(Long SG): Email Migration Tool

Software Guide: SysInfo Email Migration Tool

Software Version: v26.09

Document Version: 1.0

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Document Information

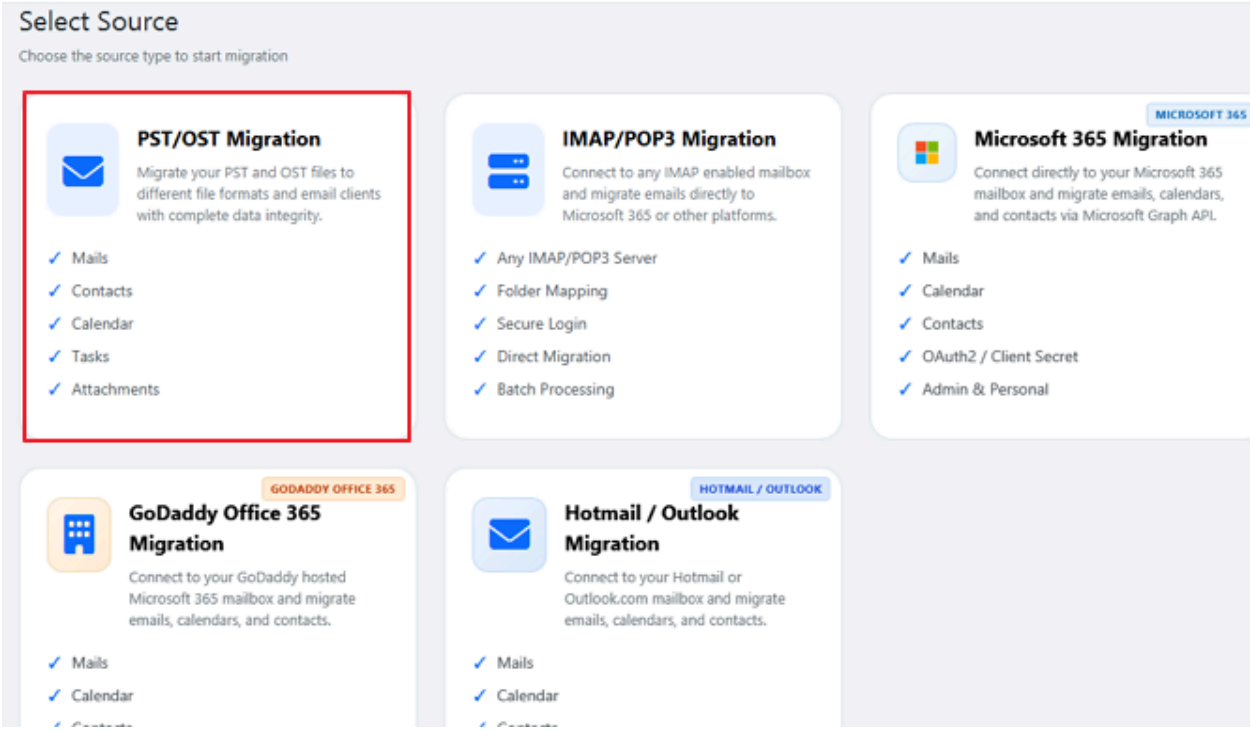
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Important Note:

- The tool runs on **localhost** to help reduce synchronization errors.
- The demo version for **PST/OST migration** allows users to migrate up to 100 emails, contacts, calendars, and tasks.
- For **IMAP/POP3 migration**, the trial version allows users to migrate up to 100 emails per folder. (POP3 can be used when migrating a large number of emails, such as 10,000+ emails, to help avoid certain IMAP-related limitations. Also, POP3 migrates only Inbox emails by default.)

- The demo version for **Office 365, GoDaddy (Microsoft 365-based),** and **Hotmail migration** allows users to migrate mailboxes for one user.
- The migration steps for **GoDaddy(Microsoft 365-based)** and **Outlook/Hotmail** are the same as those for **Microsoft 365 migration**. (You can sign in to GoDaddy **(Microsoft 365-based)** and Outlook/Hotmail accounts using your Microsoft credentials.)
- For the Google Workspace destination, you can choose between two authentication methods: **JSON file** or **P12 file**.
- If you have any questions about any step or the tool, feel free to contact our **technical support team** for assistance.

PST/OST Migration



Step 01: Install and Run

Download, install, and run the SysInfo Email Migration Tool on your PC. Choose **PST/OST Migration**.

Step 02: Select PST/OST Files

- **Select Files:** Allows users to browse and add individual or multiple PST/OST files from their system for migration.

- **Select Folder:** Allows users to add an entire folder containing multiple PST/OST files at once — useful for bulk migration.
- **Remove Selected:** Removes any already-added file from the list before proceeding.
- **File List Area (S.No, Name, File Path, File Type, Size)**: Displays all added PST/OST files with their details.
- **Previous / Next Buttons:** Navigate back to the Source selection screen or proceed to the next step once files are added.

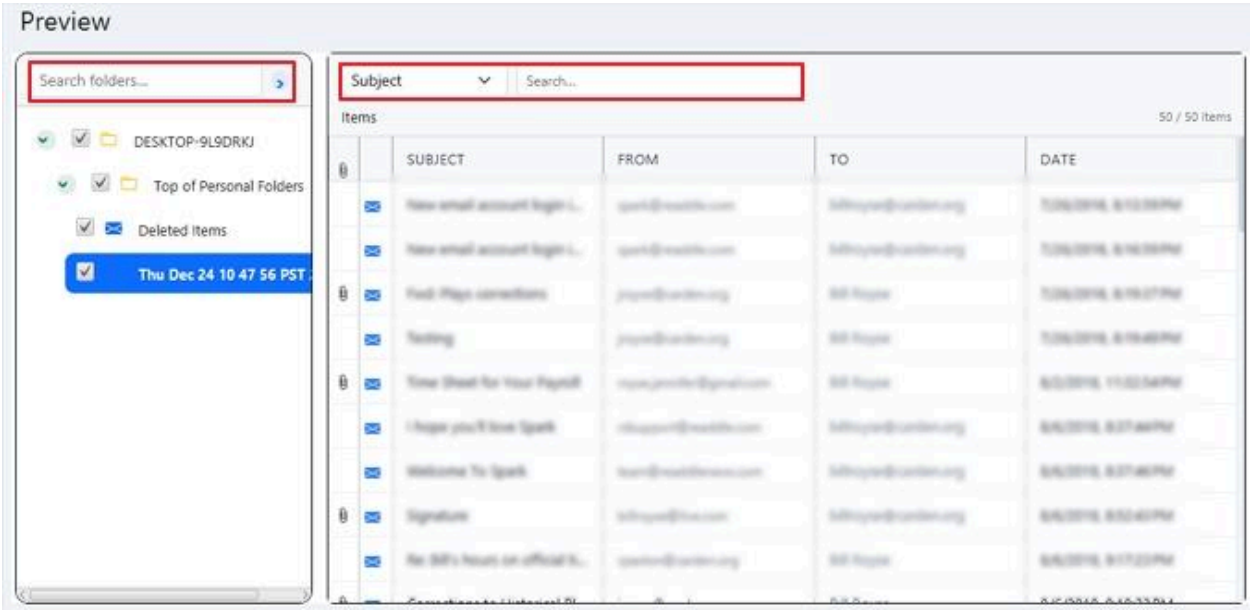


Step 03: Preview Your Mailbox Data

The Preview panel shows the complete folder structure of your loaded PST/OST file, including **Inbox, Outbox, Sent Items, Drafts, Deleted Items, Contacts, Calendar, Tasks,** and **custom folders**.

- Select any **folder** from the left panel to view its emails.
- Use the search box to find emails by **Subject, From,** or **To**.
- Select an email to view its complete content in the right-side preview panel.
- After checking your mailbox data, click **Next** to continue to the destination settings.

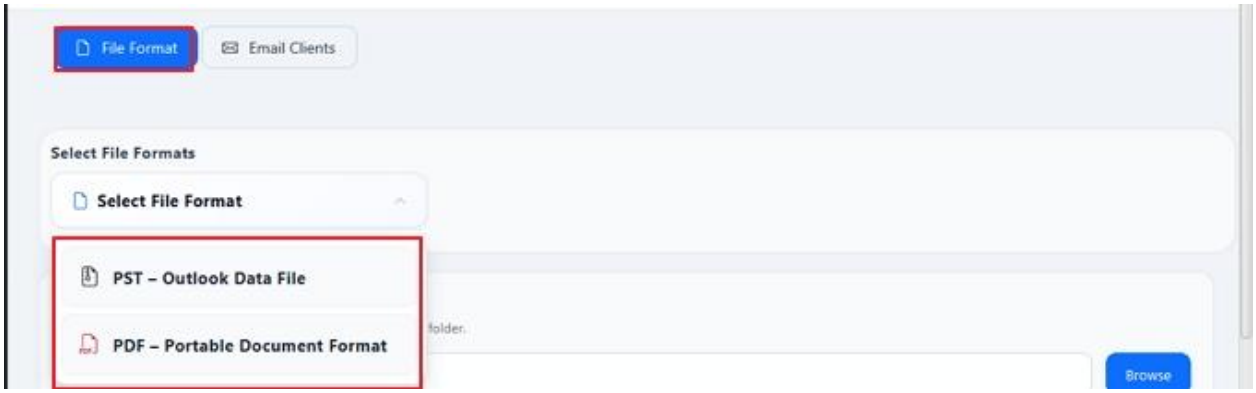
Note: The Preview panel is available only when you load a single PST/OST file. If you select multiple files using the **Select Folder** option, the tool skips the preview step and takes you directly to the destination settings.



Convert PST/OST to PST & PDF

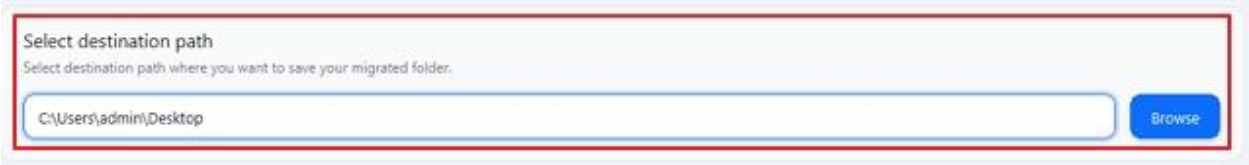
Step 04: Select File Formats

Under the **File Format** tab, click the Select File Format dropdown and choose your desired output format — Say, we choose **PDF**.



Step 05: Set Destination Path

After clicking Browse, a select destination folder dialog opens — navigate to your desired location (Desktop, Documents, Downloads, Local Disk, etc.), select the folder where you want to save the migrated files, and click **Select Folder** to confirm the destination path.

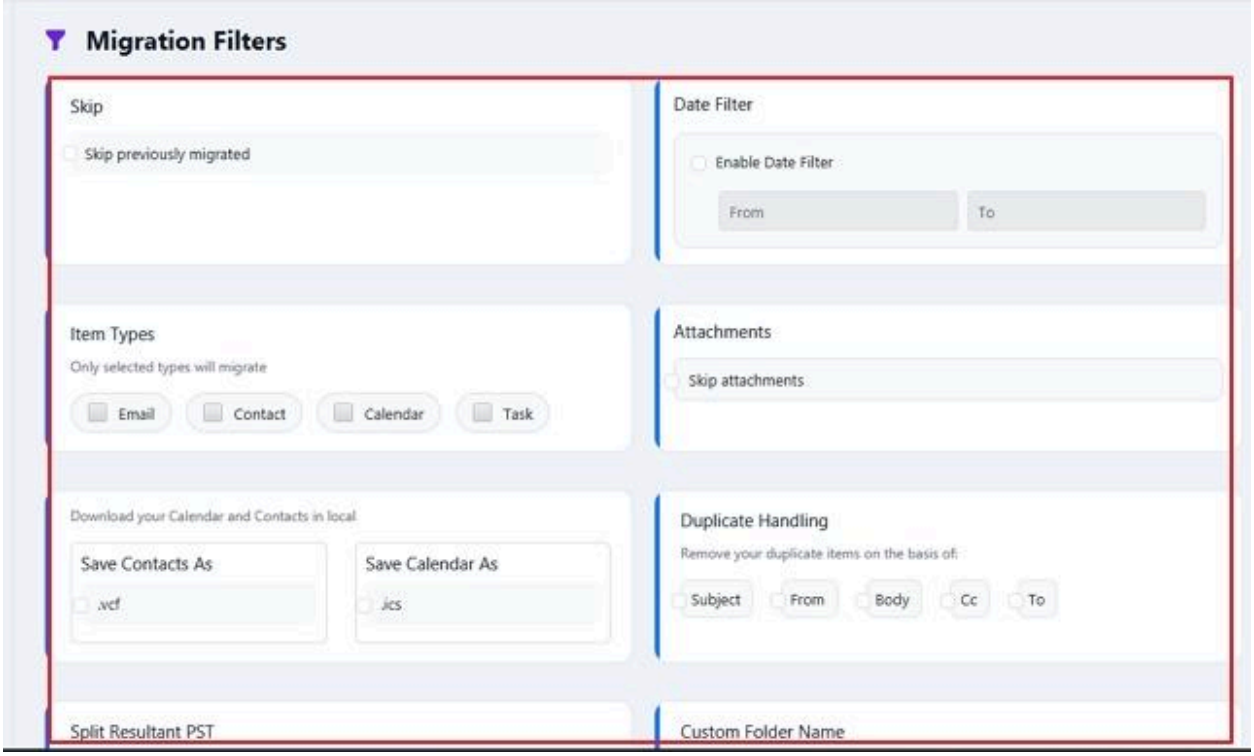


Step 06: Apply Migration Filters

Use these filters to customize your migration before proceeding to the final step.

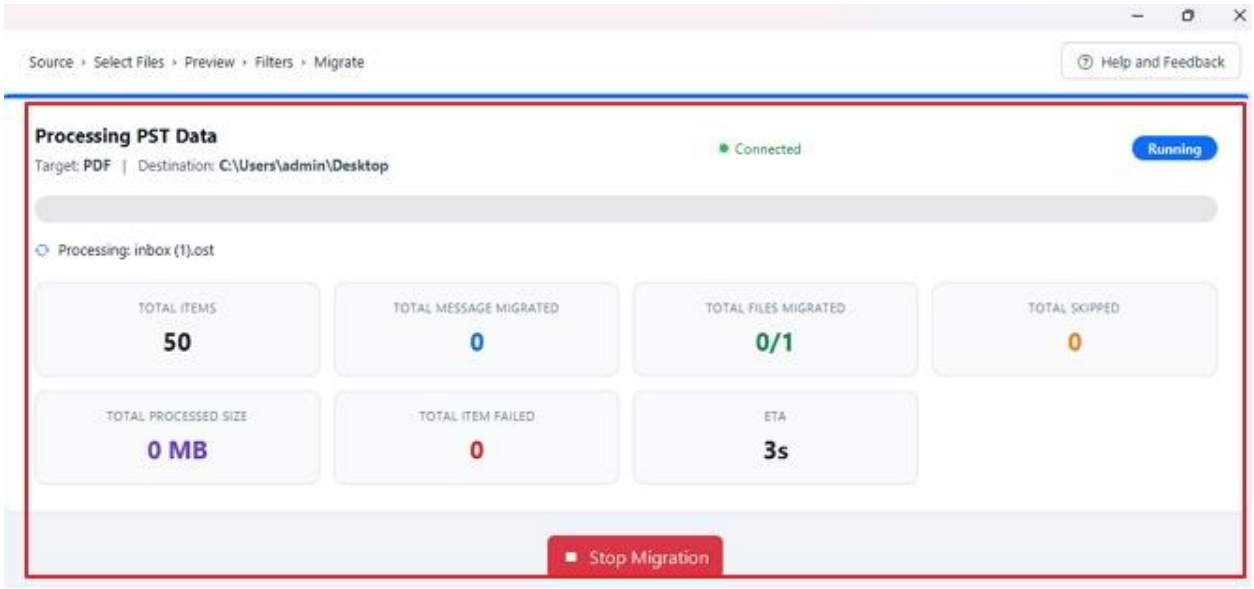
- **Skip** — Enable "Skip previously migrated" to avoid re-migrating already processed data. In short, perform an incremental sync.
- **Date Filter** — Set a From / To date range to migrate only emails from a specific period.
- **Attachments** — Choose how to handle attachments:
- **Save Attachments Separately** — saves them as individual files.
- **Embed Attachments in PDF** — embeds them inside the PDF output.
- **Skip Attachments** — excludes attachments from migration.
- **Save Contacts & Calendar** — Download Contacts as .vcf and Calendar as .ics locally.
- **Duplicate Handling** — Remove duplicates based on Subject, From, Body, Cc, To.
- **Custom Folder Name** — Enter a preferred output folder name (default: "Migration").
- **PDF Size Restriction** — Enable file size limit and set a size in MB (up to 500 MB) to split the output PDF into smaller parts automatically.

Note: The above-mentioned filters are also available for PST migration. Instead of PDF options, you can use the PST Size Restriction option to split large PST files. The Auto Split PST option is available for PST files larger than 50 GB. Click **Start Migration** to begin the process — the tool will convert and save your PST/OST data to the selected destination format and folder.



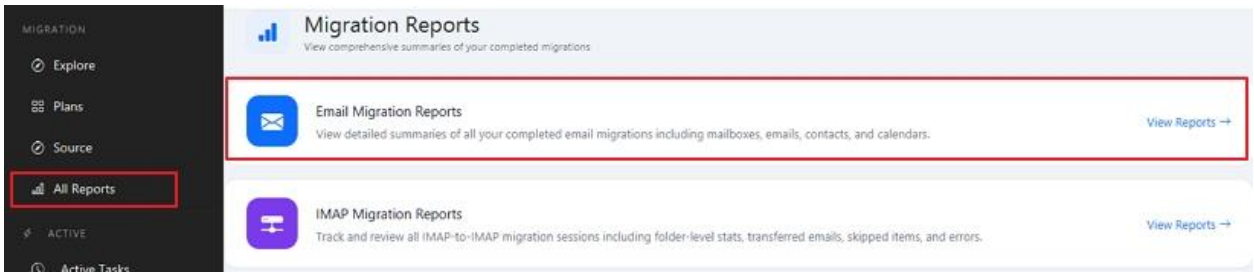
Step 07: Migration in Progress

- Once migration starts, the screen displays real-time progress showing the Target format, Destination path, and Status (Connected & Running) — along with live stats including Total Items, Messages Migrated, Files Migrated, Skipped, Failed, Processed Size, and ETA.
- Click **Stop Migration** at any time during the process to immediately halt the ongoing migration.



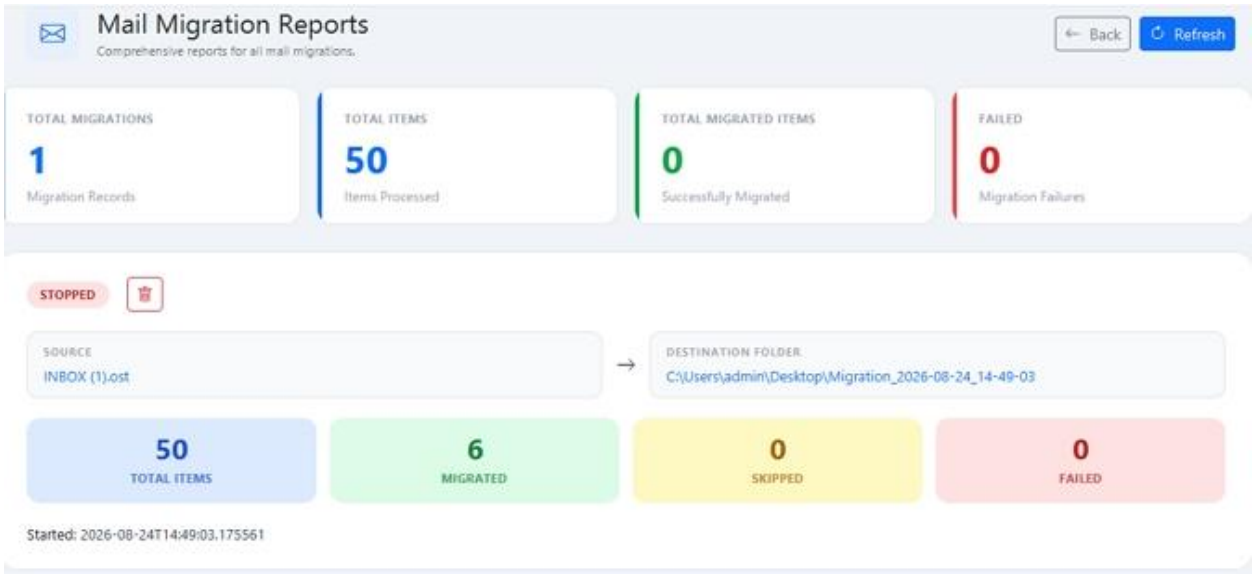
Step 08: Migration Reports

After the migration is complete, navigate to **All Reports → Email Migration Reports** to view detailed summaries of all completed migrations.



Step 09: View Mail Migration Reports

Each completed migration record displays the Source File Name and Destination Folder Path, along with a detailed breakdown of Total Items Processed, Total Items Migrated, Total Items Skipped, and Total Items Failed — along with the exact Start Time and Finish Time of that migration.

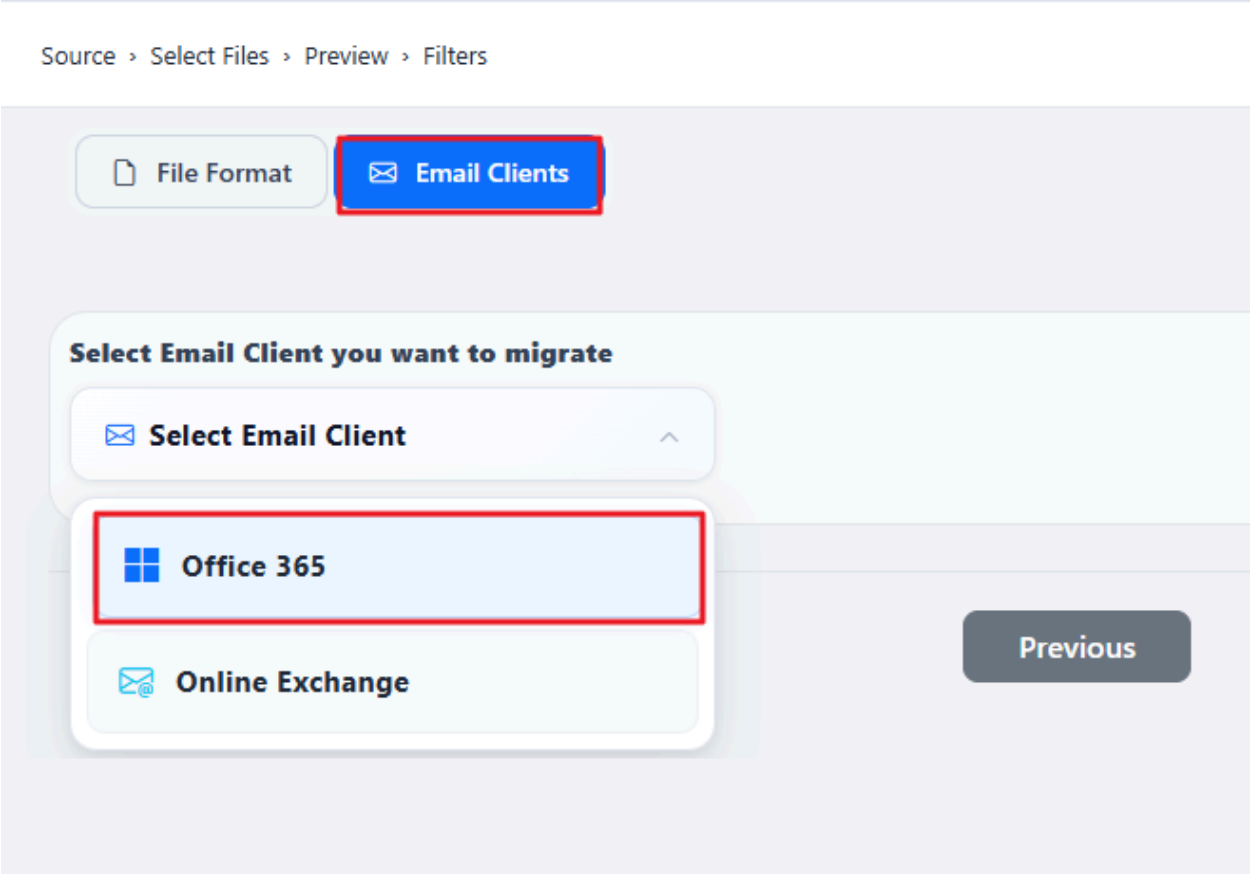


Export PST/OST to Office 365

Follow steps 1-3 as previously explained in PST/OST migration, and then proceed with the following:

Step 04: Select Office 365 Email Clients

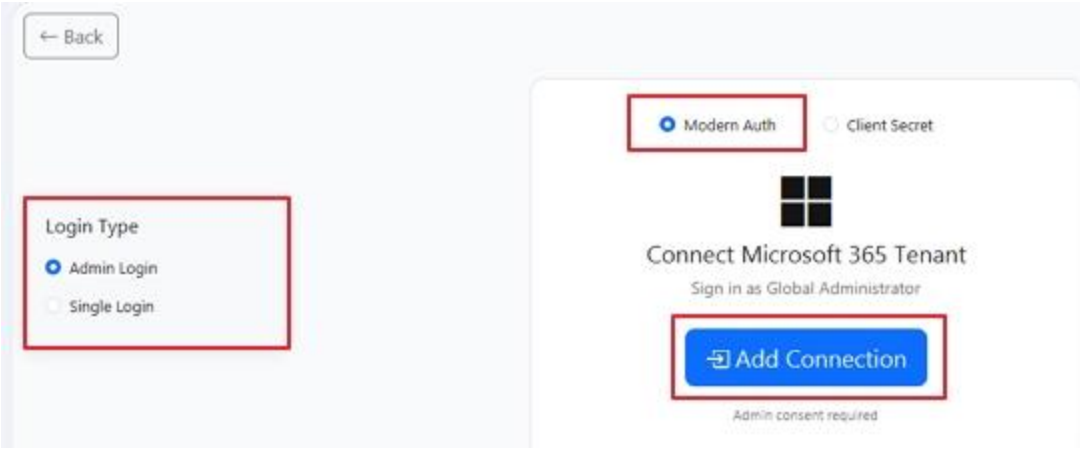
Click the Email Clients tab and choose Office 365 as the Saving Email Clients.



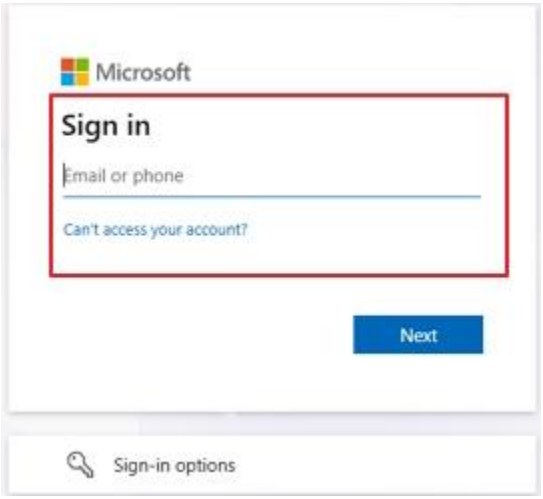
Step 05: Authenticate Office 365 Account
Choose the required **Login Type** (Admin Login or Single Login) and select the preferred authentication method (Modern Auth or Client Secret).

Admin Login: Sign in using a Global Administrator account to access and migrate multiple user mailboxes within the Microsoft 365 tenant.

A. **Modern Auth:** Sign in with an Admin account using Microsoft's secure authentication process. This method is recommended for tenant-wide mailbox migration.



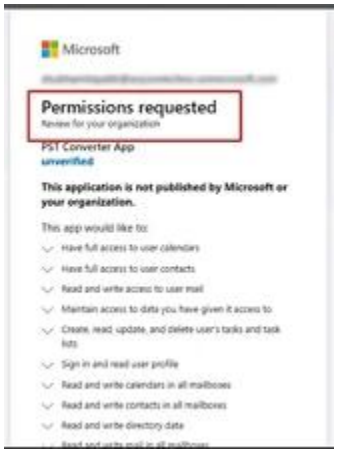
a. **Sign In to Microsoft 365 Account:** After clicking Add Connection, you will be redirected to the Microsoft sign-in page. Enter the Microsoft 365 Admin email address and click Next to continue with the authentication process.



b. **Enter Microsoft 365 Password:** On the Microsoft sign-in page, enter the password for the selected Microsoft 365 account and click Next to Sign in. and continue with the connection process.



c. **Review and Grant Permissions:** Review the permissions requested by the application and click Accept to grant admin consent and continue.



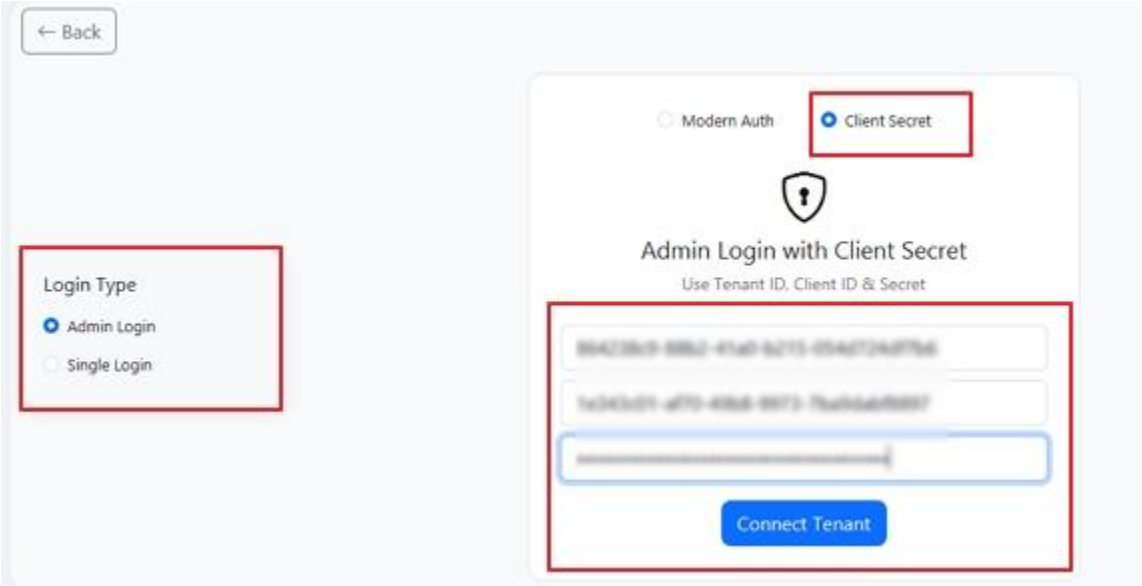
d. **Connection Successful:** Once the authentication is completed successfully, a confirmation message appears stating that the Microsoft 365 account has been connected successfully. Return to the application to continue with the migration process.



B. **Login via Client Secret:** Use Client Secret authentication to connect the Microsoft 365 tenant through an Azure AD application. Enter the required Tenant ID, Client ID, and Client Secret credentials, then establish the

connection. This method is suitable for automated and large-scale mailbox migrations without interactive user sign-in.

Note: Before proceeding with the Client Secret, first you need to **Create Client ID & Client Secret.**



Step 06: Single Login Authentication

- Log in with a single mailbox account to migrate data from one specific mailbox at a time. This method is suitable for individual users who want to migrate their own mailbox.
- Click **Add Connection** to authenticate with a single mailbox account and proceed with the migration.
- Enter your **Email Address, Password, Review** and **Grant Permissions.**
- Once the authentication is completed successfully, a confirmation message appears stating that the Microsoft 365 account has been connected successfully.

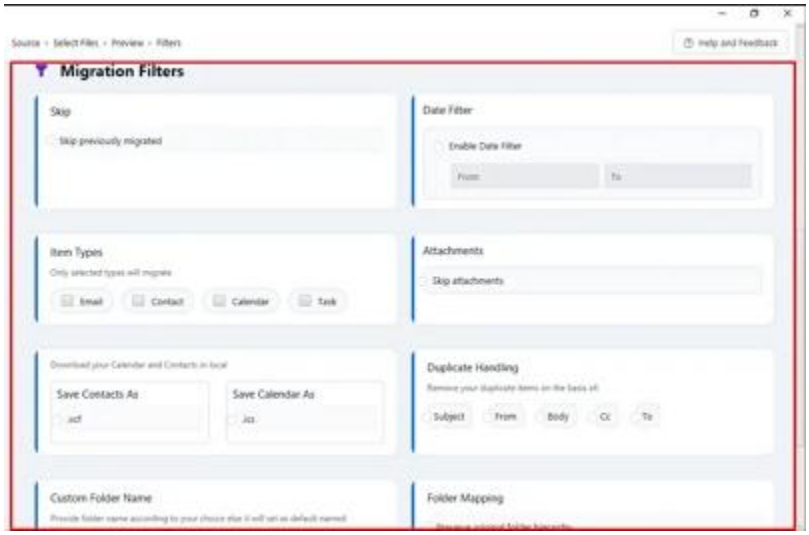


Step 07: Apply Migration Filters

Use these filters to customize your migration before proceeding to the final step.

- **Skip** — Enable "Skip previously migrated" to avoid re-migrating already processed data.
- **Date Filter** — Set a From / To date range to migrate only emails from a specific period.
- **Item Types** — Select what to migrate: Email, Contact, Calendar, Task.
- **Attachments** — Enable "Skip Attachments" to migrate emails without attached files.
- **Save Contacts & Calendar** — Download Contacts as .vcf and Calendar as .ics locally.
- **Duplicate Handling** — Remove duplicates based on Subject, From, Body, Cc, To.
- **Custom Folder Name** — Enter a preferred output folder name (default: "Migration").
- **Folder Mapping** — Preserve the original folder hierarchy during migration.

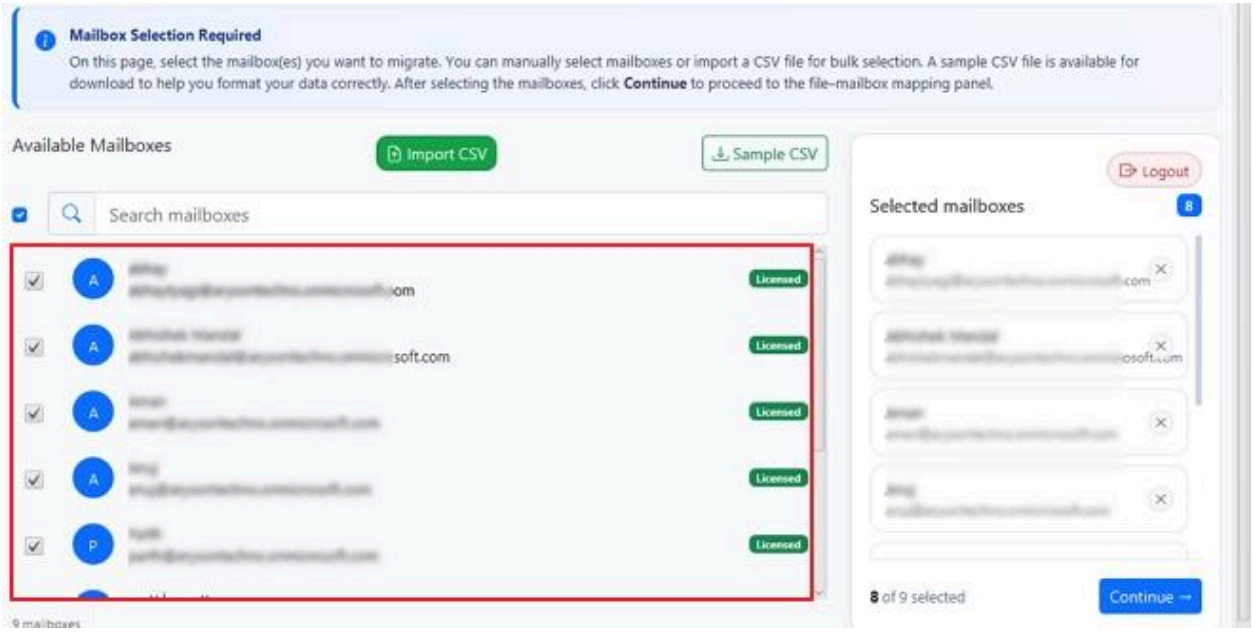
Once all filters are configured, click **Start Migration** to begin the process — the tool will migrate your mailbox data to the selected target mailboxes.



Step 08: Or, Select Mailboxes with Admin Login

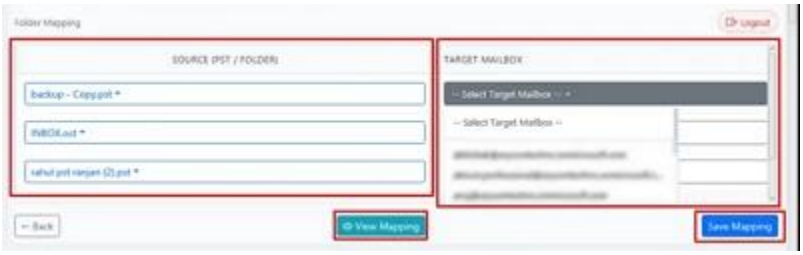
Select the mailbox(es) you want to migrate from the Available Mailboxes list. You can manually select mailboxes or use Import CSV for bulk selection. Review the selected mailboxes in the Selected Mailboxes panel and click Continue to proceed to the next step.

Note: Licensed mailboxes are user accounts with an active Microsoft 365 subscription license — they have full access to all Office 365 features (email, calendar, contacts, OneDrive, Teams). Unlicensed mailboxes are shared mailboxes, resource mailboxes (meeting rooms, equipment) that do not require individual licenses — they can be migrated to any licensed destination mailbox, enabling collaborative access across multiple users without individual license assignments.



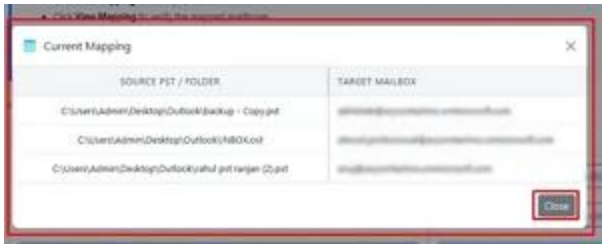
Step 09: PST Mapping

Map each Source PST/Folder to its corresponding Target Mailbox from the dropdown, click View Mapping to verify all mappings, and then click **Save Mapping** to store your selections before proceeding.



Step 10: Verify Current Mapping

After clicking View Mapping, a Current Mapping dialog appears showing the complete list of mapped Source PST/Folder paths and their corresponding Target Mailboxes — verify all mappings are correct and click **Close** to return and proceed.

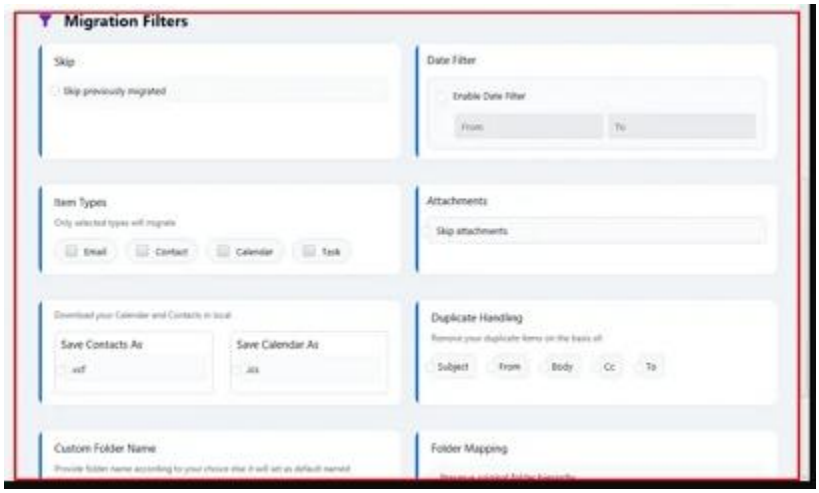


Step 11: Apply Migration Filters

Use these filters to customize your migration before proceeding to the final step.

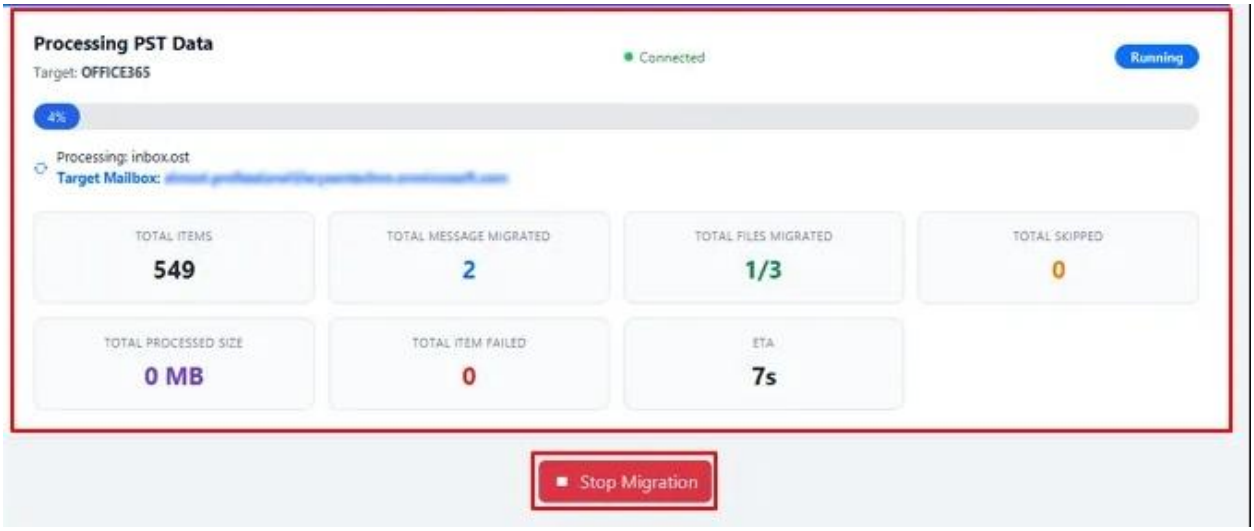
- **Skip** — Enable "Skip previously migrated" to avoid re-migrating already processed data.
- **Date Filter** — Set a From / To date range to migrate only emails from a specific period.
- **Item Types** — Select what to migrate: Email, Contact, Calendar, Task.
- **Attachments** — Enable "Skip Attachments" to migrate emails without attached files.
- **Save Contacts & Calendar** — Download Contacts as .vcf and Calendar as .ics locally.
- **Duplicate Handling** — Remove duplicates based on Subject, From, Body, Cc, To.
- **Custom Folder Name** — Enter a preferred output folder name (default: "Migration").
- **Folder Mapping** — Preserve the original folder hierarchy during migration.

Once all filters are configured, click **Start Migration** to begin the process — the tool will migrate your mailbox data to the selected target mailboxes.



Step 12: Monitor Migration Progress

Once migration starts, the screen displays real-time progress showing the Target (Office365), Target Mailbox, and Status (Connected & Running) — along with live stats including Total Items, Messages Migrated, Files Migrated, Skipped, Failed, Processed Size, and ETA. Click **Stop Migration** at any time to cancel the process.



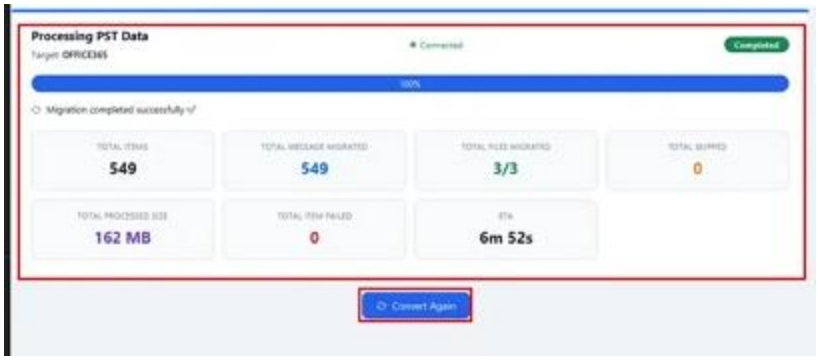
Step 13: Active Tasks

The Active Tasks screen monitors all currently running migrations in real time — showing the Source, Target Mailbox, Progress, Mails Migrated, Skipped, and Elapsed Time. Click View Details to open the full migration progress screen.



Step 14: Migration Completed Successfully

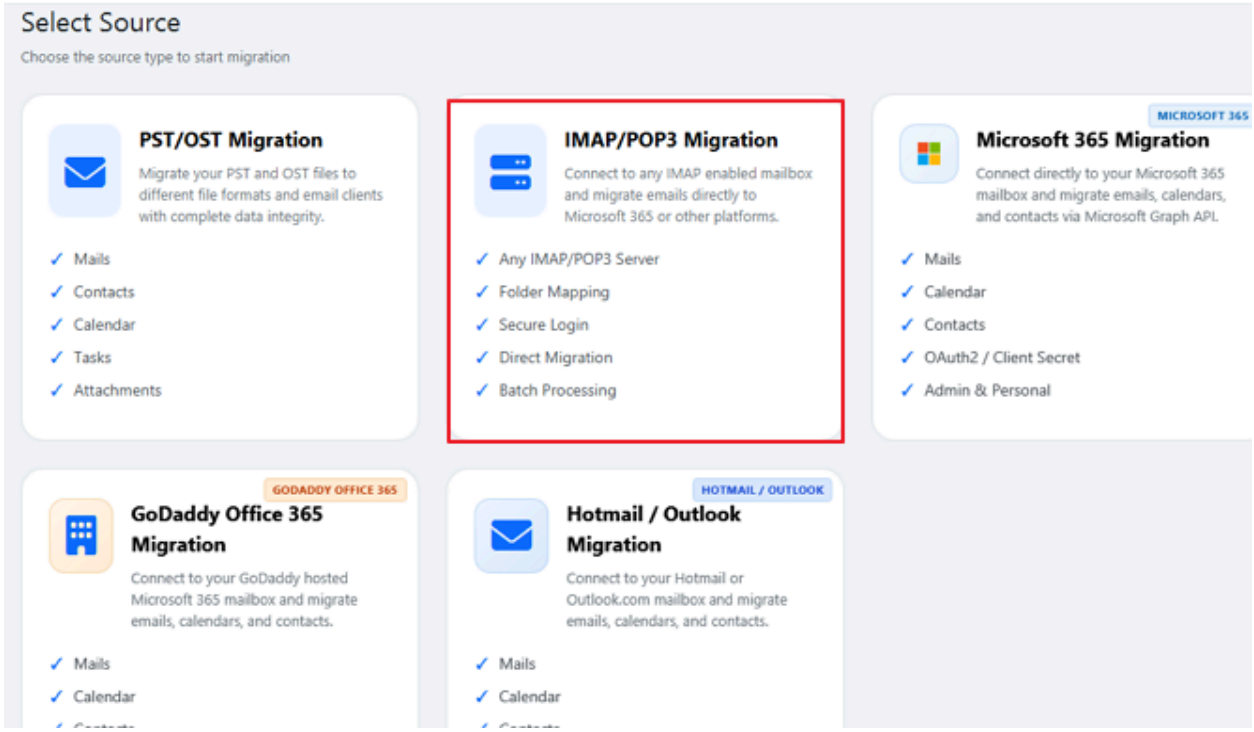
Once the migration is complete, the screen displays "Migration completed successfully" with a 100% progress bar and a full summary of Total Items, Messages Migrated, Files Migrated, Skipped, Failed, Processed Size, and Total Time. Click **Convert Again** to start a new migration.



IMAP/POP3 Migration

Step 01: Install and Run

Download, install, and run the **SysInfo Email Migration Tool**, and select **IMAP/POP3 Migration** from the Select Source screen to get started.



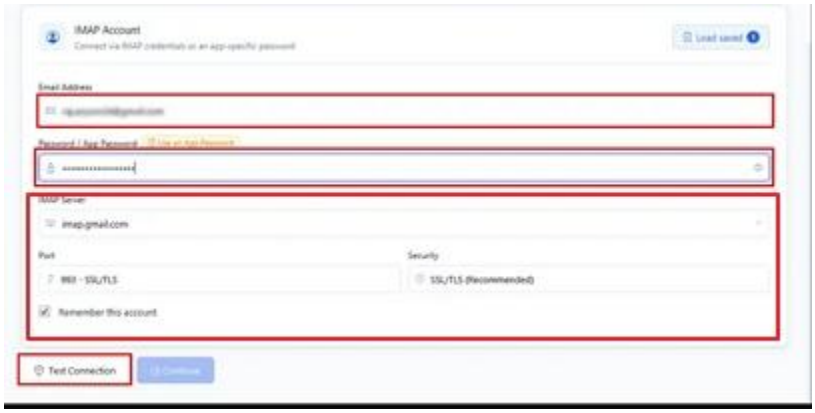
Step 02: IMAP Login — Single Account

Select **Single Account** to connect via IMAP credentials.



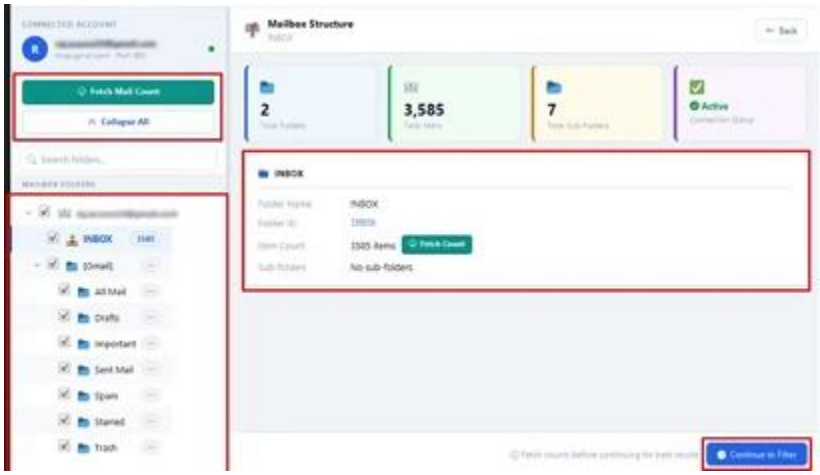
Step 03: Fill IMAP Credentials

- Enter your **Email Address** and **Password/App Password** — the **IMAP Server, Port,** and **Security** settings will be auto-configured based on your email provider. Click **Test Connection** to verify your credentials before proceeding.
- Once credentials are verified, a "**Connection Successful**" confirmation appears. Click **Continue** to proceed to the next step of the migration process.



Sep 04: Select Mailbox Folders

The Mailbox Tree displays the complete folder structure of the connected account — including **INBOX, Gmail, All Mail, Drafts, Important, Sent Mail, Spam, Starred**, and **Trash**. Click **Fetch Mail Count** to retrieve the total email count across all folders. Select the folders you want to migrate from the left panel, and click **Continue to Filter** to proceed.

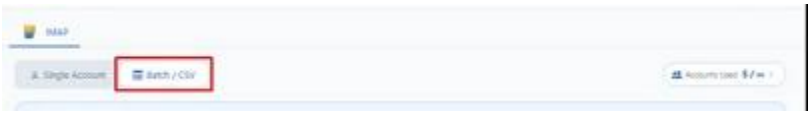


Step 05: Upload IMAP Accounts in Bulk

- Select **Batch / CSV mode** to import multiple IMAP accounts simultaneously.

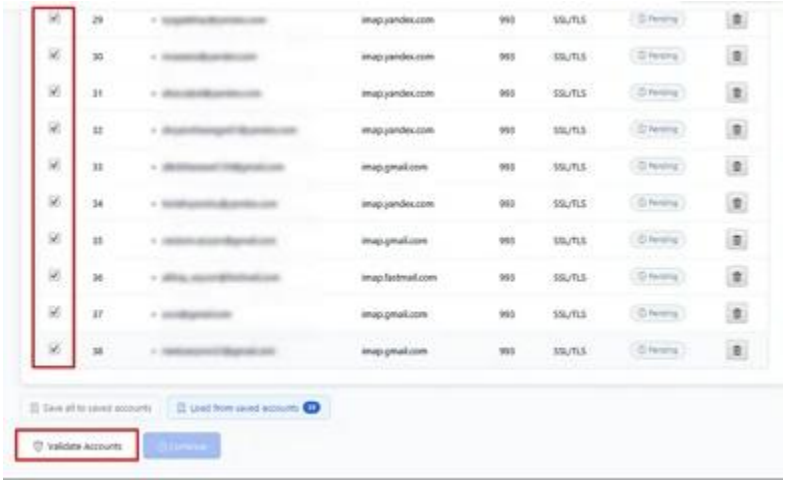
- Click **CSV Upload** to open the file browser and locate the CSV file containing account details. Select the required file and click **Open** to upload it.\

Note: Use the **Add Manually** option when you need to add one or a few accounts without creating a CSV file. You can enter the account details directly and use **Add Row** to include additional accounts as needed.



Step 06: Validate Accounts

After uploading the CSV file, all imported IMAP accounts are listed with their Email Address, IMAP Server, Port, Security, and Status (Pending). Click **Validate Accounts** to verify all account credentials before proceeding.

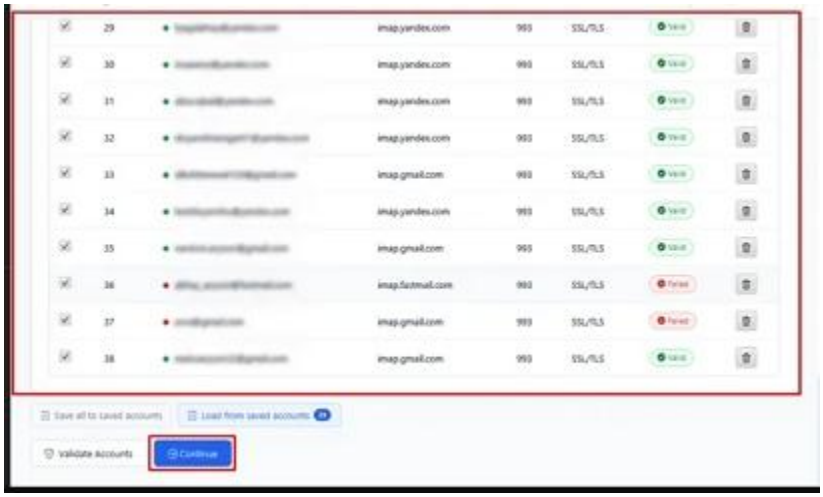


Step 07: Validating IMAP Accounts

A "**Connecting to IMAP**..." dialog appears, verifying credentials and permissions for all uploaded accounts in real time — showing live validation progress with a status breakdown of Valid, Failed, and Pending accounts.

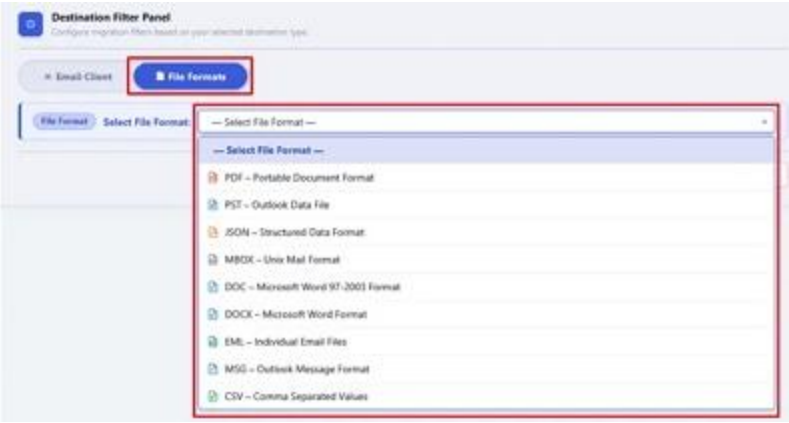


Step 08: Validation Complete
Once validation is complete, each account displays its status — **Valid (green)** or **Failed (red)**. Review the results, remove any failed accounts if needed, and click **Continue** to proceed with the validated accounts.



IMAP to PST, PDF, & Other File Formats

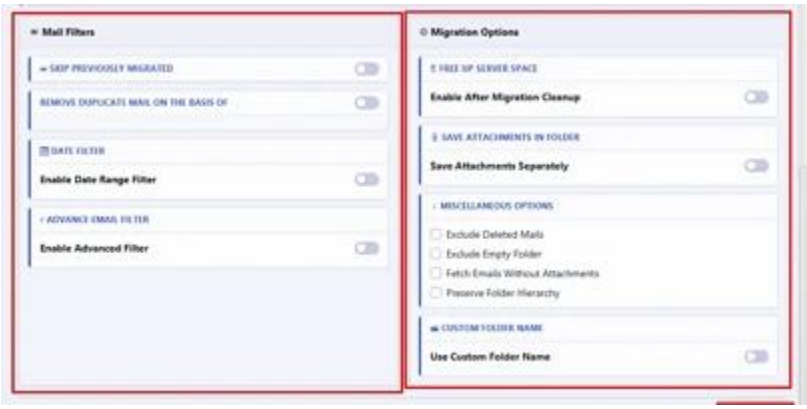
Step 09: Select Export Format
Select File Formats from the Destination Filter Panel, then choose the required output format from the dropdown list. Available options include **PDF, PST, JSON, MBOX, DOC, DOCX, EML, MSG,** and **CSV**. Once selected, click **Continue** to proceed.



Step 10: Configure Migration Filters

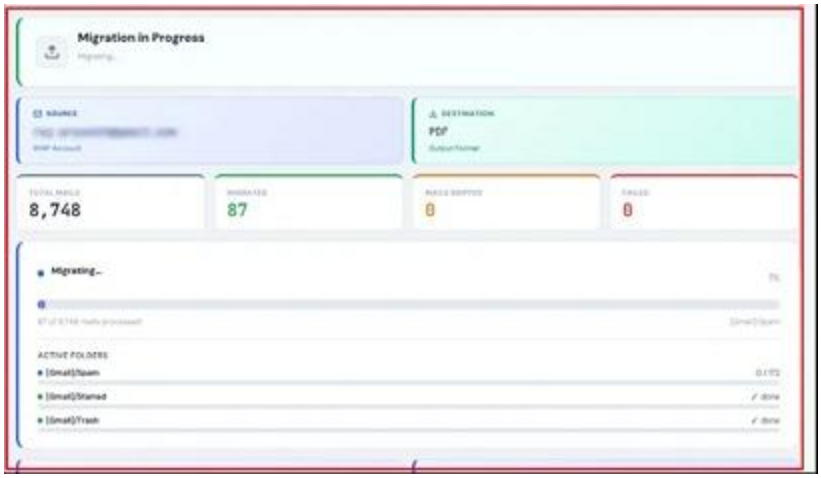
Set the required migration and export options, such as date-based filtering, duplicate email handling, attachment settings, output folder location, and other advanced preferences. Once configured, click **Next** to continue.

> **Note**: When Create Merged PDF is enabled, you must specify a PDF size limit. The maximum supported size for a merged PDF file is 500 MB.



Step 11: Monitor Migration Progress

Track the Migration Status in real time, including the **Source Account, Destination Format, Total Emails, Migrated Items, Skipped Emails,** and **Failed Items**. The Progress Bar and Folder-wise Status help you monitor the migration process until completion.



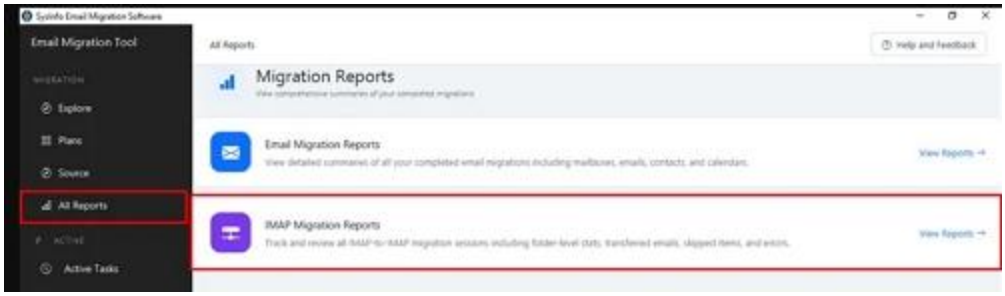
Step 12: Review Migration Summary

Review the Migration Summary, including the **Exported Emails, Processed Data Size, Elapsed Time, Output Path**, and **Total Folders**. The **Live Events** Log provides a detailed record of completed migration activities. Click **Reports** to view the migration report.



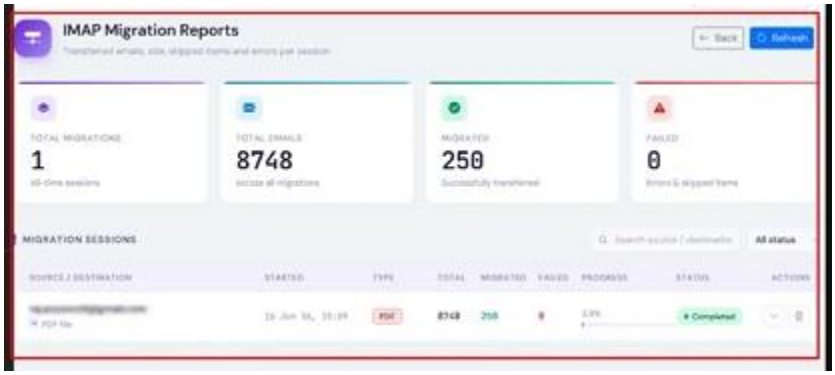
Step 13: Migration Report

After the migration is complete, navigate to **All Reports → IMAP Migration Reports** to track and review all IMAP-to-IMAP migration sessions — including folder-level stats, transferred emails, skipped items, and errors.



Step 14: View Migration Reports

Review the migration report to monitor **Total Migrations, Total Emails, Migrated Items,** and **Failed Items.** The session-wise report displays the **Source Account, Migration Date, File Type, Email Count, Migration Progress,** and **Status**, helping you quickly verify the migration outcome and track completed tasks.

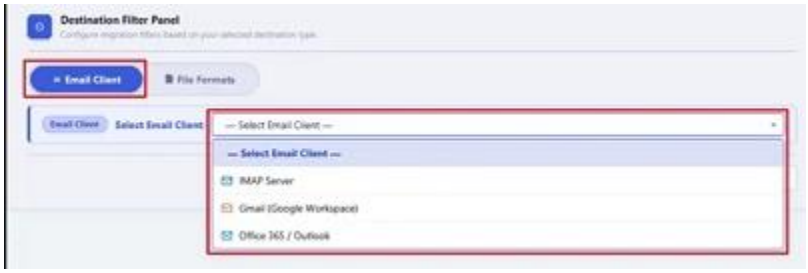


Migrate IMAP Mailboxes to IMAP, Google Workspace, or Office 365

Follow the steps 1-8 as previously explained in IMAP/POP3 Migration, and then proceed with the following:

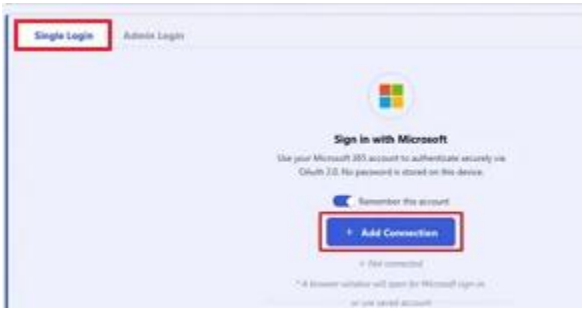
Step 09: Select Email Client

Click the Email Client tab and choose the destination email service from the Select Email Client dropdown. Available options include **IMAP Server, Gmail (Google Workspace)**, and **Office 365 / Outlook.**



Step 10: Authenticate with Single Login

With Office 365 / Outlook selected, choose **Single Login** and click **Add Connection** to sign in with Microsoft using secure OAuth 2.0 authentication — no password is stored on the device.



Step 11: Sign In to Microsoft 365 Account

After clicking **Add Connection**, you will be redirected to the Microsoft sign-in page. Enter the **Microsoft 365 email address** and click **Next** to continue with the authentication process.



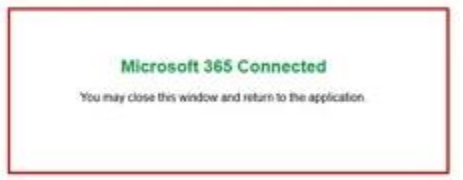
Step 12: Enter Microsoft 365 Password

On the Microsoft sign-in page, enter the password for the selected Microsoft 365 account and click Sign in to continue with the connection process.



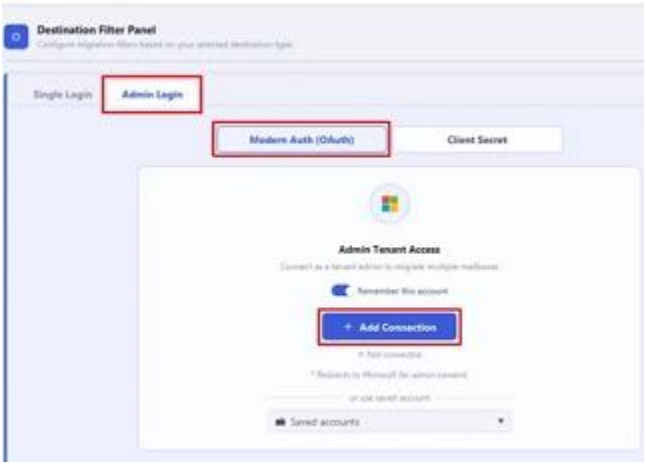
Step 13: Microsoft 365 Connected

After signing in, a confirmation page displays "Microsoft 365 Connected" — you may close this browser window and return to the application to continue.



Step 14: Admin Login

A. **Via Modern Auth (OAuth):**
   a. Instead of Single Login, you can choose Admin Login and select **Modern Auth (OAuth)** to sign in as an Administrator and migrate multiple mailboxes within the Microsoft 365 tenant. Click **Add Connection** to proceed.
   b. Enter your **Email Address, Password, Review** and **Grant Permissions.**
   c. Once the authentication is completed successfully, a confirmation message appears stating that the Microsoft 365 account has been connected successfully.



B. **Via Client Secret Authentication**
   a. Alternatively, under Admin Login, select **Client Secret** to authenticate using **Azure AD application credentials** — enter your **Tenant ID, Client ID,** and **Client Secret.** This method is suitable for automated and large-scale multi-mailbox migrations without interactive user sign-in.

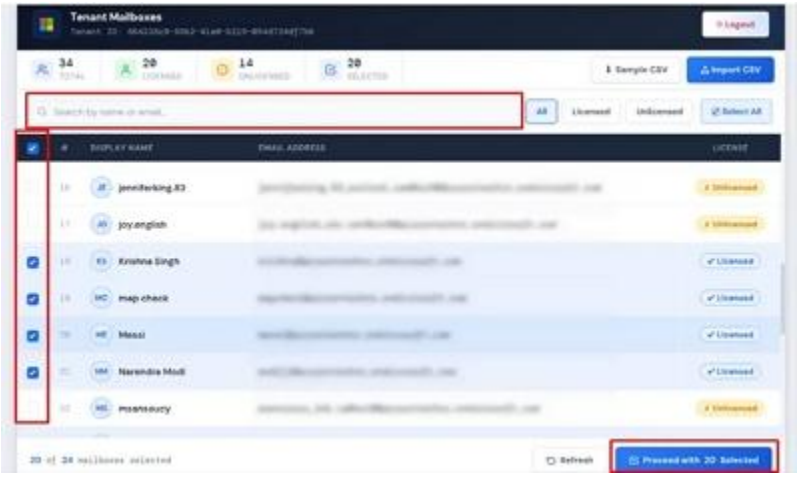
Note: Before proceeding with the Client Secret, First you need to [Create Client ID & Client Secret.]



Step 15: Select Tenant Mailboxes

Once authenticated as an Admin, the Tenant Mailboxes screen displays all available mailboxes in your Microsoft 365 organization — showing **Total, Licensed, Unlicensed**, and **Selected counts**. You can manually select mailboxes from the list or click **Import CSV** to upload a CSV file containing multiple mailbox addresses. Use **Sample CSV** to download the template format.

Note: Licensed mailboxes are user accounts with an active Microsoft 365 subscription license — they have full access to all Office 365 features (email, calendar, contacts, OneDrive, Teams). Unlicensed mailboxes are shared mailboxes, resource mailboxes (meeting rooms, equipment) that do not require individual licenses — they can be migrated to any licensed destination mailbox, enabling collaborative access across multiple users without individual license assignments.



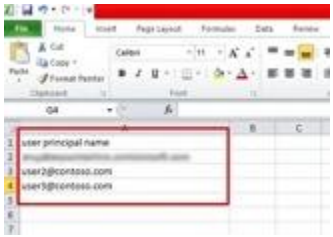
Step 16: Prepare CSV File with Mailbox Details

Before importing the CSV file, ensure it contains the correct format with a header row and mailbox details:

- **Column Header:** user principal name
- **Data Rows:** List the email addresses of all mailboxes you want to import (e.g., user2@contoso.com, user3@contoso.com, etc.)

The CSV file should contain one email address per row under the user principal name column. You can create this file in Excel, Google Sheets, or any text editor and save it as a .csv format. Use the Sample CSV template provided in the application to ensure proper formatting before uploading.

Note: Use the **Add Manually** option when you need to add one or a few accounts without creating a CSV file. You can enter the account details directly and use Add Row to include additional accounts as needed.



Step 17: Import CSV File & Match Mailboxes

Click **Import CSV** to open the file browser and select a CSV file containing multiple mailbox details. The file will be parsed and all accounts will be listed with their **Display Name, Email Address**, and **License status.** The system matches the CSV user data with existing admin users in your Microsoft 365 tenant — matched admin users are then automatically listed in the Tenant Mailboxes list for further selection. Select the mailboxes you want to migrate and click **Proceed with [X] Selected.**



Step 18: Select Matched Mailboxes from Tenant List

After CSV import, the Tenant Mailboxes screen displays all matched mailboxes with their Display Name, Email Address, and License status. Use the checkboxes to select the mailboxes you want to migrate — you can Select All to choose all mailboxes or manually select individual entries. Once selection is complete, click Proceed with [X] Selected to continue.



Step 19: Configure Mailbox Mapping

On the Mailbox Mapping screen, map Source Accounts (IMAP mailboxes) to Destination Accounts (Microsoft 365 mailboxes) using supported mapping modes:

- **1→1 (One-to-One)** — One source mailbox maps to one destination mailbox (standard individual user migration).
- **1→Many (One-to-Many)** — One source mailbox maps to multiple destination mailboxes (split data across multiple users).
- **Many→1 (Many-to-One)** — Multiple source mailboxes map to one destination mailbox (consolidate data into shared/merged mailbox).

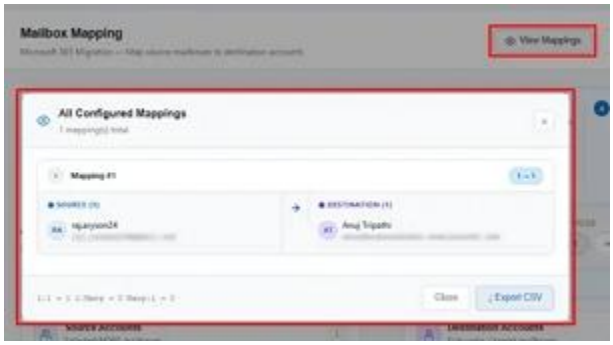
- **Many→Many (Many-to-Many)** — Multiple source mailboxes map to multiple destination mailboxes with custom distribution logic (advanced consolidation with selective routing).

Click **View Mappings** to verify all configured mappings before proceeding.



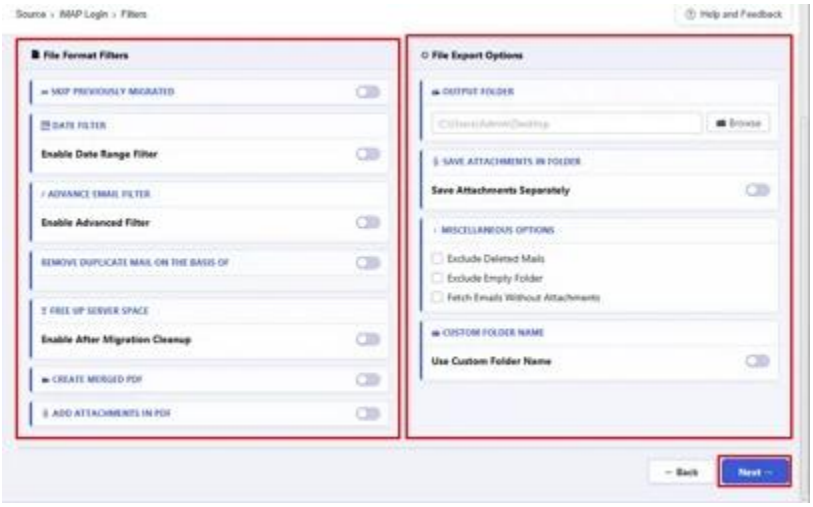
Step 20: Verify All Configured Mappings

After clicking **View Mappings,** the All Configured Mappings dialog displays a complete summary of all source-to-destination mappings — verify that each IMAP mailbox is correctly mapped to its corresponding Office 365 mailbox, then click Close to return and proceed.



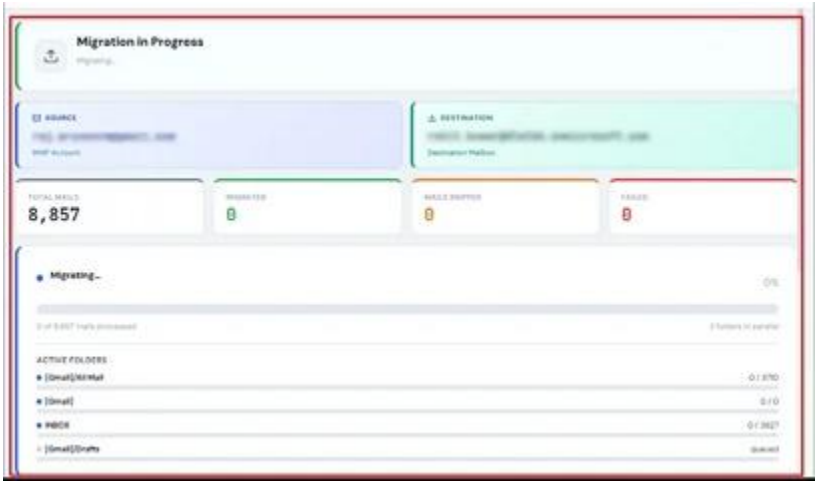
Step 21: Configure Mail Filters & Migration Options

- **Mail Filters** — Enable **Skip Previously Migrated, Remove Duplicate Mail (based on criteria), Date Filter,** or **Advanced Email Filter** as needed.
- **Migration Options** — Enable After Migration Cleanup, **Save Attachments Separately,** and **configure Miscellaneous Options** like E**xclude Deleted Mails, Exclude Empty Folder, Fetch Emails Without Attachments,** or **Preserve Folder Hierarchy.** Enable **Custom Folder Name** if required.



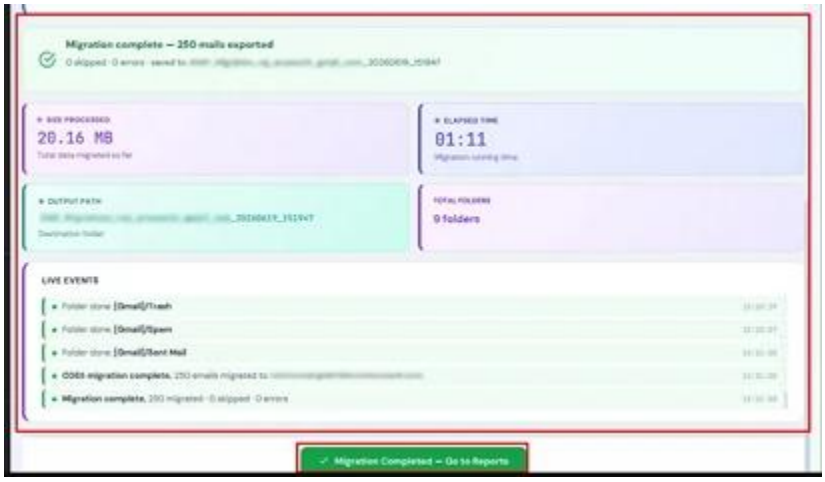
Step 22: Monitor Migration Progress

Track the migration in real time, showing **Source (IMAP Account), Destination (Mailbox), Total Mails, Migrated, Skipped**, and **Failed counts** — along with **Active Folders progress** for parallel folder migration.

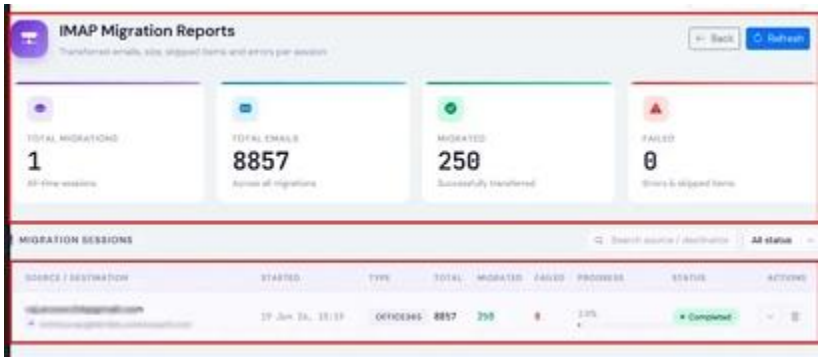


Step 23: Migration Completed

Once finished, the screen displays a completion message along with **Size Processed, Elapsed Time, Output Path, Total Folders**, and a **Live Events** log of completed folder migrations. Click **Go to Reports** to view the migration summary.



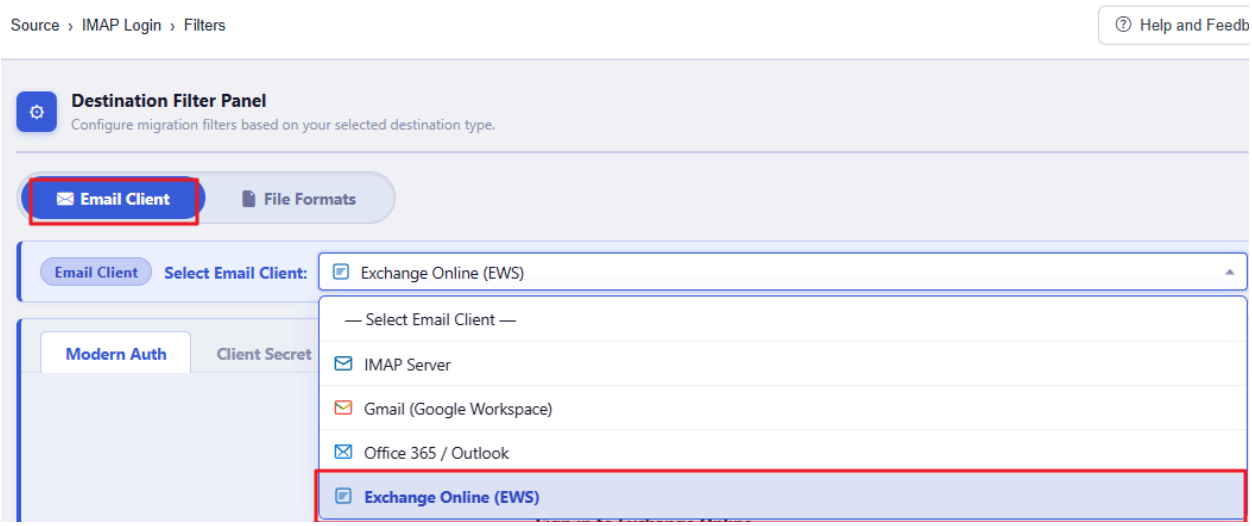
Step 24: View IMAP Migration Reports
Review the IMAP Migration Reports screen showing **Total Migrations, Total Emails, Migrated**, and **Failed counts** — along with a session-wise breakdown displaying **Source/Destination, Started time, Type, Total, Migrated, Failed, Progress**, and **Status** for each migration session.



Migrate IMAP to Exchange Online (EWS)

Follow the steps 1-8 as previously explained in IMAP/POP3 Migration, and then proceed with the following:

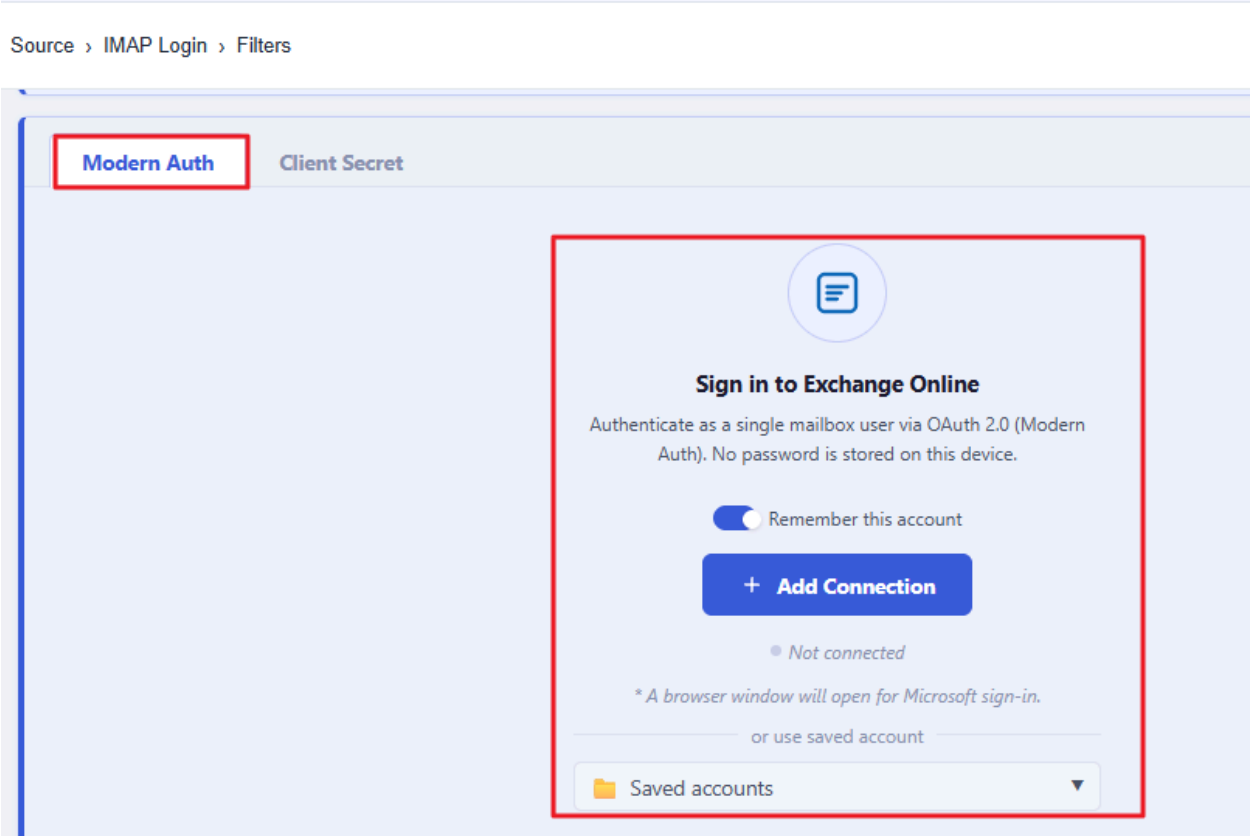
Step 09: Select Exchange Online Email Clients
Go to the Email Clients tab and select **Exchange Online** as the destination.



Step 10: Authenticate Exchange Online (EWS) Account

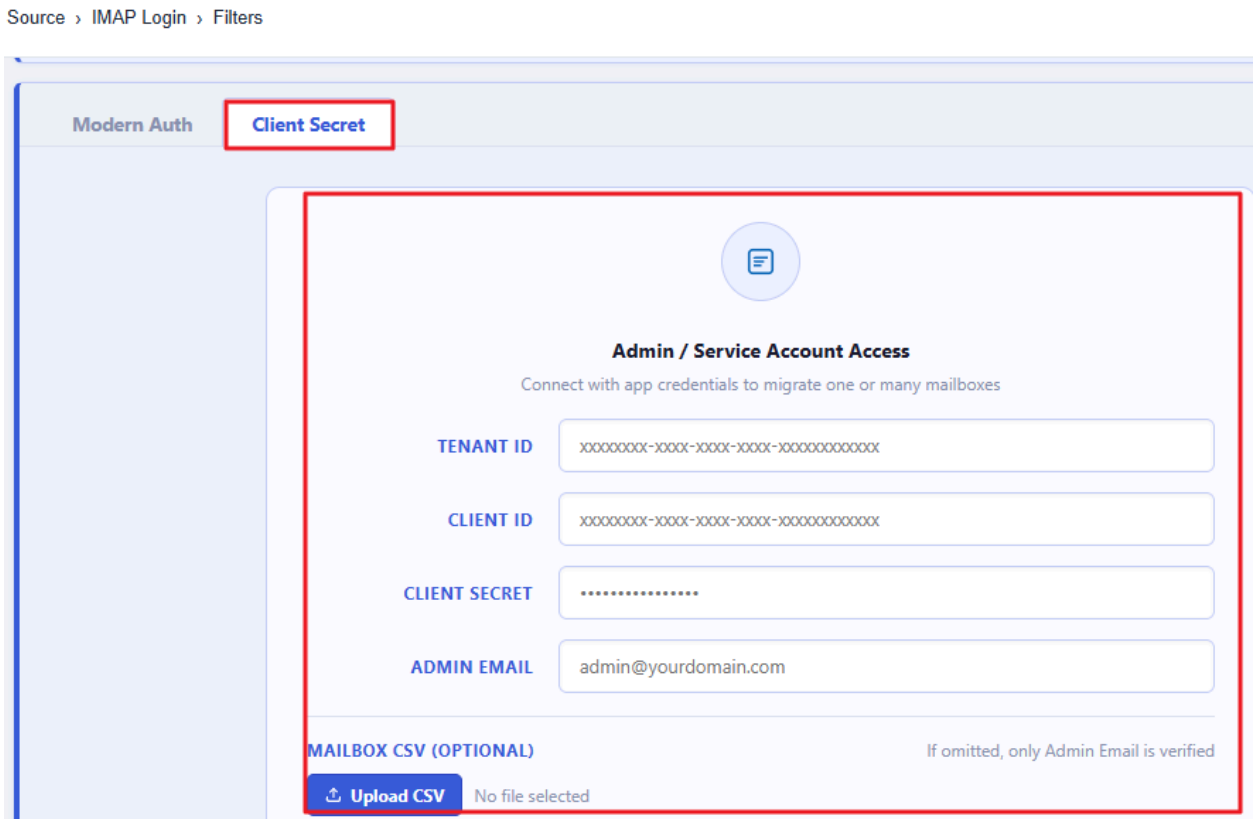
Choose the required **Login Type** (Modern Auth or Client Secret). Also, On-Premises Fallback is optional.

- **Modern Authentication:** Sign in with your Microsoft 365 account using Microsoft's secure authentication process.



- **Client Secret:** Connect your Microsoft 365 tenant using an Azure AD application. Enter the Tenant ID, Client ID, and Client Secret, and then establish the connection. You can also **upload a CSV file** optionally. If you do not upload a CSV file, only the admin email address is verified.

Note: Before proceeding with the Client Secret, you first need to **create a Client ID & Client Secret**.

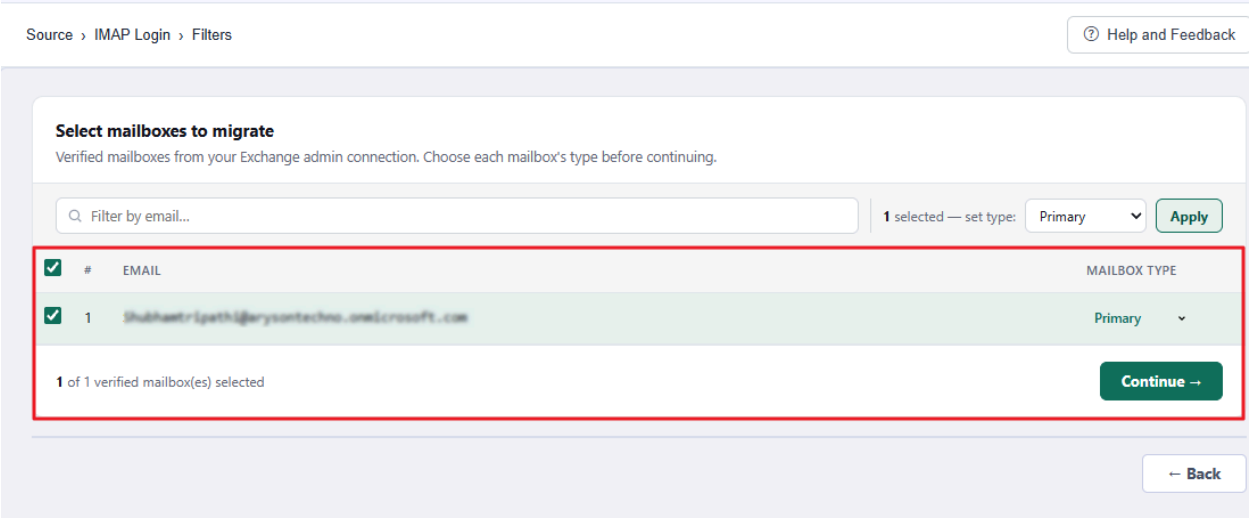


Step 11: Select Target Mailboxes

After successfully connecting to Exchange Online, select the destination mailbox and mailbox type (Primary, Shared, Online Archived, & Public Folder) where you want to import the IMAP emails. If multiple mailboxes are available, select the required mailboxes from the list and continue to the next step.

Note:

- For **Public Folder migration**, the destination user must have Owner permission on the target Public Folder.
- Select the Mailbox Type manually, or leave the default selection, which is set to Primary.

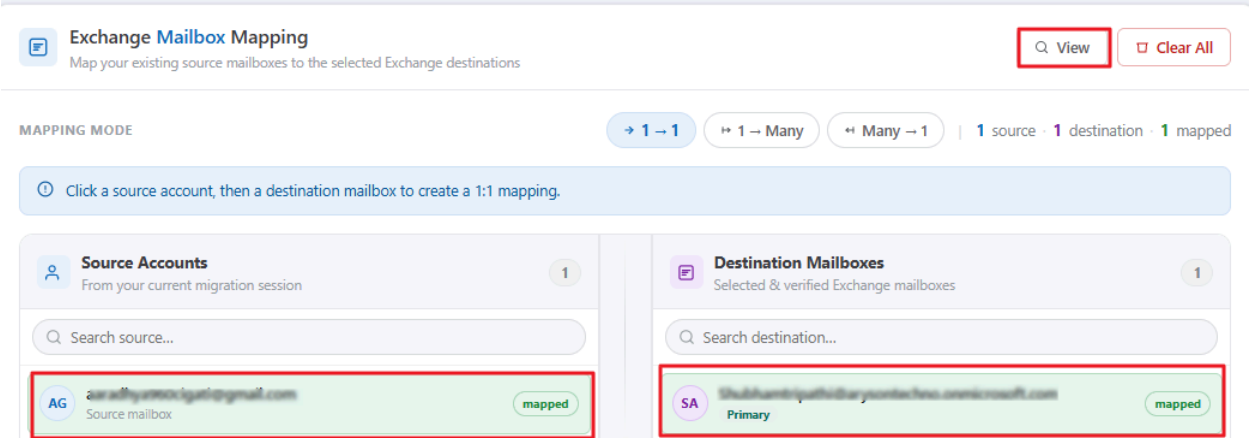


Step 12: Exchange Mailbox Mapping

On the Mailbox Mapping screen, map Source Accounts (IMAP mailboxes) to Destination Accounts (**Exchange Online**) using supported mapping modes:

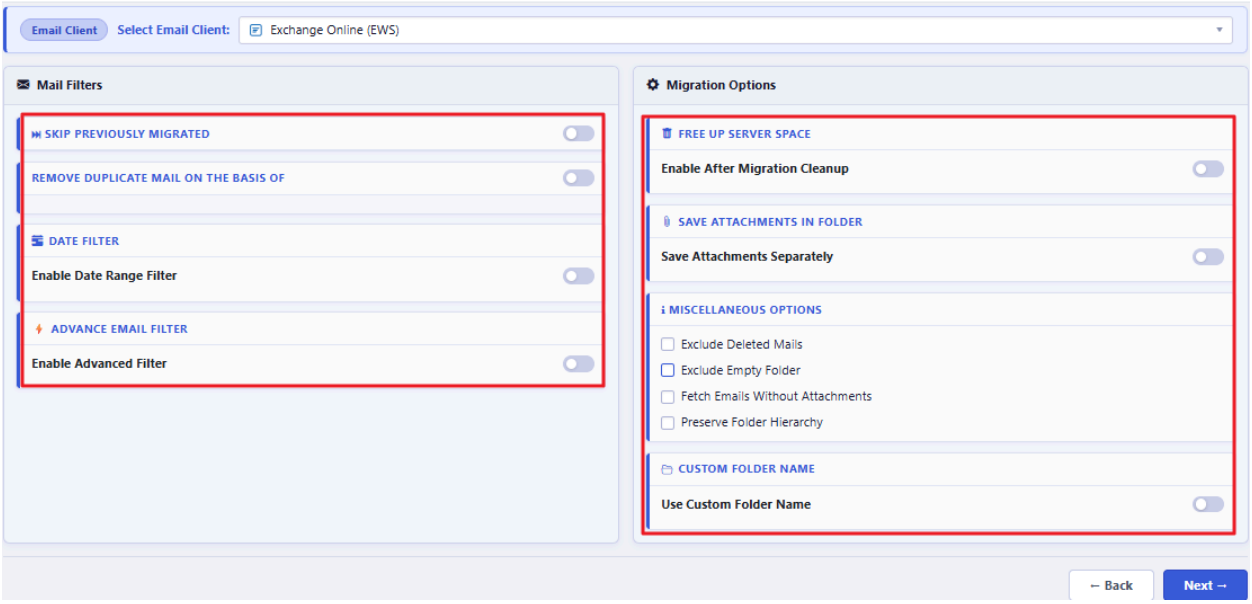
- **1→1 (One-to-One)** — One source mailbox maps to one destination mailbox (standard individual user migration).
- **1→Many (One-to-Many)** — One source mailbox maps to multiple destination mailboxes (split data across multiple users).
- **Many→1 (Many-to-One)** — Multiple source mailboxes map to one destination mailbox (consolidate data into shared/merged mailbox).
- **Many→Many (Many-to-Many)** — Multiple source mailboxes map to multiple destination mailboxes with custom distribution logic (advanced consolidation with selective routing).

Click **View Mappings** to verify all configured mappings before proceeding.



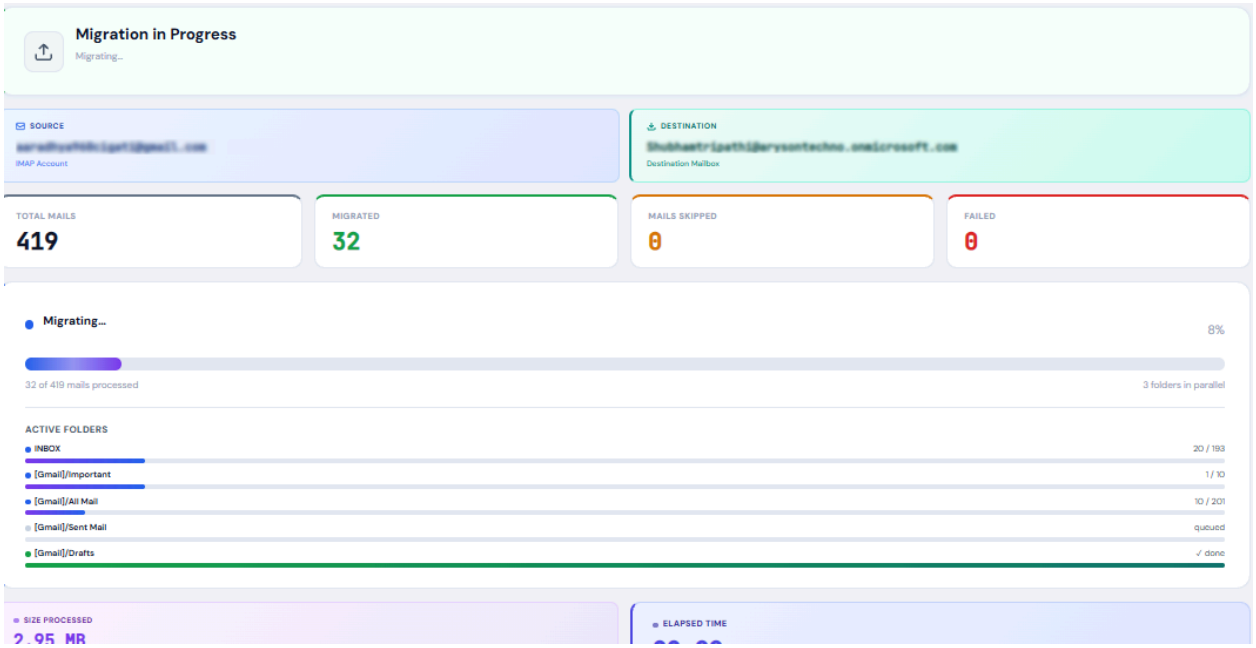
Step 13: Configure Mail Filters & Migration Options

- **Mail Filters** — Enable **Skip Previously Migrated, Remove Duplicate Mail (based on criteria), Date Filter,** or **Advanced Email Filter** as needed.
- **Migration Options** — **Enable After Migration Cleanup**, **Save Attachments Separately,** and **configure Miscellaneous Options** like **Exclude Deleted Mails, Exclude Empty Folder, Fetch Emails Without Attachments,** or **Preserve Folder Hierarchy.** Enable **Custom Folder Name** if required.



Step 14: Monitor Migration Progress

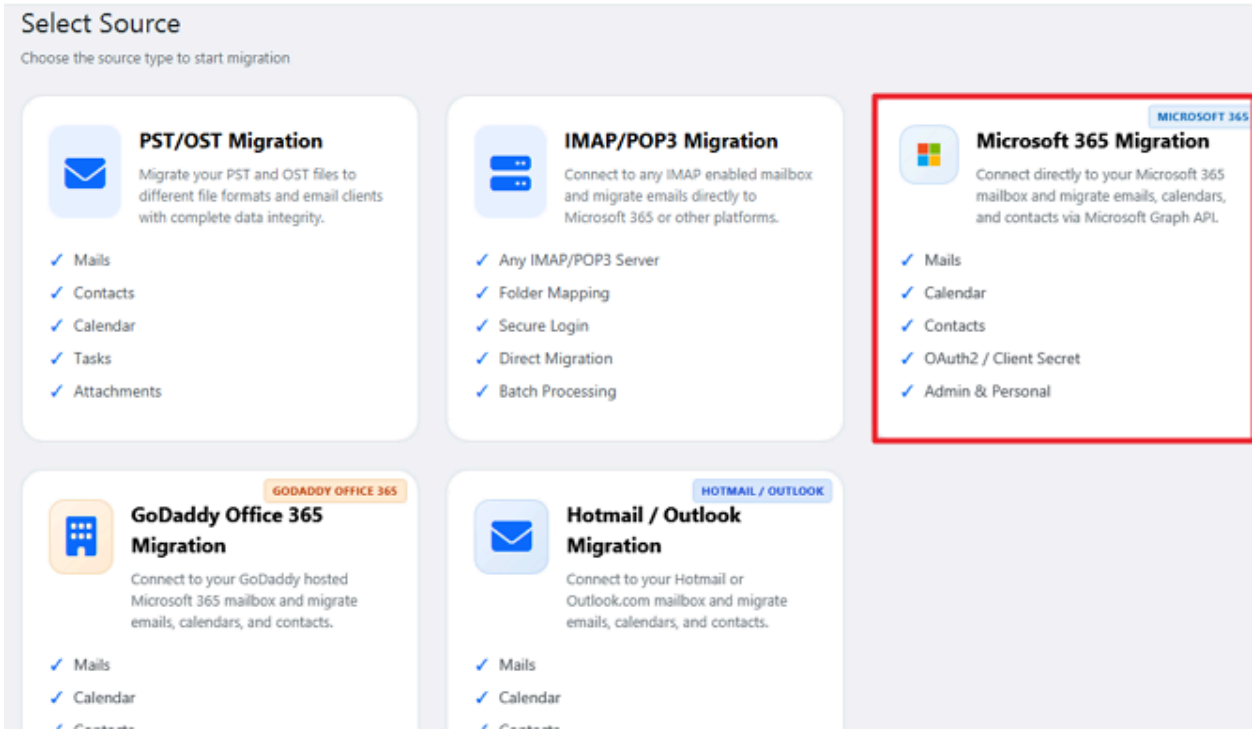
Track the migration in real time, showing **Source (IMAP Account), Destination (Exchange Online), Total Mails, Migrated, Skipped**, and **Failed counts** — along with **Active Folders progress** for parallel folder migration.



Microsoft 365 Migration

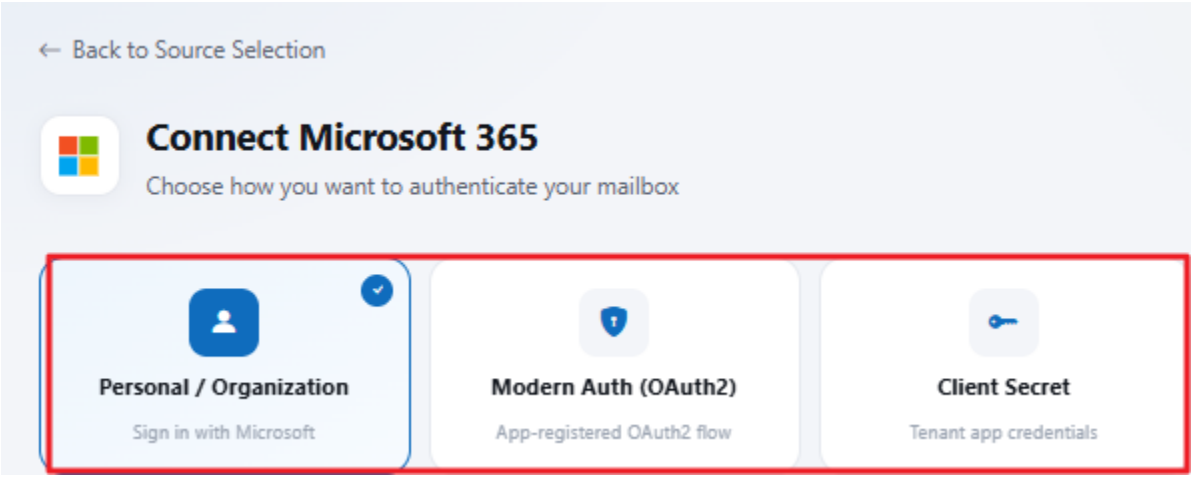
Step 01: Install and Run

Download and install the **SysInfo Email Migration Tool**. Click on **Microsoft 365 Migration** to migrate emails, contacts, and calendars.



Step 02: Connect Microsoft 365

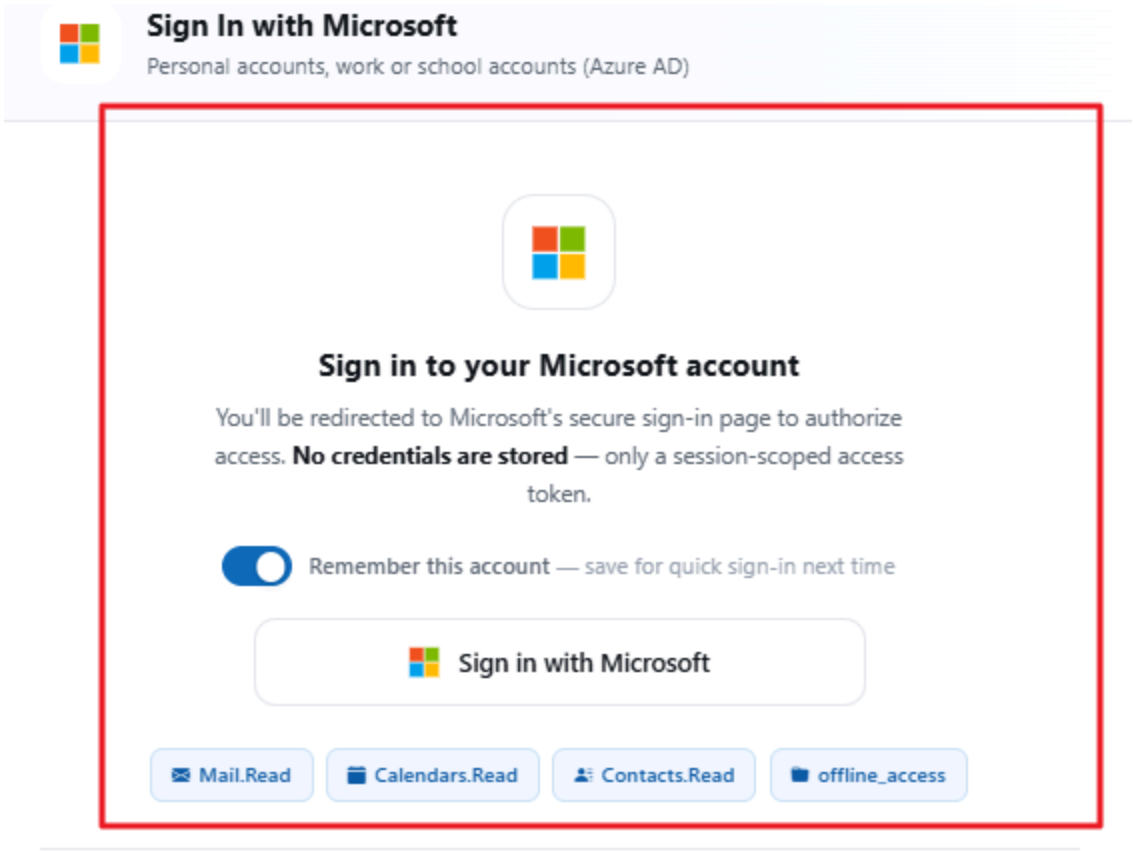
Choose how you want to authenticate your mailbox. This tool offers three options: **Personal/Organization, Modern Auth (OAuth2)**, and **Client Secret**.



Step 03: Sign In with Microsoft 365

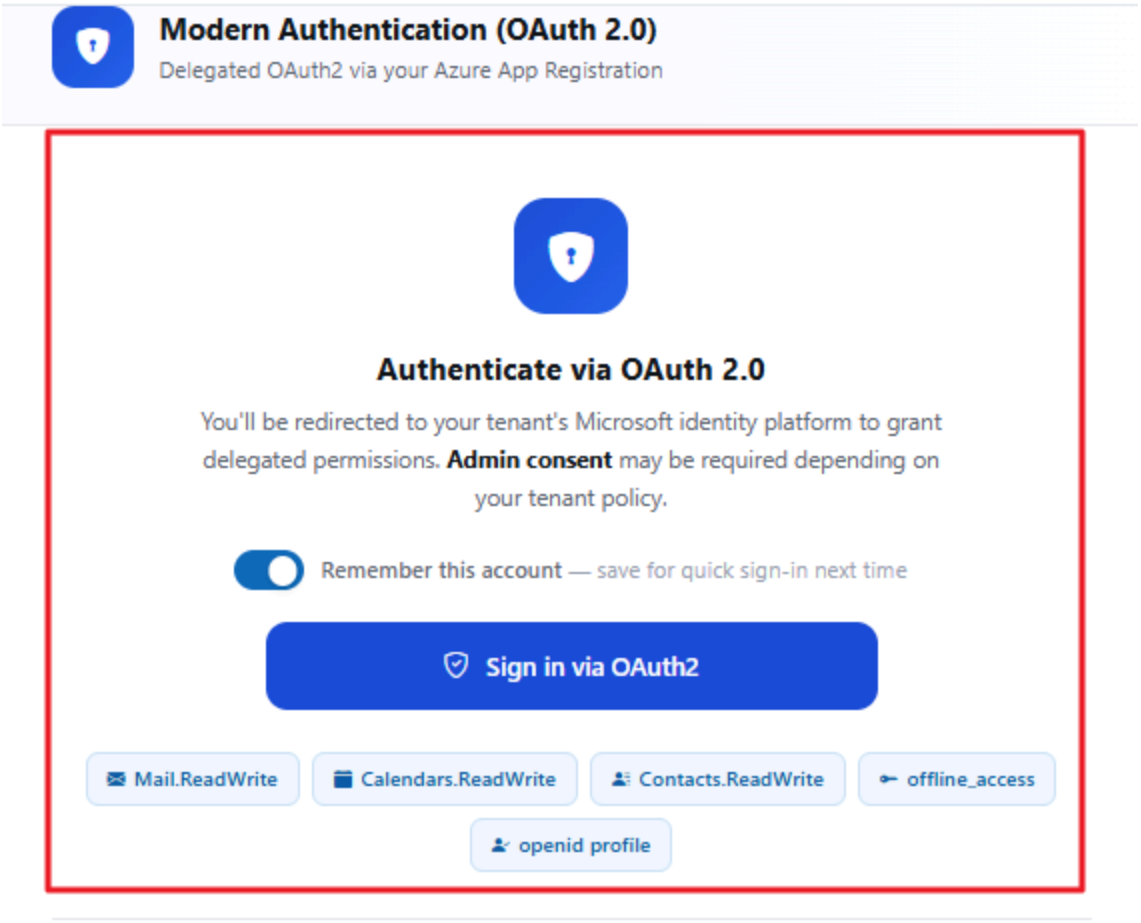
Click Sign in with Microsoft, enter your email address and password, and complete the authentication process successfully.

Note: Select **Remember this account** to save the account details for future logins. This allows you to sign in without entering the credentials again.



Step 04: Sign In with Modern Authentication

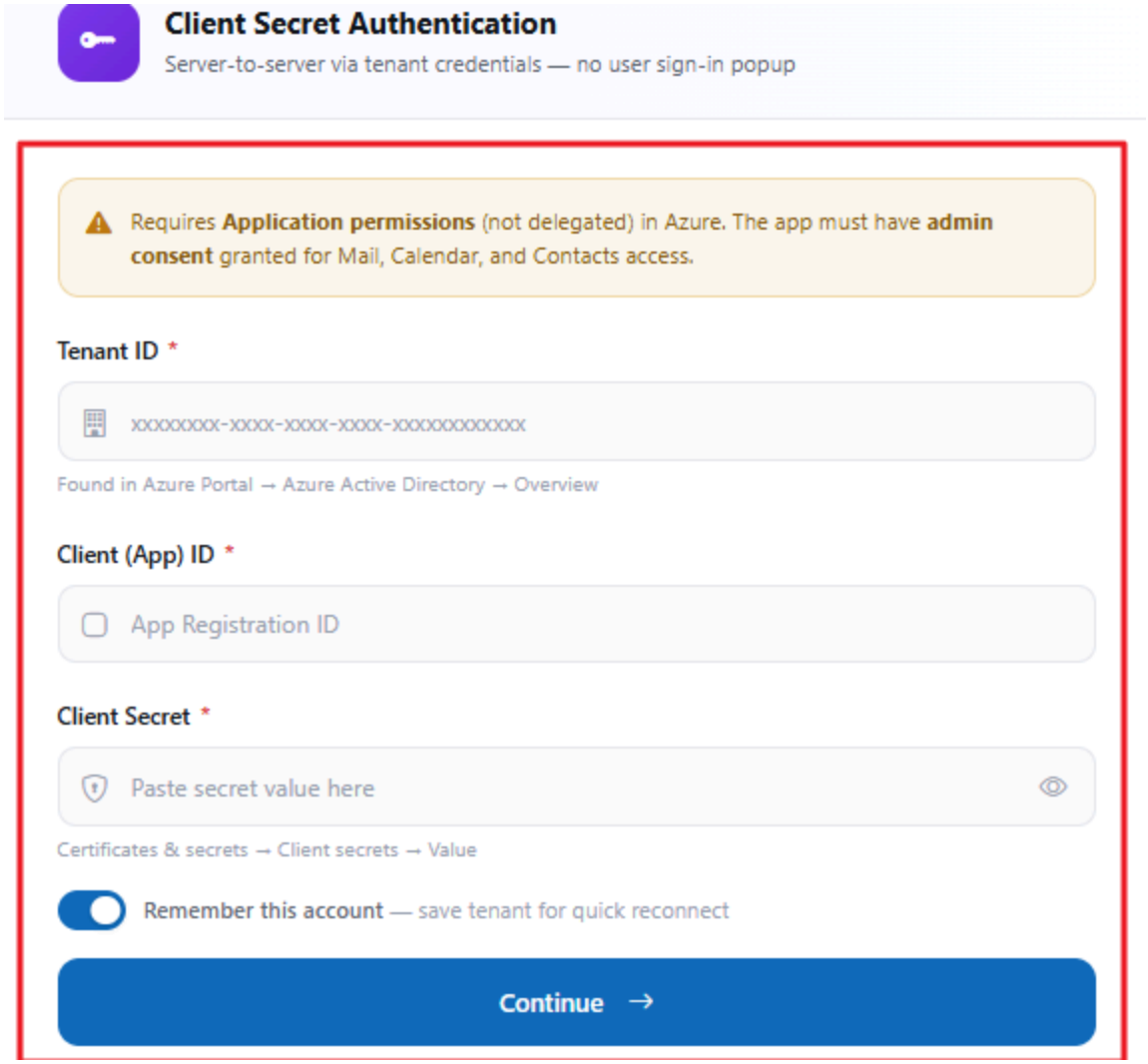
Delegated OAuth2 via your Azure App Registration. Click on **Sign In with OAuth2**, enter your **organization email ID, password,** and apply all the required permissions. Click **Continue** to complete the authentication process.



Step 05: Sign In with Client Secret ID

Enter your Tenant ID, Client (App) ID, and Client Secret. Then, click **Continue** to authenticate your Microsoft 365 account.

Note: Admin consent is required to authenticate the account. If you need help generating a Client Secret, refer to the relevant guide. Also, select Remember this account to save the account details for future logins. This lets you sign in without entering the credentials again.



Step 06: Preview and Select Source ID

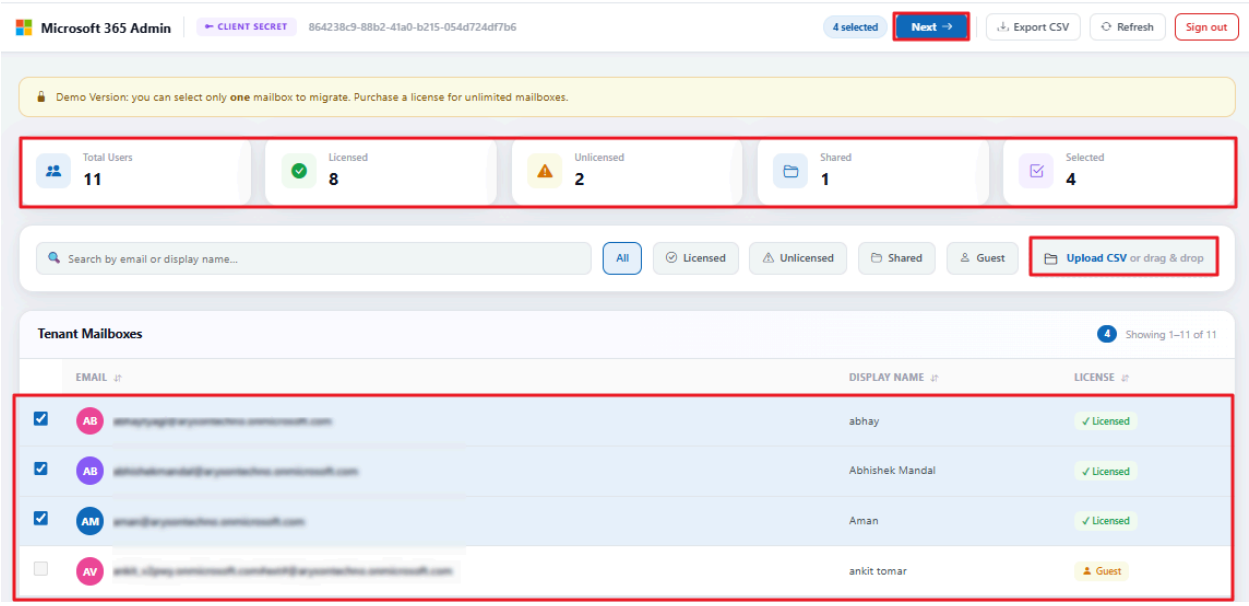
After successful authentication, the tool displays the Tenant Mailboxes screen with details such as **Total Users, Licensed, Unlicensed, Shared**, and **Selected Users**.

- Select the **Source Email IDs** that you want to migrate.
- Use the **Search** option to quickly find a specific mailbox.
- You can filter mailboxes by **Licensed, Unlicensed, Shared,** or **Guest** users.
- For batch migration, click **Upload CSV** or **drag and drop a CSV file** containing the required mailbox details.
- After selecting the required source mailboxes, click **Next** to continue.

Note:

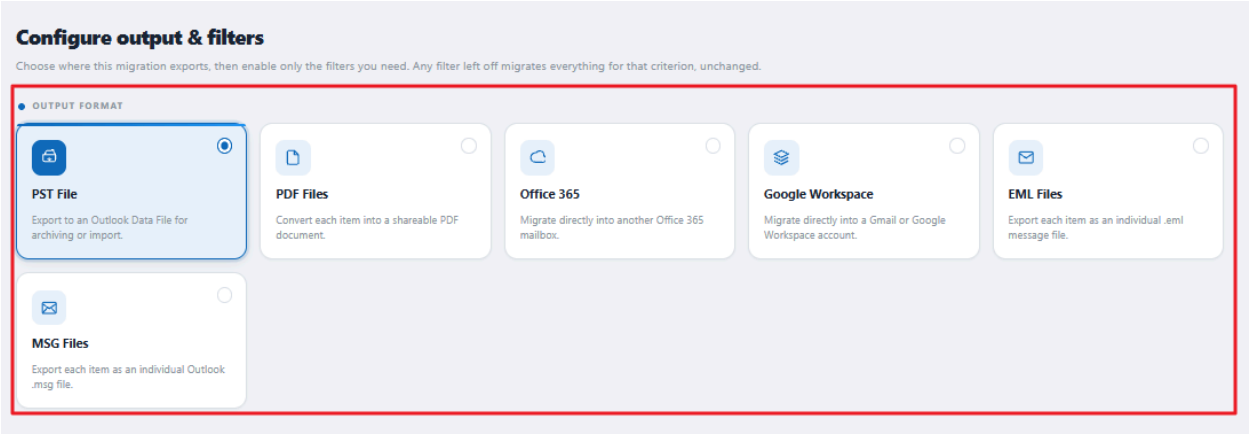
- The tool migrates Primary Mailboxes and Shared Mailboxes only. Public Folders and Online Archives are not supported for migration.

- The demo version allows only one mailbox. For more mailboxes, use the full version.



Step 07: Choose Saving Option

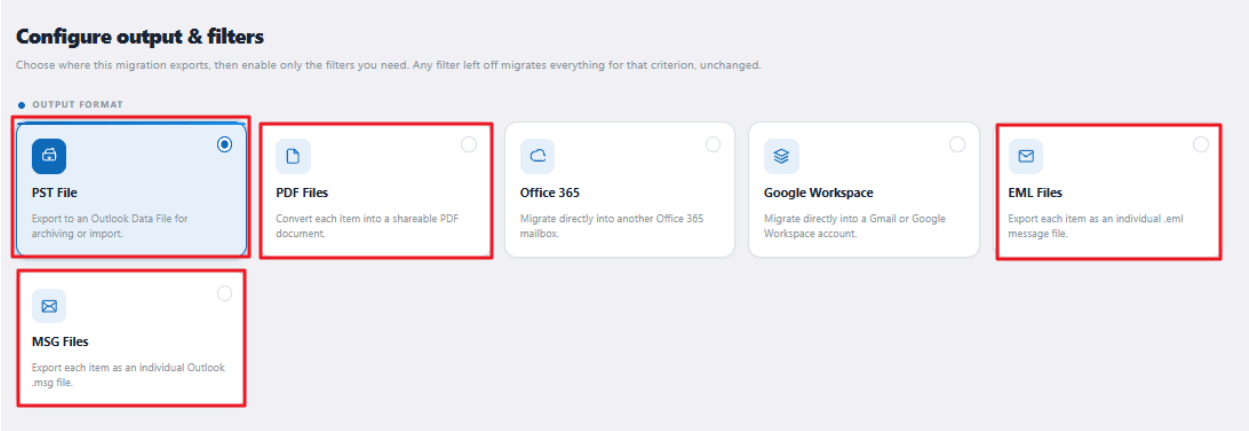
Select the destination where you want to save or migrate the selected mailbox data. The tool provides multiple options, including: PST, PDF, Office 365, Google Workspace, EML Files, and MSG Files.



Export Office 365 to PST/PDF/EML/MSG

Step 08: Select Saving File Format

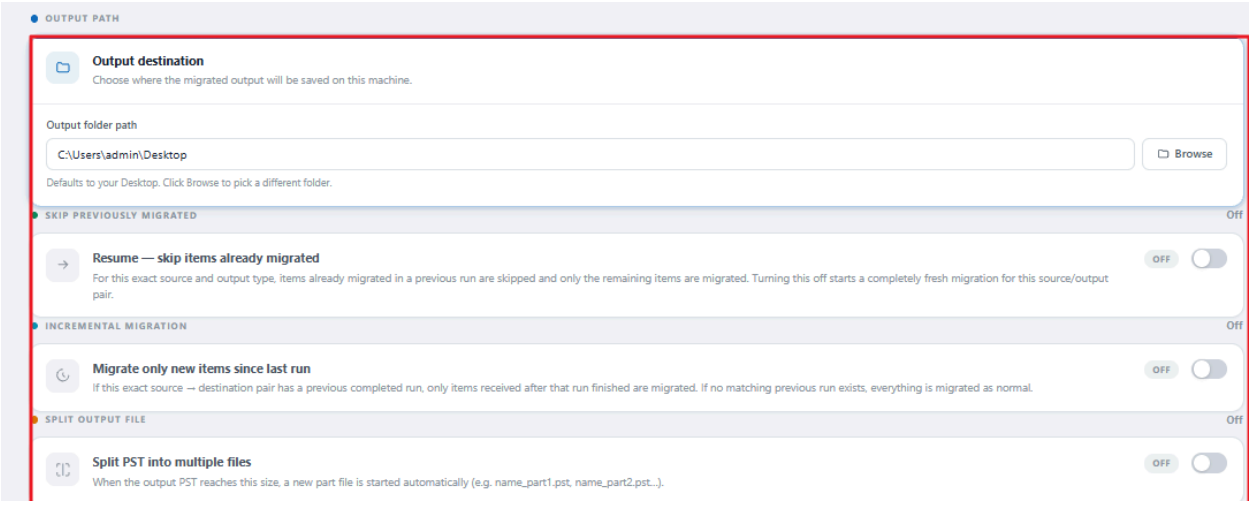
If you choose to export Office 365 mailbox data to a file, select the required format from the available options: PST, PDF, EML, or MSG (Here, we choose PST).



Step 09: Configure Output Settings

Configure the basic output options for the migrated data:

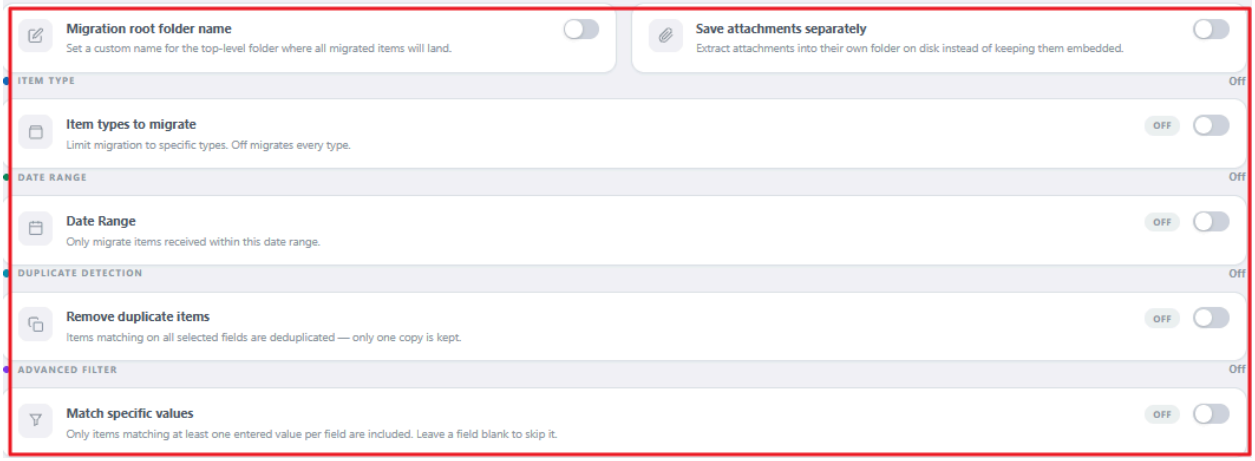
- **Output Path**: Select the folder where you want to save the migrated data.
- **Skip Previously Migrated**: Skip items that were already migrated in an earlier run.
- **Incremental Migration**: Migrate only new items added since the previous migration.
- **Split PST into Multiple Files:** Split a large PST file into multiple smaller files. (Auto Split option to automatically split mailbox data when it reaches approximately 45–50 GB).



Step 10: Configure Data & Attachment Options

- **Migration Root Folder Name:** Set a custom name for the top-level migration folder.

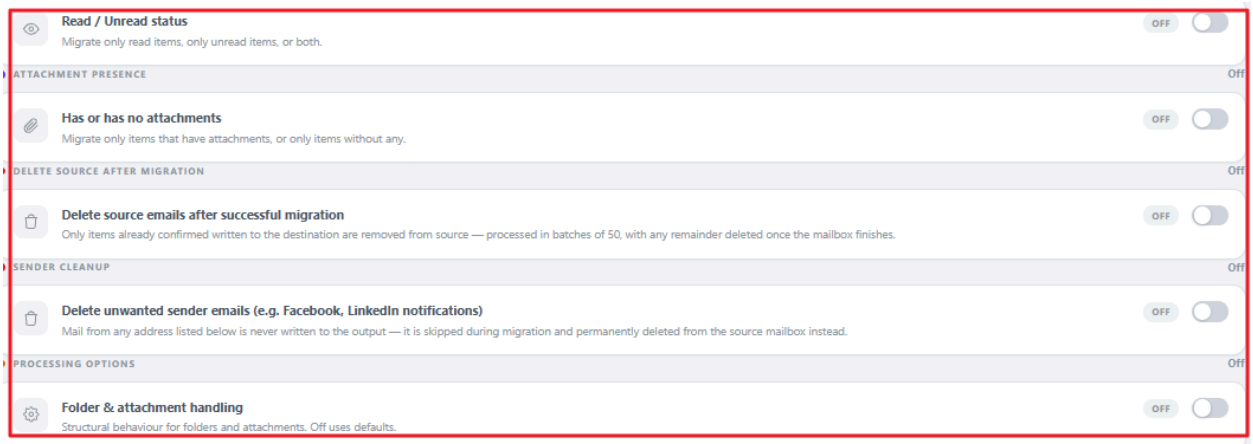
- **Save Attachments Separately:** Save attachments separately instead of keeping them embedded in emails.
- **Item Types to Migrate**: Select specific mailbox item types to migrate.
- **Date Range**: Migrate items received within a specified date range.
- **Remove Duplicate Items:** Detect and skip duplicate items during migration.
- **Match Specific Values**: Migrate only items that match the specified values.



Step 11: Apply Advanced Migration Options

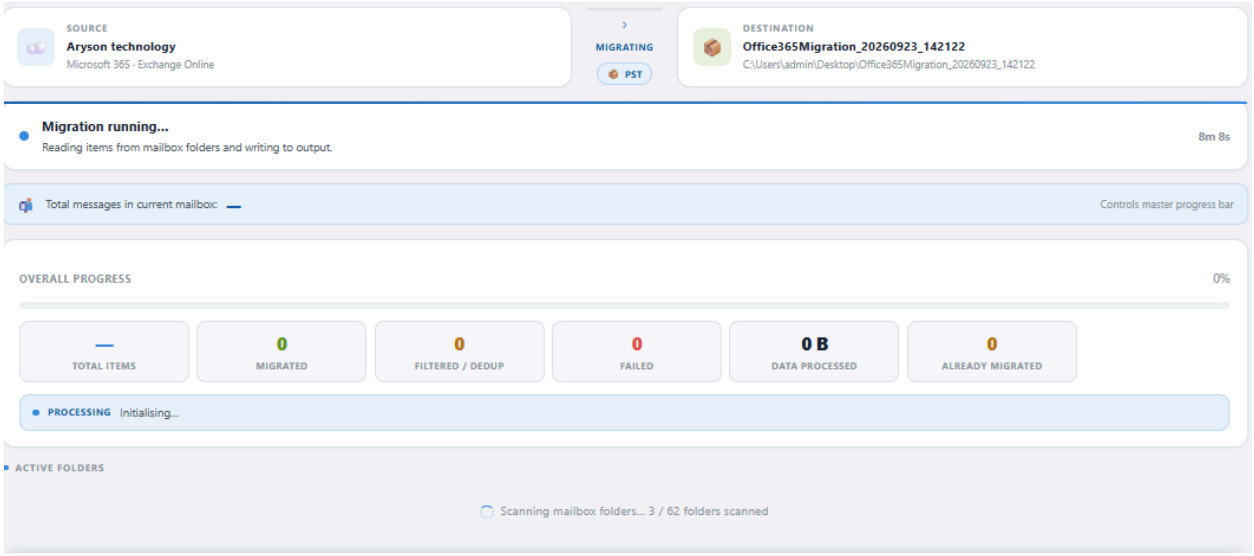
- **Read/Unread Status:** Choose whether to migrate read items, unread items, or both.
- **Has or Has No Attachments:** Migrate only items with or without attachments.
- **Delete Source Emails After Migration**: Remove successfully migrated emails from the source mailbox.
- **Delete Unwanted Sender Emails: Exc**lude and delete emails from specified senders.
- **Folders & Attachment Handling:** Configure how folders and attachments are processed during migration.

After configuring the required options, click **Start Migration** to begin the process.



Step 12: Monitor Migration Progress

Track the migration in real time, showing **Total Mails, Migrated, Skipped**, and **Failed counts** — along with **Active Folders progress** for parallel folder migration.

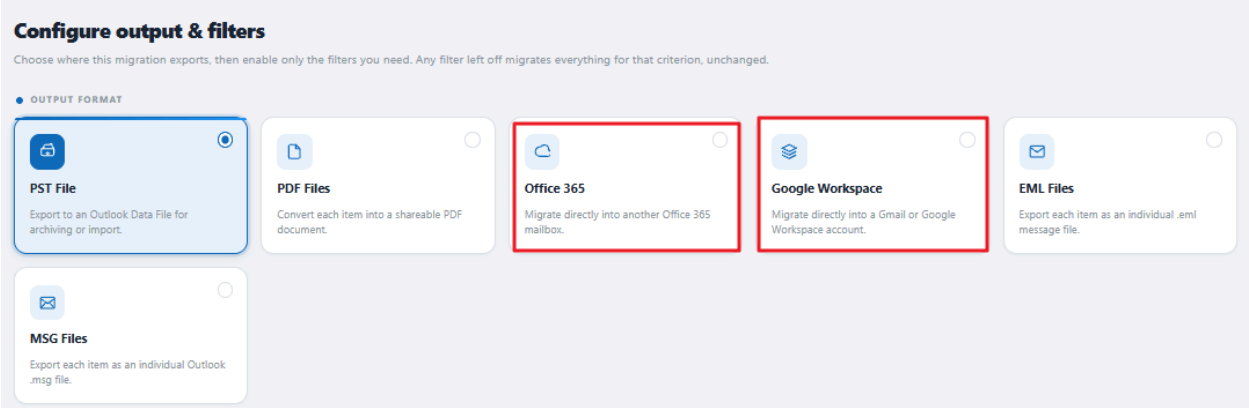


Export Office 365 to Office 365

Follow the steps 1-7 as previously explained in Microsoft 365 Migration, and then proceed with the following:

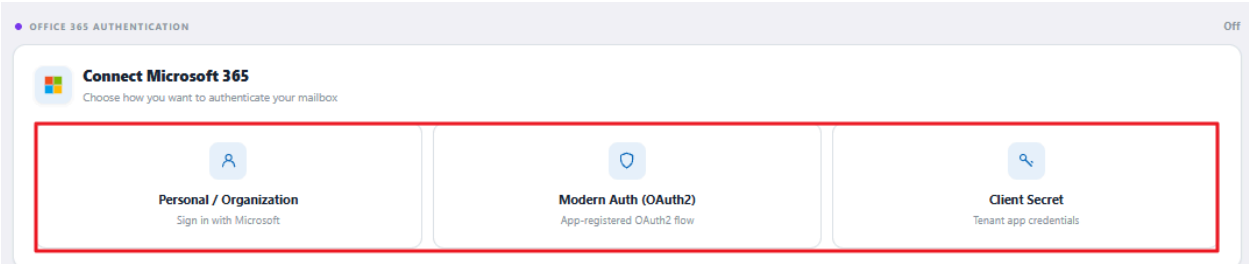
Step 08: Select Destination Email Clients

In the destination option, choose Office 365 as the Saving Email Client.



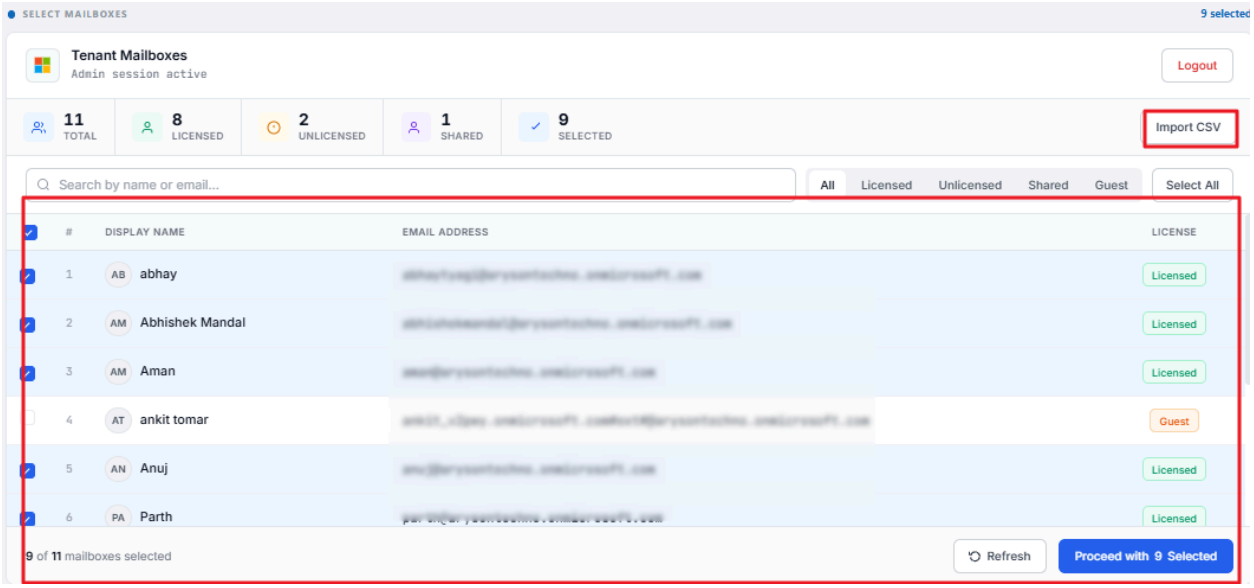
Step 09: Connect Destination Microsoft 365

Choose how you want to authenticate your mailbox. This tool offers three options: **Personal/Organization, Modern Auth (OAuth2),** and **Client Secret**.



Step 10: Select Target Mailboxes

After successfully connecting to Microsoft 365, select the destination mailbox where you want to import the emails. You can select the mailbox manually from the list or upload a CSV file to add multiple users in bulk. If multiple mailboxes are available, select the required mailboxes and continue to the next step.

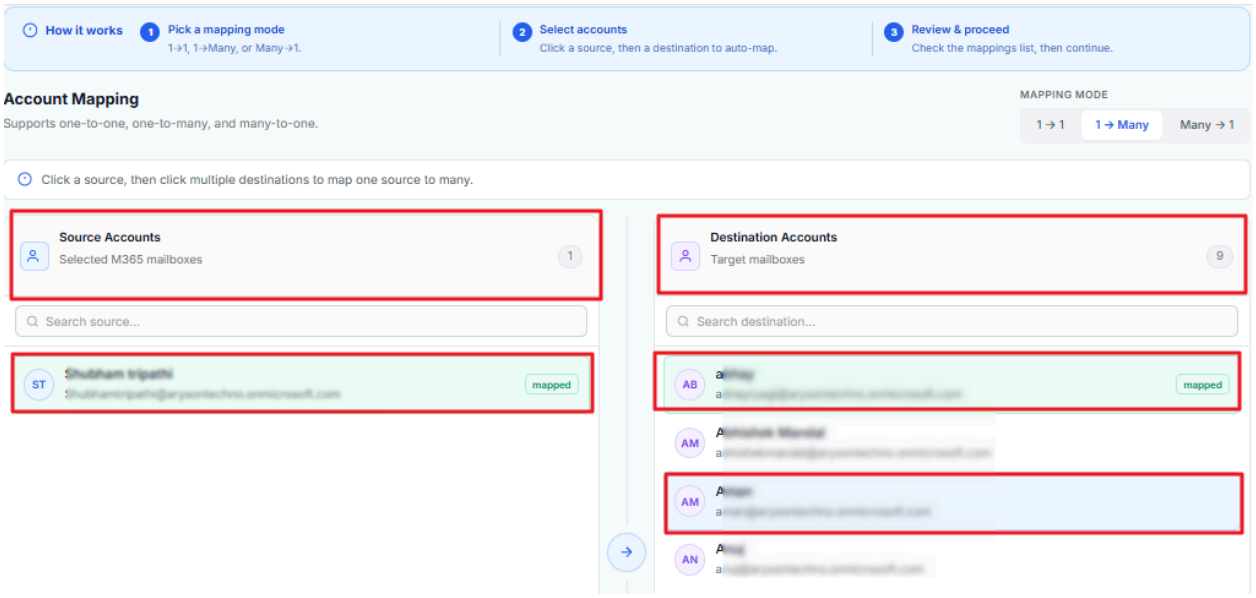


Step 11: Mailbox Mapping

On the Mailbox Mapping screen, map Source Accounts (**Office 365**) to Destination Accounts (**Office 365**) using supported mapping modes:

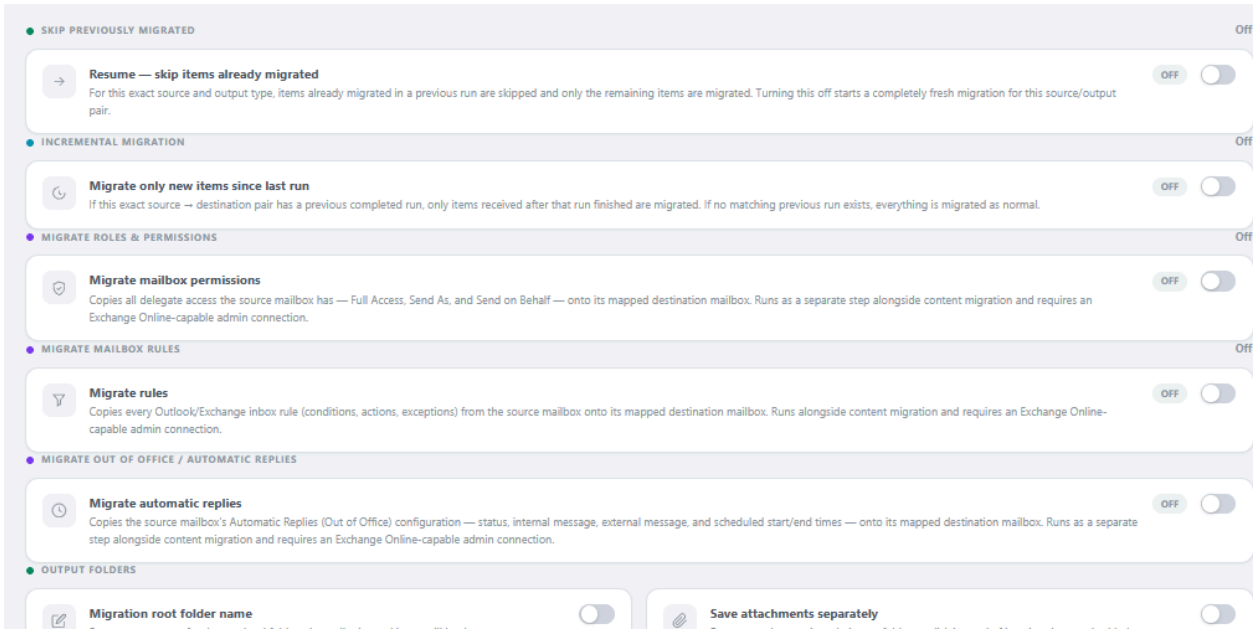
- **1→1 (One-to-One)** — One source mailbox maps to one destination mailbox (standard individual user migration).
- **1→Many (One-to-Many)** — One source mailbox maps to multiple destination mailboxes (split data across multiple users).
- **Many→1 (Many-to-One)** — Multiple source mailboxes map to one destination mailbox (consolidate data into shared/merged mailbox).
- **Many→Many (Many-to-Many)** — Multiple source mailboxes map to multiple destination mailboxes with custom distribution logic (advanced consolidation with selective routing).

Click **View Mappings** to verify all configured mappings before proceeding.



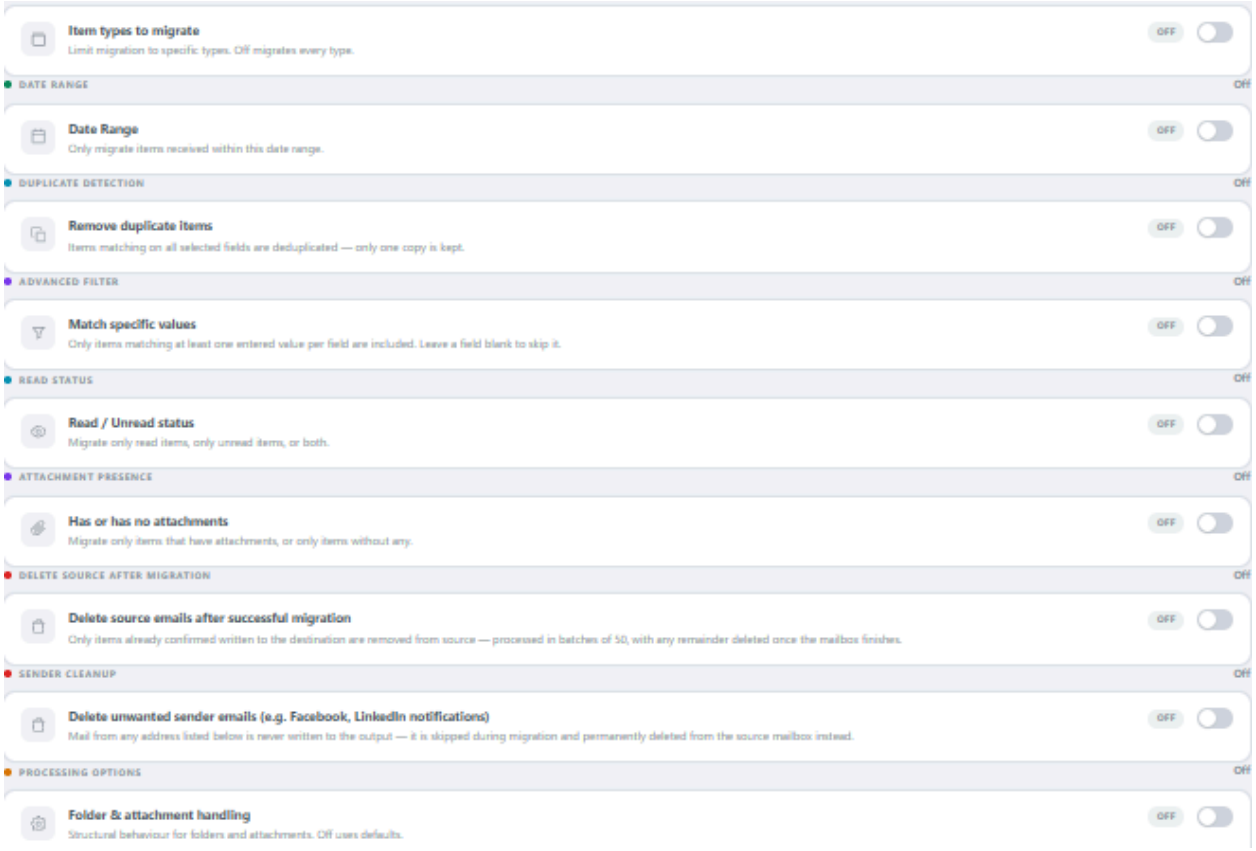
Step 12: Configure Mail Filters & Migration Options

- **Mail Filters** — Enable **Skip Previously Migrated, Migrate only new items since last run, Migrate Mailbox Permission, Migrate Rules, Migrate Root Folder Name, migrate automatic replies (Out of Office),** and **Save Attachments Separately** as needed.



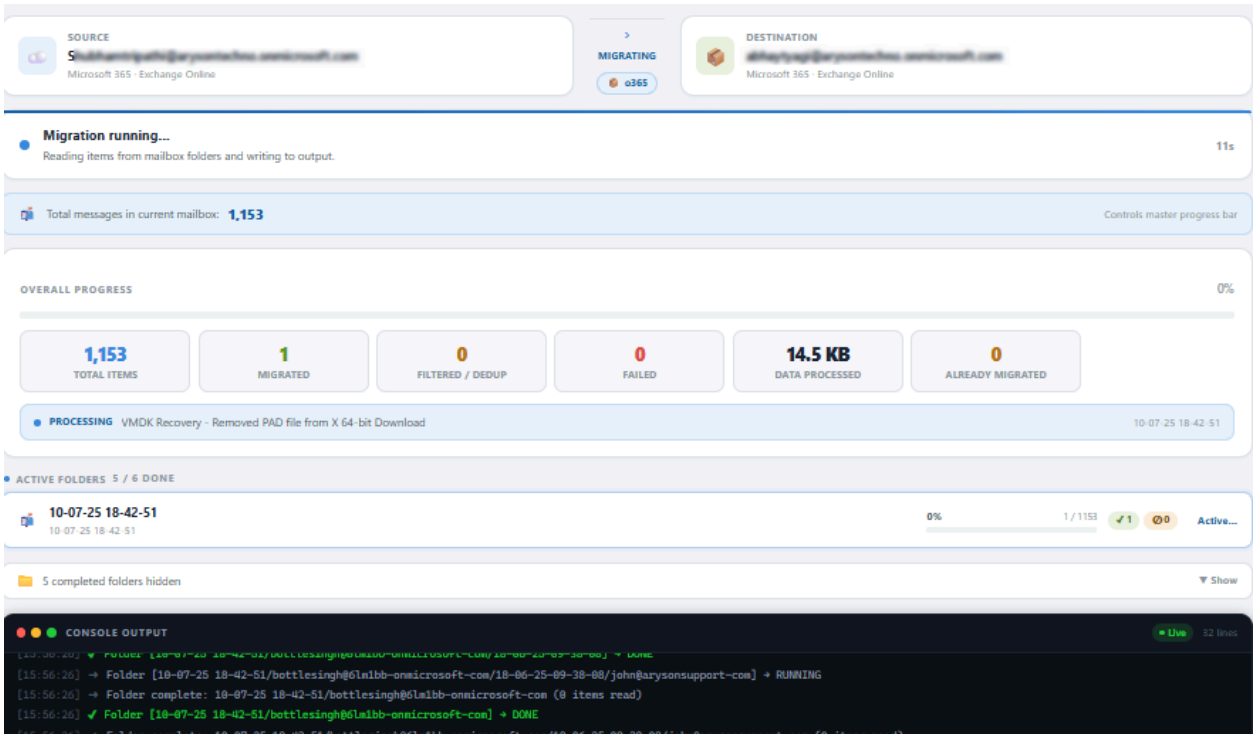
- **Migration Options — Item Types to Migrate (Mail, Calendar, Contact, and Tasks), Date Range (From, To), Remove Duplicate Files, Match specific values, Read/Unread status, has or has no attachments, delete source**

emails after migration, delete unwanted sender emails (Facebook, LinkedIn notifications), and **Folder & Attachment handling**.



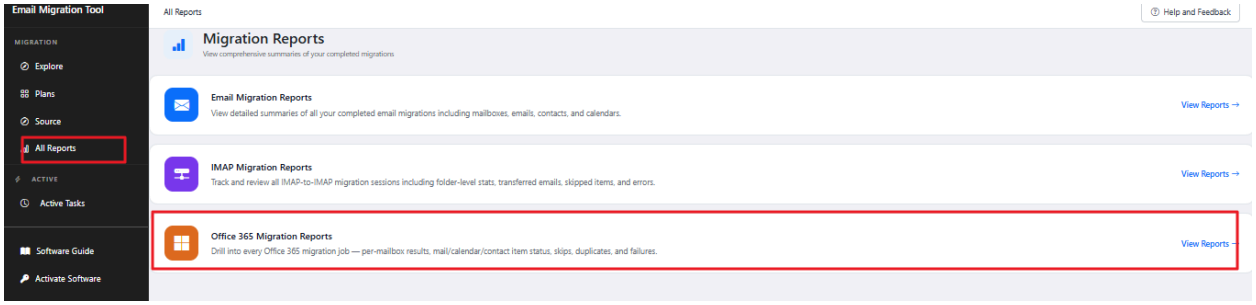
Step 13: Start Migration

Track the migration in real time, showing Total Mails, Migrated, Skipped, and Failed counts — along with Active Folders progress for parallel folder migration.



Step 14: View All Reports

Click **All Reports** and select **Office 365 Migration Reports** to view detailed migration information, including Total Migrations, Failed, Total Items, and Migrated items.

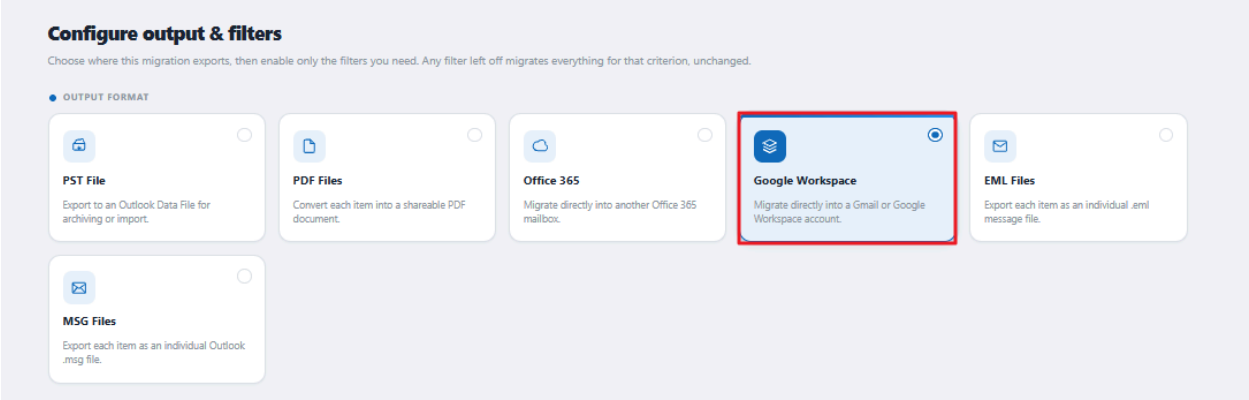


Office 365 to Google Workspace Migration

Follow the steps 1-7 as previously explained in Microsoft 365 Migration, and then proceed with the following:

Step 08: Select Destination Email Clients

In the destination option, choose **Google Workspace** as the Saving Email Client.

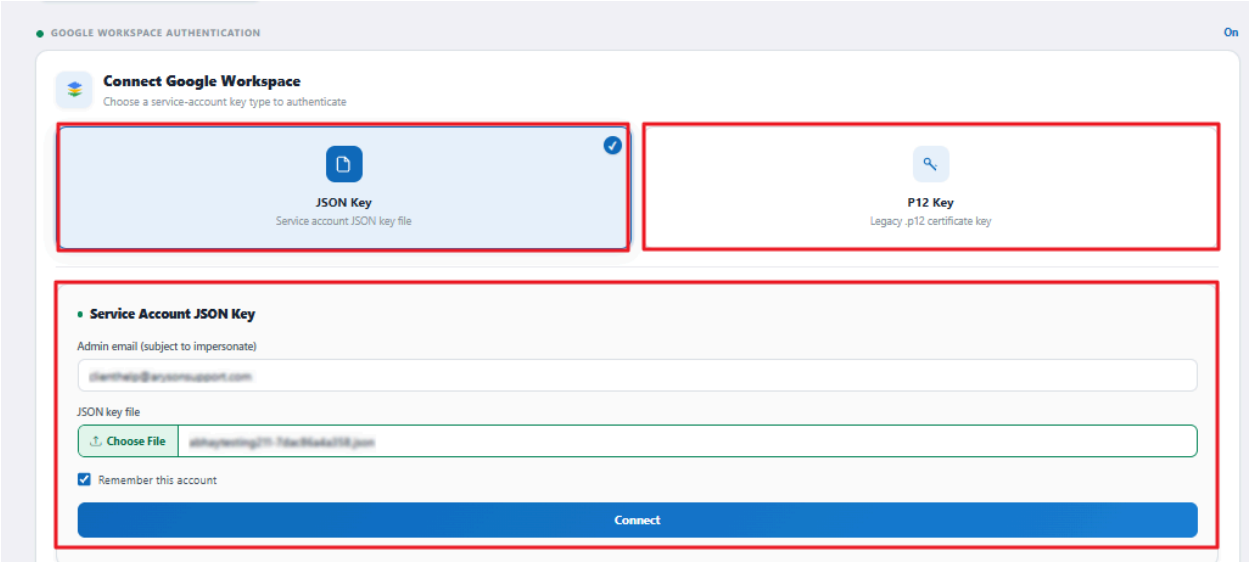


Step 09: Connect Google Workspace

You have two options to connect to the destination Google Workspace account:

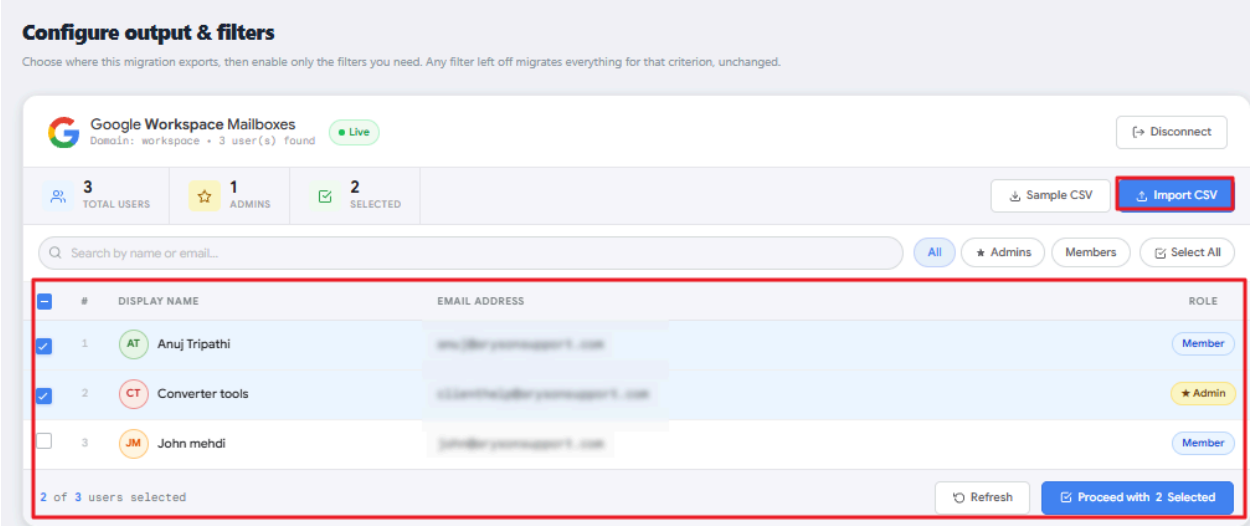
- **JSON File:** Enter your **Admin Email** and upload the **JSON file** to authenticate your Google Workspace account.
- **P12 File**: Enter your **Service Account** and **Admin Email**, then **upload the P12 file** to authenticate your account.

Click **Connect** to establish the connection and continue with the migration.



Step 10: Select Target Mailboxes

After successfully connecting to Google Workspace, select the destination mailbox where you want to import the emails. You can upload a CSV file to add multiple users in bulk. If multiple mailboxes are available, select the required mailboxes and continue to the next step.

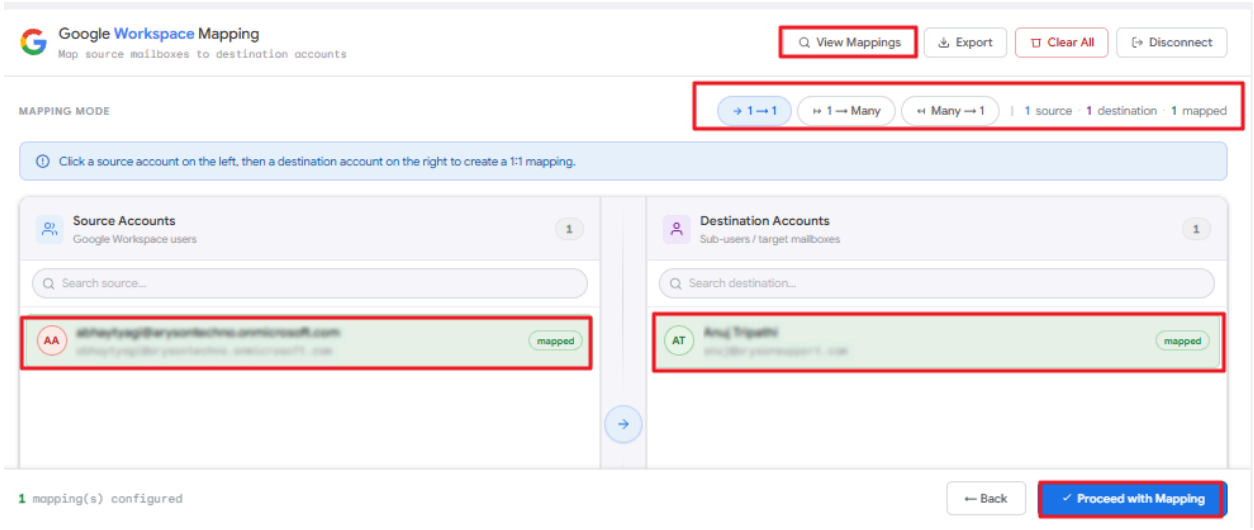


Step 11: Mailbox Mapping

On the Mailbox Mapping screen, map Source Accounts (**Office 365**) to Destination Accounts (**Google Workspace**) using supported mapping modes:

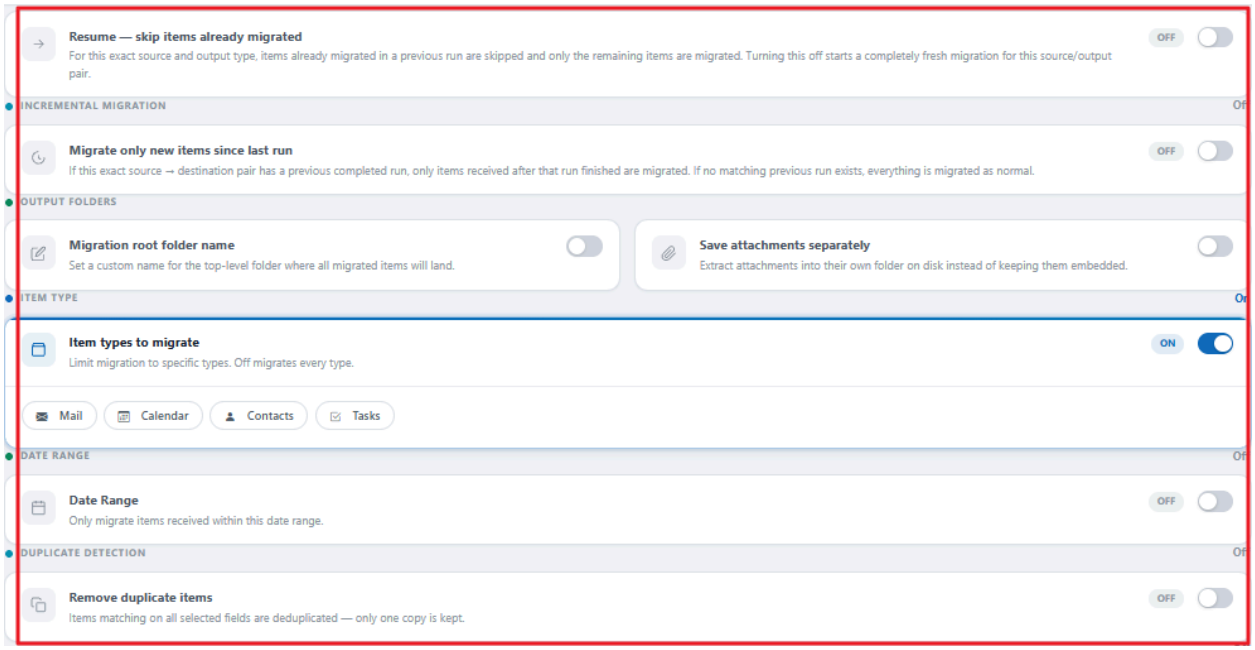
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Click **View Mappings** to verify all configured mappings before proceeding.



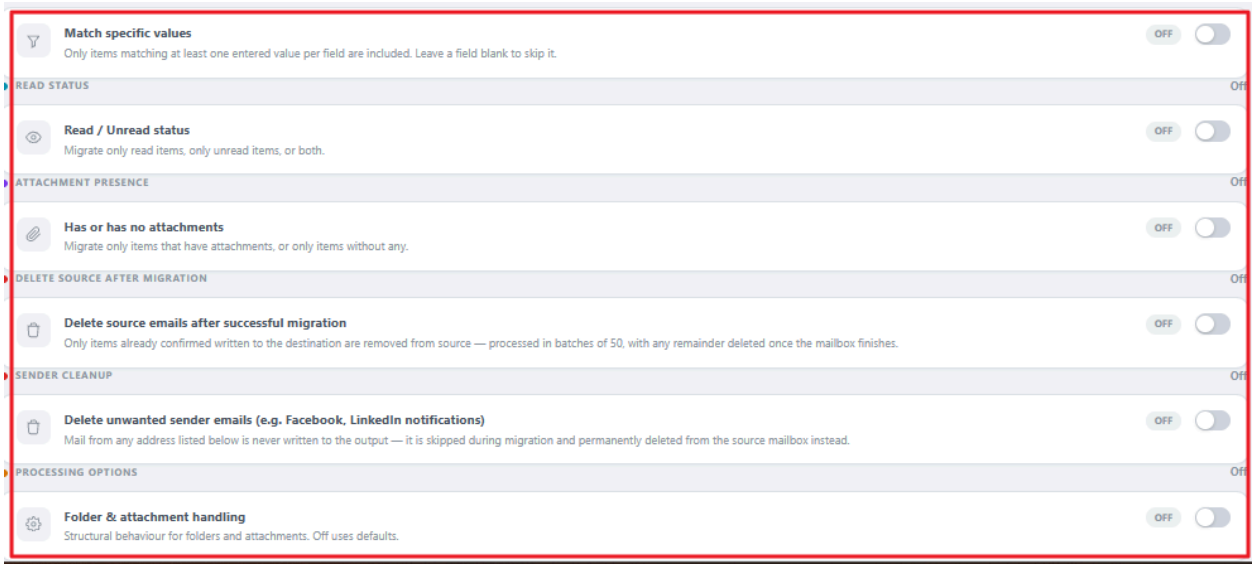
Step 12: Configure Mail Filters & Migration Options

Enable Skip Previously Migrated Items, Migrate Only New Items Since Last Run, Migration Root Folder Name, Save Attachments Separately, Item Types to Migrate, Date Range, and Remove Duplicates.



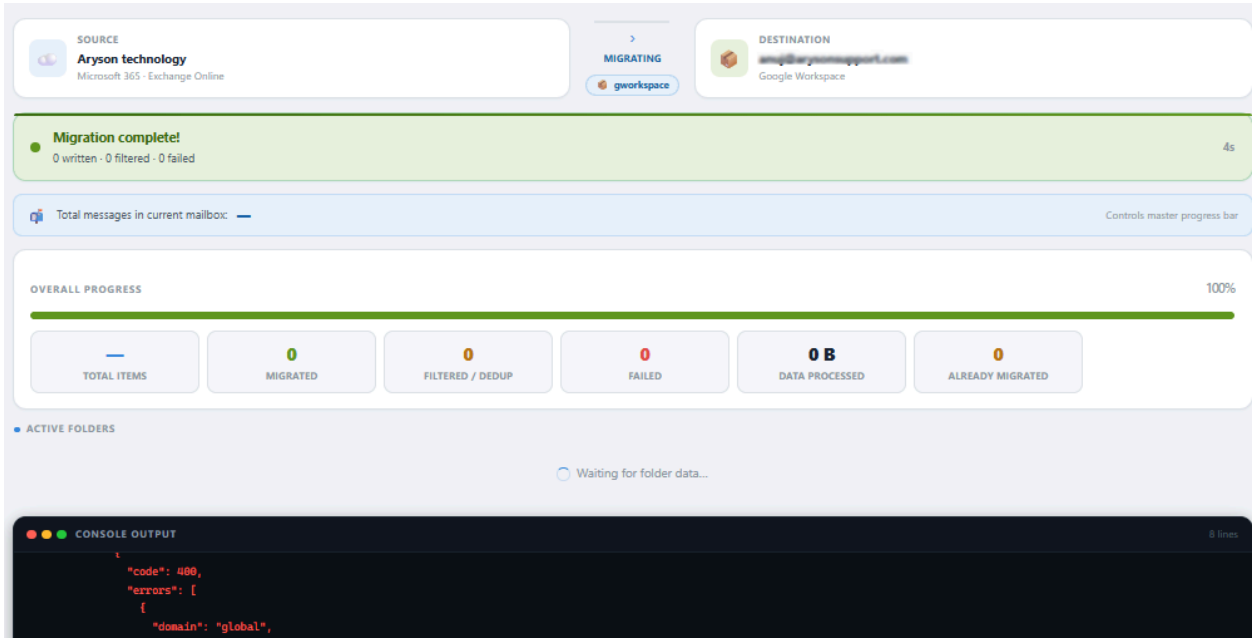
Step 13: Migration Options

Enable Match Specific Values, Read/Unread Status, Has or Has No Attachments, Delete Source Email After Migration, Delete Unwanted Sender Emails, and Folder & Attachment Handling.



Step 14: Start Migration

After configuring the required options, click **Start Migration** to begin the migration process. Track the migration in real time, showing Total Mails, Migrated, Skipped, and Failed counts — along with Active Folders progress for parallel folder migration.



All Reports Interface

The All Reports section is available on the left side of the tool. It provides access to detailed reports for different migration tasks, including:

- Email Migration Reports
- IMAP Migration Reports
- Office 365 Migration Reports

Select the required report to view the migration details and status.

