

V2

AssistMyTeam

Microsoft 365 Email to MSG Converter

Export emails from Microsoft 365 mailbox to MSG files



Welcome to Microsoft 365 Email to MSG Converter

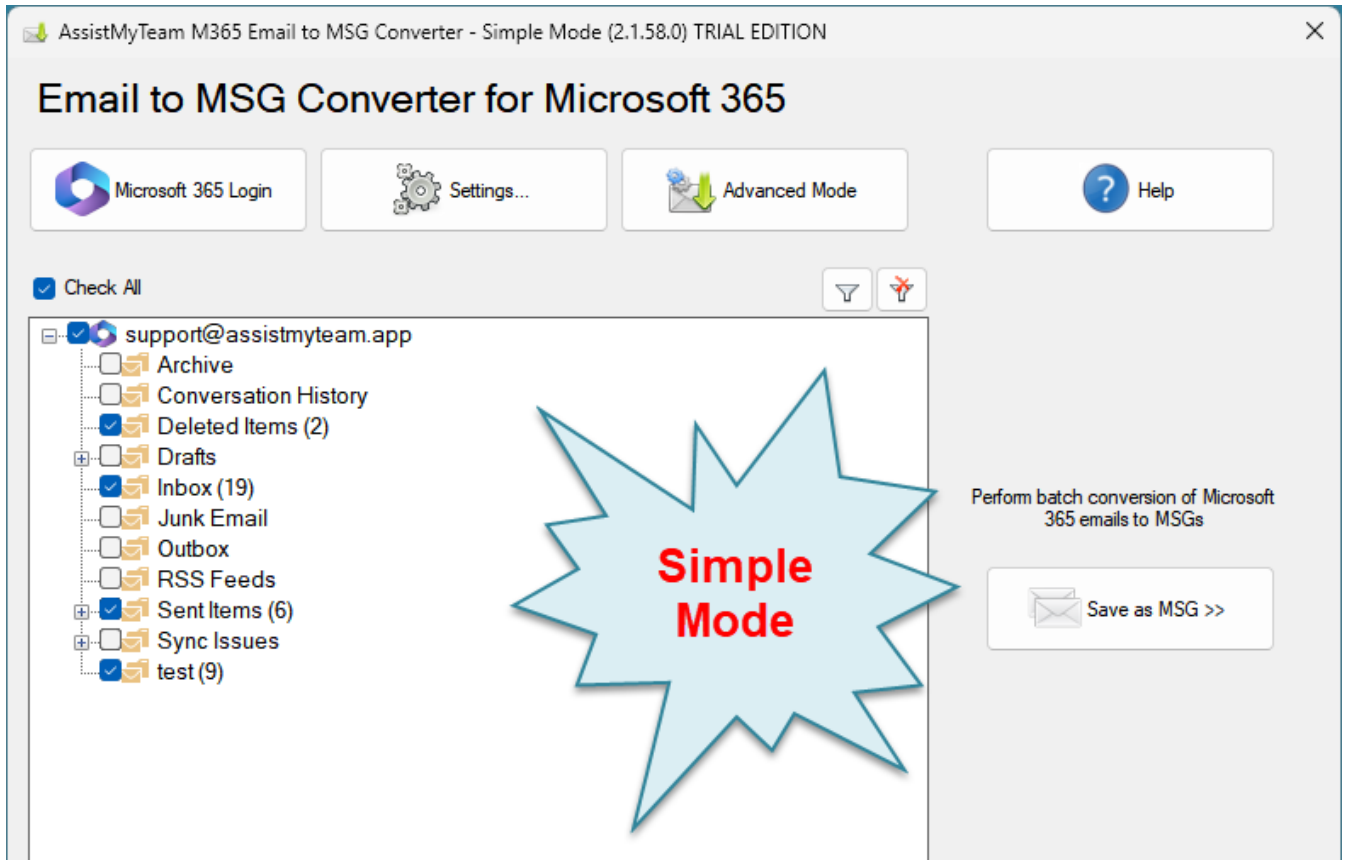
Convert and save emails, folders from Microsoft 365 Email Accounts to MSG files, while preserving the folder structure and hierarchy – all in a click.

- Convert email to MSG with attachments embedded within the MSG file.
- Convert appointments, tasks, notes, journals, contacts into MSG 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 MSG files.
- Different mode of conversion – single email to MSG, multiple emails to MSGs, whole folder or Microsoft 365 Email Account into MSGs.
- Retains embedded images, attachments, metadata, and mail attributes while exporting emails from Microsoft 365 Email accounts to MSG.
- Backup email messages for regulatory or legal compliance.
- Populate and view email summary information (such as Subject, Date Received, Sender Name, etc.) of the MSG files in Details view of Windows Explorer.
- Automatically enforce consistent naming convention to replicated MSG 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.

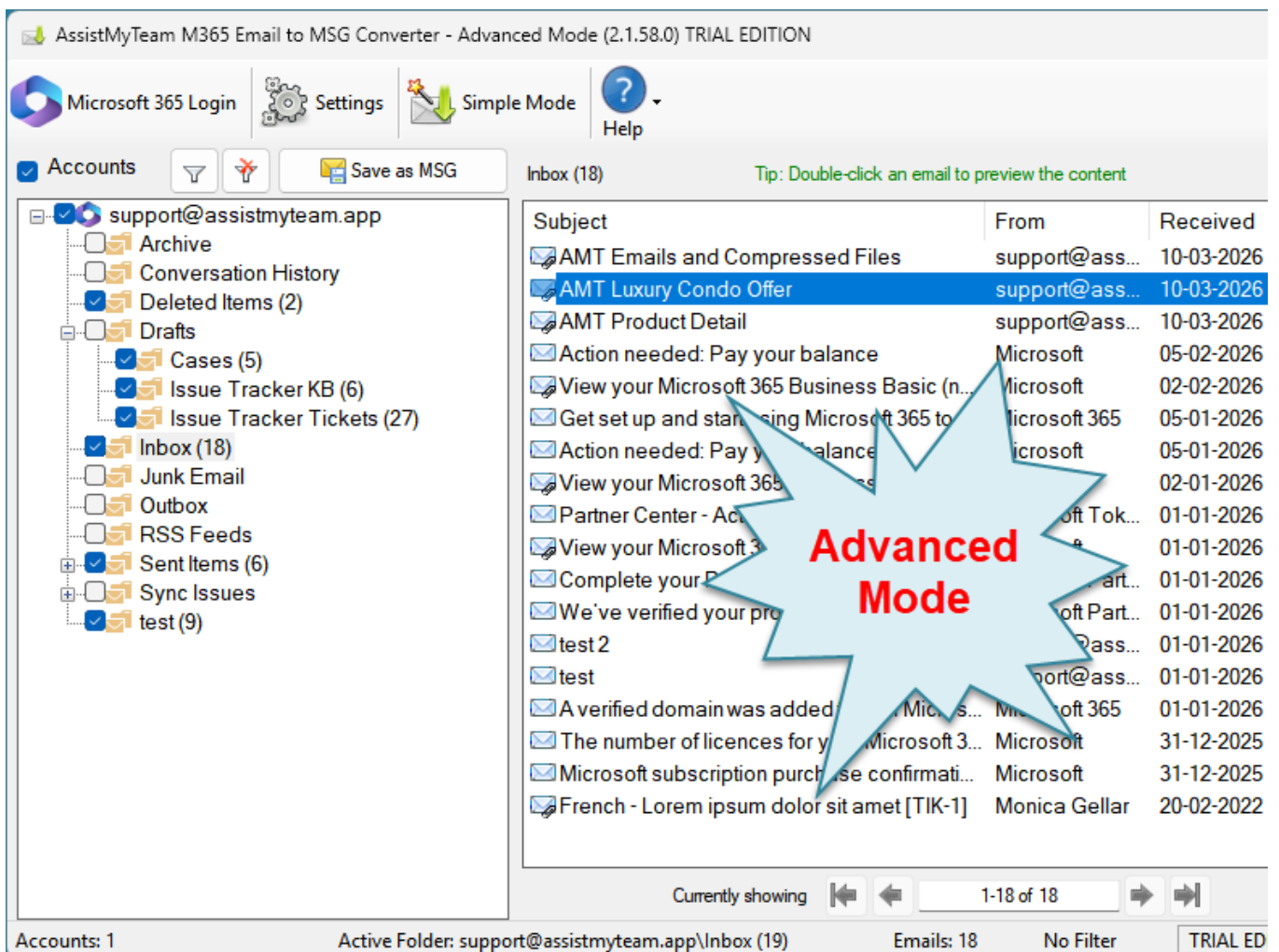
For a quick overview, refer [product website](#).

How It Works?

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



Microsoft 365 Email to MSG Converter – Simple Mode



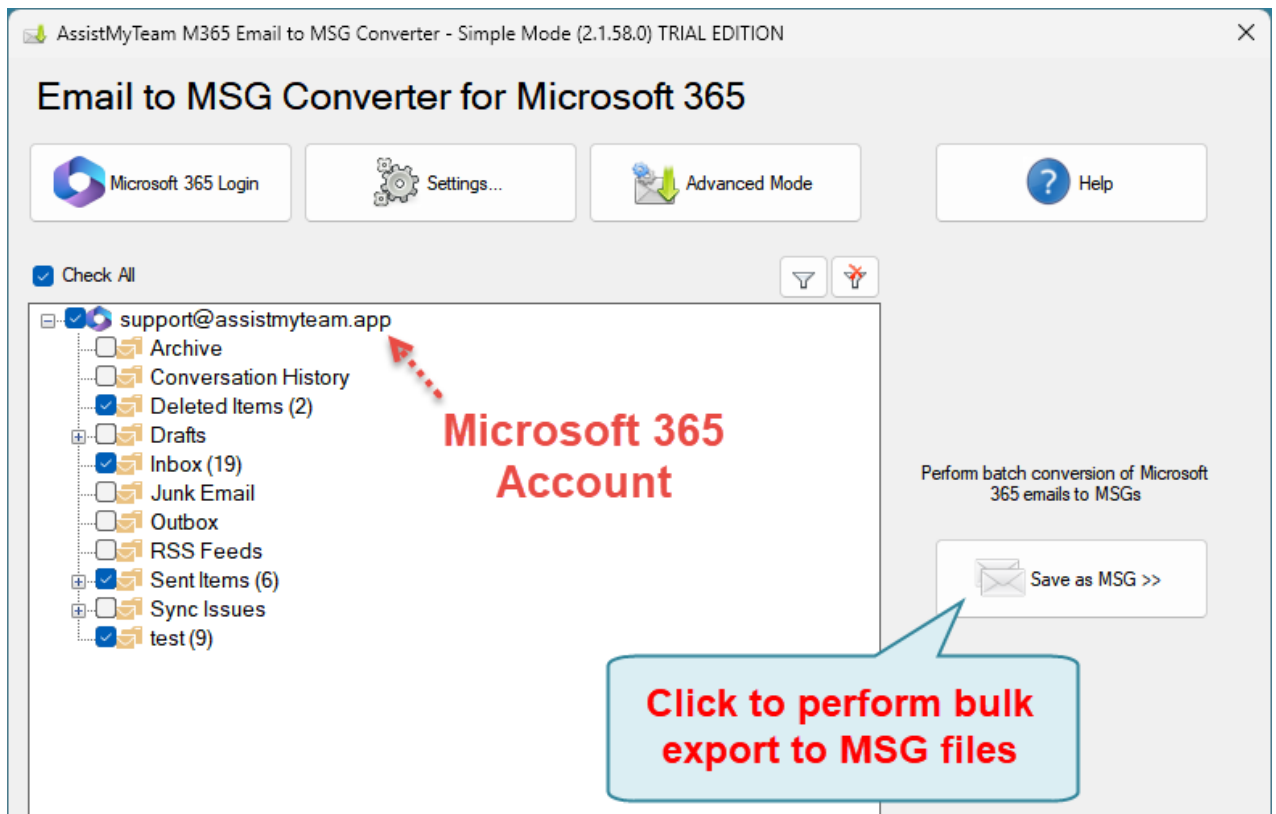
Microsoft 365 Email to MSG Converter – Advanced Mode

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

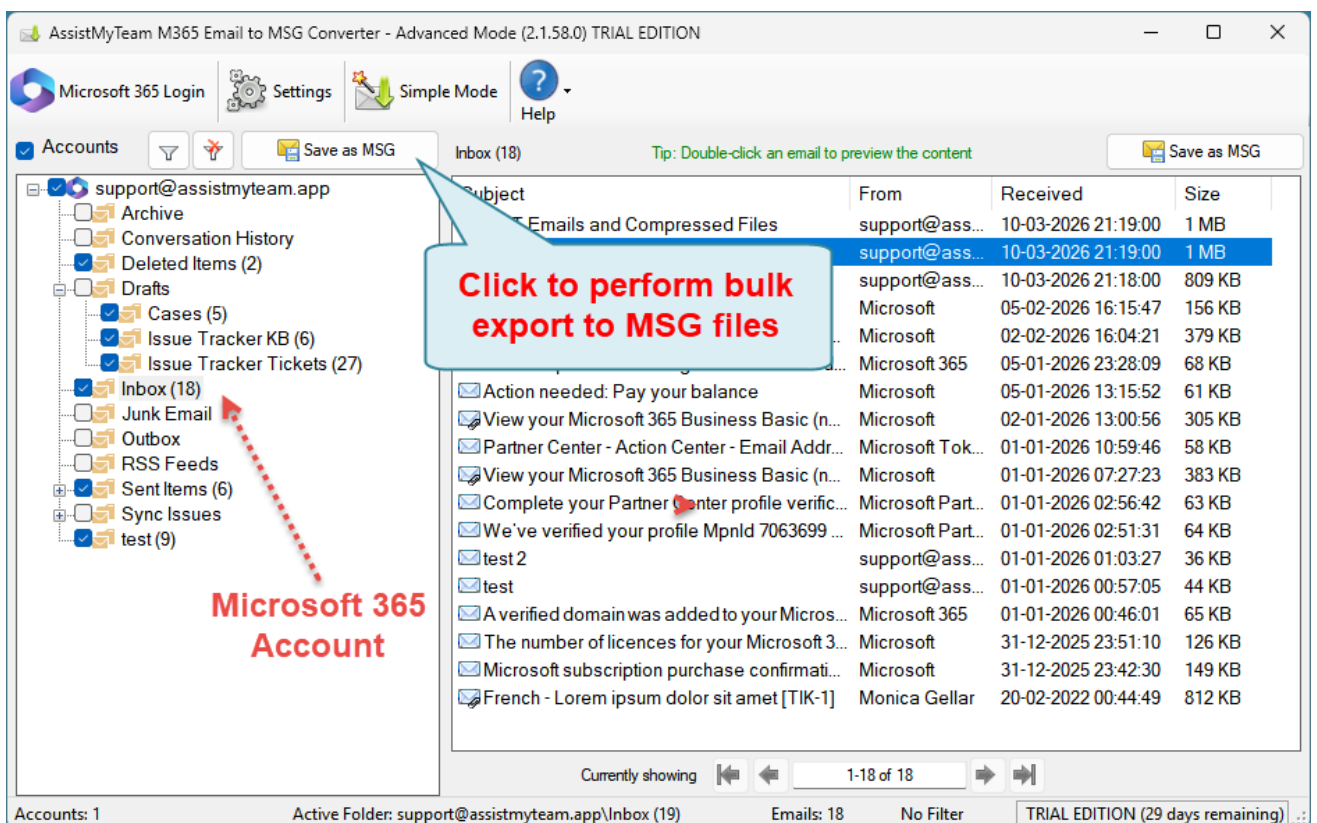
- A. Whole Microsoft 365 Email Account to MSG
- B. Chosen Microsoft 365 Email Folder to MSG
- C. Chosen few Microsoft 365 Emails to MSG

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

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

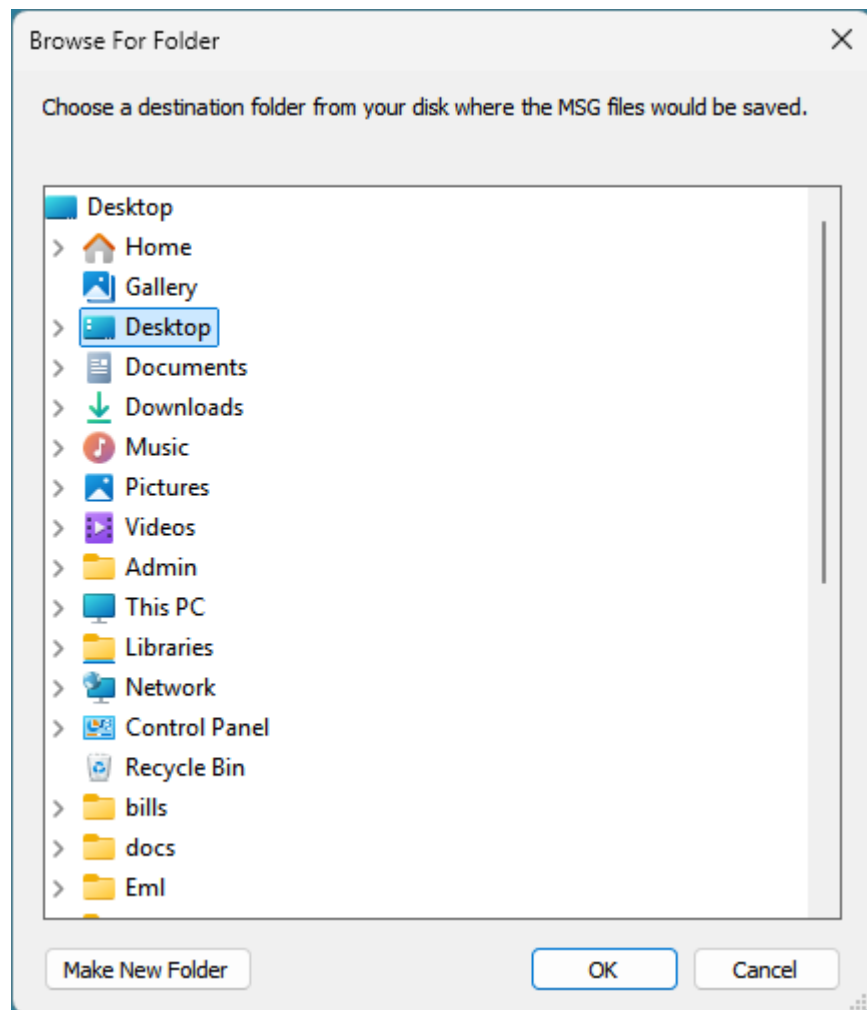


Bulk MSG Conversion in Simple Mode



Bulk MSG Conversion in Advanced Mode

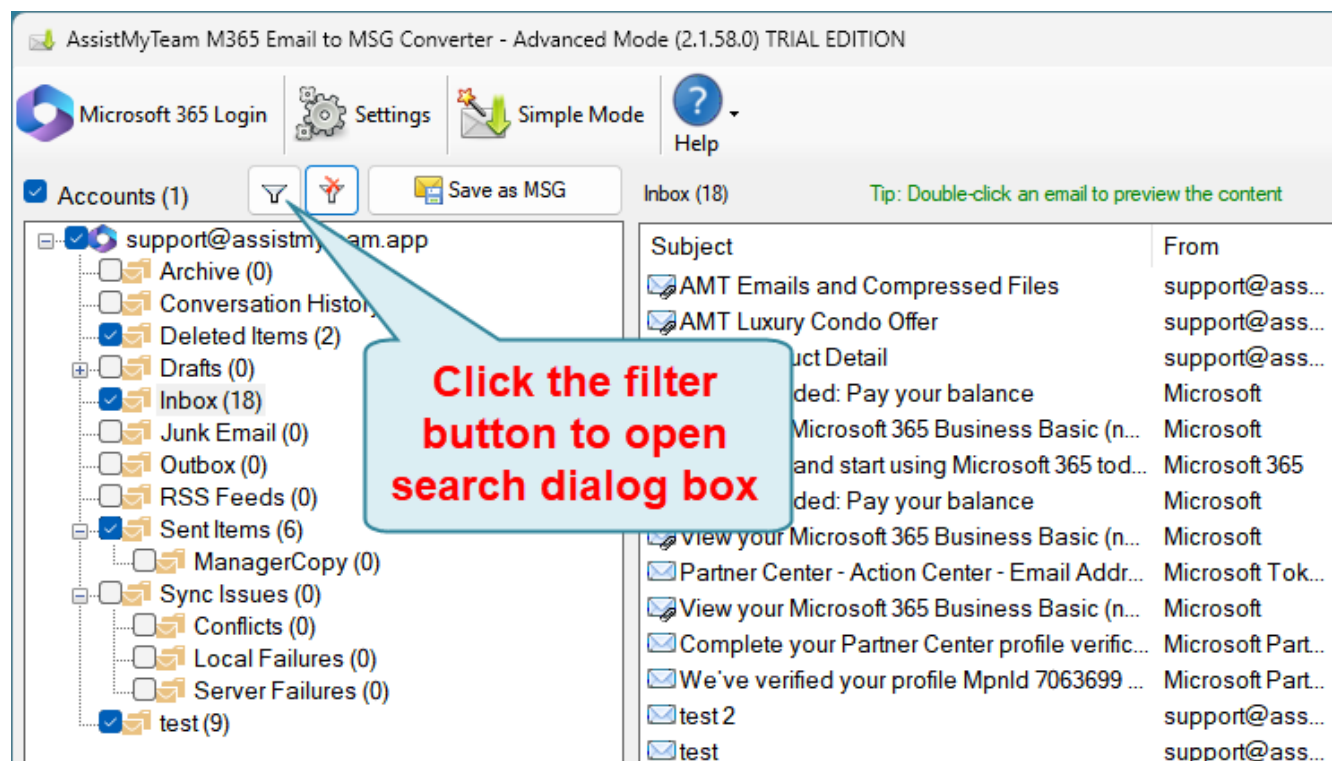
From the 'Browse for Folder' dialog box, choose a destination folder where the emails from your Microsoft 365 Inbox and other folders will be exported as MSG files.



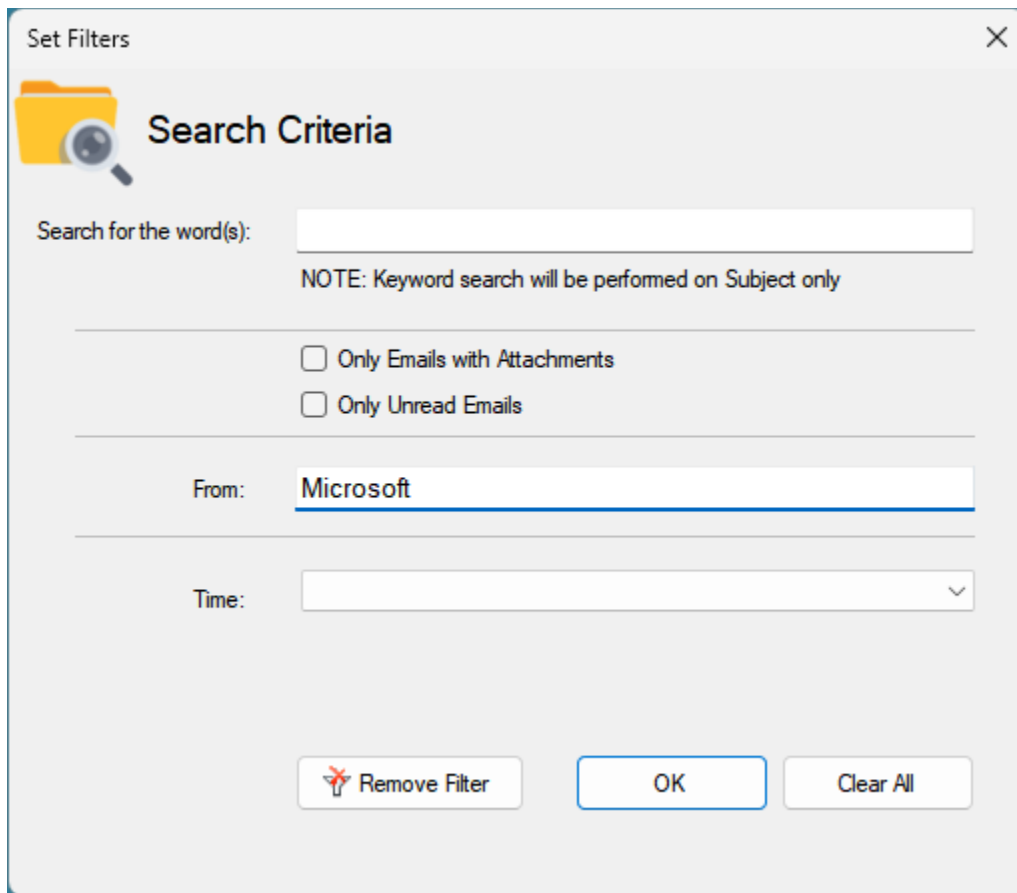
The app will recreate and retain the same original folders structure of your 365 mailboxes in the selected destination folder of your computer to store the various exported MSG email files for easy access, sharing and filing in your local computer.

Apply keywords search and filters

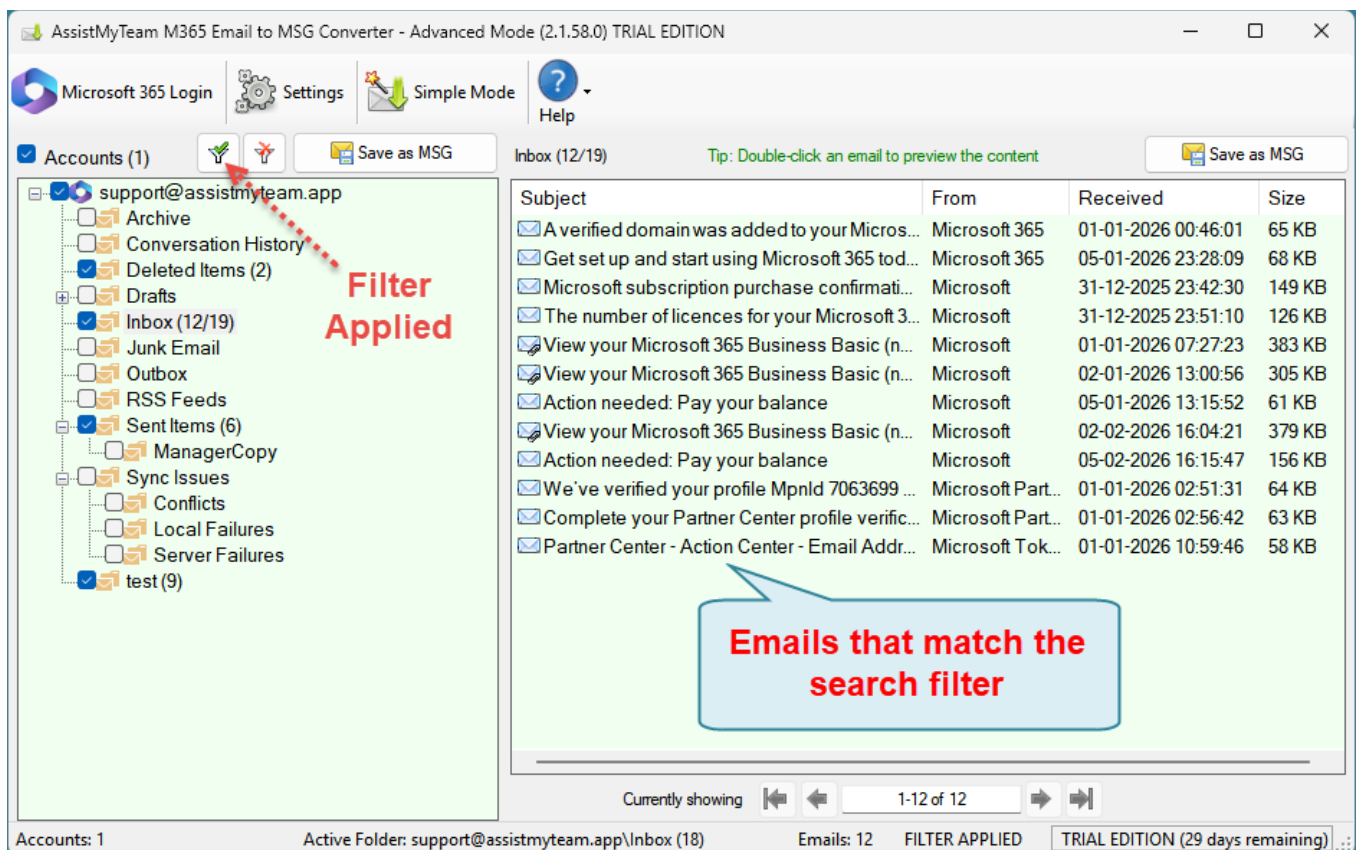
You can choose to perform a keyword search and apply filters and only perform the bulk conversions of those emails in the Microsoft 365 Email account that fulfil the search parameters to MSG. To do that, click the 'Filter' button available on top of the tree-view control box.



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.

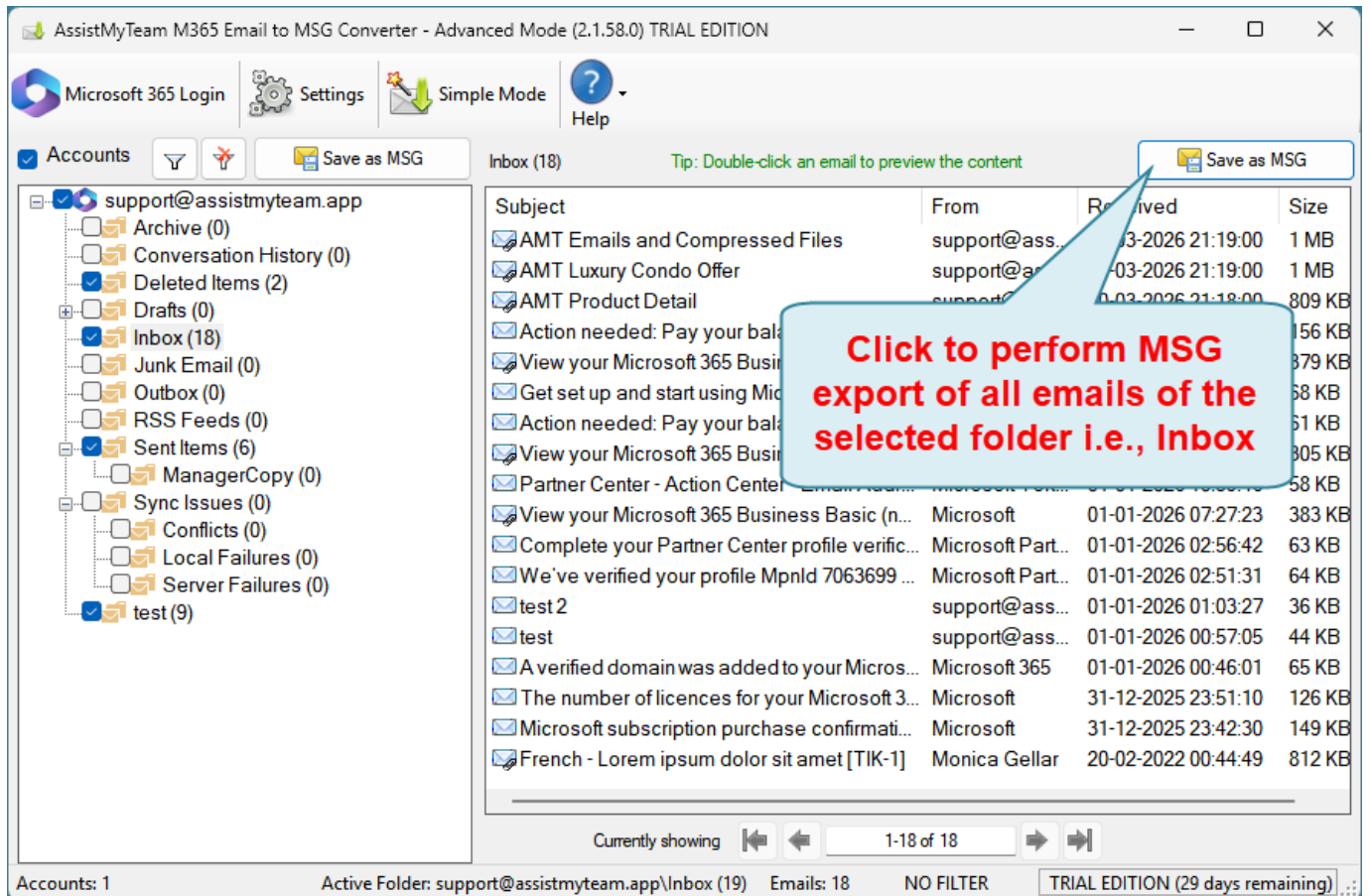


After applying the filters, the filter icon will change with a green tick mark, and the background colour of the email's container box will also be in green.

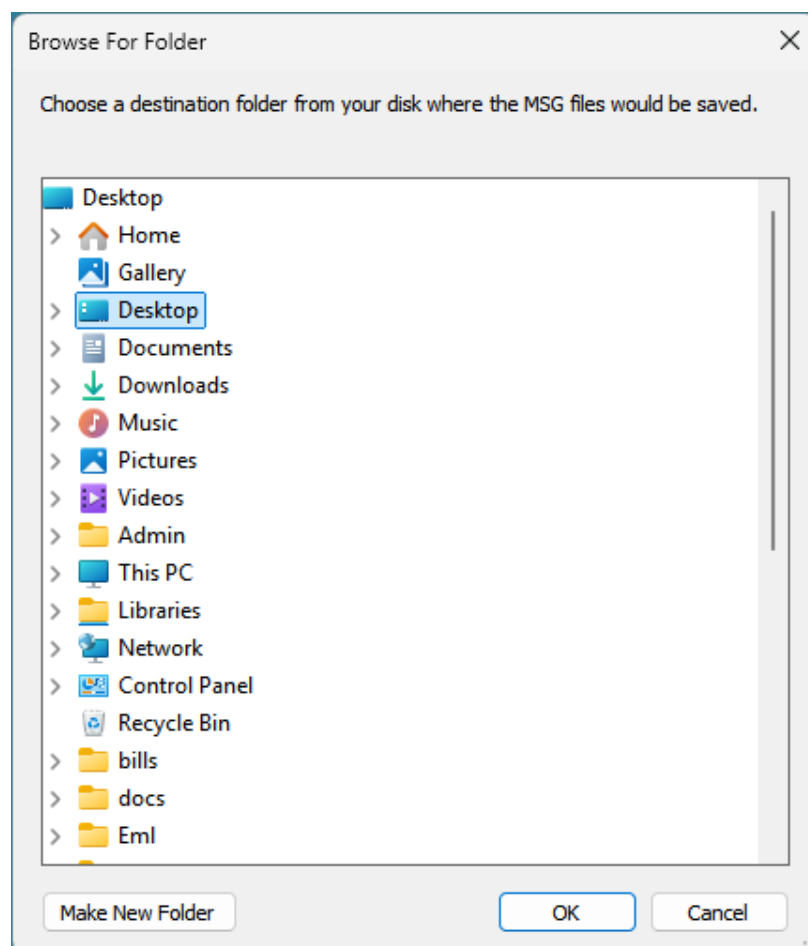


B. Convert Emails of a Microsoft 365 folder to MSG (multiple conversion)

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 MSG 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 MSG' button located on the extreme right corner of the folder view control.

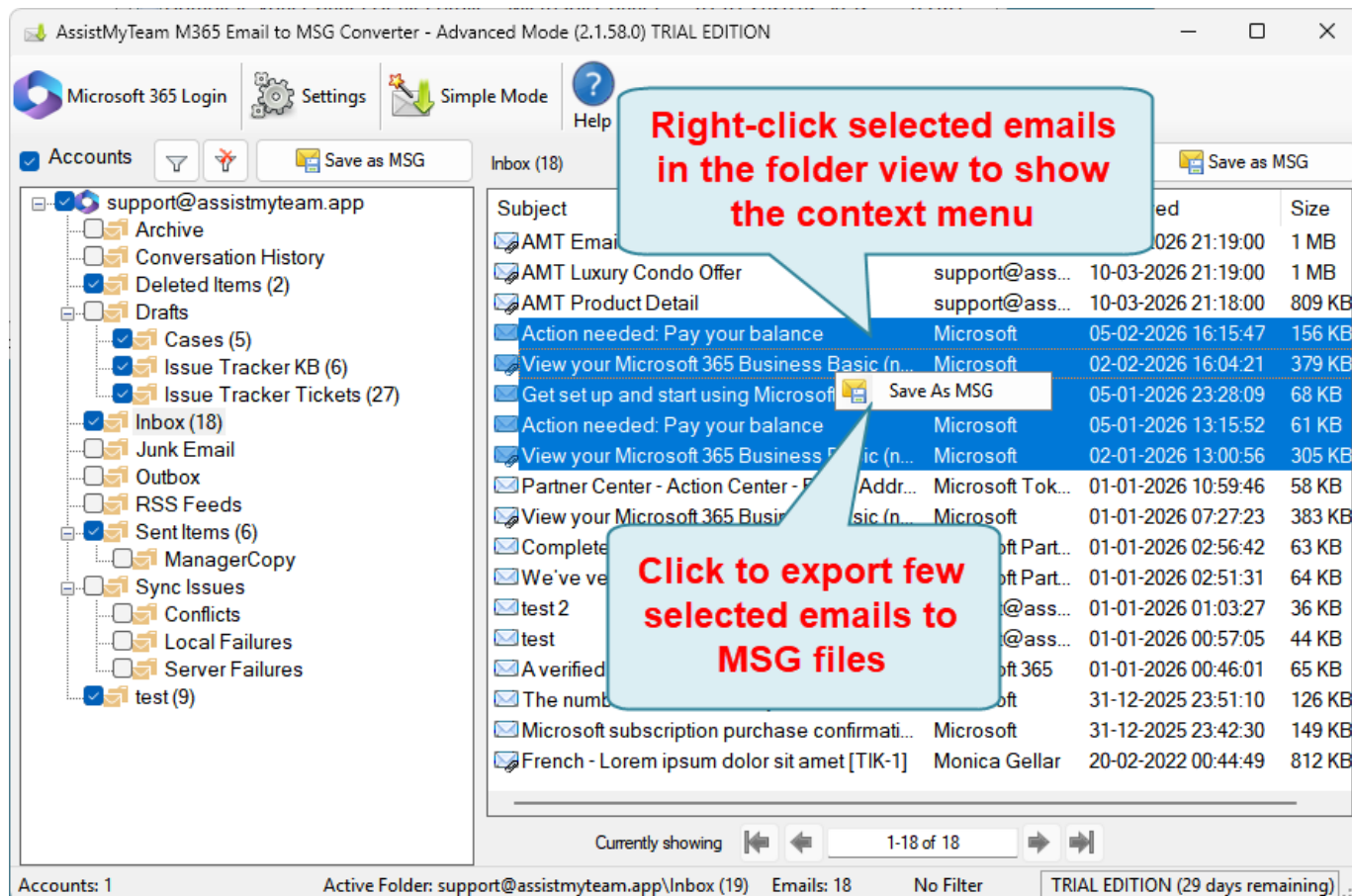


From the 'Browse for Folder' dialog box, choose a destination folder where the emails from the chosen Microsoft 365 folder (e.g., Inbox) will be exported as MSG files.



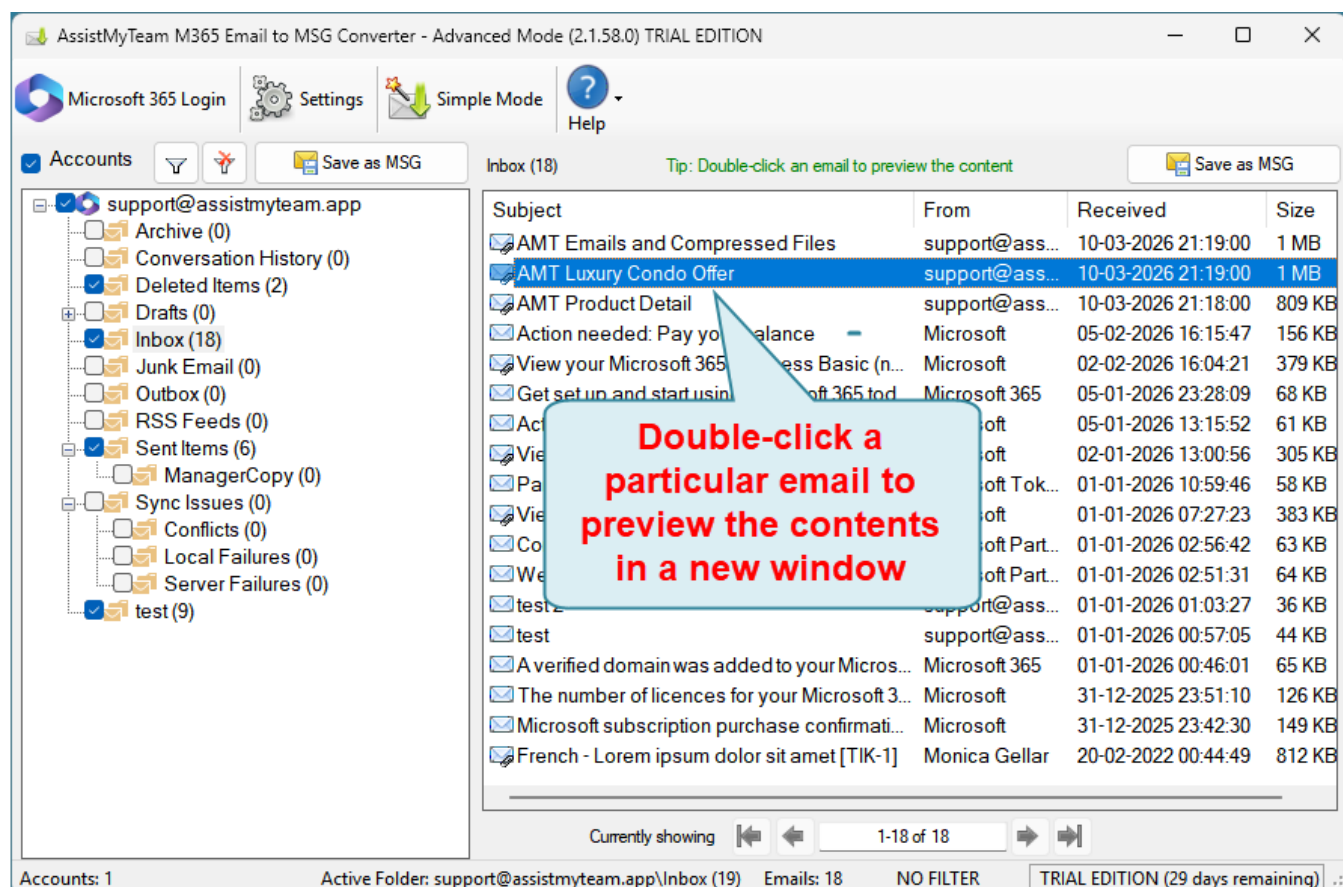
C. Convert few selected Microsoft 365 Emails to MSG

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

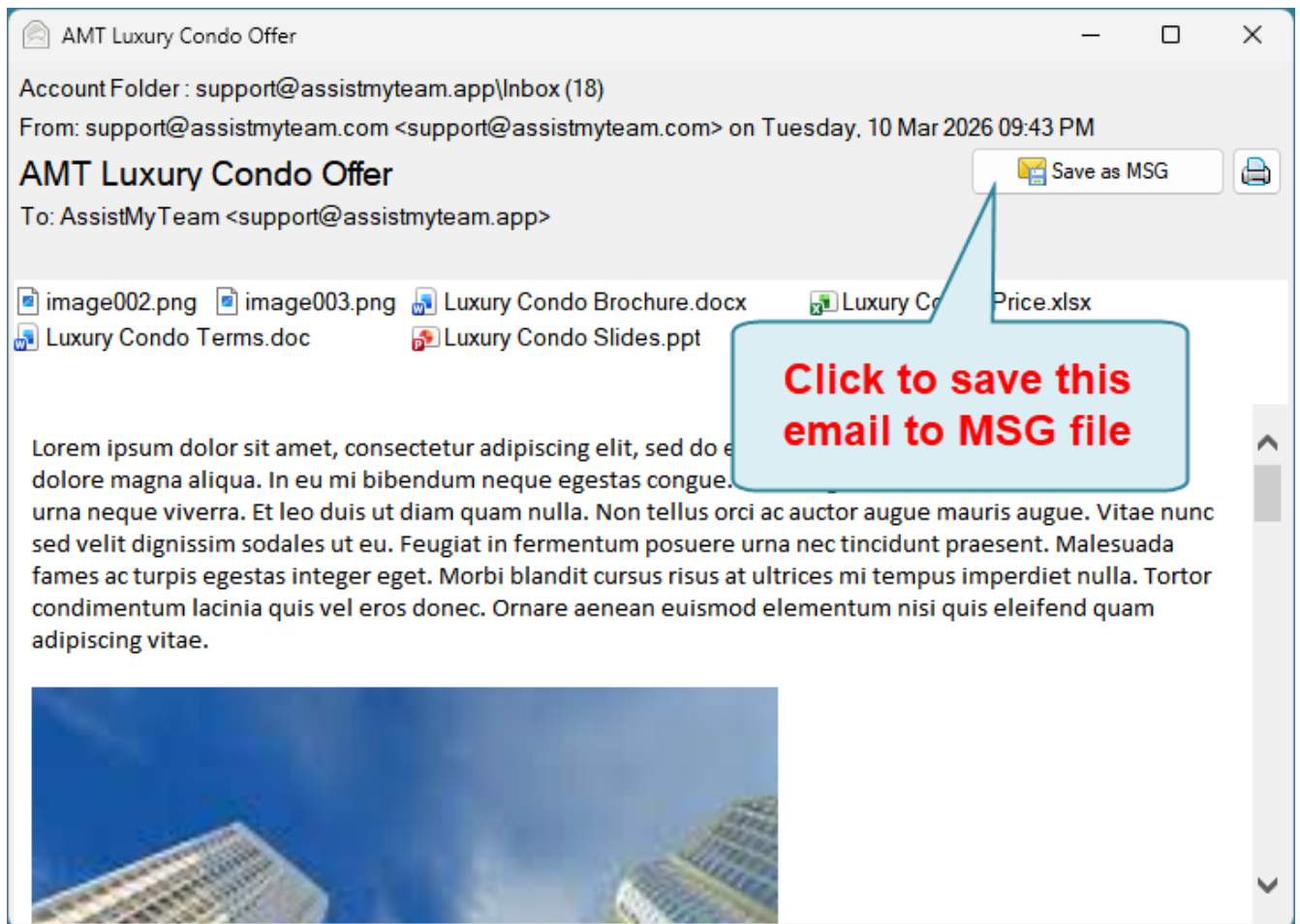


When you click it, you will be prompted to choose a destination folder where the selected emails from your Microsoft 365 Inbox folder will be exported as MSG files.

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

