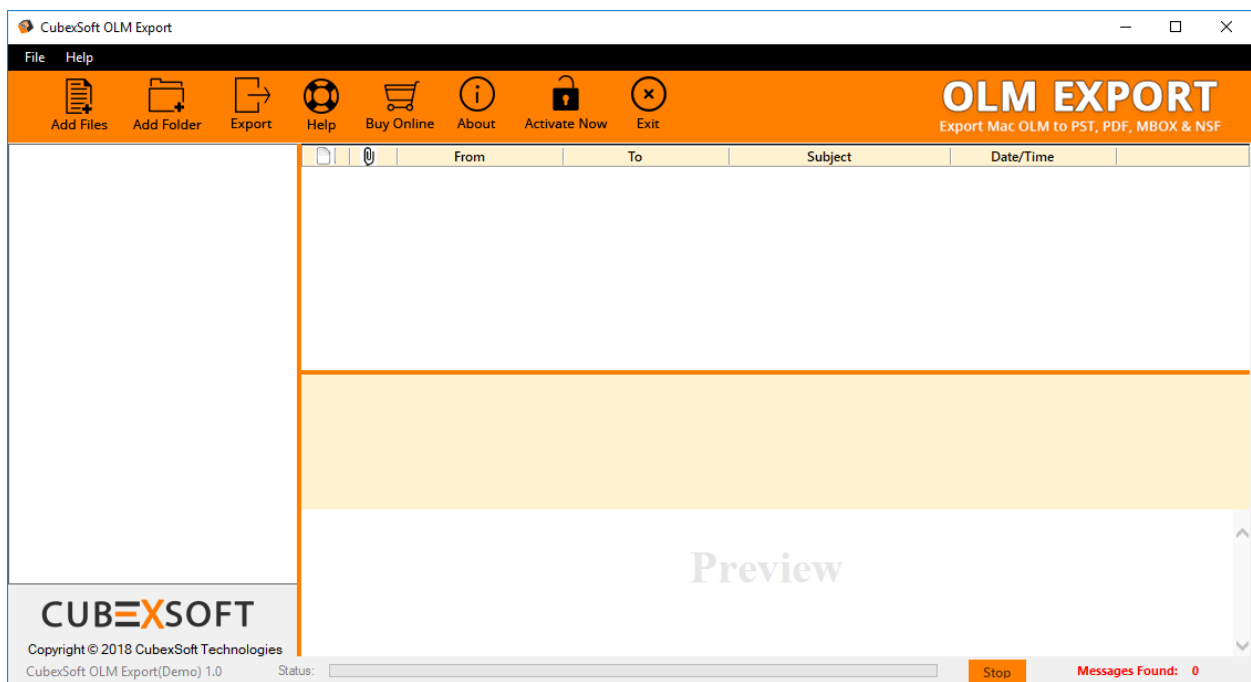


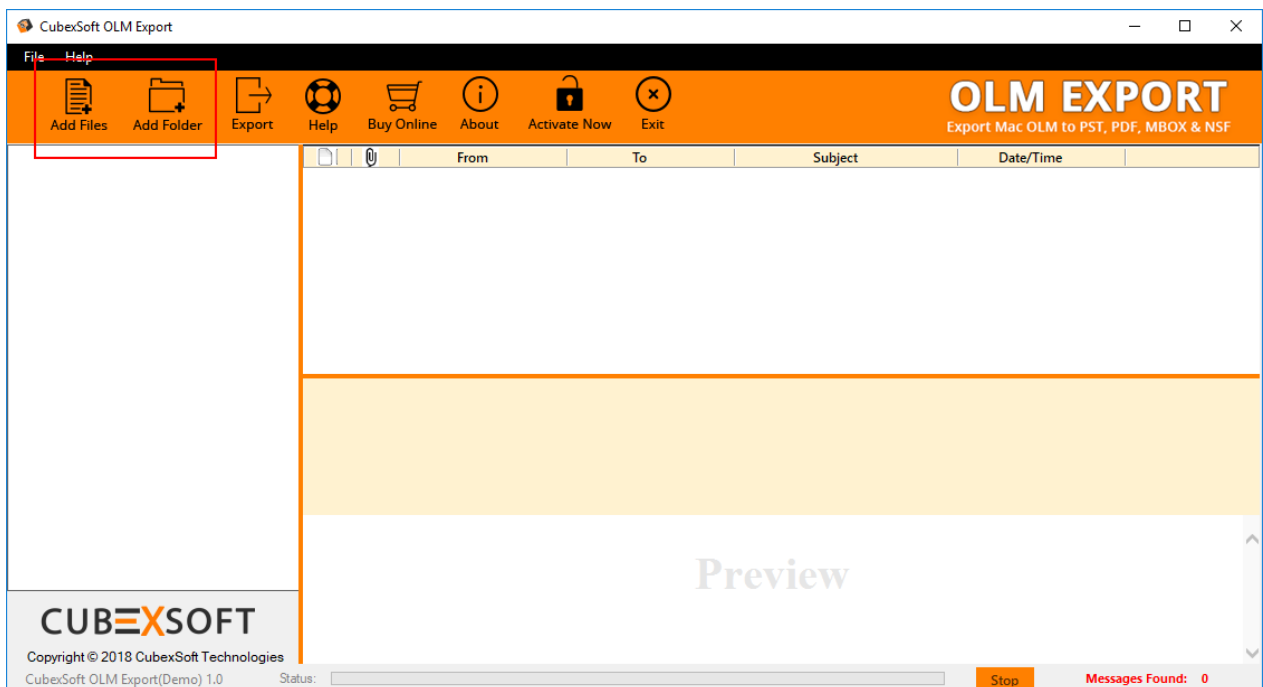
Get User Manual of OLM Export Tool to Know How to Export OLM Files

Before following the whole procedure of OLM file conversion, firstly download OLM Export Tool and Launch successfully on your computer desktop.

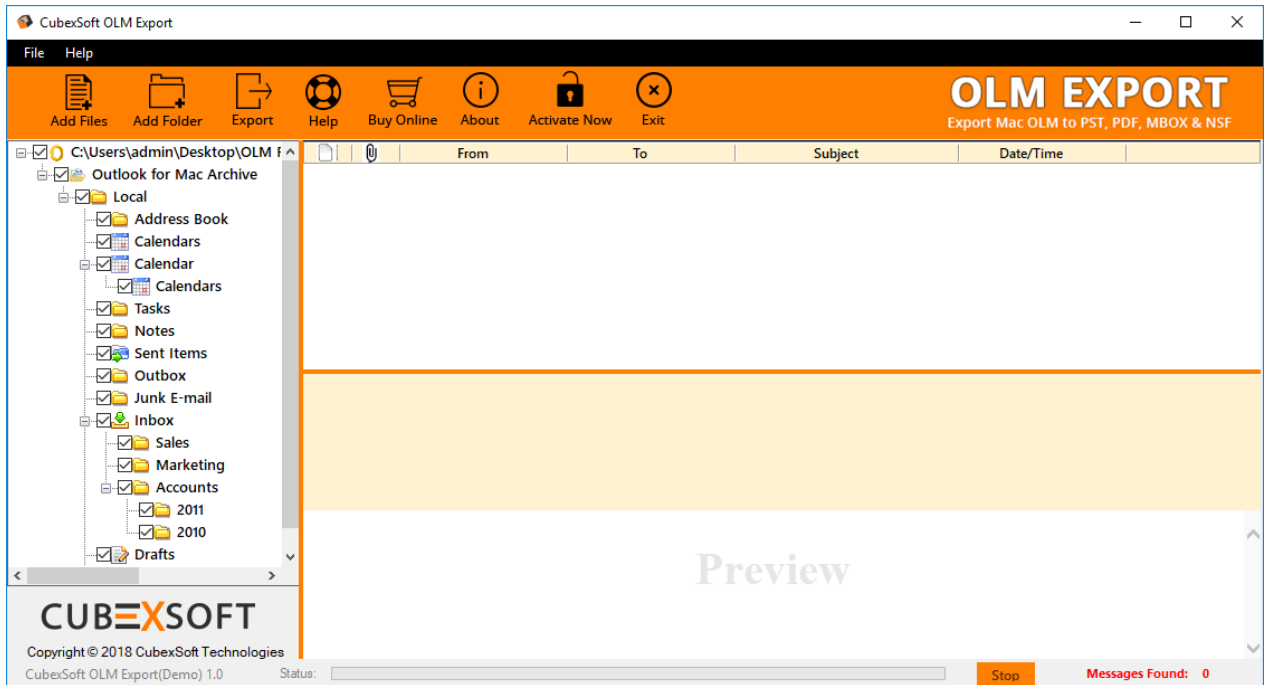
Step 1. After downloading & installing the OLM Export Tool, the screenshot will be shown as –



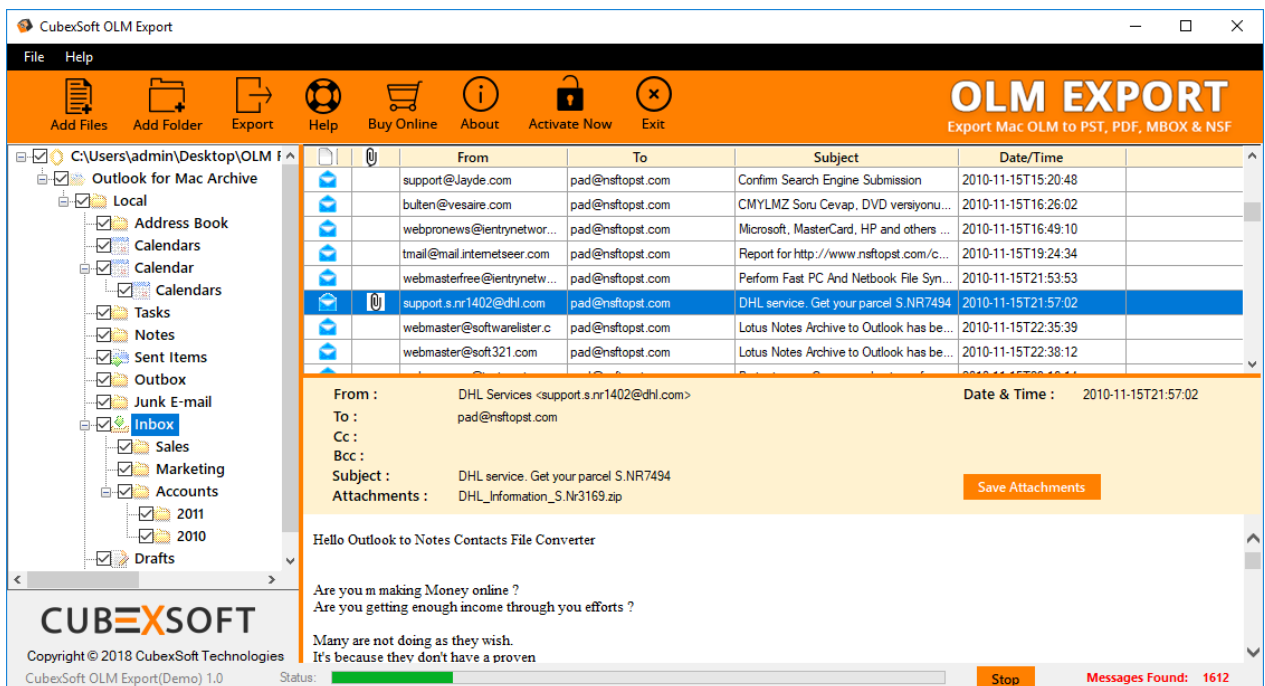
Step 2. Now, you will see complete folders of desktop on the left hand side of software. Browse the location to add OLM files/folder in software interface for conversion.



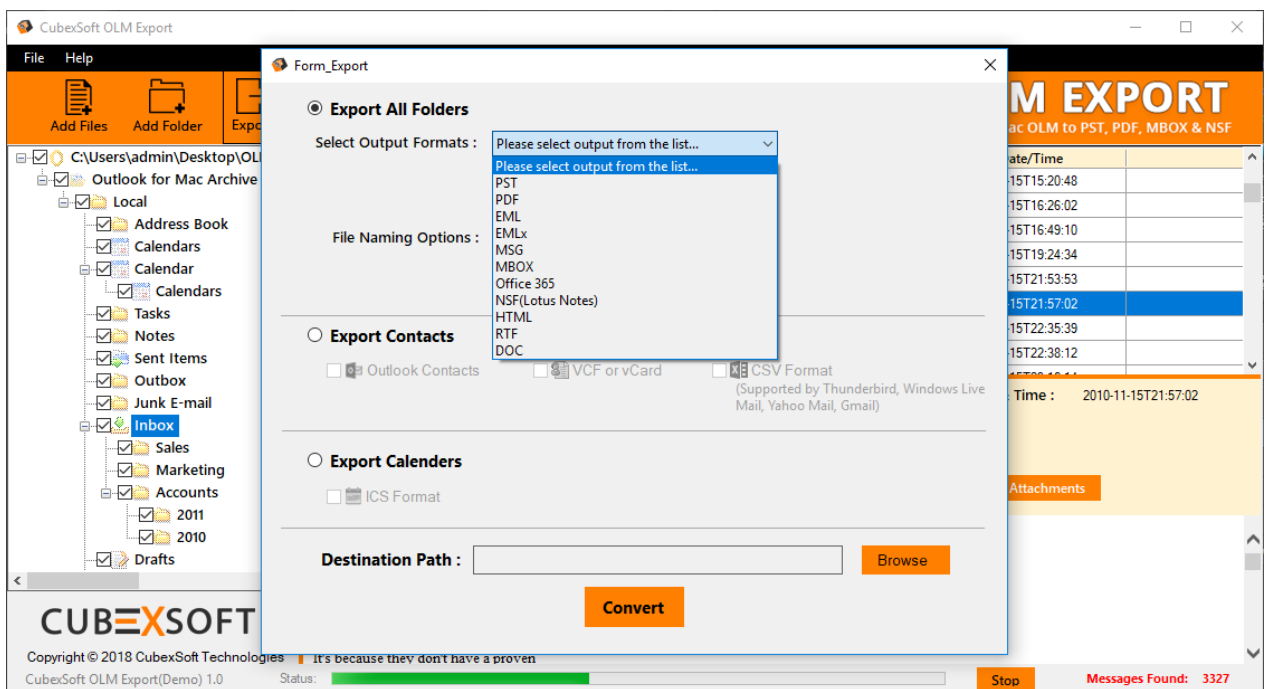
Step 3. Now select or deselect OLM files accordingly. Select OLM files which you need to export into different file formats.



Step 4. Make use of Preview feature to read OLM mails.

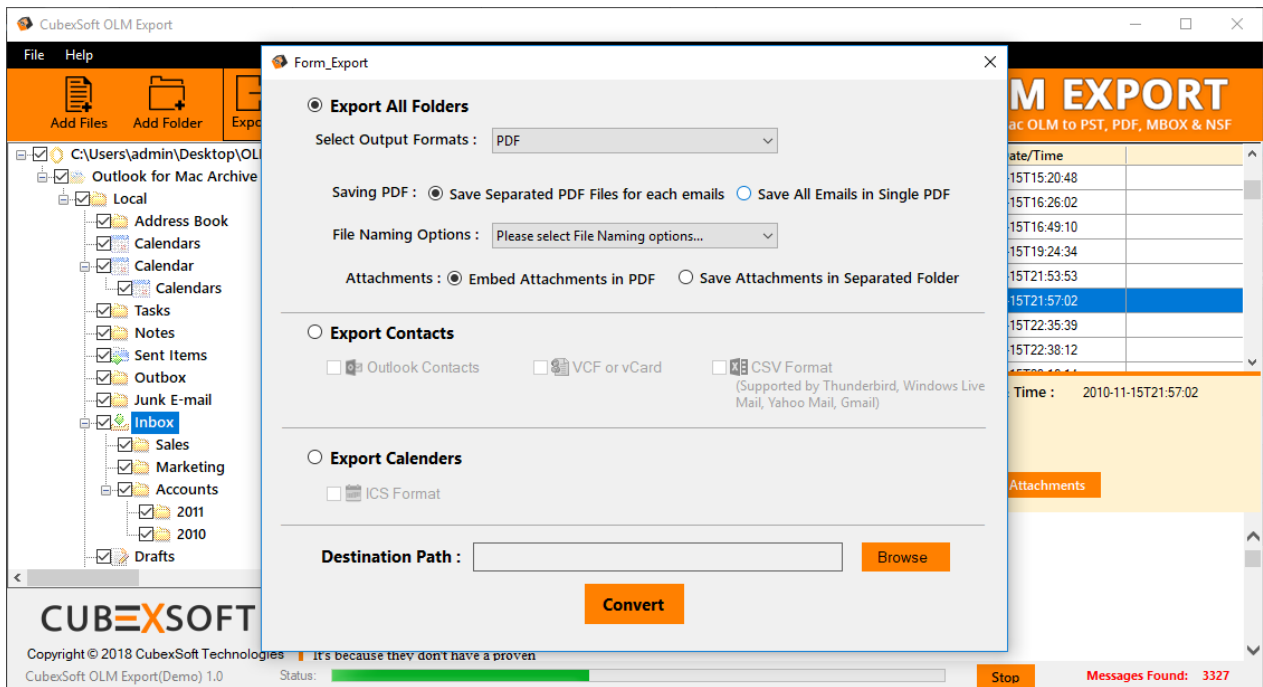


Step 5. Now click on Export button, then a Window will appear with different options carrying sub options, continue the process as per need.



For PST & NSF Format –

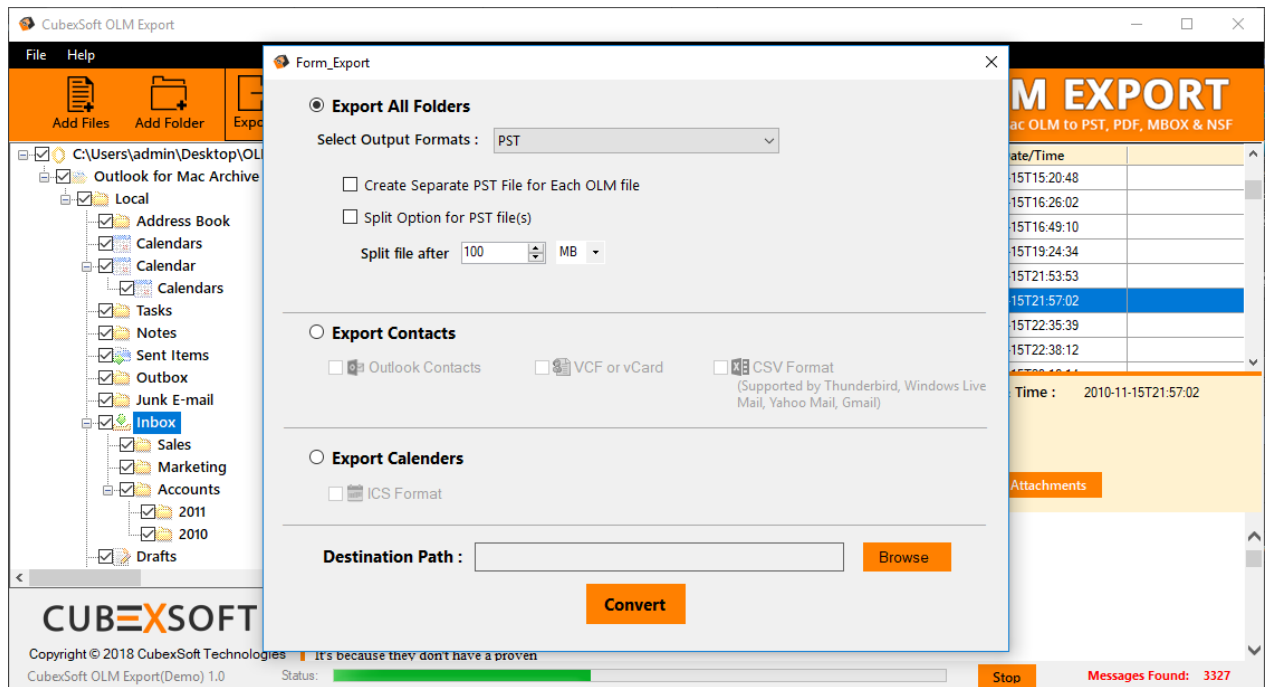
After choosing PST and NSF as a saving format, the software will display two sub-options i.e. **Create Separate File** which will create output file for each OLM file and **Split File** that split output files in MB and GB.



For PDF Format –

If you choose PDF format for conversion of OLM files, then you will find four sub options to save OLM files into PDF format.

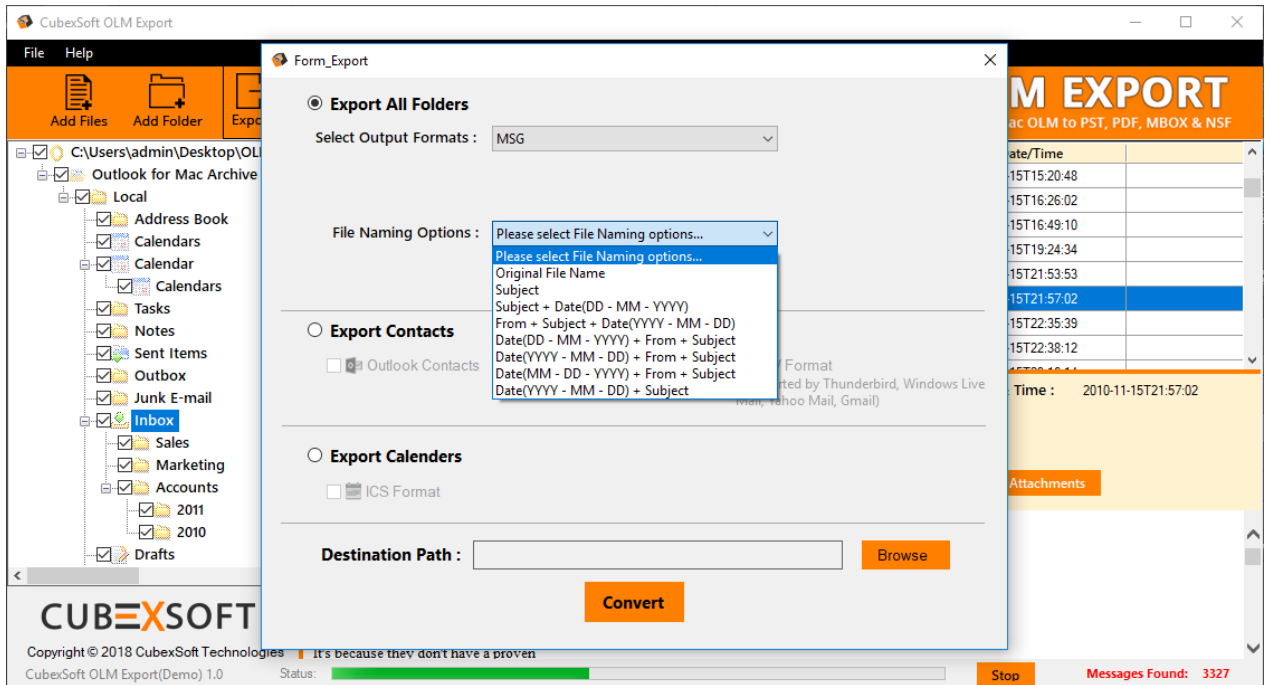
- **Saving PDF** – This option allows you to save separate PDF files for each OLM file or save single PDF file for all OLM messages.
- **File Naming Options** – Select any one naming option to save OLM files, which is suitable to fulfil your requirement
- **Attachments** – In this option, the software provides two options to save Attachments in PDF 1. Embedded Attachments in PDF file and 2. Save Attachments in separated folder.



For MSG, EML, EMLX, DOC, RTF & HTML Format –

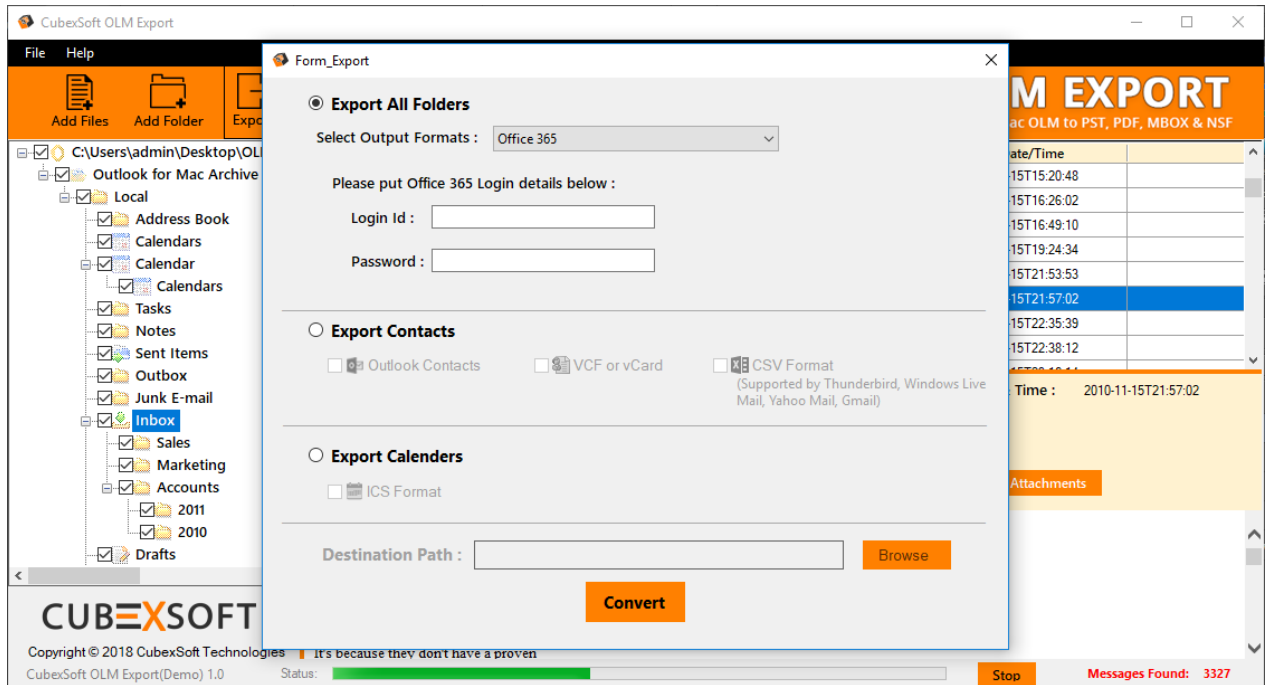
After you select MSG, EML, EMLX, DOC, RTF & HTML format for OLM file conversion, the tool will provide different naming conventions to save the resultant file accordingly:

- **File Naming Options** – Multiple file naming options are available in this option, so you can choose any one option, then click on OK button.

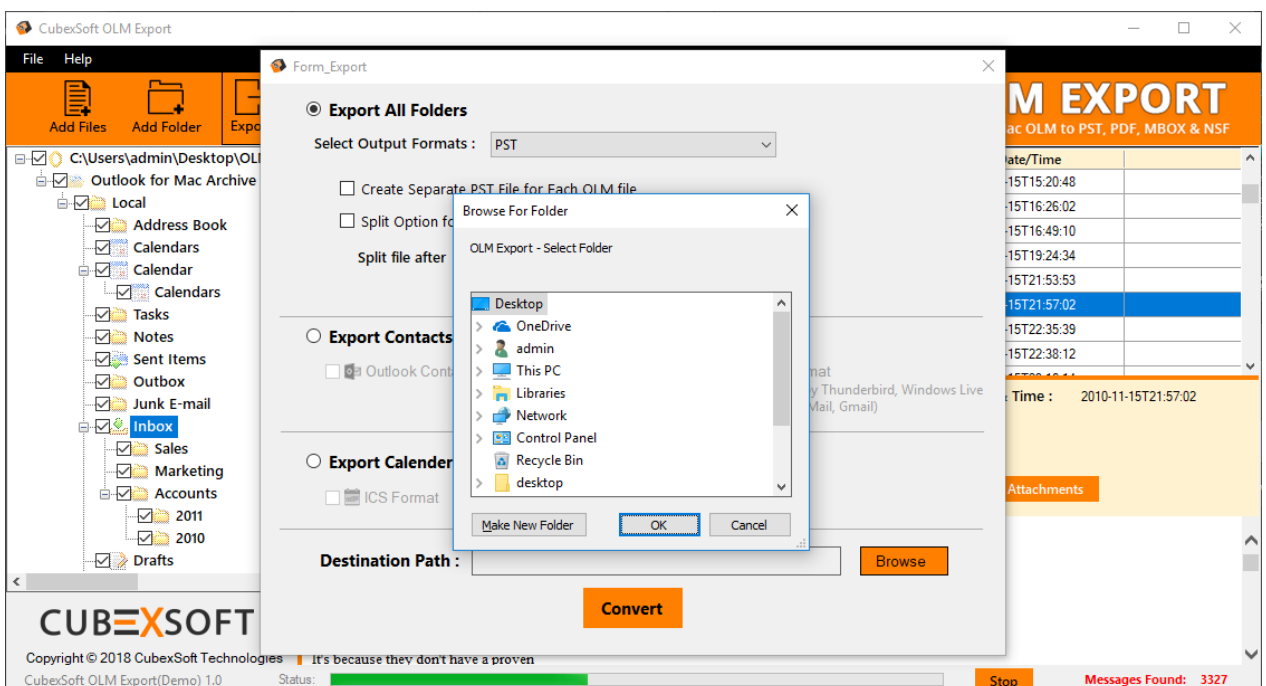


For Office 365

If you want to export OLM files into Office 365, then make sure to have the credentials of Office 365 in hand. The tool will ask to enter the required credentials and file naming option and then automatically convert and send all the resultant file in Office 365 cloud database.



After choosing the required option, click on browse button and choose the destination path as per requirement to save resultant file. You can choose the existing folder and create a new folder to save the converted files.



Now click on Convert button. After successful process, a message will appear on the screen “Conversion Done Successfully”.

