



Stellar OST to PST Converter 6.0

User Guide

Overview

Stellar OST to PST Converter offers a complete solution to convert OST files to Microsoft Outlook Personal Storage (PST) files. It also gives you an option to save emails in other formats.

The software converts a complete OST file to PST mailbox including contents such as e-mails, attachments, contacts, calendars, tasks and journals. You can also save emails in any one of the five following formats:

- MSG
- EML
- PDF
- HTML
- RTF

To view data from a newly converted file, you need to import the new PST file into MS Outlook.

Stellar OST to PST Converter also ensures recovery of accidentally deleted e-mails that you have emptied from the deleted items folder. After converting an OST file, the software shows its original content. All folders from the original OST file are shown along with their content in a three-pane structure.

What's New in this Version?

- Support for MS Office 2016
- Support to transfer the license of the registered software to another computer.
- Option to save partial records in demo version.

Key features:

- Enables you to view messages in a 3-view format.
- Selective conversion of mails.
- Find option to search mails faster.
- Converts e-mails, calendar entries, contacts, notes, tasks and journals from OST files.
- Restores formatting from RTF and HTML messages.
- Supports conversion of encrypted OST files.
- Converted mailbox is saved as a new PST file on any drive (including network drives) visible to host computer.

- Can save single mail messages in MSG, EML, RTF, HTML and PDF format.
- Enhanced preview feature for calendars, tasks, journals and contacts.
- Support for MS Office 2013, 2010 (both 32 and 64 bit versions).
- New GUI look and feel matches MS Office 2007 / 2010 / 2013 GUI.
- Right-click option to save emails in any one of the following formats from preview section itself -MSG, EML, RTF, HTML and PDF.
- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment and Importance. You can also arrange scanned emails in form of groups.

Installation Procedure

Before installing the software, ensure that your system meets the minimum system requirements.

Minimum System Requirements

Processor: Pentium Class

Operating System: Windows 10 / Windows 8 / Windows 7 / Windows Vista / Windows XP

• Memory: 512 MB

Hard Disk: 50 MB of free space

MS Outlook: 2016 / 2013 / 2010 / 2007 / 2003 / 2002 (XP) / 2000

• Internet Explorer: Version 6.0 or later

To install the software:

1. Double-click **StellarOSTtoPSTConverter.exe** executable file to start installation. **Setup - Stellar OST to PST Converter** dialog box is displayed.

2. Click Next. License Agreement dialog box is displayed.

- 3. Choose I accept the agreement option. Next button will be enabled. Click Next. Select Destination Location dialog box is displayed.
- 4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
- 5. Click **Browse** to provide path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.
- 6. Select check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.
- 7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- 8. On completion of the installation process, **Completing the Stellar OST to PST Converter Setup Wizard** window is displayed. Click **Finish**.

Note: Clear Launch Stellar OST to PST Converter check box to prevent the software from launching automatically.

Launching the Software

To launch Stellar OST to PST Converter in Windows 10:

- Click Start icon -> All apps -> Stellar OST to PST Converter -> Stellar OST to PST Converter Or,
- Double click Stellar OST to PST Converter icon on the desktop. Or,
- Click Stellar OST to PST Converter tile on the home screen.

To launch Stellar OST to PST Converter in Windows 8.1 / 8:

- Click Stellar OST to PST Converter tile on the home screen. Or,
- Double click Stellar OST to PST Converter icon on the desktop.

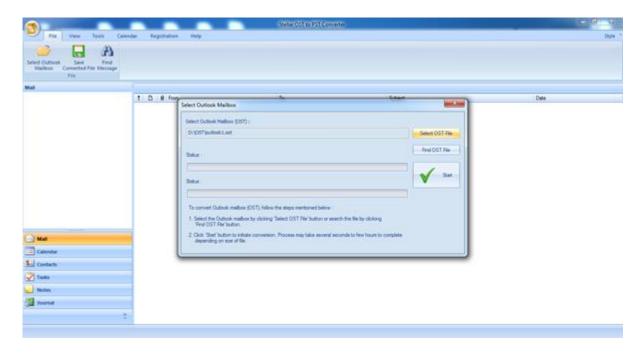
To launch Stellar OST to PST Converter in Windows 7 / Vista / XP:

- Click Start -> Programs -> Stellar OST to PST Converter -> Stellar OST to PST Converter. Or,
- Double click Stellar OST to PST Converter icon on the desktop. Or,
- Click Stellar OST to PST Converter icon in Quick Launch.

User Interface

Stellar OST to PST Converter has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar OST to PST Converter resembles the GUI of MS Office 2007.

After launching the software, the main user interface appears as shown below:



The user interface contains menus and buttons that allow you to access various features of the software with ease.

When you start **Stellar OST to PST Converter**, the **Select Outlook Mailbox** dialog box opens as shown below:



To select an OST file, click on **Select Outlook File** button. Select the OST file that needs to be converted and then click **Start** to initiate the conversion process.

Stellar OST to PST Converter also allows you to find OST files, in case you don't know the location of the OST file, you want to convert. Click on **Find OST File** button, **Find Mailbox** dialog box opens. Use **Look in** to specify the drive in which you wish to search for OST files, and then click **Start** to search for files.

Note: Select Outlook Mailbox dialog box can also be opened by selecting Select Outlook Mailbox in the File menu.

Menus

File

Select Outlook Mailbox

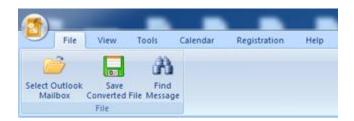
Opens **Select Outlook Mailbox** dialog box, using which you can select / search for OST files.

Save Converted File

Saves the PST file at your specified location.

Find Message

Use this option to search for specific emails and messages from the list of emails.



File Menu

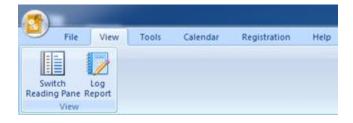
View

Switch Reading Pane

Use this option to switch between horizontal and vertical views of the reading pane.

Log Report

Use this option to view the log report.

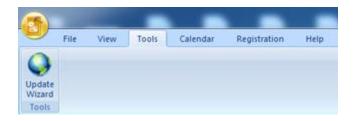


View Menu

Tools

Update Wizard

Use this option update your software



Tools Menu

Calendar

Day

Use this option to list all the entries of a particular day from the list of the scanned emails.

Work Week

Use this option to list all the entries of a work week (from Monday to Friday).

Week

Use this option to list all the entries of a week (from Monday to Sunday).

Month

Use this option to list all the entries of a particular month.

GoTo

Use this option to list all the entries of the current date or any particular date.

Registration

Register

Use this option to register the software after purchasing the software.

Transfer License

Use this option to transfer the license of the registered software to another computer.



Calendar Menu



Registration Menu

Help

Help Topics

Use this option to open the help manual of the software.

Order

Use this option to buy Stellar OST to PST Converter.

Support

Use this option to visit the support page of stellarinfo.com

Knowledgebase

Use this option to visit the Knowledgebase articles of stellarinfo.com

Enquiry

Use this option to submit enquiry to stellarinfo.com

About

Use this option to read information about the software.

Style

Use this option to switch between various themes for the software, as per your choice. Stellar OST to PST Converter offers the following themes: Office 2007 (Blue, Black, Silver, Aqua), Office 2010 (Blue, Black, Silver), and Office 2013 Theme.



Help Menu



Style Menu

Buttons

Stellar OST to PST Converter toolbar has following buttons / options:



Click this button to open Select Outlook Mailbox file dialog box.



Click this button to save the PST file to a location of your choice.



Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



Click this button to view the **Log Report**, which contains the details of the conversion process.



Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.



Click this button to update your software. Use this option to check for both, major and minor versions of the software.



Click this button to list all the entries of one particular day from the list of the scanned emails.



Click this button to list all the entries of a work week (from Monday to Friday).



Click this button to list all the entries of a week (from Monday to Sunday).



Click this button to list all the entries of a particular month.



Click this button to list all the entries of the current date.



Click this button to list all the entries of a particular day (any single day except the current date).



Click this button to register the software after purchasing.



Click this button to transfer the license of the registered software to another computer.



Click this button to open the help manual for Stellar OST to PST Converter.



Click this button to purchase the software.



Click this button to open Stellar Information Technology Private Limited's online support website.



Click this button to visit the Knowledgebase articles of stellarinfo.com



Click this button to submit an enquiry to stellarinfo.com



Click this button to read more information about the software.

Ordering the Software

To know more about Stellar OST to PST Converter, click here.

To purchase the software online, please visit http://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php

Alternatively, click on Order icon in Help Menu on the Menu Bar to purchase the software online.

Select either of the methods given above to purchase the software.

Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

Registering the Software

The demo version is just for evaluation purpose and must be eventually registered to use the full functionality of the software. The software can be registered using the Registration Key which you will receive via email after purchasing the software.

To register the software:

- 1. Run demo version of **Stellar OST to PST Converter** software.
- 2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.



3. Choose 'I don't have the registration key' (Use this option if you have not purchased the product) or select 'I have the registration key' (Use this option if you have already purchased the product).

To register the software, when you do not have a registration key, follow the steps given below:

- 1. In the *Register* window, select 'I don't have the registration key' option. Click **OK**, to go online and purchase the product.
- 2. Once the order is confirmed, a Registration Key will be sent to the email provided at the time of purchase.
- 3. In the *Register* window, type the **Registration Key** and click **Register** button (Please ensure that you have an active Internet connection).



4. ' Activation Completed Successfully ' message is displayed after the process is completed successfully. Click **OK**.

To register the software, when you have a key, follow the steps given below:

- 1. In the Register window, select 'I have the registration key' option.
- 2. You can choose either 'Online Registration' (Use this option to register the software over Internet) or 'Offline Registration' (Use this option to register the software manually / through e-mail if for any reason, Internet connection is unavailable).

Online Registration

Online Registration is possible only when an active Internet connection is available.

- o To register the software online:
 - 1. From the Register window, select Online Registration. Click OK.



2. An Online Registration dialog box will appear.

3. Type the **Registration Key** (received through email after purchasing the product) in the field of Registration Key. Click **Register**.



4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be registered successfully.

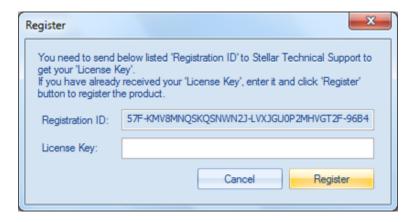
Offline Registration

Offline Registration enables you to register the product when your computer does not have an Internet connection.

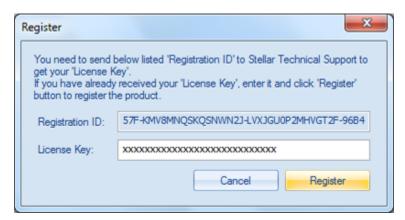
- o To register the software offline:
 - 1. From the Register window, select Offline Registration. Click OK.



2. An **Offline Registration** dialog box will appear displaying **Registration ID** in its respective field.



- 3. To get your License Key, which is required to register the software manually, you need to mail the listed **Registration ID** to support@stellarinfo.com.
- 4. A License Key will be sent to your email address after verifying the Registration ID and purchase details by *Stellar Technical Support*.
- 5. After receiving the License Key, open **Stellar OST to PST Converter**. In *Register* window, select 'I have the registration key'.
- 6. Select Offline Registration and click OK.
- 7. Enter the **License Key** received through email in the field of License Key.



8. Click **Register** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Transfer License

Stellar OST to PST Converter allows you to transfer the license of the registered software to another computer on which you want to run the software with full functionality. This operation deactivates the product on your current computer so it can be reactivated on the new computer.

To transfer a software license from one computer to another, please follow the specific steps below:

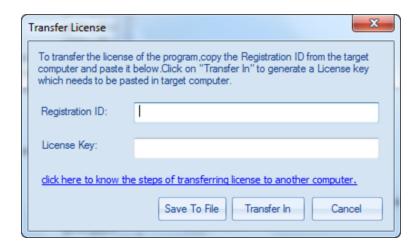
On Target Computer:

- 1. Run demo version of the software.
- 2. In Registration Menu on Menu Bar, click Register. A new dialog appears.
- 3. From the Register window, select Offline Registration. Click OK.
- 4. An **Offline Registration** dialog box will appear displaying **Registration ID** in its respective field.



On Source Computer:

- 1. Run registered version of **Stellar OST to PST Converter** software.
- 2. In Registration Menu on Menu Bar, click Transfer License.



- 3. Copy the **Registration ID** displayed on the Target Computer in the field of Registration ID on the Source Computer.
- 4. To get your License Key, click **Transfer In** button on Source Computer. This will generate a License Key.

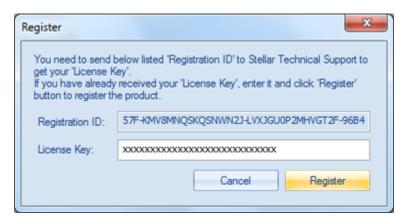


- 5. You can also save the License Key generated on the source computer. Click **Save to File** button to save the Registration ID and the License Key. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
- 6. 'License Key has been saved successfully' message is displayed after the saving process is completed successfully. Click **OK**.

This will deactivate the product on Source Computer and you will no longer be able to use the software anymore on this computer.

On Target Computer:

1. Type the **License Key** which you have generated on the Source Computer in the provided field of License Key.



- 2. Click **Register** to complete the activation process.
- 3. ' Activation Completed Successfully ' message is displayed after the process is completed successfully. Click **OK**.

Updating the Software

Stellar releases periodical software updates for **Stellar OST to PST Converter** software. You can update the software to keep it up-to-date. These updates can add a new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. This will check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar OST to PST Converter:

- 1. Go to Tools option in Menu Bar. Click Update Wizard.
- 2. **Update Wizard** window will open. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- 3. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure
- Updates are not available

Note: If a major version is available, you need to purchase the software in order to upgrade it.

Stellar Support

Our **Technical Support** professionals will give solutions for all your queries related to **Stellar** products.

You can either call us or go online to our support section at http://stellarinfo.com/support/

For price details and to place the order, click http://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php

Chat Live with an **Online** technician at http://www.stellarinfo.com/

Search in our extensive Knowledgebase at http://www.stellarinfo.com/support/kb

Submit enquiry at http://www.stellarinfo.com/support/enquiry.php

Send e-mail to Stellar Support at stellarinfo.com

| Support Helpline Monday to Friday [24 Hrs. a day] | |
|--|------------------------|
| USA (Toll free Pre Sales Queries) | +1-877-778-6087 |
| USA (Post Sales Queries) | +1-732-584-2700 |
| UK (Europe) | +44-203-026-5337 |
| Australia & Asia Pacific | +61-280-149-899 |
| Netherlands Pre & Post Sales Support | +31-208-111-188 |
| Worldwide | +91-124-432-6777 |
| Email Orders | orders@stellarinfo.com |

Find OST Files

Stellar OST to PST Converter allows you to search for OST files in your computer. Using the **Find OST File** option, you can search for OST files in your computer's drives, folders and sub folders. However, you can only select one drive at a time to search for OST files.

To find OST files in drives:

- From File menu, click on Select Outlook Mailbox icon to open Select Outlook Mailbox dialog box.
- 2. Click **Find OST File** button. **Find Mailbox** dialog box opens.
- From Look in field under Find Options section, select the drive you want to search for OST files. Click Start.
- After the search is finished, a list of OST files found in the selected drive is shown in Find Mailbox dialog box, under the Find Results section.



Find OST Files

To find OST files in folders and subfolders:

- 1. From **File menu**, click on **Select Outlook Mailbox** icon to open **Select Outlook Mailbox** dialog box.
- 2. Click Find OST File button. Find Mailbox dialog box opens.
- 3. In Find Mailbox dialog box, click Find in folder button. Browse for Folder dialog box opens.
- 4. Select the folder from which you want to search OST files. Click **Start**. Also, if you want to search subfolders within that folder, select **Search Subfolders** checkbox.
- 5. After the search is finished, list of OST files found in the selected drive is shown in **Find Mailbox** dialog box, under **Find Results** section.

Note: Click Clear List button to clear the search result.

Convert OST Files

If you know the location of OST files, then you can directly specify the location and start converting OST file to PST file. If you do not know the location, then you can search for OST file by using the **Find OST File** option of **Stellar OST to PST Converter** software.

To convert OST files:

- Run Stellar OST to PST Converter software. From the Select Outlook Mailbox dialog box, select / find the OST files that you want to convert. Click Start to initiate conversion of the selected OST file.
- The time required for conversion depends on the size of selected OST file. You can stop the conversion process by clicking **Stop** button, that appears during the conversion of selected OST file.

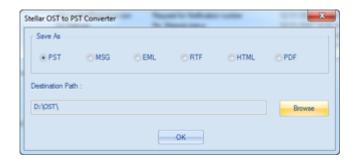


3. After completion of the conversion process, **Stellar OST to PST Converter** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

All mailbox folders will be listed in the left-pane, under the root node. Click on a folder to view its items. Click an email to view its content. In addition to emails, calendar, contacts, tasks, notes, and journals can also be viewed by clicking on respective folders or buttons.

To switch between vertical and horizontal reading panes, click **Switch Reading Pane** button in **View Menu**.

- 4. To save the converted OST file, click **Save Converted File** button in **File Menu**. **Stellar OST to PST Converter** dialog box opens. Click **Browse**.
- 5. In **Browse for Folder** dialog box, select the location where you want to save the PST file. Click **OK**.



6. The converted file (PST) will be saved at your specified location. You will need to import the PST file to **Microsoft Outlook** in order to use it.

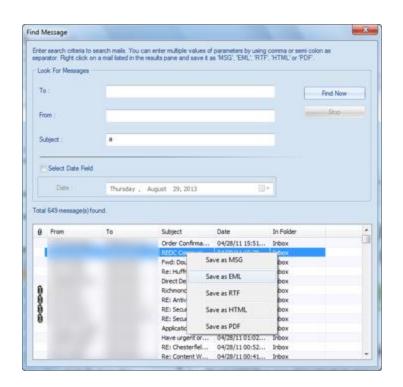
Note: You can stop the scan and conversion process individually. If you stop the scanning process, then no files will be converted. If you stop the conversion process, then those files will be shown, that were converted until the process was stopped. Also, Microsoft Outlook should be closed before starting the scanning process.

Find, View and Save a Single Message

Stellar OST to PST Converter allows you to find a particular message from the converted PST file. The software offers a **Find Message** feature, which helps you narrow the search using various search options. You can save a message directly from the search result in MSG, EML, RTF, HTML or PDF format.

To find messages:

- Click on Find Message icon in File Menu. Find Message dialog box opens.
- 2. Specify the search criteria in **Find Message** dialog box.
 - In To field, specify all or few characters of email ids of recipients. Key words should be separated by a semicolon (;).
 - In From field, specify all or few characters of email ids of senders. Key words should be separated by a semicolon (;).
 - In Subject field, specify the subject that you need to search.
 - If you want to search for emails sent or received on a particular date, select Select Date Field checkbox, and select date from Date drop box.
 - 3. Click **Find Now** button to start search.



Find Message

To view messages:

- 1. After the search is complete, a list of emails that match the search criteria is shown.
- 2. Double-click on an email to open it in a new window.

To save messages:

- To save any message from the search result list, simply right-click on it and:
 - Select Save as MSG to save the message in MSG format.
 - Select Save as EML to save the message in EML format.
 - Select Save as RTF to save the message in RTF format.
 - Select Save as HTML to save the message in HTML format.
 - Select Save as PDF to save the message in PDF format.

You need to import the PST file in MS Outlook in order to view it.

Note: Demo version allows you to save partial records only. You need to register the software to save complete data.

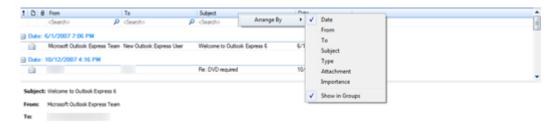
Arrange Scanned Emails

Stellar OST to PST Converter allows you to arrange converted mails as per date, from, to, subject, type, attachment, and importance. This feature helps you to sort and organize the messages into pre-defined groups.

The software provides seven pre-defined, standard arrangements that you can choose from. They are available in the pane listing all the scanned emails / messages.

To arrange scanned email and messages:

- 1. Run Stellar OST to PST Converter.
- Select the OST file that needs to be converted.
- 3. After scanning, the application will list all the emails from the converted OST file in the preview pane.



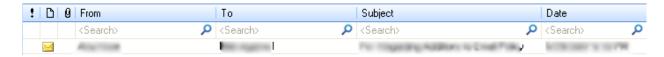
- 4. Right-click on email grid column headers and you will get the **Arrange By** option.
- 5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:
- Date
- o From
- о То
- Subject
- Type
- Attachment
- Importance
- Show in Groups

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the converted OST file appears in the preview pane, you can enter the search text in the column header search box to search for emails in a given column. This search is performed on a single column only.

To search for e-mails in preview pane, follow the steps given below:

- 1. Run Stellar OST to PST Converter application.
- 2. Select the OST file which needs to be converted.
- 3. After scanning, the application will list all the emails converted from the OST file in preview pane.
- 4. Enter search text in any of mail grid search box. You can enter text in From, To, Subject, and Date mail grid column headers only.



5. The application will show all the emails and messages fulfilling the search criteria.

Import PST file in MS Outlook

To import PST file in Microsoft Outlook 2016 / 2013:

- Open Microsoft Outlook. From File Menu, select Open & Export.
- Select **Import / Export** option from the right pane.
- From Import and Export Wizard window, select Import from another program or file, click Next.
- In Import a File dialog box, select Outlook Data File (.pst), click Next.
- Click Browse to locate the PST file that needs to be imported. In the options box, select an
 appropriate option. Click Next.
- In Import Outlook Data File dialog box, select the folders that should be imported in Microsoft Outlook. Click Finish.

To import PST file in Microsoft Outlook 2010:

- Open **Microsoft Outlook**. From **File** Menu, select **Open** -> **Import**. (For MS Outlook 2013, select Open and Import from File Menu)
- From Import and Export Wizard window, select Import from another program or file, click Next.
- In Import a File dialog box, select Outlook Data File (.pst), click Next.
- Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
- In Import **Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

To import PST file in Microsoft Outlook 2007 / 2003:

- Open Microsoft Outlook. From File menu, select Import and Export.
- From Import and Export Wizard window, select Import from another program or file, click Next.
- In Import a File dialog box, select Personal Folder File (PST), click Next.
- Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click Next.
- In Import Personal Folders dialog box, select the folders that should be imported in Microsoft Outlook. Click Finish

Read MSG, EML, RTF, HTML and PDF Files

To read an e-mail saved as a MSG file:

- 1. Navigate to the location where MSG file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as an EML file:

- 1. Navigate to the location where EML file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as a RTF file:

- 1. Navigate to the location where RTF file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file in Wordpad.

To read an e-mail saved as a HTML file:

- 1. Navigate to the location where HTML file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file in your default browser.

To read an e-mail saved as a PDF file:

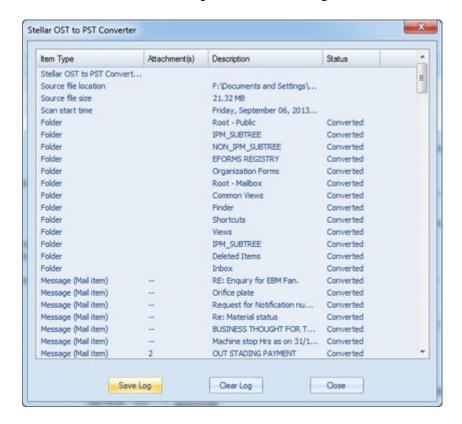
- 1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file in a PDF file reader.

Save Log Report

With **Stellar OST to PST Converter**, you can save the **Log Report** to analyze the conversion process at a later stage.

To save Log Report:

- 1. From View menu, select Log Report.
- 2. In Stellar OST to PST Converter dialog box, click Save Log.



3. In Save As dialog box, specify the location where you want to save the log file. Click Save.

To clear Log Report:

- 1. From View menu, select Log Report.
- 2. In Stellar OST to PST Converter dialog box, click Clear Log.

FAQs

1. Can I convert OST files in any other format?

Stellar OST to PST Converter converts OST files to PST mailbox. You can also save individual mails in **MSG**, **EML**, **PDF**, **RTF** or **HTML** formats.

2. I have forgotten the path of my OST file. Can I search for the OST file using the application?

Of course, you can search for OST files in a specific drive or folder. Click **Find OST File** option in the application to locate the OST file.

3. How much time Stellar OST to PST Converter software takes to covert an OST file to PST mailbox?

The scanning time depends upon the size of OST file. While the process is running, you have to wait for conversion process to complete. Once the process is complete you can save the newly created PST mailbox at the specified location.

4. I want to analyze the conversion process. Can I see the log report at a later stage?

Yes, the application gives you an option to save the log report as a text file that you can view at a later stage.

5. I have converted my OST file to PST. How can I import it in MS Outlook?

Please follow the link for steps to Import a PST file in MS Outlook.

6. What is an OST File?

If you use Outlook as an Exchange Server client and do not use PST file to store your data (instead store your data on the Exchange Server), OST file allows you to work offline. OST file acts essentially as an offline copy of your data store on the Exchange Server. When you're working offline, all changes that you make to contacts, messages, and other Outlook items and folders occur in the offline store. When you go online again, Outlook synchronizes the changes between offline store and your Exchange Server store.

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Data cleanup and file eraser utility can delete selected folders, groups of files, entire logical drives, System Traces & Internet traces. Once the data have been removed using Stellar Wipe - Data File eraser utility, it is beyond recovery limits of any Data Recovery Software or utility. More Info >>

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