

V2

AssistMyTeam

Microsoft 365 Email to MBOX Converter

Export emails from Microsoft 365 mailbox to MBOX



Welcome to Microsoft 365 Email to MBOX Converter

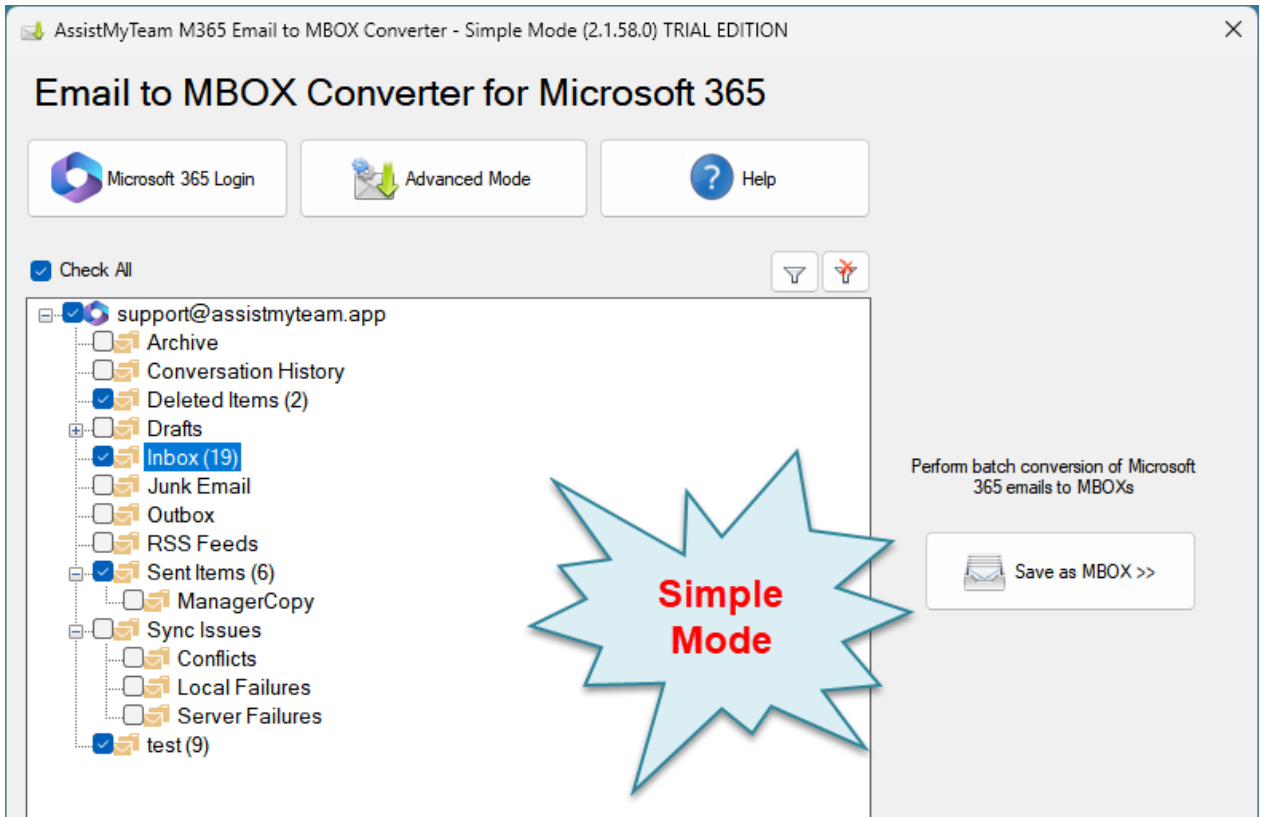
Convert and save emails, folders from Microsoft 365 Email Accounts to MBOX files, while preserving the folder structure and hierarchy – all in a click.

- 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.

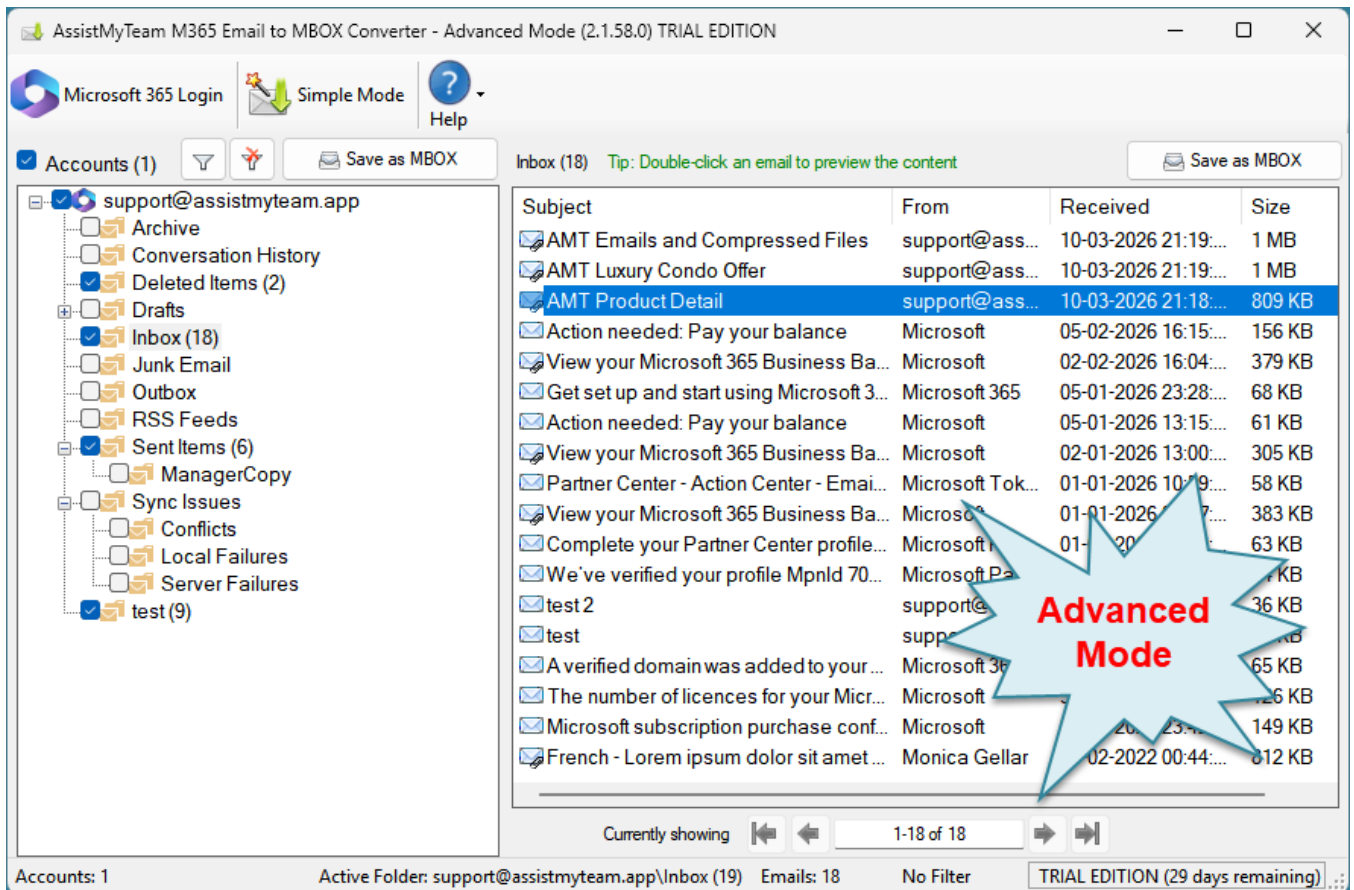
For a quick overview, refer [product website](#).

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.



Microsoft 365 Email to MBOX Converter – Simple Mode



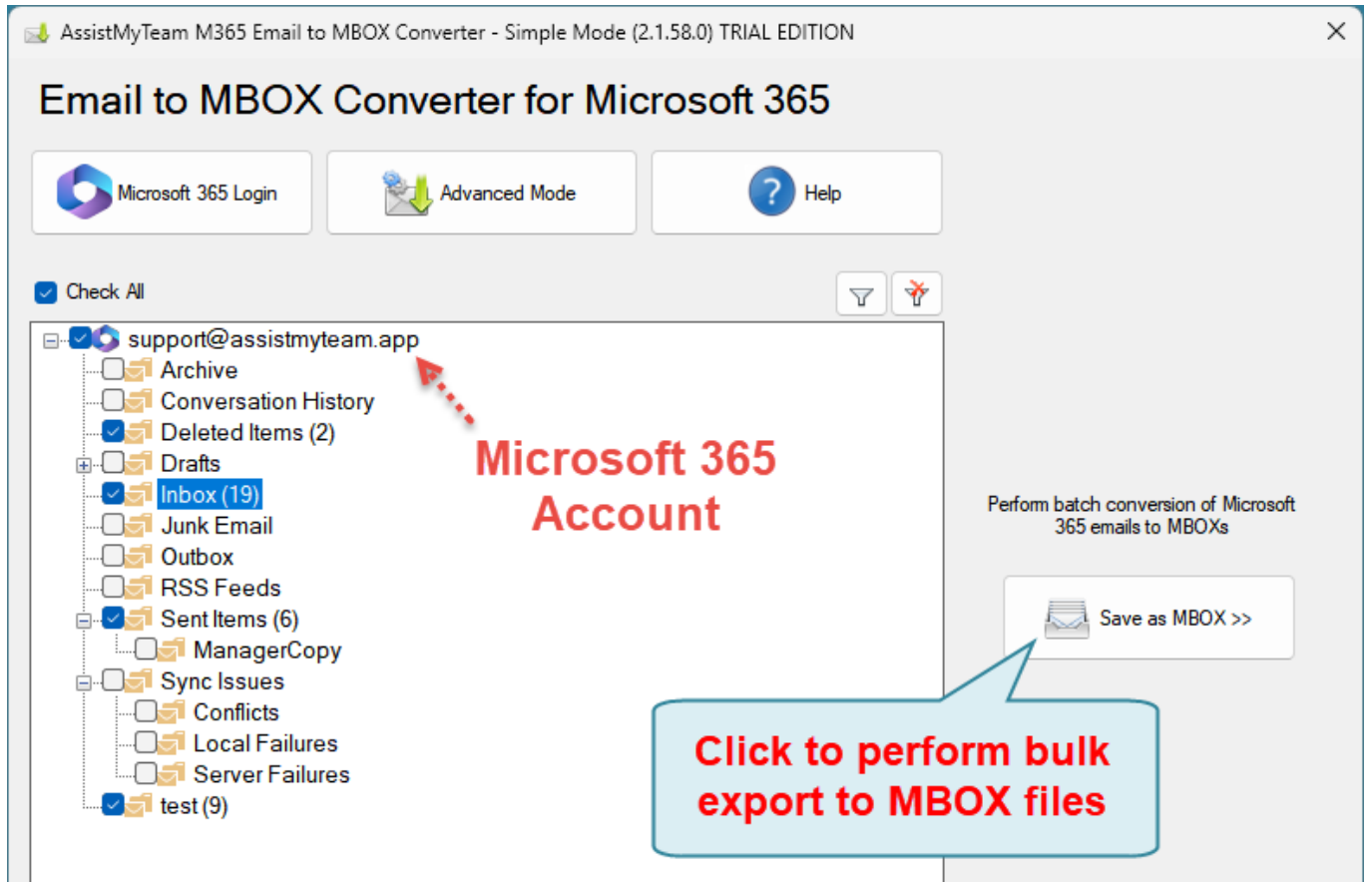
Microsoft 365 Email to MBOX Converter – Advanced Mode

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

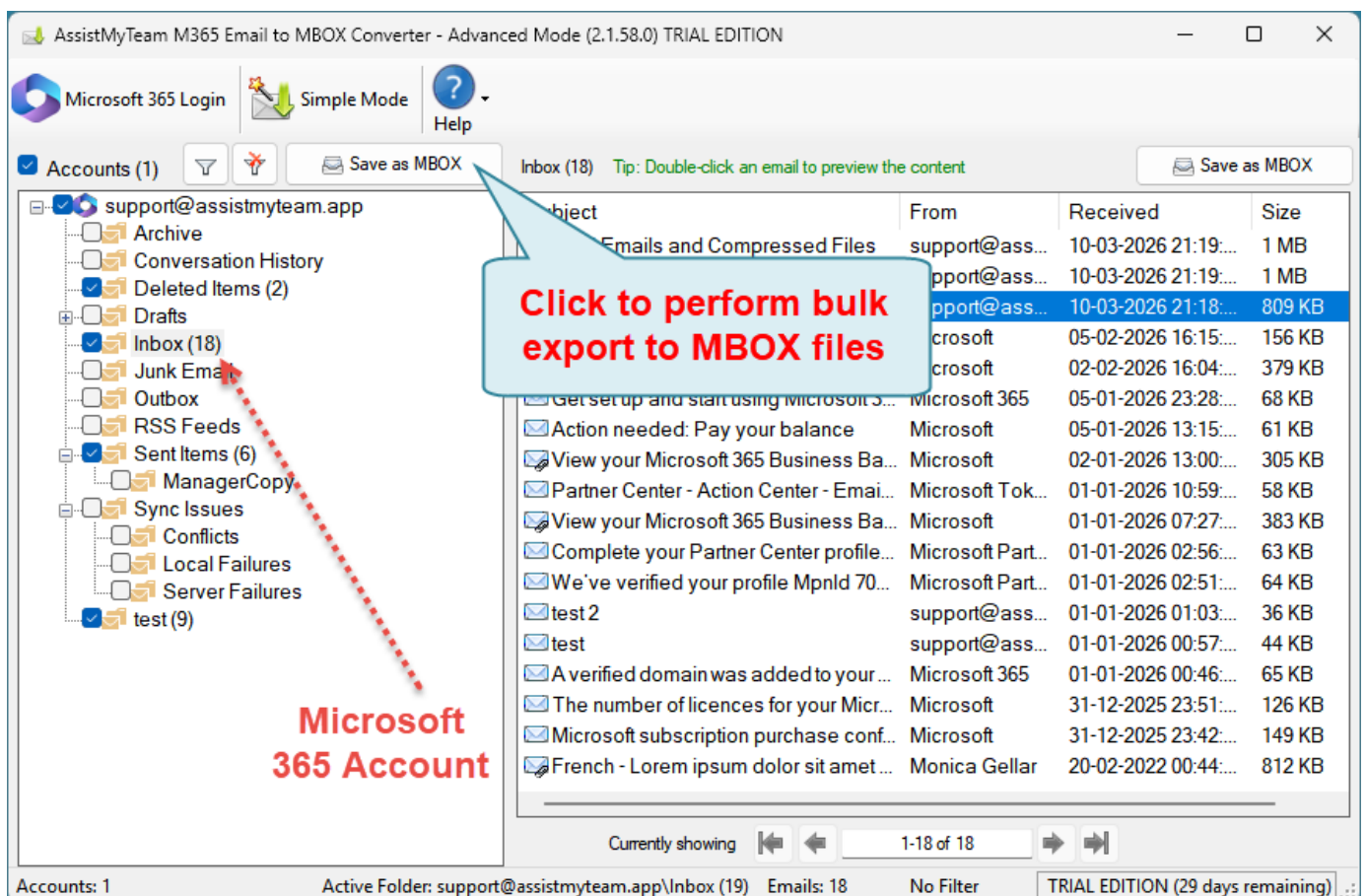
- A. Whole Microsoft 365 Email Account to new MBOX files
- B. Chosen Microsoft 365 Email Folder to existing or new MBOX
- C. Chosen few Microsoft 365 Emails to existing MBOX

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.

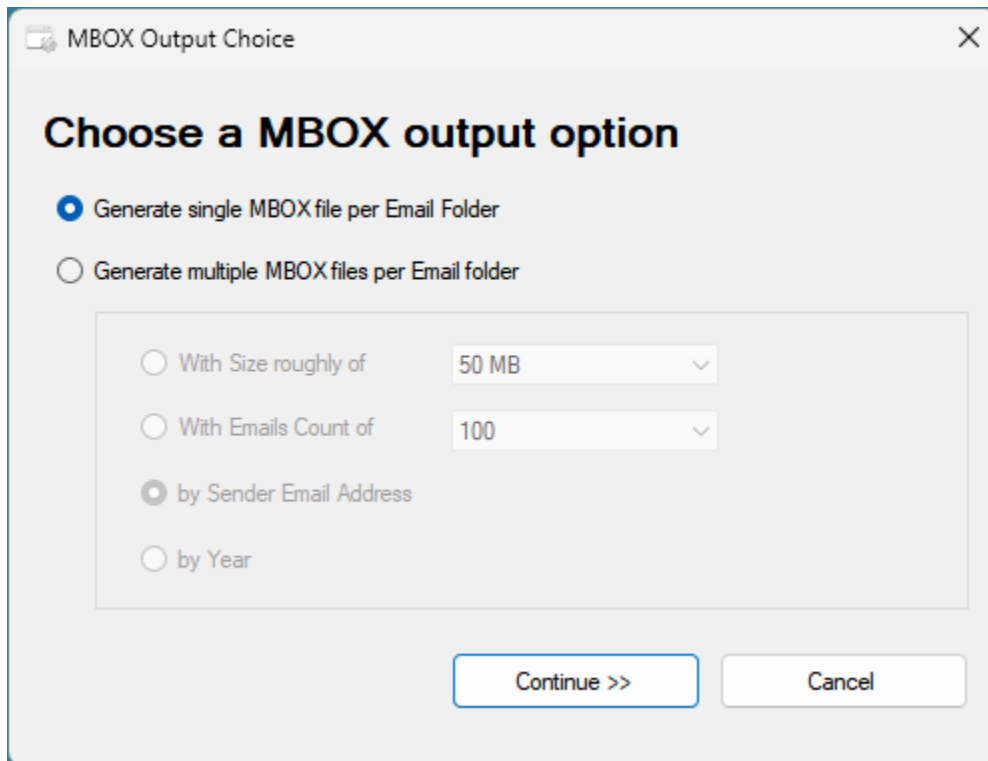


Bulk MBOX Conversion in Simple Mode



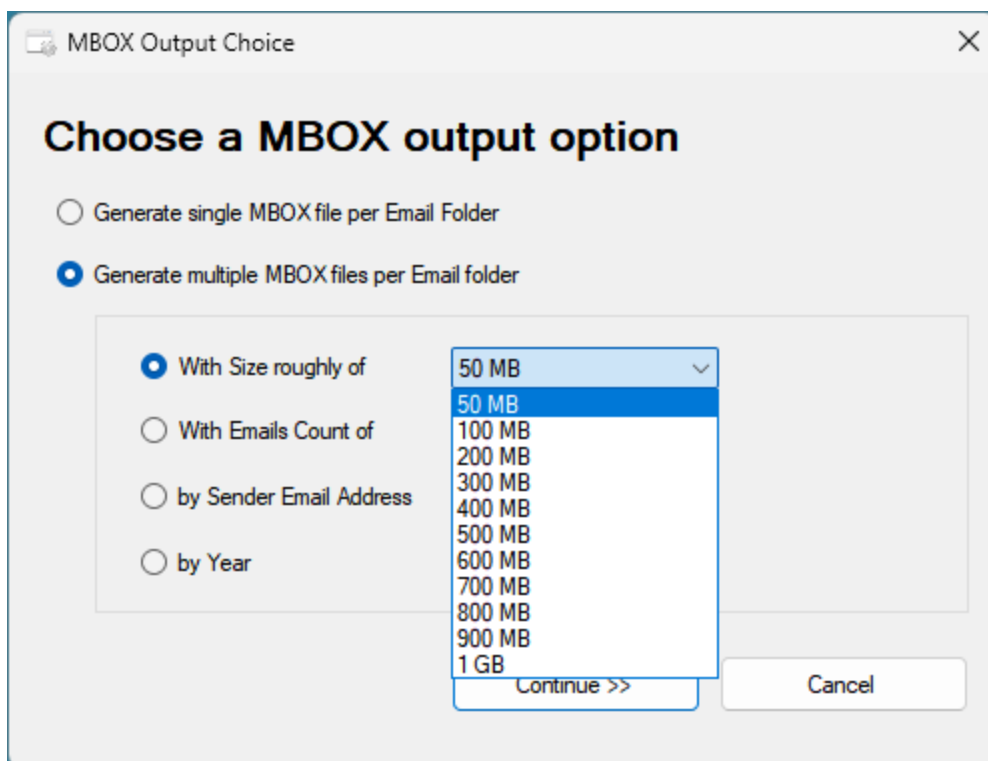
Bulk MBOX Conversion in Advanced Mode

This will prompt you with MBOX output dialog box, where you will need to opt if to generate a single MBOX file per email folder, or multiple MBOX files per email folder.

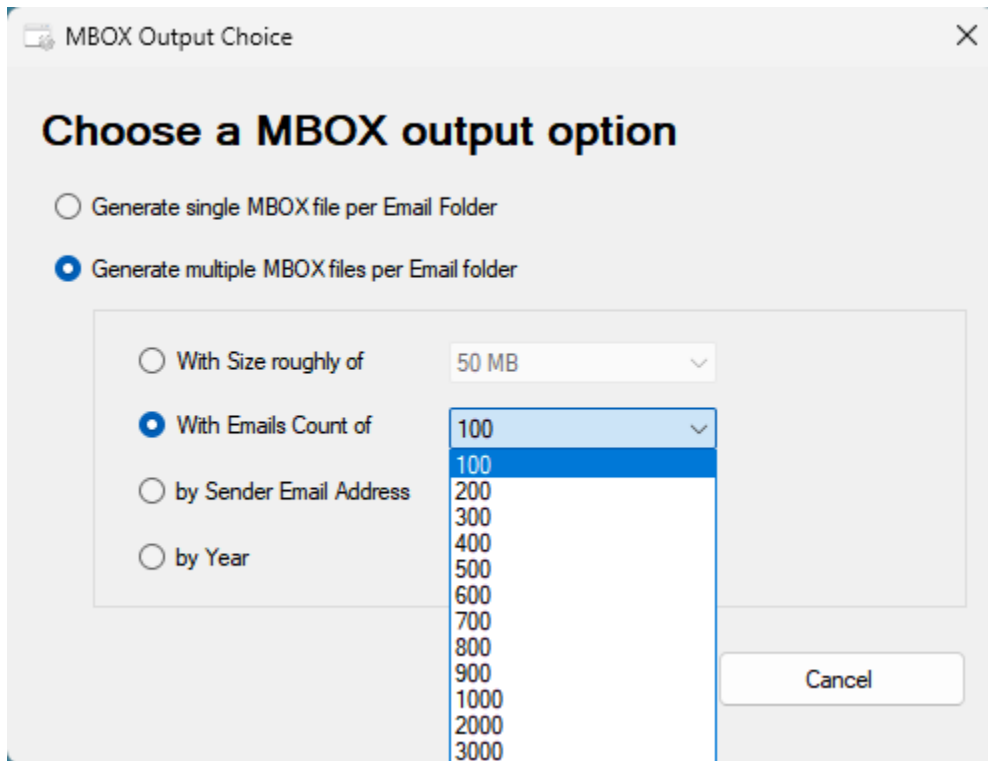


If you choose the latter option (i.e., **Generate multiple MBOX files per email folder**), you will need to specify on what parameter the number of MBOX files will be generated from your Gmail accounts.

Multiple MBOX files By Size - For instance, the app can generate multiple MBOX files from your Inbox or an email folder, based on your selection of the expected size of the MBOX file (from 50 MB to 1 GB).



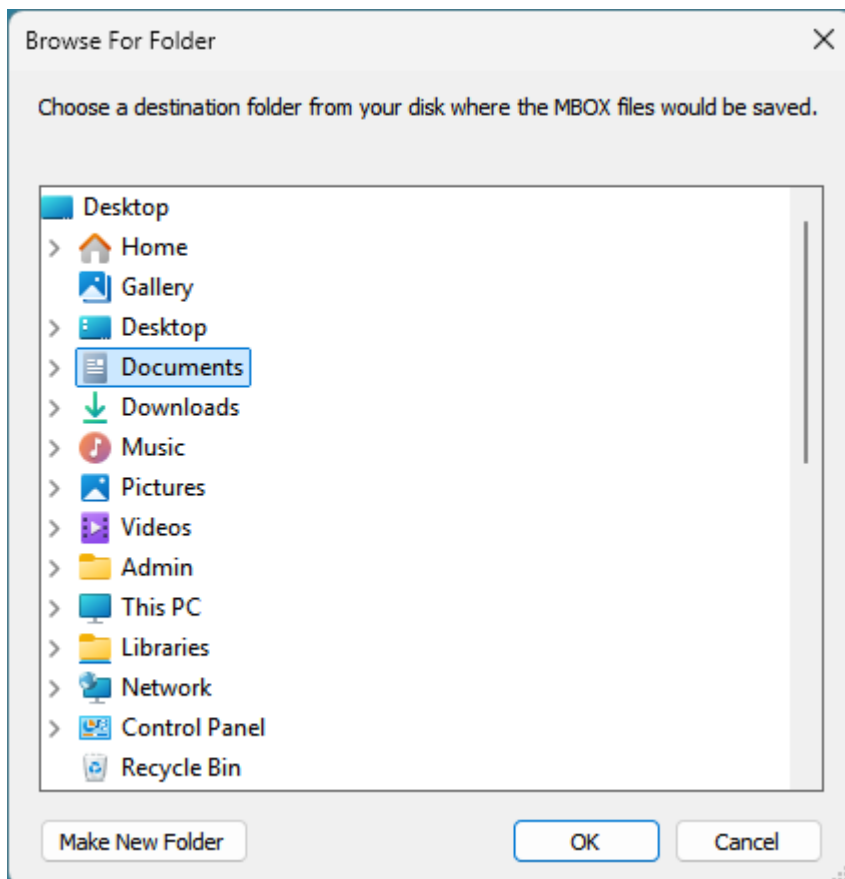
Multiple MBOX files by Emails Count - Another parameter is to generate multiple MBOX files of an email folder by specifying the number of emails you want in the MBOX file. For example, you can choose from 100 emails to 10,000 emails, so that emails of an email folder are equally distributed between multiple MBOX files.



Multiple MBOX files by Sender Email Address - With this option, the app will create multiple MBOX files from an email folder, where one MBOX file will be created for each sender, storing all the email messages from that sender.

Multiple MBOX files by Year - With this option, the app will create that number of MBOX files based on the time range in Year of all your emails of your email folder. For instance, if your Inbox has 5 years of emails, the app will create 5 MBOX files, where each MBOX file will have only those emails that were received on a particular year.

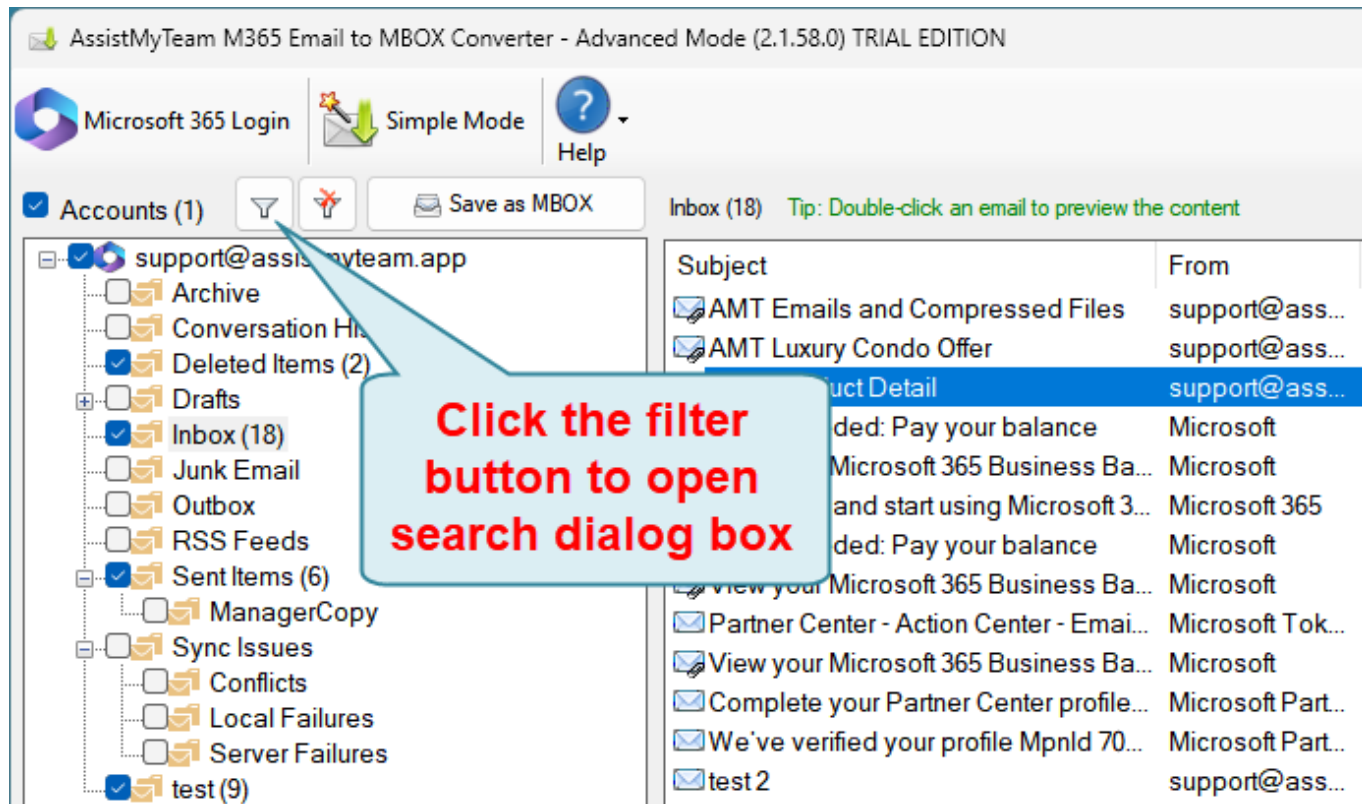
Once you have selected a MBOX output option, you will be prompted with the **'Browse for Folder'** dialog box. Choose a destination folder where the emails from your Gmail Inbox and other folders will be exported as MBOX files.



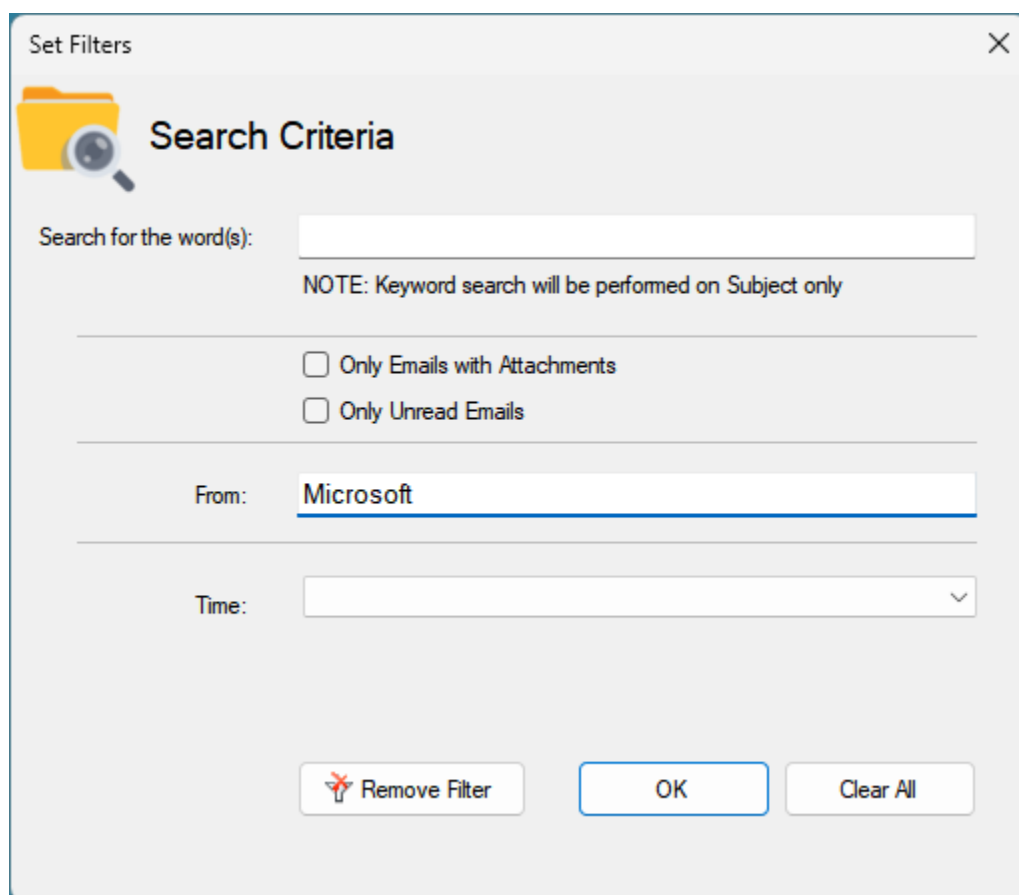
The app will recreate and retain the same original folders structure of your mailboxes in the selected destination folder of your computer to store the various exported MBOX email files for easy access, sharing and filing in your local computer.

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.

AssistMyTeam M365 Email to MBOX Converter - Advanced Mode (2.1.58.0) TRIAL EDITION

Microsoft 365 Login Simple Mode Help

Accounts (1) Save as MBOX

Inbox (12/19) Tip: Double-click an email to preview the content Save as MBOX

Filter Applied

Subject	From	Received	Size
<input checked="" type="checkbox"/> A verified domain was added to your ...	Microsoft 365	01-01-2026 00:46:...	65 KB
<input checked="" type="checkbox"/> Get set up and start using Microsoft 3...	Microsoft 365	05-01-2026 23:28:...	68 KB
<input checked="" type="checkbox"/> Microsoft subscription purchase conf...	Microsoft	31-12-2025 23:42:...	149 KB
<input checked="" type="checkbox"/> The number of licences for your Micr...	Microsoft	31-12-2025 23:51:...	126 KB
<input checked="" type="checkbox"/> View your Microsoft 365 Business Ba...	Microsoft	01-01-2026 07:27:...	383 KB
<input checked="" type="checkbox"/> View your Microsoft 365 Business Ba...	Microsoft	02-01-2026 13:00:...	305 KB
<input checked="" type="checkbox"/> Action needed: Pay your balance	Microsoft	05-01-2026 13:15:...	61 KB
<input checked="" type="checkbox"/> View your Microsoft 365 Business Ba...	Microsoft	02-02-2026 16:04:...	379 KB
<input checked="" type="checkbox"/> Action needed: Pay your balance	Microsoft	05-02-2026 16:15:...	156 KB
<input checked="" type="checkbox"/> We've verified your profile MpnlId 70...	Microsoft Part	01-01-2026 00:51:...	84 KB
<input checked="" type="checkbox"/> Complete your Partner Center profile...	Microsoft Part	01-01-2026 00:51:...	84 KB
<input checked="" type="checkbox"/> Partner Center - Action Center - Emal...	Microsoft Tok	01-01-2026 00:51:...	84 KB

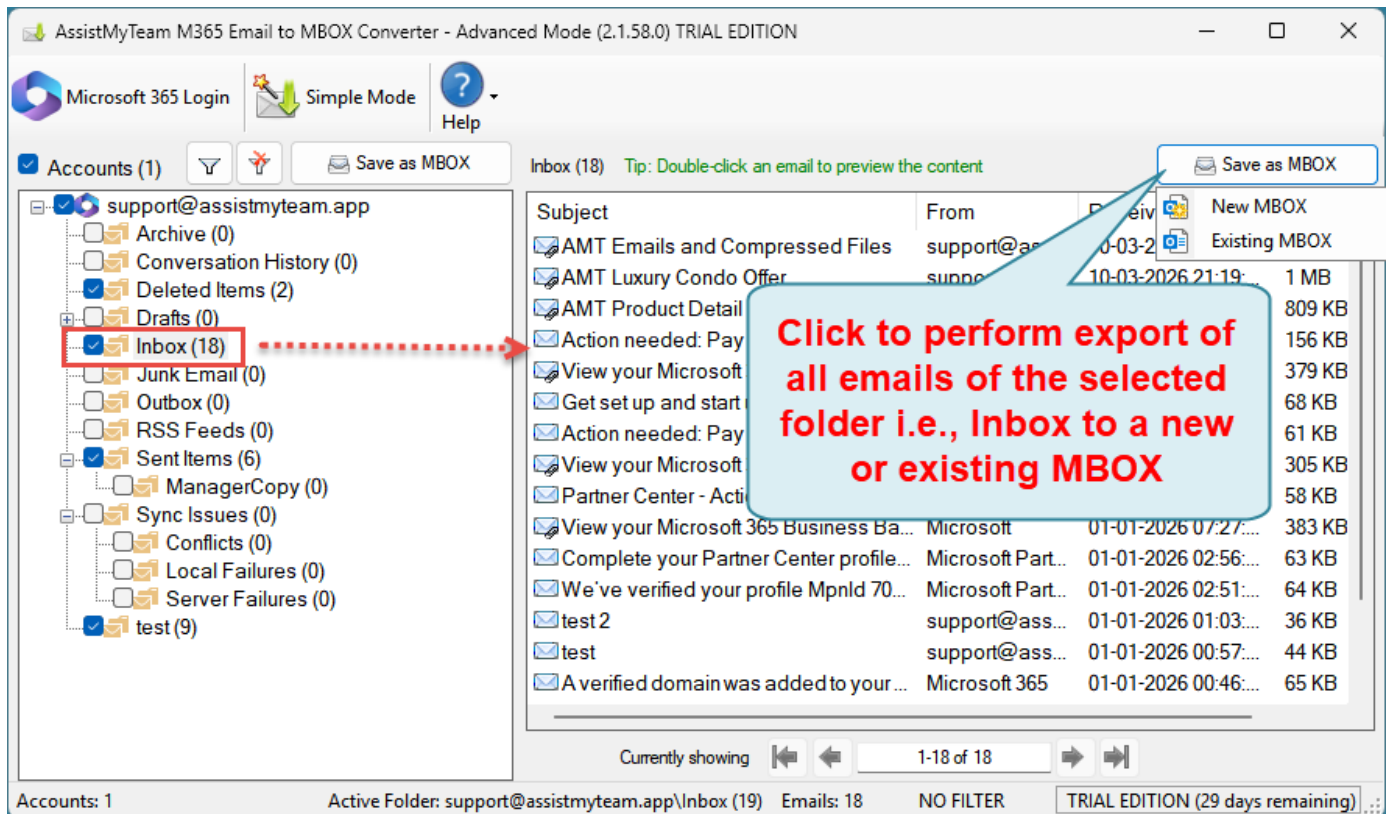
Emails that match the search filter

Currently showing 1-12 of 12

Accounts: 1 Active Folder: support@assistmyteam.app\Inbox (18) Emails: 12 FILTER APPLIED TRIAL EDITION (29 days remaining)

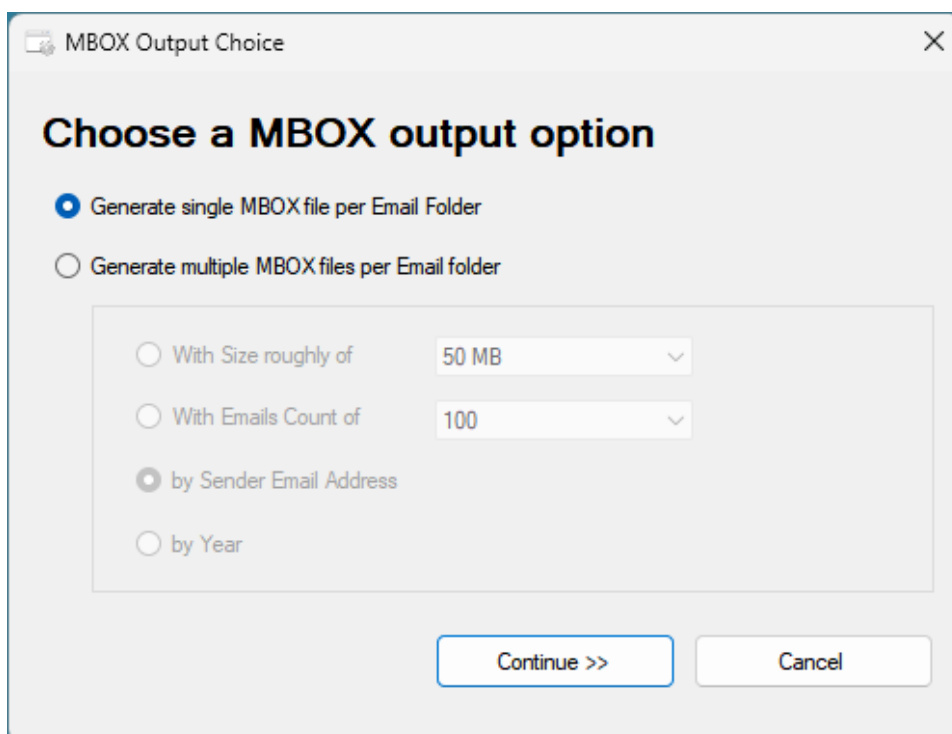
B. Export Emails of a Microsoft 365 folder to MBOX (multiple conversion)

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 with MBOX output dialog box where you will need to opt if to generate a single MBOX file per email folder, or multiple MBOX files per email folder.

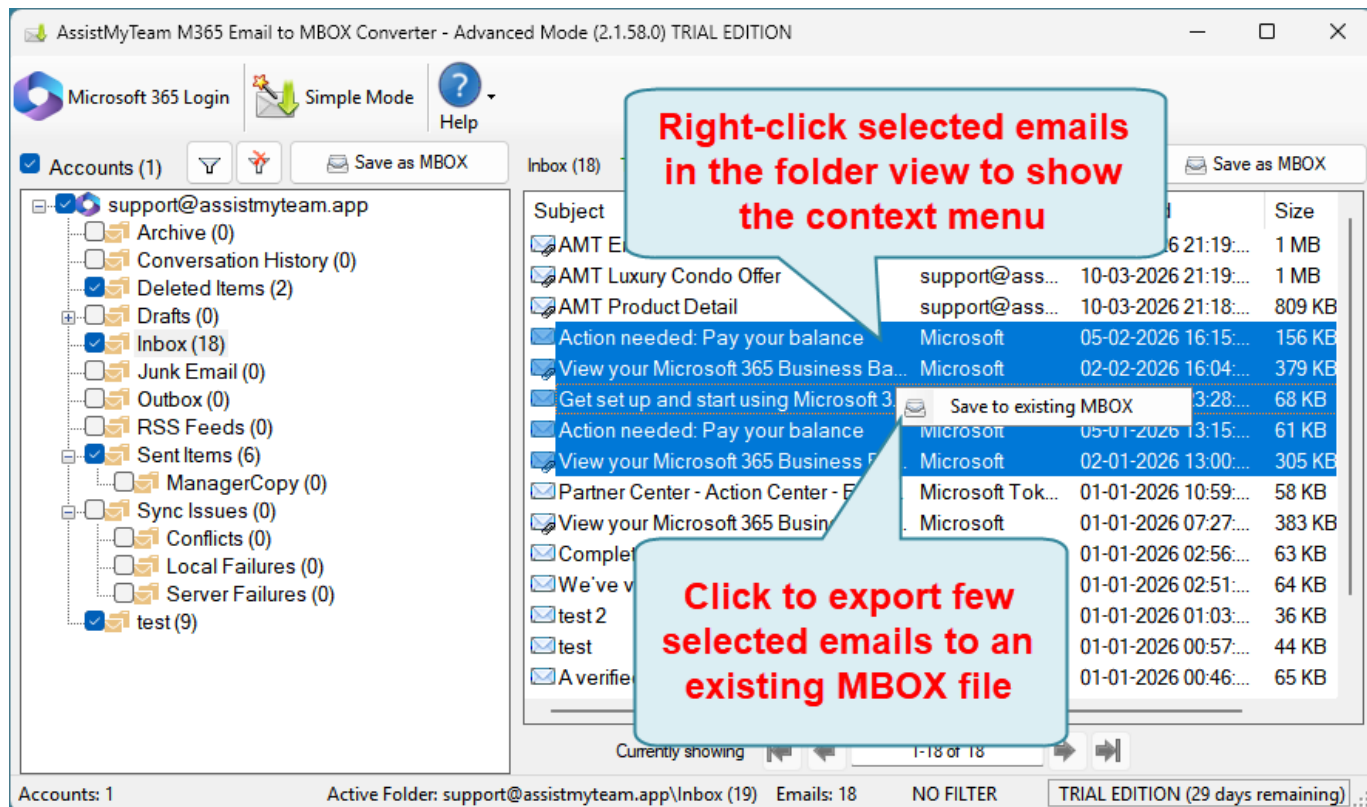


And then, you will need to specify a destination folder where a new MBOX file will be created.

If you choose to export the emails of this particular 365 mailbox folder to an existing MBOX file, you will be prompted to choose it from your computer.

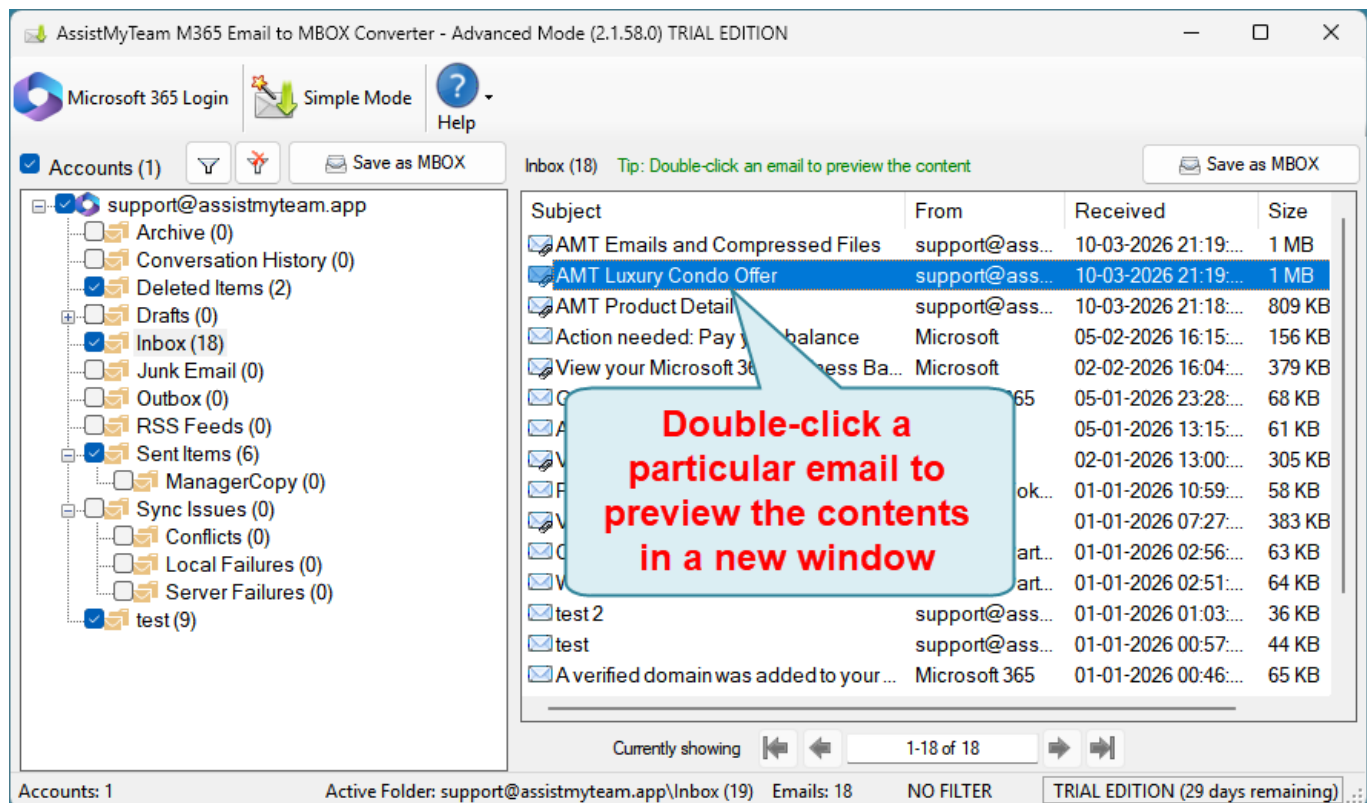
C. Export few selected Microsoft 365 Emails to existing MBOX

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'.

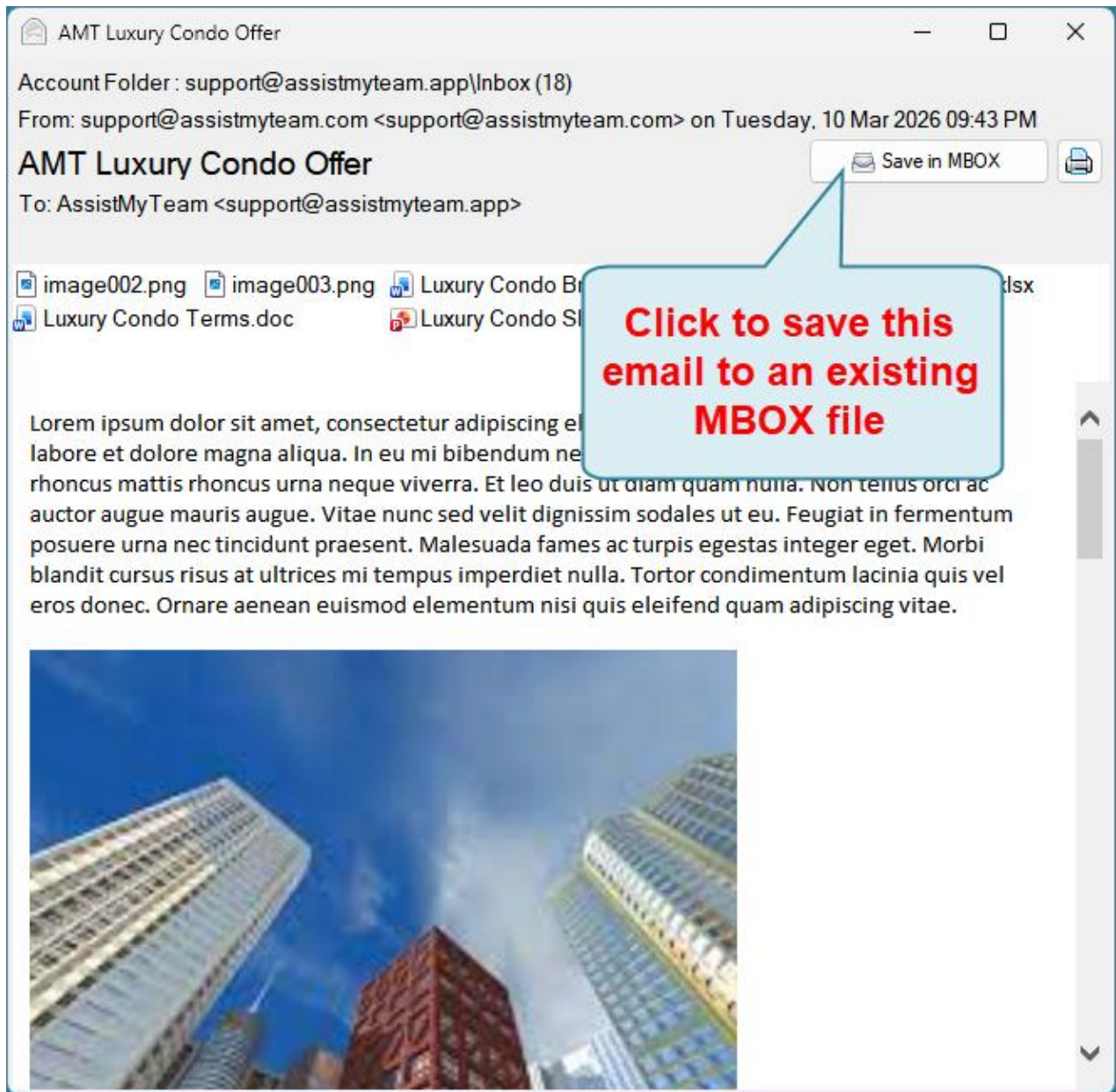


When you click it, you will be prompted to choose a destination folder where the selected emails from your Microsoft 365 Inbox folder will be exported as MBOX file.

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.

