

Exchange Mailbox to MSG Converter

Installation and Configuration

(‘Per User Installation’ and ‘Per Machine Installation’)

With this guide, you would be able to quickly install and easily configure Exchange Mailbox to MSG Converter in your system, and effortlessly generate MSG files from emails of your Exchange Email accounts.

For 'Per User Installation' *(ideal for standalone single user/workstation)*

ExchangeMailboxToMsgSetup.zip

For 'Per Machine Installation' *(ideal for installing on Citrix and Terminal Servers)*

ExchangeMailboxToMsgSetup-Citrix.zip

Extract these file contents to a folder.

NOTE: ‘Per User Installation’ and ‘Per Machine Installation’

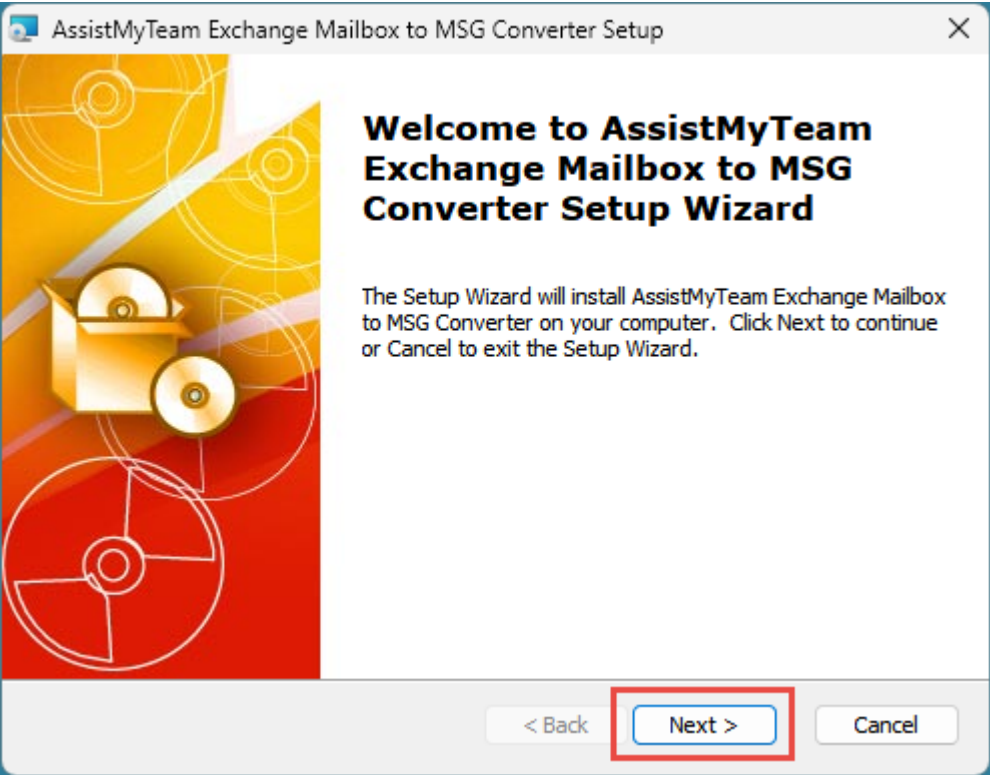
In ‘Per User Installation’, the install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one needs to install the app on their profile with the default installation folder location.

‘Per Machine Installation’: If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

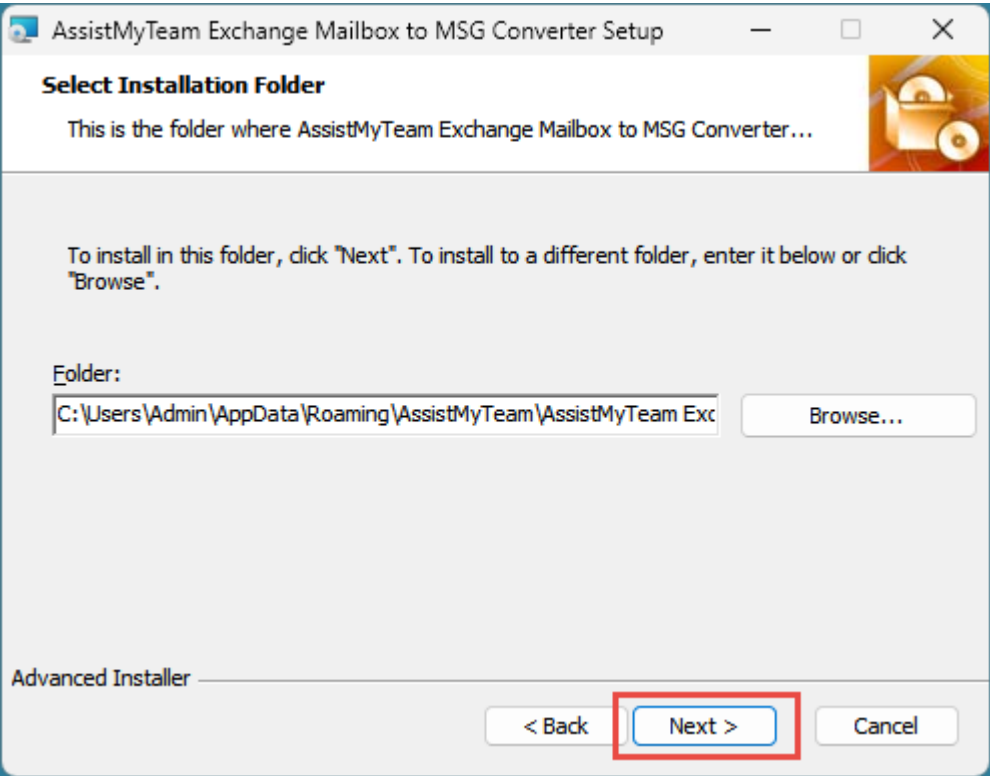
Requirements:

- Microsoft .NET framework 4.8
- Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista (both 32bit and 64bit are supported) and all server-based Windows 2012 and above.

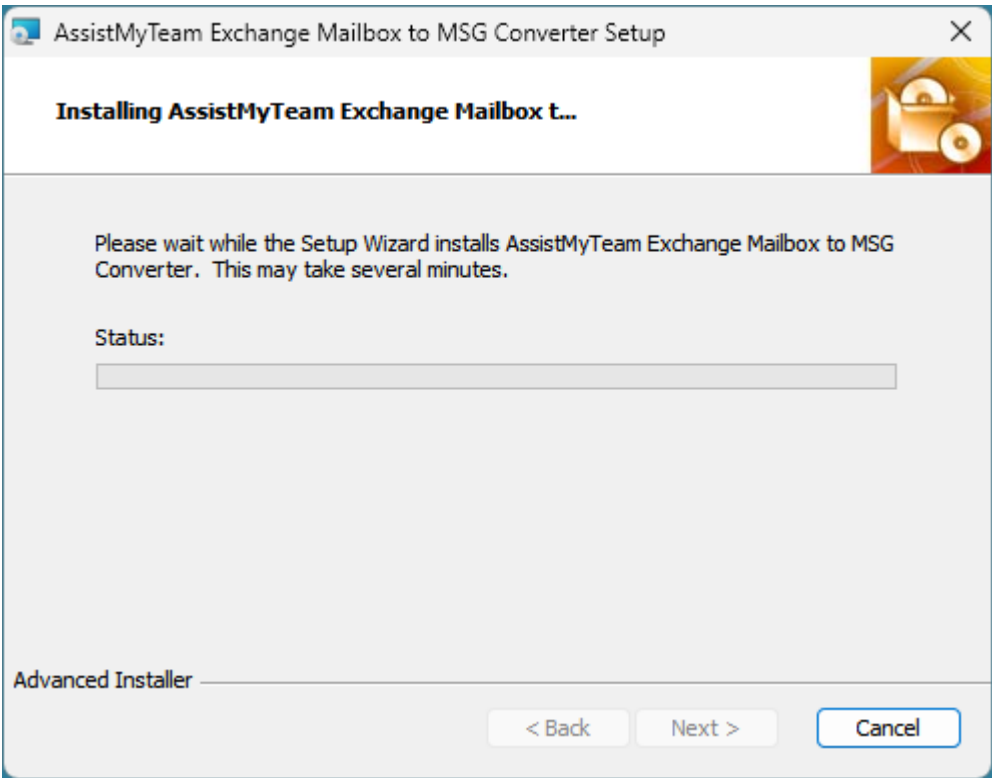
Step 1. Run the **ExchangeMailboxToMsgSetup.exe** to start the installation. Click **'Next'** to Continue.



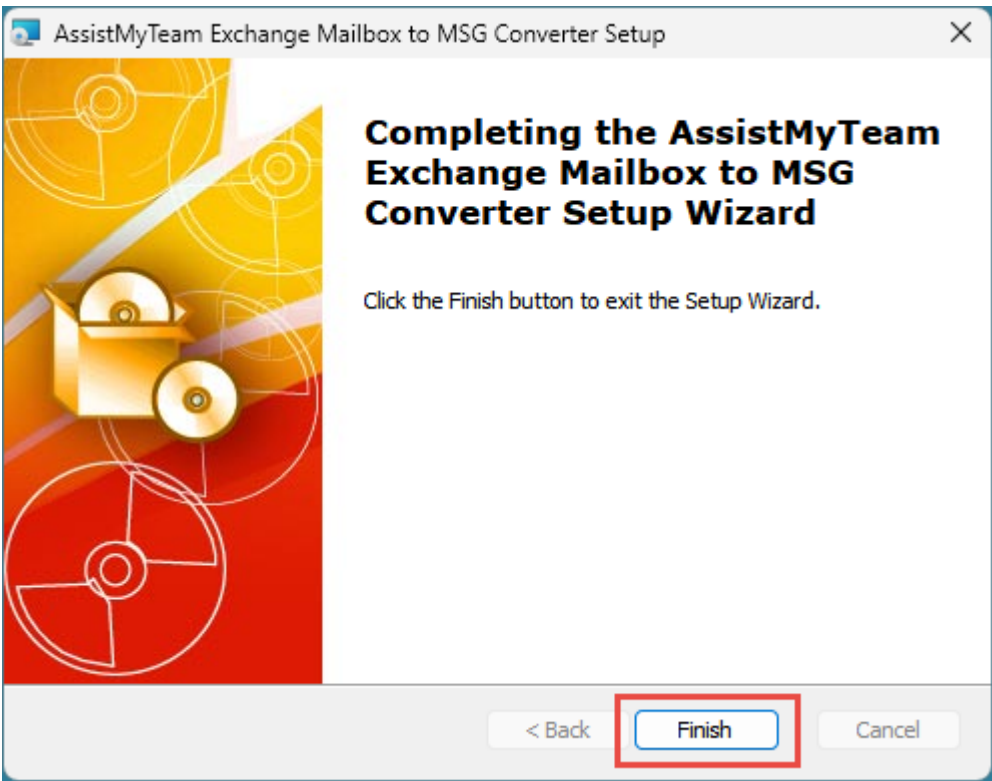
Step 2. Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.



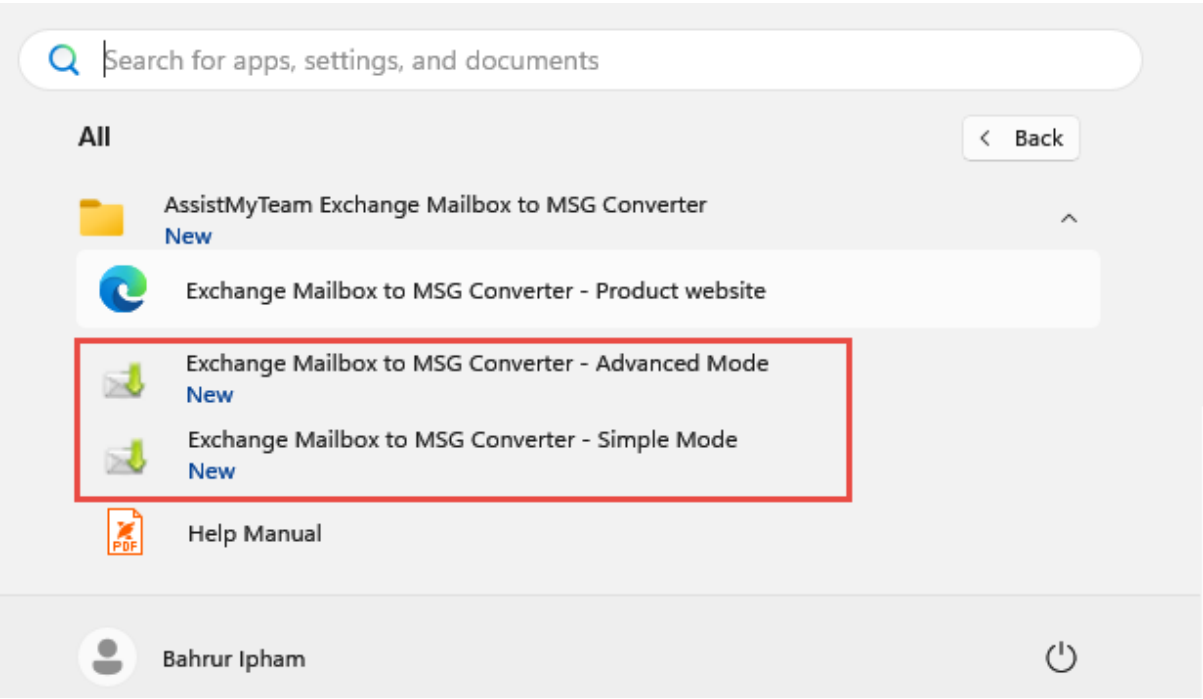
Step 3. Click **'Next'** to continue with the files extraction. It just takes a few minutes to complete the whole copying process.



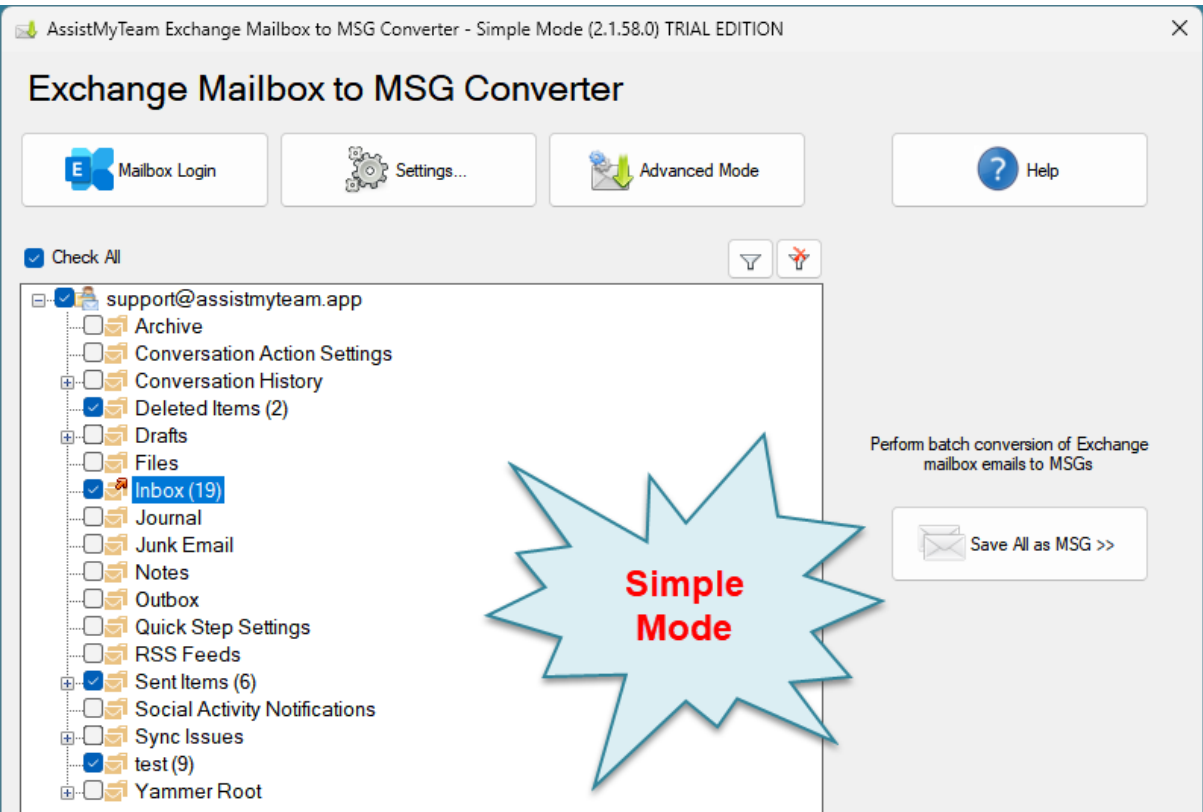
Step 4. Click **'Finish'**. This ends the files installation process in your system.



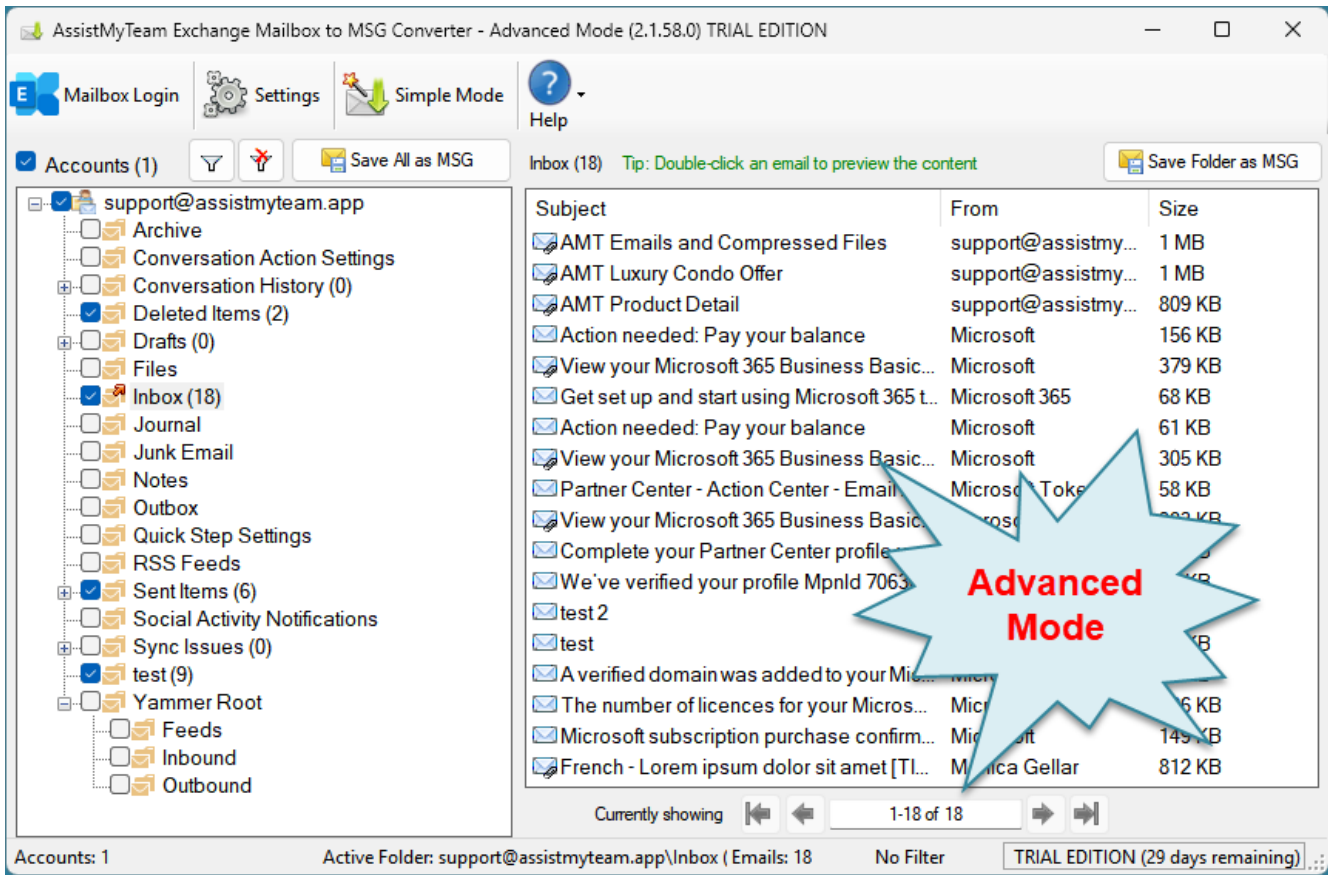
Now go to **Start Menu > All Apps**. If the installation was successful, you will see new menu entries **‘Exchange Mailbox to MSG Converter – Simple Mode’** and **‘Exchange Mailbox to MSG Converter – Advanced Mode’**.



To run the app in default, basic mode, click **‘Exchange Mailbox to MSG Converter – Simple Mode’** from the menu under **‘All Apps’**. This will load and display the main interface of the converter app.



To run the app in advanced mode with full control, click **‘Exchange Mailbox to MSG Converter – Advanced Mode’** from the menu under **‘All Apps’**.



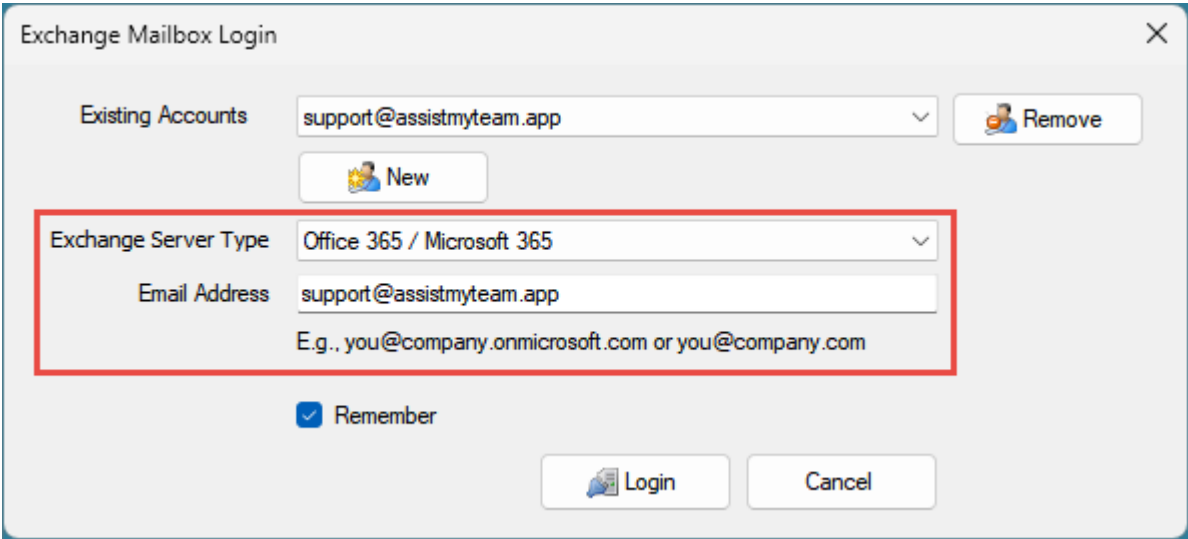
There are two types of Exchange Server connectivity supported.

- 1) **On-premise Exchange or Hosted Exchange** – Before connecting the AssistMyTeam MSG Converter app to your on-premise or hosted Exchange account for the first time, you will need to specify the email address, password and the Exchange Server URL (where the Exchange server is hosted).

The 'Exchange Mailbox Login' dialog box is shown. It contains the following fields and controls:

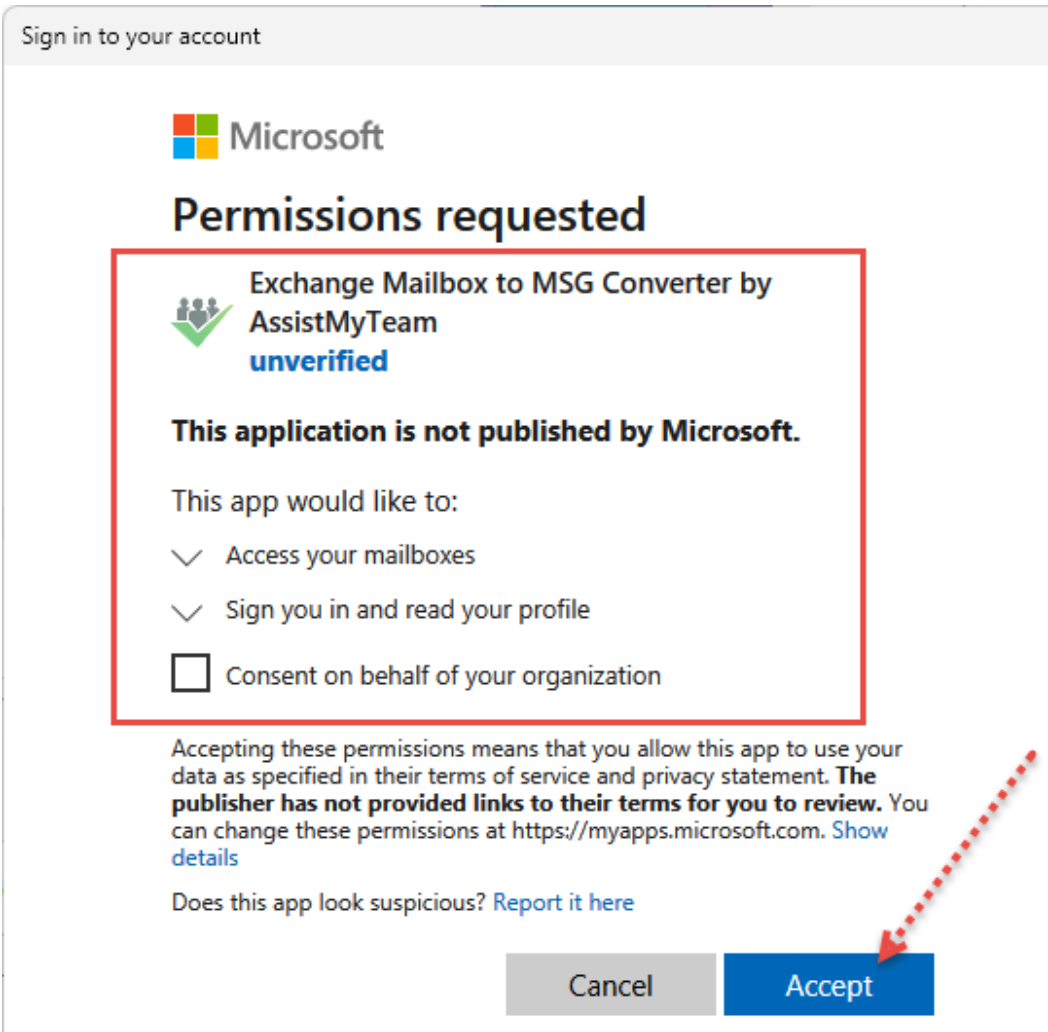
- Existing Accounts:** A dropdown menu showing 'info@hundredflowers.in' and a 'Remove' button.
- New:** A button to add a new account.
- Exchange Server Type:** A dropdown menu showing 'On Premise / Hosted Exchange'.
- Email Address:** A text field showing 'info@hundredflowers.in' with a hint: 'E.g., you@company.onmicrosoft.com or you@company.com'.
- Password:** A text field with masked characters '*****'.
- Exchange Server URL:** A text field showing 'ex.mail.ovh.ca' with a hint: 'E.g., mail.yourdomain.com'.
- Remember:** A checked checkbox.
- Login:** A button to proceed with the login.
- Cancel:** A button to cancel the login.

- 2) **Microsoft 365 (Office 365) Exchange Online** - Before connecting the AssistMyTeam MSG Converter app to your Microsoft 365/Office 365 Exchange Online account for the first time, you will need to specify the email address.



The 'Exchange Mailbox Login' dialog box shows the 'Existing Accounts' section with a dropdown menu set to 'support@assistmyteam.app' and a 'Remove' button. Below this is a 'New' button. The 'Exchange Server Type' dropdown is set to 'Office 365 / Microsoft 365'. The 'Email Address' field contains 'support@assistmyteam.app', with a hint below it: 'E.g., you@company.onmicrosoft.com or you@company.com'. A 'Remember' checkbox is checked. At the bottom are 'Login' and 'Cancel' buttons. A red rectangle highlights the 'Exchange Server Type' and 'Email Address' fields.

When you try to connect the AssistMyTeam MSG Converter app to your Microsoft 365/Office 365 Exchange Online account for the first time, you will be prompted to grant permissions to the app to access your mailbox. To allow the AssistMyTeam app to convert your emails to MSG, click '**Accept**' button from the prompt.



The 'Sign in to your account' dialog box displays the Microsoft logo and the title 'Permissions requested'. It shows the app 'Exchange Mailbox to MSG Converter by AssistMyTeam' as 'unverified'. A warning states: 'This application is not published by Microsoft.' Below this, it lists permissions: 'Access your mailboxes' and 'Sign you in and read your profile', both with checkmarks. There is an unchecked checkbox for 'Consent on behalf of your organization'. A red rectangle highlights the app name, the warning, and the permissions list. At the bottom, there is a warning about terms of service and a link to 'Show details'. A red dotted arrow points to the 'Accept' button.

Subsequent access to your Microsoft 365/Office 365 Exchange account will remember your choice and permission.

To configure the output settings for MSG from emails and attachments, click the ‘Settings’ button. Within the settings dialog, you will find options to tweak and customize the default file naming scheme.

Output Settings

For Mail Item

1st part

Subject

Separator

None

2nd part

Separator

None

3rd part

Separator

None

4th part

Separator

None

5th part

Overwrite output policy

☐ Overwrite existing file

☐ Rename existing file as _BAK.msg

☒ Keep existing file and use iterative numbering

Date Format to use on output file

Save

Exit

For more references and help, refer to the MSG Help Manual, which can be invoked from **Exchange Mailbox to MSG Converter app > Help > Help Topics**.

You can also download the full MSG help manual directly from [this link](#).