



Office 365 Backup Tool

www.cigatisolutions.com



SOFTWARE GUIDE



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1. Software Installation

For proper system installation of the **Cigati [Office 365 Email Backup Tool](#)**, your computer should have the minimum configuration requirements that are mentioned below.

Minimum System Requirements

Processor	Intel® Pentium 1GHZ Processor(x86, x64) or equivalent
Hard Disk	500MB of Free Hard Disk Space Required
Memory	Minimum 512MB (1GB Recommended)
Operating System	Windows 10 and all below Versions

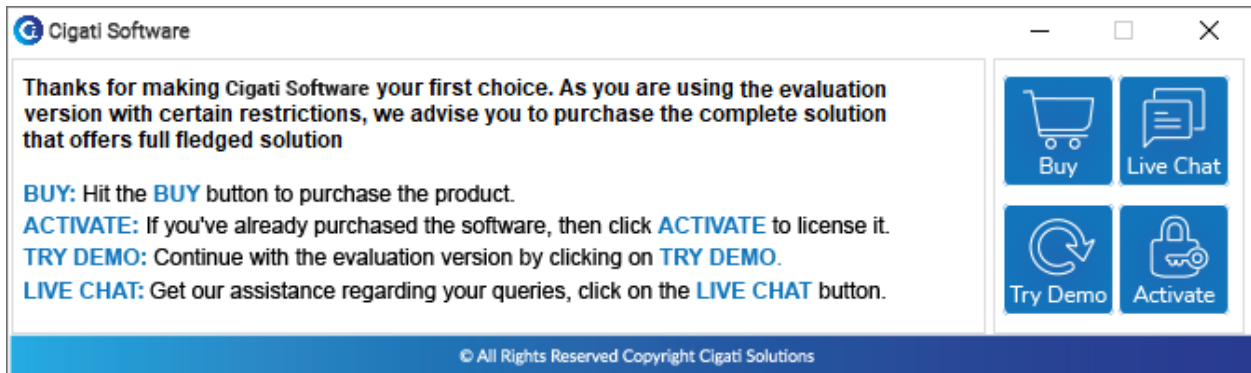
Installing the Software

To install the **Cigati Office 365 Backup Tool**, you need to follow the below installation steps precisely.

- Firstly, navigate to the [Cigati Solutions](#) website.
- Go to the **Office 365 Email Backup Tool** page and download the tool.
- Now, click on the downloaded file to start the installation setup.
- Press the **Next** icon to proceed further in the steps.
- Choose the location on your PC to install the software and hit **Next**.
- Once the installation completes, tap on **Finish** to exit the setup.

Evaluation Version Tab Buttons

As you launch the demo version of the software, the following buttons are displayed on the first tab that is displayed.



Buy: It redirects you to the [Purchase now](#) webpage, from where you can buy the licensed version of the software.

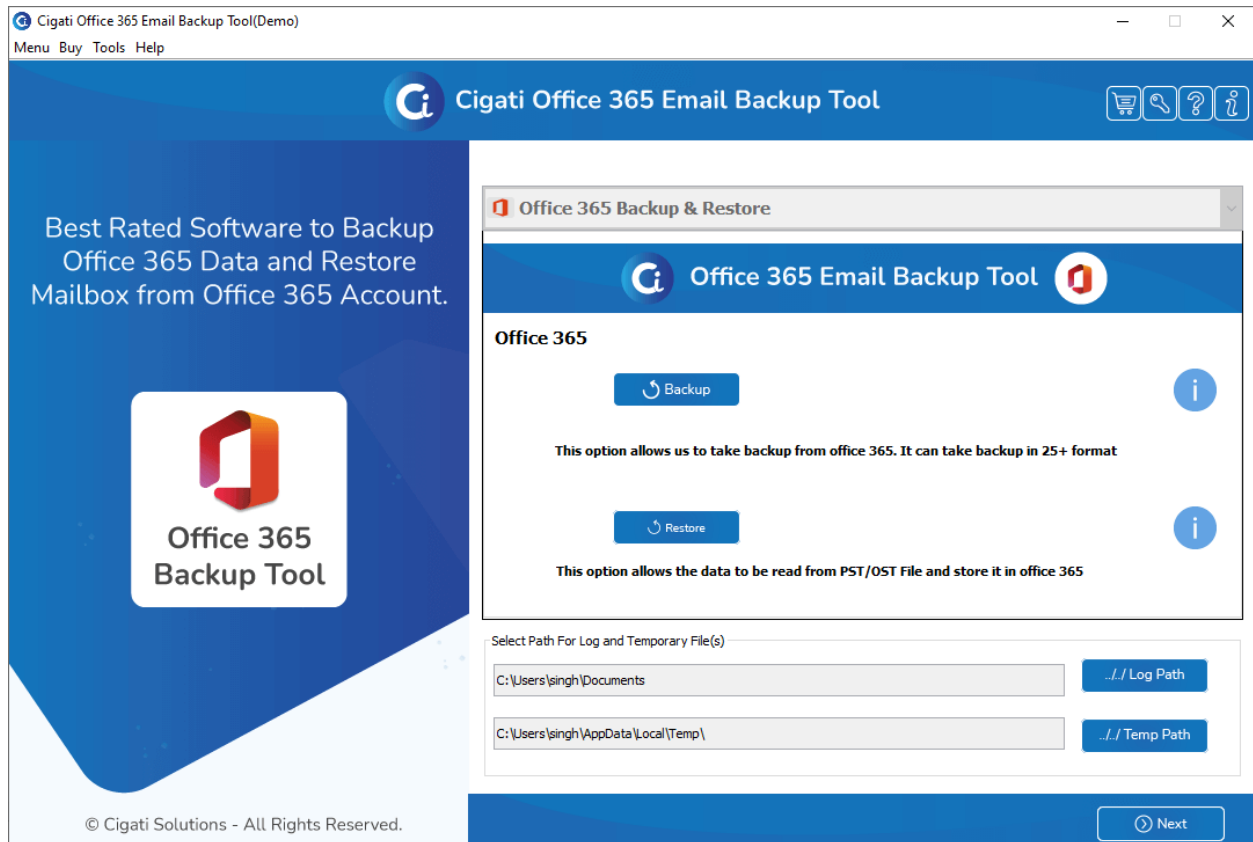
Live Chat: This button will take you to the [Customer Support](#) page if you require any technical support.

Try Demo: It opens the demo version of the utility that comes with some restrictions.





Activate: You can activate your software with this button using the Order Id and [Activation](#) Key if you have already made the purchase.

2. User Interface

You will see the below user interface as you open the **Cigati Office 365 Email Backup Tool**.

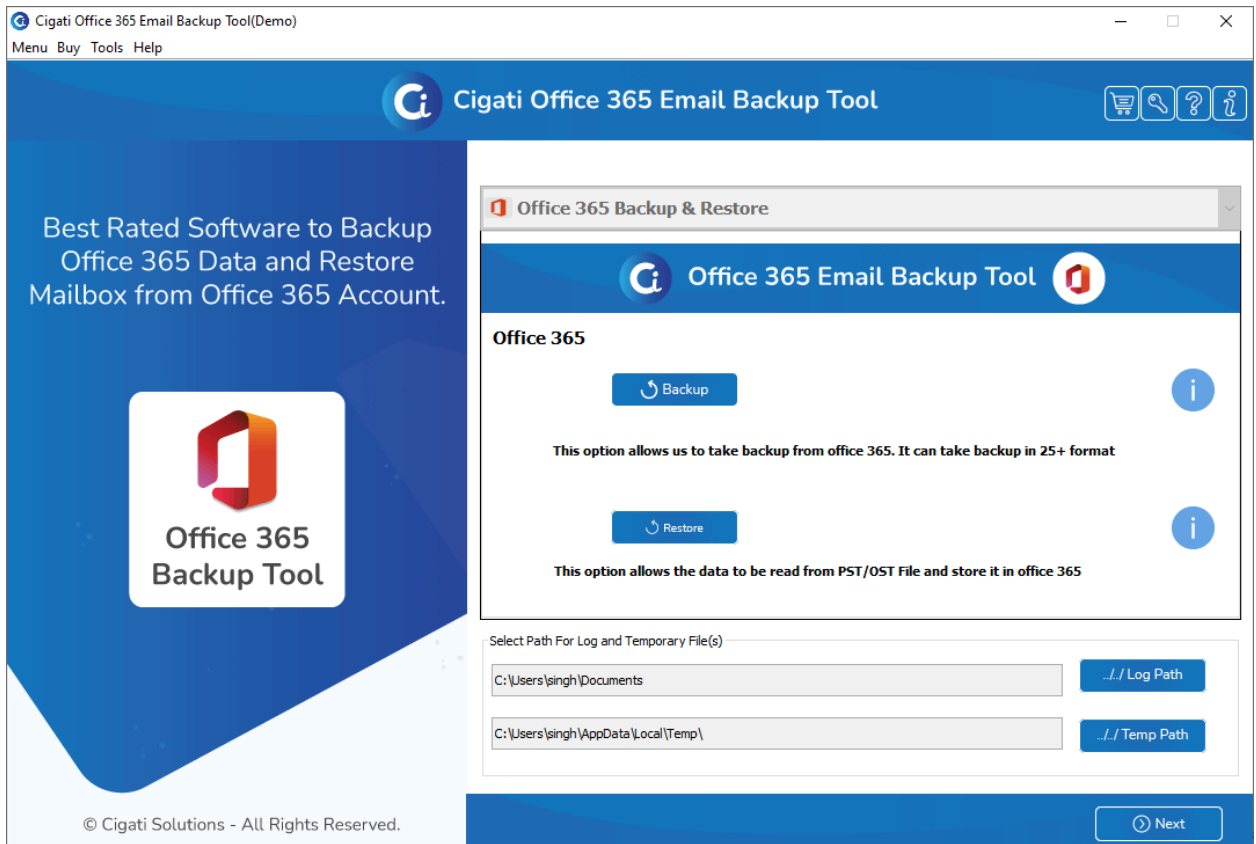


You can use the four icons displayed on the tool for their below-mentioned functions.

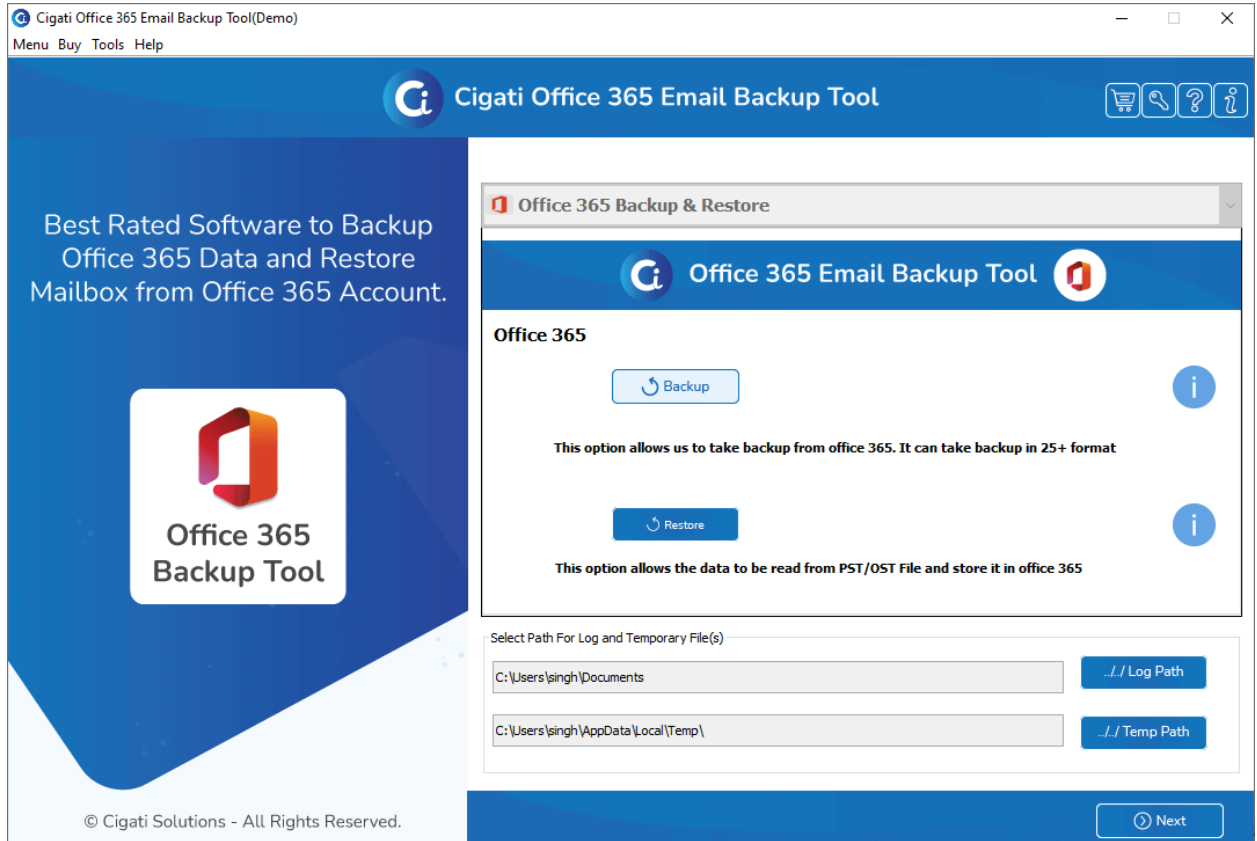
	Buy	Click on this button to buy the licensed version of the software.
	Activation	You can activate the full software using the Order ID and Activation Key with this icon.
	Help	Tap here to learn more about the working and features of the software.
	Info	If you require any information about the software, you can press this icon for the same.

3. Working Procedure of the Software

1. Download the **Cigati Office 365 Email Backup Tool** and **run it as administrator**.



2. It is a dual functional utility that facilitates the backup and restore option. Click on the **Backup** button to **backup Office 365 mailbox**. However, in case you want to import OST or PST files into your Office 365 account then select the Restore option.



3. Now, enter the **login credentials** of your Office 365 admin account. Check on the **Assign Impersonation Right** option if you wish to include the sub-accounts emails in the backup. Then, click on the **Sign in** button.

The screenshot shows a web browser window titled "Cigati Office 365 Email Backup Tool". The page has a blue header with the Cigati logo and the text "Cigati Office 365 Email Backup Tool". On the left side, there is a promotional banner with the text "Best Rated Software to Backup Office 365 Data and Restore Mailbox from Office 365 Account." and the Office 365 Backup Tool logo. The main content area is titled "Office 365 Backup & Restore" and contains a login form. The form has a blue header with the Cigati logo and the text "Office 365 Email Backup Tool". The form fields are: "USER NAME" with a text input containing ".onmicrosoft.com" and a "More Help" link; "PASSWORD" with a password input showing masked characters and a "Show Password" checkbox; and "Assign Impersonation right" with an unchecked checkbox. A "Sign In" button is located at the bottom right of the form. At the bottom of the page, there is a "Previous" button.

Cigati Office 365 Email Backup Tool

Best Rated Software to Backup Office 365 Data and Restore Mailbox from Office 365 Account.

Office 365 Backup Tool

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Office 365 Backup & Restore

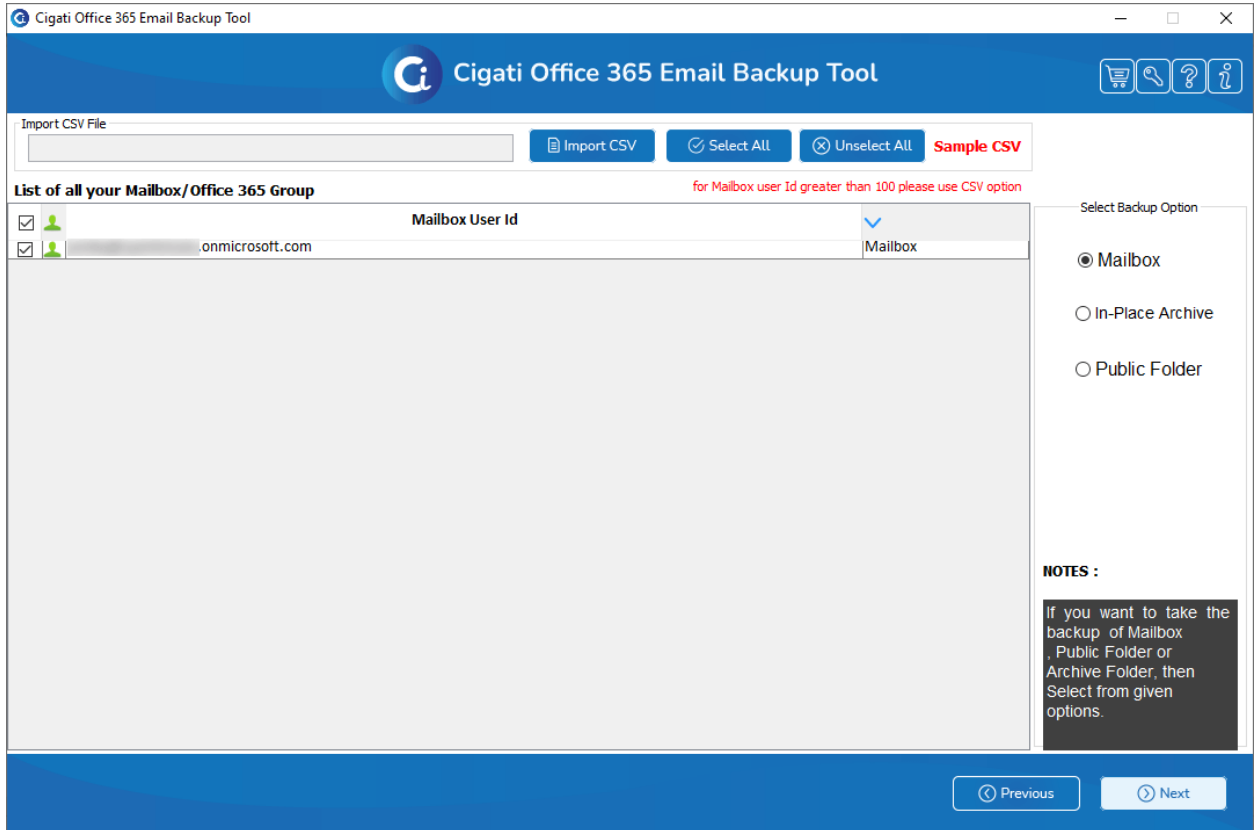
Office 365 Email Backup Tool

USER NAME: .onmicrosoft.com [More Help](#)

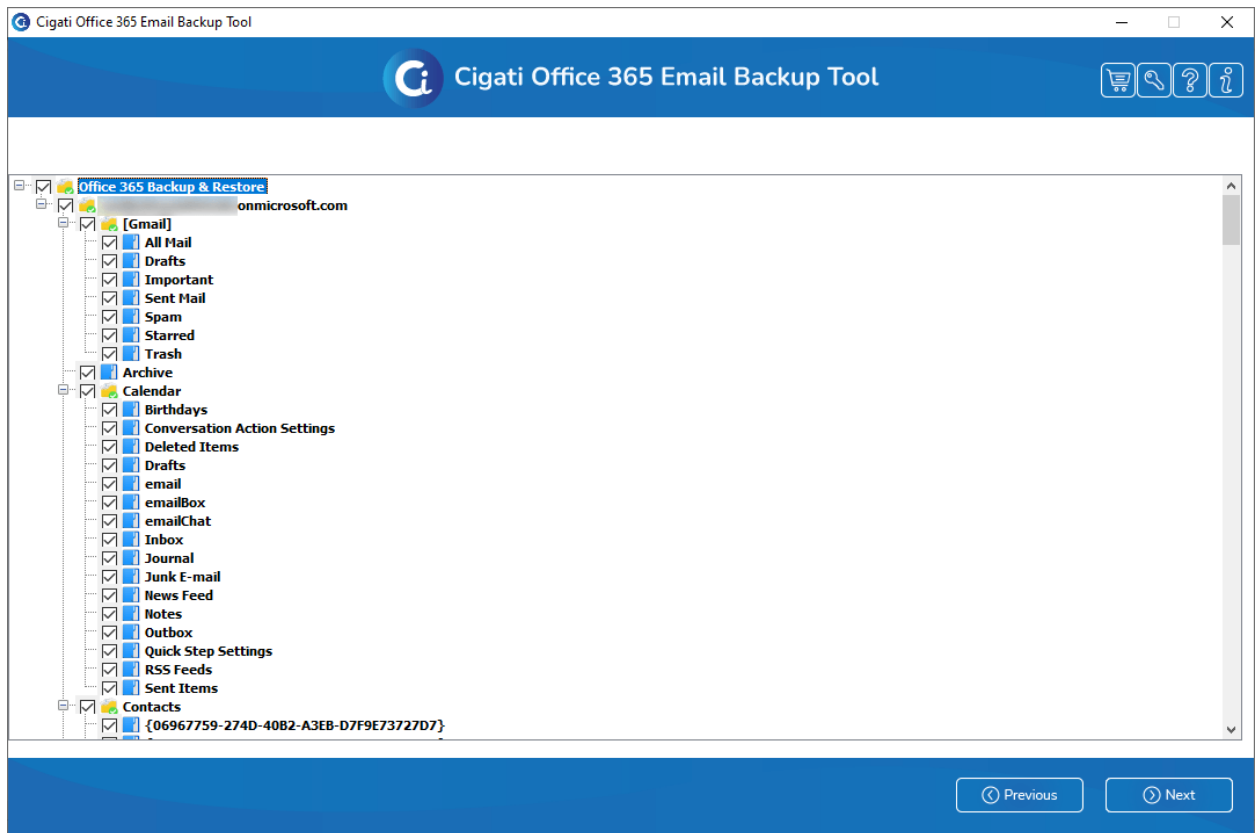
PASSWORD: Show Password

Assign Impersonation right

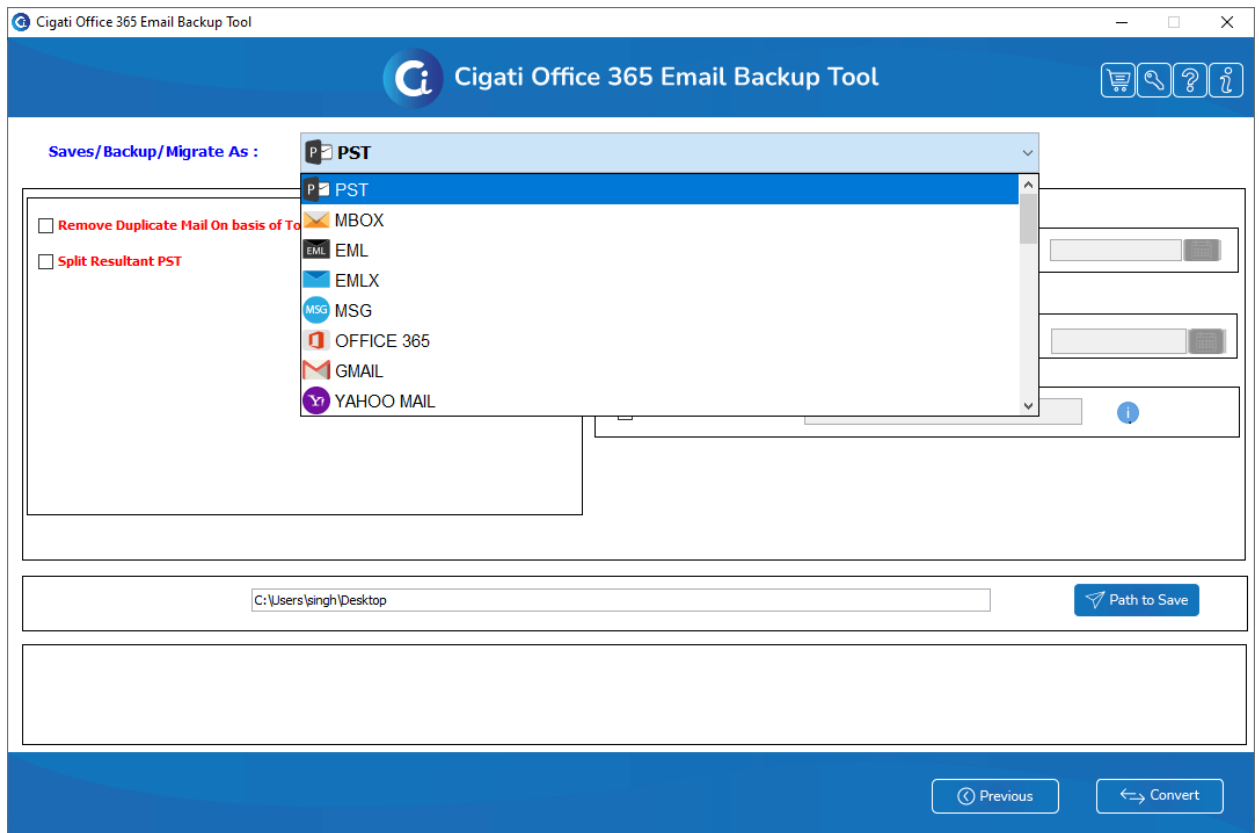
4. Now, choose the **child accounts** that you want to backup. It also facilitates you to select the backup option from **Mailbox, In-Place Archive, and Public Folder**. After that, click on **Next**.



5. It shows the **tree structure** of your Office 365 mailbox data. Check on the folders that you want to backup, and click on the **Next** button.



6. After that, select the resultant file format or email client from the dropdown of the **Saves/Backup/Migrate As** option.



7. In this wizard, you can choose its advanced features to optimize the backup process.
- Remove Duplicate Mail on basis of To, From, Subject, Bcc, Body:** It prevents the multiple migrations of the same email which helps in effectively utilizing the storage space.
 - Free Up Server Space:** This option helps in utilizing the server space. If you enable this option then it removes the folder from the server after completing the backup process.

The screenshot displays the 'Cigati Office 365 Email Backup Tool' interface. At the top, the title bar reads 'Cigati Office 365 Email Backup Tool(Demo)'. The main header is blue with the Cigati logo and the text 'Cigati Office 365 Email Backup Tool'. Below the header, there are icons for shopping cart, search, help, and information. The main content area is white and contains several sections:

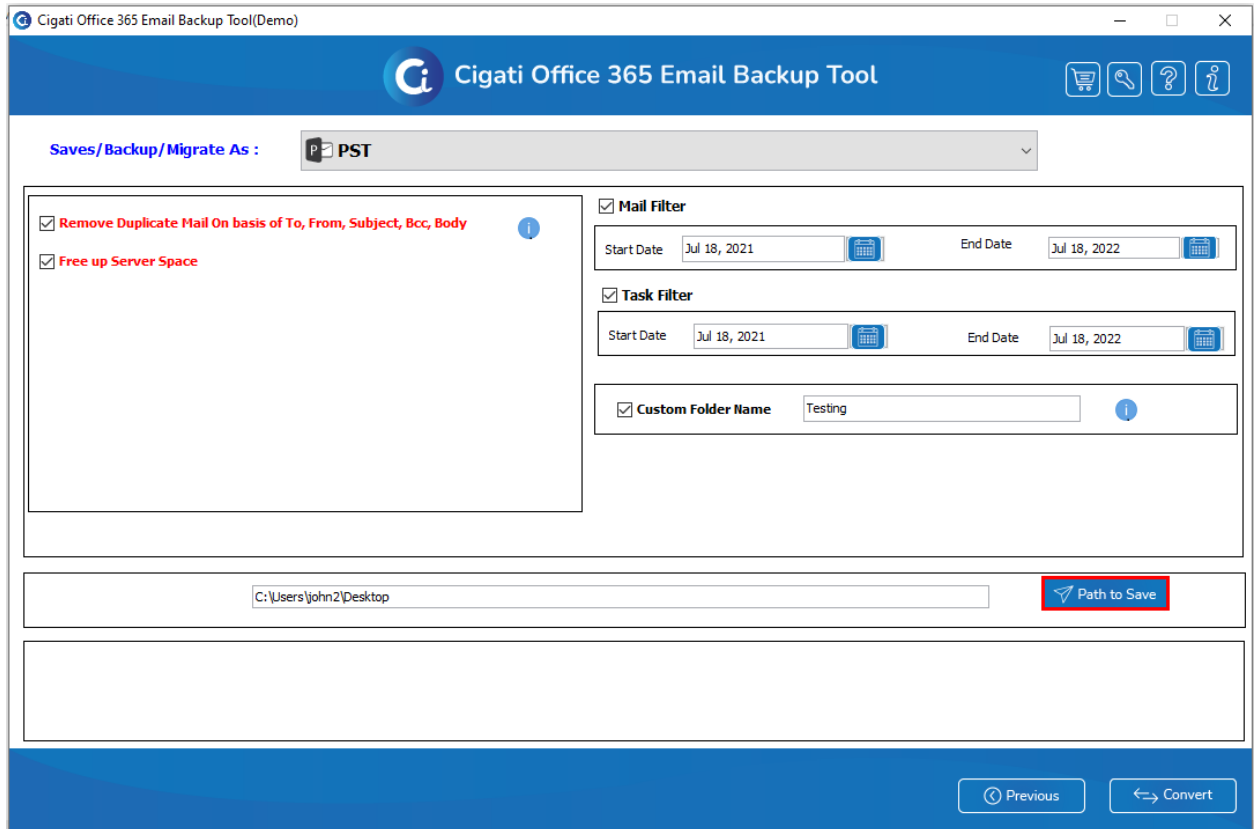
- Saves/Backup/Migrate As :** A dropdown menu showing 'PST'.
- Advanced Features (highlighted with a red box):**
 - Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body**
 - Free up Server Space**
- Mail Filter:** Includes 'Start Date' (Jul 18, 2021) and 'End Date' (Jul 18, 2022) with calendar icons.
- Task Filter:** Includes 'Start Date' (Jul 18, 2021) and 'End Date' (Jul 18, 2022) with calendar icons.
- Custom Folder Name:** A text input field containing 'Testing!'.

At the bottom, there is a text input field for the save path: 'C:\Users\john2\Desktop', followed by a 'Path to Save' button. At the very bottom, there are two buttons: 'Previous' and 'Convert'.

8. You can also select the following options:
- a. **Mail Filter:** It allows you to define the date range for selecting particular Office 365 emails.
 - b. **Task Filter:** It helps you to specify the task within a particular date range for backup purposes.
 - c. **Custom Folder Name:** With this option, you can specify the resultant folder name.

The screenshot displays the 'Cigati Office 365 Email Backup Tool' interface. At the top, the title bar reads 'Cigati Office 365 Email Backup Tool(Demo)'. The main header is blue with the Cigati logo and the text 'Cigati Office 365 Email Backup Tool'. Below the header, there are navigation icons for shopping, search, help, and info. The main content area is titled 'Saves/Backup/Migrate As :'. A dropdown menu shows 'PST' with a folder icon. Below this, there are three filter options, each with a red box around its checkbox: 1. 'Mail Filter' with a date range from 'Jul 18, 2021' to 'Jul 18, 2022'. 2. 'Task Filter' with a date range from 'Jul 18, 2021' to 'Jul 18, 2022'. 3. 'Custom Folder Name' with a text input field containing 'Testing'. To the left of these filters, there are two other options: 'Remove Duplicate Mail On basis of To, From, Subject, Bcc, Body' and 'Free up Server Space', both with checked checkboxes. Below the filter section, there is a text input field for the save path, currently showing 'C:\Users\john2\Desktop', and a blue button labeled 'Path to Save'. At the bottom of the interface, there are two buttons: 'Previous' and 'Convert'.

9. Now, click on **Path to Save** to specify a location for the backup file and hit the **Convert** button.



10. Once the backup process is complete, click on the **Download Report** button to view the backup report.

The screenshot shows the Cigati Office 365 Email Backup Tool interface. At the top, there is a blue header with the Cigati logo and the text "Cigati Office 365 Email Backup Tool". Below the header is a table with the following data:

From	To	Mailbox id	Status	Duration	Message Count	Path
Office 365 Backup & Restore	PST	onmicrosoft.com	Completed	0:2	0	C:\Users\singh\Desktop\pstfile\
Total Message				0:2	0	
Office 365 Backup & Restore	PST	onmicrosoft.com	Completed	0:1	0	C:\Users\singh\Desktop\pstfile\PST\
Total Message				0:1	0	

Below the table, there is a large grey rectangular area. At the bottom of the interface, there are two buttons: "Download Report" (with a download icon) and "Convert Again" (with a double-headed arrow icon).