Working Guide of the MailsDaddy PST to Office 365 Tool

Step 1: Launch the software and click on Add File button to browse the Outlook PST file. You can also search Outlook PST file from a specific folder/drive by clicking on Search icon.

MailsDaddy PST to Office 365 Migratio	n Tool v	5.3 - Full Versio	n					– 0 X
File Help								•
Add File Export Bull	k Export	Imper:	sonate Export	Search Mail (s)	X Close File			M@llsDaddy
1		FROM		ТО	SUBJECT	DATE/TIME	Date Time SUBJECT: V More	1 Attachmenta
			Select/S	Or Search PST File earch PST File			2 0 0	
		[Scan Co		ompleted] Click OK To A	ccess Mailbox.			
			Ca	ncel	4	к	3 Scan	
Mails Calendar Index Cont	acts	Tasks	Notes	Journal				

Step 2: The application will generate preview of entire PST file items including attachments. Click on Export Button. (Previewing data is optional so you may skip this step if not required)



Step 3: Click on Export button, choose the appropriate options

- 1. Export All Folders to export all items.
- 2. Export Selected Folder to export selected items.

After choosing the appropriate option, select **"Export to Primary Mailbox"** or **"Export to Archive Mailbox"** from the Export option. You can also create a new folder inside these mailboxes.

This tool also has the Date filter option to search for data between a particular date ranges. Click on Export button.

Note: You can also create a log file and save it to your device (if required).

<i></i>	×
Export All Folders C Export Selected Folders	
E:\Office\PST Files\davidtolar11@! Deleted Items (43) Inbox (30) Personal (20) Payslips (22) Outbox (14) Sent Items (28) Calendar (5) Contacts (24) Journal (0) Notes (24) Tasks (24) Drafts (23) Quick Step Settings (0) Junk E-mail (17)	Export Options 2 Select the mailbox type

Contractions	Office 365	×
Connect Luk Verbänden ogs	Office 365 Email	
	Password	
	Sign in	~

Step 4: Enter your Office 365 mailbox Email ID & Password to sign in to Office 365 account.

Step 5: The software will start the migration and will show you the progress.

Import Progress	×
[Exporting : Junk E-mail / TWO things you need to consider right now]	
Abort	

Step 6: The application will show a confirmation message after completion of the process.

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Export All Folders C Export Selected Folders	
E:\Office\PST Files\davidtolar11@; Deleted Items (43) Inbox (30) Personal (20) Deleted Items (24) Payslips (22) Outbox (14)	Export Options
Message Calendar (5) Contacts (24) Journal (0) Journal (0) Calendar (2) Contacts (24)	Messages Successfully Migrated To Your Office365 Account!
Conversation Action Settings (0 Quick Step Settings (0)	Advance Options Image: Create Logs Select Location : Image: Create Logs Select Location :