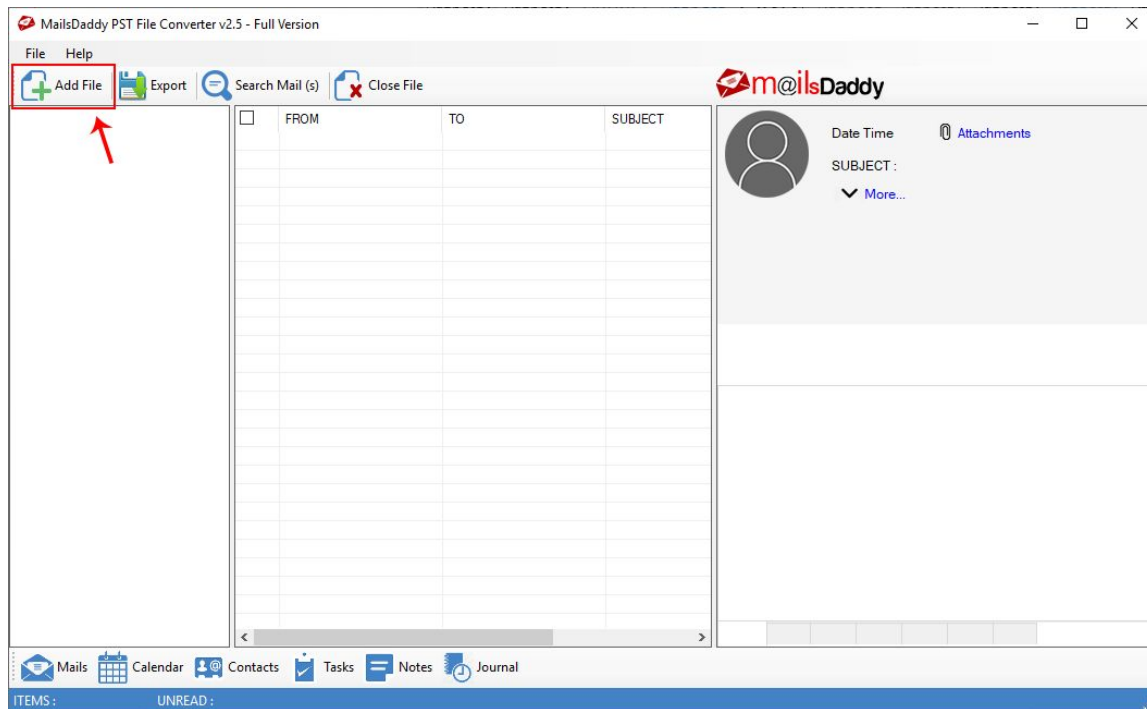
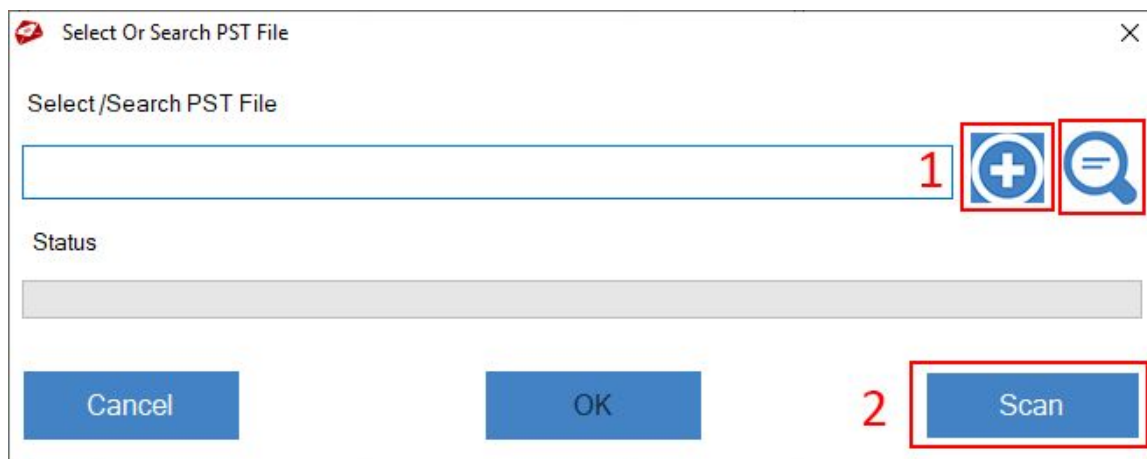


# Steps to Convert PST File

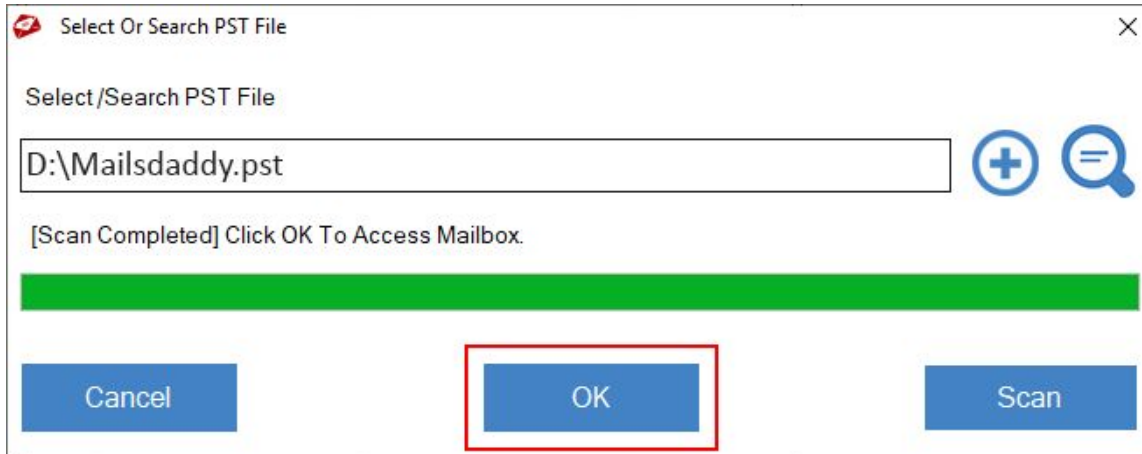
**Step 1.** Click on the Add File option to select the PST file.



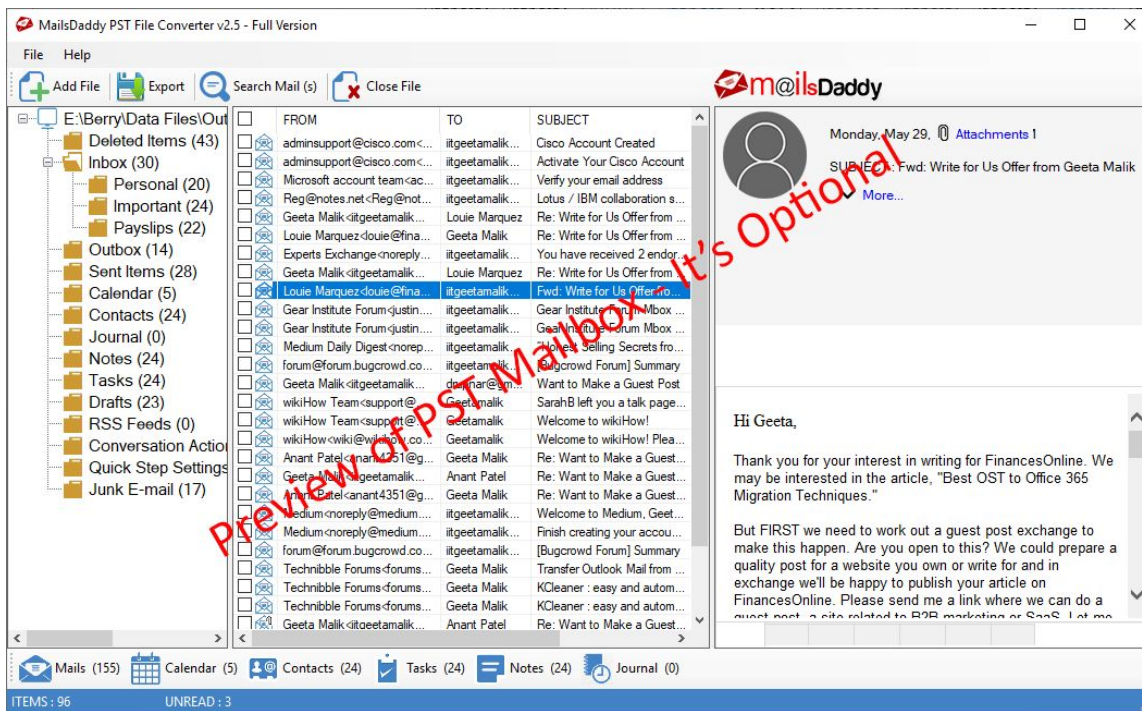
**Step 2.** Click on the + icon to add the PST file and click on the Scan button.



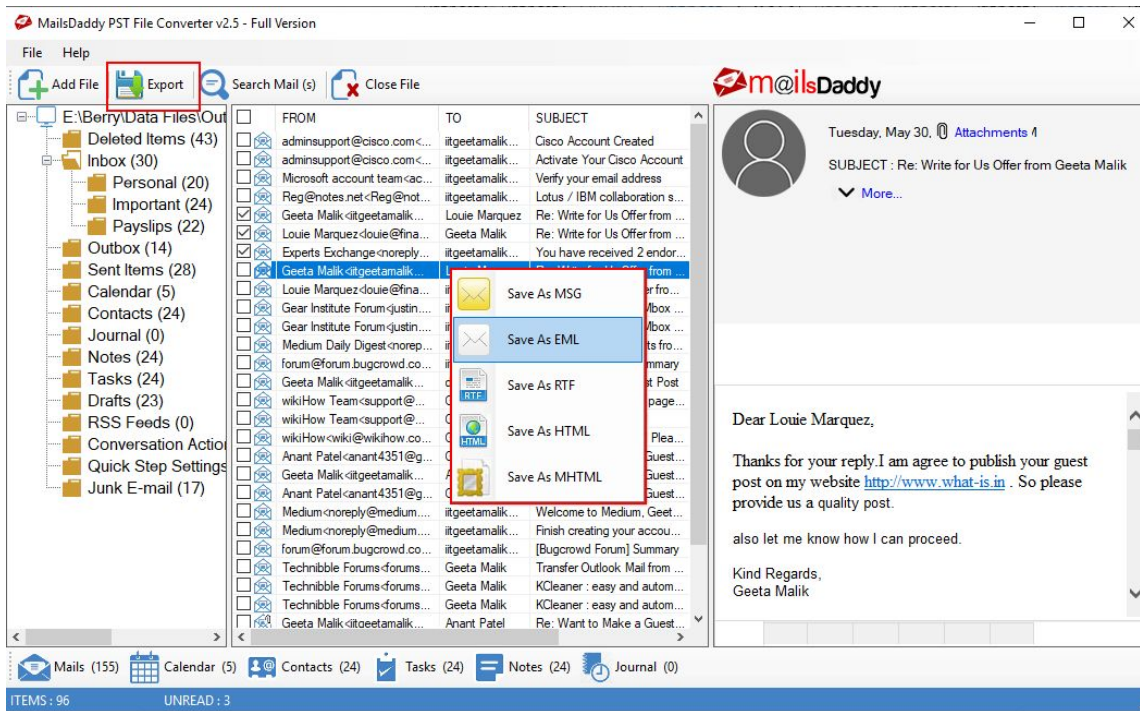
**Step 3.** Click on the OK button to load the PST file.



**Step 4.** After the loading process, the software will generate a quick preview mode. Click on any item to view the message with attachments. It's an optional process.



**Step 5.** Click on the Export option to convert the PST file. If you want to export a selected item, then use right-click on the selected item and select the desired file format.



**Step 6.** Select Folders that you want to convert and export. Select the export option, provide the destination path, and click on the Export button.

