

Get Complete Knowledge of User Manual to Restore Office 365 Files

Office 365 Restore Tool Manual Guide to :

- Import PST File to Office 365 Single User
- Import PST File to Office 365 Multiple Users (Application Impersonation)

Before following the given steps for Office 365 files restore, firstly download and launch the Office 365 Restore Tool properly on your Computer Screen.



Import PST File to O365 Account for Single User

Step 1 : After Downloading & launching the software, enter your Office 365 account credentials and click on Restore option to import PST in OWA Office 365.

9	Office 365 Backup & Restore	X
File Help	Now Exit	Office365 BACKUP & RESTORE
Office Please put Login De	365 Backup & Res	tore
Login ID:	@outlook.com	
Password:	********	
	Login	
CUBEXSOFT Copyright © 2017 CubexSoft Technologies	* Impersonation option for admin to tra For Admin Users only, to export entire u	nsfer multiple user accounts at a time. Iser mailbox of Organization's Office 365 acconut



Step 2 : Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.

Office 365 Backup & Restore	- 🗆 🗙
File Help	
Help Buy Online About Activate Now Exit	Office365 BACKUP & RESTORE
Office 365 Backup & Restor • Office365 Backup This option allows you to take backup of Office 365 mailbox. You can take Backup in PST, EML and	d MBOX format.
Office365 Restore This option reads the data from PST file and allows you to import the PST to Office 365 account.	
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Step 3 : After choosing Office 365 restore option, click on Browse button to add PST files, then choose the mailbox items and click on Next button to import PST file in Outlook Web Access.

Office 365 Backup & Restore	×
File Help	
Help Buy Online About Activate Now Exit	Office365 BACKUP & RESTORE
Select PST File :	
Select PST file to Restore into Office365	
C:\Users\admin\Desktop\important.pst	Browse
Select Folders :	
Top of Outlook data file Deleted Items Inbox Outbox Outbox Outbox Cal Failures (This computer only) Cal Failures (This computer only) Gamail Frash Sent Mail Drafts	~
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Step 4: The utility gives users with the options to import selected data (emails, contacts, calendars, journals, tasks) to Office 365 account. Click on checkboxes of the corresponding items for importing into OWA. Users also get extra benefit of importing data of a particular date range by using date filter option. After choosing the appropriate filters, finally click on Next.

a			Office 365 Backup & Re	estore		- • ×
Help	Buy Online About	Activate Now Exit			Offic BACKUP	& RESTORE
Of	ffice365 Rest	ore Options				
	Select Category : -	✔ 🔟 Calenders	🗹 🔛 Contacts	✓ ✓ Tasks	🗹 😻 Journals	
	Create Fold This option will ma	ler Hierarchy aintain the same folder structure o	of PST file in Office365]
	Date Filters :	Apply Date Filters	. February 23, 2018			
CU Copyright ©	BEXSOFT	ies			Sack N	lext 👂



Step 5: Now, the software will start restoring PST files into Office 365 webmail account and display the progress status of both current folder as well as overall status.

9	Office 365 Backup & Restore	×
File Help		
Help Buy Online About A	ctivate Now Exit	Office365 BACKUP & RESTORE
Office 365 Restore	Status	
User ID :	@outlook.com	
Folder Name :	Sent Mail	
Folder Count :	24	
Item Count :	21	
Source Path :	Top of Outlook data file\[Gmail]\Sent Mail	
Destination Path :	@outlook.com\Top of Outlook data file\[Gmail]\Sent Mail	
Selected Option :		
Backup Status :		
Overall Status :		
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Step 6 : Once the process finished, an alert Window will open showing message of Restore process is completed. Then, click on OK button.

ø	Office 365 Backup & Restore	- □ ×
File Help Help Buy Online About Ac	tivate Now Exit	Office365 BACKUP & RESTORE
Office 365 Restore S	tatus	
User ID : Folder Name : Folder Count :	©outlook.com Sent Mail 24 Office 365 Backup & Restore	
Item Count :	21 Restore process is compeleted	
Source Path : Destination Path : Selected Option :	Top of Outlook data OK	
Backup Status :		
Overall Status :		
CUBEXSOFT Copyright © 2017 CubexSoft Technologie	s	Pause Stop

After finishing the process, go to your Office 365 account and check all the PST files that you have restored with the help of the software.



Import PST File to O365 Account for Multiple Users (Application Impersonation)

Step 1 : Extract CSV file from your Office 365 Admin account, containing login details of all the O365 user accounts. For complete process, click here : https://www.cubexsoft.com/guide/extract-office-365-user-details-in-csv.html

Step 2 : Now, enter your Office 365 Admin account credentials and select the **Application Impersonation** option for importing multiple tenant's data to O365 admin account.

9	Office 365 Backup & Restore	X
File Help		
Help Buy Online About Activate	Now Exit	Office365 BACKUP & RESTORE
Office Please put Login De	365 Backup & Resto	ore
Login ID:	.onmicrosoft.com	
Password:	****	
	Application Impersonation * Please provide Office 365 admin user name and password.	
	Login	
CUBEXSOFT Copyright © 2017 CubexSoft Technologies	* Impersonation option for admin to transfer m For Admin Users only, to export entire user ma	nultiple user accounts at a time. ailbox of Organization's Office 365 acconut



Step 3 : Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.

Office 365 Backup & Restore	e – – – 💌
File Help	Office365 BACKUP & RESTORE
Office 365 Backup	& Restore
This option allows you to take backup of Office 365 mailbox. You ca	in take Backup in PST, EML and MBOX format.
 Office365 Restore This option reads the data from PST file and allows you to import the 	e PST to Office 365 account.
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Step 4 : After choosing Office 365 restore option, click on Browse button to add CSV file that you just extracted from your Cloud admin account for importing multiple PST files to O365 account at once.

9	Backup CSV File	×
File Help		
Help Buy Online About Exit		Office365 BACKUP & RESTORE
Select CSV File For Restoration		
CSV File Path :		Browse
Select Users		Sample CSV
Select All Users	Select Users	
User ID	Path	
CODEASOFT Copyright © 2017 CubexSoft Technologies		Seck Next S



Step 5 : A complete list of all the users mailboxes will appear. You can either choose them by selecting their corresponding checkboxes or select all of them using **Select All Users** option.

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File H	Help			
		(i) 🗙	Off	ice365
Help	Buy Onl	ine About Exit	BACKL	JP & RESTORE
Select	t CSV File	For Restoration		
CSV F	ile Path :	C:\Users\admin\Desktop\PstPath.csv		Browse
			Sa	<u>imple CSV</u>
	Select U	sers	Select Users	
	✓ Select	All Users	Select Users	
		User ID	Path	
	🗹 🍶	abs@onmicrosoft.com	C:\Users\admin\Desktop\pst\backup.pst	
	🗹 🍶	adg@onmicrosoft.com	C:\Users\admin\Desktop\tst.pst	
	🗹 🍶	onmicrosoft.com	C:\Users\admin\Desktop\pst\adg.pst	
	-			
		XSOFT		
			S Back	Next 🕑
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Step 6 : The utility gives users with the options to import selected data (emails, contacts, calendars, journals, tasks) to Office 365 admin account. Click on checkboxes of the corresponding items for importing into OWA. Users also get extra benefit of importing data of a particular date range by using date filter option. After choosing the appropriate filters, finally click on Next.

File	Heln		Office 365 Backup & Re	store	-	. 🗆 🗙
Help	Buy Online About	Activate Now Exit			Office BACKUP & R	365 ESTORE
	Office365 Rest	ore Options				
	Select Category :					
	🗹 b Mails	✓ 100 Calenders	Contacts	🗹 🗹 Tasks	🗹 时 Journals	
	Create Fold	Jer Hierarchy aintain the same folder structure of	of PST file in Office365			
	Date Filters :	Apply Date Filters From - Friday To - Friday	. February 23, 2018			
C Copyrig	UB=XSOF1 ght © 2017 CubexSoft Technolog	F jies			Back Next	0



Step 7: Now, the software will start restoring PST files into Office 365 webmail account and display the progress status of both current folder as well as overall status.

9	Office 365 Backup & Restore	X
File Help		
Help Buy Online About	Exit	Office365 BACKUP & RESTORE
Office 365 Re	store Status	
User ID :	.onmicrosoft.com	
Folder Name : Folder Count :	Inbox 23	
Source Path :	7321 Top of Outlook data file\Inbox	
Destination Path :	abs@onmicrosoft.com\Top of Outlook data file\Inbox	
Backup Status :		
Overall Status :		
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Step 8 : Once the process finished, an alert Window will open showing message of Restore process is completed. Then, click on OK button.

9	Office 365 Backup & Restore	- 🗆 🗙
File Help Help Buy Online About	Activate Now Exit	Office365 BACKUP & RESTORE
Office 365 Restore Status		
User ID : Folder Name :	.onmicrosoft.com	
Folder Count : Item Count :	23 Office 365 Backup & Restore	
Source Path : Destination Path :	Top o Restore process is compeleted abs@ OK OK	
Backup Status : Overall Status :		
CUBEXSOF Copyright © 2017 CubexSoft Technol	Par Ilogies	use Stop

After finishing the process, go to your Office 365 admin account and check all the PST files being restored to their respective user accounts, with the help of the software.