

Version 9.0

User Guide

Overview

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

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

- MSG
- EML
- PDF
- HTML
- RTF

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

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

What's New in this Version?

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

Key features:

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

- The converted mailbox will get saved as a new PST file on any drive (including network drives) visible to host computer
- Can save single mail messages in MSG, EML, RTF, HTML and PDF format.
- Enhanced preview feature for calendars, tasks, journals, and contacts.
- Support to transfer the license of the registered software to another computer.
- Option to save partial records in demo version.
- Converts MS Outlook 2007 / 2010 / 2013 / 2016 OST files.
- Support for MS Office 2016, 2013, 2010, 2007.
- New GUI look and feel matches MS Office 2016 GUI.
- Right-click option to save emails in any one of the following formats from preview section itself -MSG, EML, RTF, HTML, and PDF.
- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment, and Importance. You can also arrange scanned emails in the form of groups.

Installation Procedure

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

Minimum System Requirements

Processor: Pentium Class

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

Memory: 1 GB

• Hard Disk: 100 MB of free space

• MS Outlook: 2016 / 2013 / 2010 / 2007.

• Internet Explorer: Version 7.0 or later

To install the software:

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

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

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

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

Launching the Software

To launch Stellar Converter for OST in Windows 10:

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

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

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

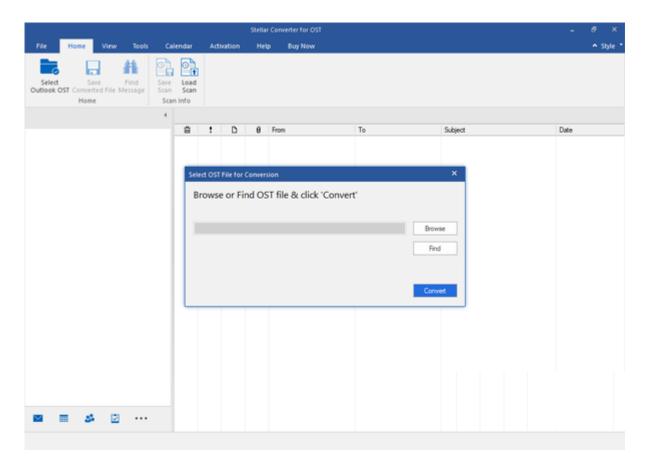
To launch Stellar Converter for OST in Windows 7 / Vista:

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

User Interface

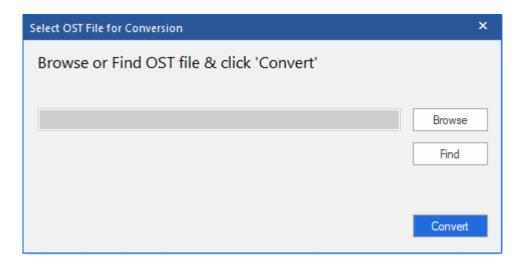
Stellar Converter for OST has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar Converter for OST resembles the GUI of MS Office 2016.

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



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

When you start Stellar Converter for OST, the Select OST File for Conversion dialog box opens as shown below:



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

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

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

Menus

File

Select Outlook OST

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

Save Converted File

It saves the converted file at your specified location.

Exit

Use this option to close the application.

Select Outlook OST Save Converted File Exit

File

File Menu

Home

Select Outlook OST

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

Save Converted File

It Saves the converted file at your specified location

Find Message

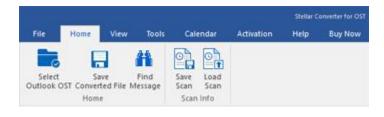
Use this option to search for specific emails and messages from the list of the scanned emails.

Save Scan

Use this option to save the scanned information of file.

Load Scan

Use this option to load the saved



Home Menu

scan file.

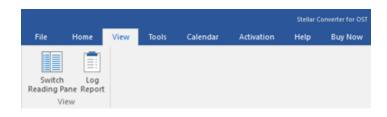
View

Switch Reading Pane

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

Log Report

Use this option to view the log report.

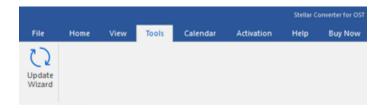


View Menu

Tools

Update Wizard

Use this option update your software



Tools Menu

Calendar

Day

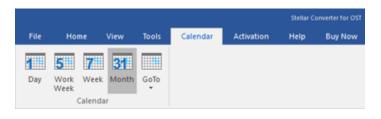
Use this option to list all the entries of a particular day from the list of the scanned emails.

Work Week

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

Week

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



Calendar Menu

Month

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

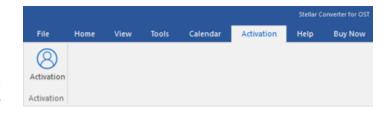
GoTo

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

Activation

Activation

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



Activation Menu

Help

Help Topics

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

Knowledgebase

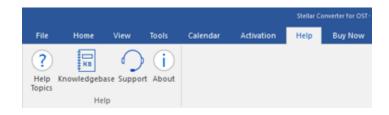
Use this option to visit the Knowledgebase articles of stellarinfo.com

Support

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

About

Use this option to read information about the software.



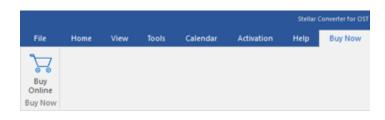
Help Menu

Buy Now

Buy Online

Use this option to buy Stellar

Converter for OST



Buy Now Menu

Style

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



Style Menu

Buttons

Stellar Converter for OST toolbar has following buttons/options:



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



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



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



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



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



Click this button to save scanned information of files.



Click this button to load the saved scan files.



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



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



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



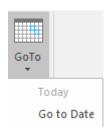
Click this button to list all the entries of a week (from Monday to Sunday).



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



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



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



Click this button to activate the software after purchase.



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



Click this button to purchase the software.



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



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



Click this button to read more information about the software.

Ordering the Software

To know more about Stellar Converter for OST, click here.

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

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

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

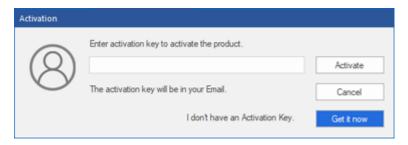
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Activating the Software

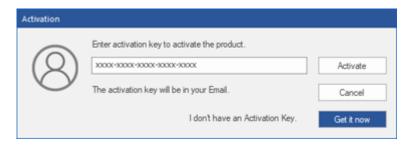
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

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



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



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

Updating the Software

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

To update Stellar Converter for OST:

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

Live Update may not happen due to following reasons:

- Internet connection failure.
- Updates are not available.
- Unable to download configuration files
- Unable to locate updated files or version
- Unable to locate executable file

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

Stellar Support

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

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

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

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

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

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

Send e-mail to Stellar Support at stellarinfo.com

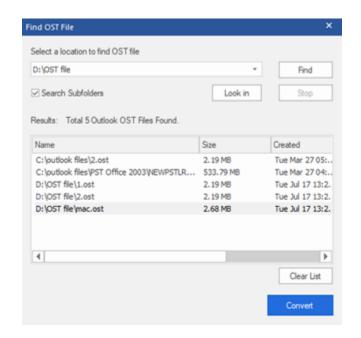
Support Helpline Monday to Friday [24 Hrs. A day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Find OST Files

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

To find OST files in drives:

- Open Stellar Converter for OST. Select OST File for Conversion dialog box will appear.
- 2. Click **Find** button. **Find OST File** dialog box opens.
- Select the drive you want to search for OST files. Click Find.
- 4. Click **Look in** button to particularly select the folder from the drive.
- 5. After the search is finished, a list of OST files found in the selected drive is shown in the **Results** section.
- 6. Select the file you want to convert and click **Convert** button to start the conversion process.



Find OST Files

To find OST files in folders and subfolders:

- 1. From Home menu, click on Select Outlook OST icon to open Find OST File dialog box.
- 2. Click Find button. Find OST File dialog box opens.
- 3. In Find OST File dialog box, select the drive you want to search for OST files.
- 4. Click **Look in** button and select the folder from which you want to search OST files. Also, if you want to search subfolders within that folder, select **Search Subfolders** checkbox.
- 5. Click Find button.
- 6. After the search is finished, list of OST files found in the selected drive is shown in the **Results** section.
- 7. Select the file you want to convert and click **Convert** button to start the conversion process.

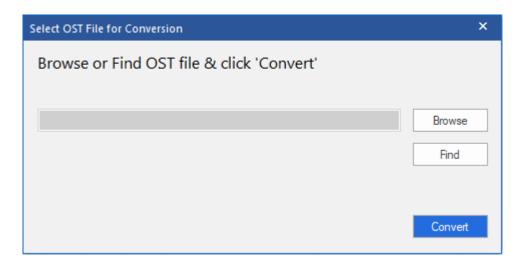
Note: Click Clear List button to clear the search result.

Convert OST Files

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

To convert OST files:

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

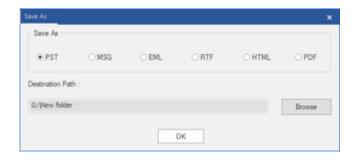


 After completion of the conversion process, Stellar Converter for OST application window shows the preview of the OST file. The converted file, along with its original content is shown in a threepane structure.

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

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

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



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

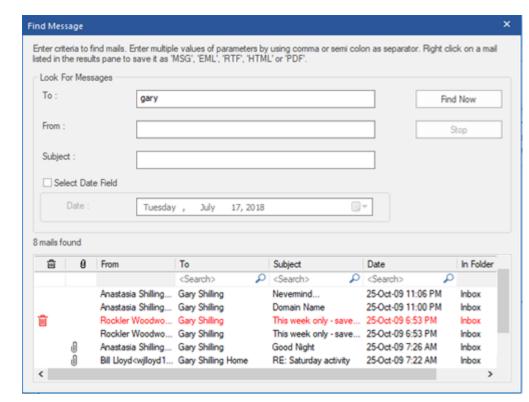
Note: You can stop the scan and conversion process individually. If you stop the scanning process, then no files will be converted. If you stop the conversion process, then those files will be shown, which got converted until the process had stopped. Also, Microsoft Outlook should get closed before saving the converted OST file

Find, View and Save a Single Message

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

To find messages:

- 1. Click on Find Message icon in Home Menu. Find Message dialog box opens.
- 2. Specify the search criteria in Find Message dialog box.
 - In **To** field, specif all or few chara cters of email ids of recipi ents. Keyw ords shoul d be separ ated by a semic olon



Find Message

(;).

In From field, specif y all or few chara cters of email ids of sende rs. Keyw ords shoul d be separ ated by a semic olon (;).

In Subje ct field, specif y the subje ct that you need to searc h.

If you want to searc h for email s sent or receiv ed on a partic ular date, select

Selec t Date Field check box, 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.

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

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

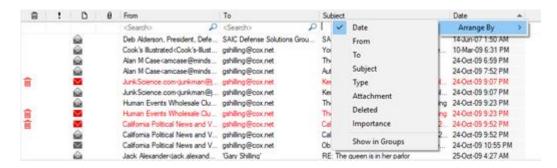
Arrange Scanned Emails

Stellar Converter for OST allows you to arrange converted emails as per date, from, to, subject, type, attachment, Deleted and importance. This feature helps you to sort and organize the messages into predefined groups.

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

To arrange scanned email and messages:

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



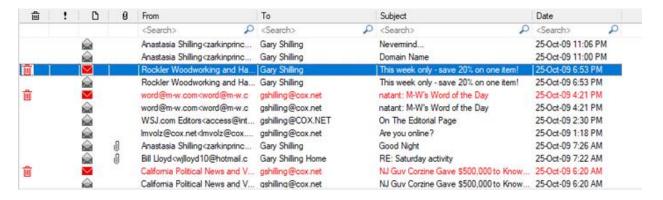
- 4. Right-click on email grid column headers and you will get the **Arrange By** option.
- 5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:
- Date
- o From
- To
- Subject
- Type
- Attachment
- Deleted
- Importance
- Show in Groups

Search e-mails option at mail grid

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

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

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



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

Import PST file in MS Outlook

To import PST file to Microsoft Outlook 2016 / 2013:

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

To import PST file in Microsoft Outlook 2010:

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

To import PST file to Microsoft Outlook 2007:

- Open Microsoft Outlook. From the 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 get imported. In the options box, select an appropriate option. Click Next.
- In Import Personal Folders dialog box, select the folders that should get imported into Microsoft Outlook. Click Finish

Read MSG, EML, RTF, HTML and PDF Files

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

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

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

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

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

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

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

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

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

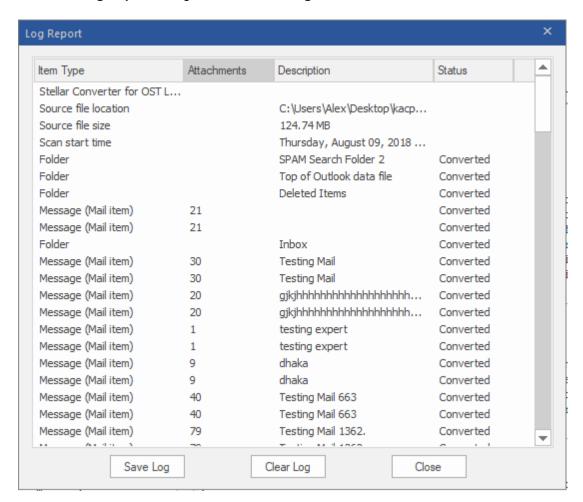
- 1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
- 2. Double-click to open the file in a PDF file reader.

Save Log Report

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

To save Log Report:

- 1. From View menu, select Log Report.
- 2. In 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.

To clear Log Report:

- 1. From View menu, select Log Report.
- 2. In Log Report dialog box, click Clear Log.

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" option. It saves time in restoring data as we do not need to scan the OST file again.

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

1. From the **Home** menu, click **Save Scan Info**.



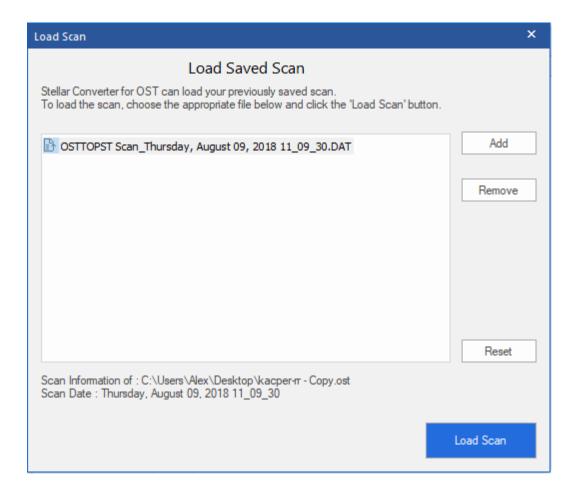
- Save Scan Information dialog box will open. Browse to the folder where you want to save the scan information and click OK. The information gets saved as. DAT file format.
- 3. A message box appears, click **OK**.

Load Scan Information

This option is used to start conversion procedure from a 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** menu.



- 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 gets 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.

FAQs

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

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

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

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

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

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

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

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

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

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

6. Can we save the deleted items with the other mailbox recovered items after the conversion is complete?

Yes, Select the checkbox "Include Deleted Items" from 'Save As" Dialog box to save deleted items in the converted file.

7. What is an OST File?

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

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

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

File Recovery

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

E-mail Recovery

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

Data Protection

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

Data Sanitization

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

Data Erasure

Stellar Data Erasure software under the brand BitRaser help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data erasure & generate erasure certificates for audit trail purpose.

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