



Stellar Converter for OST

Version 9.0

Installation Guide

Overview

Stellar Converter for OST 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 Converter for OST 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 gets displayed along with their content in a three-pane structure.

What's New in this Version?

- New and enhanced GUI.
- Option to preview the deleted item which is displayed in red color.
- Option to save the deleted items in converted file.

Key features:

- Option to save and load scan information.
- Enables you to view messages in a 3-view format.
- It has a Selective conversion of emails
- Find option to search emails faster.
- Converts e-mails, calendar entries, contacts, notes, tasks and journals from OST files.
- It restores formatting from RTF and HTML messages.
- The Software Supports conversion of encrypted OST files.

- The converted mailbox will get 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 to transfer the license of the registered software to another computer.
- Option to save partial records in demo version.
- Converts MS Outlook 2007 / 2010 / 2013 / 2016 OST files.
- Support for MS Office 2016, 2013, 2010, 2007.
- New GUI - look and feel matches MS Office 2016 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 the 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
- **Memory:** 1 GB
- **Hard Disk:** 100 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007.
- **Internet Explorer:** Version 7.0 or later

To install the software:

1. Double-click **StellarConverterforOST.exe** executable file to start the installation. **Setup - Stellar Converter for OST** 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 get stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
5. Click **Browse** to provide a 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 the installation. The Installing window shows the installation process.
8. On completion of the installation process, **Completing the Stellar Converter for OST Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Converter for OST in Windows 10:

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

To launch Stellar Converter for OST in Windows 8.1 / 8:

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

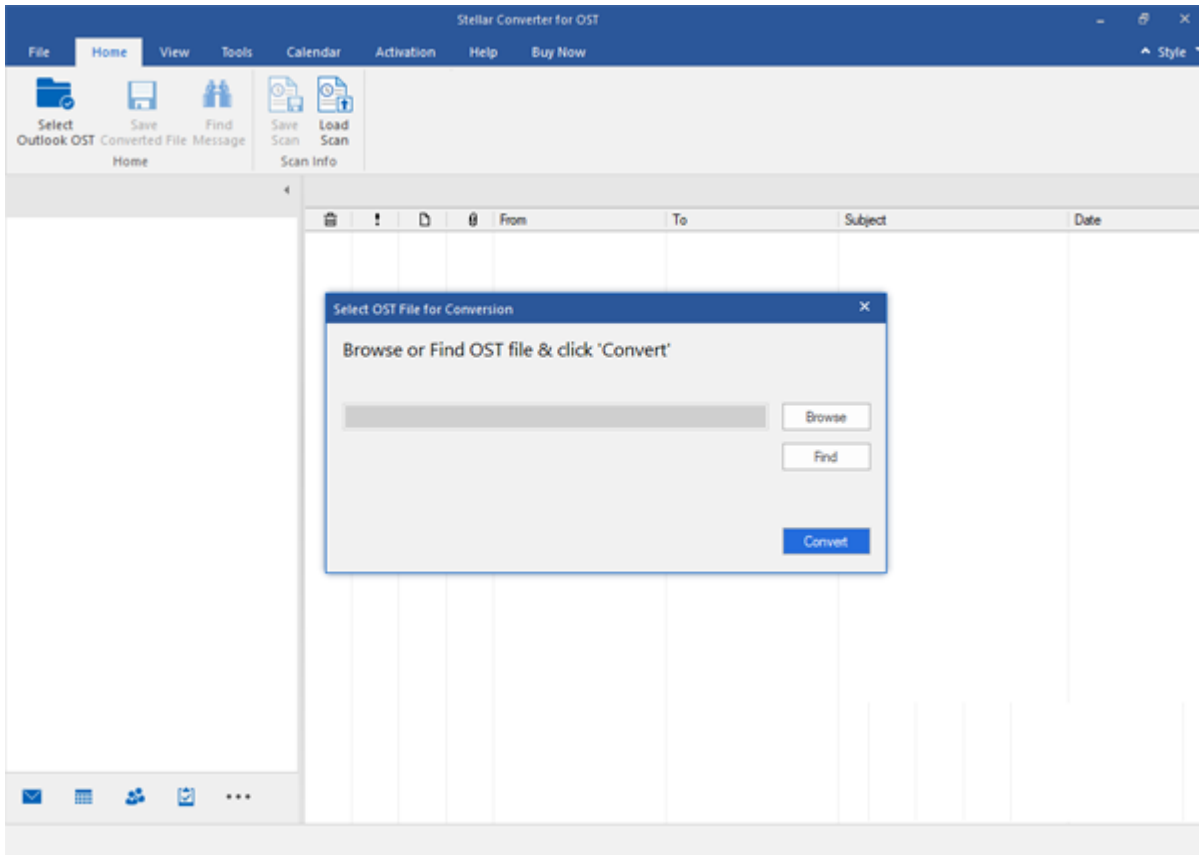
To launch Stellar Converter for OST in Windows 7 / Vista :

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

User Interface

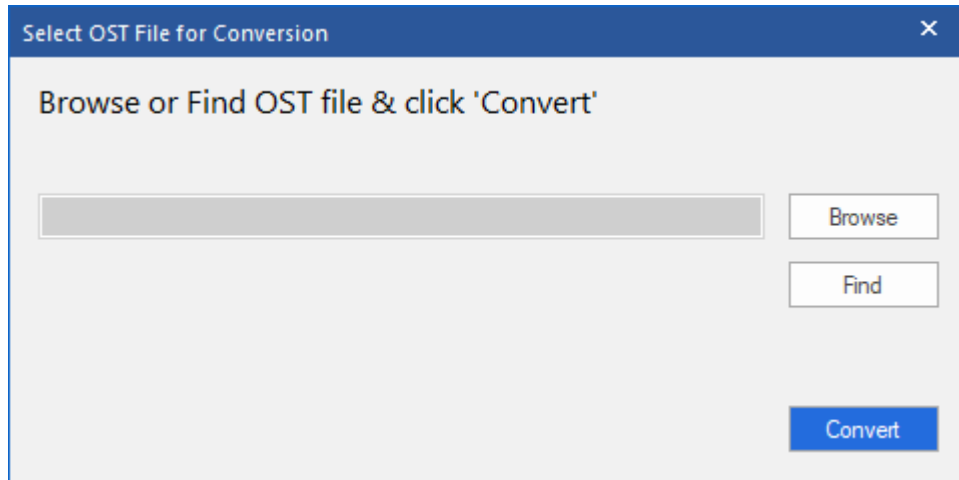
Stellar Converter for OST has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar Converter for OST resembles the GUI of MS Office 2016.

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 Converter for OST**, the **Select OST File for Conversion** dialog box opens as shown below:



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

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

Note: We can view **Select OST File for Conversion** dialog box by selecting **Select Outlook OST** in the **File** menu.

Menus

File

Select Outlook OST

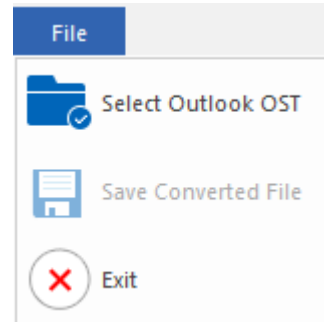
Opens **Select OST File for Conversion** dialog box, using which you can select/search for OST files.

Save Converted File

It saves the converted file at your specified location.

Exit

Use this option to close the application.



File Menu

Home

Select Outlook OST

Open **Select OST File for Conversion** dialog, using which you can select/search for OST files.

Save Converted File

It Saves the converted file at your specified location

Find Message

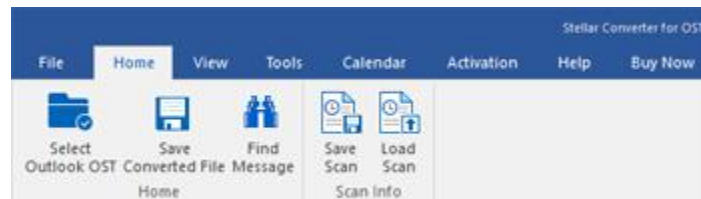
Use this option to search for specific emails and messages from the list of the scanned emails.

Save Scan

Use this option to save the scanned information of file.

Load Scan

Use this option to load the saved



Home Menu

scan file.

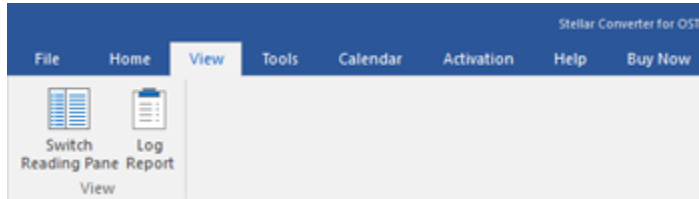
View

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.

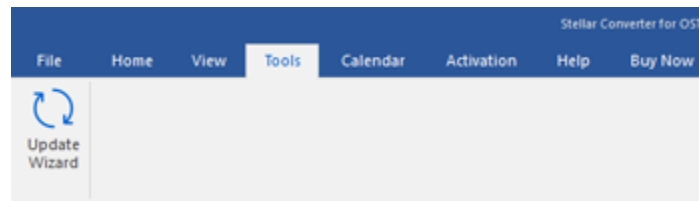


View Menu

Tools

Update Wizard

Use this option update your software



Tools Menu

Calendar

Day

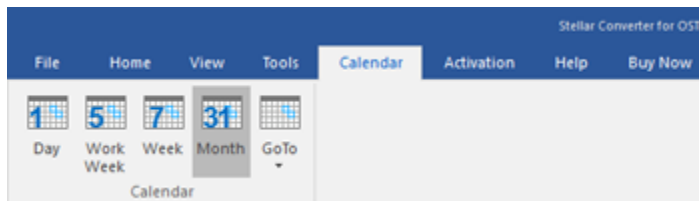
Use this option to list all the entries of a particular day from the list of the scanned emails.

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).



Calendar Menu

Month

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

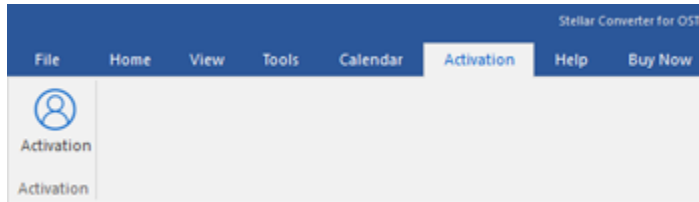
GoTo

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

Activation

Activation

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



Activation Menu

Help

Help Topics

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

Knowledgebase

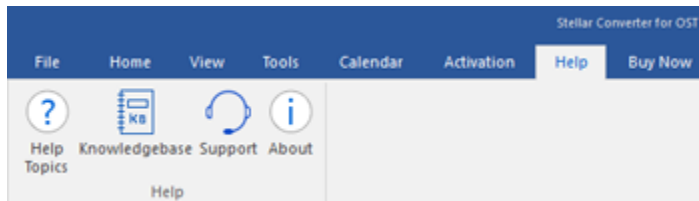
Use this option to visit the [Knowledgebase](http://stellarinfo.com) articles of stellarinfo.com

Support

Use this option to visit the [support page](http://stellarinfo.com) of stellarinfo.com

About

Use this option to read information about the software.

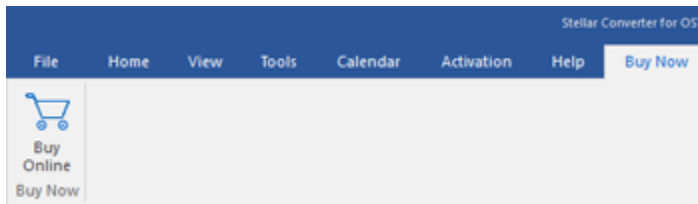


Help Menu

Buy Now

Buy Online

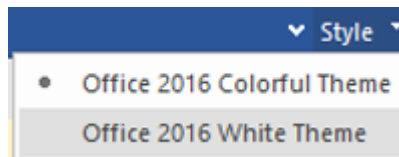
Use this option to [buy](#) **Stellar Converter for OST**



Buy Now Menu

Style

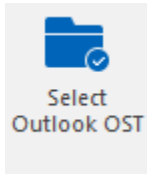
Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST** offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



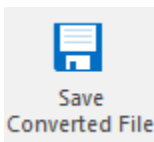
Style Menu

Buttons

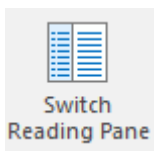
Stellar Converter for OST toolbar has following buttons/options:



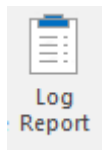
Click this button to open **Select OST File for Conversion** file dialog box.



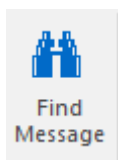
Click this button to save the converted file to a location of your choice.



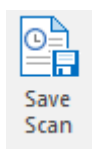
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



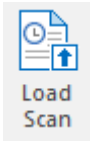
Click this button to view the **Log Report**, which contains the details of the conversion process.



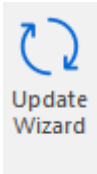
Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.



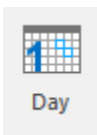
Click this button to save scanned information of files.



Click this button to load the saved scan files.



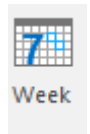
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



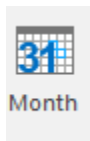
Click this button to list all the entries of one particular day from the list of the scanned emails.



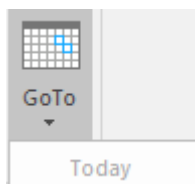
Click this button to list all the entries of a work week (from Monday to Friday).



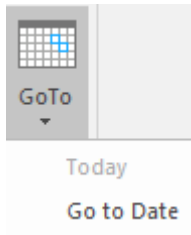
Click this button to list all the entries of a week (from Monday to Sunday).



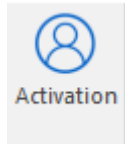
Click this button to list all the entries for a particular month.



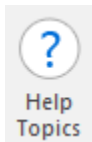
Click this button to list all the entries of the current date.



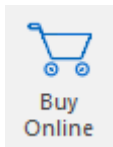
Click this button to list all the entries on a particular day (any single day except the current date).



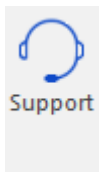
Click this button to activate the software after purchase.



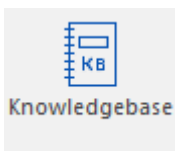
Click this button to open the help manual for **Stellar Converter for OST**.



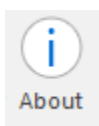
Click this button to purchase the software.



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



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



Click this button to read more information about the software.

Ordering the Software

To know more about **Stellar Converter for OST**, click [here](#).

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

Alternatively, click on **Buy Online** icon in **Buy Now** Menu on the **Menu Bar** to purchase the software online.

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

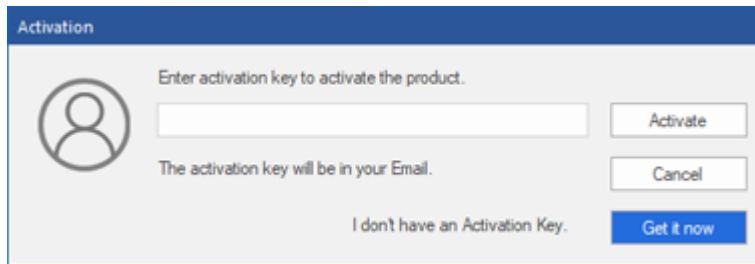
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Activating the Software

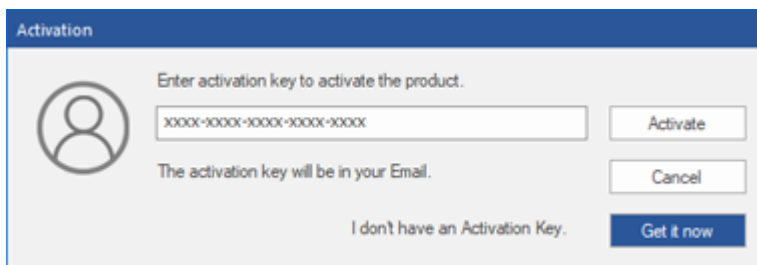
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of **Stellar Converter for OST** software.
2. On **Activation** menu, click **Activation** button. *Activation window is displayed as shown below:*



3. If you don't have the activation key, click **Get it now** button in the window to go online and purchase the product.
4. Once the order is confirmed, an Activation Key gets sent to the email provided.
5. Type the **Activation Key** (received through email after purchasing the product) and click Activate button (**Please ensure that you have an active Internet connection**).



6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.
7. 'Activation Completed Successfully ' message is displayed after the process gets completed successfully. Click **OK**

Updating the Software

Stellar releases periodical software updates for **Stellar Converter for OST** software. You can update the software to keep it up-to-date. These updates can add 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. It 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 Converter for OST:

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.
- Unable to download configuration files
- Unable to locate updated files or version
- Unable to locate executable file

Note: *If a major version is available, you need to purchase the software 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 <https://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 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