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.
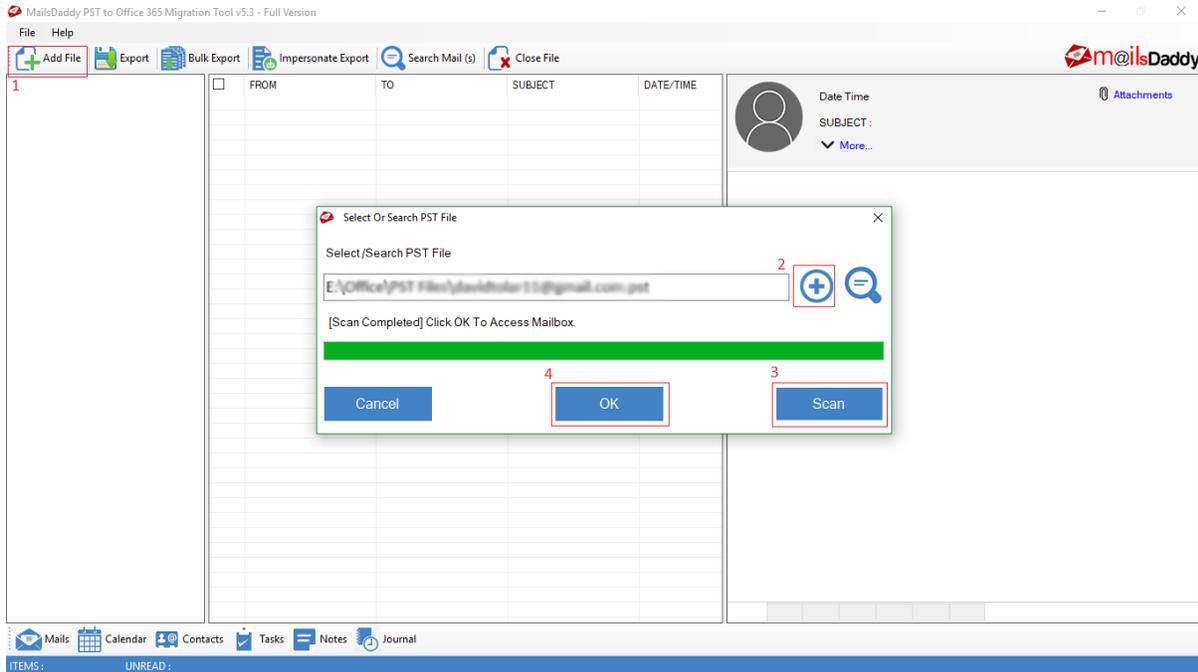
Step 2: The application will generate preview of entire PST file items including attachments. Click on Export Button. (Previewing data is optional so you may skip this step if not required)
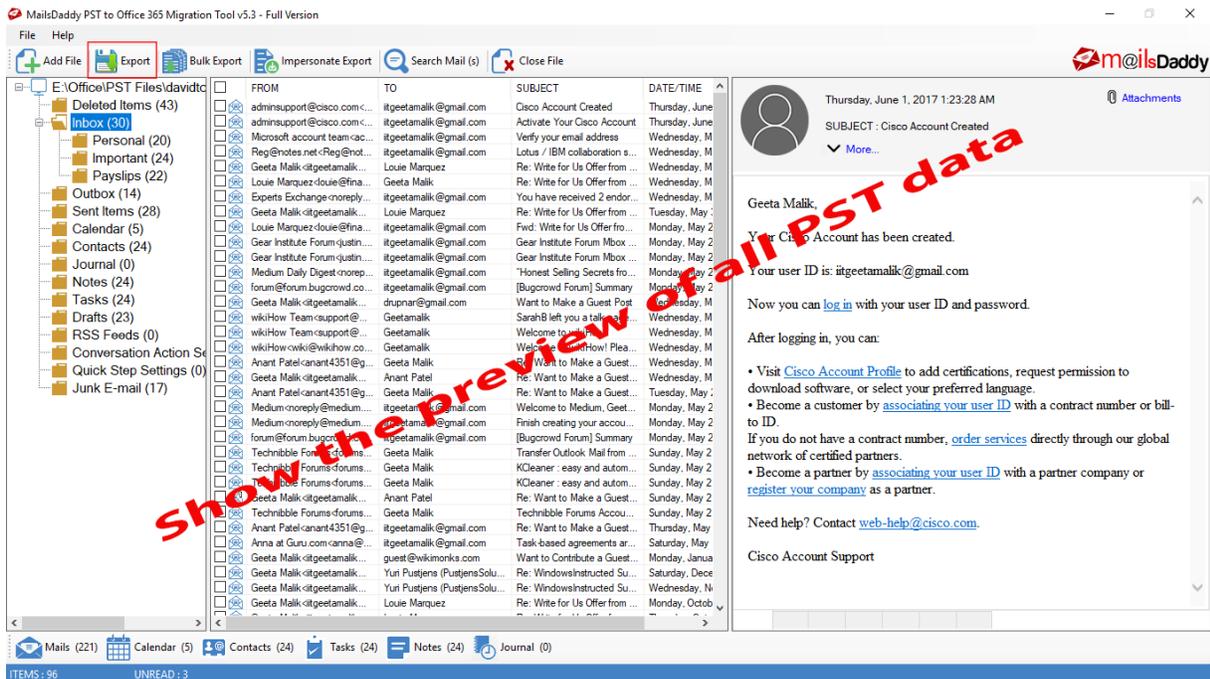
Step 3: Click on Export button, choose the appropriate options

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).
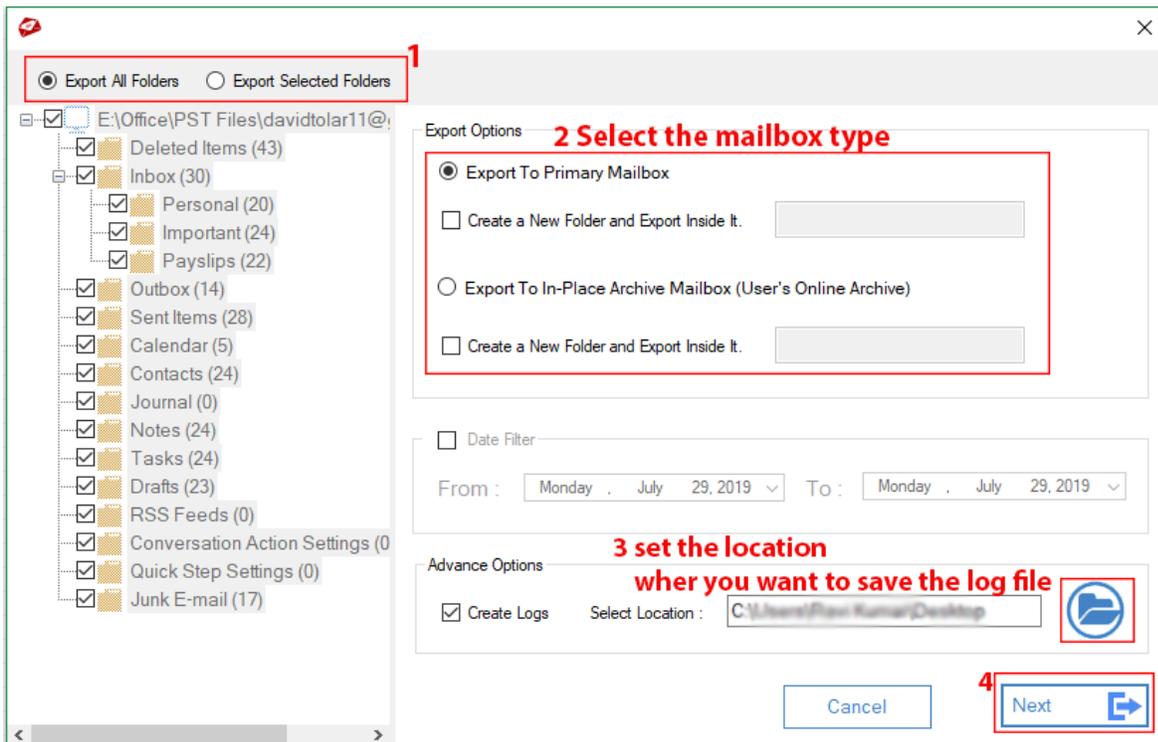
Step 4: Enter your Office 365 mailbox Email ID & Password to sign in to Office 365 account.
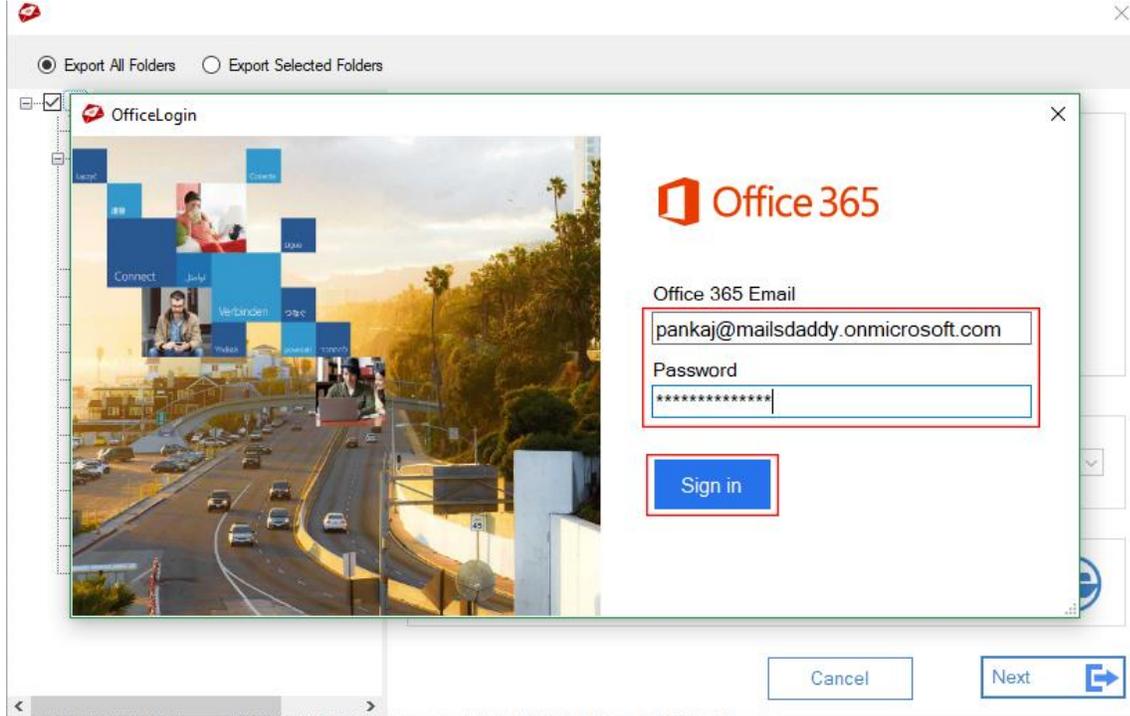
Step 5: The software will start the migration and will show you the progress.
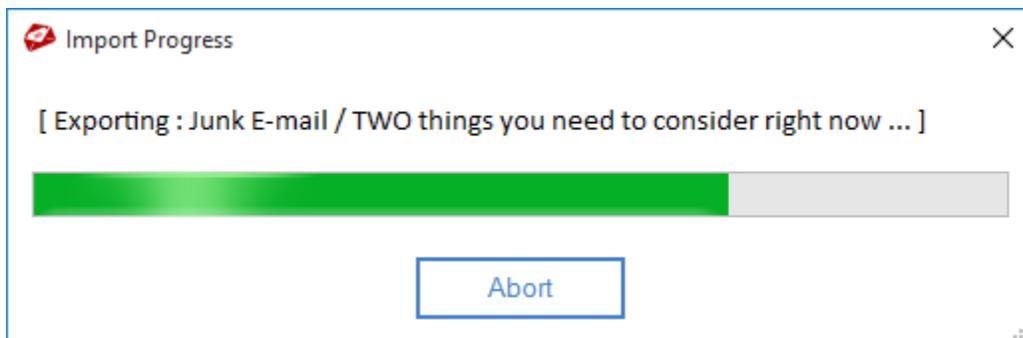
Step 6: The application will show a confirmation message after completion of the process.

○ Export All Folders ○ Export Selected Folders

☑ E:\Office\PST Files\davidtolar11@...
  ☑ Deleted Items (43)
  ☑ Inbox (30)
    ☑ Personal (20)
    ☑ Important (24)
    ☑ Payslips (22)
  ☑ Outbox (14)
  ☑ Sent Items (28)
  ☑ Calendar (5)
  ☑ Contacts (24)
  ☑ Journal (0)
  ☑ Notes (24)
  ☑ Tasks (24)
  ☑ Drafts (23)
  ☑ RSS Feeds (0)
  ☑ Conversation Action Settings (0
  ☑ Quick Step Settings (0)
  ☑ Junk E-mail (17)

Export Options

◉ Export To Primary Mailbox

☐ Create a New Folder and Export Inside It.

○ Export To In-Place Archive Mailbox (User's Online Archive)

Message ✕

ⓘ Messages Successfully Migrated To Your Office365 Account!

OK

Monday , July 29, 2019 ∨

Advance Options

☑ Create Logs   Select Location : C:\Users\Ravi Kumar\Desktop   📂

Cancel   Next ⏭