

V2

AssistMyTeam

# Microsoft 365 Email to EML Converter

Export emails from Microsoft 365 mailbox to EML files



# Welcome to Microsoft 365 Email to EML Converter

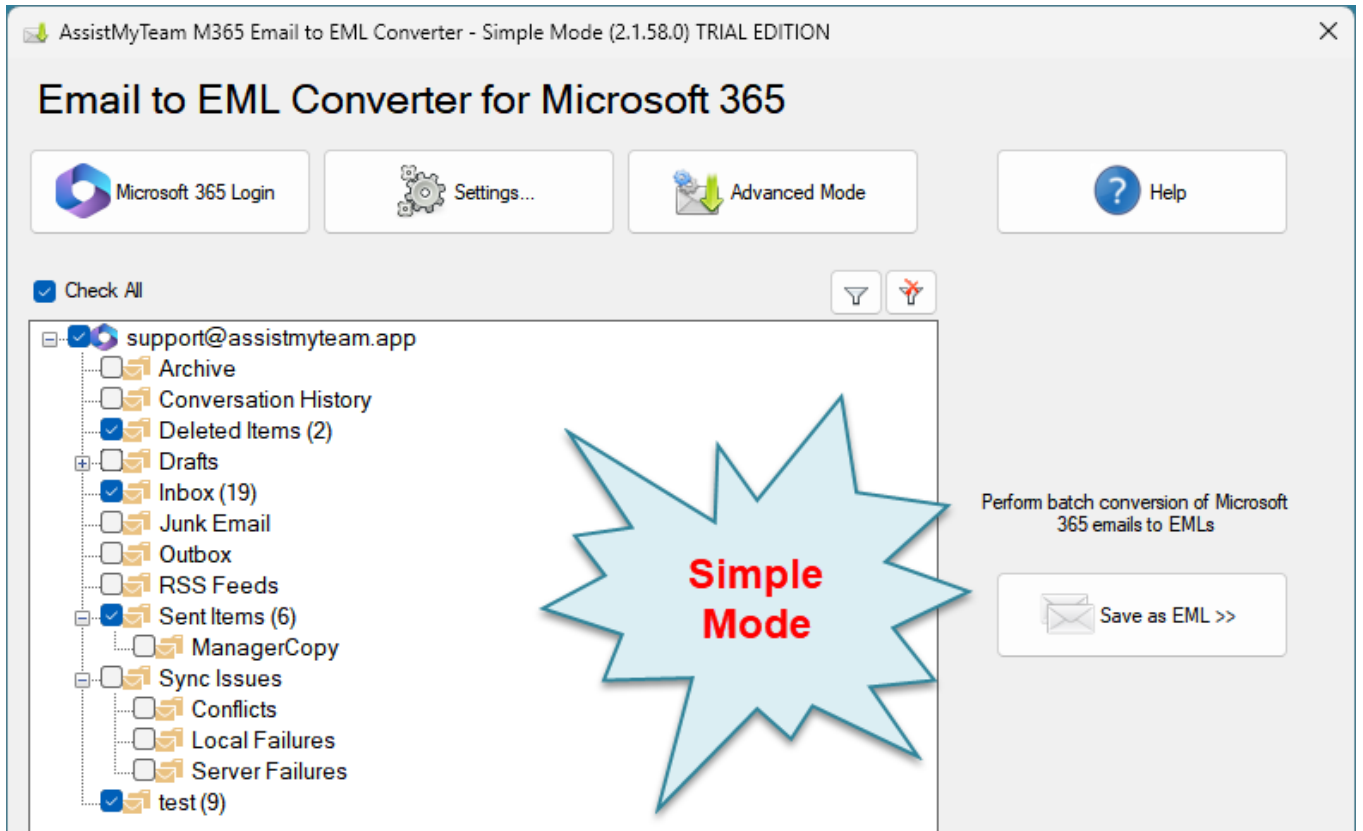
Convert and save emails, folders from Microsoft 365 Email Accounts to EML files, while preserving the folder structure and hierarchy – all in a click.

- Convert email to EML with attachments embedded within the EML file.
- Convert appointments, tasks, notes, journals, contacts into EML files.
- Bulk extract email file attachments to a location on your hard drive.
- Use keywords and filters to search and find specific emails of importance before converting to EML files.
- Different mode of conversion – single email to EML, multiple emails to EMLs, whole folder or Microsoft 365 Email Account into EMLs.
- Retains embedded images, attachments, metadata, and mail attributes while exporting emails from Microsoft 365 Email accounts to EML.
- Backup email messages for regulatory or legal compliance.
- Automatically enforce consistent naming convention to replicated EML files.
- Retain the same original folders structure of your 365 mailboxes in the disk for easy access, sharing and filing.
- All conversions and processing performed locally. Ideal for closed systems.
- Special MSI installer available for enterprise-wide deployment\*.
- Support Windows 11, 10, 8, 7 and Windows Servers.

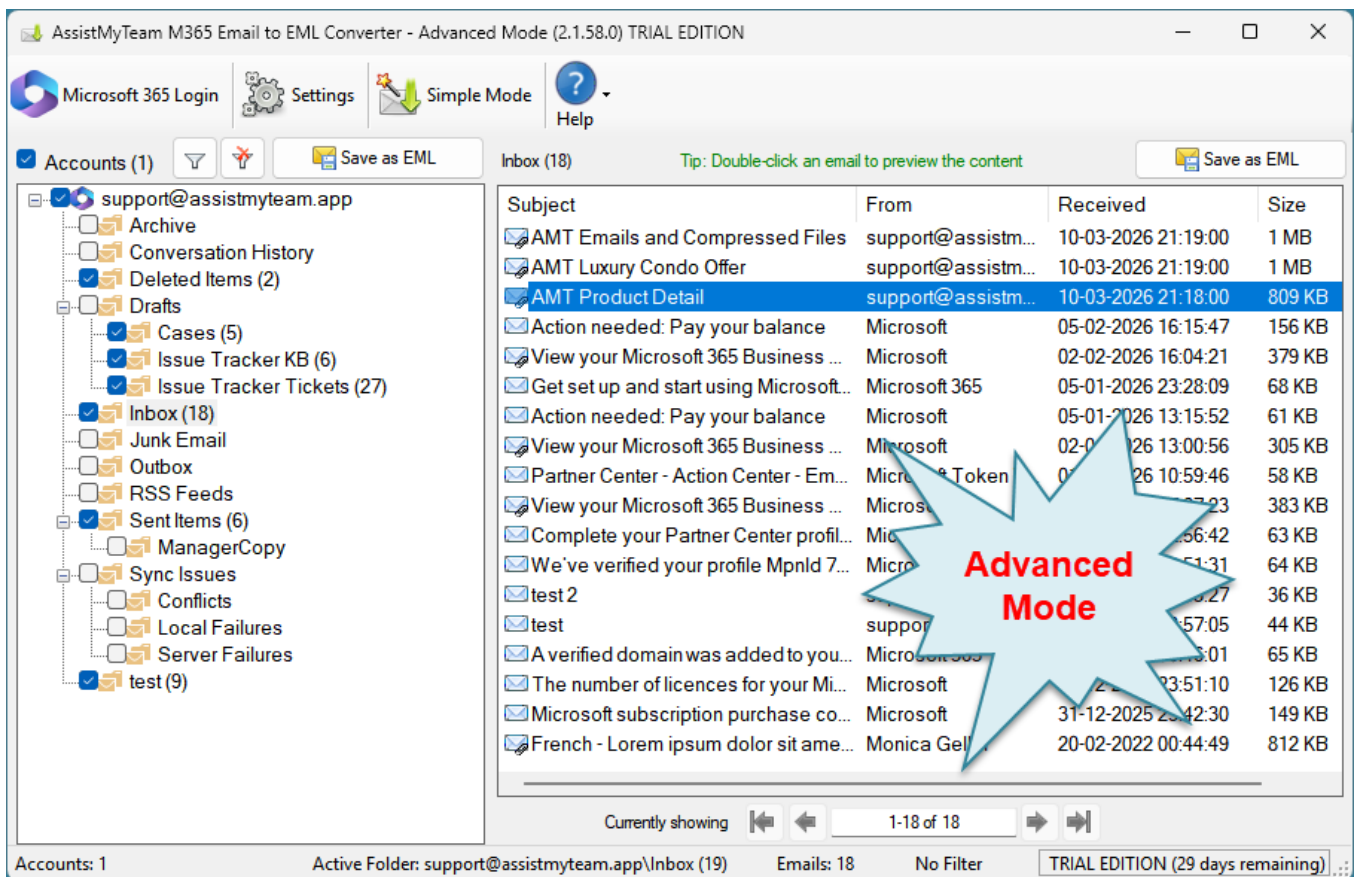
For a quick overview, refer [product website](#).

# How It Works?

AssistMyTeam Microsoft 365 Email to EML Converter can operate in two modes – **Simple** (default) and **Advanced**, which has an interactive user interface with many options to export emails to EML files.



Microsoft 365 Email to EML Converter – Simple Mode



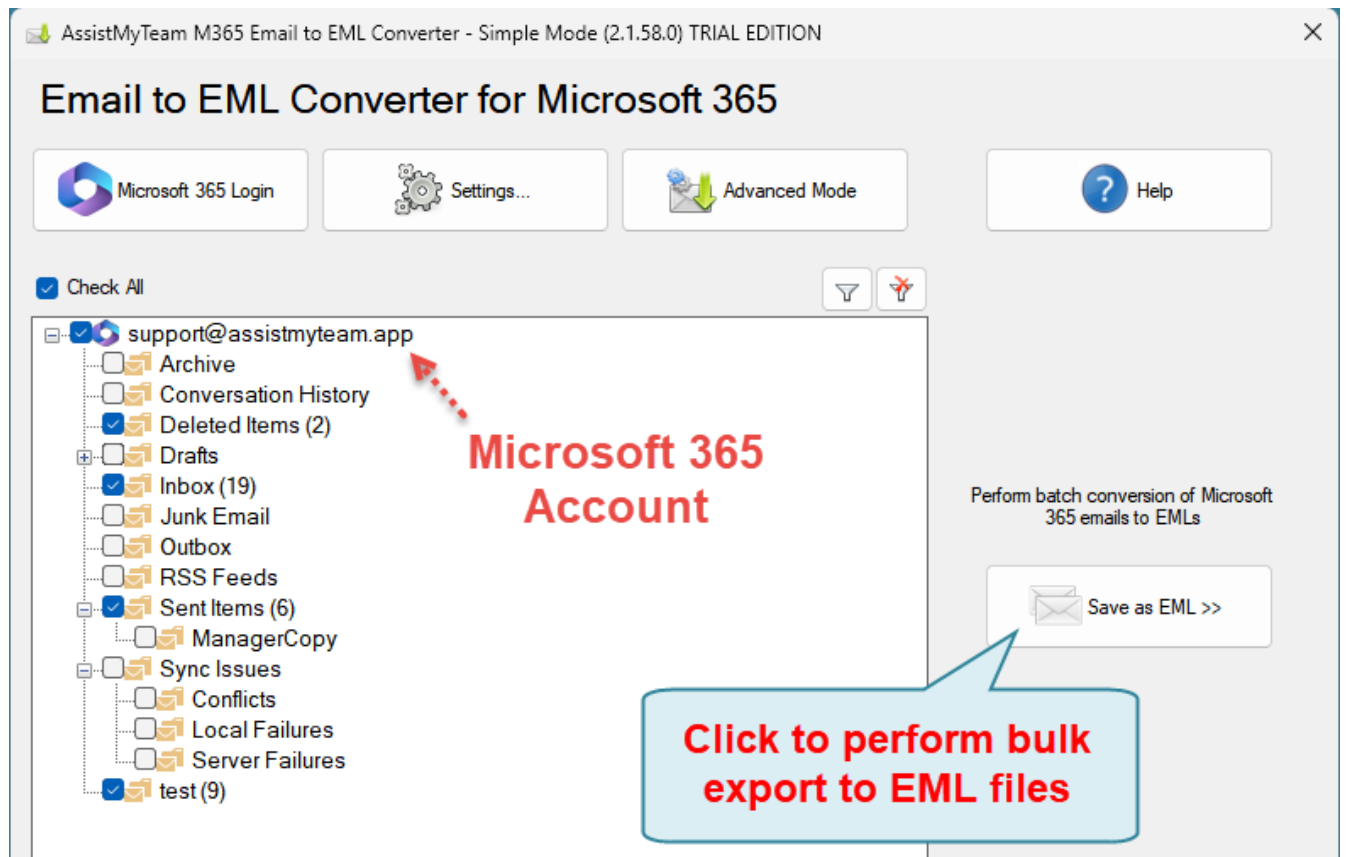
Microsoft 365 Email to EML Converter – Advanced Mode

There are three ways to perform conversion with Microsoft 365 Email to EML Converter:

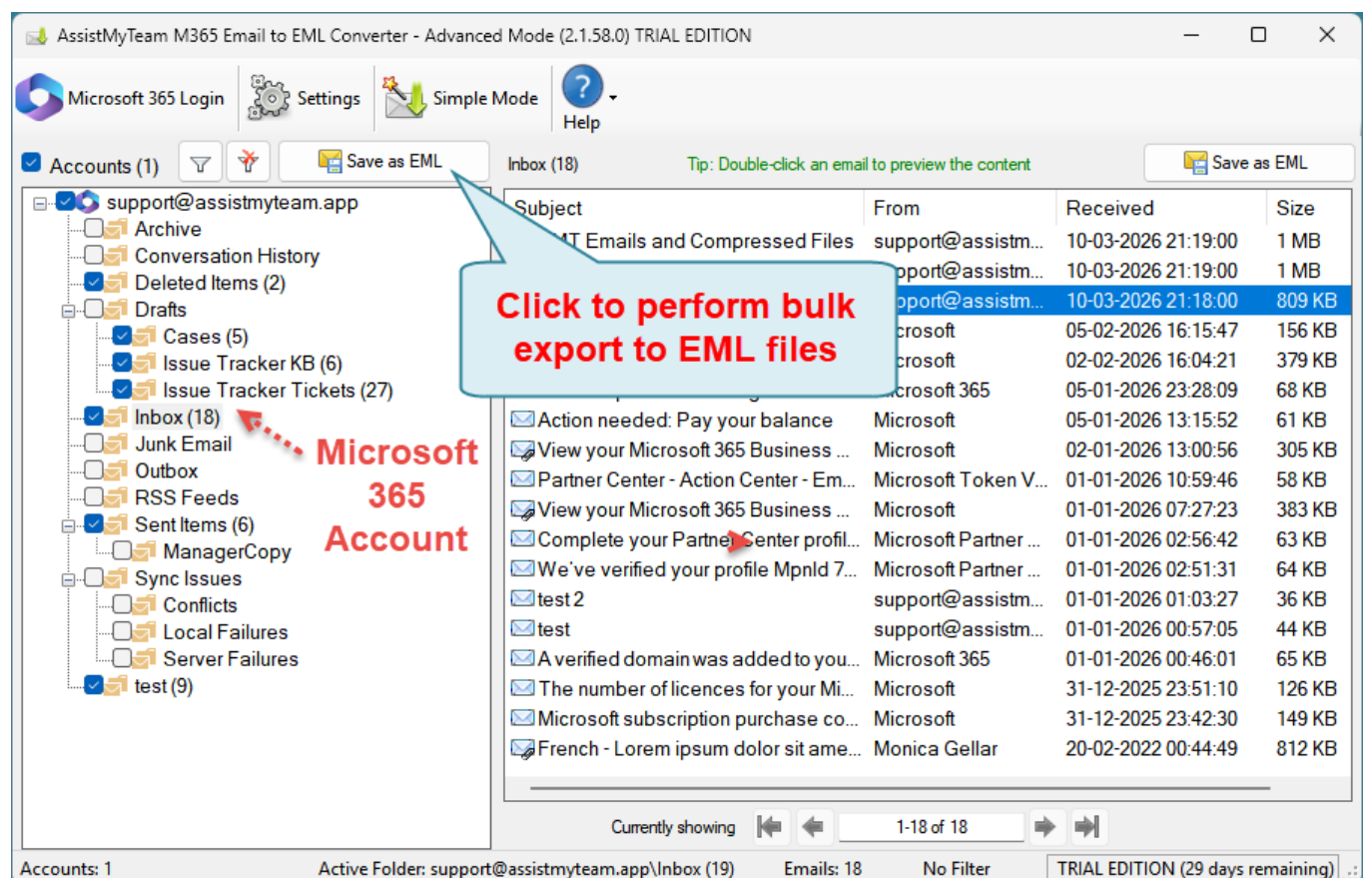
- A. Whole Microsoft 365 Email Account to EML
- B. Chosen Microsoft 365 Email Folder to EML
- C. Chosen few Microsoft 365 Emails to EML

### A. Convert whole Microsoft 365 Email Accounts to EML (bulk conversion)

In this mode, you can perform bulk conversion of the whole contents of each Microsoft 365 Email account to EML format. Simply, click the 'Save as EML' button option just above the tree-view control.

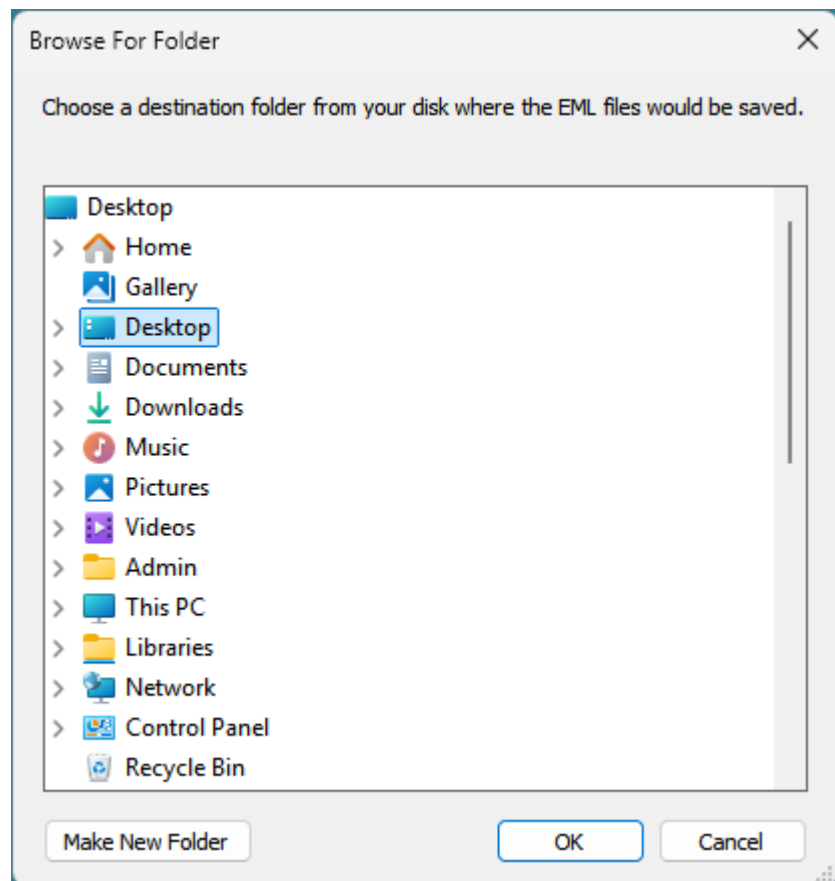


**Bulk EML Conversion in Simple Mode**



**Bulk EML Conversion in Advanced Mode**

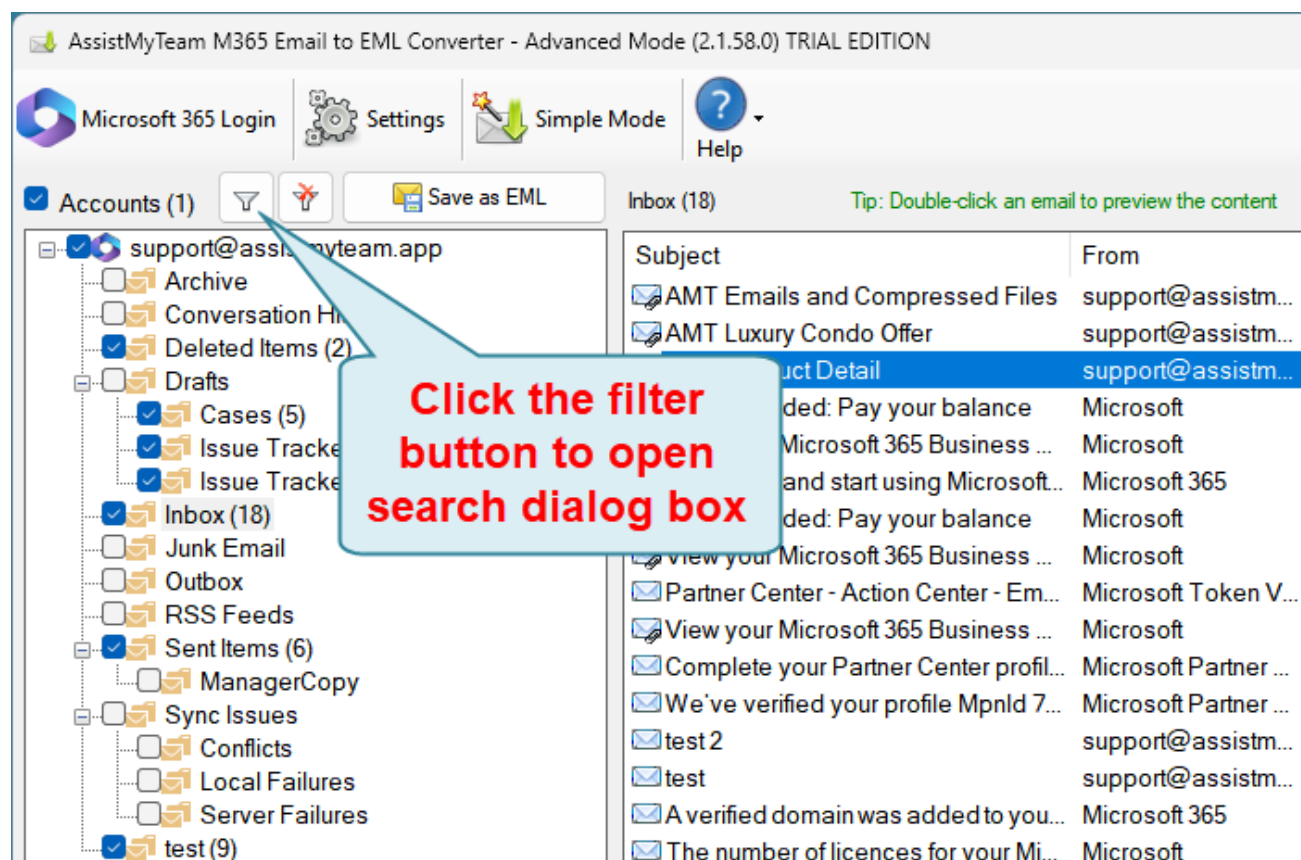
From the 'Browse for Folder' dialog box, choose a destination folder where the emails from your Microsoft 365 Inbox and other folders will be exported as EML files.



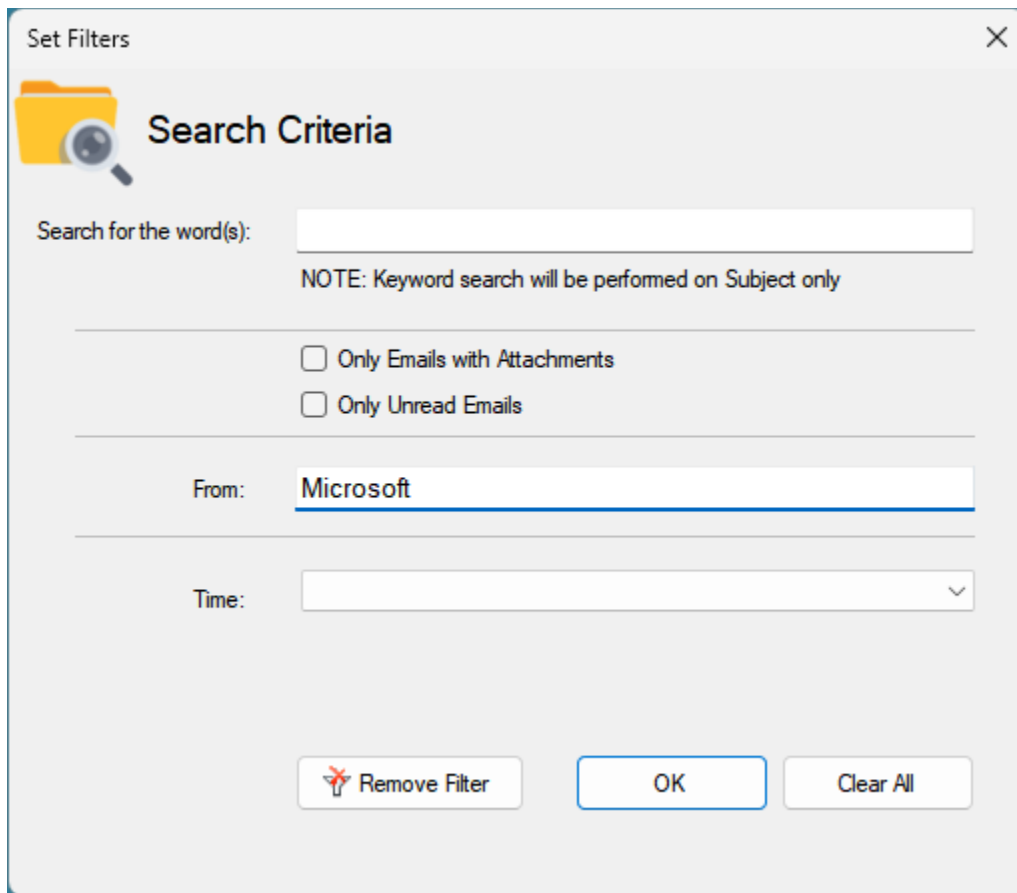
The app will recreate and retain the same original folders structure of your 365 mailboxes in the selected destination folder of your computer to store the various exported EML email files for easy access, sharing and filing in your local computer.

## Apply keywords search and filters

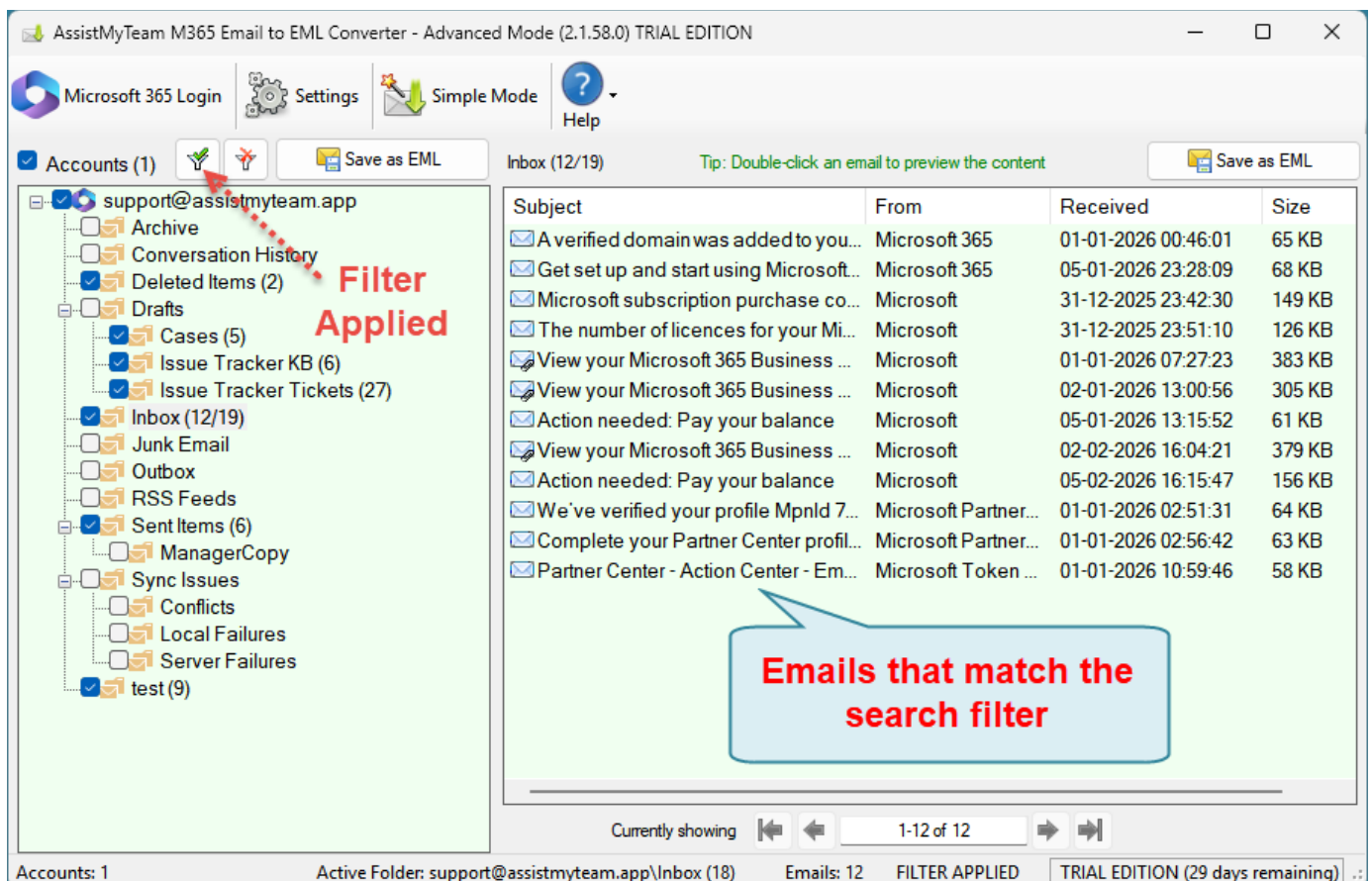
You can choose to perform a keyword search and apply filters and only perform the bulk conversions of those emails in the Microsoft 365 Email account that fulfil the search parameters to EML. To do that, click the 'Filter' button available on top of the tree-view control box.



A dialog box for the search pop ups enabling you to input keywords search in the subject or body or both. You can also filter the emails by matching the sender in the 'From' field and/or the recipient in the 'To' field. Additionally, you can specify a time duration to restrict the emails that fall between the start and end date.

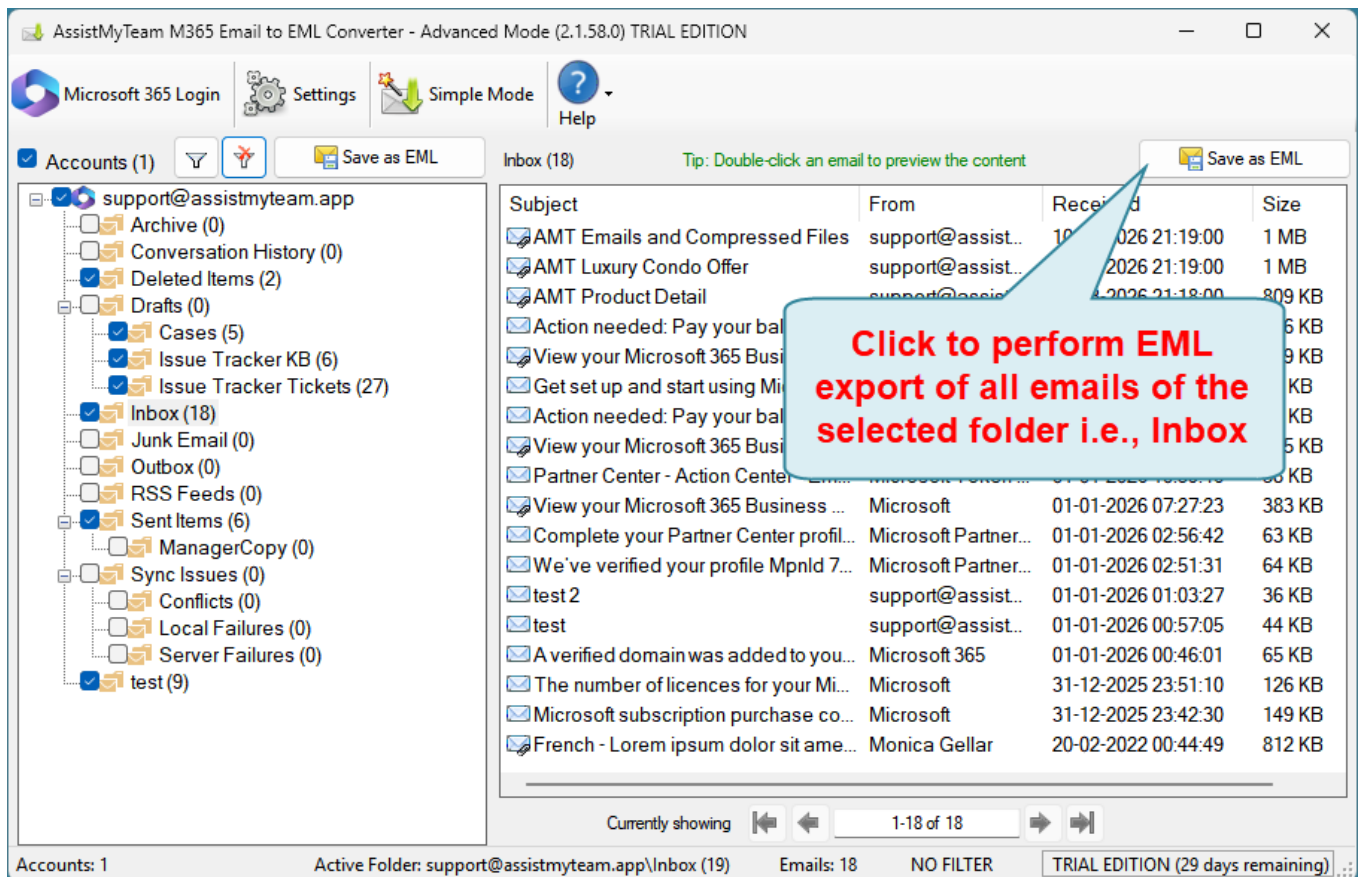


After applying the filters, the filter icon will change with a green tick mark, and the background colour of the email's container box will also be in green.

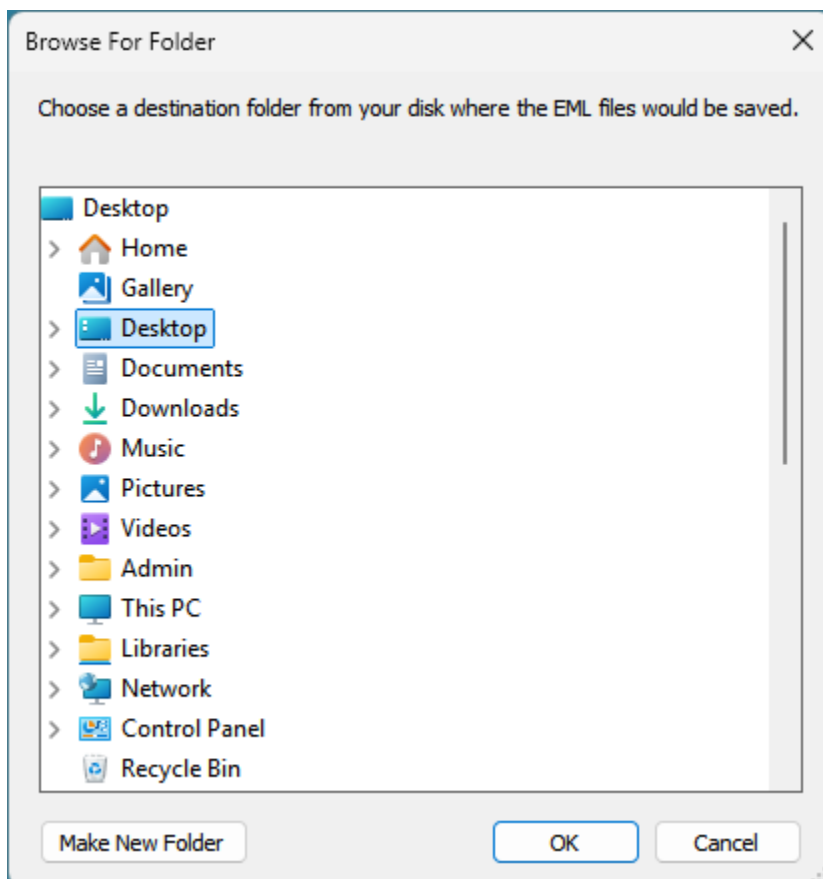


## B. Convert Emails of a Microsoft 365 folder to EML (multiple conversion)

At times, what you may need is only to convert emails of a particular folder within the Microsoft 365 Email account. In such needs, you can perform the EML conversion by clicking the particular folder from the folders tree-view control box on the left side. This will show you all the emails in the folder view control on the right side. You can then proceed to click 'Save as EML' button located on the extreme right corner of the folder view control.

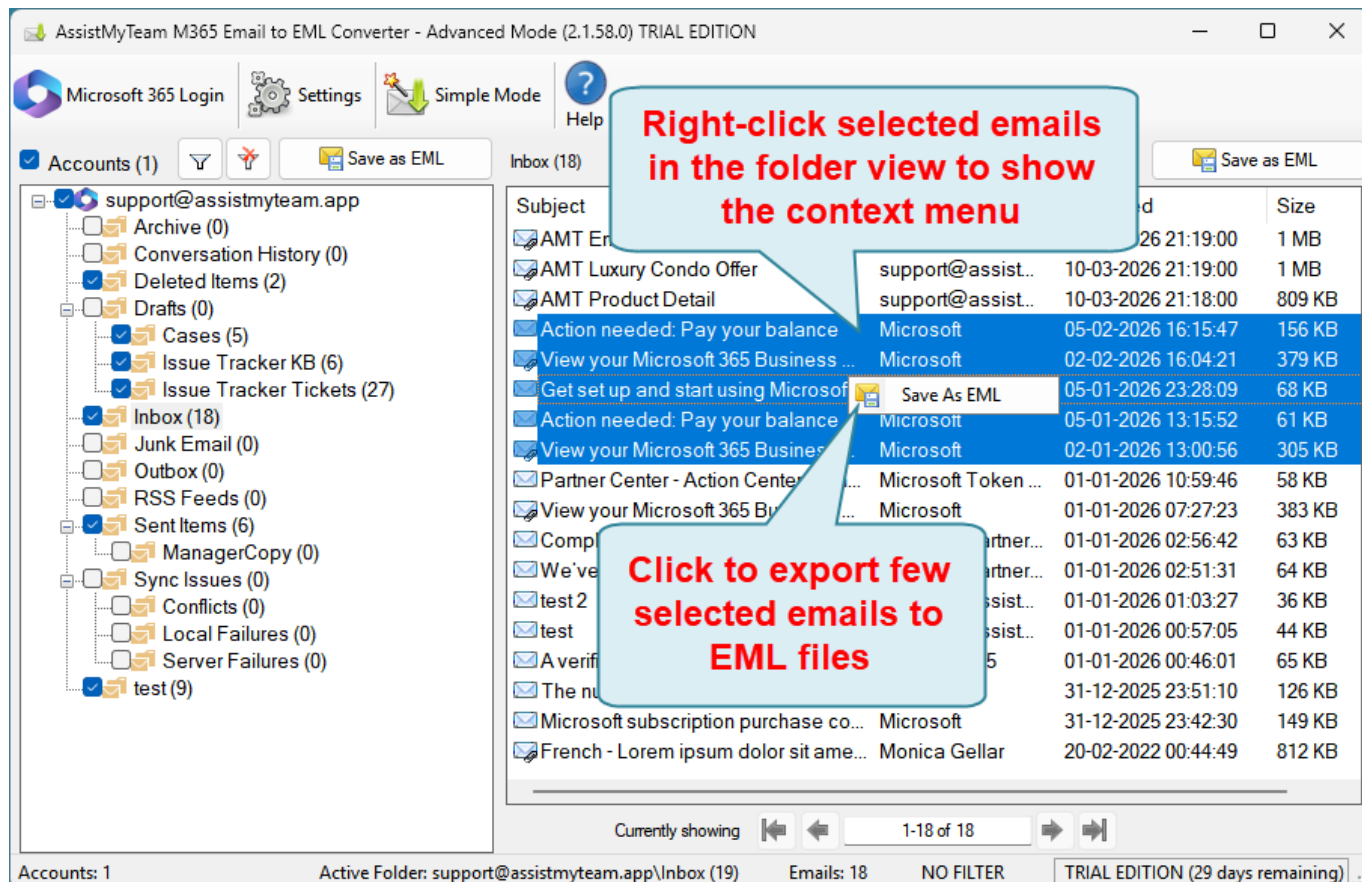


From the 'Browse for Folder' dialog box, choose a destination folder where the emails from the chosen Microsoft 365 folder (e.g., Inbox) will be exported as EML files.



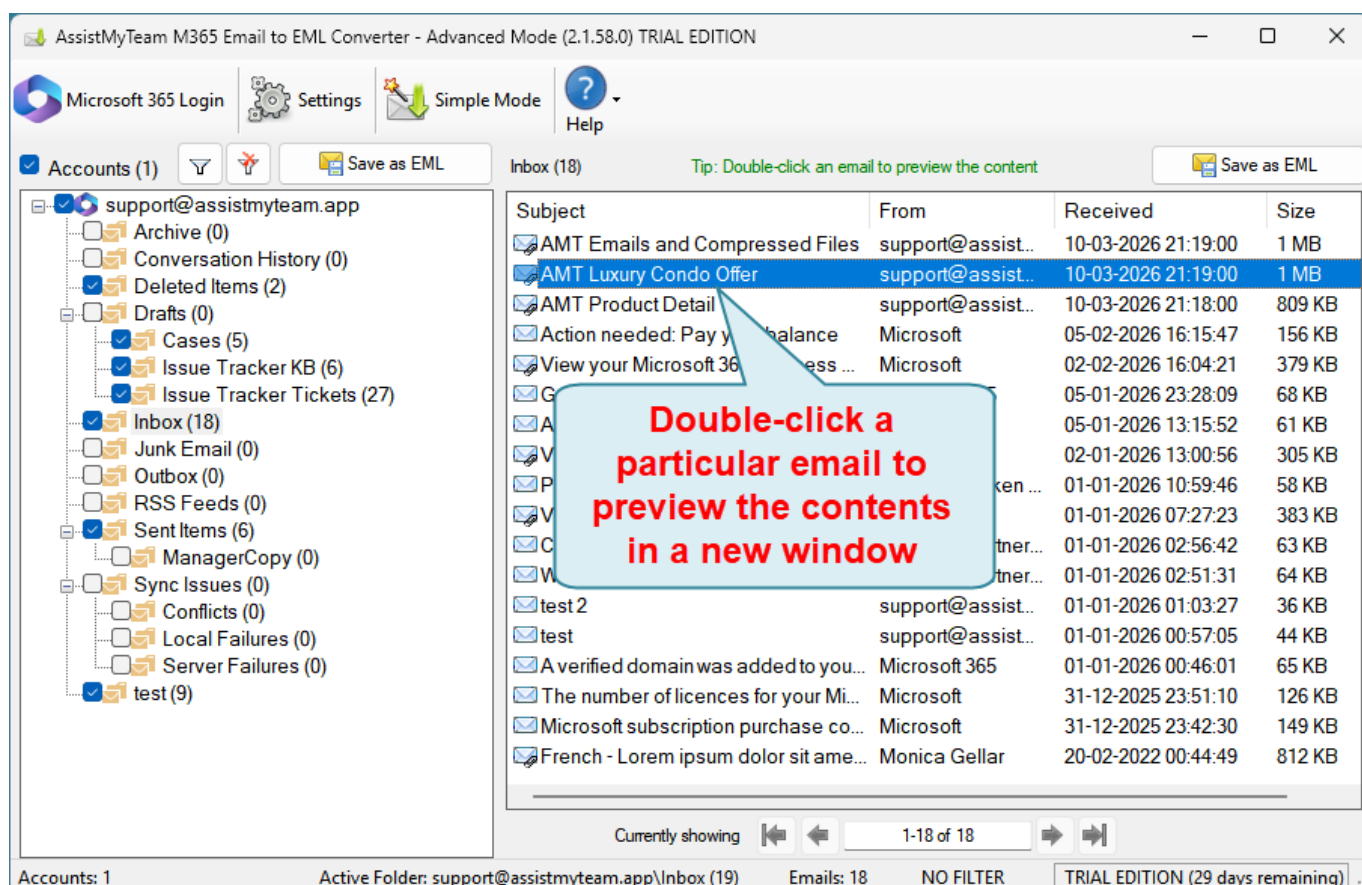
### C. Convert selected few Microsoft 365 Emails to EML

In this mode, you can export only those few emails of interest to EML files. To do this, select multiple emails of your interest from your Inbox and right-click to show the context menu 'Save as EML'.

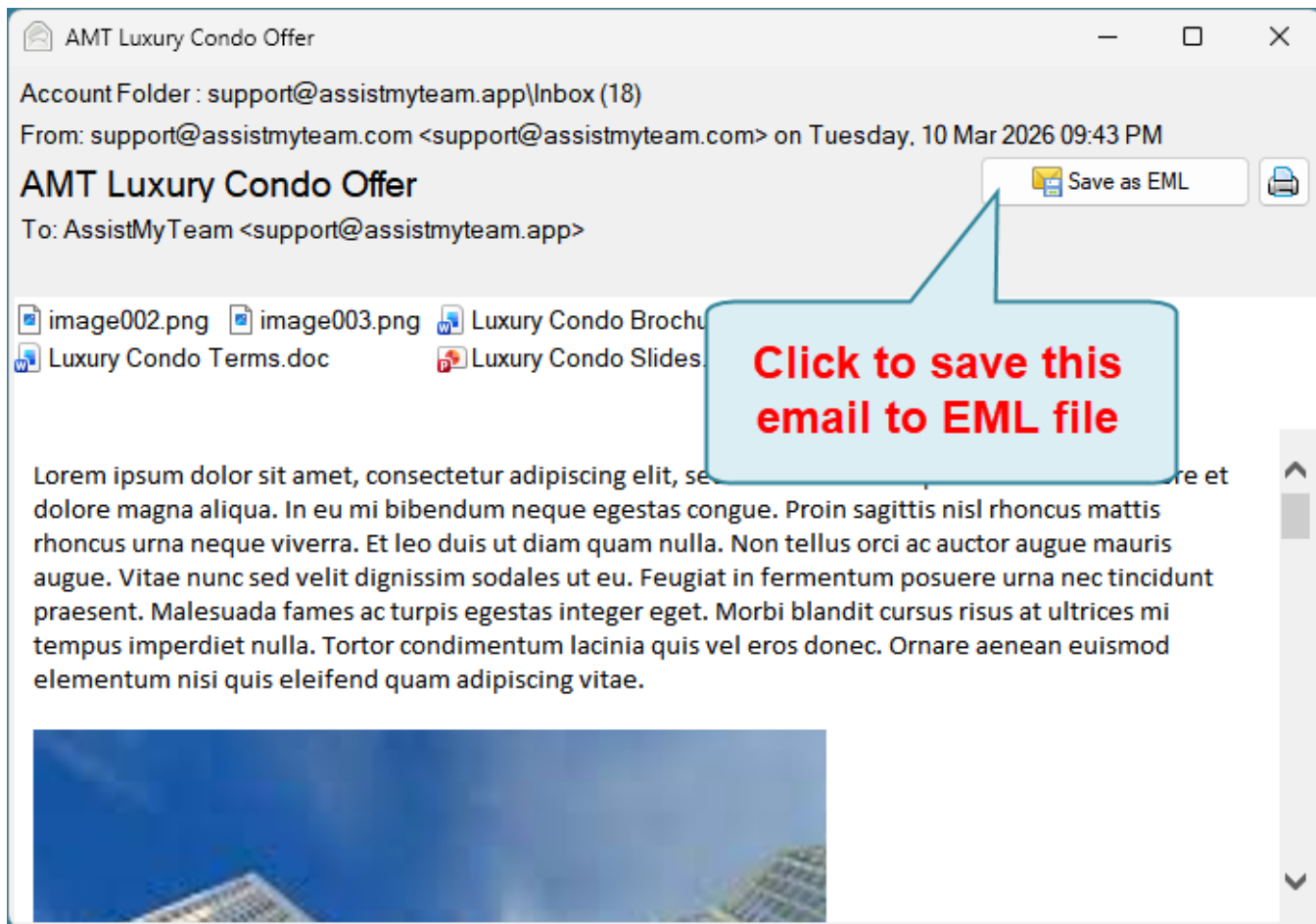


When you click it, you will be prompted to choose a destination folder where the selected emails from your Microsoft 365 Inbox folder will be exported as EML files.

Alternatively, you can preview the full content of a particular email, by double-clicking it from your Inbox folder.



This will show you the contents of the particular email in a new window.



And then choose to save the previewed email to EML by clicking the 'Save as EML' button located on the upper right side.

