Get Complete Knowledge of User Manual to Restore Office 365 Files
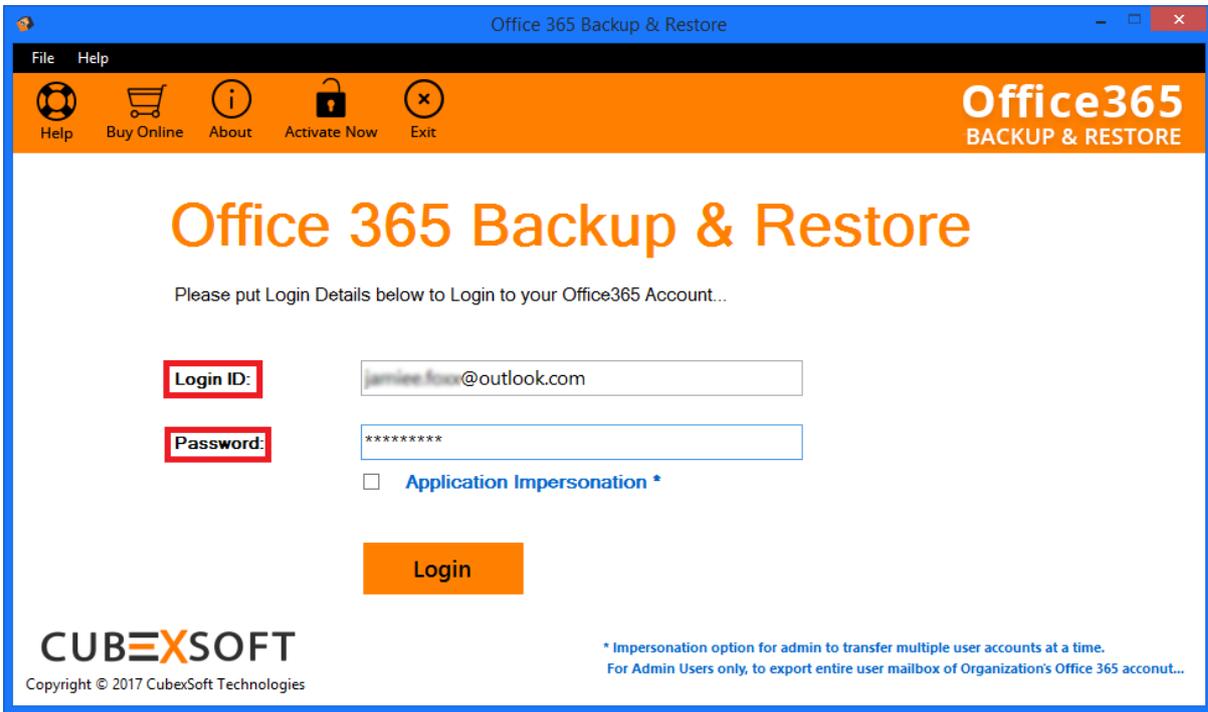
Office 365 Restore Tool Manual Guide to :

- 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.
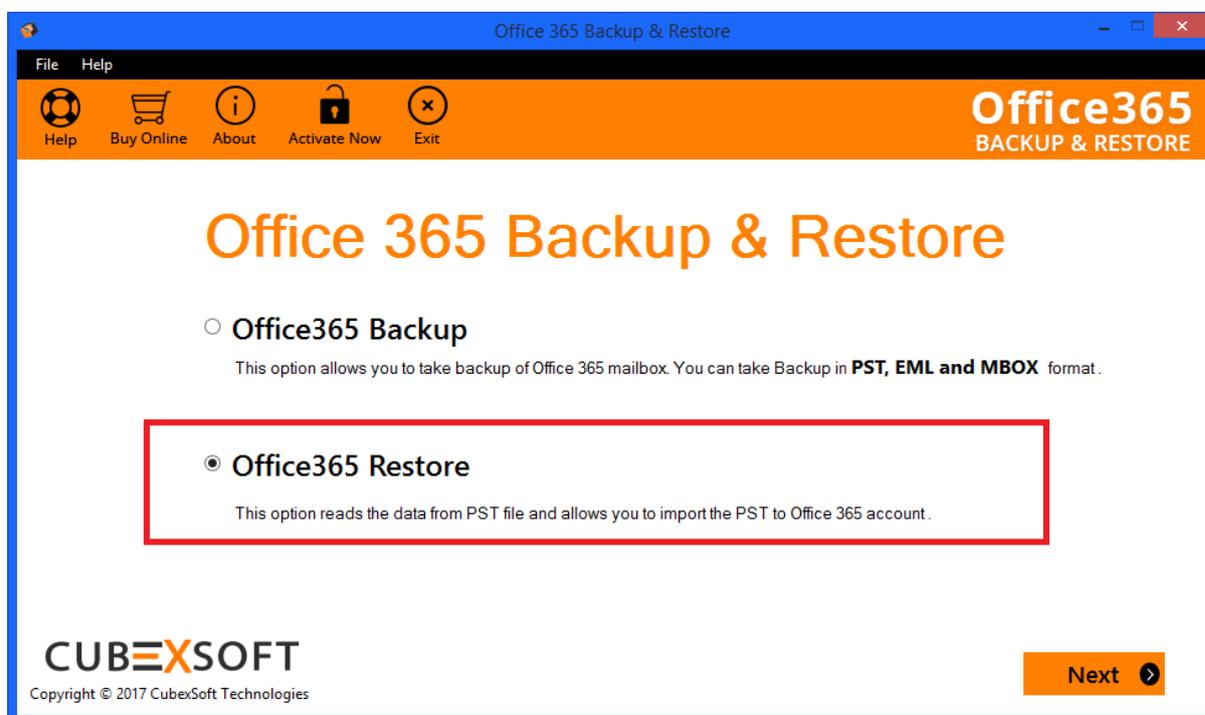
Import PST File to O365 Account for Single User

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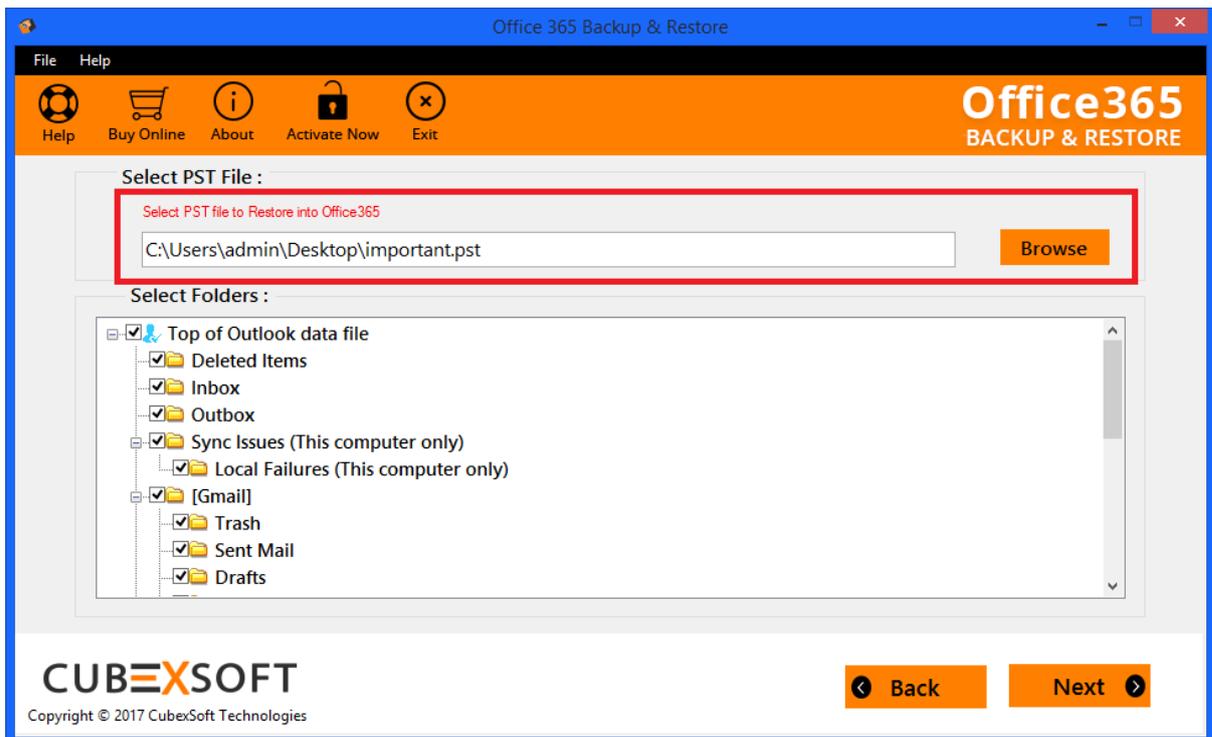
Step 2 : Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.

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.
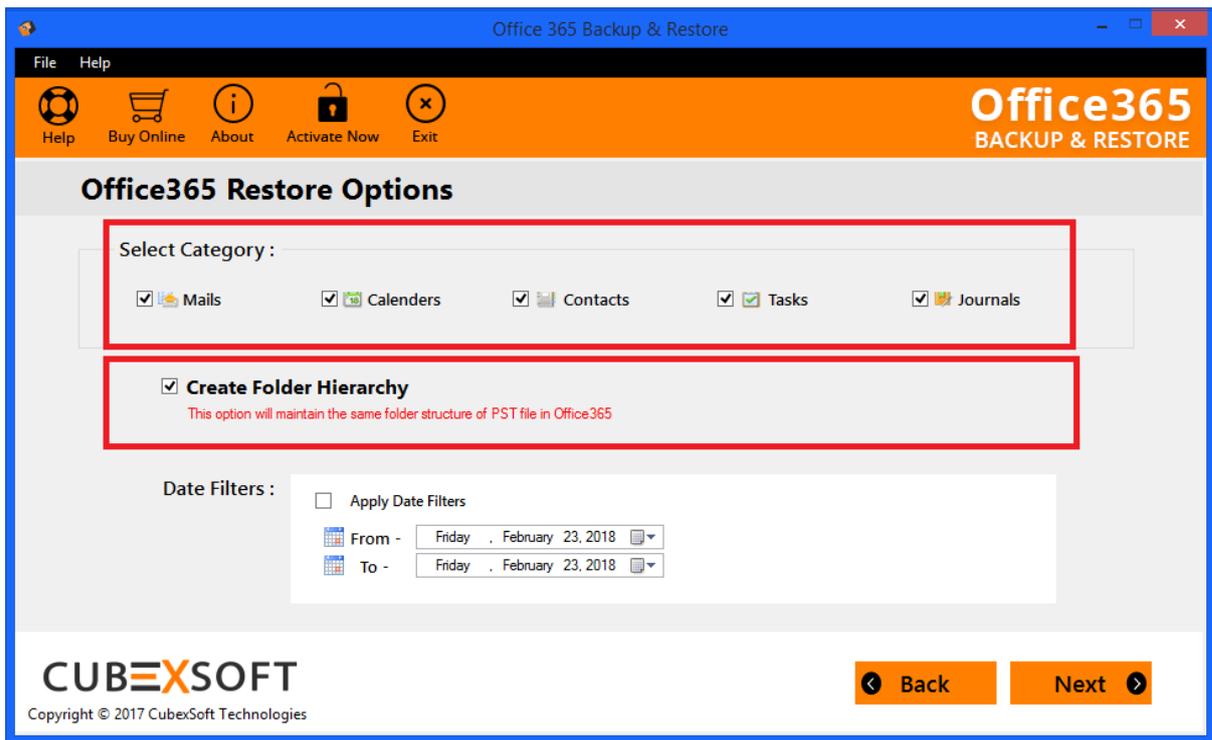
Step 5 : Now, the software will start restoring PST files into Office 365 webmail account and display the progress status of both current folder as well as overall status.
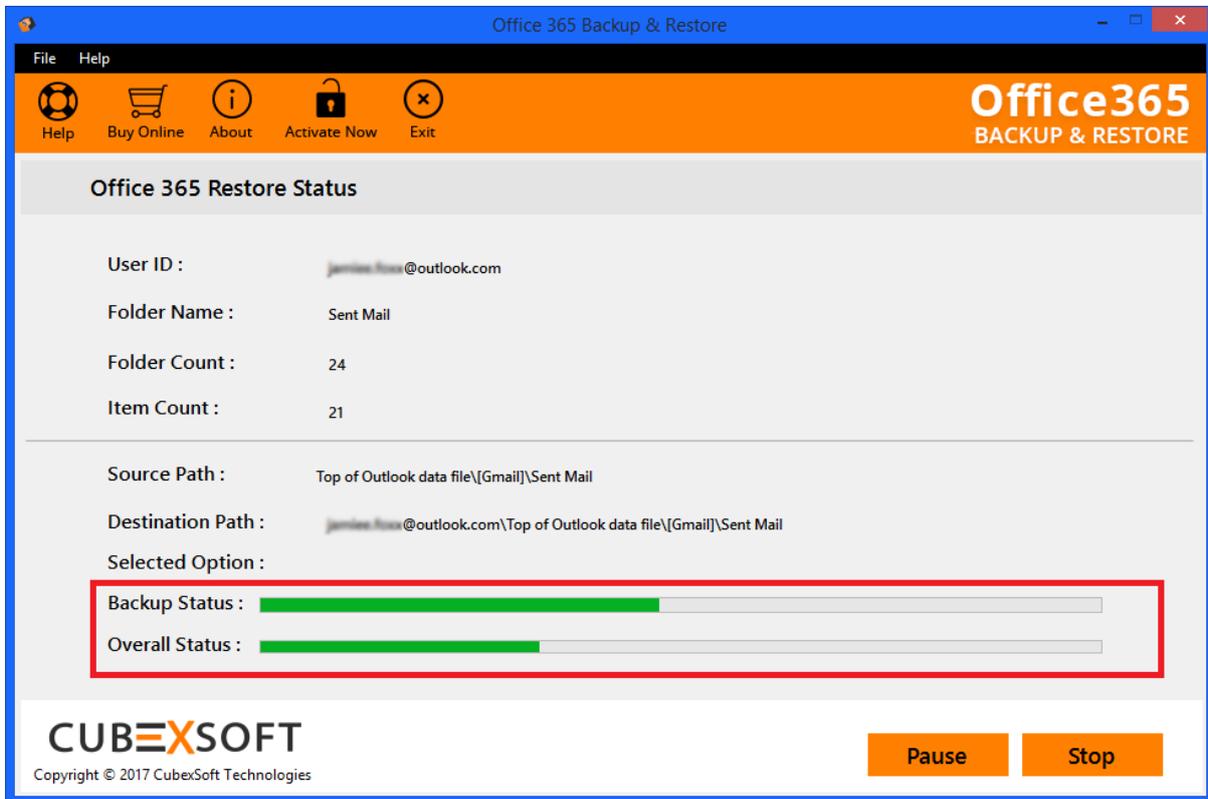
Step 6 : Once the process finished, an alert Window will open showing message of Restore process is completed. Then, click on OK button.
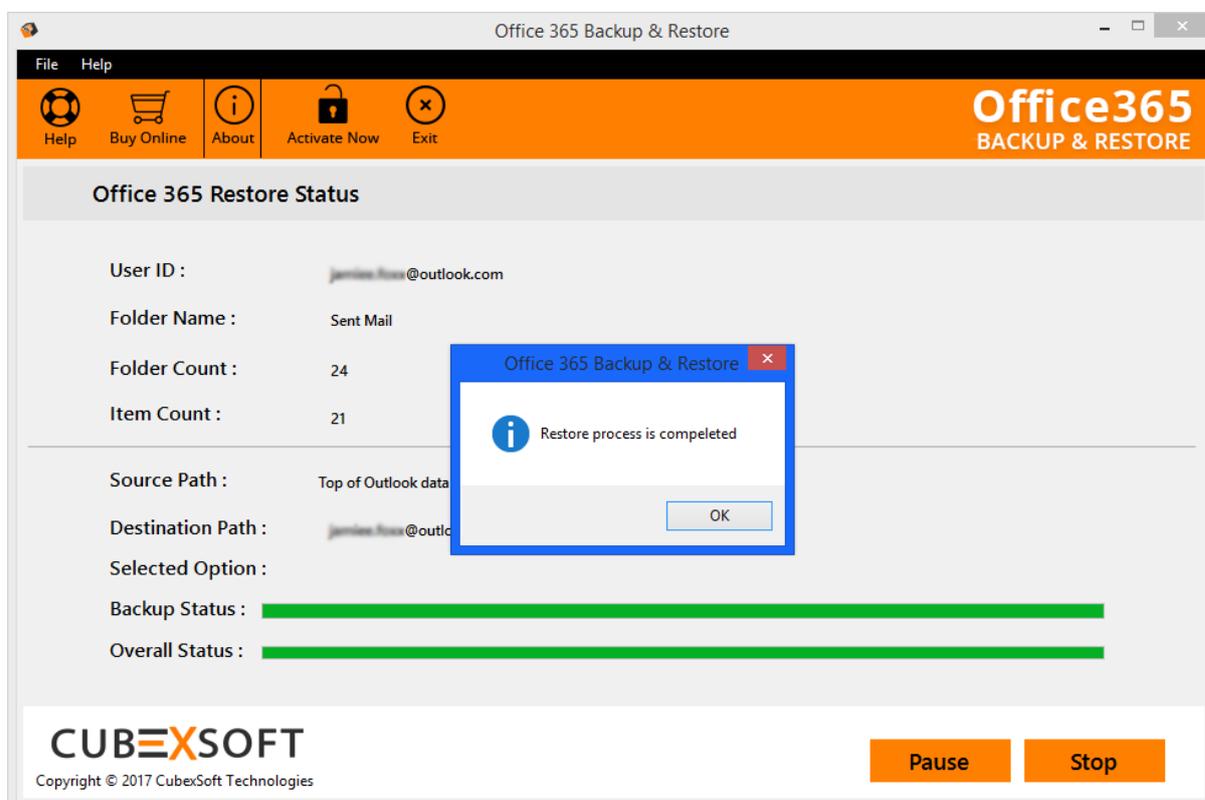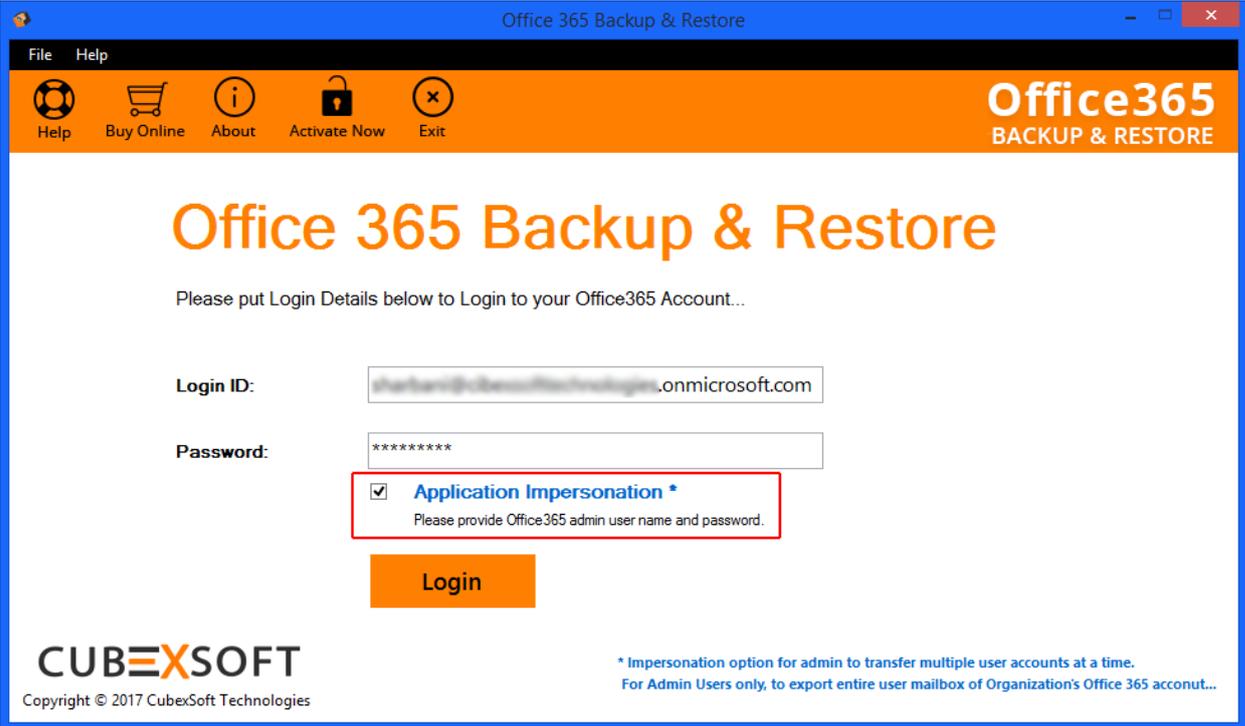

After finishing the process, go to your Office 365 account and check all the PST files that you have restored with the help of the software.

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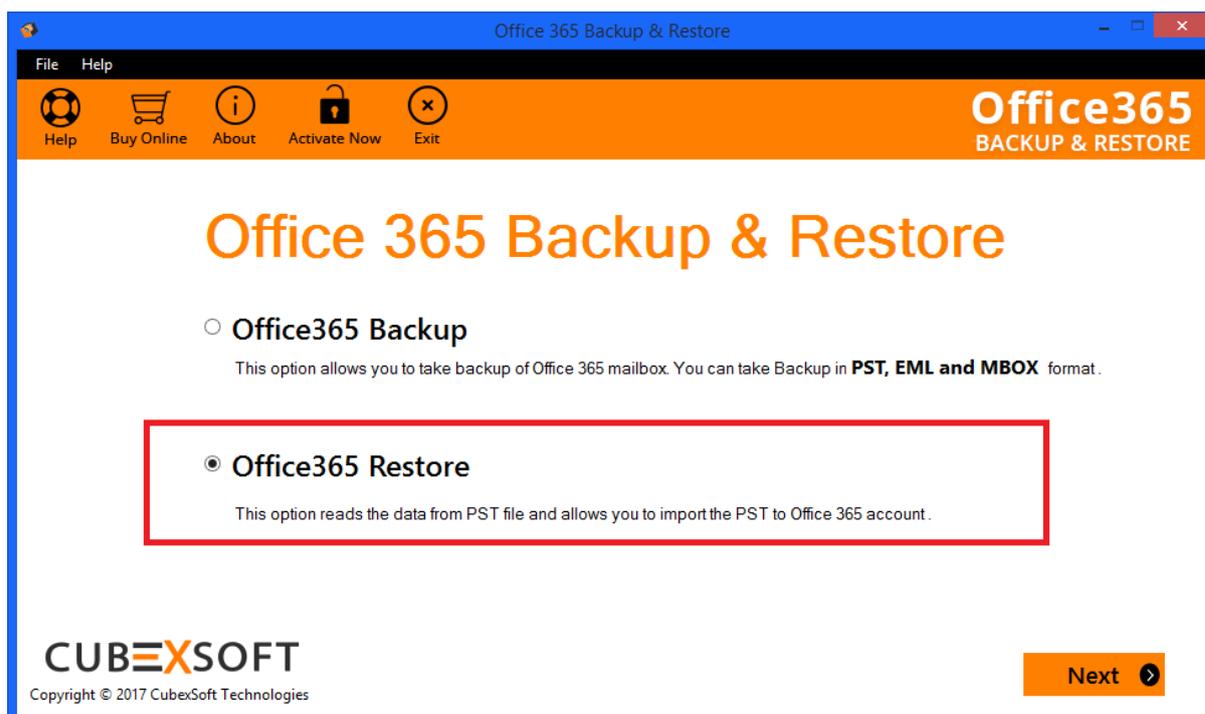https://www.cubexsoft.com/guide/extract-office-365-user-details-in-csv.html

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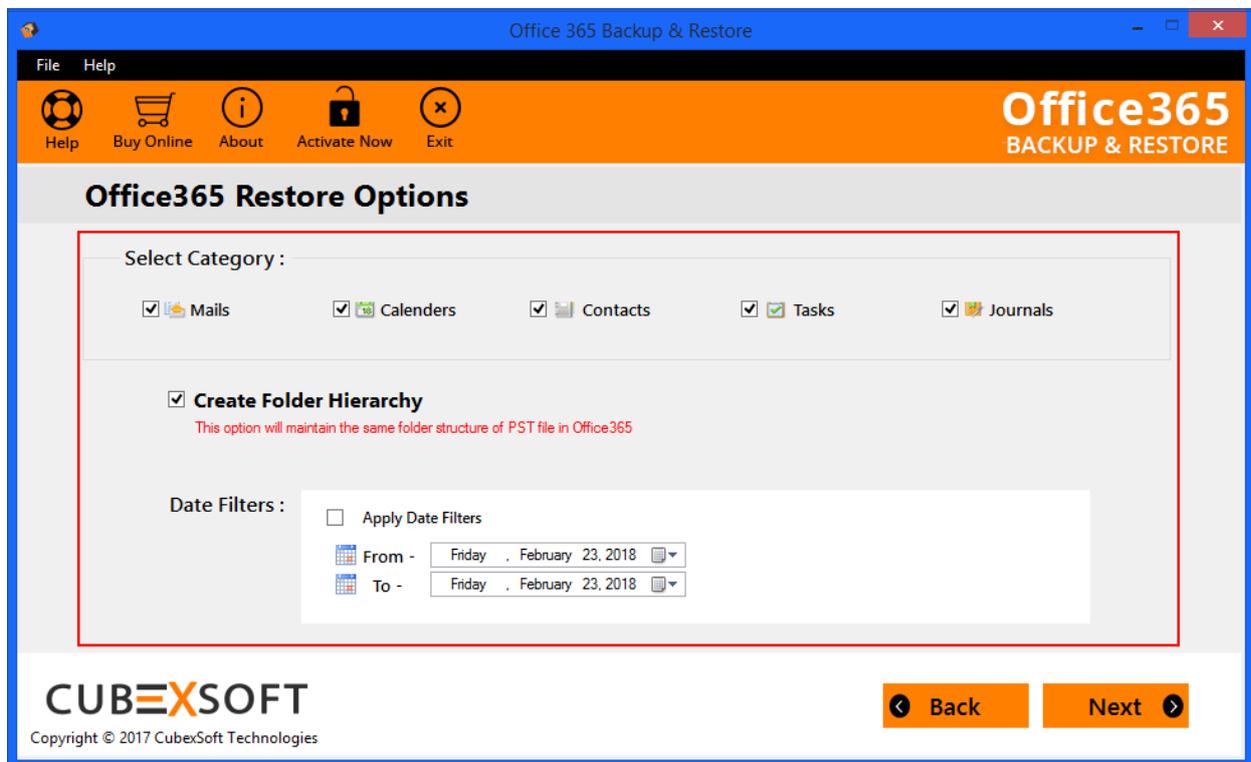
Step 3 : Once you log in to your Office 365 account, now choose Office 365 restore option to add Outlook data into Exchange online account.

Step 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.

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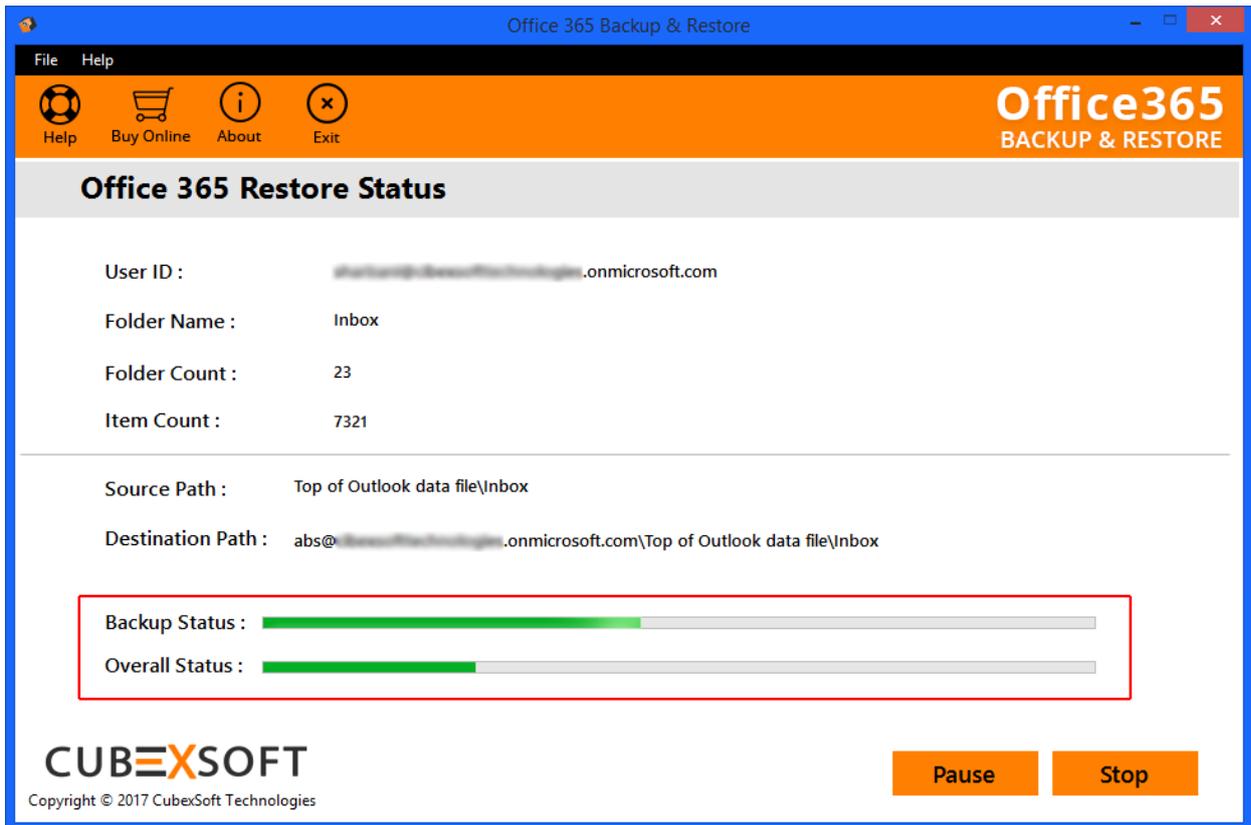
Step 6 : The utility gives users with the options to import selected data (emails, contacts, calendars, journals, tasks) to Office 365 admin account. Click on checkboxes of the corresponding items for importing into OWA. Users also get extra benefit of importing data of a particular date range by using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

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.