



Way2Migration PST Converter Tool

- Title: *Way2Migration PST Converter Tool – User Guide*
- Version: (25.3)
- Website link (<https://way2migration.com/>)

. Introduction

The **Way2Migration PST Converter Tool** is a powerful and user-friendly solution for converting Outlook PST files into multiple formats such as MBOX, EML, MSG, Office 365, Gmail, and more.

This guide will walk you through the installation, activation, and step-by-step usage of the tool.

- What the software is (PST Converter Tool).
- Who should use it (IT admins, business users, individuals).

Key Features

- Convert PST files into multiple formats (MBOX, EML, MSG, etc.).
- Export PST directly to cloud services like **Office 365, Gmail, Yahoo Mail, Zoho, etc.**
- **Remove Duplicate Emails** based on To, From, Subject, Bcc, and Body.
- **Date Range Filter** to export only selected emails.
- **Customize Root Folder Name** before saving.
- Supports both **ANSI and Unicode PST files**.
- Maintains original folder structure and email properties.

System Requirements

- **Operating System:** Windows 7, 8, 10, 11 (32 & 64 bit)
- **RAM:** Minimum 2 GB (4 GB recommended)
- **Disk Space:** 100 MB free space
- **Processor:** Intel Pentium IV or higher
- **Outlook Installation:** Not mandatory

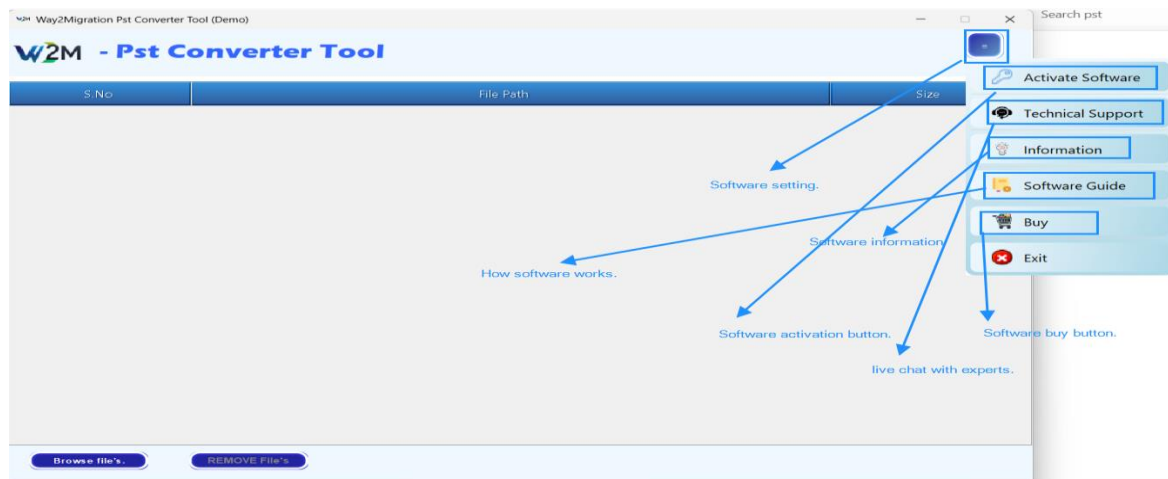
Installation Guide

- Step 1: Download installer from official website.
- Step 2: Run .exe file and follow setup wizard.
- Step 3: Accept license agreement.
- Step 4: Choose installation path.
- Step 5: Complete setup and launch tool.

Getting Started

Software Activation

1. Open the software.
2. Click on the **Menu Button (≡)** at the top right.
3. Select **Activate Software**.
4. Enter the license key received after purchase.
5. Click **Activate** to unlock the full version.



Working with PST Converter Tool

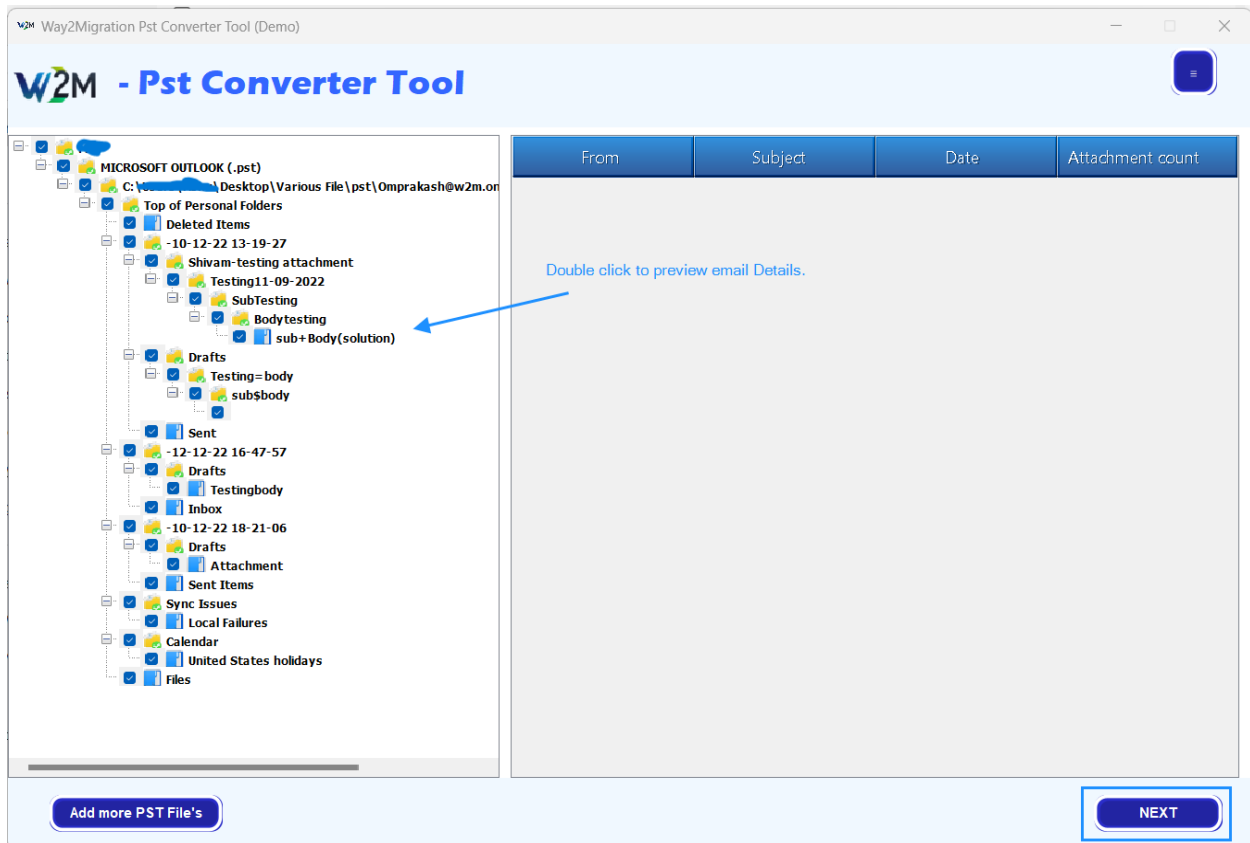
Step-1

- Click on **Browse File's** to add single or multiple PST files.
- The files will be displayed with details like **S. No, File Path, Size**.
- Use **REMOVE File's** if you want to delete a file from the list.



Stap-2

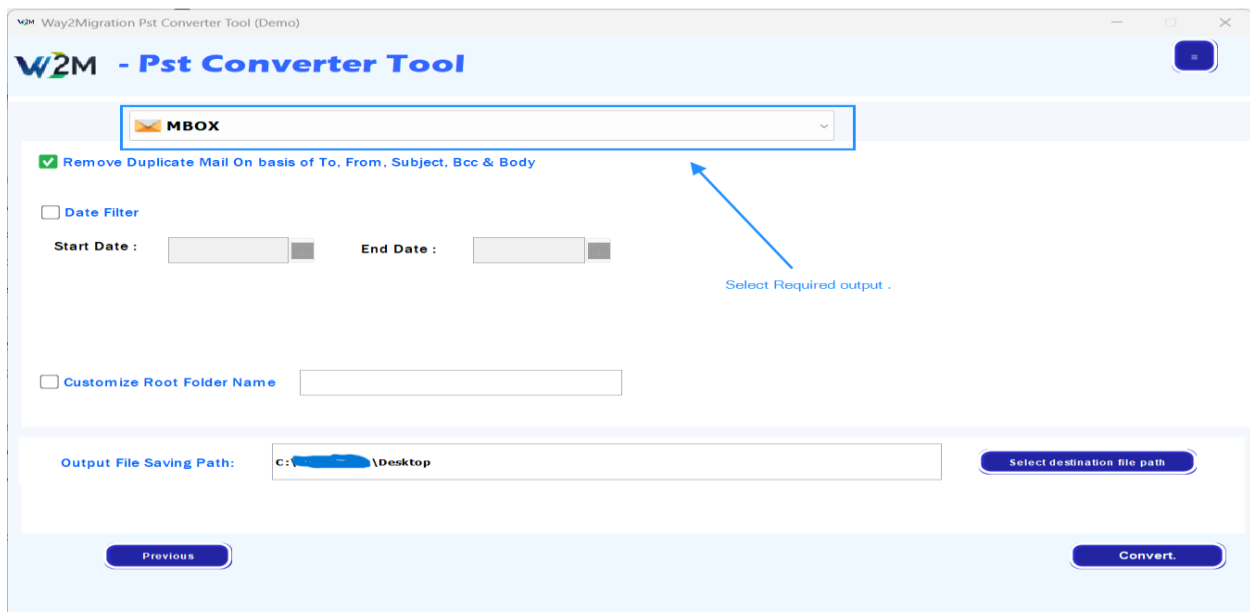
- After adding the PST file, the software will display the **folder hierarchy** in a tree view (similar to Outlook).
- Expand the PST file to view folders like **Inbox, Sent Items, Drafts, Deleted Items, etc.**
- Tick the checkbox next to the folders you want to convert/export.
- You can select **all folders** or only **specific folders** (e.g., only Inbox & Sent Items).
- This feature is useful for **partial migration**, saving time and storage space.



Step-3

Select Export Format

Choose the desired output format (e.g., MBOX, EML, Office 365, etc.) from the dropdown.



Step-4

Apply Filters (Optional)

- **Remove Duplicate Mail** – eliminate duplicate emails.
- **Date Filter** – select a Start and End Date to export only specific emails.
- **Customize Root Folder Name** – rename the root folder before saving.

The screenshot shows the 'W2M - Pst Converter Tool' window. At the top, there's a dropdown menu set to 'MBOX'. Below it, three filter options are listed, each with a checked checkbox: 'Remove Duplicate Mail On basis of To, From, Subject, Bcc & Body', 'Date Filter', and 'Customize Root Folder Name'. The 'Date Filter' section includes 'Start Date' (12-Feb-2013) and 'End Date' (13-Jul-2022) fields with calendar icons. To the right of these fields, there are two links: 'Apply Remove Duplicate filter.' and 'Date filter.'. Below the filters is a text input field for 'Customize Root Folder Name'. At the bottom, the 'Output File Saving Path' is shown as 'C:\[redacted]\Desktop', with a 'Select destination file path' button to its right. At the very bottom, there are 'Previous' and 'Convert.' buttons.

Step-5

Choose Destination Path

- Click **Select Destination File Path** and browse the location to save converted files.

Way2Migration Pst Converter Tool (Demo)

W2M - Pst Converter Tool

MBOX

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc & Body

☒ Date Filter

Start Date : 12-Feb-2013 End Date : 13-Jul-2022

☒ Customize Root Folder Name Way2migration

Output File Saving Path: C:\[redacted]\Desktop

Select destination file path

Previous

Convert.

Custom Folder name.

Select path where you want to save file .

Click here to start the conversion.

Step-6

Start Conversion

- Click the **Convert** button to begin the process.
- A progress bar will show the status of conversion.
- Once completed, you will get a success message.

Way2Migration Pst Converter Tool (Demo)

W2M - Pst Converter Tool

MBOX

☒ Remove Duplicate Mail On basis of To, From, Subject, Bcc & Body

☒ Date Filter

Start Date : 12-Feb-2013 End Date : 13-Jul-2022

☒ Customize Root Folder Name Way2migration

Output File Saving Path: C:\[redacted]\Desktop

Select destination file path

Getting Folder Files

Previous

Report

Convert.

After successfully conversion this popup will come.

Way2Migration Pst Converter Tool (Demo)

Process has been successfully completed.

OK

Click here to preview your progress report.

Step-7

View and Save Conversion Report

- Once the conversion is completed, the software will generate a **Conversion Report**.
- The report includes:
 - Source File Path
 - Destination Path
 - File Size
 - Status of Conversion (Success/Failed)
 - Total Items Exported
- You can **preview the report on-screen** after the process is completed.
- Option to **Save Report**:
 - Click on **Save Report** to download and save the conversion log in **CSV or TXT format**.
 - This helps in record-keeping and future reference.

The screenshot displays the 'Way2Migration Pst Converter Tool (Demo)' window. At the top, the title bar reads 'Way2Migration Pst Converter Tool (Demo)'. Below the title bar is a header with the 'W2M - Pst Converter Tool' logo and a settings icon. The main area features a table with the following data:

Destination	File Name	Status	Duration	Message count	Path
MBOX	Omprakash@w2m.onmicrosoft.com	Completed	0:0	0	C:\[redacted]\Desktop\Way2migr...
Total Message				0	

Below the table is a large grey area labeled 'Report panel' with a blue arrow pointing to it. At the bottom of the window, there are two buttons: 'Convert Again' and 'Download Report'. A blue arrow points from the 'Convert Again' button to the text 'if you want to convert more file or rerun the program click here.' Another blue arrow points from the 'Download Report' button to the text 'you can also download report in .csv formate'.

