

V2

AssistMyTeam

# Microsoft 365 Email to MBOX Converter

Export emails from Microsoft 365 mailbox to MBOX



# Welcome to Microsoft 365 Email to MBOX Converter

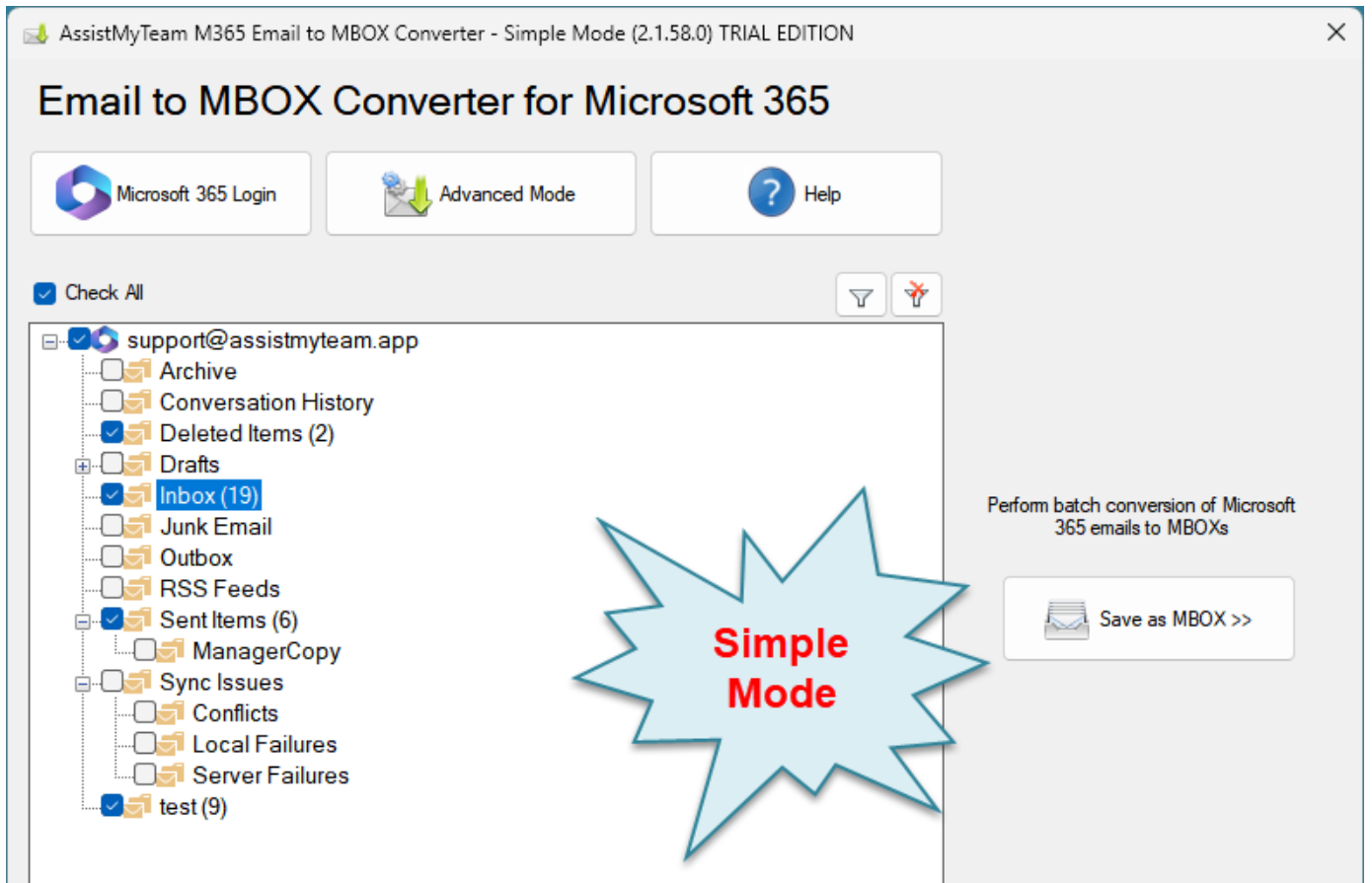
Convert and save emails, folders from Microsoft 365 Email Accounts to MBOX files, while preserving the folder structure and hierarchy – all in a click.

- Convert emails of your Inbox and folders to MBOX 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 MBOX files.
- Different mode of export –single email to existing MBOX, multiple emails to existing MBOX, whole folder or Microsoft 365 Email Account into MBOXs.
- Retains embedded images, attachments, metadata, and mail attributes while exporting emails from Microsoft 365 Email accounts to MBOX.
- Backup email messages for regulatory or legal compliance.
- Automatically enforce consistent naming convention to replicated MBOX 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.

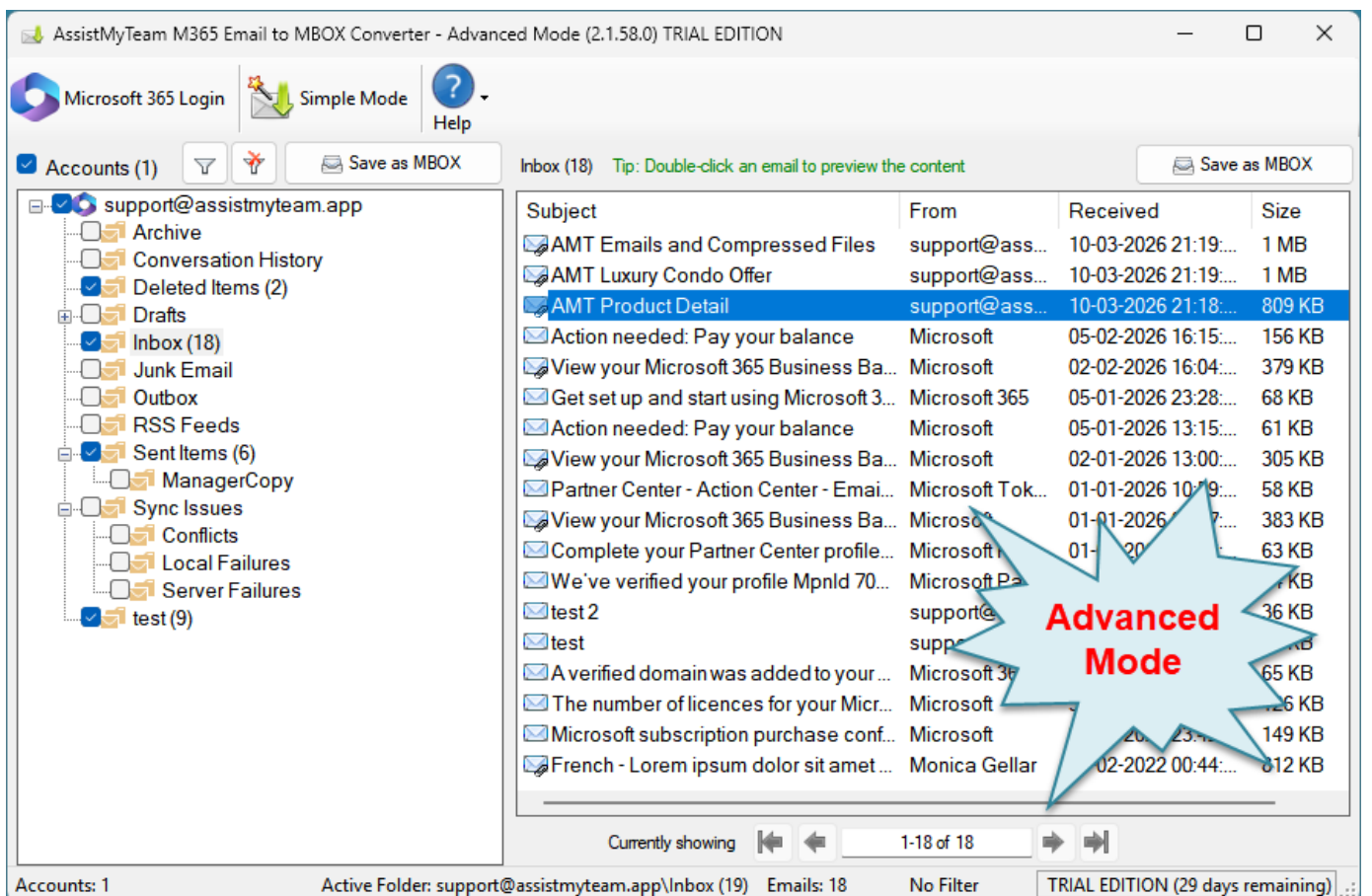
For a quick overview, refer [product website](#).

# How It Works?

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



Microsoft 365 Email to MBOX Converter – Simple Mode



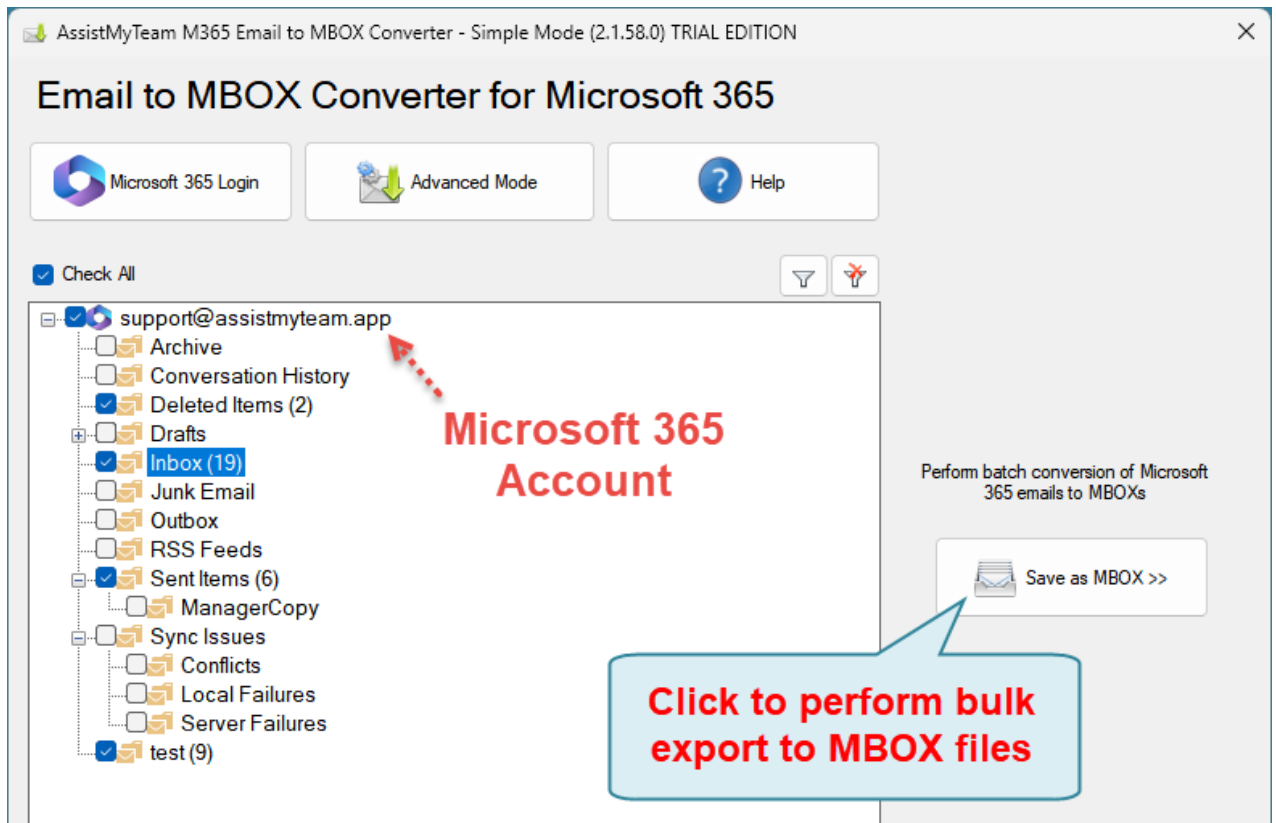
Microsoft 365 Email to MBOX Converter – Advanced Mode

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

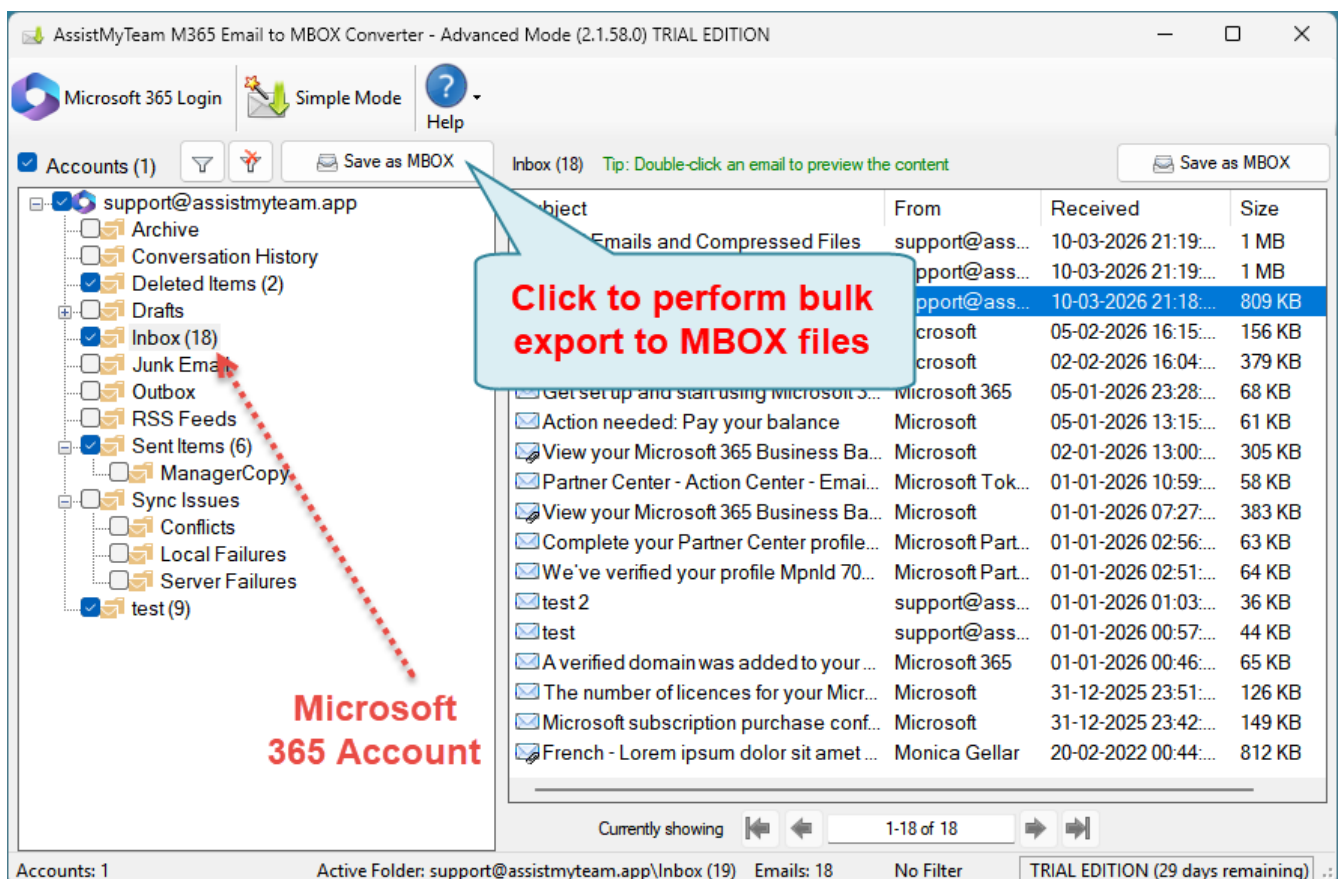
- A. Whole Microsoft 365 Email Account to new MBOX files
- B. Chosen Microsoft 365 Email Folder to existing or new MBOX
- C. Chosen few Microsoft 365 Emails to existing MBOX

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

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

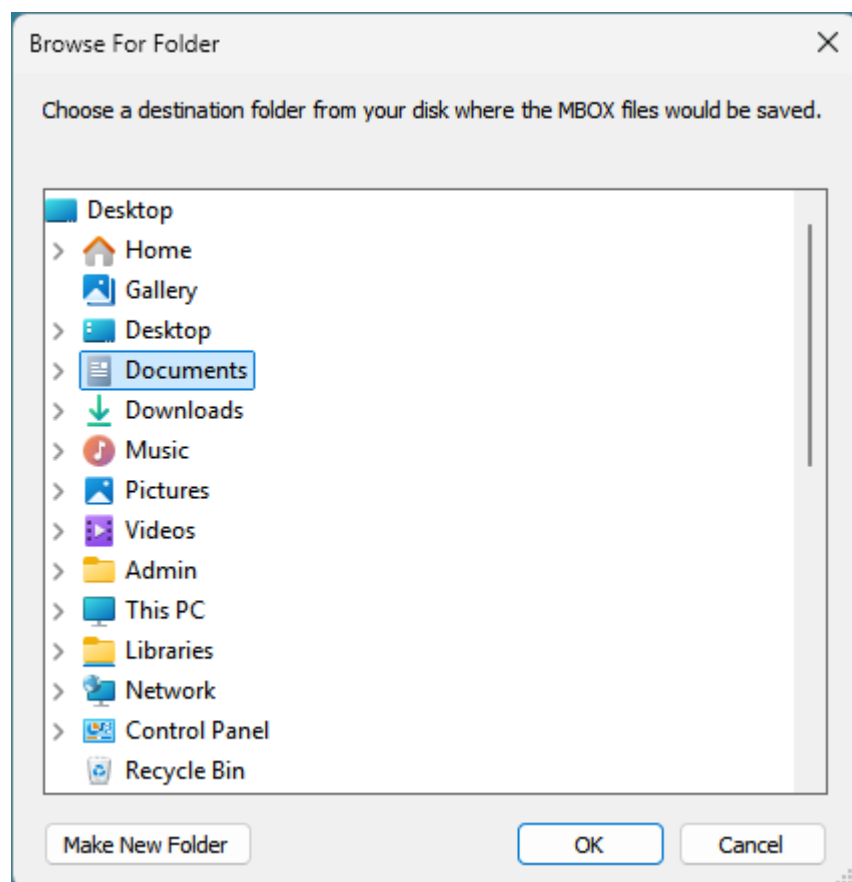


**Bulk MBOX Conversion in Simple Mode**



**Bulk MBOX Conversion in Advanced Mode**

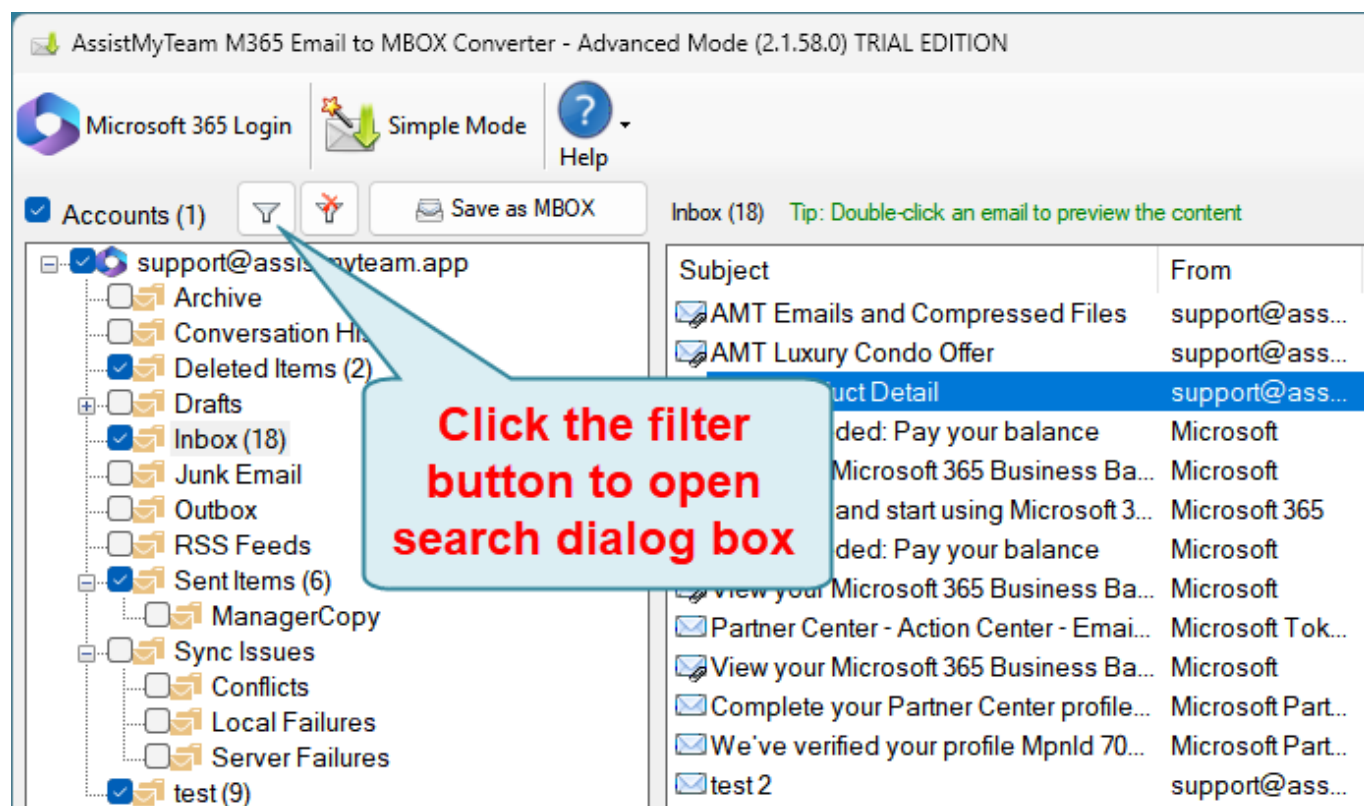
From the 'Browse for Folder' dialog box, choose a destination folder where the emails from your Microsoft 365 Inbox and other folders will be exported as MBOX files.



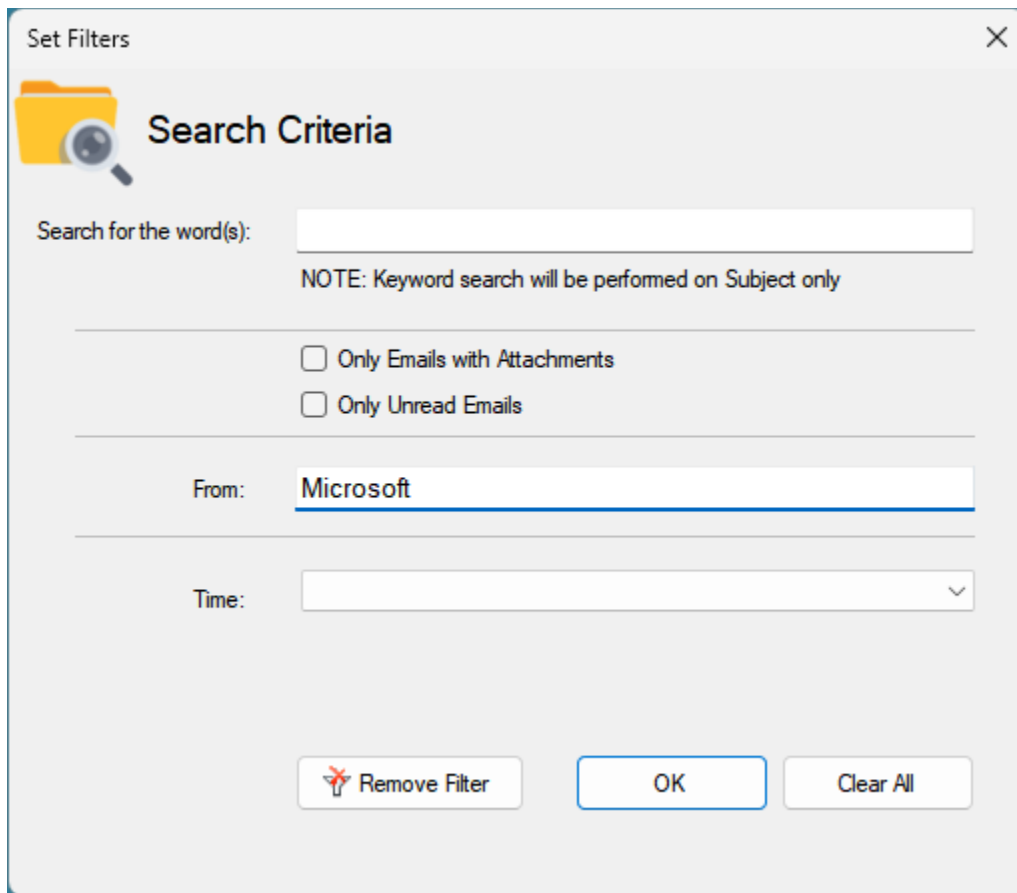
The app will recreate and retain the same original folders structure of your 365 mailboxes in the selected destination folder of your computer to store the various exported MBOX email files for easy access, sharing and filing in your local computer.

### Apply keywords search and filters

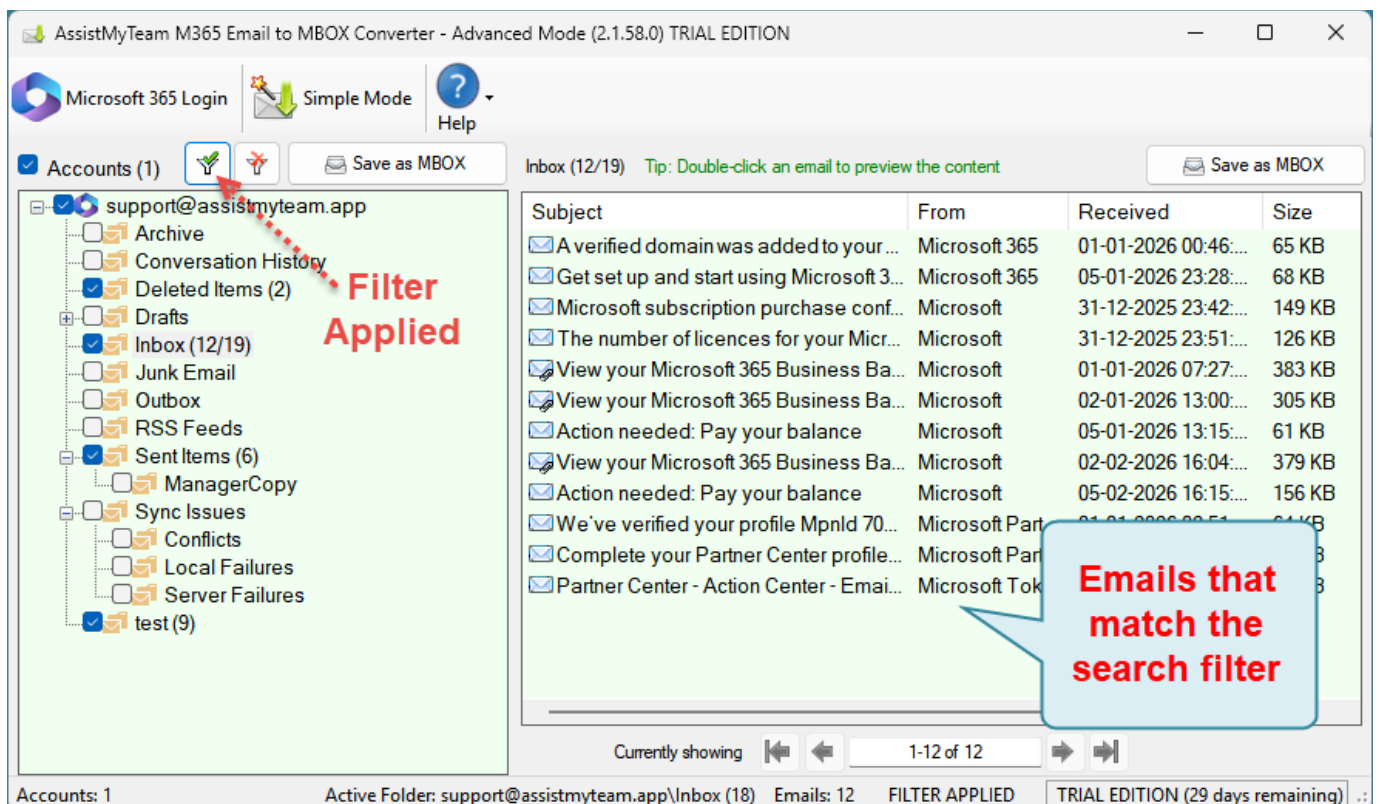
You can choose to perform a keyword search and apply filters and only perform the bulk conversions of those emails in the Microsoft 365 Email account that fulfil the search parameters to MBOX. To do that, click the 'Filter' button available on top of the tree-view control box.



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.

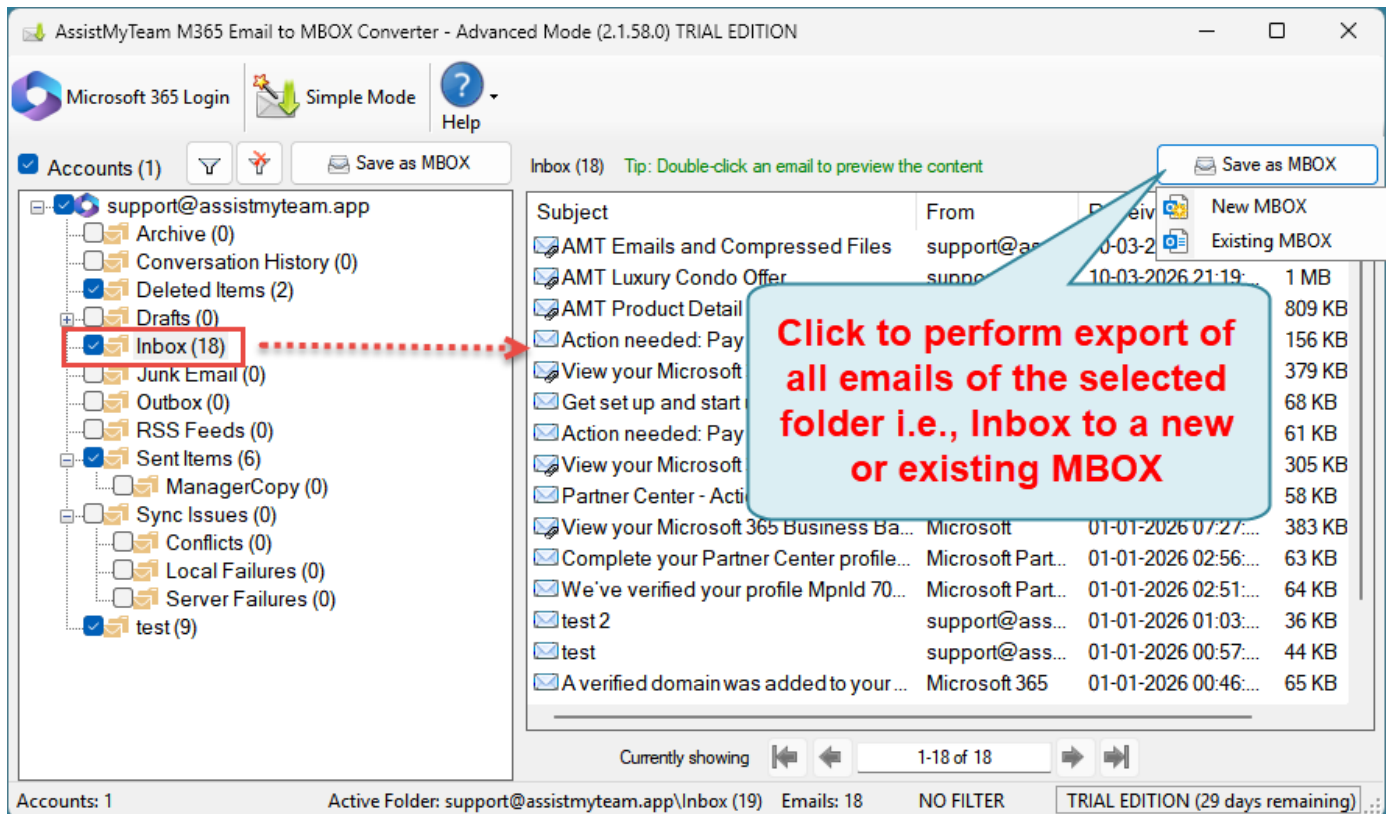


After applying the filters, the filter icon will change with a green tick mark, and the background colour of the email's container box will also be in green.



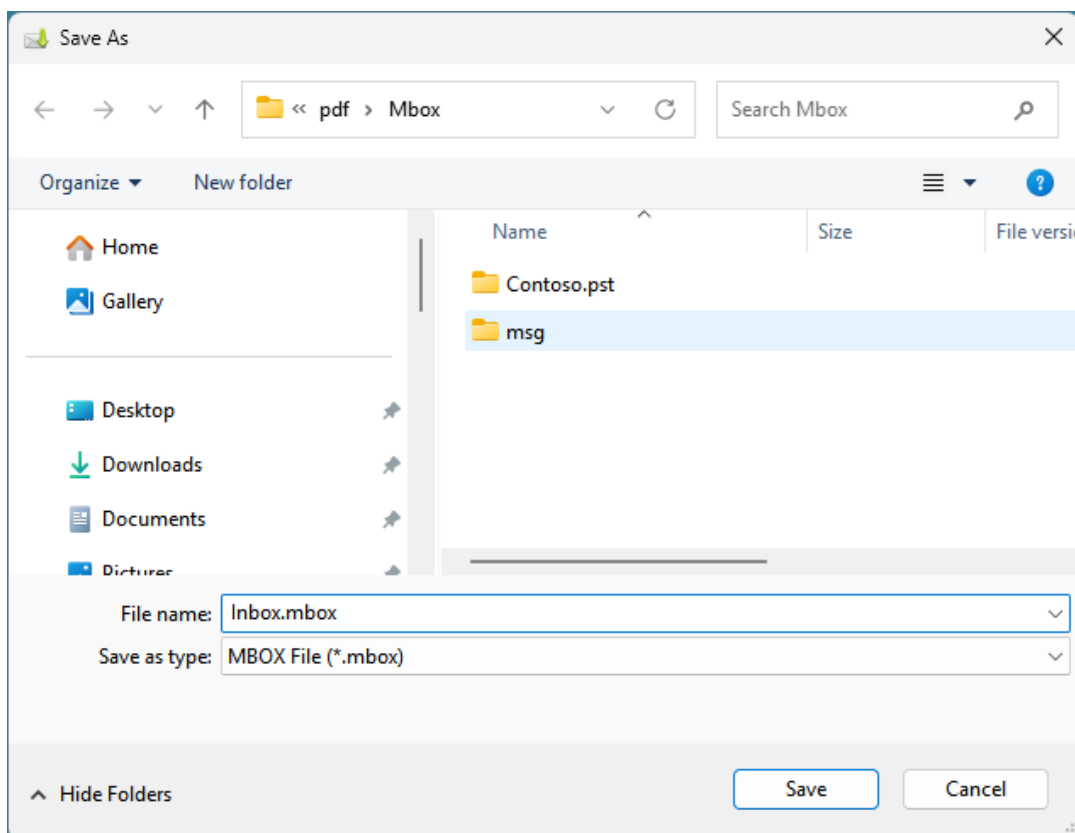
## B. Export Emails of a Microsoft 365 folder to MBOX (multiple conversion)

At times, what you may need is only to export emails of a particular folder within the Microsoft 365 Email account, to an existing or a new MBOX file.



In such needs, you can perform the MBOX export 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 MBOX' button located on the extreme right corner of the folder view control.

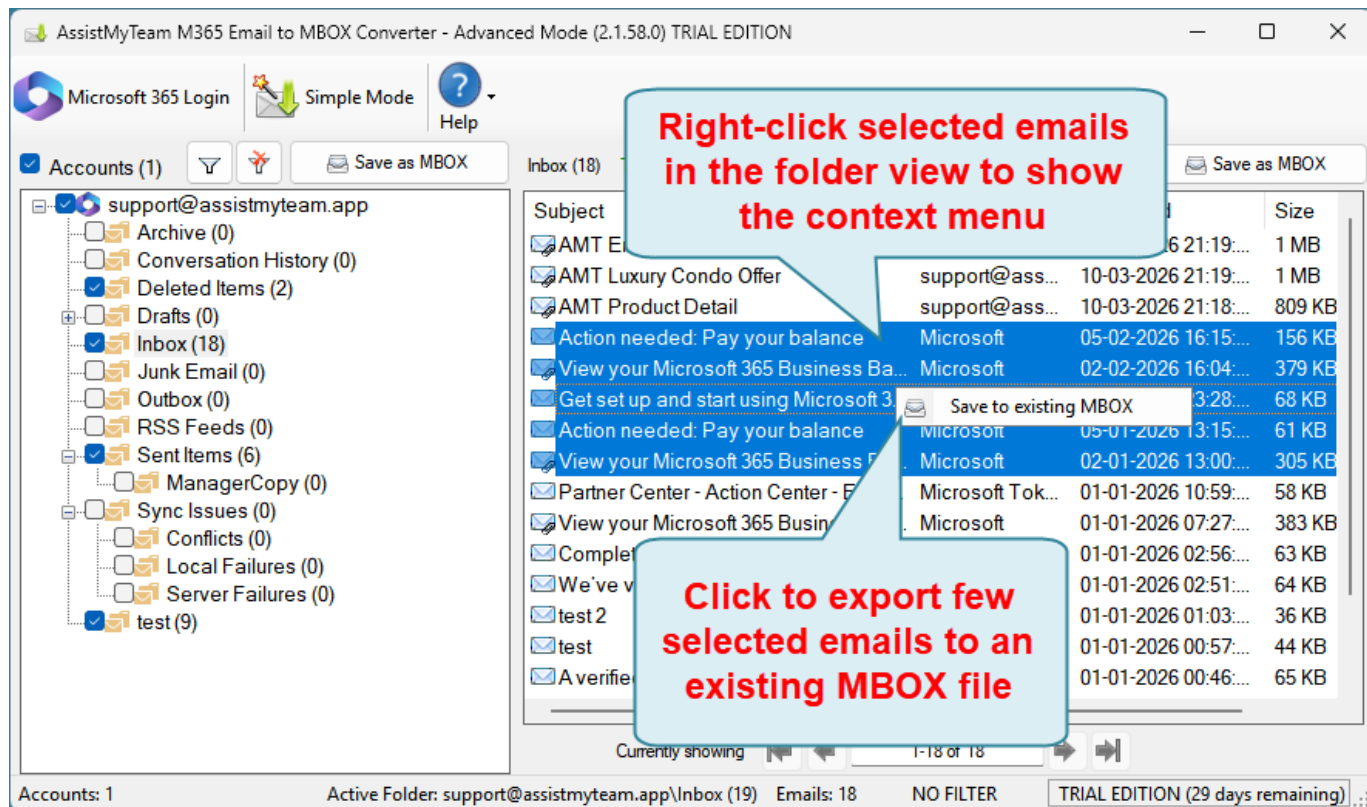
If you choose to export all the emails of this particular folder to a new MBOX file, the app will prompt you to specify a destination folder where a new MBOX file will be created.



If you choose to export the EML files of this particular folder to an existing MBOX file, you will be prompted to choose a particular MBOX file from your computer.

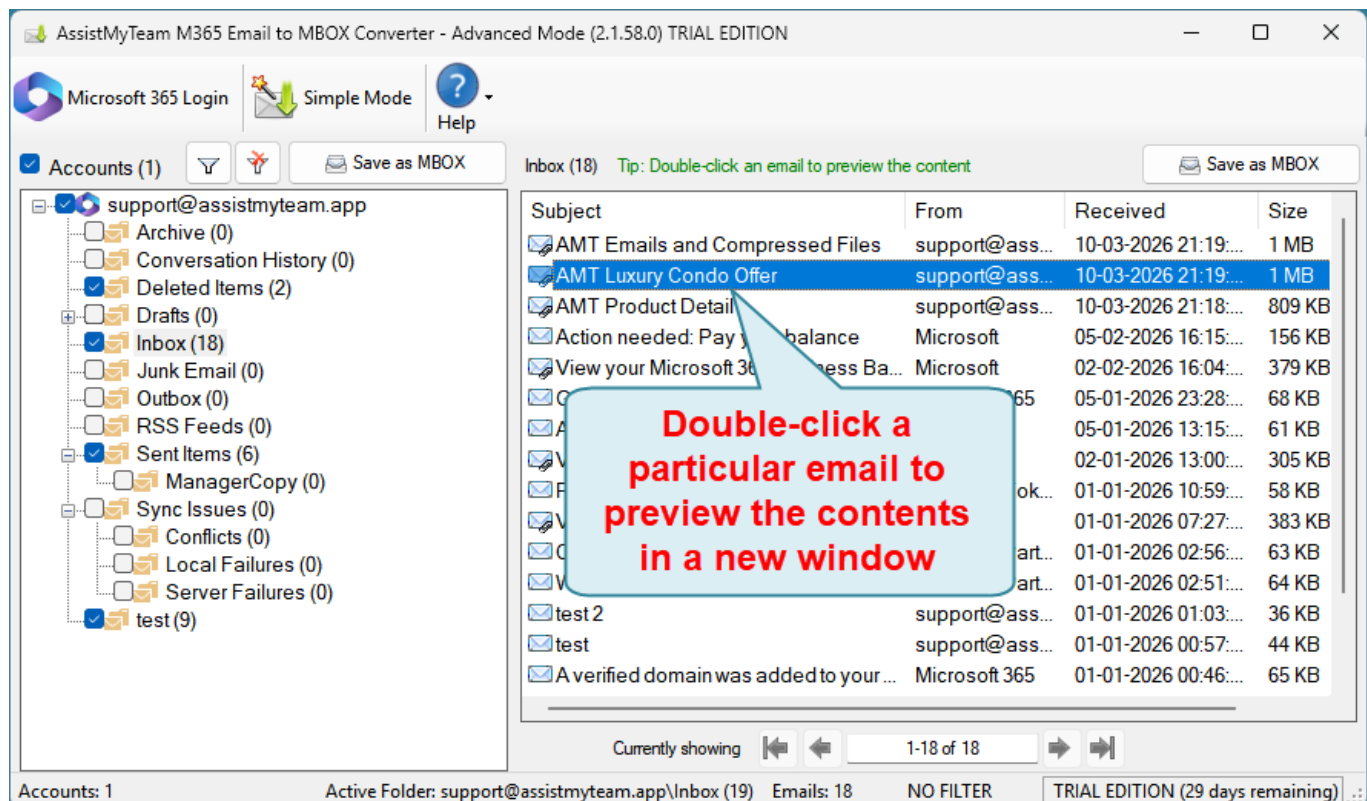
### C. Export few selected Microsoft 365 Emails to existing MBOX

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

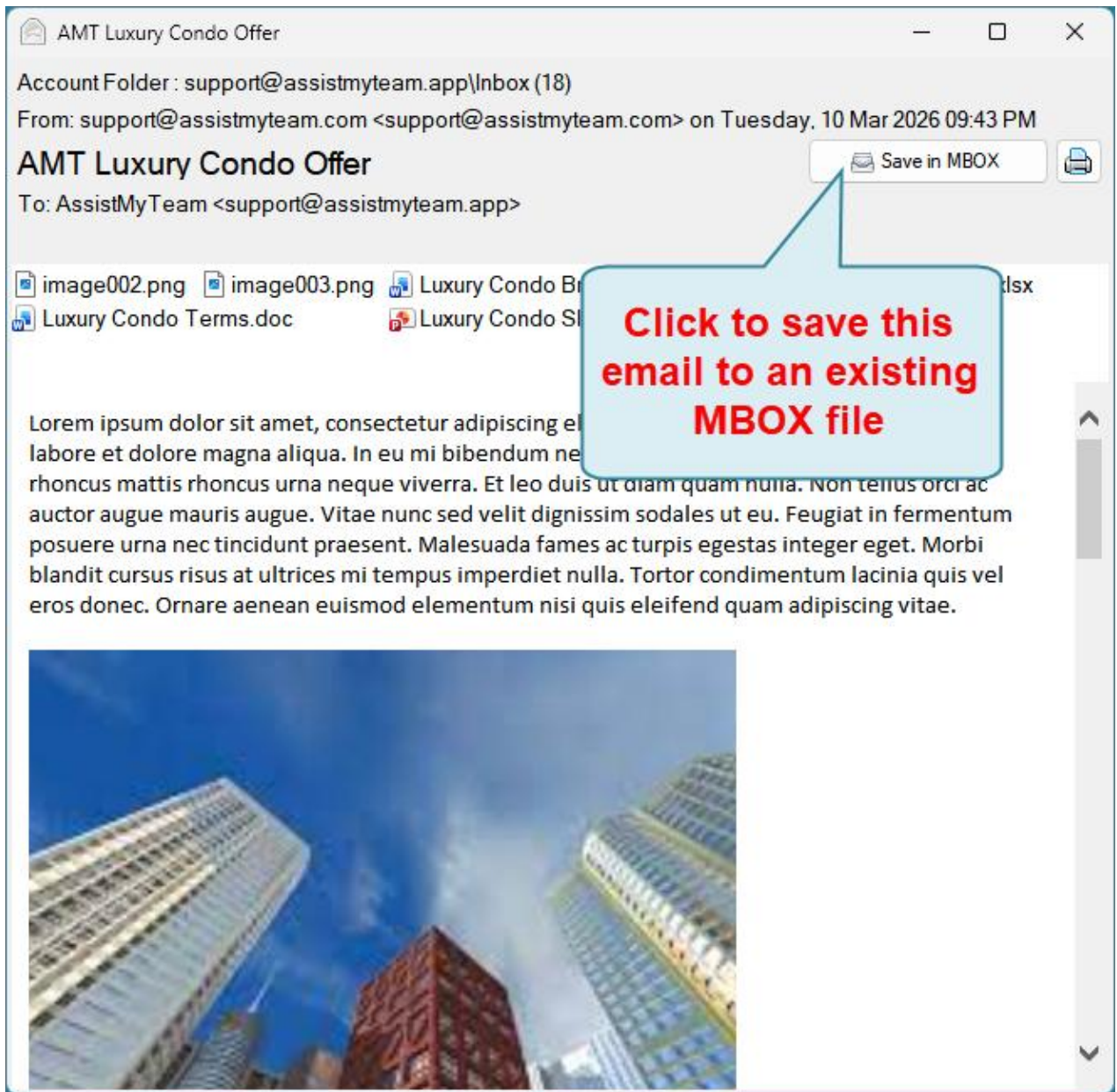


When you click it, you will be prompted to choose a destination folder where the selected emails from your Microsoft 365 Inbox folder will be exported as MBOX files.

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 MBOX by clicking the 'Save as MBOX' button located on the upper right side.

