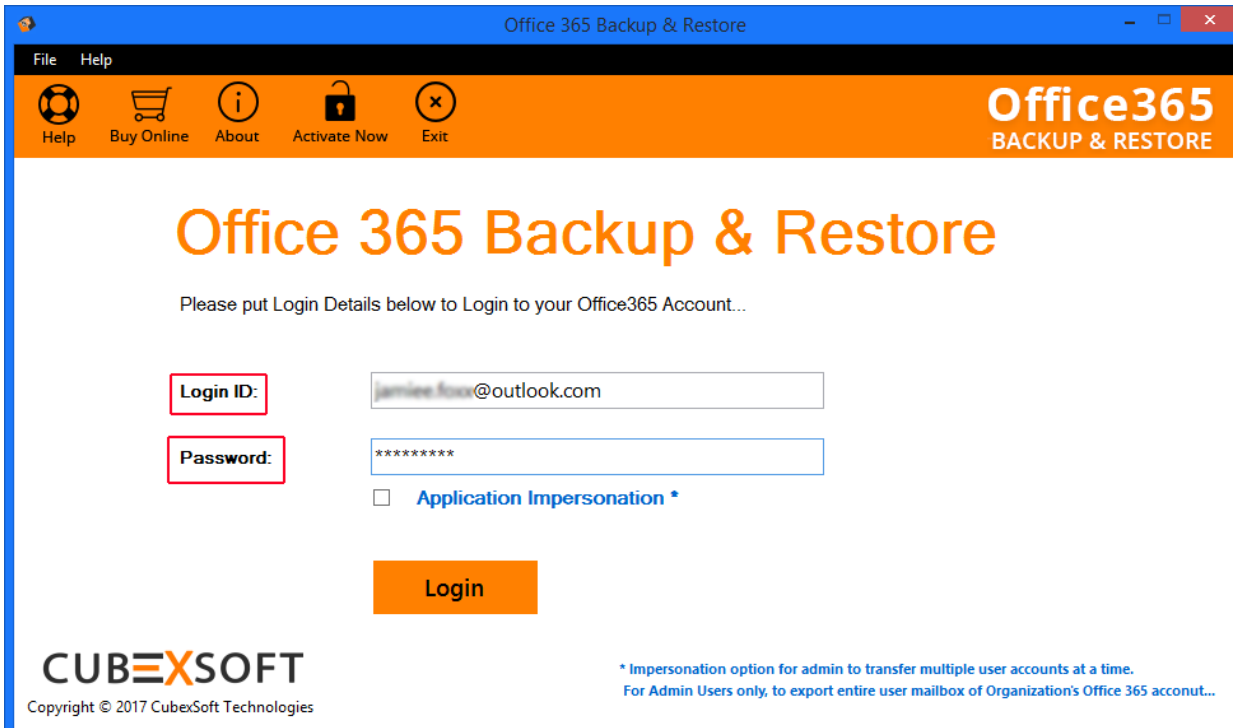# Get User Manual of Office 365 Backup Tool to Know How to Backup Office 365 Mailbox Files
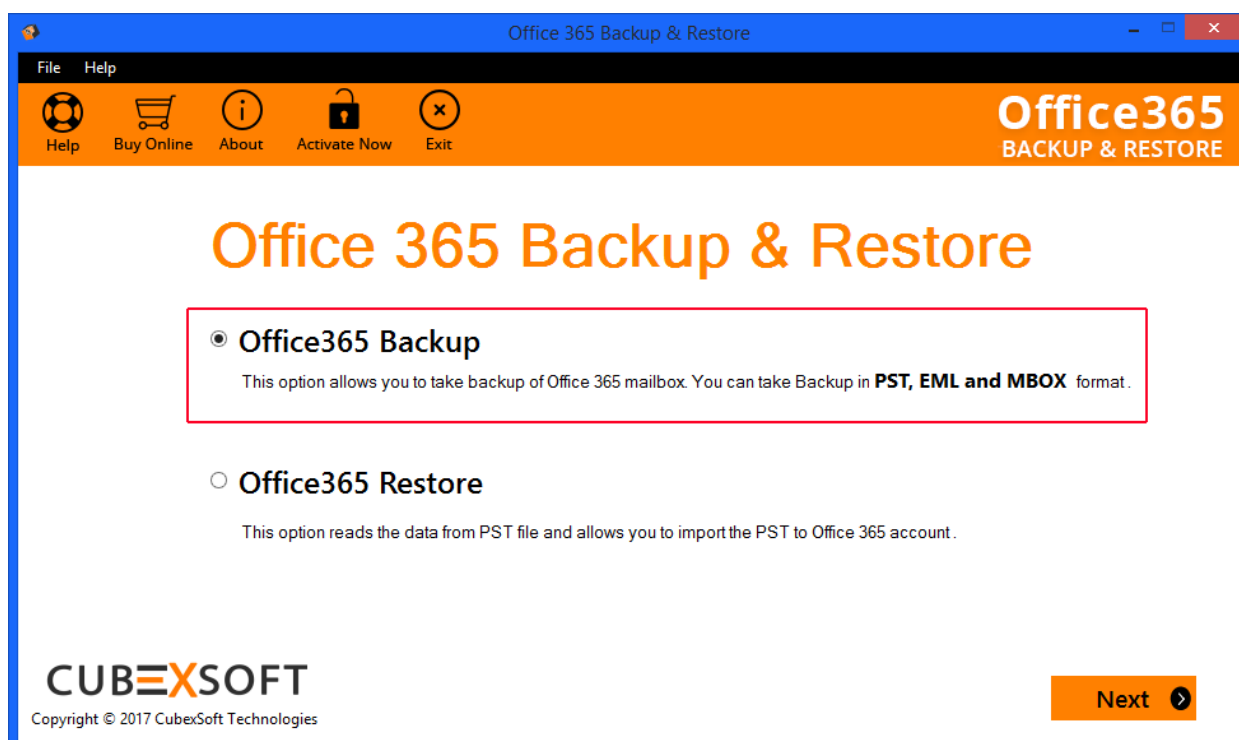
Before following the whole procedure of Office 365 backup, firstly download Office 365 Backup Tool and Launch accurately on your computer desktop.

Step 1: After downloading and installing the Office 365 Backup, and enter Office 365 Username & Password and click on Sign In. The screenshot will be shown as –
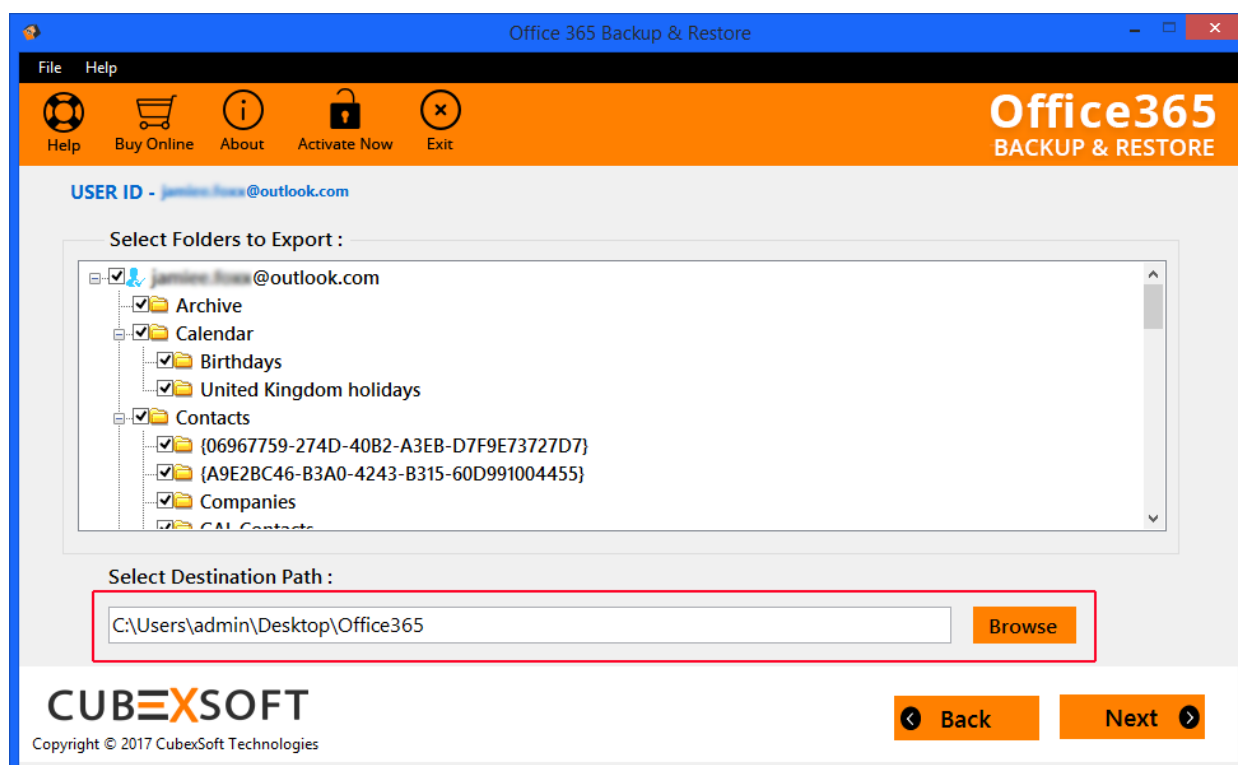
Step 2: Select the option Office 365 Backup to take backup of mailbox items on your machine.

Step 3: The list of your Exchange online mailbox database will appear. Select the Mailbox items which you want to backup into your local system. Now 'Browse' the path where you want to save the backup data and click Next –

Step 4: In the next window, the list of Output formats will appear. Select the desired option and click on Next –
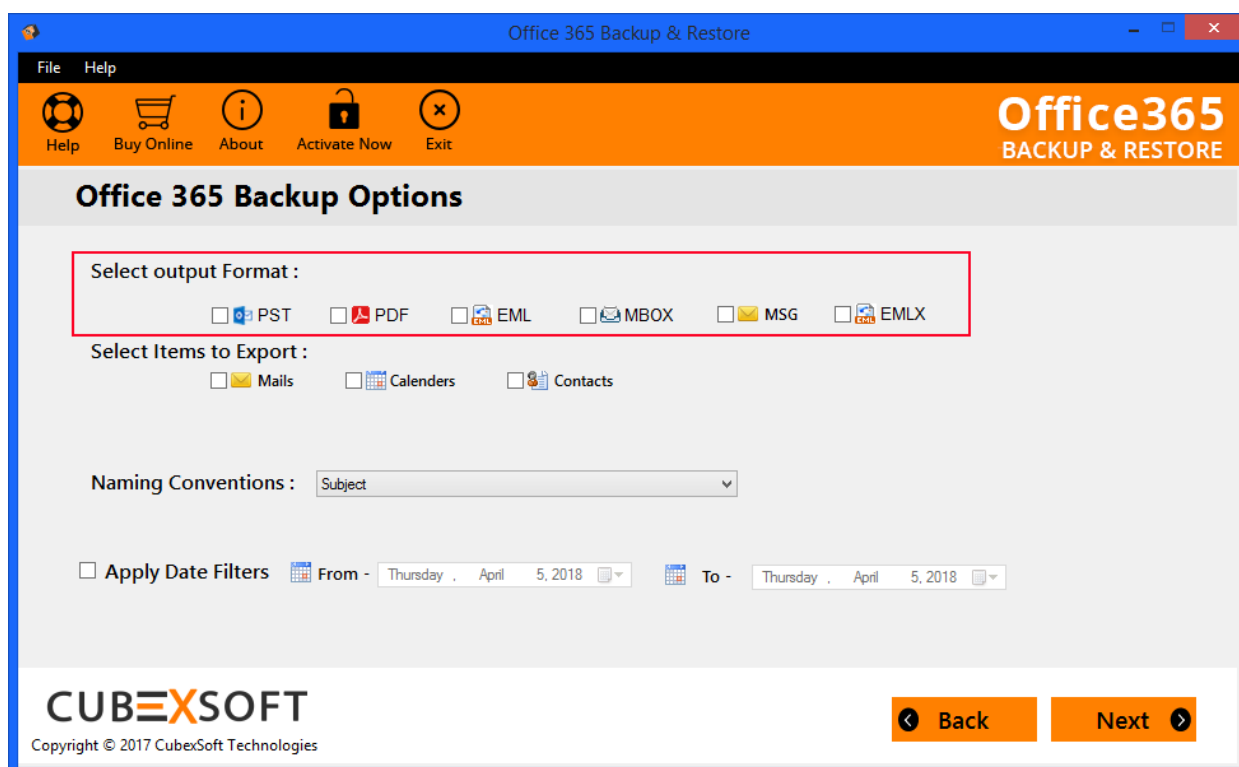
For PST –

The tool provides multiple options to save Exchange online mailboxes to PST -

Select Items to Import : Choose the items (Mail, contacts, calendars) which you want to save into PST.

Other Option : Split option PST files. Check this option if you want to split your output files after reaching a particular size in MB of GB by entering the size limit in "Split File After" option.

Apply Date Filter : Use this option to Backup Office 365 data between specified dates.

Note: For saving Office 365 account to PST, Outlook (2016, 2013, 2010, 2007 and 2003) needs to be installed on your system.
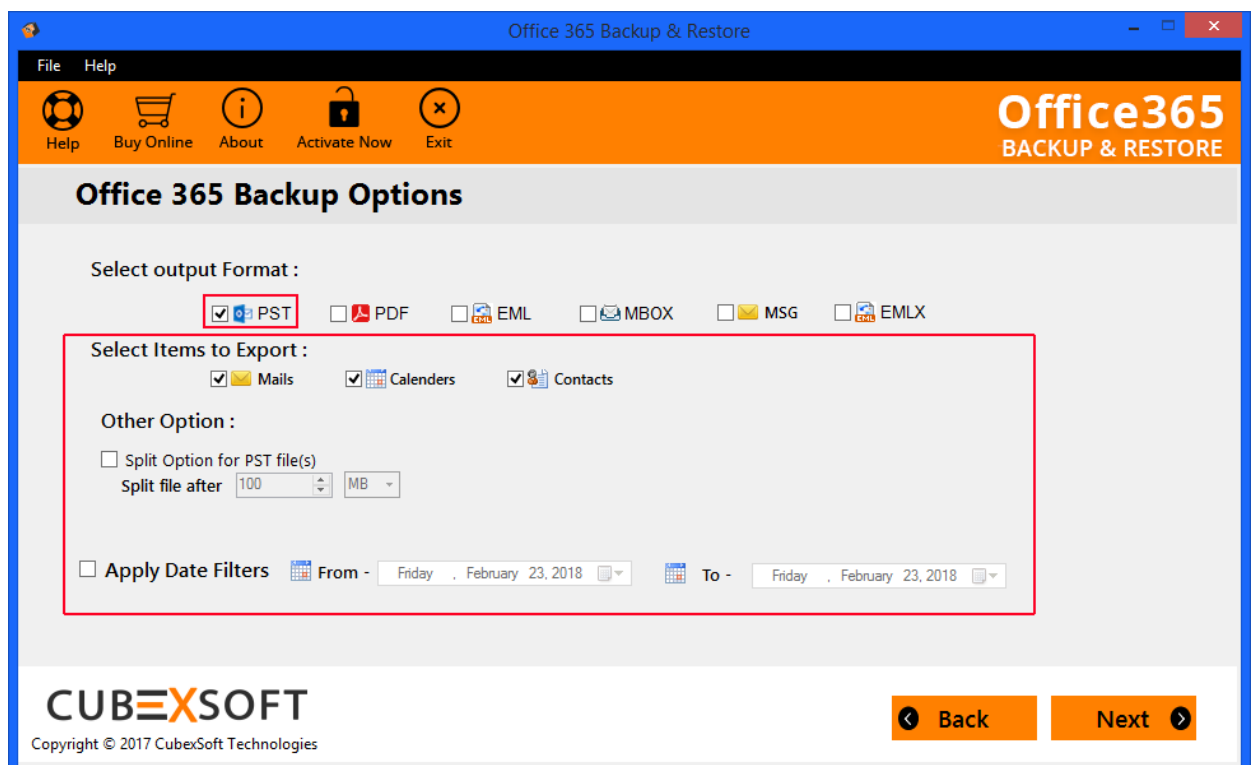
For PDF Option –

If you select PDF option the following options will appear –

Saving PDF – – This option allows you to save separate PDF files for each TGZ email or save single PDF file for all TGZ emails.

Naming Conventions - Use this option to save PDF files according to different file naming options, as per your requirement

Attachments – With this option, you can save attachments either embedded in PDF file or in a separate folder**.**

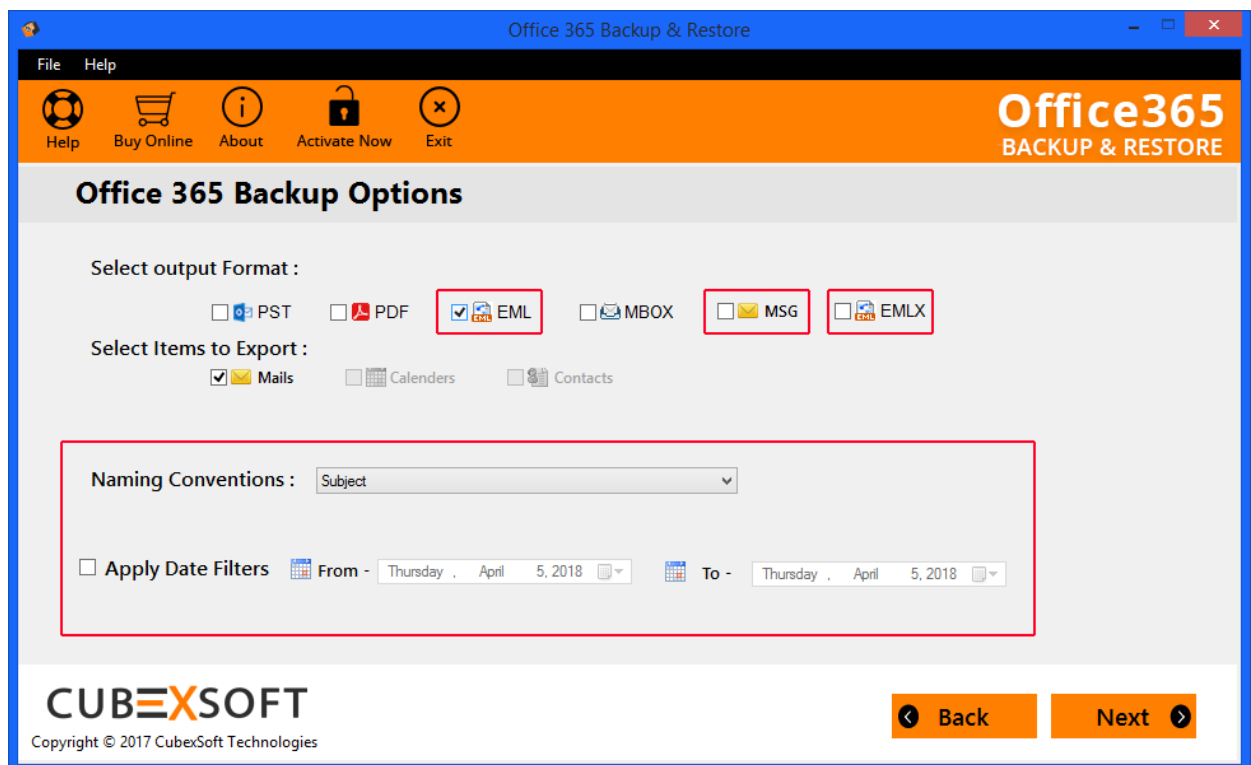**Apply Date Filter :** Use this option to Backup Office 365 data between specified dates.
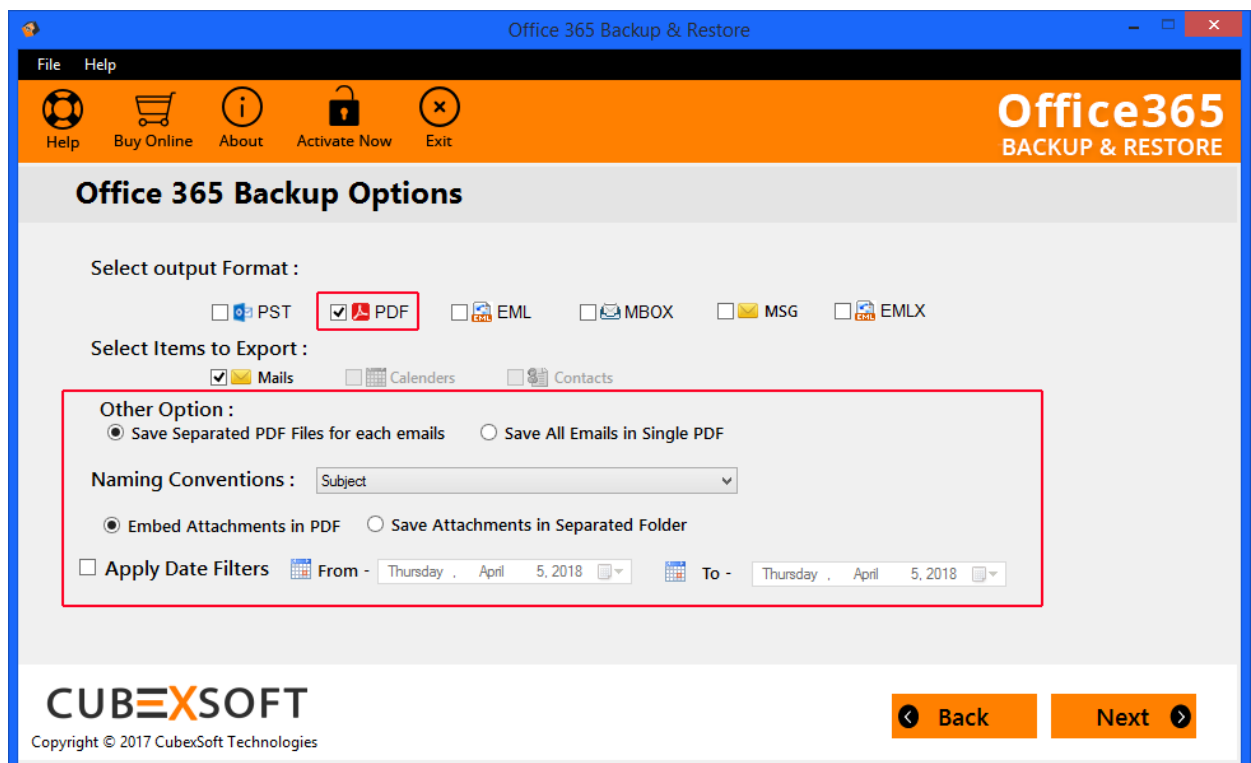
For MSG, EML and EMLX Saving Option

After you select MSG, EML or EMLX format for Office 365 backup, 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, accordingly.
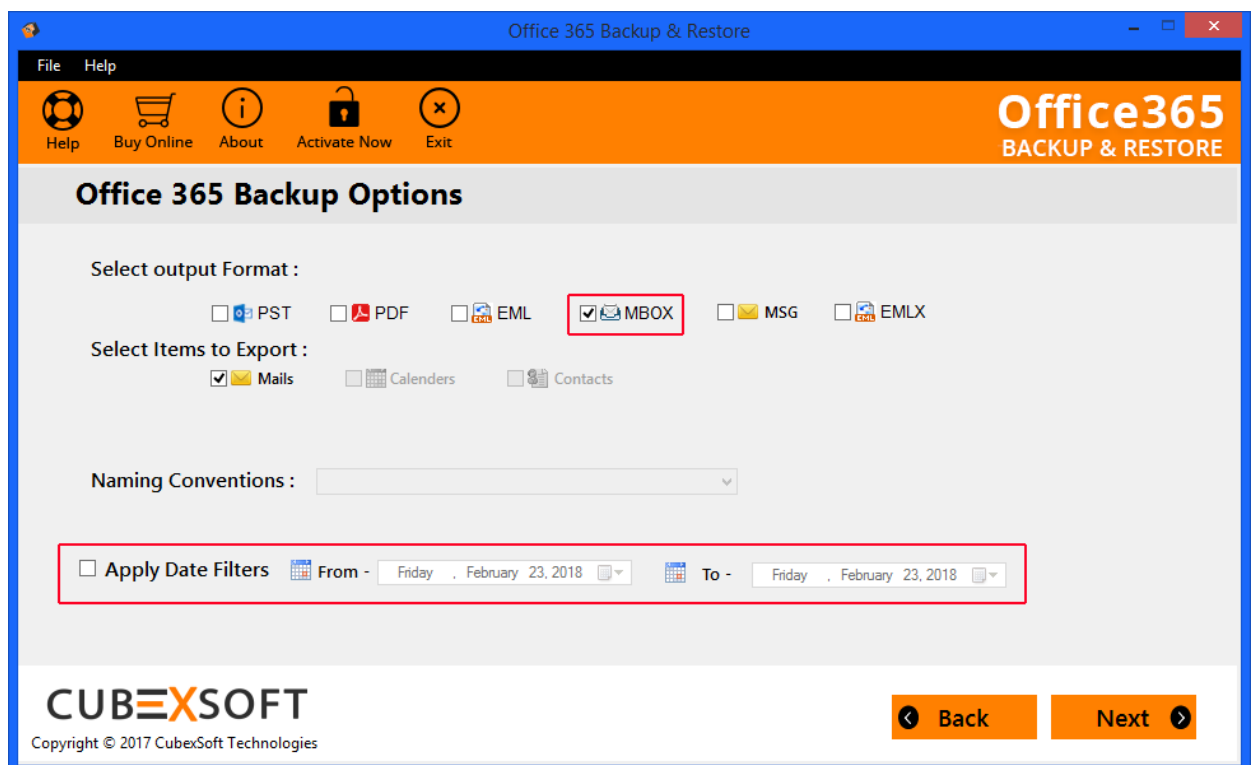
Apply Date Filter : Use this option to Backup Office 365 data between specified dates.
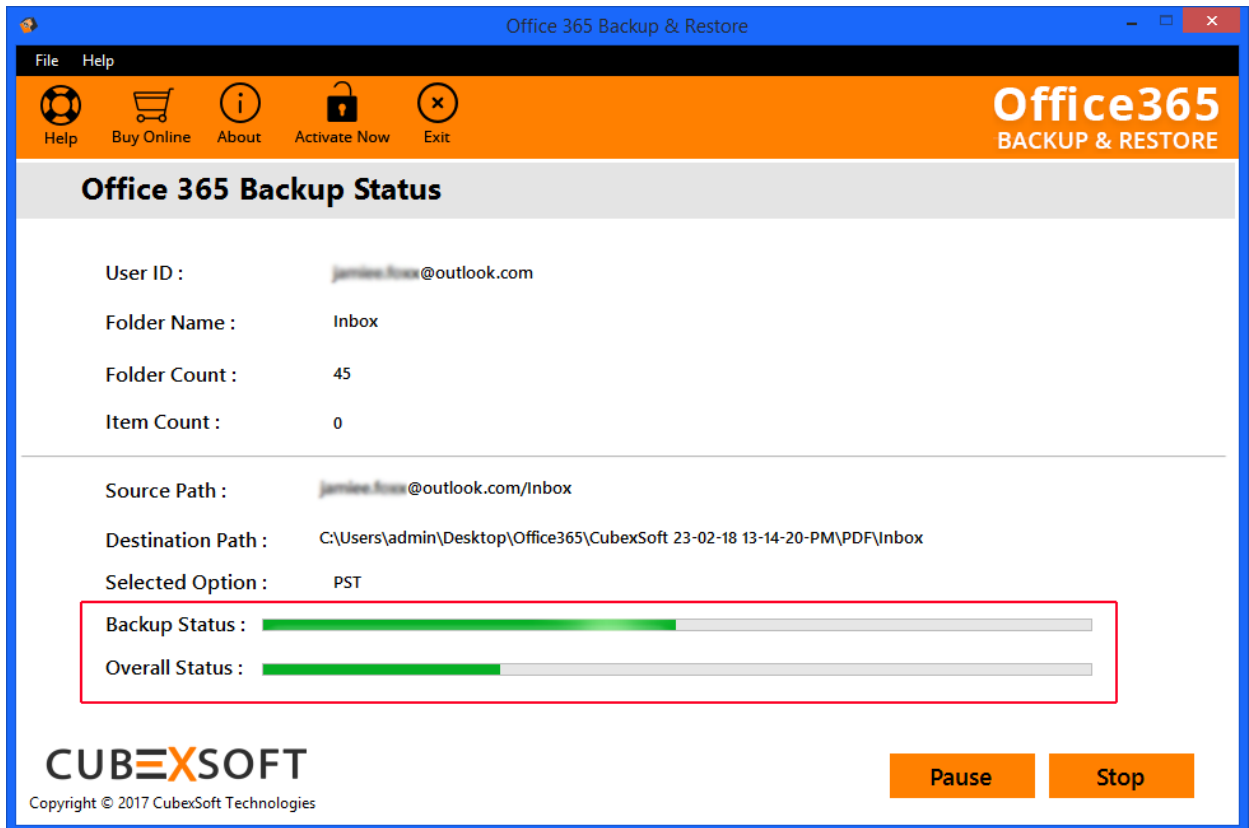
For MBOX -

After you choose MBOX as the output format for saving Exchange online mailbox on local system, the following option will appear :

Apply Date Filter : Use this option to Backup Office 365 data between specified dates.

Step 5 : After choosing the required option, click Next to start Office 365 backup process –

The software will start Office 365 backup process and will display the progress status of both current folder as well as overall status.

Step 6 : Once the process finished, an alert Window will open showing message of Backup process is completed. Then, click on OK button.