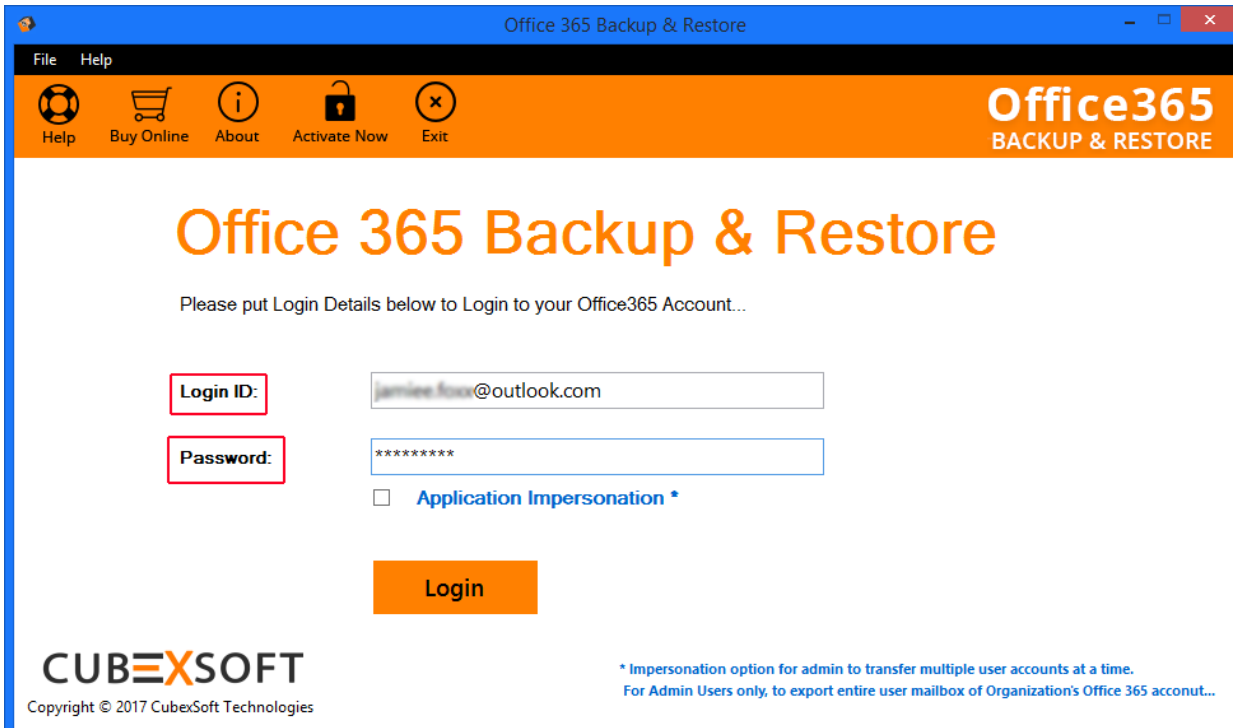


Get User Manual of Office 365 Backup Tool to Know How to Backup Office 365 Mailbox Files

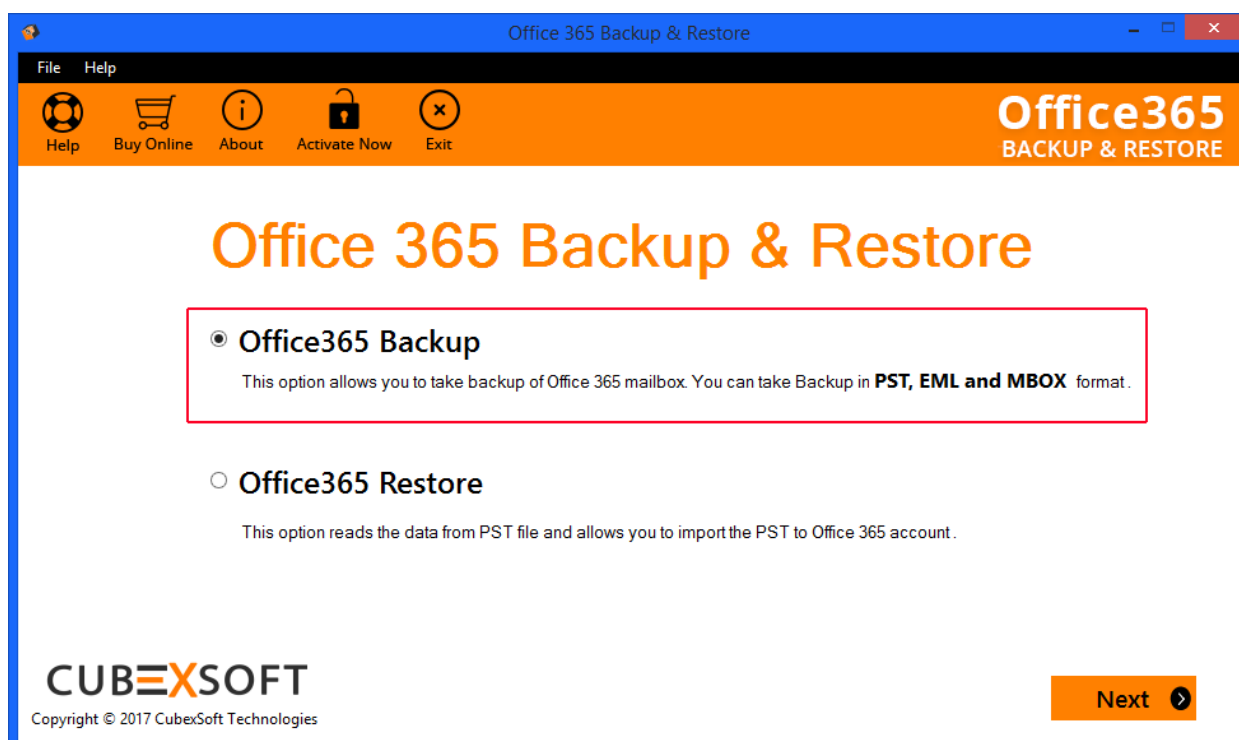
Before following the whole procedure of Office 365 backup, firstly download Office 365 Backup Tool and Launch accurately on your computer desktop.

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 –

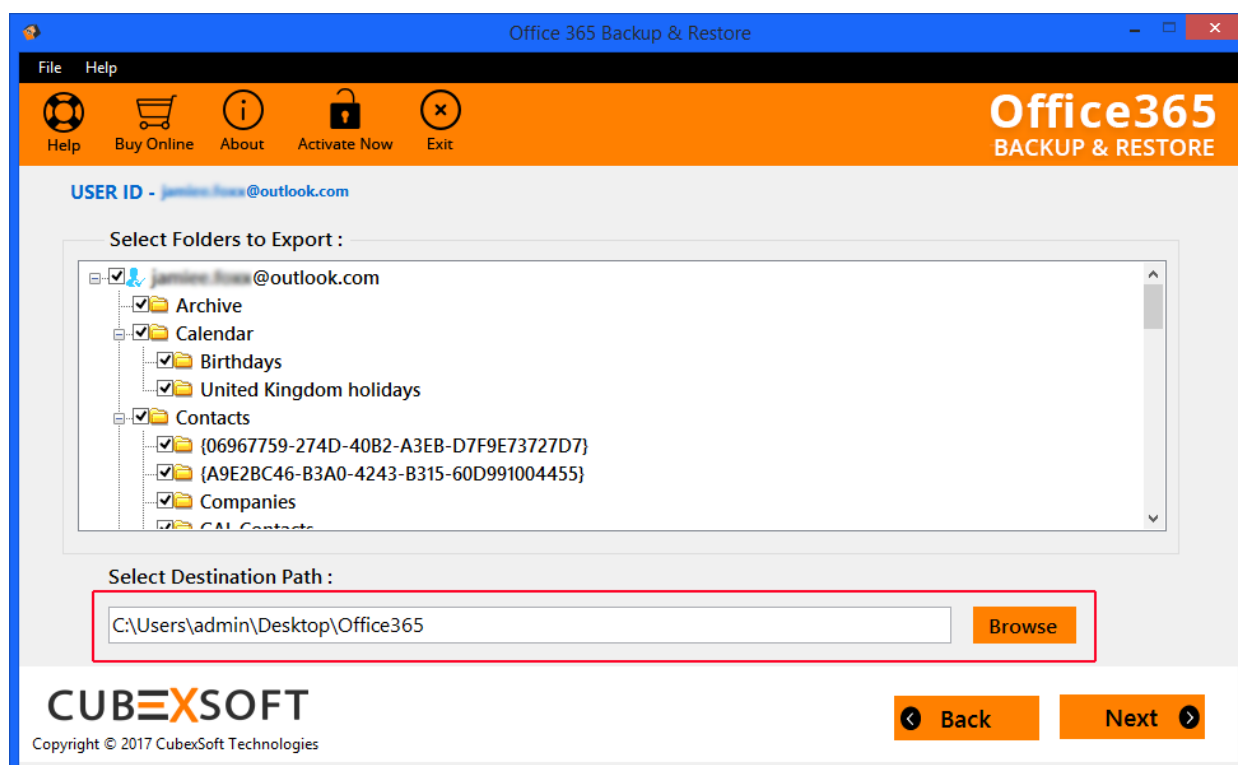


The screenshot shows the 'Office 365 Backup & Restore' application window. The title bar reads 'Office 365 Backup & Restore'. The menu bar includes 'File' and 'Help'. The top navigation bar is orange and contains icons for 'Help', 'Buy Online', 'About', 'Activate Now', and 'Exit', along with the text 'Office365 BACKUP & RESTORE'. The main content area features the title 'Office 365 Backup & Restore' in large orange font, followed by the instruction 'Please put Login Details below to Login to your Office365 Account...'. There are two input fields: 'Login ID:' containing 'james.fox@outlook.com' and 'Password:' containing '*****'. Below these is a checkbox for 'Application Impersonation *'. An orange 'Login' button is positioned below the input fields. At the bottom left is the 'CUBEXSOFT' logo and 'Copyright © 2017 CubexSoft Technologies'. At the bottom right is a footnote: '* Impersonation option for admin to transfer multiple user accounts at a time. For Admin Users only, to export entire user mailbox of Organization's Office 365 account...'.

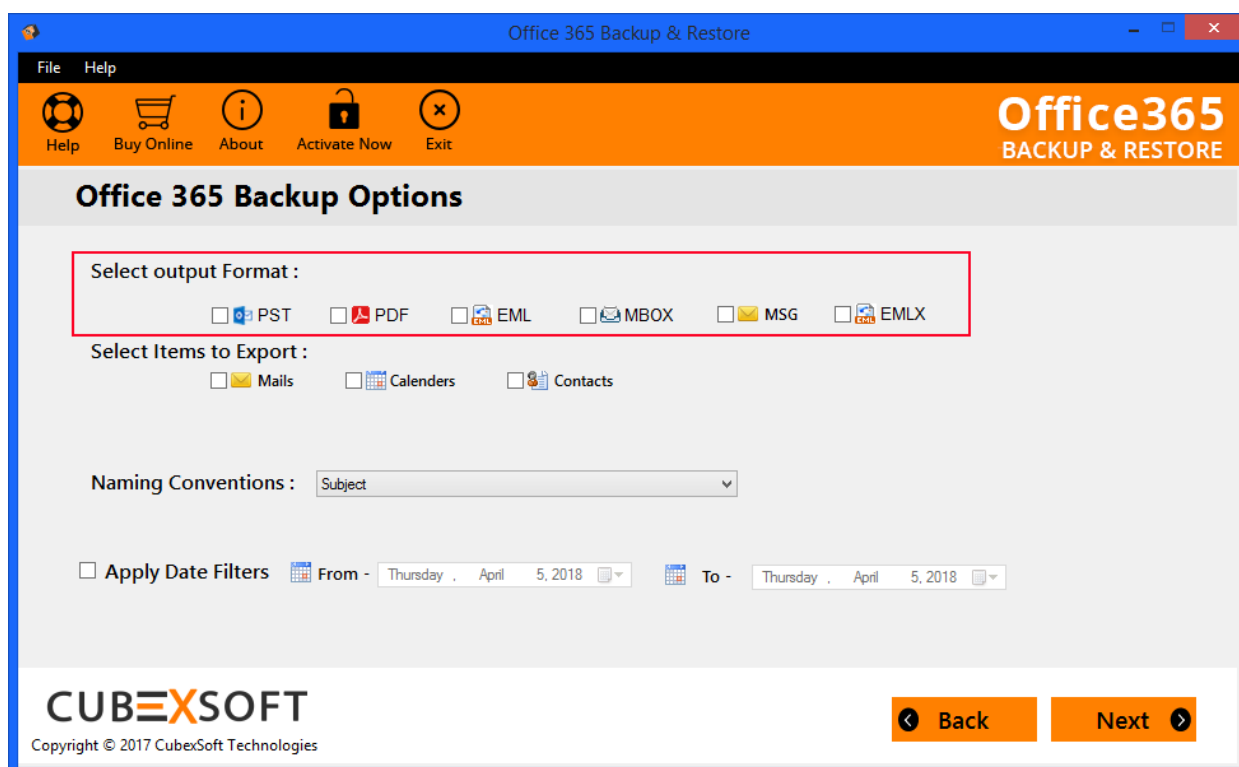
Step 2: Select the option Office 365 Backup to take backup of mailbox items on your machine.



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 –

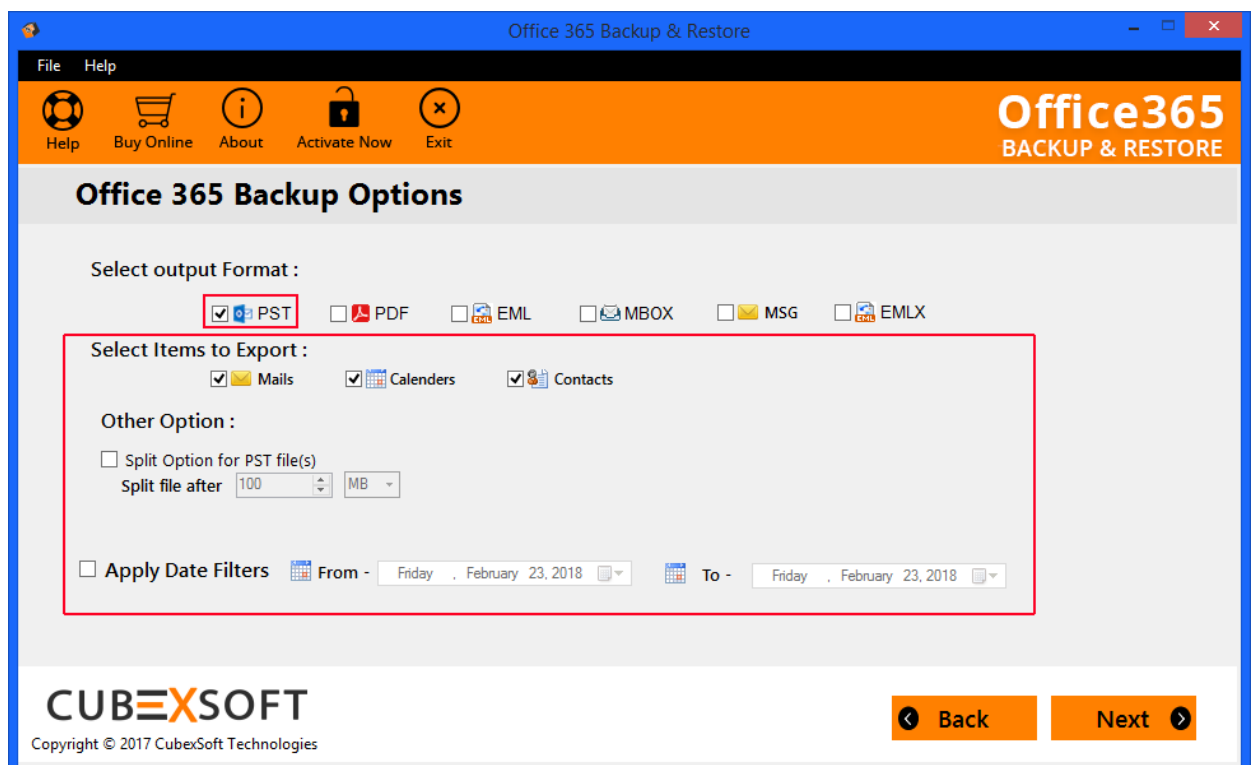
The tool provides multiple options to save Exchange online mailboxes to PST -

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 –

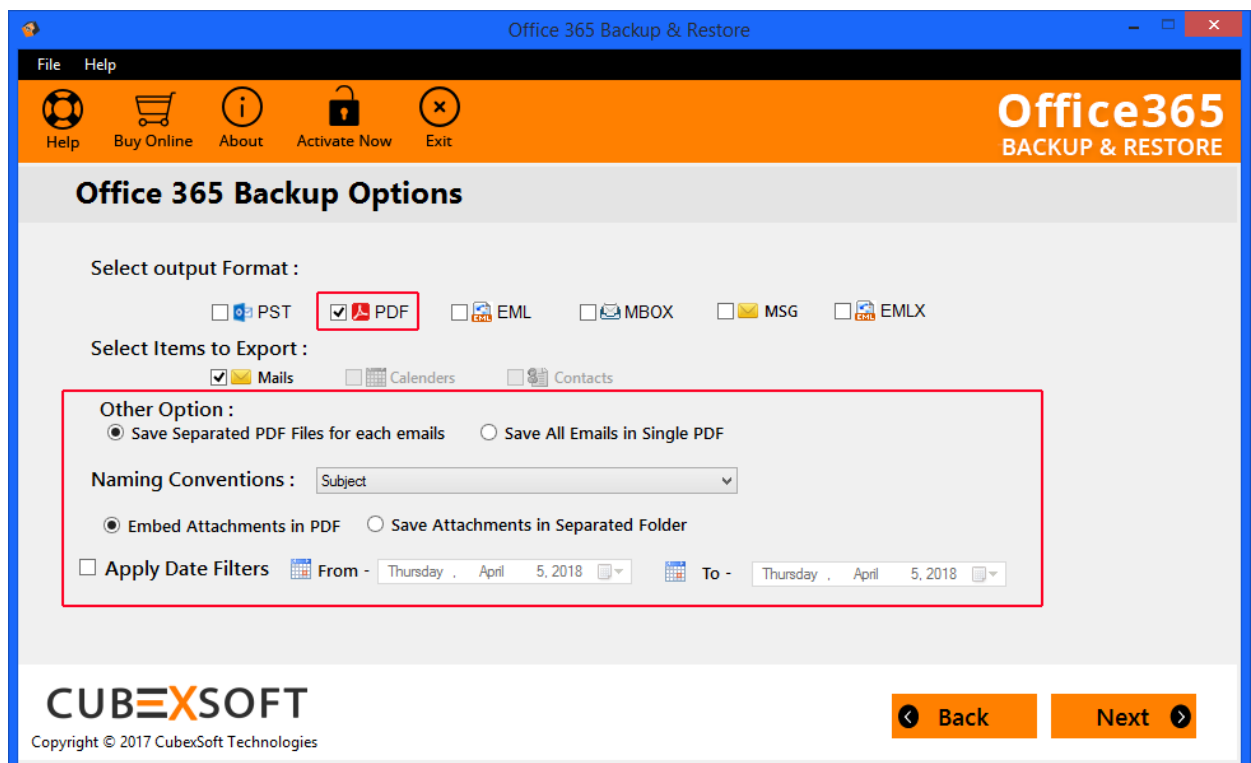
If you select PDF option the following options will appear –

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.

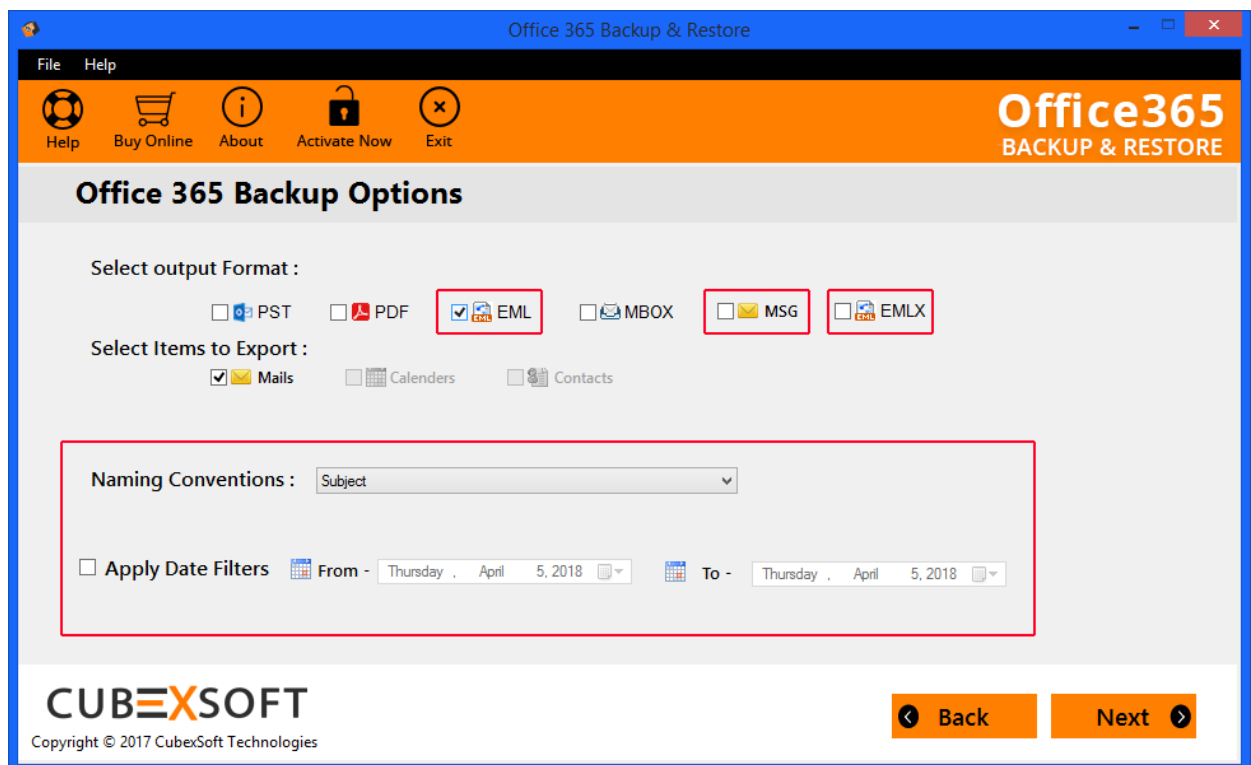


For MSG, EML and EMLX Saving Option

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.

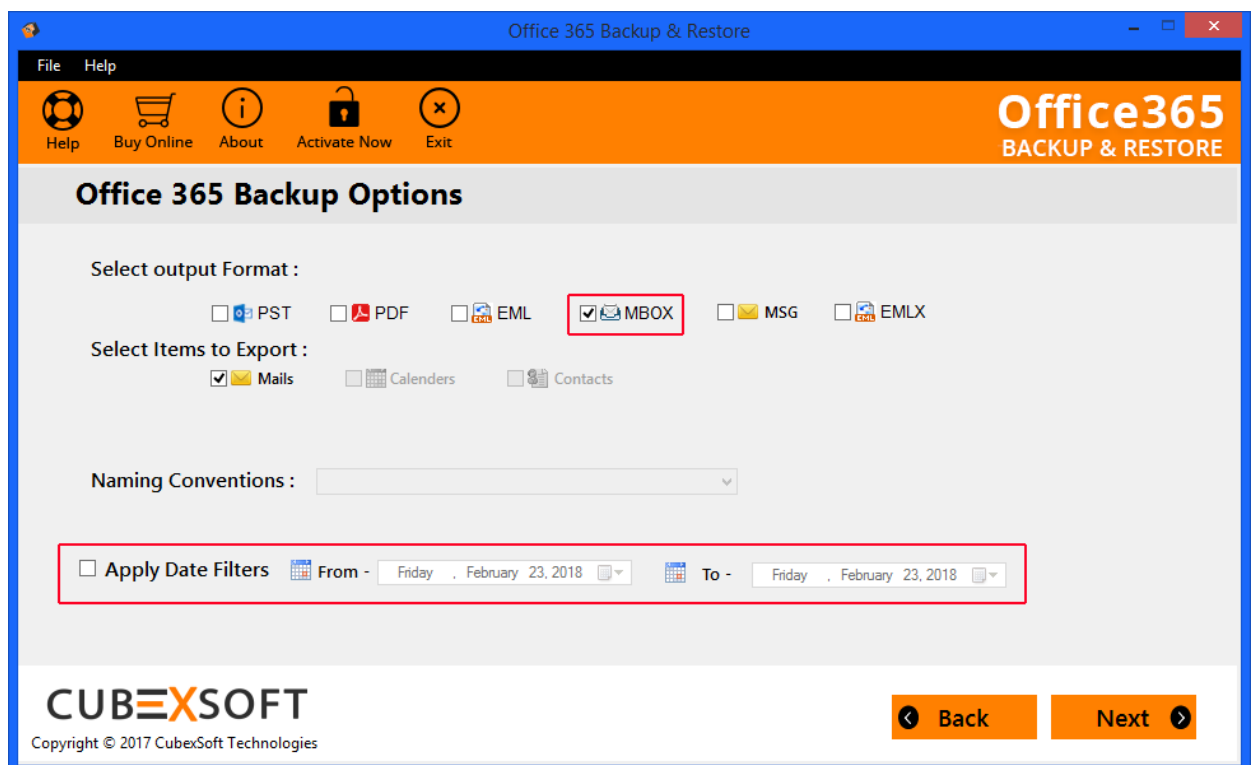
Apply Date Filter : Use this option to Backup Office 365 data between specified dates.



For MBOX -

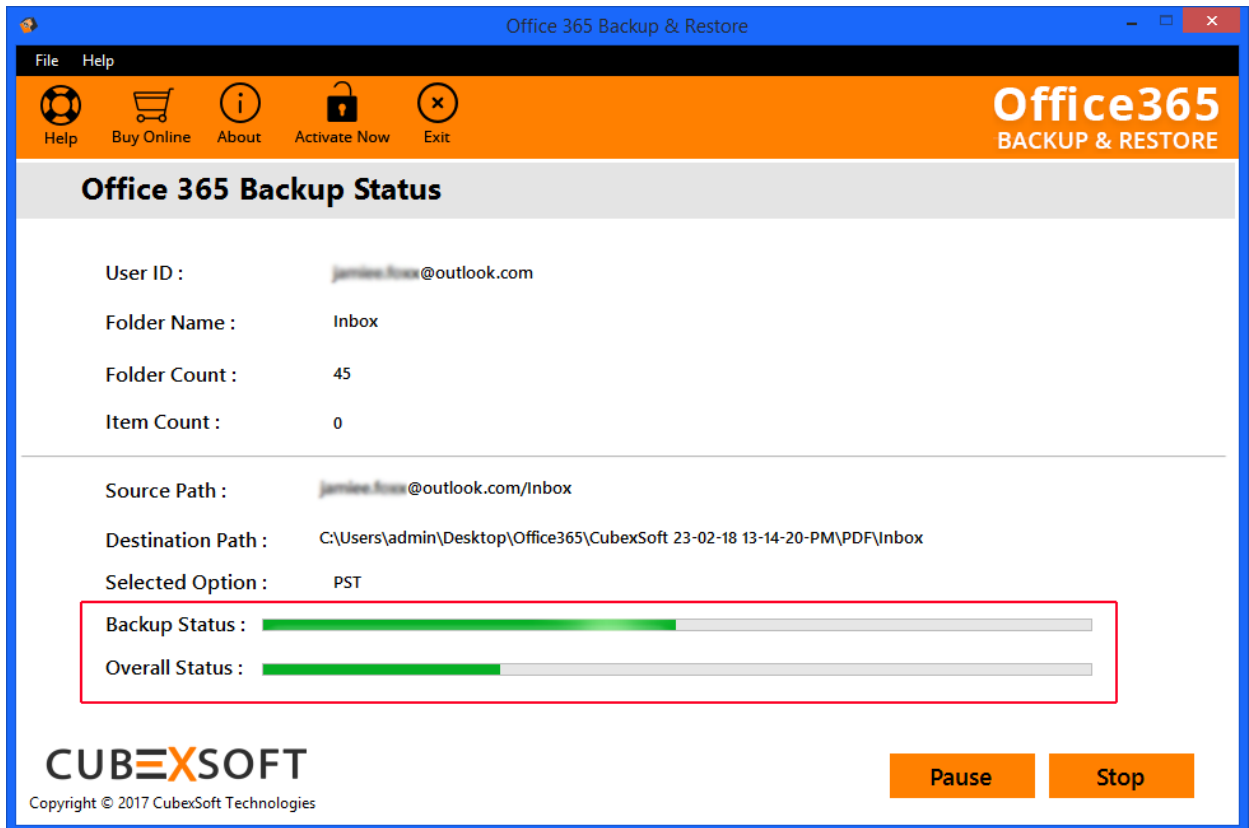
After you choose MBOX as the output format for saving Exchange online mailbox on local system, the following option will appear :

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.



The screenshot displays the 'Office 365 Backup & Restore' application window. The title bar reads 'Office 365 Backup & Restore'. The menu bar includes 'File' and 'Help'. The main toolbar contains icons for 'Help', 'Buy Online', 'About', 'Activate Now', and 'Exit'. The application title 'Office365 BACKUP & RESTORE' is displayed in the top right corner.

The main content area is titled 'Office 365 Backup Status' and shows the following details:

- User ID : jermies.fox@outlook.com
- Folder Name : Inbox
- Folder Count : 45
- Item Count : 0

Below this, the source and destination paths are listed:

- Source Path : jermies.fox@outlook.com/Inbox
- Destination Path : C:\Users\admin\Desktop\Office365\CubexSoft 23-02-18 13-14-20-PM\PDF\Inbox
- Selected Option : PST

At the bottom of the status section, there are two progress bars:

- Backup Status : A green progress bar indicating approximately 75% completion.
- Overall Status : A green progress bar indicating approximately 25% completion.

The bottom of the window features the CUBEXSOFT logo, the copyright notice 'Copyright © 2017 CubexSoft Technologies', and two orange buttons labeled 'Pause' and 'Stop'.

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

