



# OST to Office 365 Converter Tool

## (Software Guide)

### Overview

OST to Office 365 Converter tool is a software utility that is designed to help users convert their Offline Storage Table (OST) file to Microsoft Office 365 account. The OST to Office 365 Converter tool is user-friendly and supports a simple and efficient conversion process. The tool allows you to select specific items or entire folders to convert and ensures that all the data is transferred accurately and securely. The tool also provides multiple options for saving the converted data, such as PST, EML, MSG, and others. The tool provides an efficient and secure conversion process and is compatible with all versions of Exchange Server and Office 365.

### Requirement & Supported Versions

- Processor: Pentium class processor:- 512MB RAM (1GB Recommended)
- Disk Space: Enough Space to Store Recovered Output.

- Operating System:- 11, 10/8.1/8/7/, 2008/2012 (32 & 64 Bit), and other Windows versions.
- Support Outlook Versions:- Office 365, 2019, 2016, 2013, 2010, 2007, 2003, 2002, 2000, 98, and 97.
- Support MS Exchange Server:- 2019/ 2016/ 2013/ 2010/ 2007/ 2003/ 2000/ 5.5 and 5.0.

## **Installation**

Follow the link to learn the installation process of the software:-

<https://www.sysinfotools.com/pdf/sysinfo-installation-win.pdf>

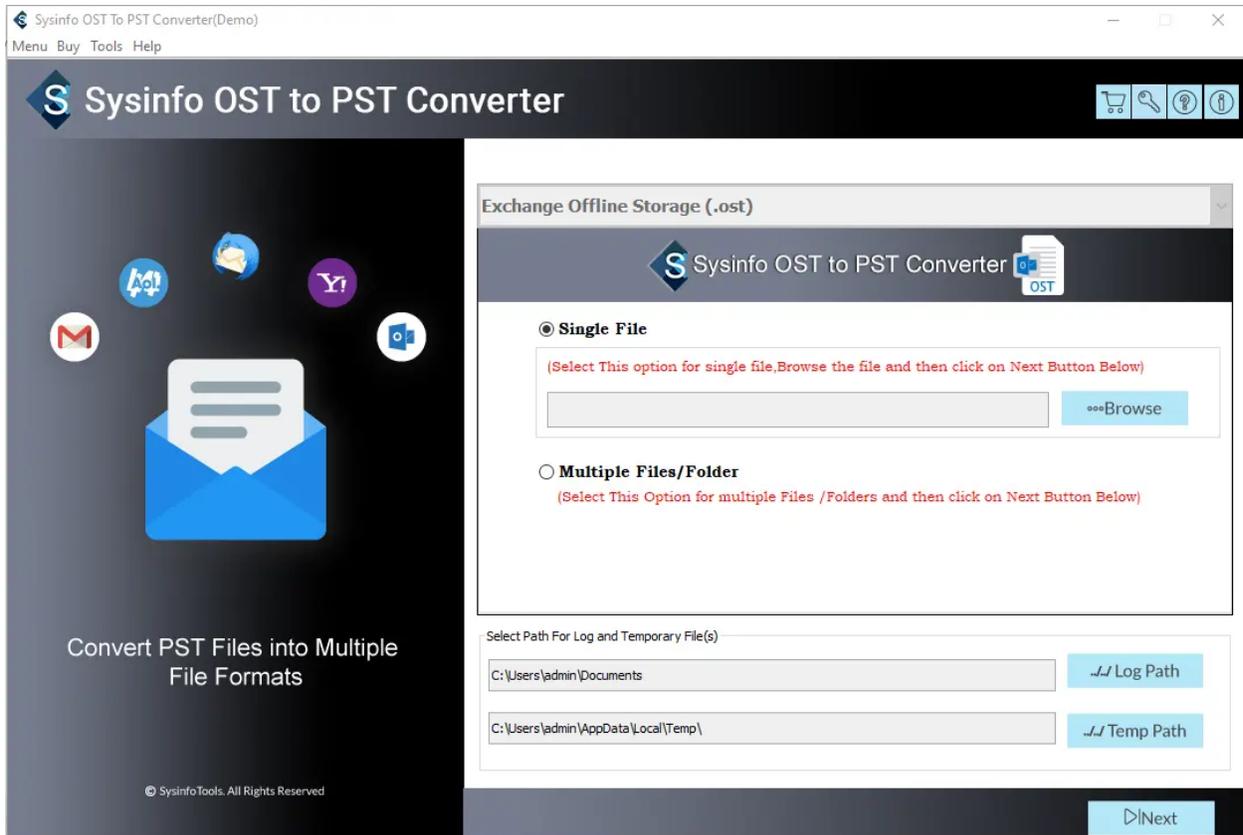
## **Uninstallation**

Follow the link to learn the uninstallation process of the software:-

<https://www.sysinfotools.com/pdf/sysinfo-uninstallation-win.pdf>

## **User Interface**

After launching the **Sysinfo OST to PST Converter** Tool on the System, you can find the below-mentioned interface:

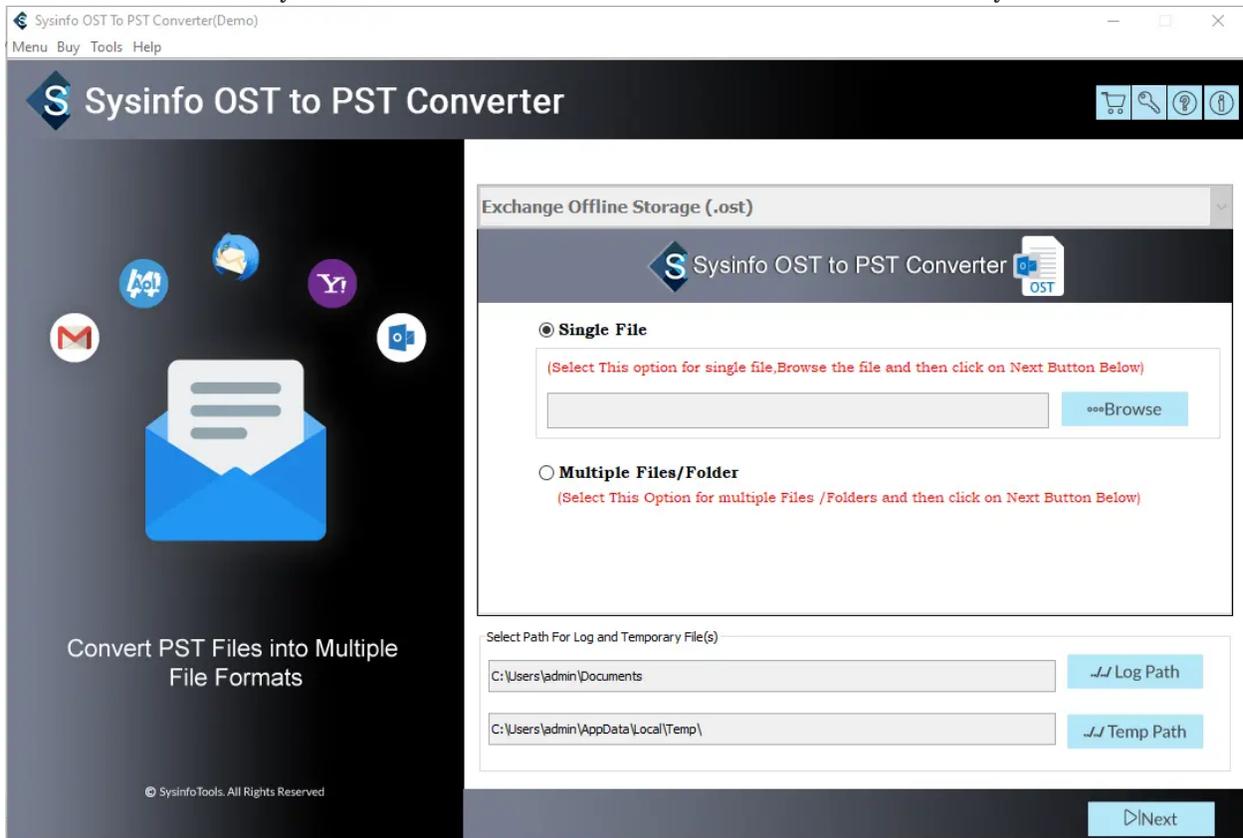


## Software Working

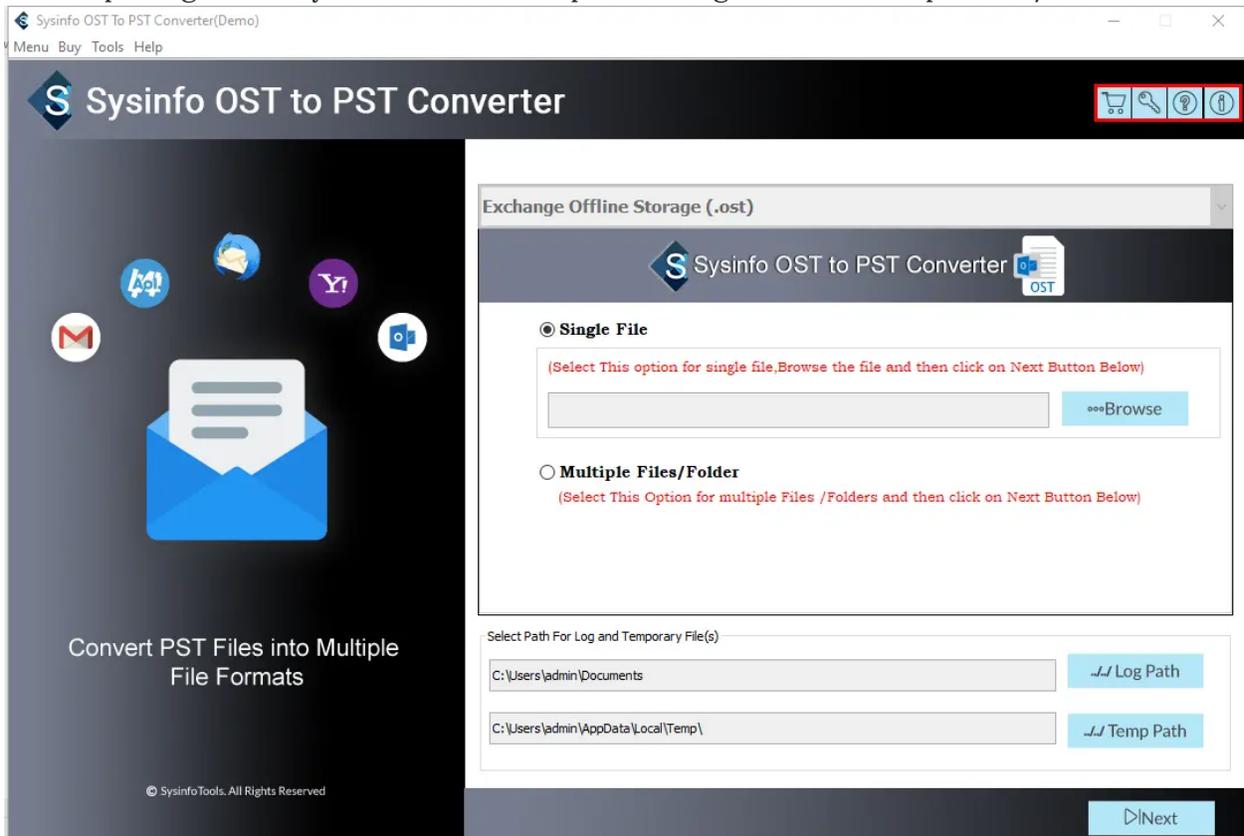
### Download and Install SysInfo OST to PST Converter

#### Steps to Convert OST Files into Different File Formats

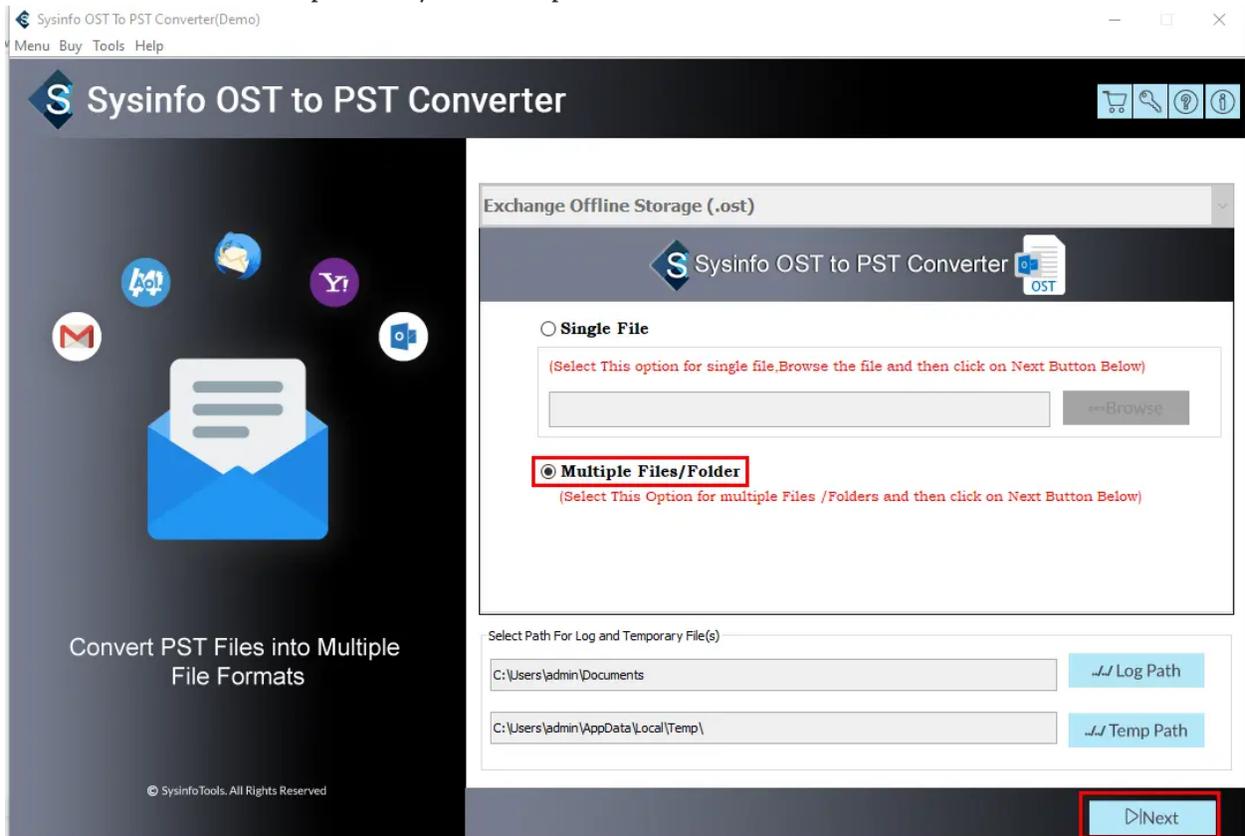
Install and Run the SysInfo OST to PST Converter as an Administrator on your PC.



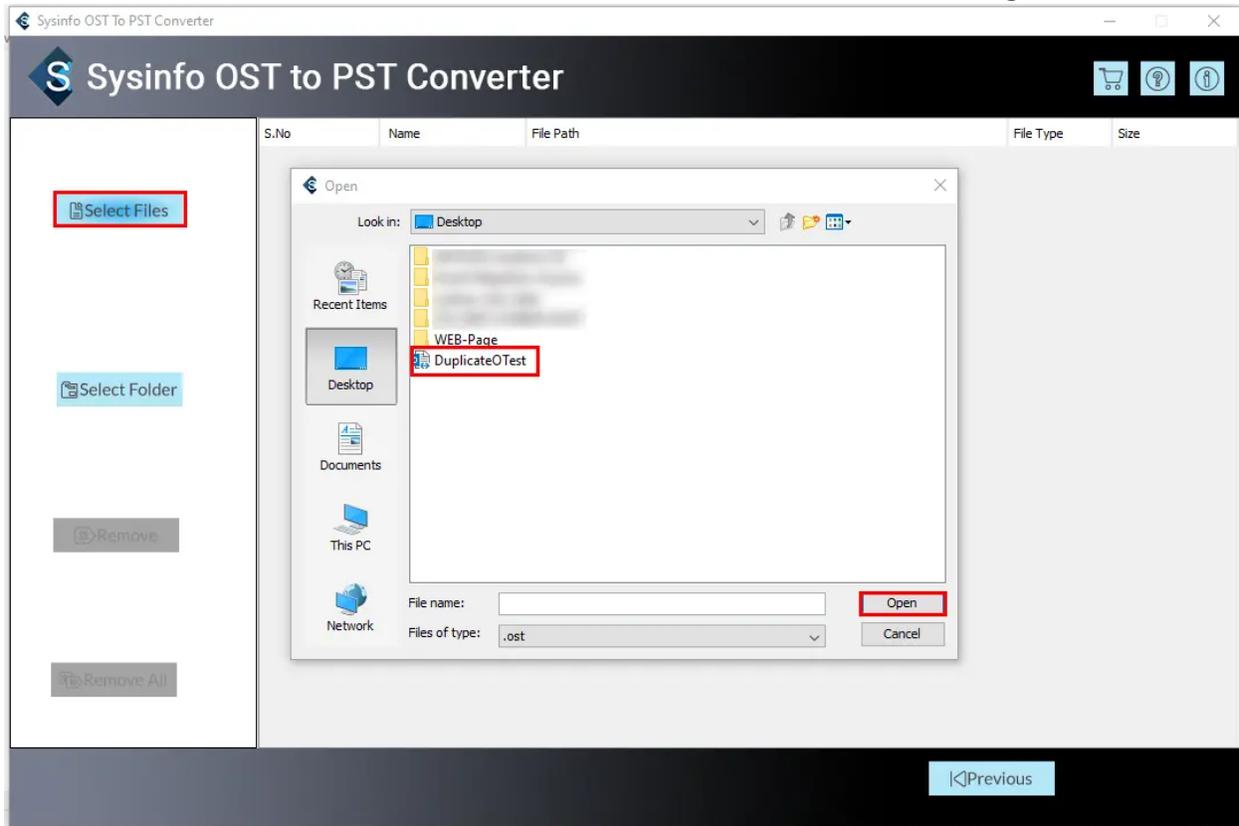
In the opening wizard, you can view two options: Single File or Multiple Files/Folders.



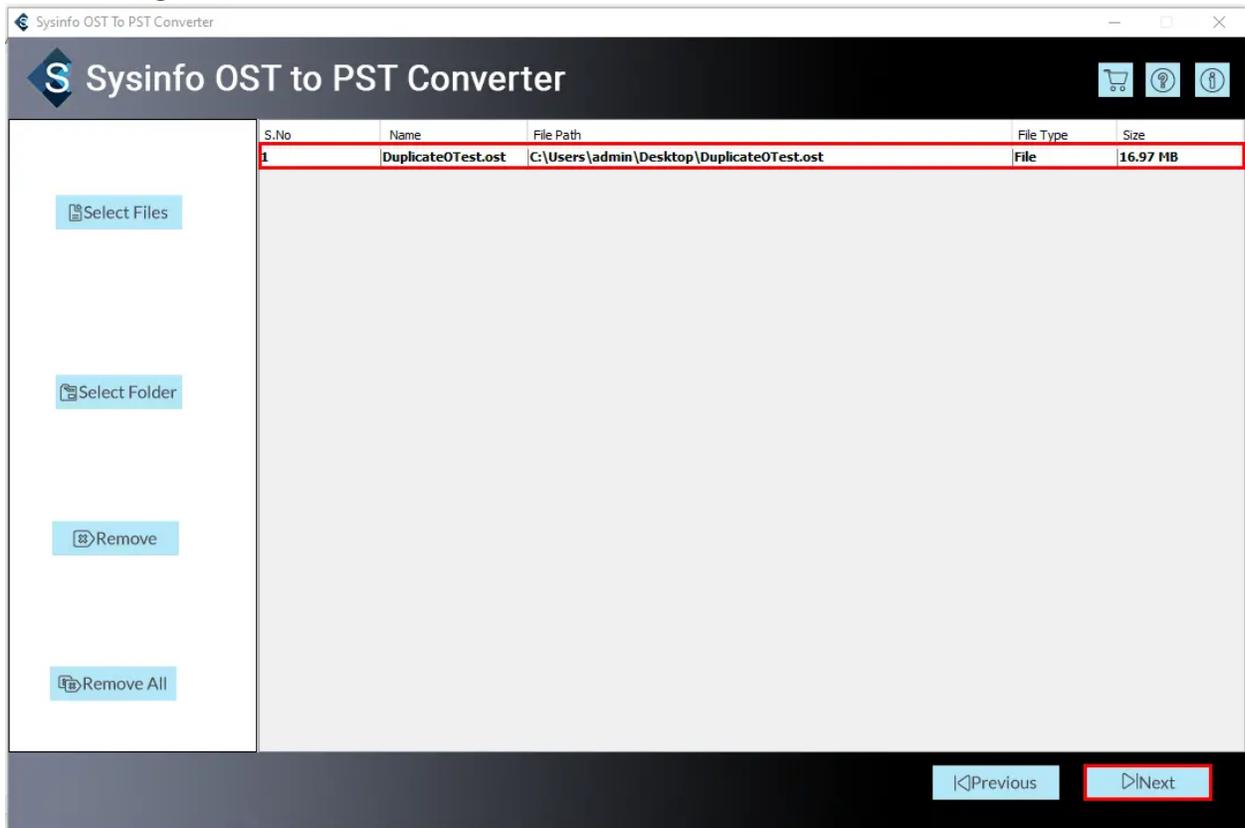
Here, I select the Multiple Files/Folder option and click on the Next button.



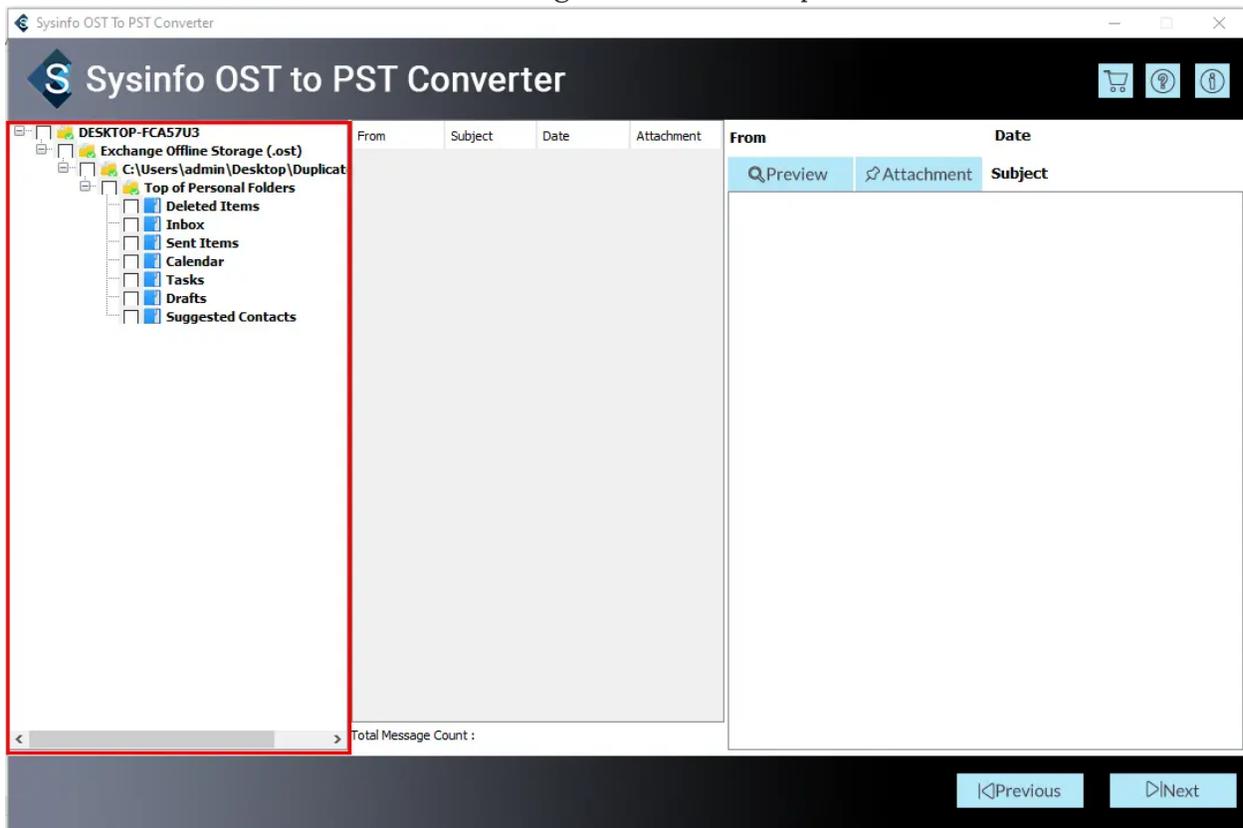
Now, click Select Files or Select Folder to add OST files or folder containing OST files.



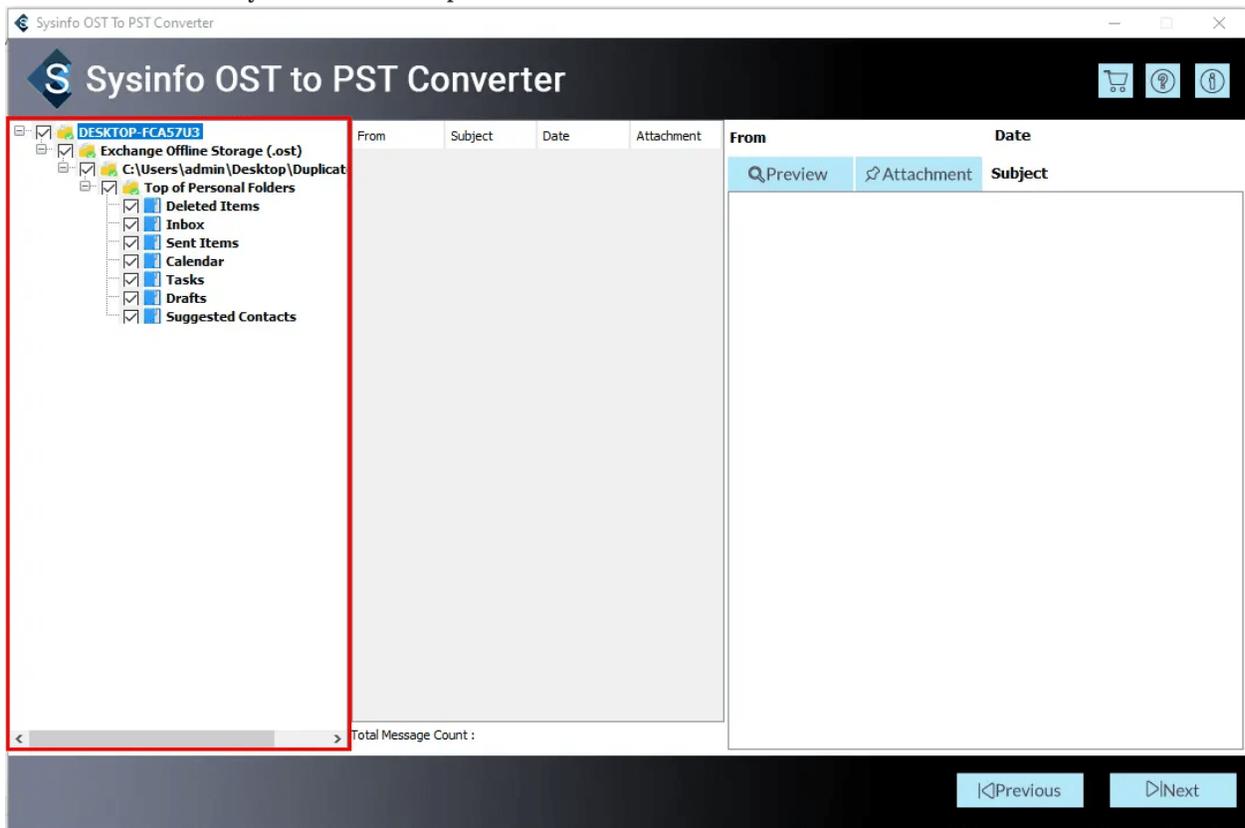
After adding OST files into the software, click Next.



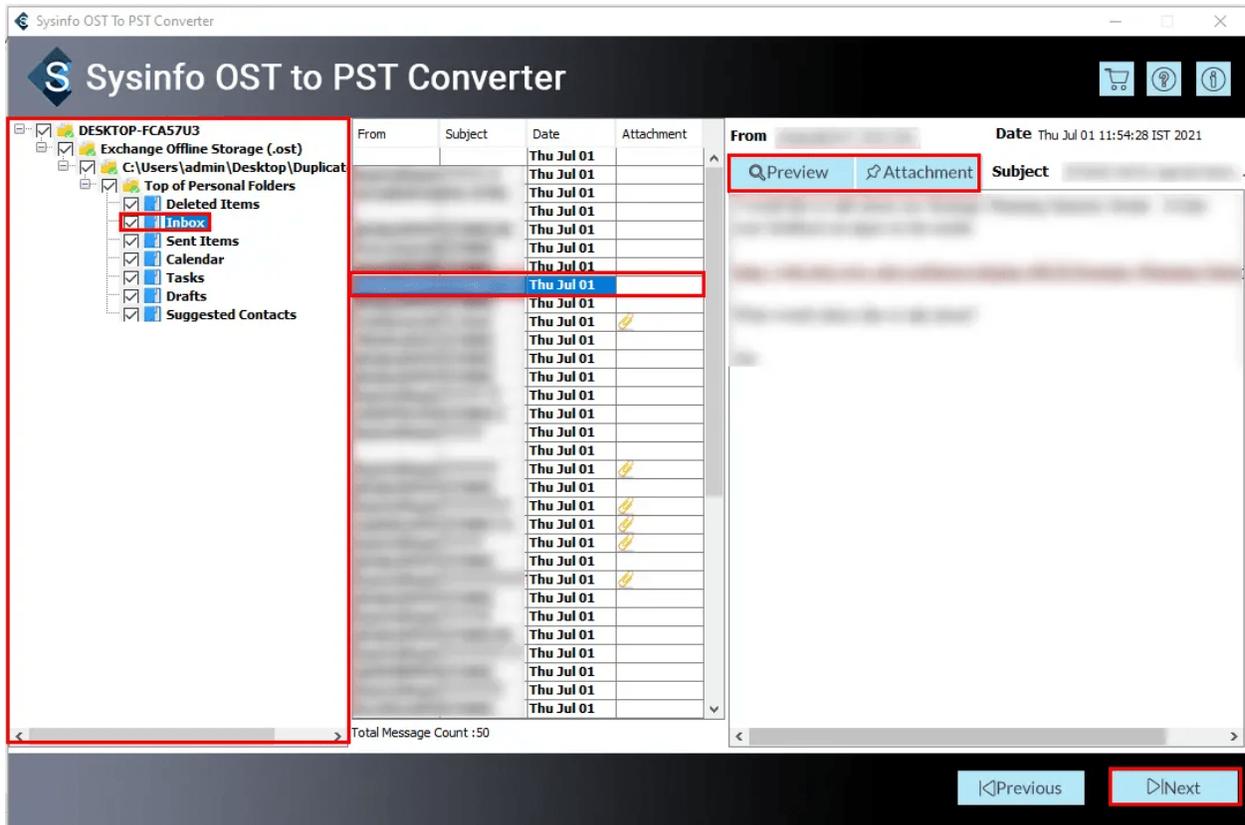
You will find the tree structure containing files and folders present on the chosen OST files.



Check the folders you want to export.



Here, you can preview detailed information like Total Message Count, From, Subject, Date, Attachments, and the message of a specific email. Tap Next.



Now, choose the email client from the drop-down menu. (Here, I pick Office 365 Email

Clients.)

S Sysinfo OST to PST Converter

Saves/Backup/Migrate As : OFFICE 365

User Name (Email Address) [Redacted]@onmicrosoft.com [More Help](#)

Password [Redacted]  Show Password

[Sign In](#)

Previous Convert

Enter your Office 365 email address and third-party app password and click on the Sign In button.

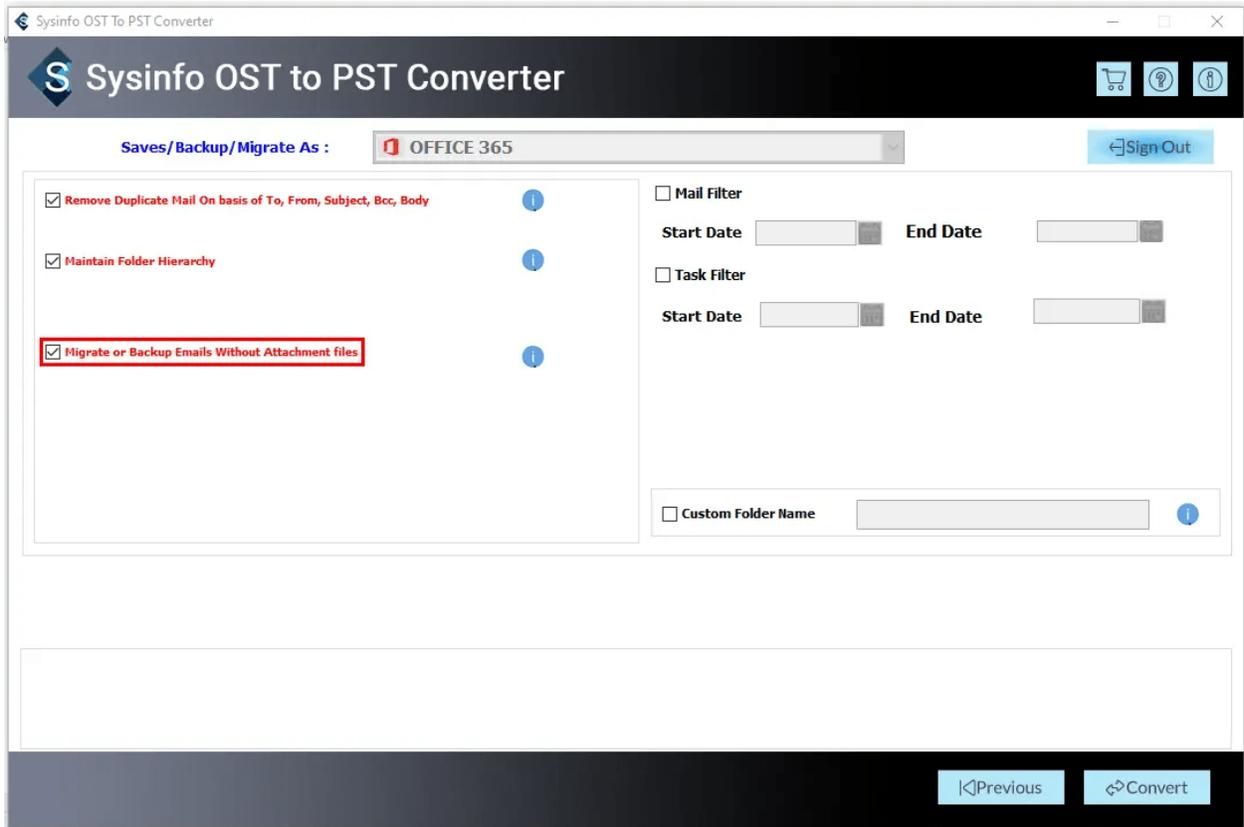
The screenshot shows the Sysinfo OST to PST Converter application window. The title bar reads "Sysinfo OST To PST Converter". The application header features the Sysinfo logo and the text "Sysinfo OST to PST Converter". Below the header, there is a dropdown menu labeled "Saves/Backup/Migrate As:" with "OFFICE 365" selected. The main form area contains two input fields: "User Name (Email Address)" with the value ".onmicrosoft.com" and "Password" with masked characters. A "More Help" link is positioned to the right of the User Name field. A "Show Password" checkbox is located below the Password field. A "Sign In" button is positioned to the right of the Password field. At the bottom of the application, there are two buttons: "Previous" and "Convert".

If required, check these options:

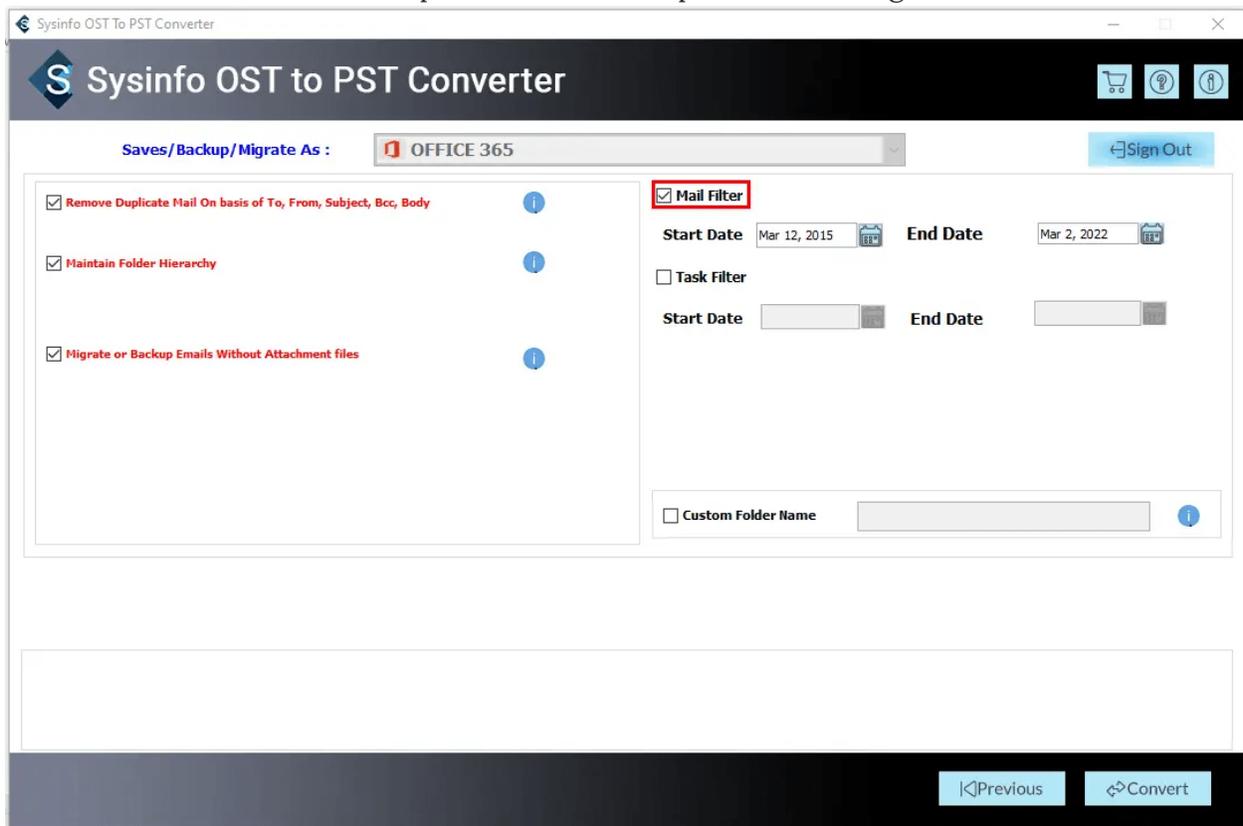
Remove Duplicate Mail: Tick this to delete repetitive items from selected OST.



Select this feature to Migrate or Backup folders emails without their Attachments.



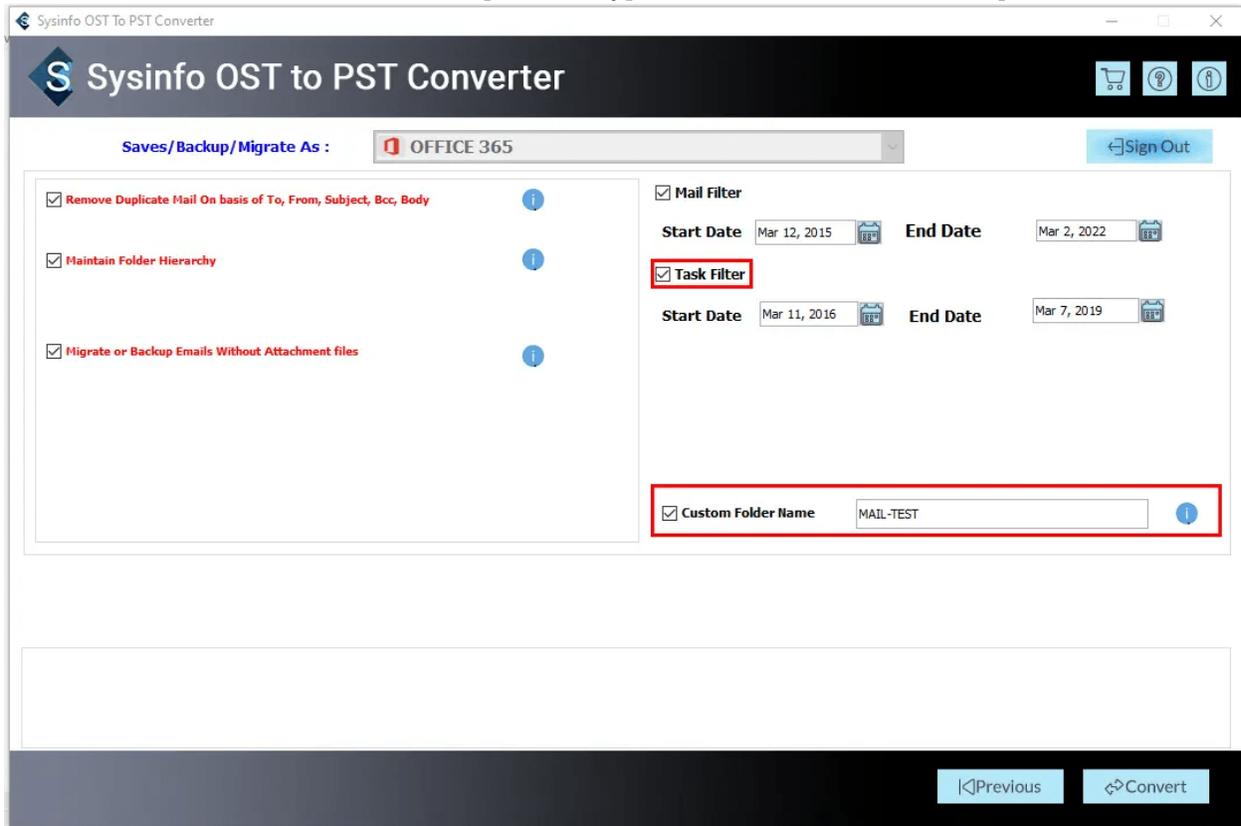
Mail Filter: It allows users to separate emails in a specific date range.



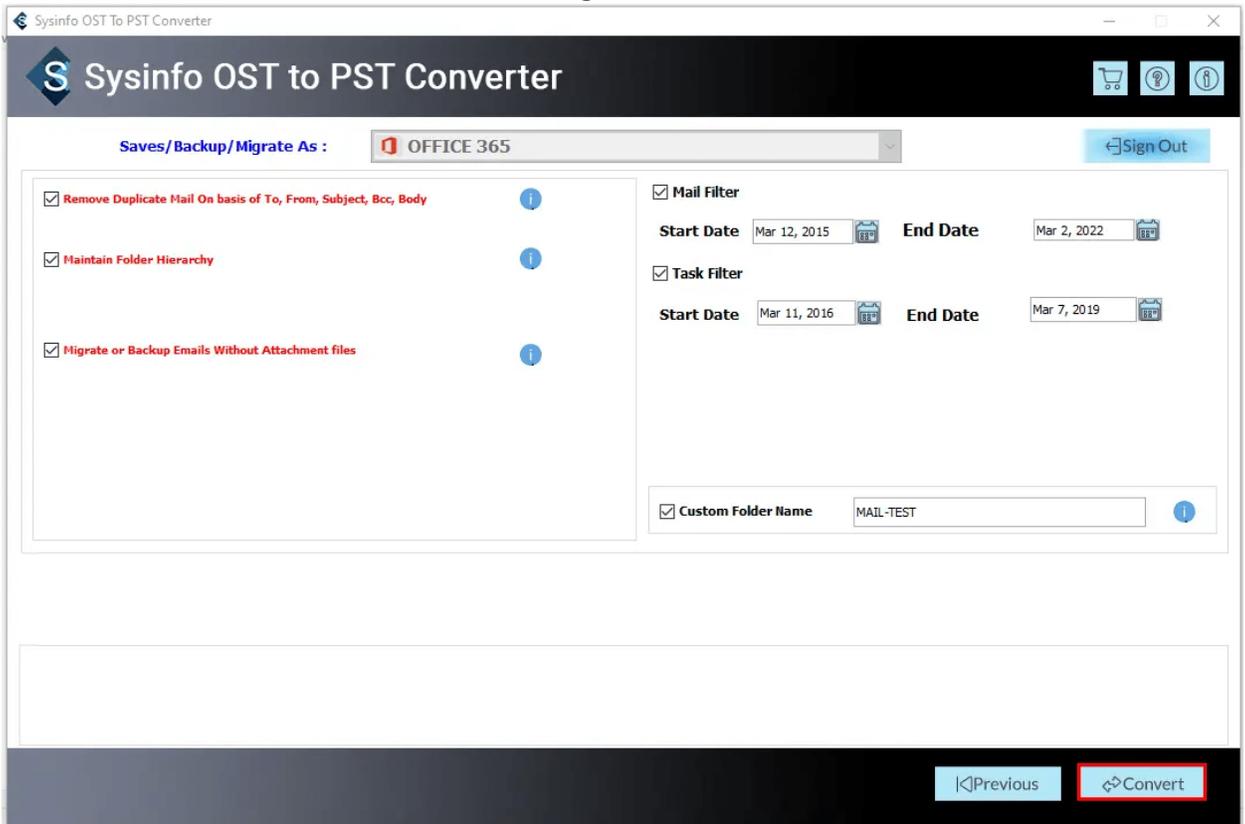
Opt with these options:

Task Filter:- It permits users to filter tasks in between the Start Date and End Date.

Custom Folder Name:- Check this option to type the name of the new output folder.



Click on the Convert button to start the migration of OST files into Office 365.



You can also download the migration report by pressing the Download Report button.

The screenshot shows the Sysinfo OST to PST Converter application window. The title bar reads "Sysinfo OST To PST Converter". The main header area contains the Sysinfo logo and the text "Sysinfo OST to PST Converter". Below the header is a table with the following data:

From	To	File Name	Status	Duration	Message count	Path
Exchange Offline Storage ...	OFFICE 365	DuplicateOTest	Completed	1:43	65	
Total Message					65	

Below the table, there is a large empty grey rectangular area. At the bottom of the main content area, there is a button labeled "Download Report" with a circular arrow icon, which is highlighted with a red border. At the very bottom of the window, there is a dark grey bar containing a button labeled "Convert Again" with a double-headed arrow icon, also highlighted with a red border.