Stellar Office 365 Extractor

User Guide

Version 2.0

Overview

Stellar Office 365 Extractor extracts mailbox data from office 365 account. It allows you to preview mailbox items directly by entering login credentials. The software also provides you with the ease of saving mailbox data into PST, MSG, EML, HTML, RTF and PDF formats.

What's new in this version?

- Support for MS Outlook 2016

Key Features:

- Option to connect with Office 365 account and extract mailbox.
- Option to preview mailbox items.
- Option to save mailbox data in PST, MSG, EML, HTML, RTF and PDF formats.
- Option to save individual folders of mailbox (including sub folders) in PST, MSG, EML, HTML, RTF and PDF format.
- Option to save an individual mail in MSG,EML,HTML,RTF and PDF format.

Installation Procedure

Before installing the software, check that your system meets the minimum system requirements:
Minimum System Requirements

- **Processor:** Pentium Class

- **Operating System:** Windows10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Vista / Windows Server 12 / Windows Server 8 (R2)

- **Memory:** Minimum 1 GB

- **Hard Disk:** 50 MB of Free Space

- **MS Outlook:** 2016, 2013, 2010 (with Service Pack 2)

Steps to install Stellar Office 365 Extractor

- Double-click **StellarOffice365Extractor.exe** executable file to start installation. **Setup- Stellar Office 365 Extractor** dialog box is displayed.

- Click **Next**. **License Agreement** dialog box is displayed.

- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.

- Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.

- Click **Browse** to provide path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.

- Choose the check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.

- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.

- After completing the process, **Completing the Stellar Office 365 Extractor Setup Wizard** window is displayed. Click **Finish**.

*Note: Clear **Launch** Stellar Office 365 Extractor check box before clicking **Finish** to prevent the software from launching.*

Launching the Software

To launch Stellar Office 365 Extractor in Windows 10:

- Click Start icon -> All apps -> **Stellar Office 365 Extractor** -> **Stellar Office 365 Extractor** Or,

- Double click **Stellar Office 365 Extractor** icon on the desktop. Or,

- Click **Stellar Office 365 Extractor** tile on the home screen.

To launch Stellar Office 365 Extractor in Windows 8.1 / 8:

- Click **Stellar Office 365 Extractor** tile on the home screen. Or,

- Double click **Stellar Office 365 Extractor** icon on the desktop.

**To launch Stellar Office 365 Extractor in Windows 7 / Vista:**

- Click Start -> Programs -> **Stellar Office 365 Extractor** -> **Stellar Office 365 Extractor**. Or,

- Double click **Stellar Office 365 Extractor** icon on the desktop. Or,

- Click **Stellar Office 365 Extractor** icon in Quick Launch.

User Interface

Stellar Office 365 Extractor software has a very easy to use Graphical User Interface. The user interface contains features required for extraction.
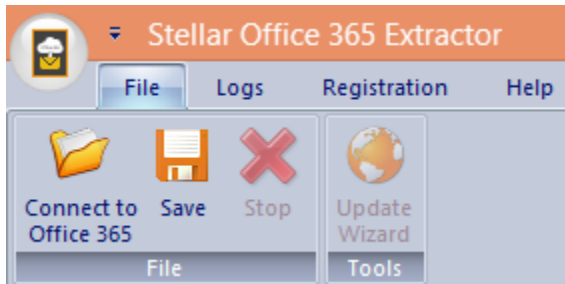
After launching the software, you will see the main user interface as shown below.

The user interface contains Menus and Buttons that let you access various features of the software with ease.
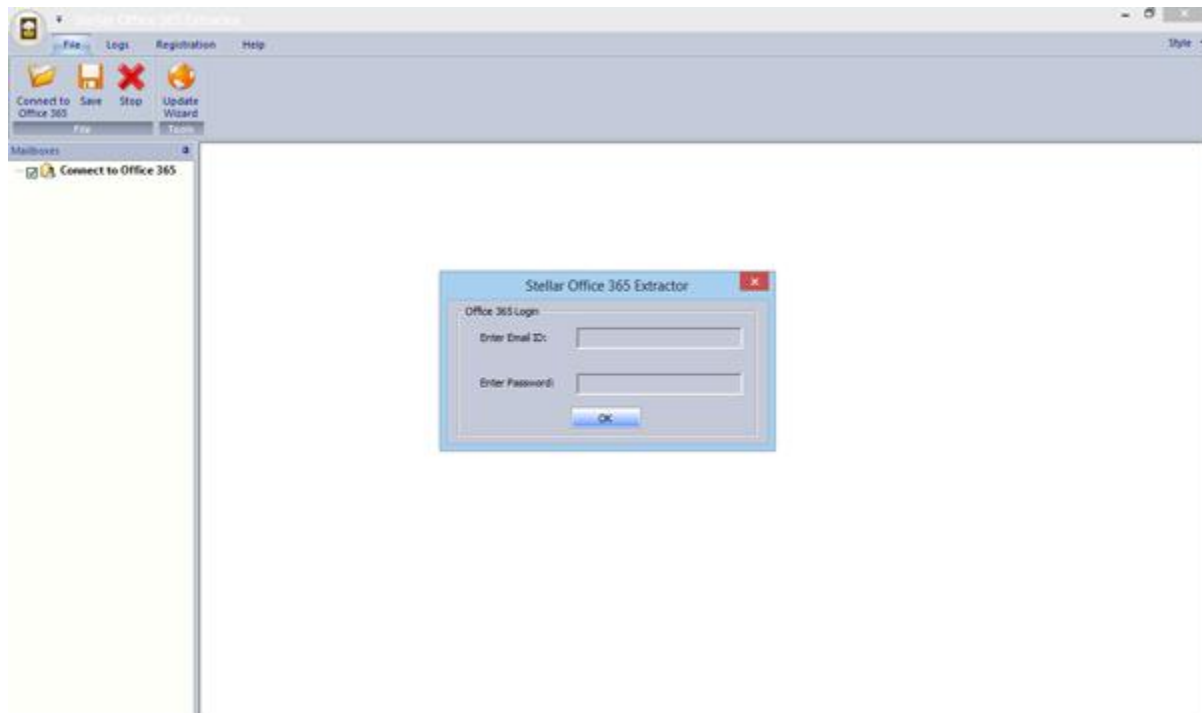
Menus

File Menu

Connect to Office 365

Use this option to connect to Office 365 account.

Save

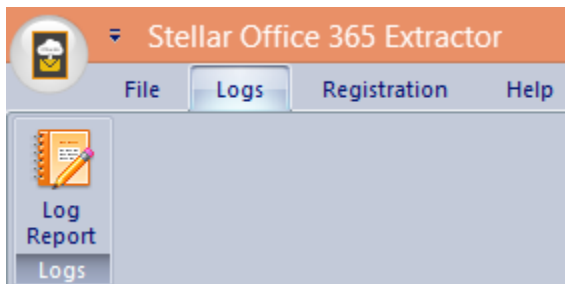Use this option to save the extracted data.

Stop

Use this option to stop the currently running process.

Update Wizard

Use this option to check for both, latest minor and major versions available online.
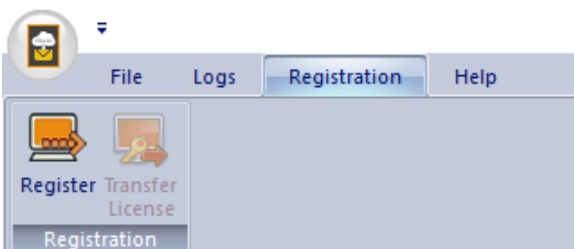
Logs Menu

Log Report

Use this option to view / save the log report.

Registration Menu

Register

Use this option to register the software after purchasing.

Transfer License

Use this option to transfer the license of the

registered software to another computer.

Help Menu

Help

Use this option to view the help manual for the software.

Order

Use this option to buy **Stellar Office 365 Extractor** software.

Support

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

Knowledgebase

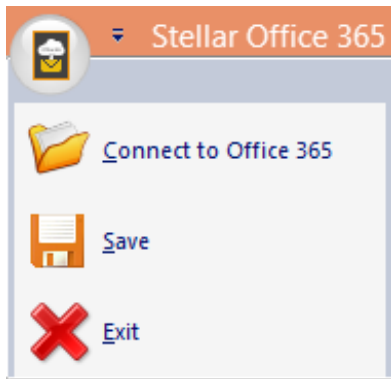Use this option to visit Knowledgebase articles of stellarinfo.com

Enquiry

Use this option to submit enquiry to stellarinfo.com

About

Use this option to read information about the software.

Application Menu

Connect to Office 365
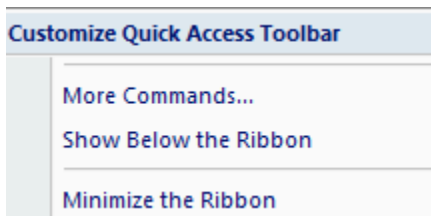
Use this option to connect to Office 365 account.

Save

Use this option to save the extracted data.

Exit

Use this option to exit application.

Customize Quick Access Toolbar Menu

More commands

Use this option to add a command to toolbar for quick access.
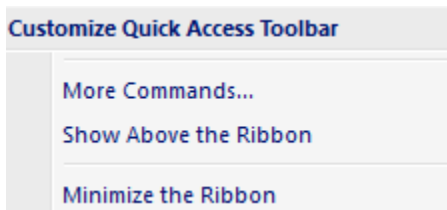
Show Below the Ribbon

Use this option to move down the Customize Quick Access Toolbar.
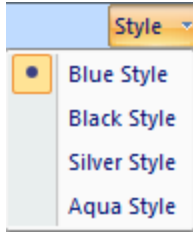

Show Above the Ribbon

Use this option to move the Customize Quick Access Toolbar to upper left area of application (default location).

Minimize the Ribbon

Use this option to minimize the ribbon.

Style Menu

Style

Use this option to switch between various themes for the software, as per your choice.

Buttons

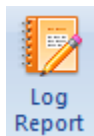Click this button to connect to Office 365 account.

Click this button to save mailbox data in PST, MSG, EML, HTML, RTF and PDF format.

Click this button to stop the extraction process.

Click this button to check for both, latest minor and major versions available online.

Click this button to view / save the log report.
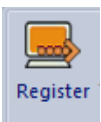
Click this button to register the software after purchasing.

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

Click this button to view the help manual for the software.

Click this button to buy **Stellar Office 365 Extractor** software.

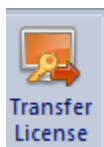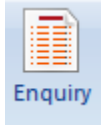**Support**

Click this button to view the support page of stellarinfo.com.

KB Knowledge base

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

Enquiry

Click this button to submit enquiry to stellarinfo.com.

About

Click this button to read information about the software.

Ordering the Software

Click h[ttps://www.stellarinfo.com/email-tools/office-365-to-outlook.php](https://www.stellarinfo.com/email-tools/office-365-to-outlook.php) to know more about **Stellar Office 365 Extractor.**

To purchase the software online, please visit https://www.stellarinfo.com/email-tools/office-365-to-outlook/buy-now.php

Alternatively, click **Purchase Stellar Office 365 Extractor** in **Help Menu** on **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.
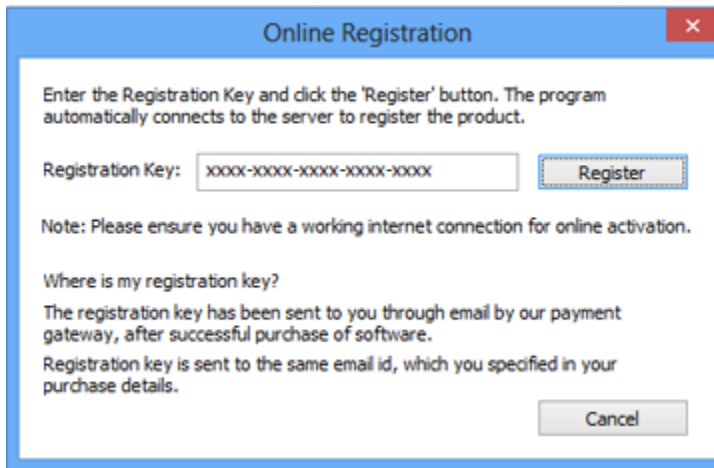
To register the software:

1. Run demo version of **Stellar Office 365 Extractor** software.

2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.
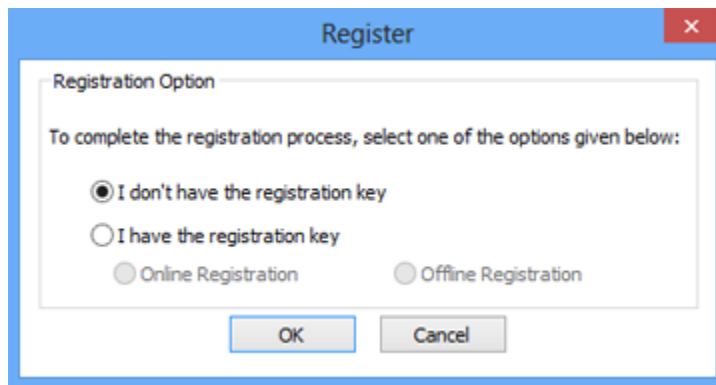
3. Choose 'I don't have the registration key' (Use this option if you have not purchased the product) or select 'I have the registration key' (Use this option if you have already purchased the product).

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 *Online Registration* 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**:

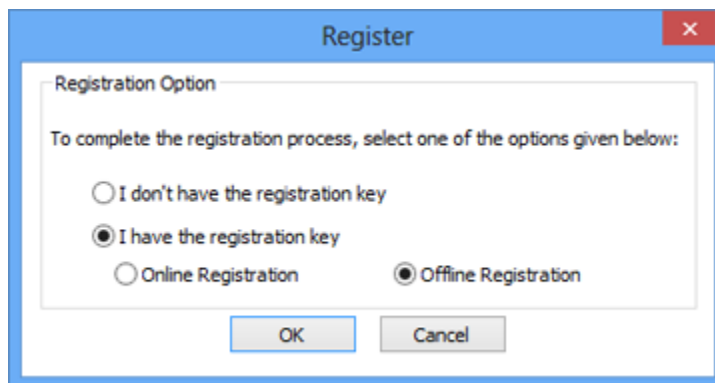   1. From the *Register* window, select **Online Registration**. Click **OK**.
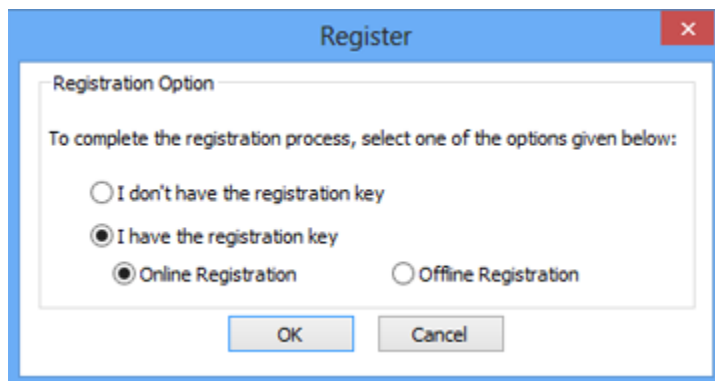
    2. An **Online Registration** dialog box will appear.

    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.
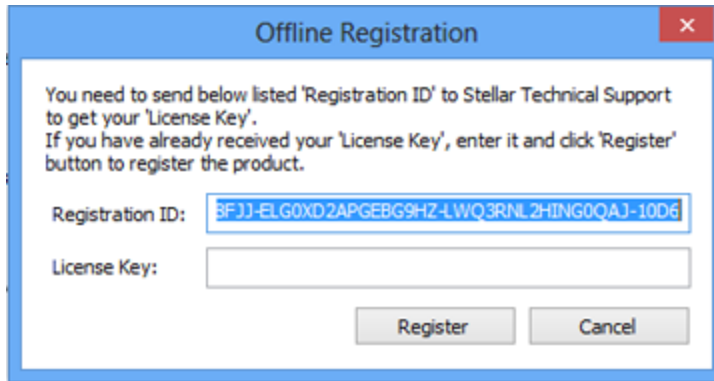
3. To get your License Key, which is required to register the software manually, you need to mail the listed **Registration ID** to support@stellarinfo.com.

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 Office 365 Extractor**. 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.
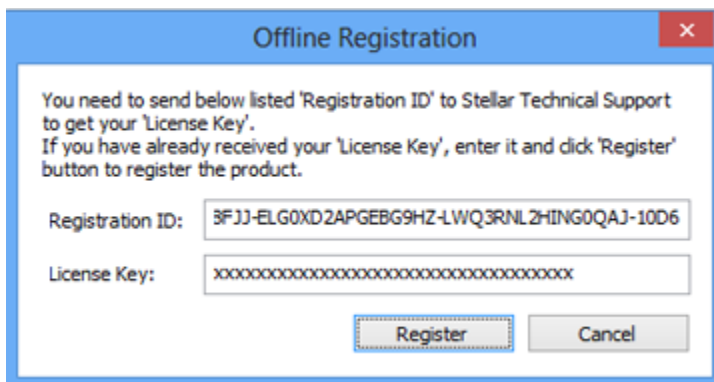
8. Click **Register** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Transfer License

Stellar Office 365 Extractor 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.
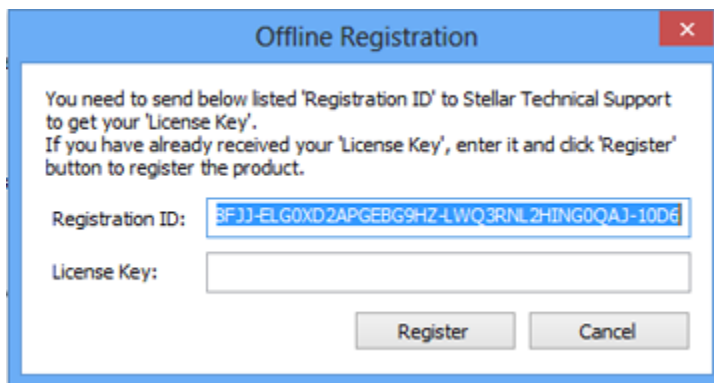
2. In **Registration** Menu on Menu Bar, click **Register**. A new dialog appears.

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 Office 365 Extractor** 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**.
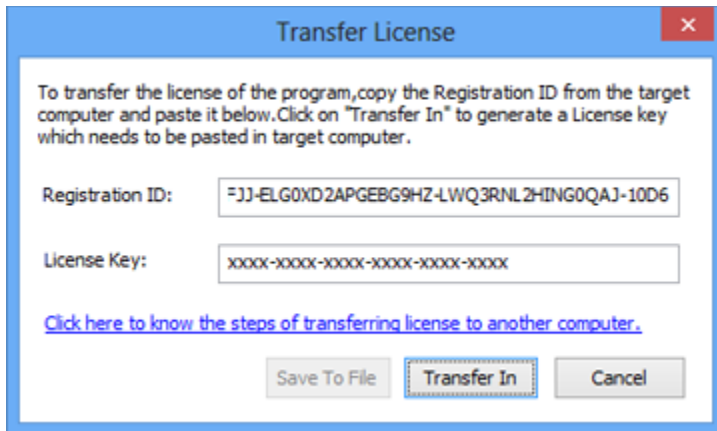
This will deactivate the product on Source Computer and you will no longer be able to use the software anymore on this computer.

On Target Computer:

1. Type the **License Key** which you have generated on the Source Computer in the provided field of License Key.
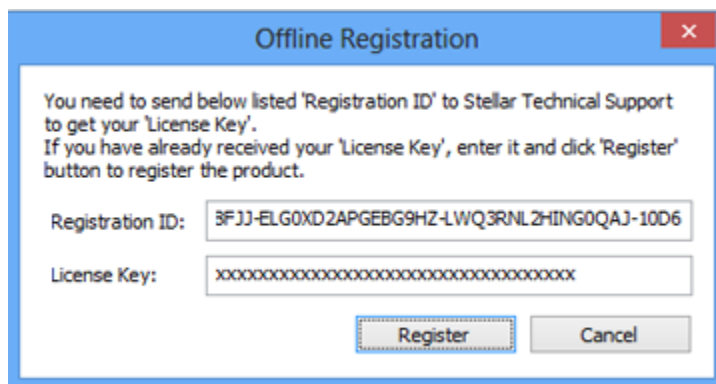
2. Click **Register** to complete the activation process.

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 Office 365 Extractor** 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 Office 365 Extractor:

- Click Update Wizard icon from **File Menu**.

- **Stellar Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.

- 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 an order**, click https://www.stellarinfo.com/email-tools/office-365-to-outlook/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

E-mail to **Stellar Support** at support@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

Connect to Office 365 Account

Stellar Office 365 Extractor enables you to connect with office 365 mailbox account by simply entering login credentials.

To get connected with office 365 account
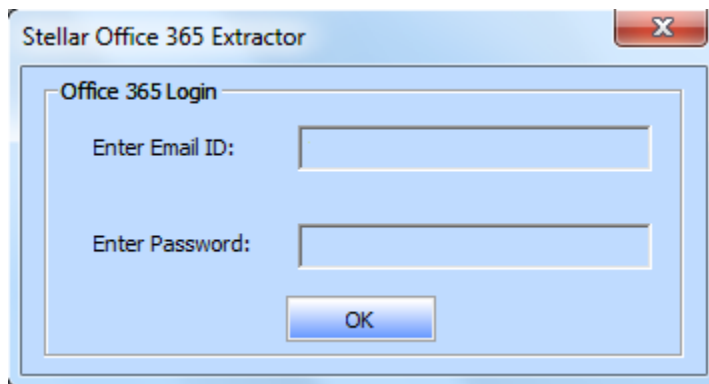
1. Run **Stellar Office 365 Extractor**.
2. **Stellar Office 365 Extractor** dialog box opens.
    Or,

    Click **Connect to Office 365** icon from **File Menu** to open **Stellar Office 365 Extractor** dialog box.
    Or,

    Click **Connect to Office 365** icon from **Application Menu** to open **Stellar Office 365 Extractor** dialog box.
    Or,

    Double click **Connect to Office 365** from left pane of application.
3. Enter Email ID and Password in Office 365 Login. Click **OK** to continue.

4. Stellar Office 365 Extractor will start connecting to the Office 365 account and once the connection is established, entire mailbox data will be listed in a tree view in left pane of application.
5. You can preview mailbox items by clicking on the desired folder.

Preview Mailbox Items

Once **Stellar Office 365 Extractor** establishes a connection with Office 365, a window displays mailbox and its items.

Left pane displays selected mailbox under Root node in a tree like structure while the Middle pane displays the list of mails. Click on any mail in the middle pane to see it's content, which is displayed in right pane as shown below.
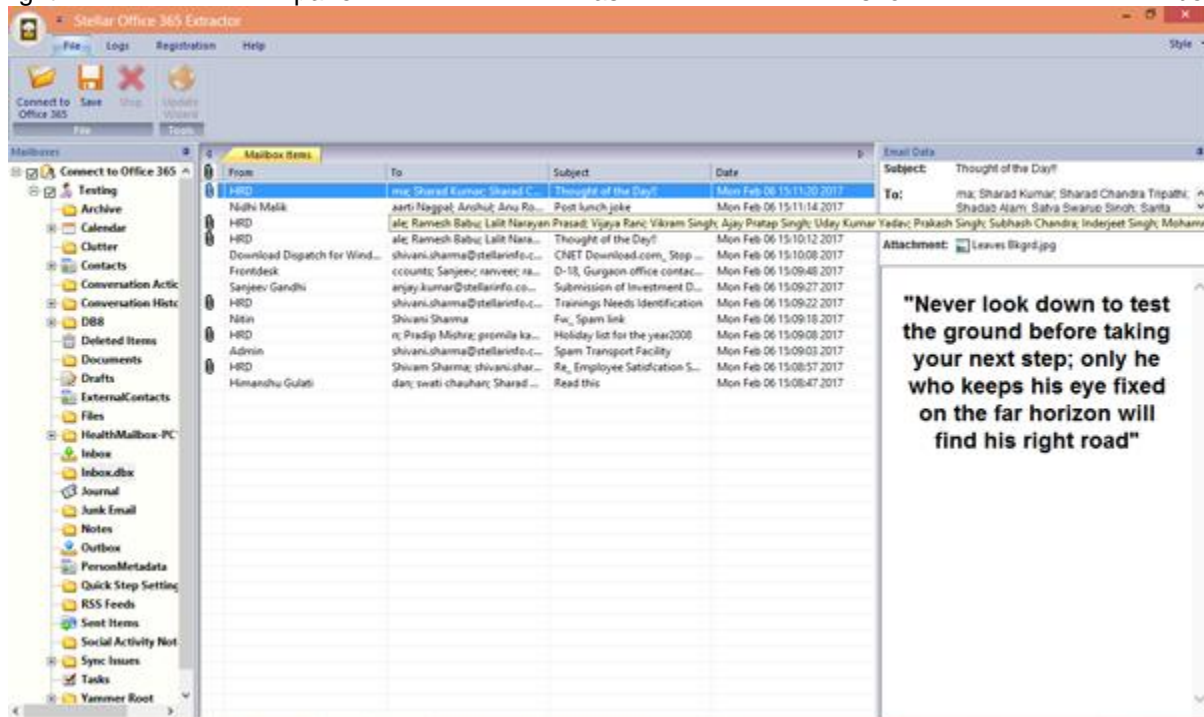
Extract & Save Data

Stellar Office 365 Extractor allows you to save the extracted data in various formats like PST, MSG, EML, HTML, RTF and PDF.

To save the extracted data:

- Click **Save** from **File Menu** or **Application Menu**.

- Select the required format and then select the destination where you want to save the file. Click **OK**.
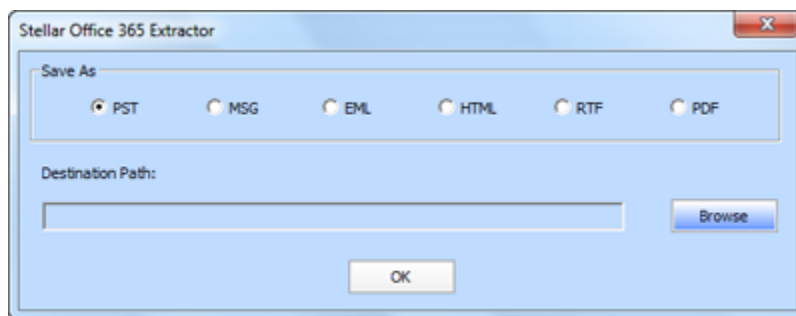
Using **Stellar Office 365 Extractor**, you can save individual folder from mailbox in either of the given formats.

To save extracted items, simply right-click on desired folder and:

- Select Save as PST to save the mailbox in PST format.

- Select Save as MSG to save the mailbox in MSG format.

- Select Save as EML to save the mailbox in EML format.

- Select Save as HTML to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)

- Select Save as RTF to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)

- Select Save as PDF to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible).
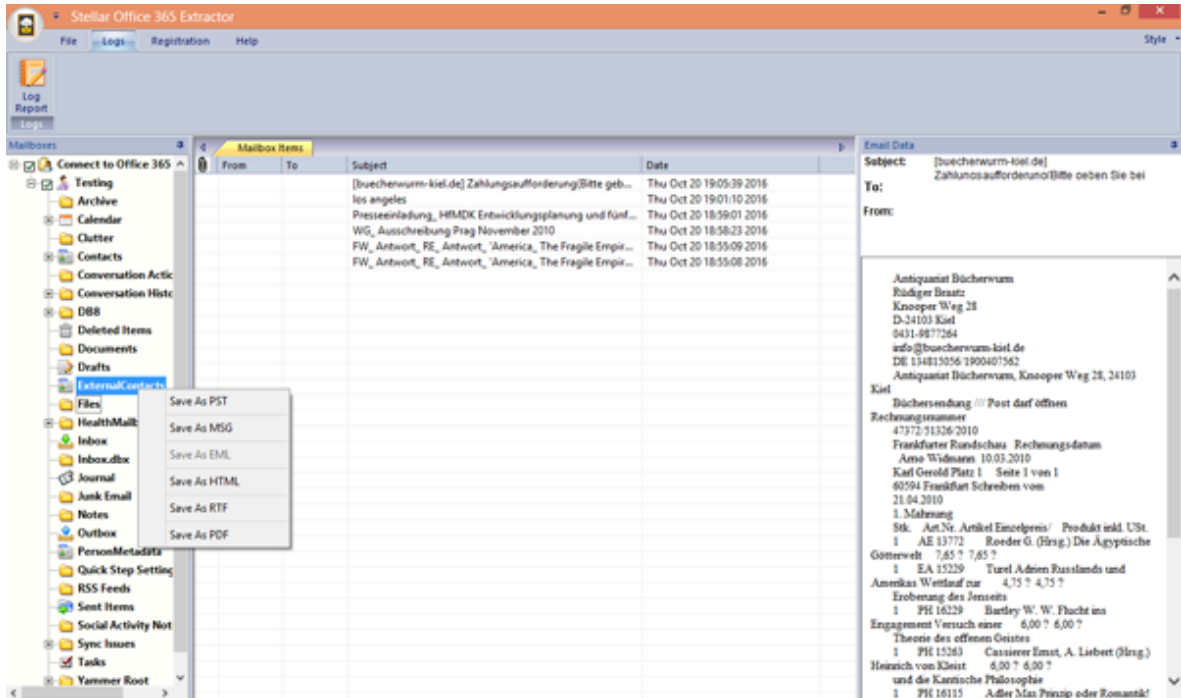
To save an individual mail, simply right-click on desired mail and:

- Select Save as MSG to save the mail in MSG format.

- Select Save as EML to save the mail in EML format.

- Select Save as HTML to save the mail in HTML format. (Attachments cannot be saved, however, their names are visible)

- Select Save as RTF to save the mail in RTF format. (Attachments cannot be saved, however, their names are visible)

- Select Save as PDF to save the mail in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible).
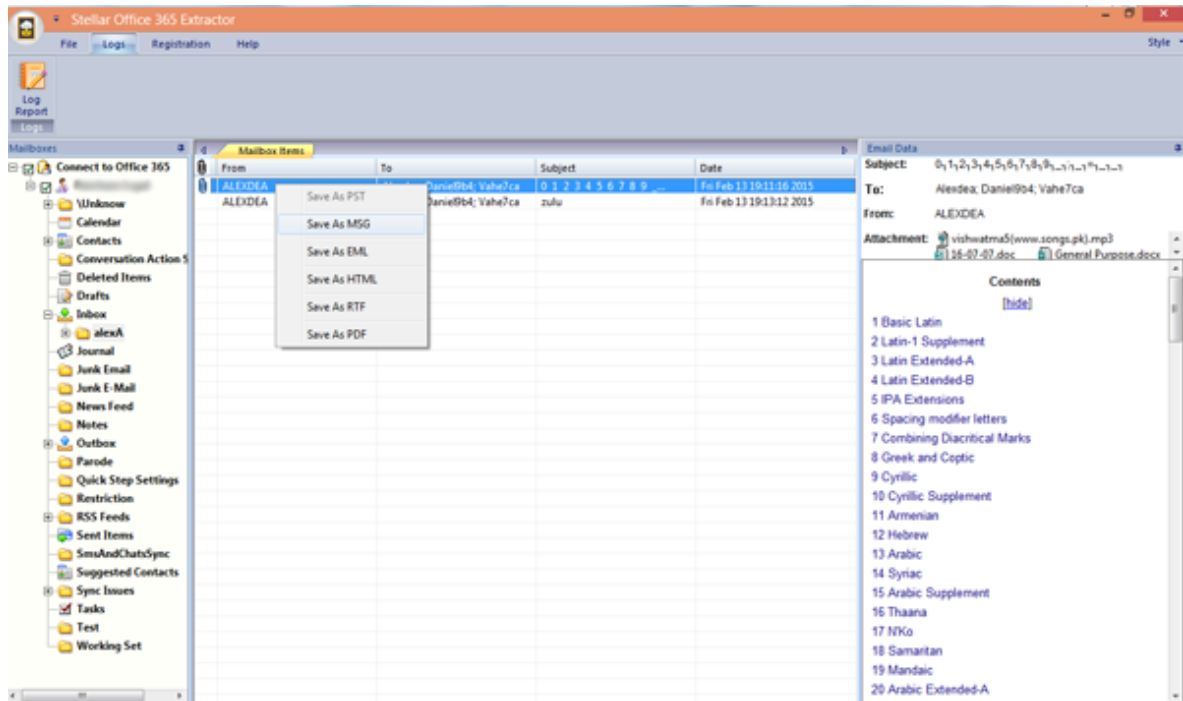
Note: You can save an individual mail in all provided formats **except PST**.

Note: To save mailbox data in PST, MSG, EML, HTML, RTF and PDF format you need to install office 2016 / 2013 / 2010 (with Service Pack 2).

Save Log Report

With **Stellar Office 365 Extractor**, you can save the **Log Report** to analyze the connection status at a later stage.

To save the log report

- Select **Log Report** from **Logs** menu.

- A **Log Report** dialog box appears. click **Save Log** button to save the status (connected / disconnected).

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

FAQs

1. **What does the demo version of the software do?**

   Using demo version of the software you can only preview your mailbox data but cannot save it. To save your mailbox data you need to purchase and register **Stellar Office 365 Extractor.**

2. **Can I connect with multiple Microsoft Office 365 account at a single instance?**

   Stellar Office 365 Extractor allows you to connect only with one Microsoft Office 365 account at a single instance.

3. **Why do I require to extract my Microsoft Office 365 data?**

   Microsoft Office 365 account needs an online connectivity to access your data. But once an connection is established using **Stellar Office 365 Extractor**, you can extract your mailbox data and access it offline.

4. **I am unable to access my ongoing data when Stellar Office 365 Extractor is in succession?**

   The application only extracts mailbox data of your Microsoft Office 365 account which was synchronized successfully before the connection got established.

5. **Can I save selective mail or folder from my office 365 mailbox?**

   Yes, the application allows you to save data selectively. Users can:

   - Take complete backup of Microsoft Office 365 account.
   - Save data of individual folder (including sub-folders).
   - Extract & save an individual mail.

6. **In which formats can i save my extracted data?**

   You can save your extracted files in various formats like PST, MSG, EML, HTML, RTF and PDF.

7. **Is the process of extracting and saving Microsoft Office 365 data is similar for server and local machine?**

   Yes, the process of extracting and saving Microsoft Office 365 data is same for both server & local machine. After establishing the connection, you can start the process of extraction and conversion. To know how to connect to mailbox, see Connect to Office 365 Account.

8. **I want to extract my Calendars and Contacts, how do I extract them using Stellar Office 365 Extractor tool?**

   First you need to extract and save the mailbox into PST file using the software. Then, import the PST file in Outlook and check your calendars and contacts.

Legal Notices

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License Agreement

Stellar Office 365 Extractor

Copyright © Stellar Information Technology Private Limited. INDIA

All product names mentioned herein are the trademarks of their respective owners.

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Your Agreement to this License

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Scope of License

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About Stellar

Stellar Data Recovery is a global leader in providing data recovery, data migration and data erasure solutions for the past two decades. **Stellar Data Recovery** is a customer centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost effective solutions available for large corporates, SMEs & Home Users. **Stellar Data Recovery** is headquartered in New Delhi, India and has a strong presence across USA, Europe & Asia.

Product line:

Data Recovery

A widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!. More Info >>

File Recovery

The most comprehensive range of file undelete and unerase software for Windows and MS office repair tools. More Info >>

Email Recovery

A wide range of mail recovery, mail repair and mail conversion applications for MS Outlook, MS Outlook Express and MS Exchange useful in instances of data loss due to damages and corruption of Email. More Info >>

Data Protection

A wide range of Prevent Data Loss, Data backup and Hard Drive Monitoring Applications to ensure complete data protection against hard drive crash. More Info >>

Data Sanitization

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 >>

Data Erasure

Stellar Data Erasure software under the brand **BitRaser** help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data

erasure & generate erasure certificates for audit trail purpose. **BitRaser** supports 24 International data erasure standards. [More Info >>](#)

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