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Introduction to Goldytools Import PST to Office 365

Goldytools Import PST to Office 365 is a powerful Exchange management tool designed to address a wide range of objectives with ease and efficiency. Additionally, it allows for comprehensive exploration of PST and OST files, supporting operations such as copy, export, search, and more.

The software excels at extracting critical information from your organization's Exchange Server data and offers a rich set of features tailored for both recovery and management tasks.

Engineered with a focus on user-friendliness without compromising on functionality, Goldytools Import PST to Office 365 has gained global recognition, driven by positive user feedback and widespread adoption.

Easy to install and intuitive to use, it is an essential utility for any organization relying on a Microsoft Exchange-based messaging environment.

The key functionalities of the software are outlined below:

Recovering: The software can recover all types of Exchange Server data - including emails, attachments, calendars, tasks, notes, and more- either individually or in bulk from EDB files

Browsing: The software features an Outlook-style layout that makes browsing and navigating through messages intuitive and familiar. Its user-friendly six-panel interface is designed to facilitate seamless navigation, catering to both technical and business users.

Searching: The software offers powerful search capabilities across multiple data sources, enabling quick and efficient retrieval of information. With a variety of advanced search filters, users can accurately locate specific data elements and export them for offline or remote access with ease

Exporting: With just a few clicks, the software allows you to export complete backup data or content from a live mailbox to meet various organizational requirements - whether for legal, HR, compliance, or other purposes. Regardless of where the information resides - be it in stores, servers, user mailboxes, individual items, or attachments - it can be easily exported for offline or remote access.

Key Features and Advantages

Software Key Feature are detailed below:

1. Manages live Exchange mailboxes and PST files efficiently.
2. Advanced search options to identify duplicate items.
3. Quick and easy mailbox backup by exporting to PST files or live Exchange mailboxes.
4. Centralized Access and Management for Exchange.

5. Fully compatible with hosted Exchange and Outlook profile Office 365 mailboxes.
6. Efficient searching with a variety of advanced find options.
7. Reduce mailbox size by removing unnecessary emails.
8. Copy or move messages and other data between mailboxes or PST files.
9. Easily copy messages from orphaned EDB files to PSTs or live Exchange mailboxes.
10. Import messages from hard drives directly into mailboxes.
11. Export messages from mailboxes to hard drives in multiple formats.
12. Supports both 32-bit and 64-bit versions of Outlook.
13. Supports Exchange Server versions 2000, 2003, 2007, 2010, and 2013.

System Requirements

Basic Hardware and Hardware Software Requirements

Pentium Class Processor

2 GB RAM

100 MB free disk space necessary for installing the software."

Works with any of these Outlook versions:

Microsoft Outlook 2000 or higher for Exchange Server 2000

Microsoft Outlook 2003 or higher for Exchange Server 2007

Microsoft Outlook 2003 or higher for Exchange Server 2010

Microsoft Outlook 2007 or higher for Exchange Server 2013

Microsoft Outlook 2010 or later is required for Exchange Server 2016. Exact connection requirements for Exchange and Office 365 are detailed below.

Supported Operating Systems

Supports both 32-bit and 64-bit editions of the following operating systems.

- Windows XP Professional
- Windows Server 2000

- Windows Server 2003
- Windows Server 2008 Standard
- Windows Server 2008 Data Center
- Windows Server 2008 Enterprise
- Windows 7
- Windows 8
- Windows 8.1
- Windows 10
- Windows Server 2012
- Windows Server 2012 R2

Supported Virtual Environments

Supported virtual environments include:

- VMware® Server 1.0x, 2.x
- VMware® Workstation v6.0x for Windows
- Microsoft® Virtual PC 2007
- VMware® ESX 4.0, ESXi

System Requirements for the Mailbox Creation Wizard:

Listed below are the prerequisites required to ensure proper functioning of Goldytools Import PST to Office 365 on different Exchange Server platforms.

Exchange Server	Prerequisites
Exchange Server 2000	Microsoft Outlook 2000 or later Exchange Server 2000 Management Tools Windows 2000 Administrative Tools
Exchange Server 2003	Microsoft Outlook 2003 or later Exchange Server 2003 Management Tools Internet Information Server (IIS) Windows Server® 2003 SP1 Administrative Tools Pack
Exchange Server 2007	Supports any of the following Microsoft Outlook versions <ul style="list-style-type: none"> • Microsoft Outlook 2003

	<ul style="list-style-type: none"> • Microsoft Outlook 2007 • Microsoft Outlook 2010 <p>Exchange Server 2007 Management Tools IIS Microsoft® .NET Framework 2.0 Microsoft® Management Console (MMC 3.0) Windows PowerShell 1.0</p>
Exchange Server 2010	<p>Supports any of the following Microsoft Outlook versions</p> <ul style="list-style-type: none"> • Microsoft Outlook 2003 • Microsoft Outlook 2007 • Microsoft Outlook 2010 <p>Exchange 2010 Management Tool IIS 6 Management Console .NET Framework 3.5 SP1 Windows Management Framework Core (KB968930) including PowerShell 2.0 and WinRM 2.0</p>
Exchange Server 2013	<p>Supports any of the following Microsoft Outlook versions</p> <ul style="list-style-type: none"> • Microsoft Outlook 2013 • Outlook 2007 Service Pack 3 with the Outlook 2007 November 2012 update (12.0.6665.5000) • Outlook 2010 Service Pack 1 with the Outlook 2010 November 2012 update (14.0.6126.5000) <p>Exchange Management Tools 2013 Microsoft .NET Framework 3.5 SP1 or later Windows Management Framework 3.0 or later IIS 6 Management Console or later</p>
Exchange Server 2016	<p>Supports any of the following Microsoft Outlook versions</p> <ul style="list-style-type: none"> • Outlook 2010 • Outlook 2013 • Outlook 2016 <p>Microsoft .NET Framework 4.5.2 or later Windows Management Framework 4.0 or later IIS 6 Management Console or later</p>

Installing Goldytools Import PST to Office 365

Download the Goldytools Import PST to Office 365 software from our website and save it to a desired disk location. Ensure that the host computer meets all system requirements and has sufficient available memory.

After obtaining the installer file, proceed with the following steps to complete the installation:

1. **Double click** the **Setup.exe** and **Run** the software.
2. Follow the on-screen prompts. A completion screen will appear once the installation is complete.
3. Click 'Finish' to open the Goldytools Import PST to Office 365 main window.

Uninstalling Goldytools Import PST to Office 365

The software ensures a safe experience and can be cleanly uninstalled using one of the methods below:

- **Uninstalling from the Control Panel**
- **Uninstalling from Windows Start Menu**

Uninstalling from the Control Panel

Uninstall the application through the Control Panel by following these steps:

1. **Click Start -> Control Panel**. The Control Panel window appears.
2. **Double-click** the **Add or Remove Programs** icon. A list of the programs installed on your computer appears.
3. **Select** Goldytools Import PST to Office 365 and click the **Remove** button. A warning message before un-installing the software will be displayed on the screen
4. Choose Goldytools Import PST to Office 365 Recovery and click **Remove**. A confirmation prompt will be displayed before the uninstallation begins.
5. **Click** the **OK** button.

This will remove the Goldytools Import PST to Office 365 software from your system

Uninstalling from Windows Start Menu

Follow these steps to uninstall the software via the Windows Start Menu:

1. **Click Start > All Programs > Goldytools Import PST to Office 365 > Uninstall Goldytools Import PST to Office 365.** A warning message will be displayed on the screen before the software is uninstalled.
2. **Click the Yes** button to uninstall the software.
3. **Click the OK** button.

This process will uninstall Goldytools Import PST to Office 365 from your computer.

Introduction to the User Interface

The user interface of this software is designed to be highly intuitive, requiring minimal training to operate. Its look and feel can be customized to suit individual preferences. Featuring a six-panel layout, the interface facilitates easy recovery, export, and saving of data.

The interface is divided into two main sections: **Source** and **Destination**, each comprising three panels for streamlined navigation and efficient workflow.

Source: This section has three panels:

1. **Folder List:** Displays the folders of mailboxes added as the source in the application
2. **Message List:** Displays the list of messages within a folder based on the selection made in the Folder List.
3. **Preview:** Displays the preview of the message currently selected in the Message List.

Destination: This section consists of three panels:

1. **Folder List:** Displays the folders of mailboxes added as the Destination in the application

2. **Message List:** Displays the list of messages within a folder based on the selection made in the Folder List.

3. **Preview:** Displays the preview of the message currently selected in the Message List.

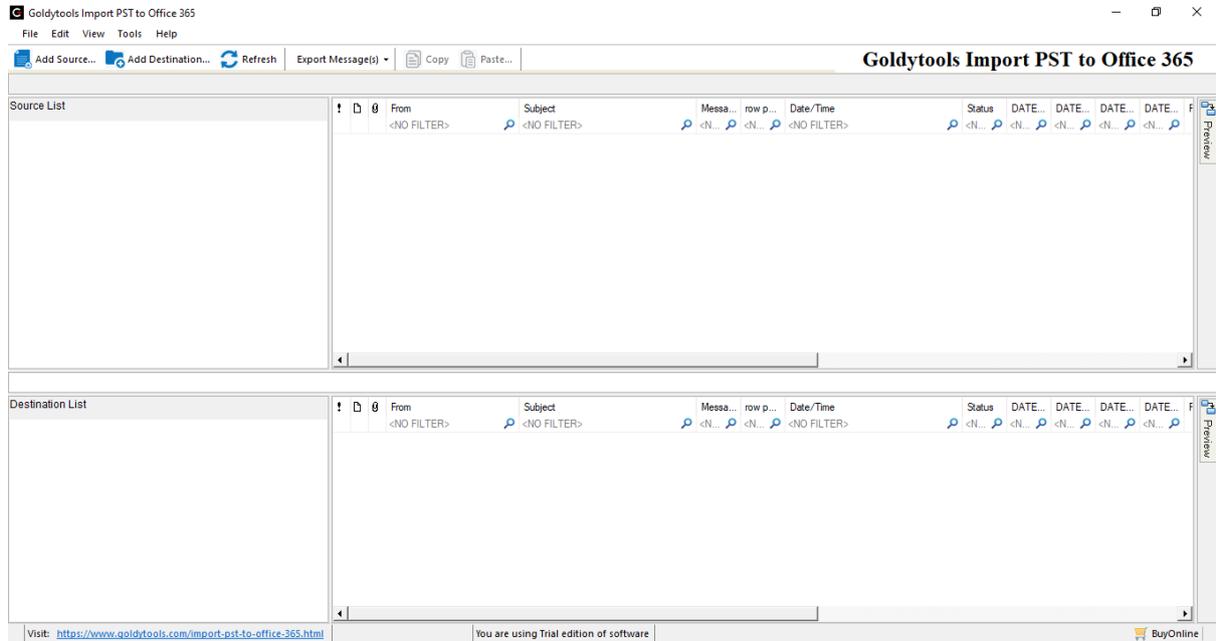


Figure 3.1.1 Application User Interface

At the top of the interface are the Menu Bar and Tool Bar, with the Status Bar positioned at the bottom.

Overview of the Menu Bar and Tool Bar(Understanding the Menu Bar and Tool Bar)

Menu Bar: At the top of the interface, the Menu Bar provides access to five main options:

- **File**
- **Edit**
- **View**
- **Tool**
- **Help**

Table 1 File Menu

Option	Description
Add Source	Adds Source to the Application
Add Destination	Adds Destination to the Application
Close	loses the selected Source or Destination that has been added
Export Message(s)	Transfers messages from the Source to the designated destination
Import from <u>M</u> SG	Transfers MSG-type messages from a specified location to the Destination.
Import Messages from <u>E</u> ML	Transfers EML-type messages from a specified location to the Destination.
Exit	Exits from the Application

Table2 Edit Menu

Copy	Used to copy mailboxes, folders, or individual messages. This option is only available for the Source section."
PAST	Used to past mailboxes, folders, or individual messages. This option is only available for the Source section."
Delete	Used to Delete mailboxes, folders, or individual messages. This option is only available for the Source section."
Create Folder	Used to create a new folder under a mailbox or an existing folder-accessible only in the Destination section
Rename Folder	Allows you to rename a folder—active only in the Destination panel.

Table 3 View Menu

Option	Description
Status Bar	Shows the current progress of active operations.
Application Look	Allows customization of the application's appearance using available themes or options.

Table 4 Tools Menu

Option	Description
Folder Property	Shows the properties of a folder—available only in the Destination section.

Table 5 Help Menu

Option	Description
About Goldytools Import PST to Office 365	Displays information about the software
Help	Open Goldytools Import PST to Office 365 User Guid Manual

Table 6 Toolbar

Option	ICON	Description
Add Source		Adds Source to the Application
Add Destination		Adds Destination to the Application
Refresh		Refresh the Source and Destination to reflect the changes made.
Export		Exports messages from the selected source to the specified destination.
Copy		Copies selected Item
Past		Pastes selected Item

Adding Source to the Application

There are three ways to initiate the Add Source process:

1. *Click* on the Add Source Option under File Menu
2. *Click* on the Add Source option on the Tool Bar.
3. *Right Click* in the Source Panel and select Add Source option from popup.

Add Source Dialog Box opens up. It has two options.

Offline OST File

Outlook PST File

Offline OST File

On the Add Source pop-up, select the 'Offline OST File' option, then click 'Next'.

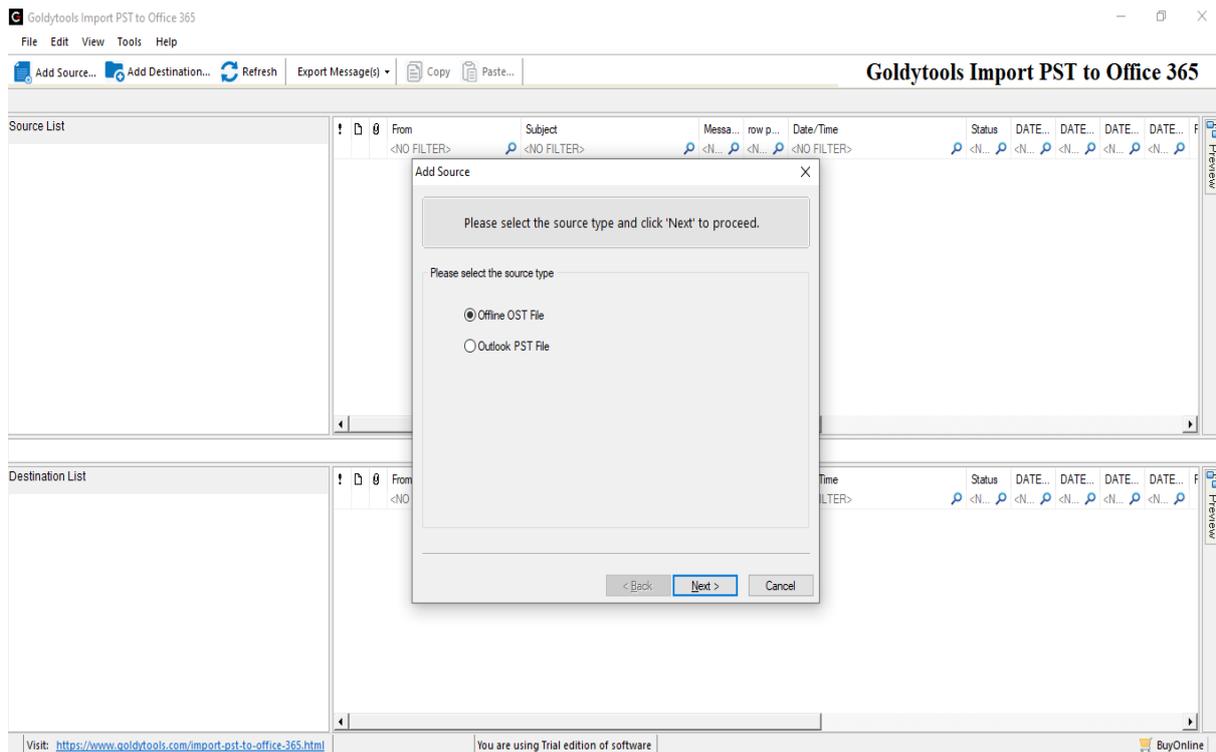


Figure 4.1.2.1 Add Offline OST File

In the Add Source dialog box, click 'Add' to browse for and select OST files.

1. 2.Once you've selected the required OST files, click 'Next'.

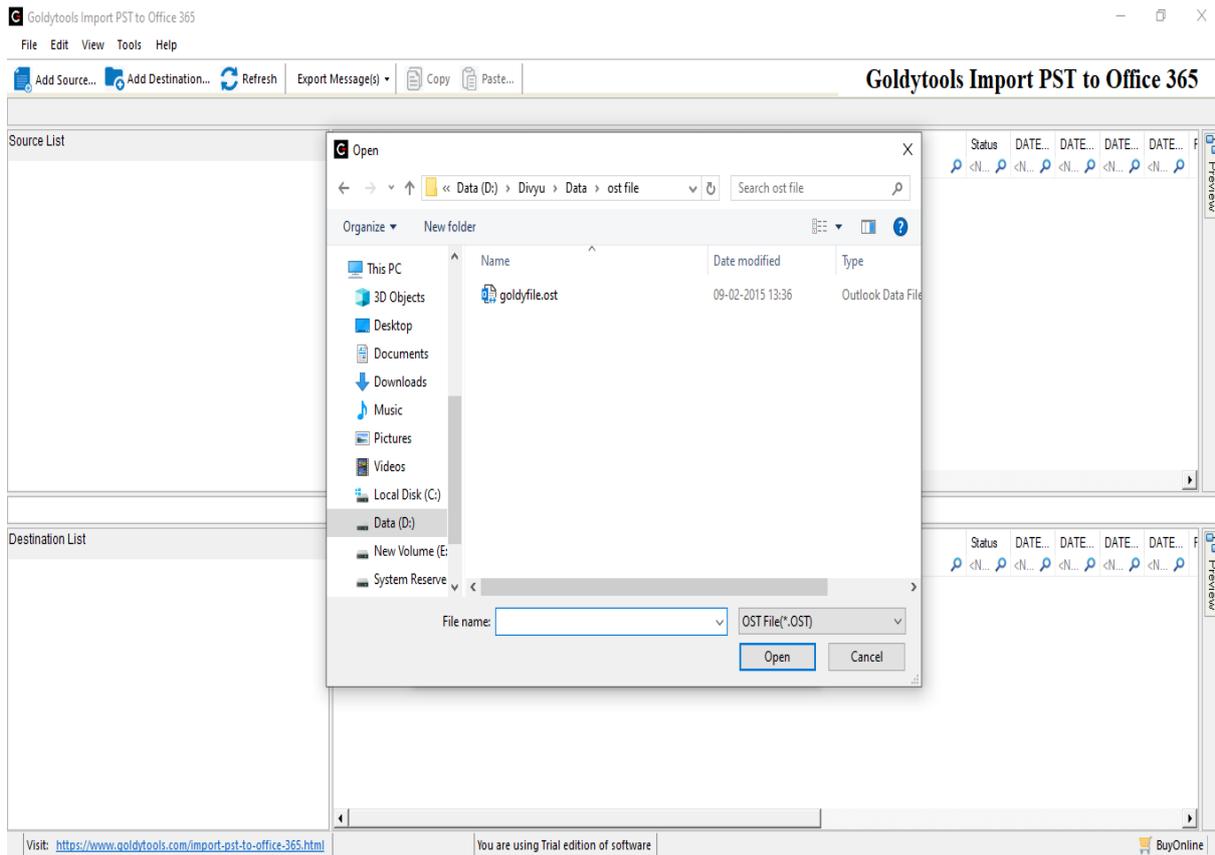


Figure 4.1.2.2 Add Offline OST File

If the OST file is password-protected, the application will prompt you to enter the password.

3. Click 'Finish' to complete the process.
This process will add OST file as Source.

Export Messages from Source Folder

The application allows you to export messages from the selected source to a specified location on your local hard disk. This feature is useful for both offline access and remote sharing of messages.

Within the Source Folder List, the Export feature enables you to export messages in either MSG or EML format.

To export items from the mailbox, follow these steps:

1. Select the item you wish to export, then click the *Export* option on the toolbar.
2. Specify the format you want to use for exporting the message. You can choose either MSG or EML format.

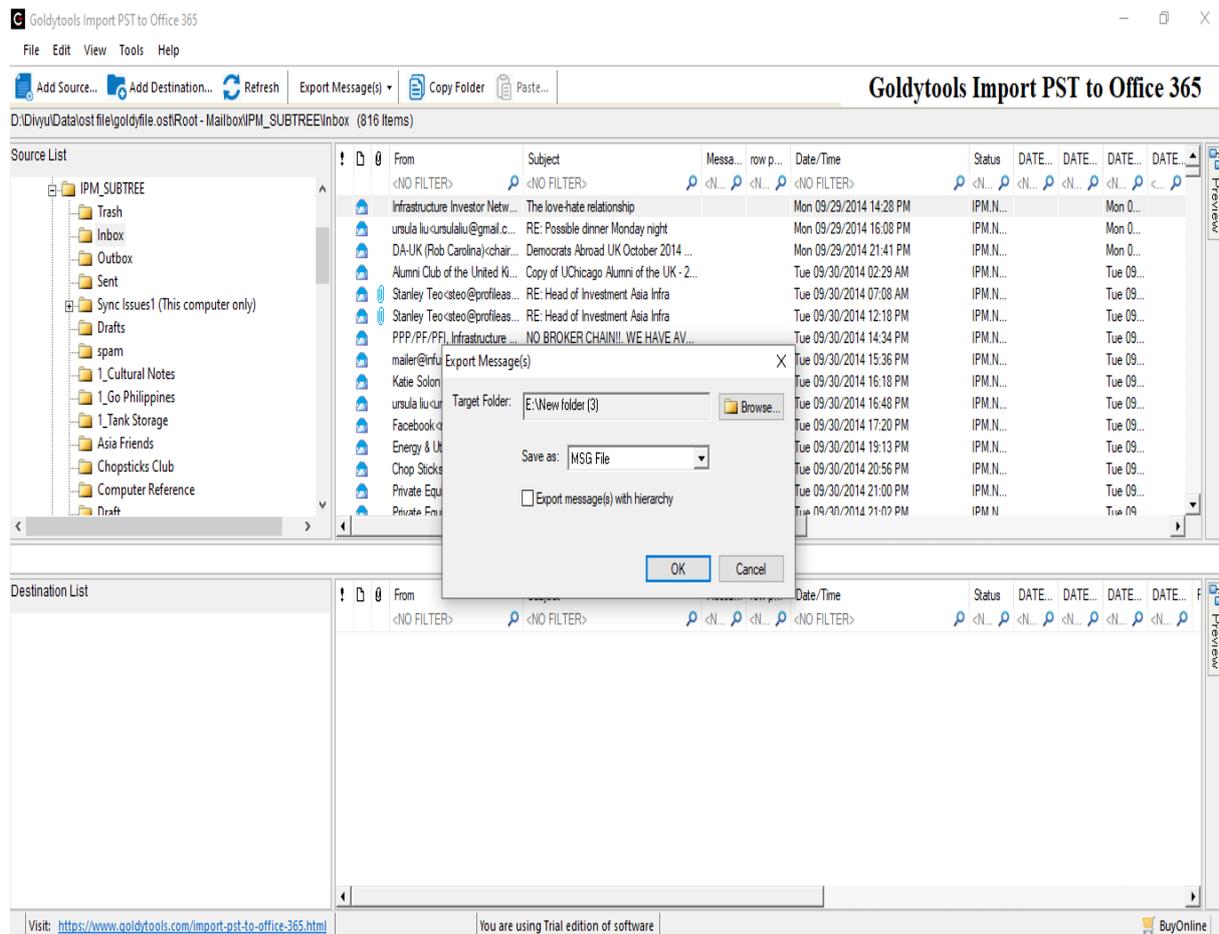


Figure 3.3 Exporting Messages

3. Specify the destination folder where you want to export the message.
4. Click *OK* to complete the process.

Outlook PST File

On the Add Source pop-up, select ‘Add Outlook PST File’, then click ‘Next’.

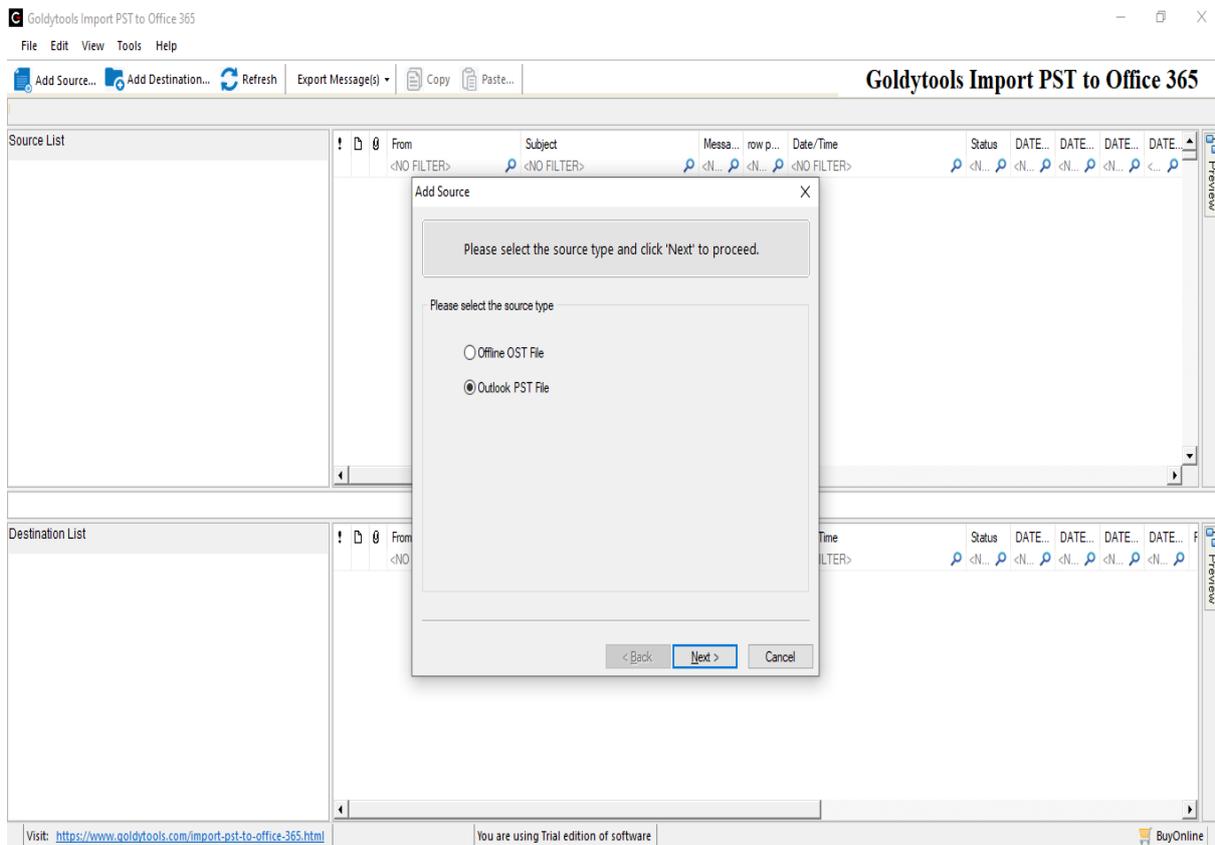


Figure 4.1.3.1 Add Outlook PST File

In the Add Source dialog box, click ‘Add’ to browse and select PST files—you can select multiple files at once.

Click on the **Next** button if you have selected all the PST files you need.

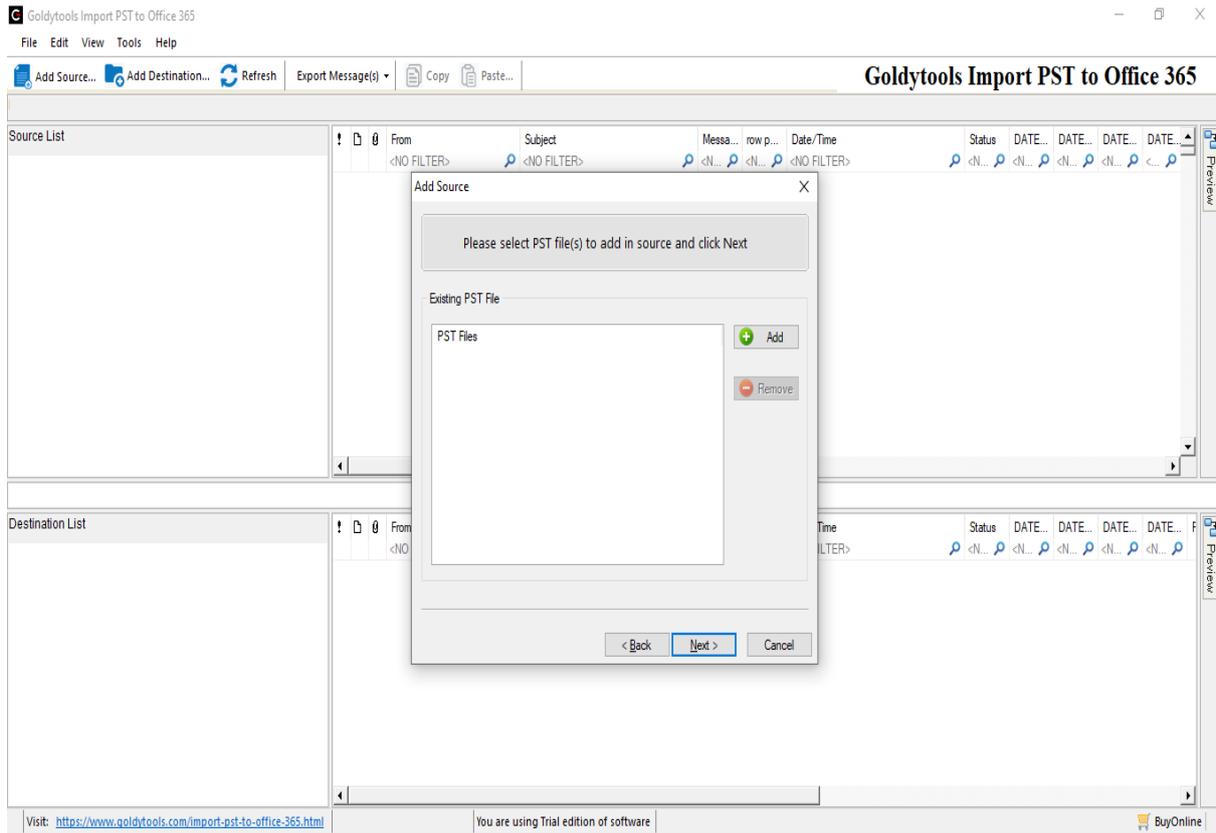
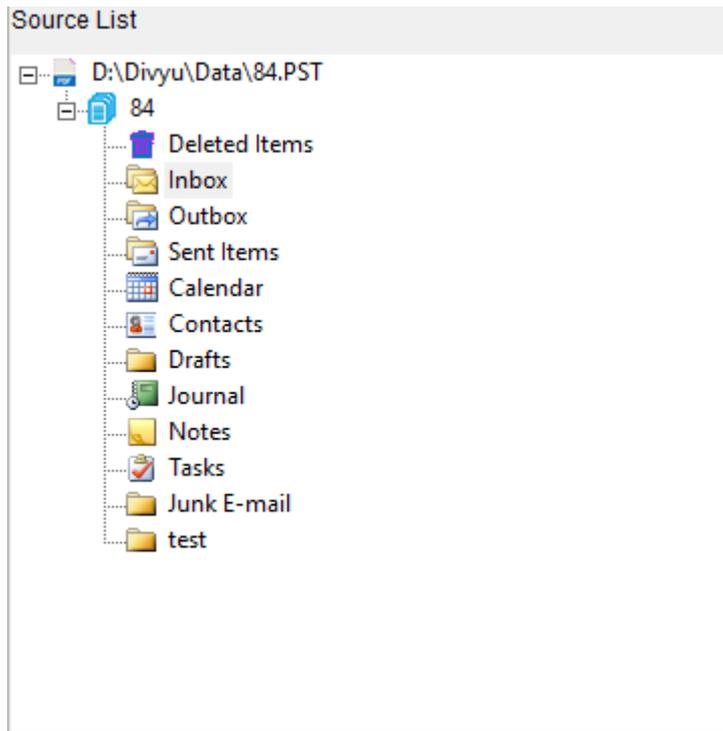


Figure 4.1.3.2 Add Outlook PST File

If the PST file is password-protected, the application will prompt you to enter the password

4. 3. Enter the password, then click 'OK'.

This process will add PST file as Source.



Source List

Operations on Source Message List

The following operations can be performed within the Source Message List:

Opening Message:

Users can open any message in the Source Message List by clicking the *Open* button.

Step 1: To open a message, right-click on it and select *Open*. The message will then be displayed for your review.

Users can also open a message by simply double-clicking on it.

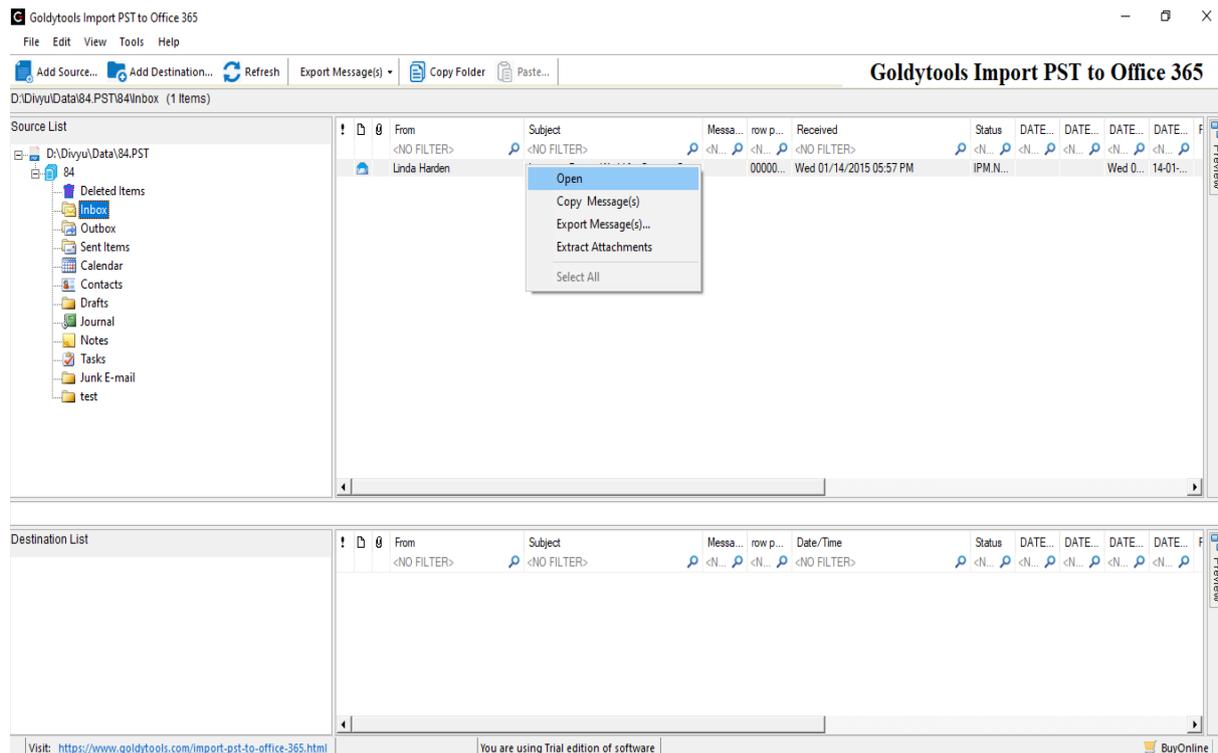


Figure 5.1 Source Message List Operations

Other Options on the Pop Up are:

Copy Message(s):

This option allows users to copy message(s) from the source to the destination. For more information on copying and pasting messages, please refer to the link below:

Copy-Paste Operation

This option allows users to copy and paste any mailbox, folder, or message from the source to the destination.

To copy and paste any item from the source to the destination, follow these steps:

Step 1: Right-click the item you want to copy, then select **Copy** from the context menu.

Step 2: Right-click the destination folder where you want to place the item, then select **Paste** from the context menu.

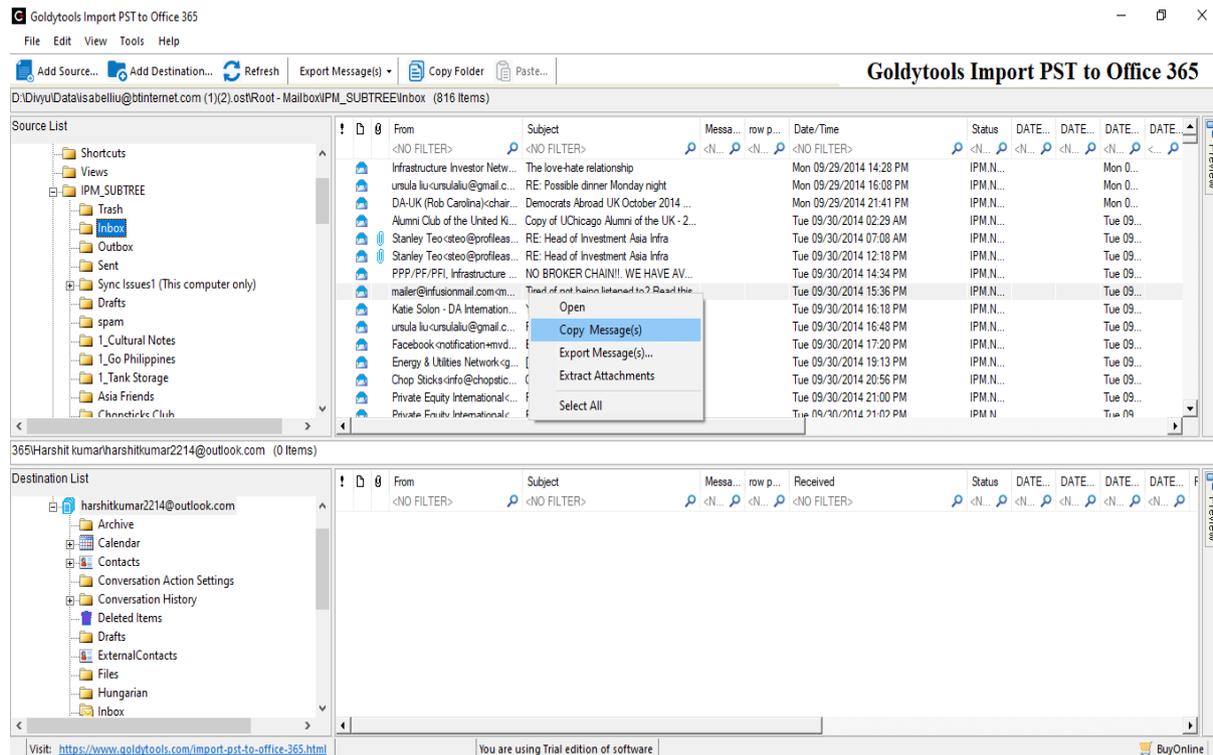


Figure 7.2.1 Copy Item

Step 3: If you're copying a folder, a prompt will appear asking you to specify the folder name. Enter the name, then click **OK** to proceed.

After this, the item will be successfully copied to the destination folder.

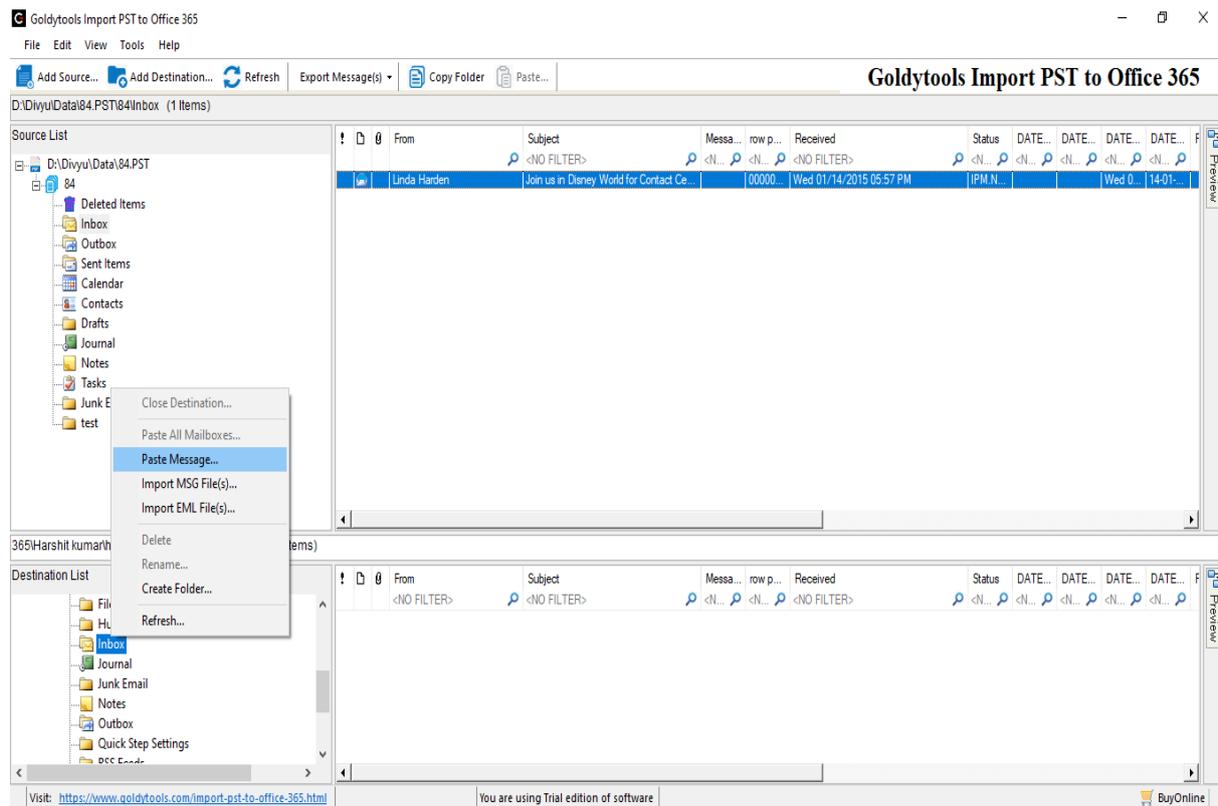
The Copy Folder dialog box provides four available options.

Copy Folder: Selecting this option copies the folder to the destination. After the operation, the folder will exist in both the source and destination locations.

Move Folder: This option moves the folder from the source to the destination. After the operation, the folder will exist only at the destination. This option is available only when copying items from a PST file or 365 Outlook Profile.

Copy Sub-Folder: Enabling this option allows you to copy the contents of all sub-folders within the selected folder. If left unchecked, only the items directly within the selected folder will be copied.

Create Hierarchy: Selecting this option recreates the same folder hierarchy in the destination as it exists in the source for the selected folder.



Export Message(s):

This option allows users to export messages from the Source Message List to the local hard disk. For more details on this feature, please refer to the link below:

Export Messages from Source Folder

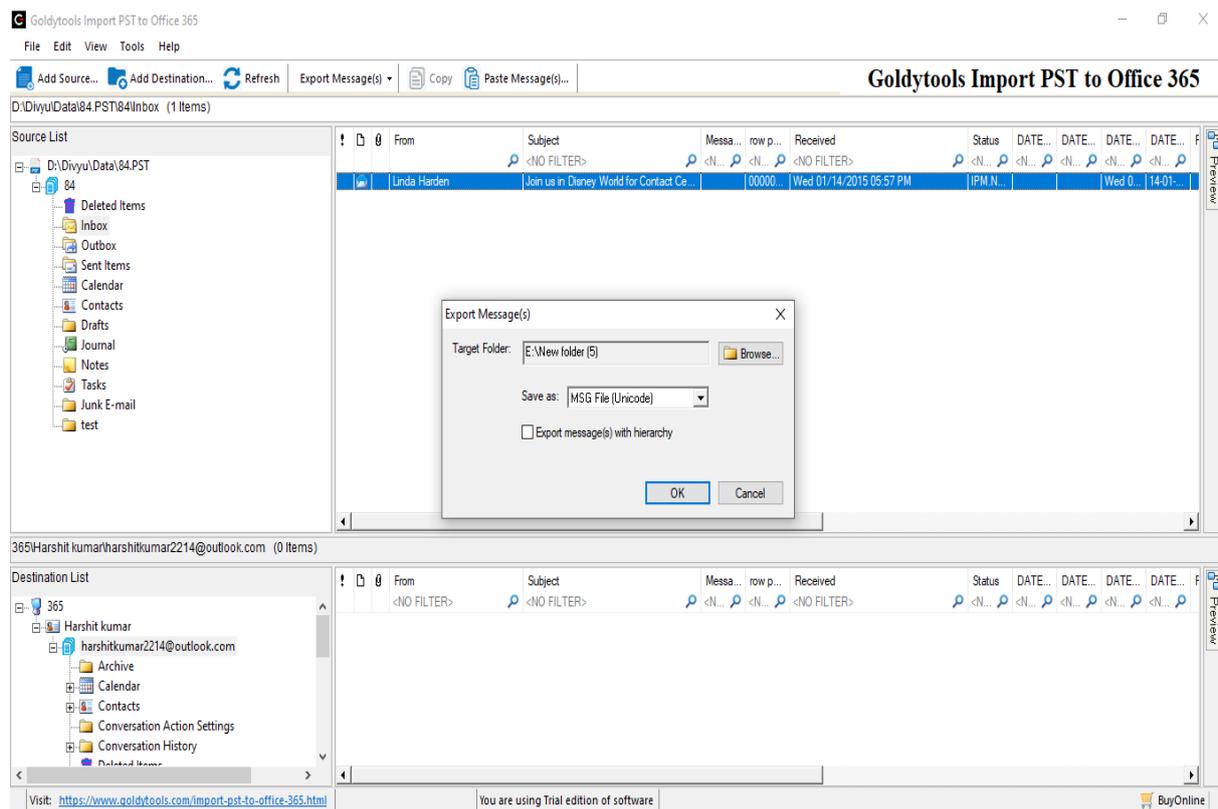
Select All: This option allows users to select all messages in the Source Message List, enabling collective actions to be performed on them.

The application allows you to export messages from the source mailbox to a specified location on your local hard disk. This feature is useful for offline access and remote viewing of messages.

In the Source Folder List, the Export feature supports exporting messages in MSG and EML formats.

To export items from the mailbox, follow these steps:

1. Select the item you want to export, then click the Export option on the toolbar.
2. Choose the format for exporting the message. You can select either MSG or EML format.



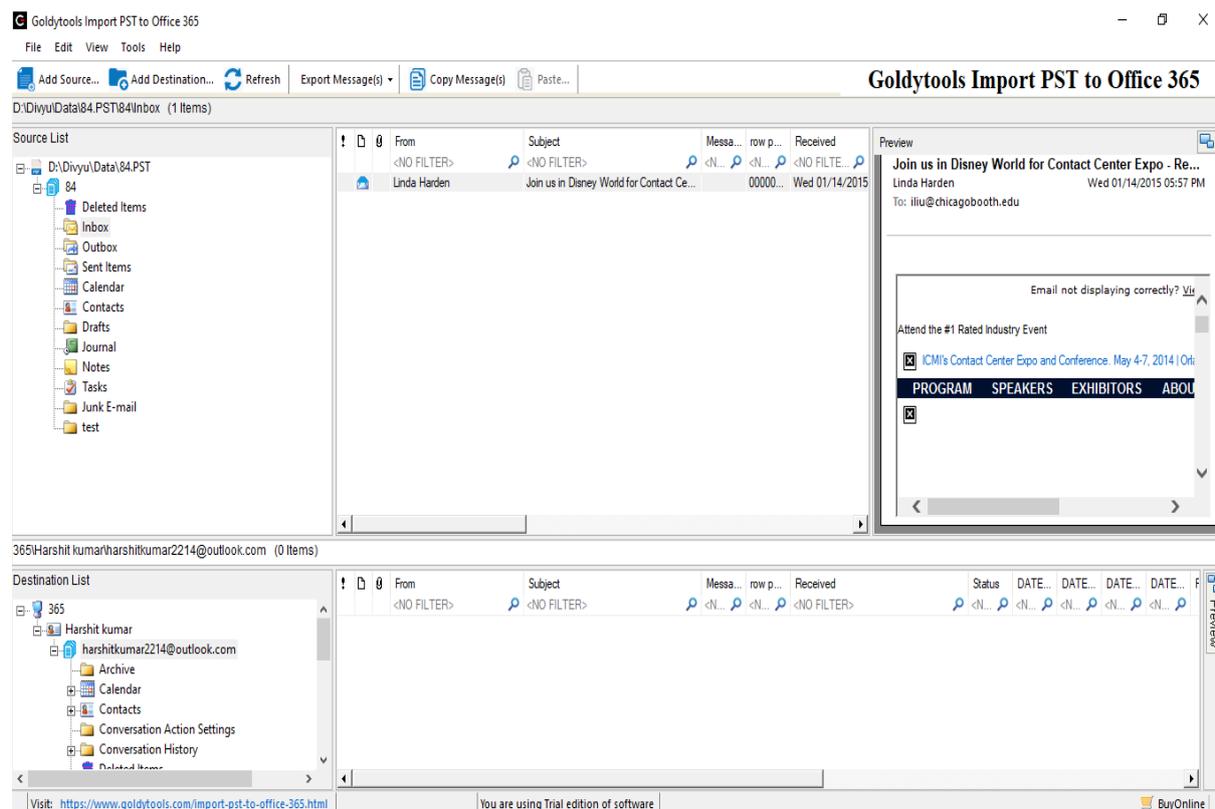
3. Specify the location where you want to save the exported message.
4. Click **OK** to complete the process.

Show/ Hide Preview:

This option allows users to show or hide the message preview in the Source Preview Panel.

Operations in the Source Preview Panel

To view a message preview, click the preview icon in the top-right corner of the panel.



You can perform the following three operations within the Source Preview Panel:

The following actions can be performed with attachments:

- Open attachments
- Save attachments
- Select all attachments

Opening Attachments

Users can open any attachment from messages within the Source Preview Panel.

Step 1: Click any message in the Source Message Panel to view its attachments in the Source Preview Panel.

Step 2: Right-click the attachment and select *Open Attachment*.

The attachment opens for the user.

Users can also open an attachment by double-clicking on it.

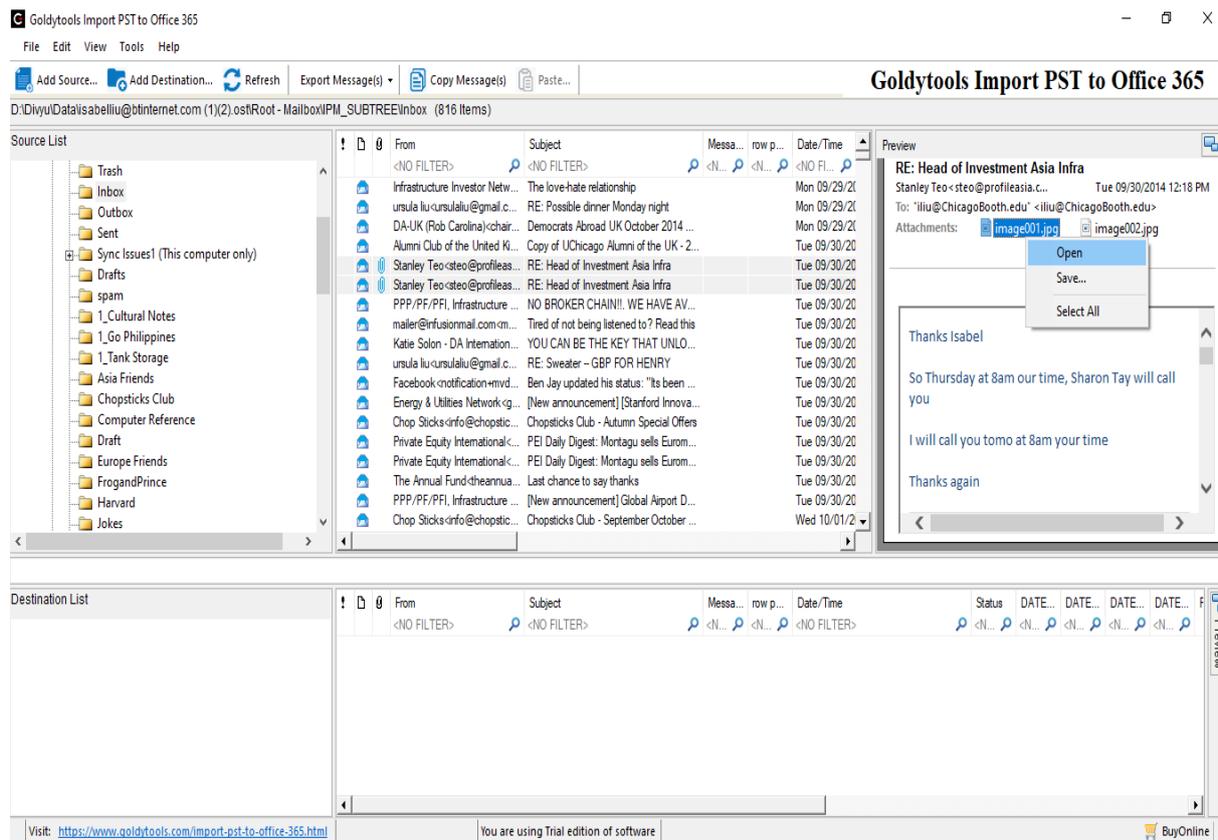


Figure 6.1 Working with Attachments

Saving Attachments

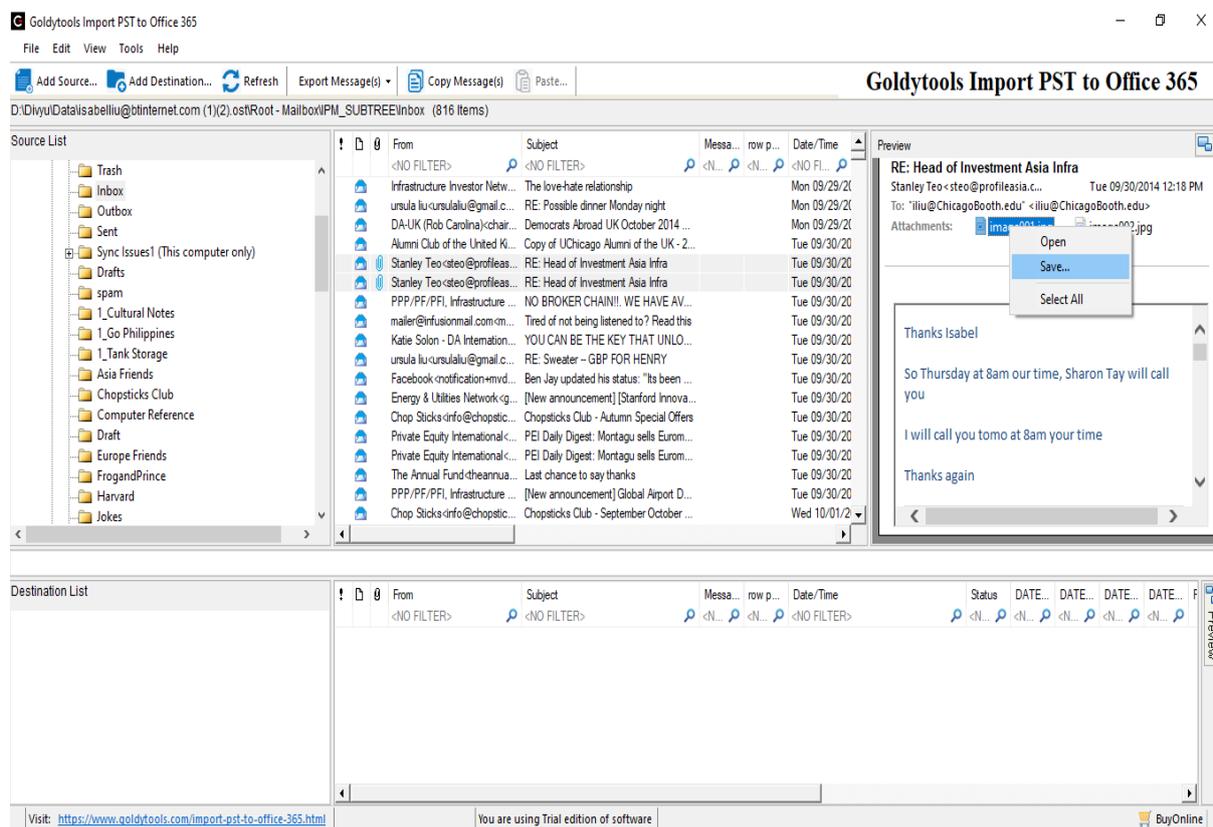
Users can also save attachments directly from the Source Preview Panel.

To do this, the user needs to select the *Save Attachment* option from the pop-up menu, as described in Step 2 above.

Selecting All Attachments

To save or open all attachments of a message in the Source panel, the user must first select all attachments.

To select all attachments, the user needs to choose the *Select All* option from the pop-up menu, as shown in Step 2 above.



Adding Destination to the Application

There are three ways to initiate the Add Destination process:

- Click the **Add Destination** option on the toolbar.

- Select **Add Destination** from the **File** menu.
- Right-click in the source panel and choose **Add Destination** from the context menu.

Add Destination Dialog Box opens up. It has four options.

Add Existing PST

Create PST File

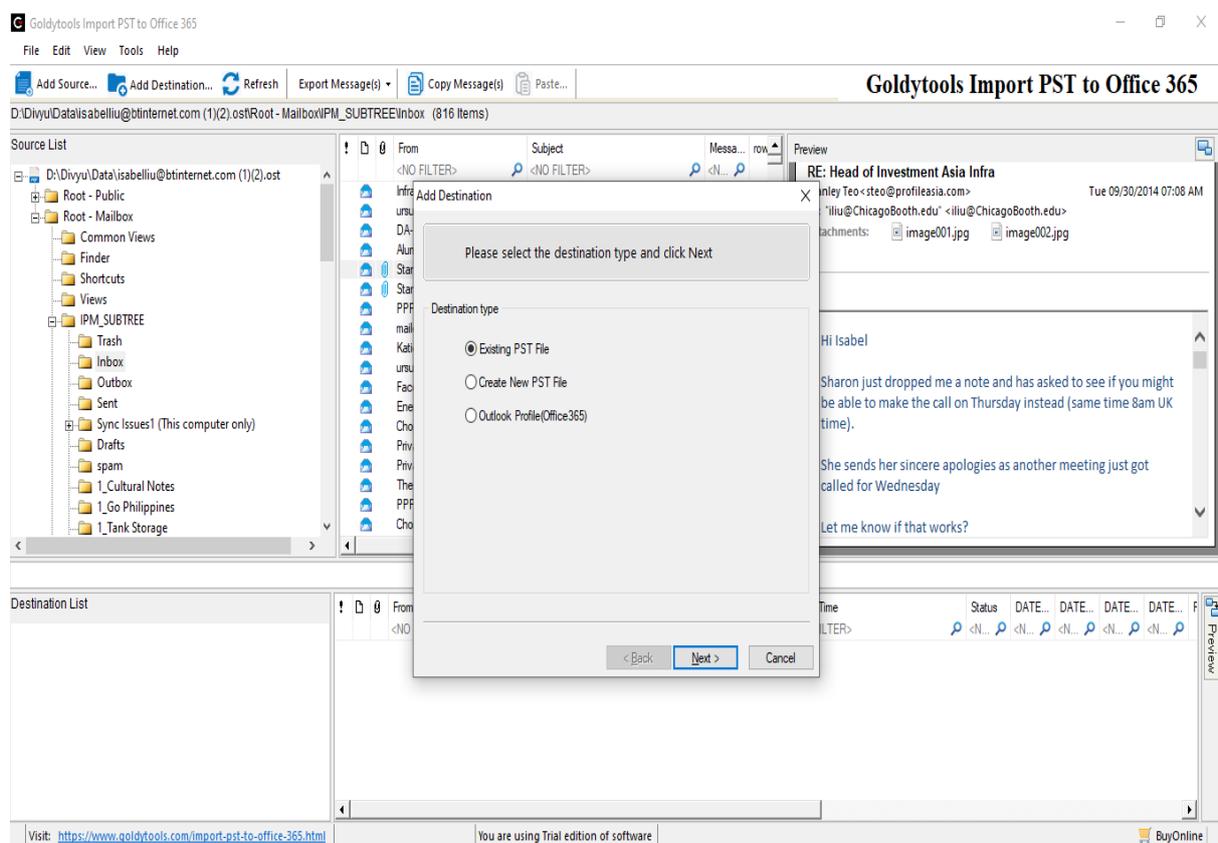
Add 365 as Destination via an existing Outlook Profile

Existing PST

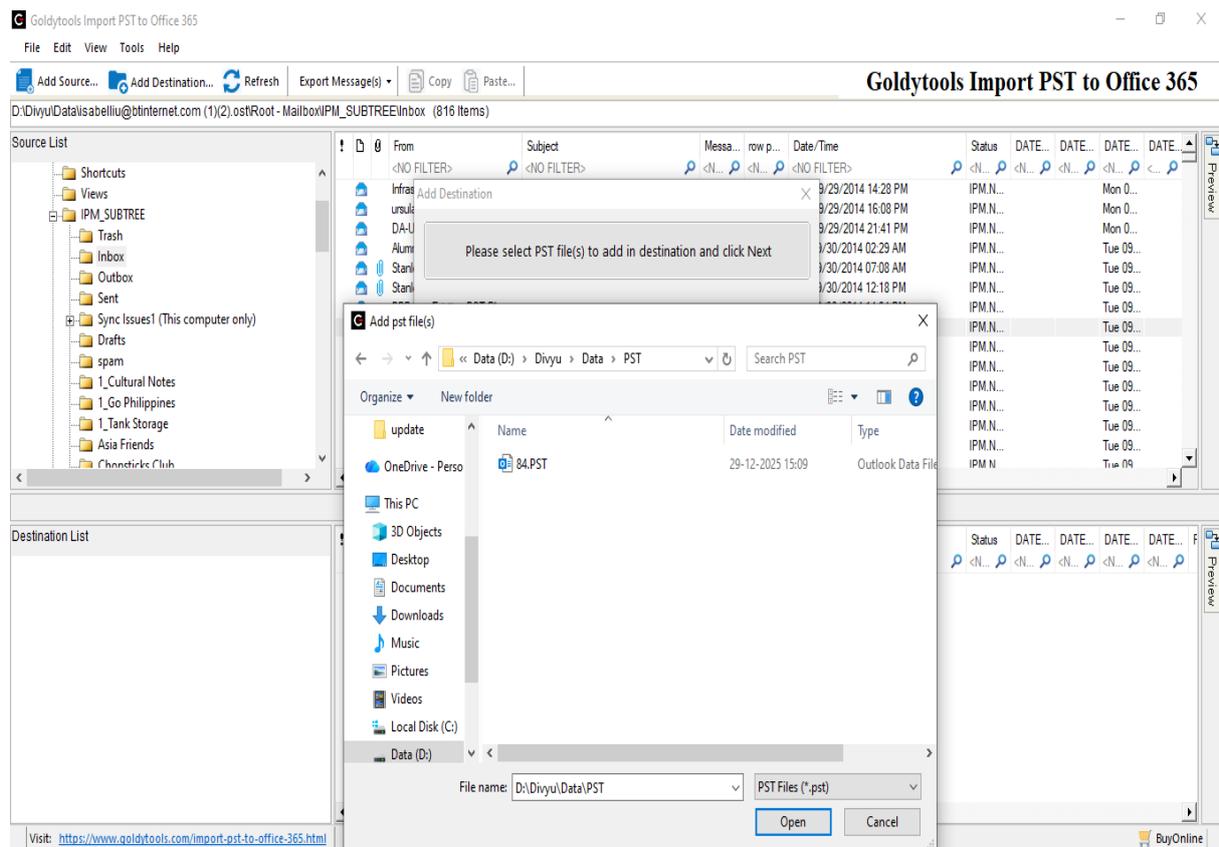
The “Add Existing PST” option allows users to add PST files to the destination folder.

Step 1: From the toolbar, select the Add Destination option and click Next. The Add Destination dialog box will then appear.

Step 2: Select the **Existing PST File** option, then click **Next**.



Step 3: Browse and select the desired PST.



Step 4: Click the **Finish** button to complete the process.

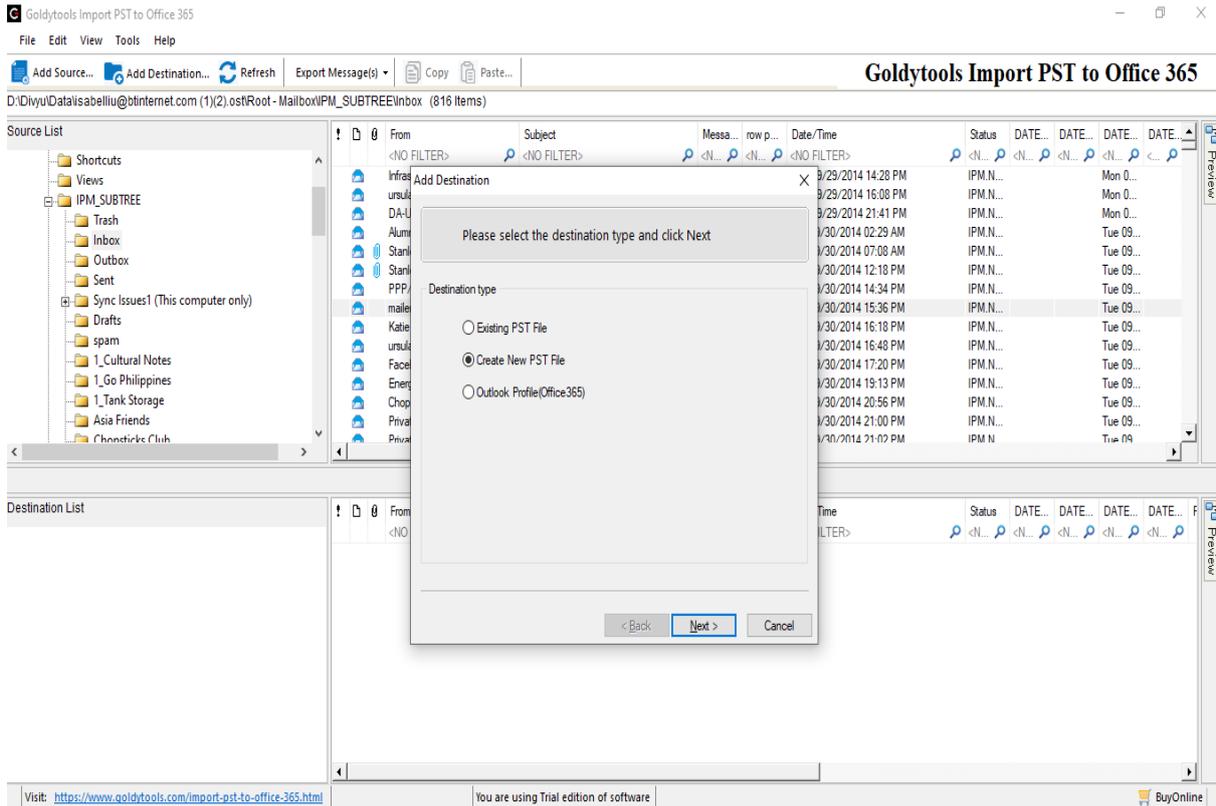
This concludes the steps for adding an existing PST to the destination folder.

Create PST

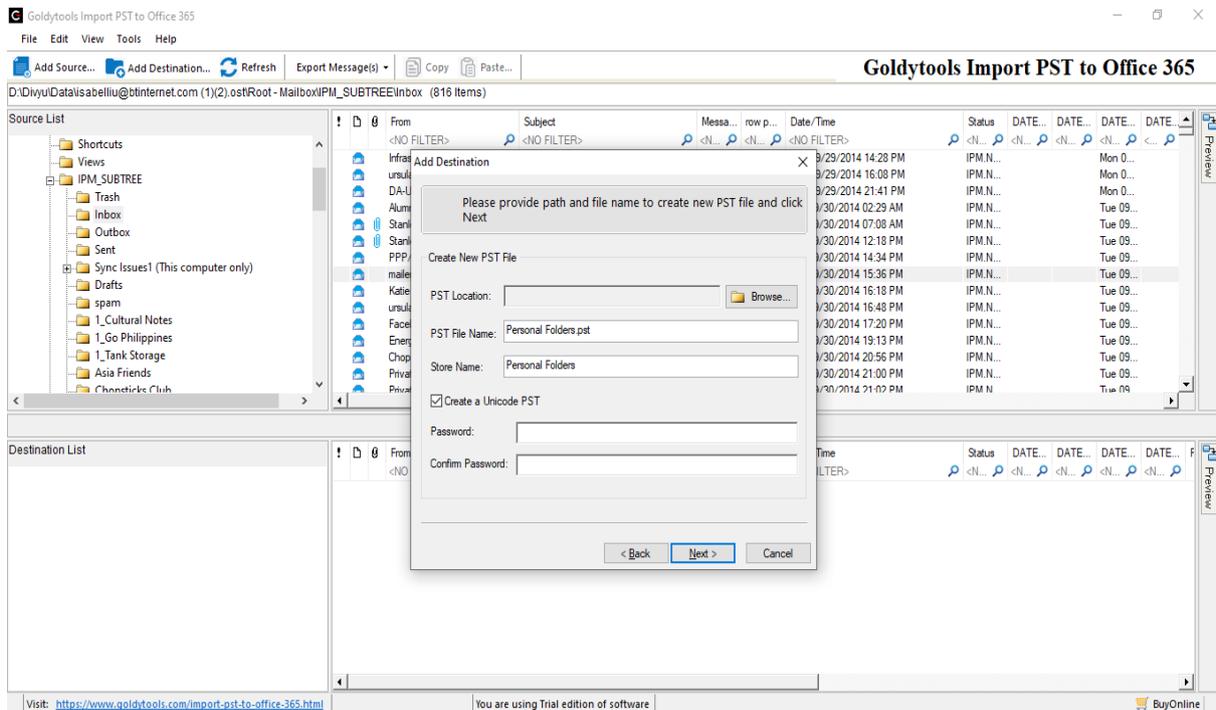
Using this option, a user can create an unlimited number of PST files in the destination folder.

Step 1: From the toolbar, select the Add Destination option and click Next. The Add Destination dialog box will appear.

Step 2: Select the Create PST File option and click Next.



Step 3: Browse to the destination folder where the PST file will be created. Specify the PST file name and provide a store name for easy identification. Choose either the Unicode or Non-Unicode PST file format, set a password if desired, and then click Next.



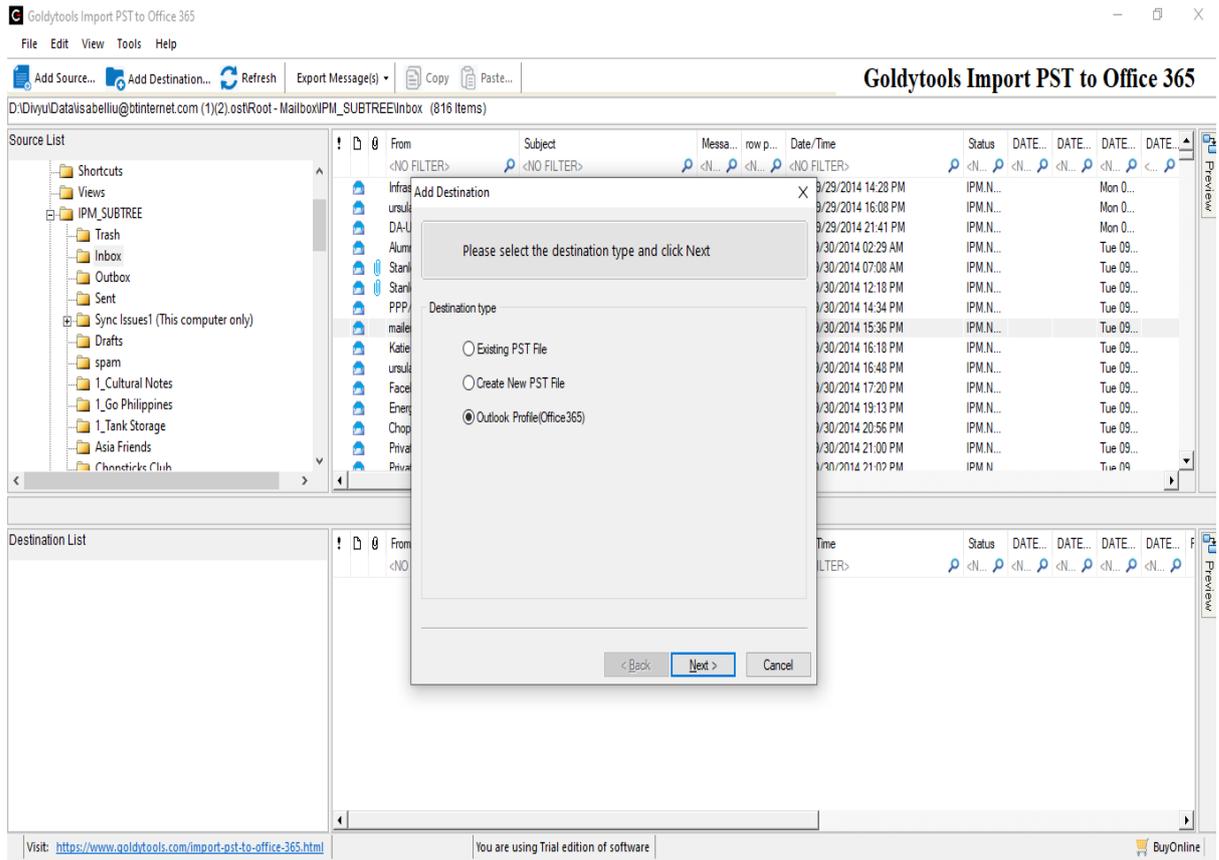
Step 4: Click Finish to complete the process.

The PST file will then be created in the destination folder.

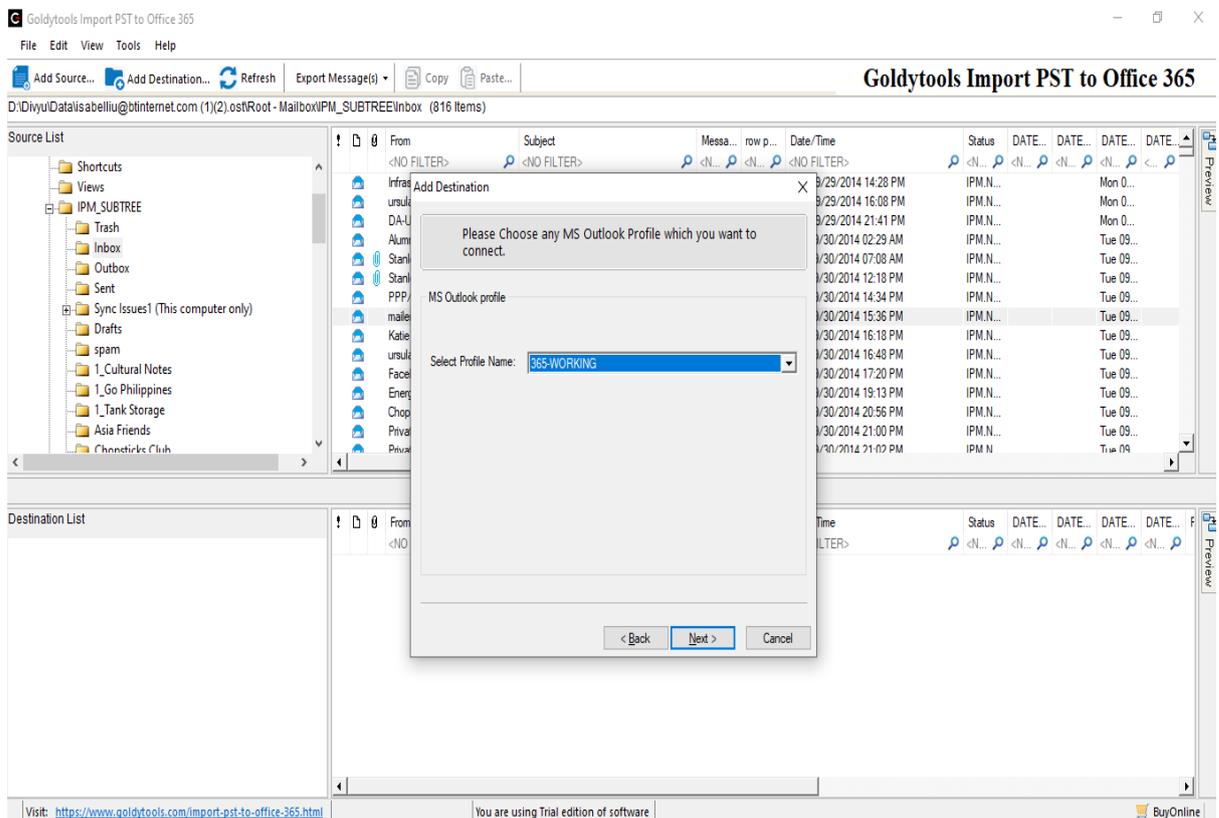
Add 365 as Destination via an existing Outlook Profile

Goldytools Import PST to Office 365 also allows users to connect to any version of Exchange Server using an existing Outlook profile on the machine where the software is installed. This option is especially useful when the traditional connection method fails due to an error. Unlike the 'Manually Configure Outlook Profile' option, this method only requires selecting an existing Outlook profile to establish the connection. Follow the steps below to proceed

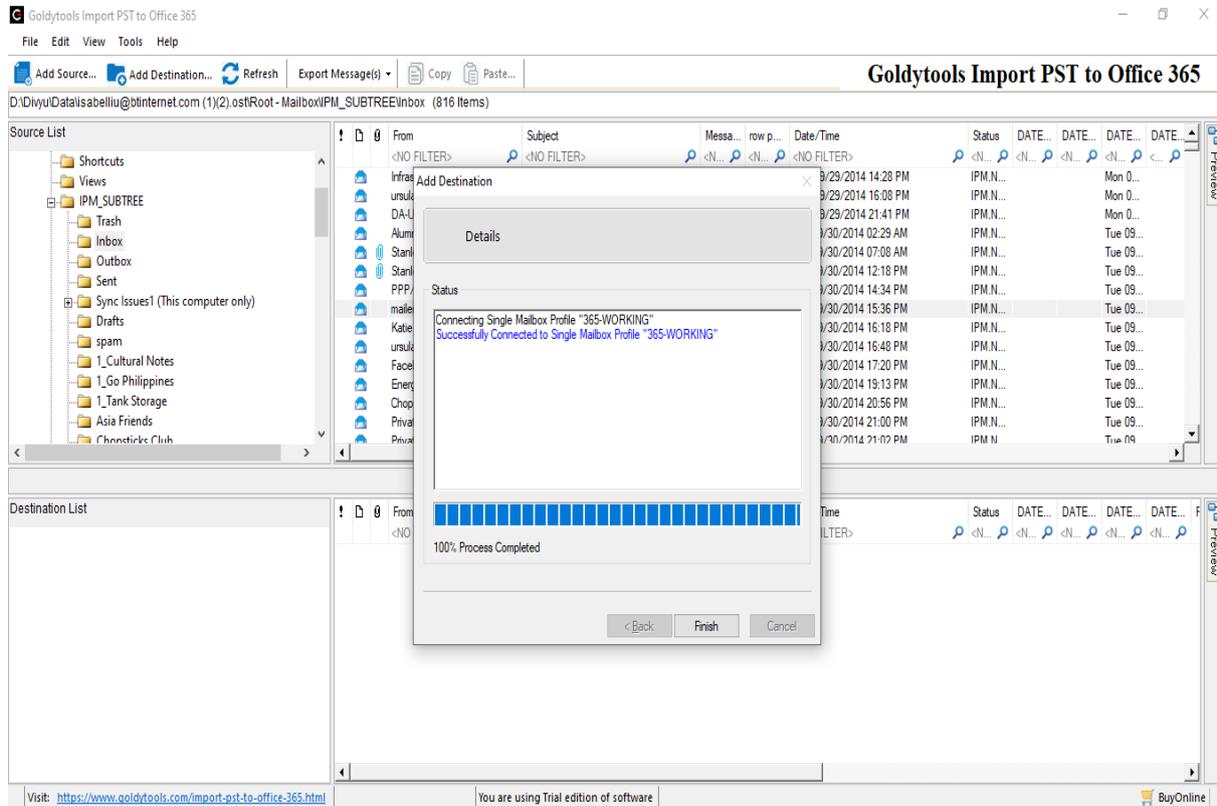
1. In the 'Add Destination' dialog box, select the 'Live 365 Mailbox using MS Outlook Profile' option.



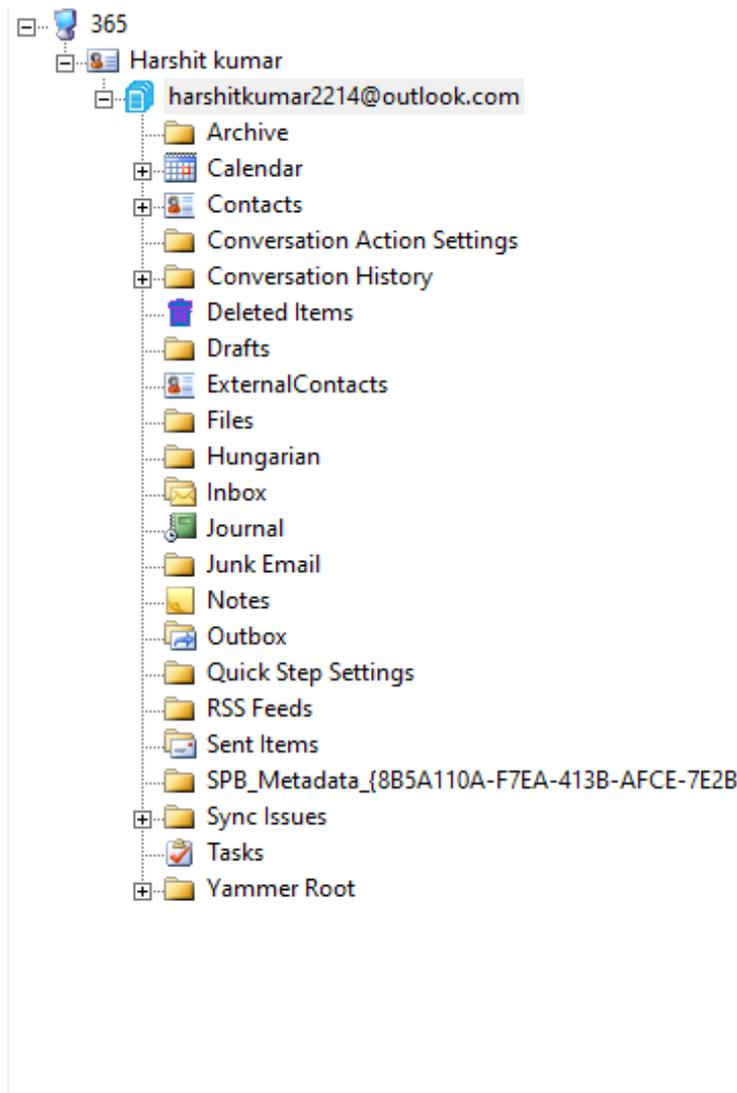
2. Click the 'Next' button to proceed. In the following dialog box, select the Outlook profile and the mailbox you want to connect to.



1. The drop-down menu titled "Select Profile Name" will list all the available Outlook profile.
2. Select the desired Outlook profile using the drop-down menu.
3. Next' button to begin establishing the connection. The following dialog box will then be displayed.



Click the 'Finish' button to return to the main window. The mailbox associated with the selected Outlook profile will now appear in the Source List



Destination List Operations

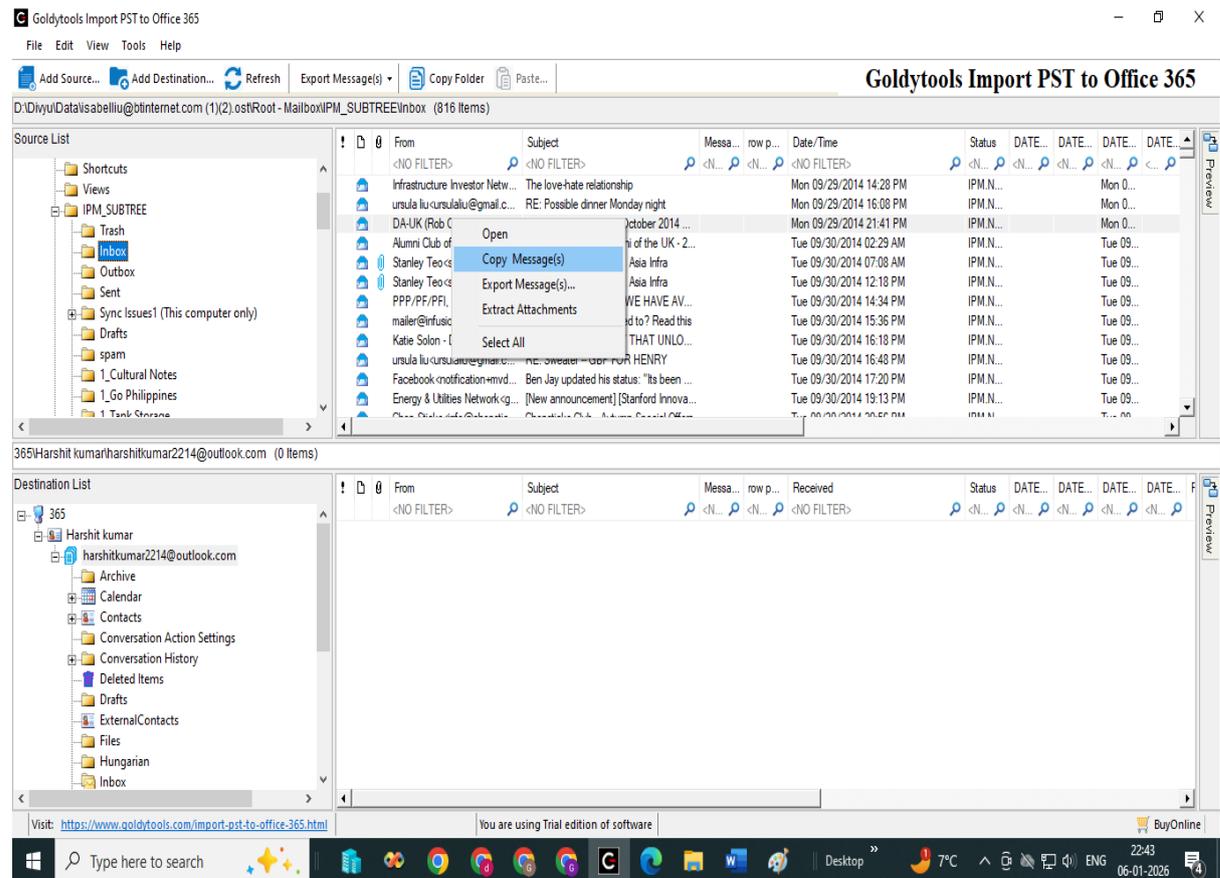
Copy-Paste Operation

This option allows users to copy and paste any mailbox, folder, or message from the source to the destination

To copy and paste any item from the source to the destination, follow these steps:

Step 1: Right-click the item you want to copy, then select *Copy* from the context menu

Step 2: Right-click the destination location where you want to copy the item, then select *Paste* from the context menu.



Step 3: If you are copying a folder, a prompt box will appear. Enter the folder name and click *OK* to proceed.

Once completed, the item will be copied to the destination folder.

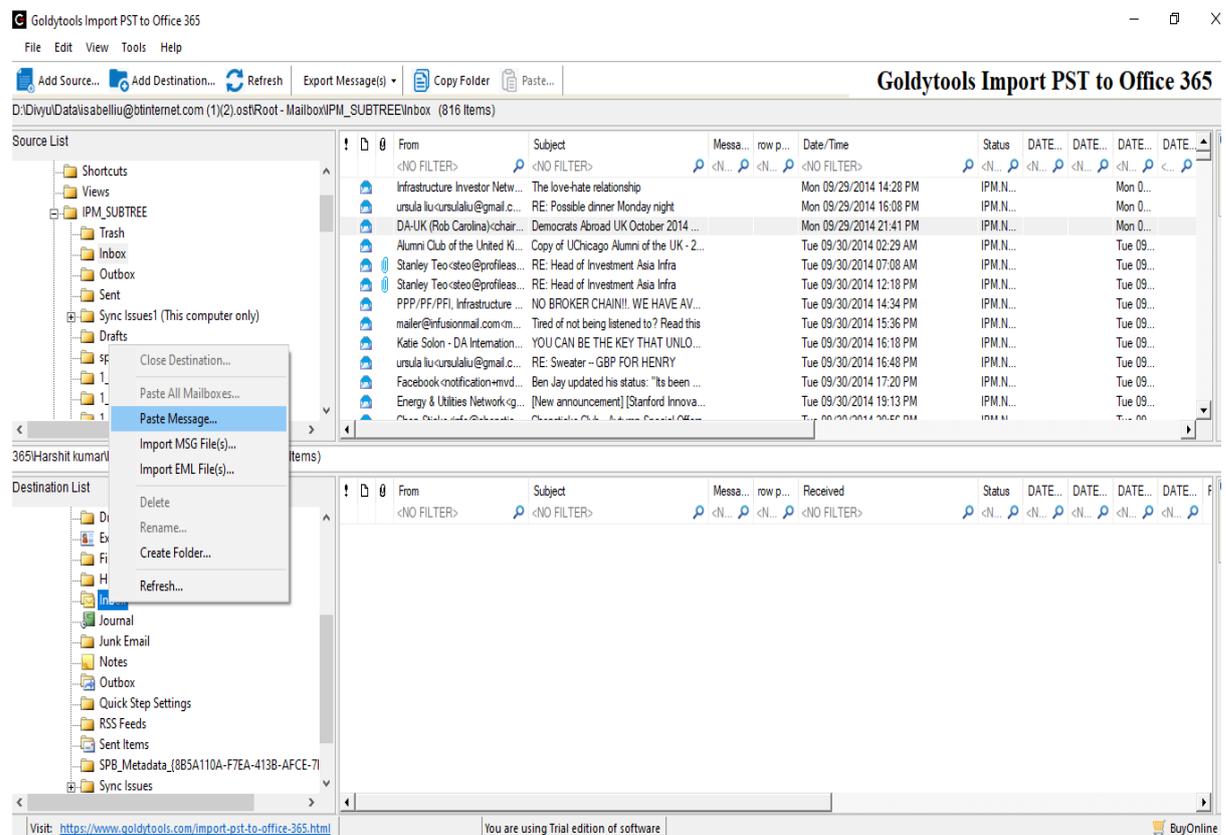
The **Copy Folder** dialog box provides four options:

- **Copy Folder:** This option copies the selected folder to the destination. After the operation, the folder remains available in both the source and destination locations.

Move Folder: This option moves the selected folder from the source to the destination. After the operation, the folder will exist only at the destination.

Copy Sub-Folder: Enabling this option allows you to copy the contents of all sub-folders within the selected folder. If left unchecked, only the items directly under the selected folder will be copied

Create Hierarchy: Marking this option allows you to create the same Hierarchy in the Destination Folder as it was there in the Source for this Folder.



Similarly, you can perform Copy-Paste of messages from Source Message List to the Destination Message List

Note: The **Paste Special** option appears when copying messages. This option preserves the original folder hierarchy, helping users identify the source folder or mailbox from which the message was copied. Users can choose to use this option or simply ignore the prompt.

Import Operation in Destination Folder

Importing Messages from a Hard Drive into the Folder List

This feature allows you to import messages from your local hard drive to the destination. You can use it to import messages into either a PST file or 365 Outlook Profile.

There are two importing options available here:

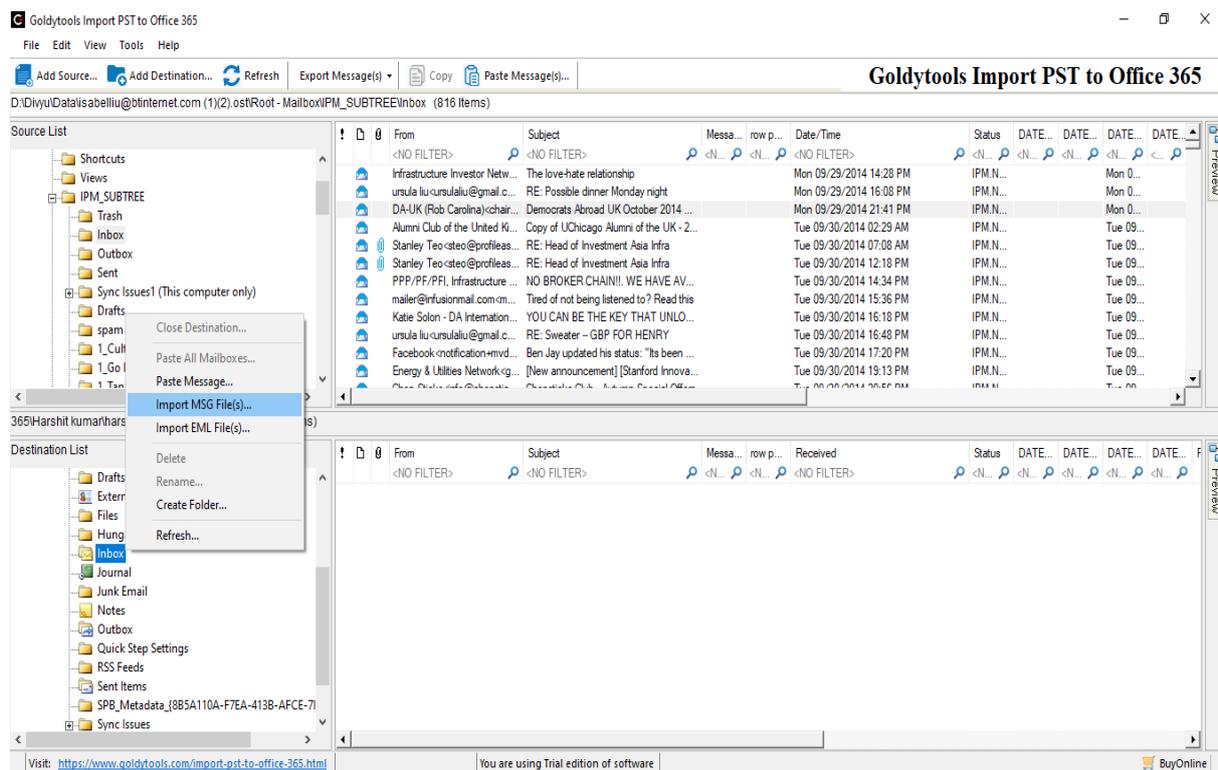
1. Import from .MSG File Option

2. Import from .EML File Option

To import messages into the destination, follow these steps:

Step 1: Right-click on the root folder and select either **Import from .MSG** or **Import from .EML**, depending on the file type you want to import.

Step 2: Browse to locate the files you want to import, select them, and click **Open**.



Step 3: After the MSG files are imported, a prompt will appear asking if you want to refresh the file list. You can choose **Yes** or **No** based on your preference.

The files will then be imported from the hard drive into the destination folder.

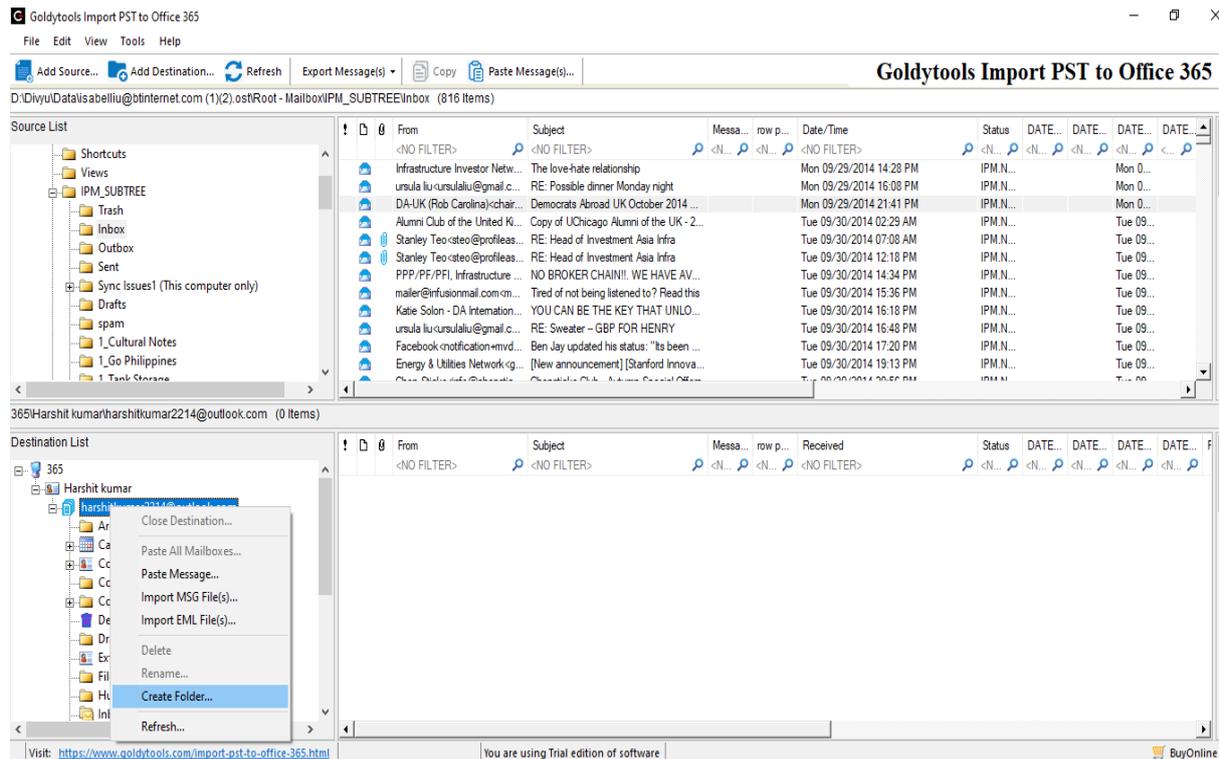
Creating, Deleting, Viewing Properties for Folders in Destination

Creating a Folder in the Destination

The **Create Folder** option allows users to create folders anywhere within the destination folder hierarchy, including mailbox folders.

Step 1: Right-click on any folder in the destination hierarchy and select **Create Folder**.

Step 2: Enter a name for the new folder, choose the folder type (such as Contact, Calendar, etc.), and click **OK**.



After this, the folder will be created in the Destination Folder section.

Note: Users can create folders of various types, including Notes, Calendar, Contacts, Journal, and Tasks.

Deleting a Folder in the Destination

Users can permanently delete a folder from the Destination Folder hierarchy by using the **Delete Folder** option.

To delete a folder:

- Right-click the folder and select **Delete Folder** from the context menu (as described in Step 1 above).

- The folder will then be removed from the list.
-

Viewing Folder Properties

The **Folder Properties** option provides details about the folder, such as its name, total items, and the number of read and unread items.

Step 1: Right-click the folder in the destination to view its properties.

Step 2: Select **Folder Properties** from the context menu.

Click **OK** to close the Folder Properties window.