



Stellar Toolkit for Outlook

User Guide for Version 12.0.0.2

Overview

Stellar Toolkit for Outlook is the collection of following softwares:

1. [Stellar Repair for Outlook – Technician](#)
2. [Stellar Converter for OST – Technician](#)
3. [Stellar Merge Mailbox for Outlook –Technician](#)
4. [Stellar Undelete Email for Outlook](#)
5. [Stellar Splitter for Outlook](#)
6. [Stellar Compactor for Outlook](#)
7. [Stellar Password Recovery for Outlook](#)

System Requirements

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

Minimum System Requirements:

- **Processor:** Intel-compatible (x86, x64)
- **Operating System:** Windows 11 / Windows 10 / Windows 8.1 / Windows 8 / Windows 7
- **Memory:** 8 GB (recommended) 4 GB (minimum)
- **Hard Disk:** 250 MB for installation files
- **MS Outlook:** Office 365 / 2021 / 2019 / 2016 / 2013 / 2010 / 2007

Note: MS Outlook version depends on the respective software of **Stellar Toolkit for Outlook** that you are using.

Note: For large files, it is recommended to have 64-bit Windows, 64-bit MS Outlook and 8 GB RAM.

Installation Procedure

To install the software, follow these steps:

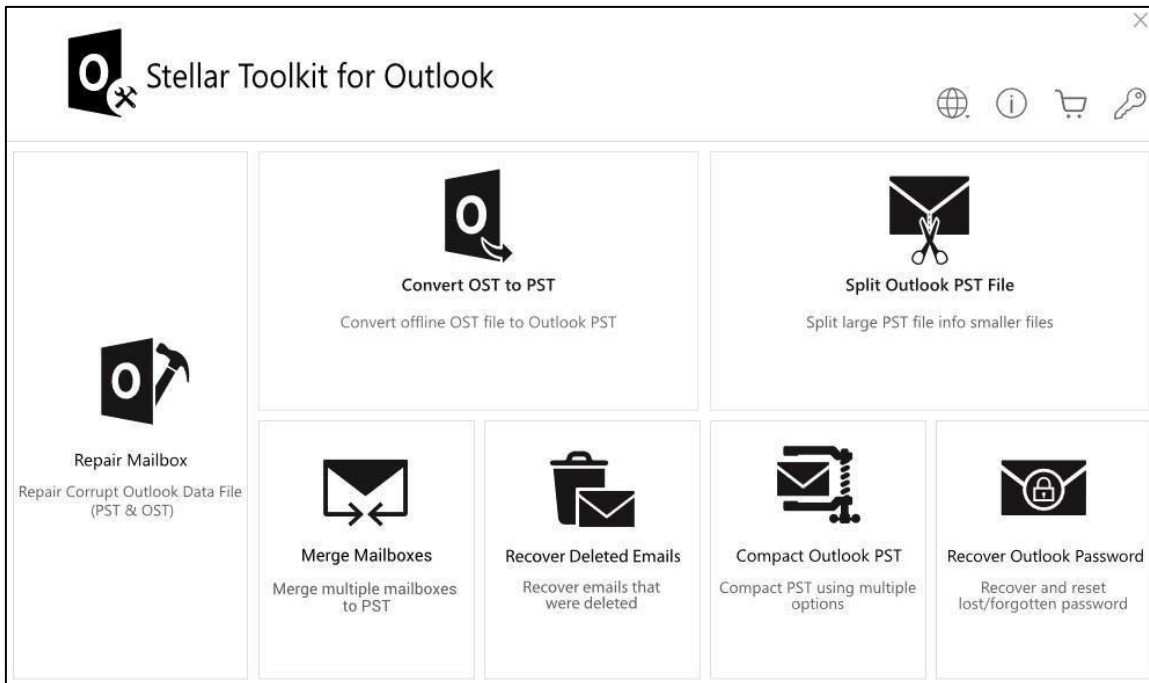
1. Double-click **StellarToolkitforOutlook.exe** setup installer to start the installation. **Select Setup Language** dialog box appears.
2. From the drop-down list, select your language and click **OK. Setup - Stellar Toolkit for Outlook** window appears.
3. Click **Next. License Agreement** dialog box appears.
4. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box appears.
5. Click **Browse** to select the destination path where the setup files are stored. Click **Next. Select Start Menu Folder** dialog box appears.
6. Click **Browse** to provide a path for the program's shortcuts. Click **Next. Select Additional Tasks** dialog box appears.
7. Select checkboxes as per your choice. Click **Next. Ready to Install** dialog box appears.
8. Review your selections. Click **Back** if you want to change them. Click **Install** to start the installation. The **Installing** window shows the installation process.
9. On completion of the installation process, **Completing the Stellar Toolkit for Outlook Setup Wizard** window appears. Click **Finish**.

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

Note: If you have **Stellar Toolkit for Outlook** application installed in your system and you have to reinstall MS Outlook/Office for any reason, in that case you need to reinstall the **Stellar Toolkit for Outlook** as well.

User Interface

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



Ordering the Software

To know more about **Stellar Toolkit for Outlook**, visit

[https://www.stellarinfo.com/email-
tools/outlook-toolkit.php](https://www.stellarinfo.com/email-tools/outlook-toolkit.php)

To purchase the software online, please visit [https://www.stellarinfo.com/email-
tools/outlook-toolkit/buy-now.php](https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php)

Alternatively, click on **Buy Online** icon in menu bar to purchase the software online.

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

Once the order is confirmed, you will receive an activation key through email. You require this key to activate the software.

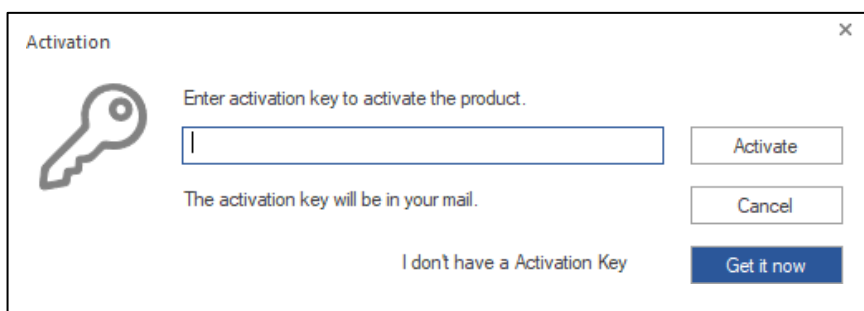
Activating the Software

The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. An '**Activation Key**' is required to activate your copy of the software and save data. You will receive an activation key through email after purchasing the software.

Note: Make sure that you have an active Internet connection.

Steps to activate the software:

1. Run **Stellar Toolkit for Outlook**.
2. Click the **Activation** button on the **Buy Now** ribbon. A window, as displayed below, pops up on the screen.



Activation

Enter activation key to activate the product.

The activation key will be in your mail.

I don't have a Activation Key

Activate

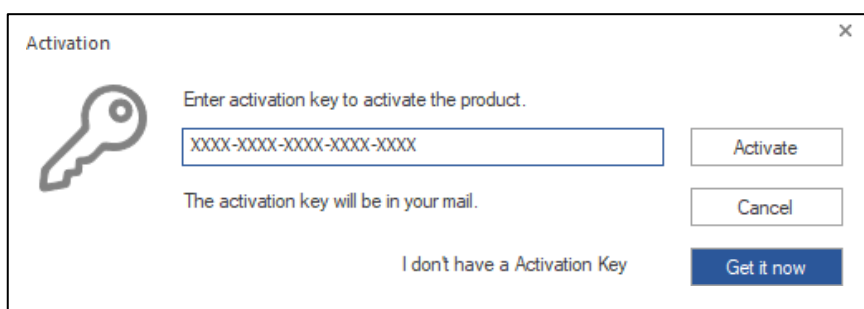
Cancel

Get it now

Note:

- If you don't have the activation key, click **Get it now** button in the window to go online and purchase the product.
- Once the order is confirmed, an Activation Key is provided.

3. Enter the **Activation Key** and click **Activate** button.



Activation

Enter activation key to activate the product.

The activation key will be in your mail.

I don't have a Activation Key

Activate

Cancel

Get it now

4. The software is activated after successful verification of the activation key you have entered.
5. '*Activation Completed Successfully*' message is displayed after the process is completed successfully. Click **OK** to use all the options of the software that have been unlocked after the activation.

Updating the Software

Stellar releases updates for **Stellar Toolkit for Outlook**. 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 working of the software. The update option of the software is capable of checking for the latest updates. This will check for both latest, minor and major versions available online. While updating the software, it is recommended to close all the running programs.

To update Stellar Toolkit for Outlook:

Automatic Update:

1. Run **Stellar Toolkit for Outlook**.
2. If an update is available, **Update Wizard** window appears along with the main user interface.
3. Click **Next** to start downloading the update files from the server. After the completion of the process, the software is updated to the latest version.
4. Click **Finish** to close the **Update Wizard**.

Manual Update:

1. Run **Stellar Toolkit for Outlook**.
2. Select **Update** from **Tools** ribbon. **Update Wizard** window pops up.
3. The wizard will start searching for the latest updates:
 - i. If the new version is found a window will pop up indicating the availability of an update.
 - ii. If no update is available then it indicates that the software is up-to-date.
4. If the update is available, click **Next** and the software will start downloading and installing update files from the server.
5. When the process is completed, the software is updated to the latest version. Click **Finish**.

Note: To disable automatic update when you launch the **Stellar Toolkit for Outlook** uncheck the checkbox '**Check updates at startup**'.

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

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-tools/outlook-toolkit/buy-now.php>
- Chat Live with an Online technician at <http://stellarinfo.com/support/>
- Search in our extensive Knowledgebase at <https://www.stellarinfo.com/support/kb/index.php/category/outlook-manager>
- Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>
- Send e-mail to Stellar Support at support@stellarinfo.com



Stellar Repair for Outlook – Technician

User Guide 12.0

1. About Stellar Repair for Outlook - Technician

Stellar Repair for Outlook offers a complete solution to repair damaged Microsoft Outlook Personal Storage (.pst) files and Offline Outlook Data (.ost) files.

The software repairs corrupt PST/OST files and restore all its content such as E-Mails, Attachments, Contacts, Calendars, Tasks, and Journals. Also, it repairs accidentally deleted or lost Mailbox items. This minimizes the loss from the PST/OST corruption. **Stellar Repair for Outlook** scans and extracts data from a damaged PST/OST file, repairs it, and then saves it as a new usable PST file. To view repaired items, you need to import the new PST file into MS Outlook.

Stellar Repair for Outlook also recovers accidentally deleted e-mails that you have emptied from the deleted items folder. After recovering the PST/OST file, the software shows its original content. All folders from the original PST/OST file display along with their content in a three-pane structure.

Key features:

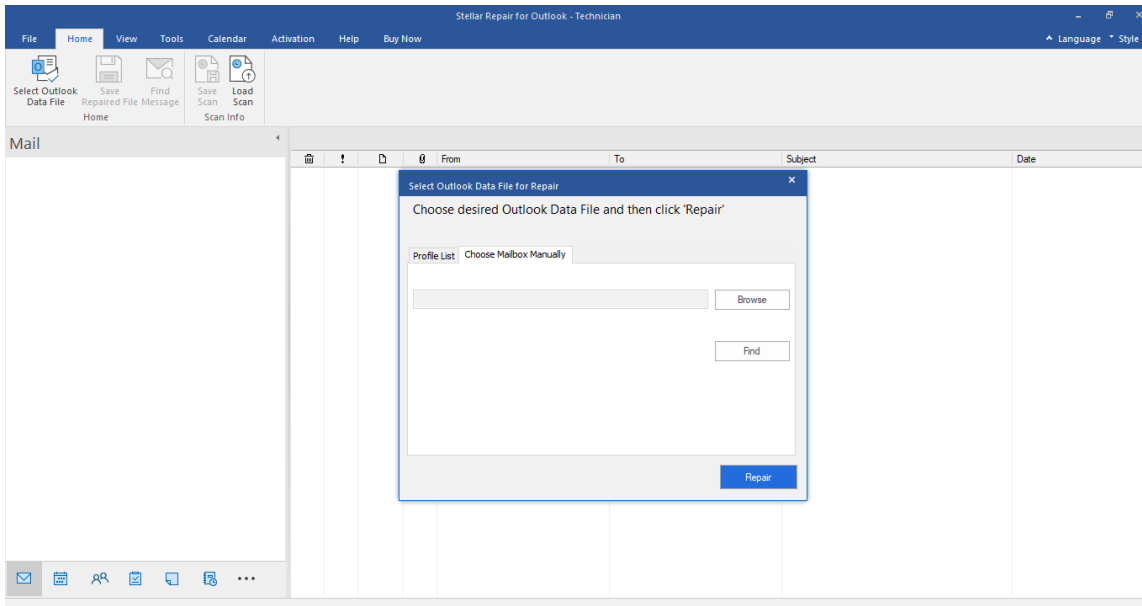
- **Supported Output Formats** - Repairs and exports OST/PST files to Microsoft 365, Existing Outlook Profile, Live Exchange Server or save in PST, MSG, EML, RTF, PDF, HTML, and MBOX format.
- **Encrypted Files Support** - Supports repair of encrypted Outlook data files.
- **Recover Deleted Items** - Supports recovery of deleted items. The software also provides a preview of the deleted items marked with red color.
- **Auto split PST file** - Option to auto split new PST file at approximately 45 GB in size.
- **Apply Advance Filter** - Option to filter specific and particular mailboxes from repaired file.
- **Preview Option** - Provides preview of mails and items such as - Attachments, Calendars, Contacts, Tasks, Notes, and Journals.
- **Compress and Split PST files** - Option to compress or split the files and save them in PST file format.
- **Quick Save Option** - Right-click and save individual e-mails in MSG, EML, RTF, HTML, and PDF from the preview section.
- **Selective Repair** - Provides the option to only save selected mailbox folders as per requirement.
- **Find Option** - Provides search option to find e-mails faster.
- **Resume Function** - Option to save scanned information to resume the process at a later stage.
- **Source Outlook Data File Support** - Repairs corrupt MS Outlook 2021, 2019, 2016, 2013, 2010 and 2007 data files (OST and PST).

- **MS Office Support** - Supports Microsoft 365 2021, 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 11, Windows 10, Windows 8.1, Windows 8 and Windows 7 (**x64 edition only**).

2. User Interface

Stellar Repair for Outlook has a simple and easy-to-use Graphical User Interface (GUI). The GUI of the software resembles the GUI of MS Office 2016.

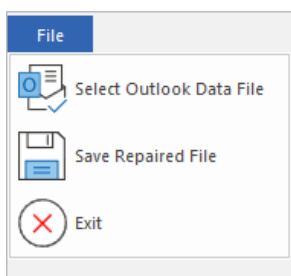
After launching the software, the main user interface appears as shown below:



The user interface contains **Ribbons and Buttons**, **Preview Tabs** that allow you access various features of the software with ease.

2.1 Ribbons and Buttons

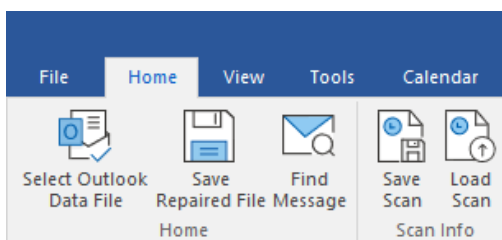
1. File Menu



The File ribbon contains the following buttons :

- **Select Outlook Data File:** Use this option to select/search for PST and OST files.
- **Save Repaired File:** Use this option to save the repaired file at your specified location.
- **Exit:** Use this option to close the software.

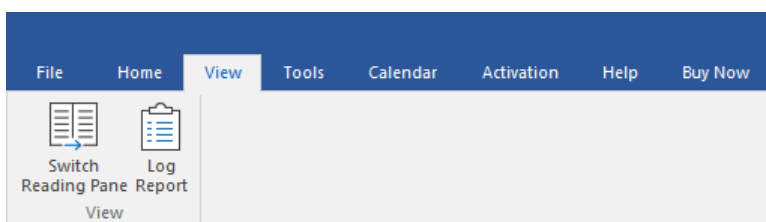
2. Home Ribbon



The Home ribbon contains the following buttons:

- **Select Outlook Data File:** Use this option to select/search for PST and OST files.
- **Save Repaired File:** Use this option to save the repaired file at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of scanned emails.
- **Save Scan:** Use this option to save the scanned information of files.
- **Load Scan:** Use this option to load the saved scan file.

3. View Ribbon



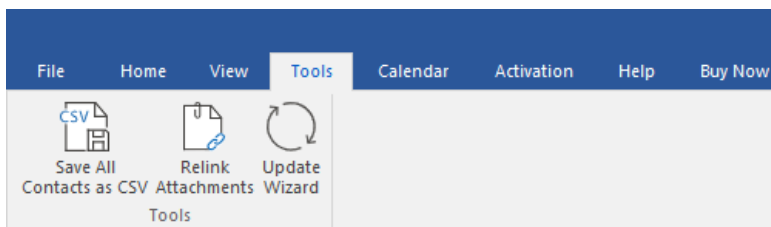
The View ribbon contains the following buttons:

- **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.

4. Tools Ribbon



The Tools ribbon contains the following buttons:

- **Save All Contacts as CSV:** Use this button to save all recovered contacts as a CSV file.
- **Relink Attachments:** Use this button to relink the attachment folder
- **Update Wizard:** Use this option to update your software.

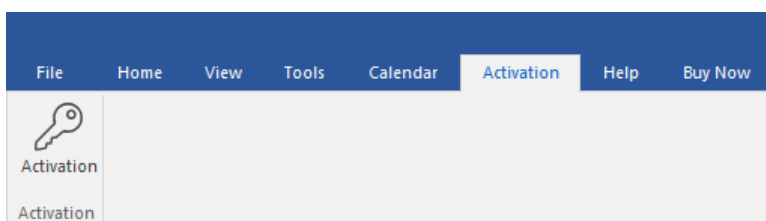
5. Calendar Ribbon



The Calendar ribbon contains the following buttons:

- **Day:** Use this option to list all the entries of a particular day from the calendar.
- **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.

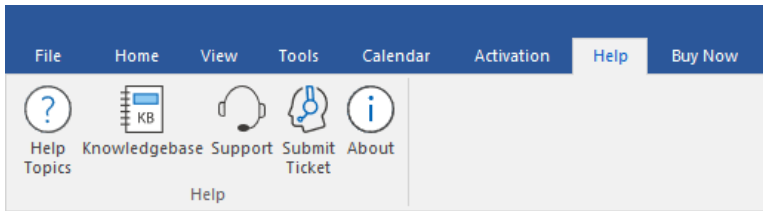
6. Activation Ribbon



The Activation ribbon contains the following buttons:

- **Activation:** Use this option to activate the software after purchasing the software.

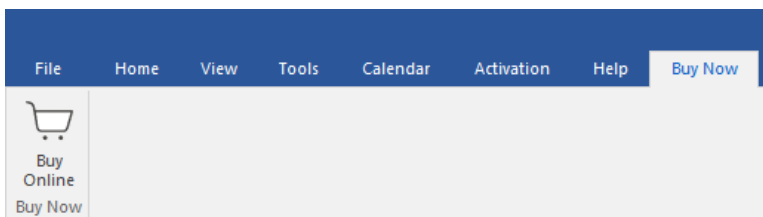
7. Help Ribbon



The Help ribbon contains the following buttons:

- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

8. Buy Now Ribbon



The Buy Now ribbon contains the following buttons:

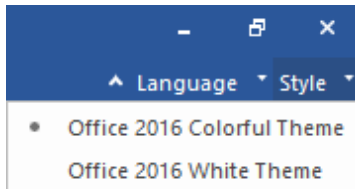
- **Buy Online:** Use this option to [buy](#) Stellar Toolkit for Outlook.

9. Language Menu



- **Language:** Use this option to change the language of the application. In the drop-down menu you will find the following language options: **English, French, German, Italian, Spanish and Japanese.**

10. Style Menu




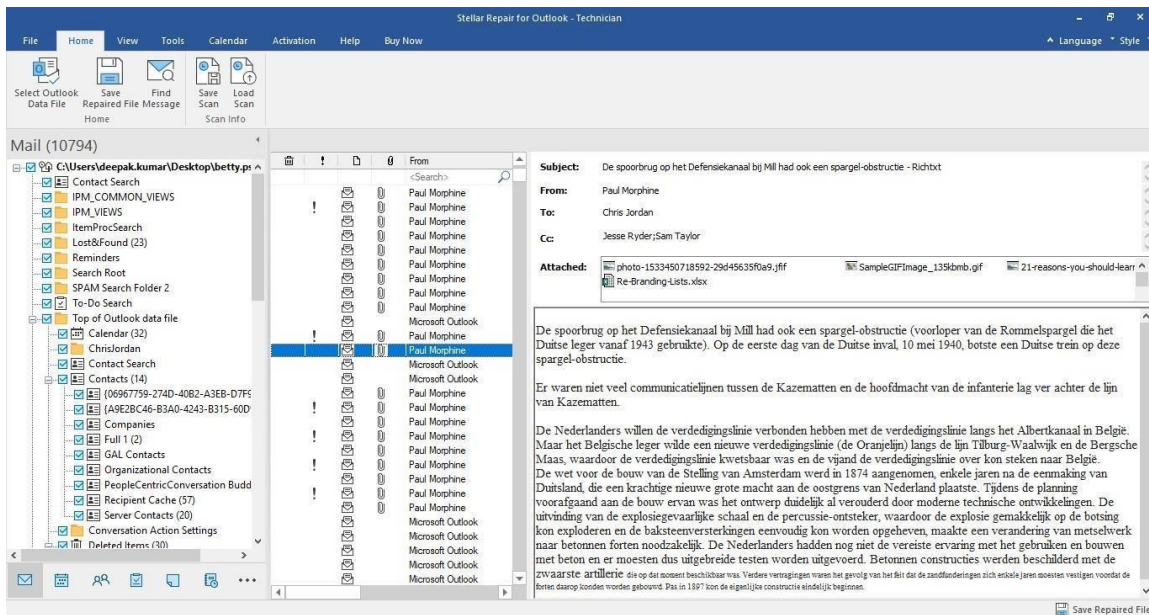
- **Style:** Use this option to switch between various themes for the software, as per your choice. **Stellar Repair for Outlook - Technician** offers the following themes: **Office 2016 Colorful Theme, Office 2016 White Theme.**


2.2. Preview Tabs

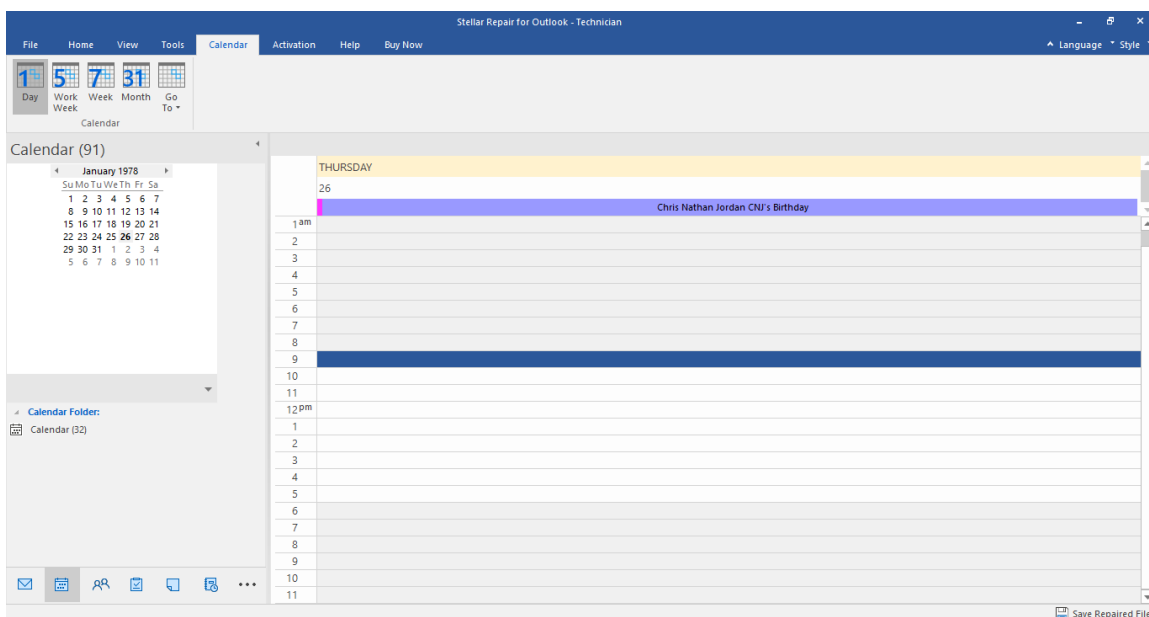
Stellar Repair for Outlook provides options to navigate between **Mails**, **Calendar**, **Contacts**, **Tasks**, **Journal** and **Notes** views at the bottom of the left pane. It also allows to reset/modify the Navigation Pane Options.




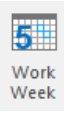
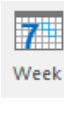
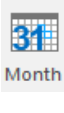
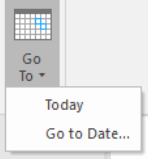
- Click on **Mail**  icon to view the mails of the scanned mailbox.



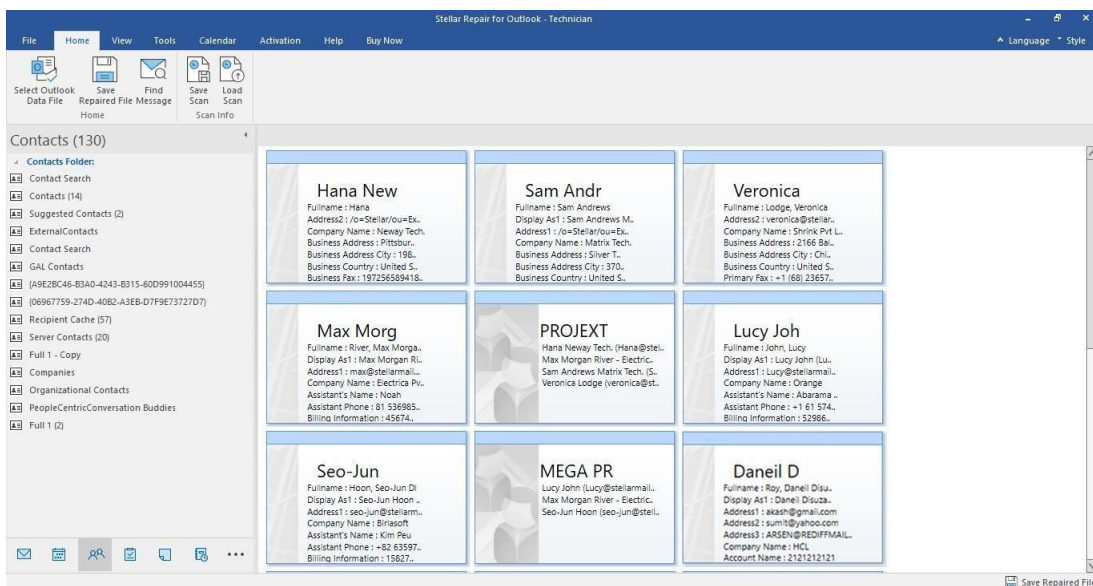
- Click on **Calendar**  icon to view the Calendar functions scanned mailbox. It displays the schedules in an organized and efficient manner.




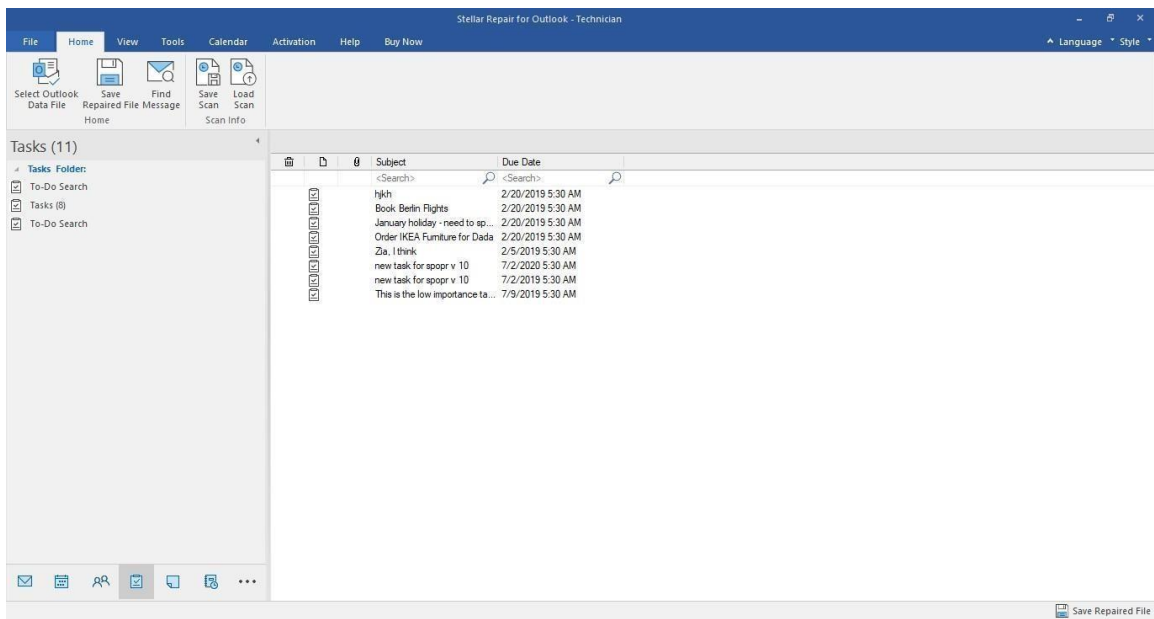
Calendar function also allows to efficiently display the schedule for a day, work week, week, or month.


	<p>Click this button to list all the entries of one particular day from the calendar.</p>
	<p>Click this button to list all the entries of a work week (from Monday to Friday).</p>
	<p>Click this button to list all the entries of a week (from Monday to Sunday).</p>
	<p>Click this button to list all the entries of a particular month.</p>
	<p>Click this button to list all the entries of the current date, or of a particular day (any single day except the current date).</p>

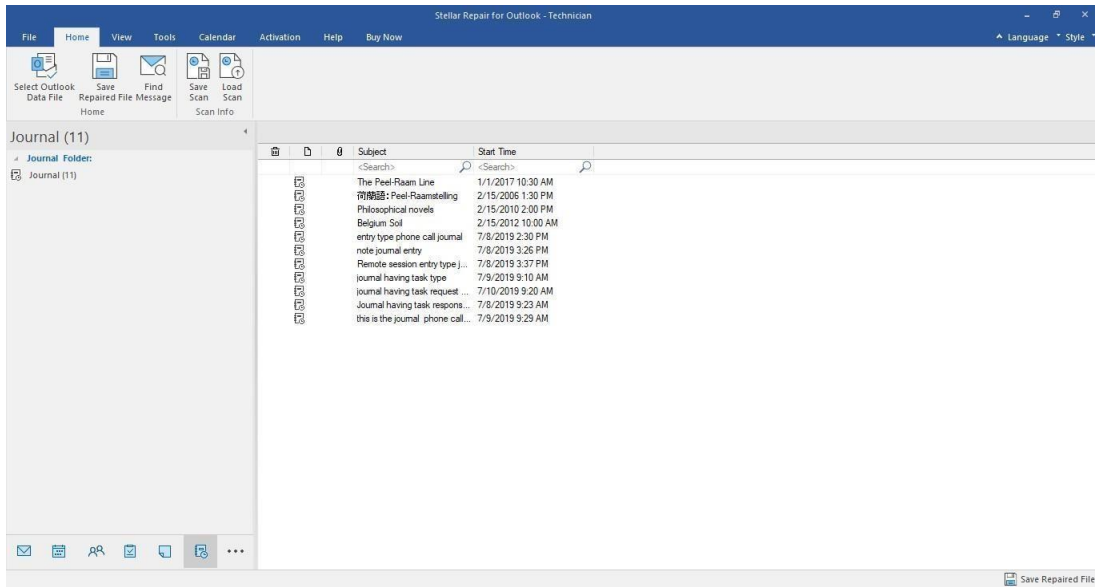
- Click on **Contacts**  icon to view the contacts of the scanned mailbox.




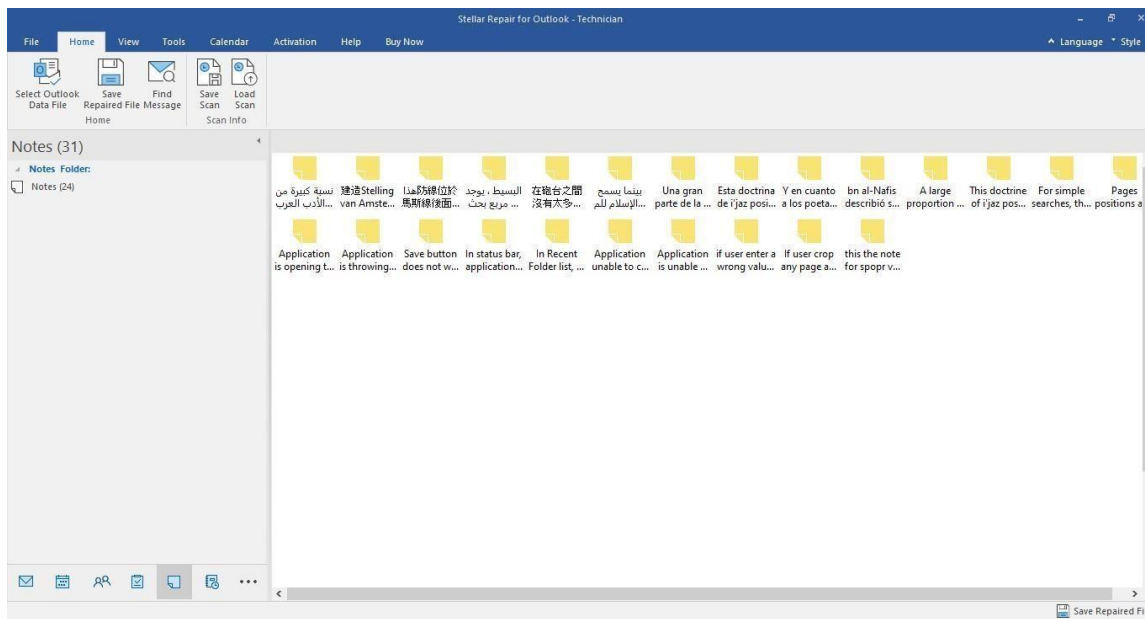
- Click on **Tasks**  icon to view the tasks of the scanned mailbox.



- Click on **Journal**  icon to view the created journal entries of the scanned mailbox.

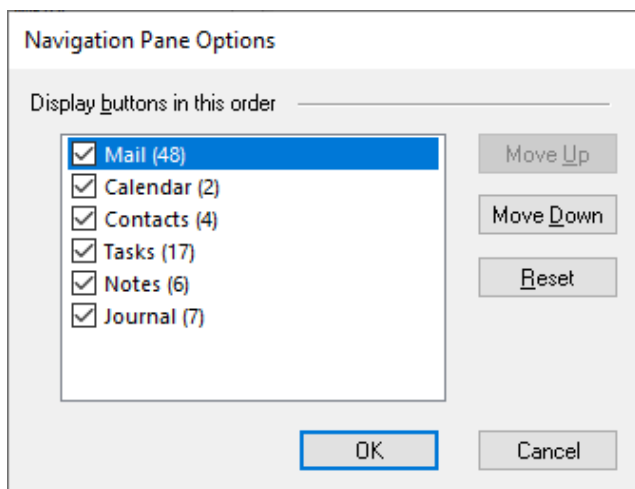


- Click on **Notes**  icon to view the notes of the scanned mailbox.



- Click on  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

To modify/reset the navigation pane options:



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

3. Working with the Software

- 3.1. Select and Repair File
- 3.2. Preview Repaired File
- 3.3. Find, View and Save a Single Message
- 3.4. Save Repaired File
- 3.5. Save all Contacts as CSV
- 3.6. Relink Attachment Folder
- 3.7. Save Log Report
- 3.8. Save and Load Scan Information
- 3.9. How to Apply Advance Filter
- 3.10. Importing PST file in Microsoft Outlook
- 3.11. Changing the Software Language

3.1. Select and Repair File

If you know the location of the PST or OST file, then you can directly specify the location and start repairing e-mails of that file. If you do not know the location, then you can search the required PST or OST file by using the search functionality of **Stellar Repair for Outlook**.

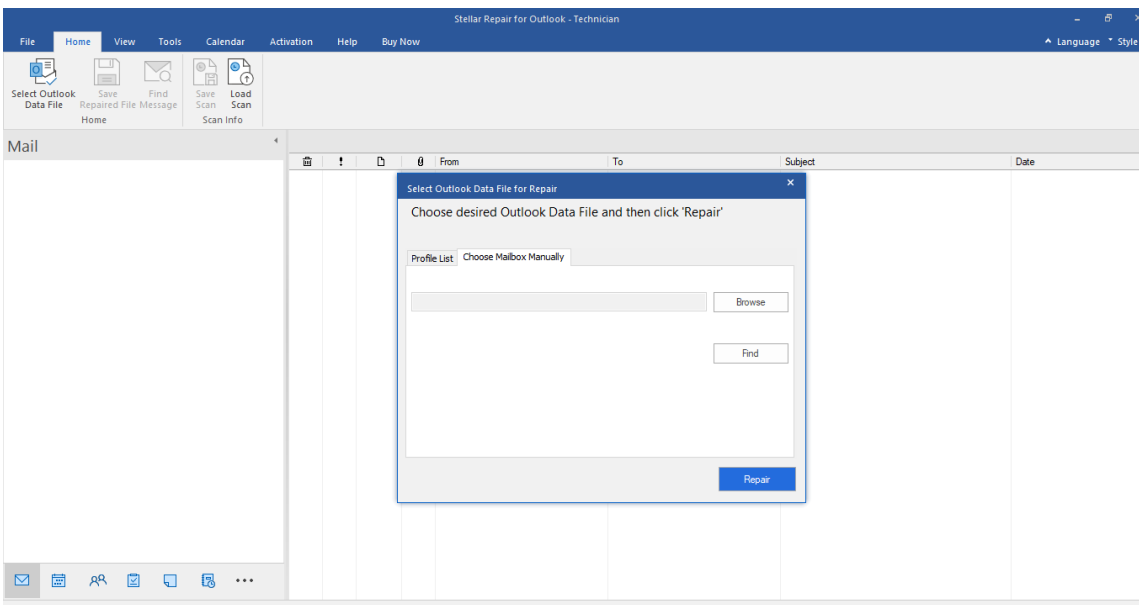
It is advised to disable your antivirus software before scanning because, in some instances, there is a possibility that the mailbox you are attempting to repair contains virus-infected attachments. Thus, your vigilant antivirus software will take immediate action to protect your system by flagging and moving the potential threat to quarantine, due to which you will not be able to retrieve those files entirely, as shown while scanning.

Steps to select and repair PST file:

1. Run **Stellar Repair for Outlook**.

2. **Select Outlook Data File for Repair** window appears when the software launches.

Alternatively, you can also open **Select Outlook Data File for Repair** window from **File** menu or **Home** ribbon



3. There are two tabs available to select the PST or OST files: **Choose Mailbox Manually** and **Profile List**.

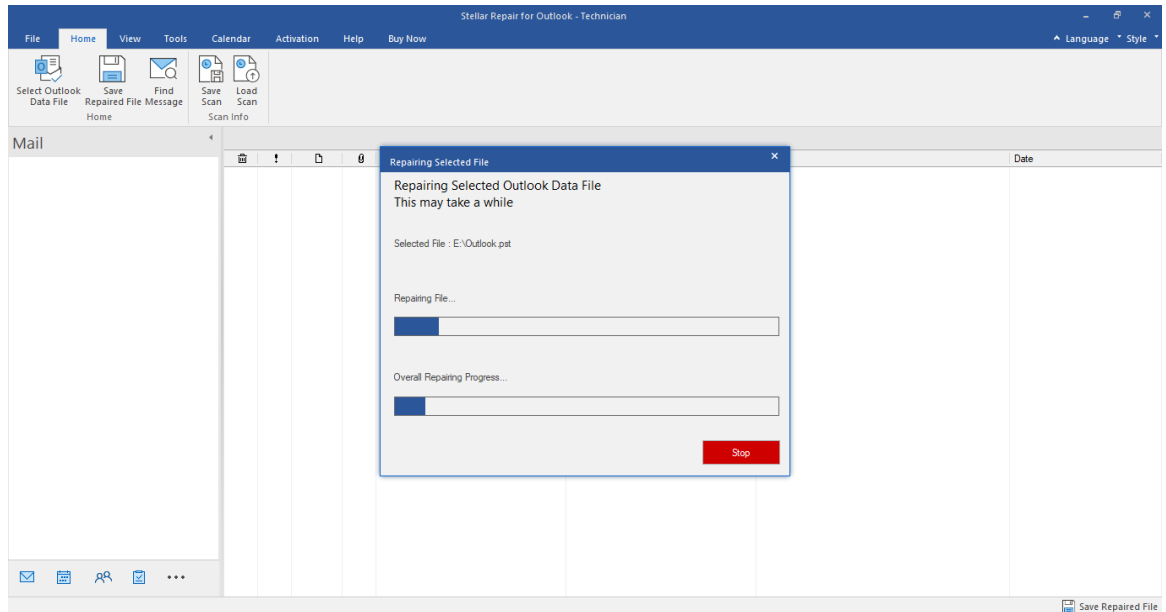
(i) **Choose Mailbox Manually**: This is the default selected tab. Use this tab when the file location is known.

There are two options to select PST or OST files: **Browse** and **Find**.

(i) **Browse**: Use **Browse** button if you are aware OST or PST file location.

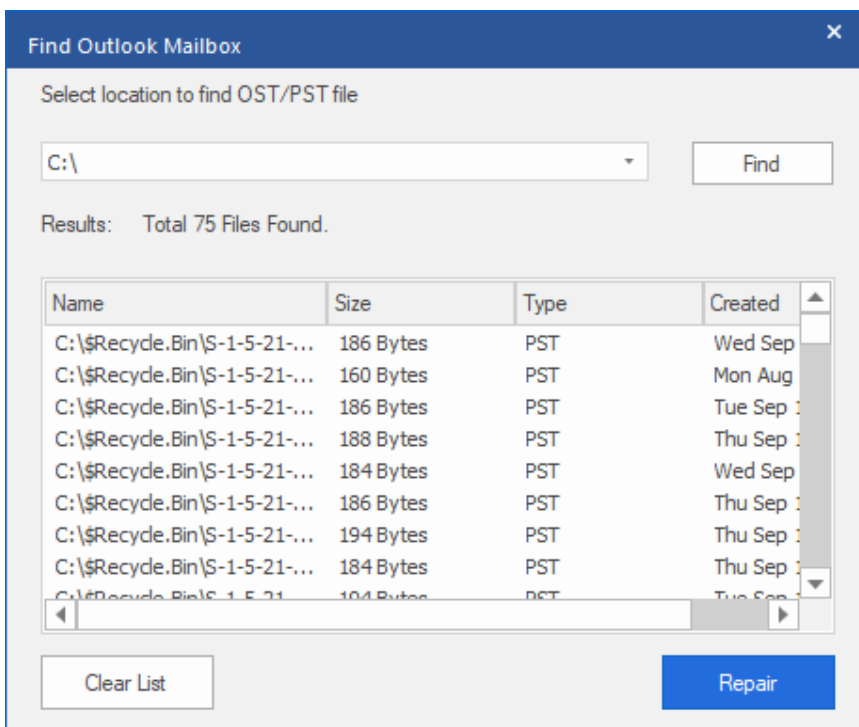
a) Click on **Browse** button, locate PST or OST file and then click **Open**.

b) Click **Repair** to start the repairing process.



- c) After the process is completed a **Repair Complete** dialog box appears with a message, "**Selected file repaired**".
- d) Click **OK**.

(ii) Find: Use **Find** button to search for OST or PST files on your system's drives, folders, and subfolders.



- a) Click **Find**, **Find Outlook Mailbox** window appears.
- b) Select the drive from the drop-down list. However, you can only select one drive at a time.
- c) Click **Find** button to start the search process.
- d) If you wish to stop the search process, click **Stop**.

- e) After the search is finished, **Find Complete** dialog box appears with the number of files found. Click **OK**.
- f) The list of files found in the selected drive is displayed in the **Results** section. Select the file you want to repair, only one file can be selected at a time.

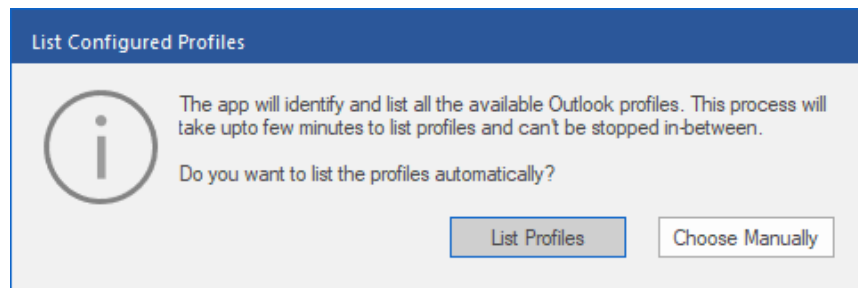
Note: *If you want to clear the search result, click **Clear List**.*

- g) Click **Repair** button to start the repairing process.
- h) After the process is completed a **Repair Complete** dialog box appears with a message, "**Selected file repaired**".
- i) Click **OK**.

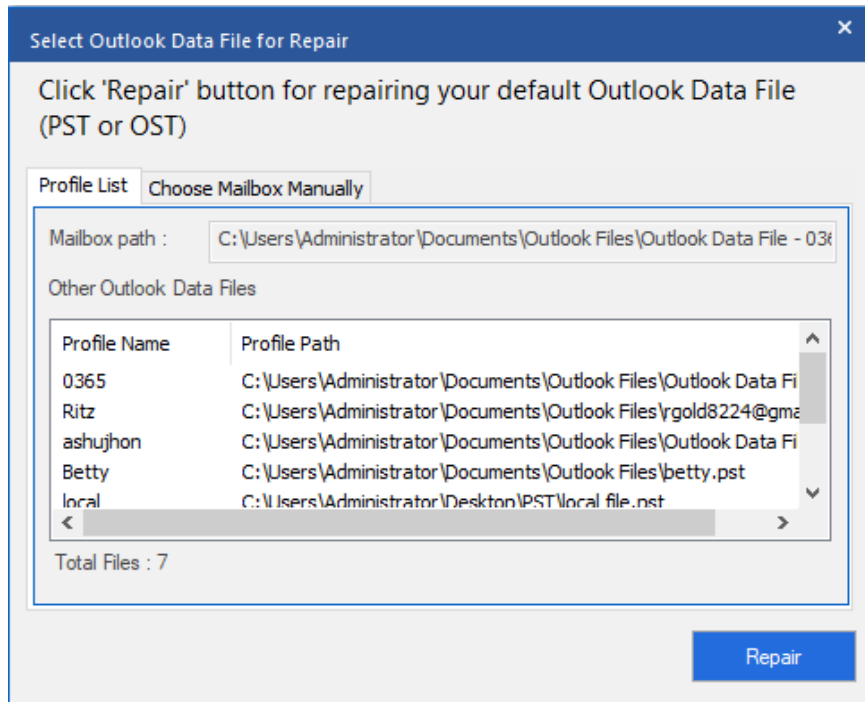
(iii) Profile List: Use this tab to list all the configured outlook profiles from your system.

- a) Click this tab, **List configured profiles** dialog box is displayed.

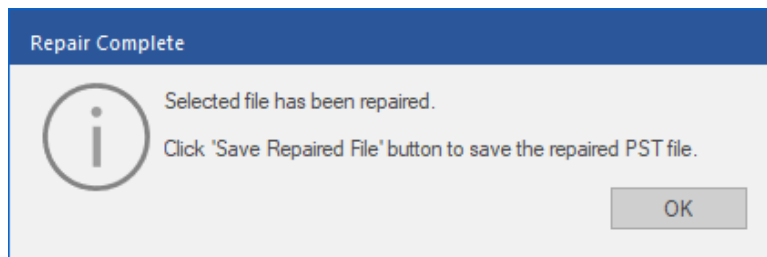
Note: *Only once you need to list configured profiles.*



- b) Click **List Profiles** button to list all the outlook profiles from your system. Total number of listed profiles are displayed.



- c) From the list, select the required outlook profile.
- d) Click **Repair** to start the repairing process.
- e) After the process is completed a **Repair Complete** dialog box appears with a message, "**Selected file has been repaired**".



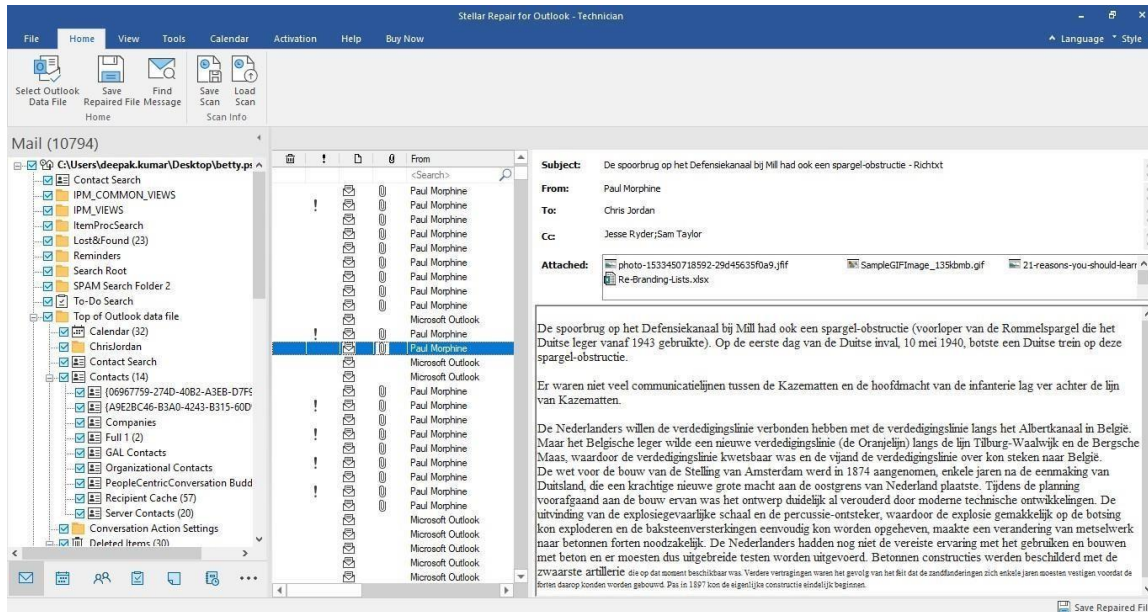
- f) Click **OK** to complete the process.

Note: To save repaired file, click **Save Repaired File** button.

After the repair process is completed, the software provides a preview of the repaired files. See Preview Repaired Files.

3.2. Preview Repaired File

Stellar Repair for Outlook shows the preview once the PST/OST file is repaired. The preview of the mailbox data is available in a three-pane structure containing: Left pane, Middle pane and Right pane, which are explained below with details:



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Deleted icon:** It shows the deleted mails of the selected mailbox, in red color.
 - **Importance icon:** It signifies that the particular mail is sent with high importance.
 - **Type:** It shows the type of mail item it has.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Date:** Shows the date and time when the e-mail was sent.

Tip: You can change the order of the above given columns as per your requirement. Click and hold on the column name and drag the column to the desired location to change it.

- The right pane provides the preview of the mail item that you select from the middle pane. It shows the following information:
 - **Subject:** Shows the subject of the e-mail.

- **From:** Shows the e-mail address of the sender.
- **To:** Shows the e-mail address of the receiver.
- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of body of the selected mail item.

Note: To switch between vertical and horizontal reading panes, click **Switch Reading Pane** icon in **View** ribbon.

Additional Options:

- **Quick search:** The software provides quick search options for Mails. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

From	To	Subject	Date
Lobo	<Search>	<Search>	<Search>
Lobo Mathur	Auser	FW: another one test mail to b,c and d	12/12/2012 10:28 AM
Lobo Mathur	Auser	FW: information	12/12/2012 10:28 AM
Lobo Mathur	Auser	FW: with my new signature	12/12/2012 10:29 AM
Lobo Mathur	Duser	FW: another one test mail to b,c and d	12/12/2012 10:29 AM
Lobo Mathur	Duser	FW: Test mail to buser and cuser	12/12/2012 10:29 AM
Lobo Mathur	Auser	Meeting Forward Notification: meeting ov...	12/12/2012 10:29 AM
Lobo Mathur	Auser; Duser	FW: Test mail to buser and cuser	12/12/2012 10:30 AM
Lobo Mathur	Cuser; Duser	FW: information	12/12/2012 10:30 AM

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

From	To	Subject	Sent Date
Paul Morphine	Paul Morphine; samtaylor@stell...	HOW TO ADD A LOGO TO YO...	15-02-2019 16:15
Paul Morphine	Paul Morphine; jesseryder@stell...	Method 1_ Upload an image	15-02-2019 16:21
Paul Morphine	Paul Morphine; jesseryder@stell...	Ordering the Software- Richtxt	18-02-2019 09:17
Paul Morphine	Paul Morphine; samtaylor@stell...	NSF Converter - HTML	18-02-2019 09:08
Paul Morphine	Paul Morphine; jesseryder@stell...	The defense line was situated	15-02-2019 16:11
Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29

Alternatively, you can right click on the column and arrange it accordingly by using **Arrange By** option. It can be arranged by **Date, From, To, Subject, Type, Attachment, Deleted, Importance** or **Show in Groups** option.

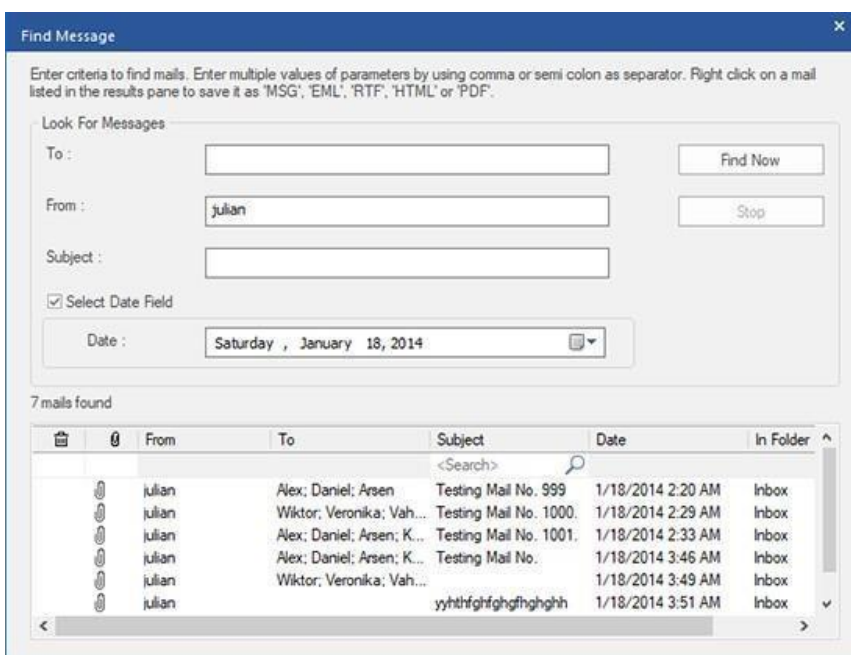
From	To	Subject	Date
<Search>	<Search>	<Search>	<Search>
Buser	Buser	re test mail to b,c and d	11/30/2012 3:38 AM
Buser	Buser	n	11/30/2012 3:39 AM
Buser	Buser	ew signature	11/30/2012 3:46 AM
Cuser	Cuser	nation	11/30/2012 3:51 AM
Cuser	Cuser	per one test mail to b,c and d	11/30/2012 3:51 AM
Duser	Duser	mail to buser and cuser	11/30/2012 3:51 AM
Lobo Mathur	Auser	ing over excahnge backup	12/7/2012 10:00 AM
Lobo Mathur	Auser	per one test mail to b,c and d	12/12/2012 10:28 AM
Lobo Mathur	Duser	my new signature	12/12/2012 10:29 AM
Lobo Mathur	Duser	nation	12/12/2012 10:29 AM
Lobo Mathur	Duser	per one test mail to b,c and d	12/12/2012 10:29 AM

3.3. Find, View and Save a Single Message

Stellar Repair for Outlook - Technician allows you to find and repair a particular message from the 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, PDF format.

To find messages:

1. Click **Find Message** in **Home** ribbon. **Find Message** window opens.
2. Specify the search criteria in **Find Message** window:
 - In **To** field, specify all or few characters of email ids of recipients. Keywords should get separated by a semicolon (;).
 - In **From** field, specify all or few characters of email ids of senders. Keywords should get 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 the search.



To view messages:

1. After the search is completed, a list of emails that match the search criteria gets displayed.
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, 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.

3.4. Save Repaired File

This section explains how to save repaired outlook data file in PST or other formats. This section also describes how to export repaired data file into Existing Outlook Profile, Microsoft 365, and Live Exchange Server. Before saving or exporting a repaired file, read this section carefully.

Note: Before you start the saving process of repaired files make sure that **Microsoft Outlook** is closed.

Once selected outlook data file has been repaired, click **Save Repaired File** from **Home** ribbon. **Save As** window appears with following options. Choose any one of the options as per your requirement.

- 3.4.1. Save as PST Format
- 3.4.2. Export to Existing Outlook Profile
- 3.4.3. Export to Microsoft365
- 3.4.4. Export to Live Exchange Server
- 3.4.5. Save as Other Formats

Note: If you have repaired default OST file using **Profile List** option and want to save repaired file in this case also **Save As** options will appear same as listed above.

The **Save As** options will differ only If you have repaired default PST file using **Profile List** option and want to save repaired file. In this case, either you can save repaired PST file as a default **Mailbox Configuration** or you can **Browse** and click **OK** to save repaired file at specific destination.

Steps to save repaired default PST file:

1. Run Stellar **Stellar Repair for Outlook**
2. See Select and Repair File, to know how to select and repair corrupted outlook data files.
3. Click **Save Repaired File** from **Home** ribbon to save repaired PST file.
4. **Select Destination** screen appears. Click **Browse** to save repaired PST file at specified destination.

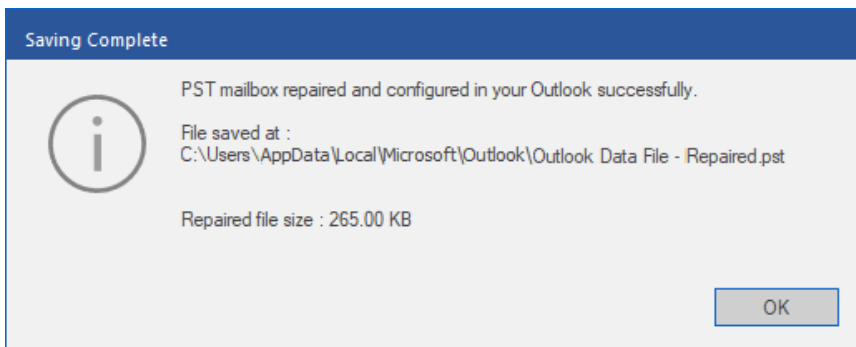


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

5. Click **OK**

6. After the saving process is completed, **Saving Complete** dialog box appears with the message "**PST mailbox repaired and configured in your Outlook successfully**". It shows the path and size of the repaired file.



7. Click **OK** to complete the process.

Note: If you save repaired PST file as a default destination, the data file will be saved and configured with the same mailbox attributes.

Note: To view the recovered Outlook data, open the repaired file in **Microsoft Outlook**. You will find the recovered data under the "**Top of Outlook data file**" folder in the same Mailbox attributes as before.

3.4.1. Save as PST Format

Stellar Repair for Outlook provides a feature to save repaired files in either normal, compact or split PST files. Refer to the following topics as per your requirements:

3.4.1.1. Save as PST Normally

3.4.1.2. Compact and Save PST File

3.4.1.3. Split and Save PST File

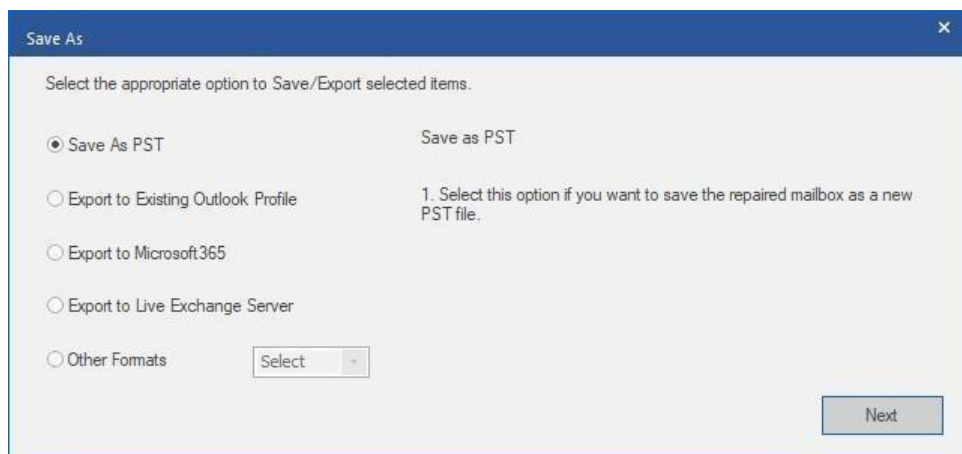
3.4.1.1. Save as PST Normally

Stellar Repair for Outlook allows you to save the repaired mails to a new PST file. The software provides options to compress, split and filter files before saving.

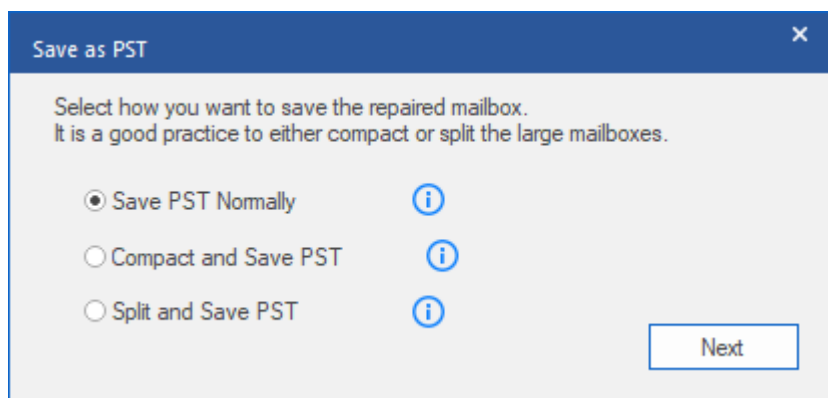
Note: Before you start the saving process of repaired files make sure that Microsoft Outlook is closed.

Steps to save as PST format:

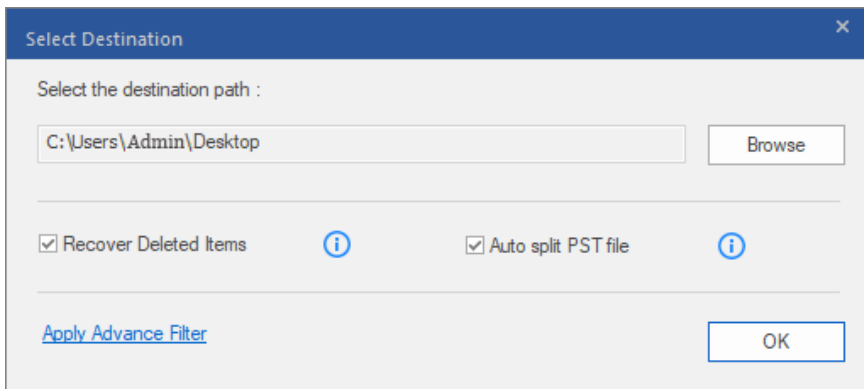
1. Run **Stellar Repair for Outlook**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Choose **Save As PST** and click **Next**.
5. **Save As PST** window appears, Choose **Save PST Normally** option and click **Next**.



6. **Select Destination** screen appears, click **Browse** to save repaired PST file at specified destination.

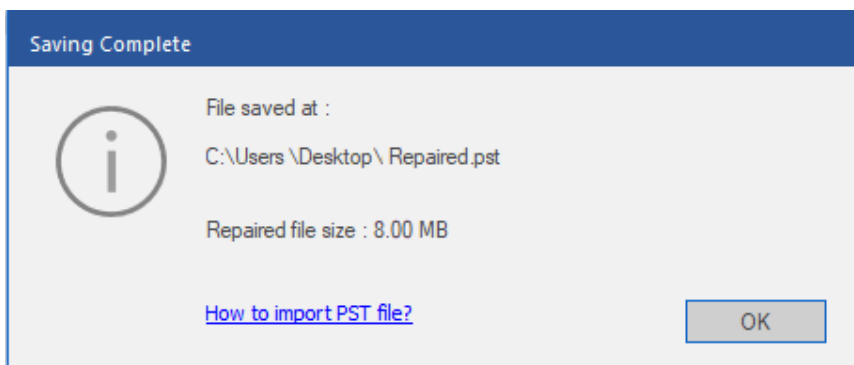


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

7. Click **OK**.

8. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



9. Click **'How to import PST file?'** to know how to import the new PST file in MS Outlook.

10. Click **OK** to complete the process.

3.4.1.2. Compact and Save PST File

Stellar Repair for Outlook compact and save PST file feature compresses the PST file and decrease the size acquired by them in the disk. This enhances the greater use of memory and also saves PST file from being corrupted.

There are four options to compact and save PST file. Refer to the following options as per requirement:

1. Compress all attachments in new PST
2. Extract and save attachments to a folder (No interlinking is lost)
3. Remove all attachments to new PST

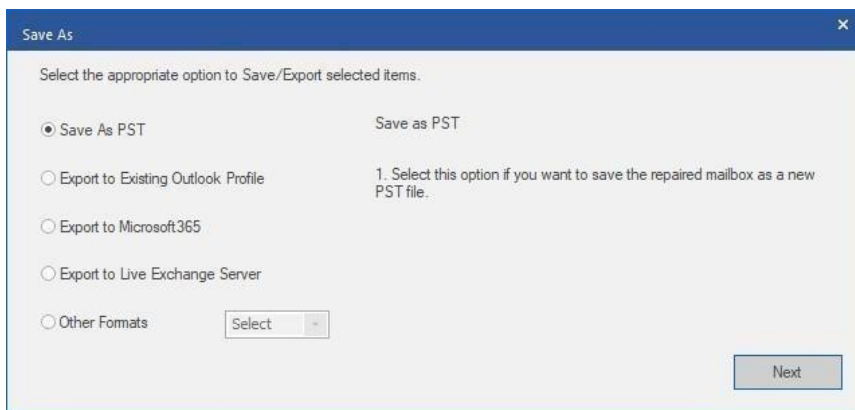
3.4.1.2.1. Compress all attachments in new PST

You can use this option to compress all the attachments of the emails in the new repaired PST file. The compressed attachments remain in the repaired files.

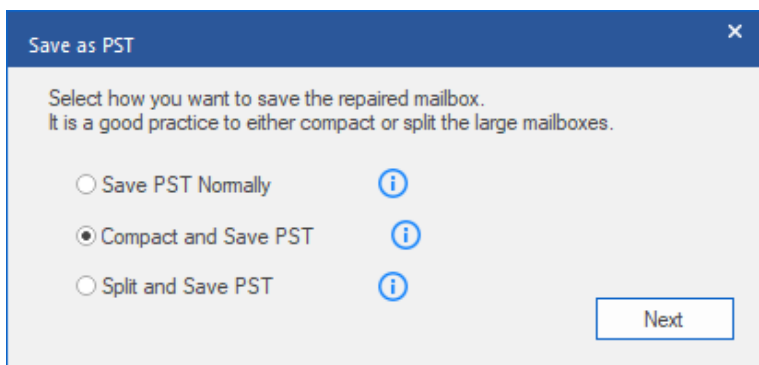
Note: Before you start the saving process of repaired files make sure that Microsoft Outlook is closed.

Here are the steps to compress all attachments in a new PST file:

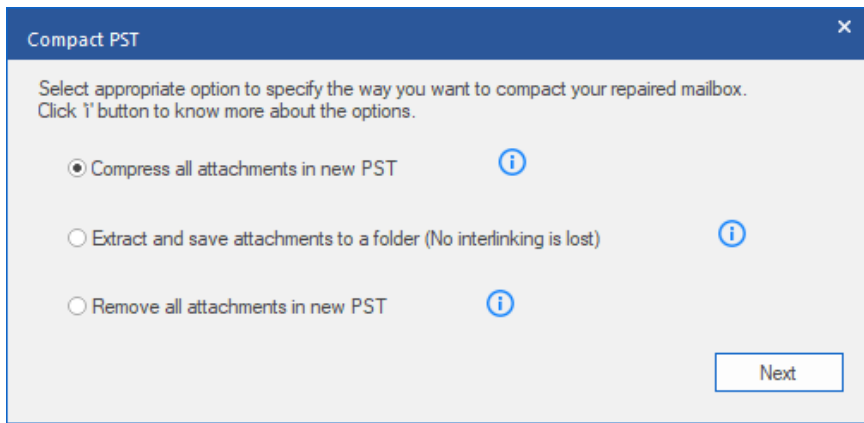
1. Run **Stellar Repair for Outlook**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



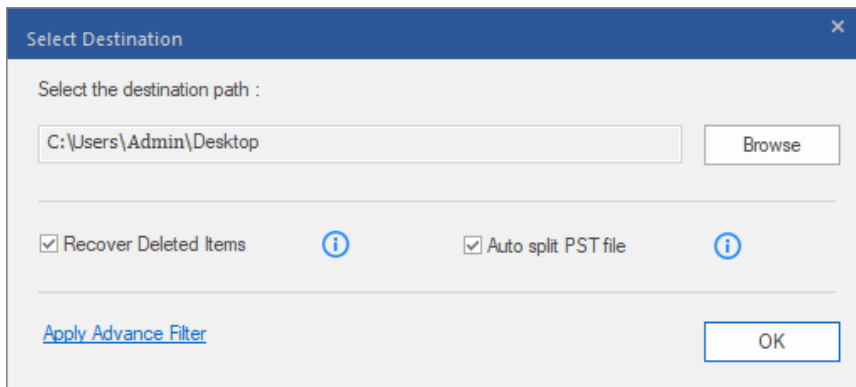
4. Select **Save As PST** and click **Next**.
5. **Save as PST** window appears, choose **Compact and Save PST** and click **Next**.



6. **Compact PST** window appears, choose **Compress all attachments in new PST** option and click **Next**.



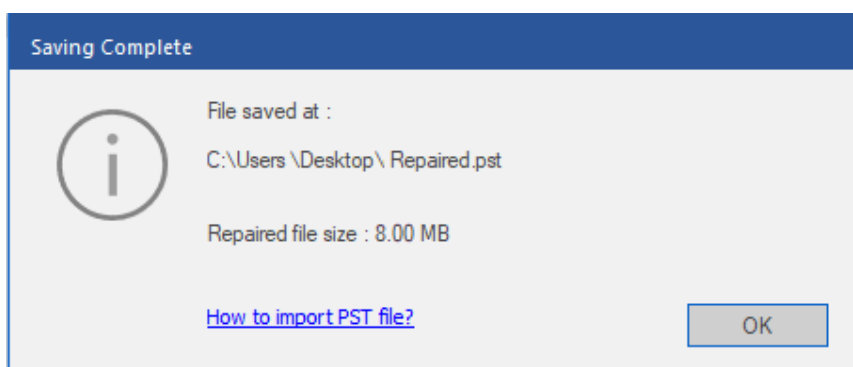
7. **Select Destination** screen appears, click **Browse** to save repaired PST file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

8. Click **OK** to start the saving process.
9. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



10. To know how to import the new PST file in MS Outlook, click '**How to import PST file?**'

11. Click **OK** to complete the process.

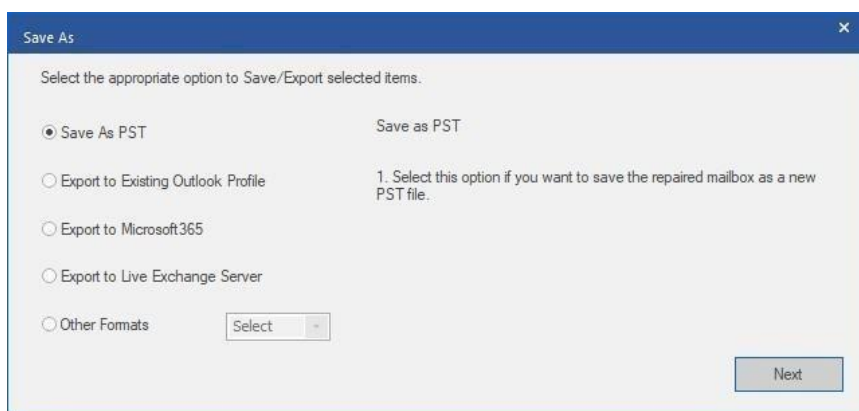
3.4.1.2.2. Extract and save attachments to a folder (No interlinking is lost)

You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments remains in the repaired PST file. This option will extract attachments to a new folder without making any changes to the content or the attachments of the original PST file.

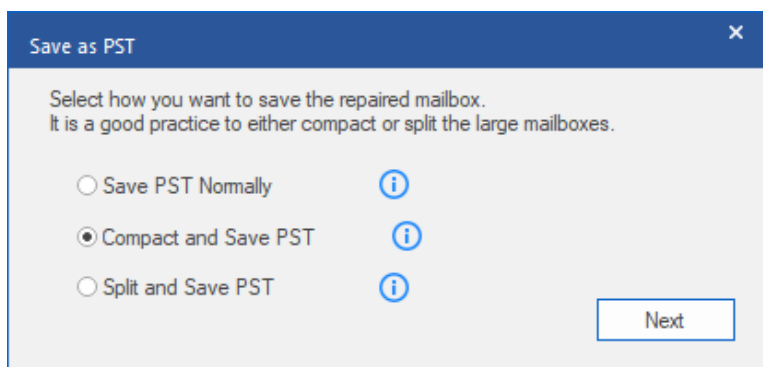
Note: Before you start the saving process of repaired files make sure that Microsoft Outlook is closed.

Steps to extract and save attachments of a PST file to a folder (No interlinking is lost):

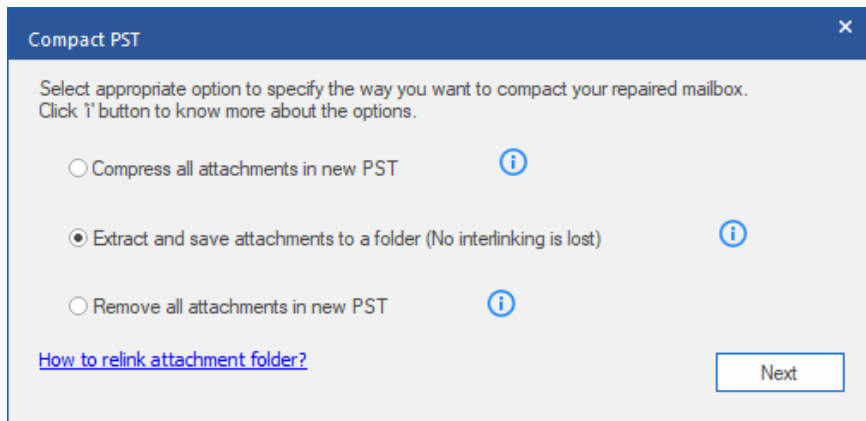
1. Run **Stellar Repair for Outlook - Technician**.
2. See **Select and Repair PST File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Select **Save as PST** and click **Next**.
5. **Save as PST** window appears. Choose **Compact and Save PST** and click **Next**.

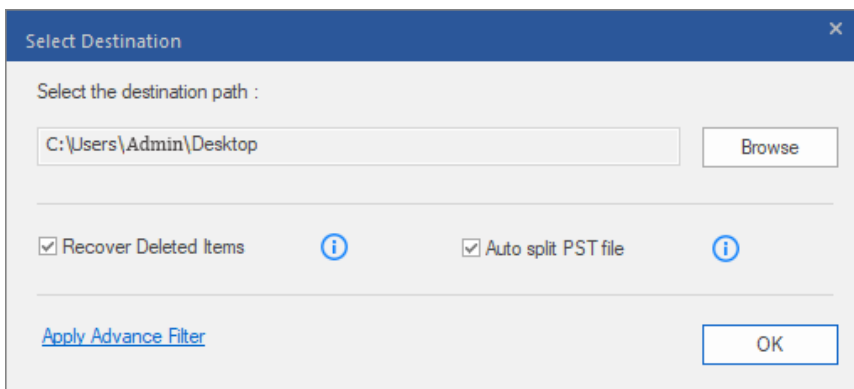


6. **Compact PST** window opens, choose **Extract and save attachments to a folder (No interlinking is lost)** option and click **Next**.



Note: If you want to know how to relink attachments, click '**How to relink attachment folder?**'

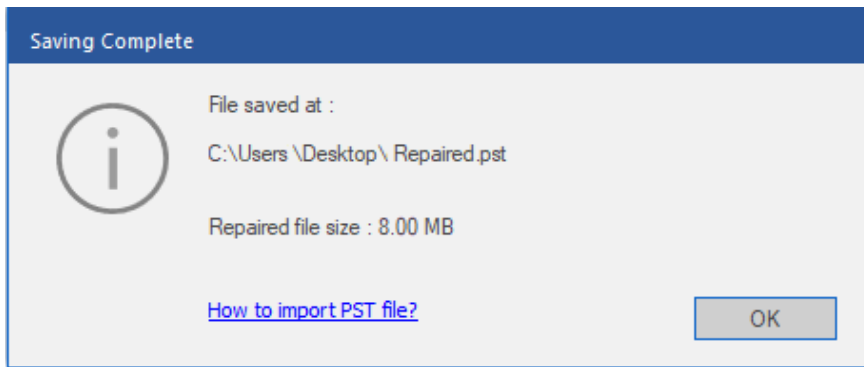
7. **Select Destination** screen appears, click **Browse** to save repaired PST file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

8. Click **OK** to start the saving process.
9. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



10. Click '**How to import PST file?**' to know how to import the PST file in MS Outlook.
11. Click **OK** to complete the process.

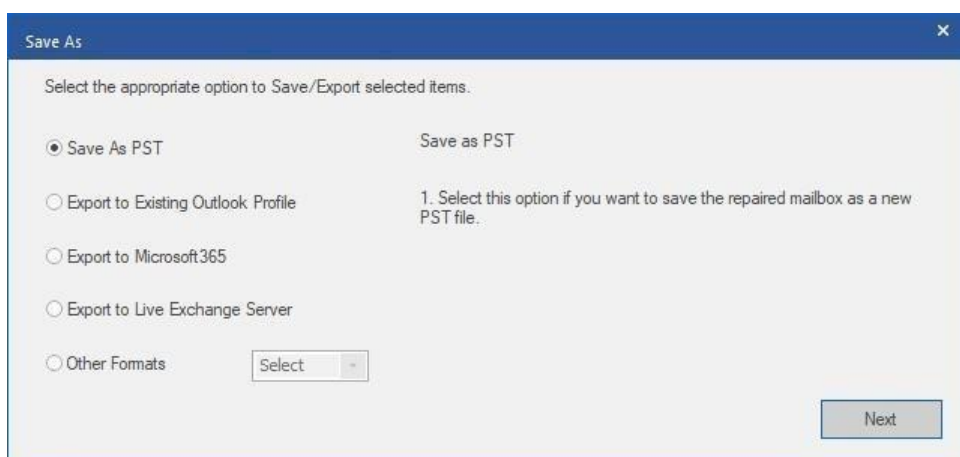
3.4.1.2.3. Remove all attachments in new PST

You can use this option to remove all the attachments in the repaired PST file. This option retains only the mail and deletes all its attachments. No changes are made to the original file.

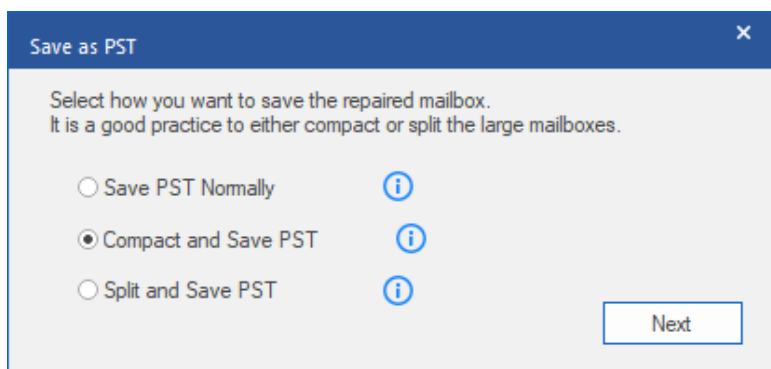
Note: Before you start the saving process of repaired files make sure that Microsoft Outlook is closed.

Steps to remove all attachments in new PST:

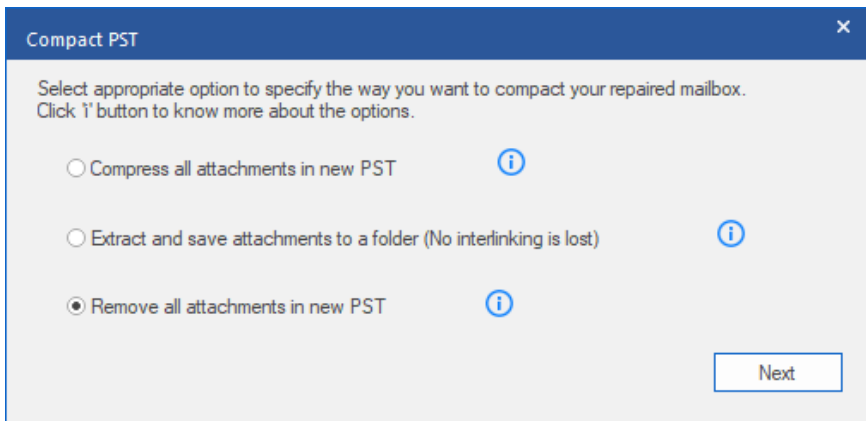
1. Run **Stellar Repair for Outlook**.
2. See **Select and Repair File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



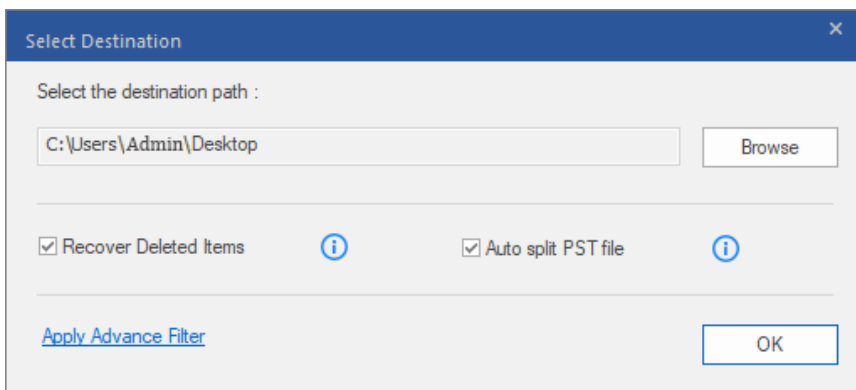
4. Select **Save as PST** and click **Next**.
5. **Save as PST** window appears. Choose **Compact and Save PST** and click **Next**.



6. **Compact PST** window opens, choose **Remove all attachments in new PST** option and click **Next**.



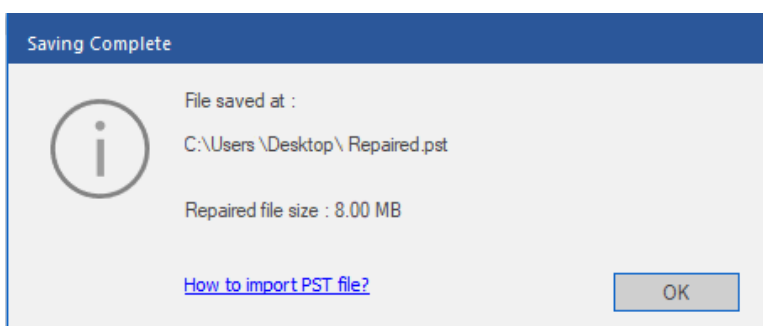
7. **Select Destination** screen appears, click **Browse** to save repaired PST file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

8. Click **OK** to start the saving process.
9. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



10. Click '**How to import PST file?**' to know how to import the PST file in MS Outlook.

11. Click **OK** to complete the process.

3.4.1.3. Split and Save PST File

Stellar Repair for Outlook allows you to split PST files into different sizes. You can split a PST file into various sizes up to the maximum size of 50GB.

For large files, **Stellar Repair for Outlook** automatically splits the new PST file into small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

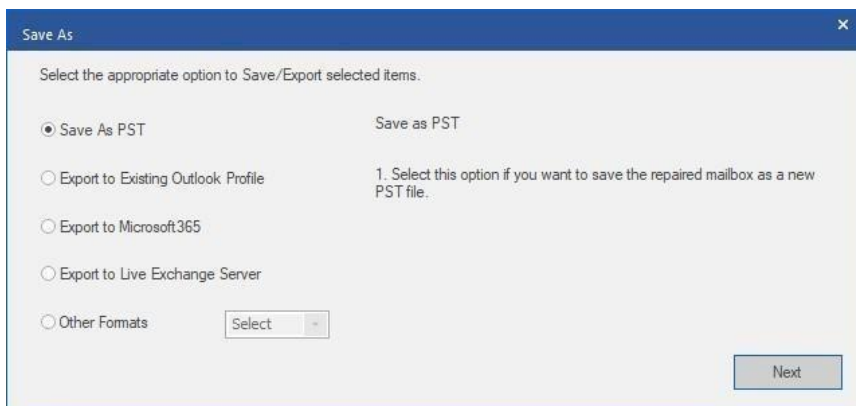
- a. If you have Outlook 2007 installed, the new PST will split at approximately 18 GB size.
- b. If you have Outlook 2010 or above installed, the new PST will split at approximately 45 GB in size.

Note:

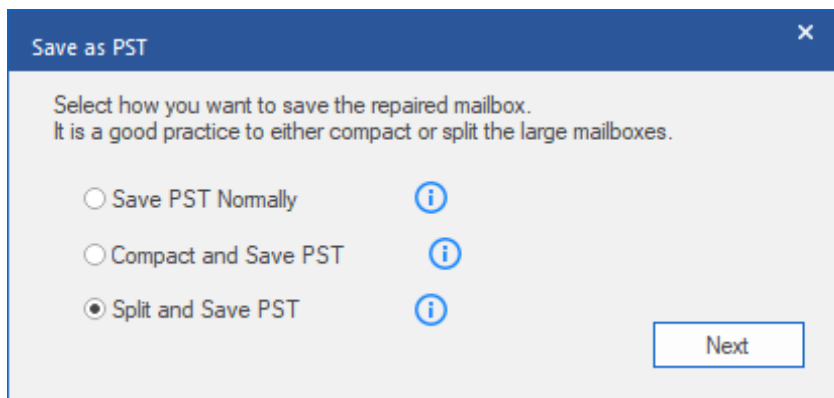
- Before you start the saving process of repaired files make sure that Microsoft Outlook is closed.
- You can use **Split and Save PST** option when repaired mailbox size is more than 1GB.

Steps to Split and Save PST file by size:

1. Run **Stellar Repair for Outlook**.
2. See **Select and Repair File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.

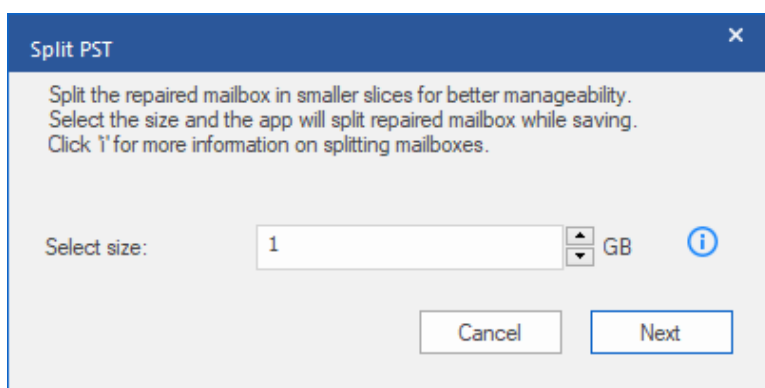


4. Select **Save as PST** and click **Next**.
5. **Save as PST** window appears. Choose **Split and Save PST** option and click **Next**.

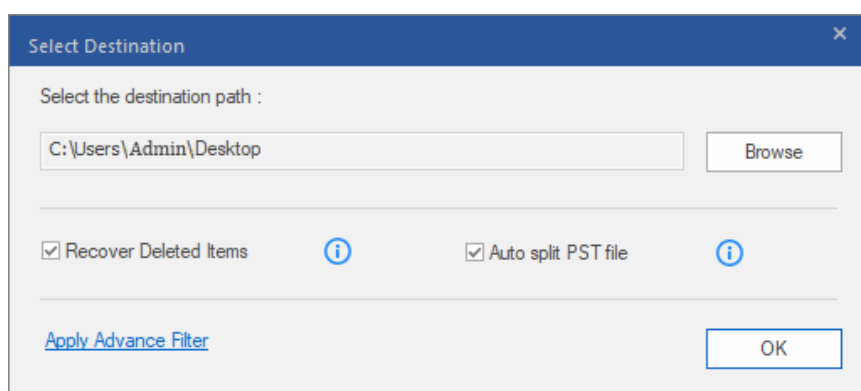


6. **Split PST** screen appears. In **Select size** box, type or select the size as per your requirement and split the repaired mailbox.

Note: You can split repaired mailboxes into many parts to the maximum size of 50 GB.



7. Click **Next**. **Select Destination** screen appears.



8. Click **Browse** to save repaired PST file at specified destination.

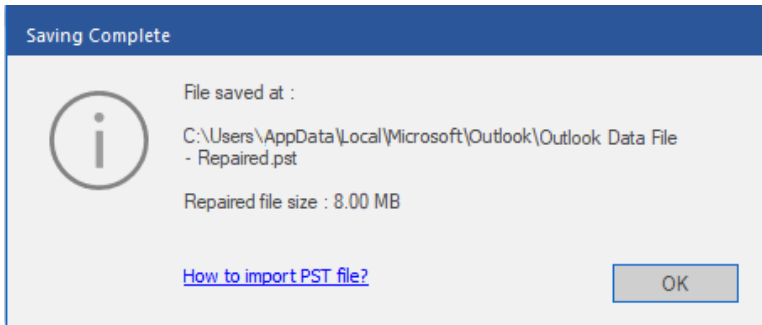
Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.

- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

9. Click **OK**.

10. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



11. Click '**How to import PST file?**' to know how to import the PST file in MS Outlook.

12. Click **OK** to complete the process.

3.4.2. Export to Existing Outlook Profile

Stellar Repair for Outlook provides a feature to export PST files to the existing outlook profile.

Note: Before you start to export existing outlook profiles make sure that Microsoft Outlook is closed.

Here are the steps to export PST file to Existing Outlook profile:

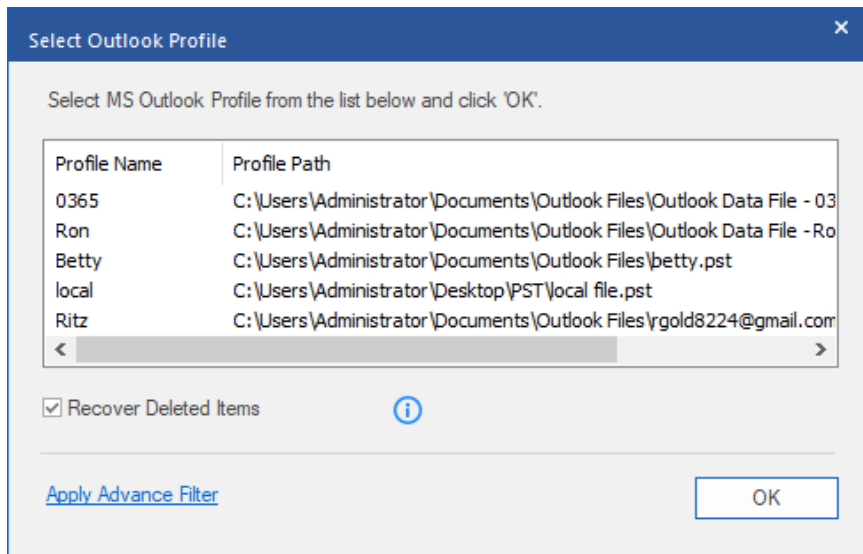
1. Run **Stellar Repair for Outlook**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Choose **Export to Existing Outlook Profiles** and click **Next**.
5. **Select Outlook Profile** window is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.

Note: If the Outlook profile is password protected, **Enter Password** window will appear. Enter the password and click **OK**.

Note: If you don't have any outlook profile, by default an outlook profile will be generated and repaired mailboxes will be saved in the default location.

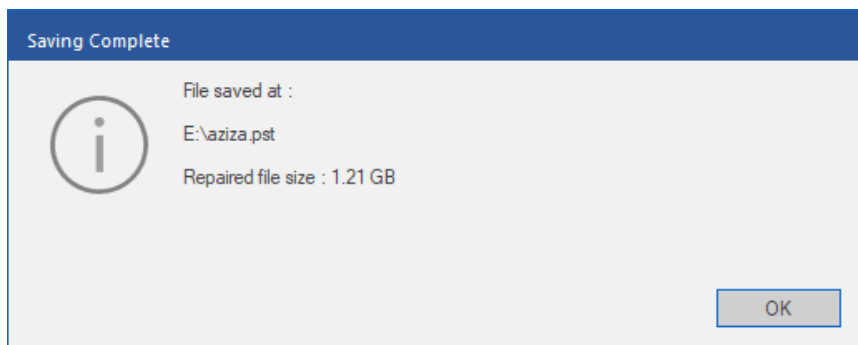


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

6. Click **OK** to start saving process.

7. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the repaired file.



8. Click **OK** to complete the process.

3.4.3. Export to Microsoft 365

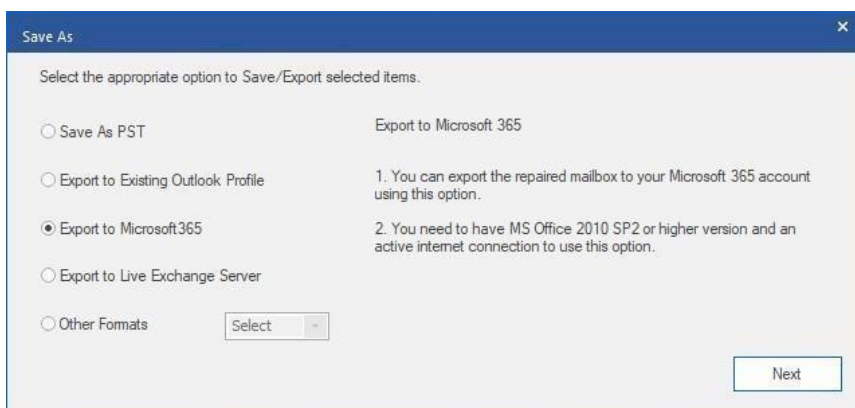
Stellar Repair for Outlook provides a feature to export the repaired mailbox to your Microsoft 365 accounts.

Note:

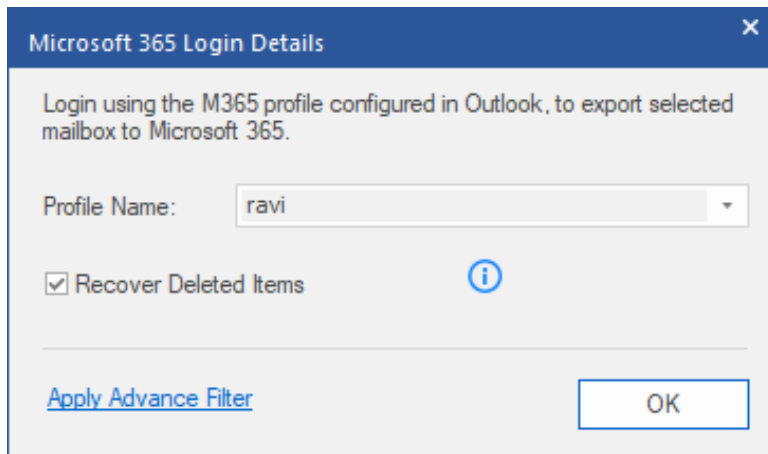
- To use **Export to Microsoft 365** option, make sure that you have an active internet connection.
- *Before you start the saving process of repaired files make sure that **Microsoft Outlook** is closed.*
- *Before saving the converted mailbox to **Microsoft 365**, make sure that **Microsoft 365** account is configured in **MS Outlook** application.*
- *Online mailbox data cannot get exported to **Microsoft 365**. You can only export your offline mailbox data to **Microsoft 365**.*

Steps to export required mailbox to Microsoft 365:

1. Run **Stellar Repair for Outlook**.
2. See **Select and Repair PST File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Select **Export to Microsoft 365** and click **Next**.
5. **Microsoft 365 Login Details** window appears. Select only **Microsoft 365** profile name from the dropdown list.

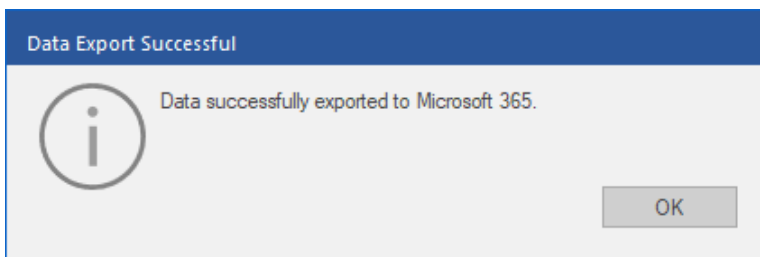


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if deleted repair items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

6. Click **OK** to start the saving process.

7. After the saving process is completed, **Data Export Successful** dialog box appears with message "**Data successfully exported to Microsoft 365**".



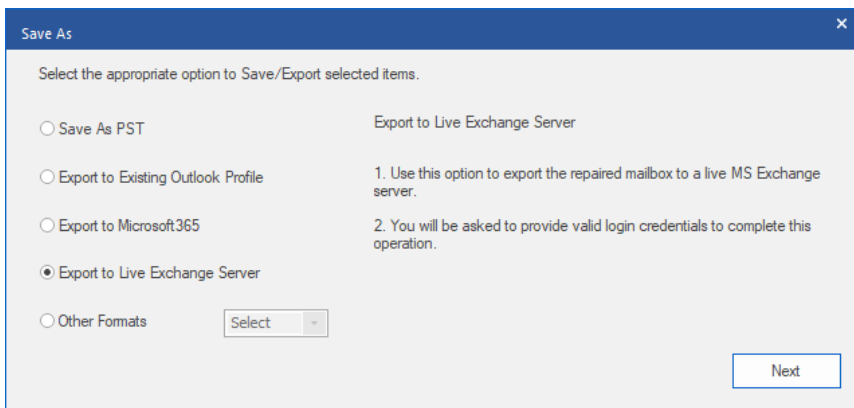
8. Click **OK** to complete the process.

3.4.4. Export to Live Exchange Server

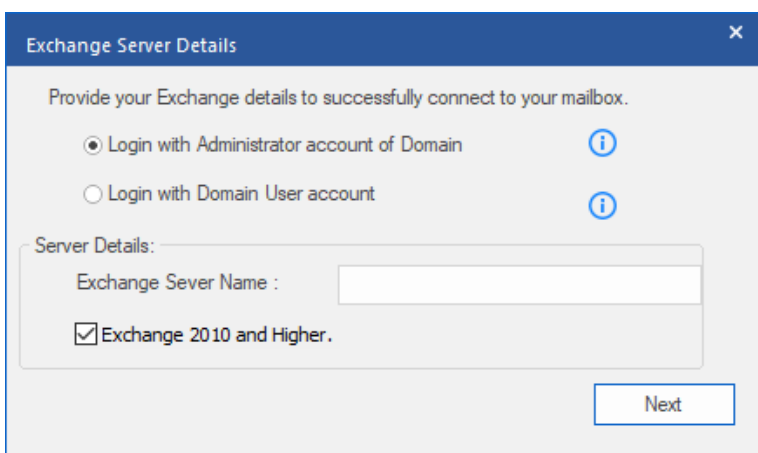
Stellar Repair for Outlook provides a feature to connect exchange server through Admin or User credentials and export the repaired mailbox to a live **MS Exchange Server**.

Steps to export the repaired mailbox to live MS Exchange Server:

1. Run **Stellar Repair for Outlook**.
2. See Select and Repair File, to know how to select and repair the corrupt **file**.
3. Click **Save Repaired File** from **Home** ribbon to open **Save As** window.



4. Select **Export to Live Exchange Server** option from **Save As** window and click Next. **Exchange Server Details** window appears.



5. There are two options:

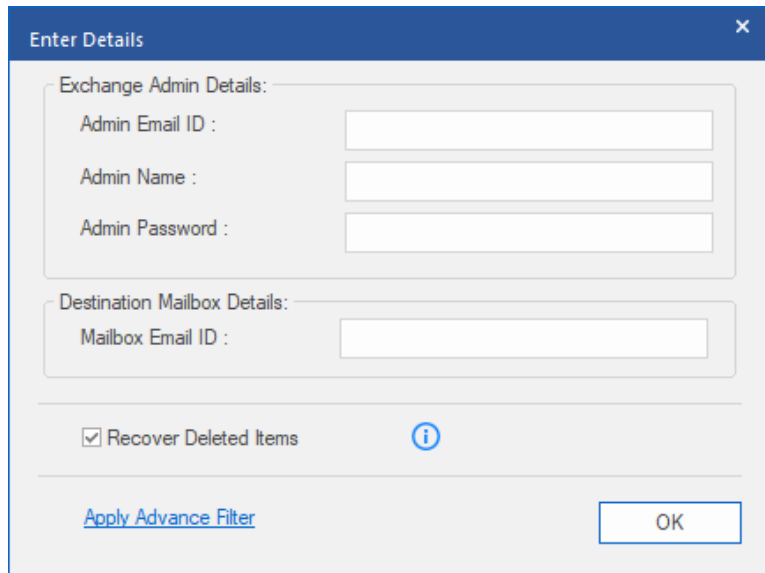
(a) Login with Administrator account of Domain: Use this option when you have administrator credential details.

- (i) Choose **Login with Administrator account of Domain** radio button.
- (ii) Enter **Exchange Server Name** in the text field.

Note: Exchange 2010 and Higher check box is by default selected, unselect it if not required.

(iii) Click **Next**.

(iv) **Enter Details** dialog box appears.



(v) Under **Exchange Admin Details** section enter **Admin Email ID**, **Admin Name**, and **Admin Password**.

(vi) Under **Destination Mailbox Details** section enter **Mailbox Email ID**.

Note: Recover Deleted Items check box is by default selected, unselect it if not required.

Note: Refer to section *Apply Advance Filter*, to know how to apply filter.

(vii) Click **OK** to connect to your mailbox.

(b) Login with Domain User Account: Use this option when you have user account credential details to connect live exchange server.

(i) Choose **Login with Domain User Account** radio button.

(ii) Enter **Exchange Server Name** in the text field.

Note: Exchange 2010 and Higher check box is by default selected, unselect it if not required. This software will not support Exchange server below 2010.

(iii) Click **Next**.

(iv) **Enter Exchange Mailbox Details** dialog box appears.

Enter Exchange Mailbox Details

Mailbox Email ID :

Mailbox Name :

Mailbox Password :

Recover Deleted Items

[Apply Advance Filter](#)

(v) Enter **Mailbox Email ID**, **Mailbox Name**, and **Mailbox Password**.

Note:

- **Recover Deleted Items** check box is by default selected, unselect it if not required.
- Refer to section **Apply Advance Filter**, to know how to apply filter.

(vi) Click **OK** to connect to your exchange server mailbox.

(vii) Saving process starts, if you want to stop the process click **Stop** button.

(viii) After successful saving process, saving complete dialog box appears with message, "**Selected message saved successfully**".

(ix) Click **OK** to complete the process.

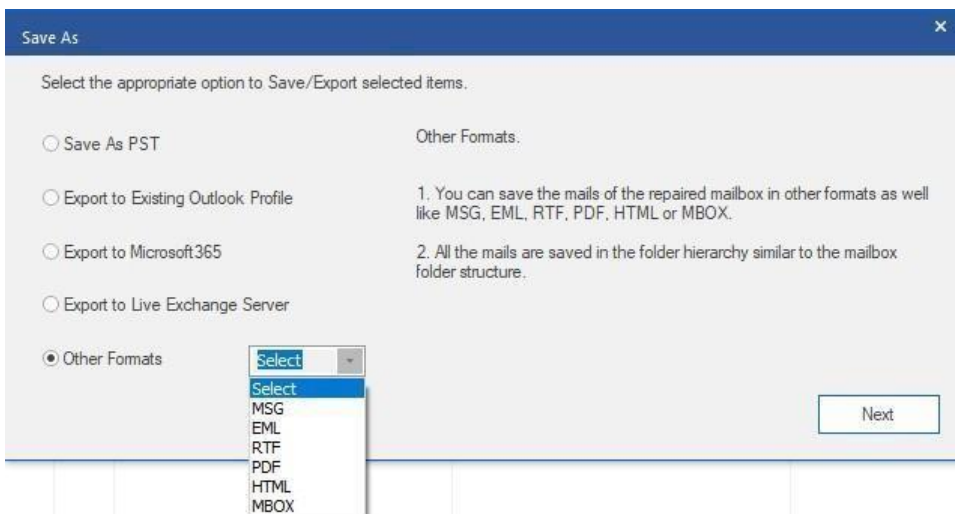
3.4.5. Save as Other Formats

Stellar Repair for Outlook saves the repaired file in MSG, EML, RTF, PDF, HTML or MBOX formats. With the **Naming Convention** option, the mail items can be saved with specific names such as Subject of the e-mail, Date of the e-mail, and Sender of the e-mail.

Note: Before you start the saving process of repaired files make sure that **Microsoft Outlook** is closed.

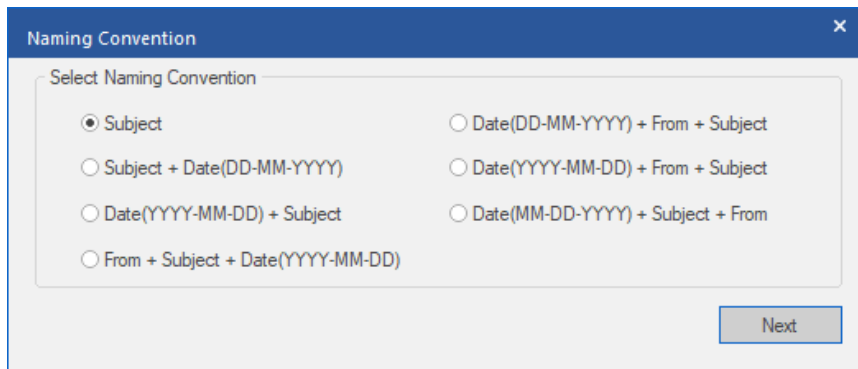
Steps to save the repaired file:

1. Run **Stellar Repair for Outlook**.
2. See Select and Repair File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open **Save As** window.
4. From **Save As** window, select **Other Formats** option. Drop-down list box enables.

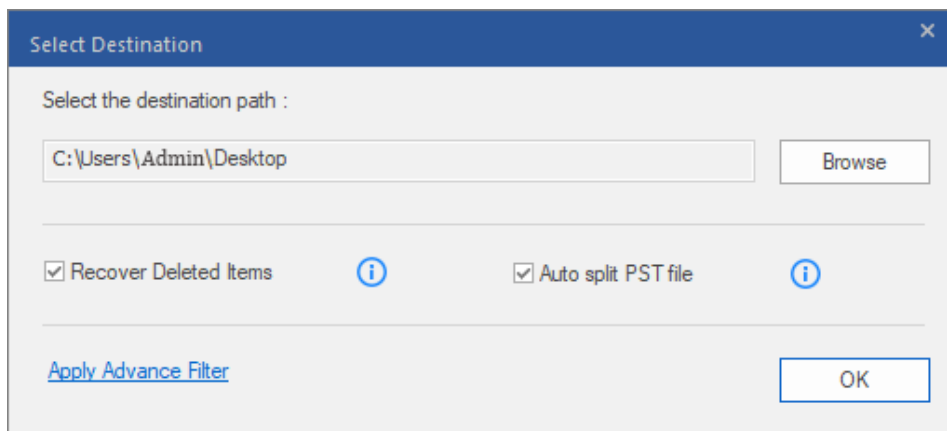


5. Select any one of the formats (MSG, EML, RTF, PDF, HTML or MBOX) from the item list and click **Next**.
6. **Naming Convention** window appears, select anyone from the following options:
 - **Subject** - The repaired file will be saved with the name as the respective email message's subject.
 - **Subject + Date (DD-MM-YYYY)** - The repaired file will get saved with the name as the respective email message's subject, and date.
 - **Date (YYYY-MM-DD) + Subject** - The repaired file will get saved with the name as the respective email message's date, and subject.
 - **From + Subject + Date (YYYY-MM-DD)** - The repaired file will get saved with the name as the respective email message's sender, subject, and date.
 - **Date (DD-MM-YYYY) + From + Subject** - The repaired file will get saved with the name as the respective email message's date, sender, and subject.

- **Date (YYYY-MM-DD) + From + Subject** - The repaired file will get saved with the name as the respective email message's date, sender and, subject.
- **Date (MM-DD-YYYY) + Subject + From** - The repaired file will get saved with the name as the respective email message's date, subject, and sender.



7. Click **Next**.
8. **Select Destination** screen appears. Click **Browse** to save repaired file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split repaired PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the repaired files.

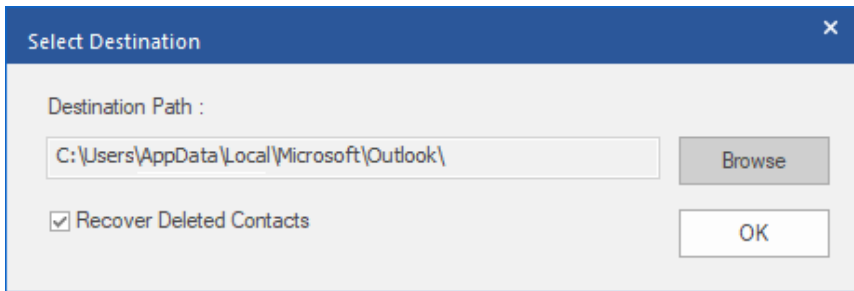
9. Click **OK**. A window appears and shows the status of **Saving in progress**.
10. After successful saving completion, a **Saving Complete** dialog box appears with a message, **"Selected messages saved successfully"**.
11. Click on '**Open containing folder**' link to view the saved messages.

3.5. Save All Contacts as CSV

Stellar Repair for Outlook provides feature to save all contacts as a CSV file.

Steps to save all contacts as a CSV file:

1. From **Tools** ribbon, select **Save All Contacts as a CSV**.
2. **Select Destination** screen appears. Click **Browse** to save all contacts as a CSV file at specified destination.



Note: *Recover Deleted Contacts* check box is selected by default, uncheck it if recover deleted contacts are not required.

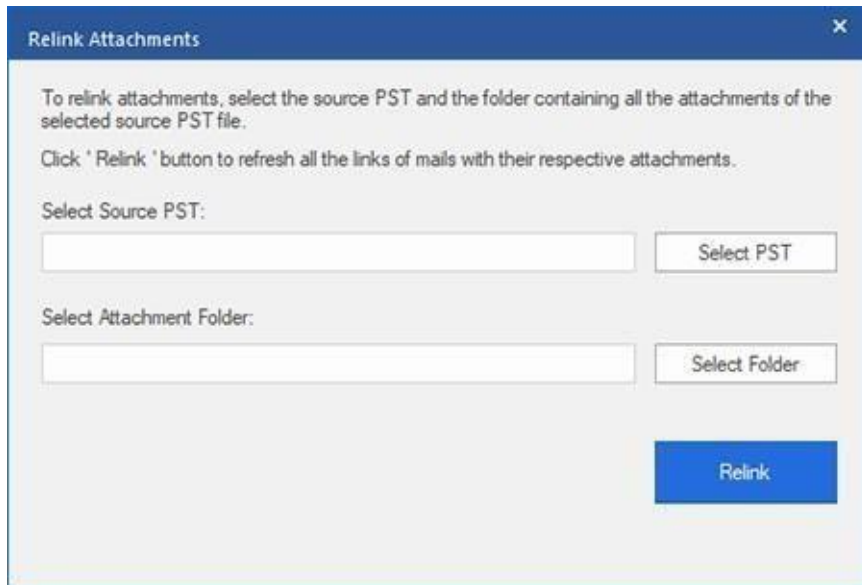
3. Click **OK** to complete the process.

3.6 Relink Attachment Folder

You need to relink the attachment folder when you move it after using **Extract and save attachments to a folder (No interlinking is lost)** option.

To do this:

1. Click **Relink Attachments** from **Tools ribbon**.



2. Click on **Select PST** and **Select Folder** button to browse and select the repaired PST file, and its attachment folder.

3. Click on **Relink** button to relink the attachments to the emails.

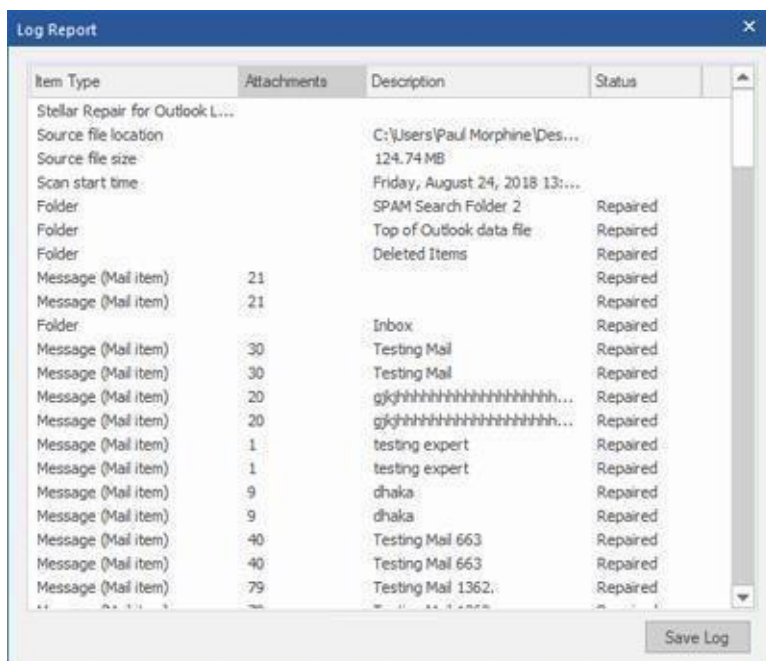
Note: You can move the attachments folder to a different location on the same local machine, or you can move both the repaired PST file and the attachments folder to another machine.

3.7 Save Log Report

With **Stellar Repair for Outlook**, you can save the **Log Report** to analyze the repairing process at a later stage.

Here are the steps to save log report:

1. From **View** ribbon, select **Log Report**.
2. In **Log Report** window, click **Save Log**.



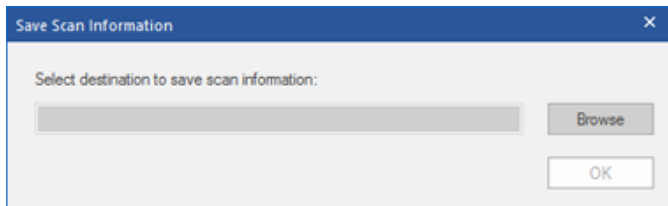
3. In **Save As** window, specify the location where you want to save the log file. Click **Save**.

3.8 Save and Load Scan Information

This option allows you to save the scanned information of files using "Save Scan Info" option and later load the saved scan (.DAT) file using "Load Scan Info" option. This saves time in restoring data as we do not need to scan the corrupt PST / OST file again.

Steps to save scan information from the corrupt file:

1. From the **Home** ribbon, select **Save Scan Info**.



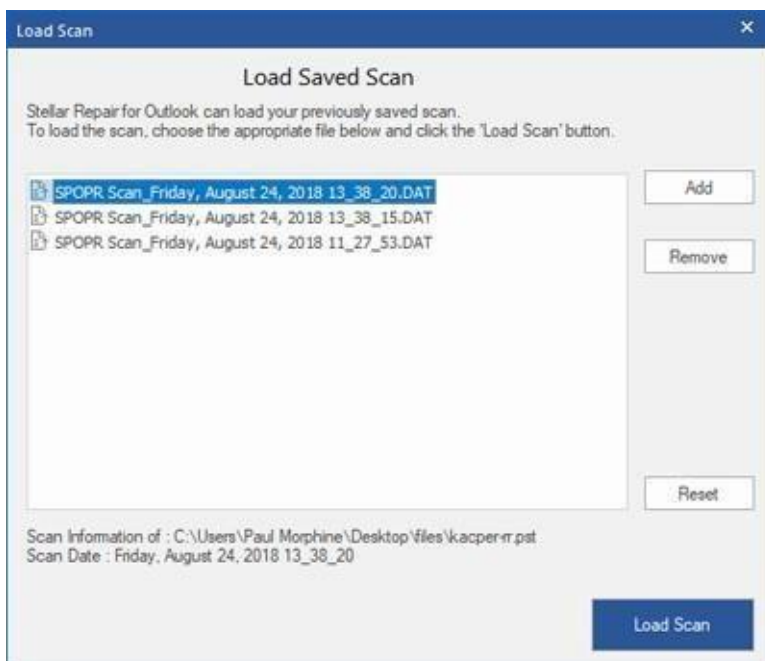
2. **Save Scan Information** window will open. Browse to the folder where you want to save the scan information and click **OK**. The information will get saved in .DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

This option is used to start repairing procedure from saved scan information or.DAT file.

Here are the steps to load scan information of the corrupt PST file:

1. To load the scan information, click on **Load Scan Info** option from the **Home** ribbon.



2. **Load Scan** window will appear. It displays a list of saved scan information file existing in the system.

3. In case the file you desire is not in the list, click **Add** button and select the desired DAT file.
4. Click **Open**.
5. The file you added is displayed in the load scan window. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

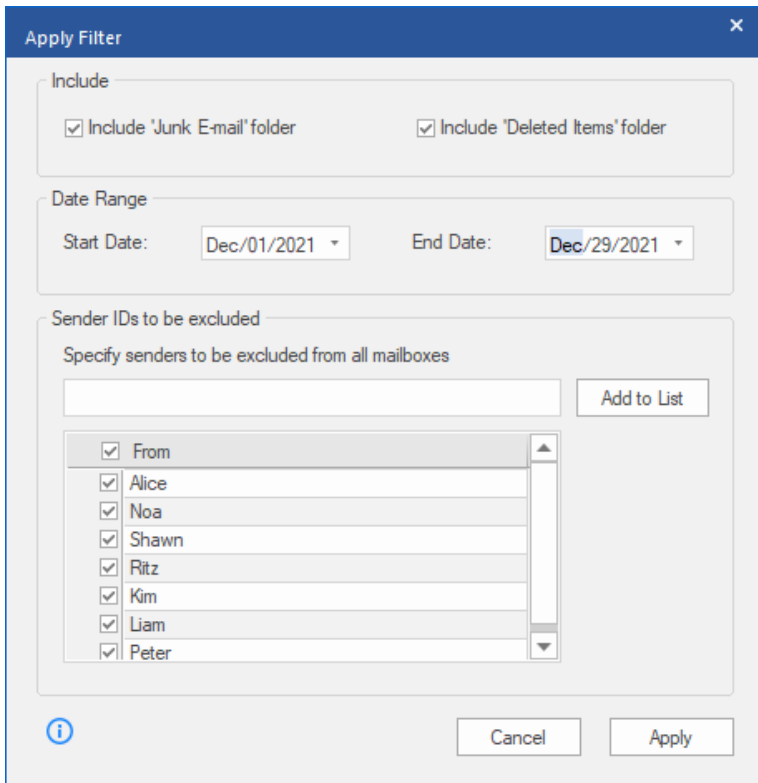
Note: *You can select only one file at a time to start the process of scanning.*

3.9. How to Apply Advance Filter

Stellar Repair for Outlook provides an advanced filtering feature to find specific and particular mailboxes using **Date Range** filter. You can also narrow your search results by excluding specific senders' IDs from all the repaired mailboxes.

Steps to apply advanced filter:

1. In **Apply Filter** window, under **Include** section there are two check boxes:



The screenshot shows the 'Apply Filter' dialog box with the following settings:

- Include:** Include 'Junk Email' folder, Include 'Deleted Items' folder
- Date Range:** Start Date: Dec/01/2021, End Date: Dec/29/2021
- Sender IDs to be excluded:** Specify senders to be excluded from all mailboxes. List: From, Alice, Noa, Shawn, Ritz, Kim, Liam, Peter.

- a) **Include 'Junk Email' folder:** Select this check box to include junk email files and folders.
 - b) **Include 'Delete Items' folder:** Select this check box to include deleted items file and folder.
2. From **Date Range** section select the specific **Start Date** and **End Date** to find the specific mailboxes.
 3. From **Sender IDs to be excluded** section enter the list of specific senders' ID's that you don't want to include.

- a. In **Add to List** text field enter specific sender ID's that you don't want to include.

Note: You can include only one sender ID at a time in **Add to List** text field.

- b. Then click **Add to List** button to list it.
- c. All the check boxes are selected by default, deselect the unrequired check boxes.

4. Click **Apply** button to apply the filters.

3.10. Importing PST file in Microsoft Outlook

To import PST file in Microsoft Outlook 2019 / 2016 / 2013:

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

To import PST file in Microsoft Outlook 2010:

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

To import PST file in Microsoft Outlook 2007:

1. Open **Microsoft Outlook**. From the File menu, select **Import and Export**.
2. From **Import and Export** Wizard window, select Import from another program or file, click **Next**.

3. In Import a File dialog box, select **Personal Folder File** (PST), click **Next**.
4. Click **Browse** to locate the PST file that needs to get imported. In the options box, select an appropriate option. Click **Next**.
5. In Import Personal Folders dialog box, select the folders that should get imported in Microsoft Outlook. Click **Finish**.

3.11. Changing the Software Language

In order to use **Stellar Repair for Outlook** software in your preferred language, the application provides an option to select any of the desired language. Using the **Languages** button, you can change the entire application to a different language at any time/instance without having to re-install the application.

Steps to change language of the application:

1. Run **Stellar Repair for Outlook**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
 - **English**
 - **French**
 - **German**
 - **Italian**
 - **Spanish**
 - **Japanese**
4. Select the desired language. The application language will be changed accordingly.

4. Frequently Asked Questions (FAQs)

1. What does Stellar Repair for Outlook do?

The software repairs the corrupted PST and OST files and restores all their data such as E-Mails, Attachments, Contacts, Calendars, Notes, Tasks and Journals. **Stellar Repair for Outlook** provides the preview of all scanned data and provides options to save them in PST, MSG, EML, RTF, HTML and PDF format.

2. I have forgotten the path of my file. Can this software search it for me?

Yes, the software can look for PST/OST files on your system and find them for you easily. There is a dedicated Find option in the software through which you can locate a particular file and run a repair on it.

3. I had run the demo and can see the preview correctly in the software window. Do I need to rescan the corrupted file?

No, in the Demo version you can preview repaired files only after scanning. This special feature is included in the software to make sure that you can first preview the repair results on the damaged PST/OST file and only after you are satisfied with the results, you should decide to purchase and save your repaired files.

4. I want to recover permanently deleted emails from my Outlook. Will Stellar Repair for Outlook help?

Yes, the software scans and recovers the permanently deleted emails from Outlook. You can also preview the deleted items before saving them. These deleted items will be shown in red color at the time of preview.

5. Can we exclude the deleted items from the recovered mailbox while saving?

Yes, select the checkbox "**Do not Recover Deleted Items**" to exclude the deleted items from the repaired file.

6. How much time will the software take to repair a PST/OST file?

The scanning time depends upon the corruption level, size of the file, and also the number of mailbox items in the mailbox. If the process is running, that means that software is still scanning the corrupted file and you have to wait for this scanning process to complete. After scanning is completed, you will be able to save the repaired file at the desired location.

7. I got the error "Invalid Outlook Data File" while scanning. What could be the reason?

There could be the following reasons for this error message:

- The Outlook Data File is severely corrupted or is not in a repairable state.
- The Outlook Data File is not valid.
- The file could not be accessed.

8. I have repaired my corrupt file. But I'm unable to find my contacts. How can I find them?

Easily locate and access your contacts with the given steps:

- Import your repaired file into **MS Outlook**.
- Open **MS Outlook**.
- Then press "**Ctrl+Shift+F**".
- "**Find Message / Advanced Find**" window will open. Please select "**Contacts**" under "**Look For**" tab.
- Click on the "**Browse**" button and select the imported file.
- Then, click "**Find Now**."
- Now you can see all the contacts that you were able to preview with the software's Demo Version. You may select the entire contacts listed and drag it to your original contacts list, so that you may use it further.

9. Can I repair a corrupt file of size more than 2 GB?

Absolutely yes, this software is capable of repairing files that are more than 2 GB. Please download the demo version and scan your PST/OST file. You can also preview all e-mails and other mailbox items that you recovered with this software.

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

Certainly. The software provides an option to save and view log reports at any point in time. To view and save log reports follow the given steps:

- On **View** ribbon, select '**Log Report**.'
- In **Stellar Repair for Outlook** window, click '**Save Log**' and save it at the desired location to view it at any time. To know more refer to Log Report.

11. Should Microsoft Outlook be installed in my system while I repair my file and it works well with which version?

Microsoft Outlook is not required while repairing and previewing PST/OST files. It must be installed in your system to use the saving options. The software is compatible with the following versions:

Microsoft Outlook: Microsoft 365 2021 / 2019 / 2016 / 2013 / 2010 / 2007.

12. What does the compact feature of Stellar Repair for Outlook do?

As the name suggests, the compact feature of **Stellar Repair for Outlook** helps in reducing the size of PST files and attachments on the MS Exchange Server. It has various options for attachments of emails that can get selected for compaction and extraction.

13. Why do I need to compact PST files?

MS Outlook stores all data like e-mails, personal data, calendar, tasks, etc. in a PST file. Eventually, the file becomes oversized. Such PST files are prone to corruption, so you need to compact them. **Stellar Repair for Outlook** has a compaction feature using which you can compact the PST file.

14. Can I extract all my attachments in a separate folder while compacting the PST file?

Yes, you can extract the attachments in a separate folder. To do this, choose the **Extract attachments and leave shortcuts in emails** in **Compacting Option** before starting the compact process. The attachments are left as shortcut links in the e-mails.

15. Can I restore the links to attachments to the PST file?

Yes, you can restore the links by using the Relink Attachment Folder. You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) option.

16. I want to run the software on select folders of the PST file. Can I choose some selected mailbox folders in the software?

Yes, you can apply extraction and compaction settings on only the selected folders of the PST file.

17. I repaired my Outlook Data File, but I'm unable to open my Outlook after repair. How can I solve this problem?

If this happens, follow the steps below to resolve the problem:

- Open **Windows -> Control Panel**.
- Double-click **Mail**. In **Mail Setup** window, select **E-mail Accounts** to configure your email account.
- After configuring, close the window and open **MS Outlook**.
- To view the repaired PST file, you can either select **Open -> Outlook Data File** from **File ribbon** or, Import the PST file in MS Outlook.

18. In how many ways can I split a PST file using Stellar Repair for Outlook?

There are two ways in which you can split a PST file using **Stellar Repair for Outlook** software. Refer to the following ways as per your requirements:

- a) **Auto Split PST files:** For large repaired files use this option to split files into small size. The size of split files will depend on the version of outlook installed in your computer.
- i. If you have Outlook 2007 installed, the new PST will split at approximately 18 GB size.
 - ii. If you have Outlook 2010 or above installed, the new PST will split at approximately 45 GB to 48 GB in size.
- b) **Split and Save PST:** This is a manual option to split repaired file into various size up to the maximum size of 50GB. You can use this option when repaired mailbox size is more than 1 GB. To know more refer to Split and Save PST File.

19. I have a PST file exceeding 50 GB in size, does the new PST file generated will have the same size as that of the source PST file?

For large files, **Stellar Repair for Outlook** automatically splits the new PST file into small sizes. The size of the split files will depend on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB in size.

20. After saving my repaired mailbox in PST format. How to view and access the mailbox items?

After you saved the repaired mailbox in PST format, you can import the PST file in MS Outlook. See Importing PST file in MS Outlook, to know how to import PST file.

21. Why am I not able to retrieve the entire mailbox as displayed while scanning?

There is a possibility that the mailbox you are attempting to repair contains virus-infected attachments. If your antivirus software is working, it will take immediate action to protect your system by flagging and moving the potential threat to quarantine, due to which you will not be able to retrieve those files entirely, as shown while scanning. Therefore, it is advised to disable your antivirus software before scanning.

Note: *Even if your antivirus software is disabled, you will not be able to recover your mailbox entirely if it is highly corrupted.*



Stellar Converter for OST-Technician

User Guide 12.0

1. About Stellar Converter for OST - Technician

Stellar Converter for OST - Technician, offers a complete solution to convert OST file to multiple formats including all contents such as e-mails, attachments, contacts, calendars, tasks, notes and journals. The software also provides the option to split and compress mailbox while saving OST file to PST format.

After OST file conversion, the software previews the original OST file mailbox items along with their content in a three-pane structure.

Key features:

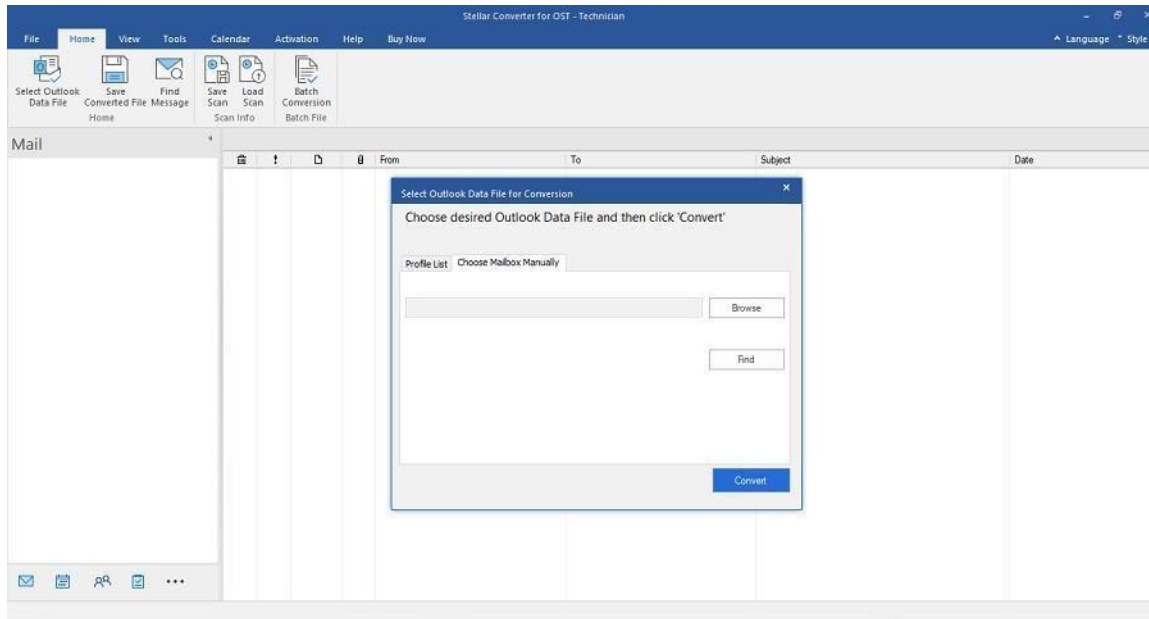
- **Supported Output Formats** - Provides options to export OST file to Live Exchange Server, Office 365, Outlook Profile and PST formats. Also supports DBX, MBOX, MSG, EML, RTF, HTML and PDF formats.
- **Batch Conversion** - Provides an option to convert multiple OST files to PST files in a single conversion cycle.
- **Selective Conversion** - Provides options to only save selected emails as per requirement.
- **Encrypted Files Support** - Supports the conversion of encrypted OST files.
- **Recover Deleted E-mails** - Supports preview and conversion of deleted items.
- **Auto split PST file** – Option to auto split new PST file at approximately 45 GB in size.
- **Apply Advance Filter** – Option to filter specific and particular mailboxes from converted file.
- **Find Option** - Provides an option to find emails faster.
- **Resume Function** - Provides an option to resume the process at a later stage by saving a scan information file.
- **Compress and Split PST files** - Provides an option to split or compress mailbox while saving the output in PST format.
- **Preview Before Saving** - Provides a preview of converted mail items in a three-pane structure.
- **Save Contacts** - Provides an option to save all contacts in CSV file format.
- **Quick Save Option** - Provides an option to right-click on emails listed on the preview section to save them in MSG, EML, RTF, HTML and PDF formats.
- **Source OST File Support** - Supports MS Outlook 2021, 2019, 2016, 2013, 2010 and 2007 OST files.

- **MS Outlook Support** - Supports MS Office 365, 2021, 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 11, Windows 10, Windows 8.1, Windows 8 and Windows 7 (**x64 edition only**).

2. 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.

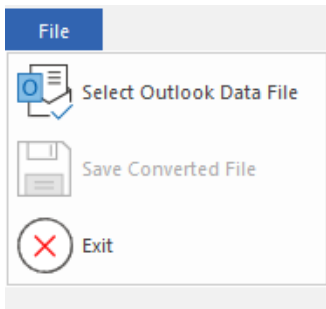
After launching the software, the main user interface appears as shown below:



The user interface contains ribbons, buttons and preview tabs that allow you to access various features of the software with ease.

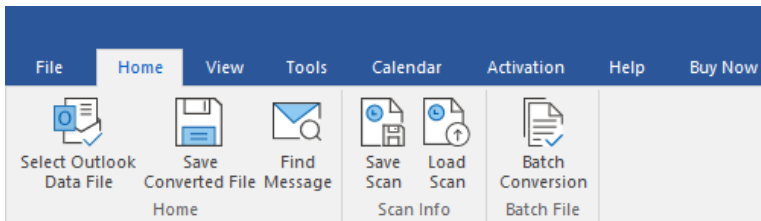
2.1. Ribbons

1. File Ribbon



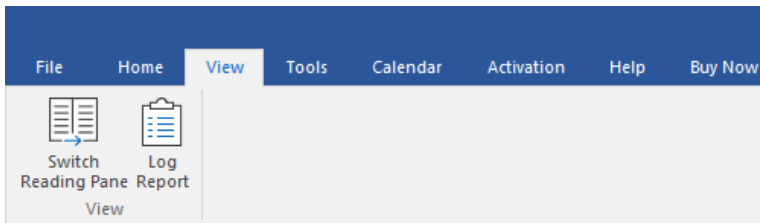
- **Select Outlook Data File:** Use this option to select for outlook data file (.ost).
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Exit:** Use this option to close the software.

2. Home Ribbon



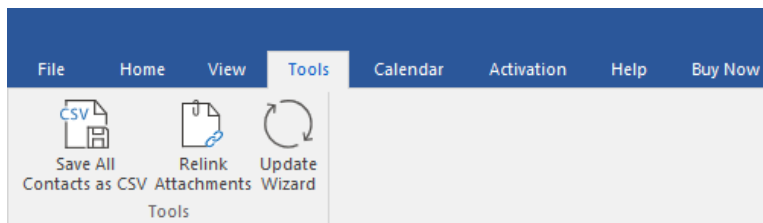
- **Select Outlook Data File:** Use this option to select for outlook data file (.ost).
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save Scan:** Use this option to save the scanned information of the file.
- **Load Scan:** Use this option to load the saved scan file.
- **Batch Conversion:** Use this option to convert multiple **OST** files to **PST** files.

3. View Ribbon



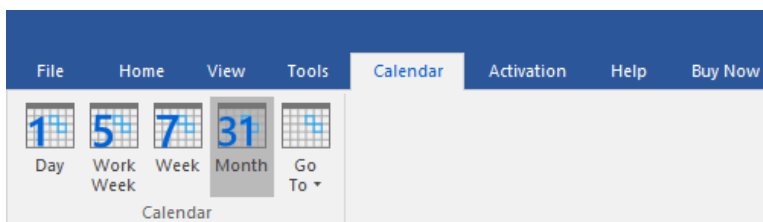
- **Switch Reading Pane:** Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report:** Use this option to view the log report.

4. Tools Ribbon



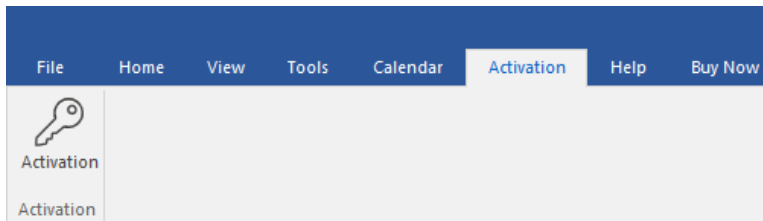
- **Save All Contacts as CSV:** Use this option to save all contacts in CSV file format.
- **Relink Attachments:** Use this button to relink the attachment folder.
- **Update Wizard:** Use this option to update the software.

5. Calendar Ribbon



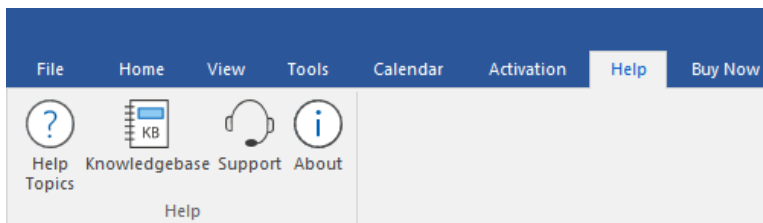
- **Day:** Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week:** Use this option to list all the entries of a workweek.
- **Week:** Use this option to list all the entries of a week.
- **Month:** Use this option to list all the entries for a particular month.
- **GoTo:** Use this option to list all the entries of the current date or any particular date.

6. Activation Ribbon



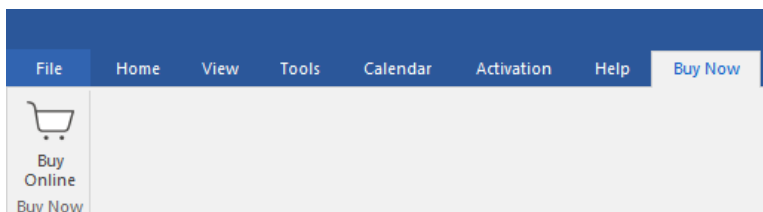
- **Activation:** Use this option to activate the software after purchasing.

7. Help Ribbon



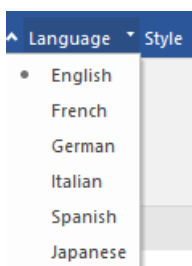
- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of stellarinfo.com.
- **Support:** Use this option to visit the [support](#) page of stellarinfo.com.
- **About:** Use this option to read information about the software.

8. Buy Now Ribbon



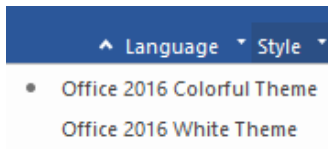
- **Buy Online:** Use this option to [buy](#) Stellar Toolkit for Outlook.

9. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish** and **Japanese**.

10. Style Ribbon




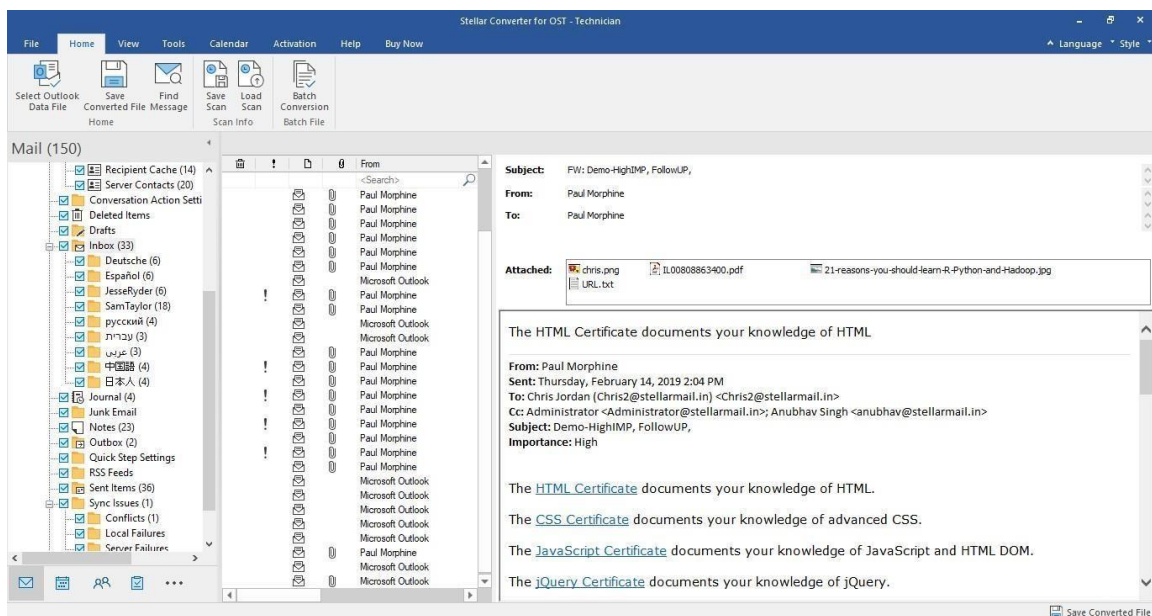
- **Style:** Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST - Technician** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**.


2.2. Preview Tabs

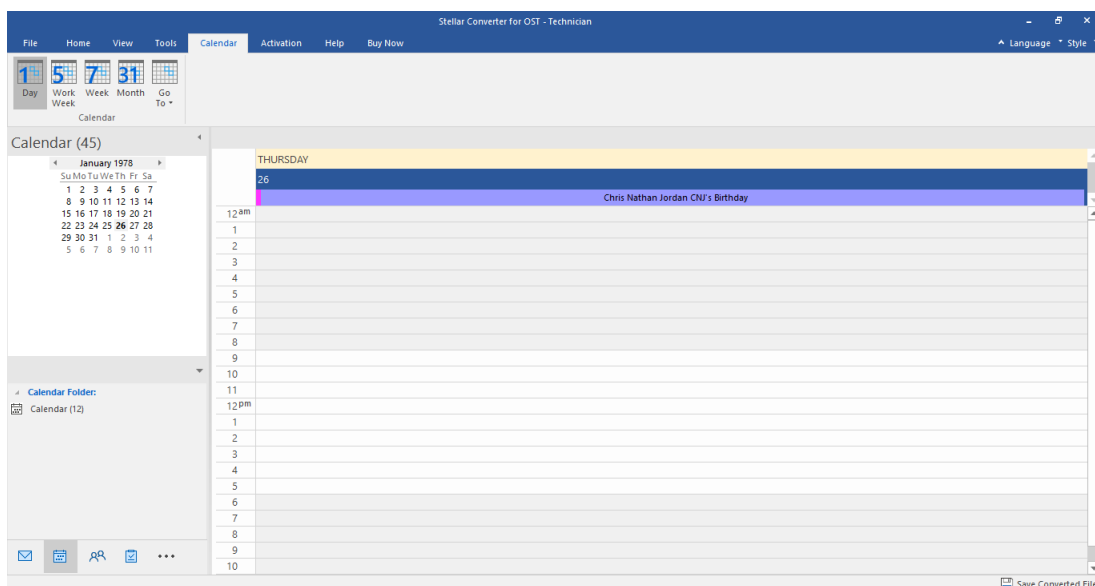
Stellar Converter for OST provides options to navigate between **Mails, Calendar, Contacts, Tasks, Notes** and **Journal** views at the bottom of the left pane. It also allows you to reset/modify the **Navigation Pane Options**.



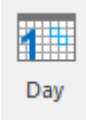
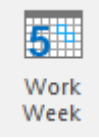
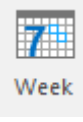
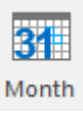
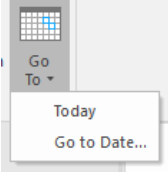
- Click **Mail**  icon to preview all the emails saved in the selected mailbox.




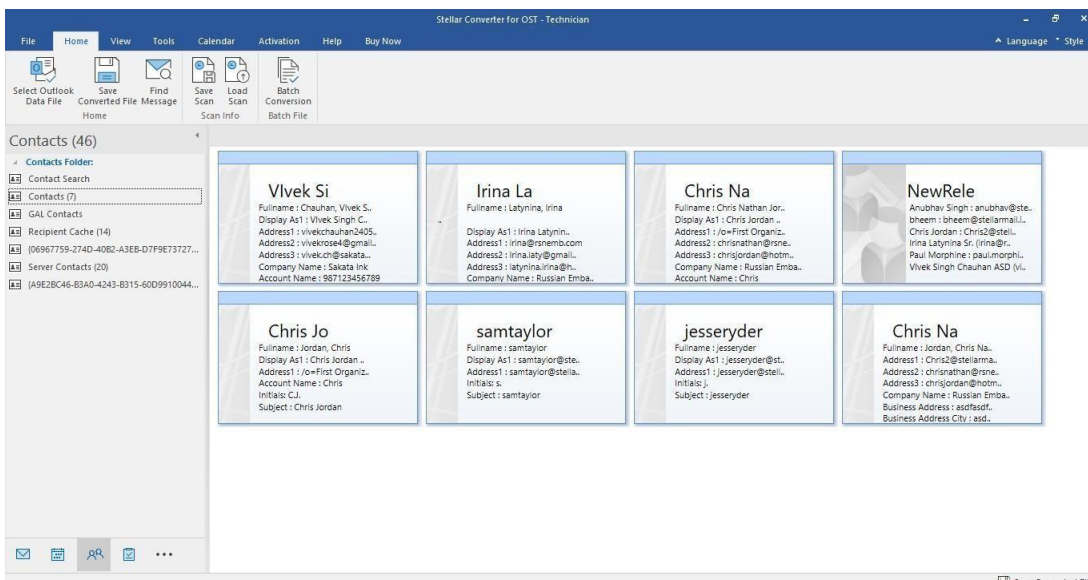
- Click **Calendar**  icon to preview the calendar saved in the selected mailbox. It displays the schedule in an organized and efficient manner.



Calendar window displays the schedule created in the selected mailbox.


	<p>Click this button to list all the entries of one particular day from the calendar.</p>
	<p>Click this button to list all the entries of a workweek.</p>
	<p>Click this button to list all the entries of a week.</p>
	<p>Click this button to list all the entries of a particular month.</p>
	<p>Click this button to list all the entries of the current date, or a particular day (any single day except the current date).</p>

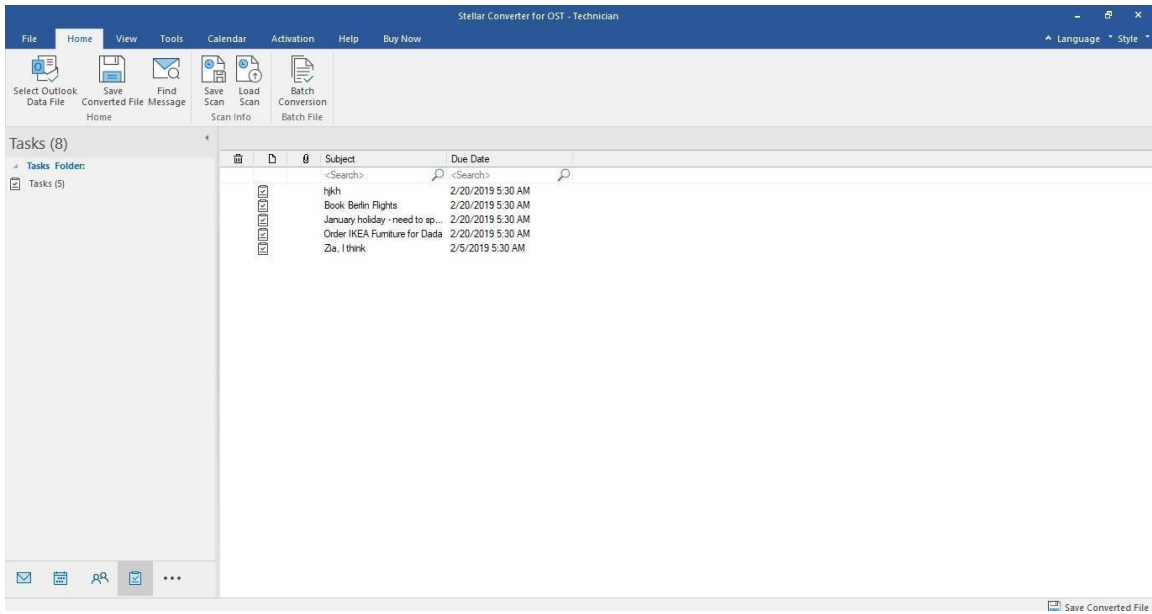
- Click **Contacts**  icon to preview all the contacts saved in the selected mailbox.




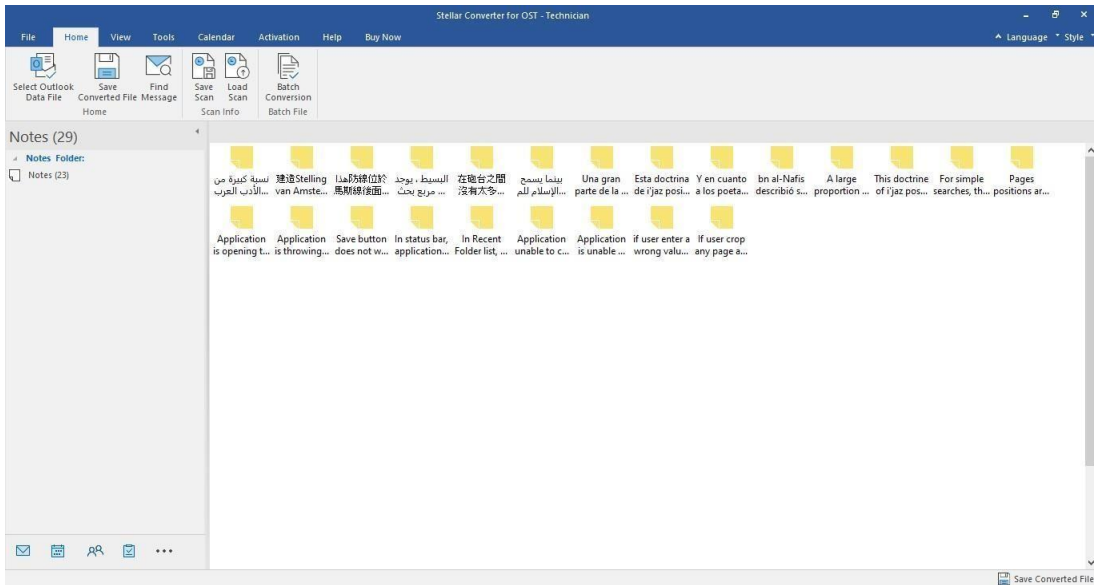
The screenshot shows the Stellar Converter for OST - Technician software interface. The main window displays a list of 46 contacts. The contacts are organized into a grid of cards, each showing the contact's name and various details such as full name, display name, email addresses, company name, and account name. The contacts listed include:


- Vivek Si**: Fullname: Chauhan, Vivek S., Display As1: Vivek Singh C., Address1: vivekchauhan2405, Address2: vivekrosek@gmail., Address3: vivek.ch@sakata., Company Name: Sakata Ink, Account Name: 907123456789
- Irina La**: Fullname: Latymina, Irina, Display As1: Irina latyri., Address1: Irina@rsnemb.com, Address2: Irina.latyri@gmail., Address3: Irina.latyri@in., Company Name: Russian Emba., Account Name: Russian Emba.,
- Chris Na**: Fullname: Chris Nathan Jor., Display As1: Chris Jordan., Address1: jo+First Organiz., Address2: chrishnathan@rsne., Address3: chrisjordan@hotm., Company Name: Russian Emba., Account Name: Chris
- NewRele**: Anubhav Singh: anubhav@ste., bheem: bheem@stellamail., Chris Jordan: Chris@stell., Irina Latymina Sr.: Irina@r., Paul Morphine: paul.morphi., Vivek Singh Chauhan ASD (v.,
- Chris Jo**: Fullname: Jordan, Chris, Display As1: Chris Jordan., Address1: jo+First Organiz., Account Name: Chris, Initials: CJ, Subject: Chris Jordan
- samtaylor**: Fullname: samtaylor, Display As1: samtaylor@ste., Address1: samtaylor@stell., Initials: s, Subject: samtaylor
- jesseryder**: Fullname: jesseryder, Display As1: jesseryder@st., Address1: jesseryder@stell., Initials: j, Subject: jesseryder
- Chris Na**: Fullname: Jordan, Chris Na., Address1: Chris@stellarma., Address2: chrishnathan@rsne., Address3: chrisjordan@hotm., Company Name: Russian Emba., Business Address: isoftsoft., Business Address City: ssd.,

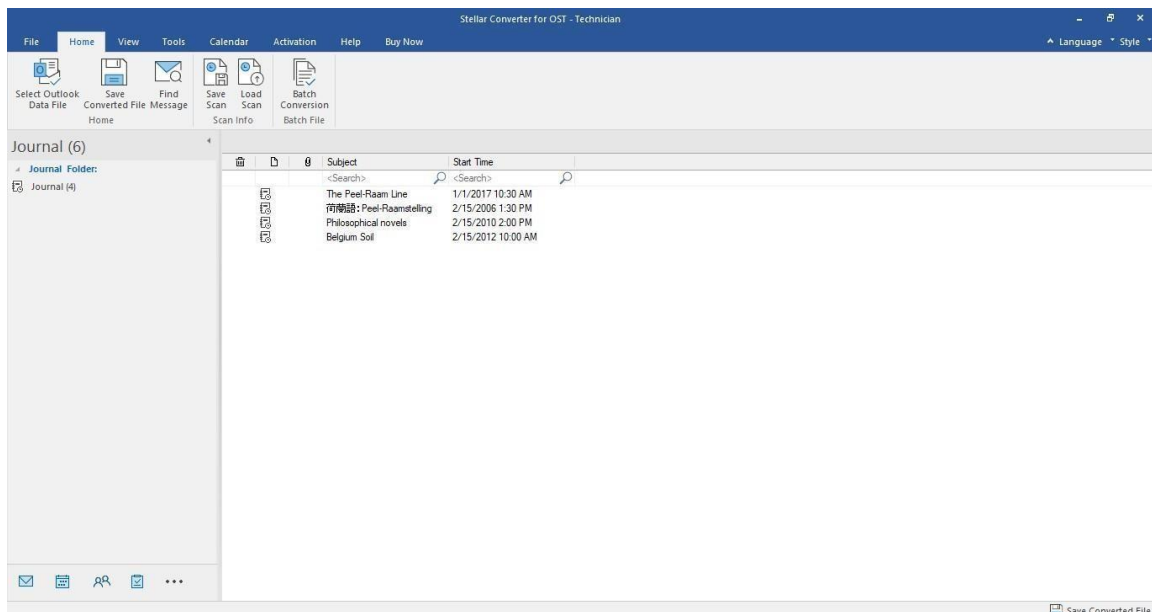
- Click **Tasks**  icon to preview all the tasks saved in the selected mailbox.



- Click **Notes**  icon to preview all the notes saved in the selected mailbox.

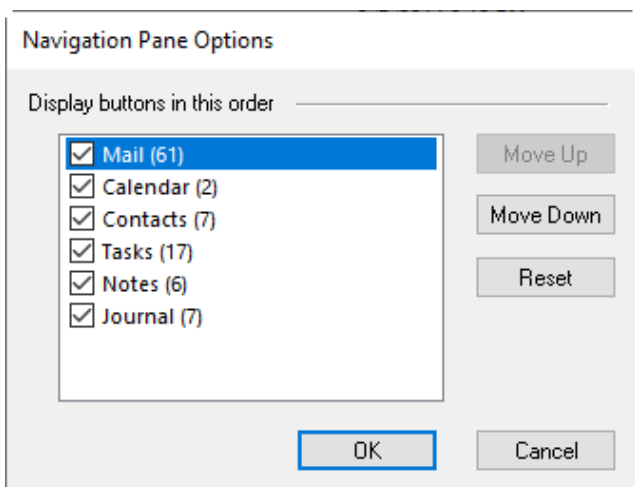


- Click **Journal**  icon to preview all the created journal entries saved in the selected mailbox.



- Click  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

To modify/reset the navigation pane options:



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

3. Working with the Software

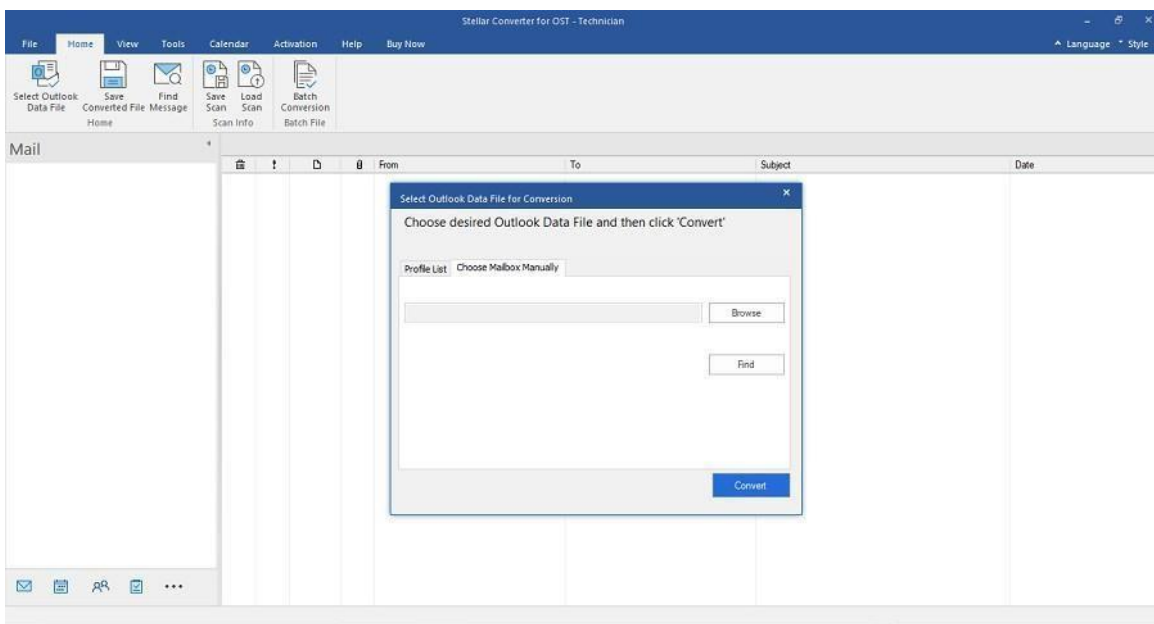
- 3.1. Select and Convert OST File
- 3.2. Preview Converted OST File
- 3.3. Find, View and Save a Single Message
- 3.4. Save Converted OST File
- 3.5. Relink Attachment Folder
- 3.6. Save All Contacts as CSV
- 3.7. Save Log Report
- 3.8. Save and Load Scan Information
- 3.9. How to Apply Advance Filter
- 3.10. Importing PST file in MS Outlook
- 3.11. Changing the Software Language.

3.1. Select and Convert OST File

If you know the location of OST files, then you can directly specify the location and start the conversion of the selected file. If you do not know the location, then you can search the required OST file, using the **find** functionality of **Stellar Converter for OST**.

Steps to select and convert OST file:

1. Run **Stellar Converter for OST**.
2. **Select OST File for Conversion** window appears when the software opens. Alternatively, you can open **Select Outlook Data File for Conversion** window from **File** menu or **Home** ribbon.

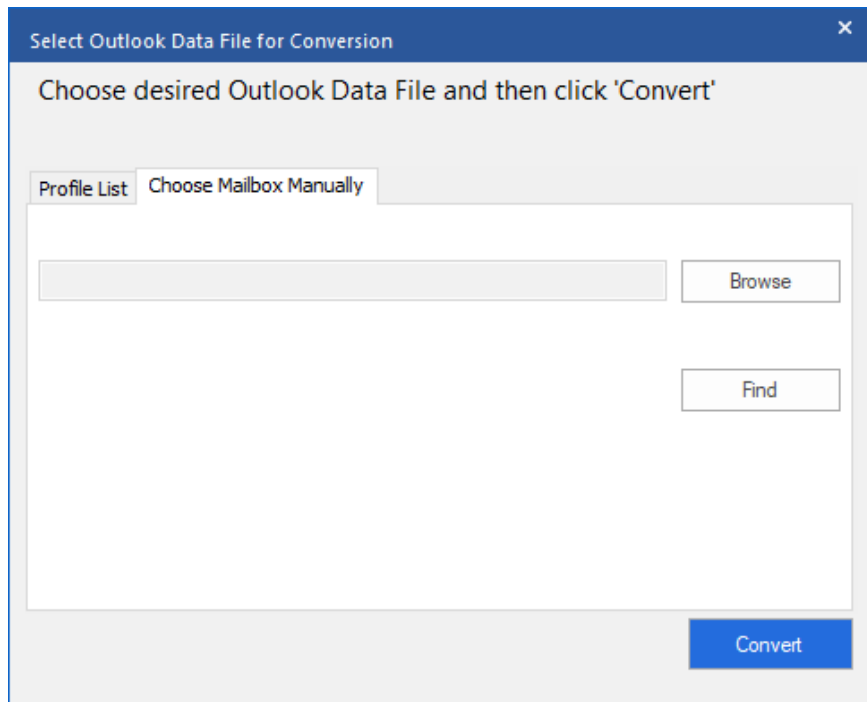


3. There are two tabs available to select the Outlook Data file files: **Choose mailbox Manually** and **Profile List**.

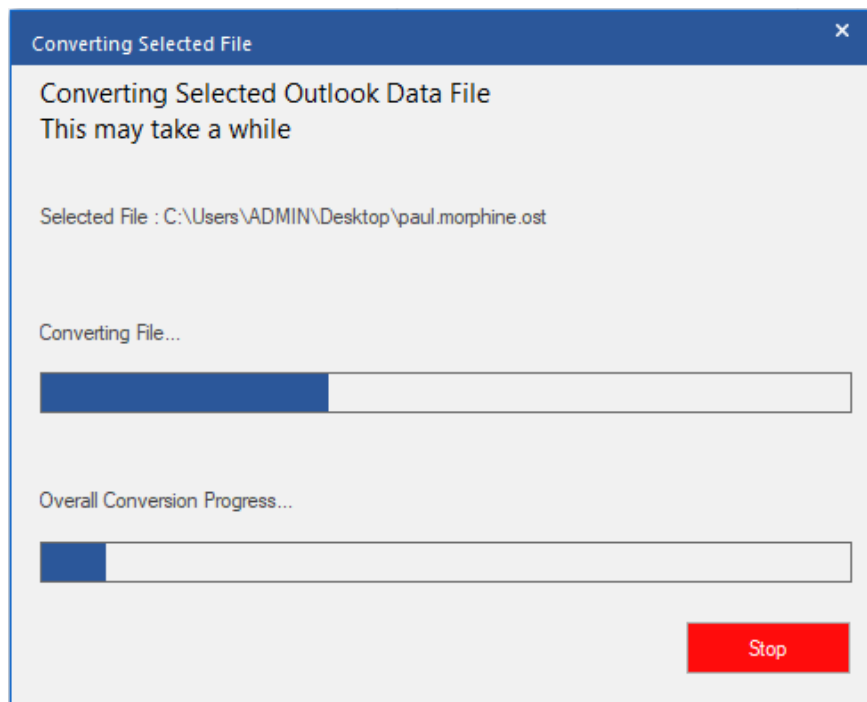
1. **Choose mailbox Manually:** This is the default selected tab. Use this tab when the file location is known.

There are two options to select OST file: **Browse** and **Find**:

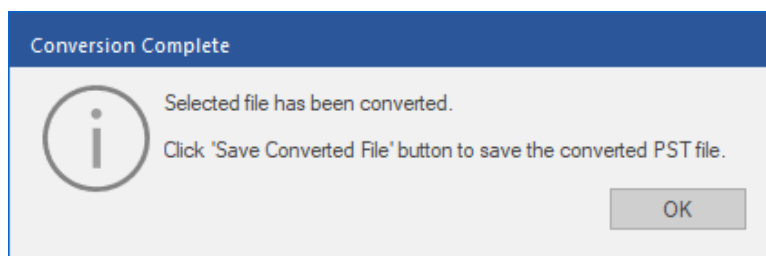
- i. **Browse:** Use **Browse** button if you exactly know the location of the OST file on your system.
 - a) Click **Browse**. Locate and select the OST file and click **Open**.



b) Click **Convert** to start the conversion process.



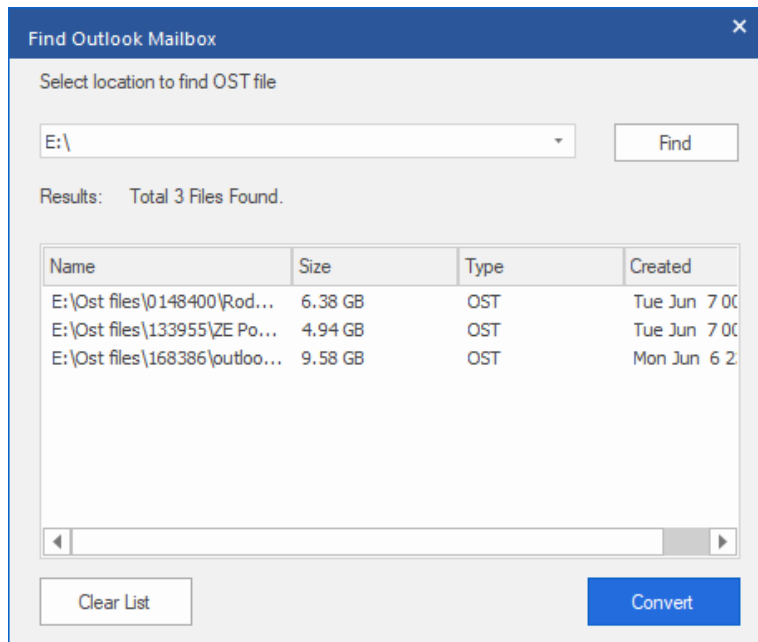
c) After the process is completed a **Conversion Complete** dialog box appears with a message “**Selected file has been converted**”.



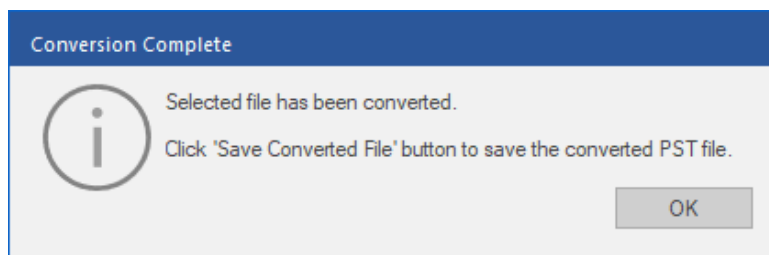
d) Click **OK**.

ii. **Find**: Use **Find** button to search OST file from the selected system drive.

- a) Click **Find**. **Find Outlook Mailbox** window appears.



- b) Select the drive from the drop-down list. However, you can only select one drive at a time.
- c) Click **Find** button to start the search process.
- d) If you want to start the search process, Click **Stop**.
- e) After the search is finished, **Find Complete** dialog box appears with the number of OST files found. Click **OK**.
- f) The list of OST files found in the selected drive is displayed in the **Results** section. Select the file you want to convert, only one file can be selected at a time.
- Note:** If you want to clear the search result, click **Clear List**.
- g) Click **Convert** to start the conversion process.
- h) After the process is completed a **Conversion Complete** dialog box appears with a message “**Selected file has been converted**”.

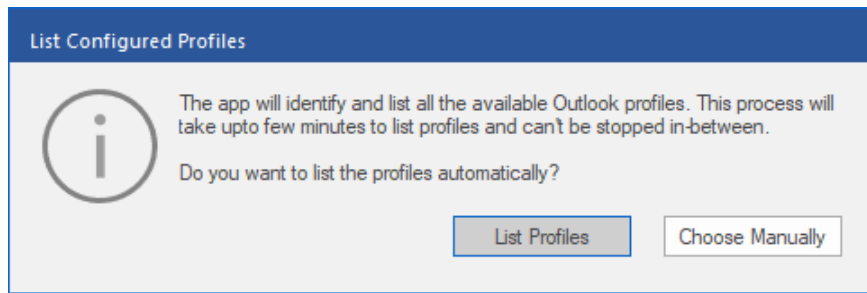


- i) Click **OK**.

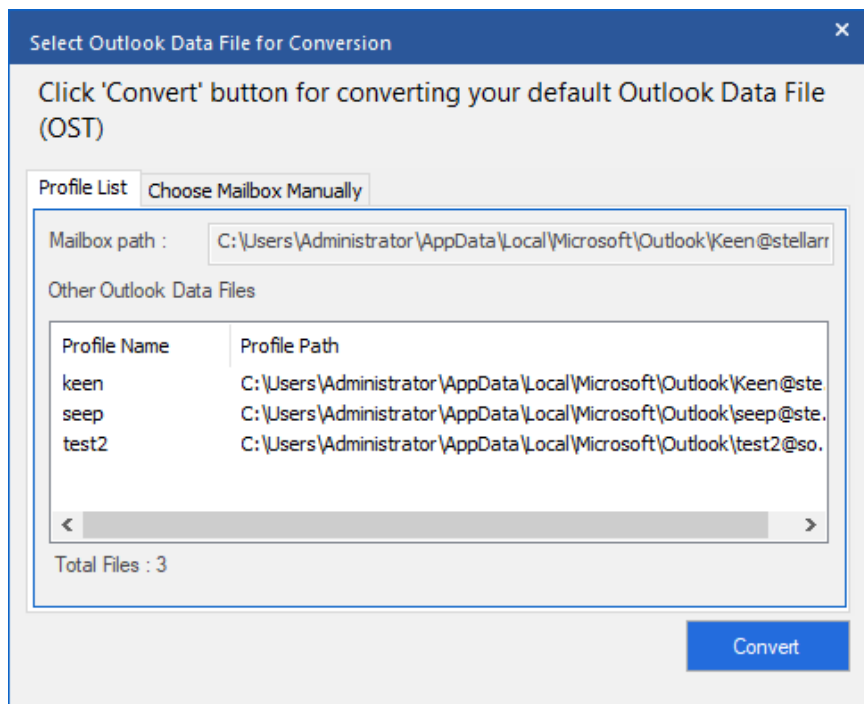
II. **Profile List:** Use this tab to list all the configured outlook profiles from your system.

- a) Click this tab, **List Configured Profiles** dialog box appears.

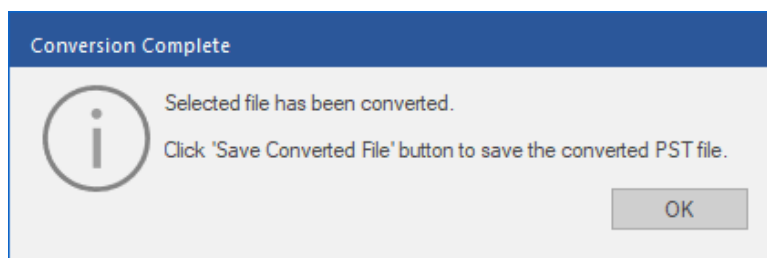
Note: You only need to list configured files once.



- b) Click **List Profiles** button to list all the outlook profiles from your system. Total number of listed profiles appear.



- c) From the list select the required outlook profile.
d) Click **Convert** to start the conversion process.
e) After the process is completed a **Conversion Complete** dialog box appears with a message "**Selected file has been converted**".



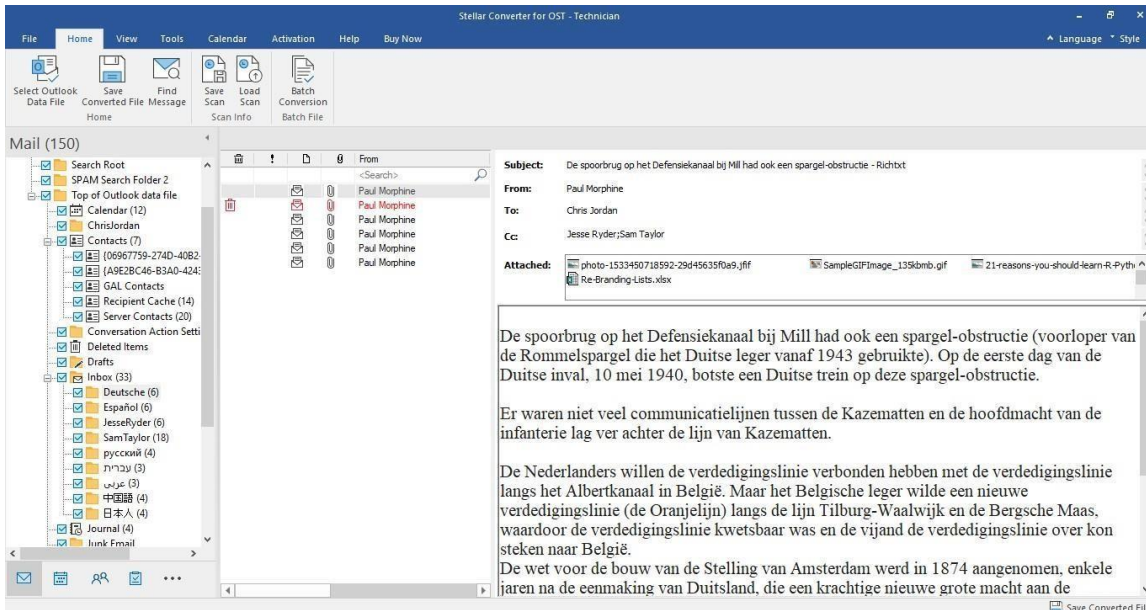
- f) Click **OK** to complete the process.

Note: To save the converted file, click **Save Converted File** from **Home** menu.

After the conversion is complete, the software provides a preview of the converted OST file. See Preview Converted OST File, for more details.

3.2. Preview Converted OST File

Stellar Converter for OST shows the preview after the OST file is converted. The preview of the mailbox data is available in a three-pane structure containing: Left pane, Middle pane and Right pane, which are explained below in detail:



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Deleted icon:** Shows the deleted emails of the selected mailbox, in red color.
 - **Importance icon:** Signifies that the particular mail is sent with high importance.
 - **Type:** Shows the type of mail item it has.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **From:** Shows the email address of the sender.
 - **To:** Shows the email address of the receiver.
 - **Subject:** Shows the email subject.
 - **Date:** Shows the date and time when the email was sent.

Tip: You can change the order of the above-given columns as per your requirement. Click and hold on the column name and drag the column to the desired location to change it.

- The right pane provides the preview of the mail item that you select from the middle pane. It shows the following information:

- **Subject:** Shows the subject of the email.
- **From:** Shows the email address of the sender.
- **To:** Shows the email address of the receiver.
- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of the body of the selected mail item.

Note: To switch between vertical and horizontal reading panes, click **Switch Reading Pane** icon in **View** ribbon.

Additional Options:

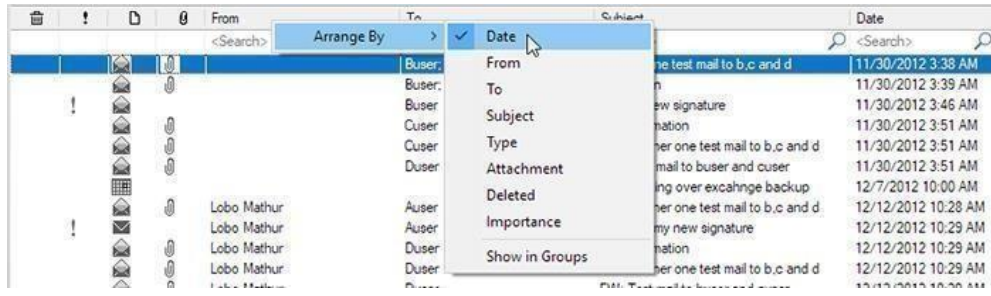
- **Quick search:** The software provides quick search options for Mails. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

	From	To	Subject	Date
	Lobo Mathur	Auser	FW: another one test mail to b,c and d	12/12/2012 10:28 AM
	Lobo Mathur	Auser	FW: information	12/12/2012 10:28 AM
	Lobo Mathur	Auser	FW: with my new signature	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: another one test mail to b,c and d	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: Test mail to buser and cuser	12/12/2012 10:29 AM
	Lobo Mathur	Auser	Meeting Forward Notification: meeting ov...	12/12/2012 10:29 AM
	Lobo Mathur	Auser; Duser	FW: Test mail to buser and cuser	12/12/2012 10:30 AM
	Lobo Mathur	Cuser; Duser	FW: information	12/12/2012 10:30 AM

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

	From	To	Subject	Sent Date
	Paul Morphine	Paul Morphine; samtaylor@stell...	HOW TO ADD A LOGO TO YO...	15-02-2019 16:15
	Paul Morphine	Paul Morphine; jesseryder@stell...	Method 1_ Upload an image	15-02-2019 16:21
	Paul Morphine	Paul Morphine; jesseryder@stell...	Ordering the Software- Richtxt	18-02-2019 09:17
	Paul Morphine	Paul Morphine; samtaylor@stell...	NSF Converter - HTML	18-02-2019 09:08
	Paul Morphine	Paul Morphine; jesseryder@stell...	The defense line was situated	15-02-2019 16:11
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29

Alternatively, you can right-click on the column and arrange it accordingly, using **Arrange By** option. It can be arranged by **Date, From, To, Subject, Type, Attachment, Deleted, Importance** or **Show in Groups** option.

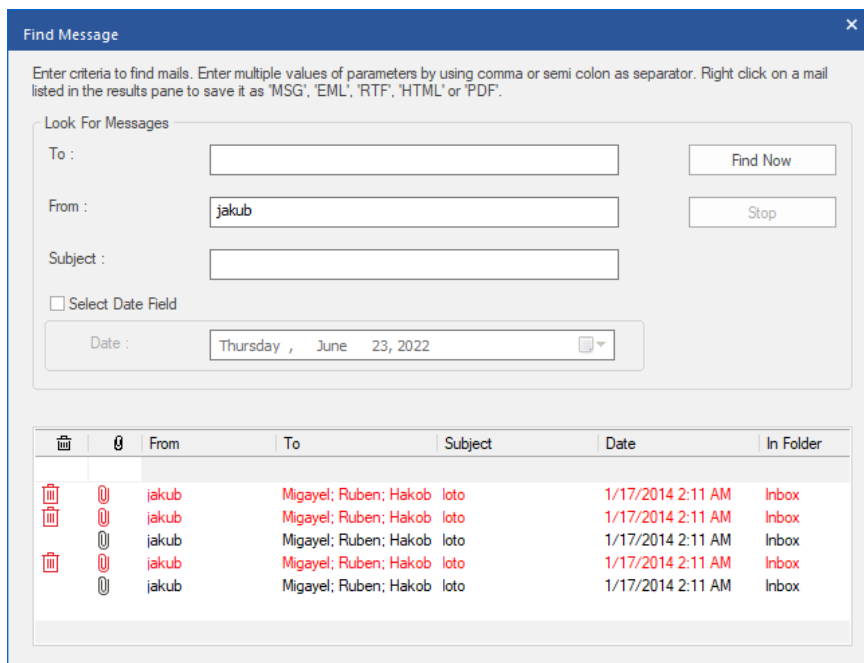


3.3. Find, View and Save a Single Message

Stellar Converter for OST allows you to find and convert a particular message from the OST 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, PDF format.

To find messages:

1. Click **Find Message** in **Home** ribbon. **Find Message** window opens.
2. Specify the search criteria in **Find Message** window:
 - In **To** field, specify all or few characters of email ids of recipients. Keywords should be separated by a semicolon (;).
 - In **From** field, specify all or few characters of email ids of senders. Keywords 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 the search.



To view messages:

1. After the search is complete, a list of emails that match the search criteria is displayed.
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, 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.

3.4. Save Converted OST File

There are many options to save converted file. Refer to the following topics as per your requirement:

- 3.4.1. Save as PST Format.
- 3.4.2. Export to Existing Outlook Profile
- 3.4.3. Export to Microsoft365
- 3.4.4. Export to Live Exchange Server.
- 3.4.5. Save as Other Formats

Note: Before you start the saving process of converted outlook data file make sure that **Microsoft Outlook** is closed.

3.4.1. Save as PST Format

Stellar Converter for OST provides a feature to save converted files in either normal, compact or split PST files. Refer to the following topics as per your requirements.

3.4.1.1. Save as PST Normally

3.4.1.2. Compact and Save PST File

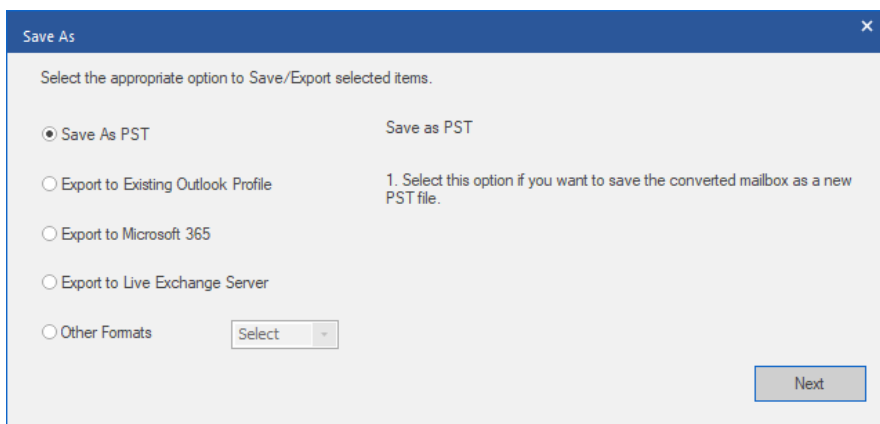
3.4.1.3. Split and Save PST File

3.4.1.1. Save as PST Normally

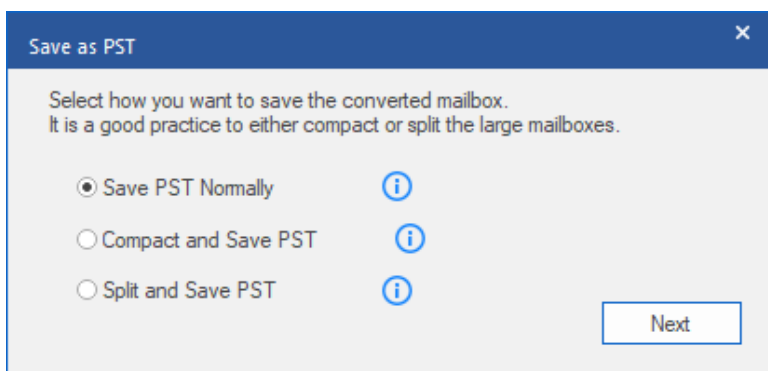
Stellar Converter for OST allows you to save the converted mails to a PST file. The software provides options to compress, split and filter file before saving.

Steps to save as PST format:

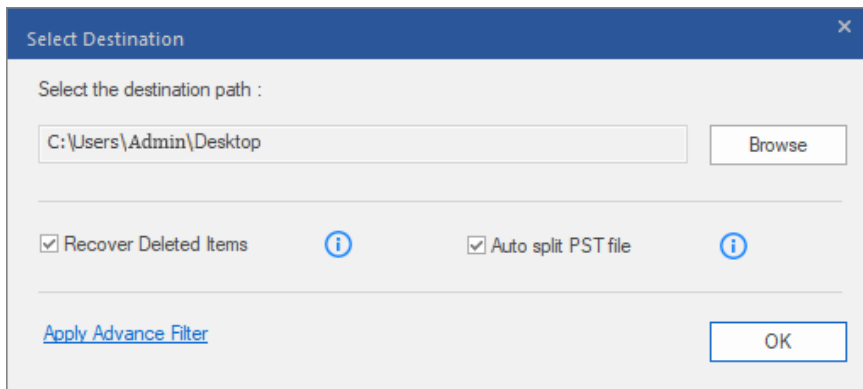
1. Run **Stellar Converter for OST**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Choose **Save As PST** and click **Next**.
5. **Save as PST** window appears. Choose **Save PST Normally** option and click **Next**.



6. Selection Destination screen appears. Click Browse to save converted OST file at specified destination.

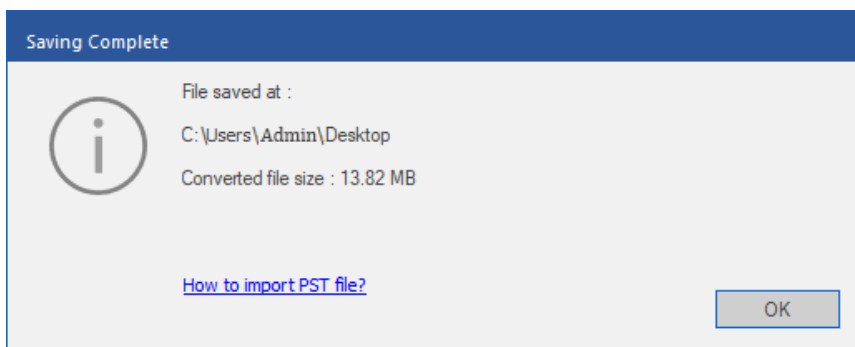


Note:

- **Recover Deleted Items** checkbox is selected by default, uncheck it if recover deleted items is not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split converted OST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

7. Click **OK**.

8. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and the size of the converted file.



9. Click **How to import PST file?** To know how to import PST file in MS Outlook.

10. Click **OK** to complete the process.

3.4.1.2. Compact and Save PST File

Stellar Converter for OST, compact and save PST file feature compresses the PST file and decrease the size acquired by them in the disk. This enhances the greater use of memory and also saves PST file from being corrupted.

There are four options to compact and save PST file. Refer to the following options as per requirement:

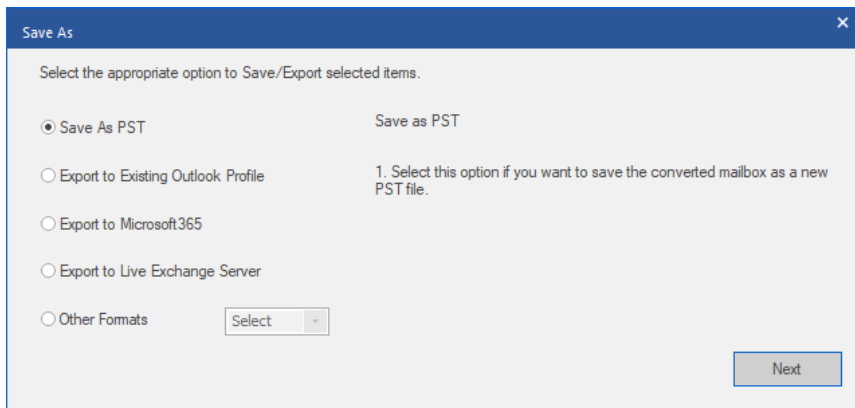
1. Compress all attachments in new PST
2. Extract and save attachments to a folder (No interlinking is lost)
3. Remove all attachments to new PST

3.4.1.2.1. Compress all attachments in new PST

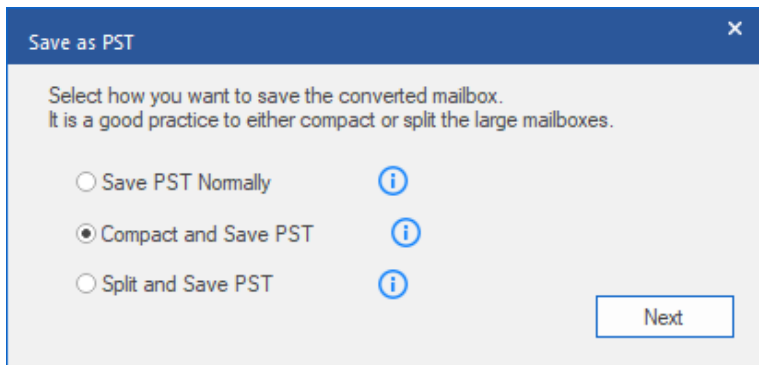
You can use this option to compress all the attachments of the emails in the new PST file. The compressed attachments remain in the new PST file.

Here are the steps to compress all attachments in a new PST file:

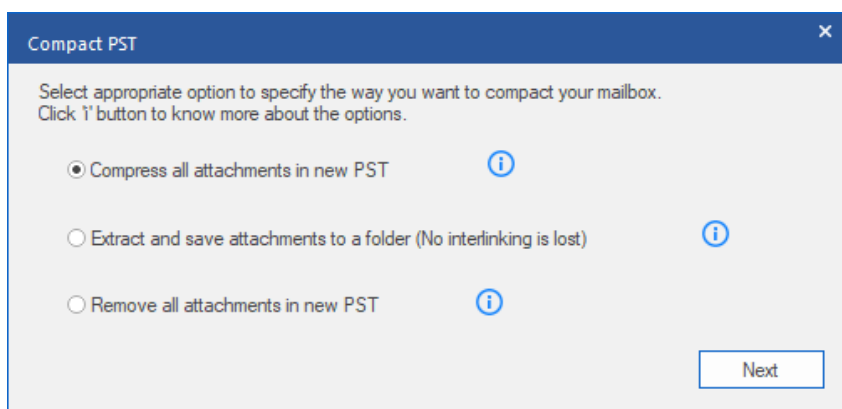
1. Run **Stellar Converter for OST**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



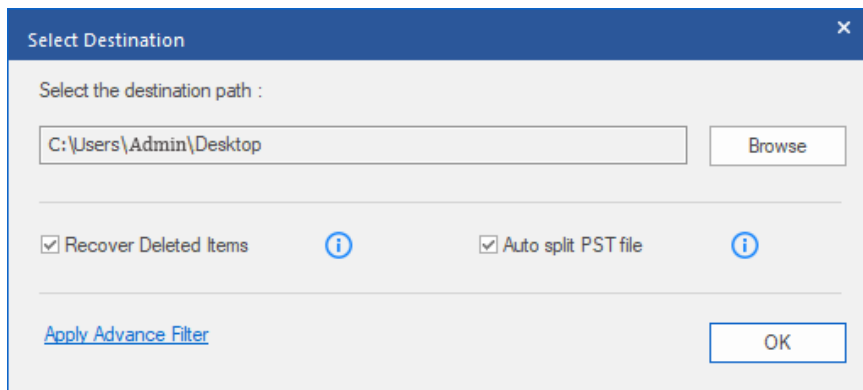
4. Choose **Save as PST** option and click **Next**.
5. **Save as PST** window appears, choose **Compact and Save PST** and click **Next**.



6. **Compact PST** window appears, choose **Compress all attachments in new PST** option and click **Next**.



7. **Select Destination** screen appears, click **Browse** to save Converted OST file at specified destination.

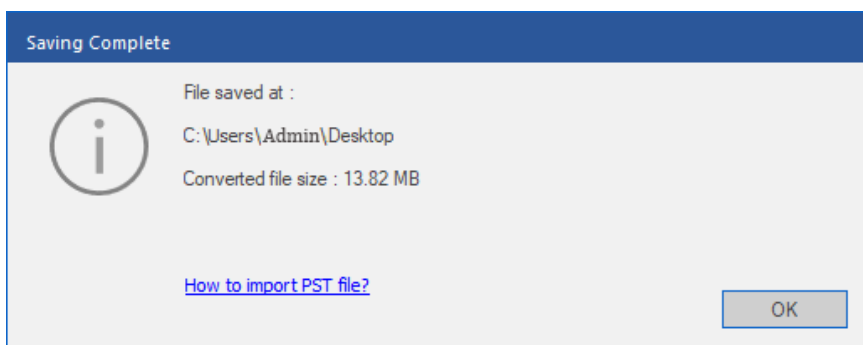


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items is not required.
- **Auto split PST file** checkbox is selected by default, uncheck it if you do not want to split converted OST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

8. Click **OK** to start the saving process.

9. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the converted file.



10. Click on '**How to import PST file?**' to know how to import PST file in MS Outlook.

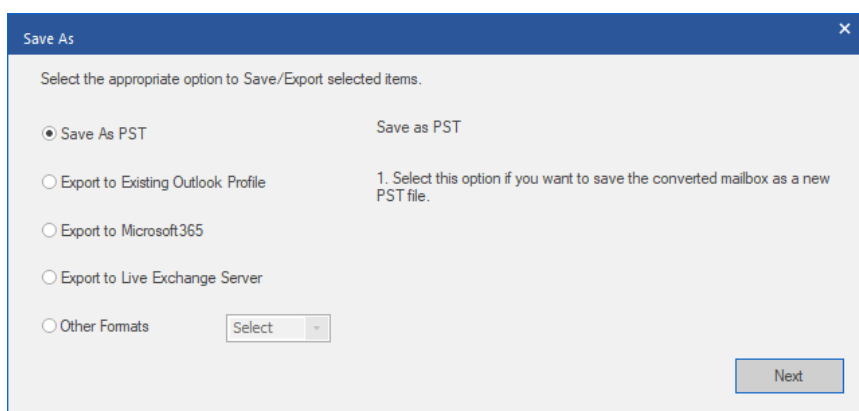
11. Click **OK** to complete the process.

3.4.1.2.2. Extract and save attachments to a folder (No interlinking is lost)

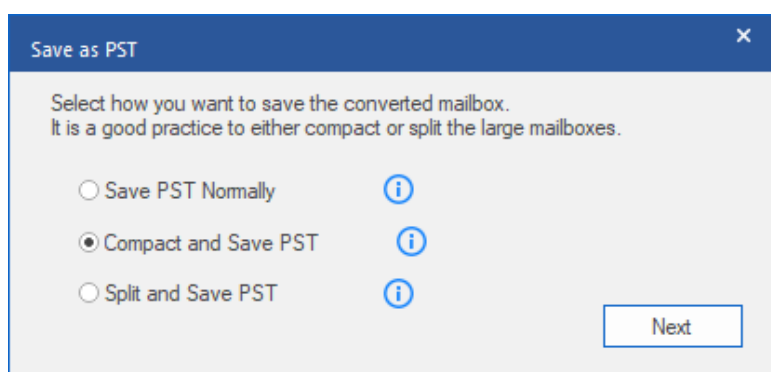
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments remains in the new PST file. This option will extract attachments to a new folder without making any changes to the content or the attachments of the original file.

Steps to extract and save attachments of a PST file to a folder (No interlinking is lost):

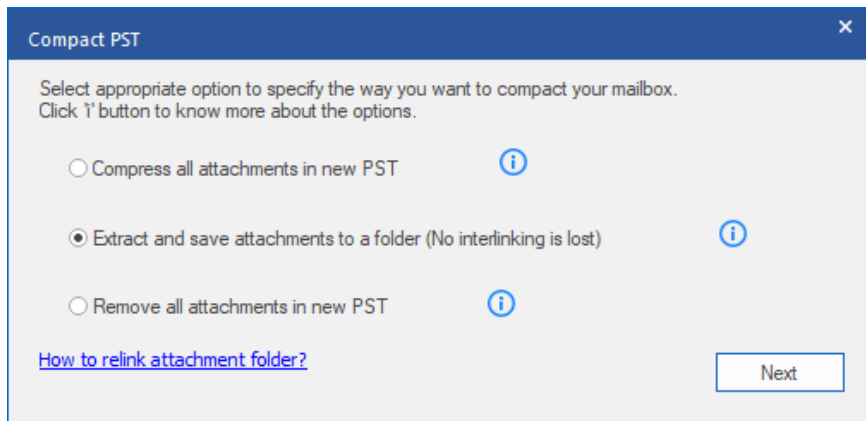
1. Run **Stellar Converter for OST**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Choose **Save as PST** option and click **Next**.
5. **Save as PST** window appears, choose **Compact and Save PST** and click **Next**.

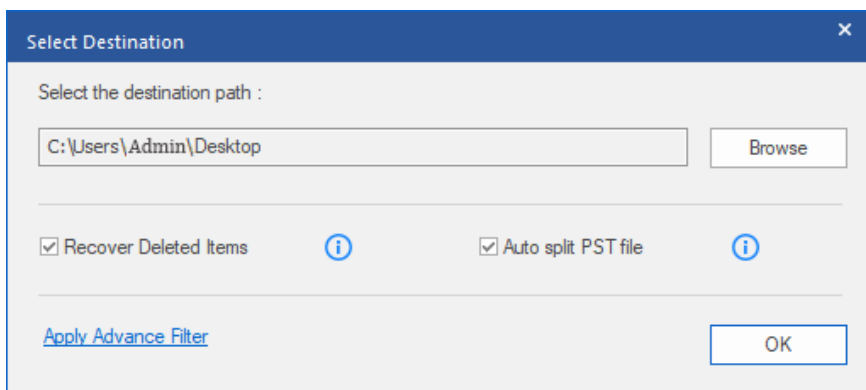


6. **Compact PST** window appears, choose **Extract and save attachments to a folder (No interlinking is lost)** option and click **Next**.



Note: If you want to know how to relink attachments, click '**How to relink attachment folder?**'

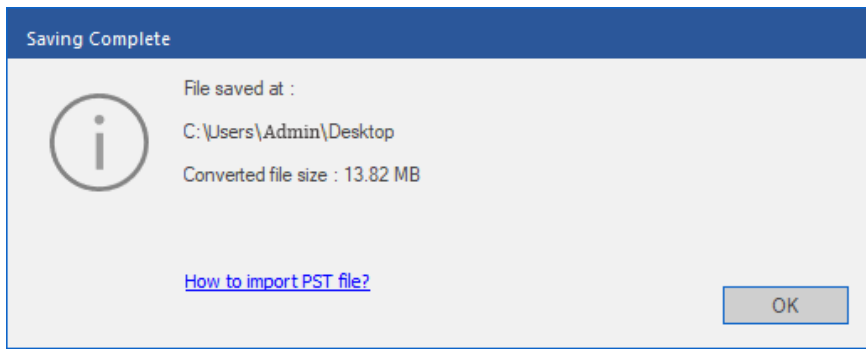
7. **Select Destination** screen appears, click **Browse** to save converted OST file at specified destination.



Note:

- **Recover Deleted Items** checkbox is selected by default. Uncheck it if recover deleted items is not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split converted OST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

8. Click **OK** to start the saving process.
9. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the converted file.



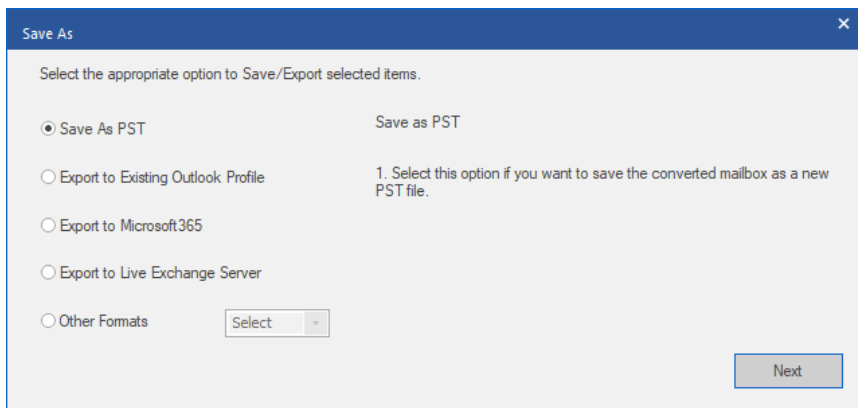
10. Click '**How to import PST file?**' to know how to import the PST file in MS Outlook.
11. Click **OK** to complete the process.

3.4.1.2.3. Remove all attachments in new PST

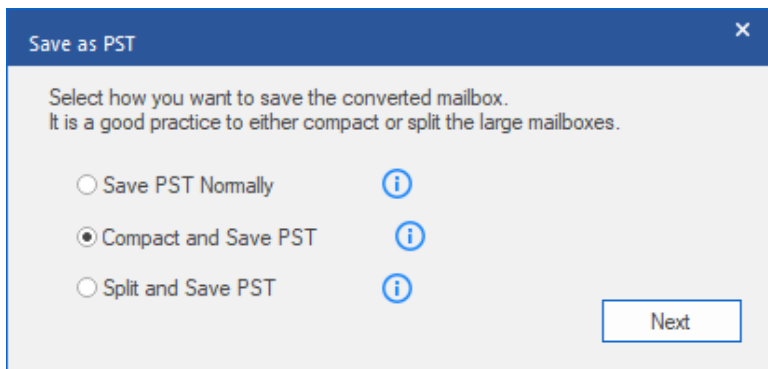
You can use this option to remove all the attachments in new PST file. This option retains only the mail but not any of its attachments. No changes are made to the original PST file.

Steps to remove all attachments in new PST:

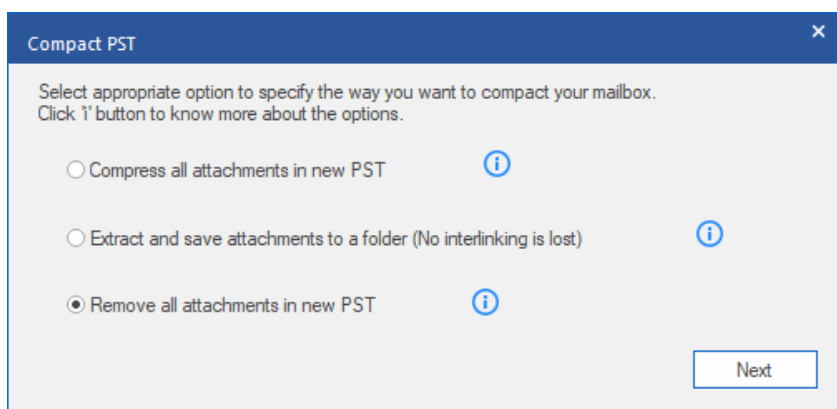
1. Run **Stellar Converter for OST**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



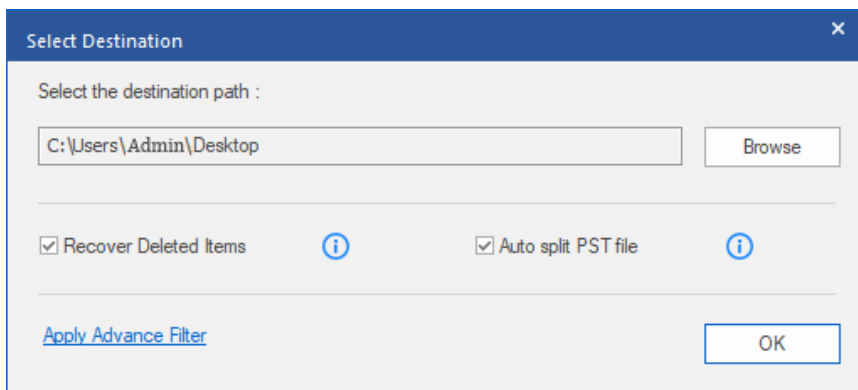
4. Choose **Save as PST** option and click **Next**.
5. **Save as PST** window appears. Choose **Compact and Save PST** and click **Next**.



6. **Compact PST** window appears, choose **Remove all attachments in new PST** option and click **Next**.



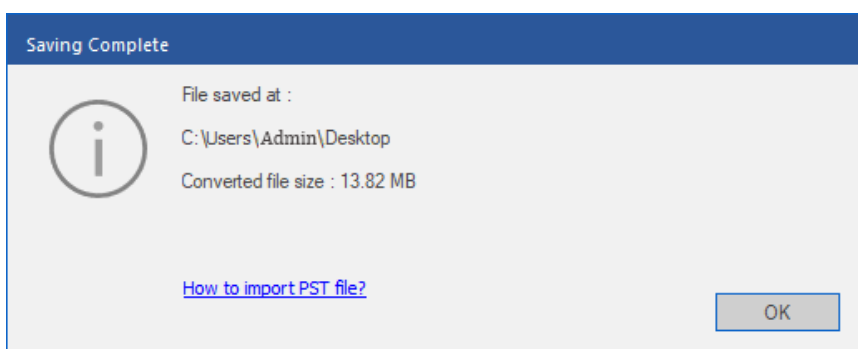
7. **Select Destination** screen appears, click Browse to save converted OST file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split converted OST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want apply filter on the converted files.

8. Click **OK** to start saving the process.
9. After the saving process is completed, Saving Complete dialog box appears. It shows the path and size of the converted file.



10. Click '**How to import PST file?**' to know how to import the PST file in MS Outlook.
11. Click **OK** to complete the process.

3.4.1.3. Split and Save PST File

Stellar Converter for OST allows you to split converted PST files into different sizes. You can split file into various sizes up to the maximum size of 50 GB.

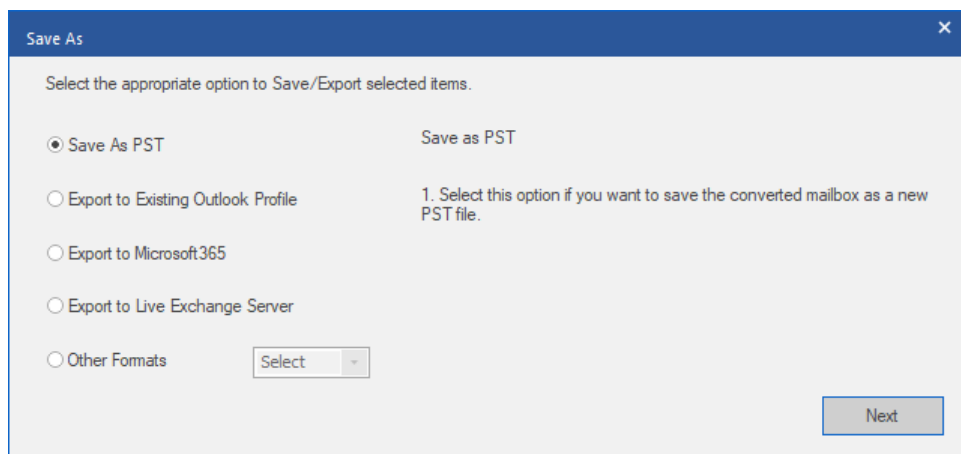
For large files, **Stellar Converter for OST** automatically splits the new PST file into small sizes. The size of the split files will depend on the version of **Outlook** installed on your computer:

1. If you have Outlook 2007 installed, the new PST will split at approximately 18 GB size.
2. If you have Outlook 2010 or above installed, the new PST will split at approximately 45 GB in size.

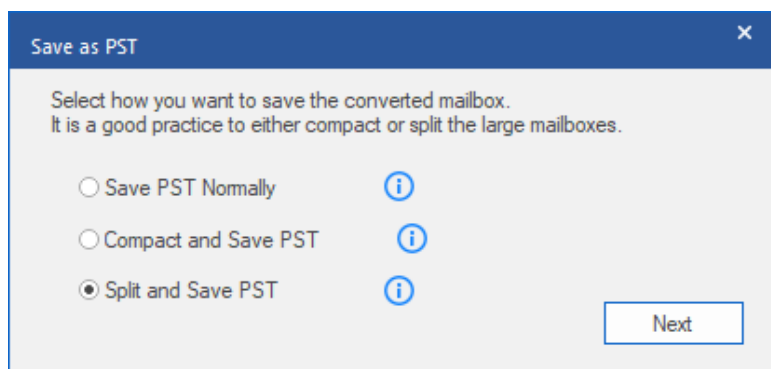
Note: You can use **Split and Save PST** option when converted mailbox size is more than 1GB.

Steps to Split and Save PST file by size:

1. Run **Stellar Converter for OST**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open **Save As** window.



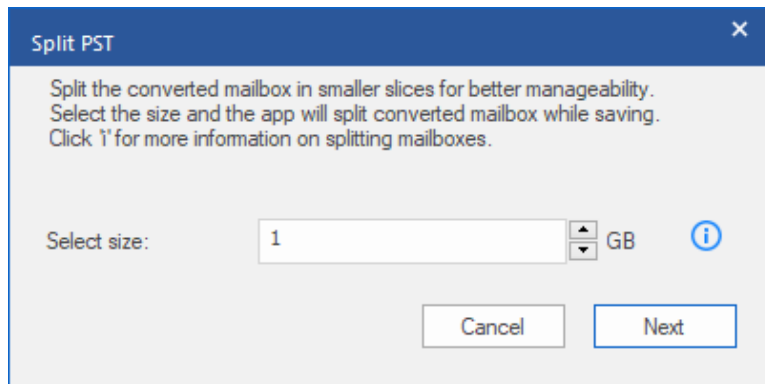
4. Select **Save As PST** option and click **Next**.
5. **Save as PST** window appears. Choose **Split and Save PST** option and then click **Next**.



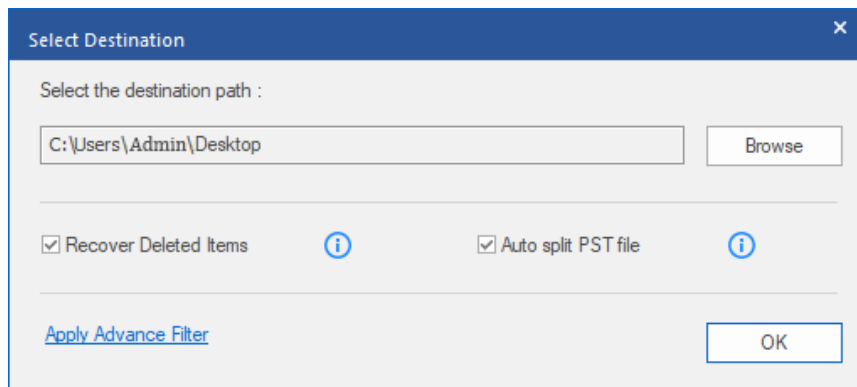
6. **Split PST** screen appears. In **Select size** box, type or select the size as per your

requirement to split the converted mailbox.

Note: You can split converted mailboxes into many parts to the maximum size of 50 GB.



7. Click **Next**. **Select Destination** screen appears.



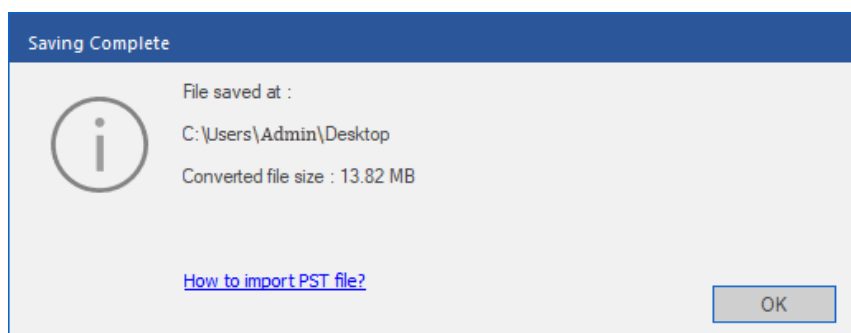
8. Click **Browse** to save converted outlook data file at specified destination.

Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items are not required.
- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split converted PST file. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

9. Click **OK**.

10. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the converted file.



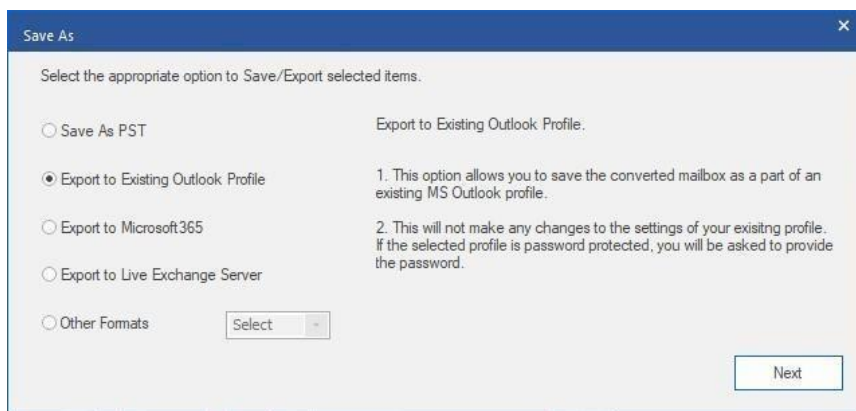
11. Click '**How to import PST file?**' to know how to import PST file in MS Outlook.
12. Click **Ok** to complete the process.

3.4.2. Export to Existing Outlook Profile

Stellar Converter for OST provides a feature to export PST files to the existing outlook profile.

Steps to export OST file to Existing Outlook profile:

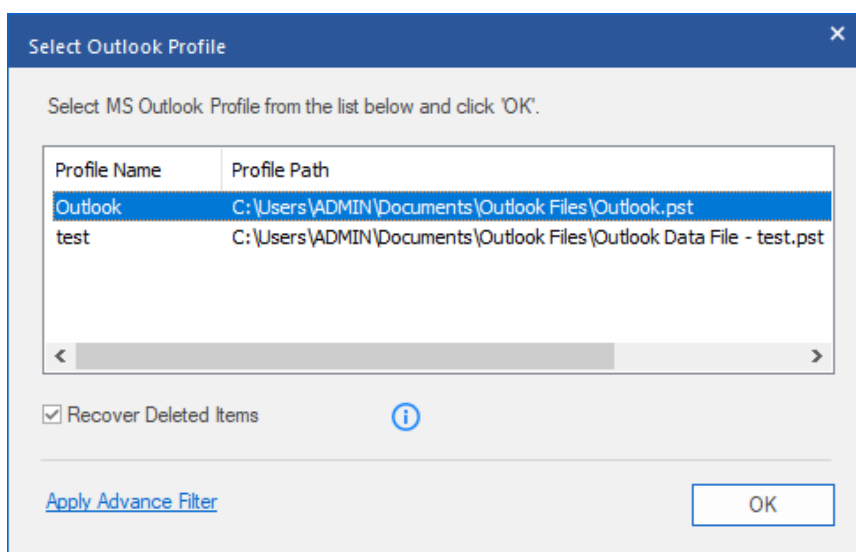
1. Run **Stellar Converter for OST**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Choose **Export to Existing Outlook Profiles** option and click **Next**.
5. **Select Outlook Profile** window is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.

Note: If the outlook profile is password protected, **Enter Password** window will appear. Enter the password and click **OK**.

Note: If you don't have any Outlook profile, by default an outlook profile will be generated and converted mailboxes will be saved in the default location.

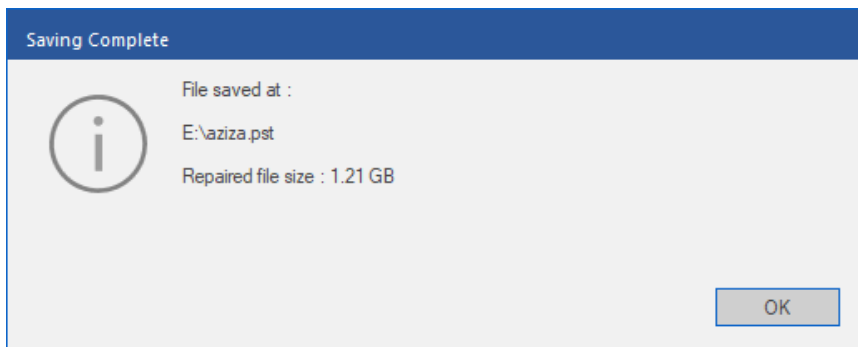


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

6. Click **OK** to start saving the process.

7. After the saving process is completed, **Saving Complete** dialog box appears. It shows the path and size of the converted file.



8. Click **OK** to complete the process.

3.4.3. Export to Microsoft365

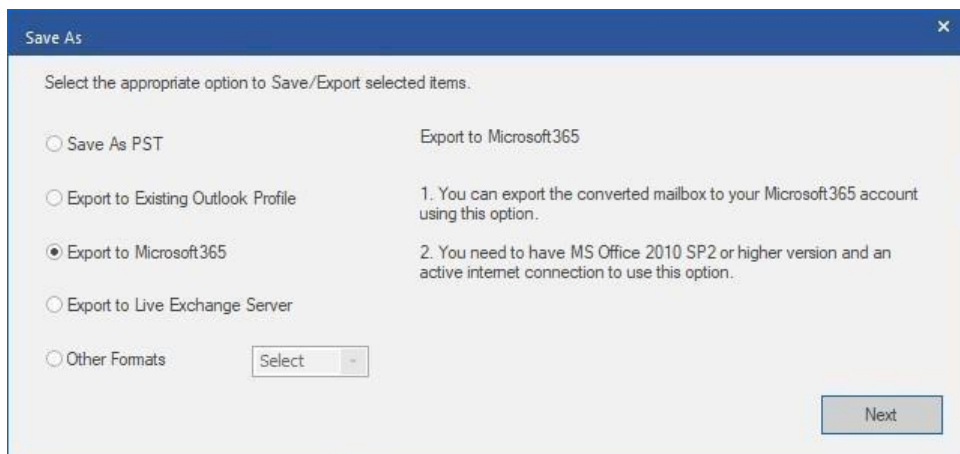
Stellar Converter for OST provides a feature to export the converted mailbox to your Microsoft 365 account.

Note:

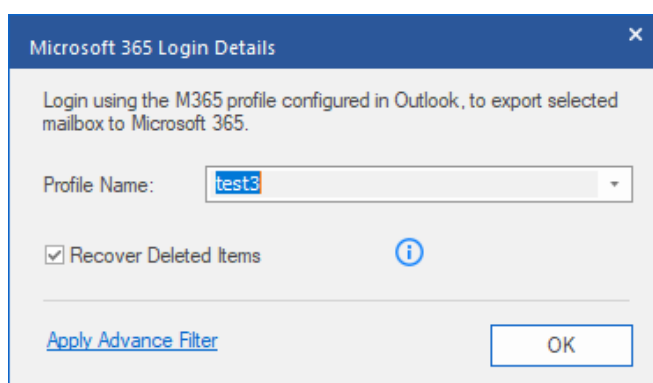
- To use **Export to Microsoft365** option, make sure that you have an active internet connection.
- Before saving the converted mailbox to **Microsoft365**, make sure that **Microsoft365** account is configured in **MS Outlook** application.
- Online mailbox data cannot get exported to **Microsoft 365**. You can only export your offline mailbox data to **Microsoft 365**.

Steps to export converted mailbox to Microsoft 365:

1. Run **Stellar Converter for OST**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Select **Export to Microsoft 365** and click **Next**.
5. **Microsoft 365 Login Details** window appears. Select only **Microsoft 365** profile name from the dropdown list.

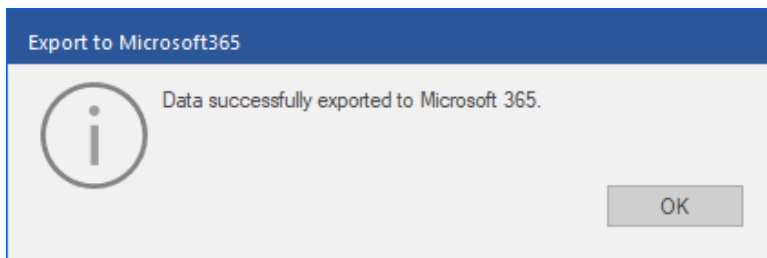


Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if recover deleted items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

6. Click **OK** to start the saving process.

7. After the saving process is completed, **Export to Microsoft365** dialog box appears with a message "**Data successfully exported to Microsoft 365**".



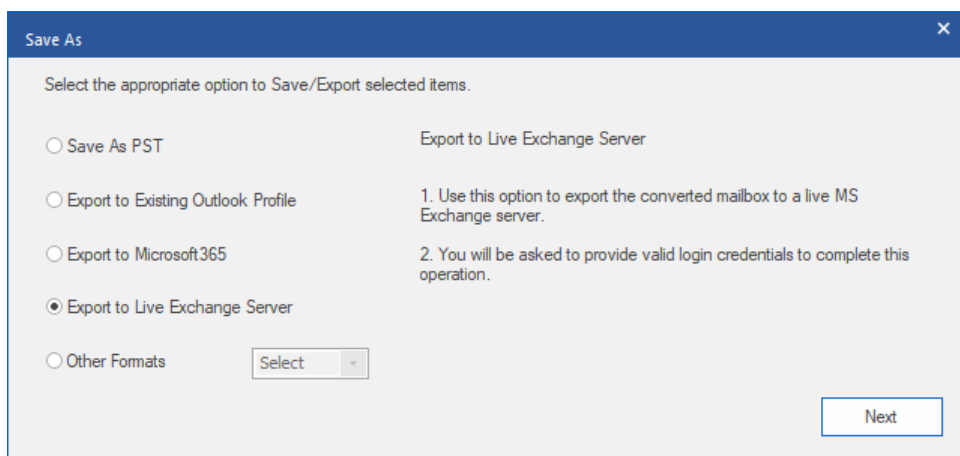
8. Click **OK** to complete the process.

3.4.4. Export to Live Exchange Server

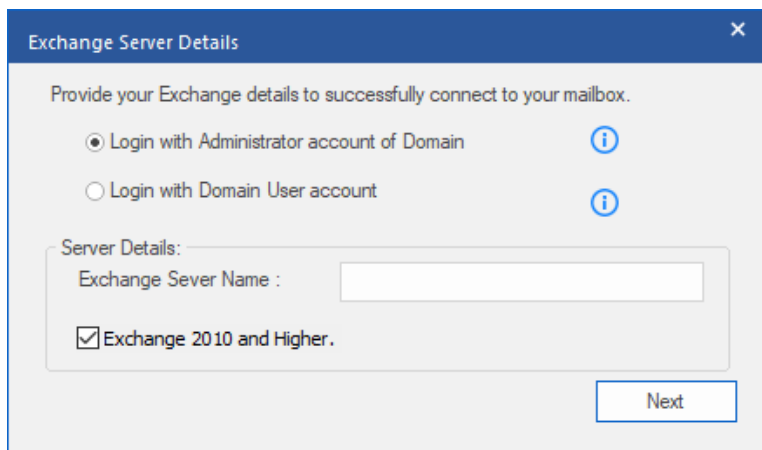
Using **Stellar Converter for OST** provides a feature to connect exchange server through Admin or User credentials and export the converted mailbox to a **Live Exchange Server**.

Steps to export the converted mailbox to a Live Exchange Server:

1. Run **Stellar Converter for OST**.
2. See **Select and Convert OST File**, to know how to select and convert the file
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Select **Export to Live Exchange Server** option from **Save As** window and click **Next**. **Exchange Server Details** window appears.



5. There are two options:

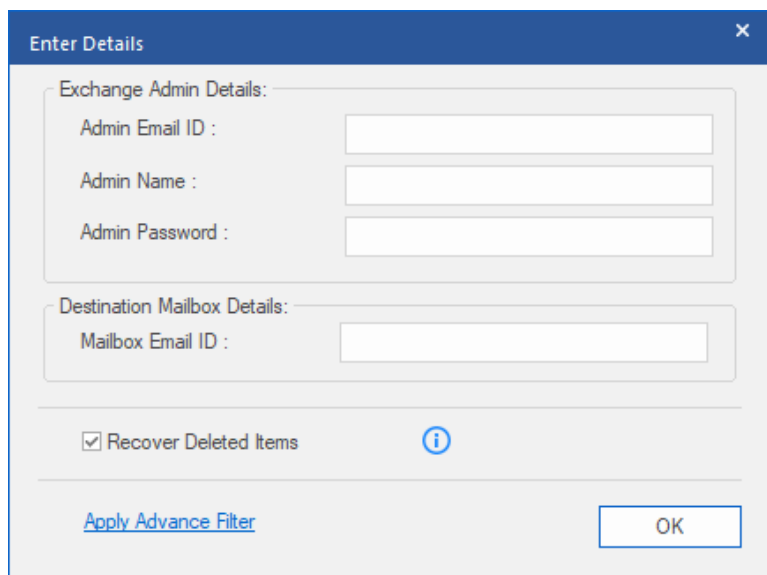
(a) Login with Administrator account of Domain: Use this option when you have administrator credential details.

- (i) Choose **Login with Administrator account of Domain** radio button.
- (ii) Enter **Exchange Server Name** in the text field.

Note: *Exchange 2010 and Higher* check box is by default selected, unselect it if not required.

(iii) Click **Next**.

(iv) **Enter Details** dialog box appears.



(v) Under **Exchange Admin Details** section enter **Admin Email ID**, **Admin Name**, and **Admin Password**.

(vi) Under **Destination Mailbox Details** section enter **Mailbox Email ID**.

Note:

- **Recover Deleted Items** check box is by default selected, unselect it if not required.
- Refer to section **Apply Advance Filter**, to know how to apply filter.

(vii) Click **OK** to connect to your mailbox.

(b) Login with Domain User Account: Use this option when you have user account credential details to connect live exchange server.

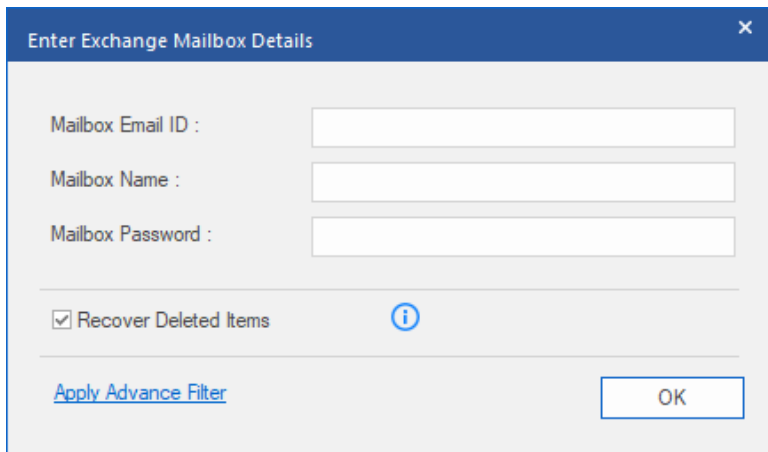
(i) Choose **Login with Domain User Account** radio button.

(ii) Enter **Exchange Server Name** in the text field.

Note: *Exchange 2010 and Higher* check box is by default selected, unselect it if not required. This software will not support **Exchange server below 2010**.

(iii) Click **Next**.

(iv) **Enter Exchange Mailbox Details** dialog box appears.



Enter Exchange Mailbox Details

Mailbox Email ID :

Mailbox Name :

Mailbox Password :

Recover Deleted Items i

[Apply Advance Filter](#) OK

(v) Enter **Mailbox Email ID**, **Mailbox Name**, and **Mailbox Password**.

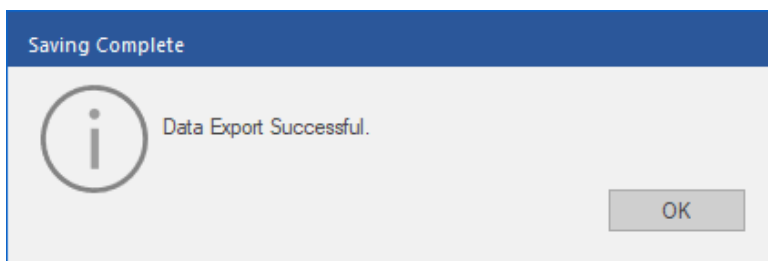
Note:

- **Recover Deleted Items** check box is by default selected, unselect it if not required.
- Refer to section **Apply Advance Filter**, to know how to apply filter.

(vi) Click **OK** to connect to your exchange server mailbox.

(vii) Saving process starts, if you want to stop the process click **Stop** button.

(viii) After successful saving process, saving complete dialog box appears with message, "**Data Export Successful**".



Saving Complete

i Data Export Successful.

OK

(ix) Click **OK** to complete the process.

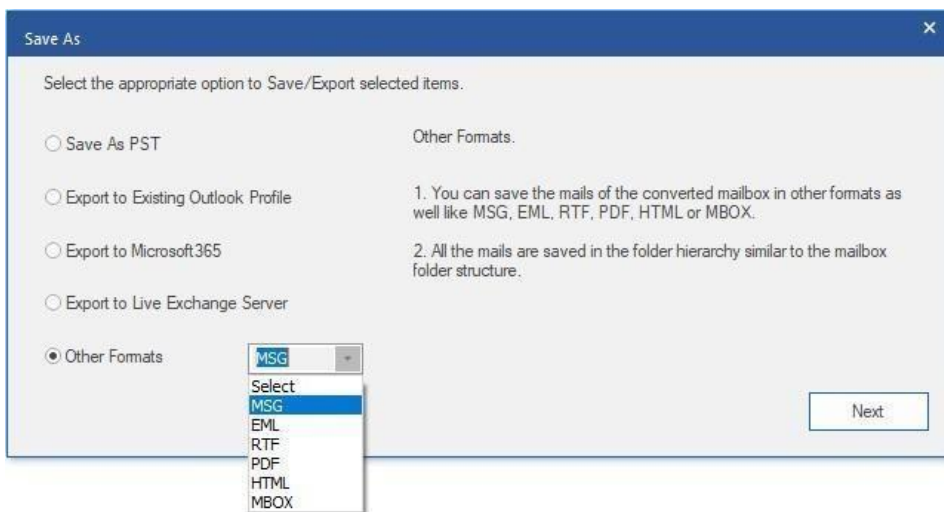
Note: The system, from which you want to export OST files to the exchange server, must be a member of the server domain.

3.4.5. Save as Other Formats

Stellar Converter for OST allows you to save the converted file in MSG, EML, RTF, PDF, HTML and MBOX formats. With the **Naming Convention** option, the mail items can be saved with specific names such as Subject of the e-mail, Date of the e-mail, and Sender of the e-mail.

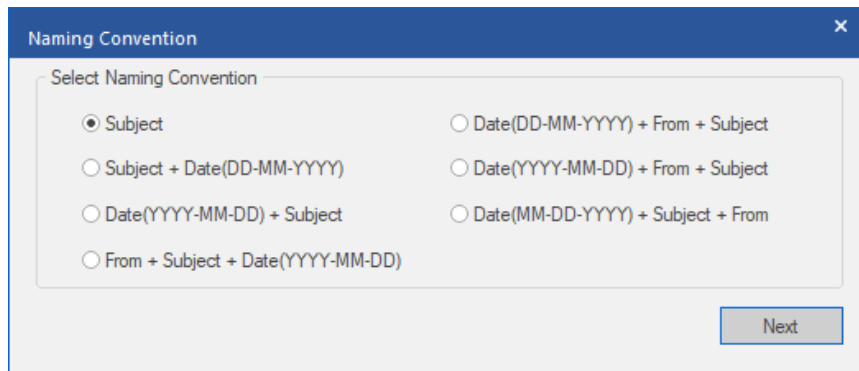
Steps to save the converted file:

1. Run **Stellar Converter for OST**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. From **Save As** window, select **Other Formats** option. Drop-down list box enables.

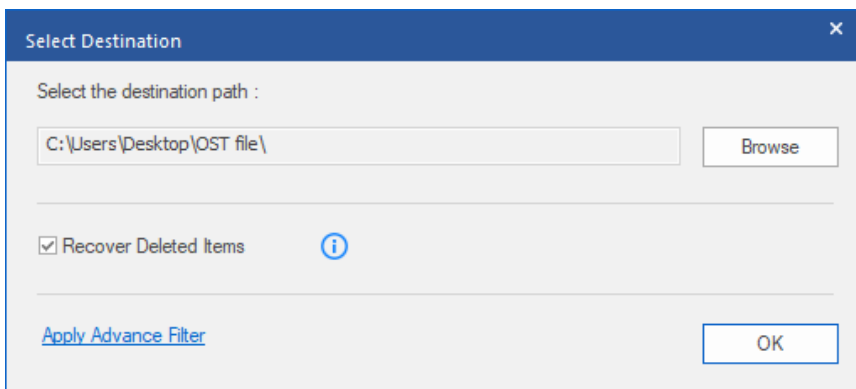


5. Select any one of the formats (**MSG, EML, RTF, PDF, HTML** or **MBOX**) from the item list and click **Next**.
6. **Naming Convention** window appears, select anyone from the following options:
 - **Subject** - The converted file will be saved with the name as the respective email message's subject.
 - **Subject + Date (DD-MM-YYYY)** - The converted file will be saved with the name as the respective email message's subject and date.
 - **Date (YYYY-MM-DD) + Subject** - The converted file will be saved with the name as the respective email message's date and subject.
 - **From + Subject + Date (YYYY-MM-DD)** - The converted file will be saved with the name of the respective email message's sender, subject, and date.
 - **Date (DD-MM-YYYY) + From + Subject** - The converted file will be saved with the name of the respective email message's date, sender, and subject
 - **Date (YYYY-MM-DD) + From + Subject** - The converted file will be saved with the name of the respective email message's date, sender, and subject.

- **Date (MM-DD-YYYY) + Subject + From** - The converted file will be saved with the name of the respective email message's date, subject, and sender.



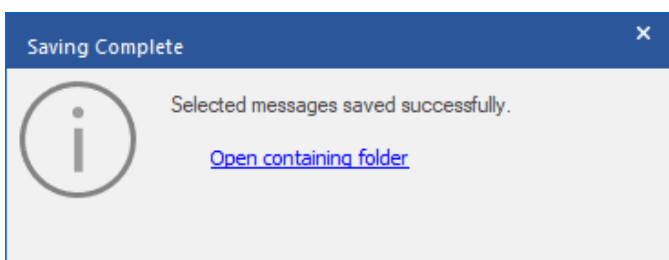
7. Click **Next**.
8. **Select Destination** screen appears. Click **Browse** to save converted file at specified destination.



Note:

- **Recover Deleted Items** check box is selected by default, uncheck it if convert deleted items are not required.
- Click **Apply Advance Filter** if you want to apply filter on the converted files.

9. Click **OK**. A window appears and shows the status of **Saving in progress**.
10. After successful saving completion, a **Saving Complete** dialog box appears with a message "**Selected messages saved successfully**".



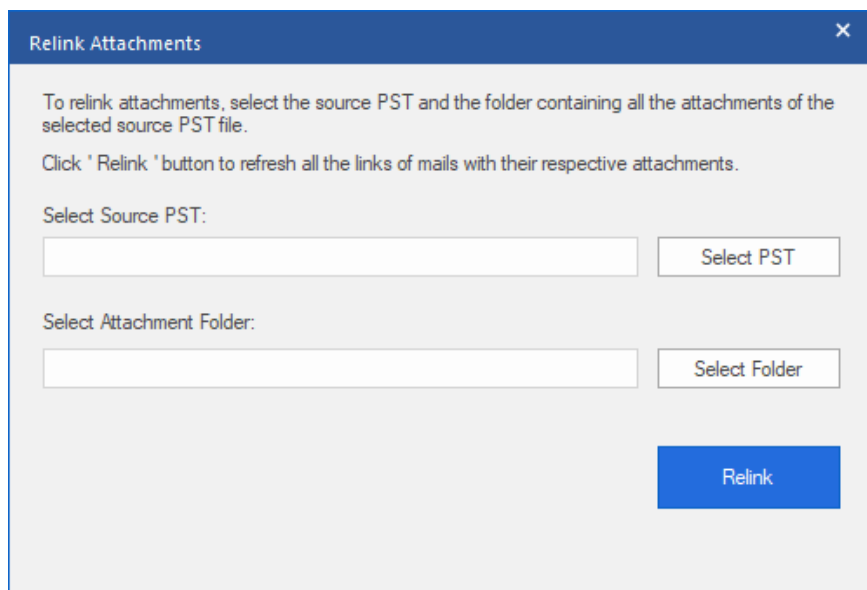
11. Click on '**Open containing folder**' link to view the saved messages.

3.5. Relink Attachment Folder

You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or **Extract and save attachments to a folder (No interlinking is lost)** option.

To do this:

1. Click **Relink Attachments** from **Tools** ribbon.



Relink Attachments

To relink attachments, select the source PST and the folder containing all the attachments of the selected source PST file.

Click 'Relink 'button to refresh all the links of mails with their respective attachments.

Select Source PST:

Select Attachment Folder:

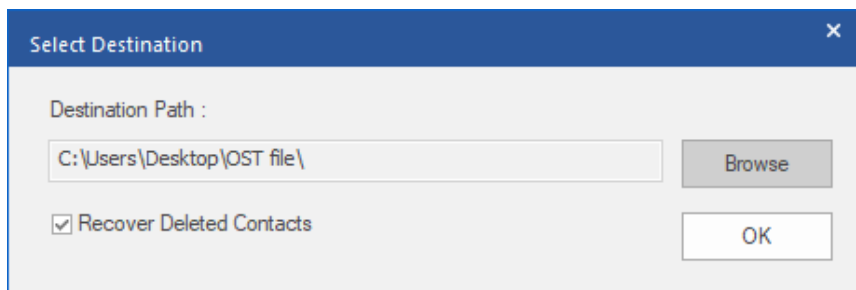
2. Click on **Select PST** and **Select Folder** button to browse to and select the converted PST file, and its attachment folder.
3. Click on **Relink** button to relink the attachments to the emails.

Note: You can move the attachments folder to a different location on the same local machine, or you can move both the converted PST file and the attachments folder to another machine.

3.6. Save All Contacts as CSV

To save all contacts in CSV file:

1. Run **Stellar Converter for OST** software.
2. See Select and Convert OST File, to know how to select and convert the file.
3. After all the folders and their items are listed, click on **Save All Contacts as CSV** button from **Tools** ribbon.
4. A dialog box opens. Using **Browse** button, select the desired location to save the CSV file.



5. Click **OK**. The file will get saved in the desired format.

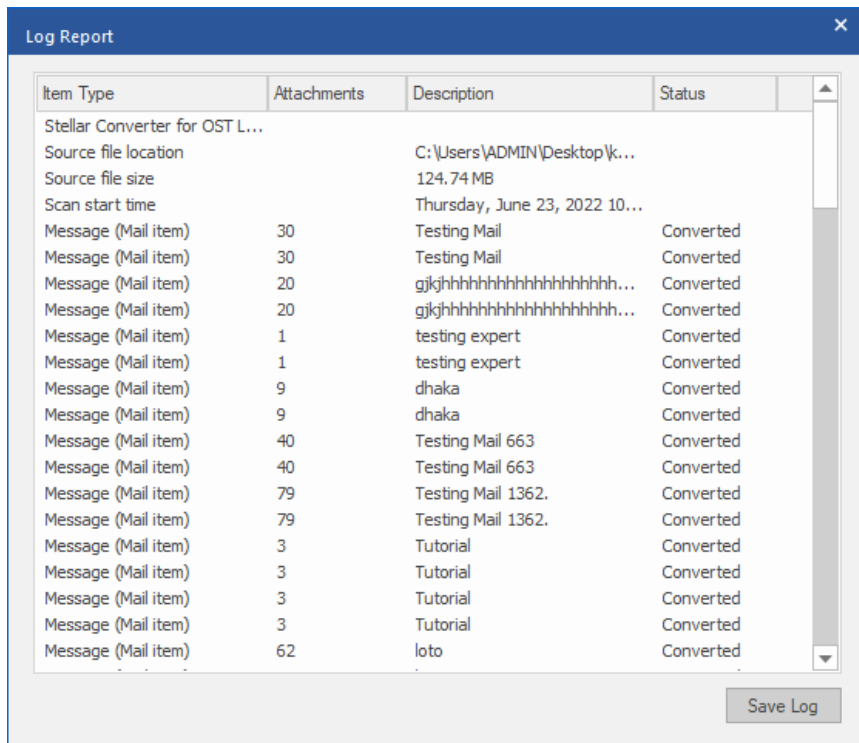
Note: *Recover Deleted Contacts* check box is selected by default, uncheck it if converted deleted contacts are not required.

3.7. Save Log Report

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

Steps to save log report:

1. From **View** ribbon, select **Log Report**.
2. In the **Log Report** window, click **Save Log**.



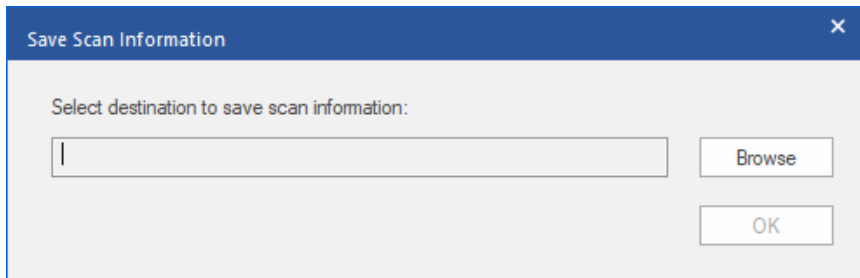
3. In **Save As** window, specify the location where you want to save the log file. Click **Save**.

3.8. Save and Load Scan Information

This option allows you to save the scanned information of files using the "Save Scan Info" option and later load the saved scan (DAT) file using the "Load Scan" option. It saves time in restoring data as we do not need to convert the OST file again.

Steps to save scan information from the converted OST file:

1. From the **Home Ribbon**, select **Save Scan Info**.



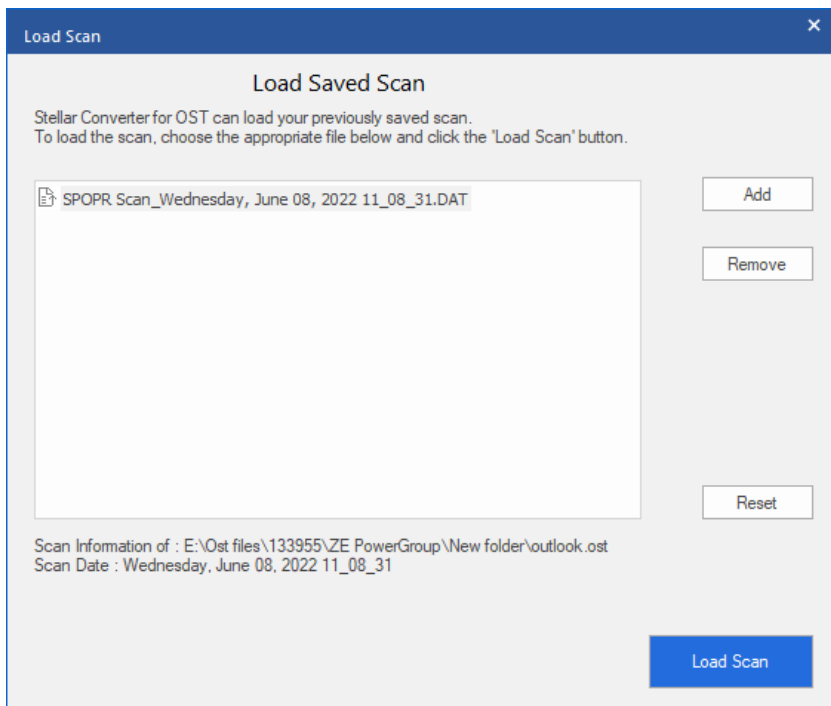
2. **Save Scan Information** window will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved in .DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

This option is used to start the conversion procedure from saved scan information or .DAT file.

To load the scan information of the OST file, follow the steps given below:

1. To load the scan information, click on **Load Scan** option from the **Home Ribbon**.



2. **Load Scan** window will appear. It displays a list of saved scan information file existing in the system.
3. In case the file you desire is not in the list, click **Add** button and select the desired DAT file.
4. Click **Open**.
5. The file you added is displayed in the load scan window. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

Note: *You can select only one file at a time to start the process of scanning.*

3.9. How to Apply Advance Filter

Stellar Converter for OST provides an advanced filtering feature to find specific and particular mailboxes using **Date Range** filter. You can also narrow your search results by excluding specific senders' IDs from all the converted mailboxes.

Steps to apply advanced filter:

1. In **Apply Filter** window, under **Include** section there are two check boxes:

The screenshot shows the 'Apply Filter' dialog box with the following settings:

- Include:** Include 'Junk E-mail' folder, Include 'Deleted Items' folder
- Date Range:** Start Date: Jun /23/2022, End Date: Jun /23/2022
- Sender IDs to be excluded:** Specify senders to be excluded from all mailboxes. Input field is empty. 'Add to List' button is present. A list of senders is shown with checkboxes: From, Migayel, ruben, Hakob.

- a) **Include 'Junk Email' folder:** Select this check box to include junk email files and folders.
 - b) **Include 'Delete Items' folder:** Select this check box to include deleted items file and folder.
2. From **Date Range** section select the specific **Start Date** and **End Date** to find the specific mailboxes.
 3. From **Sender IDs to be excluded** section enter the list of specific senders' ID's that you don't want to include.
 - a. In **Add to List** text field enter specific sender ID's that you don't want to include.

Note: You can include only one sender ID at a time in **Add to List** text field.
 - b. Then click **Add to List** button to list it.
 - c. All the check boxes are selected by default, deselect the unrequired check boxes.

4. Click **Apply** button to apply the filters.

3.10. Importing PST file in MS Outlook

To import PST file in Microsoft Outlook 2021 / 2019 / 2016 / 2013:

1. Open Microsoft Outlook. From **File** Menu, select **Open & Export**.
2. Select **Import / Export** option from the right pane.
3. From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
4. In **Import a File** dialog box, select Outlook Data File (.pst), click **Next**.
5. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
6. 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:

1. Open Microsoft Outlook. From **File** Menu, select Open -> **Import**. (For MS Outlook 2013, select Open and Import from File Menu)
2. From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
3. In **Import a File** dialog box, select Outlook Data File (.pst), click **Next**.
4. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. 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:

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

3.11. Changing the Software Language

To use **Stellar Converter for OST** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

Steps to change the language of the software:

1. Run **Stellar Converter for OST - Technician**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
 - **English**
 - **French**
 - **German**
 - **Italian**
 - **Spanish**
 - **Japanese**
4. Select the desired language. The software language will be changed accordingly.

4. Frequently Asked Questions (FAQs)

1. What does Stellar Converter for OST do?

The **Stellar Converter for OST** converts OST file and provides options to export data to Live Exchange Server, Existing Outlook Profile and Office 365. Also, provides options to save data in PST, MSG, EML, RTF, HTML, PDF, DBX and MBOX formats.

2. What is an OST file?

OST (Offline Storage Table) file represents the user's mailbox data in offline mode. An Exchange account uses an offline Outlook data file i.e., OST file, to store a synchronized copy of your Exchange mailbox information on your local computer or the local machine. Therefore, an OST file is automatically created when you configure the Exchange Server account on Microsoft Outlook.

3. I am not aware of the OST file location. How do I select the file for conversion to PST?

Stellar Converter for OST can help you find OST file on your system. There is a dedicated Find option in the software through which you can locate a particular OST file and convert it.

4. I had run the demo and can see preview correctly in convert OST window. Do I need to rescan the file?

Not at all, through the Demo version, you can preview the converted file after scanning. This special feature has been included in the tool to make sure that you can first preview the conversion results of your OST file and only when you are satisfied with the results, you should decide to make the purchase and save your converted files.

5. I want to recover permanently deleted emails from my OST file. Will Stellar Converter for OST - Technician help?

Yes, the software scans and recover your permanently deleted emails from OST file. Before saving the deleted items, you can preview them as well. These deleted items will be shown in red color while previewing.

6. Can we exclude the deleted items from the converted mailbox while saving?

Yes, select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

7. How much time will Stellar Converter for OST software takes to convert an OST file?

The conversion time depends upon the size of the OST file and also on the number of mailbox items in the mailbox.

8. I got an error "Invalid OST file" while scanning. What could be the reason?

There could be the following reasons for this error message:

- The OST file is severely corrupted or not in a state to be converted.
- The OST file is not valid.
- The file could not be accessed.

9. I have converted my old OST file. But I'm unable to find my contacts. How can I find them?

You can easily locate and access your contacts by following these simple steps:

- Import your new PST file into **MS Outlook**.
- Open **MS Outlook**.
- Then press "**Ctrl+Shift+F**".
- "**Find Message / Advanced Find**" window will open. Please select "**Contacts**" under "**Look For**" tab.
- Click on the "**Browse**" button and select the imported PST file.
- Then, click "**Find Now.**"
- Now you will be able to see all the contacts that you were able to preview with the software's demo version. You may select the entire contacts listed and drag it to your original contacts list, so that you may use it further.

10. Can I convert an OST file of size more than 2 GB?

Absolutely yes, this tool is capable of converting OST files having a size greater than 2 GB. Please download the demo version and scan your OST file. You can preview all emails and other mailbox items that are converted into this tool.

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

Certainly. The software provides you an option to save and view log reports at any point in time. To view and save log reports just follow the following steps:

- On **View Ribbon**, select '**View Log Report.**'
- On **Stellar Converter for OST** window, click '**Save Log**' and save it at the desired location to view it any time. To know more refer to Log Report.

12. Should Microsoft Outlook be installed in my system while I convert my OST file and with which version it works well?

Microsoft Outlook is not required while converting and previewing OST file, but it must be installed in your system to use save options. The software is compatible with the following versions:

Microsoft Outlook: Office 365 / 2019 / 2016 / 2013 / 2010 / 2007.

13. What does the compact feature of Stellar Converter for OST do?

As the name suggests, the compact feature of **Stellar Converter for OST** helps to reduce the size of converted PST files and attachments on MS Exchange Server. It has various options for attachments of emails that are selected for compaction and extraction.

14. Why do I need to compact the PST files?

MS Outlook stores all data such as emails, personal data, calendar, tasks, etc. in a PST file. Eventually, the file becomes oversized. Such PST files are prone to corruption, so you need to compact them. **Stellar Converter for OST**, has a compaction feature that helps to compact the PST file.

15. Can I extract all my attachments in a separate folder while compacting the PST file?

Yes, you can extract the attachments in a separate folder. There are two options to do it Extract and save attachments to a folder (No interlinking is lost) or **Extract, compress and save attachments to a folder (No interlinking is lost)** option. The attachments remain as shortcut links in the emails.

16. I want to extract and compact the software on select folders of the PST file. Can I choose some selected mailbox folders in the software?

Yes, you can apply extraction and compaction settings on only the selected folders of the PST file.

17. Can I restore the links of attachments to the PST file?

Yes, you can restore the links by using the **Relink Attachment Folder**. You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or **Extract, compress and save attachments to a folder (No interlinking is lost)** option.

18. I converted my OST file, but I'm unable to open my Outlook file after the conversion. How can I solve this problem?

To resolve this problem, follow the below-mentioned steps:

- Open Windows -> **Control Panel**.
- Double-click **Mail**. In the **Mail Setup** window, select **E-mail Accounts** to configure your email account.
- After configuring, close the window and open **MS Outlook**.
- To view the newly created PST file, you can either select **Open -> Outlook Data File** from **File** ribbon or, Import the PST file in MS Outlook.

19. In how many ways can I split a PST file using Stellar Converter for OST?

There are three ways to split a PST file using **Stellar Converter for OST**. They are as follows:

- **By Mail ID** - You can select email ids under **Mail IDs** scroll box to split the PST file according to email ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the new PST file, and no change is required to be done to the source file. To know more refer to **Filter by Mail ID**
- **By Date Range** - You can select **Split by Date Range** checkbox and then select either of the two options:
 - Select **in the last** radio option if you want to split the PST file according to months. All emails that are sent and received in the specified months will be stored in the new PST file
 - Select **between** radio option if you want to split the PST file according to a specific period. All emails from the specific period will be stored in the newly created PST file. Select the start and end date from the list boxes. To know more refer to **Filter by Date Range**
- **By Size** - You can select **Split by Size** checkbox and then split the PST file to a maximum size of 50 GB. Either enter the digit or using an upward or downward arrow set the number as per your requirement. With this option, you will get multiple split PST files. To know more refer to **Split by Size**

Note: In case you select all the three split option checkboxes (**By Mail Id, By Date Range, and By Size**), the software will queue them and will split PST files using all the three methods.

20. I have an OST file exceeding 50 GB of size, does the new PST file generated will have the same size as that of source OST file?

For large files, **Stellar Converter for OST** automatically splits the new PST file in small sizes. The size of the split files depends on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.

21. When I enter the Mail ID and Password to export data to Office 365, the system shows an error. What can I do?

The software shows an error because of the following reasons:

- If the credentials (Admin ID and Password) you have entered are incorrect.
- The admin credentials you have entered do not have required permissions to export data to Office 365.
- There is a connection failure with the internet. In that case, check your network connection and try again. If your internet is working, check your firewall and anti-virus software settings for any blockage.
- There is a server issue because of which the server is unable to create a connection with Office 365. Check if you can connect to Office 365 outside the **Stellar Converter for OST** software and try again.

22. After saving my converted mailbox in PST format. How to view and access the mailbox items?

After you have saved the converted mailbox in PST format, you can import the PST file in MS Outlook. See Importing PST file in MS Outlook, to know how to import the PST file.

23. Can I convert multiple OST files into PST files?

Yes, you can convert multiple OST files into PST files using **Batch Conversion** from **Home** ribbon. This feature is not available in the demo version.



Stellar Converter for OST - Technician

Batch Conversion Module

User Guide 12.0

1. About Stellar Converter for OST - Technician

Stellar Converter for OST - Technician, has a **Batch Conversion Module** that allows you to convert multiple OST files to PST files.

The software also provides options to convert and split files as per date or size and to create a batch file. A batch file can be used to resume the convert and split process at a later stage and contains information such as file selection, source location, destination path for the output files, start date, end date, size, status, or any other detail as required by the process.

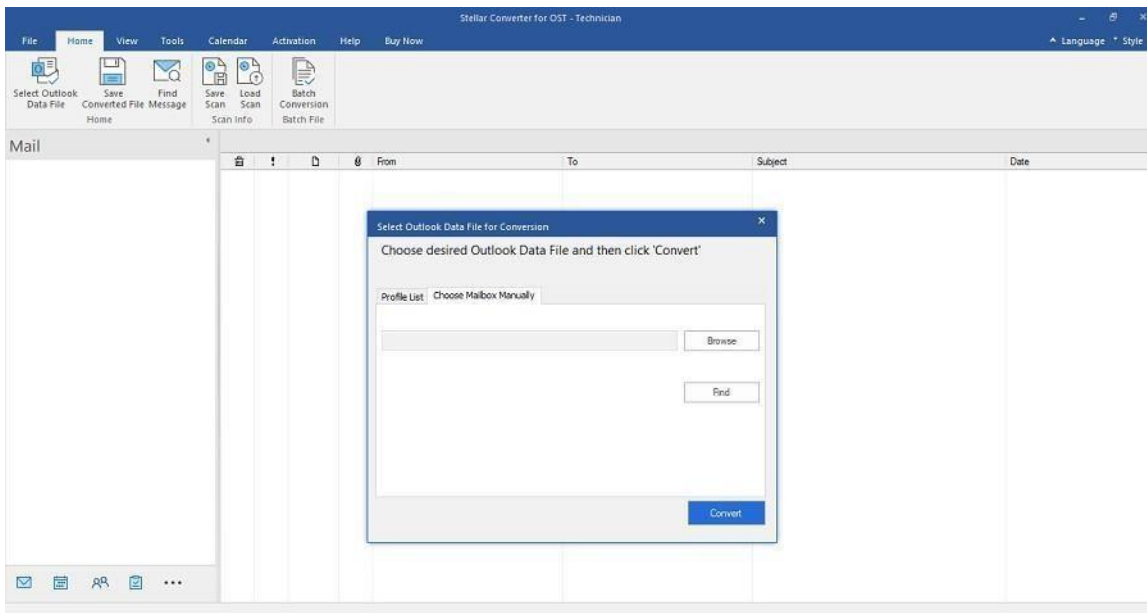
Key Features:

- **Batch Conversion** - Converts multiple OST files to PST files in a single conversion cycle.
- **Recover Deleted E-mails** - Supports recovery of deleted items.
- **Split Output PST files** - Supports splitting of Mailbox files by Date or Size.
- **Save Preferences as a Batch File** - Option to save your preferences into a batch file (.DAT), to resume the conversion and splitting of files at a later stage.
- **Preserve Source Files** - The software doesn't make any changes to the original files.
- **Source OST File Support** - Supports 2021, 2019, 2016, 2013, 2010 and 2007 OST files.
- **MS Outlook Support** - Supports Office 365, 2021, 2019, 2016, 2013, 2010 and 2007.

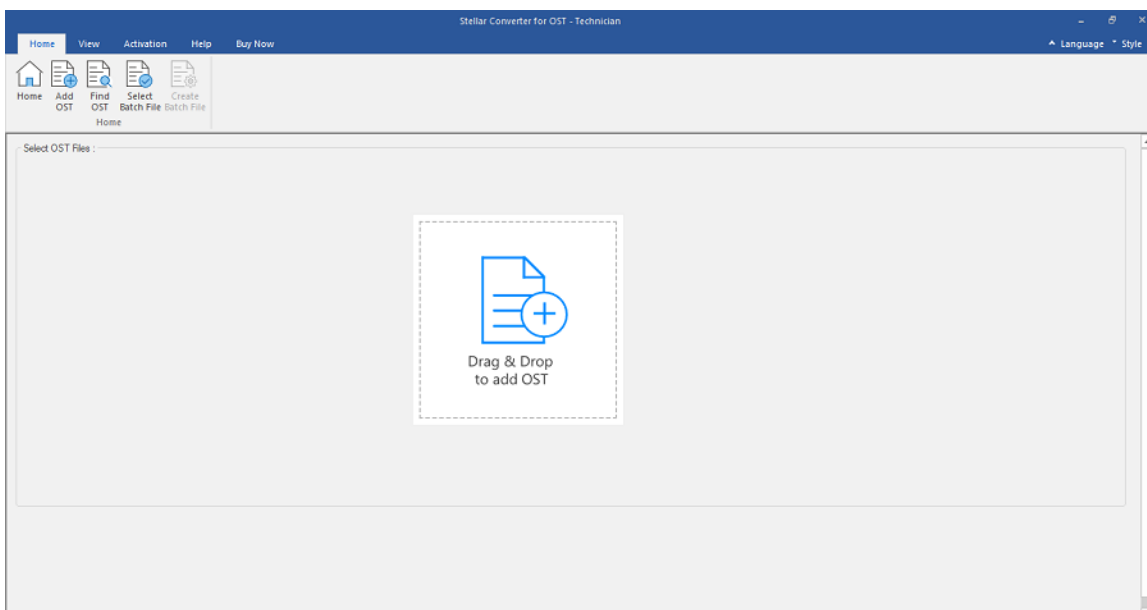
2. User Interface

Batch Conversion module of **Stellar Converter for OST - Technician**, has a simple and easy Graphical User Interface (GUI), which resembles the GUI of MS Office.

Launch **Stellar Converter for OST - Technician**, click **Batch Conversion** from the **Home** ribbon.



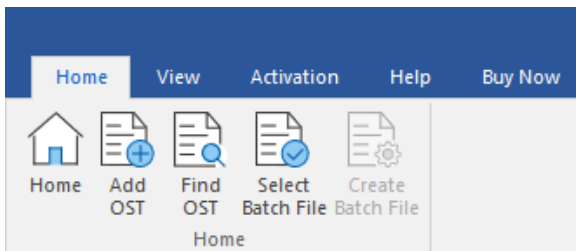
The main user interface of the Batch conversion module appears as shown below:



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

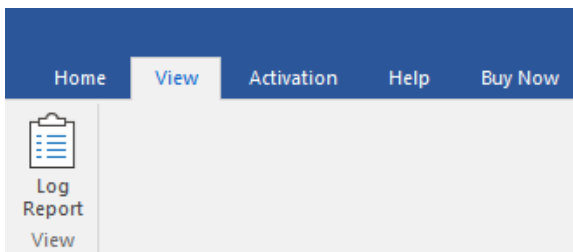
2.1. Ribbons

1. Home Ribbon



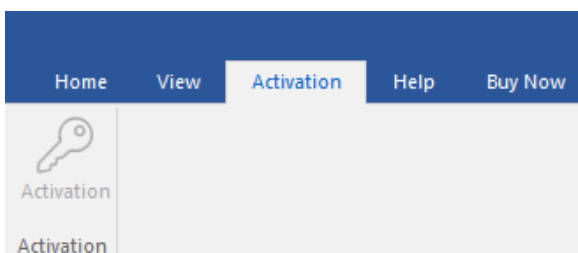
- **Home:** Use this option to go to the home screen of the software.
- **Add OST:** Use this option to add the OST files which you want to convert.
- **Find OST:** Use this option to search OST files from the system.
- **Select Batch File:** Use this option to select a batch file.
- **Create Batch File:** Use this option to create a batch file to resume the conversion of selected OST files at a later stage.

2. View Ribbon



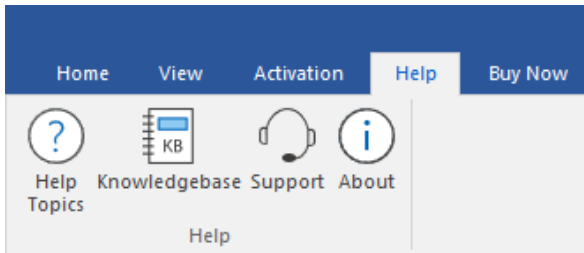
- **Log Report:** Use this option to view/save the log report.

3. Activation Ribbon



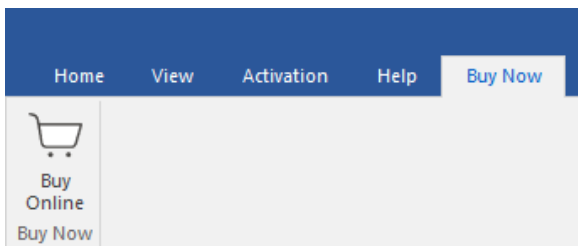
- **Activation:** Use this option to activate the software.

4. Help Ribbon



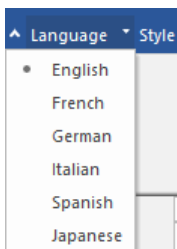
- **Help Topics:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit [Knowledgebase](#) articles of stellarinfo.com
- **Support:** Use this option view the [support page](#) of stellarinfo.com
- **About:** Use this option to read information about the software.

5. Buy Now Ribbon



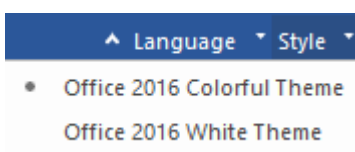
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

6. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

7. Style Ribbon



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

3. Working with the software

3.1. Add OST Files

3.2. Find OST Files

3.3. Select Conversion Option

3.4. Create and Manage Batch Files

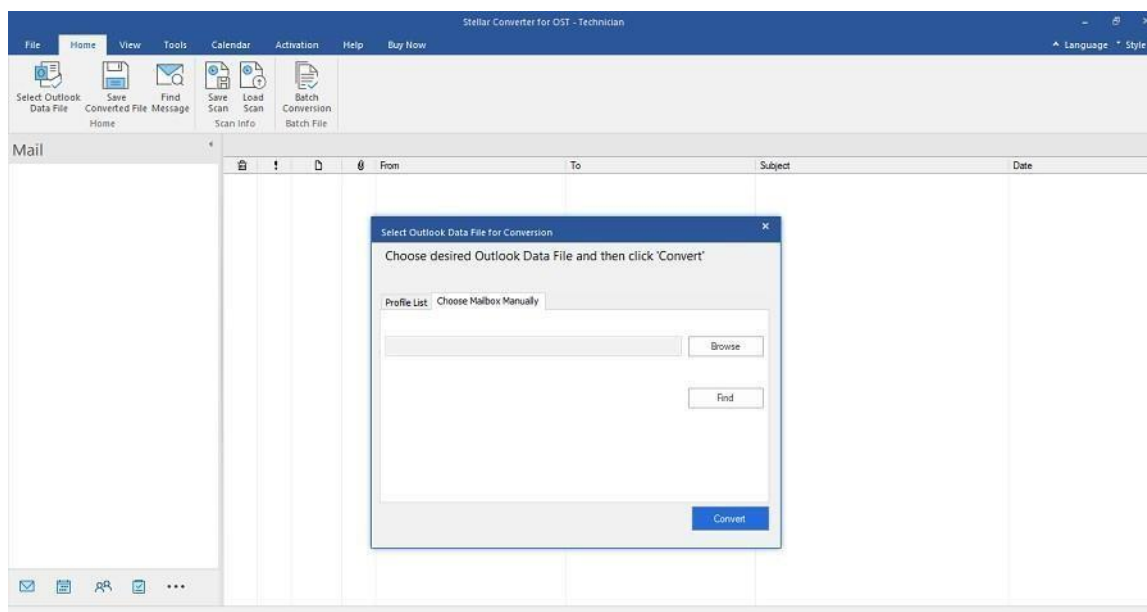
3.5. View and Save Log Report

3.1. Add OST Files

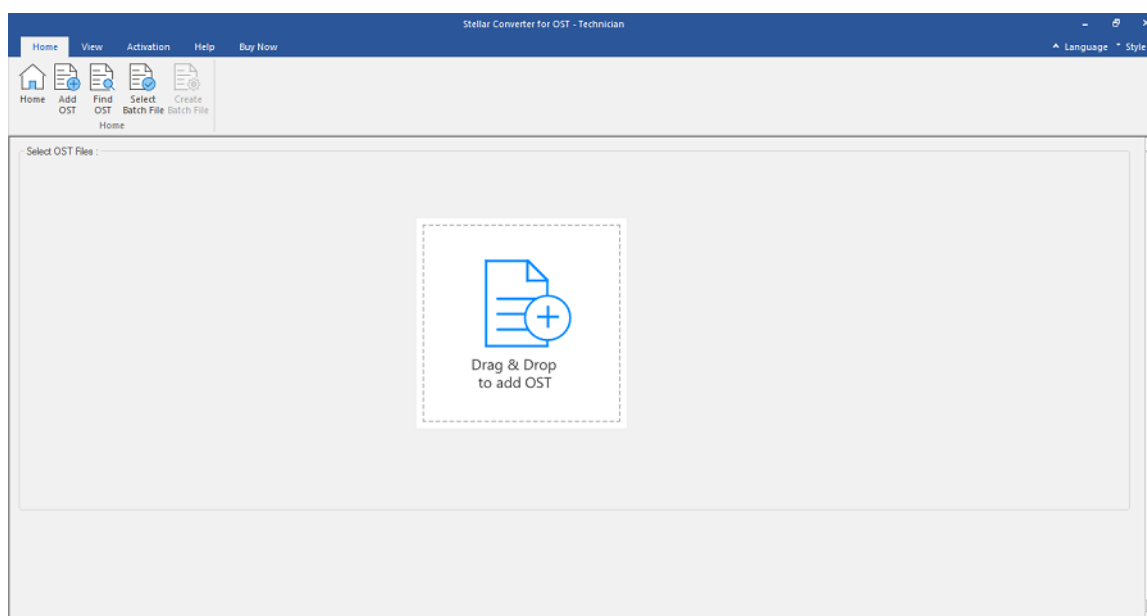
To start the conversion process, you have to add files to the Batch Conversion module of **Stellar Converter for OST - Technician**. You can add multiple files to the software.

Steps to add OST Files:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon, click **Batch Conversion** button.

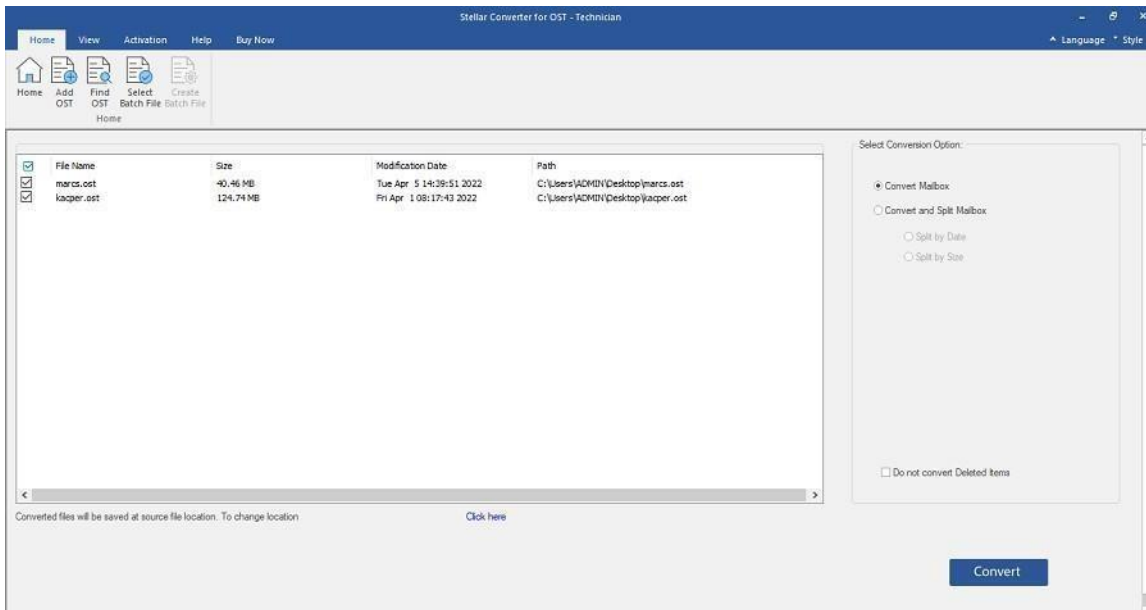


3. The Batch Conversion module appears as shown below.



4. Click **Add OST** from **Home** ribbon of Batch Conversion module.

5. An **Open** window appears. Browse and select the desired OST files and then click **Open**.



Or,

- Click **Drag & Drop to add OST** button on the main interface. An **Open** window appears, choose the location from where you want to select the file. Click **Open** button.

Or,

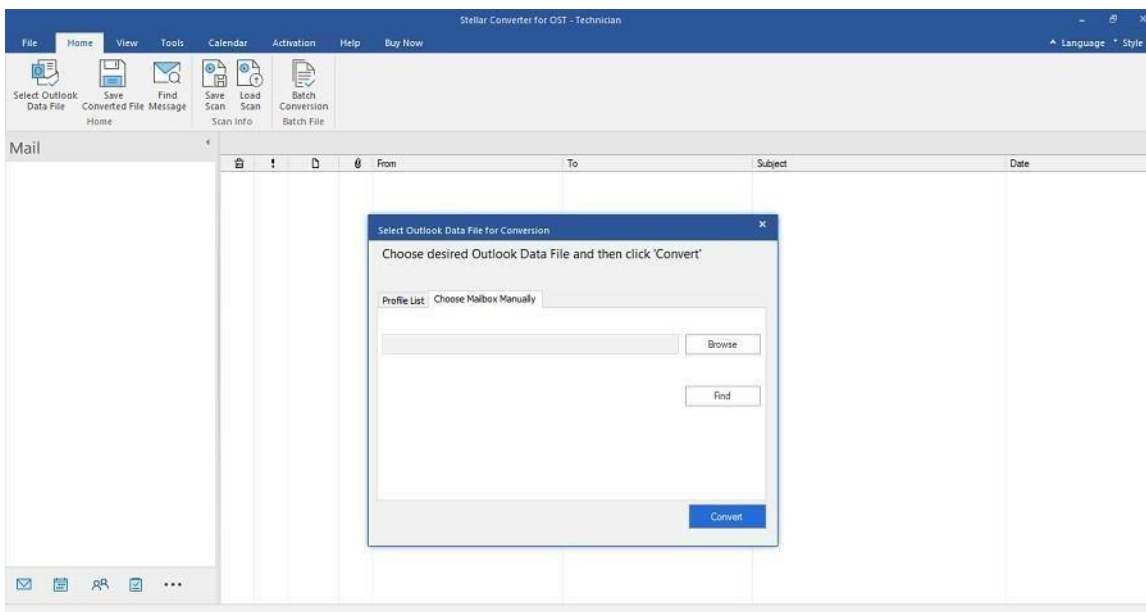
- Open Windows Explorer to Drag & Drop the desired files to the software.

3.2. Find OST Files

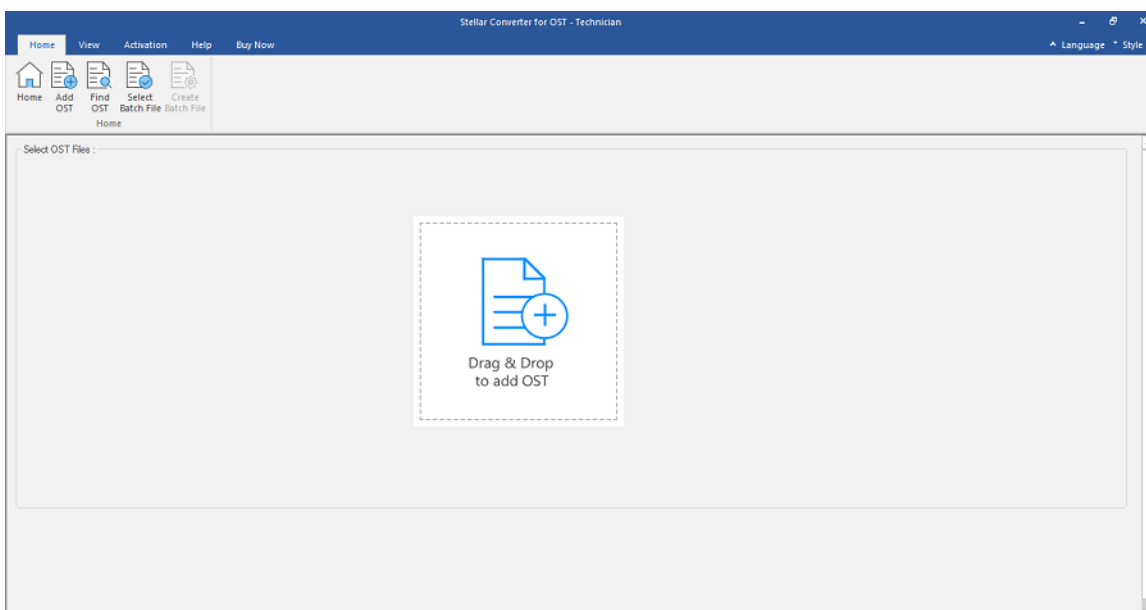
Stellar Converter for OST - Technician, allows you to find OST files on your computer's hard drive, in case you don't know their location. With the help of find OST option, you can find OST files in any folder, sub-folder, or in an entire volume on your system.

Steps to find an OST File:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon, click **Batch Conversion** button.

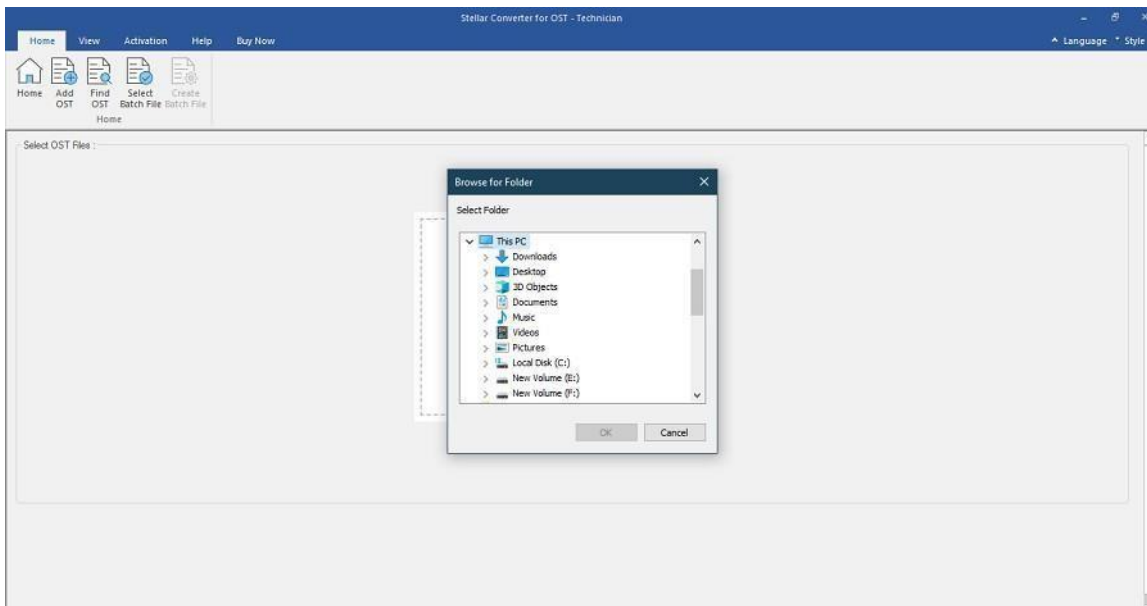


3. The Batch Conversion module appears as shown below.



4. Click **Find OST** from **Home** ribbon of the Batch Conversion module.

5. **Browse for Folder** window appears. Select the drive or folder you want to search for OST files and then click **OK**.



6. After the completion of the searching process, a list of OST files found in the selected drive or folder is displayed on the screen.

3.3. Select Conversion Option

Batch Conversion Module of **Stellar Converter for OST - Technician**, provides you different features to convert Multiple OST files to PST files and also convert large OST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of the original file. Thus, **Stellar Converter for OST - Technician** never causes any damage to your original file.

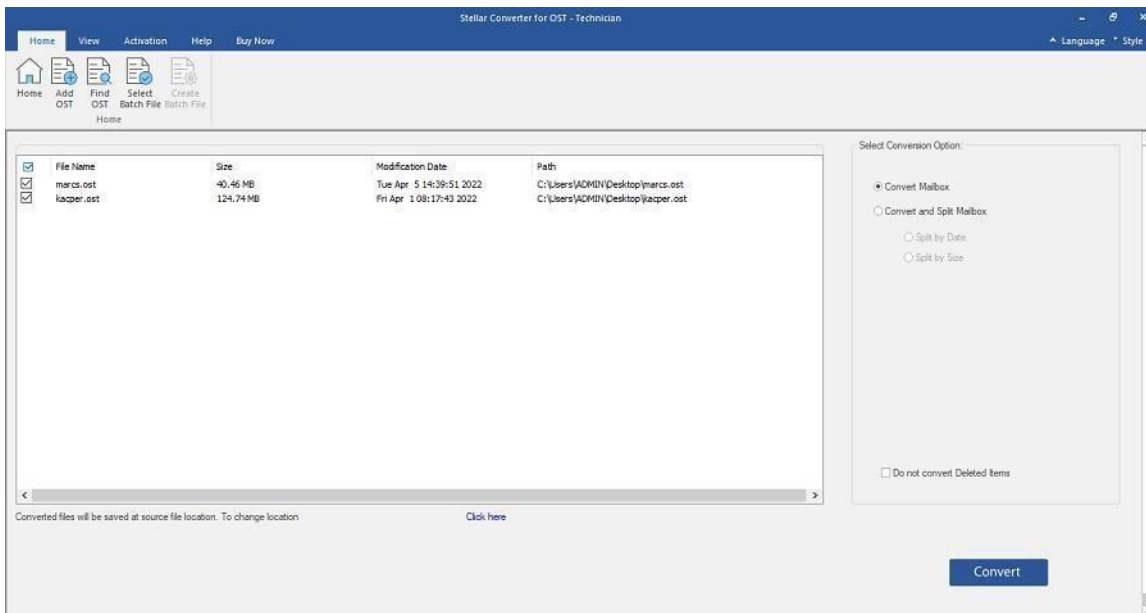
1. Convert Mailbox
2. Convert and Split Mailbox

3.3.1. Convert Mailbox

Convert Mailbox is one of the conversion methods to convert single or multiple OST files to PST files.

Steps to convert OST File:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.



3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

Note: Uncheck the checkbox for the file where conversion is not required.

4. On the right pane of the screen, conversion options are displayed. From **Select Conversion Option** section, select the **Convert Mailbox** option and click **Convert**.

Note: If you want to change the destination path of the converted files then click '**Click here**' link.

Note: If you want to reset the destination path of the converted files then click '**Reset**' link.

Note: Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

5. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

Note: See View and Save Log Report to know the saving log report process.

Note: Close **Microsoft Outlook**, if open, before converting the OST file.

3.3.2. Convert and Split Mailbox

Convert and Split Mailbox option allows you to convert and split mailbox files into smaller files.

It gives two different options, choose any of them as per your requirement:

1. Split by Date
2. Split by Size

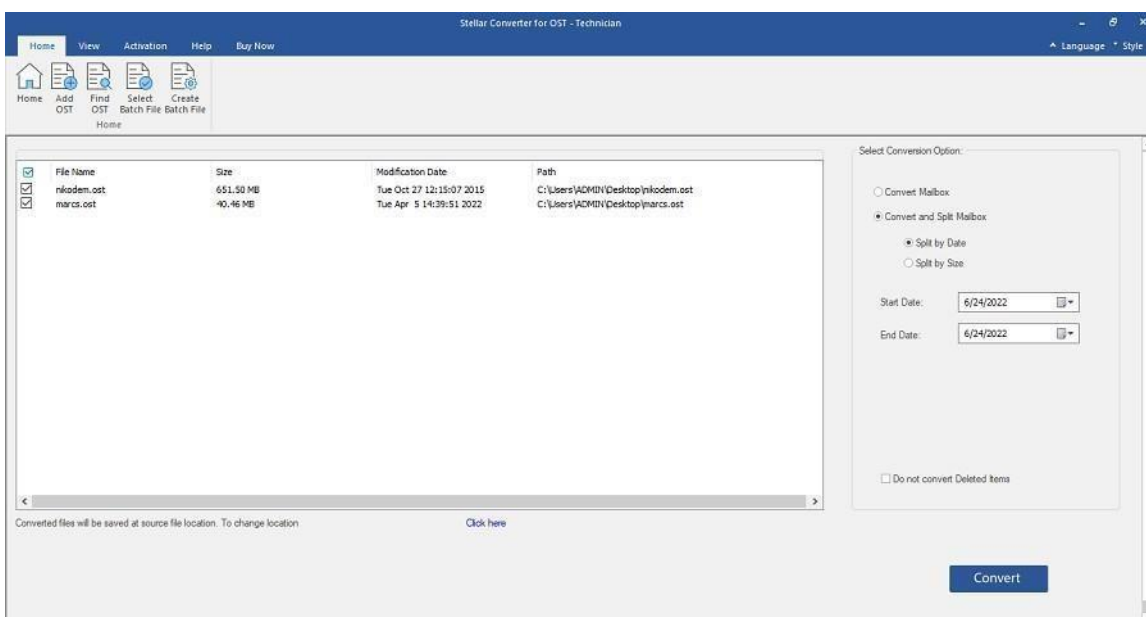
3.3.2.1. Split by Date

Split by Date is one of the conversion options which is used to convert and split mailbox file under a specific date range, as per your requirement.

Steps to convert and split OST Files by Date:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

Note: Uncheck the checkbox for the file where conversion is not required.



4. On the right pane of the screen, conversion options are displayed. From the **Select Conversion Option** section, select **Convert and Split Mailbox** option. By default, the **Split by Date** option is selected.

- From the **Start Date** option specify the start date of the date range for the selected file.
- From the **End Date** option specify the end date of the date range for the selected file.

5. Click **Convert**.

Note: If you want to change the destination path of the converted files then click the '**Click here**' link.

Note: If you want to reset the destination path of the converted files then click the '**Reset**' link.

Note: Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

6. A **Save Batch File** window appears. Here, selects the destination path where you want to save the batch file.

7. To know more what is the batch file click on 'What is batch file?' link.
8. Click **OK** to start the conversion process.
9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

***Note:** See View and Save Log Report to know the saving log report process.*

***Note:** Close **Microsoft Outlook**, if open, before converting the OST file.*

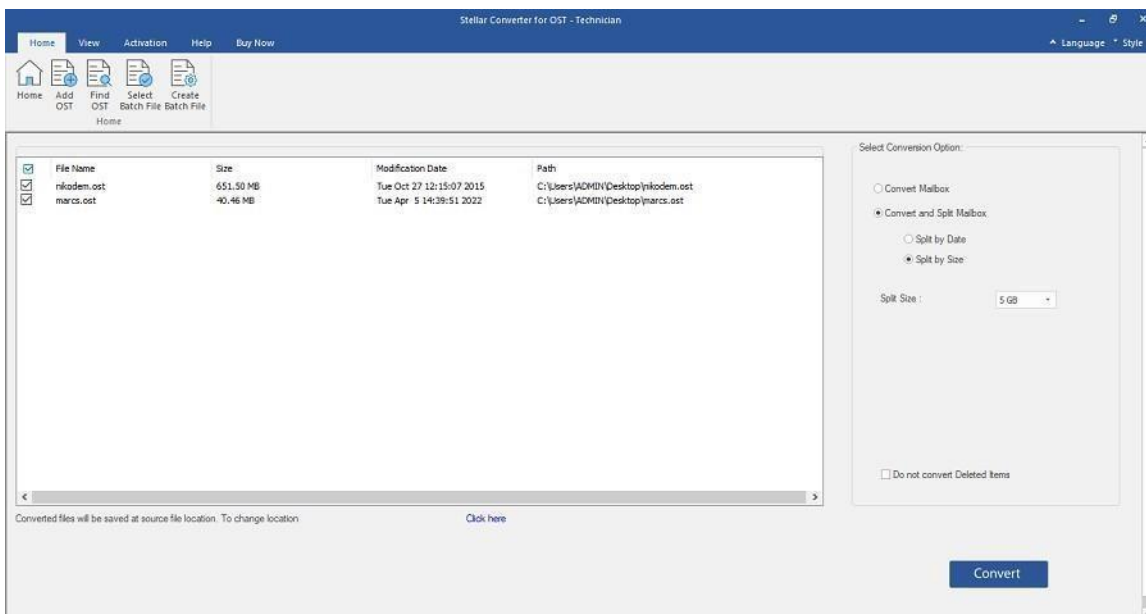
3.3.2.2. Split by Size

Split by Size is one of the conversion options which is used to convert and split mailbox file under a specific size as per your requirement.

Steps to convert and split OST Files by Size:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

Note: Uncheck the checkbox for the file where conversion is not required.



4. On the right pane of the screen, conversion options are displayed. From **Select Conversion Option** section, select **Convert and Split Mailbox** option. Choose **Split by Size** option.

- From the **Split Size** drop-down list, you can select a size to split the PST file according to preset sizes. By using this option, you will get multiple split PST files. You can choose the split file size to be either **5 GB / 10 GB / 20 GB / 30 GB or 50 GB**.

Note: All the selected OST files split-up into the same size scale as selected by you.

Note: For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

- If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size.
- If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.

5. Click **Convert**.

Note: If you want to change the destination path of the converted files then click the '**Click here**' link.

Note: If you want to reset the destination path of the converted files then click the '**Reset**' link.

Note: Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

6. A **Save Batch File** window appears. Here, select the destination path where you want to save the batch file.

7. To know more what is the batch file click on 'What is batch file?' link.

8. Click **OK** to start the conversion process.

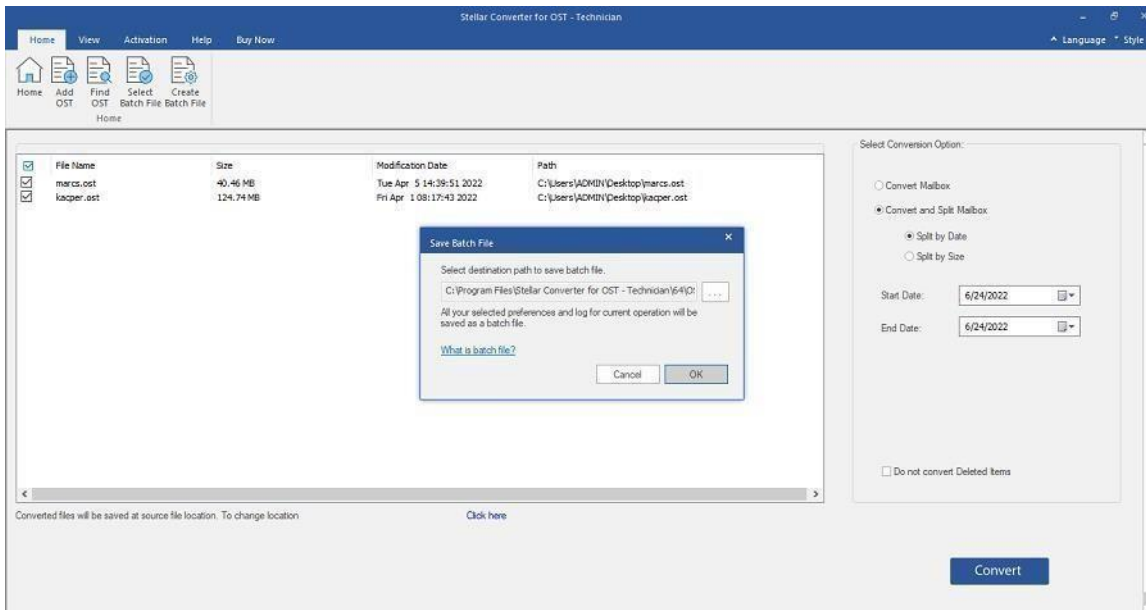
9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

Note: See *View and Save Log Report* to know the saving log report process.

Note: Close **Microsoft Outlook**, if open, before converting the OST file.

3.4. Create and Manage Batch Files

Stellar Converter for OST - Technician, provides you an option to create a batch file. A batch file can be used to resume the convert and split process at a later stage and contains information such as file selection, source location, destination path for the output files, start date, end date, size, status, or any other detail as required by the process. It can also be used to review the number of files processed or to get information about the selected files.



Steps to create Batch File:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.
Note: Uncheck the checkbox for the file where conversion is not required.
4. On the right pane of the screen, conversion options are displayed. From the **Select Conversion Option** section, select **Convert and Split Mailbox** option. Choose any one option, as per your requirement.
Note: You can create batch file only when "Convert and Split Mailbox" option is selected.
5. From **Home** ribbon click **Create Batch File** to open **Save Batch File** window.
6. Select the destination path to save batch file and click **OK**.
7. A **Batch File** dialog box appears with a message, "**Batch file created successfully**".

Note: Alternatively, **Save Batch File** window appears when you click on **Convert**.

Steps to select Batch Files:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon click **Batch Conversion** button to open Batch Conversion module.
3. From **Home** ribbon, click **Select Batch File** button.
4. A **Select Batch File** window appears. Here, you have to select the batch file that you want to convert.
5. An **Open** window appears. Browse and select the desired batch file and then click **Open**.
6. It will return to the **Select Batch File** window, click **OK**.
7. On the left pane of the screen, selected OST files are displayed.

Note: *Uncheck the checkbox for the OST file where conversion is not required.*

8. On the right pane of the screen, conversion options are displayed.

Note: *Batch file once created with the category either (Split by Date or Split by Size) cannot be changed at this stage. Also new OST files cannot be added.*

9. Click **OK** to start the conversion process.
10. Once completed, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

Note: *See View and Save Log Report to know the saving log report process.*

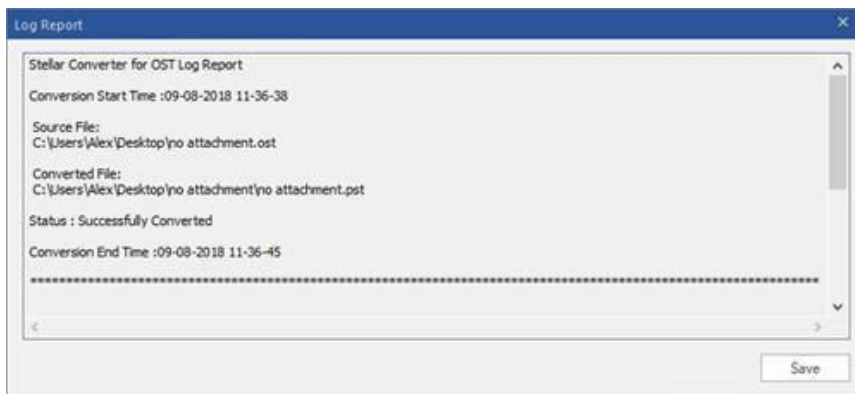
Note: *If the **Reset Selection** window opens, indicating that the action will clear currently added OST files. Click **YES** to proceed.*

3.5. View and Save Log Report

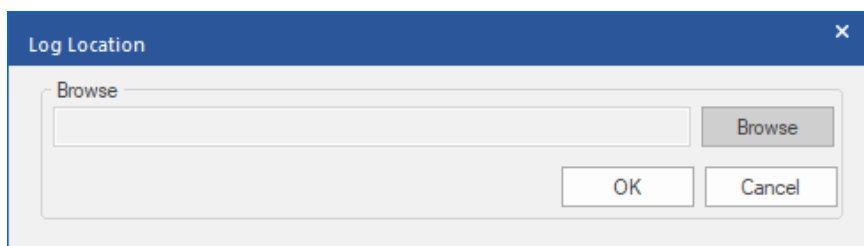
With **Stellar Converter for OST - Technician**, you can save the **Log Report** to analyze the conversion process at a later stage.

Steps to save Log Report:

1. From **View** ribbon, click **Log Report**.
2. In the **Log Report** window, click **Save**.



3. A **Log Location** window appears. Use the **Browse** button to save the Log Report at the desired location and click **OK**.



4. **Log Report Saved** dialog box appears and shows the location where the Log Report is saved with date and time.
5. Click **OK** to finish the saving process.

4. Frequently Asked Questions (FAQs)

1. Where is the converted file saved if I select a file from the select batch option?

The converted file is saved automatically at the source file location with the same name as that of the file along with the log report in case you do not change the location of the converted file.

2. Where is my batch file saved if I don't change its path?

The batch file is saved in the setup folder located under Program files as **OST2PSTBatch_date_time_time/size.dat**.

3. If I select multiple files having the same name from different locations saved at a common destination path. Then how would I recognize my converted file?

The converted file is saved to the destination path with the same name as that of the file along with the log report in case all the files have the same name is saved with format filename_0, filename_1, and so on.

4. I have forgotten the path of my OST file. Can I search for the OST file using the software?

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

5. How much time Stellar Converter for OST - Technician software takes to convert an OST file to PST mailbox?

The conversion time depends upon the size of the OST file and also on the number of mailbox items in the mailbox.

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

Certainly. The software gives you an option to save and view log reports at any point in time.

To view and save log reports follow the following steps:

- On **View** ribbon, select '**Log Report**.'
- In **Stellar Converter for OST - Technician** window, click '**Save Log**' and save it at the desired location for viewing at any time. To know more refer to Log Report.

7. What is an OST file?

OST (Offline Storage Table) file represents the user's mailbox data in offline mode. An Exchange account uses an offline Outlook data file i.e., OST file, to store a synchronized copy of your Exchange mailbox information on your local computer or the local machine. Therefore, an OST file is automatically created when you configure the Exchange Server account on

Microsoft Outlook.

8. What is a batch file?

A batch file keeps all the settings and inputs of the user to convert and split multiple files. A batch file contains all the information required to convert and split OST files such as some files selected, their location path, destination path of the output file, start date, end date, processed status or any other detail as required by the process.

It can be used as an input file once it is created. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created by the software itself before the initiation of the process to use the batch file as input to convert and split process. When a batch file is created by the software, then it has a file extension .DAT.

The default location of the batch file will be in the installation folder of the software.

9. I have an OST file exceeding 50 GB of size, does the new PST file generated will have the same size as that of source OST file?

For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

- If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size.
- If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.



Stellar Merge Mailbox for Outlook- Technician

User Guide 2.0

1. About Stellar Merge Mailbox for Outlook

Stellar Merge Mailbox for Outlook is a user-friendly software designed to merge and create data of mailbox of different mail clients to a single Outlook PST mailbox. When the data is stored in different accounts, and you are unacquainted of how to collect and store the old and new data together and how to manage such a huge amount of data. The merge repair tool from Stellar® offers solutions for such problems. **Stellar Merge Mailbox for Outlook** can be used to merge Email, Calendars, Contacts, Journal, Notes, To-Do, and Tasks folders from multiple mailboxes created in different Outlook versions.

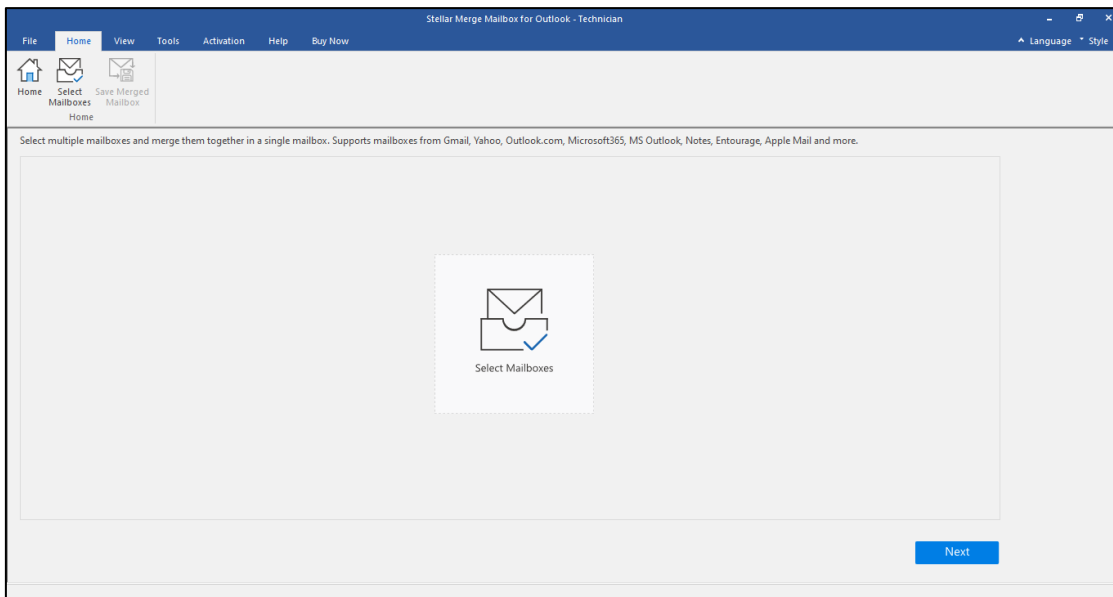
Key Features

- **Merge and Create:** Merges and creates data of mailboxes of different mail clients into a single Outlook PST mailbox.
- **Maintains original data integrity:** Maintains the integrity of the original mailbox's data while merging them.
- **Offline Mailbox:** Includes **NSF**, **PST**, or **DBX** mailboxes and merges them into a single Outlook PST mailbox.
- **Online Mailbox:** Includes **Microsoft 365**, **Gmail**, **Yahoo**, or **Outlook.com** and merges them into a single Outlook PST mailbox.
- **Identity Folder:** Includes multiple mail clients such as **Apple Mail**, **Outlook Express**, **Opera Mail**, **Window Mail**, **Thunderbird**, **Spice bird**, many more and merges them into a single Outlook PST mailbox.
- **Merges up to 10 mailboxes:** Up to 10 mailboxes can be selected and merged at a time.
- **Creates to PST:** Creates different types of mailboxes into a PST format.
- **Filter Options:** Options to save merged mailboxes filter wise; **Date Range** filter and excludes all the mailboxes from the Exclude Mails From filter.
- **User-Defined location:** Allows saving the new Outlook PST mailbox at a user-defined location.
- **Log Report:** Generates a report detailing the software's performance.
- **IBM Notes Support:** Supports 10.0.1, 9.0.1, 9.0, 8.5, 8.0.2, 7.0, 6.5, 6.0.
- **MS Outlook Support:** Supports 2021, 2019, 2016, 2013, 2010, 2007.
- **Operating System:** Compatible with Windows 11, Windows 10, Windows 8.1, Windows 8 and Windows 7 (**x64 edition only**).

2. User Interface

Stellar Merge Mailbox for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for merging multiple mailboxes up to limit of 10 at a time.

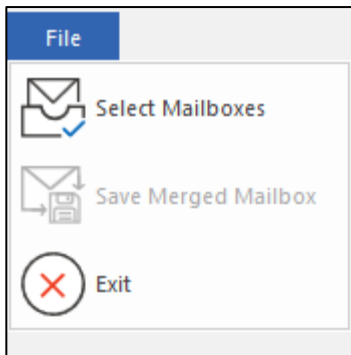
After launching the program, you will see the main user interface as shown below:



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

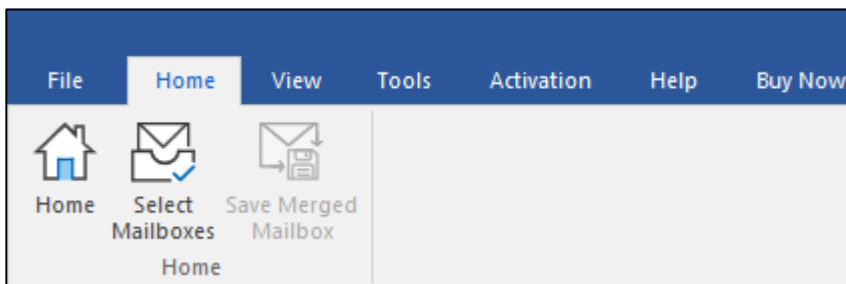
2.1. Menus and Buttons

1. File Menu



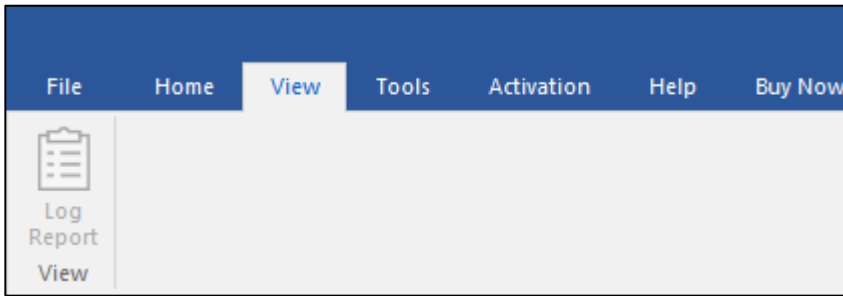
- **Select Mailboxes:** Use this option to select Online, Offline or Mail Clients mailboxes and Identity folder.
- **Save Merged Mailbox:** Use this option to save merged mailbox.
- **Exit:** Use this option to close the software.

2. Home Ribbon



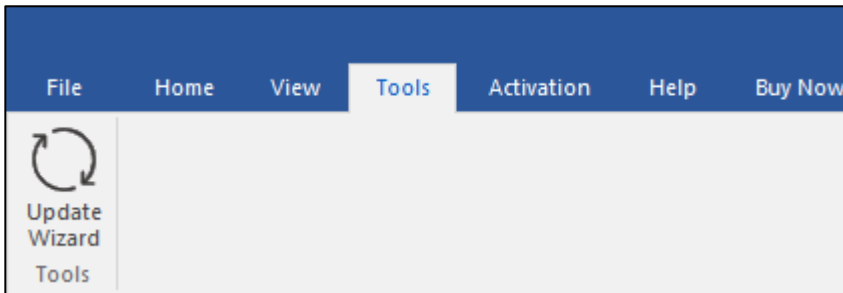
- **Home:** Use this option to go to the home screen of the software.
- **Select Mailboxes:** Use this option to select Online, Offline or Mail Clients mailboxes.
- **Saved Merged Mailbox:** Use this option to save the merged mailbox.

3. View Ribbon



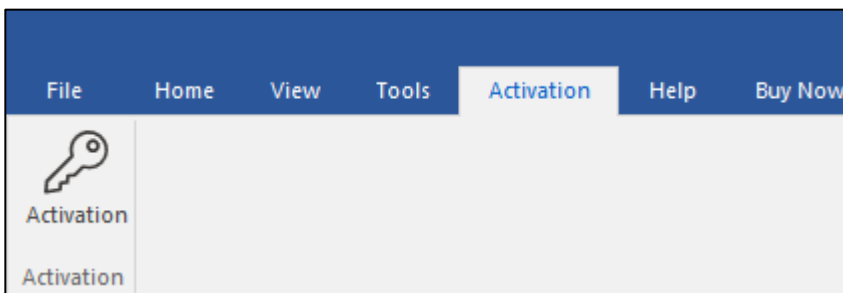
- **Log Report:** Use this option to view the log report.

4. Tools Ribbon



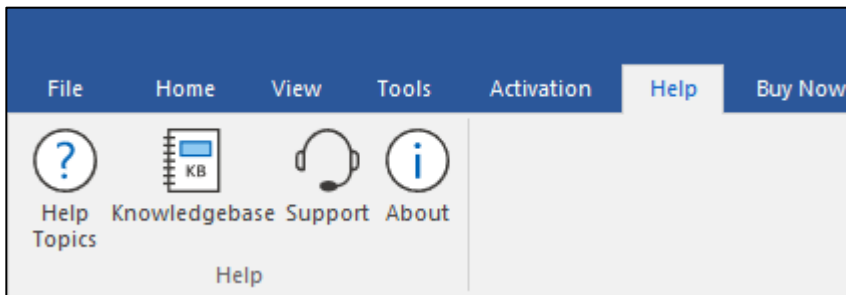
- **Update Wizard:** Use this option to check for both, latest minor and major versions available online.

5. Activation Ribbon



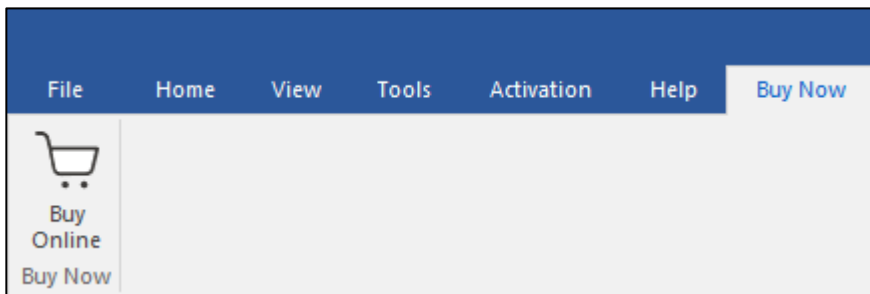
- **Activation:** Use this option to activate the software.

6. Help Ribbon



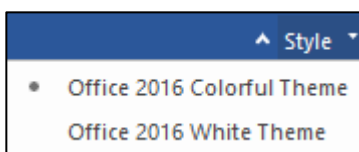
- **Help Topics:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

7. Buy Now Ribbon



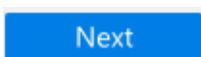
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

8. Style Button



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

9. Next Button



- Click this button to merge multiple mailboxes in a single PST file.

10. Save Button



- Click this button to save merged PST file to a destination folder.

11. Stop Button



- Click this button to stop the merge process.

3. Working with the Software

3.1. Select Mailboxes

3.2. Filter Options

3.3. Save Merged Mailbox

3.4. Save Log Report

3.5. Import PST file in MS Outlook

3.1. Select Mailboxes

With **Stellar Merge Mailbox for Outlook**, you can select multiple mailboxes up to 10 at a time and merge them into a single PST mailbox.

Select mailboxes from three different options:

1. Offline Mailbox
2. Online Mailbox
3. Identity Folder

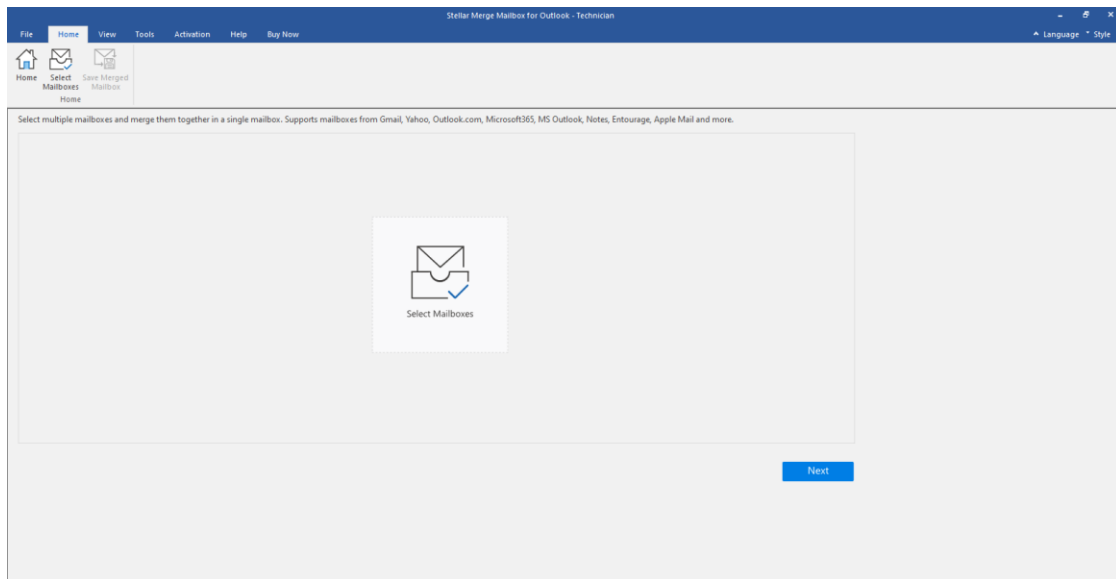
3.1.1. Offline Mailbox

This section explains how to list and merge **PST**, **NFS** or **DBX** offline mailboxes into a single Outlook PST file.

Note: Before you begin these procedures make sure that **Microsoft Outlook** is closed.

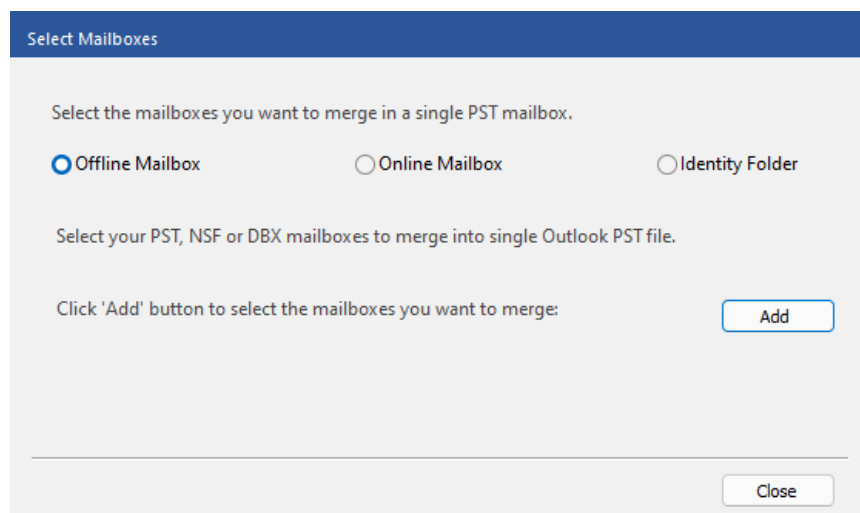
Steps to Select Offline Mailbox:

1. Run **Stellar Merge Mailbox for Outlook** application, following screen appears.



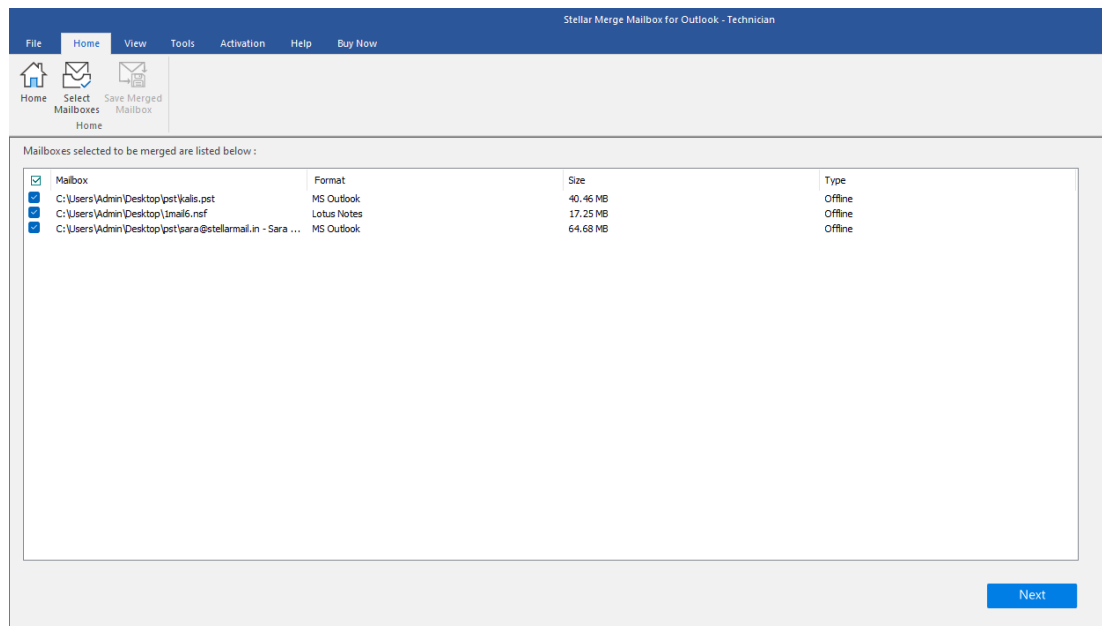
2. Click on **Select Mailboxes** icon from the start page. **Select Mailboxes** window is displayed.

Note: Alternatively, you can also open **Select Mailboxes** window from **Home** ribbon or from **File** menu.



3. There are three options: **Offline Mailbox**, **Online Mailbox** and **Identity Folder**. Choose **Offline Mailbox** radio button.
4. Click on **Add** button to select the mailboxes you want to merge.

5. **Open** window is displayed. Locate and select the required **NSF, PST, or DBX** mailboxes and then click **Open** to list the selected mailboxes.
Note: You can select up to 10 mailboxes at a time.
*Note: Before adding **NSF mailboxes**, make sure that **IBM Notes** is installed on your system.*
6. When mailbox selection is done, click the **Close** button in the **Select Mailbox** window.
7. On **Mailboxes selected to be merged are listed below** screen, a list with mailbox

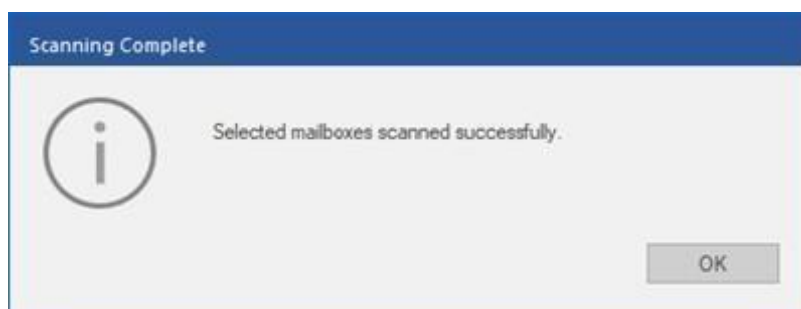


Name, Format, Size, and Type details is displayed.

8. Select the required mailbox checkbox that you want to merge, and click **Next** button. If you wish to stop the merger at any point, click **Stop** button.

Note: You must select at least two mailboxes to continue.

9. After the process is completed a **Scanning Complete** dialog box appears with a message "**Selected mailboxes scanned successfully**".



10. Click **OK**.

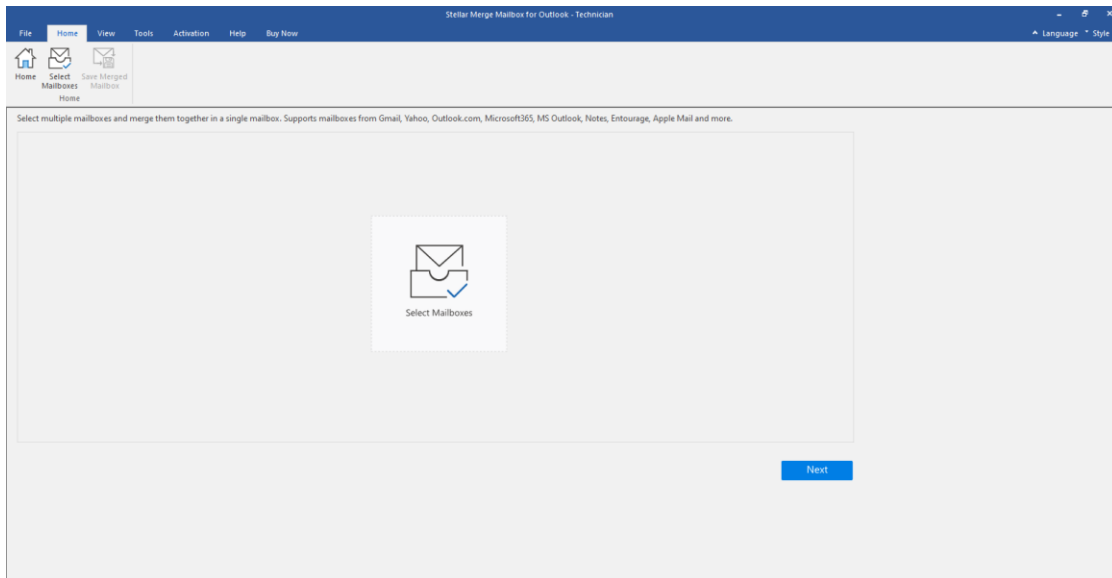
3.1.2. Online Mailbox

This section explains how to list and merge **Microsoft365**, **Gmail**, **Yahoo**, or **Outlook.com** online mailboxes into a single Outlook PST file.

Note: Before you begin these procedures make sure that **Microsoft Outlook** is closed.

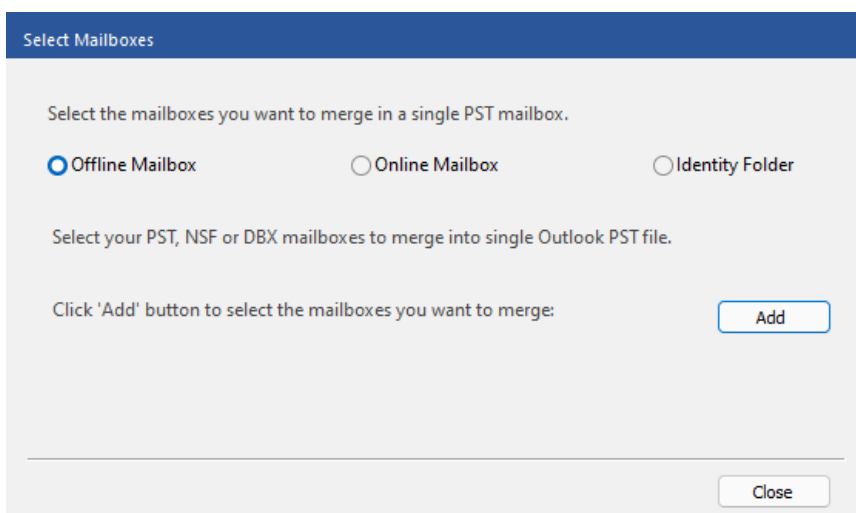
Steps to Select Online Mailbox:

1. Run **Stellar Merge Mailbox for Outlook**, following screen appears.



2. Click on **Select Mailboxes** icon from the start page. **Select Mailboxes** window is displayed.

Note: Alternatively, you can also open **Select Mailboxes** window from **Home** ribbon or from **File** menu.



3. By default, **Offline Mailbox** is selected, choose **Online Mailbox** radio button from the options.

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox
 Online Mailbox
 Identity Folder

Select the email provider and enter your login credentials to proceed.

Provider:

 Username:

 Password:

4. Fill in the following details:

- a. **Provider:** Select the email provider from the drop-down list: **Microsoft365**, **Gmail**, **Yahoo**, or **Outlook.com**.
- b. **Username:** Enter username.
- c. **Password:** Enter password.

Note: You cannot use your **Gmail** or **Yahoo!** Mail account's password while putting in your details. You are required to use the generated app password for merging your **Gmail** or **Yahoo!** mail in **Stellar Merge Mailbox for Outlook** as shown below.

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox
 Online Mailbox
 Identity Folder

You need to create an 'App Password' to login to your online mailbox.

[Know more about App Password](#)

Provider:

 Username:

 App Password:

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox
 Online Mailbox
 Identity Folder

You need to create an 'App Password' to login to your online mailbox.

[Know more about App Password](#)

Provider:

Username:

App Password:

OK Close

Note: If you choose **Microsoft365** as your Provider, you will only be asked to select your Profile configured in **MS Outlook**. Make sure that **MS Office 2016 and above** is installed on your system before you connect to your **Microsoft 365** account.

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox
 Online Mailbox
 Identity Folder

Configure your M365 account in MS Outlook to proceed

Provider:

Microsoft 365 Profile
Select the M365 profile configured in MS Outlook

Profile :

OK Close

Note: If you choose **Outlook.com** as your Provider, you will simply be asked to enter your Outlook account's username and password as shown below.

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox
 Online Mailbox
 Identity Folder

Select the email provider and enter your login credentials to proceed.

Provider:

Username:

Password:

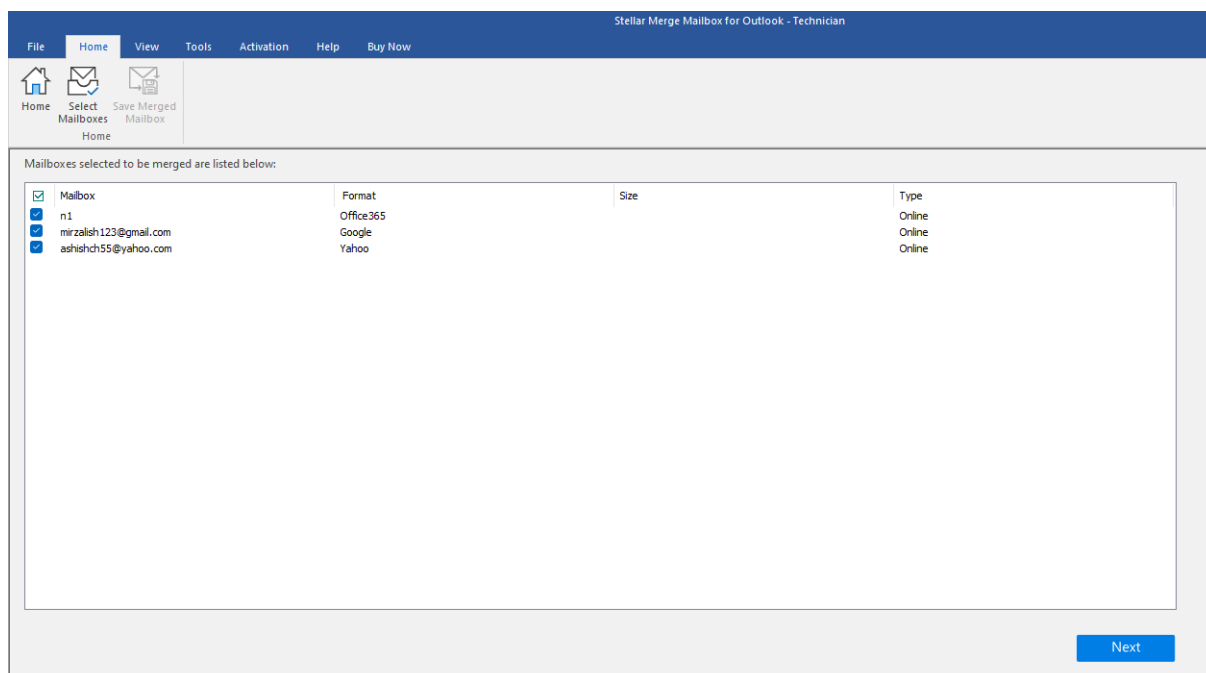
OK Close

5. Click **OK** to list mailbox or **Close** to exit.

Note: You can add up to 10 online mailboxes. Each online mailbox you need to add

individually.

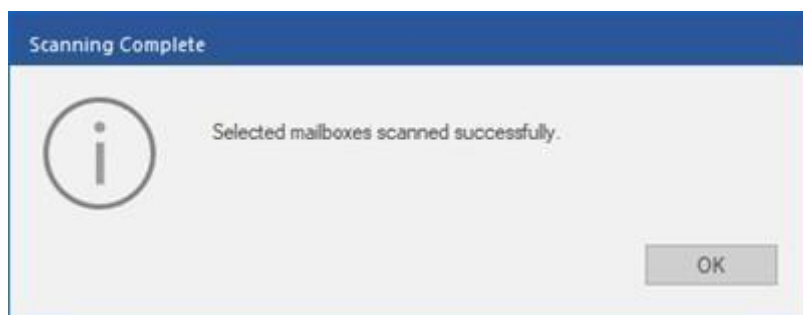
6. On **Mailboxes selected to be merged are listed below** screen, a list with mailbox **Name, Format, Size, and Type** details is displayed.



7. Select the required mailbox checkbox that you want to merge, and click **Next**. If you wish to stop the merger at any point, click Stop button.

Note: you must select at least two online mailboxes to continue.

8. After the process is completed a **Scanning Complete** dialog box appears with a message "**Selected mailboxes scanned successfully**".



9. Click **OK**.

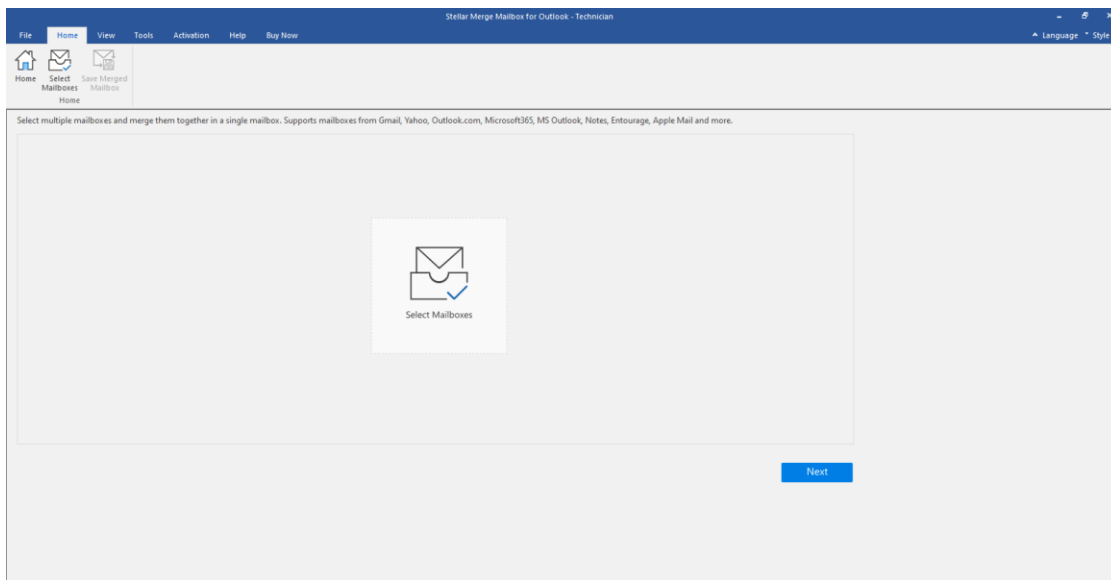
3.1.3. Identity Folder

This section explains how to list and merge **Identity Folder** of mail client into a single Outlook PST file. There is a list of 20 options from that you can add any 10 mail client **Identity Folders** at a time and merge them into a single Outlook PST file.

Note: Before you begin these procedures make sure that **Microsoft Outlook** is closed.

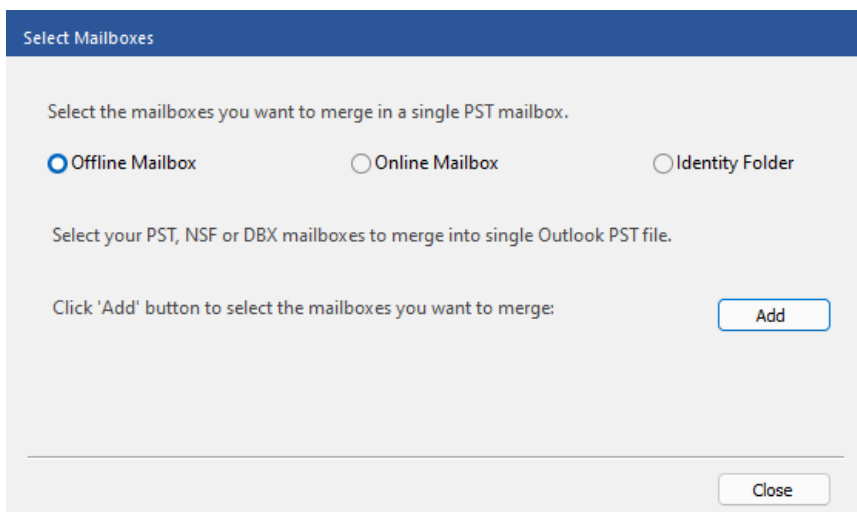
Steps to Select Identity Folder:

1. Run **Stellar Merge Mailbox for Outlook**, following screen appears.



2. Click on **Select Mailboxes** icon from the start page. **Select Mailboxes** window is displayed.

Note: Alternatively, you can also open **Select Mailboxes** window from **Home** ribbon or from **File** menu.



3. By default, **Offline Mailbox** is selected, choose **Identity Folder** radio button from the options.

Select Mailboxes

Select the mailboxes you want to merge in a single PST mailbox.

Offline Mailbox Online Mailbox Identity Folder

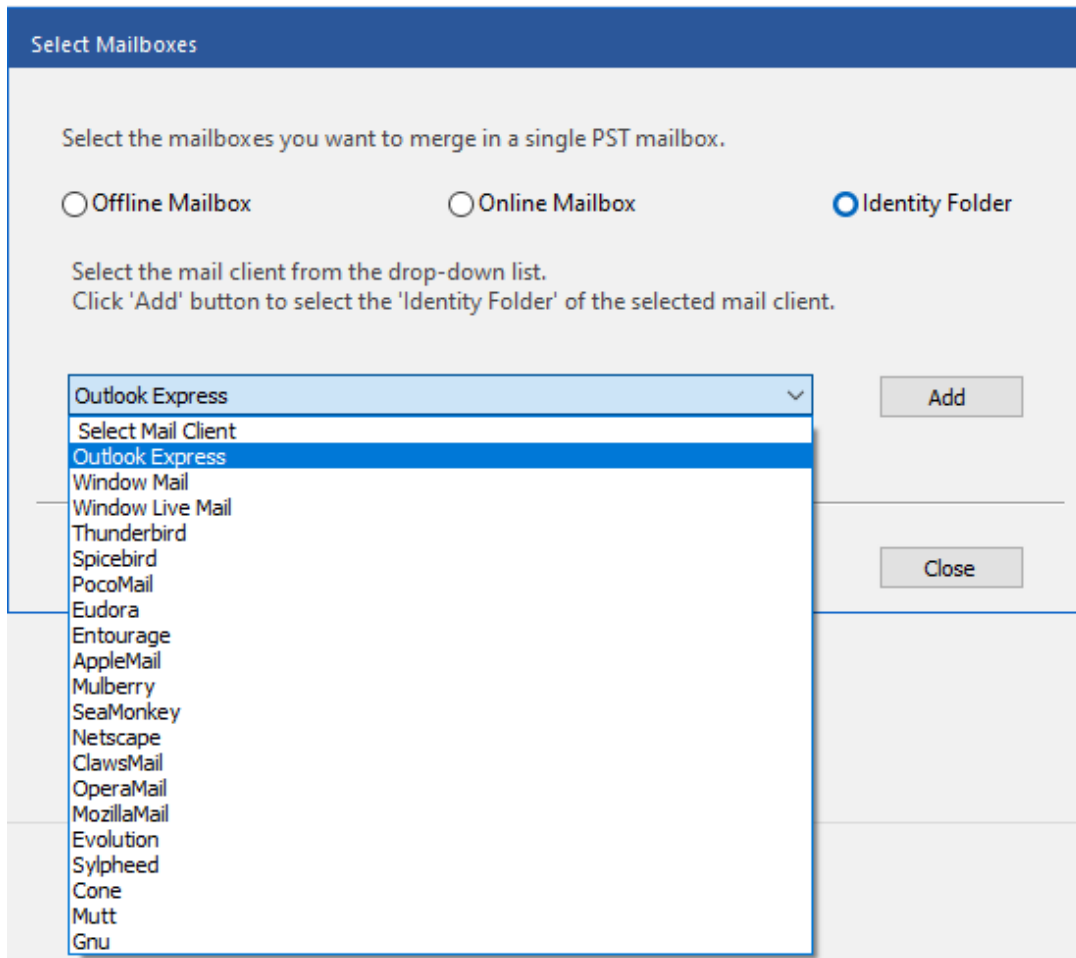
Select the mail client from the drop-down list.
Click 'Add' button to select the 'Identity Folder' of the selected mail client.

Select Mail Client

4. From the **Select Mail Client** drop-down list, select one of the following mail clients:

- Outlook Express
- Window Mail
- Window Live Mail
- Thunderbird
- Spicebird
- PocoMail
- Eudora
- Entourage
- AppleMail
- Mulberry
- SeaMonkey
- Netscape
- ClawsMail
- OperaMail
- MozillaMail
- Evolution
- Sylpheed
- Cone
- Mutt

- Gnu



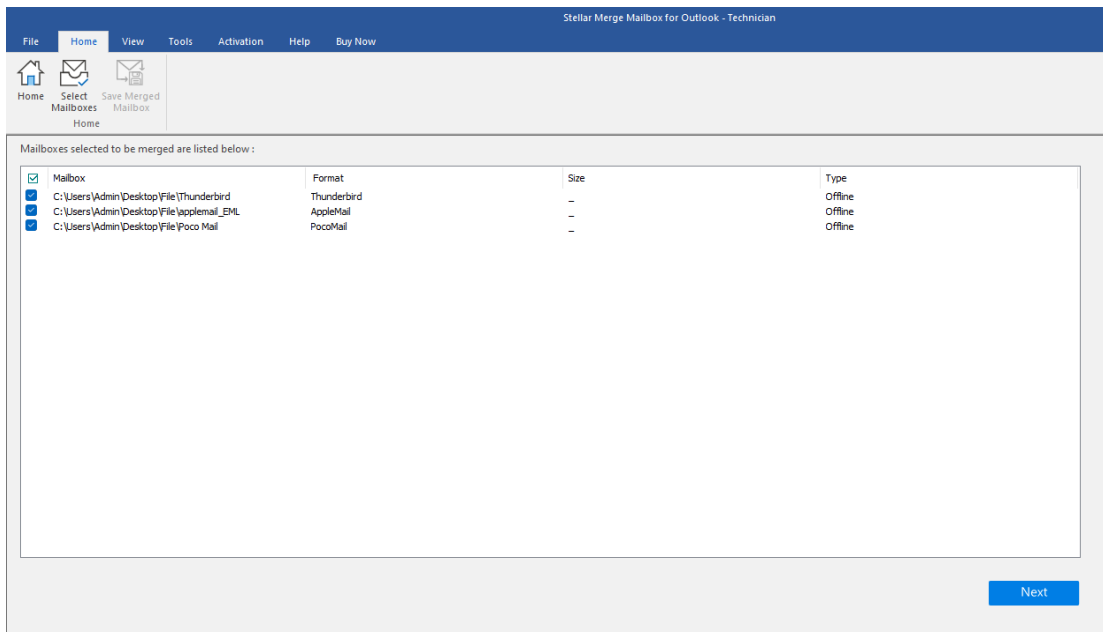
5. Click on **Add** button to select identity folder of the selected mail client.

Note: You can add up to 10 identity folders of mail client. Each identity folder of mail client you need to add individually.

6. **Browse for Folder** window is displayed. Select the required identity folder and click **OK**.

7. When mailbox selection is done, click **Close** button in the **Select Mailbox** window.

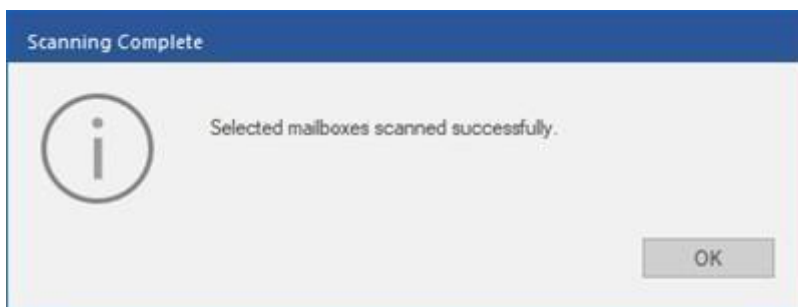
8. On **Mailboxes selected to be merged are listed below** screen, a list with mailbox **Name, Format, Size** and **Type** details is displayed.



9. Select the required mailbox checkbox that you want to merge and click **Next**. If you wish to stop the merger at any point, click **Stop** button.

Note: You must select at least two mailboxes to continue.

10. After the process is completed a Scanning Complete dialog box appears with a message “**Selected mailboxes scanned successfully**”.



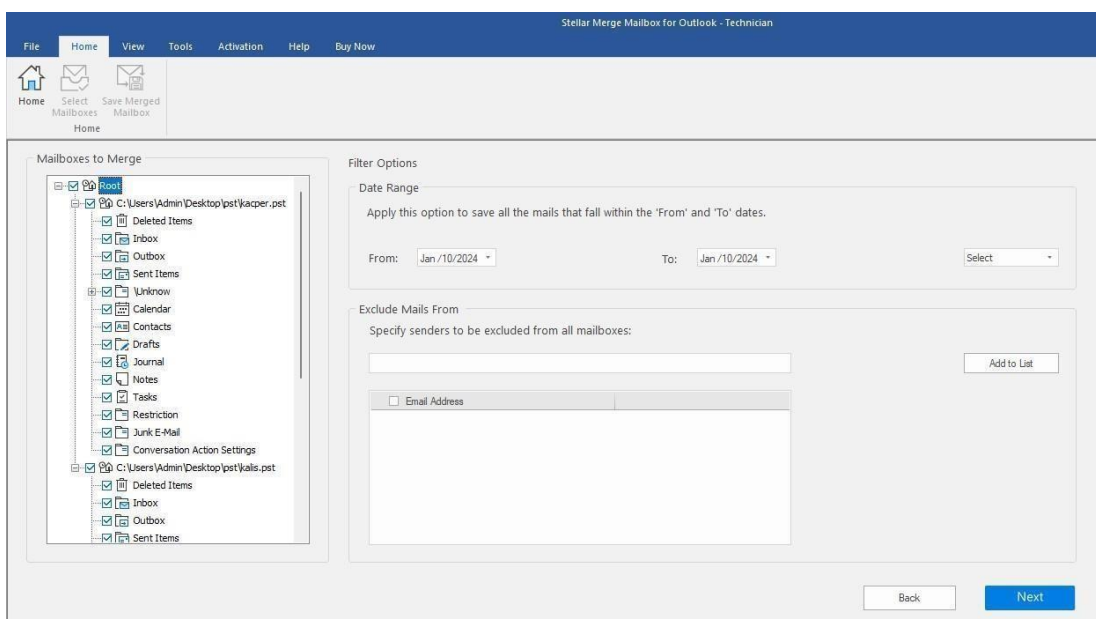
11. Click **OK**.

3.2. Filter Options

After offline, online, and mail clients' mailboxes are selected and scanned, **Stellar Merge Mailbox for Outlook** provides different filter options to save mailboxes as per user preferences.

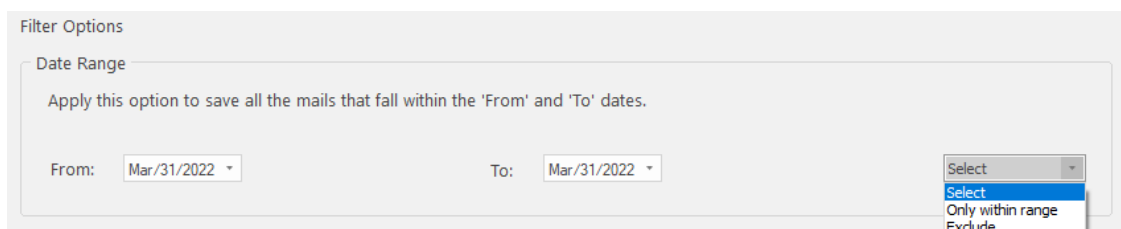
Steps to Apply Filter Options:

1. Run **Stellar Merge Mailbox for Outlook**.
2. See Select Mailboxes to know how to select mailboxes.
3. After the scanning process is completed, a window appears with a list of **Mailboxes to Merge** in the left pane and Filter Options in the right pane. It has the following filter options:



Filter Options:

- (i) **Date Range:** Apply this filter if you want to save the mails as per the date range.



- **From:** Select the date to save mails from the specified date.
- **To:** Select the date to save mails till the specified date.
- **Drop-down list:** Select either of the two options:
 - **Only within Range**, if you want to save only the mails within 'From' and 'To' dates.

- **Exclude**, if you want to save all the mails excluding those within the specified dates.

(ii) **Exclude Mails From:** Specify senders whose data you want to exclude from all mailboxes.

Exclude Mails From

Specify senders to be excluded from all mailboxes:

<input checked="" type="checkbox"/>	Email Address
<input checked="" type="checkbox"/>	pandey128@yahoo.com
<input checked="" type="checkbox"/>	pantrishab@outlook.com
<input checked="" type="checkbox"/>	mirzalish123@gmail.com

- Enter the sender's email ID in the textbox, one at a time.
- Click **Add to List** button to list the email IDs under the **Email Address** box.
- Continue with same procedure mentioned above to add another email ID's.
- Check the required email Id checkbox that you want to exclude.
- Click **Next** to proceed.

Note: Click **Back** button, to return to the previous screen.

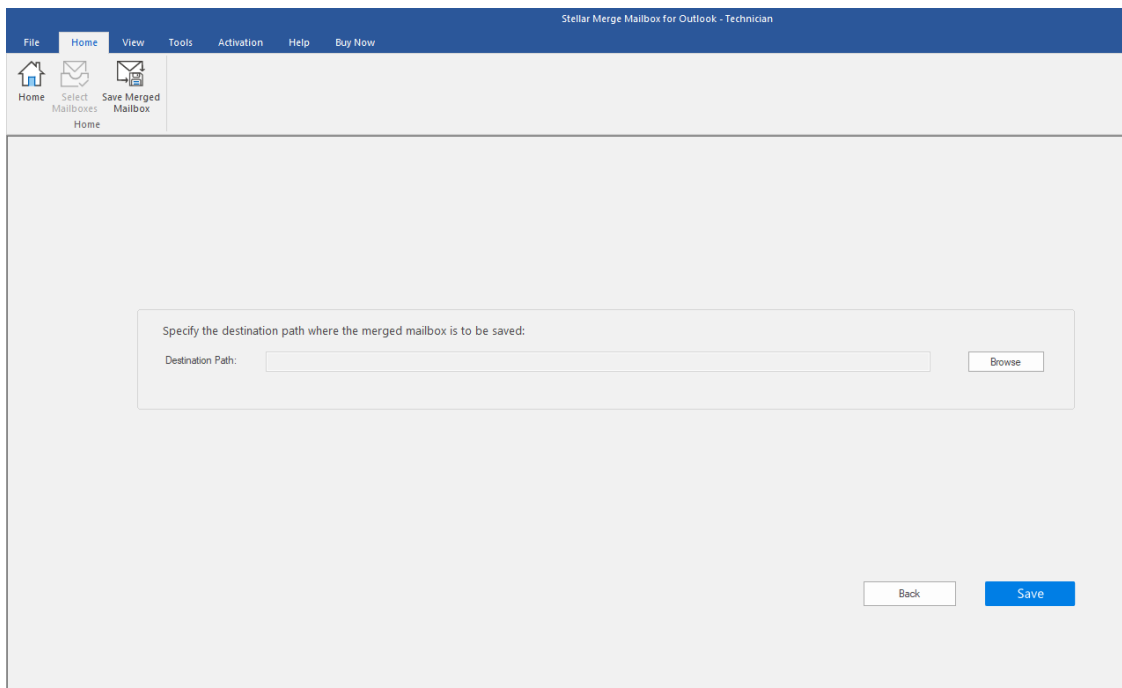
3.3. Save Merged Mailbox

Stellar Merge Mailbox for Outlook provides the option to save the merged mailboxes to the user- defined location.

Note: Close **Microsoft outlook**, if open, before saving the merged mailboxes.

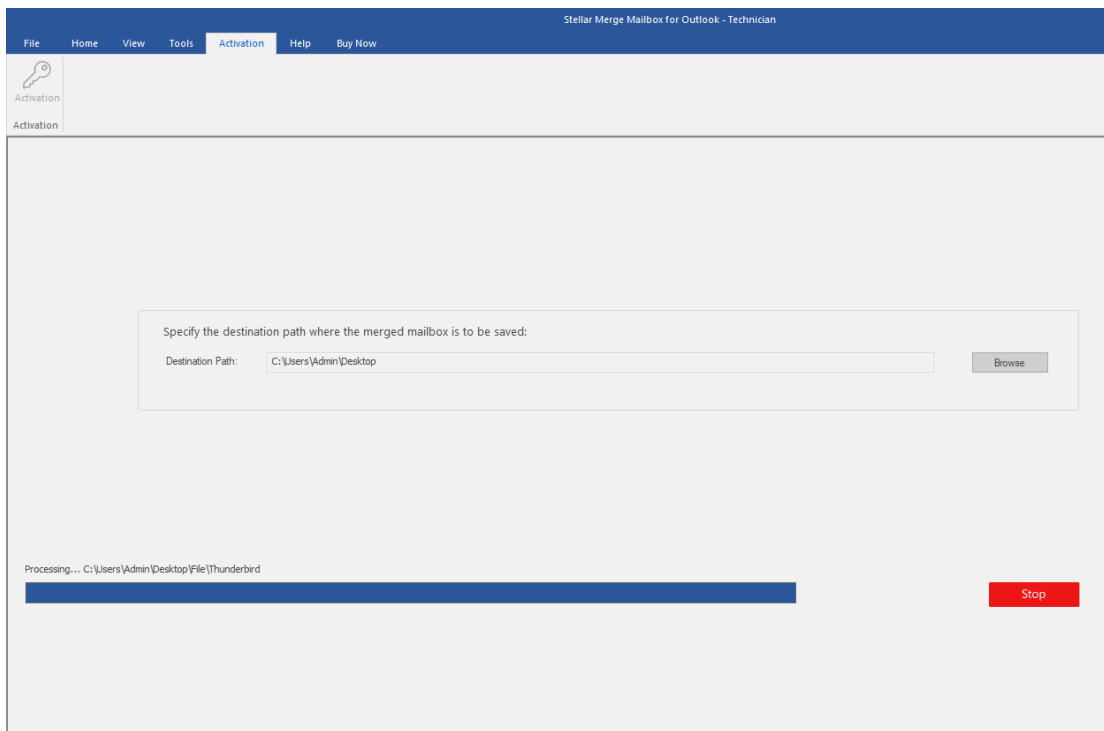
Steps to Save Merged Mailbox:

1. Run **Stellar Merge Mailbox for Outlook**.
2. See Select Mailboxes, to know how to select mailboxes.
3. See Filter Options, if you want to apply filter options.
4. A screen is displayed to specify the destination path where merged mailboxes are to be saved. Click **Browse**.

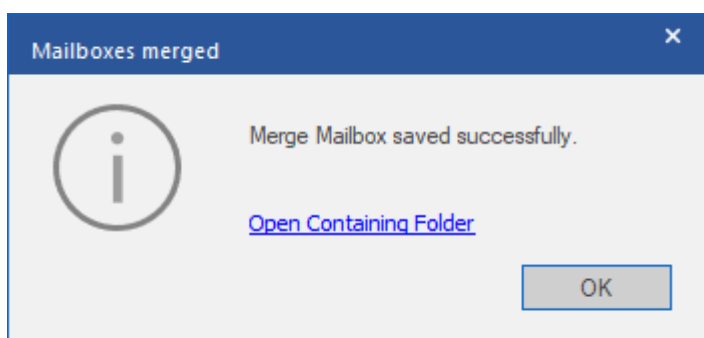


5. **Browse for Folder** window is displayed. Select the location where you wish to save the merged mailbox.
6. Click **OK**, the selected path is shown in the **Destination Path** textbox.
7. After the destination path is selected, click **Save** button to save the mailbox.

Note: If you wish to stop the saving process, click **Stop** to abort the operation.



8. After the process is completed, a **Mailboxes merged** dialog box appears with a message "**Merge Mailbox saved successfully**".



9. Click on **Open Containing Folder** link, if you directly want to go to the location where merged mailboxes are saved.
10. Click **OK** to close the dialog box.

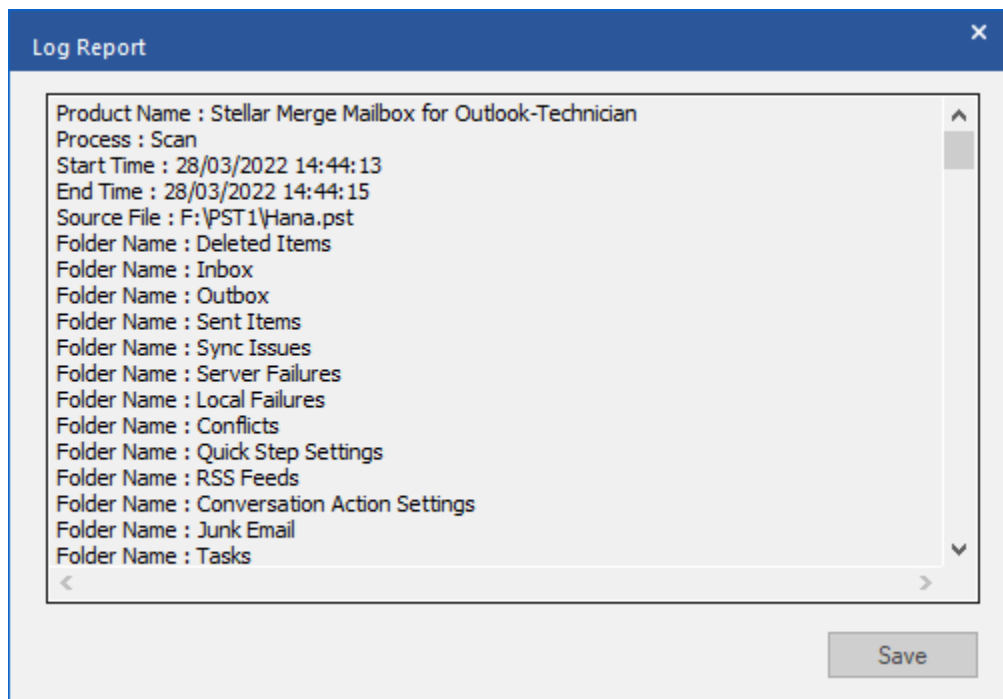
Note: Click **Back** button, to return to the previous screen.

3.4. Save Log Report

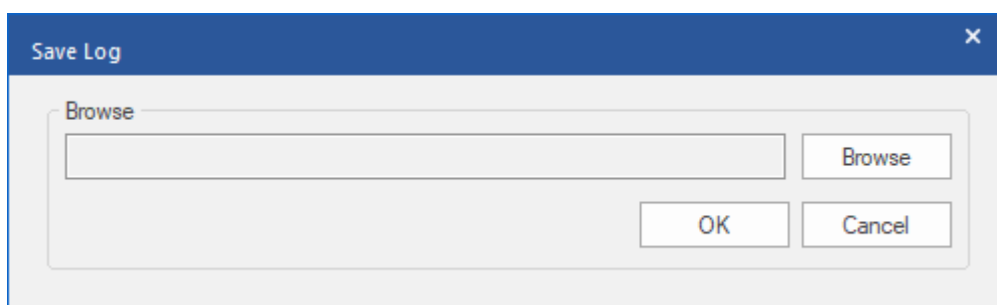
Stellar Merge Mailbox for Outlook creates a report in the background that records the process and activities executed by the user and the software, that report is called a **Log Report**. The report shows the details of the ongoing process. The details include product name, file/folder name, process time, start time, end time, size of the selected files, and more.

Steps to Save a Log Report:

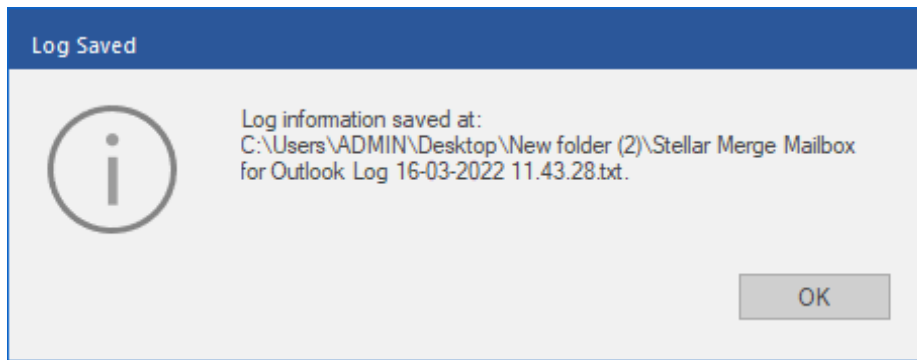
1. From **View** ribbon, click on **Log Report** icon.
2. **Log Report** window is displayed as shown below:



3. Click on **Save**. **Save Log** window is displayed.



4. Click **Browse** to choose the path where you want to save the log report and click **OK**.
5. After the process is completed, **Log saved** dialog box appears. It shows the path of saved log report.



6. Click **Ok** to close the dialog box.

3.5. Import PST file in MS Outlook

Steps to Import PST file in Microsoft Outlook 2021 / 2019 / 2016 / 2013:

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

Steps to Import PST file in Microsoft Outlook 2010:

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

Steps to Import PST file in Microsoft Outlook 2007:

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

Microsoft Outlook. Click **Finish**.

4. Frequently Asked Questions (FAQs)

1. What does Stellar Merge Mailbox for Outlook do?

Stellar Merge Mailbox for Outlook is a merging software that merges multiple mail clients and creates them into a single Outlook PST mailbox. With **Stellar Merge Mailbox for Outlook** you can select multiple mail clients up to 10 at a time from different options like Offline Mailbox, Online Mailbox, and Identity Folder. Use different filter options and save the merged mailboxes at a user-defined location.

2. Is it necessary that 'IBM Notes' (formerly Lotus Notes) and 'Microsoft Outlook' be installed on the computer for merging NSF files into a single Outlook PST file?

Yes, to successfully merge multi-NSF mailboxes into a single Outlook PST file, you need to install both IBM Notes (formerly Lotus Notes) and MS Outlook on the computer where you want to perform the merging mailbox procedures.

3. I'm adding multiple mailboxes but the software shows "mailbox Limit Reached". How many should I add then?

The software only adds 10 mailboxes at a single time.

4. What would be the combination of 10 mailboxes?

You can add any combination of mailboxes from Offline, Online or Identity Folder options up to a maximum of 10 mailboxes in a single merge operation. If you wish to add 10 mailboxes from any individual option that also you can do and merge them in to a single PST file.

5. What are the different types of file formats that Stellar Merge Mailbox for Outlook can create into a single PST file?

PST, DBX, and NSF are the file formats that **Stellar Merge Mailbox for Outlook** merges into a single PST mailbox.

6. I want to save my merged mailboxes as per the date range. Can I do it?

Yes, you can apply the date range filter to save the merged mailboxes. See Filter Options to know more.

7. How should I select the mailboxes?

See Select Mailboxes section for detailed instructions.

8. How much time the software will take to merge and create the mailboxes?

Merging time depends upon the size and number of mailboxes selected. If they are larger in size, the software will take more time and if they are smaller then it will take less time.

9. Can I save the merged mailboxes?

Yes, absolutely. See Save Merged Mailbox page of this manual for detailed instructions.

10. How many different mailboxes does Stellar Merge mailbox for Outlook create a mailbox to?

Stellar Merge Mailbox for Outlook creates multiple types of mailboxes to a single mailbox that is PST.

11. I have saved my merged mailbox in PST mailbox. How to view and access the mailbox items?

After you save the merged mailbox in PST mailbox, you can import the PST file in MS Outlook. See Import PST file in MS Outlook, to know how to import PST file.

12. Can I use my Gmail and Yahoo! Mail account's password as app password?

You cannot use your **Gmail** or **Yahoo!** Mail account's password as app password. It is required to generate and use the app password for merging your **Gmail** and **Yahoo!** Mail in **Stellar Merge Mailbox for Outlook**.

13. Can I use the once-generated app password multiple times?

The generated app password can only be used once. You are required to generate a new app password after every use.

14. Is it necessary to keep Stellar Merge Mailbox for Outlook as the app name while generating the app password?

No, it is not necessary. You are free to keep a name of your choice for the software.

15. What are the Mail Clients that Stellar Merge Mailbox for Outlook merges into a single PST file?

Stellar Merge Mailbox for Outlook allows the following Mail Clients to merge into a single PST file:

- Outlook Express
- Window Mail
- Window Live Mail
- Thunderbird
- Spicebird

- PocoMail
- Eudora
- Entourage
- AppleMail
- Mulberry
- SeaMonkey
- Netscape
- ClawsMail
- OperaMail
- Mozillamail
- Evolution
- Sylpheed
- Cone
- Mutt
- Gnu

16. What are the email providers that Stellar Merge Mailbox for Outlook merges into a single PST file?

Stellar Merge Mailbox for Outlook accepts the following email provider's mailboxes to merge into a single PST file:

- Microsoft 365
- Gmail
- Yahoo
- Outlook.com



Stellar Undelete Email for Outlook

User Guide 11.0

1. About Stellar Undelete Email for Outlook

Stellar Undelete Email for Outlook successfully recovers accidentally deleted and lost emails, folders, calendars, appointments, meeting requests, contacts, tasks, task requests, journals, notes as much as possible which minimize the loss of corruption.

It is a powerful software to recover deleted mails either from OST or PST files, created by MS outlook. All the message, calendar events, notes, etc. are discovered. After outlook data file is scanned, you can preview and save deleted items in PST, MSG, EML, PDF, HTML or RTF formats.

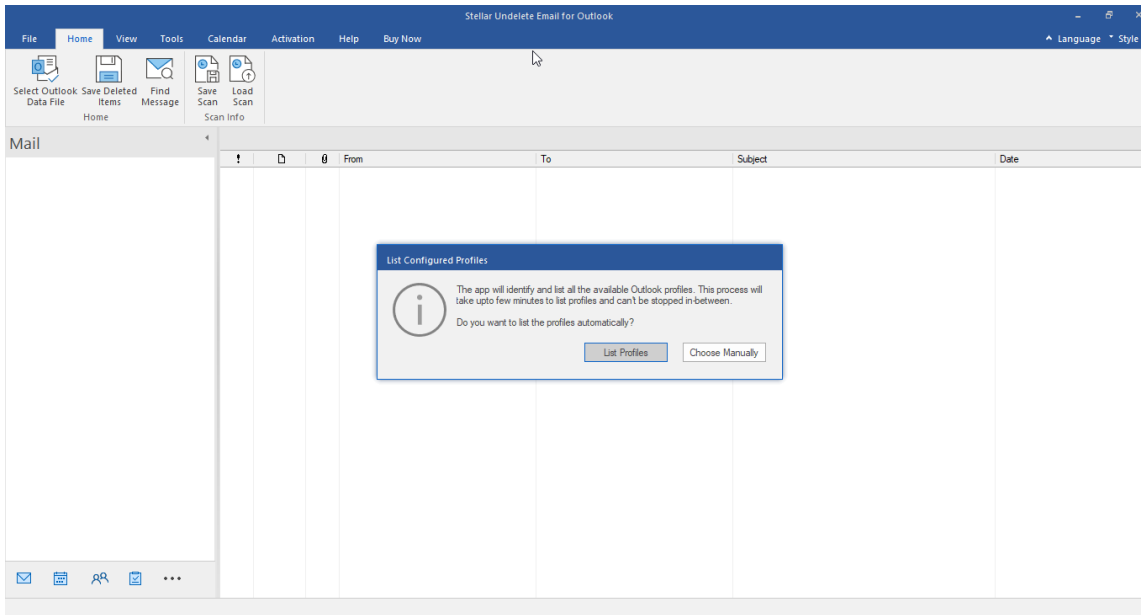
Key Features:

- **Supported Output Formats** - Provides options to save recovered files in PST, MSG, EML, RTF, HTML and PDF formats.
- **Selective Recovery** - Provides options to save only selected emails as per requirement.
- **Encrypted Files Support** - Supports the recovery of encrypted outlook data files (OST or PST).
- **Auto split PST file** - Option to auto split new PST file at approximately 45 GB in size.
- **Apply Advance Filter** - Option to filter specific and particular mailboxes from recovered file.
- **Find Option** - Provides an option to find emails faster.
- **Resume Function** - Provides an option to resume the process at a later stage by saving a scan information file.
- **Preview Before Saving** - Provides a preview of recovered mail items in a three-pane structure.
- **Quick Save Option** - Provides an option to right-click on emails listed in the preview section to save them in MSG, EML, RTF, HTML and PDF formats.
- **Source OST File Support** - Supports MS Outlook 2021, 2019, 2016, 2013, 2010 and 2007 OST files.
- **MS Outlook Support** - Supports MS Office 365, 2021, 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 11, Windows 10, Windows 8.1, Windows 8 and Windows 7 (**x64 edition only**).

2. User Interface

Stellar Undelete Email for Outlook has a simple and easy to use Graphical User Interface (GUI). The GUI of **Stellar Undelete Email for Outlook** resembles the GUI of MS Office 2016.

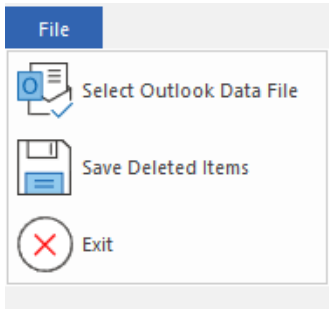
After launching the software, the main user interface appears as shown below:



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

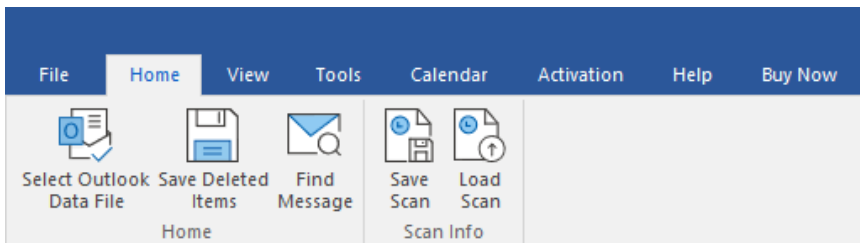
2.1. Ribbons and Buttons

1. File Ribbon



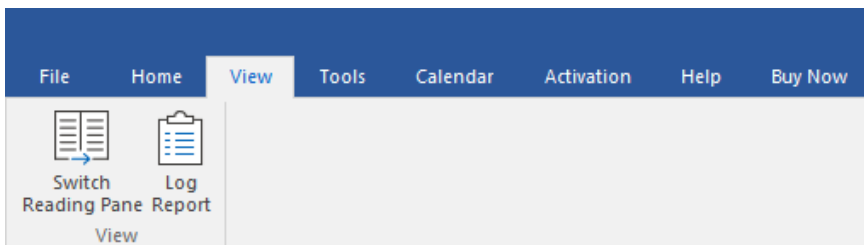
- **Select Outlook Data File:** Use this option to select for outlook data file (OST or PST).
- **Save Deleted Items:** Use this option to save the recovered mails at your specified location.
- **Exit:** Use this option to close the software.

2. Home Ribbon



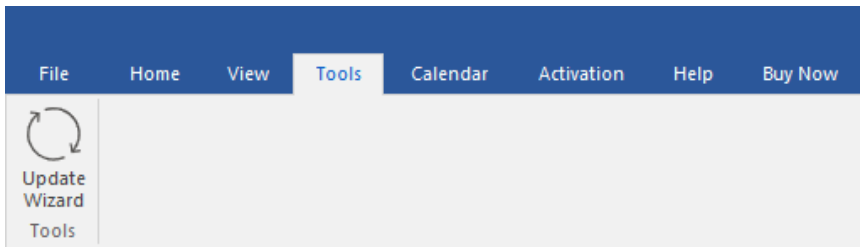
- **Select Outlook Data File:** Use this option to select for outlook data file (OST or PST).
- **Save Deleted Items:** Use this option to save the recovered mails at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save Scan:** Use this option to save the scanned information of the file.
- **Load Scan:** Use this option to load the saved scan file.

3. View Ribbon



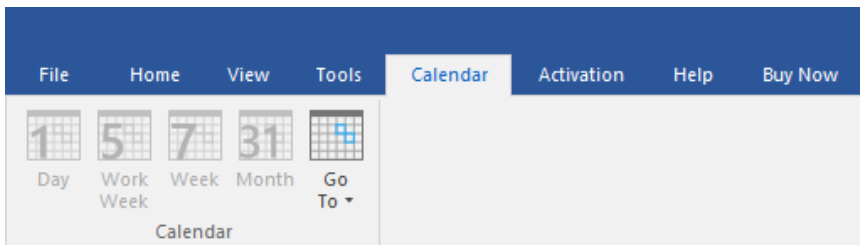
- **Switch Reading Pane:** Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report:** Use this option to view the log report.

4. Tools Ribbon



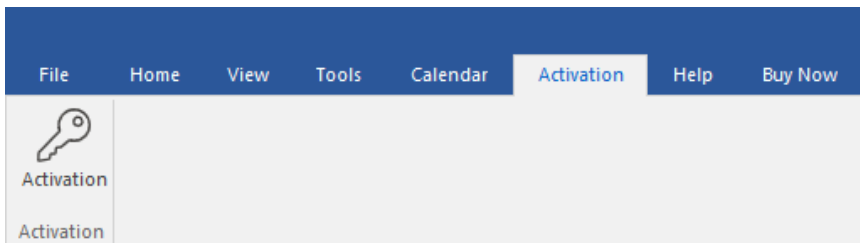
- **Update Wizard:** Use this option to update the software.

5. Calendar Ribbon



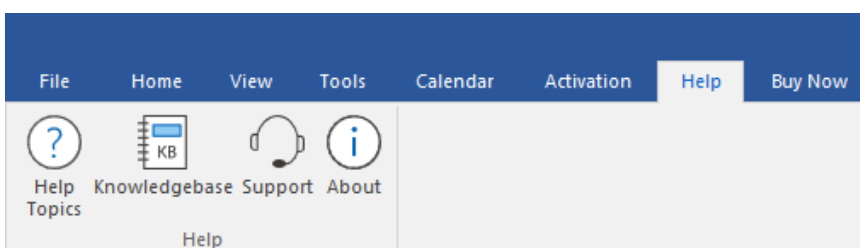
- **Day:** Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week:** Use this option to list all the entries of a workweek.
- **Week:** Use this option to list all the entries of a week.
- **Month:** Use this option to list all the entries for a particular month.
- **GoTo:** Use this option to list all the entries of the current date or any particular date.

6. Activation Ribbon



- **Activation:** Use this option to activate the software after purchasing.

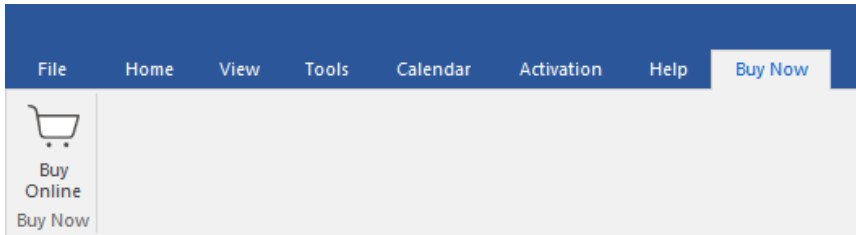
7. Help Ribbon



- **Help Topics:** Use this option to open the help manual of the software.

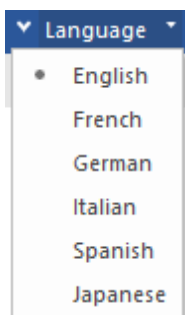
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#)
- **Support:** Use this option to visit the [support page](#) of [stellarinfo.com](#)
- **About:** Use this option to read information about the software.

8. Buy Now Ribbon



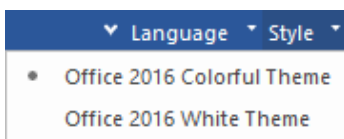
- **Buy Online:** Use this option to [buy](#) **Stellar Undelete Email for Outlook**.

9. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian, Spanish** and **Japanese**.

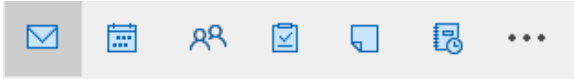
10. Style Ribbon



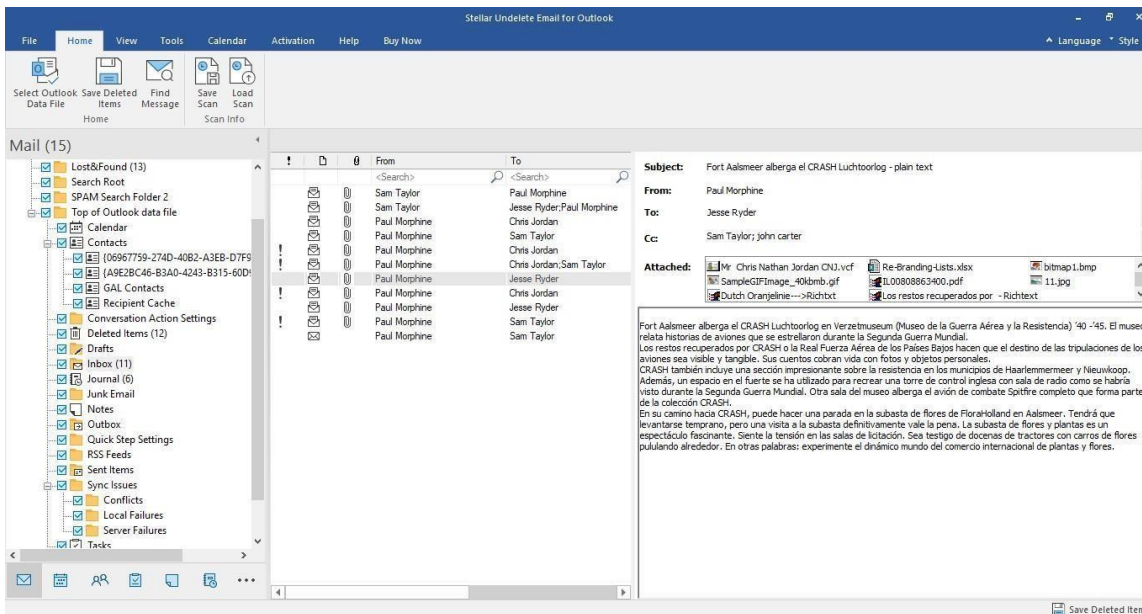
Style: Use this option to switch between various themes for the software, as per your choice. **Stellar Undelete Email for Outlook** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**.


2.2. Preview Tabs

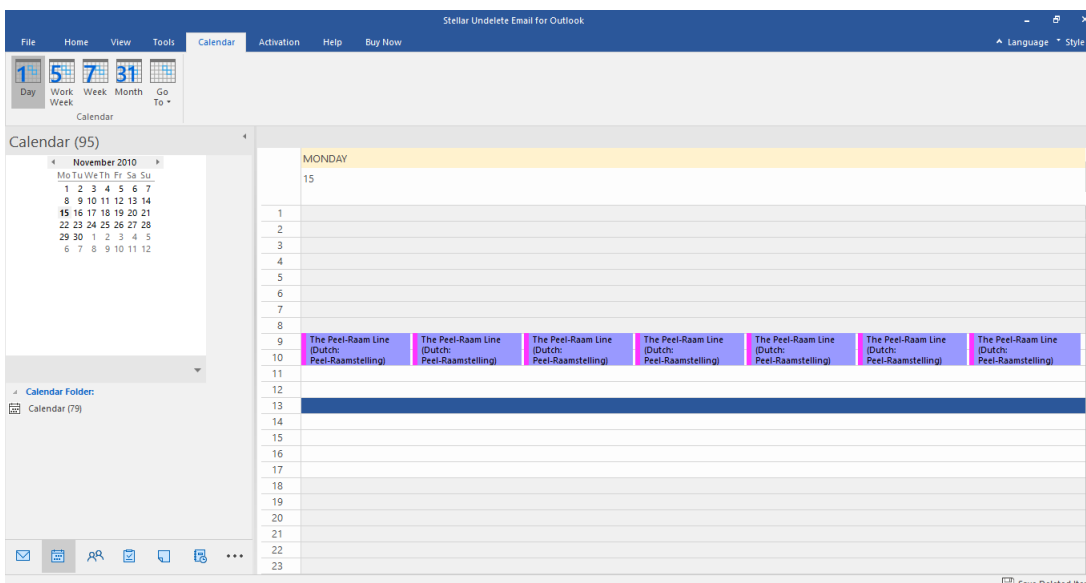
Stellar Undelete Email for Outlook provides options to navigate between **Mails, Calendar, Contacts, Tasks, Notes** and **Journal** views at the bottom of the left pane. It also allows you to reset/modify the Navigation Pane Options.








- Click **Mail**  icon to preview all the emails saved in the selected mailbox.




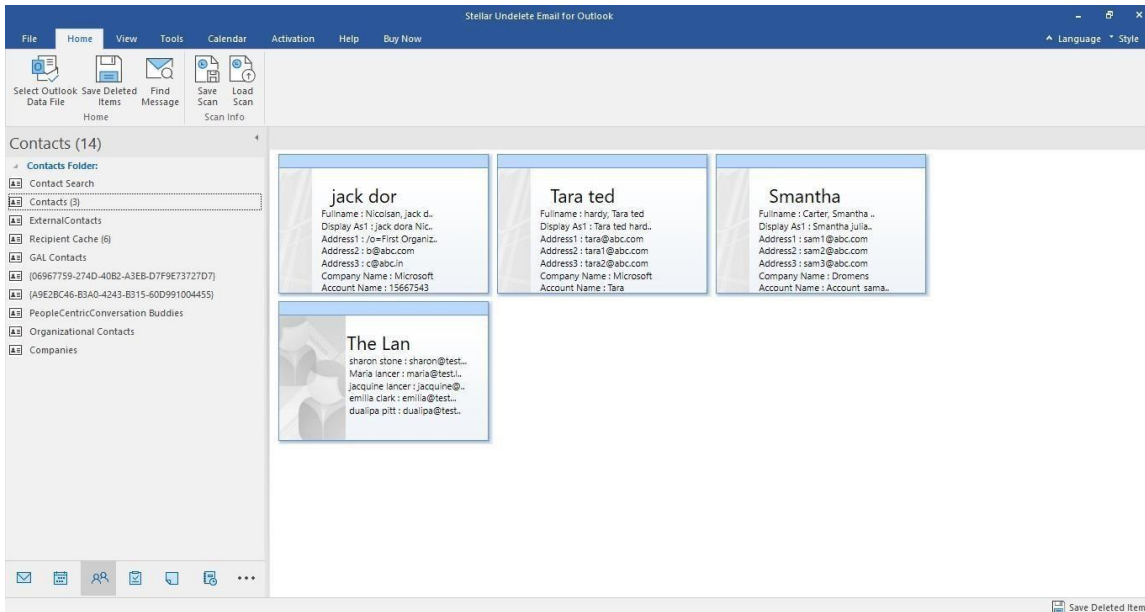
- Click **Calendar**  icon to preview the calendar saved in the selected mailbox. It displays the schedule in an organized and efficient manner.




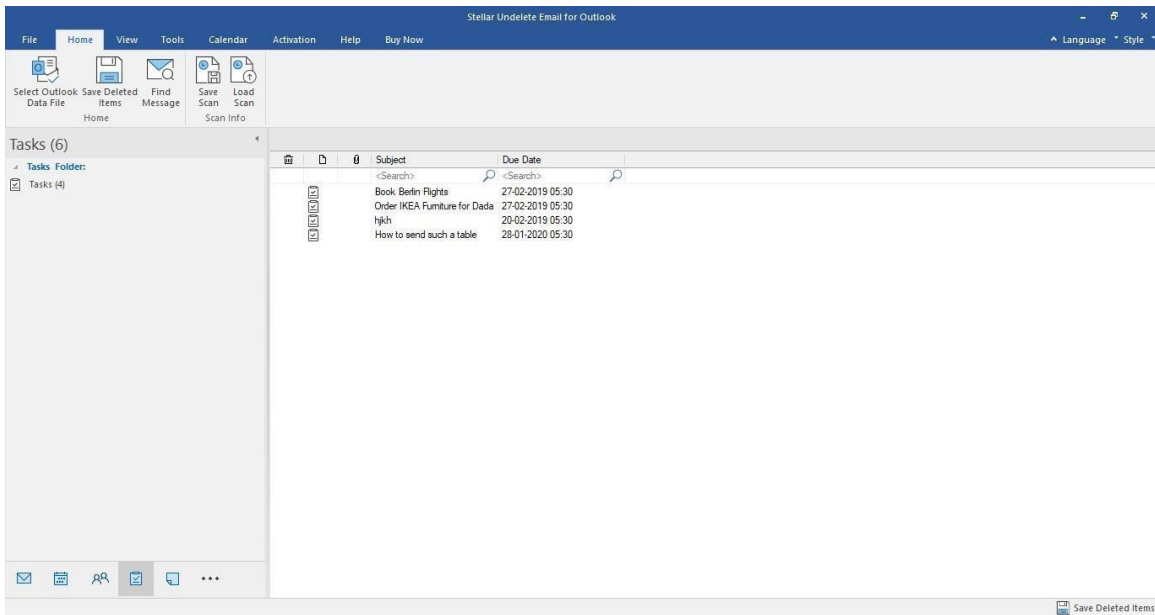
Calendar window displays the schedule created in the selected mailbox.


 Day	Click this button to list all the entries of one particular day from the calendar.
 Work Week	Click this button to list all the entries of a workweek.
 Week	Click this button to list all the entries of a week.
 Month	Click this button to list all the entries of a particular month.
 Go To Today Go to Date...	Click this button to list all the entries of the current date, or a particular day (any single day except the current date).

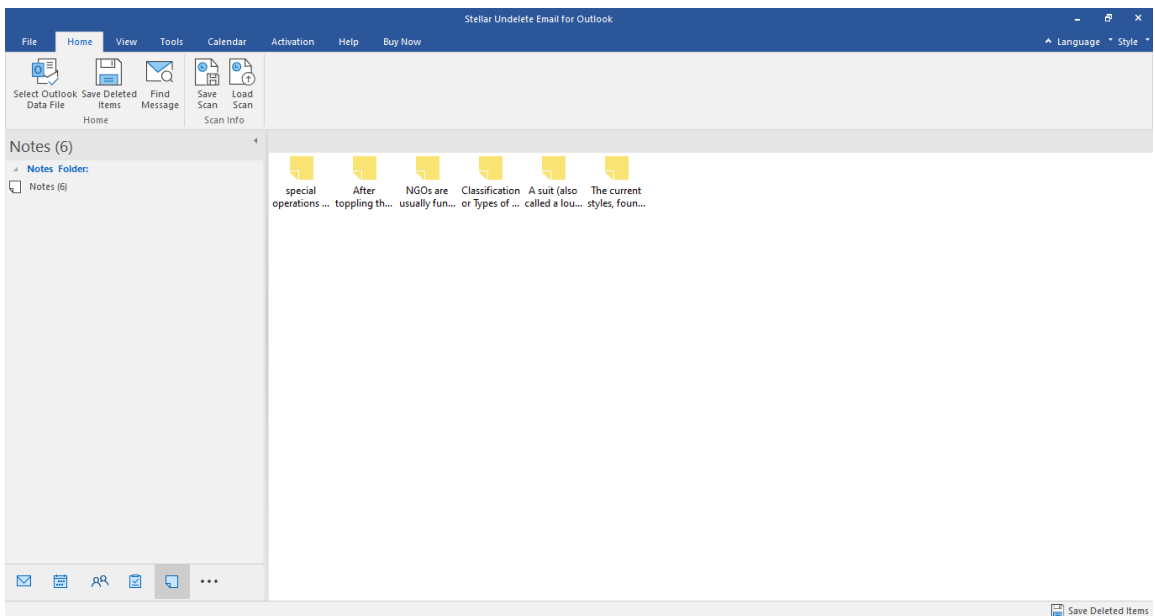
- Click **Contacts**  icon to preview all the contacts saved in the selected mailbox.




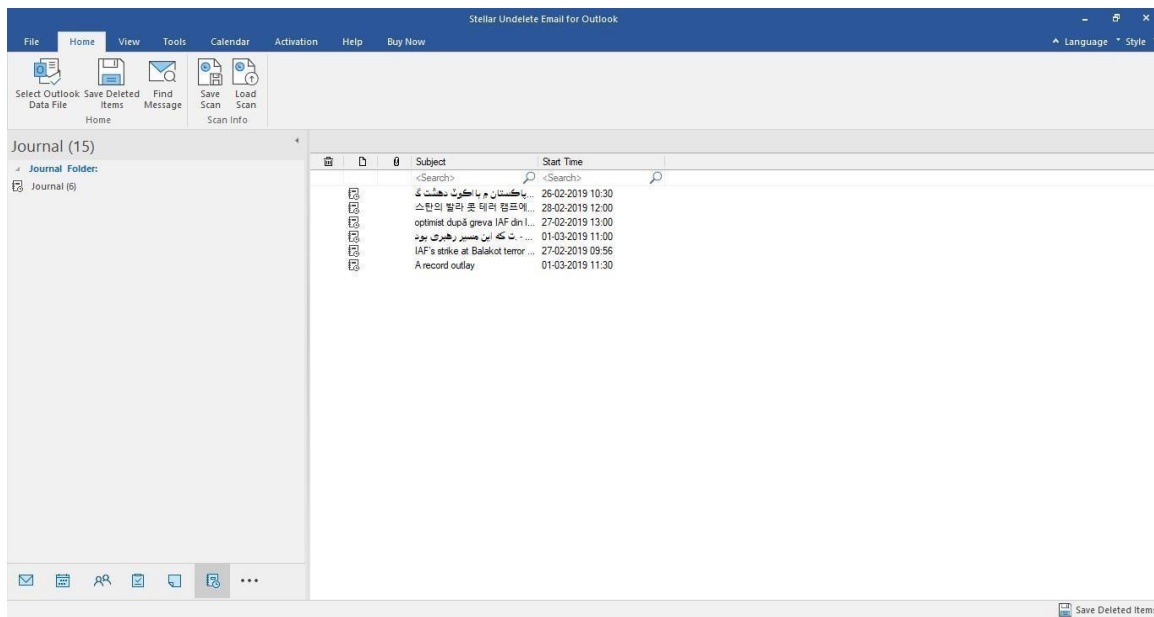
- Click **Tasks**  icon to preview all the tasks saved in the selected mailbox.



- Click **Notes**  icon to preview all the notes saved in the selected mailbox.

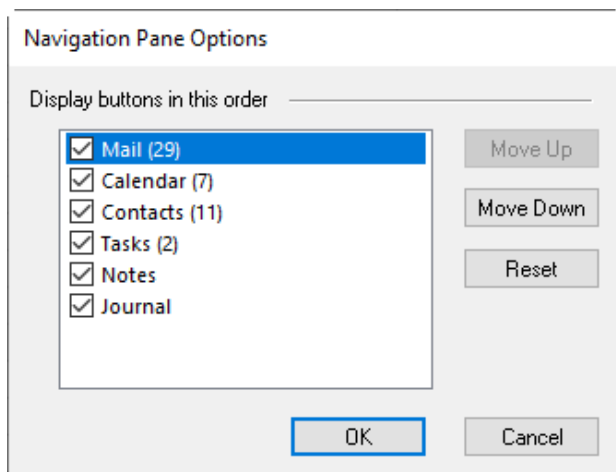


- Click **Journal**  icon to preview all the created journal entries saved in the selected mailbox.



- Click  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

To modify/reset the navigation pane options:



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes

3. Working with the Software

3.1. Select and Recover Deleted Items

3.2. Preview Recovered Items

3.3. Find, View and Save a Single Message

3.4. Save Recovered Items

3.5. Save Log Report

3.6. Save and Load Scan Information

3.7. How to Apply Advance Filter

3.8. Import PST file in MS Outlook

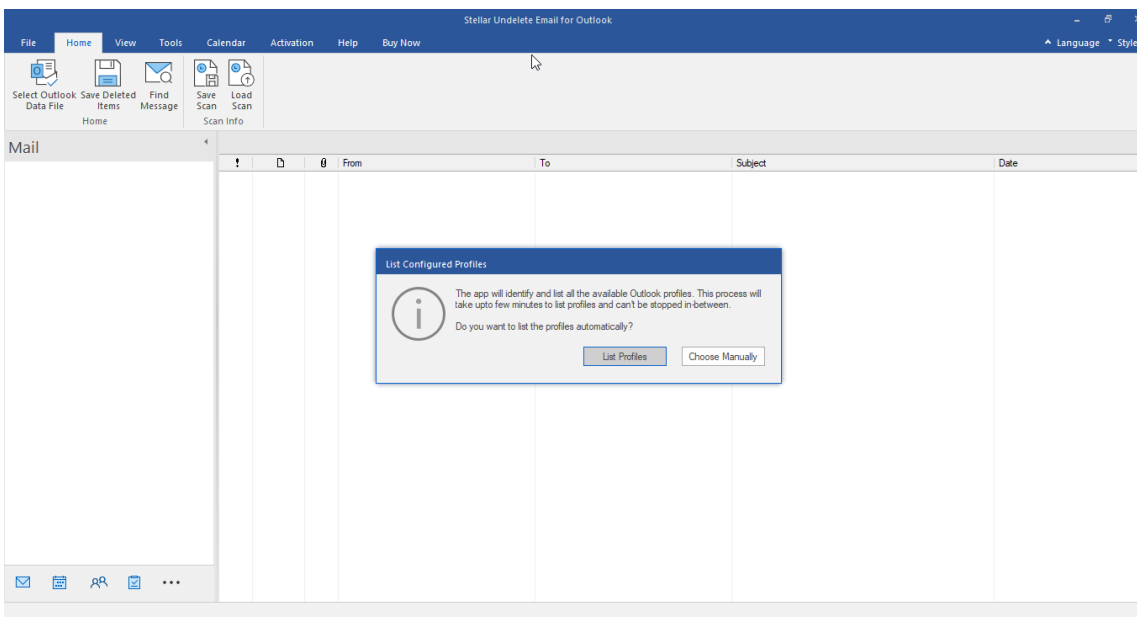
3.9. Changing the Software Language

3.1. Select and Recover Deleted Items

Stellar Undelete Email for Outlook provides multiple options to select Outlook Data File (OST or PST) and recover deleted items from it. You can choose either Browse or Find options for outlook data file selection. This software also has a feature to recover deleted items from configured outlook profiles.

Steps to select and scan outlook data file:

1. Run **Stellar Undelete Email for Outlook**.
2. **List Configured Profiles** dialog box is displayed when the software launches.

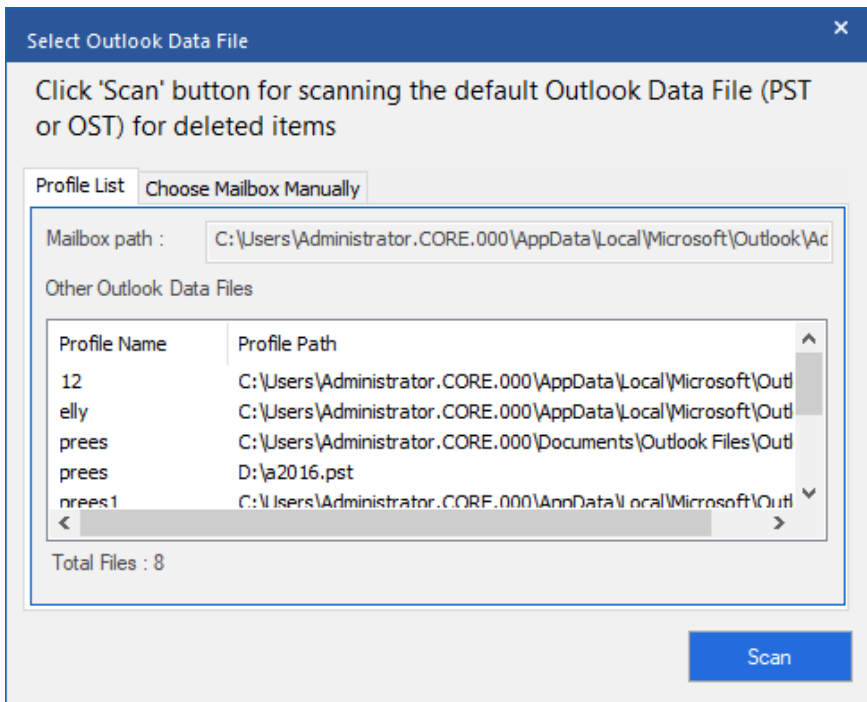


3. Select **List Profiles** or **Choose Manually** option as per requirement to add Outlook Data File (OST or PST).

Note: *List Configured Profiles* dialog box is displayed only once. After you click **List profiles** option, **Stellar Undelete Email for Outlook** software sync and list all your configured outlook profiles automatically.

Tip: *If you want to refresh the profile list, close the software and reopen it.*

4. After selecting an option, **Select Outlook Data File** screen appears as shown below.

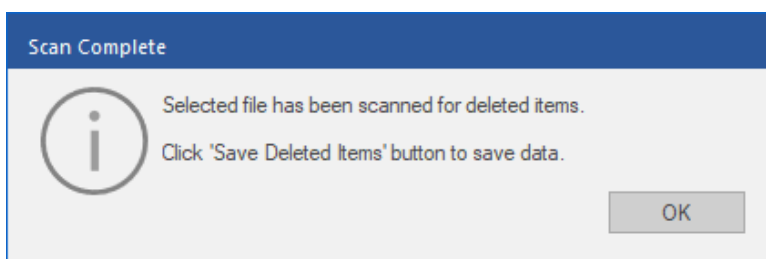


Note: Alternatively, you can also open **Select Outlook Data File** window from **File** menu or **Home** ribbon.

5. There are two tabs available to select and scan Outlook data file: **Profile List** and **Choose Mailbox Manually**.

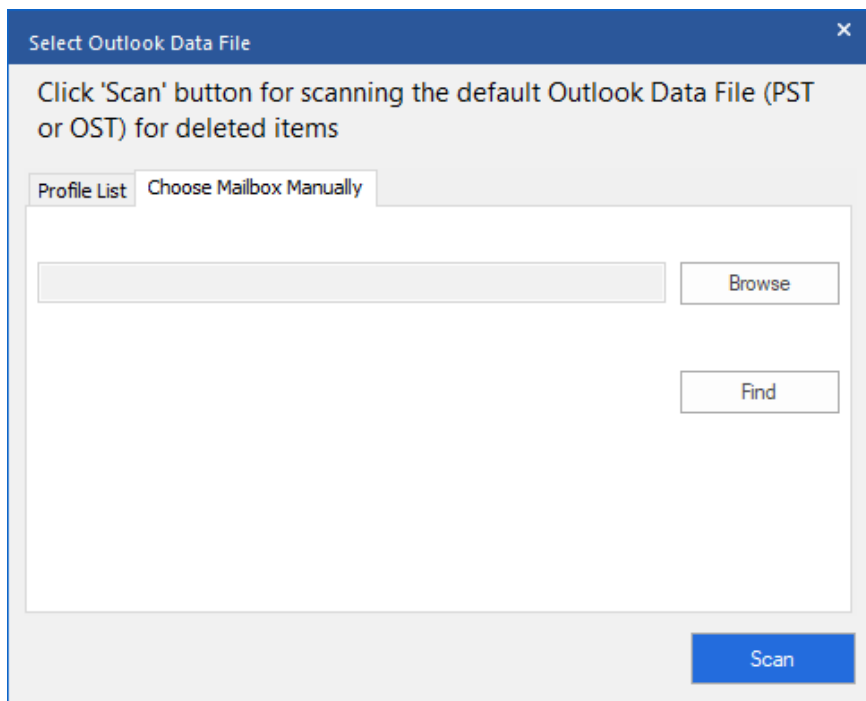
1. **Profile List:** Use this tab when you want to recover deleted items from configured Outlook profile. This option syncs and lists all your configured outlook profiles automatically.
 - a). From the list, select the required outlook profile.
 - b). Click **Scan** to start the scanning process.
 - c). After the process is completed, a **Scan Complete** dialog box appears with a message "**Selected file has been scanned for deleted items**".

Note: To save recovered file, click **Save Deleted Items** button from **Home** ribbon.



d). Click **OK** to complete the process.

2. **Choose Mailbox Manually:** Use this tab to locate outlook data file with using Browse or Find options.



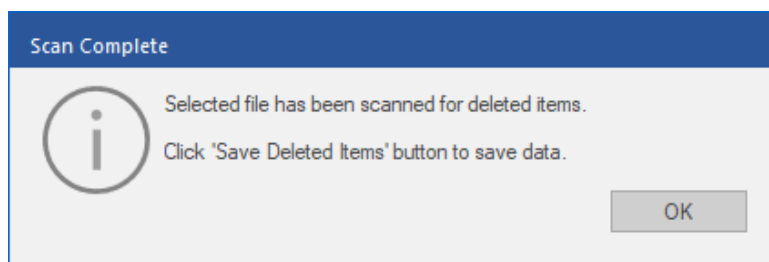
(i) **Browse:** Use **Browse** button if you exactly know the location of the outlook data file (OST or PST) file on your system.

a) Click **Browse**, locate the outlook data file and then click **Open**.

b) Click **Scan** to start the scanning process.

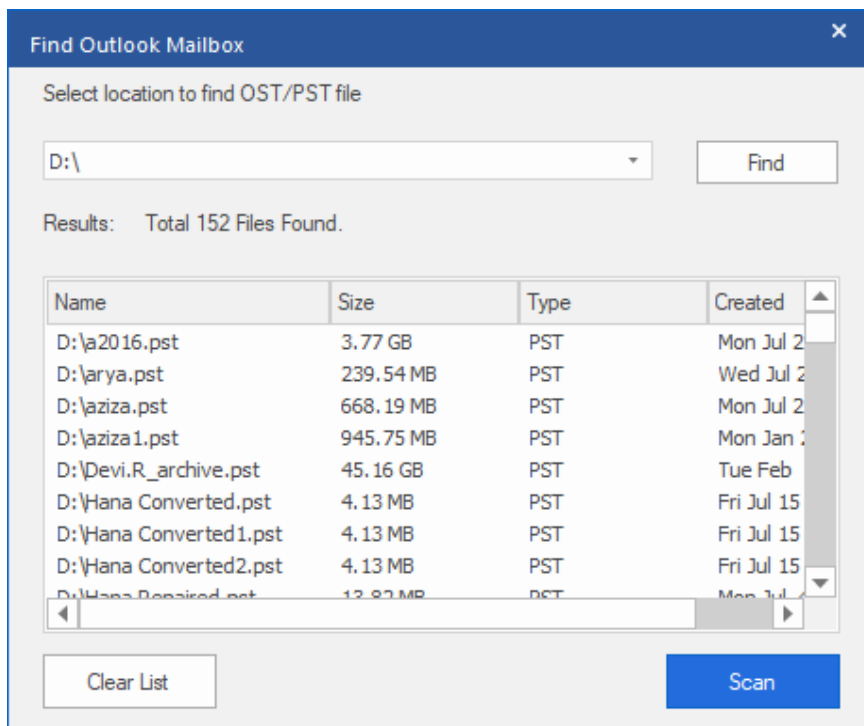
c) After the process is completed, a **Scan Complete** dialog box appears with a message "**Selected file has been scanned for deleted items**".

Note: To save recovered file, click **Save Deleted Items** button from **Home** ribbon.



d) Click **OK**.

(ii) **Find:** Using the **Find** button, you can search for Outlook Data Files (OST or PST) on your system's drives.



a) Click **Find**, **Find Outlook Mailbox** screen appears.

b) Select the drive from the drop-down list you want to search for Outlook data files. However, you can only select one drive at a time.

c) Click **Find** button to start the search process.

Note: If you want to stop the search process, click **Stop**.

d) After the search is finished, **Find Complete** dialog box appears with the number of files found. Click **OK**.

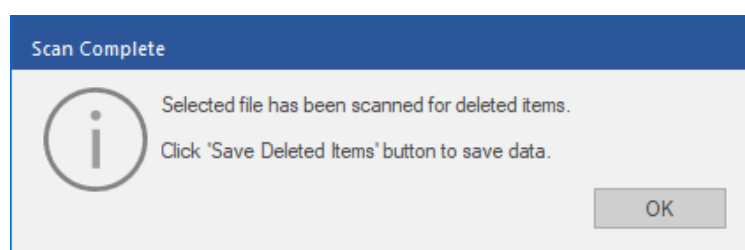
e) The list of outlook data files (OST and PST) found in the selected drive is displayed in the **Results** section. Select the file you want to scan, only one file can be selected at a time.

Note: If you want to clear the search result, click **Clear List**.

f) Click **Scan** to start the scanning process.

g) After the process is completed, a **Scan Complete** dialog box appears with a message "**Selected file has been scanned for deleted items**".

Note: To save recovered items, click **Save Deleted Items** button from **Home** ribbon.

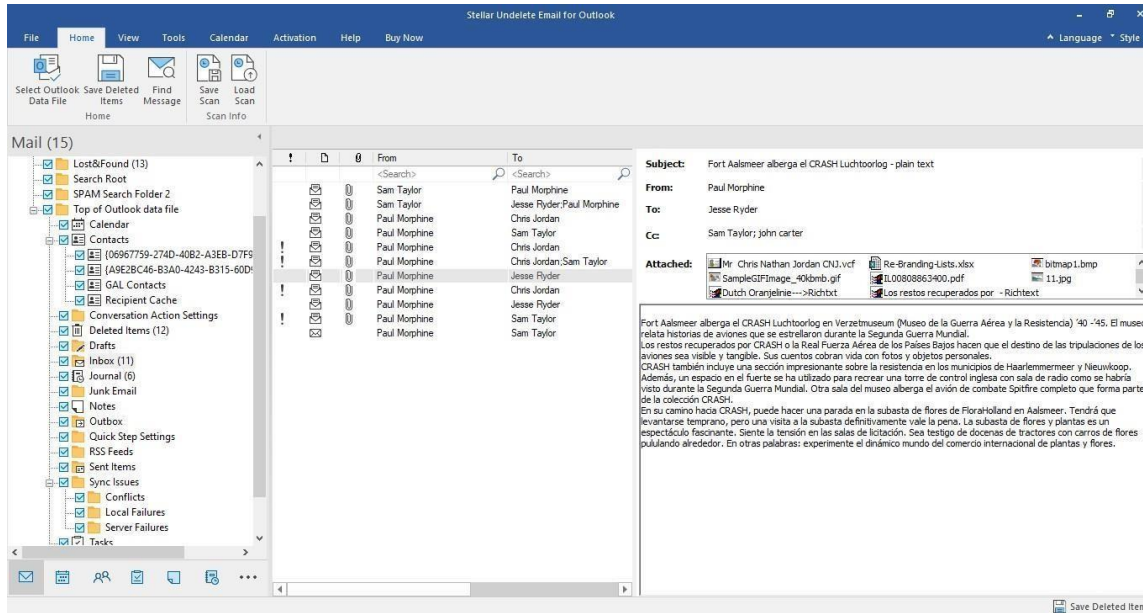


h) Click OK.

After the scanning is complete, the software provides a preview of the scanned outlook data file.
See Preview Recovered Items, for more details.

3.2. Preview Recovered Items

Stellar Undelete Email for Outlook shows the preview after the Outlook Data File scanned. The preview of the mailbox data is available in a three-pane structure containing: Left pane, Middle pane and Right pane, which are explained below in detail:



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Importance icon:** Signifies that the particular mail is sent with high importance.
 - **Type:** Shows the type of mail item it has.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **From:** Shows the email address of the sender.
 - **To:** Shows the email address of the receiver.
 - **Subject:** Shows the email subject.
 - **Date:** Shows the date and time when the email was sent.

Tip: You can change the order of the above-given columns as per your requirement. Click and hold on the column name and drag the column to the desired location to change it.

- The right pane provides the preview of the mail item that you select from the middle pane. It shows the following information:
 - **Subject:** Shows the subject of the email.
 - **From:** Shows the email address of the sender.
 - **To:** Shows the email address of the receiver.

- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of the body of the selected mail item.

Note: To switch between vertical and horizontal reading panes, click **Switch Reading Pane** icon in **View ribbon**.

Additional Options:

- **Quick search:** The software provides quick search options for Mails. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

!		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
!	✉	sharon stone	jacquine lancer	Aid (rich text),	14-11-2019 14:15
	✉	Maria lancer	emilia clark;sharon stone;jacq...	List of comedy movies before 1900 (1900...	15-11-2019 15:25
	✉	emilia clark	sharon stone;jacquine lancer	save scan information (meeting, mail and ...	15-11-2019 15:33
	✉	Maria lancer	jacquine lancer;dualipa pitt	Laws of cricket - Rich text	15-11-2019 16:01

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

!		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
	✉	emilia clark	sharon stone;jacquine lancer	save scan information (meeting, mail and ...	15-11-2019 15:33
	✉	Maria lancer	emilia clark;sharon stone;jacq...	List of comedy movies before 1900 (1900...	15-11-2019 15:25
	✉	Maria lancer	jacquine lancer;dualipa pitt	Laws of cricket - Rich text	15-11-2019 16:01
!	✉	sharon stone	jacquine lancer	Aid (rich text),	14-11-2019 14:15

Alternatively, you can right-click on the column and arrange it accordingly, using **Arrange By** option. It can be arranged by **Date, From, To, Subject, Type, Attachment, Deleted, Importance** or **Show in Groups** option.

!		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
	✉	emilia clark	sharon stone;jacquine lancer	mail and ...	15-11-2019 15:33
	✉	Maria lancer	emilia clark;sharon stone;jacq...	0 (1900...	15-11-2019 15:25
	✉	Maria lancer	jacquine lancer;dualipa pitt		15-11-2019 16:01
!	✉	sharon stone	jacquine lancer		14-11-2019 14:15

Arrange By >

- Date
- From
- To
- Subject
- Type
- Attachment
- Deleted
- Importance
- Show in Groups

3.3. Find, View and Save a Single Message

Stellar Undelete Email for Outlook allows you to find a particular message from the scanned 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:

1. Click on **Find Message** icon in **Home Ribbon**. **Find Message** dialog box opens.
2. Specify the search criteria in **Find Message** dialog box.

From	To	Subject	Date	In Folder
<Search>	<Search>	<Search>	<Search>	<Search>
emilia clark sharon stone	jacquine lancer	take the record of Re...	15-11-2019 14:44	Sent Items
Maria lancer	jacquine lancer	Aid (rich text).	14-11-2019 14:15	Inbox
emilia clark	emilia clark;sharon stone j...	List of comedy movies...	15-11-2019 15:25	Inbox
Maria lancer	sharon stone;jacquine lan...	save scan information...	15-11-2019 15:33	Inbox
	jacquine lancer;dualipa pitt	Laws of cricket - Rich...	15-11-2019 16:01	Inbox

- In **To** field, specify all or few characters of email ids of recipients. Keywords should be separated by a semicolon (;).
- In **From** field, specify all or few characters of email ids of senders. Keywords 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 the search.

To view messages:

1. After the search is complete, a list of emails that match the search criteria is displayed.
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.

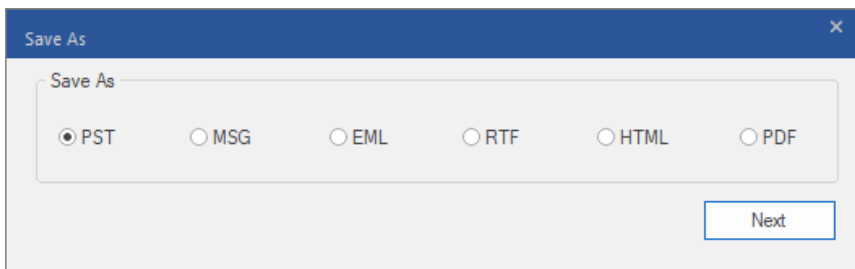
3.4. Save Recovered Items

Stellar Undelete Email for Outlook allows you to save the recovered deleted items in **PST, MSG, EML, RTF, HTML** and **PDF** formats.

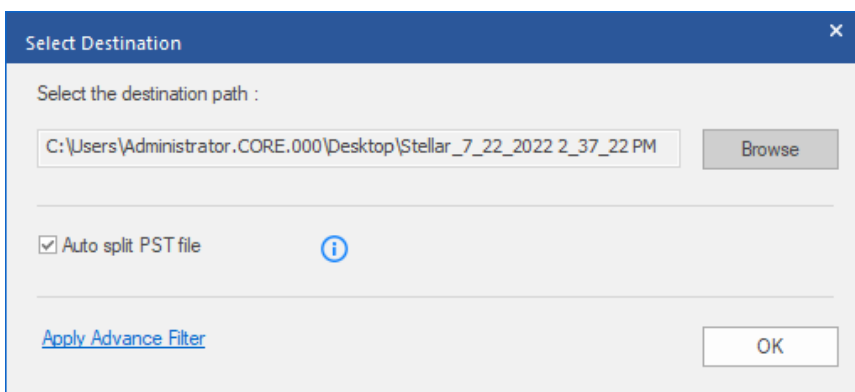
Note: Before you start the saving process of recovered deleted items, make sure that **Microsoft Outlook** is closed.

Steps to Save Recovered Deleted Items:

1. Run **Stellar Undelete Email for Outlook**.
2. See **Select and Recover Deleted Items**, to know how to select and recover deleted items.
3. Click **Save Deleted Items** from **Home** ribbon to open a **Save As** window.
4. From **Save As** options select any one of the formats: **PST, MSG, EML, RTF, HTML** or **PDF** and click **Next**.



5. **Select Destination** screen appears. Click **Browse** to save recovered file at specified destination.

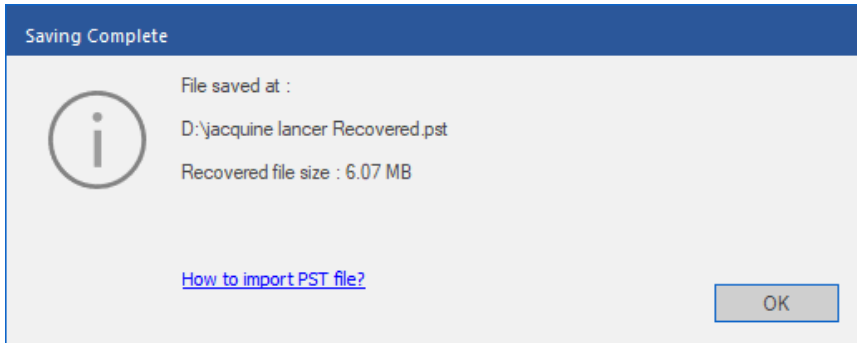


Note:

- **Auto split PST file** check box is selected by default, uncheck it if you do not want to split recovered Outlook Data File. This option helps to auto split new PST file at approximately 45 GB in size.
- Click **Apply Advance Filter** if you want to apply filter on the recovered file.

For PST:

- Click **OK** on the **Select Destination** window to start the saving process.
- After successful saving completion, a **Saving Complete** dialog box appears. It shows the path and size of the recovered file.

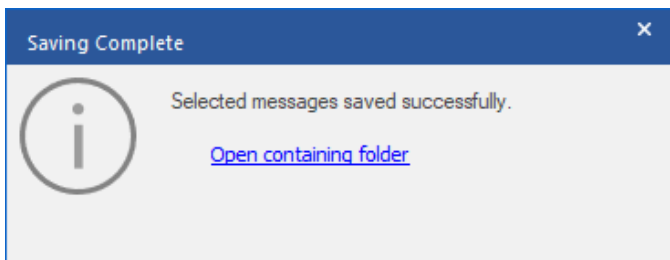


Note: To know how to import the new PST file in MS Outlook, click '**How to import PST file?**'.

- Click **OK** to close the window.

For MSG, EML, RTF, HTML and PDF:

- Click **OK** on the **Select Destination** window to start the saving process.
- After successful saving completion, a **Saving Complete** dialog box appears with a message "**Selected messages saved successfully**".



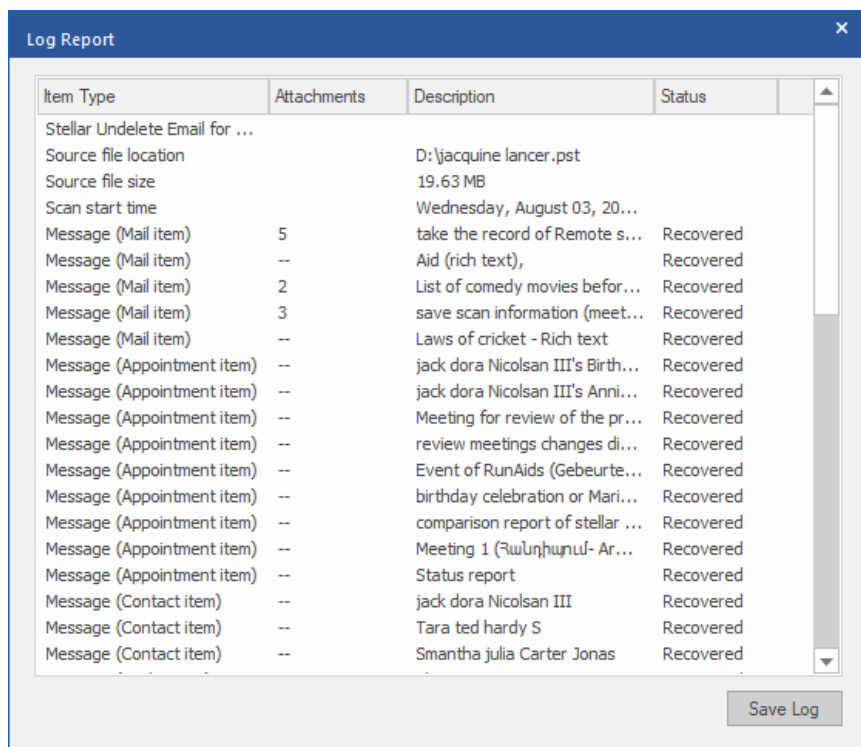
- Click on '**Open containing folder**' link to view the saved messages.

3.5. Save Log Report

With **Stellar Undelete Email for Outlook**, you can save the **Log Report** to analyze the scanning process at a later stage.

To save log report:

1. From **View ribbon**, select **Log Report**.
2. In **Log Report** dialog box, click **Save Log**.



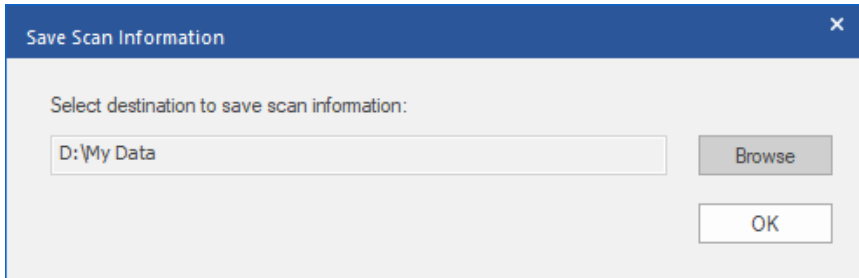
3. In **Save As** dialog box, specify the location where you want to save the log file. Click **Save**.

3.6. Save and Load Scan Information

This option allows you to save the scanned information of files using "**Save Scan**" option and later load the saved scan (DAT) file using "**Load Scan**" option. It saves time in restoring data as we do not need to scan the Outlook Mailbox file again.

Steps to save scan information of the Outlook Data File:

1. From the **Home** ribbon, click **Save Scan** button.



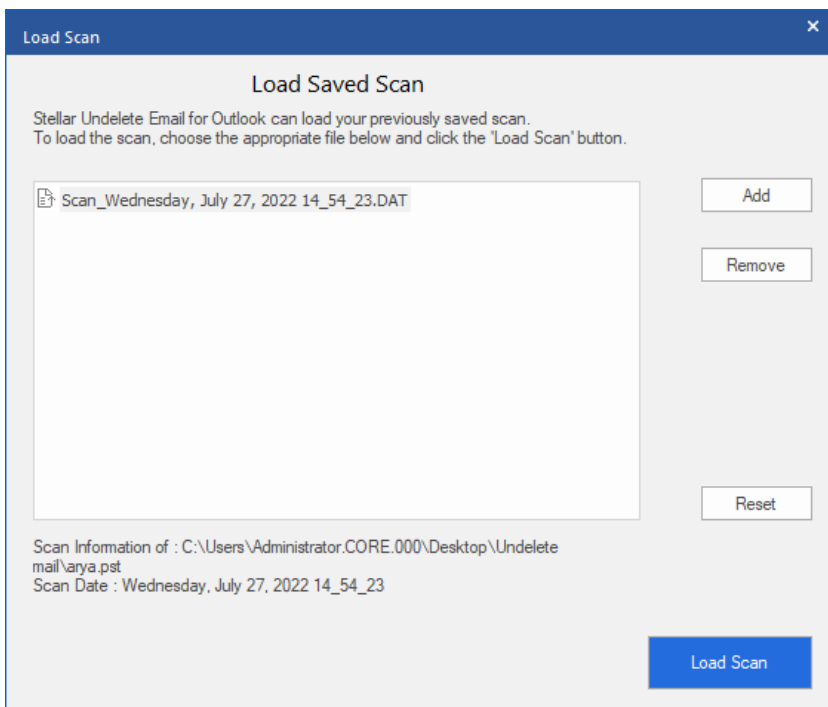
2. **Save Scan Information** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information is saved as .DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

This option is used to start recovery procedure from a saved scan information or .DAT file.

Steps to load scan information of the Outlook Data File:

1. To load the scan information, click on **Load Scan** option from the **Home** ribbon.



2. **Load Scan** dialog box will appear. This dialog displays a list of saved scan information file existing in the system.
3. In case the file you need is not in the list, click **Add** button and select the needed .DAT file.
4. Click **Open**.
5. The file you added is displayed in the load scan dialog box. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

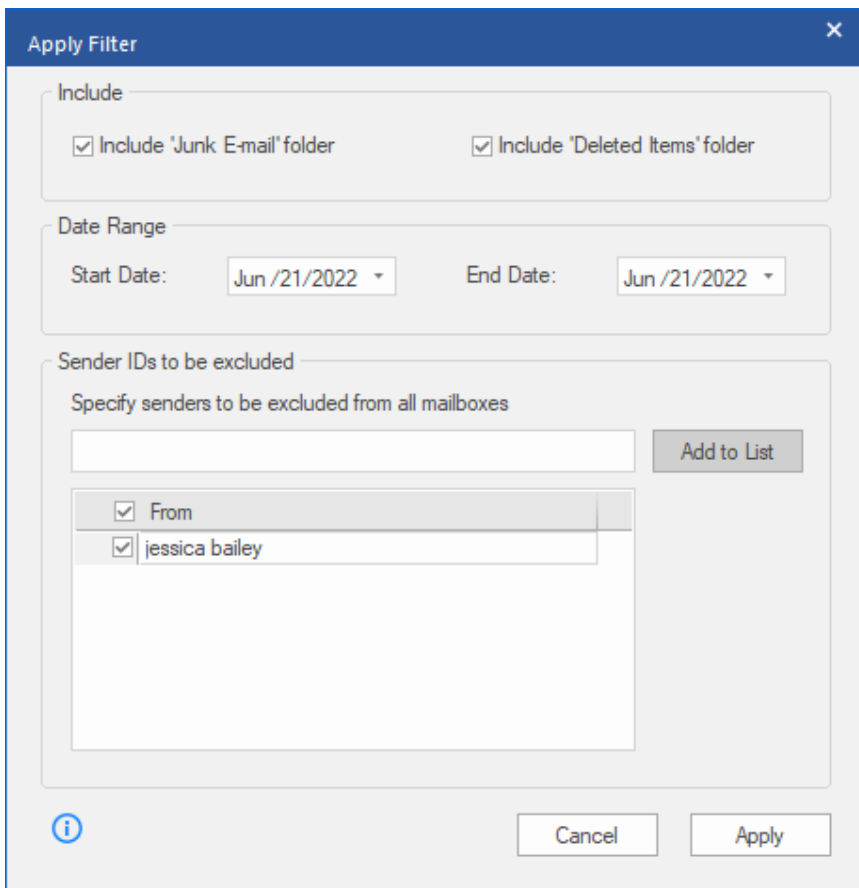
Note: *You can select only one file at a time to start the process of scanning.*

3.7. How to Apply Advance Filter

Stellar Undelete Email for Outlook provides an advanced filtering feature to find specific and particular mails using **Date Range** filter. You can also narrow your search results by excluding specific senders' IDs from the recovered mailbox.

Steps to apply advanced filter:

1. In **Apply Filter** window, under **Include** section there are two check boxes:



- a) **Include 'Junk Email' folder:** Select this check box to include junk email files and folders.
 - b) **Include 'Delete Items' folder:** Select this check box to include deleted items file and folder.
2. From **Date Range** section select the specific **Start Date** and **End Date** to find the specific mails.
 3. From **Sender IDs to be excluded** section enter the list of specific senders' ID's that you don't want to include.
 - a. In **Add to List** text field enter specific sender ID's that you don't want to include.

Note: You can include only one sender ID at a time in **Add to List** text field.

- b. Then click **Add to List** button to list it.

c. All the check boxes are selected by default, deselect the unrequired check boxes.

4. Click **Apply** button to apply the filters.

3.8. Import PST file in MS Outlook

To import PST file in Microsoft Outlook 2021 / 2019 / 2016 / 2013:

1. Open Microsoft Outlook. From **File** Menu, select **Open & Export**.
2. Select **Import / Export** option from the right pane.
3. From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
4. In **Import a File** dialog box, select Outlook Data File (.pst), click **Next**.
5. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
6. 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:

1. Open Microsoft Outlook. From **File** Menu, select Open -> **Import**. (For MS Outlook 2013, select Open and Import from File Menu)
2. From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
3. In **Import a File** dialog box, select Outlook Data File (.pst), click **Next**.
4. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. 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:

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

3.9. Changing the Software Language

To use **Stellar Undelete Email for Outlook** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

Steps to change the language:

1. Run **Stellar Undelete Email for Outlook**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
 - English
 - French
 - German
 - Italian
 - Spanish
 - Japanese
4. Select the desired language. The software language will be changed accordingly.

4. Frequently Asked Questions (FAQs)

1. What is Stellar Undelete Email for Outlook used for?

Stellar Undelete Email for Outlook software is used to recover mails that are knowingly or accidentally deleted from Outlook Mailbox.

2. Does the software recover deleted e-mails in password protected/secured files?

Yes, the software recovers deleted mails even in the password protected files.

3. Should MS Outlook be installed on the system before executing the recovery process?

Yes, MS Outlook should be installed before executing the recovery process.

4. Can the software recover deleted Calendars/Contacts/Tasks/Journals/Notes folders in the e-mail?

Yes, the software recovers these items efficiently.

5. How do I select Outlook Data File (OST or PST) from my system if location is unknown?

Stellar Undelete Email for Outlook can help you find Outlook Data File (OST or PST) on your system. There is a dedicated **Find** option in the software through which you can locate a particular OST or PST file and recover it.

6. Can I recover a corrupt Outlook Mailbox file of size more than 2 GB?

Absolutely yes, this tool is capable of recovering Outlook Mailbox file that is more than 2 GB. Please download the demo version and scan your Outlook Mailbox file. You can preview all emails and other mailbox items which can be recovered through this tool.

7. Can the software recover the deleted attachments from the mailbox?

Yes, the software recovers the deleted attachments from the mailbox.

8. Does the software recovers Deleted mails from both OST and PST files?

Yes, the software recovers the deleted mails from both OST and PST files.

9. I have forgotten the path of my Outlook Mailbox file. Can this application search it for me?

Yes, the application can look for Outlook Mailbox file on your system and find it for you easily. There is a dedicated Find option in the application through which you can locate a particular Outlook Mailbox file and run recover on it.

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

Certainly. The application gives you an option to save and view log reports at any point of time. To view and save log reports just follow the following steps:

- On **View** ribbon, select view '**Log Report**'.
- In **log report** dialog box, click '**Save Log**' and save it at a desired location for viewing it anytime.

11. I have an Outlook Mailbox file exceeding 50 GB in size, does the new PST file generated will have same size as that of source Outlook Mailbox file?

For large files, **Stellar Undelete Email for Outlook** automatically splits the new PST file in small sizes.

The size of the split files will depend on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size.

If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB in size.

12. After saving my recovered mailbox in PST format. How to view and access the mailbox items?

After you have saved the recovered mailbox in PST format, you can import the PST file into MS Outlook. See Importing PST file in MS Outlook, to know how to import the PST file.



Stellar Splitter for Outlook

User Guide 9.0

1. About Stellar Splitter for Outlook

Stellar Splitter for Outlook is a very powerful and robust software that helps you split large PST files into smaller files as per the criteria specified by you.

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. All the data stored in various Outlook folders goes in to the PST file. Outlook PST file, also known as Outlook Data File contains all items like emails, calendars, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

Key Features:

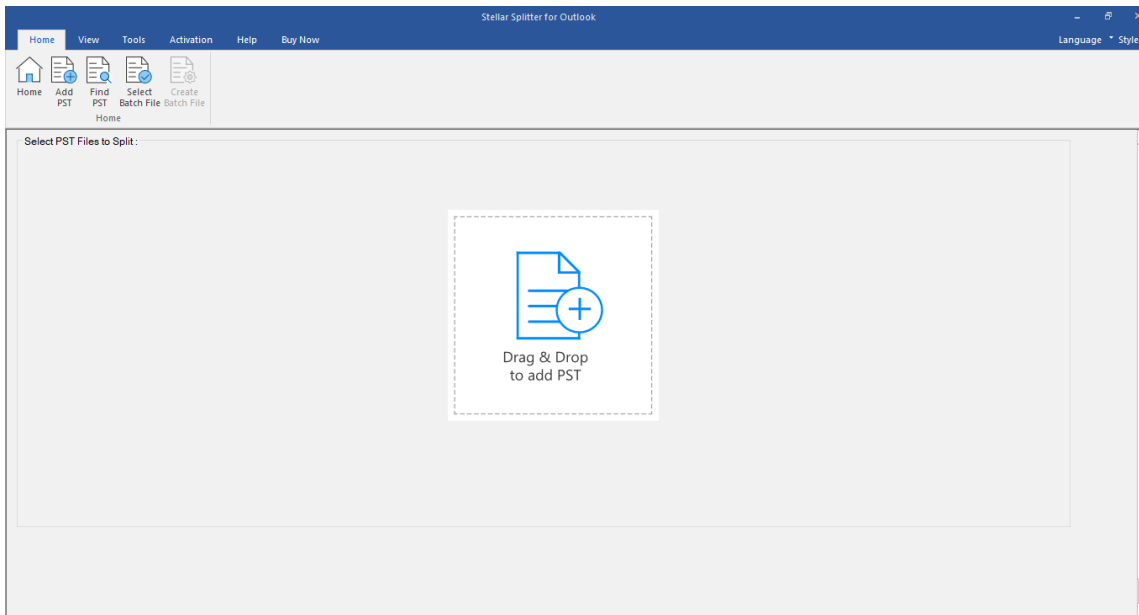
- Splits PST files on the basis of:
 - Date
 - Size
 - Mail ID
 - Folders
- Allows to split single or multiple files in one operation.
- Saves all your preferences to split files in a batch file.
- You can create your own batch file to automate splitting of multiple files.
- All activities of the software are recorded in a log.
- Software doesn't make any changes in the original PST.
- Supports MS Office 2021, 2019, 2016, 2013, 2010 and 2007.

Note: Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus, **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

2. User Interface

Stellar Splitter for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

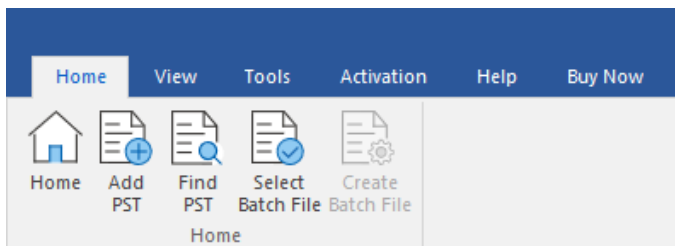
After launching the program, you will see the main user interface as shown below:



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

2.1. Ribbons and Buttons

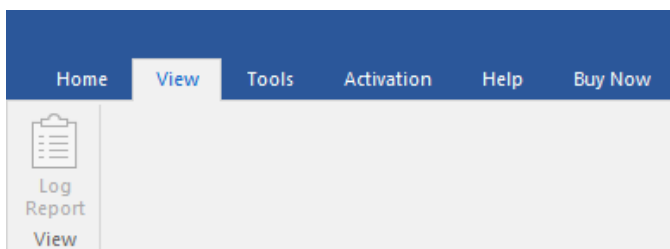
1. Home Ribbon:



The **Home** ribbon contains the following buttons:

- **Home:** Use this option to go to the home screen of the software.
- **Add PST:** Use this option to add the PST files which you want to split.
- **Find PST:** Use this option to search PST files from the system.
- **Select Batch File:** Use this option to select already created batch file from the system.
- **Create Batch File:** Use this option to create your own batch file to automate splitting of multiple files.

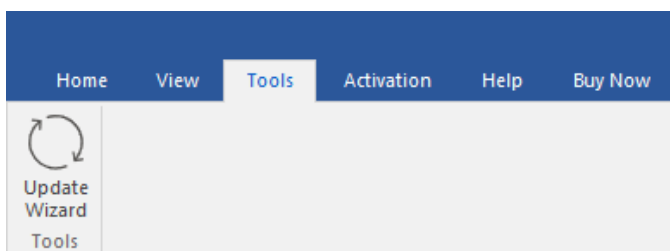
2. View Ribbon:



The **View** ribbon contains the following button:

- **Log Report:** Use this option to view / save the log report.

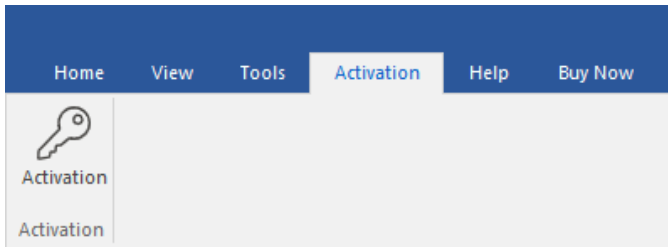
3. Tools Ribbon:



The **Tools** ribbon contains the following button:

- **Update Wizard:** Use this option to Update the software.

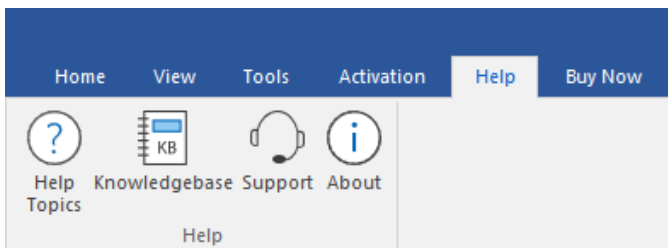
4. Activation Ribbon:



The **Activation** ribbon contains the following button:

- **Activation:** Use this option to activate the software after purchasing.

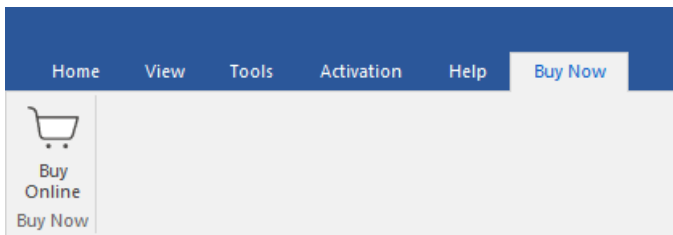
5. Help Ribbon:



The **Help** ribbon contains the following buttons:

- **Help:** Software is accompanied by a descriptive help document. Use this option to view the help manual for the software.
- **Knowledgebase:** Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit the [Knowledgebase](https://stellarinfo.com/knowledgebase) articles of stellarinfo.com
- **Support:** In case you don't find any related content in the help document or on the knowledgebase page that resolves your query, use this option to view [support](https://stellarinfo.com/support) page of stellarinfo.com and contact the Stellar customer support.
- **About:** Use this option to read information about the software.

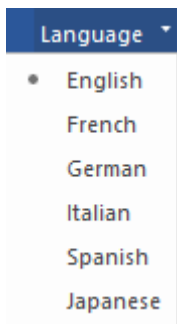
6. Buy Now Ribbon:



The **Buy Now** ribbon contains the following button:

- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

7. Language Button:



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

8. Style Button:



Style: Use the upward arrow button to hide/unhide the ribbon. **Stellar Splitter for Outlook**, offers the following themes: **Office 2016 Colorful Theme, Office 2016 White Theme**. Use this option to switch between various themes for the software, as per your choice.

3. Working with the Software

3.1. Add PST Files

3.2. Find PST Files

3.3. Splitting Options

3.3.1. Split Single PST By Date

3.3.2. Split Single PST By Size

3.3.3. Split Single PST By Mail ID

3.3.4. Split Single PST By Selecting Folders

3.3.5. Split Multiple PST Files By Date

3.3.6. Split Multiple PST Files By Size

3.4. Create and Manage Batch Files

3.5. View and Save Log Report

3.6. Changing the Software Language

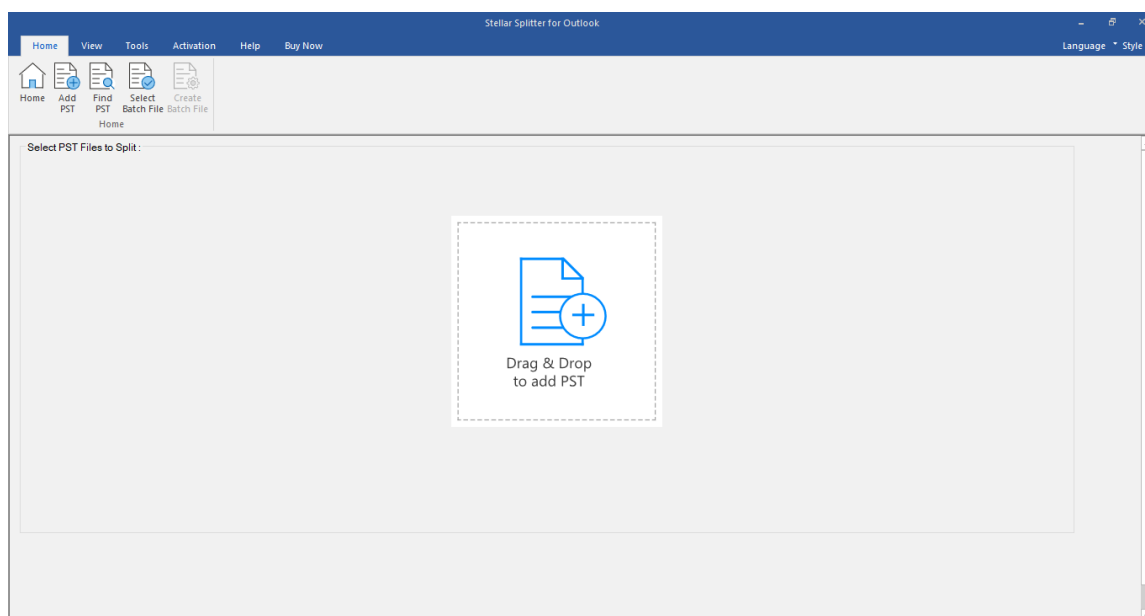
3.1. Add PST Files

To start the split process, you need to add files to the **Stellar Splitter for Outlook** software.

You can add a single file or multiple files to the software.

Steps to add PST files:

1. Run **Stellar Splitter for Outlook**.
2. Click **Add PST** from **Home** ribbon. **Open** dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

Click **Drag & Drop to add PST** button on the main interface. An **Open** dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,

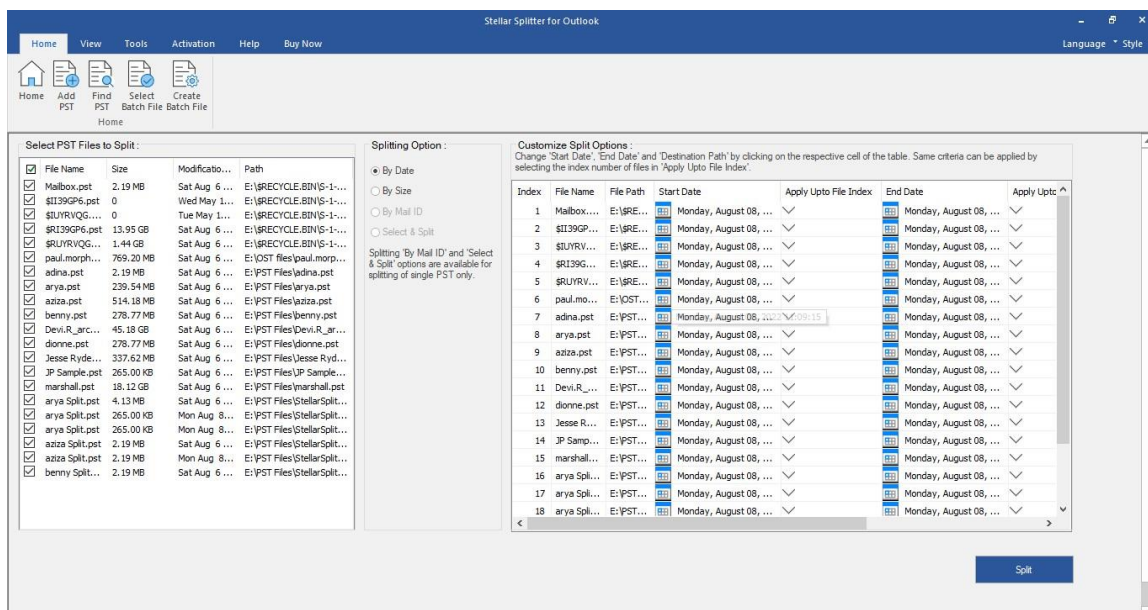
Open Windows Explorer to **Drag & Drop** the desired files to the software.

3.2. Find PST Files

Stellar Splitter for Outlook allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of **'Find PST'** option, you can find PST files in any folder, subfolder or an entire volume in your system.

To Find a PST File:

1. Run **Stellar Splitter for Outlook**.
2. Click **Find PST** from **Home** ribbon.
3. In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
4. After the search is finished, a list of PST files found in the selected drive or folder is shown on the left side of the screen.



5. Select files you wish to split from this list.
6. From the middle pane of the screen, specify the criteria based on which you want to split your PST.

3.3. Splitting Options

Stellar Splitter for Outlook provides you different features to split your large PST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of the original PST file. Thus, **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

3.3.1. Split Single PST By Date

3.3.2. Split Single PST By Size

3.3.3. Split Single PST By Mail ID

3.3.4. Split Single PST By Selecting Folders

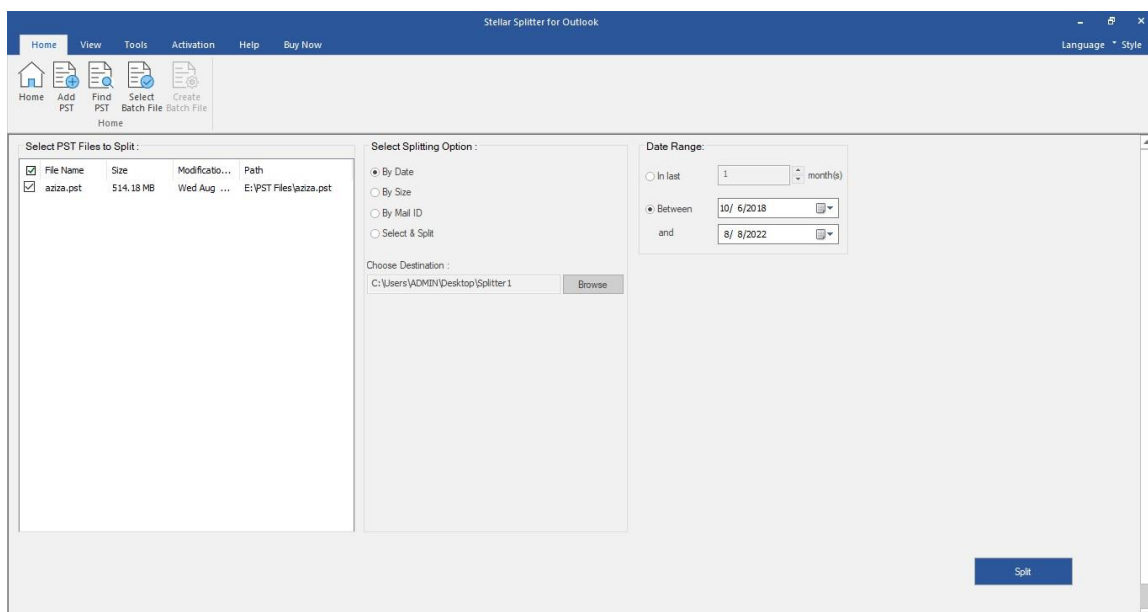
3.3.5. Split Multiple PST Files By Date

3.3.6. Split Multiple PST Files By Size

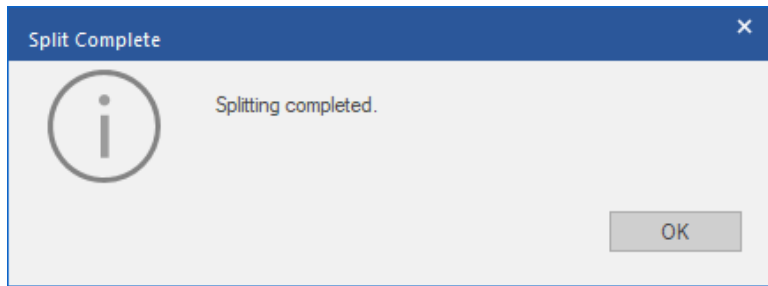
3.3.1. Split Single PST By Date

To split single PST file by date, please follow the procedure as described below:

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The **PST File** you added will be listed in the left pane.
4. Select **By Date** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. Click **Browse** and select the location where you want to save the PST File. Click **OK**.
6. From '**Date Range**' section in the right pane of the screen,
 - Select **In last** radio option if you want to split the PST file according to months. All e-mails that are sent and received in the specified months will be stored in the split PST file.
 - Select **Between** radio option if you want to split the PST file according to a specific time period. All e-mails from the specific time period will be stored in the split PST file. Select the start and end date from the list boxes.
7. User can specify to create a new PST file of all mails sent or received in last 'x' number of months or mails sent or received in a specified date range.



8. Click '**Split**' to start the process.
9. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.



Note: *Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.*

3.3.2. Split Single PST By Size

Split By Size option allows you to create small PST files of your bigger PST by specifying the size of each PST file. The size of split PST file can be 5GB, 10GB, 20GB, 30GB or 50GB.

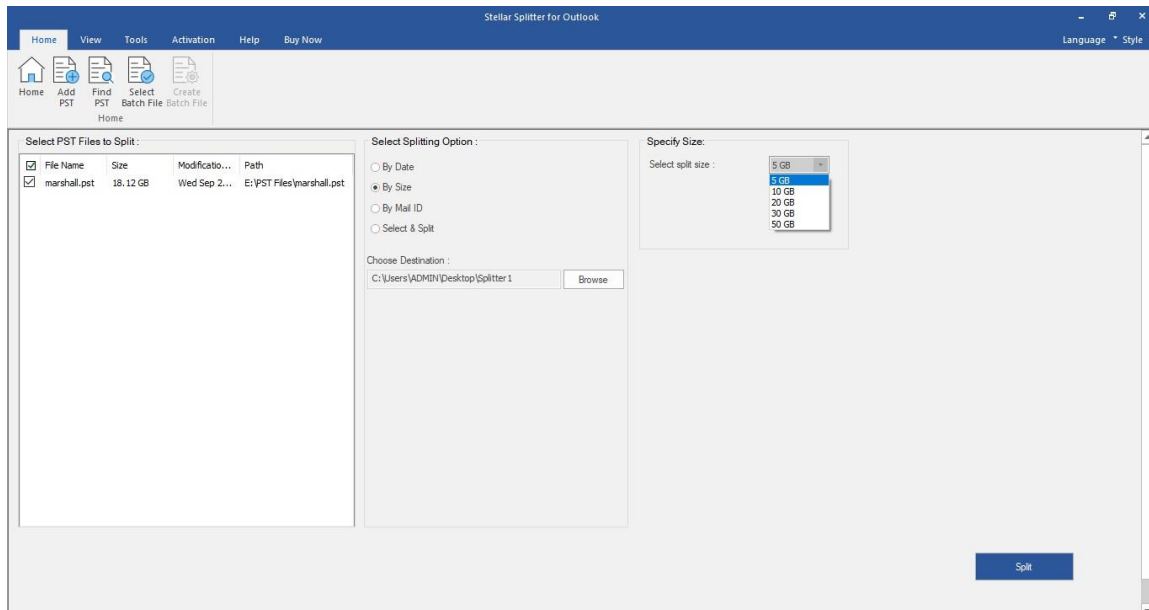
Note: *In the demo version of the software, the size of the split PST file will not be more than 250 MB.*

To split single PST file by size, please follow the procedure as described below:

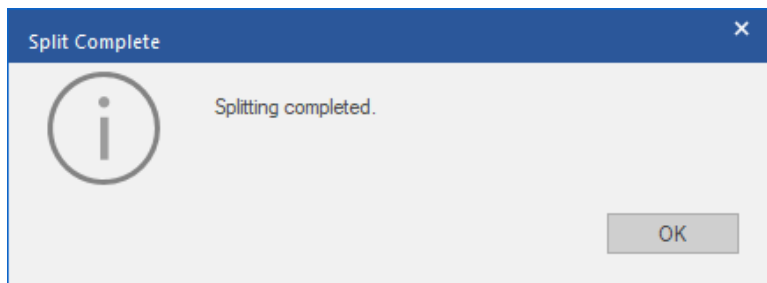
1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Size** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. Click **Browse** and select the location where you want to save the PST File. Click **OK**.
6. From '**Specify Size**' section in the right pane of the screen, specify size of each PST slice that you want to create from larger PST. Size range can be 5GB, 10GB, 20GB, 30GB or 50GB.

Note: *For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:*

If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.



7. Click '**Split**' to start the process.
8. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

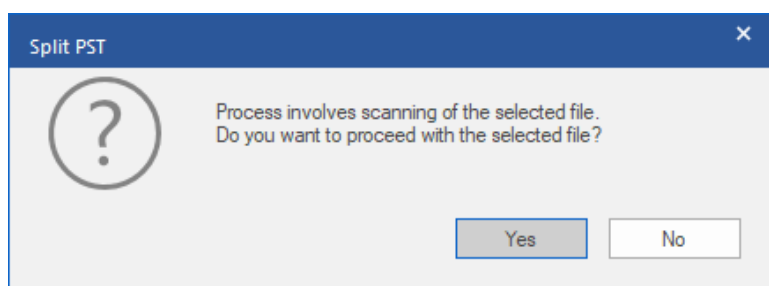


Note: Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

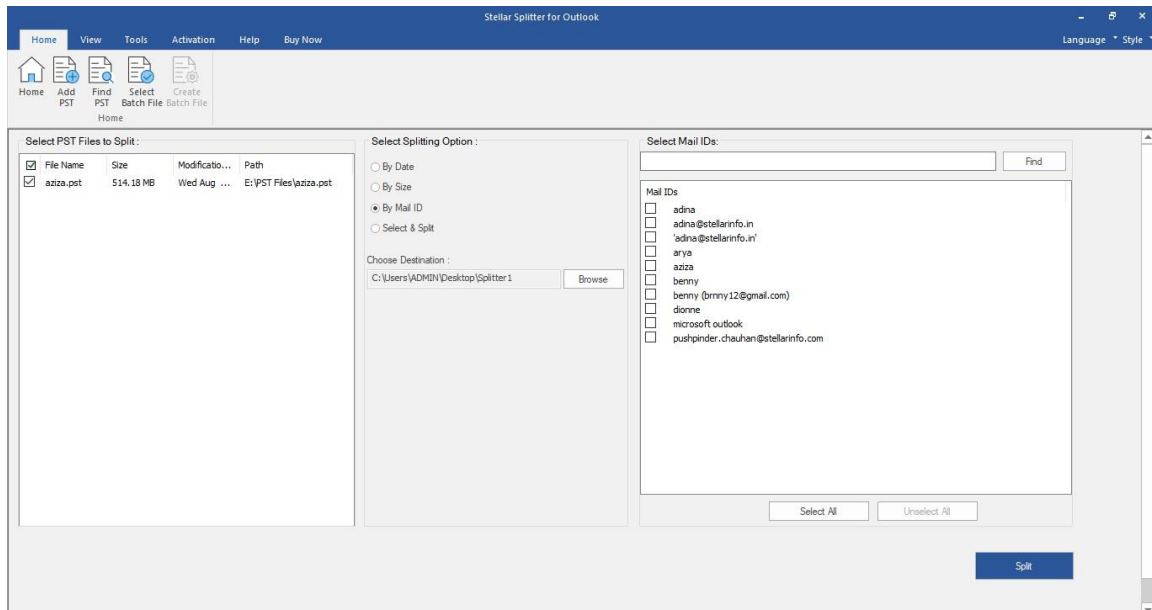
3.3.3. Split Single PST By Mail ID

To split single PST file by mail id, please follow the procedure as described below:

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Mail ID** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. A **Split PST** dialog box appears prompting you to proceed to the splitting process.
6. Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, the software will display a list of all mail ids found in the file in the right pane of the screen.

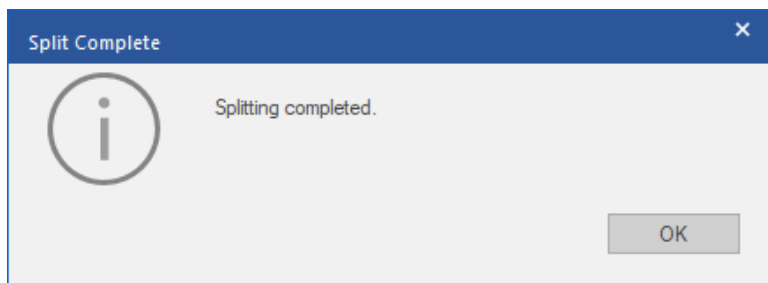


7. Select e-mail ids under **Mail IDs** scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select / unselect all the email ids.
8. Click **Browse** and select the location where you want to save the PST File. Click **OK**.



9. Click '**Split**' to start the process.

10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

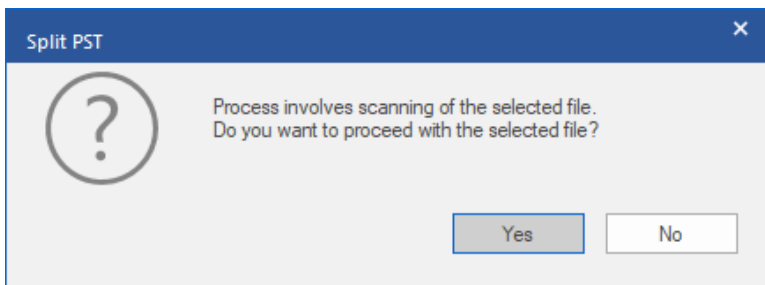


Note: Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

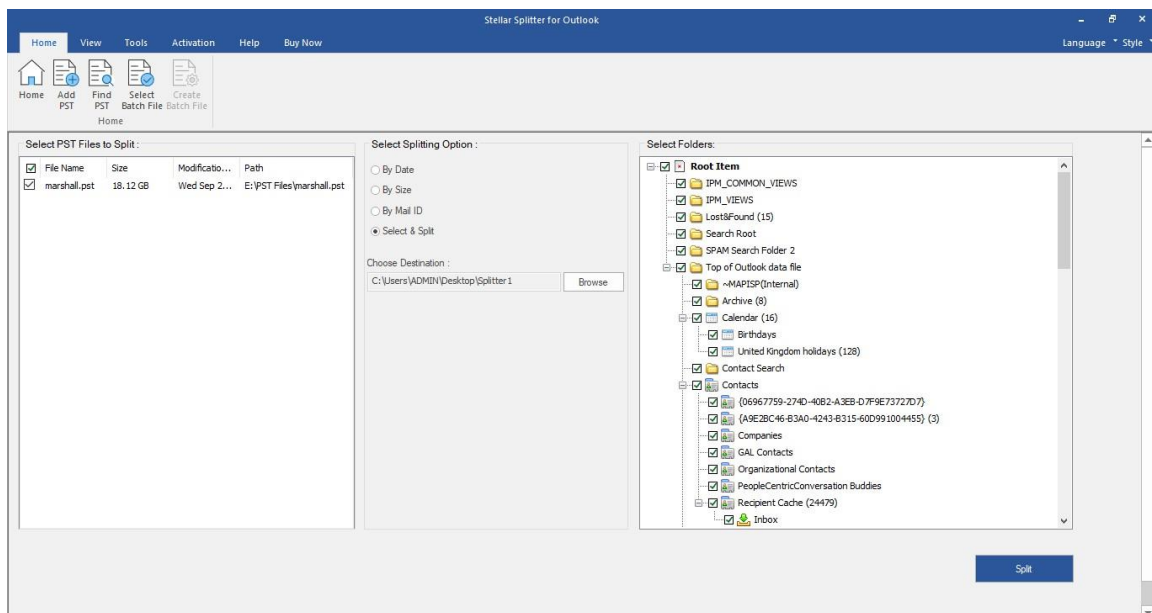
3.3.4. Split Single PST By Selecting Folders

You can select one or more mail folders and create a new PST consisting of selected items only. To split single PST file by extracting selected items, please follow the procedure as described below.

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **Select & Split** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. A **Split PST** dialog box appears prompting you to proceed to the splitting process.
6. Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, the software will display a list of all folders found in the file in the right pane of the screen.

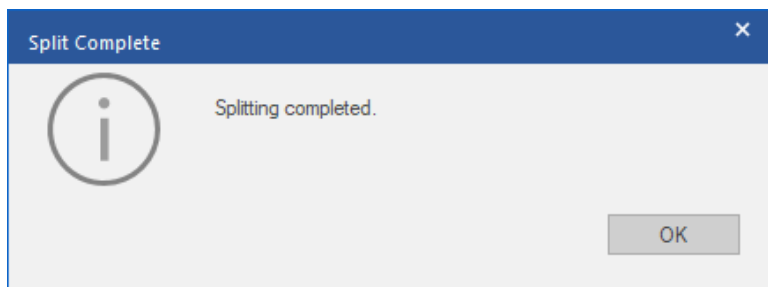


7. From '**Select Folders**' section in the right pane of the screen, select the folders that you want to be used as split criteria for the file.
8. Click **Browse** and select the location where you want to save the PST File. Click **OK**.



9. Click '**Split**' to start the process.

10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

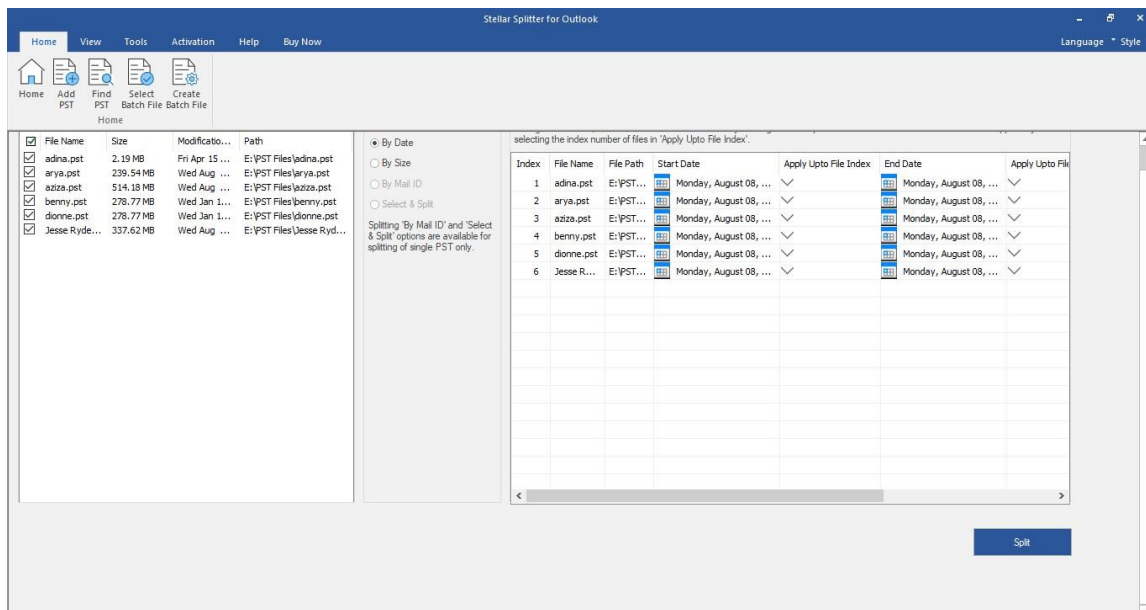


Note: Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

3.3.5. Split Multiple PST Files By Date

You can select and split multiple PST files by date to be stored in a folder. To split multiple PST files, please follow the procedure as described below.

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Date** option from '**Splitting Option**' section in the middle pane of the screen.



5. '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as **Index, File Name, File Path, Start Date, End Date, Apply Upto File Index** and **Destination Path**.
6. You can specify date range and destination path for each file individually. The software also has an option to apply common settings to a group of files.
7. Specify the start date of the date range by clicking on '**Start Date**' column. You can apply the same start date to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same start date is to be applied upto third file in the list then select the value 3 in '**Apply Upto File Index**' column.

Customize Split Options :
 Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Start Date	Apply Upto File Index	End Date	Apply Upto File
1	adina.pst	E:\PST...	Saturday, December ...	3	Tuesday, February 0...	▼
2	arya.pst	E:\PST...	Saturday, December ...	▼	Tuesday, February 0...	▼
3	aziza.pst	E:\PST...	Saturday, December ...	▼	Tuesday, February 0...	▼
4	benny.pst	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼
5	dionne.pst	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼
6	Jesse R...	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼

[Split](#)

- Specify the end date of the date range by clicking on '**End Date**' column. You can apply the same end date to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same end date is to be applied upto second file in the list then select the value 2 in '**Apply Upto File Index**' column.

Customize Split Options :
 Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

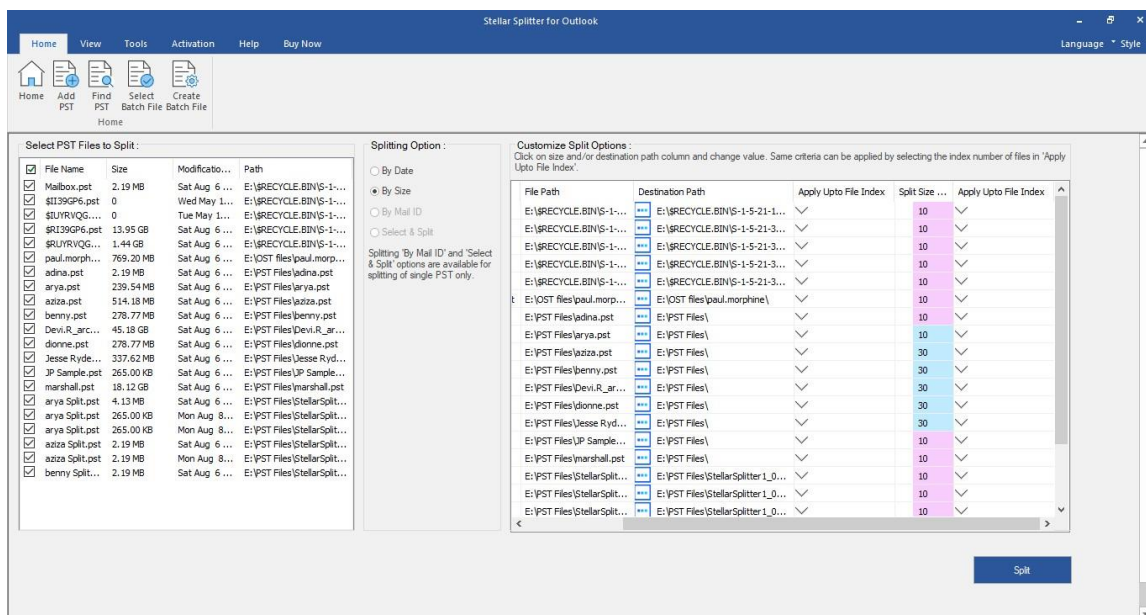
Index	File Name	File Path	Start Date	Apply Upto File Index	End Date	Apply Upto File
1	adina.pst	E:\PST...	Monday, August 08, ...	▼	Tuesday, February 0...	▼
2	arya.pst	E:\PST...	Monday, August 08, ...	▼	Tuesday, February 0...	▼
3	aziza.pst	E:\PST...	Monday, August 08, ...	▼	Tuesday, February 0...	▼
4	benny.pst	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼
5	dionne.pst	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼
6	Jesse R...	E:\PST...	Monday, August 08, ...	▼	Monday, August 08, ...	▼

[Split](#)

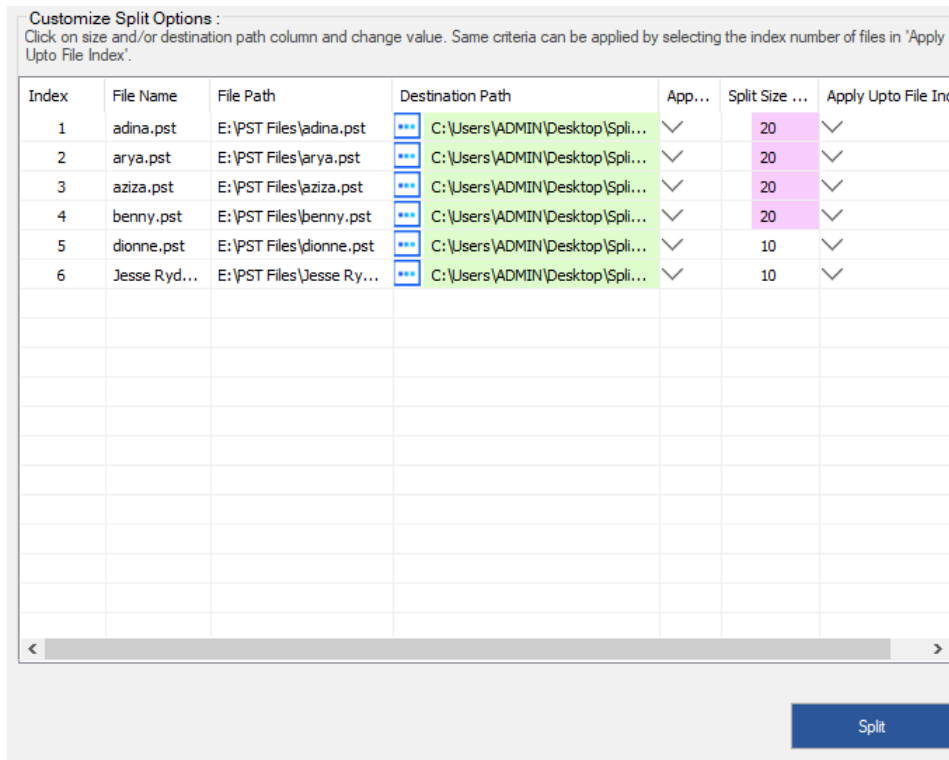
3.3.6. Split Multiple PST Files By Size

You can select and split multiple PST files by size to be stored in a folder. To split multiple PST files, please follow the procedure as described below.

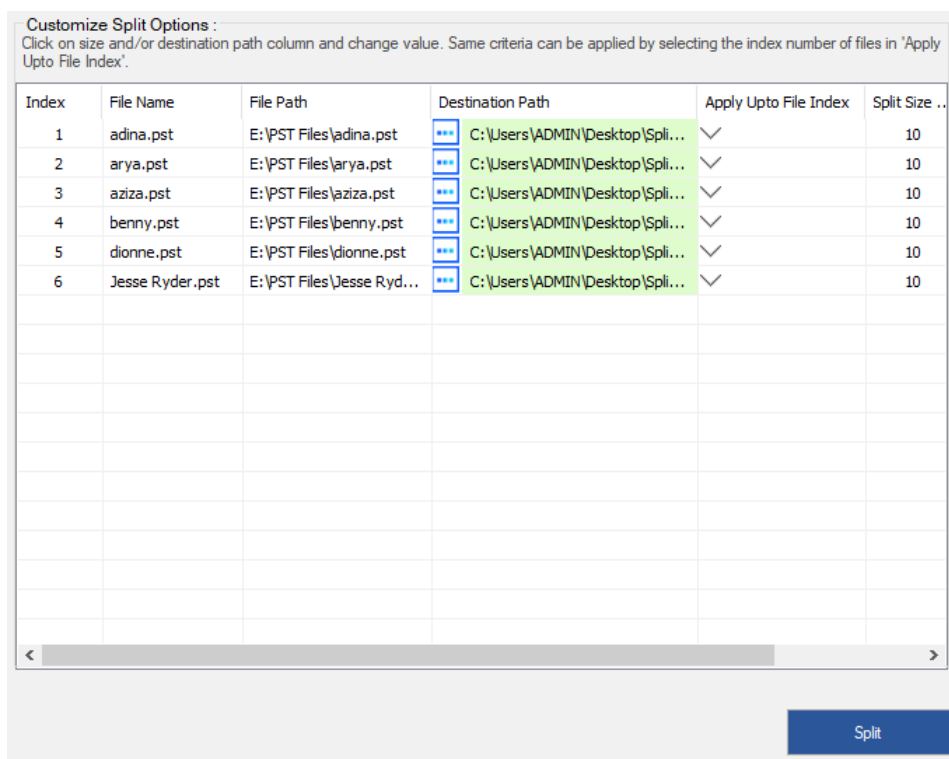
1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Size** option from '**Splitting Option**' section in the middle pane of the screen.



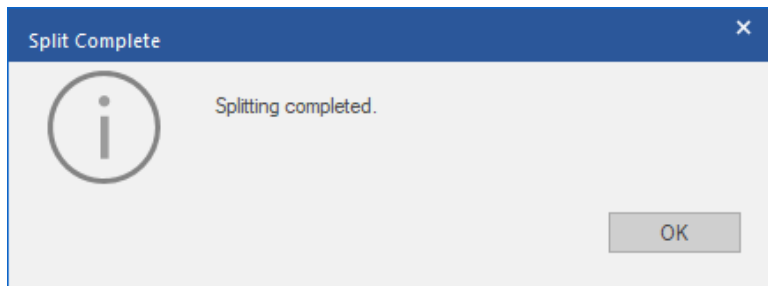
5. '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Apply Upto File Index, Split Size and Destination Path.
6. You can specify size and destination path for each file individually. The software also has an option to apply common settings to a group of files.
7. Specify the size of the new PST files by clicking on '**Split Size**' column. You can apply the same size criteria to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same size of new PST files is to be created from upto third file in the list then select the value 3 in '**Apply Upto File Index**' column.



8. If you want to change the destination location of a file then click on the '**Destination Path**' column and select a new destination. You can select the same destination path for a group of files by selecting the index number in '**Apply Upto File Index**', column. For example, if the same destination path is to be selected for all files in the list, then select the value 4 in '**Apply Upto File Index**' column.



9. Click '**Split**' to start the process.
10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

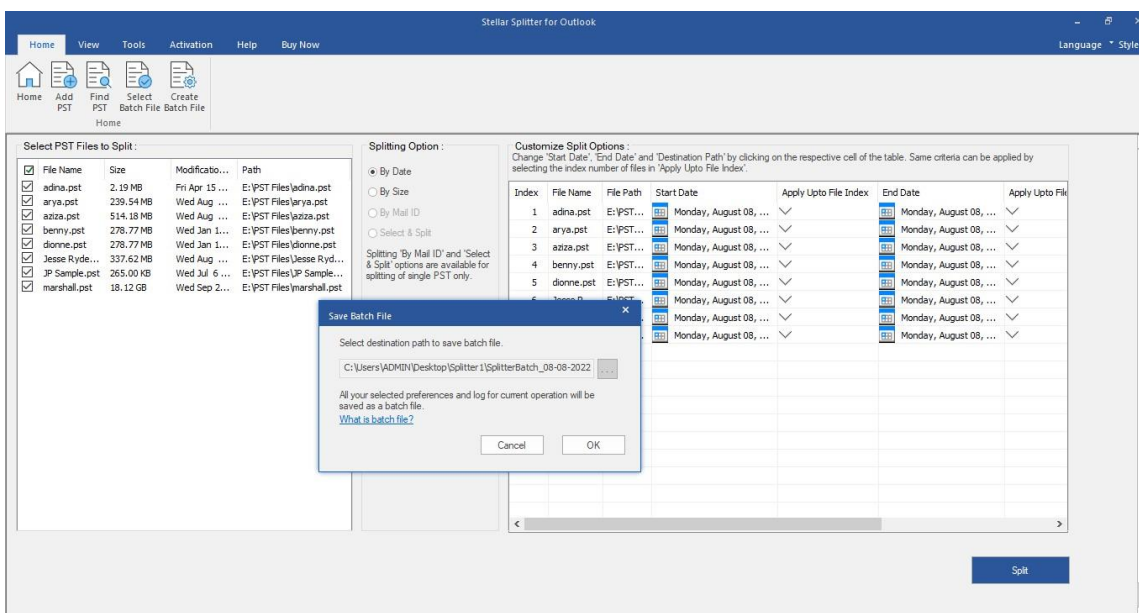


Note: Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

3.4. Create and Manage Batch Files

Stellar Splitter for Outlook provides you an option to create a batch file. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process. It can be used as input file once it has been created either by user or by the software. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the software itself before the initiation of the process or by the user to use the batch file as input to split the process. When a batch file is created by the software then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**



To manually create a batch file for date-based splitting

Follow the steps mentioned below to create a batch file for date based split operation:

1. Open **Notepad.exe**
2. Create a structure as given below:

First file source path;First file output destination path;First file start date;First file end date;Second file source path;Second file output destination path;Second file start date;Second file end date;

3. Date must be in MM/DD/YYYY format.

Example: C:\PST1\Test1.pst;E:\Split_Destination1\;03/23/2000;09/05/2009;D:\PST File2\Test2.pst;D:\Split Destination2\;11/02/2001;05/28/2008;

Note: *There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.*

To manually create a batch file for size-based splitting

Follow the steps mentioned below to create a batch file for size based split operation:

1. Open **Notepad.exe**

2. Create a structure as given below:

First file source path;First file output destination path;First file split size;Second file source path;Second file output destination path;Second file split size;

3. Size must be in GB and no fraction in size is accepted. Size should be greater than 5GB and can have a value of 10GB, 20GB, 30GB or 50GB.

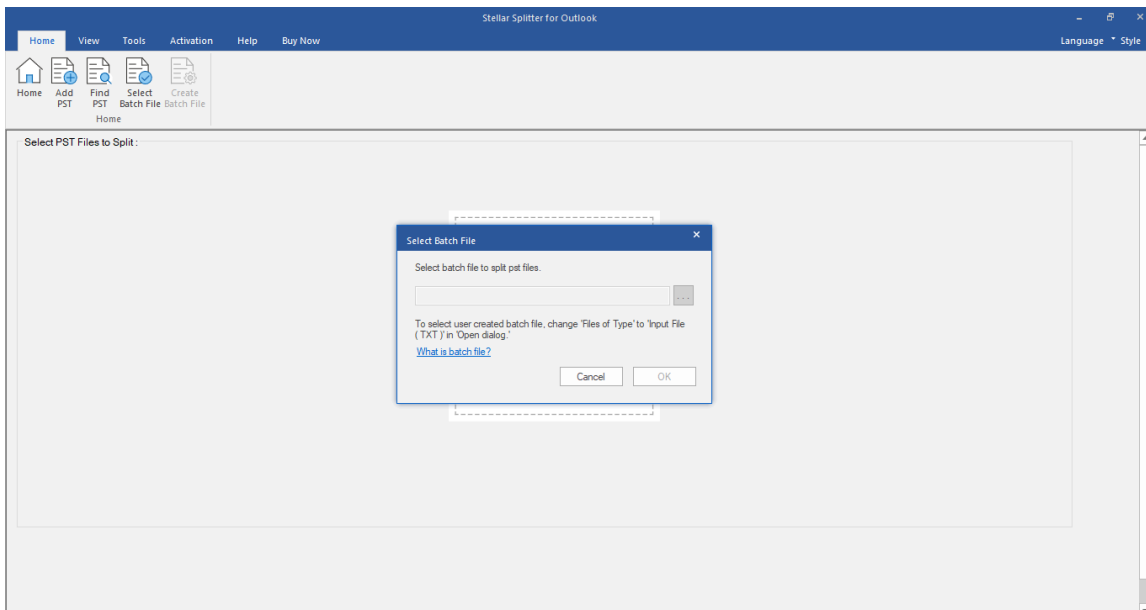
Example:

```
C:\PST1\Test1.pst;E:\Split_Destination1\;2;D:\PST2\Test2.pst;D:\Split_Destination2\  
;7;
```

Note: *There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semicolons.*

To use an already created batch file to split PST files

Already created batch file can be used to split multiple PST files that are either saved at different locations or are stored in a folder.



A batch file created for Date based splitting can be used to split:

- Multiple PST files at different locations.
- Multiple PST files with multiple date ranges.
- Multiple PST files located in a folder.

A batch file created for Size based splitting can be used to split:

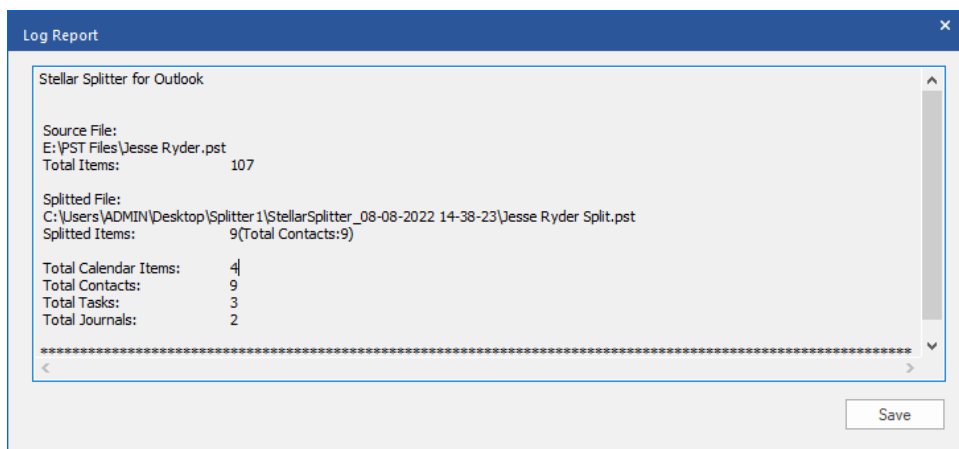
- Multiple PST files at different locations.
- Multiple PST files with multiple size ranges.
- Multiple PST files located in a folder.

3.5. View and Save Log Report

With **Stellar Splitter for Outlook**, you can save the Log Report to analyze the split process at a later stage.

To save log report:

1. From **View** ribbon, select **Log Report**.
2. A **Log Report** window appears on the screen displaying the details of the split files.



3. Click **Save** button.
4. In **Save Log** dialog box, click **Browse** and select the location where you want to save the log report. Click **OK**.

3.6. Changing the Software Language

To use **Stellar Splitter for Outlook** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

Here are the steps to change the language:

1. Run **Stellar Splitter for Outlook**.
2. Click **Language** button located at the top right corner.
3. A drop-down list appears with the following languages:
 - **English**
 - **French**
 - **German**
 - **Italian**
 - **Spanish**
4. Select the desired language. The software language will be changed accordingly.

4. Frequently Asked Questions (FAQ)

1. What does Stellar Splitter for Outlook do?

Stellar Splitter for Outlook splits large PST files into smaller files as per the criteria specified by you. The software splits PST files on the basis of: **Date, Size, Mail ID** and **Folders**.

2. Which version of MS Outlook is supported by the software?

The software supports PST Files made with MS Outlook 2007, 2010, 2013, 2016 and 2019.

3. Does the software maintain the integrity of the original PST files while splitting them?

Yes, the software maintains the integrity of the original PST files while splitting them.

4. Is it necessary to have MS Outlook installed on to the system where I want to split my PST file?

This software requires MS Outlook installed on to the system where PST file is being split.

5. How can Stellar Splitter for Outlook help me search for the location of PST file in the computer?

You can search for PST file in a specific drive or folder using **Find PST** option of the software. For more details, please refer Find PST Files topic of the help manual.

6. I have a PST file exceeding 50 GB of size, does the new PST file generated will have same size as that of source PST file?

For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.

7. Can I split multiple PST files stored at different locations on the basis of date?

You can split multiple files stored at different locations. [Click here](#) to check step by step procedure to split multiple files at different locations based on date range.

8. Can I split multiple files stored at different locations on the basis of size?

You can split multiple files stored at different locations. [Click here](#) to check step by step

procedure to split multiple files at different locations based on size criteria.

9. Can I split PST file on the basis of a mail id?

Yes, you can split a single PST file according to e-mail ids. For more details, please refer Split Single PST By Mail ID topic of the help manual.

10. Can I split my contacts?

When a PST file is split using date range, all contact is added to the newly created PST file.

In case where PST file is split using size, contacts are added to any one of the PST files.

You can find out this by checking the log of split operation.

11. What is a batch file?

A batch file keeps all the settings and inputs of user for splitting multiple files. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process.

It can be used as input file once it has been created. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the software itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the software then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**

The default location of batch file will be in Installation folder of the software.

12. How can I create my own batch file?

Creating a batch file makes splitting task very easy to follow. [Click here](#) to know step by step procedure to create a batch file.

13. Can I create another PST file of one or more folders from my original PST file?

It is possible to create a new PST file having only selected folders from original PST file.

[Click here](#) to know step by step procedure to create PST file with one or more folders in working with the software section of this manual.

14. What is "Apply Upto File Index" and how to use it?

"Apply Upto File Index" is a very useful option that allows you to select same value of a criteria for multiple files. This saves you from selecting the value for every individual file separately. You can read the complete procedure of splitting PST files based on **Apply**

Upto File Index in Split Multiple PST Files By Date and Split Multiple PST Files By Size section of this manual.

15. Can we save process log?

Yes, **Stellar Splitter for Outlook** gives you option to save log report of the process.

To save log report:

- From **View** ribbon, select **Log Report**.
- In **Save Log** dialog box, select the location where you want to save the log report. Click **OK**.



Stellar Compactor for Outlook

User Guide 9.0

1. About Stellar Compactor for Outlook

Microsoft Outlook data is stored in personal folders file that ends with PST extension. Almost all the data, one stores in various MS Outlook folders, goes in to PST file linked with that profile.

Outlook PST file, also known as Outlook Data File contains all items like e-mails, alerts, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

One of the major threats to Outlook PST file is it becoming oversized. PST files can be compressed to recover from this situation. **Stellar Compactor for Outlook** is designed to compact the size of PST files using powerful algorithms. The application performs deep scan of the PST file and compacts all the e-mails, calendar, contacts, tasks, and notes.

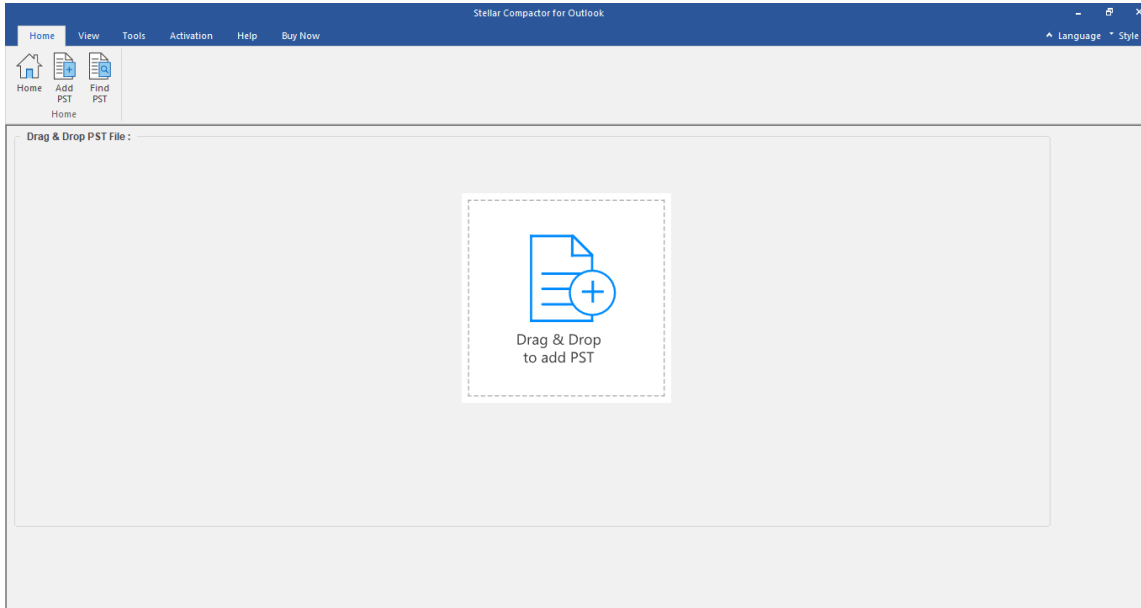
Key Features

- **Stellar Compactor for Outlook** is a 100% result-oriented tool to compact Outlook PST files.
- Software can extract the attachments and saves them in a new folder. Interlinking of the compacted PST file and attachments is preserved.
- Software extracts the attachments, compresses them in zipped file (ZIP) and saves them in a new folder. Interlinking of compacted PST file and attachments is preserved.
- Software can compact PST file without saving the attachments. This option will remove all attachments in the compacted PST file.
- Application can compact any PST file of MS Outlook 2021/2019/2016/2013/2010/2007.
- Application can empty Deleted Items folder while performing any compaction option.
- Application can empty Junk E-mail folder while performing any compaction option.
- Application also removes unused space.

Note: The software never deletes or modifies data in original PST file. It creates a new PST file.

2. User Interface

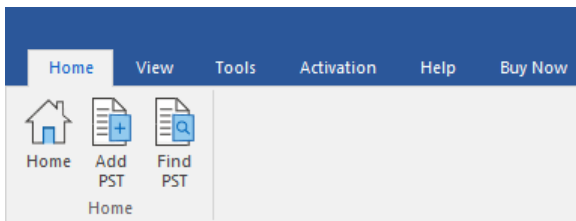
Stellar Compactor for Outlook software has a very easy to use Graphical User Interface. After launching the program, you will see the main user interface as shown below:



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

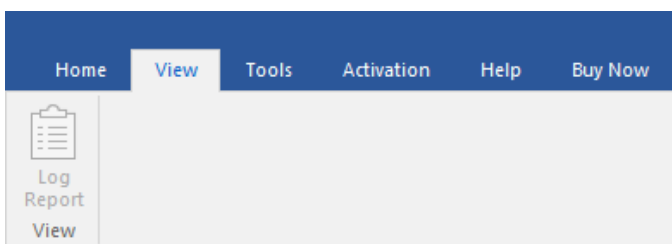
2.1. Ribbons and Buttons

1. Home Ribbon



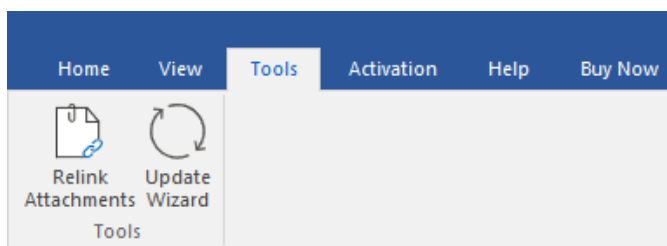
- **Home:** Use this option to go to the home page of the software.
- **Add PST:** Use this option to add the PST file.
- **Find PST:** Use this option to search PST files from the system.

2. View Ribbon



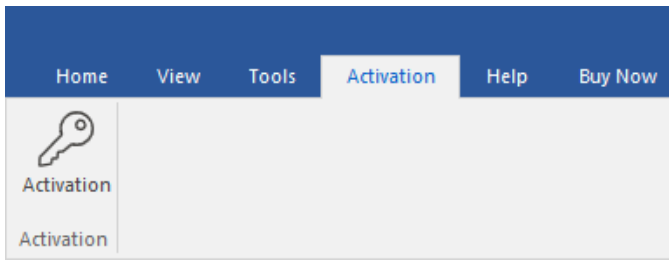
- **Log Report:** Use this option to view the summary after the compact process.

3. Tools Ribbon



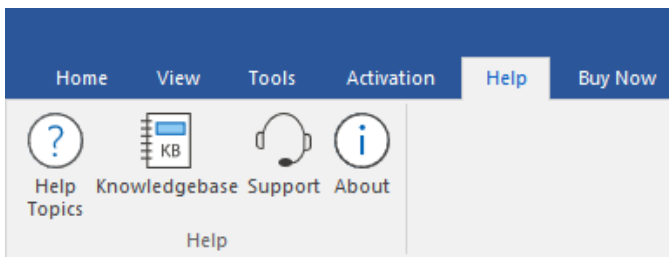
- **Relink Attachments:** Use this button to relink the attachment folder
- **Update Wizard:** Use this option to check for both, latest minor and major versions available online.

4. Activation Ribbon



- **Activation:** Use this option to activate the software after purchasing.

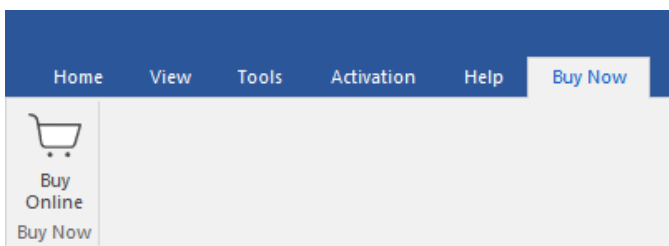
5. Help Ribbon



- **Help:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#)
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

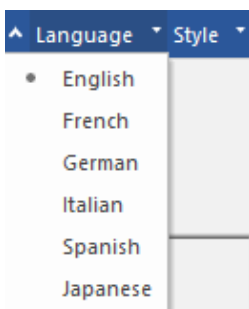
S

6. Buy Now Ribbon



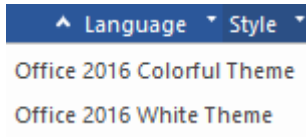
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

7. Language Button



- **Language:** Use this option to change the language of the application. In the drop- down menu you will find the following language options: English, French, German, Italian and Spanish.

8. Style Button



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

3. Features

Stellar Compactor for Outlook software is a powerful application to compress Microsoft outlook PST file. It provides four options for compacting PST files. Compaction of PST file can be done with or without separating attachments. Extracted attachments can be saved into a new folder either in original form or in compressed zip files. The application also gives options to delete contents of the 'Deleted Items' and 'Junk E-mail' folder in compacted Outlook PST file.

3.1. Compact Options

3.2. Advance Compact Options

3.1. Compact Options

E-mails in the MS Outlook PST file may have attachments in them. **Stellar Compactor for Outlook** gives four options for attachments that can be set while compacting a PST file. **Stellar Compactor for Outlook** allows to extract attachments from PST file and save them in a new folder either in original form or in compressed zip format. Options to remove all attachments while compacting PST file are also available. Four compact options available in the application are:

- Compress all attachments in new PST file
- Extract and save attachments to a folder (no interlinking is lost)
- Extract, compress and save attachments to a folder (no interlinking is lost)
- Remove all the attachments in new PST file

3.2. Advance Compact Options

When e-mails are deleted in MS Outlook, the space occupied by them remains allocated. This space can grow up to large size in short span of time. Oversized PST files are more likely to corrupt than normal sized files. So, unused space must be released. **Stellar Compactor for Outlook** application helps in removing unused space while compacting PST file. It also provides an option to remove deleted items and junk mails from their respective folders. Three advanced compact options available in the application are as follows:

- **Remove Unused Space.**
- **Empty 'Deleted Items' folder.**
- **Empty 'Junk E-mail' folder.**

4. Working with the Software

4.1. Select PST file

4.2. Find PST files

4.3. Compact PST file

4.4. Import PST File

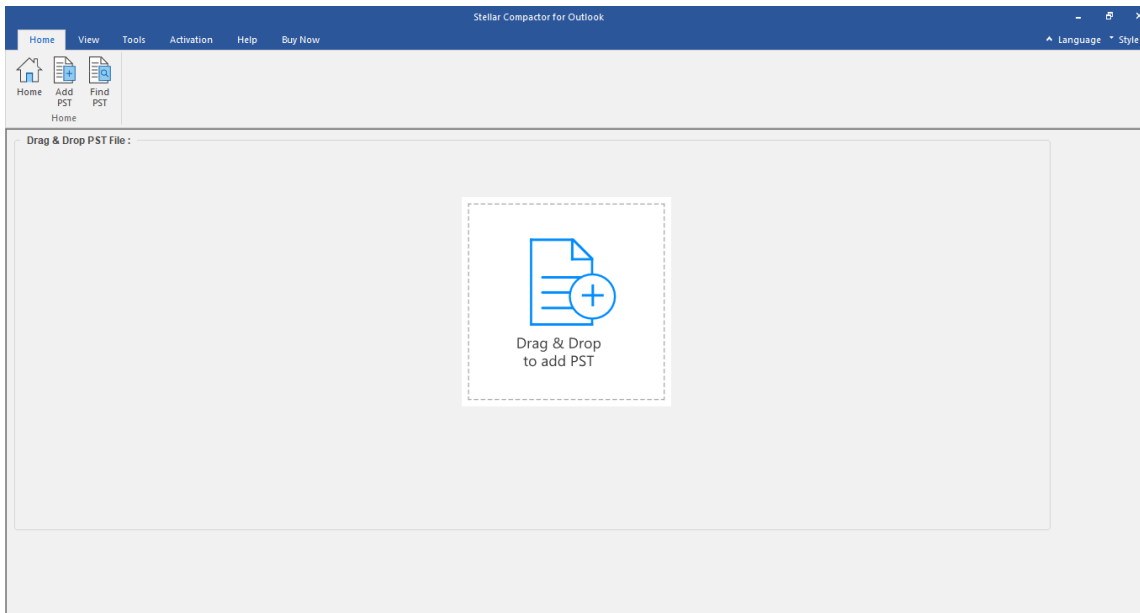
4.5. Relink Attachment Folder

4.6. Changing the Software Language

4.1. Select PST file

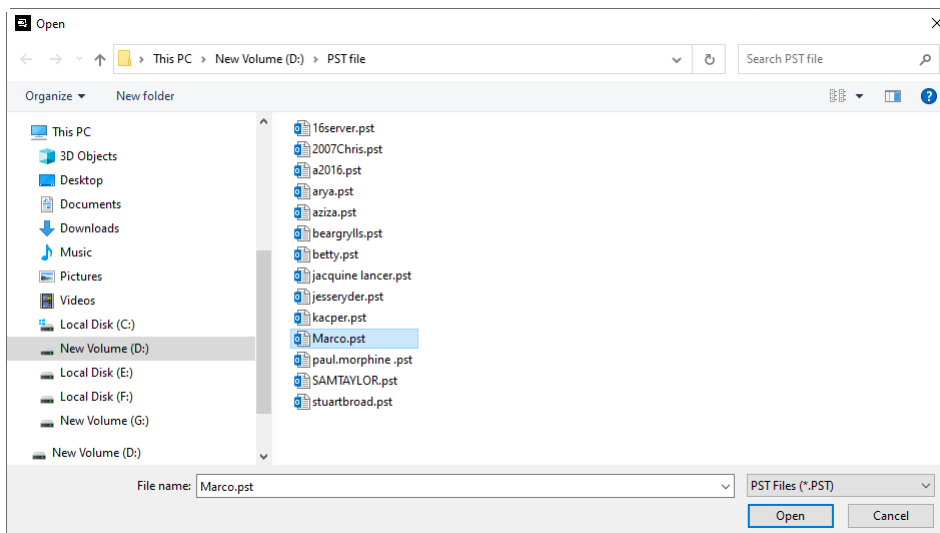
To select a PST file, follow these steps.

1. Run **Stellar Compactor for Outlook** application.
2. Click on **Add PST** or you can also drag and drop PST file.

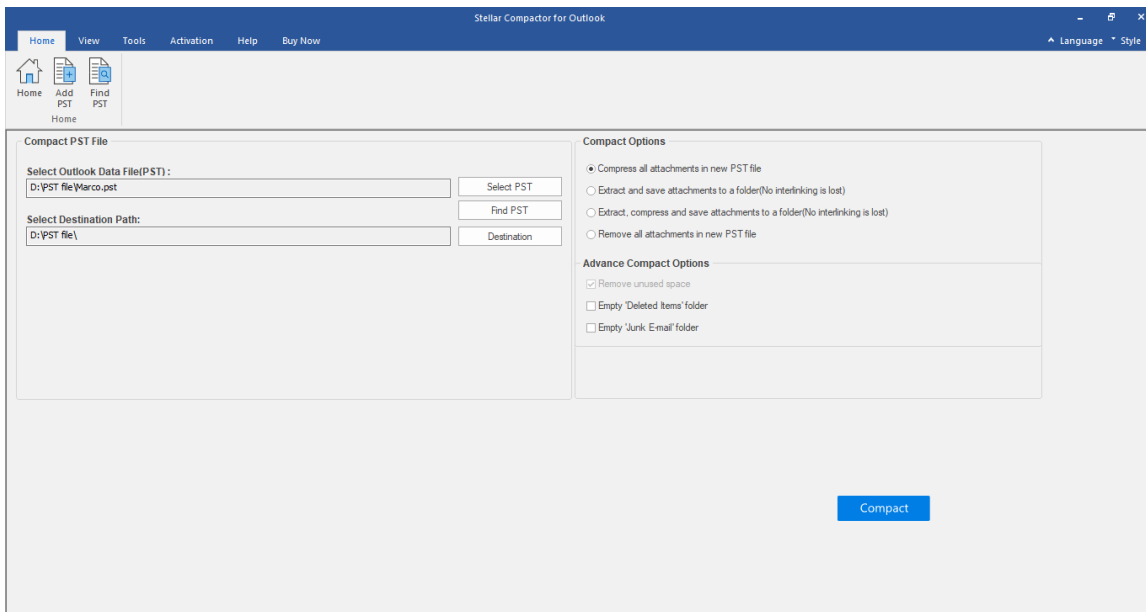


3. **Open** dialog box is displayed.

4. Browse for file location, select the PST file and click **Open** button.



5. Click **Destination** button to select the path where you want to save the compacted PST file. Default destination path is selected by default and is same as source path.



6. Choose any of the **Compact Options** to compact PST file.

7. Choose **Advance Compact Options** to remove items.

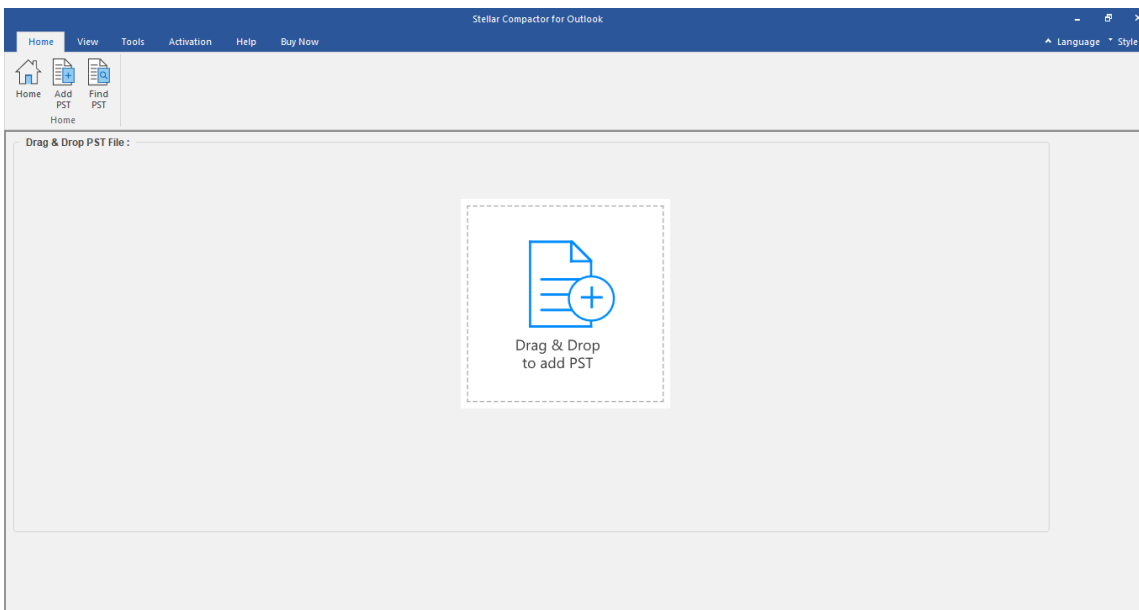
8. Click on **Compact** button to continue.

4.2. Find PST files

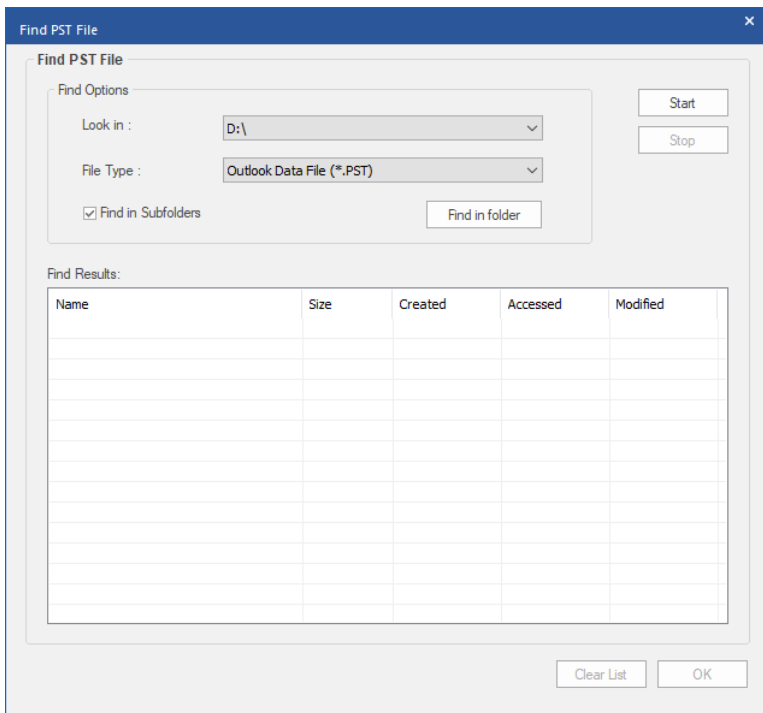
Stellar Compactor for Outlook allows you to search for PST files in your computer. Using the **Find PST** option, you can search for PST files in your computer's drives, folders and sub folders. However, you can only select one drive at a time to search for PST files.

To Find PST files in drives:

1. Run **Stellar Compactor for Outlook** application.
2. Click on **Find PST** button.

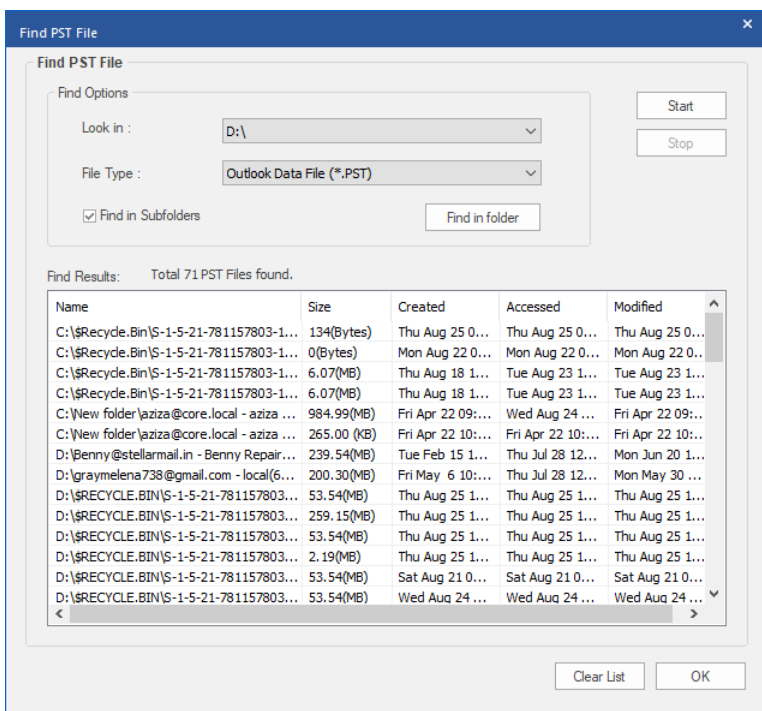


3. **Find PST File** dialog box is displayed.



4. From **Look in** field under **Find Options** section, select the drive you want to search for PST files. Click **Start**.

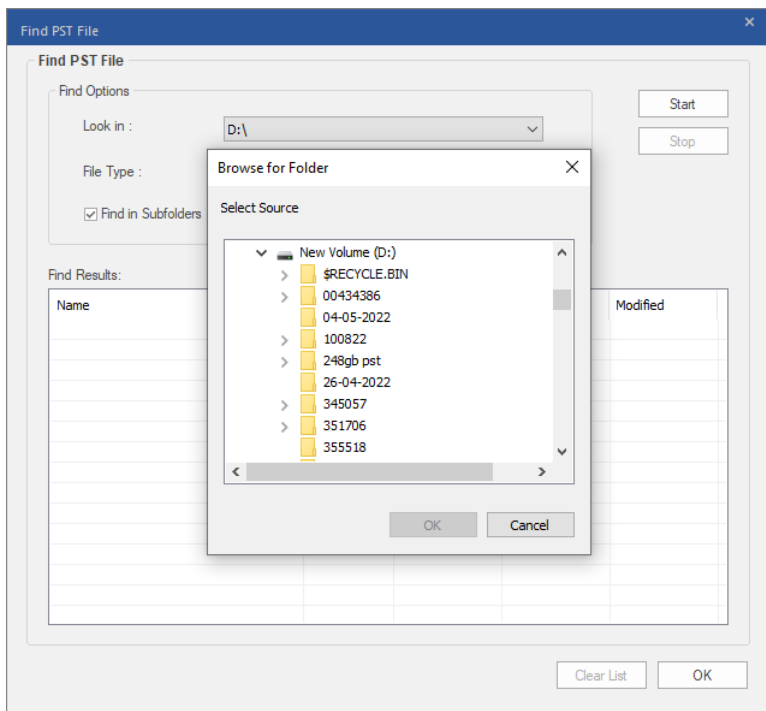
5. After the search is finished, a list of PST files found in the selected drive is shown in **Find PST File** dialog box, under the **Find Results** section.



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

To Find PST files in folders and subfolders:

1. From **Home** Ribbon, click **Find PST** button.
2. Find **PST File** dialog box opens.
3. In **Find PST File** dialog box, click **Find in folder** button. **Browse for Folder** dialog box opens

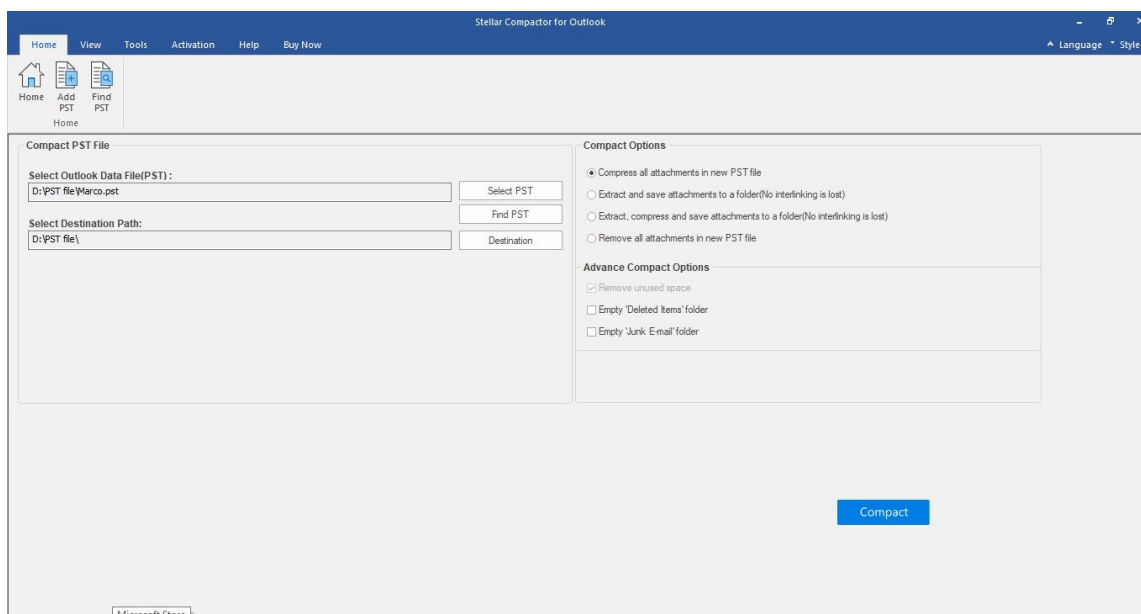


4. Select the folder from which you want to search PST files. Click **Start**. Also, if you want to search subfolders within that folder, select **Find in Subfolders** checkbox.
5. After the search is finished, list of PST files found in the selected folder is shown in **Find PST File** dialog box, under **Find Results** section.

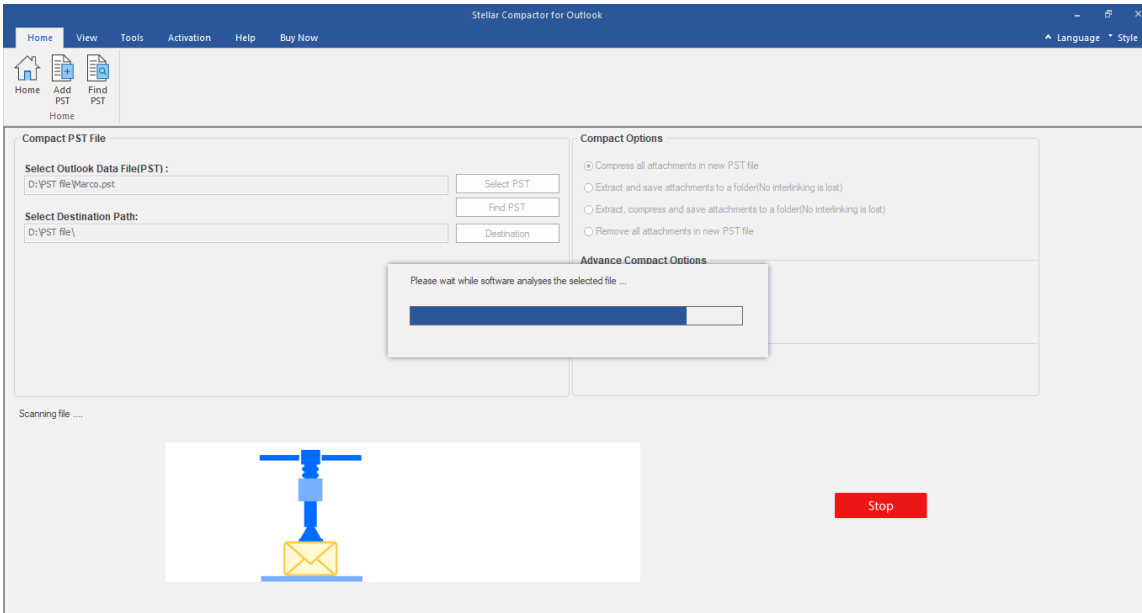
4.3. Compact PST file

Stellar Compactor for Outlook software compresses the PST file and decrease the size acquired by them in the disk. This enhances greater use of memory and also saves PST files from being corrupted. To compact a PST file, follow these steps.

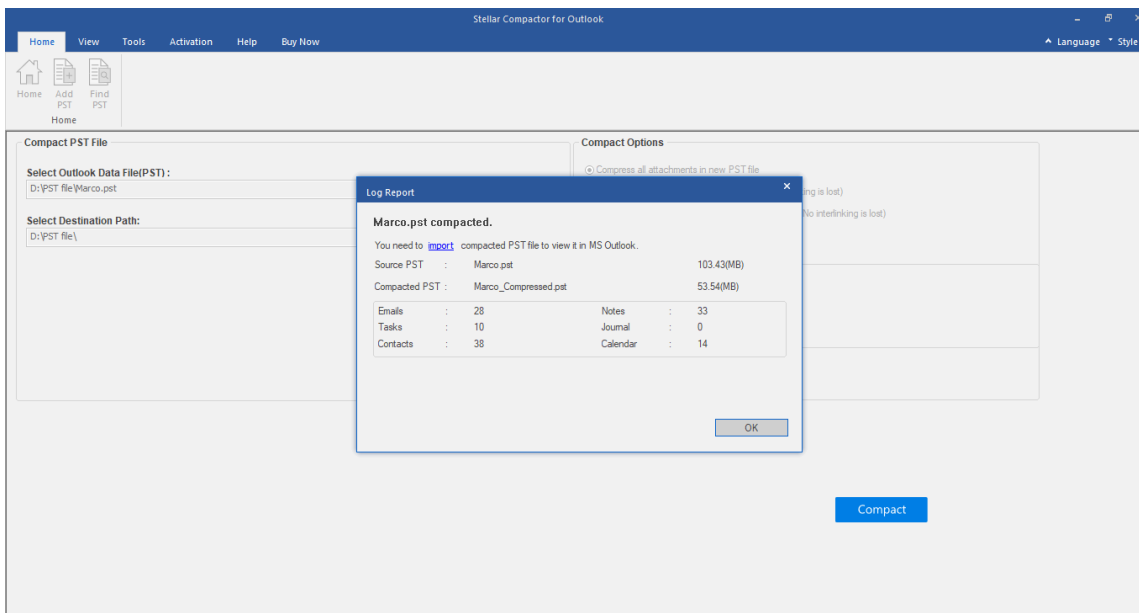
1. Run **Stellar Compactor for Outlook** application.
2. Select the PST file If do not know the path of your file, then you can search it by Find PST option of the application.
3. Click **Destination** button to select the path where you want to save the compacted PST file. Default destination path is selected by default and is same as source path.



4. Choose any of the Compact Options available for attachments.
5. Choose any of the Advance Compact Options as per your preference.
6. Click on **Compact** button to start the compaction process.



7. On completion of process a **Log Report** is displayed that shows the details of the compacted file.



8. The compacted file name is same as the source file suffixed with **Compressed.pst**

Note: You need to import compacted PST file to view it in MS Outlook.

4.4. Import PST files

To import PST file in Microsoft Outlook 2019 / 2016 / 2013:

1. Open **Microsoft Outlook**. From **File** Ribbon, select **Open & Export**.
2. Select **Import / Export** option from the right pane.
3. From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
4. In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.
5. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
6. 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:

1. Open **Microsoft Outlook**. From **File** Ribbon, select **Open -> Import**.
2. From **Import and Export Wizard** window, select **Import** from another program or file, click **Next**.
3. In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.
4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. 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:

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

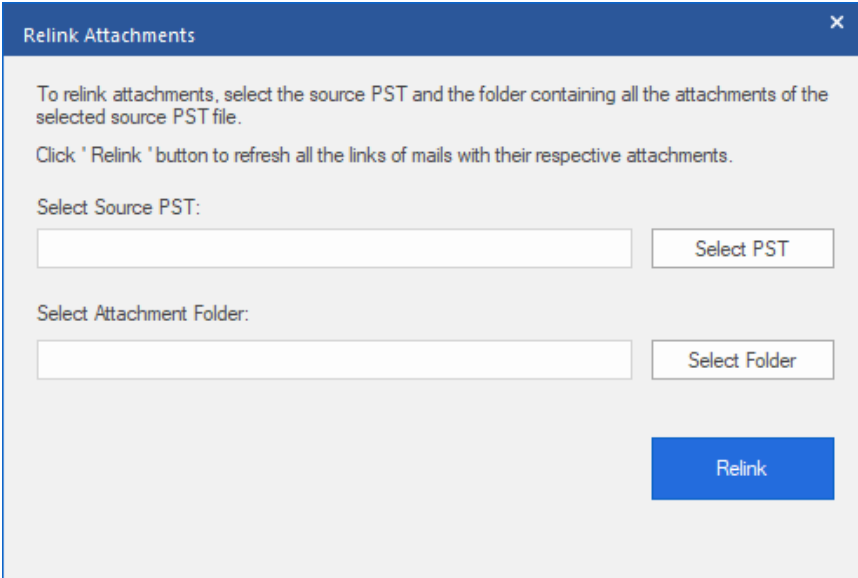
4.5. Relink Attachment Folder

You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or Extract compress and save attachments to a folder (No interlinking is lost) option.

Note: You can move the attachments folder to a different location on the same local machine or you can move both the PST file and the attachments folder to another machine. This software will link the attachments folder to the PST file in both these scenarios.

Follow the steps given below to relink the attachments to the mails:

1. Click **Relink Attachments** from **Tools** ribbon.



Relink Attachments

To relink attachments, select the source PST and the folder containing all the attachments of the selected source PST file.

Click 'Relink' button to refresh all the links of mails with their respective attachments.

Select Source PST:

Select Attachment Folder:

2. Click on **Select PST** and **Select Folder** button to browse to and select the **PST file** and its attachment folder.
3. Click on **Relink** button to relink the attachments to the mails.
4. '**Relinking process completed**' message will be displayed on completion of process.

4.6. Changing the Software Language

In order to use **Stellar Compactor for Outlook** software in your preferred language, the application provides an option to select any of the desired language. Using the Languages button, you can change the entire application to a different language at any time/instance without having to re-install the application.

Here are the steps to change language of the application:

1. Run **Stellar Compactor for Outlook**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
 - **English**
 - **French**
 - **German**
 - **Italian**
 - **Spanish**
 - **Japanese**
4. Select the desired language. The application language will be changed accordingly.

5. Frequently Asked Questions

1. What is Stellar Compactor for Outlook?

Stellar Compactor for Outlook is a software application that helps in reducing the size of MS Outlook PST files. It has various options for attachments of mails that can be selected for compaction. Unused space taken by deleted items can also be wiped by help of this application.

2. What is need to compact PST files?

MS Outlook stores all the data i.e., e-mails, personal data, calendar, tasks, etc. in a PST file. Eventually this file becomes oversized with time. Also, when we delete items in any of the folders of a PST file, space allocated to them is kept intact. Hence, there is no difference to size.

Oversized PST files are prone to corrupt so they must be compacted whenever oversized.

Stellar Compactor for Outlook compacts size and deletes unused space of PST files.

3. Can I extract all my attachments in a separate folder while compacting the PST file?

Yes, you can extract the attachments in a separate folder. To do this, choose the Extract and save attachments to a folder option in the Compact Option before starting the compact process. Interlinking of the attachments and PST file is preserved after compaction.

4. Can I get a PST file after compaction that has only the messages and no attachments?

Yes, you can get it by choosing the **Remove all the attachments in new PST file** option in the Compact Option before starting the compact process. The compacted PST file will have only messages and other items but no attachments.

5. I do not want any item in my Deleted items folder after compacting the PST file?

How to do this?

You can empty Deleted Items folder in the compacted PST file. To do this, select the **Empty 'Deleted Items' folder** option in the **Advance Compact Option** before starting the compact process.

6. Can I delete all the junk items in my compacted PST file?

Yes, you can empty the Junk Items folder in PST file. Choose **Empty 'Junk E-mail'** folder option in **Advance Compact Option** to do this.

7. How to import the compacted PST file in MS Outlook?

Import the PST file in MS Outlook application to view it. To do this,

1. Open **Microsoft Outlook**. On the **File** Ribbon, select **Import and Export**.
2. In the **Import and Export Wizard**, select **Import** from another program or file, click **Next**.
3. In the **Import a File** box, select **Personal Folder File (PST)**, click **Next**.
4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. In the **Import Personal Folders** dialog box, select the folders that should be imported in **Microsoft Outlook**. Click **Finish**.



Stellar Password Recovery for Outlook

User Guide for version 8.0

1. About Stellar Password Recovery for Outlook

Stellar Password Recovery for Outlook is a complete solution to recover lost and forgotten password of email accounts of Microsoft Outlook.

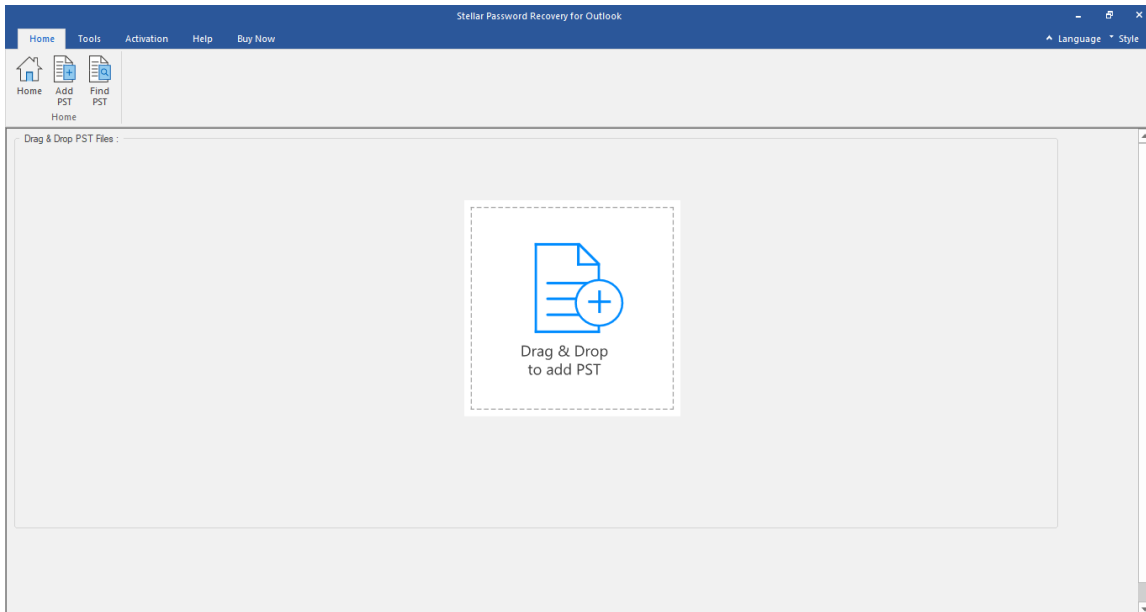
You can recover password of PST files by using **Stellar Password Recovery for Outlook**. All valid passwords will be generated by **Stellar Password Recovery for Outlook** that can be used to open PST files. However, the exact password will not be generated but a series of password will be available to open PST file. You can use any of the password generated by **Stellar Password Recovery for Outlook** to open PST files.

Key features:

- Recovers lost or forgotten password of Microsoft Outlook PST files.
- Supports drag and drop of selected files.
- Supports MS Outlook 2007, 2010, 2013, 2016, 2019, 2021.

2. User Interface

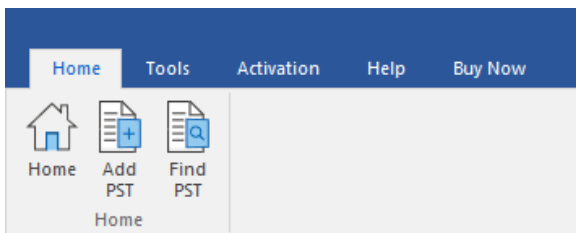
Stellar Password Recovery for Outlook software has a very easy to use Graphical User Interface. After launching the program, you will see the main user interface as shown below:



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

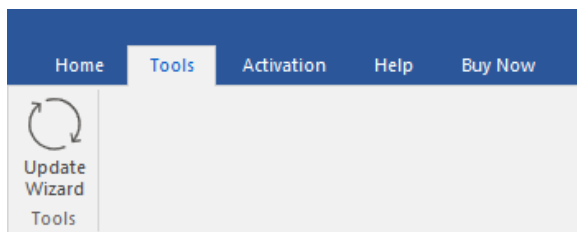
2.1. Menus and Buttons

1. Home Menu



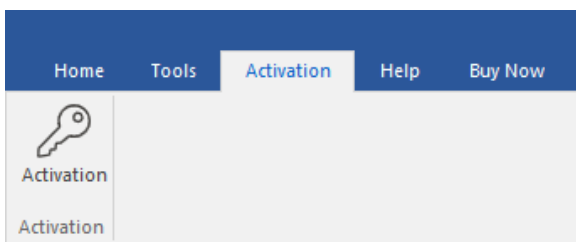
- **Home:** Use this option to go to the home page of the software.
- **Add PST:** Use this option to add the PST files for which you want to recover the password.
- **Find PST:** Use this option to search PST files from the system.

2. Tools Menu



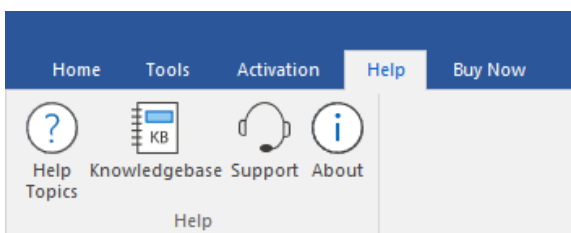
- **Update Wizard:** Use this option to check for both, latest minor and major versions available online.

3. Activation Menu



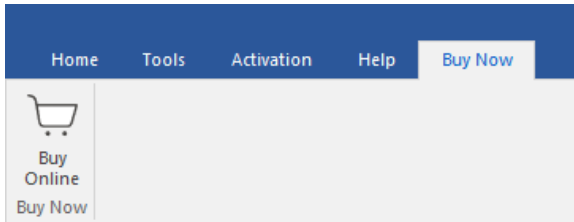
- **Activation:** Use this option to activate the software after purchasing.

4. Help Menu



- **Help Topics:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

5. Buy Now Menu



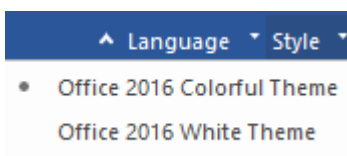
- **Buy Online:** Use this option to [buy](#) Stellar Toolkit for Outlook.

6. Language Button:



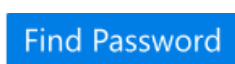
- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English**, **French**, **German**, **Italian** and **Spanish**.

7. Style Button



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

8. Find Password Button



- **Find Password:** Click this button to start the password recovery process.

3. Working with the Software

3.1. Add PST File

3.2. Find PST File

3.3. Find Password

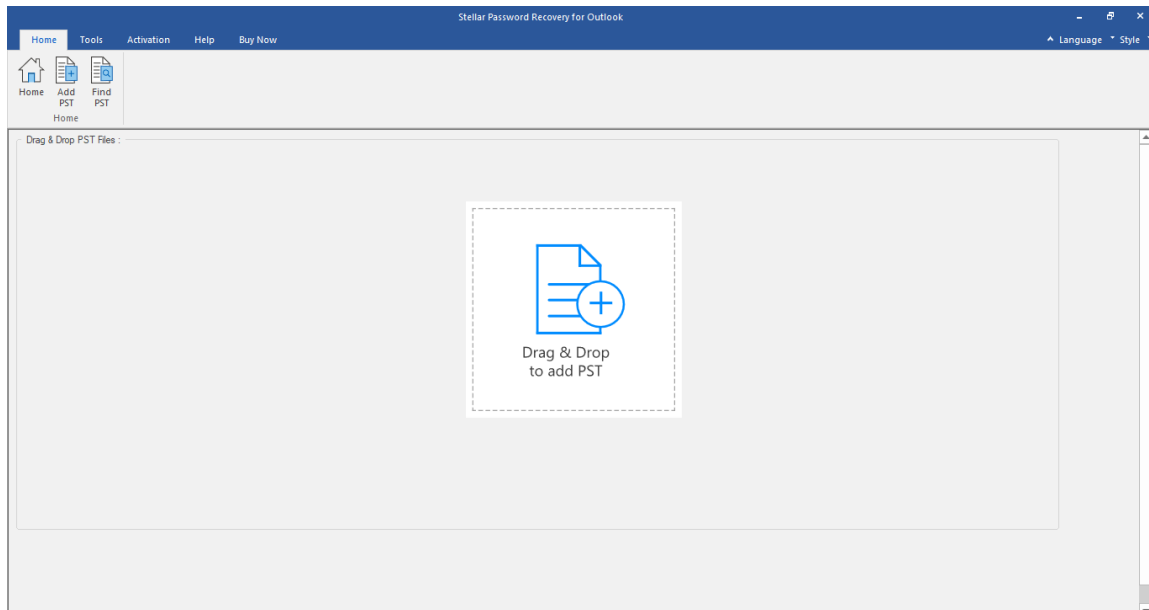
3.4. Import PST File

3.1. Add PST File

Stellar Password Recovery for Outlook allows you to select PST files from your computer for the password recovery process.

To add PST file:

1. Run **Stellar Password Recovery for Outlook**.



2. From the **Home** menu, click **Add PST** button. An **Open** dialog box will appear. Browse and select the desired file and then click **Open**.

Or,

Drag and drop the desired file to the application.

Or,

Click **Drag & Drop to add PST** button on the main user interface. An **Open** dialog box will appear. Browse and select the desired file and then click **Open**.

3.2. Find PST Files

Stellar Password Recovery for Outlook allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of '**Find PST**' option, you can find PST files in any folder, subfolder or an entire volume in your system.

To Find a PST File:

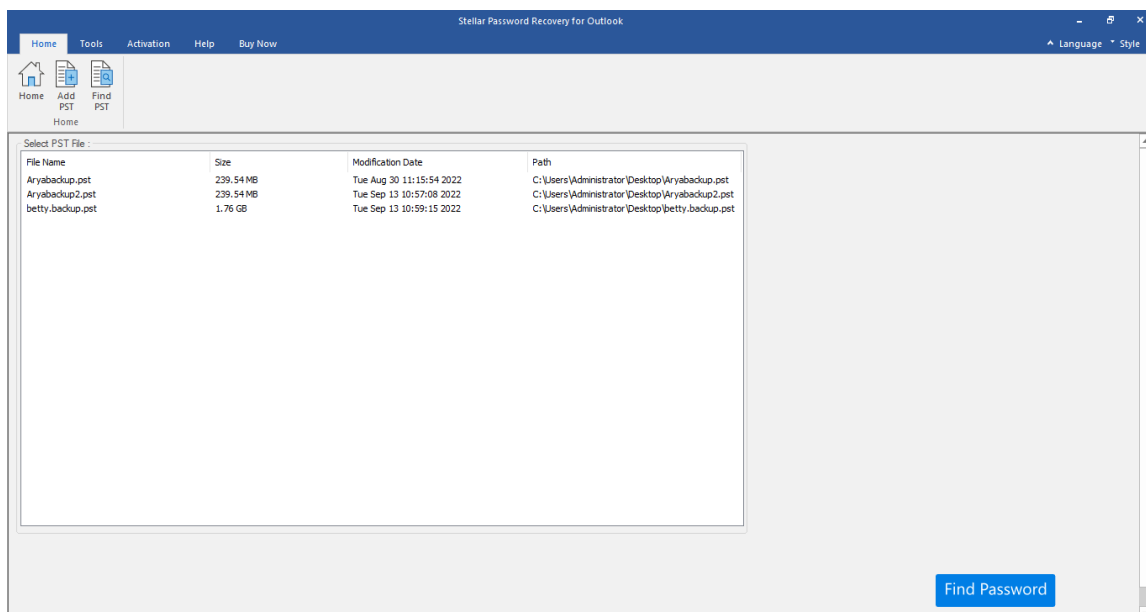
1. Run **Stellar Password Recovery for Outlook** application.
2. From the **Home** menu, click **Find PST**.
3. In **Browse for Folder** dialog box, select the drive you want to search for PST files. Click **OK**.
4. After the search is finished, a list of PST files found in the selected drive is shown.
5. Select files for which you wish to recover the password and click **Find Password** button to proceed to the password recovery process.

3.3. Find Password

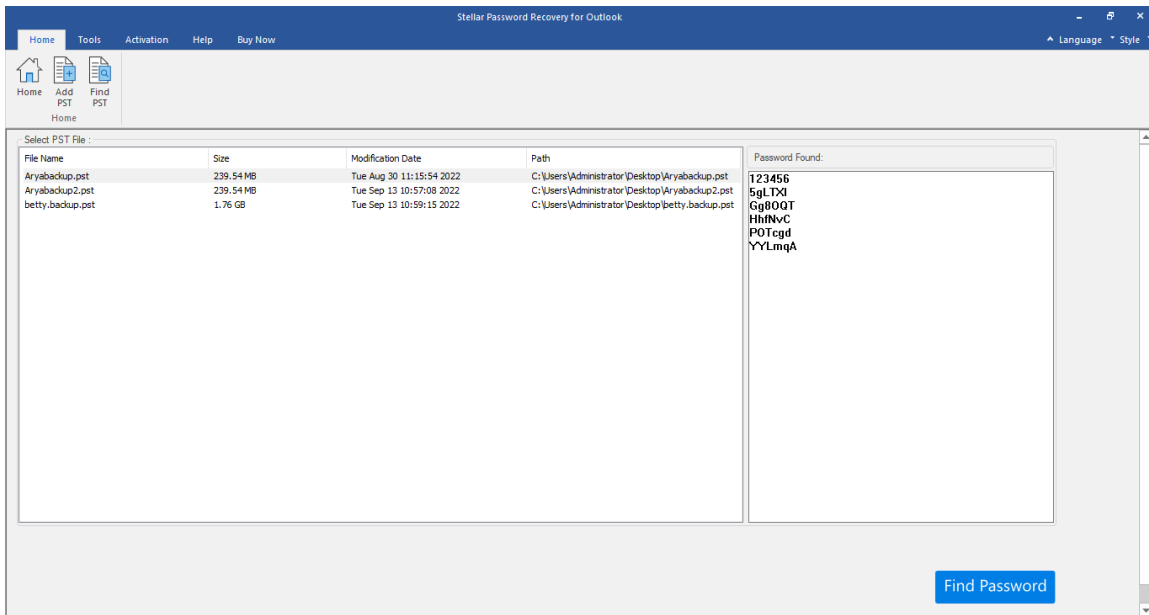
You can recover password of any PST file by using **Stellar Password Recovery for Outlook**. All valid passwords will be generated by the software that can be used to open PST files. You can use any of the generated passwords to open your PST file.

Steps to recover password of PST file:

1. Run **Stellar Password Recovery for Outlook**.
2. Select the PST file whose password you wish to recover or if you don't know the location of your PST file you can use **Find PST** option to search for PST files. A list of all the available PST files will be displayed from which you can select your desired file for the password recovery process.
3. Click **Find Password**.



4. A series of passwords will be generated which can be used to open your PST file.



Note: Exact password will not be generated but all valid passwords will be available to open PST file.

3.4. Import PST File

To import PST file in Microsoft Outlook 2019 / 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 Outlook2013, 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:

- 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**.

4. Frequently Asked Questions (FAQs)

1. I have forgotten the path of my PST file. Can this application search it for me?

Yes, the application can look for PST file on your system and find it for you easily. There is a dedicated Find PST option in the application through which you can locate a particular PST and run password recovery on it.

2. What version of outlook is supported by the software?

The software Supports PST Files made by MS Outlook 2019, 2016, 2013, 2010 and 2007

3. How Can I Recover Password of a PST file?

Please follow the below procedure to recover the password.

- Open the **Stellar Password Recovery for Outlook** software
- Click **Add PST** button.
- Navigate to the file, select it and click **Open**.
- Click **Find Password** to recover the passwords.

Software will show the password of the PST file.

4. Does this software recover original password for the PST files?

No, the application does not recover the exact password but will generate all valid password to open the PST file.

END USER LICENSE AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY. BY DOWNLOADING, INSTALLING, COPYING, ACCESSING OR USING THIS SOFTWARE, ALL OR ANY PORTION OF THIS SOFTWARE, YOU (HEREINAFTER "CUSTOMER") ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH WILL BIND YOU. THE TERMS OF THIS LICENSE INCLUDE, IN PARTICULAR, LIMITATIONS ON LIABILITY CLAUSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, WE WILL NOT LICENSE THE SOFTWARE AND DOCUMENTATION TO YOU AND YOU MUST DISCONTINUE THE INSTALLATION PROCESS NOW, AND PROMPTLY RETURN THE SOFTWARE AND PROOF OF ENTITLEMENT TO THE PARTY FROM WHOM YOU ACQUIRED THE SOFTWARE.

1. DEFINITIONS.

1.1. "**Stellar**" means Stellar Information Technology Pvt. Ltd., having its registered office at 205, Skipper Corner, 88, Nehru Place, New Delhi, India 110019.

1.2. "**Compatible Computer**" means a computer with the recommended operating system and hardware configuration as stated in the Documentation.

1.3. "**Computer**" means a virtual or physical device that accepts information in digital or similar form and manipulates it for a specific result based on a sequence of instructions, including without limitation desktop computers, laptops, tablets, mobile devices, telecommunication devices, Internet-connected devices, and hardware products capable of operating a wide variety of productivity, entertainment, or other software applications.

1.4. "**Customer**" means you and any legal entity that obtained the Software and on whose behalf it is used; for example, and as applicable, your employer.

1.5. "**Permitted Number**" means one (1) unless otherwise indicated under a valid license (e.g., volume license) granted by Stellar.

1.6. “Software” means (a) all of the information with which this agreement is provided, including but not limited to: (i) all software files and other computer information; (ii) any proprietary scripting logic embedded within exported file formats (iii) images, sounds, clip art, video and other works bundled with Stellar software or made available by Stellar on Stellar’s website for use with the Stellar software and not obtained from Stellar through a separate service (unless otherwise noted within that service) or from another party (“Content Files”); (iv) related explanatory written materials and files (“Documentation”); and (v) any modified versions and copies of, and upgrades, updates, and additions to, such information, provided to Customer by Stellar at any time, to the extent not provided under separate terms (collectively, “Updates”).

1.7. “Usage Counts” means a designated number of times software usage is allowed to the customer under the Pay Per Use license type.

2. LICENSE GRANT; PROPRIETARY RIGHTS.

Right to use the Software: Subject to the terms and conditions of this Agreement, Stellar grants Customer a non-exclusive, non-transferable right, revocable and limited license to access and use the Software and Documentation on a single computer or workstation in a single location for your personal purposes (if you are a consumer) or your internal business purposes (if you are a business user) subject to the terms stated below. Customer must use the Technician License if using the software to provide professional or paid service to a third party (individual or company) and / or for any commercial purposes.

3. LICENSE TYPES.

3.1. Evaluation Software/Trial version: The Software is provided with or without License key which can be downloaded for free from Stellar’s website. The Software may only be installed and used on Permitted Number of Compatible Computers during the License Term for demonstration, evaluation, and training purposes only. Evaluation Software or Trial version of the Software may be freely distributed, if the distribution package is not modified. No person or company may charge a fee for the distribution of trial version without written permission from the copyright holder.

3.2. Subscription License: For the Software available on a subscription-basis (“Subscription License”), Customer may install and use the Subscription License only on the Permitted Number of Compatible Computer during the License Term Period. Subject to the Permitted Number of Computers for the Subscription License, Customer agrees that Stellar may change the type of Software (such as specific components, versions, platforms, languages, etc.) included in the Subscription License at any time and shall not be liable to the Customer whatsoever for such change. Ongoing access to a Subscription License requires a recurring Internet connection to activate, renew, and validate the license. If Stellar does not receive the recurring subscription payment or cannot validate the license periodically, then the Software may become inactive without additional notice until Stellar receives the payment or validates the license.

3.3. Lifetime License: Once registered, user is granted an exclusive license to use the Software for maximum period of 10 years on the same computer with same configuration and operating system which is compatible with the software. If the computer hardware or software is changed during the lifetime of the license which is not compatible with the original purchased version; then user may need to additionally purchase the upgraded version of the software.

3.4. Pay Per Use: For the Software available as Pay Per Use License, the Customer is charged upon each use of the software and the same is available in the form of usage counts. The Customer may utilize the software anywhere, in any desired way but the same is limited to the purchased usage counts.

4. SOFTWARE SUPPORT.

Support will only be provided to only license customer for a period of 1 Year from the date of purchase. Queries regarding the installation and use of the software should be submitted by e-mail which get responded usually within 24 Business Hours. Free Technical Support is provided for 1 Year from the date of purchase, if your license term is greater than 1 year then you may avail Technical Support by paying additional fee applicable at that time. Paid support can be purchased for Lifetime License only up to a maximum period of next 2 years. Stellar will not assist customers for any support request related to the Software after 3 years from the purchase of the software.

5. INTELLECTUAL PROPERTY OWNERSHIP.

The Software and any authorized copies that Customer makes are the intellectual property of and are owned by Stellar. The structure, organization, and source code of the Software are the valuable trade secrets and confidential information of Stellar Information Technology Pvt. Ltd. The Software is protected by law, including but not limited to the copyright laws of the United States and other countries, and by international treaty provisions. Except as expressly stated herein, this agreement does not grant Customer any intellectual property rights in the Software. All rights not expressly granted are reserved by Stellar.

6. RESTRICTIONS & REQUIREMENTS.

6.1 Proprietary Notices. Any permitted copy of the Software (including without limitation Documentation) that Customer makes must contain the same copyright and other proprietary notices that appear on or in the Software.

6.2 Use Obligations. Customer agrees that it will not use the Software other than as permitted by this agreement and that it will not use the Software in a manner inconsistent with its design or Documentation.

6.3 No Modifications. Customer shall not modify, adapt, tamper with, translate or create

Derivative Works of the Software or the Documentation; combine or merge any part of the Software or Documentation with or into any other software or documentation; or refer to or otherwise use the Software as part of any effort to develop software (including any routine, script, code, or program) having any functional attributes, visual expressions or other features similar to those of the Software to compete with Stellar;

except with Stellar's prior written permission, publish any performance or benchmark tests or analysis relating to the Software;

6.4 No Reverse Engineering. Customer shall not reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code of the Software.

6.5 No Unbundling. The Software may include various applications and components, may allow access to different Stellar Online Channels, may support multiple platforms and languages, and may be provided to Customer on multiple media or in multiple copies. Nonetheless, the Software is designed and provided to Customer as a single product to be used as a single product on Computers as permitted herein. Unless otherwise permitted in the Documentation, Customer is not required to install all component parts of the Software, but Customer shall not unbundle the component parts of the Software for use on different Computers.

6.6 Customer will not remove, erase, obscure or tamper with any copyright or any other product identification or proprietary rights notices, seal or instructional label printed or stamped on, affixed to, or encoded or recorded in or on any Software or Documentation; or fail to preserve all copyright and other proprietary notices in all copies Company makes of the Software and Documentation;

6.7 Customer will not run or operate the Software in a cloud, Internet-based computing or similar on-demand computing environment unless Company's Grant Letter or the applicable Product Entitlement Definitions specifically allows the use.

6.8 No Transfer. Customer will not rent, lease, sell, sublicense, assign, or transfer its rights in

the software (including without limitation, software obtained through a web download), or authorize any portion of the software to be copied onto another individual or legal entity's computer except as may be expressly permitted herein.

7. COPYRIGHT/OWNERSHIP.

Customer acknowledges that all intellectual property rights in the Software and the Documentation anywhere in the world belong to, or are licensed to Stellar. The rights granted to you in the Software are licensed (not sold), and you have no rights in, or to, the Software or the Documentation other than the right to use them in accordance with the terms of this License. The Software, its source code and Documentation are proprietary products of Stellar Information Technology Pvt. Ltd. ("Stellar") to provide the License and are protected by copyright and other intellectual property laws. Stellar shall at all times retain all rights, title, interest, including intellectual property rights, in the Software or Documentation.

8. WARRANTIES.

The licensed software (excluding the media on which it is distributed) and all Stellar related websites and services are provided to licensee 'AS IS' and "AS AVAILABLE," and Stellar and its suppliers and licensors make NO WARRANTY as to their use or performance. Stellar and its suppliers and licensors make NO WARRANTIES OR REPRESENTATIONS (express or implied, whether by statute, common law, custom, usage, or otherwise) as to any matter including without limitation to quality, availability, performance or functionality of the licensed software or any related Stellar websites or services; quality or accuracy of any information obtained from or available through use of the licensed software or related Stellar websites or services; any representation or warranty that the use of the licensed software or any related Stellar websites or services will be uninterrupted or always available (whether due to internet failure or otherwise), error-free, free of viruses or other harmful components or operate on or with any particular hardware, platform or software; non-infringement of third-party rights, merchantability, integration, satisfactory quality, or

fitness for any particular purpose, except for, and only to the extent, that a warranty may not be excluded or limited by applicable law in licensee's jurisdiction.

9. DATA PROTECTION.

You understand that by using the Licensed Software, you consent and agree to the collection and use of certain information about you and your use of the Licensed Software in accordance with Stellar's Privacy Policy. You further consent and agree that Stellar may collect, use, transmit, process and maintain information related to your Account, and any devices or computers registered thereunder, for purposes of providing the Licensed Software, and any features therein, to you. Information collected by Stellar when you use the Licensed Software may also include technical or diagnostic information related to your use that may be used by Stellar to support, improve and enhance Stellar's products and services. For more information, please read our full privacy policy at "<https://www.stellarinfo.com>", on the section Privacy Policy. You further understand and agree that this information may be transferred to the United States, India and/or other countries for storage, processing and use by Stellar, its affiliates, and/or their service providers. You hereby agree and consent to Stellar's and its partners' and licensors' collection, use, transmission, processing and maintenance of such location and account data to provide and improve such features or services.

10. INTERNET CONNECTIVITY & PRIVACY.

10.1 Automatic Connections to the Internet. The Software may cause Customer's Computer, without notice, to automatically connect to the Internet and to communicate with Stellar website or Stellar domain for purposes such as license validation and providing Customer with additional information, features, or functionality. Unless otherwise specified in Sections 10.2 through 10.5, the following provisions apply to all automatic Internet connections by the Software:

10.1.1 Whenever the Software makes an Internet connection and communicates with a Stellar website, whether automatically or due to explicit user request, the Privacy Policy shall apply.

Stellar Privacy Policy allows tracking of website visits and it addresses in detail the topic of tracking and use of cookies, web beacons, and similar devices.

10.1.2 Whenever the Software connects to Stellar over the Internet, certain Customer information is collected and transmitted by the Software to Stellar pursuant to the Stellar Online Privacy Policy available at <https://www.stellarinfo.com/> under [Privacy Policy](#) section.

10.1.3 If Customer accesses Stellar Online Service or activates or registers the Software, then additional information such as Customer's ID, user name, and password may be transmitted to and stored by Stellar pursuant to the Privacy Policy and additional terms of use related to such Stellar Online Service.

10.1.4 Stellar, unless barred under applicable law, may (a) send Customer transactional messages to facilitate the Stellar Online Service or the activation or registration of the Software or Stellar Online Service, or (b) deliver in-product marketing to provide information about the Software and other Stellar products and Services using information including but not limited to platform version, version of the Software, license status, and language.

10.2 **Updating.** The Software may cause Customer's Computer, without additional notice, to automatically connect to the Internet (intermittently or on a regular basis) to (a) check for Updates that are available for download to and installation on the computer and (b) notify Stellar of the results of installation attempts.

10.3 **Activation.** The Software may require Customer to (a) obtain Stellar Software Activation Key, (b) activate or reactivate the Software, (c) register the software, or (d) validate the Ownership. Such requirement may cause Customer's Computer to connect to the Internet without notice on install, on launch, and on a regular basis thereafter. Once connected, the Software will collect and transmit information to Stellar. Software or Customer may also receive information from Stellar related to Customer's license, subscription, or Ownership. Stellar may use such information to detect or prevent fraudulent or unauthorized use not in accordance with a valid

license, subscription, or Ownership. Failure to activate or register the Software, validate the subscription or Ownership, or a determination by Stellar of fraudulent or unauthorized use of the Software may result in reduced functionality, inoperability of the Software, or a termination or suspension of the subscription or Ownership.

10.4 **Use of Online Services.** The Software may cause Customer's Computer, without additional notice and on an intermittent or regular basis, to automatically connect to the Internet to facilitate Customer's access to content and services that are provided by Stellar or third parties. In addition, the Software may, without additional notice, automatically connect to the Internet to update downloadable materials from these online services so as to provide immediate availability of these services even when Customer is offline.

10.5 **Digital Certificates.** The Software uses digital certificates to help Customer identify downloaded files (e.g., applications and/or content) and the publishers of those files. For example, Stellar uses digital certificates to help Customer identify the publisher of Stellar applications. Customer's Computer may connect to the Internet at the time of validation of a digital certificate.

11. LIMITATION OF LIABILITY

In no event shall Stellar or its suppliers be liable for any special, incidental, indirect, or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use the software product or the provision of or failure to provide support services, even if Stellar has been advised of the possibility of such damages. In any case, Stellar's entire liability under any provision shall be limited to the amount actually paid by you for the software product or a sum of US Dollars Five whichever is higher.

12. TERMINATION

If Customer breaches this EULA, and fails to cure any breach within 30 calendar days after

request from Stellar, Stellar may terminate this EULA, whereupon all rights granted to Customer shall immediately cease including but not limited to the license granted to the customer to use the software which shall also stand revoked. Furthermore, upon termination, Customer shall return to Stellar all copies of the Licensed Software, or verify in writing that all copies of the Licensed Software have been destroyed and failure of the customer to do so would entitle Stellar to sue for relief in equity and damages.

13. JURISDICTION AND LAW

13.1 This EULA is subject to, and will be governed by and construed in accordance with the substantive laws applicable to the state of Delhi (India). Courts at Delhi, India alone shall have the jurisdiction to entertain any dispute arising out of the terms and conditions of this EULA and you consent to such jurisdiction of the courts at Delhi, India.

13.2 This EULA will not be governed by the conflict of law rules of any jurisdiction, or the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded.

14. GENERAL

14.1 This License is the complete statement of the agreement between the parties on the subject matter and merges and supersedes all other or prior understandings, purchase orders, agreements and arrangements.

14.2 The exclusions of warranties and liability limitations shall survive the termination of this EULA, howsoever caused; but this survival shall not imply or create any continued right to use the Licensed Software after termination of this EULA.

14.3 Licensee shall not ship, transfer, or export Licensed Software into any country or use Licensed Software in any manner prohibited by the applicable export control laws, notably where applicable, the United States Export Administration Act, restrictions, or regulations (collectively the

'Export Laws'.) All rights to use the Licensed Software are granted on condition that Licensee complies with the Export Laws, and all such rights are forfeited if Licensee fails to comply with the Export Laws.

14.4 Stellar reserves all rights not expressly granted to Licensee by this EULA All rights are reserved under the copyright laws of India and/or of other countries, to Stellar Information Technology Pvt Ltd, having its registered office at 205, Skipper Corner, 88, Nehru Place, New Delhi, India 110019.

14.5 There are no third-party beneficiaries of any promises, obligations or representations made by Stellar herein.

14.6 Any waiver by Stellar of any violation of this License by you shall not constitute nor contribute to a waiver by Stellar of any other or future violation of the same provision or any other provision of this License.

14.7 This EULA constitutes the entire agreement between you and Stellar and it supersedes all prior or contemporaneous representations, discussions, undertakings, communications, agreements, arrangements, advertisements, and understandings regulating the Licensed Software. This EULA is binding on and made for the benefit of the parties and their successors and permitted assigns.

14.8 This EULA may only be modified, supplemented or amended by a writing signed by an authorized officer of Stellar.

Copyright © Stellar Information Technology Private Limited. All rights reserved.

About Stellar

stellar is the world's foremost Data Care Corporation, with expertise in Data Recovery, Data Erasure, Mailbox Conversion, and File Repair software and services. Stellar has been in existence from past 25+ years and is a customer-centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost-effective solutions available for large corporate, SMEs & Home Users.

Stellar has a strong presence across USA, Europe & Asia.

Product Line:

Stellar provides a wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

Data Recovery

The 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!



File Repair

The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.



Data Erasure

Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.



Email Repair & Converter

Robust applications to restore inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird, Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.



Database Repair

Professional and reliable software to repair corrupt or damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.



Email Backup Tools

Fully featured backup utilities that provides a comprehensive solution in case of any disaster. This software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.



Photo and Video Tools

Professional tools to reconstruct damaged or corrupted photos, videos, audios and other media files from Windows and Mac systems. Recovers files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.



Utility Tools

A range of utilities such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems, as well as Password Recovery for Windows and Password Recovery for Windows Server-based systems.



Stellar Toolkits

Stellar also provides toolkits that are a combination of powerful tools designed for data recovery, file repair, mailbox repair and file conversion. All in one power packed toolkit to meet the needs of every business. every business.



For more information about us, please visit www.stellarinfo.com.