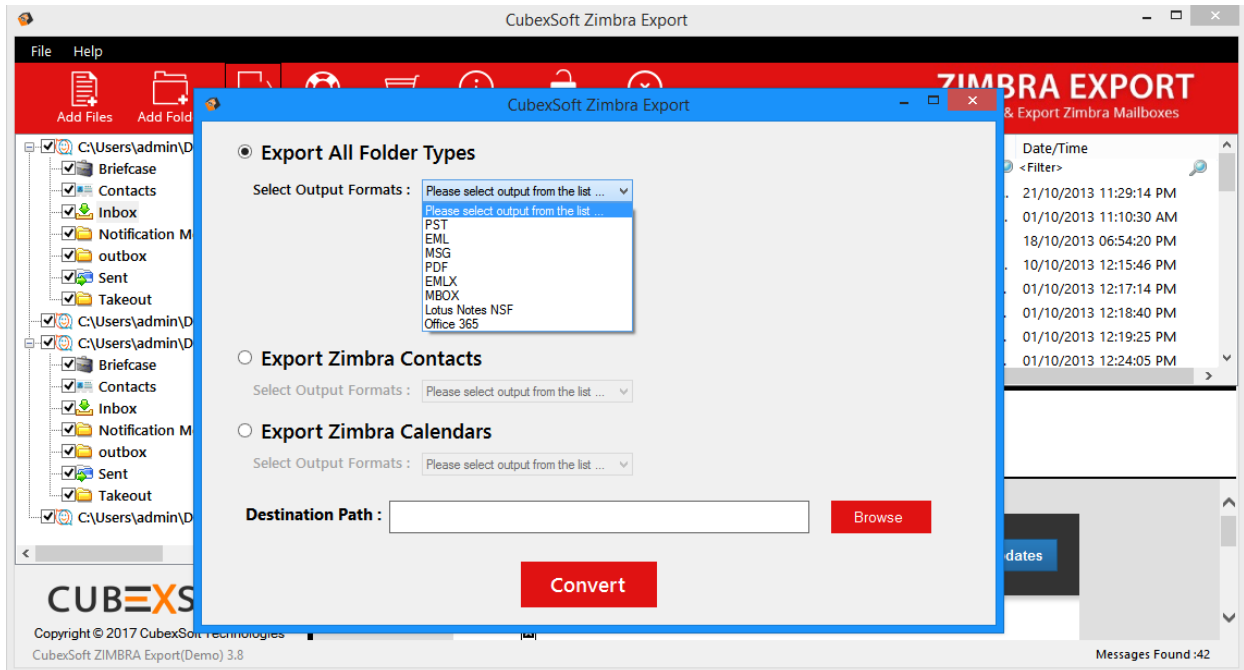
Export Zimbra Contacts
Select Output Formats : Please select output from the list ...

Export Zimbra Calendars
Select Output Formats : Please select output from the list ...

Destination Path : **Browse**

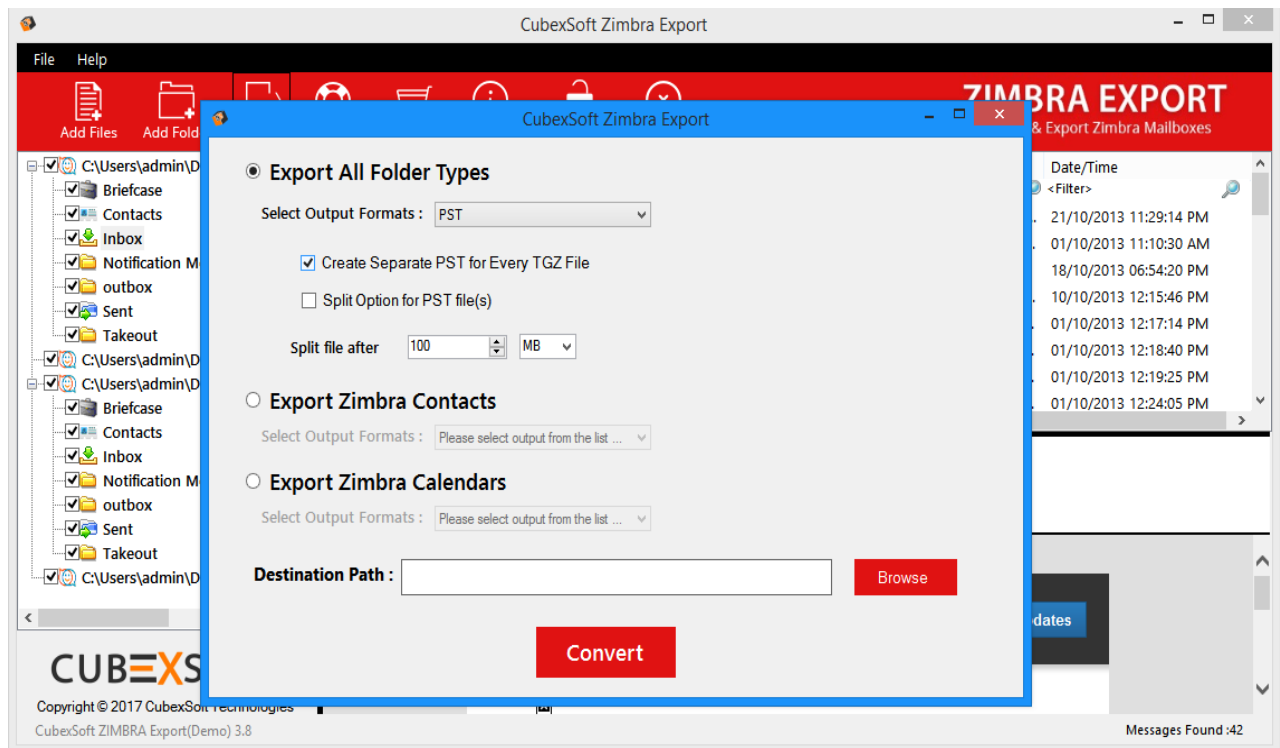
Convert

Choose the File Saving Format –



For PST Format –

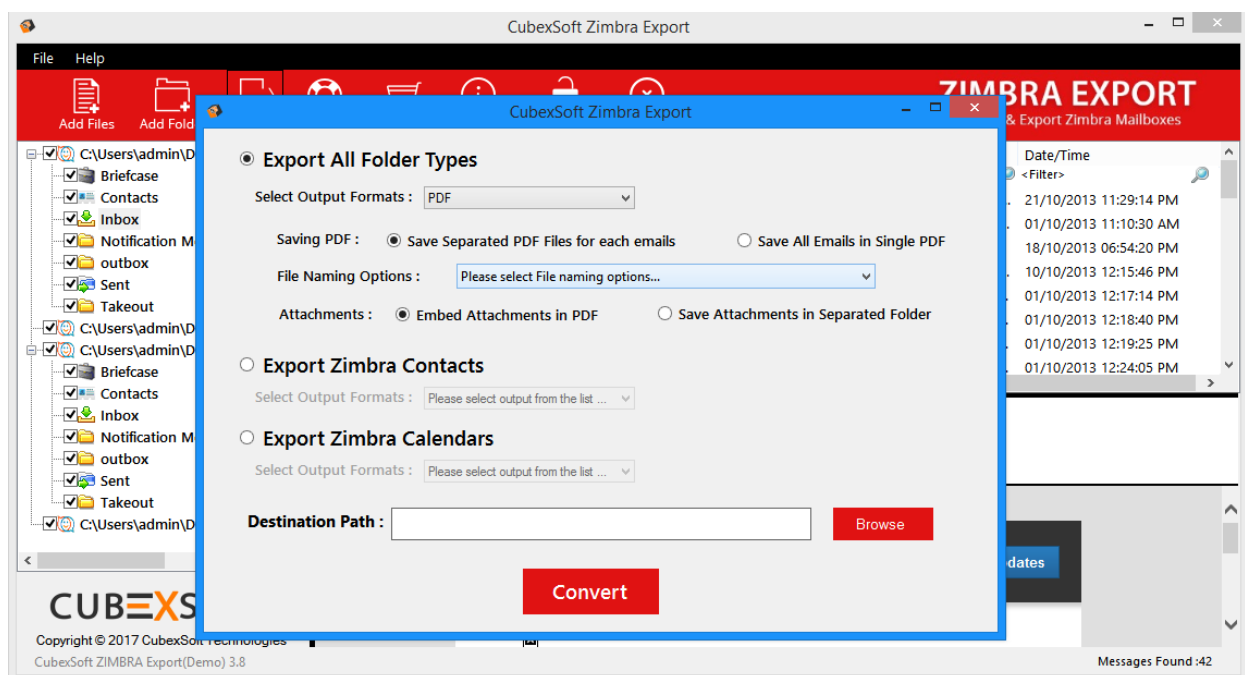
If you choose PST option in Export Folders, two sub options will automatically appear i.e. Create Separate PST File for Each TGZ file and Split Option for PST file(s).



For PDF Format –

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

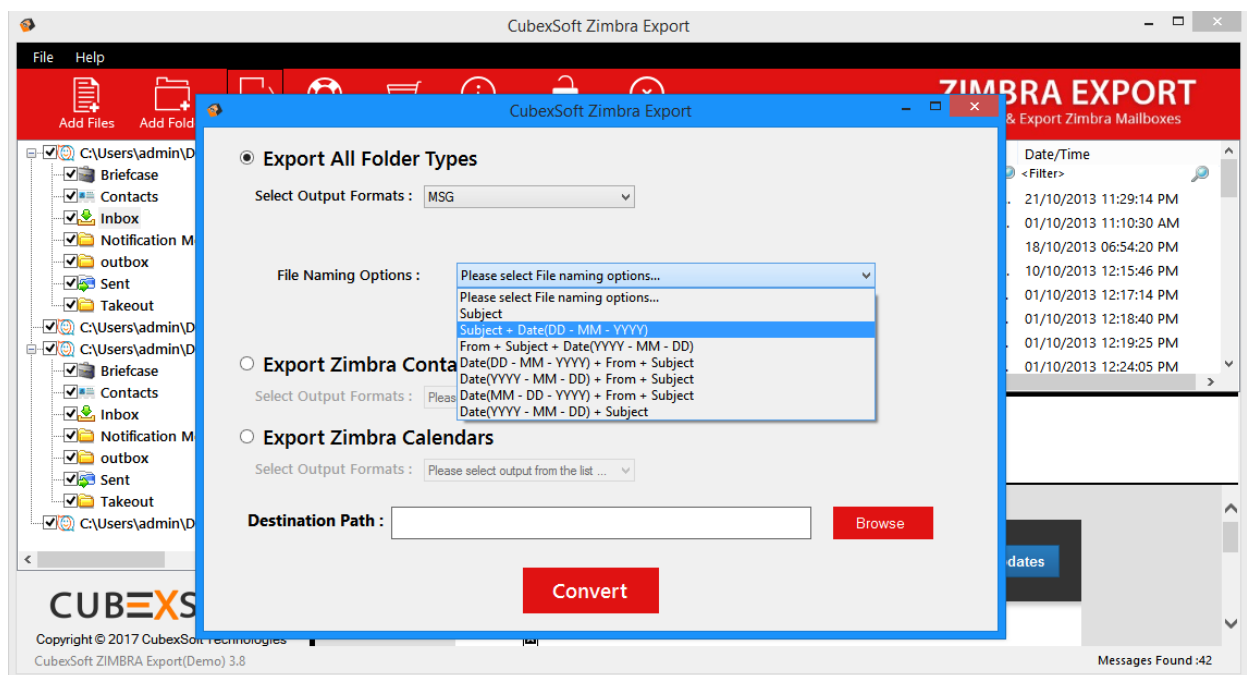
- **Saving PDF** – This option allows you to save separate PDF files for each TGZ email or save single PDF file for all TGZ emails.
- **File Naming Options** – Select any one option to save TGZ files, which is suitable to fulfil your requirement
- **Attachments** – In this option, the software provides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



For EML, EMLx and MSG Format –

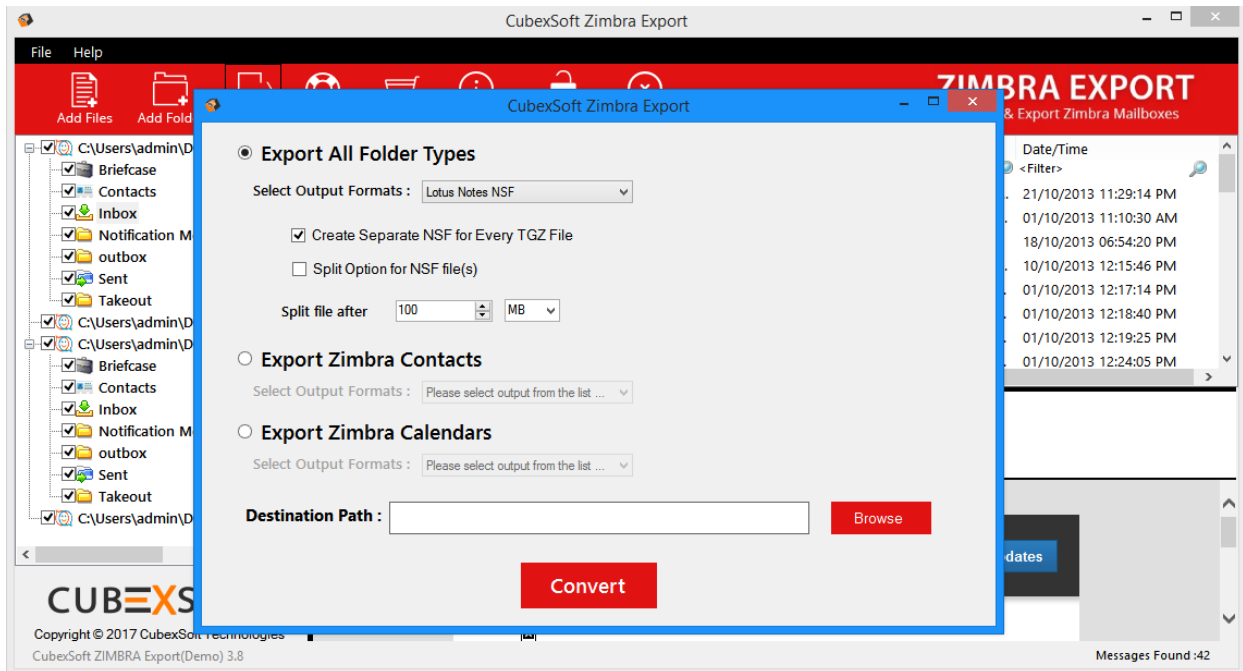
After you select EML, MSG or MBOX format for TGZ file conversion, the tool will provide different naming conventions to save the resultant file accordingly:

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



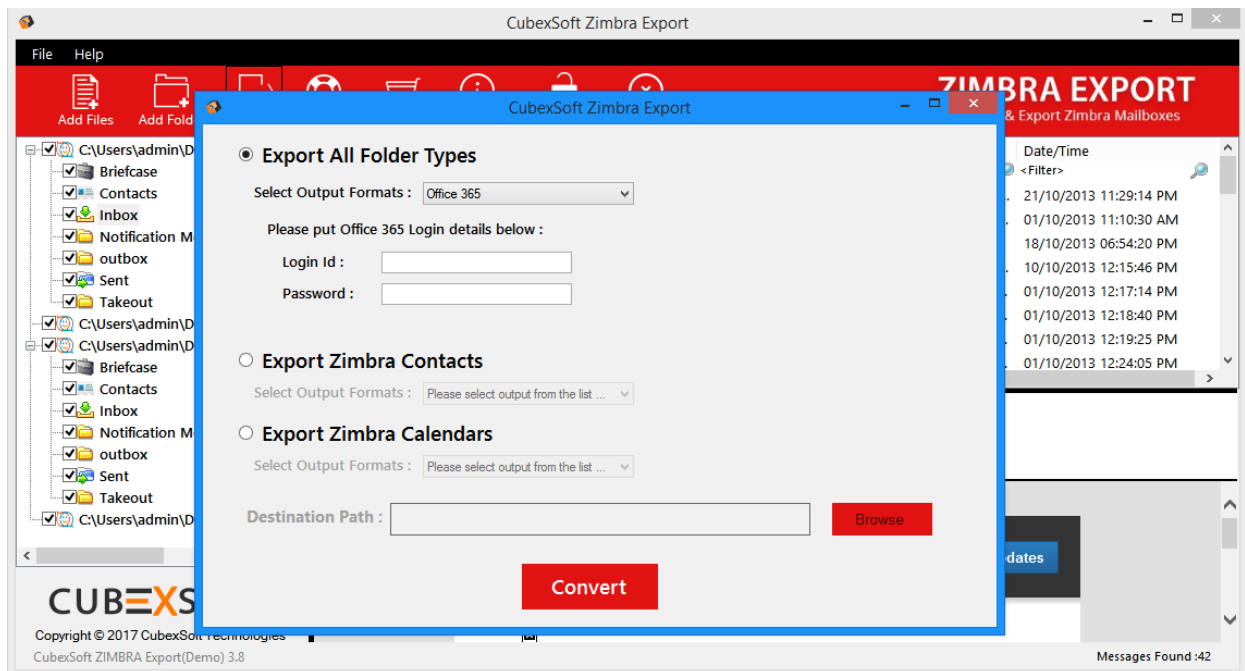
For NSF Format –

If you choose NSF option in Export Folders, two sub options will automatically appear i.e. Create Separate NSF File for Each TGZ file and Split Option for NSF file(s).



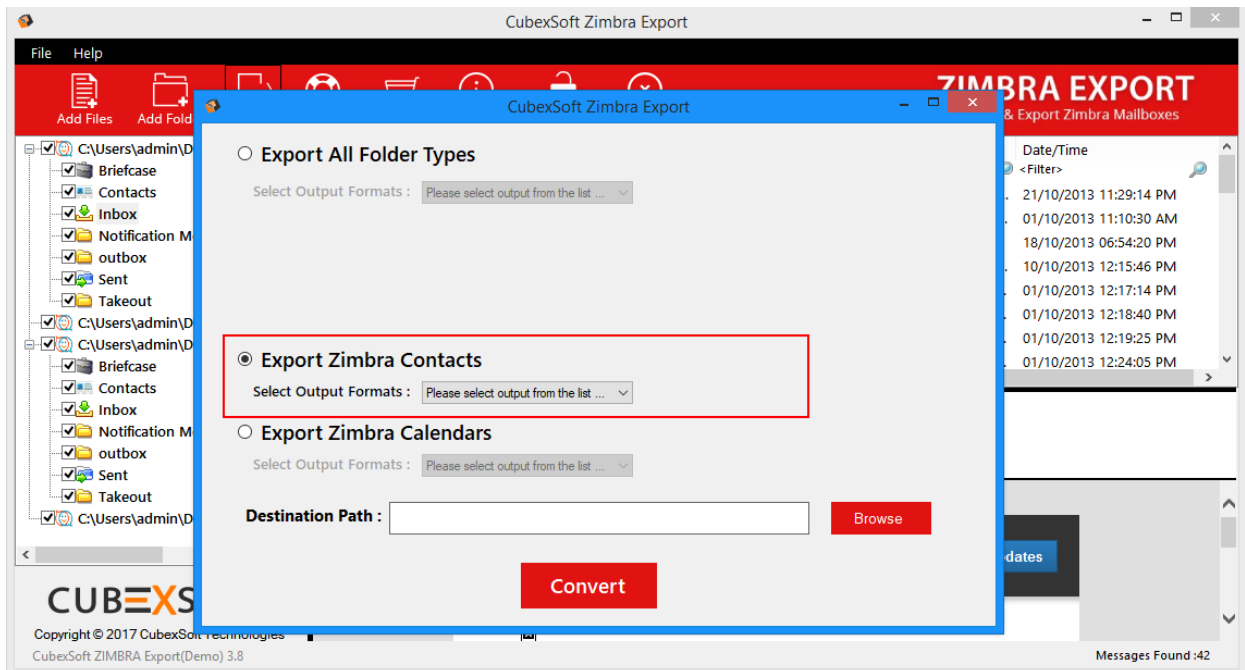
For Office 365 Format –

If you want Zimbra to Office 365, then make sure to have login details because after choosing the option, the software will ask to enter Login ID and Password of O365 account.



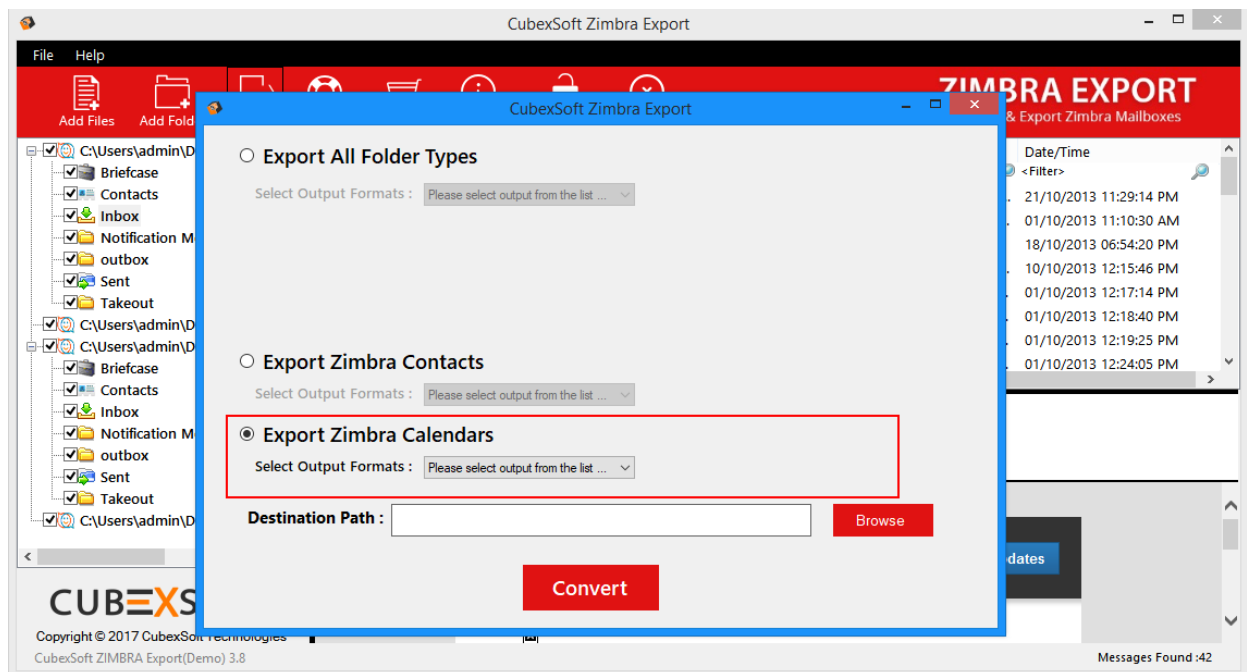
For Zimbra Contacts -

And if you want to export Zimbra contacts in spite of Zimbra mails, then there is another section of Export Contacts which can be used to export Zimbra contacts to Outlook Contacts, VCF or vCard or CSV Format:

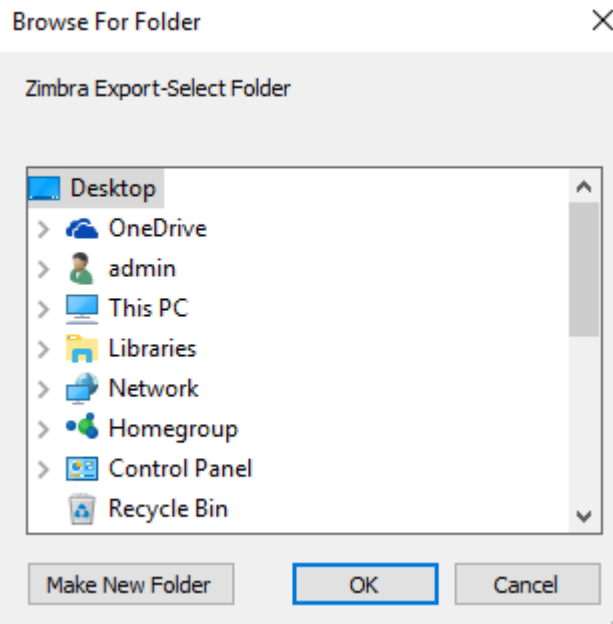
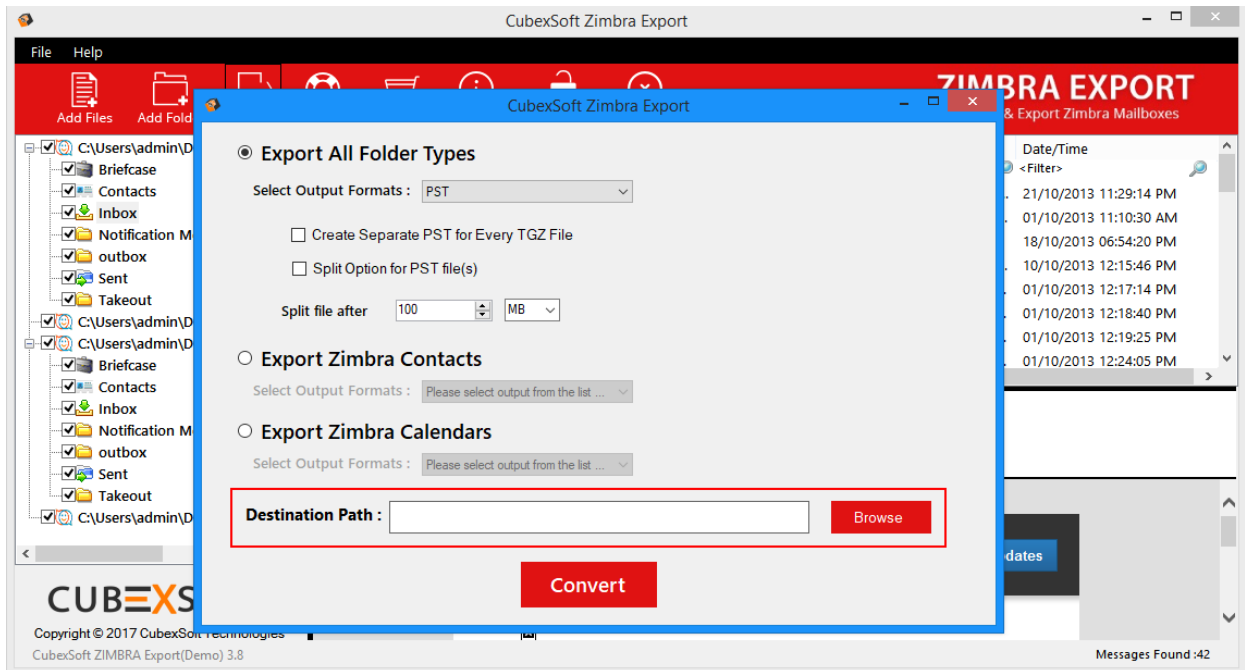


For Zimbra Calendar -

Last section is of Export Calendars that includes ICS format. So that if any user wants to convert the Zimbra calendar, he/she can easily perform the same by clicking on this option.

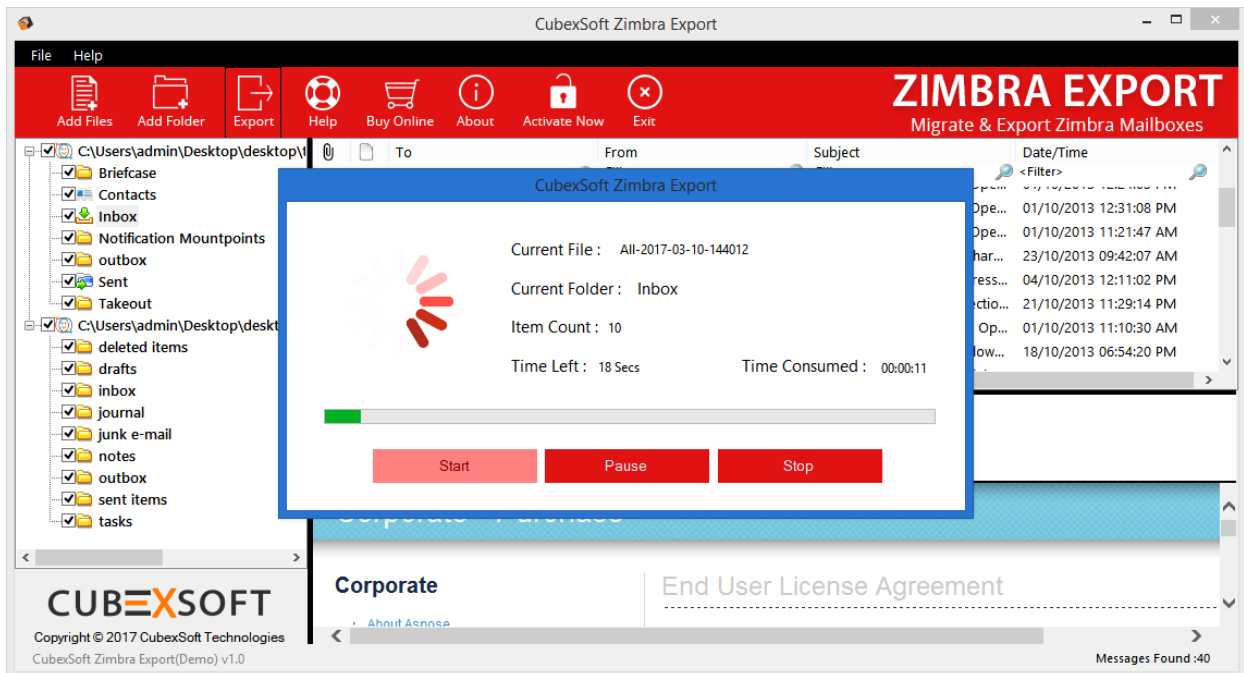


After choosing the required option, click on browse button and choose the destination path by choosing the existing folder or also you can make a new folder to save resultant file.



Now click on **Convert** button to start conversion process.

Software showing the conversion status:



After successful process, a message will appear on the screen **“Conversion Done Successfully”**.

