

## Get Complete Knowledge of User Manual to Restore Office 365 Files

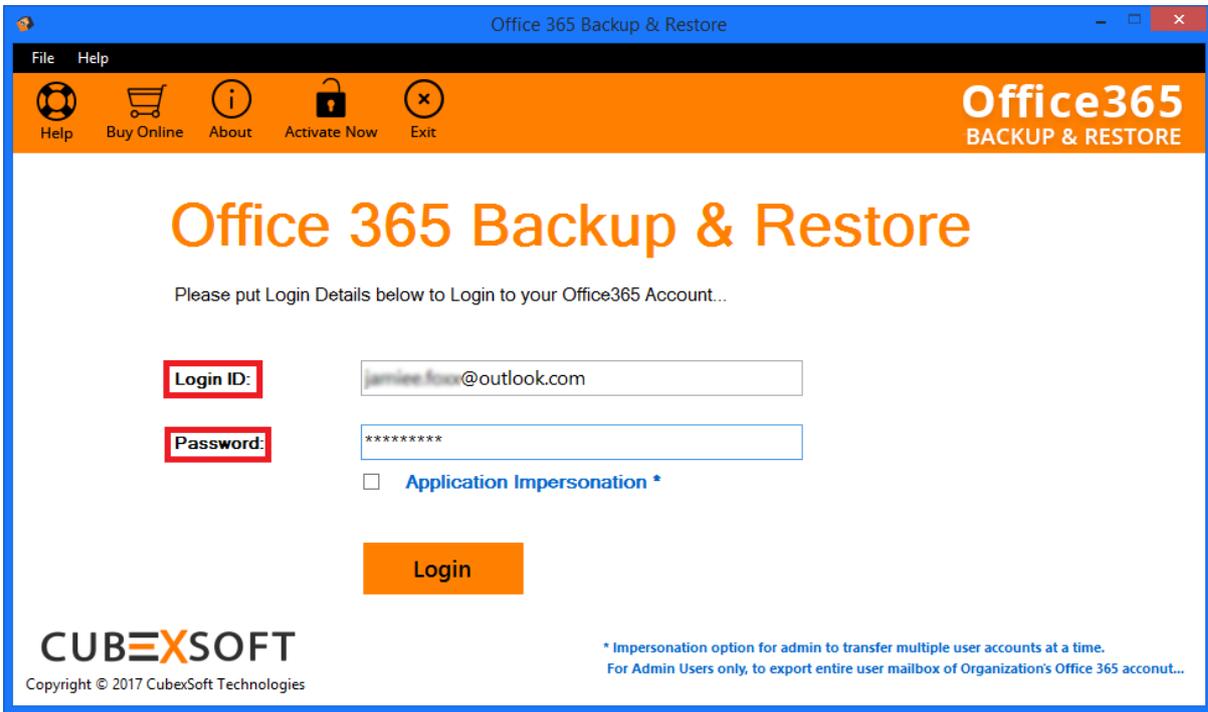
Office 365 Restore Tool Manual Guide to :

- [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.

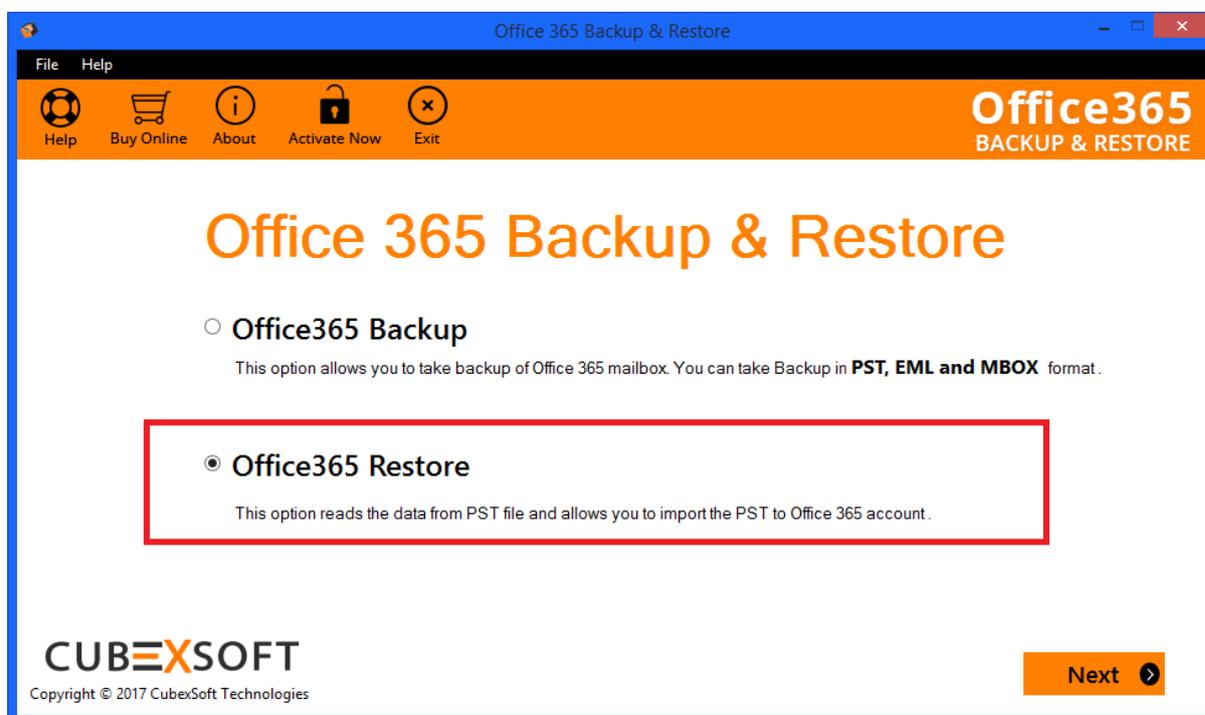
## Import PST File to O365 Account for Single User

**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.

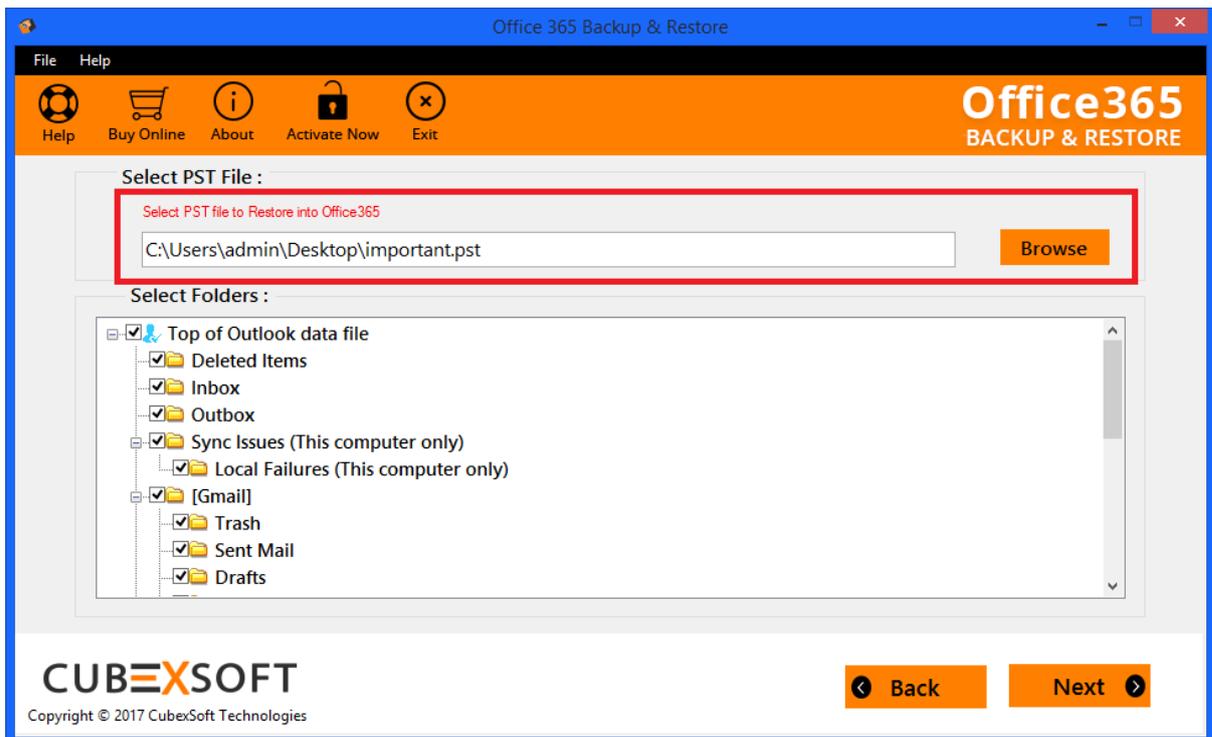


The screenshot shows the 'Office 365 Backup & Restore' application window. The title bar reads 'Office 365 Backup & Restore'. The interface has an orange header with navigation icons: Help, Buy Online, About, Activate Now, and Exit. The main content area features the title 'Office 365 Backup & Restore' and a prompt: '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 the password field is a checkbox for 'Application Impersonation \*'. An orange 'Login' button is positioned below the inputs. The footer includes the CUBEXSOFT logo, 'Copyright © 2017 CubexSoft Technologies', and a note: '\* 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...'.

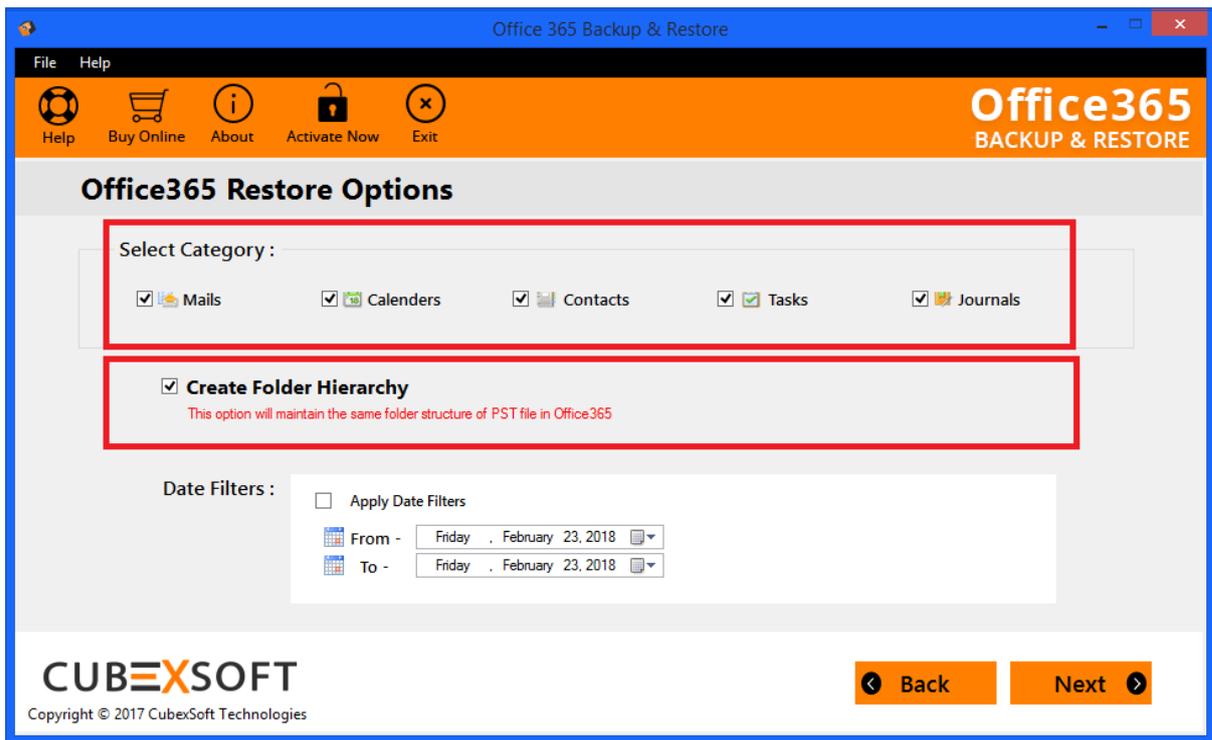
**Step 2 :** Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.



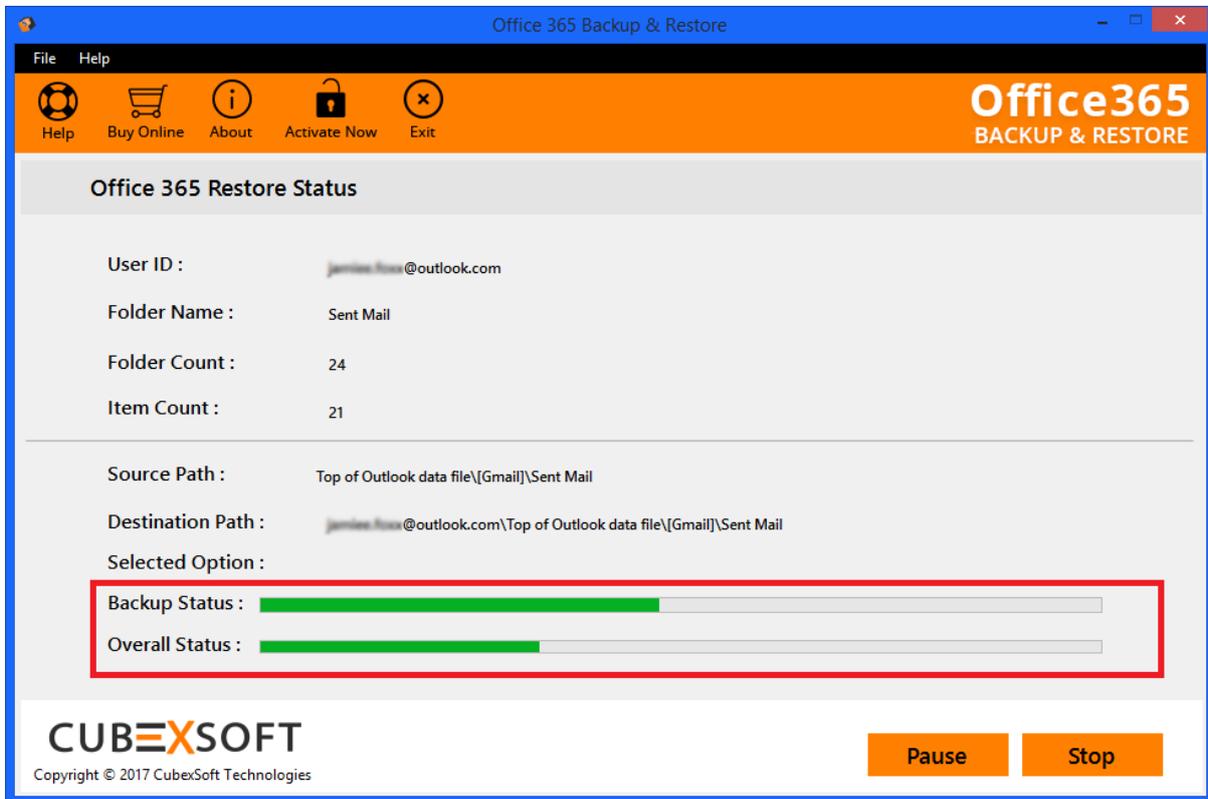
**Step 3 :** After choosing Office 365 restore option, click on Browse button to add PST files, then choose the mailbox items and click on Next button to import PST file in Outlook Web Access.



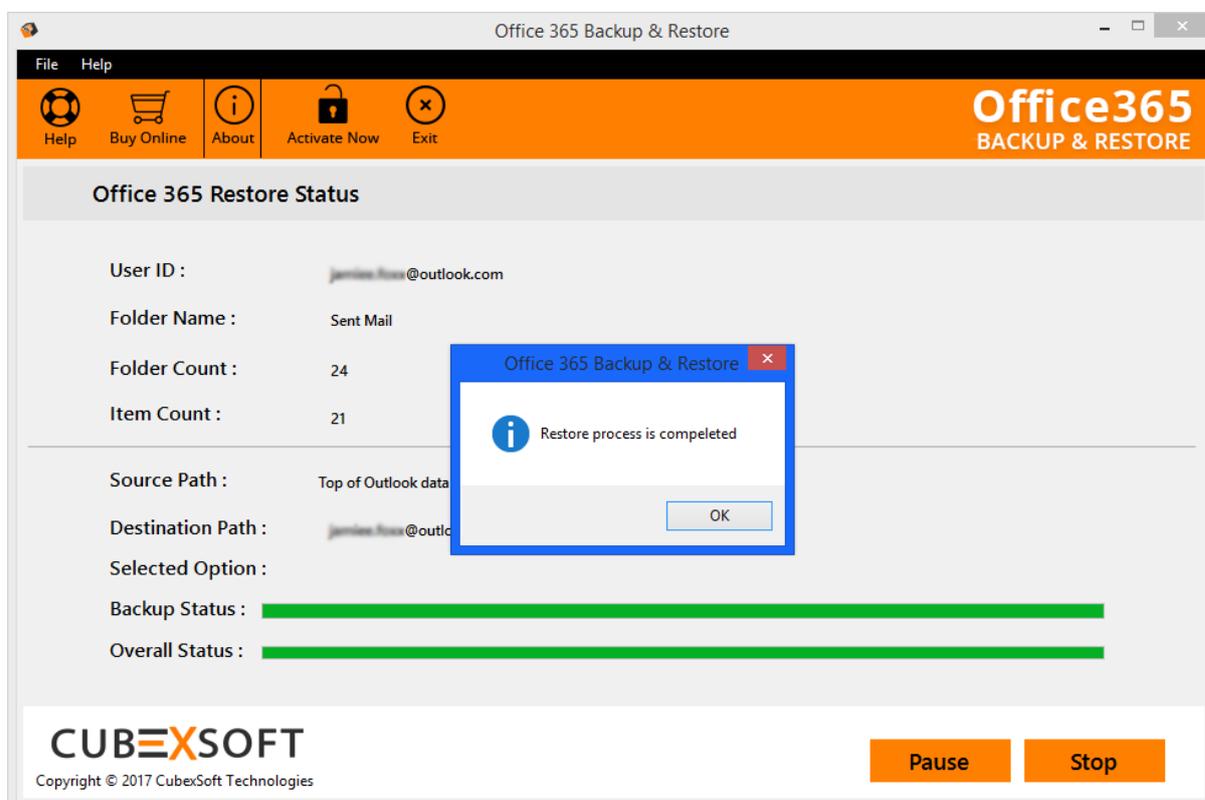
**Step 4 :** The utility gives users with the options to import selected data (emails, contacts, calendars, journals, tasks) to Office 365 account. Click on checkboxes of the corresponding items for importing into OWA. Users also get extra benefit of importing data of a particular date range by using date filter option. After choosing the appropriate filters, finally click on Next.



**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.



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



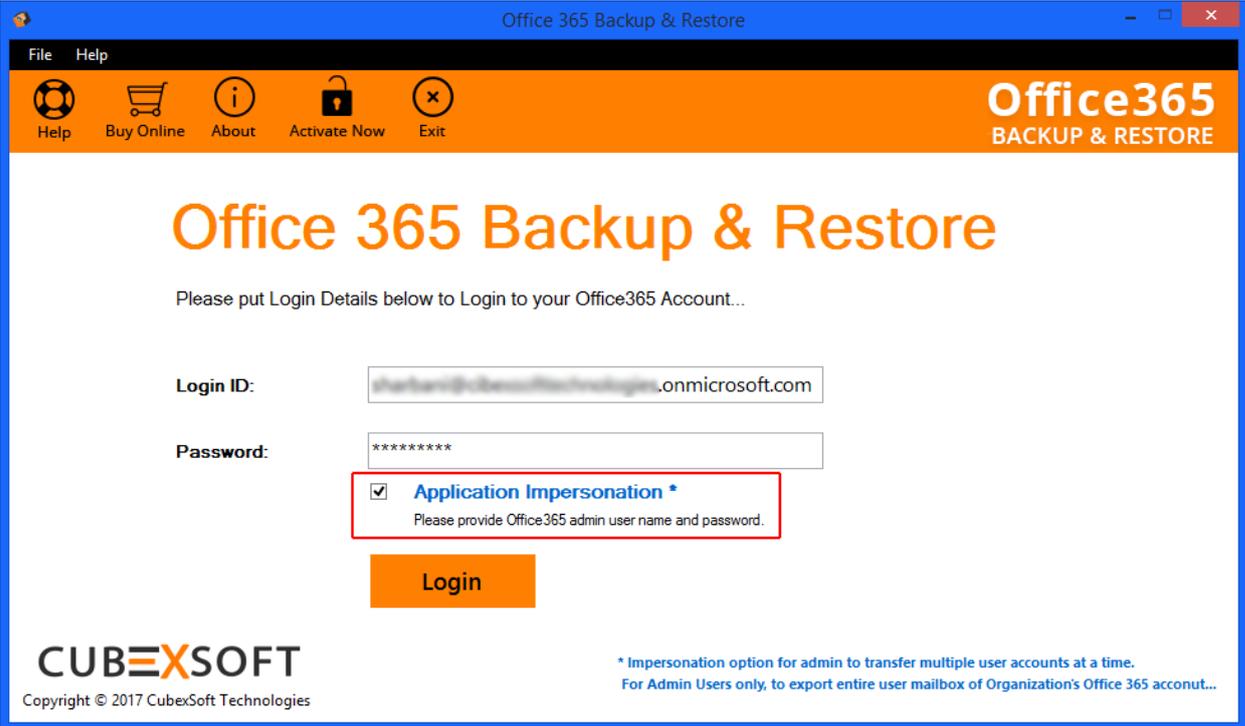
After finishing the process, go to your Office 365 account and check all the PST files that you have restored with the help of the software.

## 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 :

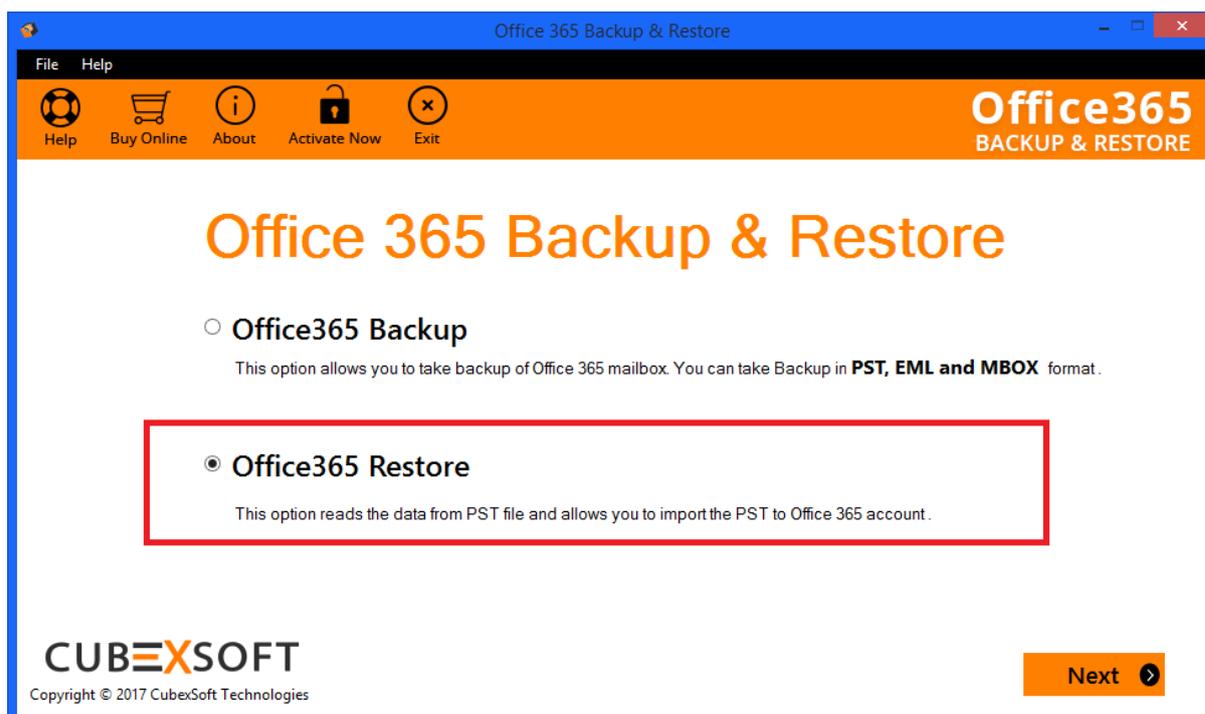
<https://www.cubexsoft.com/guide/extract-office-365-user-details-in-csv.html>

**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.



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'. Below the menu bar is a navigation bar with icons for 'Help', 'Buy Online', 'About', 'Activate Now', and 'Exit'. The main header area features the 'Office365 BACKUP & RESTORE' logo. The main content area has the title 'Office 365 Backup & Restore' and a prompt: 'Please put Login Details below to Login to your Office365 Account...'. There are two input fields: 'Login ID:' with the value 'sharban@CubexSoftTechnologies.onmicrosoft.com' and 'Password:' with '\*\*\*\*\*'. A checkbox labeled 'Application Impersonation \*' is checked and highlighted with a red box. Below it is the text 'Please provide Office365 admin user name and password.'. A blue 'Login' button is positioned below the checkbox. At the bottom left is the 'CUBEXSOFT' logo and 'Copyright © 2017 CubexSoft Technologies'. At the bottom right is a note: '\* 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...'.

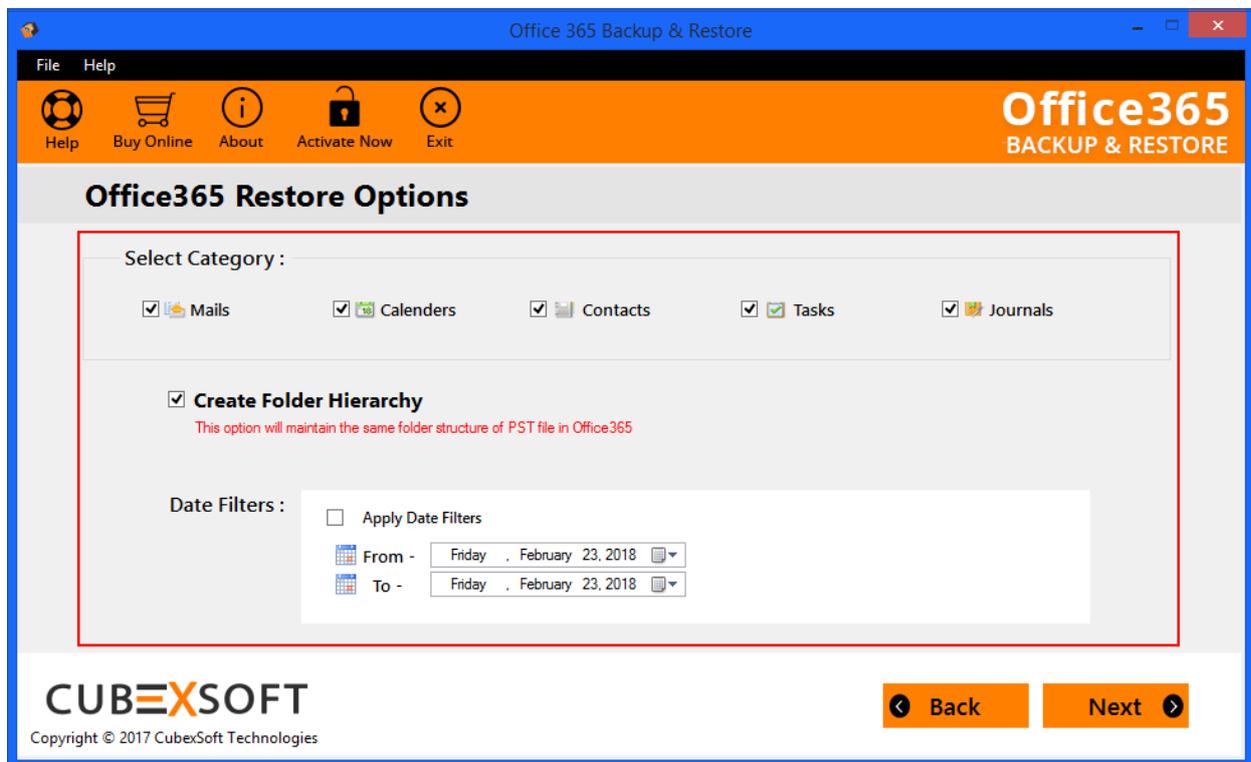
**Step 3 :** Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.



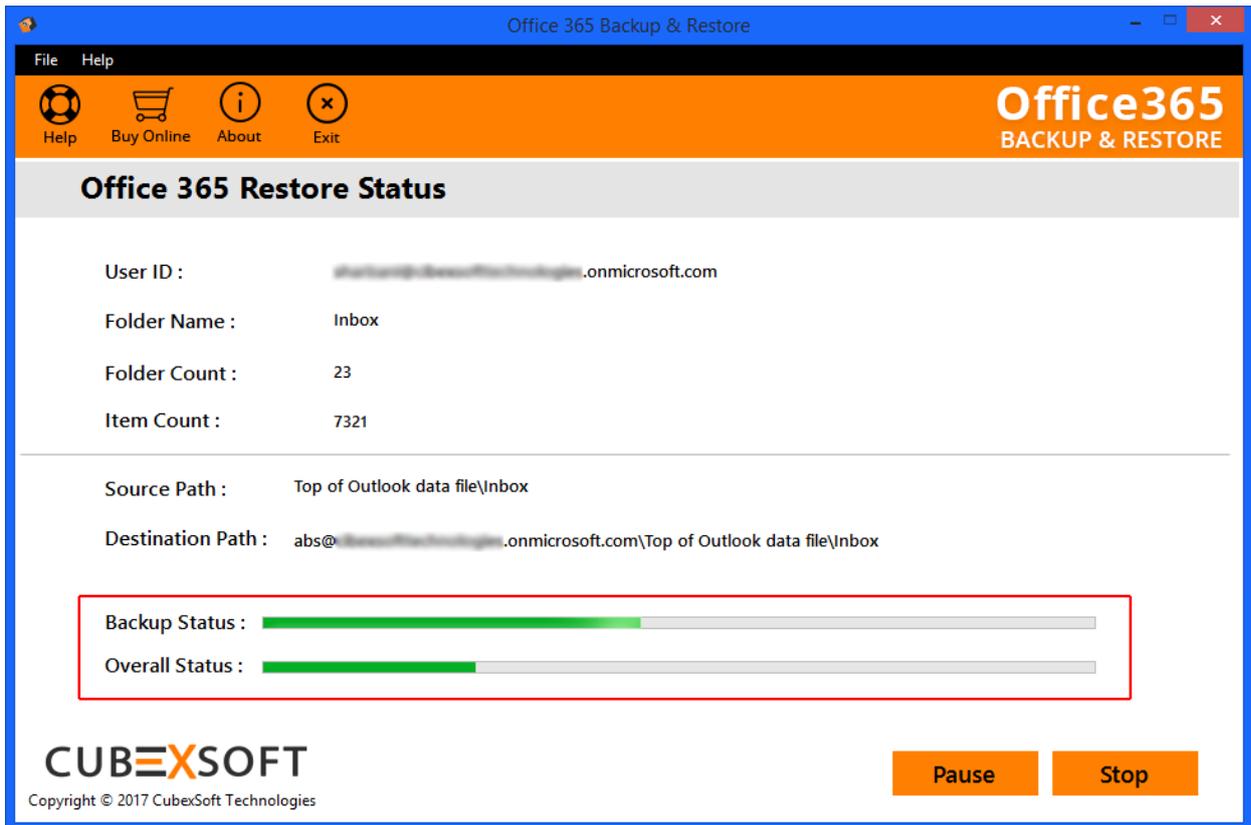




**Step 6 :** The utility gives users with the options to import selected data (emails, contacts, calendars, journals, tasks) to Office 365 admin account. Click on checkboxes of the corresponding items for importing into OWA. Users also get extra benefit of importing data of a particular date range by using date filter option. After choosing the appropriate filters, finally click on Next.



**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.



The screenshot displays the 'Office 365 Backup & Restore' application window. The title bar reads 'Office 365 Backup & Restore'. The interface includes a menu bar with 'File' and 'Help', and a toolbar with icons for 'Help', 'Buy Online', 'About', and 'Exit'. The main content area is titled 'Office 365 Restore Status' and shows the following details:

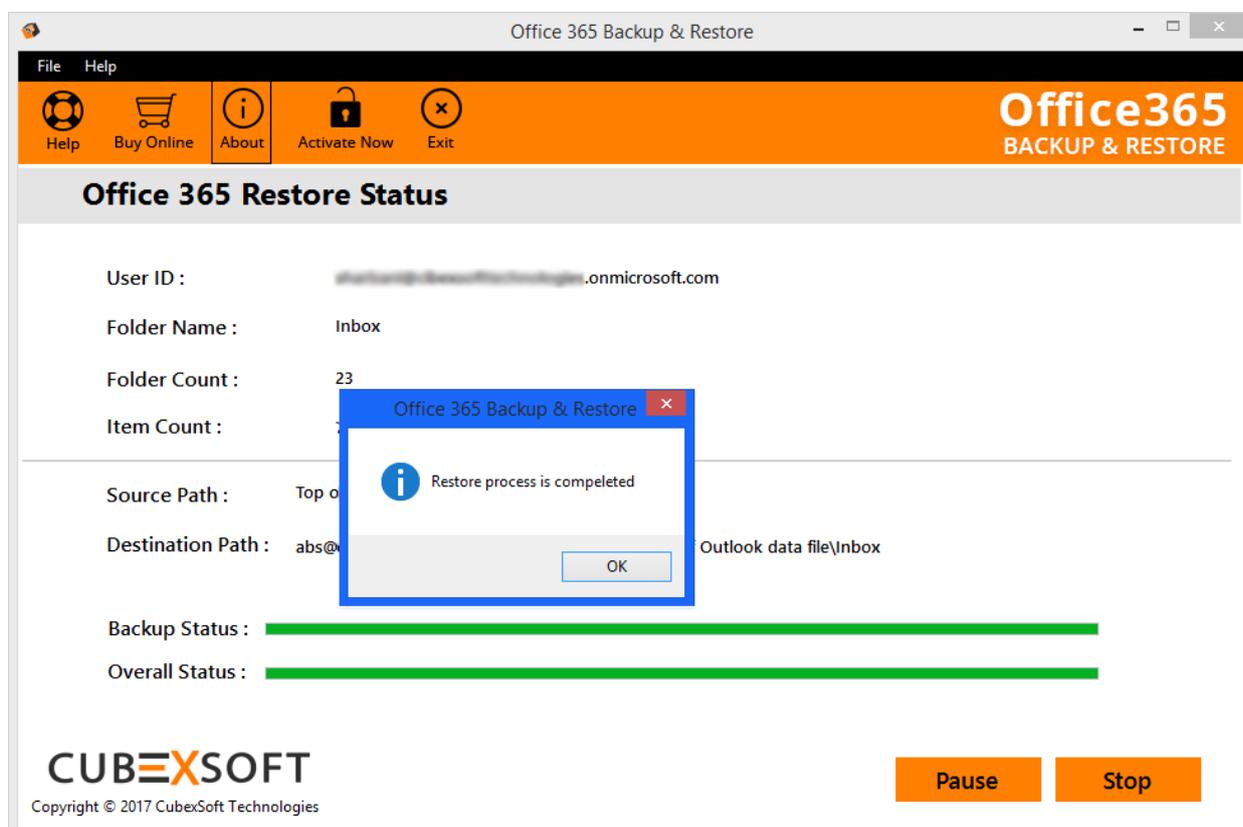
- User ID : [redacted]@onmicrosoft.com
- Folder Name : Inbox
- Folder Count : 23
- Item Count : 7321
- Source Path : Top of Outlook data file\Inbox
- Destination Path : abs@[redacted]@onmicrosoft.com\Top of Outlook data file\Inbox

Below these details, there are two progress bars:

- Backup Status : A progress bar that is approximately 50% filled with green.
- Overall Status : A progress bar that is approximately 25% filled with green.

At the bottom left, the 'CUBEXSOFT' logo and 'Copyright © 2017 CubexSoft Technologies' are visible. At the bottom right, there are two orange buttons labeled 'Pause' and 'Stop'.

**Step 8 :** Once the process finished, an alert Window will open showing message of Restore process is completed. Then, click on OK button.



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.