

MailConverterTools OneDrive Migration Tool Software Guide



Overview

MailConverterTools OneDrive Data Migration Tool enables secure backup and transfer of OneDrive data. It supports migration to other cloud platforms, external

drives, and between personal or business accounts while preserving folder structure and supporting multiple file types. It also offers a simple interface that makes the entire migration process quick and easy for all users.

Core Features

- Supports OneDrive to OneDrive migration for both personal and business accounts
- Maintains original folder structure during the transfer
- Allows selective migration using date and file type filters
- Supports backup to external drives and other cloud platforms
- Includes pause and resume options for better migration control

System Requirements

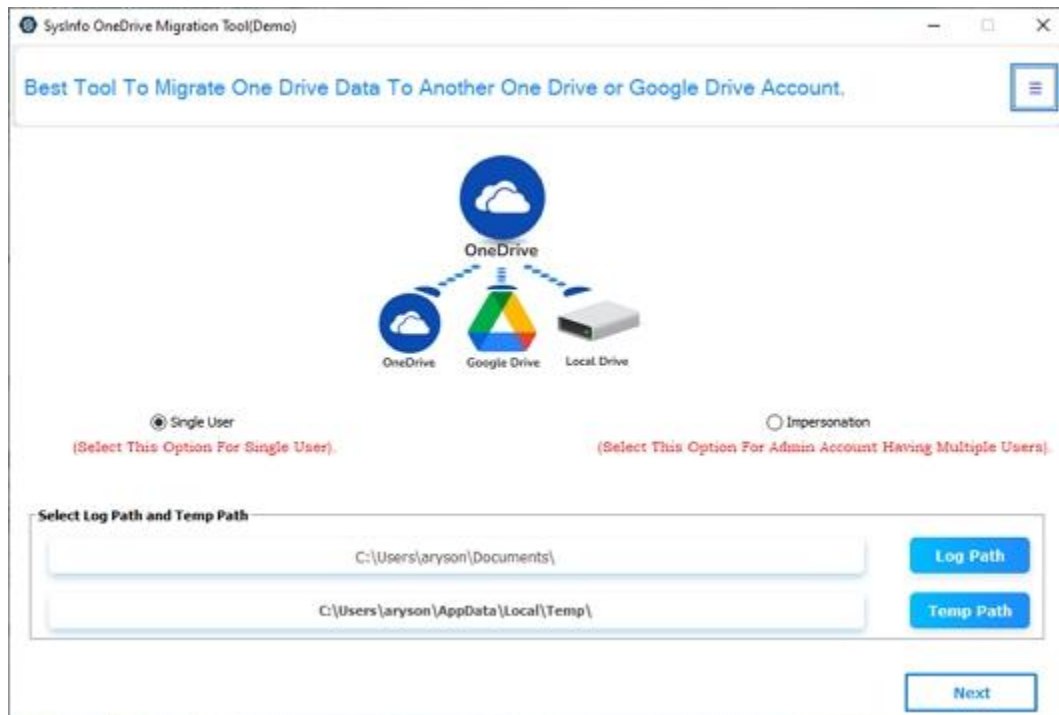
- **Version:** v25.12
- **Size:** 144 MB
- **Release Date:** 02 December 2025
- **Processor:** Pentium-class or higher
- **RAM:** 8 GB minimum (16 GB recommended for large migrations)
- **Hard Drive:** 512 MB free space
- **Supported Windows:** Windows 11, 10, 8.1, 8, 7, Server 2008/2012 (32 & 64 Bit), and other Windows versions

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Steps to Back Up OneDrive Files to OneDrive

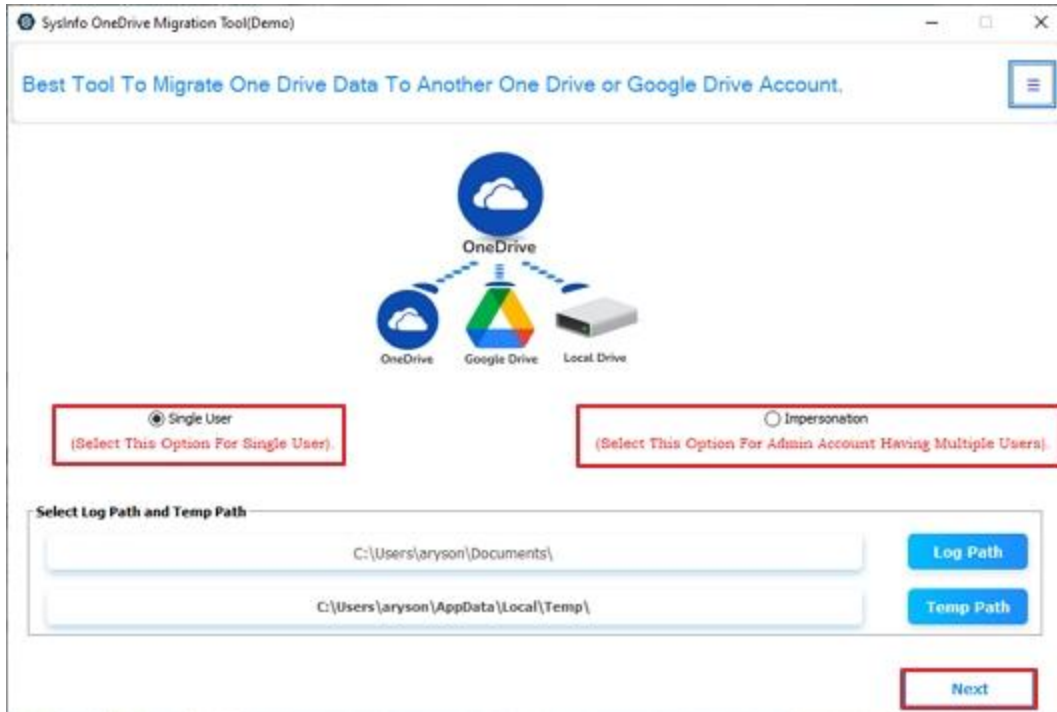
Step 1: Install and Run the Tool

Download and install the **MailConverterTools OneDrive Migration Tool** on your system. Then, launch the software as an administrator.



Step 2: Select the Required Option

In the opening wizard, choose either the **Single User** or **Impersonation** option to proceed. Then, click **Next**.



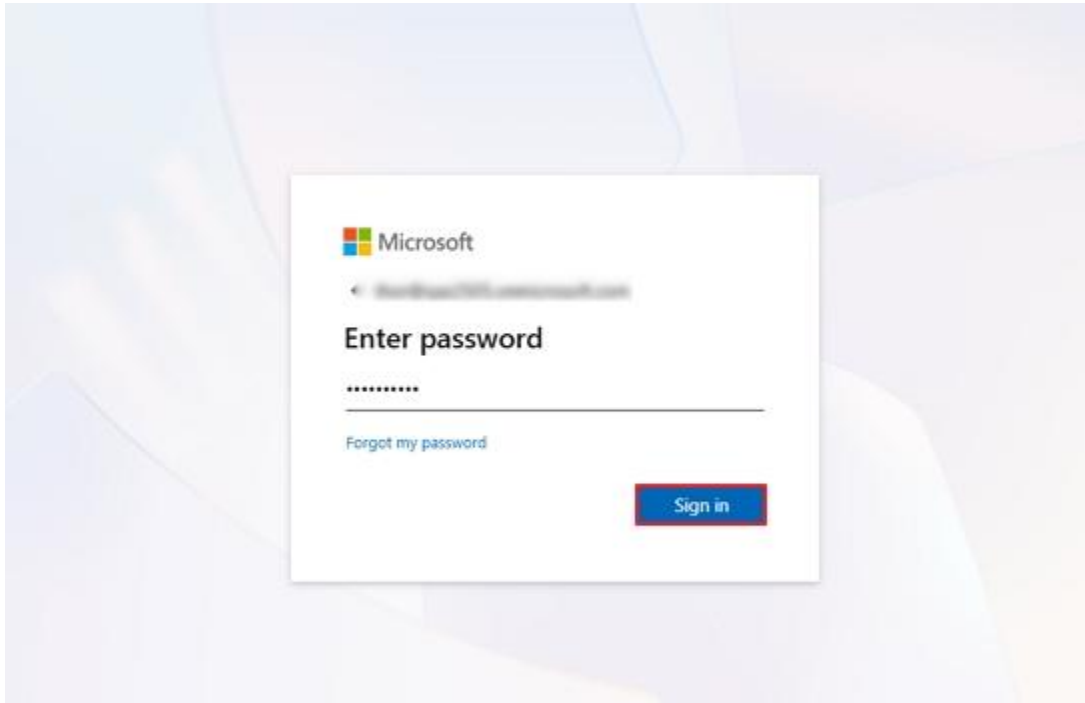
Step 3: Choose Account Type

Select either the **Business** or **Personal** account type based on your OneDrive account. Then, click **OK**.



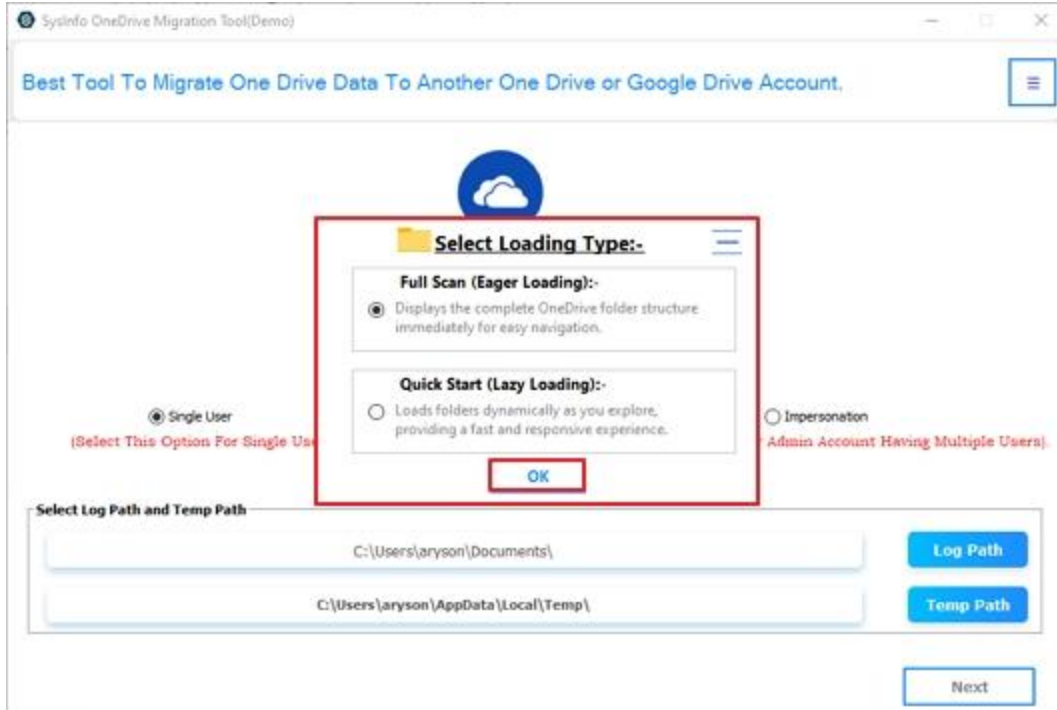
Step 4: Sign In to OneDrive

You will be redirected to your browser. Enter your **Microsoft ID** and **Password**, then click **Sign In**.



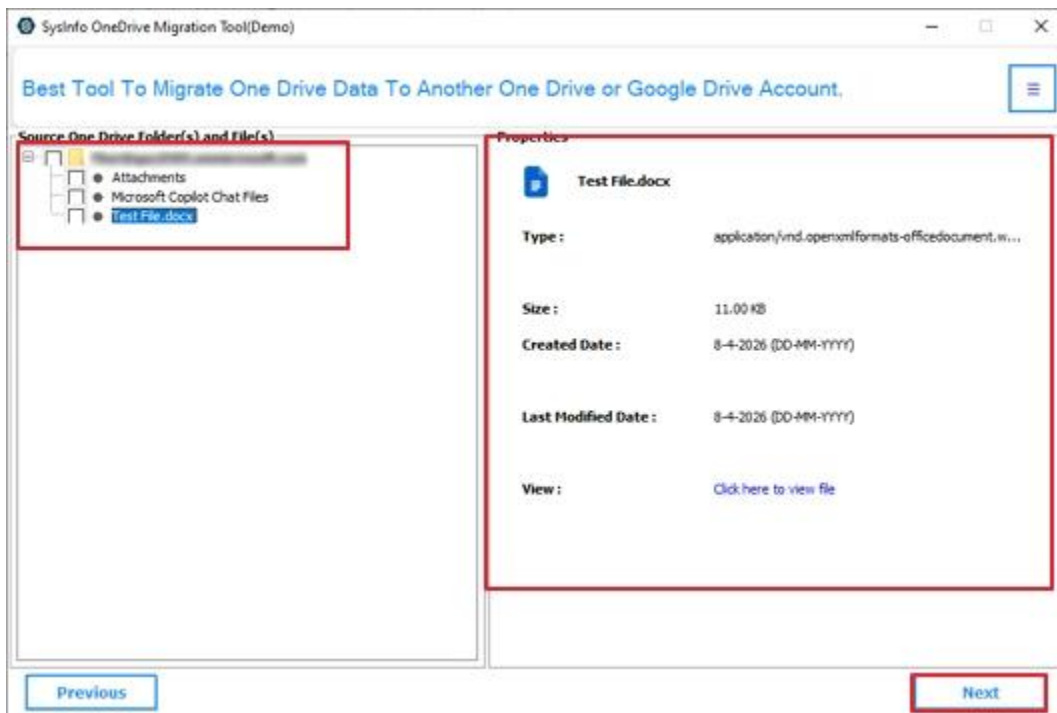
Step 5: Select Loading Type

Choose either **Full Scan** (Eager Loading) or **Quick Start** (Lazy Loading) based on your preference. Then, click **OK**.



Step 6: Preview and Select Data

Expand the tree hierarchy to view all files and folders in your OneDrive account. You can also **double-click** any file or folder to check its properties. Select the required files/folders to migrate and click **Next**.



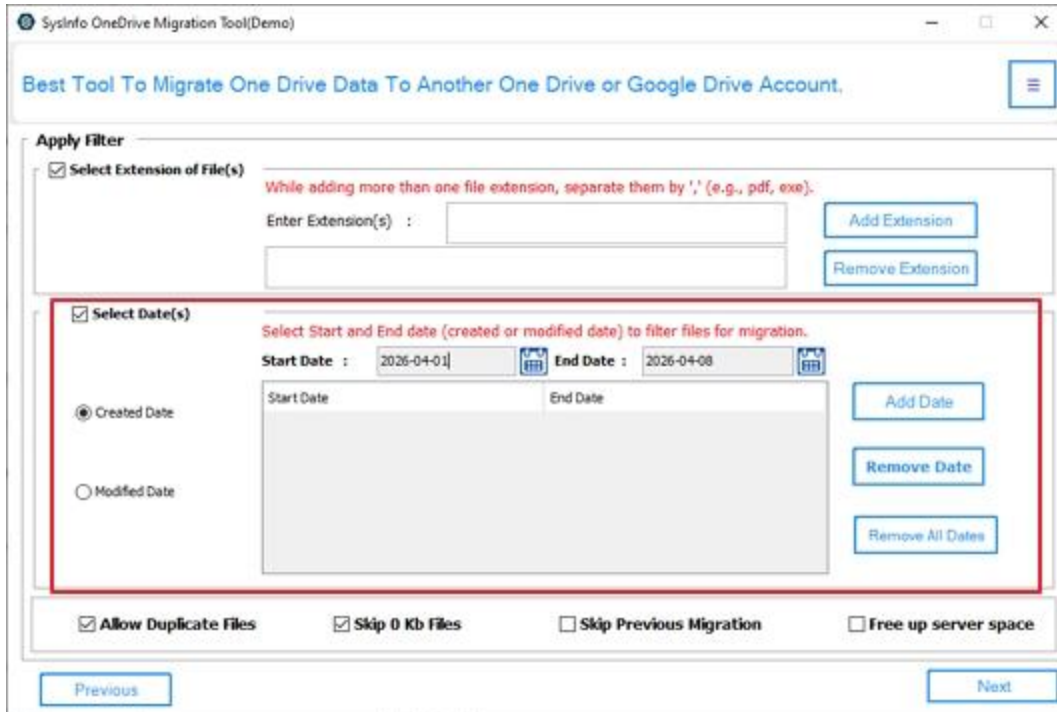
Step 7: Apply File Extension Filter

Use the **Select Extension of File(s)** filter to choose specific file types for migration. Click **Add Extension** and enter extensions like **.xls**, **.pst**, **.pdf**, etc.

The screenshot shows the Sysinfo OneDrive Migration Tool (Demo) interface. The main heading is "Best Tool To Migrate One Drive Data To Another One Drive or Google Drive Account." Below this is the "Apply Filter" section. The "Select Extension of File(s)" filter is selected, with a red box highlighting it. The "Enter Extension(s)" field contains ".jpeg". There are "Add Extension" and "Remove Extension" buttons. The "Select Date(s)" filter is not selected. Below it, there are "Start Date" and "End Date" fields, and "Add Date", "Remove Date", and "Remove All Dates" buttons. At the bottom, there are checkboxes for "Allow Duplicate Files", "Skip 0 Kb files", "Skip Previous Migration", and "Free up server space". There are also "Previous" and "Next" buttons.

Step 8: Apply Date Filter

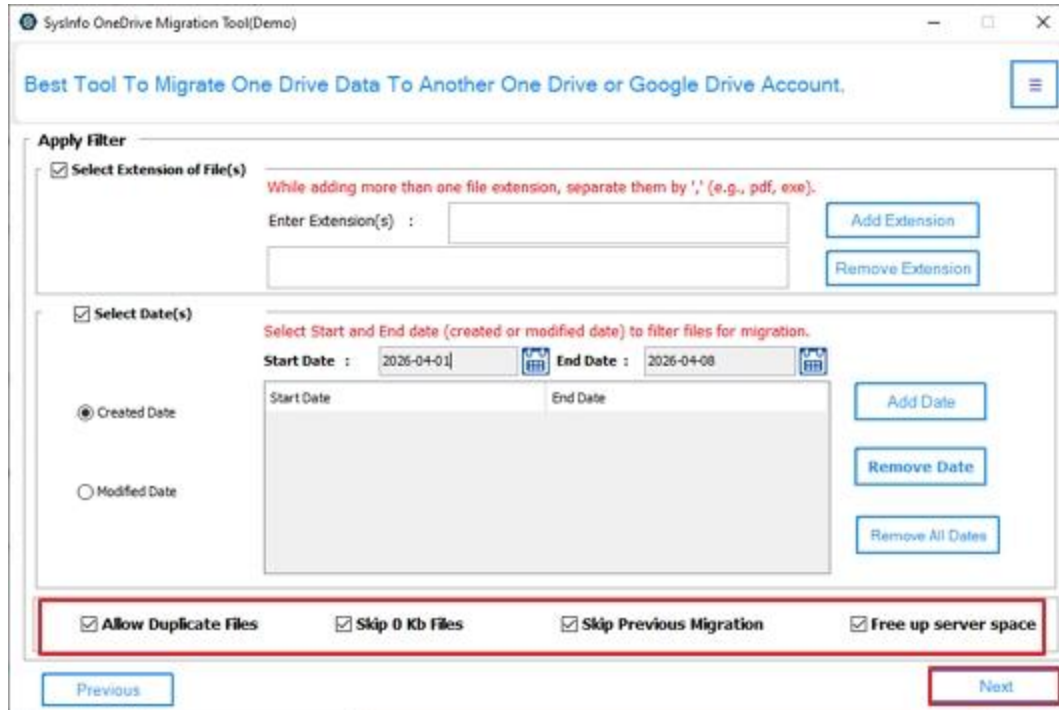
Further, select the **Select Date(s)** filter and click **Add Date** to enter the **start date** and **end date**. This helps migrate files from a specific time period only.



Step 9: Apply Additional Filters

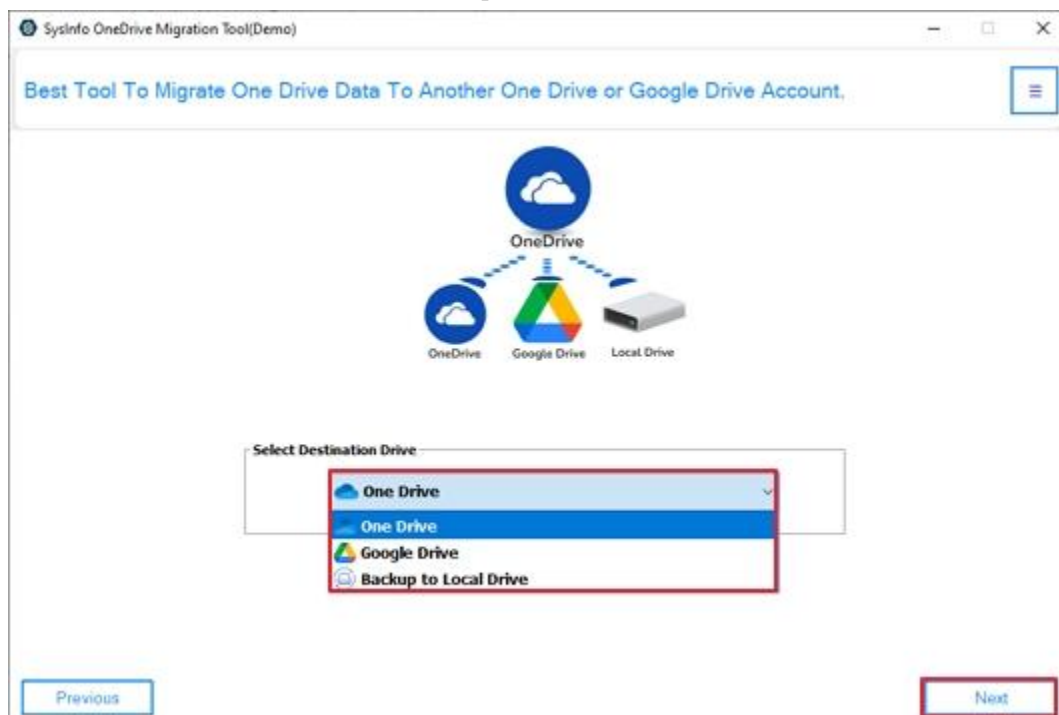
Subsequently, you can also apply the following filter options as needed for a more customized migration process:

- **Allow Duplicate Files** – Use this option to include duplicate files during migration.
- **Skip Previous Migration** – Select this option to prevent already migrated files from being transferred again.
- **Skip OKB Files** – Enable this option to exclude files with a 0KB size.
- **Free Up Server Space** – Use this option to remove migrated files from the source drive after completion



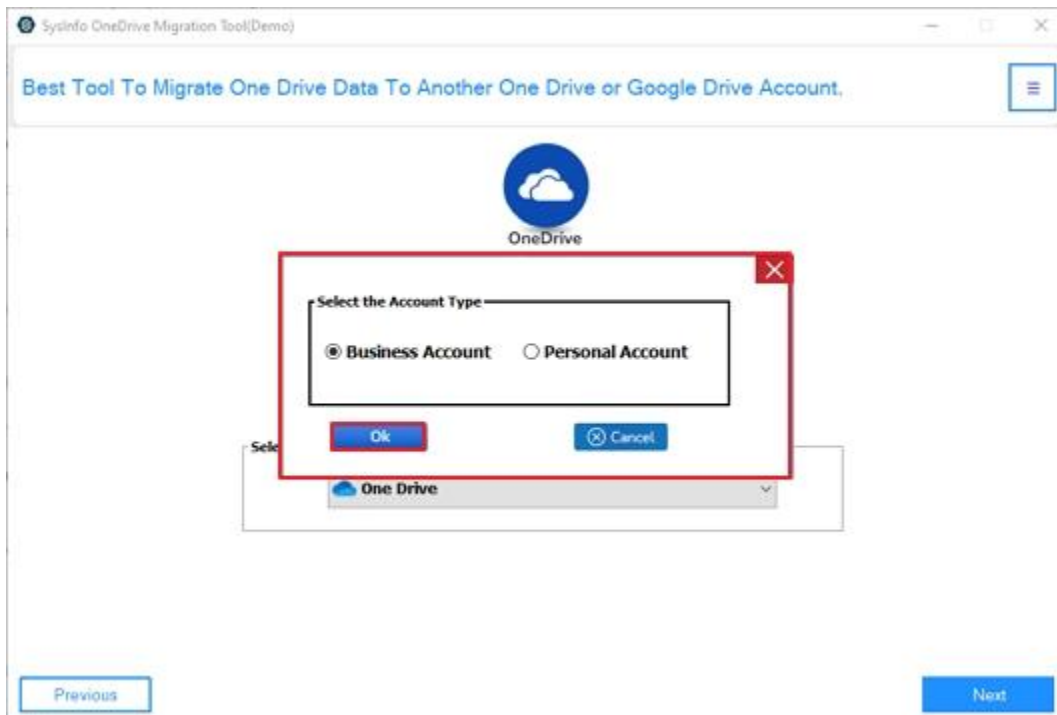
Step 10: Choose the Saving Option

After that, select the required saving option from the available choices, such as **OneDrive, Google Drive, and Local Drive**. To back up data from one account to another, choose the **OneDrive** option.



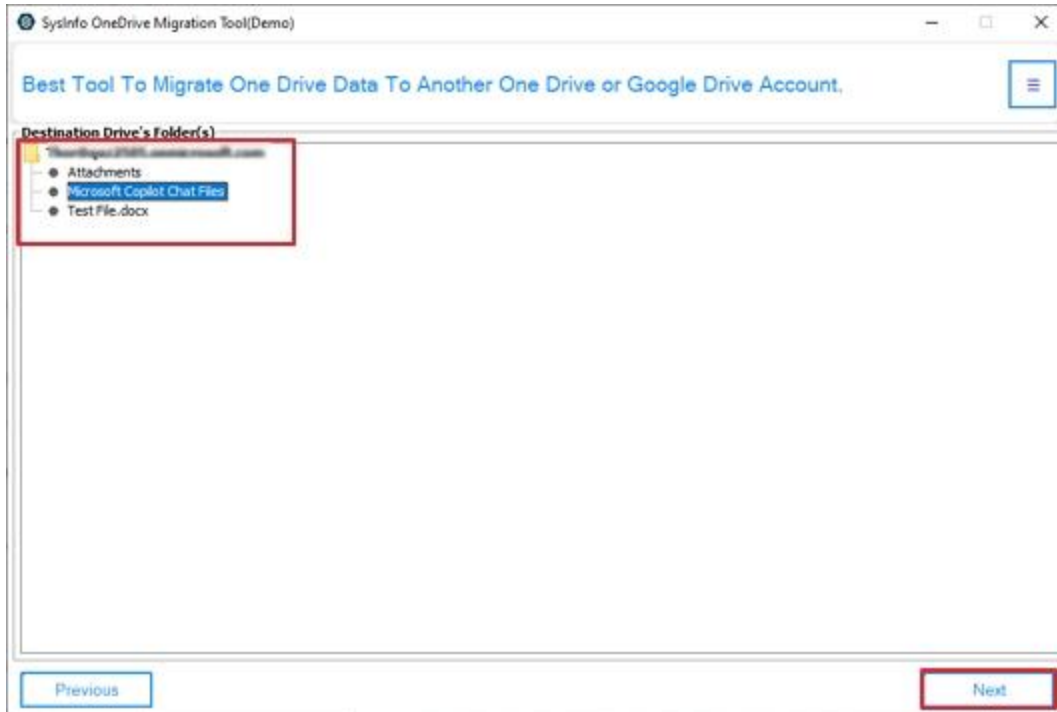
Step 11: Select the Destination Account Type

Afterward, choose the type of account where you want to export your data and click **OK**. **Sign in** and authenticate with another OneDrive account.



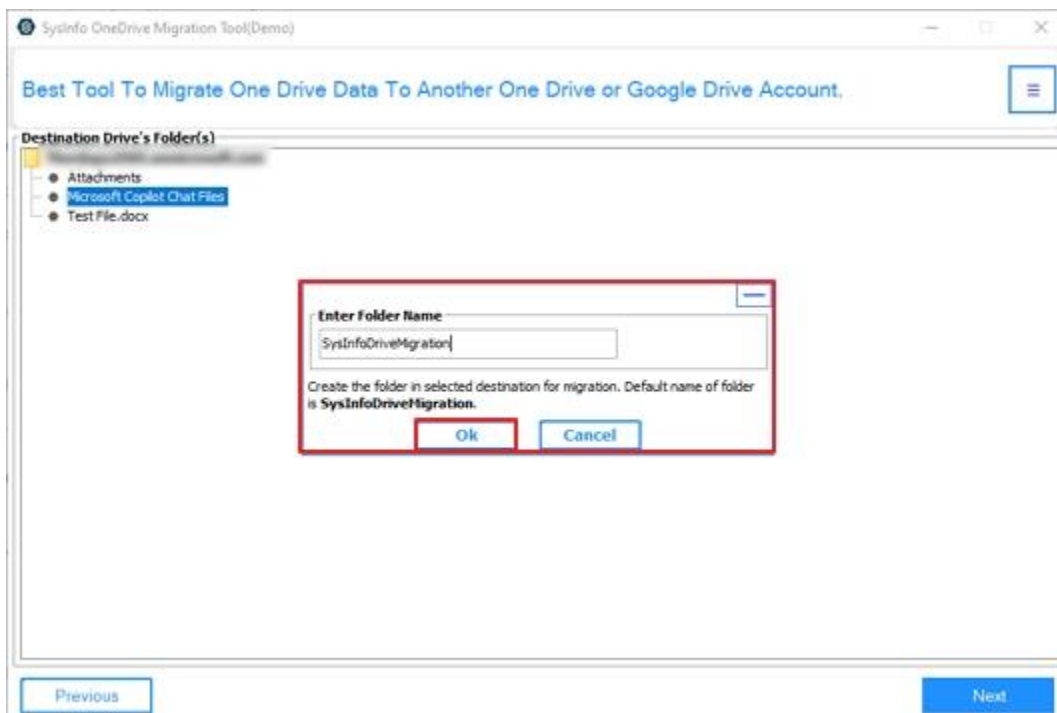
Step 12: Choose Destination Location

Select the **destination folder** in the other OneDrive account where you want to save the migrated files. Then, click **Next**.



Step 13: Enter Folder Name

Specify the name of the new folder for the resultant files in your other account. Then, click **OK**.



Step 14: Download Migration Report

Once the migration is complete, a “**Migration Has Been Completed**” message will appear on the screen. Click **OK**. After that, click **Download Report** to save the migration report. You can also click **Migrate Again** to restart the process.

