

Stellar OST to PST Converter 6.0

Installation 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.

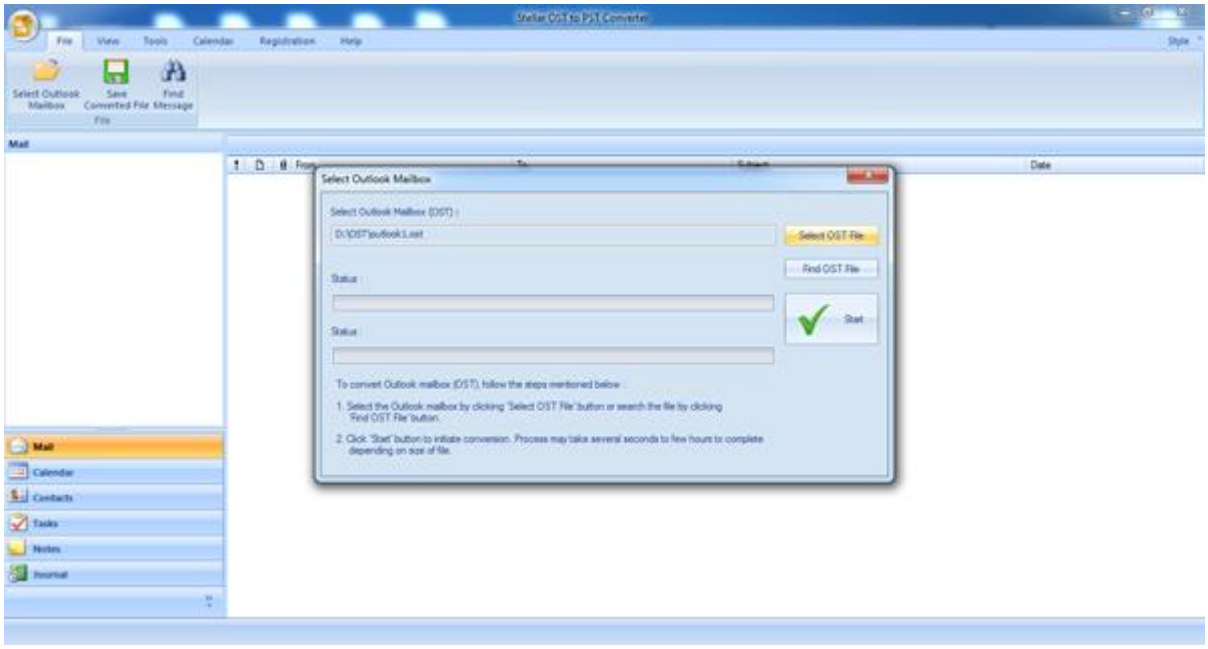
To launch Stellar OST to PST Converter in Windows 7 / Vista / XP:

- 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

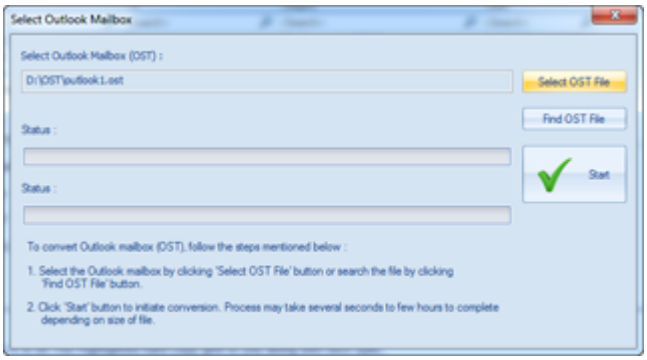
Stellar OST to PST Converter has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar OST to PST Converter resembles the GUI of MS Office 2007.

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

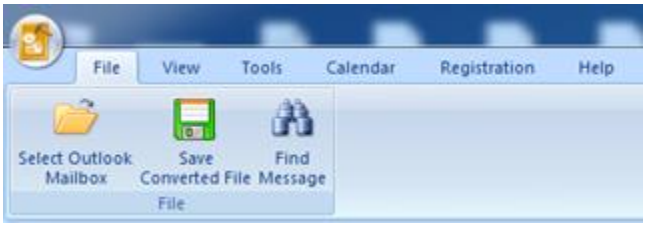
Opens **Select Outlook Mailbox** dialog box, using which you can select / search for OST files.

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

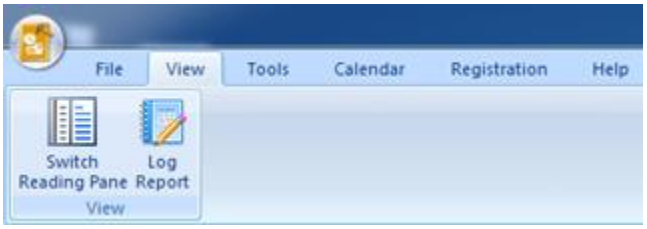
View

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.

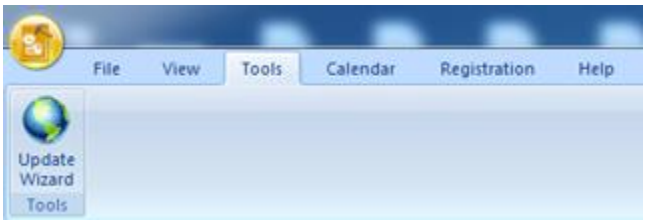


View Menu

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

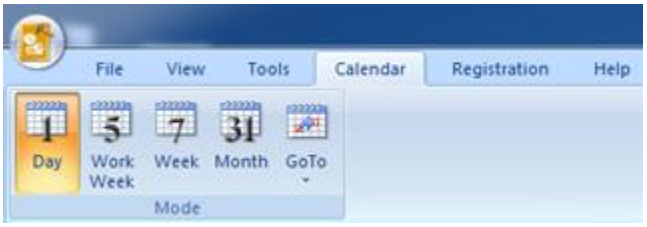
Use this option to list all the entries of a week (from Monday to Sunday).

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.



Calendar Menu

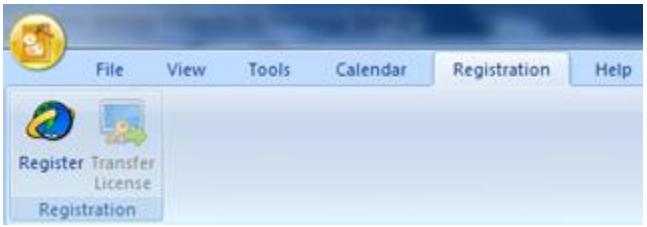
Registration

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.



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.



Help Menu

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**.



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).



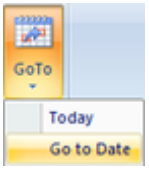
Click this button to list all the entries of a week (from Monday to Sunday).



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



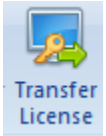
Click this button to list all the entries of the current date.



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**.



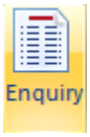
Click this button to purchase the software.



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.

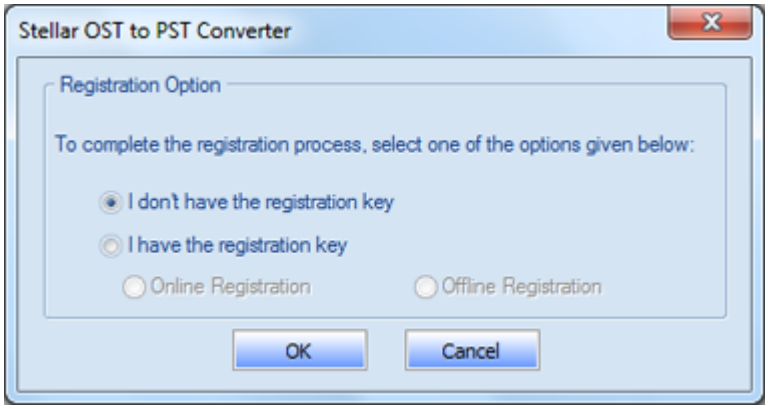
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

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:

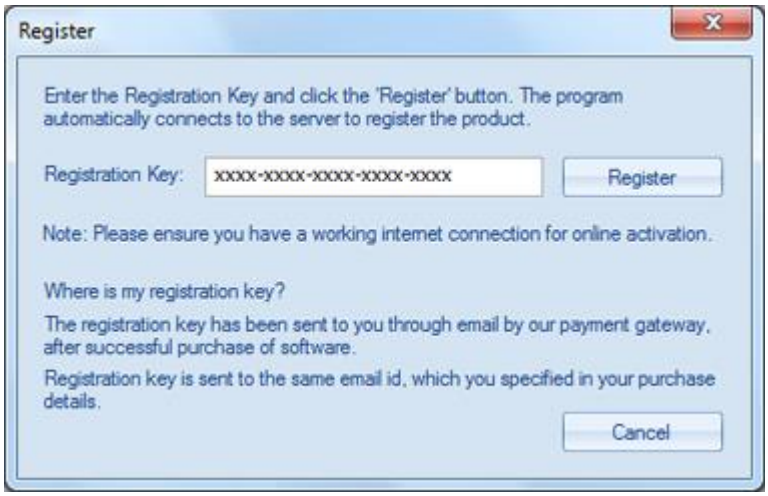
1. Run demo version of **Stellar OST to PST Converter** software.
2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.



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:

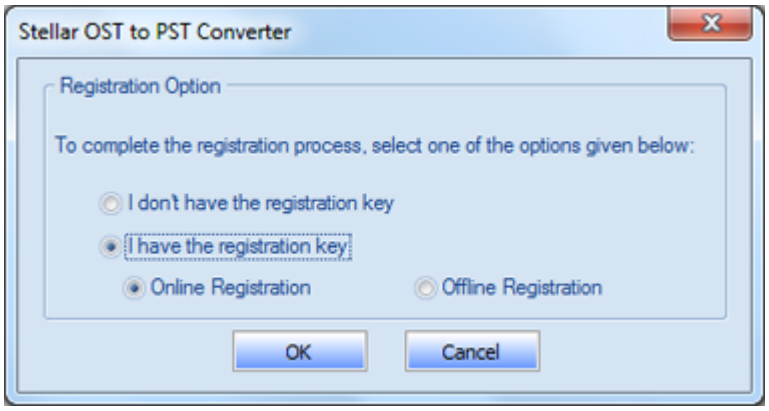
1. In the *Register* window, select '**I have the registration key**' option.
2. You can choose either 'Online Registration' (Use this option to register the software over Internet) or 'Offline Registration' (Use this option to register the software manually / through e-mail if for any reason, Internet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

- **Online Registration**

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

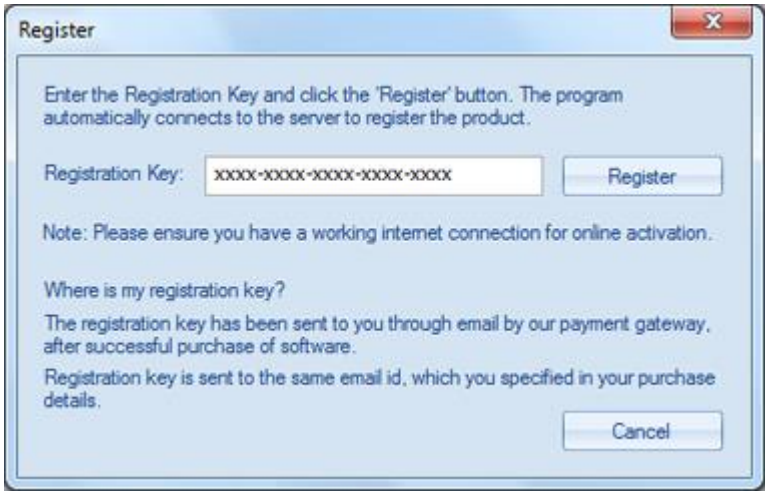
- **To register the software online**:

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**.



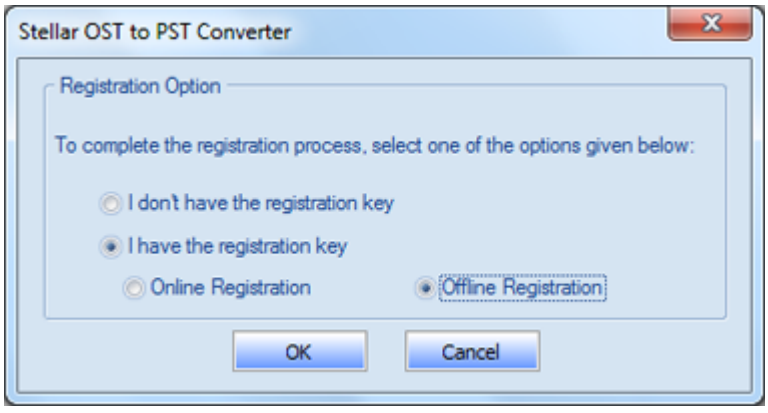
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be registered successfully.

- **Offline Registration**

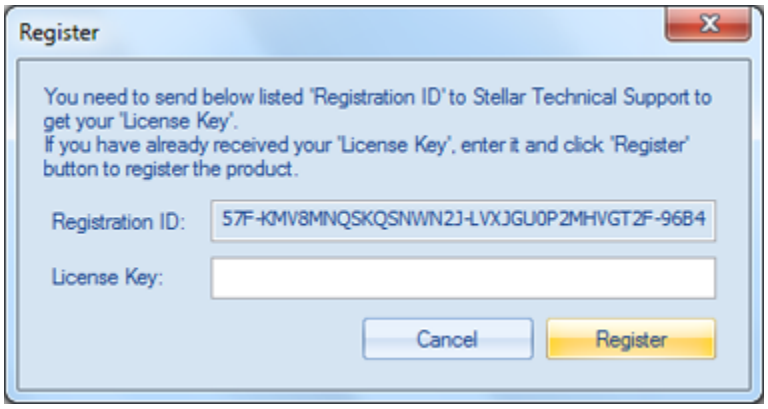
Offline Registration enables you to register the product when your computer does not have an Internet connection.

- **To register the software offline**:

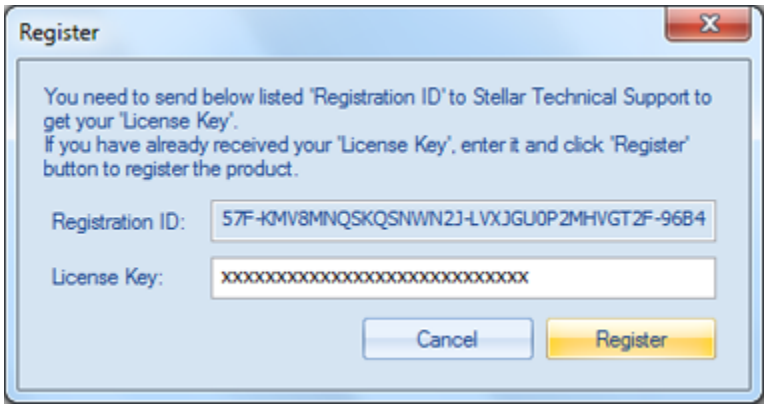
1. From the *Register* window, select **Offline Registration**. Click **OK**.



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**.

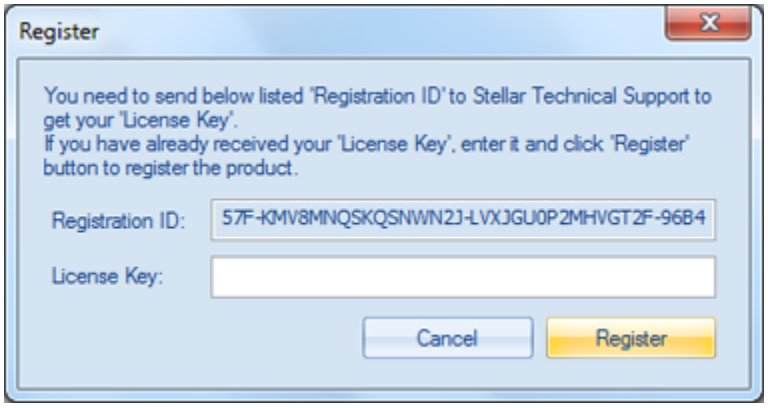
Transfer License

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:

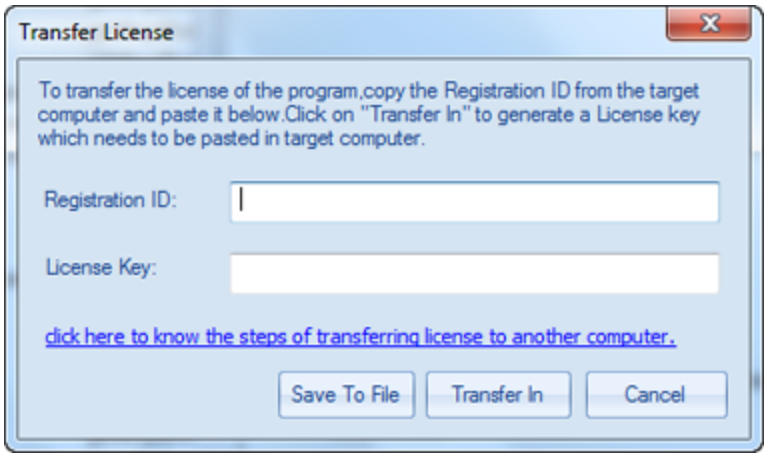
On Target Computer:

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.

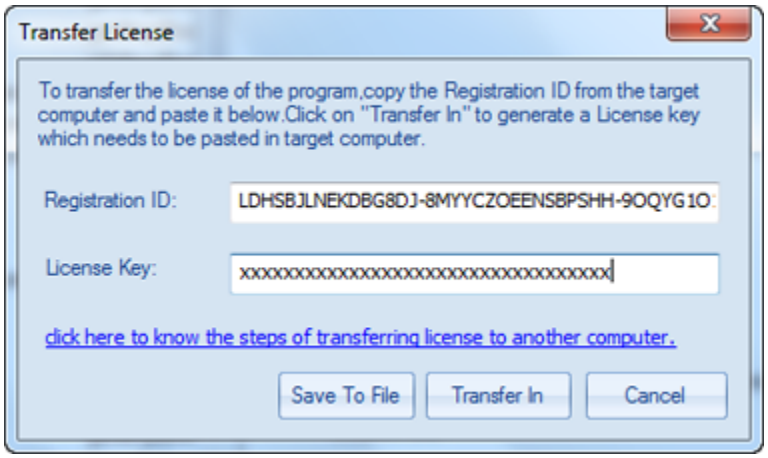


On Source Computer:

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.

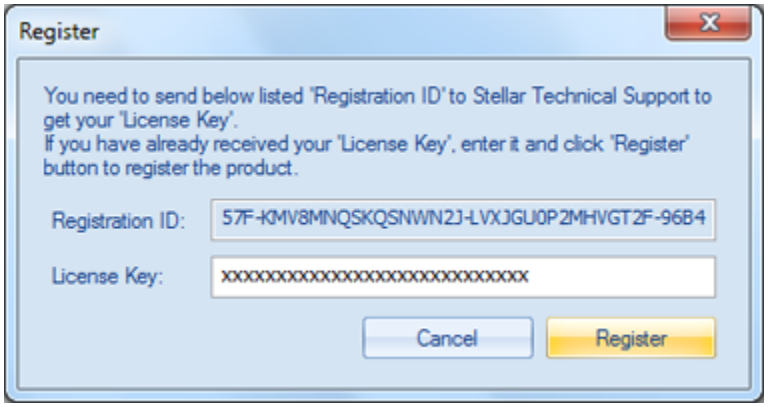


5. You can also save the License Key generated on the source computer. Click **Save to File** button to save the Registration ID and the License Key. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
6. ' *License Key has been saved successfully*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