

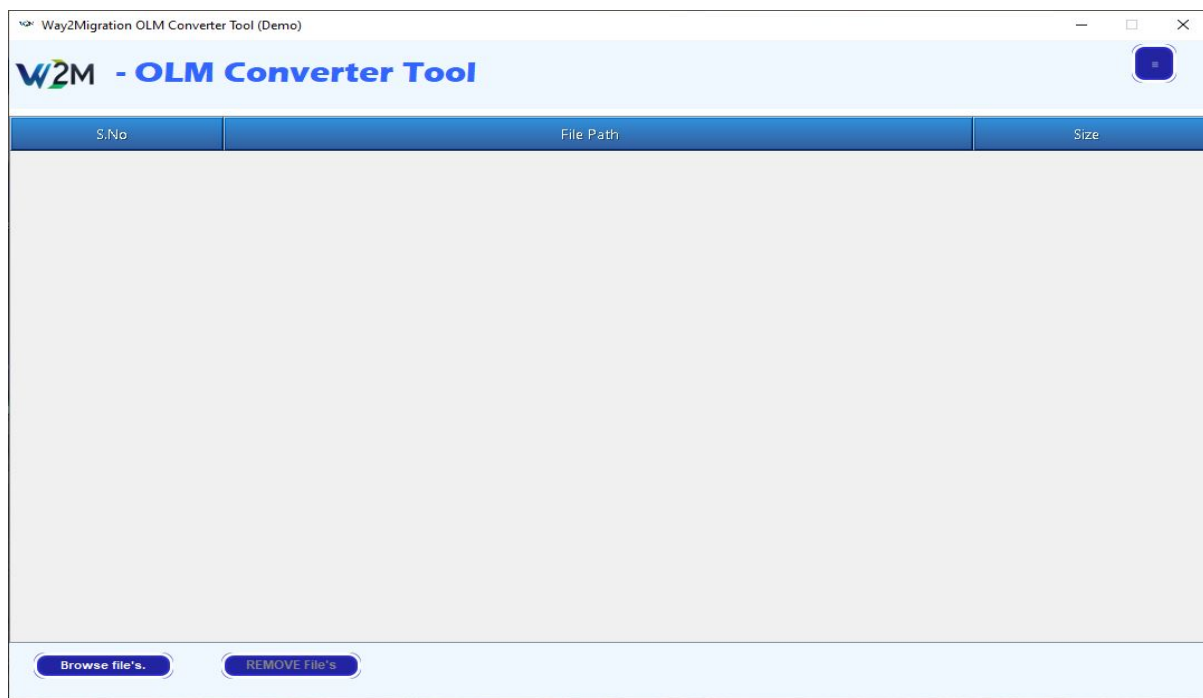
# W2M – OLM Converter Tool

## Concise User Guide (Beginner + Technical)

### ■■ Step 1: Launch the Application

Start the W2M – OLM Converter Tool to begin the conversion process.

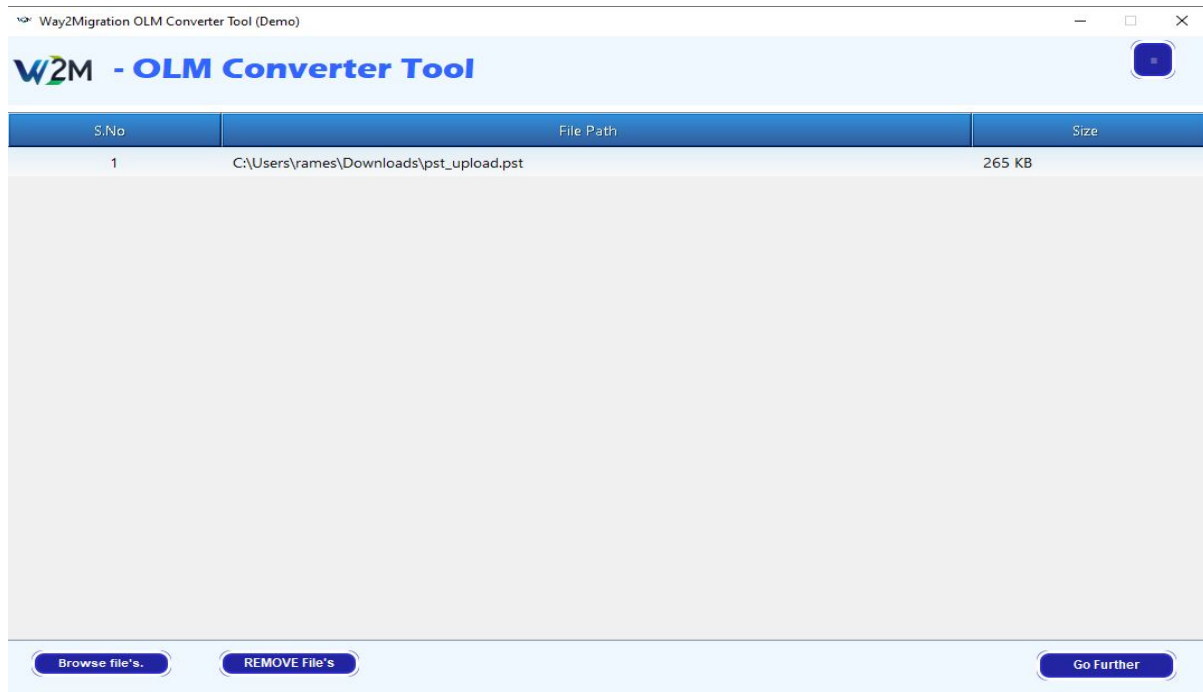
■ **Technical Note:** Initializes the main interface for mailbox file processing.



## ■ Step 2: Add PST File

Click Browse File's and select the PST file you want to convert.

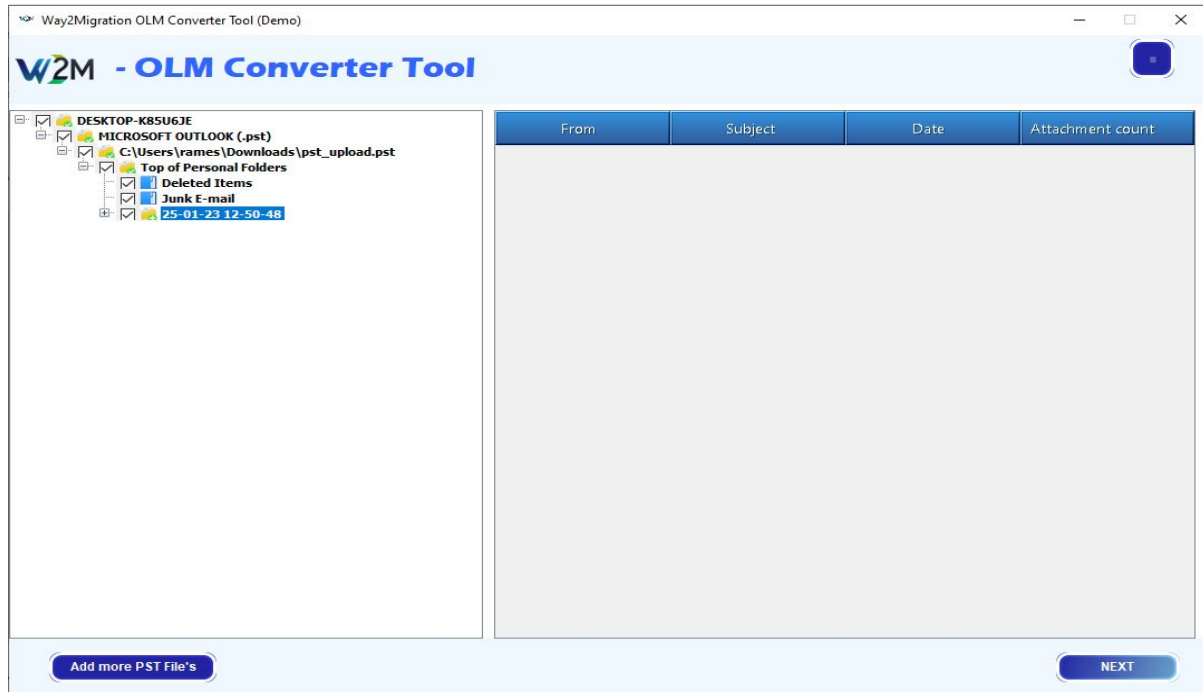
■ **Technical Note:** Loads and validates the PST file path and size.



## ■ ■ Step 3: Preview Mailbox Data

Preview mailbox folders and emails before conversion.

■ **Technical Note:** Displays mailbox hierarchy and message metadata for verification.



## ■ ■ Step 4: Select Export Options

Choose PST as the output format and apply filters if required.

■ **Technical Note:** Configures export parameters and filtering rules.

Way2Migration OLM Converter Tool (Demo)

### W2M - OLM Converter Tool

PST

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

☒ Date Filter

Start Date : 05-Jan-2023 End Date : 10-Jan-2024

☒ Split output PST file into smaller parts. 1 MB

☒ Customize Root Folder Name

Output File Saving Path: C:\Users\rames\Desktop [Select destination file path](#)

[Previous](#) [Convert.](#)

## ■ Step 5: Select Destination Path

Select the folder where the converted PST file will be saved.

■ **Technical Note:** Defines the output directory for generated PST files.

Way2Migration OLM Converter Tool (Demo)

### W2M - OLM Converter Tool

PST

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

☒ Date Filter

Start Date : 05-Jan-2023 End Date : 10-Jan-2024

☒ Split output PST file into smaller parts. 1 MB

☐ Customize Root Folder Name

Output File Saving Path: C:\Users\rames\Desktop

Select destination file path

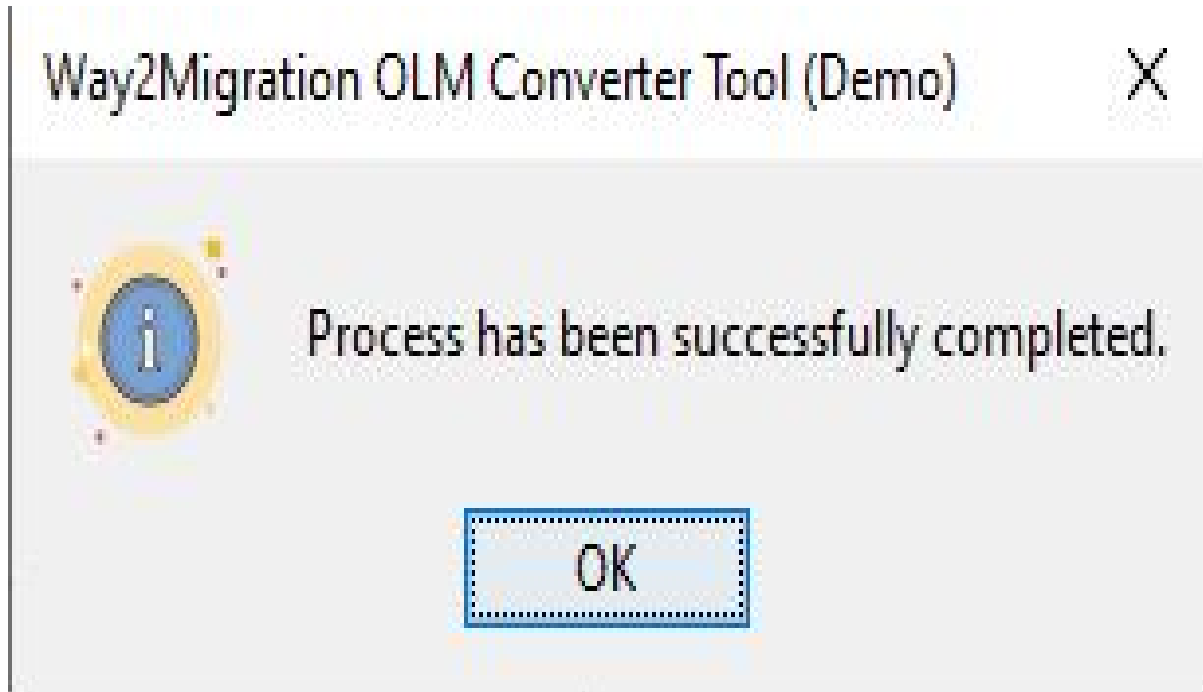
Stop

Previous Convert.

## ■ Step 6: Start Conversion

Click Convert to begin the conversion process.

■ **Technical Note:** Executes the conversion engine using configured settings.



## ■ Step 7: Download Conversion Report

After conversion, click Download Report to save the detailed conversion summary on your system.

■ **Technical Note:** Generates and exports a conversion log including status, duration, message count, and output path.

Way2Migration OLM Converter Tool (Demo)

W2M - OLM Converter Tool

Destination	File Name	Status	Duration	Message count	Path
PST	pst_upload	Completed	0:7	0	C:\Users\rames\Desktop\Fri Jan 09 20 57 4...
Total Message				0	

Convert Again

Download Report