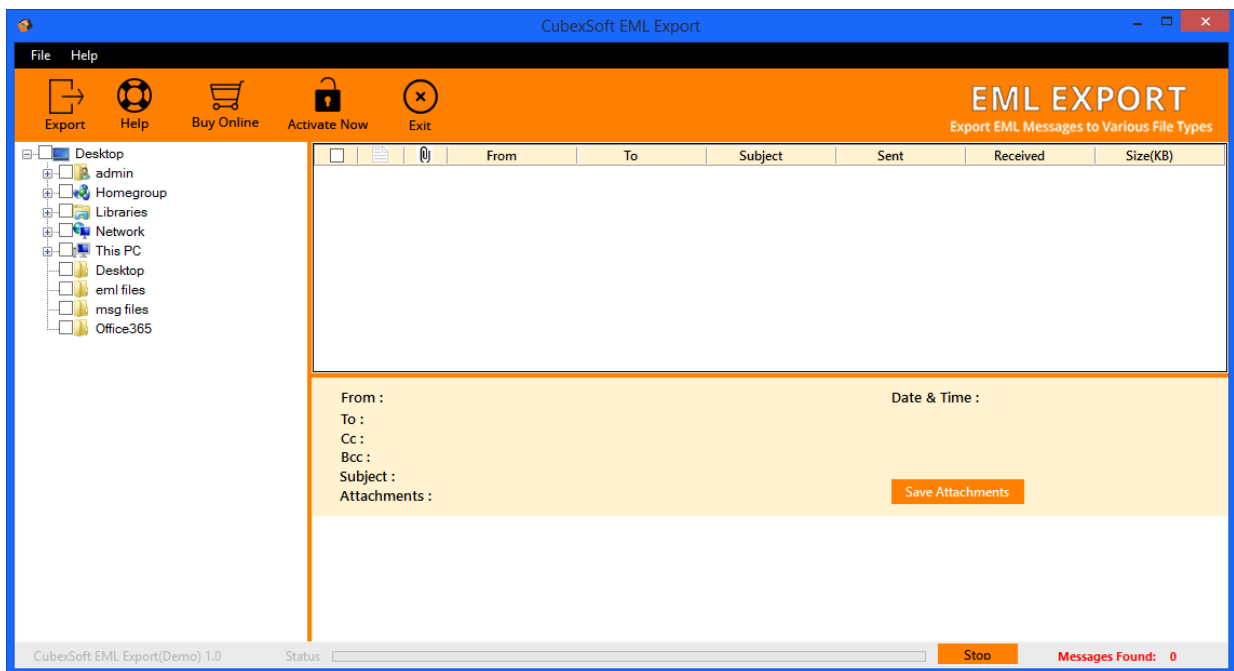


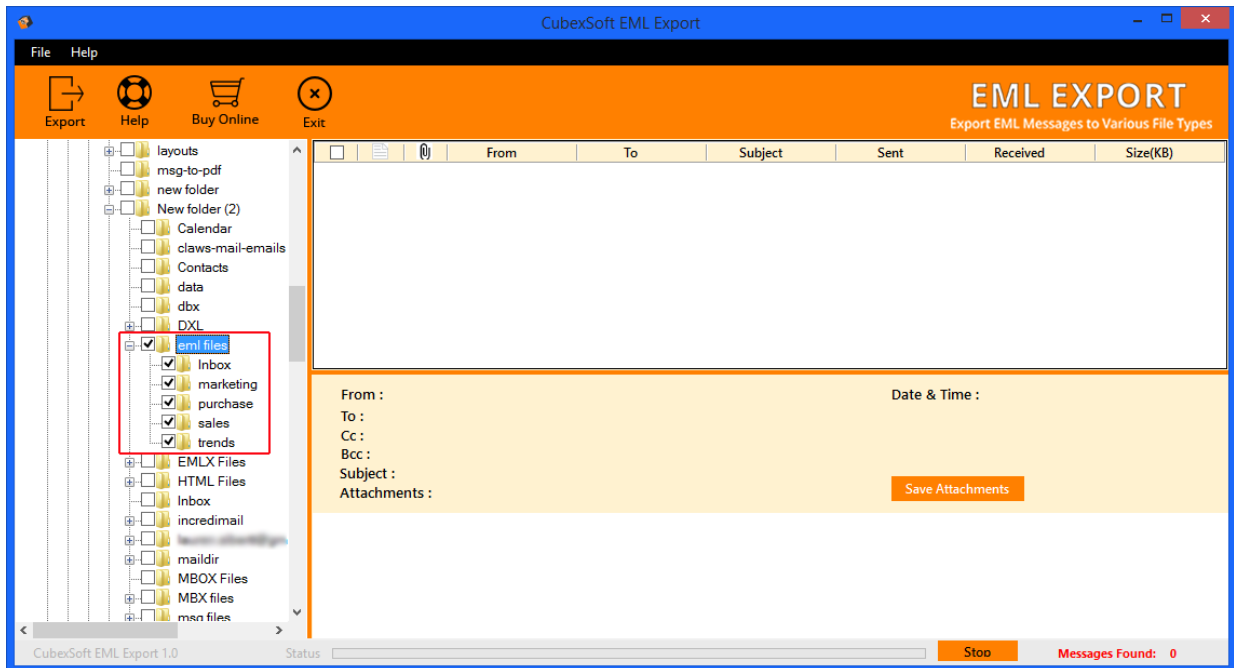
Get User Manual of EML Export Tool to Know How to Export EML Files

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

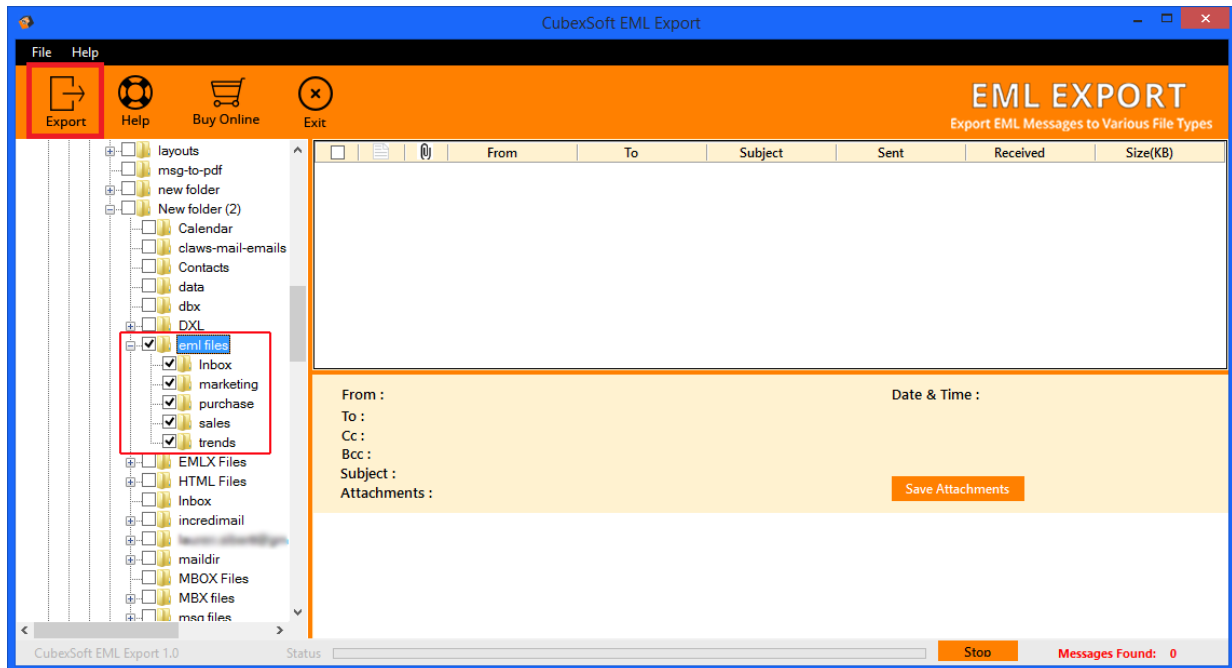
Steps 1. After downloading & installing the EML Export Tool, the screenshot will be shown as –



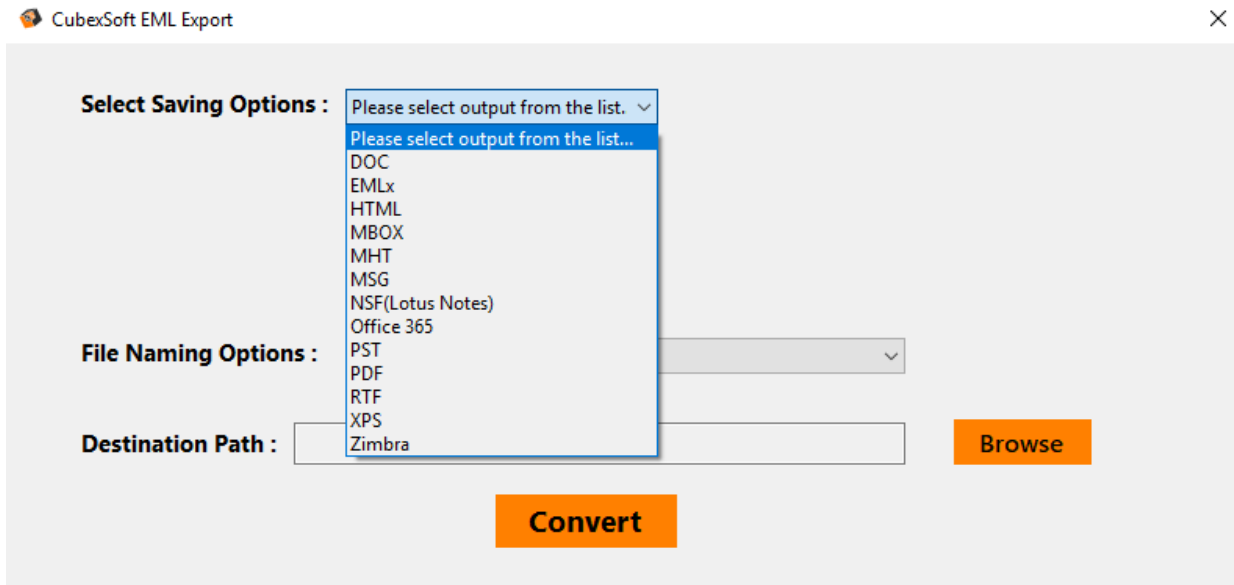
Steps 2. Now, you will see complete folders of desktop on the left hand side of software. Browse the location to add EML files/folder in software interface for conversion.



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

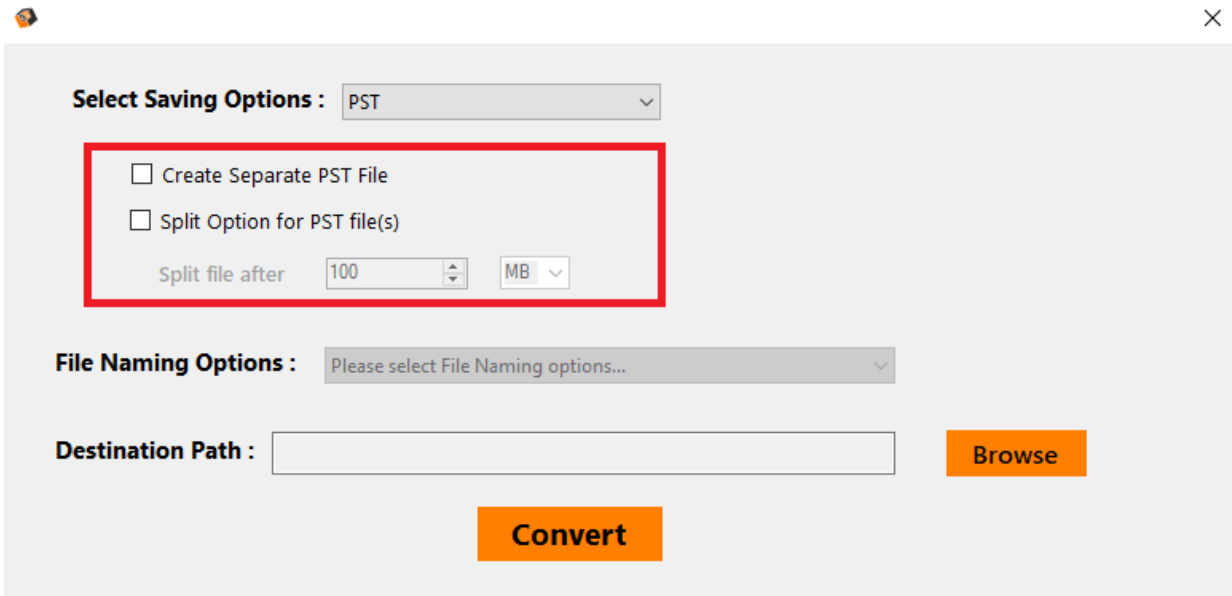


Steps 4. After clicking on Export button, a Window will appear with different options carrying sub options, continue the process as per need.



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 EML file and **Split File** that split output files in MB and GB.



Select Saving Options : PST

Create Separate PST File

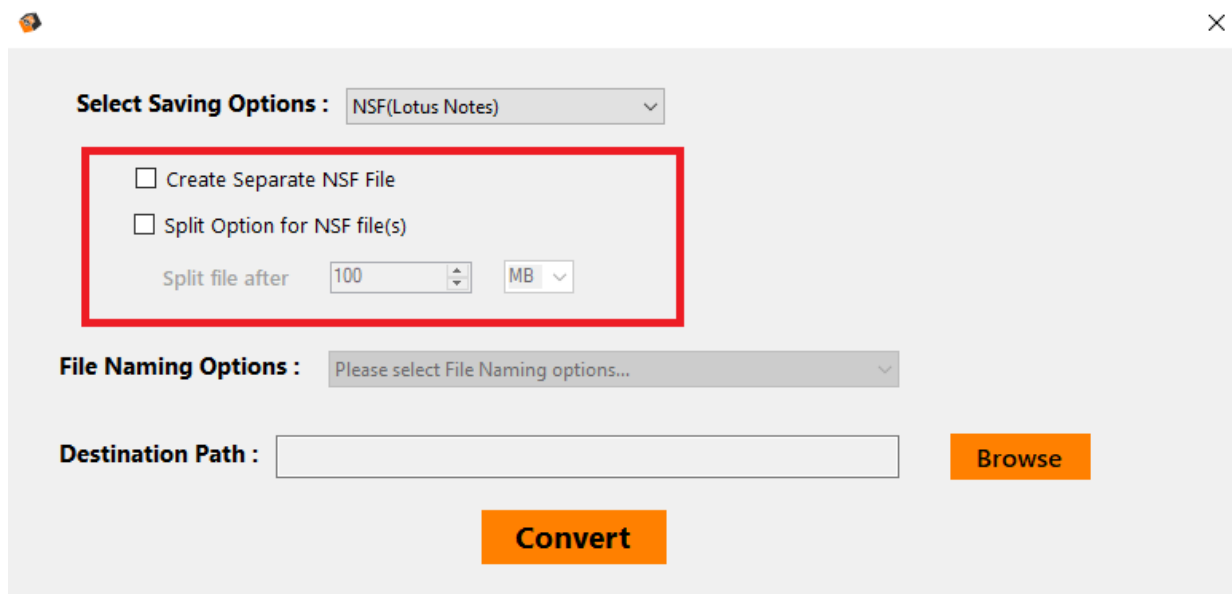
Split Option for PST file(s)

Split file after: 100 MB

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

Destination Path : **Browse**

Convert



Select Saving Options : NSF(Lotus Notes)

Create Separate NSF File

Split Option for NSF file(s)

Split file after: 100 MB

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

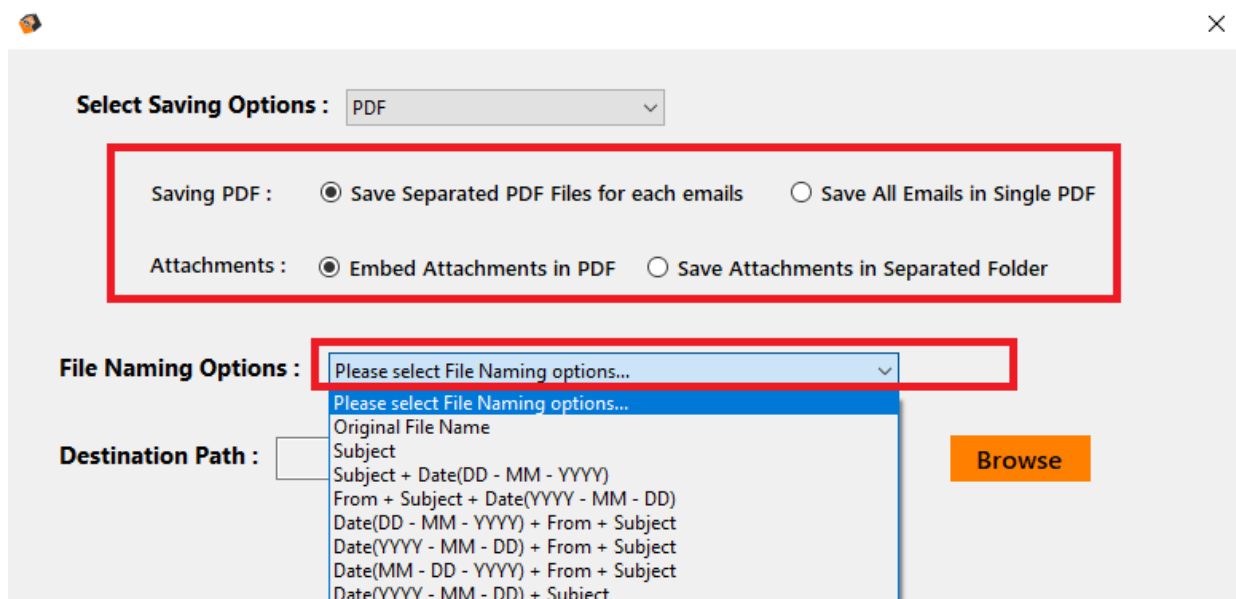
Destination Path : **Browse**

Convert

For PDF Format –

If you choose PDF format for conversion of EML 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 EML file or save single PDF file for all EML messages.
- **File Naming Options** – Select any one naming option to save EML 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.



The screenshot shows the 'Select Saving Options' dialog box. At the top, there is a dropdown menu set to 'PDF'. Below this, there are two sections of radio button options. The first section, 'Saving PDF', has two options: 'Save Separated PDF Files for each emails' (selected) and 'Save All Emails in Single PDF'. The second section, 'Attachments', has two options: 'Embed Attachments in PDF' (selected) and 'Save Attachments in Separated Folder'. Below these options, there is a 'File Naming Options' dropdown menu with a red box around it. The dropdown is open, showing a list of options: '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', and 'Date(YYYY - MM - DD) + Subject'. To the right of the dropdown is a 'Browse' button. At the bottom left, there is a 'Destination Path' label and an empty text input field.

For MSG, MBOX, DOC, RTF, HTML, MHT & XPS Format –

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

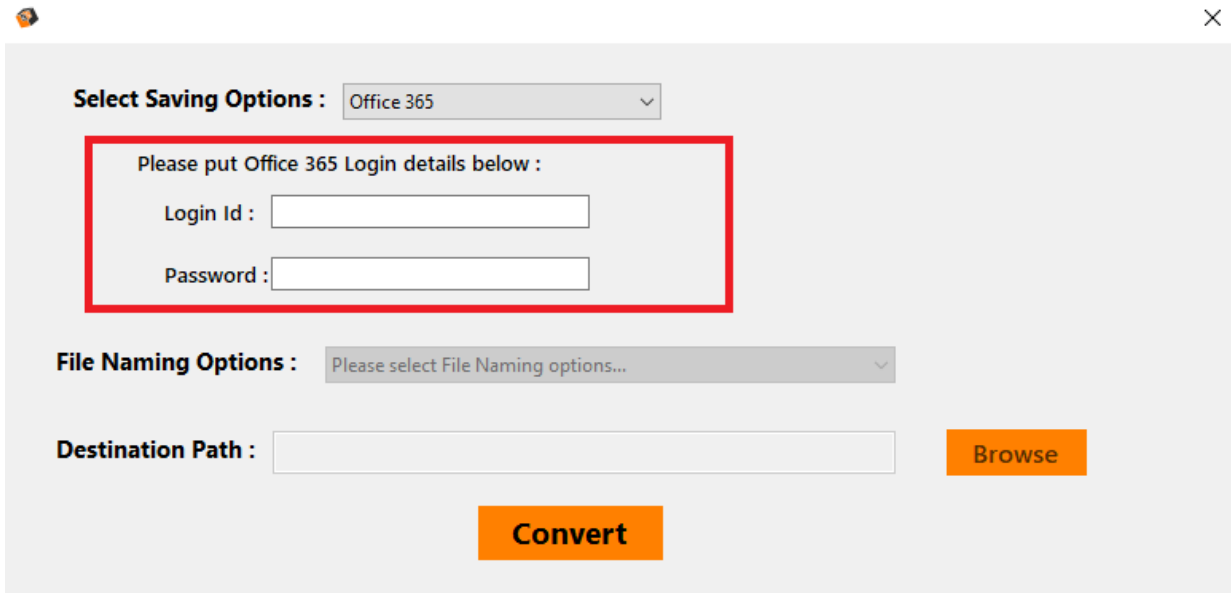
- **File Naming Options** – Multiple file naming options are available in this option, so you can choose any one option, then click on OK button.



The screenshot shows a dialog box titled "Select Saving Options" with a close button (X) in the top right corner. The "Select Saving Options" dropdown menu is set to "DOC". Below it, the "File Naming Options" dropdown menu is highlighted with a red rectangular box and contains the text "Please select File Naming options...". At the bottom left, there is a "Destination Path" label next to an empty text input field. To the right of the input field is an orange "Browse" button. At the bottom center, there is a large orange "Convert" button.

For Office 365

If you want to export EML 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 a web-based interface for exporting EML files to Office 365. It features a dropdown menu for 'Select Saving Options' set to 'Office 365'. A red-bordered box highlights the 'Please put Office 365 Login details below :' section, which contains input fields for 'Login Id' and 'Password'. Below this, there is a 'File Naming Options' dropdown menu, a 'Destination Path' input field with a 'Browse' button, and a large orange 'Convert' button at the bottom.

Select Saving Options :

Please put Office 365 Login details below :

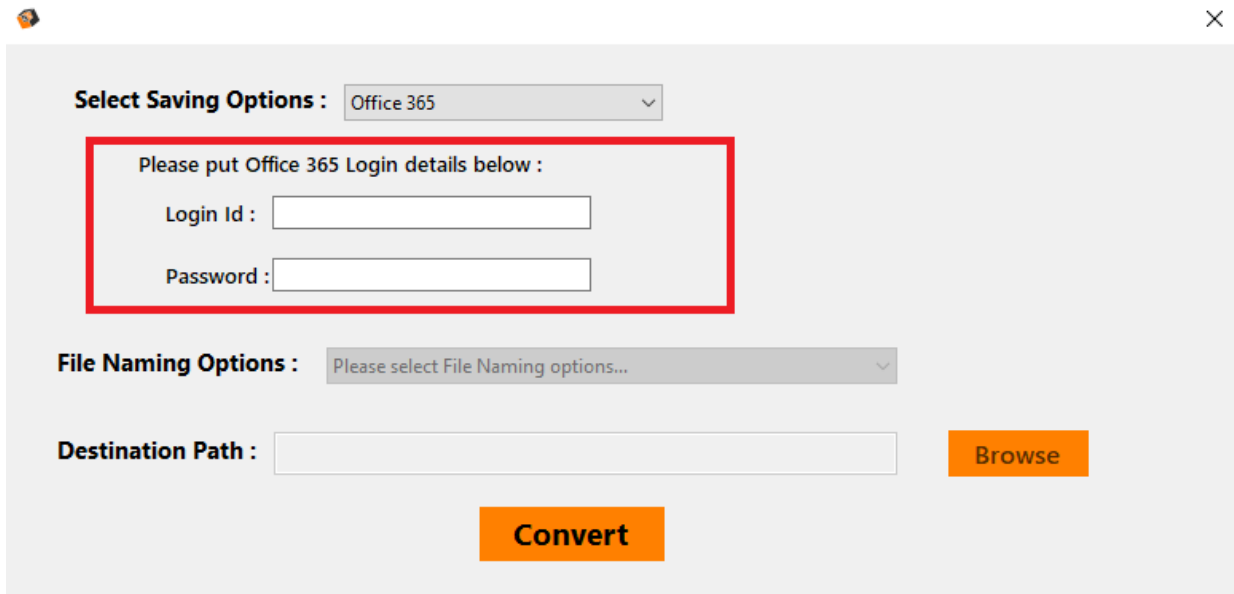
Login Id :

Password :

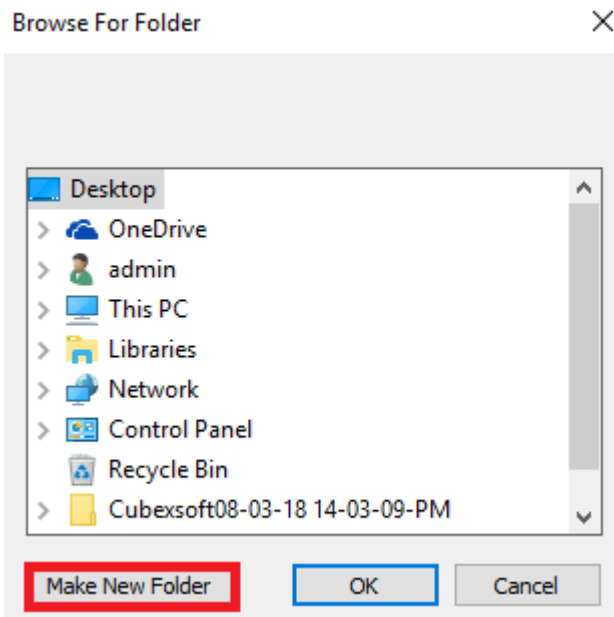
File Naming Options :

Destination Path :

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.



The screenshot shows the configuration window for the EML Export Tool. It features a dropdown menu for "Select Saving Options" set to "Office 365". Below this, a red-bordered box contains the "Please put Office 365 Login details below:" section with input fields for "Login Id" and "Password". Further down, there is a "File Naming Options" dropdown set to "Please select File Naming options...". At the bottom, there is a "Destination Path" input field, a "Browse" button, and a large orange "Convert" button.



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

