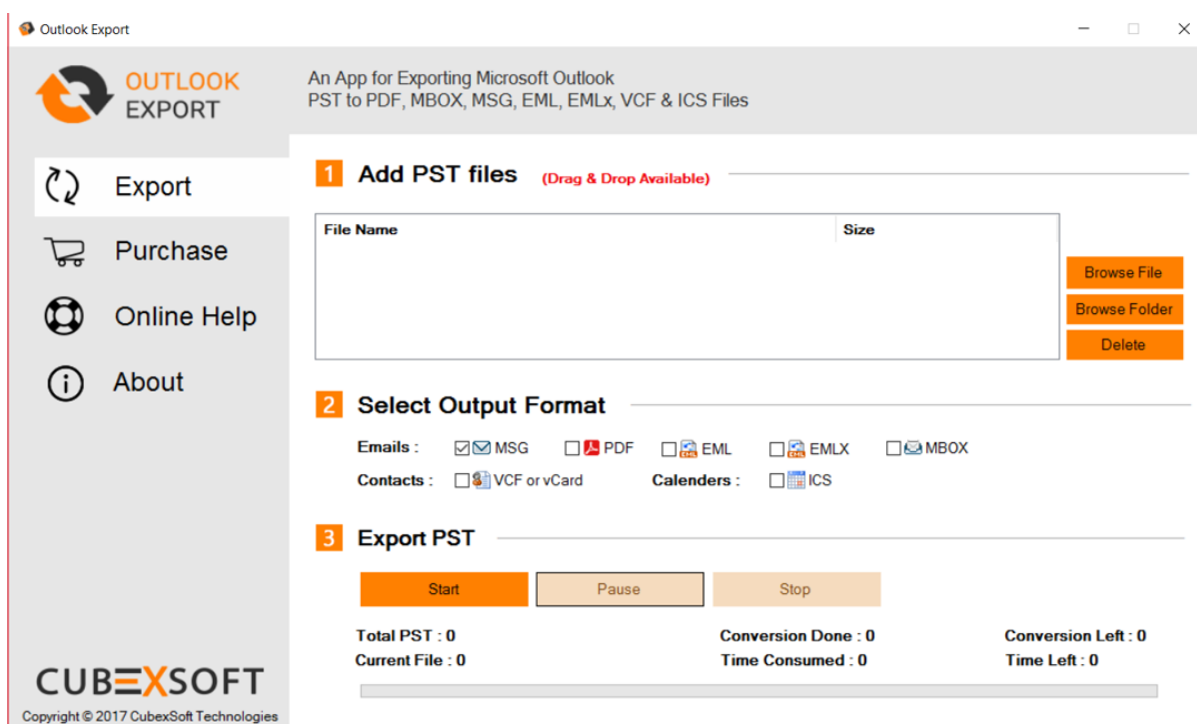


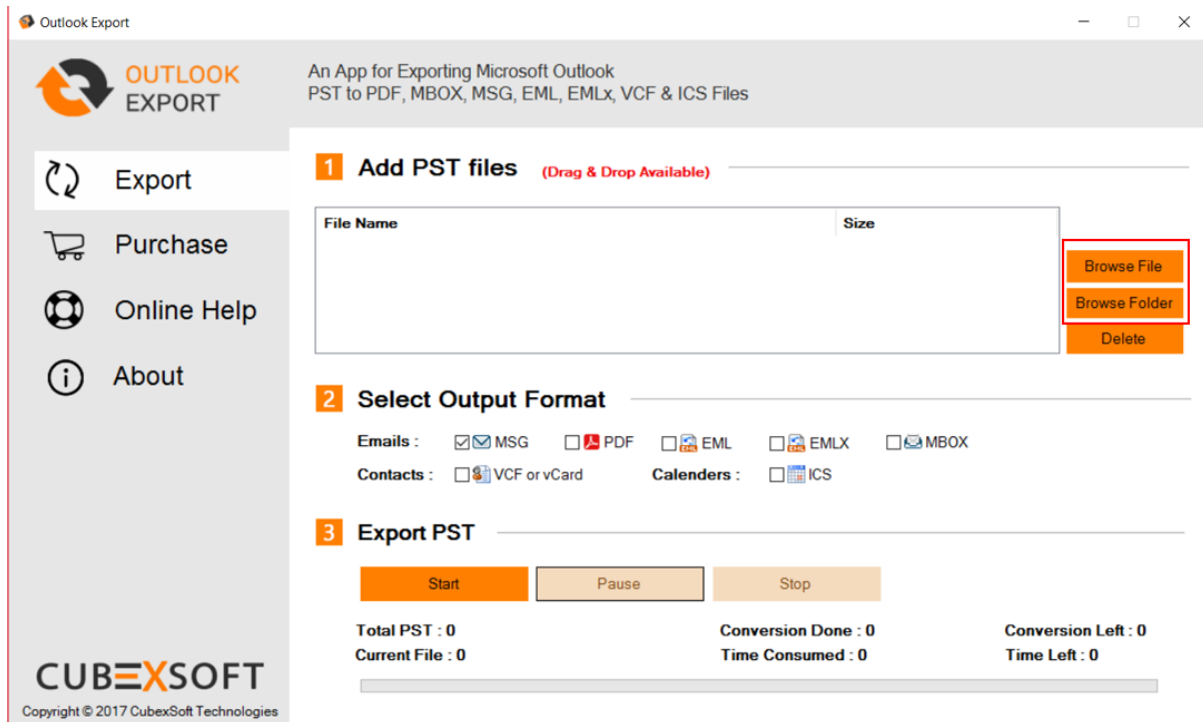
## Get Complete Knowledge of User Manual to Export Outlook Files

Before following the given steps of the Outlook Files Conversion, firstly download the Outlook Export Tool then install & Launch properly on your Computer Screen.

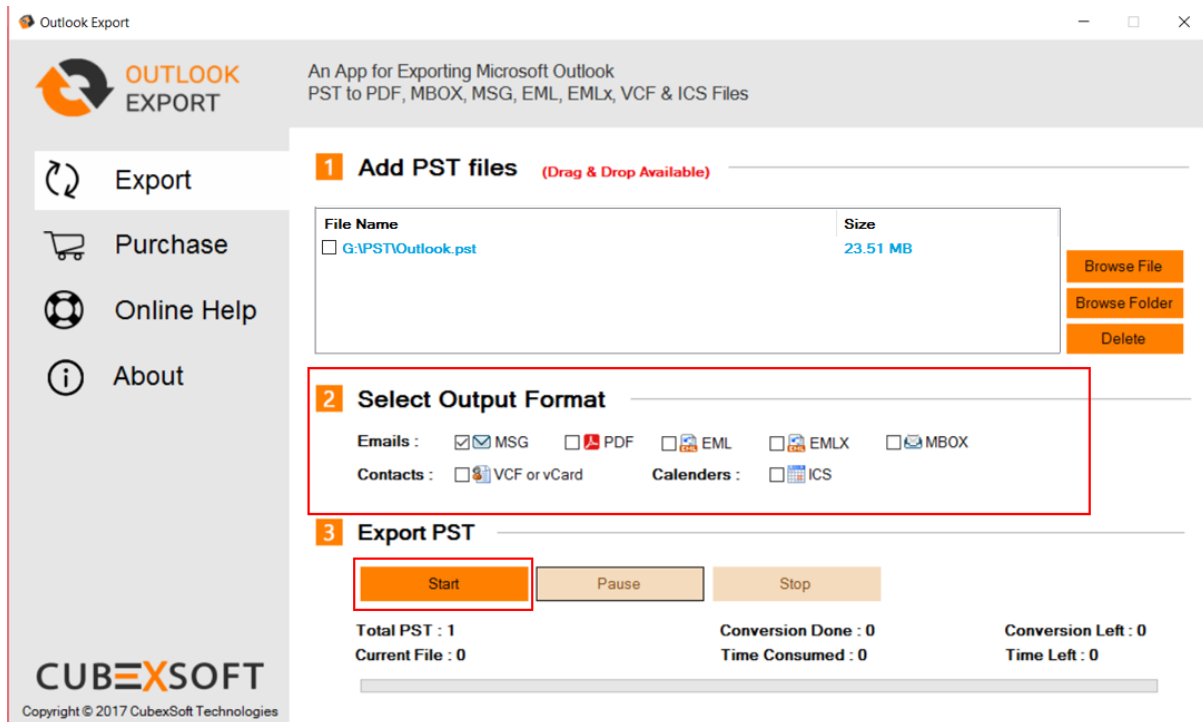
**Step 1.** After Downloading & launching it, the screenshot of the software will be shown as –



**Step 2.** Now you have to select PST files or folder which you need to convert files through given options –

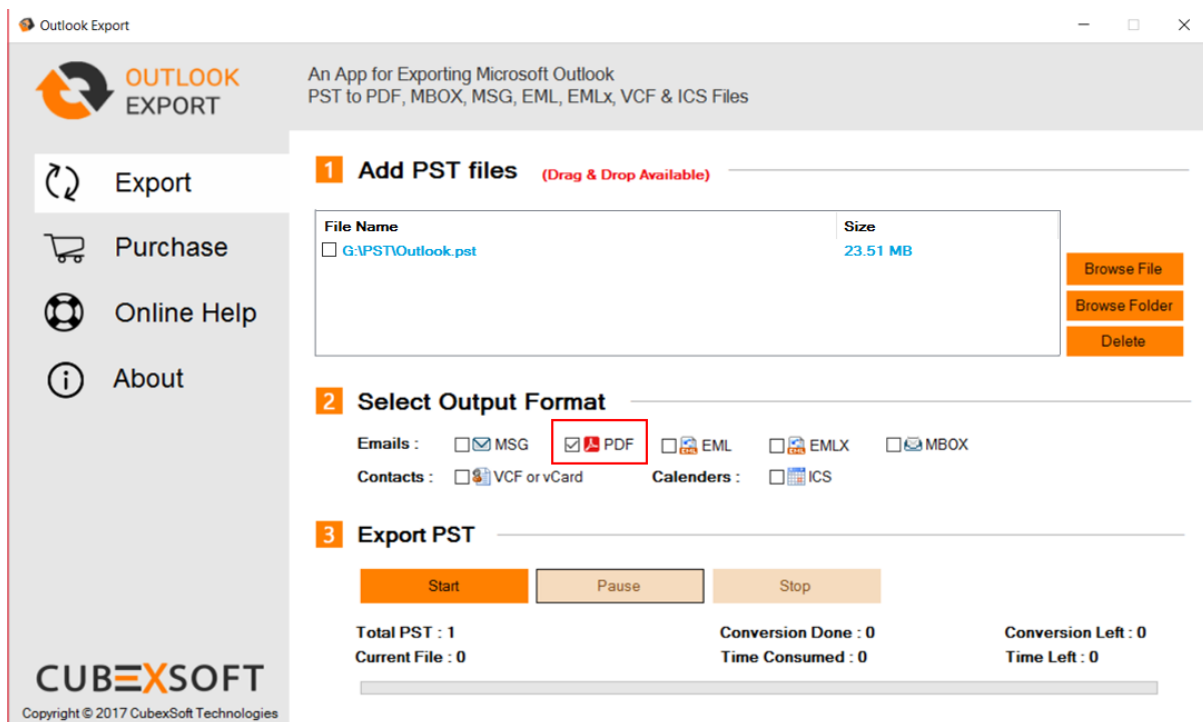


**Step 3.** Click the Saving Option after selecting the required Outlook files to be converted and Click on Start Button



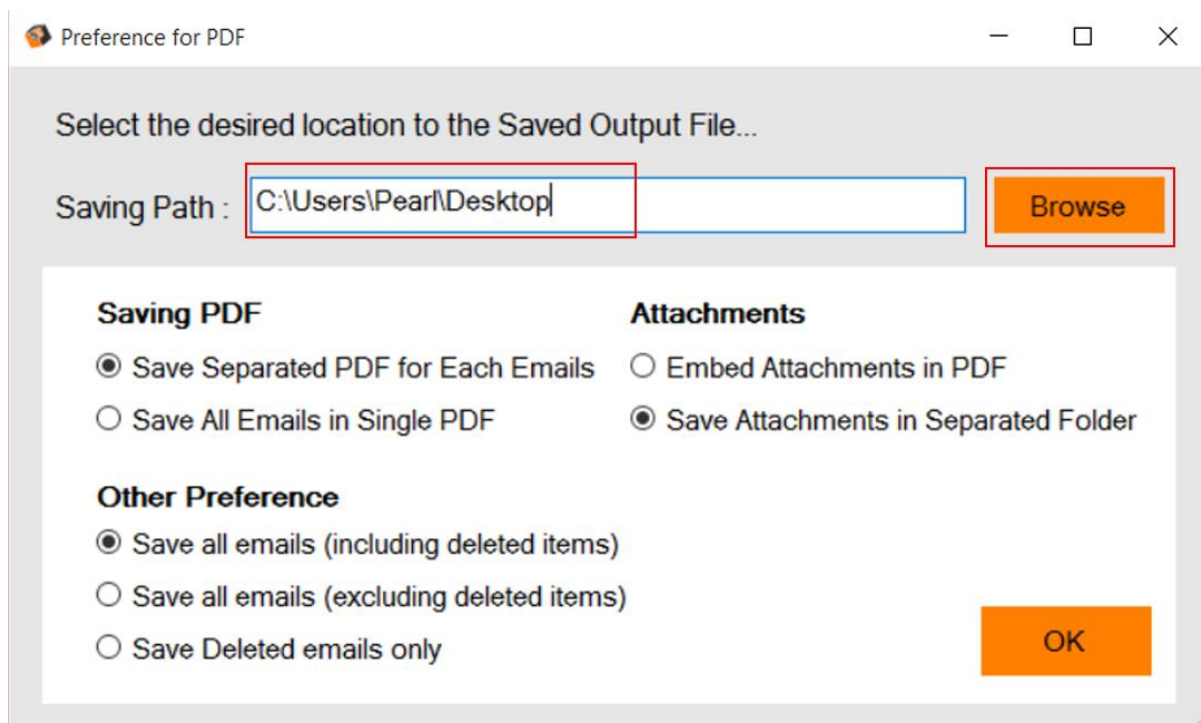
**For PDF Option -**

If you select **PDF** option and click on Start button then the next steps will be –

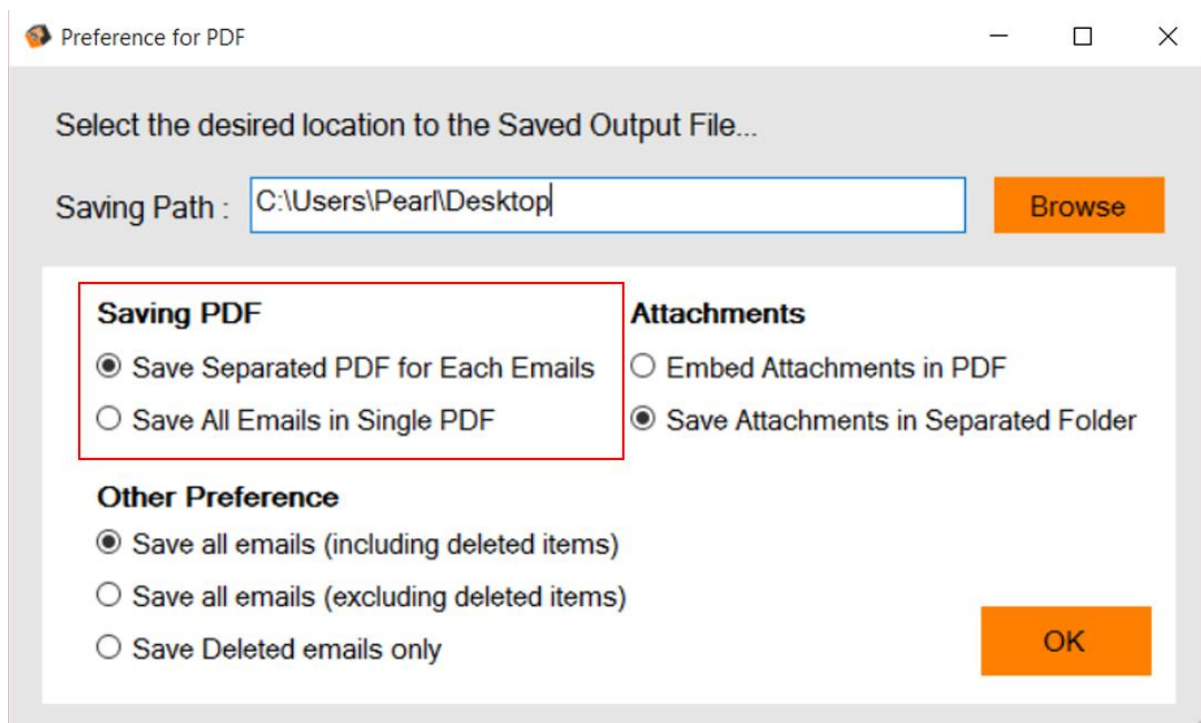


**Step 4.** As you choose PDF & Click on Start Button then the Next new Window will open with multiple helpful options which are –

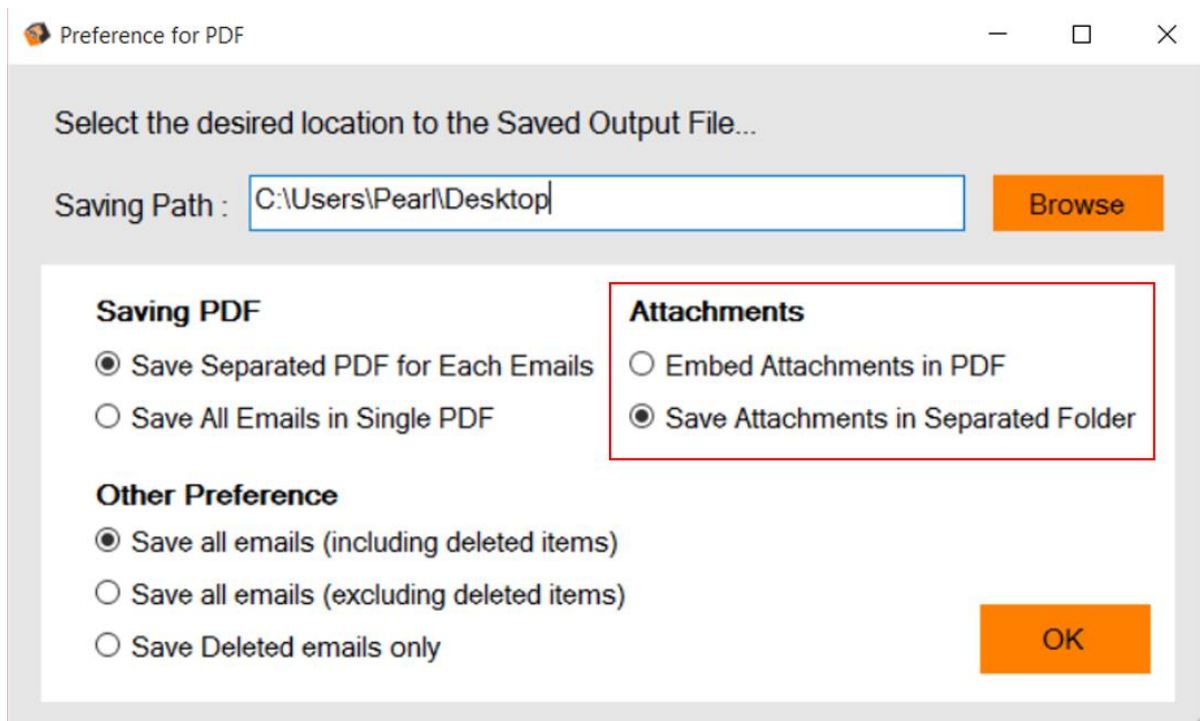
**(a). Saving Path** – With this option, select any path to save converted files.



**(b). Saving PDF** – This option provides two benefits i.e. save individual PDF for each emails or Single PDF for all emails.



**(c). Attachments** – By this option, you can save attachments embed in PDF file or in Separate Folder from PDF.



Preference for PDF

Select the desired location to the Saved Output File...

Saving Path :

**Saving PDF**

- ☒ Save Separated PDF for Each Emails
- ☐ Save All Emails in Single PDF

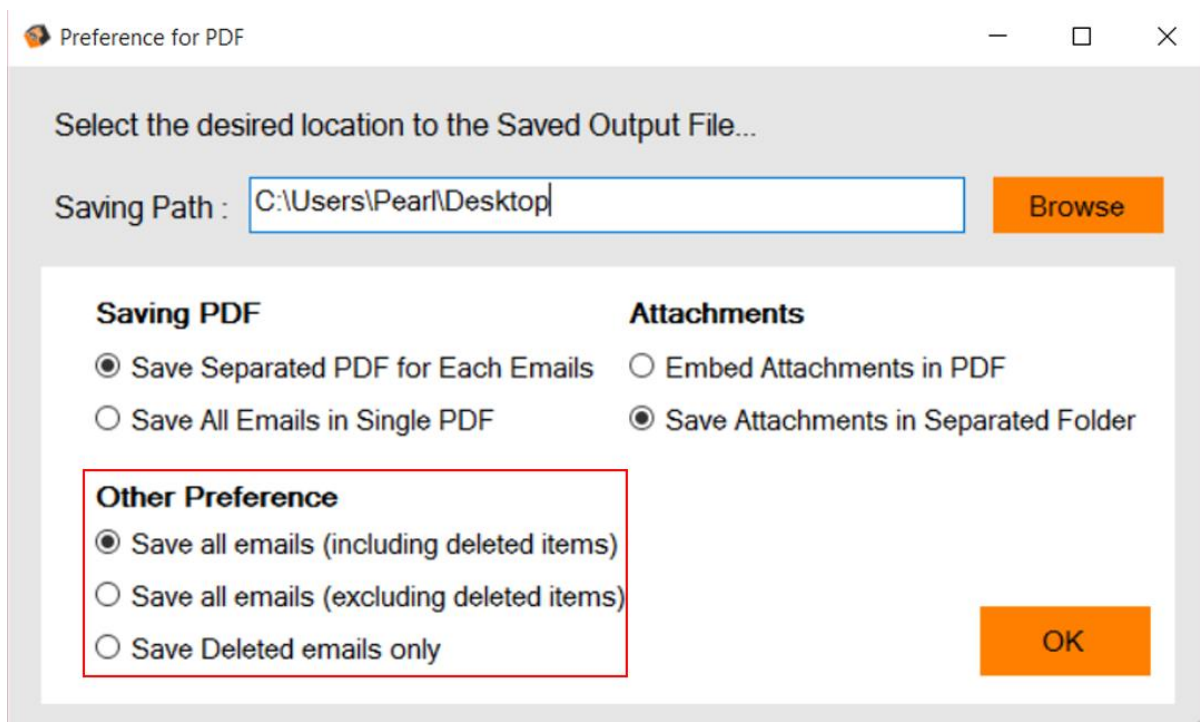
**Other Preference**

- ☒ Save all emails (including deleted items)
- ☐ Save all emails (excluding deleted items)
- ☐ Save Deleted emails only

**Attachments**

- ☐ Embed Attachments in PDF
- ☒ Save Attachments in Separated Folder

**Other preferences** – This option provides three functions to save emails including deleting items, excluding deleting items or save only deleted items from your database.



Preference for PDF

Select the desired location to the Saved Output File...

Saving Path :

**Saving PDF**

- ☒ Save Separated PDF for Each Emails
- ☐ Save All Emails in Single PDF

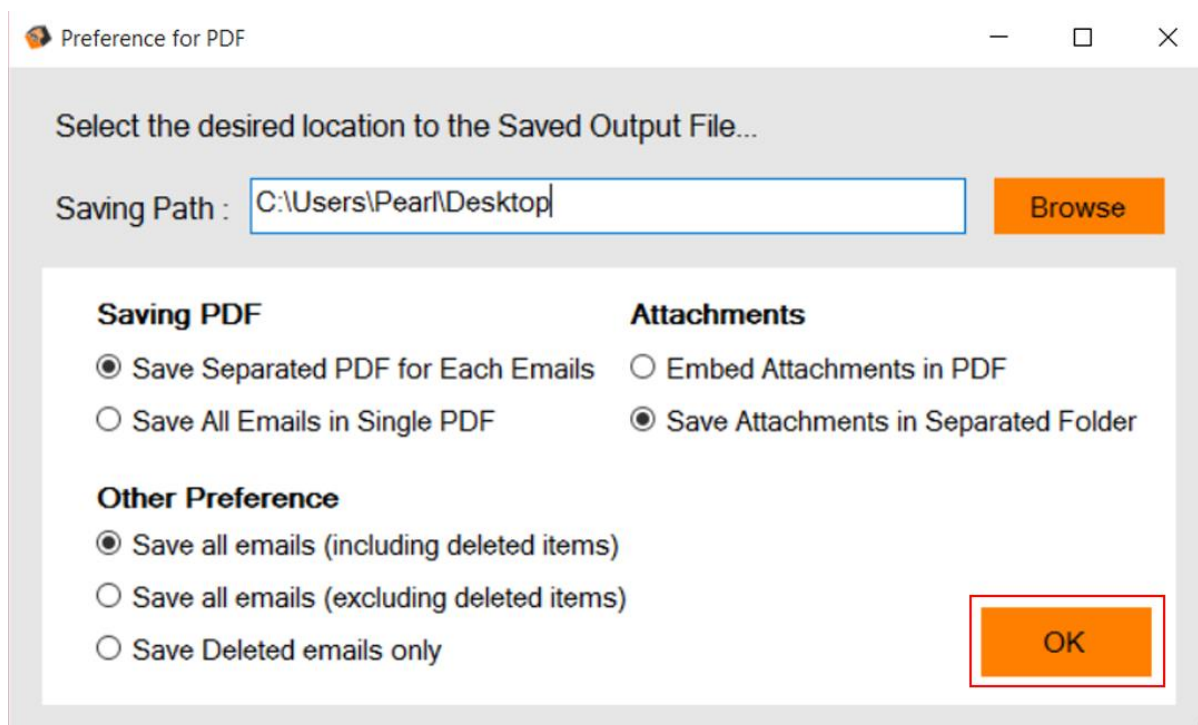
**Other Preference**

- ☒ Save all emails (including deleted items)
- ☐ Save all emails (excluding deleted items)
- ☐ Save Deleted emails only

**Attachments**

- ☐ Embed Attachments in PDF
- ☒ Save Attachments in Separated Folder

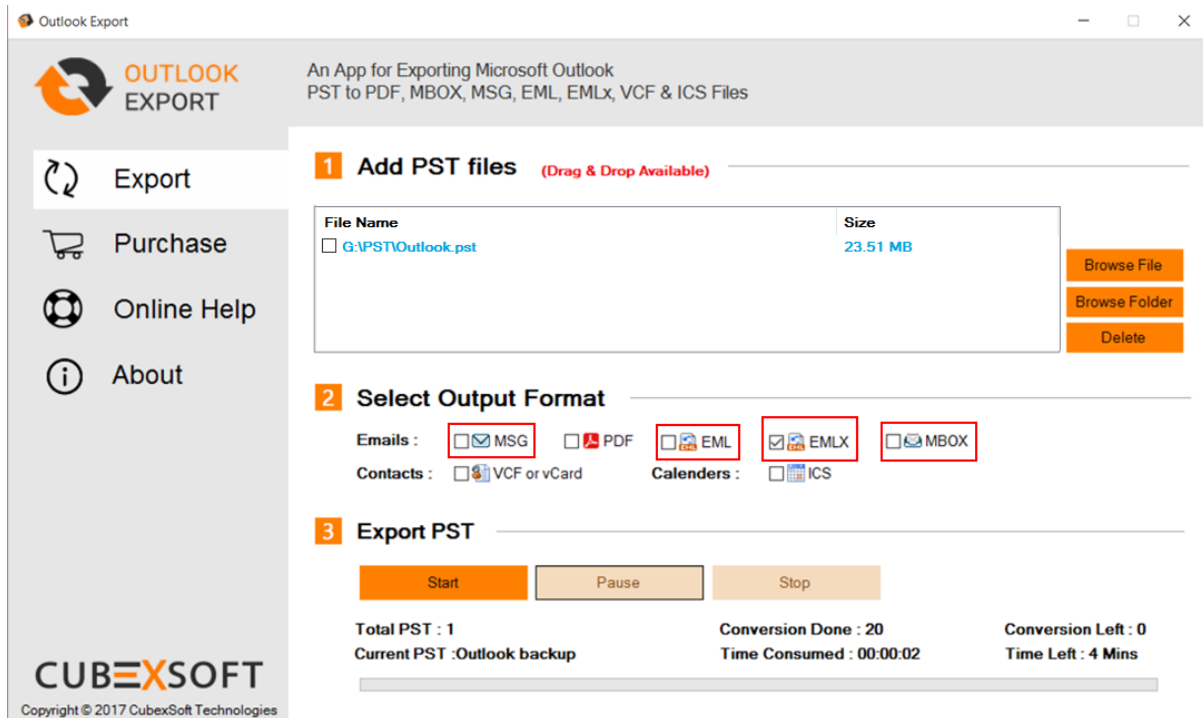
Step 5. After choosing all options for PDF, Click on OK Button.



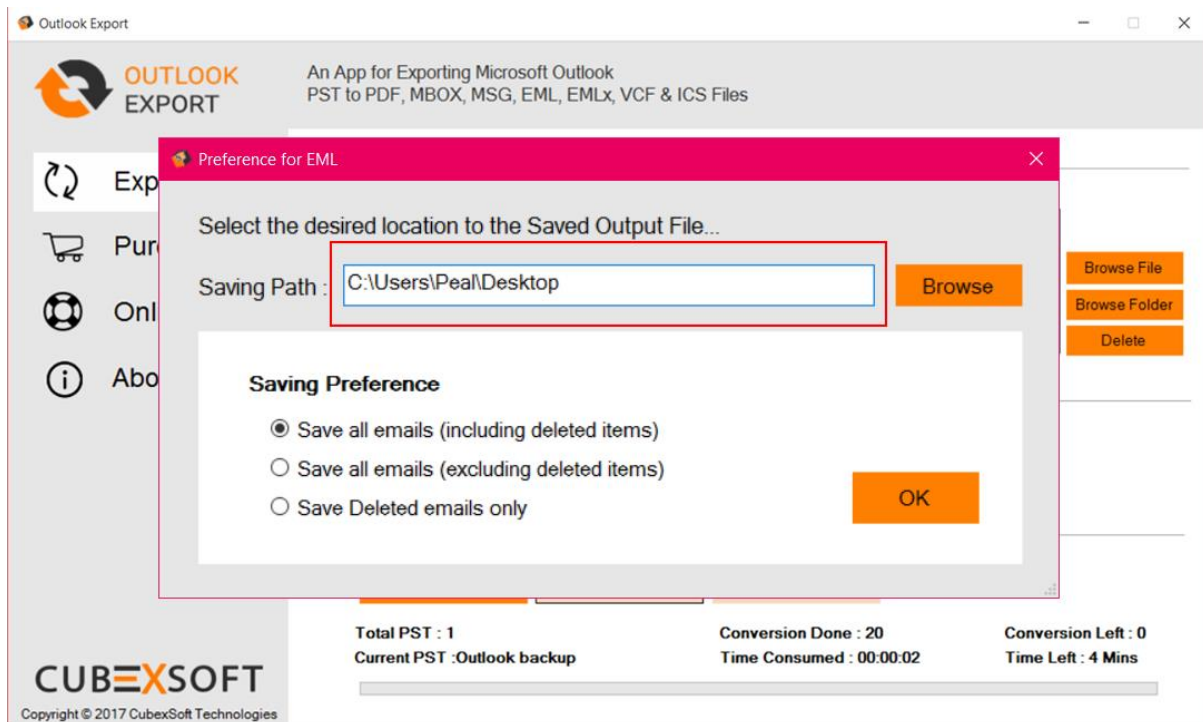
### **For MSG, EML, EMLX & MBOX Saving Option**

**Step 4.** If you choose MSG, EMLX, EML & MBOX option and click on Start Button then the new Window will open with two options which are –

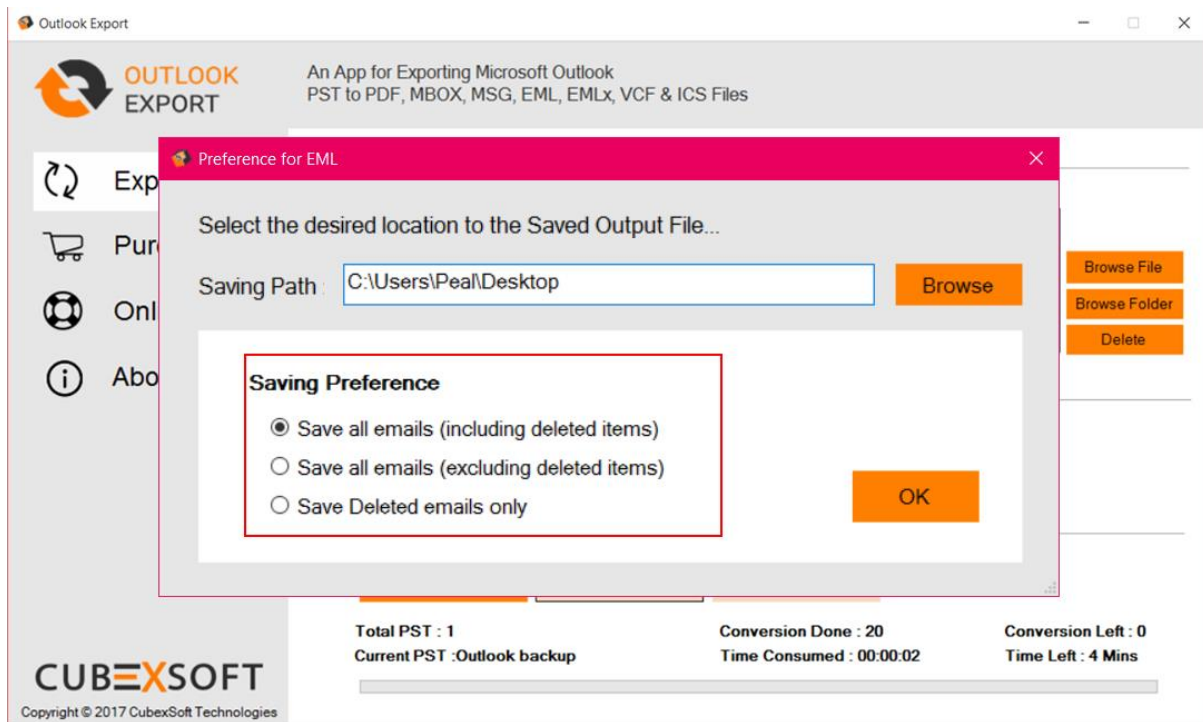




**(a). Saving Path** – Select the required location to save converted files by clicking the Browse Button.

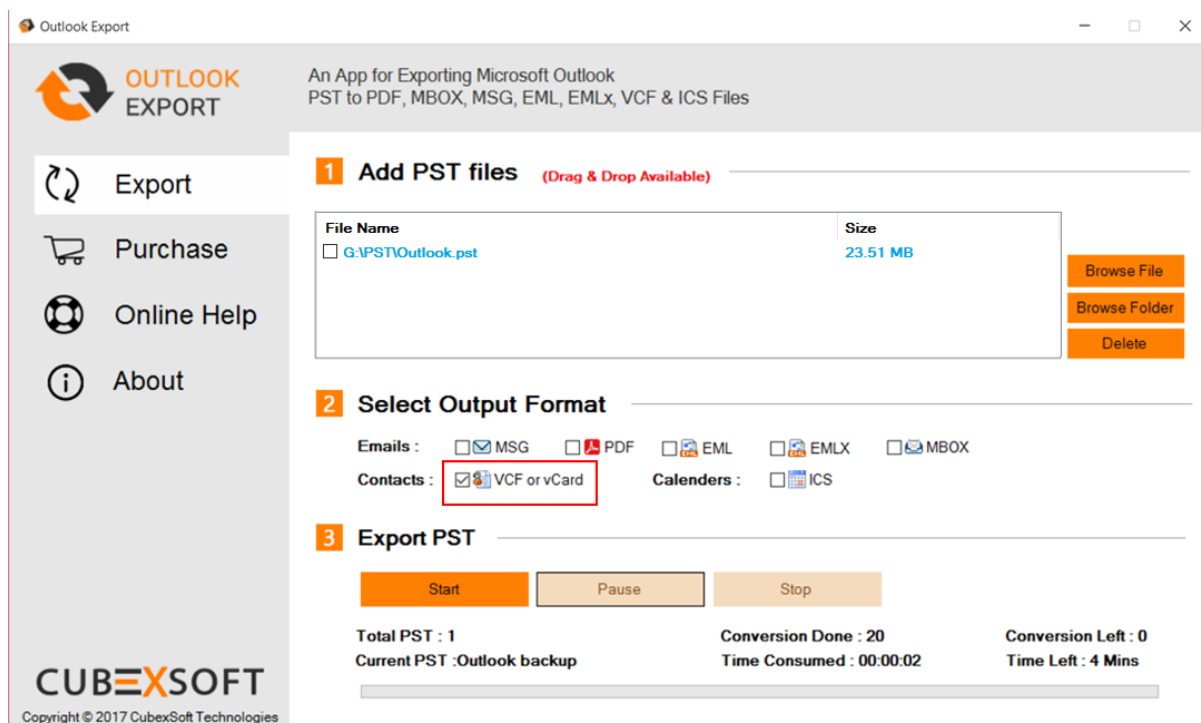


**(b). Saving Preference** – The second option is Saving preferences to save emails including deleting items, excluding deleted Item files or save deleted items only.

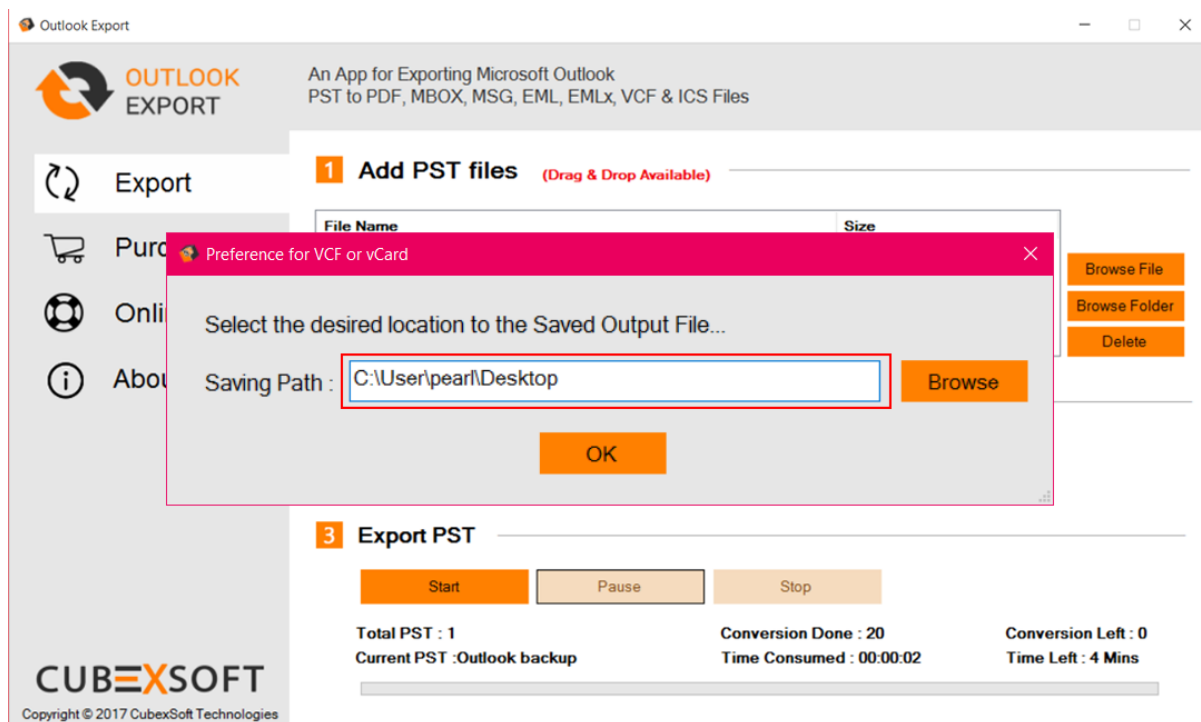


### For Contacts (VCF or vCard)

If you choose VCF or vCard option to save converted files & click on Start Button. Then next step will be -

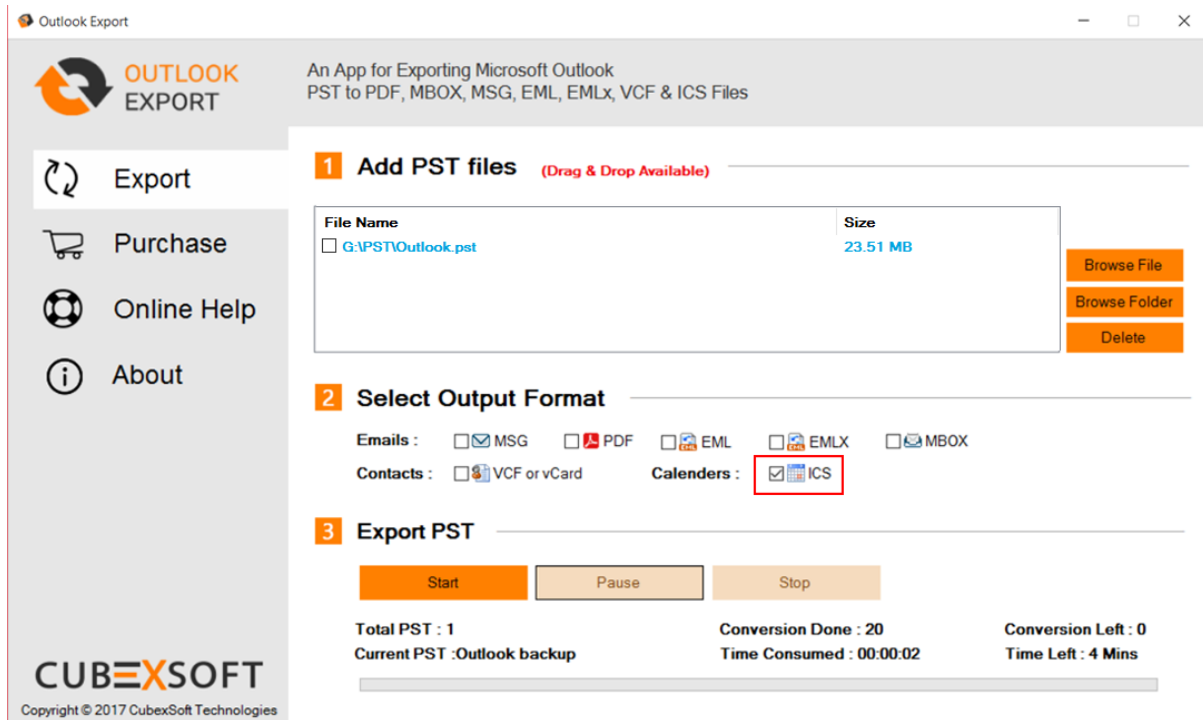


**Step 4.** Choose desired location to save converted contacts from Outlook to VCF.

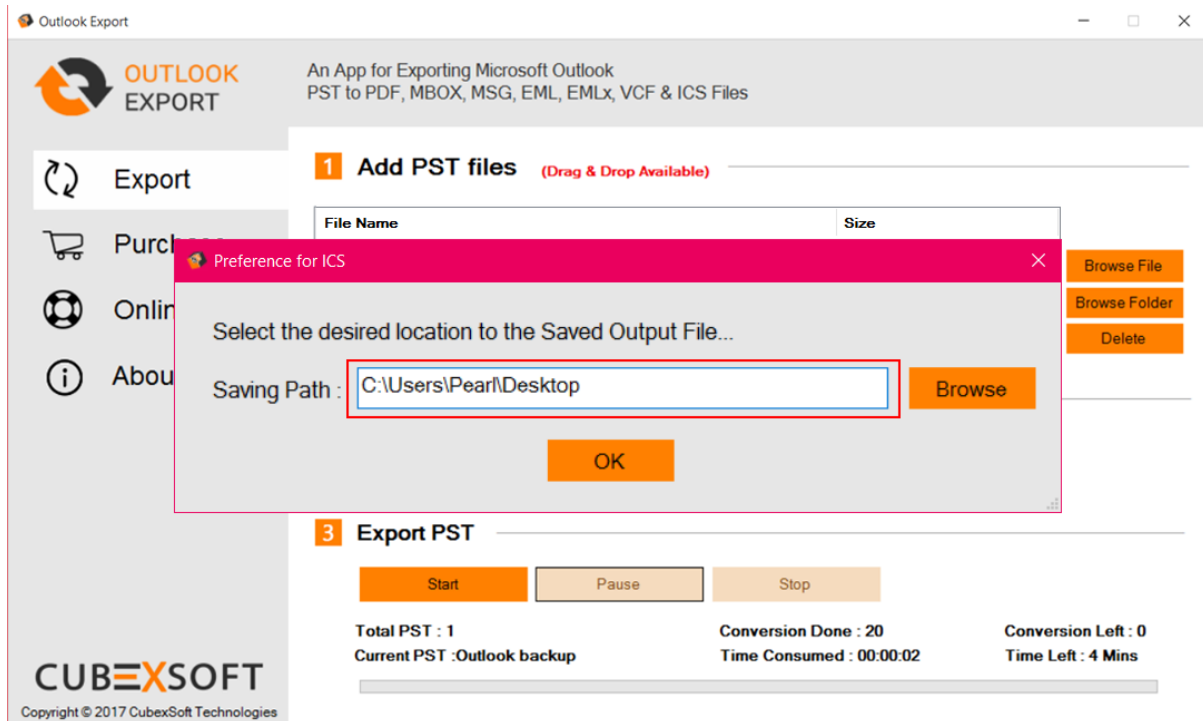


## For Calendar (.ics)

You can choose .ics saving option in order to convert Outlook calendar files in .ics format



**Step 4.** Then it will also provide saving location path Window, Choose accordingly –



**Step 6.** After selecting all information it will start its Conversion process which will be completed with a successful message.

