

Composition Bands M365 Migration Guidance

M365 Teams Chat Export Instructions

Below is a guide on how you can export personal and group chats from Microsoft Teams. These chats cannot be migrated.

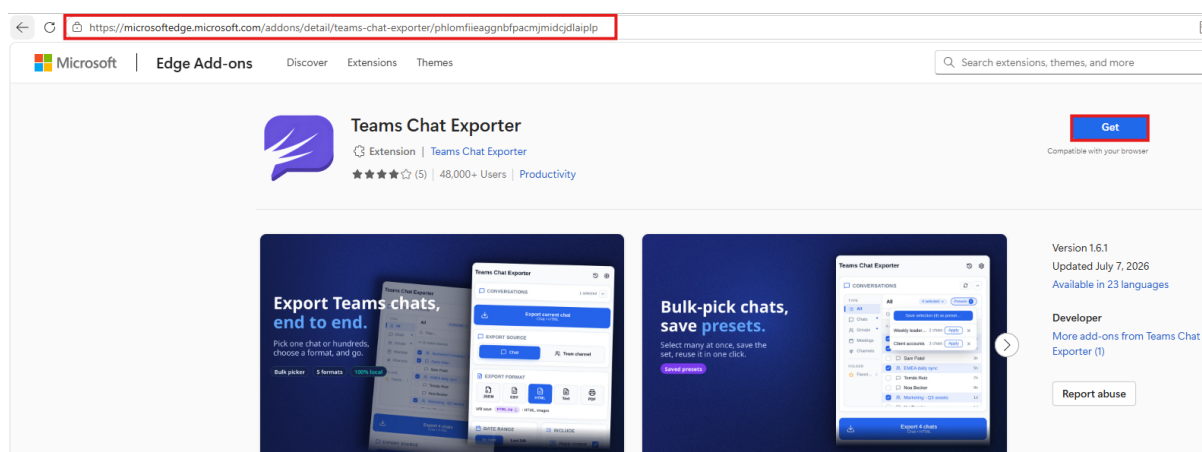
Microsoft Teams channels will be migrated and will be visible again after the migration.

Re-importing the exported chats is not possible, but they can be saved for future reference.

Export Instructions

Step 1: Install Teams Chat Exporter in Edge

1. Open Microsoft Edge.
2. Go to the Teams Chat Exporter page in the Edge Add-ons store:
<https://microsoftedge.microsoft.com/addons/detail/teams-chat-exporter/phlomfiieaggnbfpacmjmidcjdlaiplp>
3. Click Get



4. Select add extension

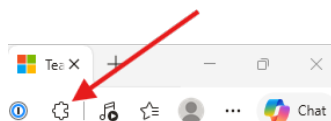
Add "Teams Chat Exporter" to Microsoft Edge?

The extension can:

- Read and modify your data on a number of websites
[Show details](#)
- Manage your downloads
- Open downloaded files

Add extension Cancel

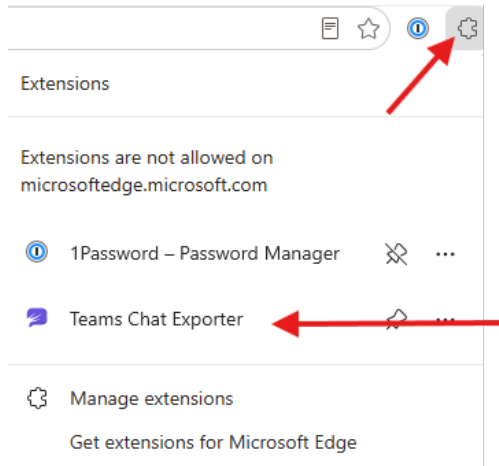
5. After installation, the extension icon will appear in the top-right corner of Edge.



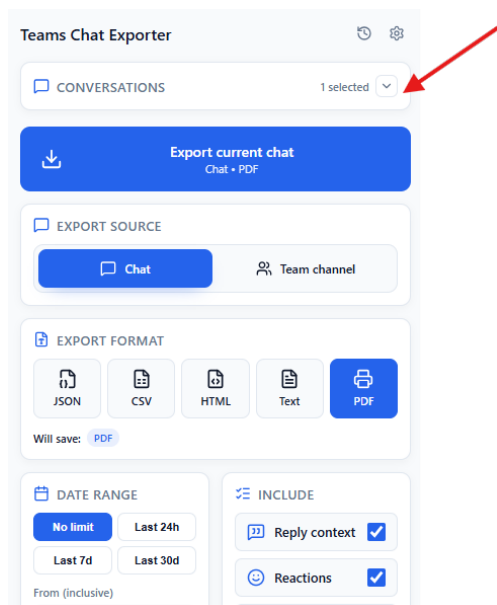
You do not need to open the extension yet.

Step 2: Sign in to Microsoft Teams

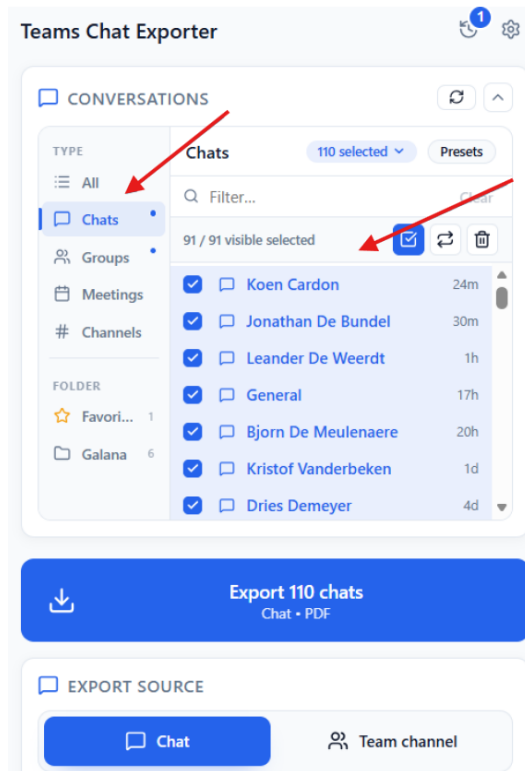
1. Open a new browser tab.
2. Go to: <https://teams.microsoft.com>
3. Sign in with your Microsoft 365 account.
4. Open the Teams Chat Exporter extension



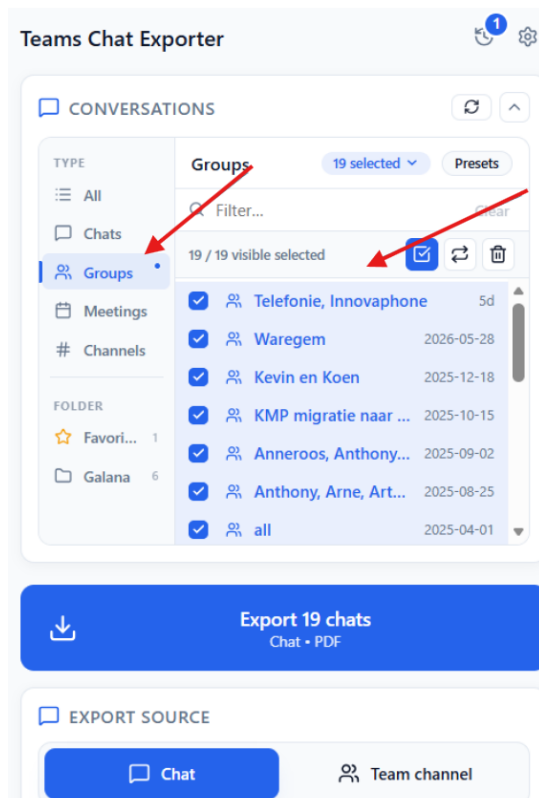
5. Click Conversations.



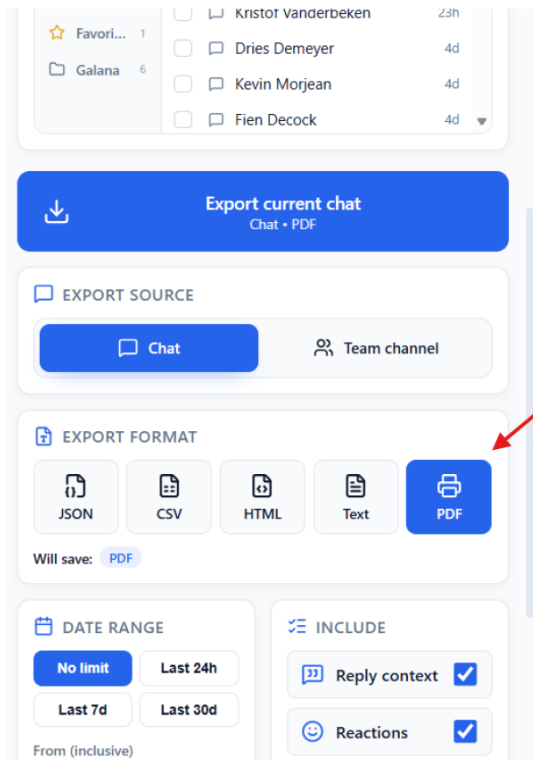
6. Go to Chats and select all the chats you want to export.



7. Go to Groups and select all the groups you want to export.



8. Go to Export Format and select PDF. Deselect any other export formats that are currently selected.



The screenshot shows the export settings interface. At the top, there's a list of chat participants: Kristof Vanderbeken (23h), Dries Demeyer (4d), Kevin Morjean (4d), and Fien Decock (4d). Below this is a blue button labeled 'Export current chat' with a download icon and 'Chat • PDF' underneath. The 'EXPORT SOURCE' section has two buttons: 'Chat' (selected) and 'Team channel'. The 'EXPORT FORMAT' section has five buttons: JSON, CSV, HTML, Text, and PDF (selected, highlighted with a red arrow). Below this, it says 'Will save: PDF'. The 'DATE RANGE' section has four buttons: 'No limit' (selected), 'Last 24h', 'Last 7d', and 'Last 30d'. The 'INCLUDE' section has two checkboxes: 'Reply context' (checked) and 'Reactions' (checked). At the bottom left, it says 'From (inclusive)'.

9. Select any additional options you would like to include in the export :

- Include reply context
- Include reactions
- Include replies
- Include system messages
- Include avatars
- Include images
- Include file attachments

We recommend selecting the options shown below:

EXPORT SOURCE

Chat Team channel

EXPORT FORMAT

JSON CSV HTML Text PDF

Will save: PDF

DATE RANGE

No limit Last 24h
Last 7d Last 30d

From (inclusive)
YYYY-MM-DD HH:MM

To (exclusive)
YYYY-MM-DD HH:MM

INCLUDE

Reply context ☒
Reactions ☒
System messages ☐
Avatars ☐
Images ☒
File attachments ☒

10. Click “Export current chat”.

Teams Chat Exporter

CONVERSATIONS

TYPE: All Chats Groups Meetings Channels

FOLDER: Favori... 1 Galana 6

Chats 1 selected Presets

Filter... Clear

1 / 91 visible selected

100% 100% 100% 100% 100%

Joyce Van Dycke 5d
Koen Cardon 6d
Pascal Decoutere 6d
Jonas Vanderhaeghe 2026-09-08
Pieter Martens 2026-09-08
Frédéric Cardoen 2026-09-07
Bobby Swartbeek 2026-09-04

Export current chat
Chat - PDF

EXPORT SOURCE

Chat Team channel

Please store your exported files securely. Do not share password files or other sensitive information through email or unsecured locations

