



# 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>

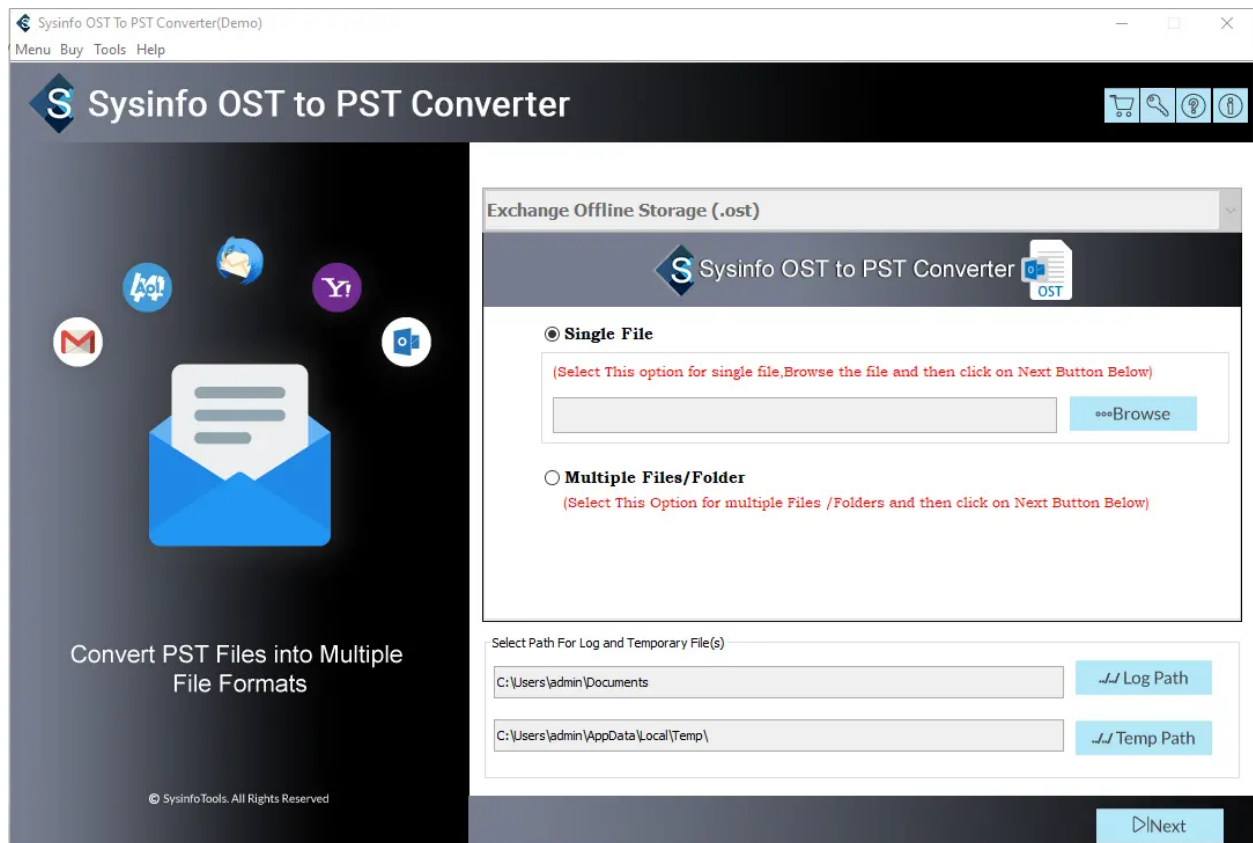
## **Uninstallation**

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:

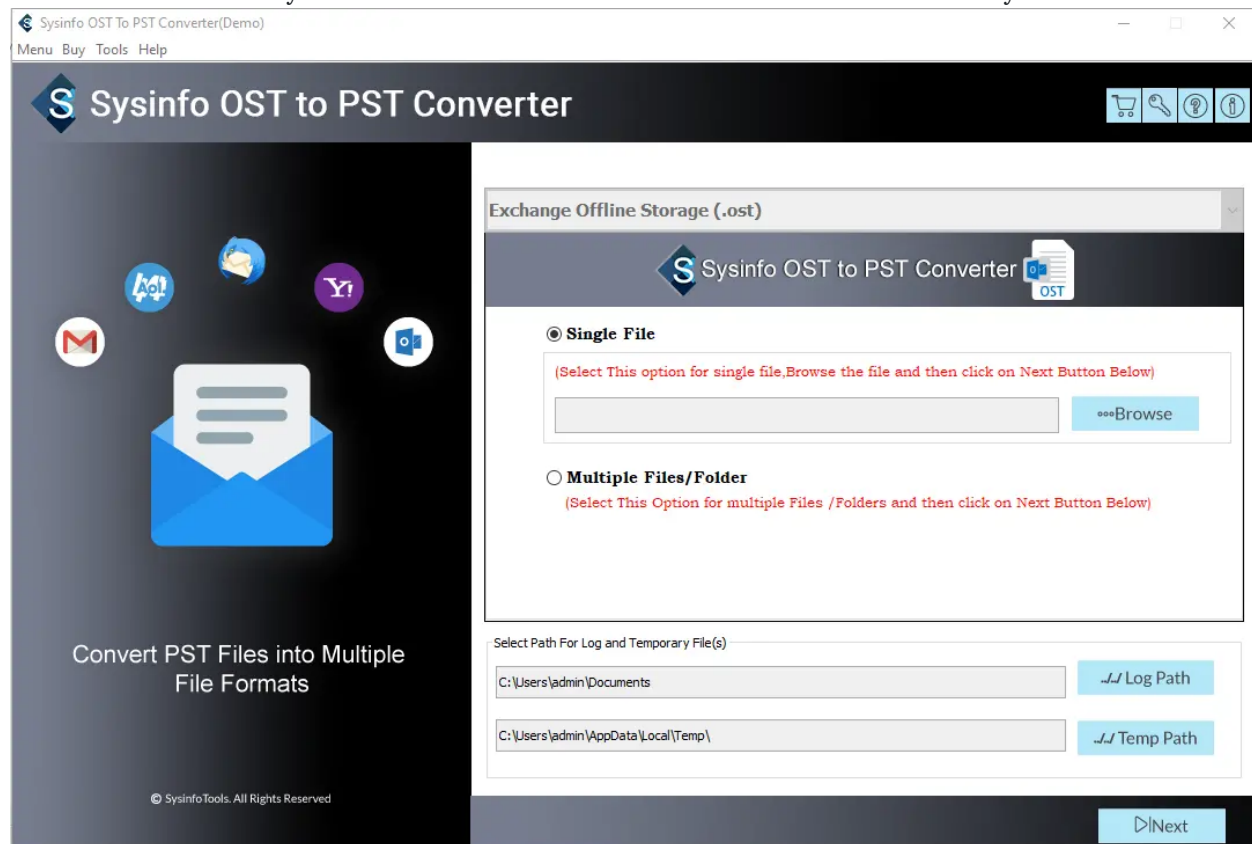


## Software Working

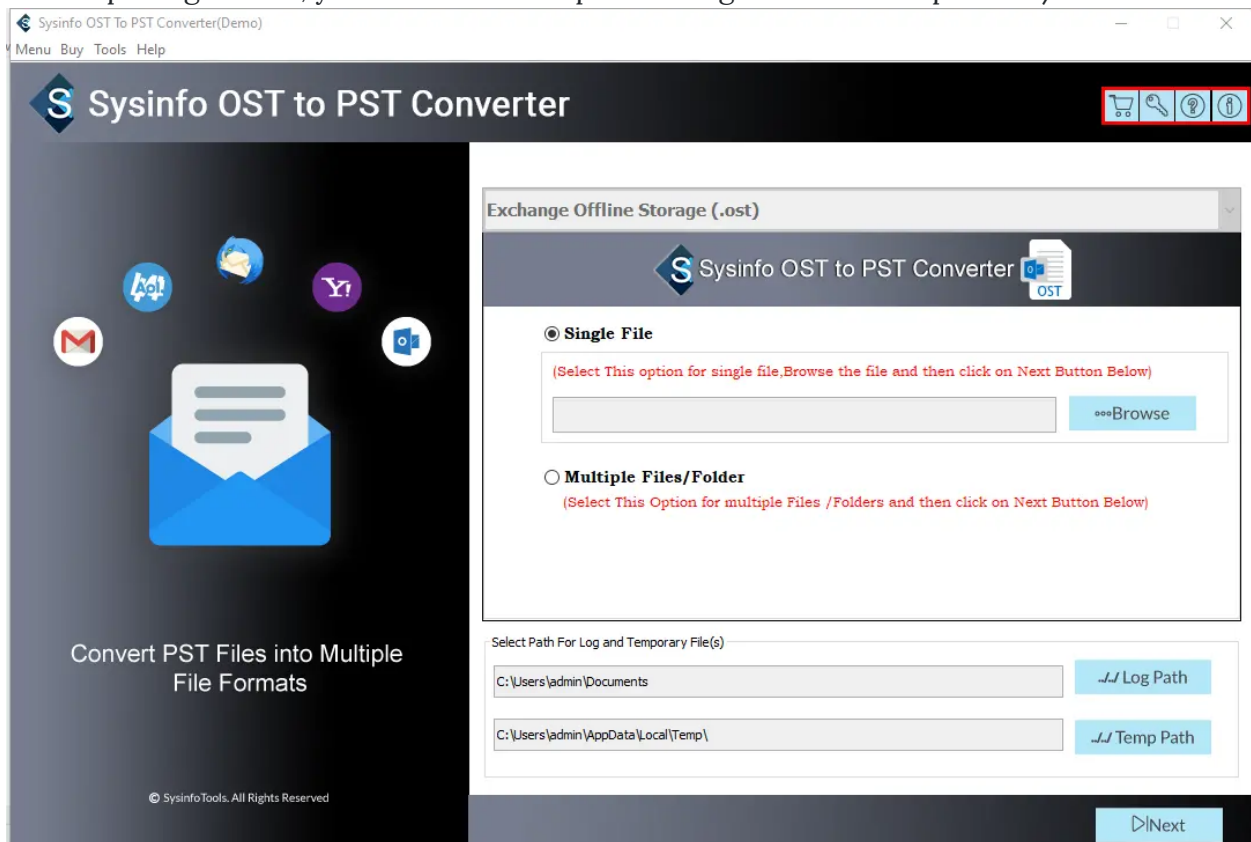
### Download and Install SysInfo OST to PST Converter

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

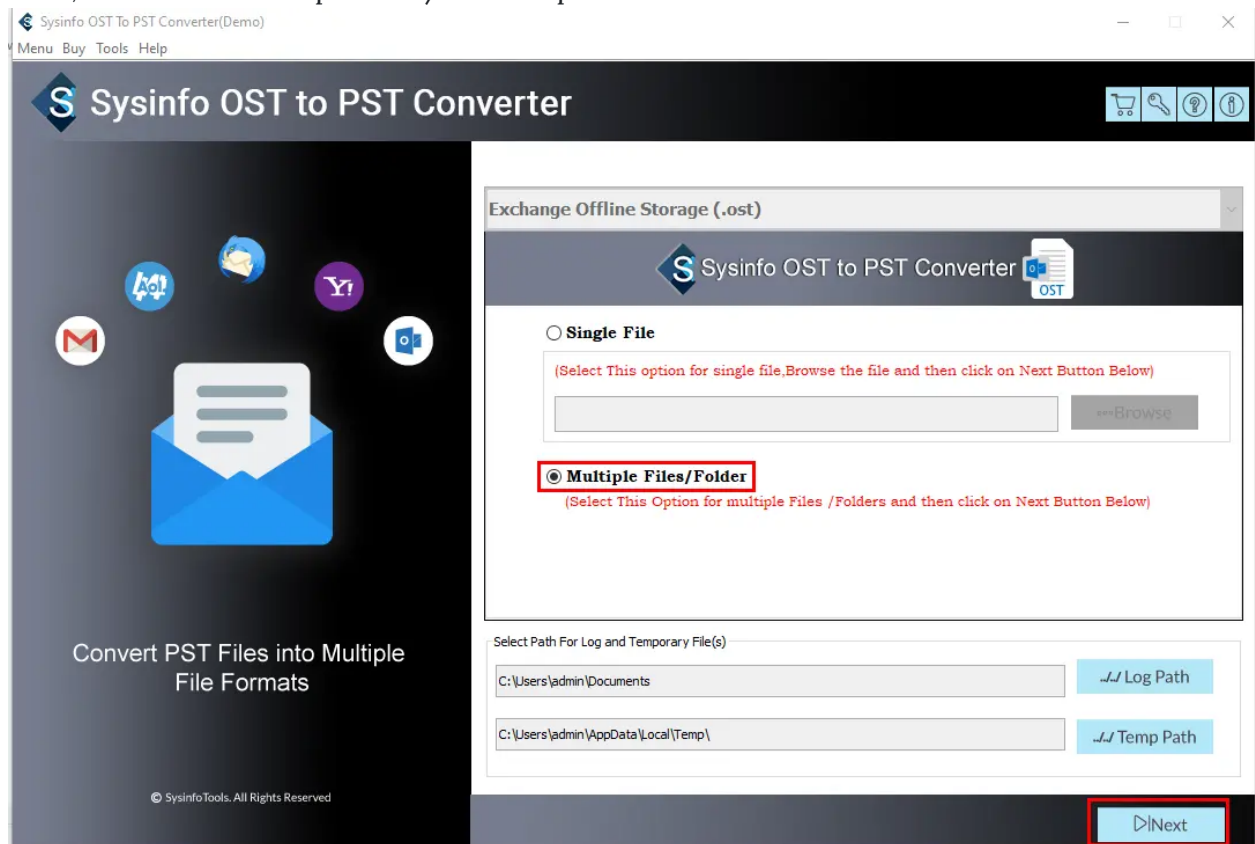
Install and Run the SysInfo OST to PST Converter as an Administrator on your PC.



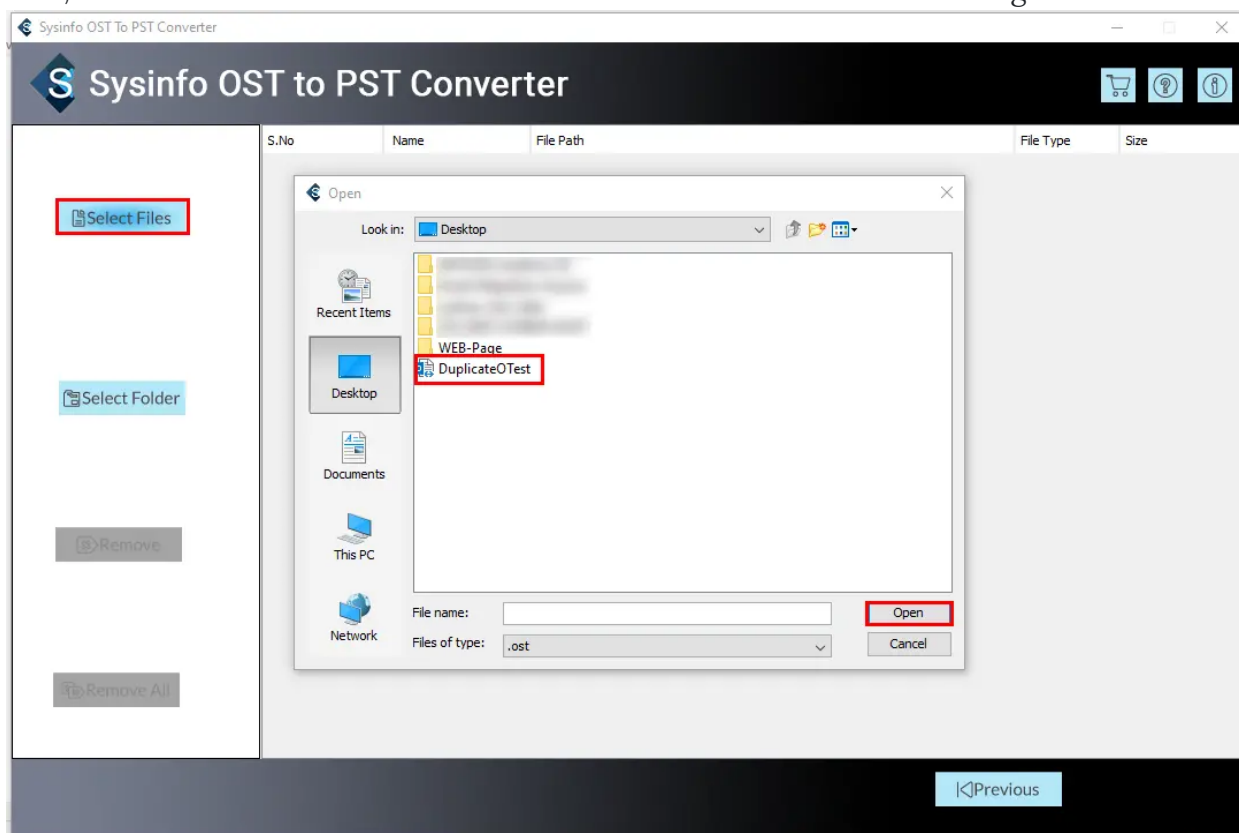
In the opening wizard, you can view two options: Single File or Multiple Files/Folders.



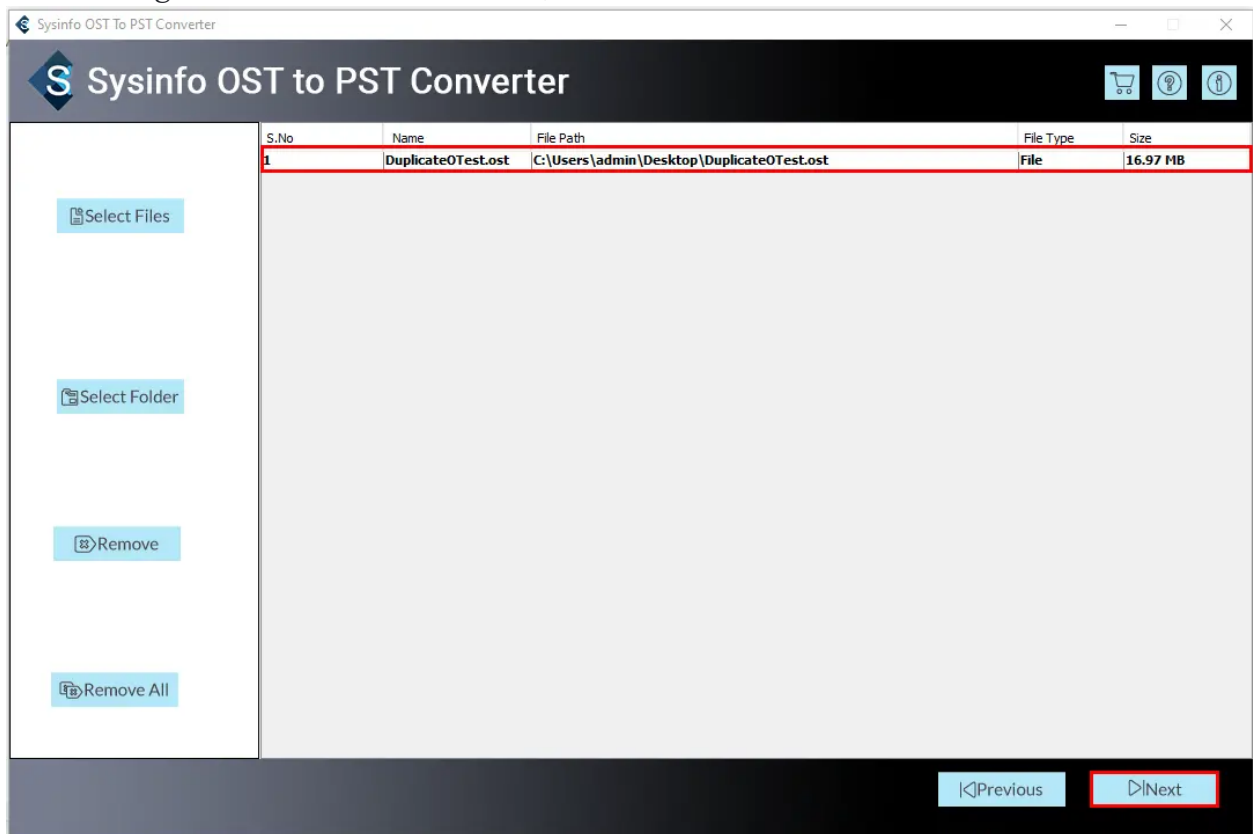
Here, I select the Multiple Files/Folder option and click on the Next button.



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

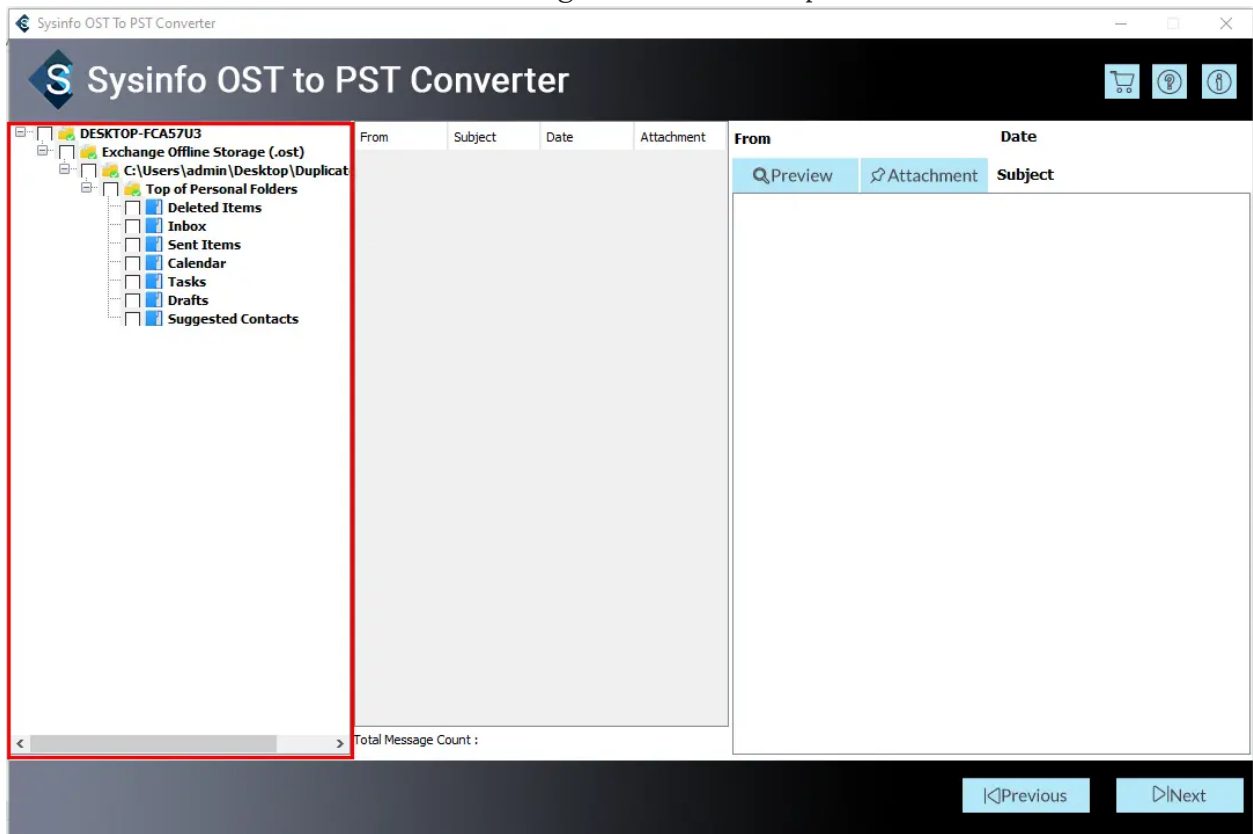


After adding OST files into the software, click Next.

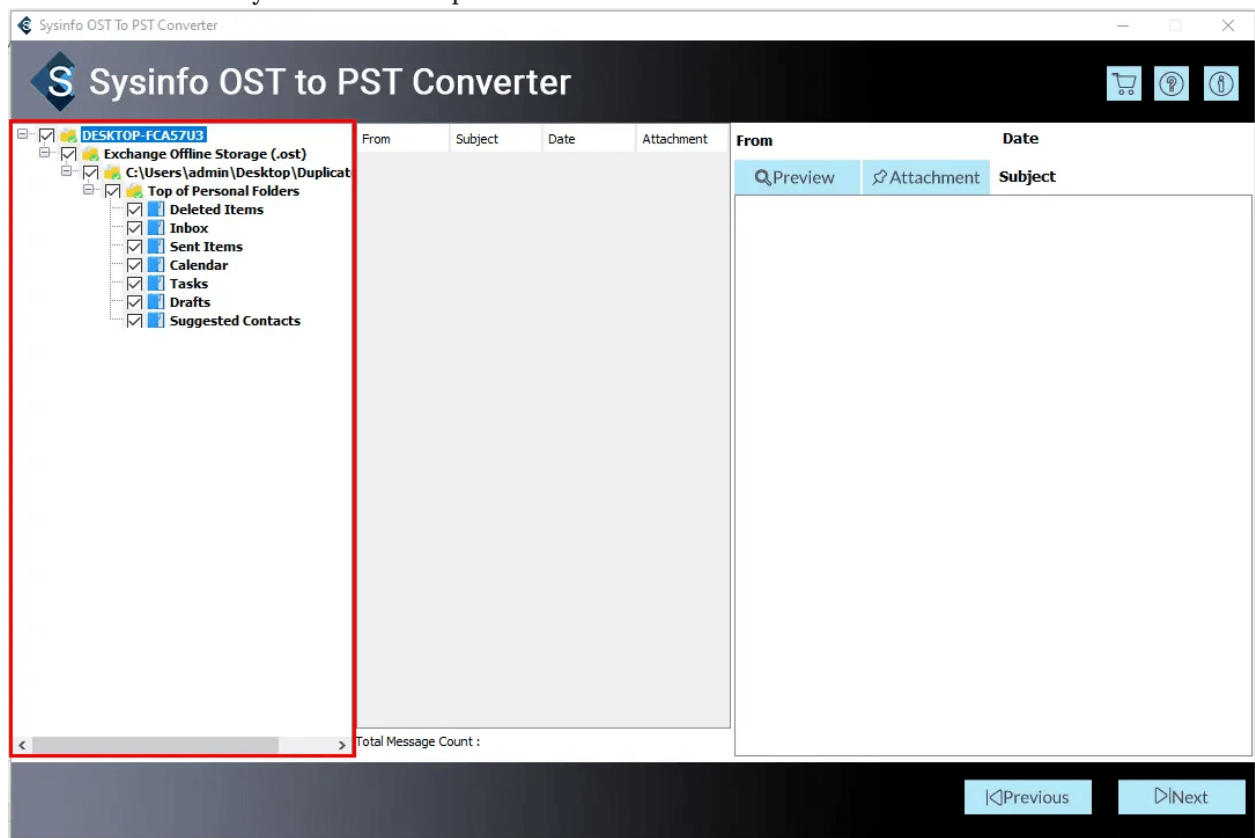




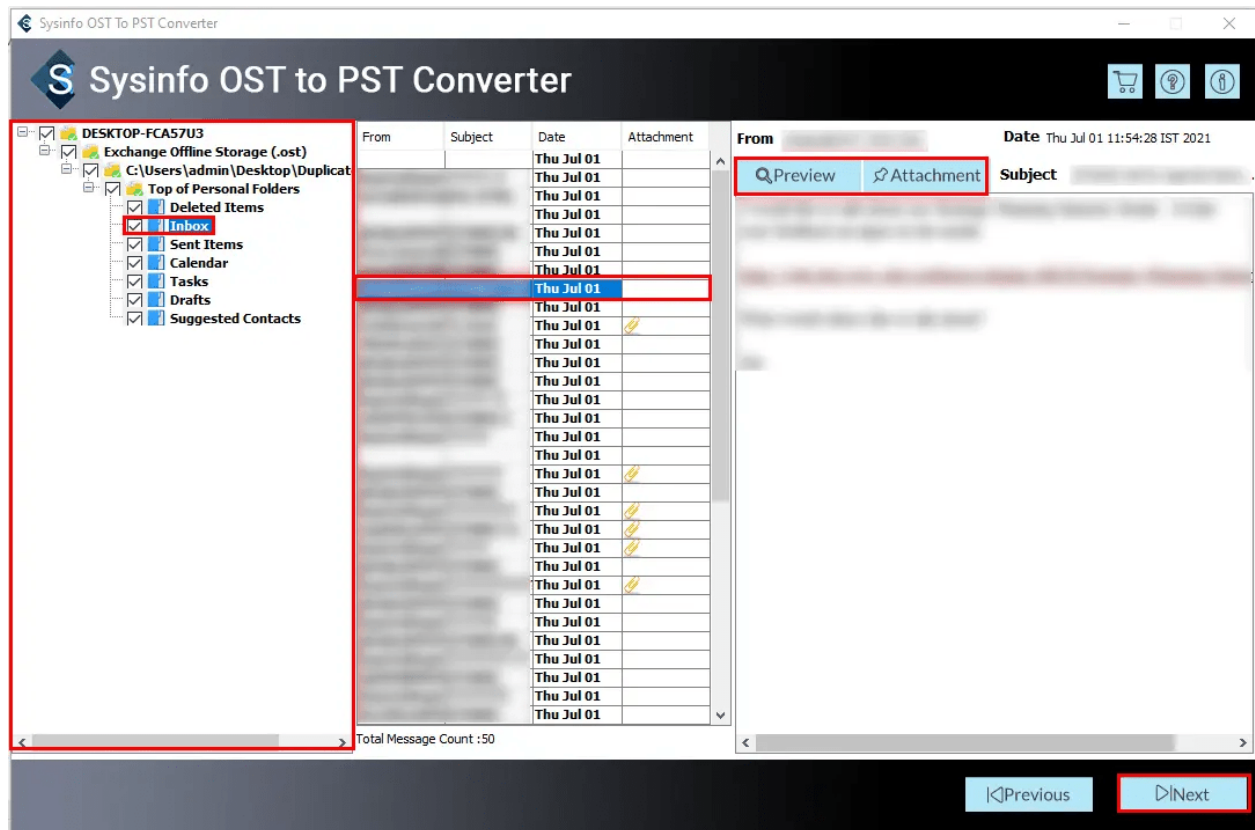
You will find the tree structure containing files and folders present on the chosen OST files.



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)

.....onmicrosoft.com

Password

.....

More Help

☐ 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 main header features the Sysinfo logo and the text "Sysinfo OST to PST Converter". Below the header, there is a section labeled "Saves/Backup/Migrate As :" with a dropdown menu set to "OFFICE 365". The main area contains two input fields: "User Name (Email Address)" and "Password". The "User Name" field contains the text "...onmicrosoft.com". The "Password" field contains a series of dots. To the right of the password field is a checkbox labeled "Show Password". Below these fields is a "Sign In" button. At the bottom right of the window, there are two buttons: "Previous" and "Convert".

Sysinfo OST to PST Converter

Saves/Backup/Migrate As : OFFICE 365

User Name (Email Address) .....onmicrosoft.com

Password ..... ☐ Show Password

Sign In

Previous Convert

If required, check these options:

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

Maintain Folder Hierarchy:- Opt with this to preserve the original structure of the folders.

S Sysinfo OST to PST Converter

Saves/Backup/Migrate As :

OFFICE 365

Sign Out

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body

☒ Maintain Folder Hierarchy

☐ Migrate or Backup Emails Without Attachment files

☐ Mail Filter

Start Date

End Date

☐ Task Filter

Start Date

End Date

☐ Custom Folder Name

Previous

Convert

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

S Sysinfo OST to PST Converter

Saves/Backup/Migrate As : OFFICE 365

Sign Out

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body

☒ Maintain Folder Hierarchy

☒ Migrate or Backup Emails Without Attachment files

☐ Mail Filter

Start Date  End Date

☐ Task Filter

Start Date  End Date

☐ Custom Folder Name

Previous

Convert

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

The screenshot displays the Sysinfo OST To PST Converter application window. The title bar reads "Sysinfo OST To PST Converter". The main header features the Sysinfo logo and the text "Sysinfo OST to PST Converter". Below the header, there is a "Saves/Backup/Migrate As :" dropdown menu set to "OFFICE 365" and a "Sign Out" button. The interface is divided into two main sections. The left section contains three checked options: "Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body", "Maintain Folder Hierarchy", and "Migrate or Backup Emails Without Attachment files". The right section contains the "Mail Filter" option, which is checked and highlighted with a red box. Below "Mail Filter" are fields for "Start Date" (Mar 12, 2015) and "End Date" (Mar 2, 2022). There is also an unchecked "Task Filter" option with its own "Start Date" and "End Date" fields. At the bottom of the right section is an unchecked "Custom Folder Name" option. The bottom of the window features a dark bar with "Previous" and "Convert" buttons.

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.

The screenshot displays the Sysinfo OST To PST Converter application window. The title bar reads "Sysinfo OST To PST Converter". The main header features the Sysinfo logo and the text "Sysinfo OST to PST Converter". Below the header, a navigation bar includes the text "Saves/Backup/Migrate As :", a dropdown menu currently set to "OFFICE 365", and a "Sign Out" button. The interface is divided into two main sections. The left section contains three checked options: "Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body", "Maintain Folder Hierarchy", and "Migrate or Backup Emails Without Attachment files". The right section contains two filter settings. The first is "Mail Filter" with a "Start Date" of "Mar 12, 2015" and an "End Date" of "Mar 2, 2022". The second is "Task Filter" with a "Start Date" of "Mar 11, 2016" and an "End Date" of "Mar 7, 2019". At the bottom of the right section, the "Custom Folder Name" option is checked, with the text "MAIL-TEST" entered in the adjacent field. The bottom of the window features a dark bar with "Previous" and "Convert" buttons.

Sysinfo OST To PST Converter

S Sysinfo OST to PST Converter

Saves/Backup/Migrate As : OFFICE 365 Sign Out

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body

☒ Maintain Folder Hierarchy

☒ Migrate or Backup Emails Without Attachment files

☒ Mail Filter

Start Date Mar 12, 2015 End Date Mar 2, 2022

☒ Task Filter

Start Date Mar 11, 2016 End Date Mar 7, 2019

☒ Custom Folder Name MAIL-TEST

Previous Convert

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

S Sysinfo OST to PST Converter

Saves/Backup/Migrate As : OFFICE 365Sign Out

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body

☒ Maintain Folder Hierarchy

☒ Migrate or Backup Emails Without Attachment files

☒ Mail Filter

Start Date Mar 12, 2015End Date Mar 2, 2022

☒ Task Filter

Start Date Mar 11, 2016End Date Mar 7, 2019

☒ Custom Folder NameMAIL-TEST

Previous

Convert

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

S Sysinfo OST to PST Converter

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

Download Report

Convert Again