



Stellar Toolkit for Outlook

Version 9.0.0.0

User Guide

Overview

Stellar Toolkit for Outlook is a collection of following softwares.

1. Stellar Repair for Outlook – Technician
2. Stellar Converter for OST – Technician
3. Stellar Merge Mailbox for Outlook
4. Stellar Undelete Email for Outlook
5. Stellar Splitter for Outlook
6. Stellar Compactor for Outlook
7. Stellar Deduplicator for Outlook
8. Stellar Password Recovery for Outlook

Installation Procedure

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

Minimum System Requirements

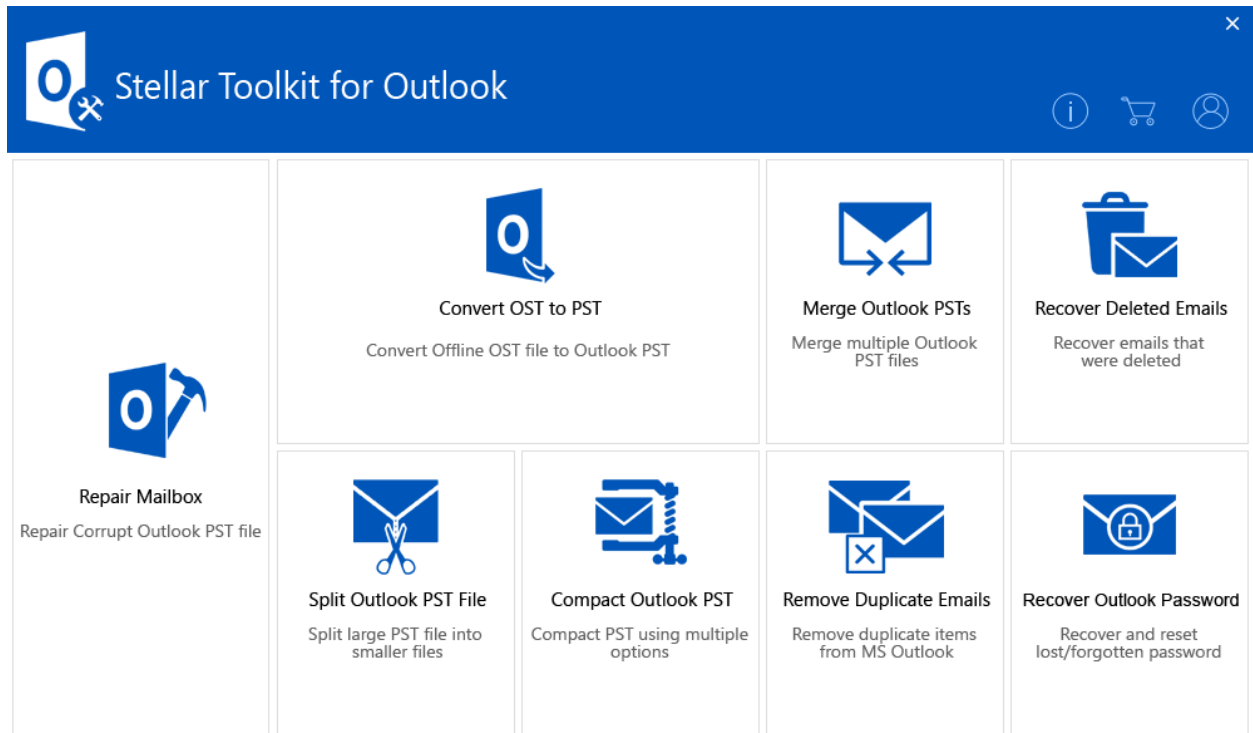
- **Processor:** Pentium Class
- **Operating System:** Window 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Vista
- **Memory:** 1 GB
- **Hard Disk:** 100 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007
- **Internet Explorer:** Version 7.0 or later

To install the software:

1. Double-click **StellarToolkitforOutlook.exe** executable file to start the installation. **Setup - StellarToolkitforOutlook** dialog box is displayed.
2. Click **Next**. **License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will 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 StellarToolkitforOutlook Setup Wizard** window get displayed. Click **Finish**.

Note: Clear Launch **StellarToolkitforOutlook** check box to prevent the software from launching automatically.

User Interface



Ordering the Software

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

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/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.

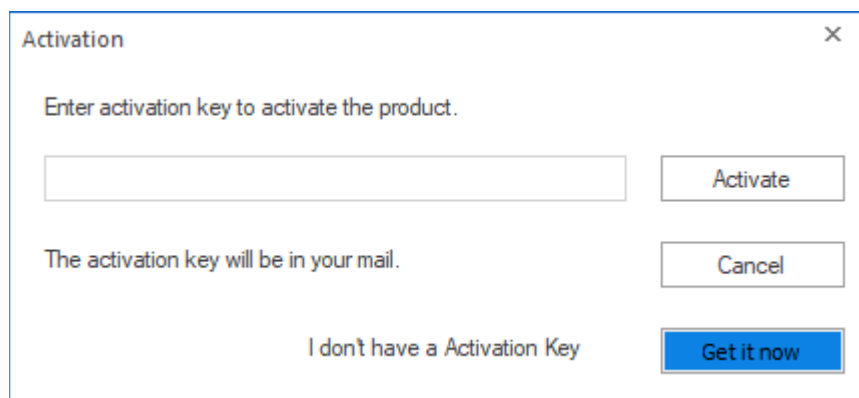
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

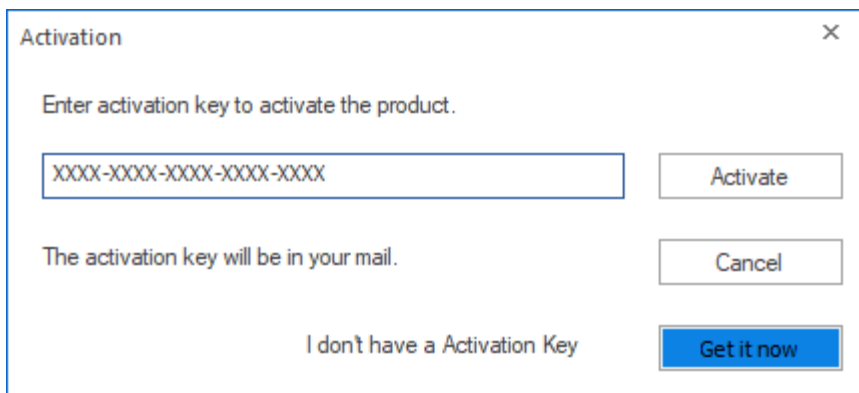
To activate the software:

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



The screenshot shows a window titled "Activation" with a close button (X) in the top right corner. Inside the window, there is a text prompt "Enter activation key to activate the product." followed by an empty text input field. To the right of the input field is an "Activate" button. Below the input field, there is another text prompt "The activation key will be in your mail." and a "Cancel" button to its right. At the bottom of the window, there is a link "I don't have a Activation Key" and a blue "Get it now" button to its right.

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**).



This screenshot shows the same "Activation" window, but the text input field now contains the placeholder text "XXXX-XXXX-XXXX-XXXX-XXXX". The "Activate" button remains to the right of the field. The "Cancel" button and the "Get it now" button are still present at the bottom of the window.

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**

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 <http://www.stellarinfo.com/support/kb>

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

Support Helpline	
Monday to Friday [24 Hours 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



Stellar Repair for Outlook - Technician

Version 9.0.0.0

User Guide

Overview

Stellar Repair for Outlook - Technician offers a complete solution to repair damaged Microsoft Outlook Personal Storage (PST) files.

The software repairs corrupt PST files and restores all its content such as e-mails, attachments, contacts, calendars, tasks, journals and also repair accidentally deleted or lost Mailbox items . This minimizes the loss from the PST corruption. **Stellar Repair for Outlook - Technician** scans and extracts data from a damaged PST 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 - Technician also ensures recovery of accidentally deleted e-mails that you have emptied from the deleted items folder. After recovering the PST file, the software shows its original content. All folders from the original PST file get 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 repaired file.

Key features:

- Support for MS Office 2016.
- Option to save and load scan information.
- Option to save in DBX and MBOX format.
- Option to compact and save a PST file.
- Option to save in Office 365.
- Option to split and save a PST file.
- Enables you to view messages in a 3-view format.
- Enables selective recovery of the mails.
- Find option to search emails faster.
- Repairs e-mails, calendar entries, contacts, notes, tasks and journals from damaged PST files.

- Restores formatting from RTF and HTML messages.
- Repairs encrypted PST files.
- Support for MS Office 2016 / 2013 / 2010 / 2007.
- Repairs corrupt MS Outlook 98 / 2000 / 2002 / 2003 / 2007 / 2010 / 2013 / 2016 PST files.
- The repaired file gets saved as new PST file on any (including network) disk visible by the host operating system.
- Right-click option to save emails in any one of the following formats from preview section itself - MSG, EML, RTF, HTML or PDF.
- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment, Deleted and Importance. You can also arrange the scanned emails in the form of groups.
- Enhanced preview feature for calendars, tasks, journals, notes, and contacts.

Installation Procedure

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

Minimum System Requirements

- **Processor:** Pentium Class
- **Operating System:** Window 10 / Windows 8.1 / 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 **StellarToolkitforOutlook.exe** executable file to start the installation. **Setup - StellarToolkitforOutlook** dialog box is displayed.
2. Click **Next**. **License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will 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 StellarToolkitforOutlook Setup Wizard** window get displayed. Click **Finish**.

Note: Clear Launch **StellarToolkitforOutlook** check box to prevent the software from launching automatically.

Launching the Software

To launch Stellar Repair for Outlook - Technician in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Repair Mailbox** . Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Repair Mailbox**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Repair Mailbox**.

To launch Stellar Repair for Outlook - Technician in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Repair Mailbox**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Repair Mailbox**.

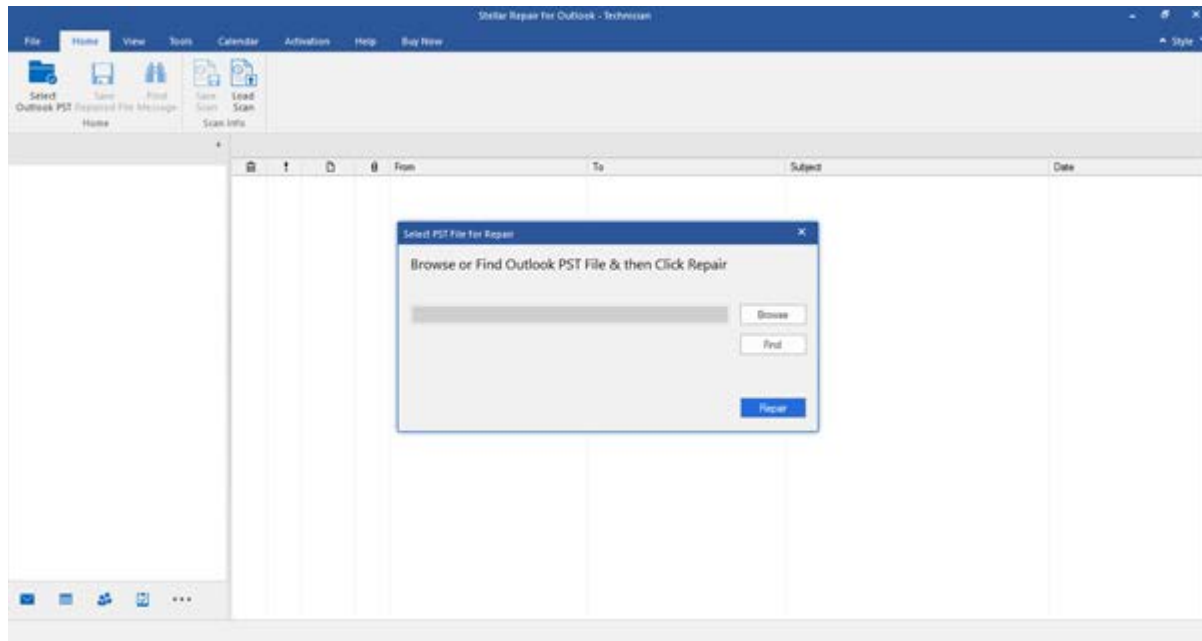
To launch Stellar Repair for Outlook - Technician in Windows 7 / Vista:

- Click Start -> **Programs** -> **Stellar Toolkit for Outlook** -> **Repair Mailbox**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Repair Mailbox**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Repair Mailbox**.

User Interface

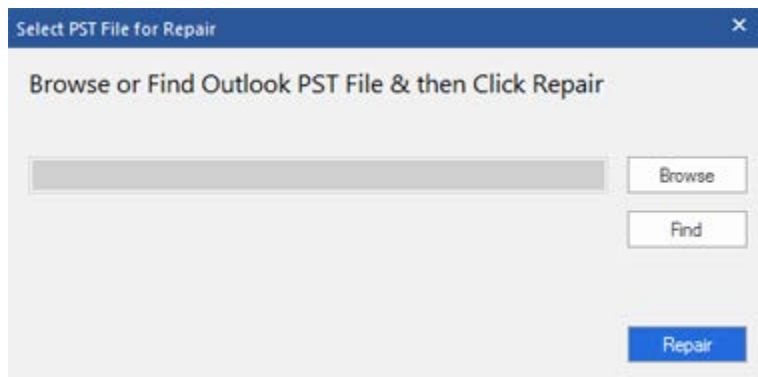
Stellar Repair for Outlook - Technician has a simple and easy to use Graphical User Interface (GUI). The GUI of the software resembles the GUI of MS Office 2016.

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



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

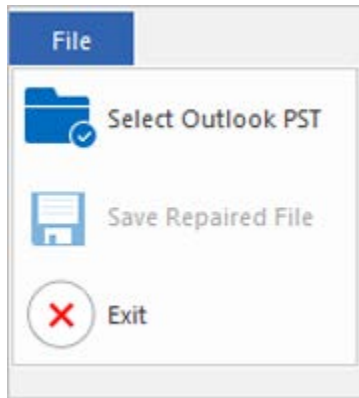
When you start **Stellar Repair for Outlook - Technician**, the **Select PST File for Repair** dialog box opens as shown below:



To select a PST file, click on **Select Outlook PST** button. **Select PST File for Repair** dialog box will appear. Click **Browse** and select the PST file that needs to be repaired and then click **Repair** to start the repairing process.

Stellar Repair for Outlook - Technician also allows you to search for PST files, in case you don't know the location of the PST files to get repaired. Click on **Find** button, **Find PST File** dialog box opens. Use **Look in** to specify the drive in which you wish to search for PST files, and then click **Find** to search for files. Click **Repair** to start the repairing process.

Menus



File Menu

File

Select Outlook PST

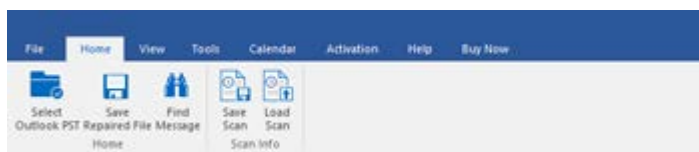
Opens **Select PST File for Repair** dialog box, using which you can select/search for PST files.

Save Repaired File

It saves the repaired PST file at your specified location

Exit

It closes the application.



Home Menu

Home

Select Outlook PST

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

Save Repaired File

It saves the repaired PST 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 files.

Load Scan

Use this option to load the saved scan file.

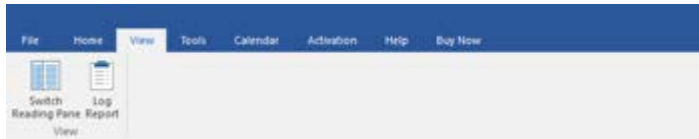
View

Switch Reading Pane

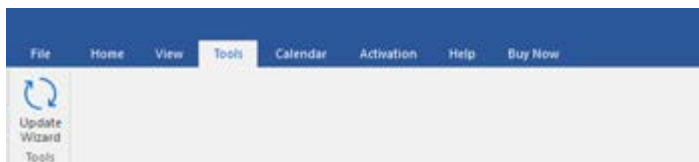
Use this option to switch between horizontal and vertical views of the reading pane.

Log Report

Use this option to view the log report.



View Menu



Tools Menu

Tools

Update Wizard

Use this option update your software.



Calendar Menu

Calendar

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.

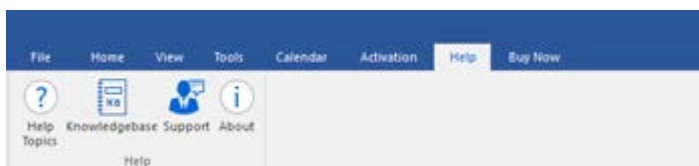


Activation Menu

Activation

Activation

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



Help Menu

Help

Help Topics

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

Knowledgebase

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

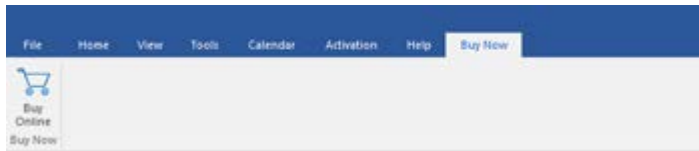
Support

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



About

Use this option to read information about the software.



Buy Now Menu

Buy Now

Buy Online

Use this option to [buy Stellar Toolkit for Outlook](#).



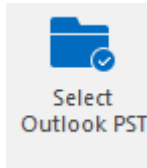
Style Menu

Style

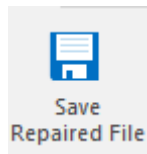
Use this option to switch between various themes for the software, as per your choice. **Stellar Repair for Outlook - Technician** offers the following themes: **Office 2016 Colorful Theme, Office 2016 White Theme.**

Buttons

Stellar Repair for Outlook - Technician toolbar has following buttons/options:



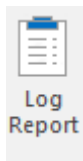
Click this button to open Select PST File for Repair dialog box.



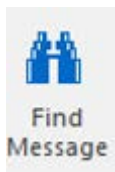
Click this button to save the repaired PST file to a location of your choice.



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



Click this button to view the log report, which contains the details of the repairing process.



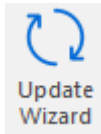
Click this button to open Find Message dialog box, using which you can search for specific emails using sender's email, recipient's email, subject, or date.



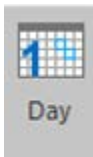
Click this button to save scanned information of files.



Click this button to load the saved scan files.



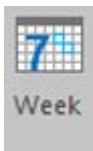
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



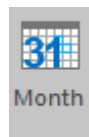
Click this button to list all the entries of one particular day from the calendar.



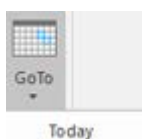
Click this button to list all the entries of a work week (from Monday to Friday).



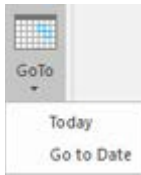
Click this button to list all the entries of a week (from Monday to Sunday).



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



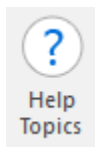
Click this button to list all the entries of the current date.



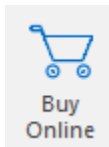
Click this button to list all the entries of a particular day (any single day except the current date).



Click this button to activate the software after purchase.



Click this button to open the help manual for **Stellar Repair for Outlook - Technician**.



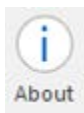
Click this button to purchase the software.



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



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



Click this button to read more information about the software.

Ordering the Software

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

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/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.

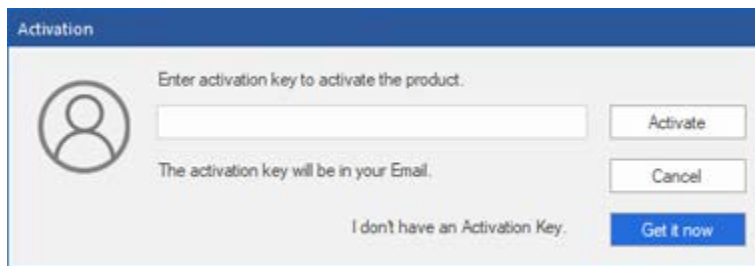
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

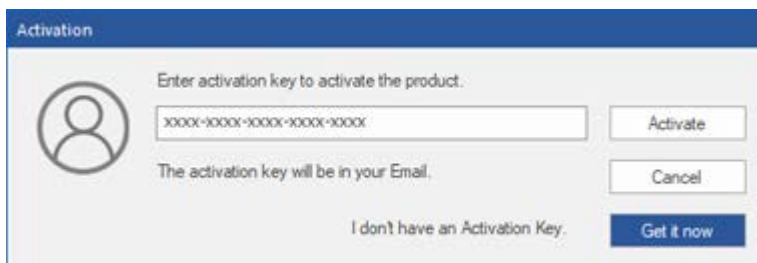
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of the 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 Toolkit for Outlook** 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. This will check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar Toolkit for Outlook:

1. Run registered version of **Stellar Toolkit for Outlook** software.
2. Click **Repair Mailbox** button.
3. Go to Tools option in **Menu Bar**. Click **Update Wizard**.
4. **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.
5. 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 the 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-tools/outlook-toolkit/buy-now.php>

Chat Live with an **Online** technician at <http://stellarinfo.com/support/>

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

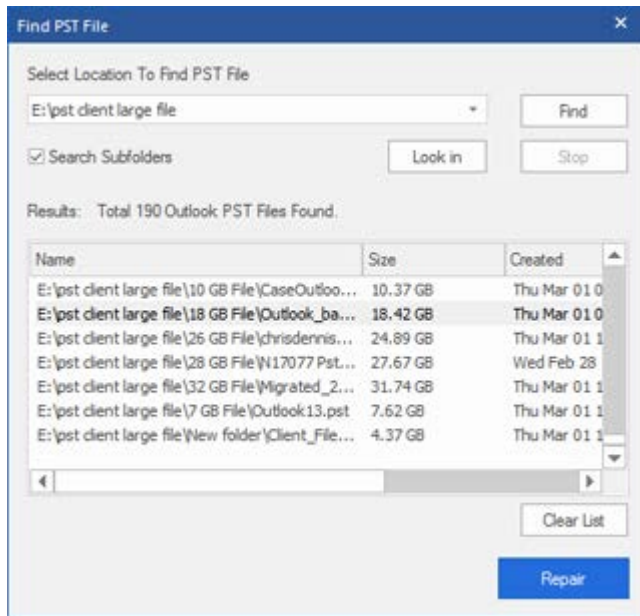
Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>

Send e-mail to **Stellar Support** at support@stellarinfo.com

Support Helpline	
Monday to Friday [24 Hours 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 PST Files

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



To Find PST files in drives:

1. Open **Stellar Repair for Outlook - Technician**. **Select PST File for Repair** dialog box will appear.
2. Click **Find** button. **Find PST File** dialog box opens.
3. Select the drive you want to search for PST files. Click **Find**.
4. Click **Look in** button to select the folder from the drive particularly.
5. After the search gets finished, a list of PST files found in the selected drive gets displayed in the **Results** section.
6. Select the file you want to repair and click **Repair** button to start the repairing process.

To Find PST files in folders and subfolders:

1. From **Home** menu, click on **Select Outlook PST** icon to open **Select PST File for Repair** dialog box.
2. Click **Find** button. **Find PST File** dialog box opens.
3. In **Find PST File** dialog box, select the drive you want to search for PST files.
4. Click **Look in** button and select the folder from which you want to search PST files. Also, if you want to search subfolders within that folder, select **Search Subfolders** checkbox.

5. Click **Find** button.
6. After the search gets finished, list of PST files found in the selected drive gets displayed in the **Results** section.
7. Select the file you want to repair and click Repair button to start the repairing process.

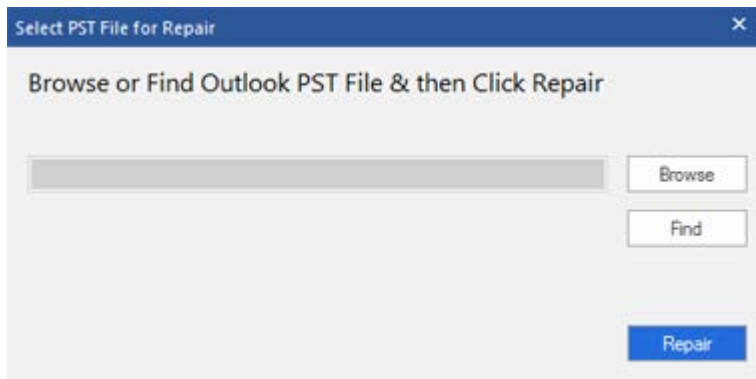
Note: Click **Clear List** button to clear the search result.

Repair PST Files

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

To repair PST files:

1. Run **Stellar Repair for Outlook - Technician** software. From the **Select PST File for Repair** dialog box, select/find the PST files that you want to repair.
2. Click **Repair** to start scanning the selected PST file.
3. The time required for scanning depends on the size of the selected PST file. You can stop the scanning process by clicking **Stop** button, which appears during the scanning process.

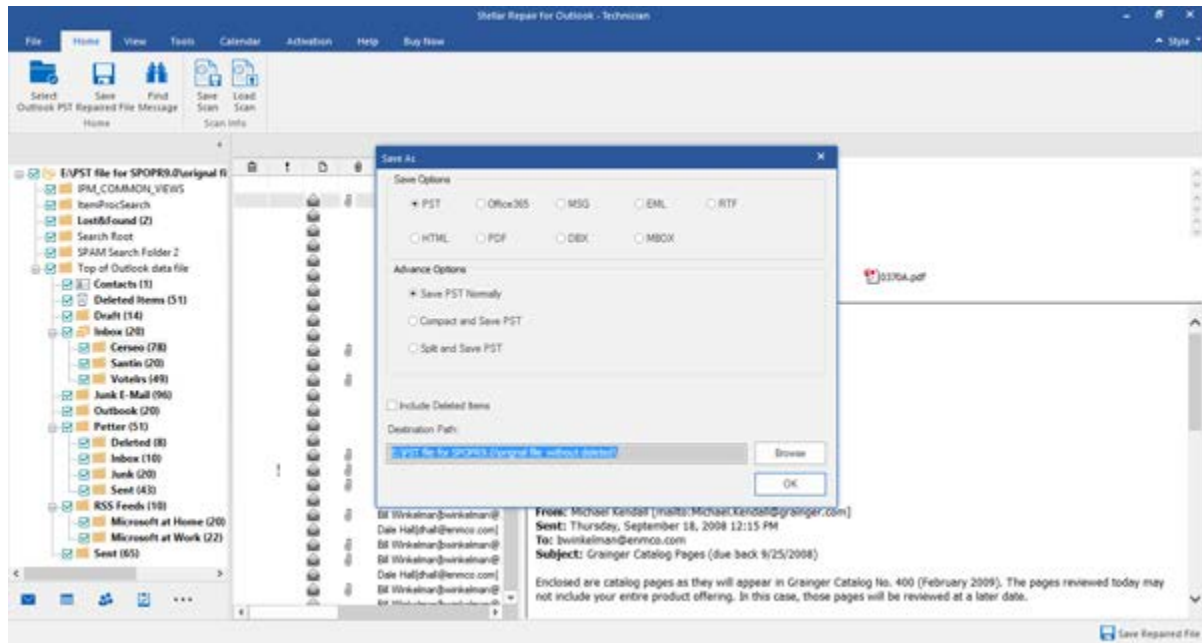


4. After completion of the scanning process. '**Repair complete**' dialog box appears. Click **Ok**, **Stellar Repair for Outlook - Technician** application window shows the preview of the PST file. Recovered emails and other items get displayed hierarchically for easy viewing. The repaired file, along with its original content is shown in a three-pane structure. The deleted items which are recovered get displayed in red color for easy differentiation.

You can get the information of all repaired folders and items in the left-pane, under the root node. The deleted, missing, damaged and corrupt emails gets restored back. Click on a folder to view its emails. Click an email to view its content. In addition to emails, calendar, contacts, tasks, notes, and journals can also be viewed by clicking on their respective tabs.

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

5. The Software provides many saving options to save the recovered email messages in pst, msg, dbx, eml, etc file format. To save the repaired PST file, click **Save Repaired File** icon in **Home Menu**. 'Save As' dialog box opens. Click **Browse**.
6. In **Browse for Folder** dialog box, select the location where you want to save the repaired PST file. Click **OK**.



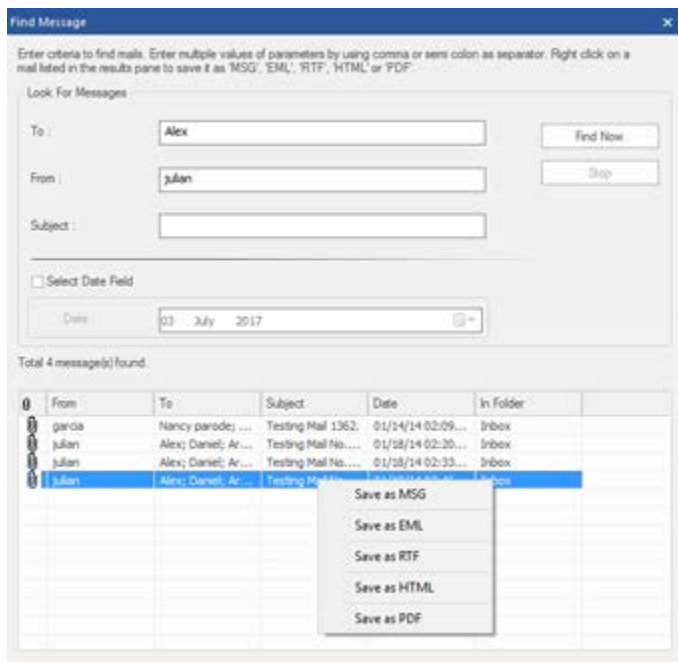
7. The PST file will get saved at your specified location. You will need to import the repaired PST file to MS Outlook to use it.

Note: Select the checkbox "Include Deleted Items" to save deleted items in the repaired file.

Note: You can stop the scan and repair process individually. If you stop the scanning process, then no files will be recovered. If you stop the repairing process, then those files will be shown, that gets repaired until the process stops. Also, Microsoft Outlook should get closed before saving the repaired PST file.

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.



Find Message

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, 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 complete, 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.

Or,

- Select an appropriate format from **Stellar Repair for Outlook - Technician** to save the message and click **OK**.
 - 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.
 - Select **Save as DBX** to save the message in DBX format.

Note: DBX files will get saved at the default location of **Outlook Express** with original tree hierarchy. Launch **Outlook Express** to view the repaired data from the newly created DBX files. Also, the default location of **Outlook Express** must have free space more than that of the original PST file. The files created at the destination path selected by you will have temporary files which you can remove later on.

- Select **Save as MBOX** to save the message in MBOX format.

You need to import the message in MS Outlook to view it.

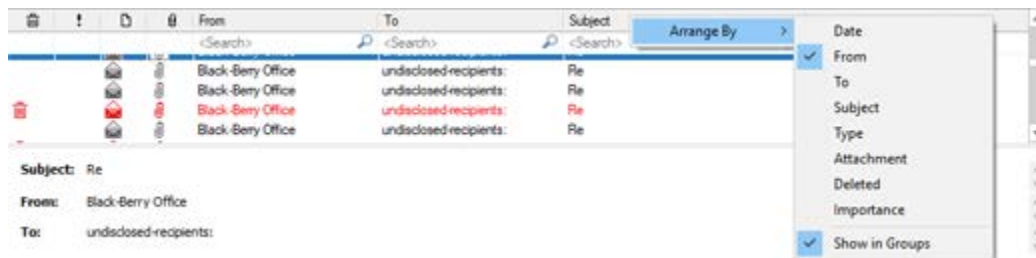
Arrange Scanned Emails

Stellar Repair for Outlook - Technician allows you to arrange the repaired emails as per date, from, to, subject, type, attachment, and importance. This feature helps you to sort and organize the messages into pre-defined groups.

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

To arrange scanned email and messages:

1. Run **Stellar Repair for Outlook - Technician**.
2. Select the PST file which needs to get repaired.
3. After scanning, the application will list all the emails repaired from the damaged PST 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:
 - o **Date**
 - o **From**
 - o **To**
 - o **Subject**
 - o **Type**
 - o **Attachment**
 - o **Deleted**
 - o **Importance**

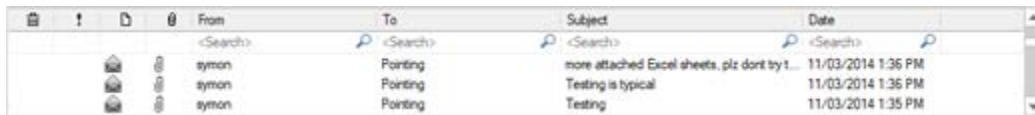
- **Show in Groups**

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the repaired PST 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 Repair for Outlook - Technician** application.
2. Select the PST file which needs to get repaired.
3. After scanning, the application will list all the emails repaired from the damaged PST 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.



	From	To	Subject	Date
	<Search>	<Search>	<Search>	<Search>
	symon	Pointing	more attached Excel sheets, plz dont by t...	11/03/2014 1:36 PM
	symon	Pointing	Testing is typical	11/03/2014 1:36 PM
	symon	Pointing	Testing	11/03/2014 1:35 PM

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

Import PST file in Microsoft Outlook

To import PST file in 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 in Microsoft Outlook. Click Finish.

To import PST file in Microsoft Outlook 2010:

- Open Microsoft Outlook. From the 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 in Microsoft Outlook. Click Finish.

To import PST file in 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 in 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:

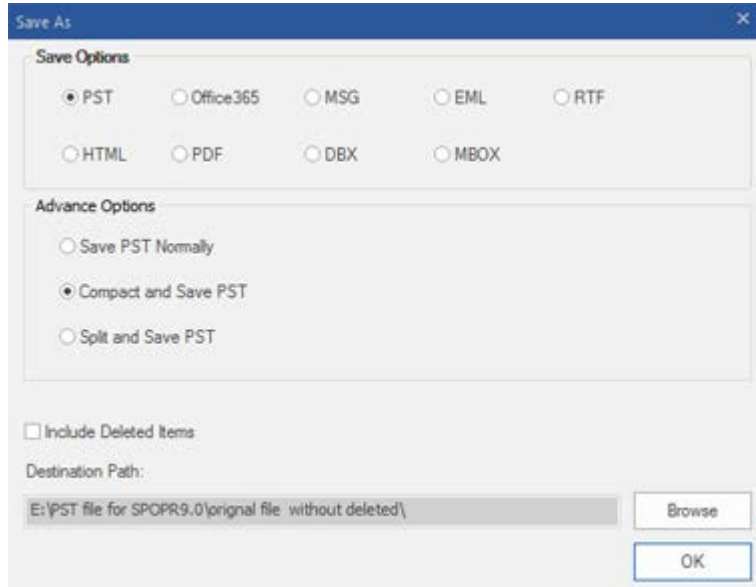
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

Compact and Save PST Files

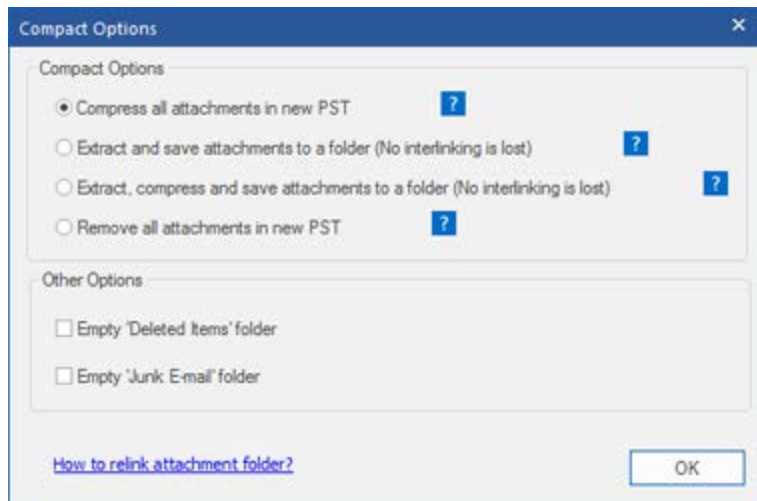
Stellar Repair for Outlook - Technician software compresses the PST files and decrease the size acquired by them in the disk. This enhances the greater use of memory and also saves PST files from being corrupted.

To compact a PST file, follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

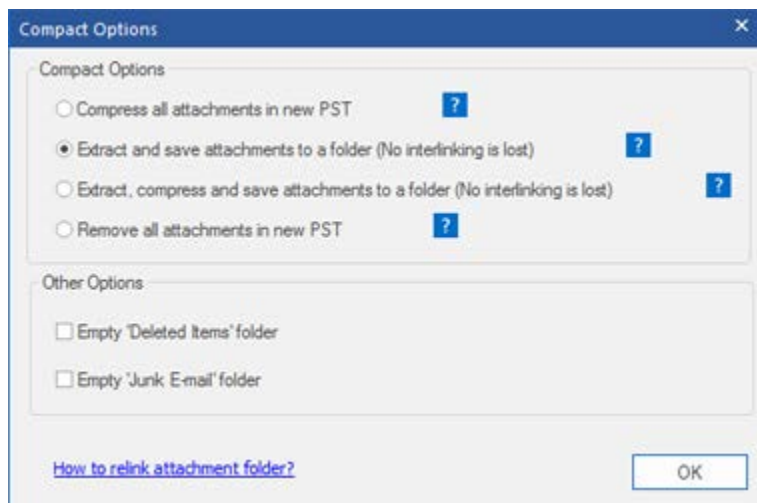


6. From **Compact Options** section of the dialog box, select any one from the following four options:
 - **Compress all attachments in new PST**



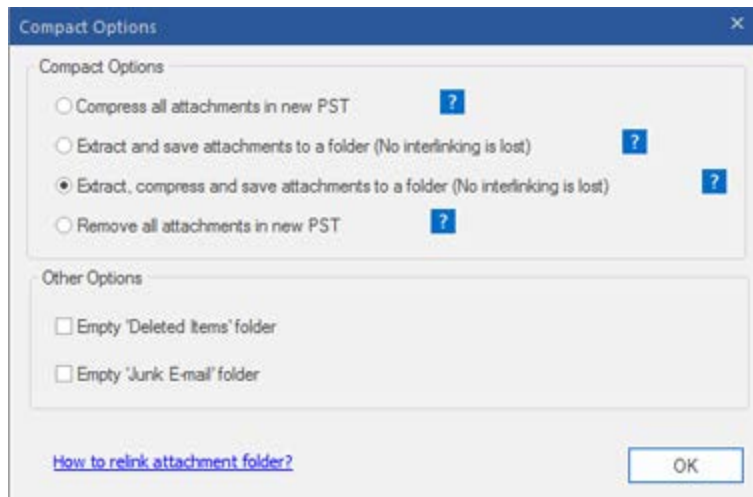
You can use this option to compress all the attachments of the emails in the new repaired PST file. The compressed attachments get left in the repaired PST file.

- **Extract and save attachments to a folder (No interlinking gets lost)**



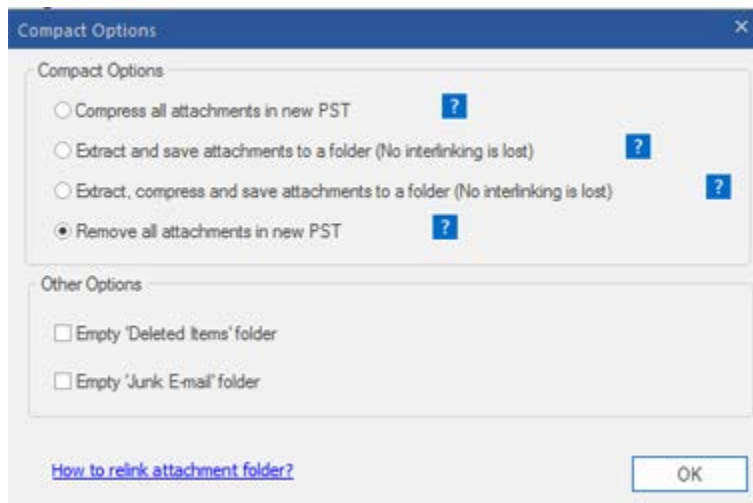
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments gets left in the repaired PST file. This option will extract attachments to a new folder without making any changes to the content or the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

- **Extract, compress and save attachments to a folder (No interlinking gets lost)**



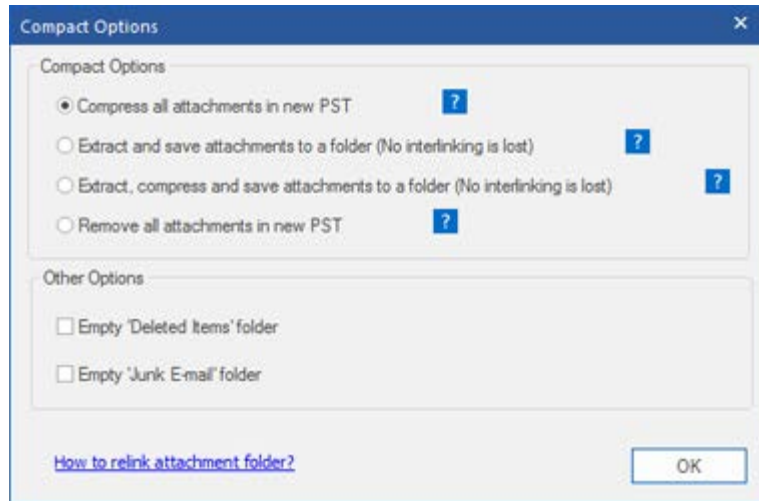
You can use this option to extract attachments from the PST file, compress them and then save them in a new folder in a compressed format. A shortcut to the extracted attachments gets left in repaired PST file

- **Remove all attachments to new PST**



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

7. From **Other Options** section of the dialog box, select



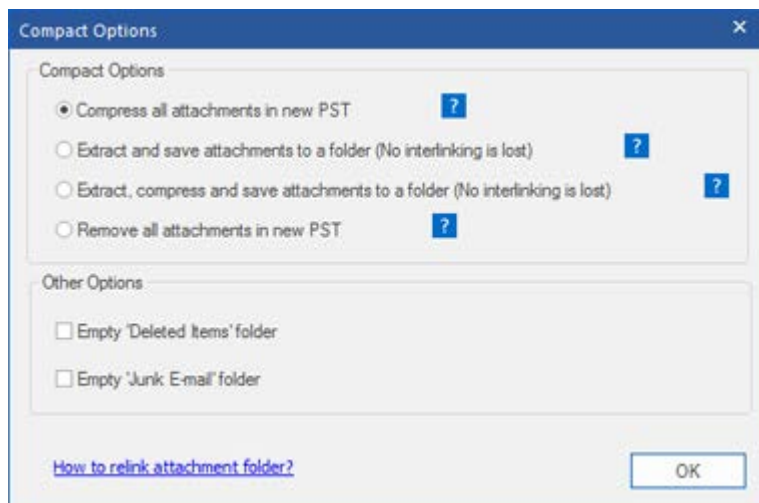
- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to the previous dialog box.
 9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
 10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
 11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

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 get left in the repaired PST file.

To compress all attachments in a new PST file, follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
6. From **Compact Options** section of the dialog box, select **Compress all attachments in new PST** option,



7. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

- **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.

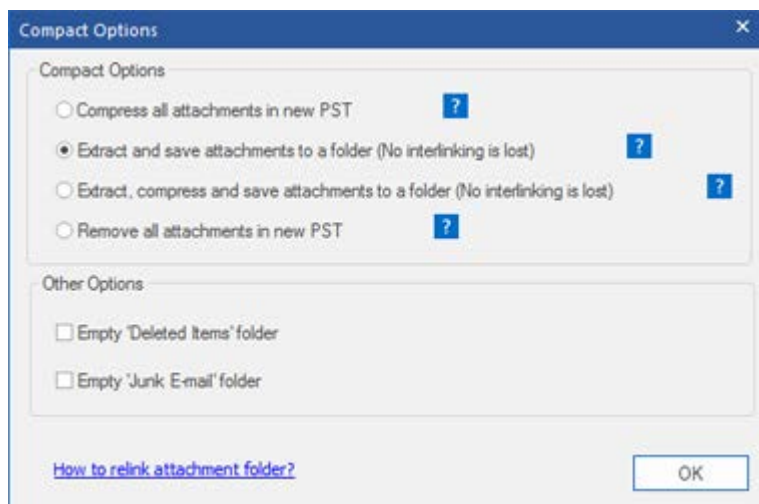
8. Click **OK**, and you will go back to the previous dialog box.
9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

Extract and save attachments to a folder (No interlinking gets 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 gets left 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.

To extract and save attachments of a PST file to a folder (No interlinking is lost), follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
6. From **Compact Options** section of the dialog box, select **Extract and save attachments to a folder (No interlinking is lost)** option



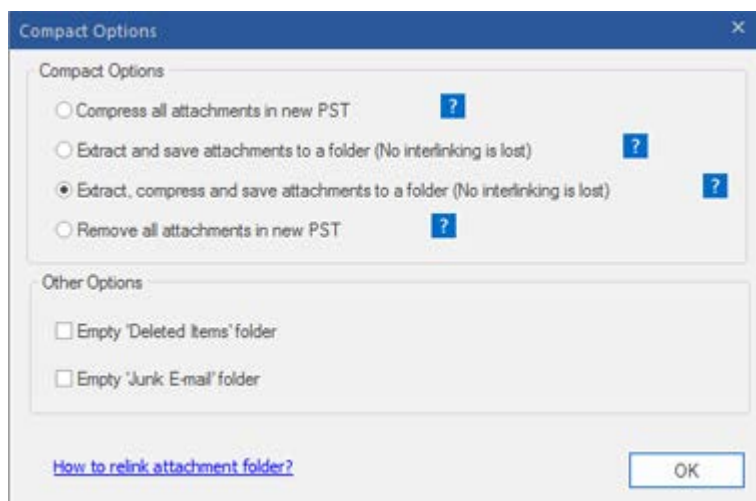
7. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to the previous dialog box.
9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

Extract, compress and save attachments to a folder (No interlinking is lost)

You can use this option to extract attachments from the PST file, compress them and then save them in a new folder in a compressed format. A shortcut to the extracted attachments gets left in repaired PST file.

To extract, compress and save attachments of a PST file to a folder (No interlinking is lost), follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After all the folders and their items are listed, click on **Save Repaired File** button from the **File** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
6. From **Compact Options** section of the dialog box, **Extract, compress and save attachments to a folder (No interlinking is lost)** option



7. From **Other Options** section of the dialog box, select

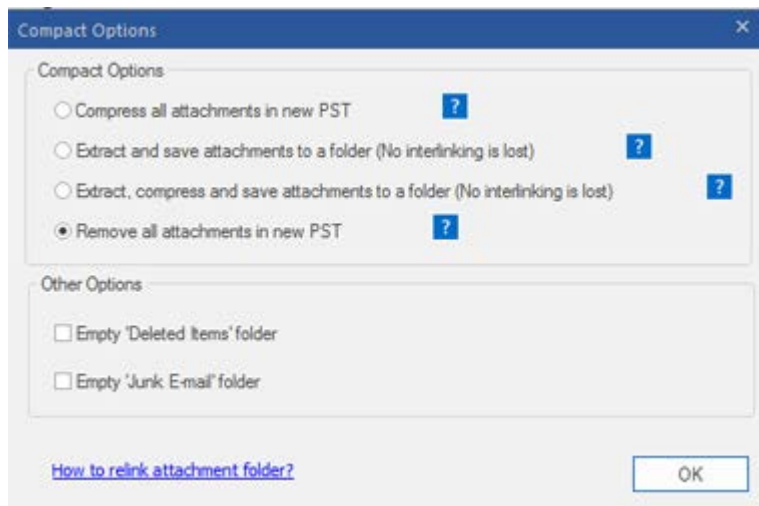
- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to the previous dialog box.
 9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
 10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
 11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

Remove all attachments in new PST

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

To compact a PST file, follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
6. From **Compact Options** section of the dialog box, select **Remove all attachments in new PST** option



7. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

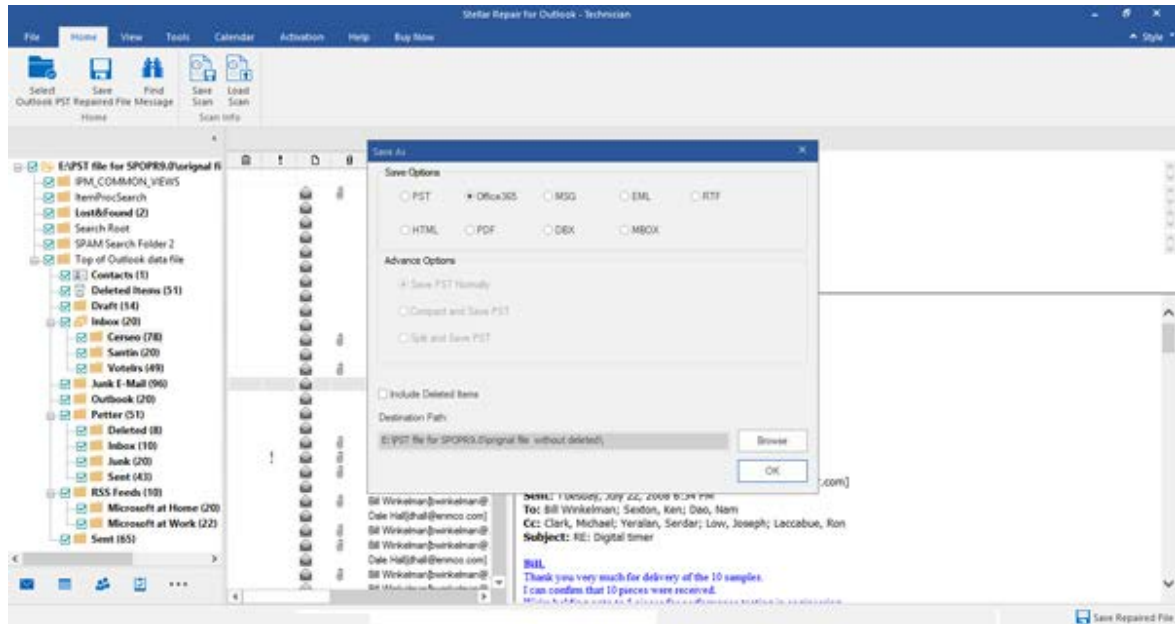
- **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.

8. Click **OK**, and you will go back to the previous dialog box.
9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

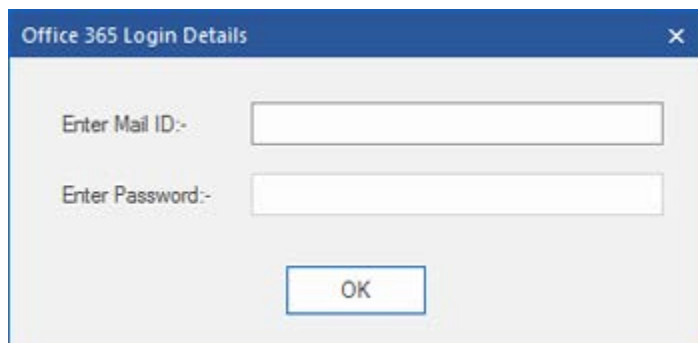
Save Files to Office 365 format

To save files to Office 365 format:

1. Click **Save Repaired File** icon in **Home Menu**. A dialog box opens.



2. Select **Office 365** radio button and click **OK**. An **Office 365 Login Details** dialog box opens.
3. Enter Mail ID and Password in **Office 365 Login Details** dialog box. Click **OK** to continue.



Note:

- You need to have a Microsoft Office 365 user account for exporting data to office 365 format.
- To save mailbox data in office 365 format, you need to install office 2016 or office 2013 or office 2010 with service pack2.
- For Domain systems, you cannot export offline data to office 365.

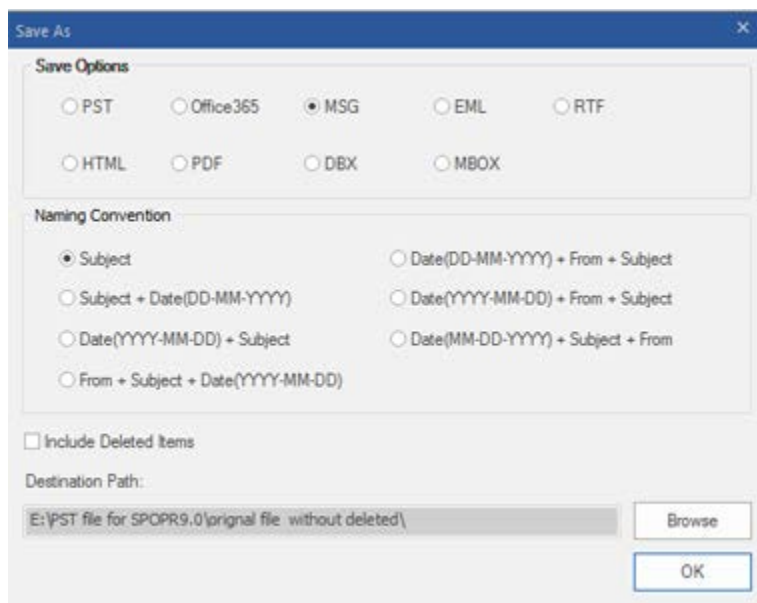
- *Online mailbox data cannot get exported to office 365. You can only export your offline mailbox data to office 365.*

Save Files using Naming Convention

Stellar Repair for Outlook - Technician allows you to save the repaired files in MSG, EML, RTF, HTML and PDF formats. The repaired PST files can be saved with specific details like the subject of the email, date of the email, etc, using the **Naming Convention** option provided by the software

To save the repaired files:

1. Click **Save Repaired File** from **Home** menu.
2. From the dialog box, choose a format (either **MSG**, **EML**, **RTF**, **HTML** or **PDF**) in which you want to save the data from the repaired PST file, from the **Save Options** section.



3. From **Naming Convention** section, select any one 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.
4. Select a **Destination Path** using **Browse** button to specify where to save the repaired file.
 5. Click **OK**.

Relink Attachment Folder

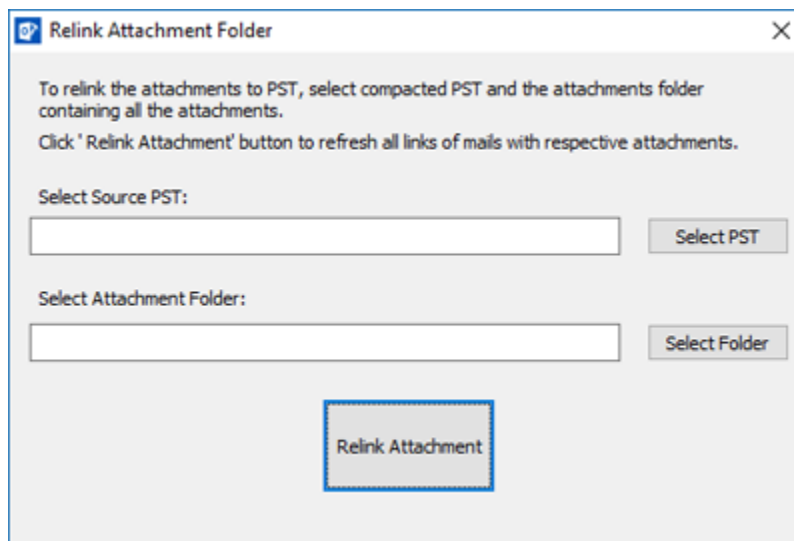
Once you install **Stellar Repair for Outlook - Technician** software, you also get a software called **Stellar Phoenix Attachment Links Updater - Technician**. You will need this software to relink the attachment folder when you move it after using **Extract and save attachments to a folder (No interlinking gets lost)** or **Extract, compress and save attachments to a folder (No interlinking gets lost)** option.

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. This software will link the attachments folder to the PST file in both these scenarios.

In these two cases, you can use **Stellar Phoenix Attachment Links Updater - Technician** software to relink the attachments to the emails.

Follow the steps given below to update the attachment links to the repaired emails:

1. Go to **Start -> Programs -> Stellar Repair for Outlook - Technician -> Stellar Phoenix Attachment Links Updater - Technician**. A **Relink Attachment Folder** dialog box will appear.



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

Split and Save PST Files

You can split a PST file according to mail ids, date and size. Splitting a PST file according to mail ids or date will create a single PST file which will have data as per the criteria selected by you. Splitting a PST file by size means that you can split a PST file into many PST files of preset size. You can also split a large PST file by pre-defined sizes of 1 GB / 2 GB / 5 GB / 7 GB or 10 GB files.

For splitting **By Mail ID** option, you must always select at least one mail Id for splitting the PST file.

To Split PST files:

1. Run **Stellar Repair for Outlook - Technician** software.
2. Select Outlook PST and click **Repair**.
3. After the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a PST format in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Split and Save PST** option. Another dialog box will open.
6. From **Split PST File** dialog box,
 - In **By Mail ID** section, select e-mail ids under **Mail ID** 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. All selected email ids will get stored in the repaired PST file, and no change needed to the source PST file.
 - in **By Date Range** section, select **Split By Date Range** checkbox and then select either of the two options:
 - Select **the 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 get stored in the repaired PST file.
 - Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes.

- In **By Size** section, select **By Size** checkbox and then select a size from the **Select Size** drop-down the list 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 **1, 2, 5, 7 or 10 GB**.

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

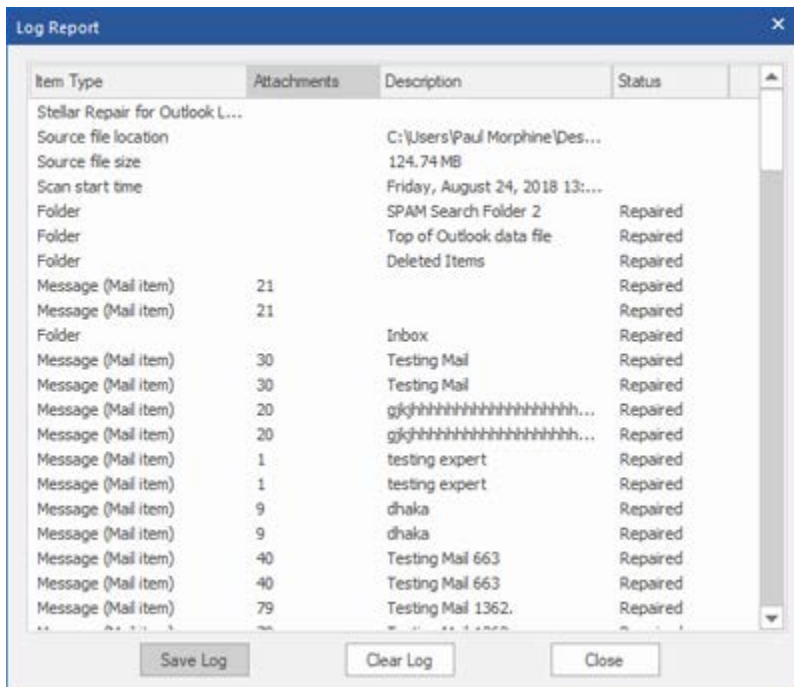
7. Click **Apply Settings** and you will go back to the previous dialog box.
8. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.
9. Click **OK**. A progress dialog box will indicate the status of the split process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the split process, a message box displays the repaired PST file's location. Click **OK**.

Save Log Report

With **Stellar Repair for Outlook - Technician**, you can save the **Log Report** to analyze the repairing 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:

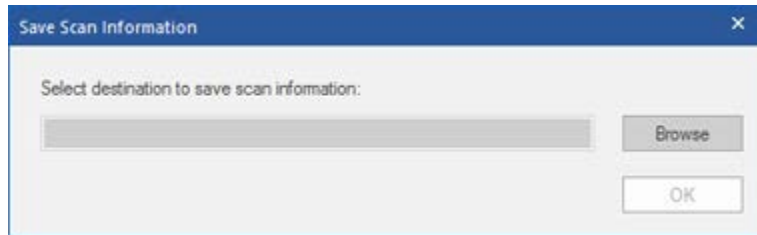
1. From **View menu**, select **Log Report**.
2. In **Log Report** dialog box, click **Clear Log**.

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 Info" option. This saves time in restoring data as we do not need to scan the corrupt PST file again.

To save scan information from the corrupt PST file, follow the steps given below:

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



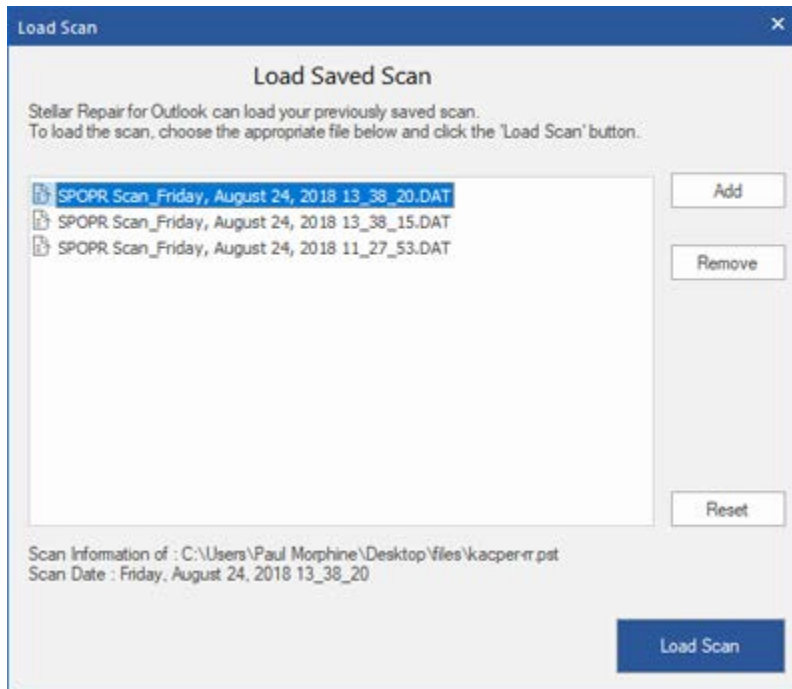
2. **Save Scan Information** dialog box will open. Browse to the folder where you want to save the scan information and click **OK**. The information will get saved in .DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

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

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

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



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 desire is not in the list, click **Add** button and select the desired 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 save repaired the PST files in any other format?

Yes absolutely, **Stellar Repair for Outlook - Technician** can save repaired messages in MSG, EML, RTF, PDF, HTML, DBX, and MBOX formats as well.

2. 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 option in the application through which you can locate a particular PST and run a repair on it.

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

Not at all, through the Demo version, you can preview repaired file after scanning. This special feature has been included in the tool to make sure that you can first preview the repair results on your damaged PST file and only after you are satisfied with the results, you should decide on making the purchase and saving your repaired files.

4. I repaired my PST file, but I'm unable to open my Outlook after repair. How can I solve this problem?

That can happen, but we are sure if you follow the steps below you can easily resolve this:

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

5. Can we save the deleted items with the other mailbox recovered items after the repairing is complete?

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

6. How much time will the Outlook PST Repair software take to repair a PST file?

The scanning time depends upon the corruption level and size of PST file. 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. Once scanning gets completed, you will be able to save the repaired file at the desired location.

7. I have repaired my corrupt PST 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 repaired 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 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.

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

Absolutely yes, this tool is capable of repairing PST files that are more than 2 GB. Please download the demo version and scan your PST file. You can preview all emails and other mailbox items which can get recovered through this tool.

9. I want to analyze the repair 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 in time. To view and save log reports follow the following steps:

- On **View** menu, select '**View Log Report**.'
- In **Stellar Repair for Outlook - Technician** dialog box, click '**Save Log**' and save it at the desired location for viewing at any time.

10. What does the compact feature of Stellar Repair for Outlook - Technician do?

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

11. 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 - Technician** has a compaction feature using which you can compact the PST file.

12. 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 mails.

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

Yes, you can restore the links by using the **Stellar Phoenix Attachments Links Updater - Technician** application which gets installed with **Stellar Repair for Outlook - Technician** software. You will use this option when you separate or move either the PST file or its attachments folder.

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

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

15. In how many ways can I split a PST file using Stellar Repair for Outlook - Technician software?

There are three ways in which you can split a PST file using **Stellar Repair for Outlook - Technician** software. They are as follows:

- **By Mail Id** - You can 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. All selected email ids will be stored in the repaired PST file, and no change is made to the source PST file.

- **By Date Range** - You can select **Split By Date Range** checkbox and then select either of the two options:
 - Select **the 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 get stored in the repaired PST file.
 - Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes.
- **By Size** - You can select **By Size** checkbox and then select a size from the **Select Size** drop-down the list 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 1,2,5,7,10 GB.

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

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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.

Product line:

Data Recovery

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

File Recovery

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

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.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com.



Stellar Converter for OST - Technician

Version 9.0

User Guide

Overview

Stellar Converter for OST - Technician, offers a complete solution to convert OST files to MS Outlook (PST) files.

The software converts OST files and saves all its content such as e-mails, attachments, contacts, calendars, tasks, notes and journals. **Stellar Converter for OST - Technician** scans and extracts data from an OST file, converts it and then saves it as a new usable PST file format. To view the converted items, you need to import the new PST file into MS Outlook.

After converting the 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.
- Option to convert multiple OST files to PST files through **Batch Conversion Module**.
- Option to save in DBX and MBOX format.
- Option to compact and save a PST file.
- Option to split and save a PST file.
- Enables you to view messages in a 3-view format.
- There is the Selective recovery 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.
- Converts encrypted OST files.
- Support for MS Office 2016, 2013, 2010, 2007.
- Support to transfer the license of the registered software to another computer.

- Option to export PST files to live Exchange Server.
- Option to export PST files to existing Outlook profile.
- Option to save the converted file in Office 365 format.
- Support to select naming convention to save files by desired names.
- Option to save all contacts in CSV file format.
- Option to save partial records in demo version.
- Look and feel matches MS Office 2016 GUI.
- Converts MS Outlook 2007 / 2010 / 2013 / 2016 OST files.
- The Converted file gets saved as a new PST file on any (including network) disk visible by the host operating system.
- 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 the scanned emails in the form of groups.
- Enhanced preview feature for calendars, tasks, journals, notes, and contacts.

Note : ***Batch Conversion Module** is applicable only to the registered products.*

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 **StellarToolkitforOutlook.exe** executable file to start the installation. **Setup - Stellar Toolkit for Outlook** dialog box gets 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 Toolkit for Outlook Setup Wizard** window gets displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Converter for OST - Technician in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Convert OST to PST**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Convert OST to PST**.
Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Convert OST to PST**.

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

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Convert OST to PST**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Convert OST to PST**

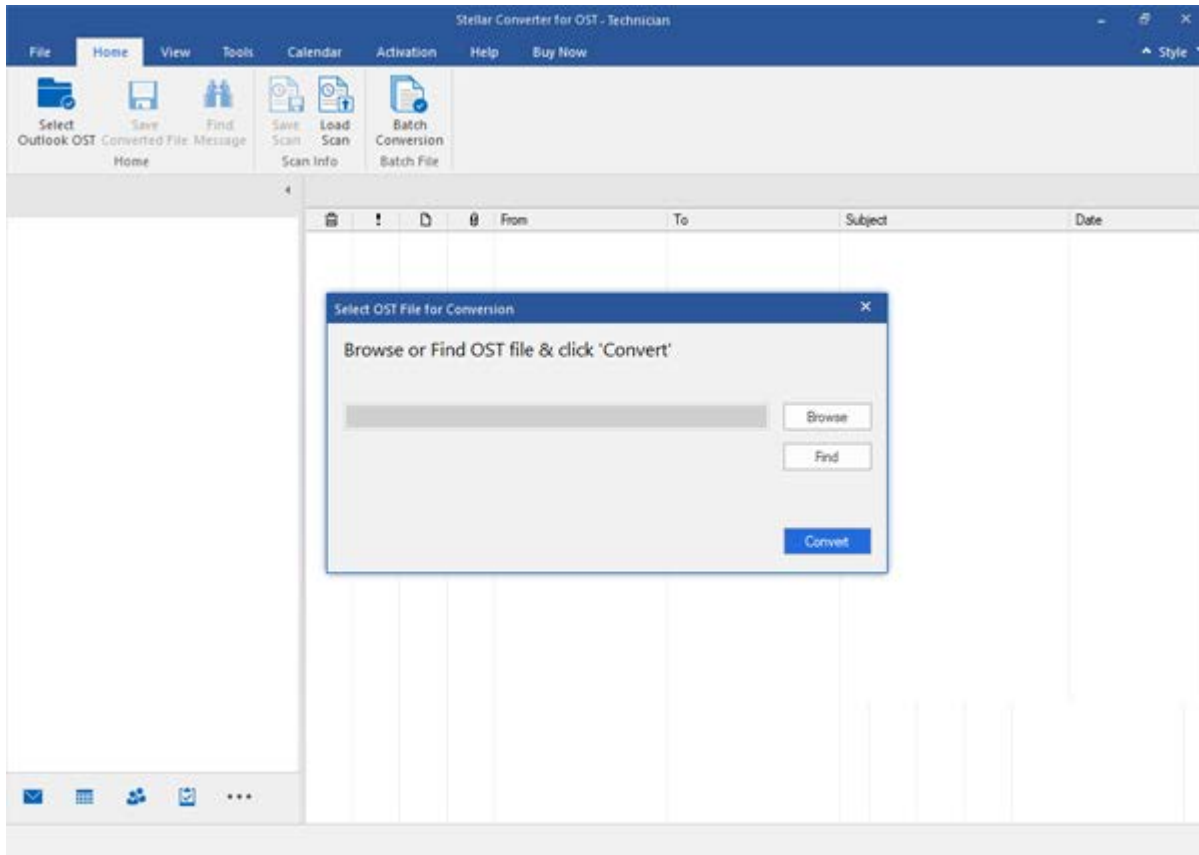
To launch Stellar Converter for OST - Technician in Windows 7 / Vista:

- Click Start -> **Programs** -> **Stellar Toolkit for Outlook** -> **Convert OST to PST**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Convert OST to PST**.
Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Convert OST to PST**.

User Interface

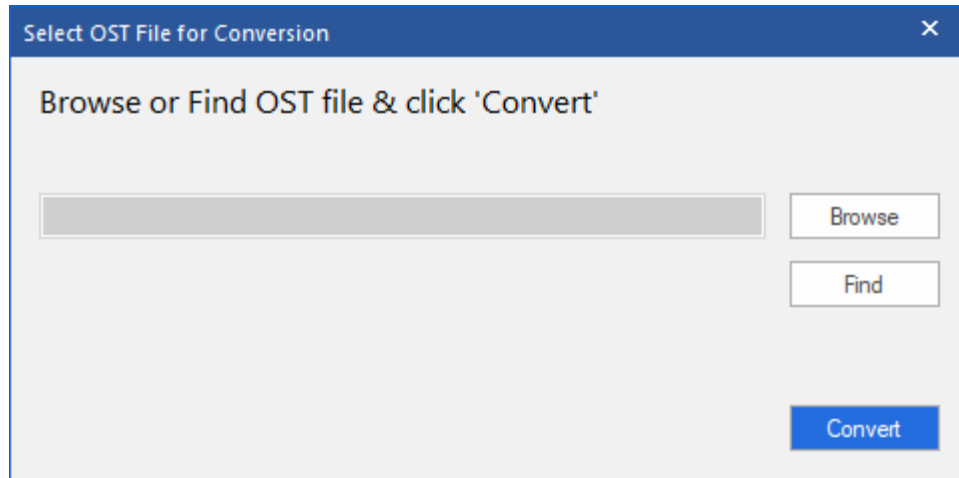
Stellar Converter for OST - Technician has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar Converter for OST - Technician resembles the GUI of MS Office 2016.

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

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

Menus

File

Select Outlook OST

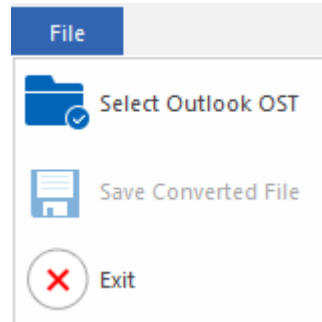
Opens **Select OST File for Conversion** dialog box, using which you can select/search for OST files.

Save Converted File

It saves the converted file at your specified location.

Exit

Use this option to close the application.



File Menu

Home

Select Outlook OST

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.

Find Message

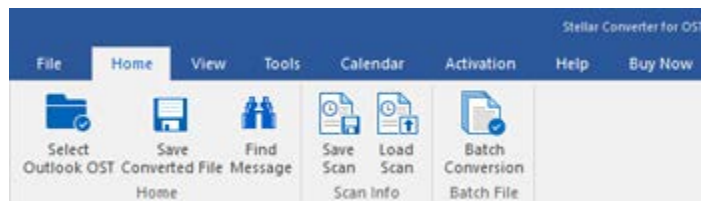
Use this option to search for specific emails and messages from the list of the scanned emails.

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.

Batch Conversion

Use this option to convert multiple **OST** files to **PST** files.

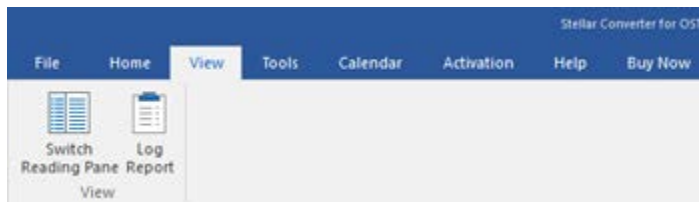
View

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

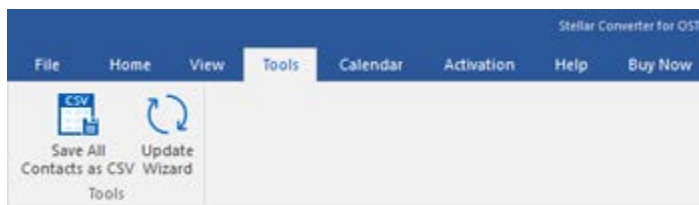
Tools

Save All Contacts as CSV

Use this option to save all contacts in CSV file format.

Update Wizard

Use this option update your software.



Tools Menu

Calendar

Day

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

Work Week

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

Week

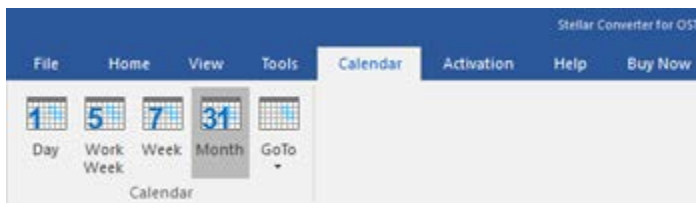
Use this option to list all the entries of a week (from Monday to Sunday).

Month

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

GoTo

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

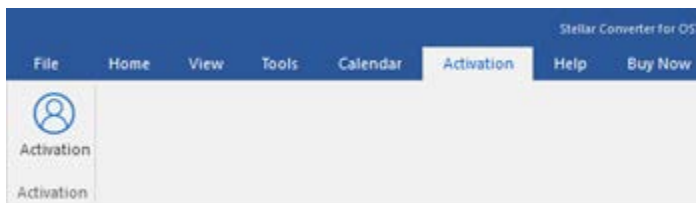


Calendar Menu

Activation

Activation

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



Activation Menu

Help

Help Topics

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

Knowledgebase

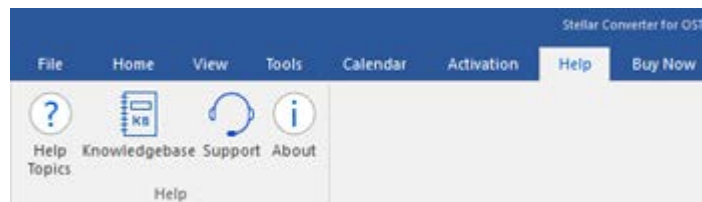
Use this option to visit the [Knowledgebase](http://stellarinfo.com) articles of stellarinfo.com

Support

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

About

Use this option to read information about the software.



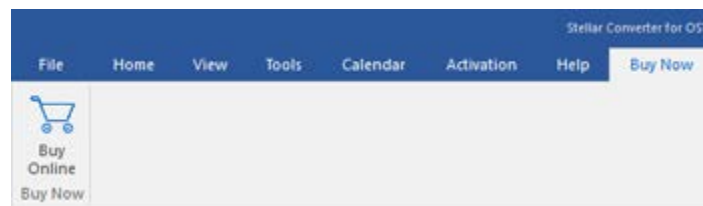
Help Menu

Buy Now

Buy Online

Use this option to [buy](http://stellarinfo.com) Stellar

Toolkit for Outlook

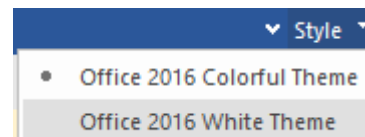


Buy Now Menu

Style

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

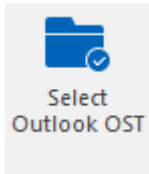
Stellar Converter for OST - Technician - offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



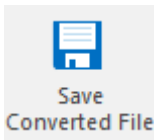
Style Menu

Buttons

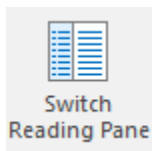
Stellar Converter for OST - Technician toolbar has following buttons/options:



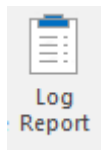
Click this button to open **Select OST File for Conversion** dialog box.



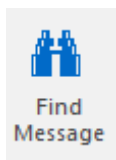
Click this button to save the converted file to a location of your choice.



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 position. You can click **Switch Reading Pane** icon to change the position to vertical columns.



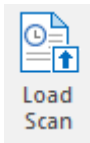
Click this button to view the log report, which contains the details of the conversion process.



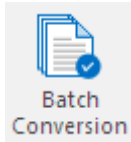
Click this button to open Find Message dialog box, using which you can search for specific emails using sender's email, recipient's email, subject, or date.



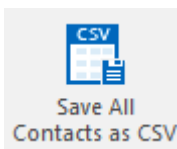
Click this button to save scanned information of files



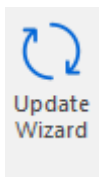
Click this button to load the saved scan files.



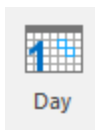
Click this button to go to Batch Conversion Module.



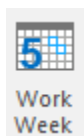
Click this button to save all contacts in CSV file format.



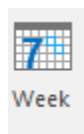
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



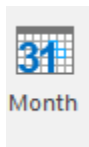
Click this button to list all the entries of one particular day from the calendar.



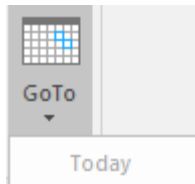
Click this button to list all the entries of a work week (from Monday to Friday).



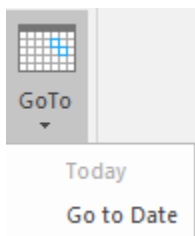
Click this button to list all the entries of a week (from Monday to Sunday).



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



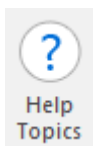
Click this button to list all the entries of the current date.



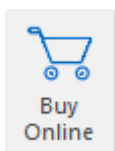
Click this button to list all the entries on a particular day (any single day except the current date).



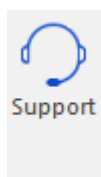
Click this button to activate the software after purchase.



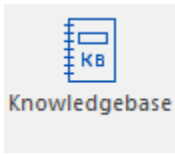
Click this button to open the help manual for the software..



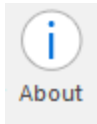
Click this button to purchase the software.



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 Toolkit for Outlook**, click [here](#).

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

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

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

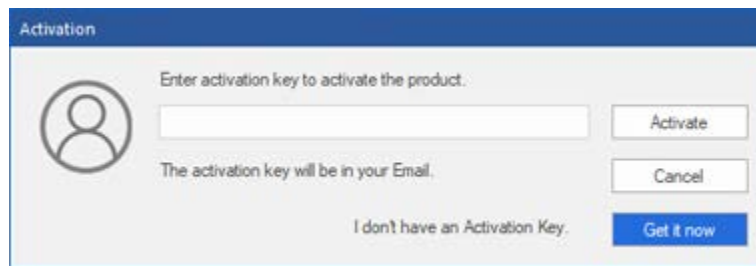
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Activating the Software

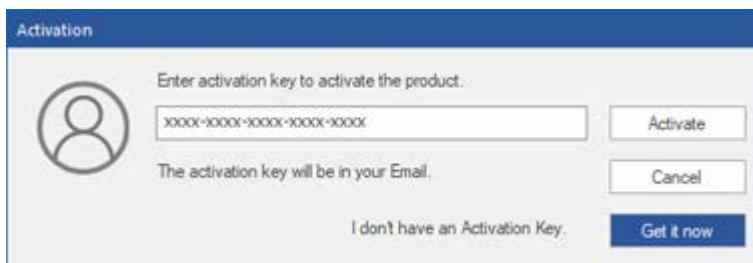
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of the 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 Toolkit for Outlook** 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 will check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar Toolkit for Outlook:

1. Run registered version of **Stellar Toolkit for Outlook** software.
2. Click **Convert OST to PST** button.
3. Go to **Tools** option in **Menu Bar**. Click **Update Wizard**.
4. **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.
5. 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-tools/outlook-toolkit/buy-now.php>

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

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

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

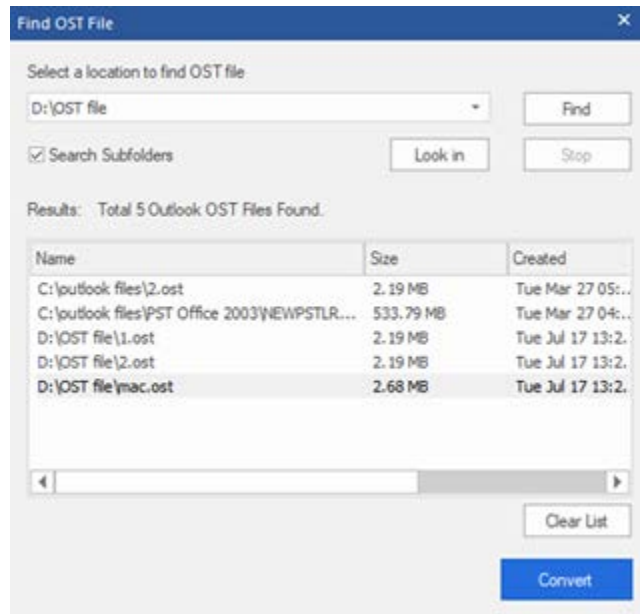
Support Helpline	
Monday to Friday [24 Hours a day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Find OST Files

Stellar Converter for OST - Technician 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:

1. Open **Stellar Converter for OST - Technician**. **Select OST File for Conversion** dialog box will appear.
2. Click **Find** button. **Find OST File** dialog box opens.
3. 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.

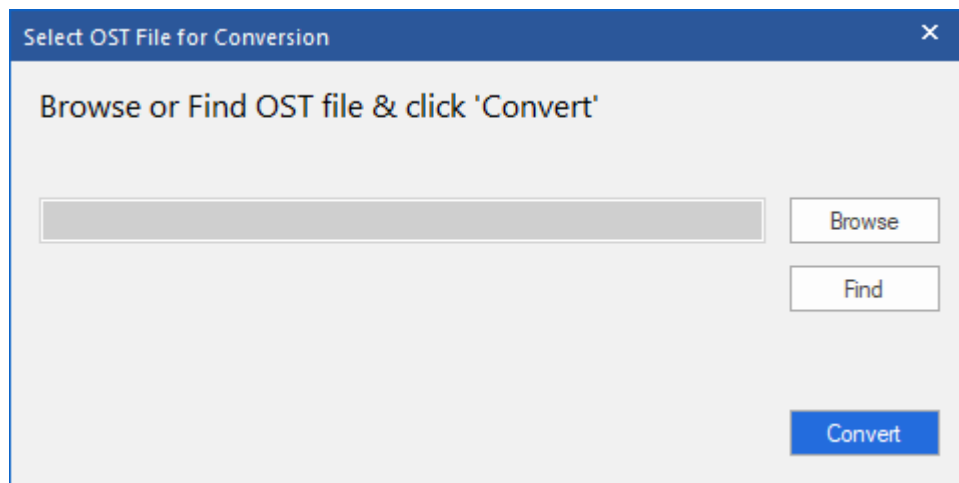
Note: Click *Clear List* button to clear the search result.

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 - Technician** software.

To convert OST files:

1. Run **Stellar Converter for OST - Technician** 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.
2. 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.

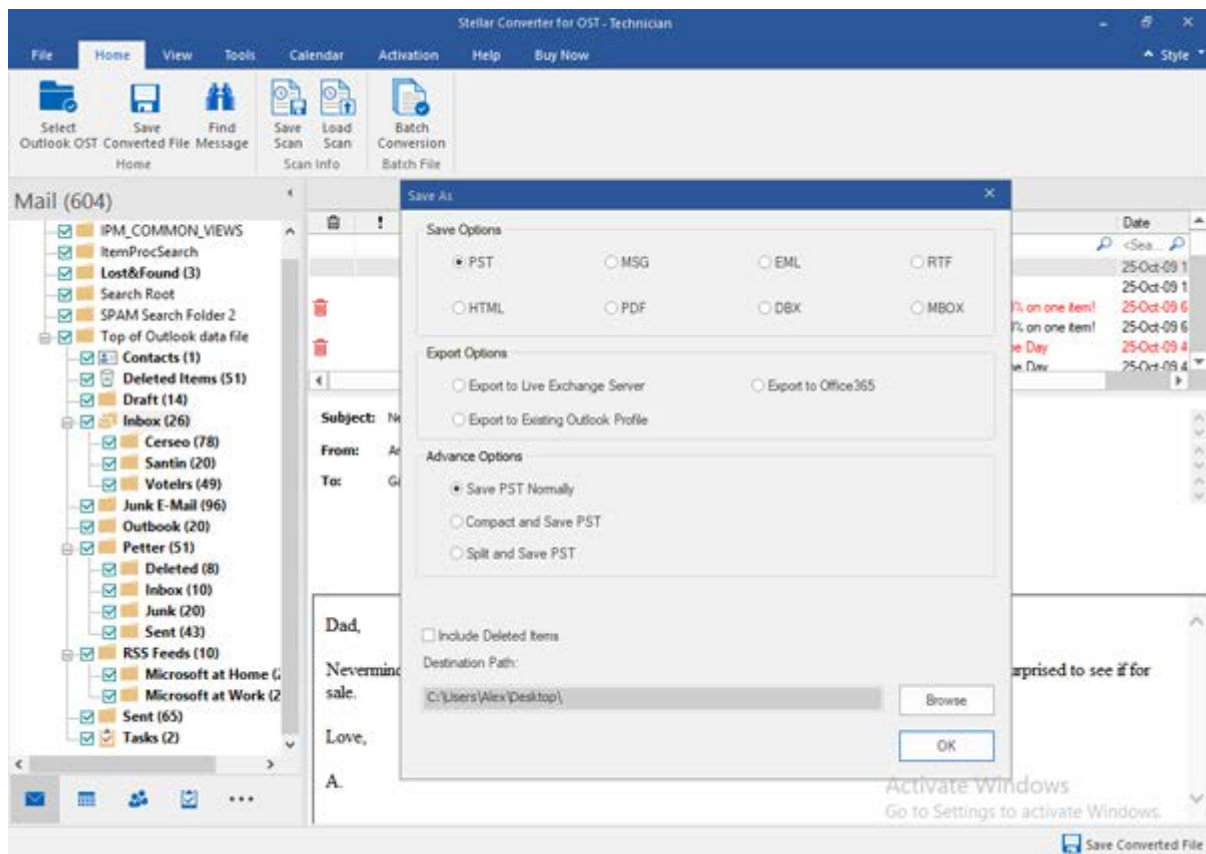


3. After completion of the conversion process, **Stellar Converter for OST - Technician** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

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**. (You can also include the deleted items for conversion by selecting the checkbox button).
5. 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, specify all or few characters of email ids of recipients. Keywords should be separated by a semicolon (;).

	From	To	Subject	Date	In Folder
		<Search>	<Search>	<Search>	
	Anastasia Shilling...	Gary Shiling	Nevermind...	25-Oct-09 11:06 PM	Inbox
	Anastasia Shilling...	Gary Shiling	Domain Name	25-Oct-09 11:00 PM	Inbox
	Rockler Woodwo...	Gary Shiling	This week only - save...	25-Oct-09 6:53 PM	Inbox
	Rockler Woodwo...	Gary Shiling	This week only - save...	25-Oct-09 6:53 PM	Inbox
	Anastasia Shiling...	Gary Shiling	Good Night	25-Oct-09 7:26 AM	Inbox
	Bill Lloyd<wjloyd1...	Gary Shiling Home	RE: Saturday activity	25-Oct-09 7:22 AM	Inbox

Find Message

- 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.

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.

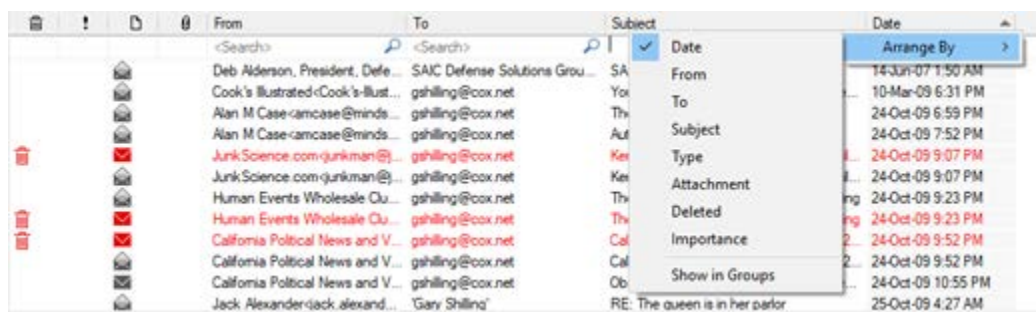
Arrange Scanned Emails

Stellar Converter for OST - Technician, allows you to arrange emails as per date, from, to, subject, type, attachment, Deleted and Importance. This feature helps you to sort and organize the messages into pre-defined groups.

The software provides seven pre-defined, standard arrangements from where that 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 - Technician**.
2. Select the OST file from which you want to arrange the scanned emails.
3. After scanning, the application will list all the emails from the 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**
 - **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 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 - Technician** application.
2. Select the OST file from which you want to search for emails.
3. After scanning, the application will list all the emails 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.

		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Nevermind...	25-Oct-09 11:06 PM
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Domain Name	25-Oct-09 11:00 PM
		Rockler Woodworking and Ha...	Gary Shilling	This week only - save 20% on one item!	25-Oct-09 6:53 PM
		Rockler Woodworking and Ha...	Gary Shilling	This week only - save 20% on one item!	25-Oct-09 6:53 PM
		word@m-w.com<word@m-w.c	gshilling@cox.net	natant: M-W's Word of the Day	25-Oct-09 4:21 PM
		word@m-w.com<word@m-w.c	gshilling@cox.net	natant: M-W's Word of the Day	25-Oct-09 4:21 PM
		WSJ.com Editors<access@int...	gshilling@COX.NET	On The Editorial Page	25-Oct-09 2:30 PM
		lmoz@cox.net<lmoz@cox...	gshilling@cox.net	Are you online?	25-Oct-09 1:18 PM
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Good Night	25-Oct-09 7:26 AM
		Bill Lloyd<wjloyd10@hotmail.c	Gary Shilling Home	RE: Saturday activity	25-Oct-09 7:22 AM
		California Political News and V...	gshilling@cox.net	NJ Guv Corzine Gave \$500,000 to Know...	25-Oct-09 6:20 AM
		California Political News and V...	gshilling@cox.net	NJ Guv Corzine Gave \$500,000 to Know...	25-Oct-09 6:20 AM

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 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.

Export PST file to Live Exchange Server

Using **Stellar Converter for OST - Technician** you can export the converted PST files to a live exchange server.

To export PST files to live Exchange Server:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Export Options** section, choose **Export to Live Exchange Server** option.

Save As

Save Options

☐ PST ☐ MSG ☐ EML ☐ RTF

☐ HTML ☐ PDF ☐ DBX ☐ MBOX

Export Options

☒ Export to Live Exchange Server ☐ Export to Office365

☐ Export to Existing Outlook Profile

Advance Options

☒ Save PST Normally

☐ Compact and Save PST

☐ Split and Save PST

☐ Include Deleted Items

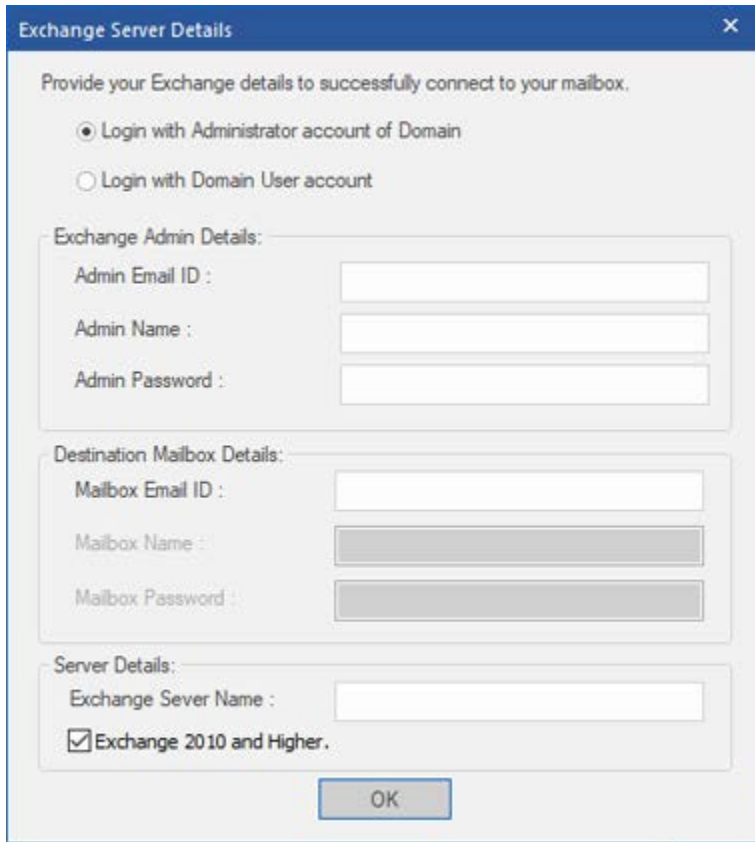
Destination Path:

C:\Users\Alex\Desktop\

Browse

OK

5. **Exchange Server Details** dialog box opens.



The image shows a Windows-style dialog box titled "Exchange Server Details" with a close button (X) in the top right corner. The dialog contains the following elements:

- A message: "Provide your Exchange details to successfully connect to your mailbox."
- Two radio buttons for login options:
 - ☒ Login with Administrator account of Domain
 - ☐ Login with Domain User account
- A section titled "Exchange Admin Details:" containing three text input fields:
 - Admin Email ID :
 - Admin Name :
 - Admin Password :
- A section titled "Destination Mailbox Details:" containing three text input fields:
 - Mailbox Email ID :
 - Mailbox Name :
 - Mailbox Password :
- A section titled "Server Details:" containing:
 - A text input field for "Exchange Server Name :"
 - A checked checkbox labeled "Exchange 2010 and Higher."
- An "OK" button at the bottom center.

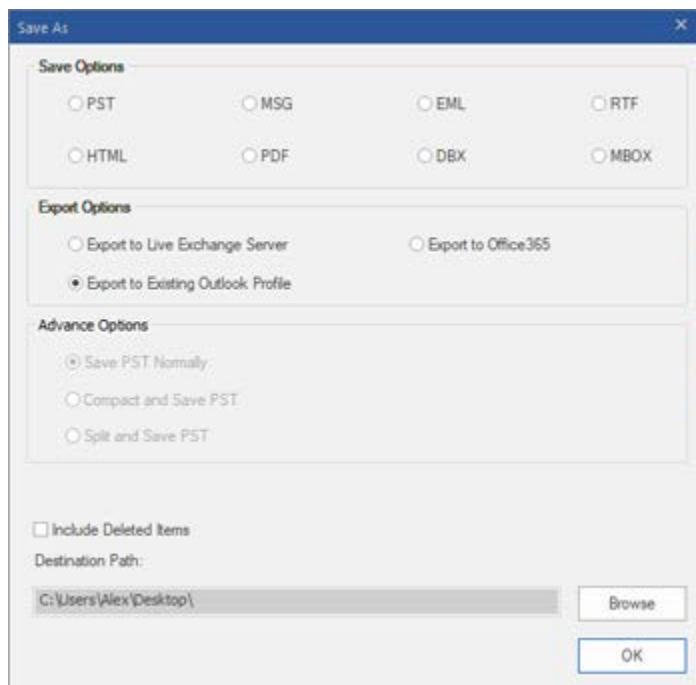
6. Enter the required Exchange Mailbox details in their respective fields to connect to your mailbox on the exchange server.
7. Click **OK**.

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

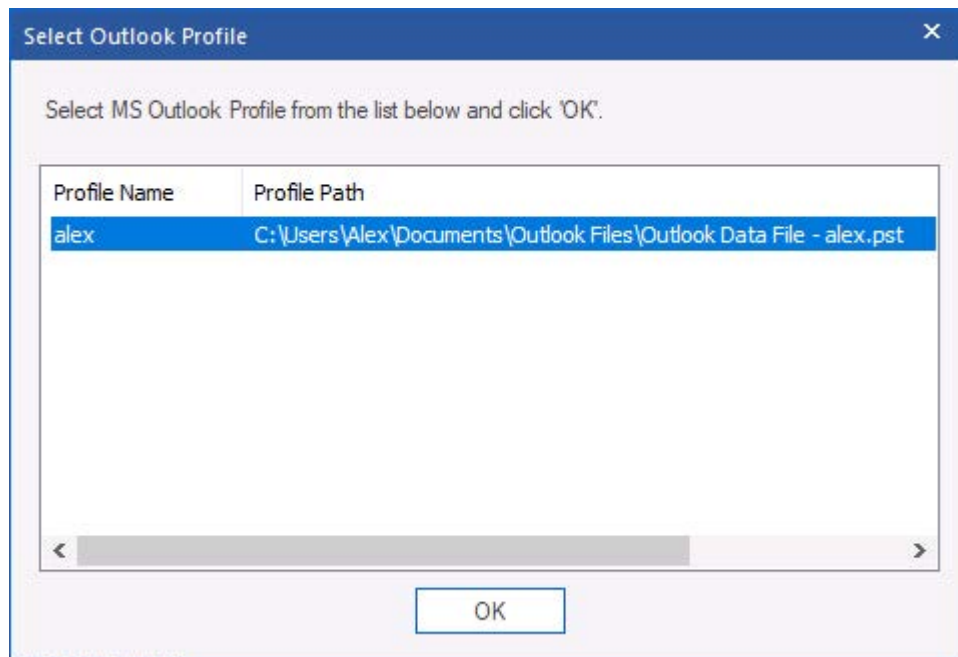
Export PST file to Existing Outlook Profile

To export PST files to Existing Outlook profile:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Export Options** section, choose **Export to Existing Outlook Profile** option.



5. An **MS Outlook Profiles** dialog box is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.



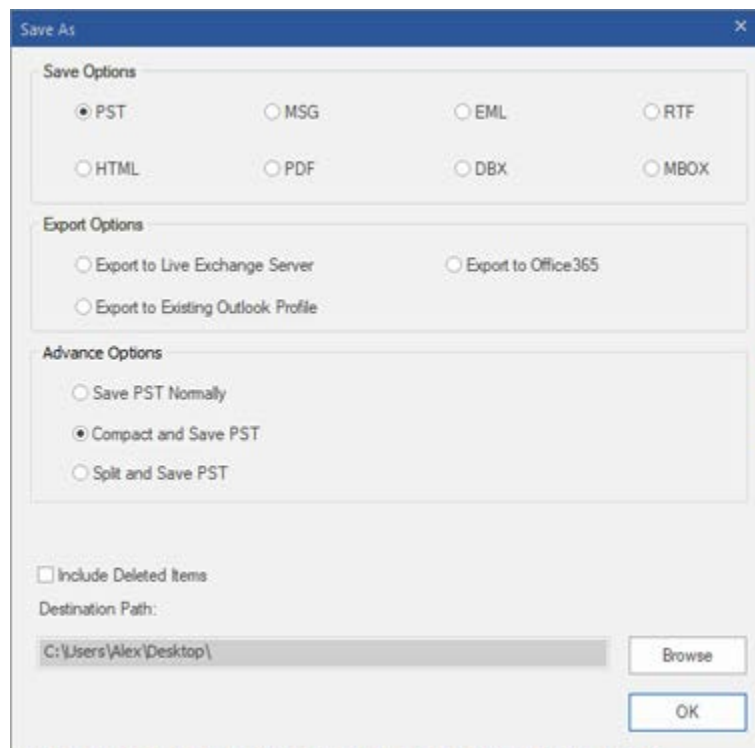
6. Click **OK**.

Compact and Save PST File

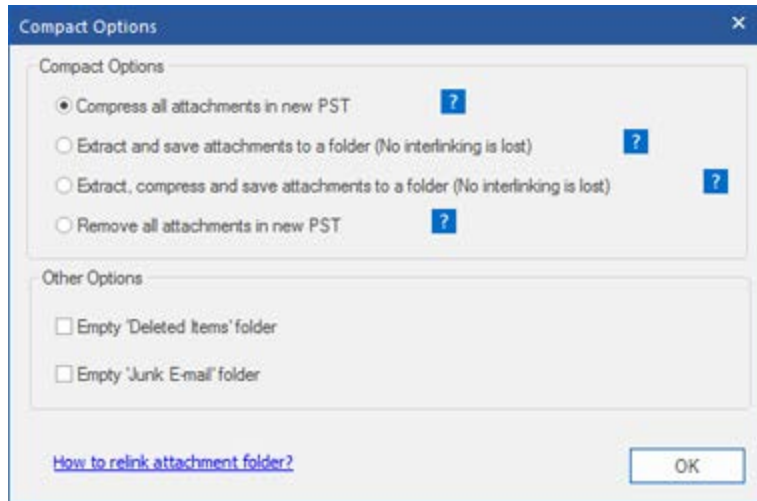
Stellar Converter for OST - Technician software compresses the new PST files and decreases the size acquired by them in the disk. It enhances the greater use of memory and also saves PST files from being corrupted.

To compact a PST file, follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

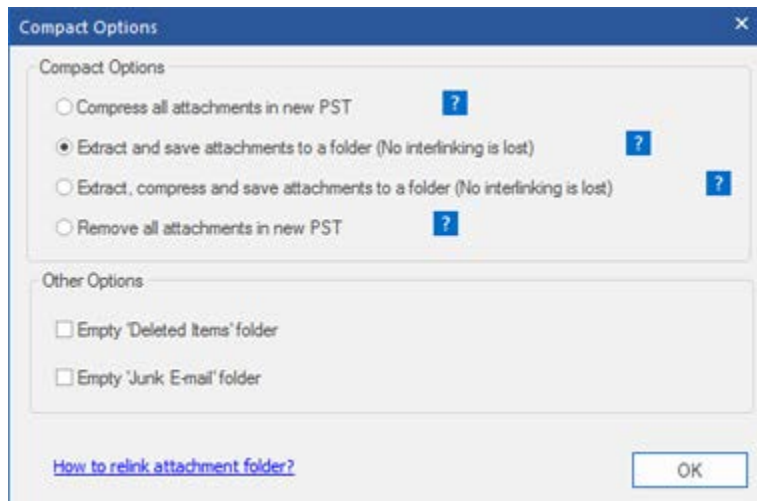


5. From **Compact Options** section of the dialog box, select any one from the following four options:
 - **Compress all attachments in new PST**



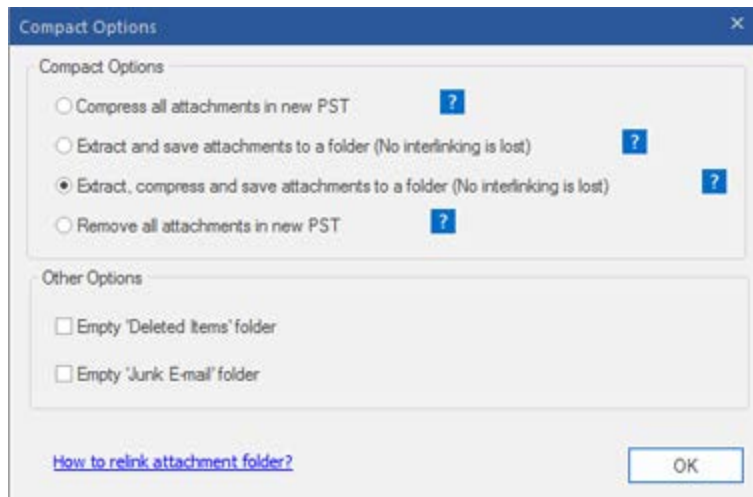
You can use this option to compress all the attachments of the emails in the new PST file. The compressed attachments get remained in the PST file.

- **Extract and save attachments to a folder (No interlinking gets lost)**



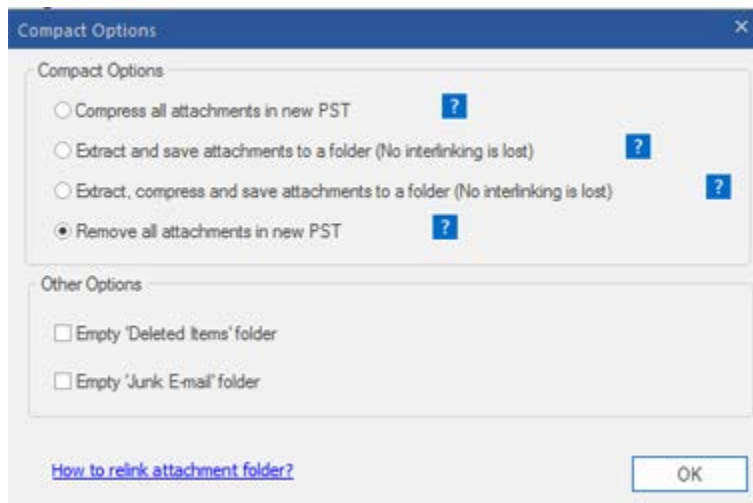
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments gets remained in the PST file. This option will extract attachments to a new folder without making any changes to the content or the attachments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

- **Extract, compress and save attachments to a folder (No interlinking gets lost)**



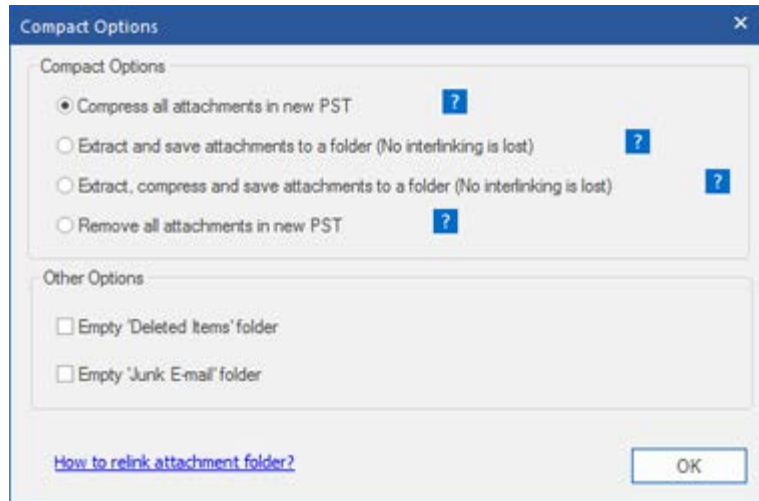
You can use this option to extract attachments from the PST file, compress them and then save them in a new folder in a compressed format. A shortcut to the extracted attachments gets remained in new PST file

- **Remove all attachments to new PST**



You can use this option to remove all the attachments from the PST file. This option retains only the mail but not any of its attachments. No changes get required to the original file.

6. From **Other Options** section of the dialog box, select



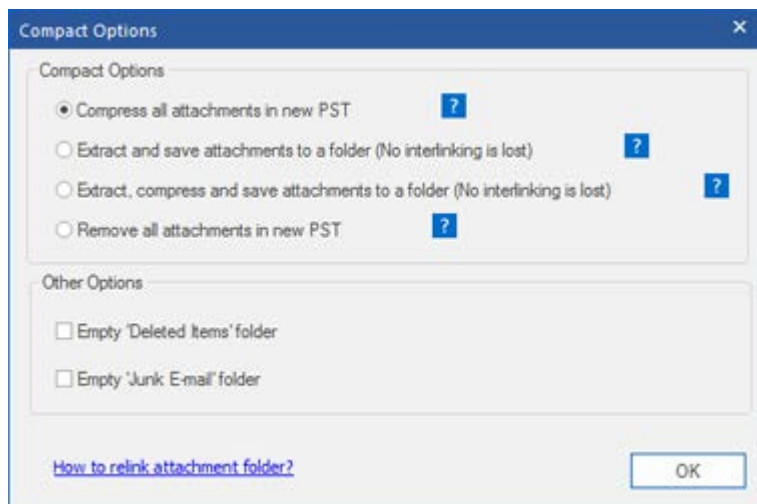
- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
7. Click **OK**, and you will go back to the previous dialog box.
 8. Select a **Destination Path** using **Browse** button to specify where to save the new PST file.
 9. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
 10. On successful completion of the compact process, a message box displays the newly created PST file's location. Click **OK**.

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 get remained in the PST file.

To compress all attachments in a new PST file, follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
5. From **Compact Options** section of the dialog box, select **Compress all attachments in new PST** option,



6. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
7. Click **OK**, and you will go back to the previous dialog box.

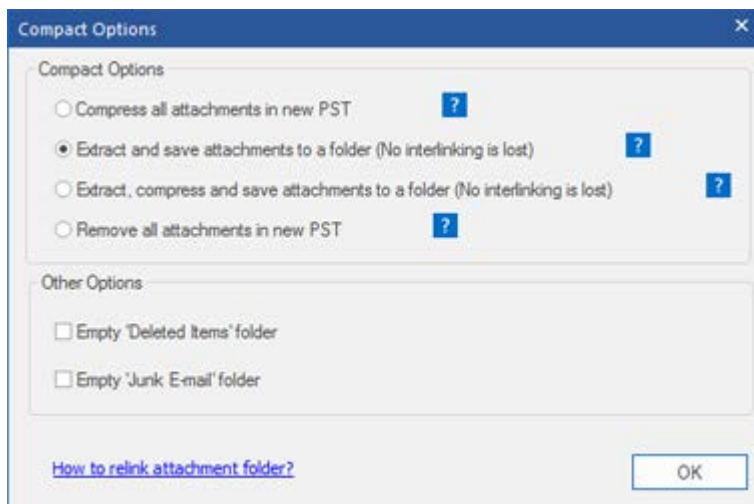
8. Select a **Destination Path** using **Browse** button to specify where to save the new PST file.
9. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the compact process, a message box displays the newly created PST file's location. Click **OK**.

Extract and save attachments to a folder (No interlinking gets 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 gets remained 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.

To extract and save attachments of a PST file to a folder (No interlinking gets lost), follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
5. From **Compact Options** section of the dialog box, select **Extract and save attachments to a folder (No interlinking gets lost)** option



6. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

- **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.

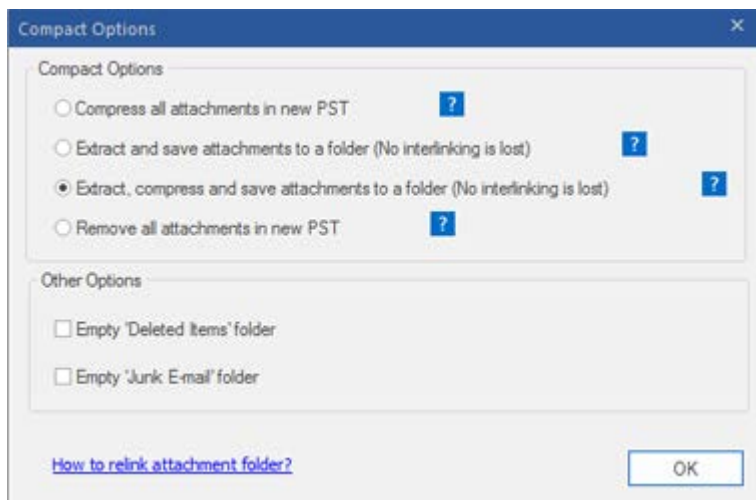
7. Click **OK**, and you will go back to the previous dialog box.
8. Select a **Destination Path** using **Browse** button to specify where to save the new PST file.
9. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the compact process, a message box displays the newly created PST file's location. Click **OK**.

Extract, compress and save attachments to a folder (No interlinking gets lost)

You can use this option to extract attachments from the PST file, compress them and then save them in a new folder in a compressed format. A shortcut to the extracted attachments gets remained in new PST file.

To extract, compress and save attachments of a PST file to a folder (No interlinking gets lost), follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
5. From **Compact Options** section of the dialog box, **Extract, compress and save attachments to a folder (No interlinking is lost)** option



6. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

- **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.

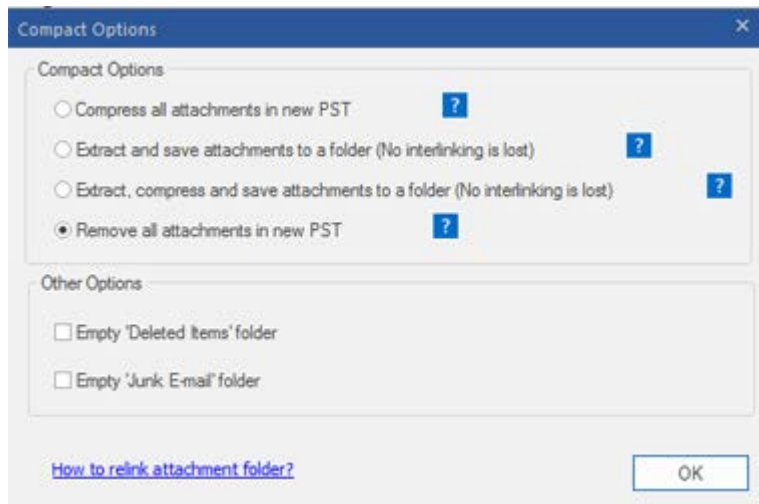
7. Click **OK**, and you will go back to the previous dialog box.
8. Select a **Destination Path** using **Browse** button to specify where to save the new PST file.
9. Click **OK**; A progress dialog will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the compact process, a message box displays the newly created PST file's location. Click **OK**.

Remove all attachments in new PST

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

To remove all attachments from the new PST file, follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
5. From **Compact Options** section of the dialog box, select **Remove all attachments in new PST** option.



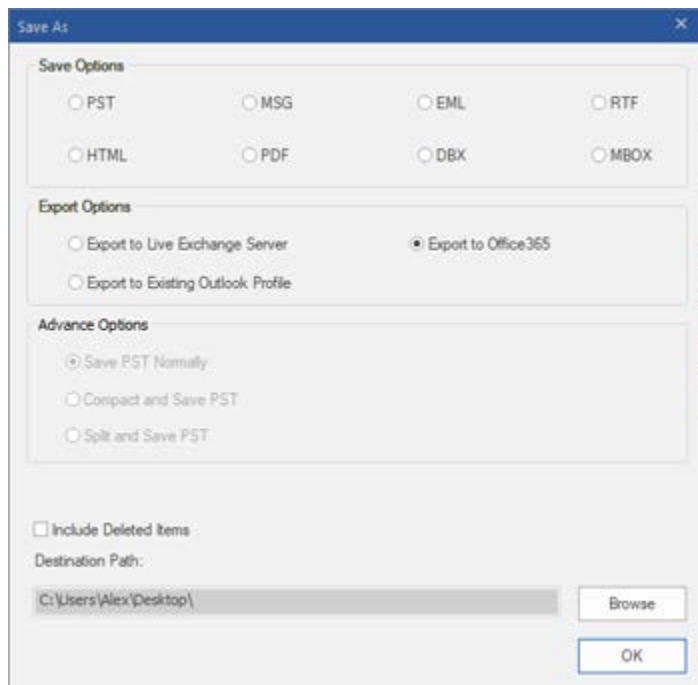
6. From **Other Options** section of the dialog box, select
 - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.
 - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
7. Click **OK** and you will go back to the previous dialog box.

8. Select a **Destination Path** using **Browse** button to specify where to save the new PST file.
9. Click **OK**; A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the compact process, a message box displays the newly created PST file's location. Click **OK**.

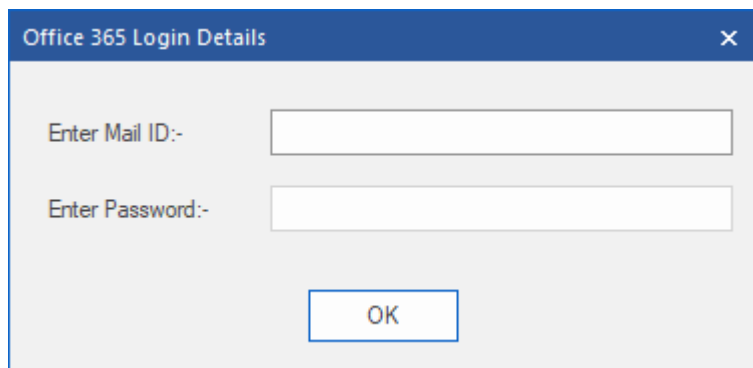
Save Files to Office 365 format

To save PST file to Office 365 format:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.



4. From the **Export Options** section select **Export to Office 365** radio button and click **OK**. An **Office 365** Details dialog box opens.
5. Enter Mail ID and Password in **Office 365 Details** dialog box. Click **OK** to continue.



Note:

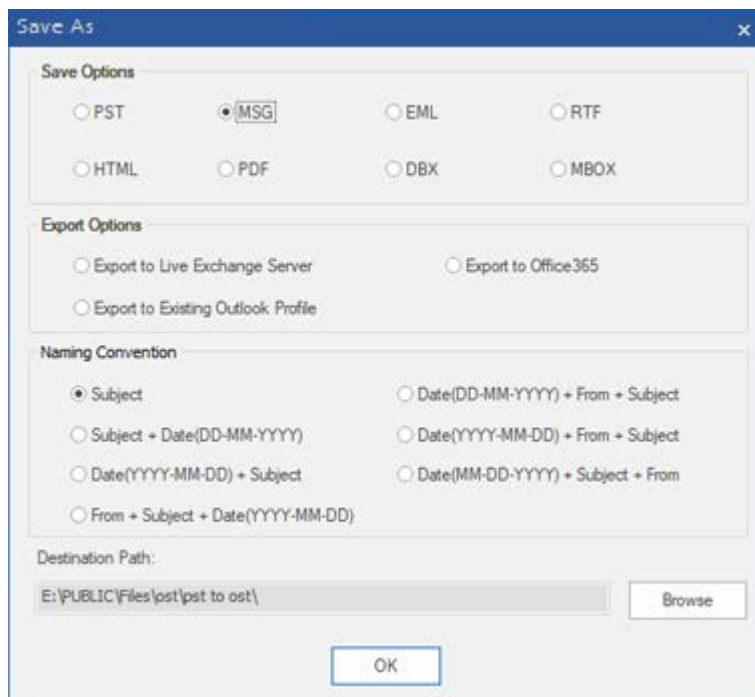
- *You need to have a Microsoft Office 365 user account for exporting data to office 365 format.*
- *To save mailbox data in office 365 format, you need to install MS Office. MS Office 2013 and MS Office 2010 should get installed with service pack2*
- *For Domain systems, you cannot export offline data to office 365.*
- *Online mailbox data cannot get exported to office 365. You can only export your offline mailbox data to office 365.*

Save Files using Naming Convention

Stellar Converter for OST - Technician, allows you to save the repaired files in MSG, EML, RTF, HTML and PDF formats. The repaired PST files can be saved with specific details like the subject of the email, date of the email, etc., using the **Naming Convention** option provided by the software.

To save the repaired files:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving option appears.
4. From the dialog box, choose a format (either **MSG**, **EML**, **RTF**, **HTML** or **PDF**) in which you want to save the data from the converted PST file, from the **Save Options** section.



5. From **Naming Convention** section, select any one from the following options:
 - **Subject** - The repaired PST file will get saved with the name as the respective email message's subject.
 - **Subject + Date(DD-MM-YYYY)** - The converted file will get saved with the name as the respective email message's subject and date.

- **Date(YYYY-MM-DD) + Subject** - The converted file will get 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 get saved with the name of the respective email message's date, sender, and subject
 - **Date(YYYY-MM-DD) + From + Subject** - The converted file will get saved with the name of the respective email message's date, sender, and subject.
 - **Date(MM-DD-YYYY) + Subject + From** - The converted file will get saved with the name of the respective email message's date, subject, and sender
6. Select a **Destination Path** using **Browse** button to specify where to save the converted file.
 7. Click **OK**.

Save all contacts as CSV

To save all contacts in CSV file:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After all the folders and their items are listed, click on **Save all contacts as CSV** button from **Tools** menu.
4. A dialog box opens. Using **Browse** button, select the desired location to save the CSV file
(You can also include the deleted contacts by selecting the check in button)



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

Relink Attachment Folder

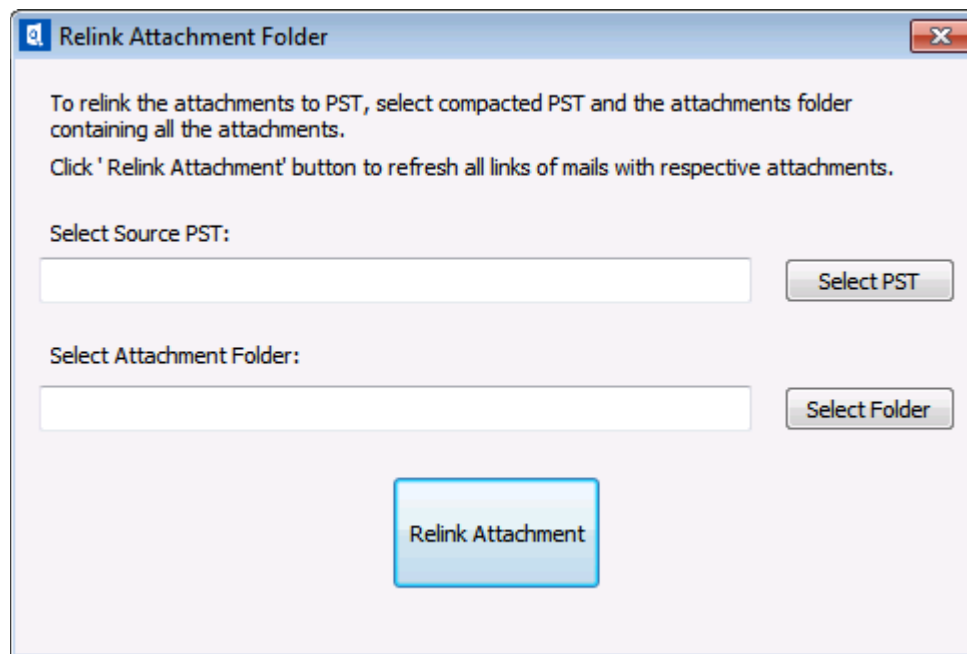
Once you install **Stellar Converter for OST - Technician** software, you also get a software called **Stellar Attachment Links Updater - Technician**. You will need this software to relink the attachment folder when you move it after using **Extract and save attachments to a folder (No interlinking gets lost)** or **Extract, compress and save attachments to a folder (No interlinking gets lost)** option.

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. This software will link the attachments folder to the PST file in both these scenarios.

In these two cases, you can use **Stellar Attachment Links Updater - Technician** software to relink the attachments to the emails.

Follow the steps given below to update the attachment links of the converted emails:

1. Go to **Start -> Programs -> Stellar Converter for OST - Technician -> Stellar Attachment Links Updater - Technician**. A **Relink Attachment Folder** dialog box will appear.



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

Split and Save PST Files

You can split a PST file according to mail ids, date and size. Splitting a PST file according to mail ids or date will create a single PST file which will have data as per the criteria selected by you. Splitting a PST file by size means that you can split a PST file into many PST files of preset size. You can also split a large PST file by pre-defined sizes of 1,2,5,7 and 10 GB files.

For splitting **By Mail ID** option, you must always select at least one mail Id for splitting the PST file.

To Split PST files:

1. Run **Stellar Converter for OST - Technician** software.
2. Select an Outlook OST file and click **Convert**.
3. After the folders and their items are listed, click on **Save Converted File** button from the **File** menu. A dialog box with various saving options appears.
4. From the dialog box, choose a format (either **PST, MSG, EML, RTF, HTML, PDF, DBX, MBOX or Office 365**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.
5. From **Advance Options** section, choose **Split and Save PST** option. Another dialog box will open.
6. From **Split PST File** dialog box,
 - In **By Mail ID** section, select e-mail ids under **Mail ID** 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. All selected email ids will get stored in the new PST file, and no change gets required to the source file.
 - In **By Date Range** section, 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 e-mails that are sent and received in the specified months will get stored in the new PST file
 - Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the new PST file. Select the start and end date from the list boxes

- In **By Size** section, select **By Size** checkbox and then select a size from the **Select Size** drop-down list 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 1,2,5,7 and 10 GB.

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

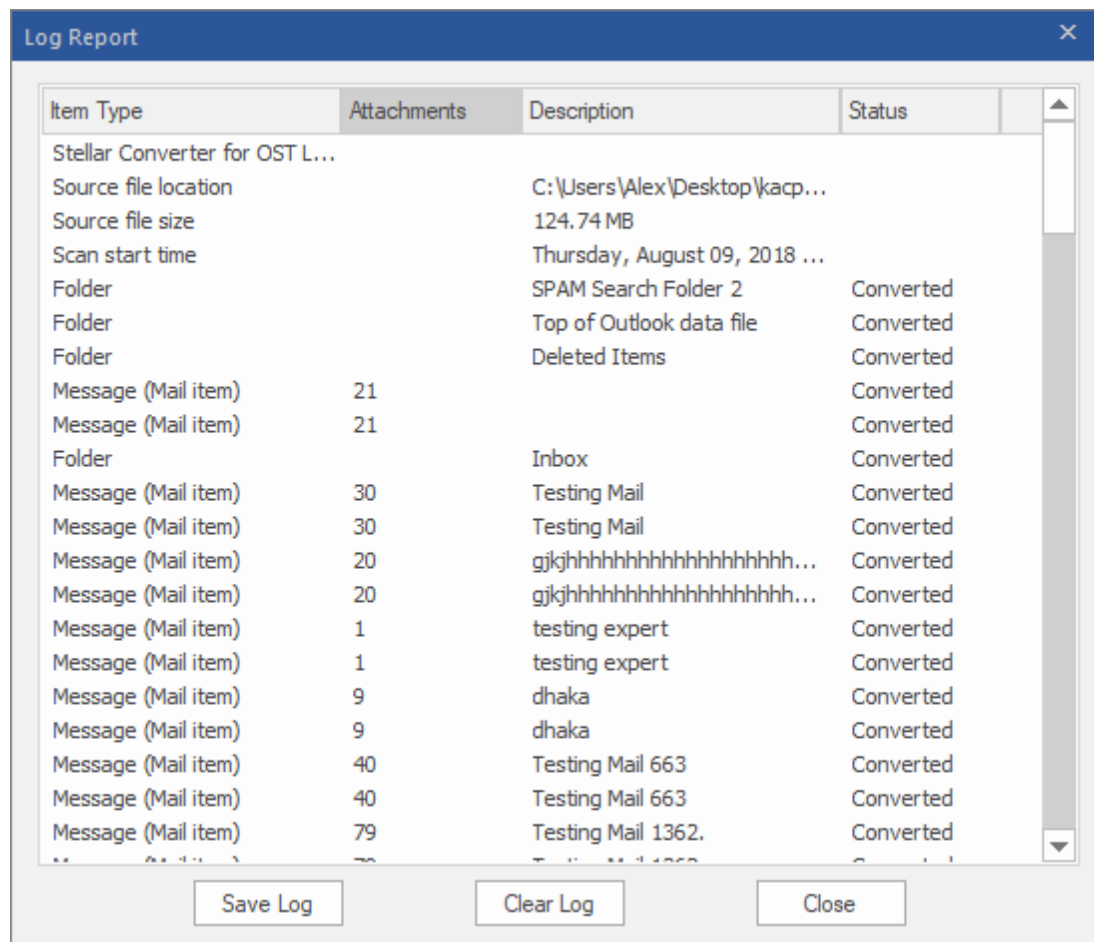
7. Click **Apply Settings** and you will go back to the previous dialog box.
8. Select a **Destination Path** using **Browse** button to specify where to save the newly created PST file.
9. Click **OK**. A progress dialog box will indicate the status of the split process. You can click on **Stop** button anytime to abort the process.
10. On successful completion of the split process, a message box displays the new PST file's location. Click **OK**.

Save Log Report

With **Stellar Converter for OST - Technician**, 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:

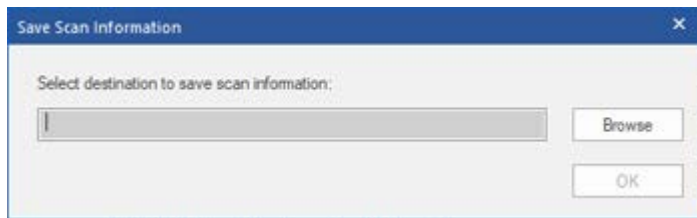
1. From **View** menu, select **Log Report**.
2. In **Log Report** dialog box, click **Clear Log**.

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, select **Save Scan Info**.



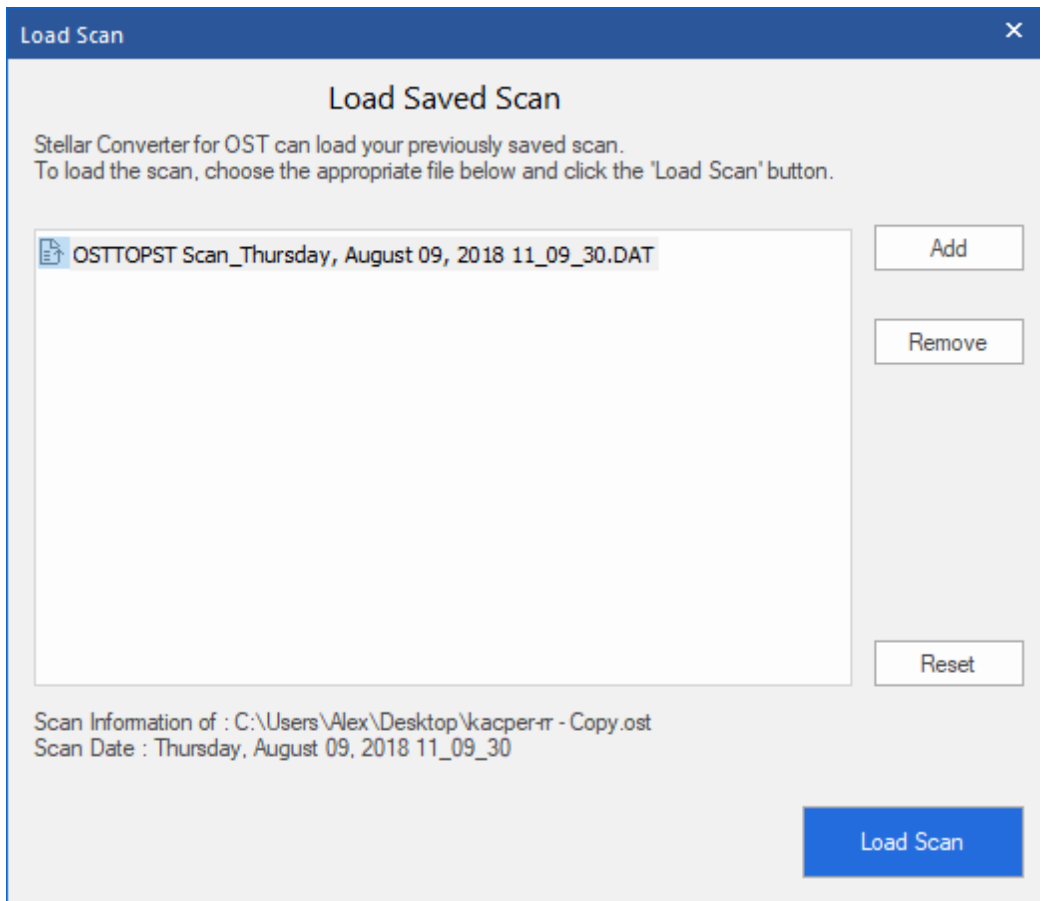
2. **Save Scan Information** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved in .DAT file format.
3. A message box appears, click **OK**.

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.



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 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 save the converted OST files in any other format?

Yes absolutely, **Stellar Converter for OST - Technician** can save messages in MSG, EML, RTF, PDF, HTML, DBX and MBOX formats as well.

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

Yes, the application can look for the OST 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 OST and convert it.

3. 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 after you are satisfied with the results, you should decide on making the purchase and saving your converted files

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

That can happen, but we are sure if you follow the steps below you can easily resolve this:

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

5. How much time will Stellar Converter for OST - Technician software take to convert an OST file?

The scanning time depends on the size of the OST file. If the process is running, that means that software is still scanning the OST file and you have to wait for this scanning process to complete. Once scanning gets completed, you will be able to save the converted file at the desired location.

6. Can we save the deleted items with the other converted mailbox 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. 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 converted OST file (the 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.

8. 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 which get converted into this tool.

9. I want to analyze the conversion 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** menu, select '**View Log Report.**'
- In **Stellar Converter for OST - Technician** dialog box, click '**Save Log**' and save it to the desired location for viewing at any time.

10. What does the compact feature of Stellar Converter for OST - Technician do?

As the name suggests, the compact feature of **Stellar Converter for OST - Technician** application helps in reducing the size of converted OST files (that is, the PST file) and attachments on MS Exchange Server. It has various options for attachments of emails that get selected for compaction and extraction.

11. Why do I need to compact the 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 Converter for OST - Technician**, has a compaction feature using which you can compact the PST file.

12. 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 get remained as shortcut links in the emails.

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

Yes, you can restore the links by using the **Stellar Attachment Links Updater - Technician** application which gets installed with **Stellar Converter for OST - Technician** software. You will use this option when you separate or move either the PST file or its attachments folder.

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

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

15. In how many ways can I split a PST file using Stellar Converter for OST - Technician software?

There are three ways in which you can split a PST file using **Stellar Converter for OST - Technician** software. They are as follows:

- **By Mail Id** - You can 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. All selected email ids will get stored in the new PST file, and no change gets required to the source file.
- **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 e-mails that are sent and received in the specified months will get stored in the new PST file
- Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the newly created PST file. Select the start and end date from the list boxes.
- **By Size** - You can select **By Size** checkbox and then select a size from the **Select Size** drop-down list 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 1,2,5,7 and 10 GB.

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

16. 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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About Stellar

Stellar Information Technology Private Limited is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

Product line:

Data Recovery

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

File Recovery

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

Email Recovery

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

Data Protection

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

Data Sanitization

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

For more information about us, please visit www.stellarinfo.com



Stellar Converter for OST - Technician

Version 9.0

User Guide

Overview

Stellar Converter for OST - Technician, has a **Batch Conversion Module** that includes a complete solution to convert Multiple Offline Outlook Data File (OST) files to Multiple Microsoft Outlook Personal Storage (PST) files.

It also provides you an option to convert and split files by date and size to create a batch file. 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 input file once it gets created by the application. It can also be used to review the number of files processed or to get information about selected files

It provides you an option to split large Mailbox files into smaller files as per the criteria specified by you.

Key Features

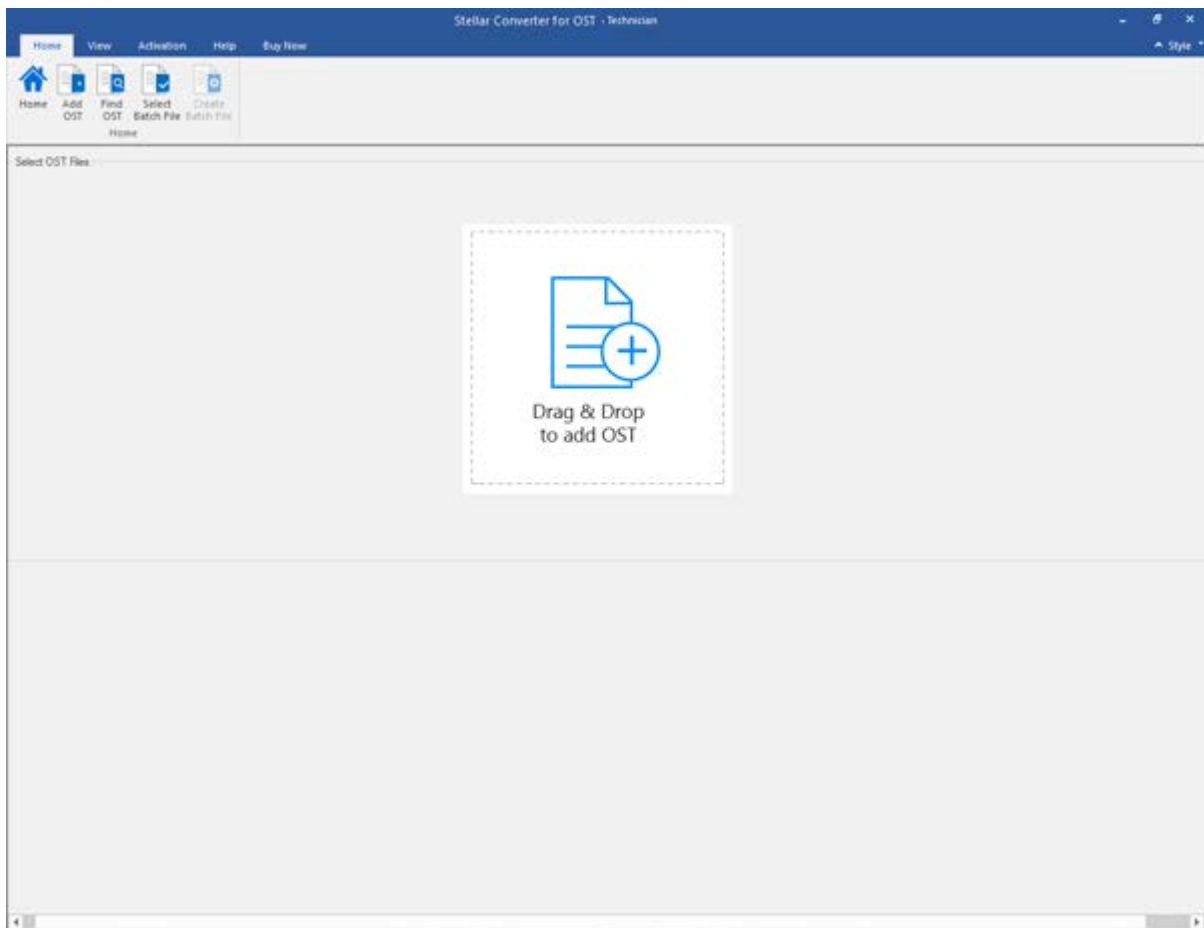
- New and enhanced GUI. [\(New\)](#)
- Option to preview the deleted item which is displayed in red color. [\(New\)](#)
- Option to save the deleted items in converted file. [\(New\)](#)
- It allows to Convert Mailbox saving option.
- It allows to Convert and Splits Mailbox files by:
 - Date
 - Size
- Allows to convert and split single or multiple files in one operation.
- Saves all your preferences to split files into a batch file.
- You can create a batch file to automate, converting and splitting of multiple files.
- All activities of the application get recorded in a log.
- The application doesn't make any changes to the original file
- Supports MS Outlook 2007, 2010, 2013, and 2016.

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 2016.

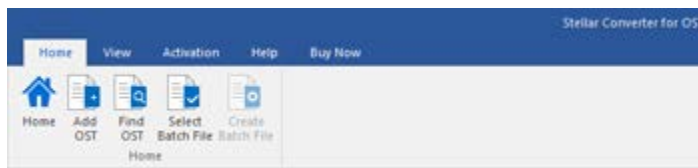
After launching the software, Click **Batch Conversion** button from the **Home** menu.

The Main user interface of **Batch conversion** module appears as shown below:



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

Menus



Home Menu

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

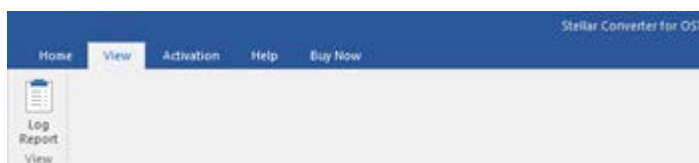
Use this option to search OST files from the system.

Select Batch File

Use this option to select already created a batch file from the system.

Create Batch File

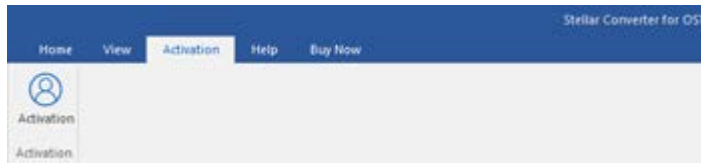
Use this option to create your batch file to automate converting and splitting of multiple files.



View Menu

Log Report

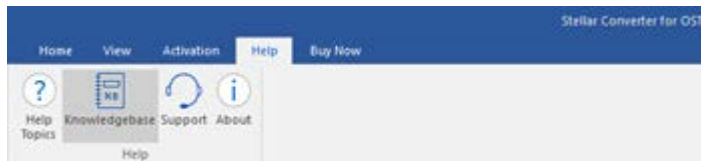
Use this option to view/save the log report.



Activation Menu

Activation

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



Help Menu

Help Topics

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

Knowledgebase

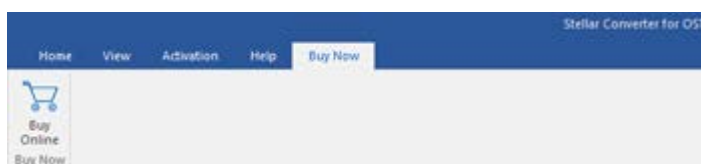
Use this option to visit [Knowledgebase](https://stellarinfo.com) articles of stellarinfo.com

Support

Use this option view the [support page](https://stellarinfo.com) of stellarinfo.com

About

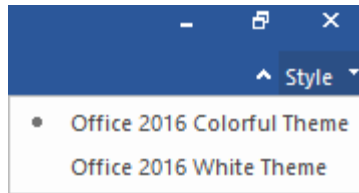
Use this option to read information about the software.



Buy Online

Use this option to [buy](https://stellarinfo.com) **Stellar Toolkit** for **Outlook**.

Buy Now Menu



Style Menu

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**.

Buttons

Stellar Converter for OST - Technician toolbar has following buttons/options :



Home

Click this button to go to the Home screen of the software.



Add
OST

Click this button to add the OST files which you want to convert and split.



Find
OST

Click this button to search OST files from the system.



Select
Batch File

Click this button to select already created a batch file from the system.



Create
Batch File

Click this button to create your batch file to automate, converting and splitting of multiple files.



Log
Report

Click this button to view/save the log report.



Activation

Click this button to activate the software after purchase.



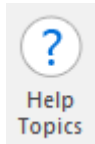
Buy
Online

Click this button to buy **Stellar Toolkit for Outlook** software.

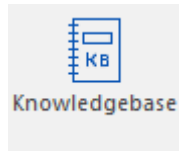


Support

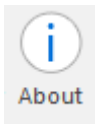
Click this button to view the support page of stellarinfo.com.



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



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



Click this button to read information about the software.

Ordering the Software

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

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

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

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

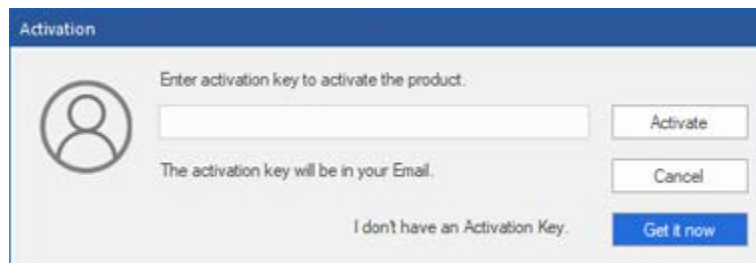
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Activating the Software

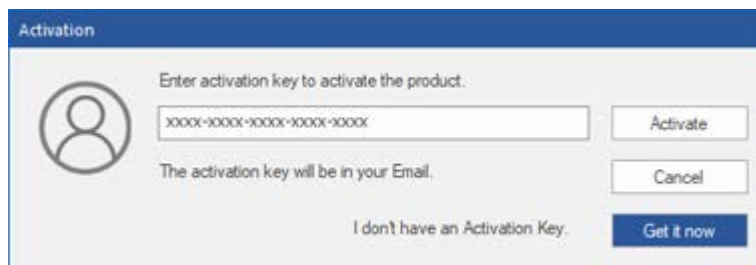
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of the 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**

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://www.stellarinfo.com/>

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

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

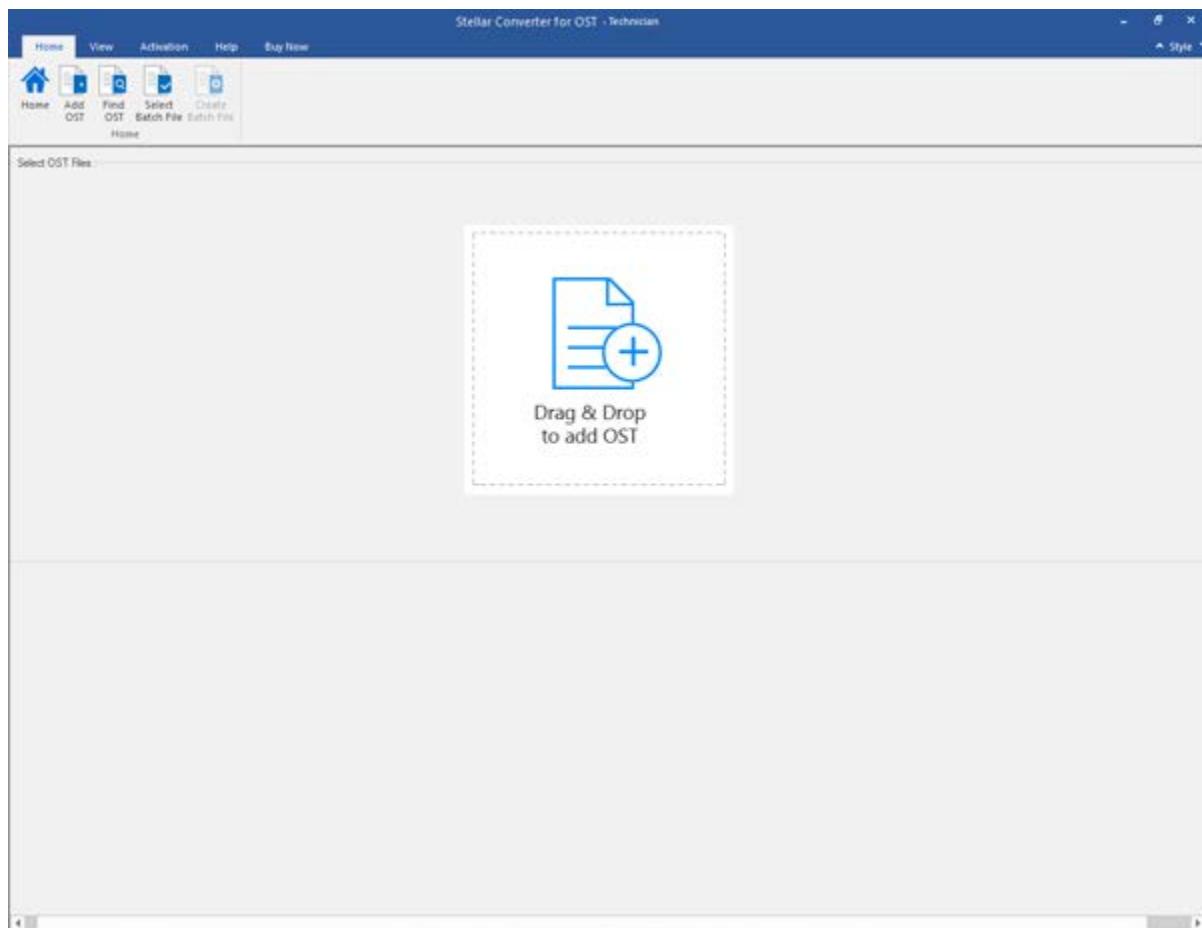
Support Helpline	
Monday to Friday [24 Hrs. A day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Add OST Files

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

To add OST files:

- Run **Stellar Converter for OST - Technician**.
- Click on **Batch Conversion** Button from **Home** Menu, Now **Batch Conversion** window will open.
- From the **Home** menu, click **Add OST** icon. An *Open* dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

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

Or,

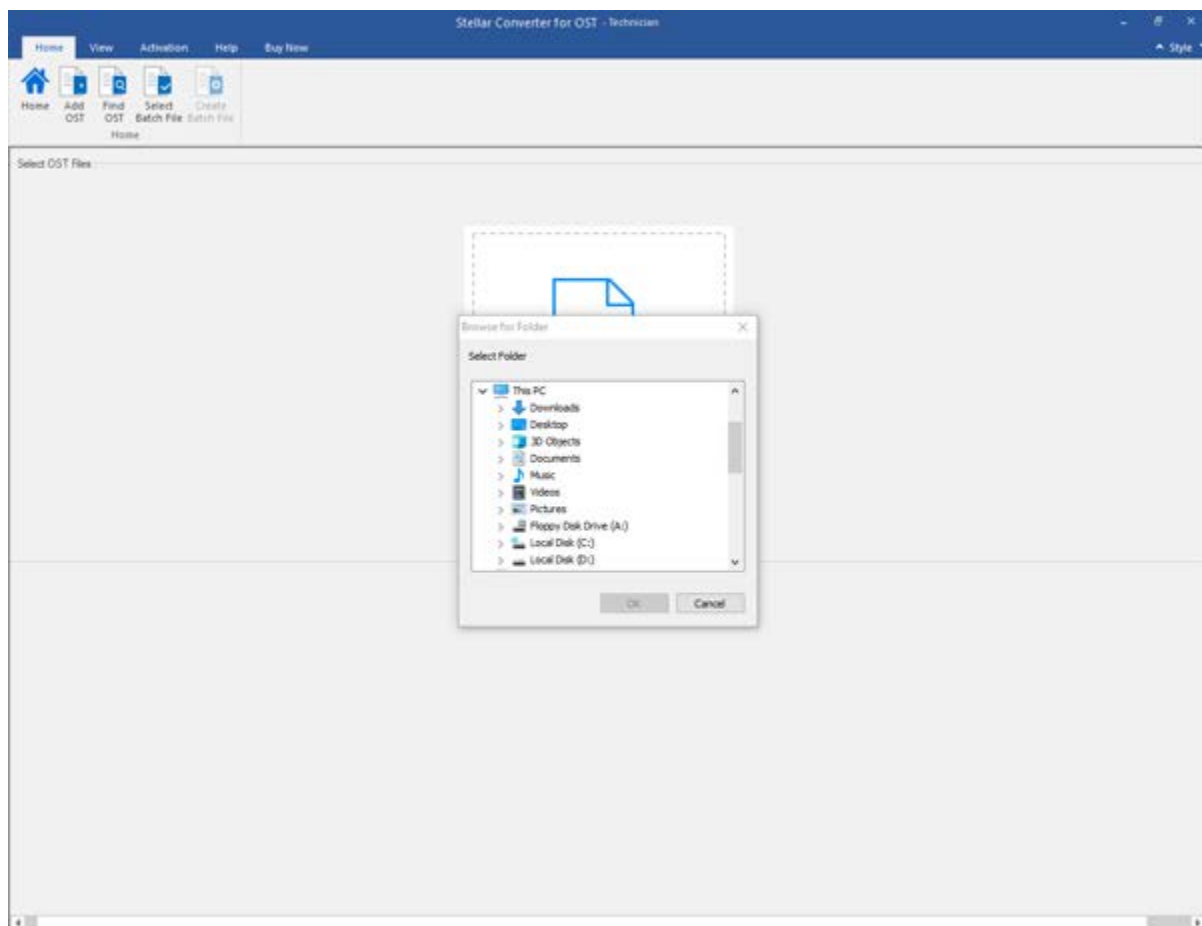
- Open Windows Explorer to Drag & Drop the desired files to the application.

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 an entire volume in your system.

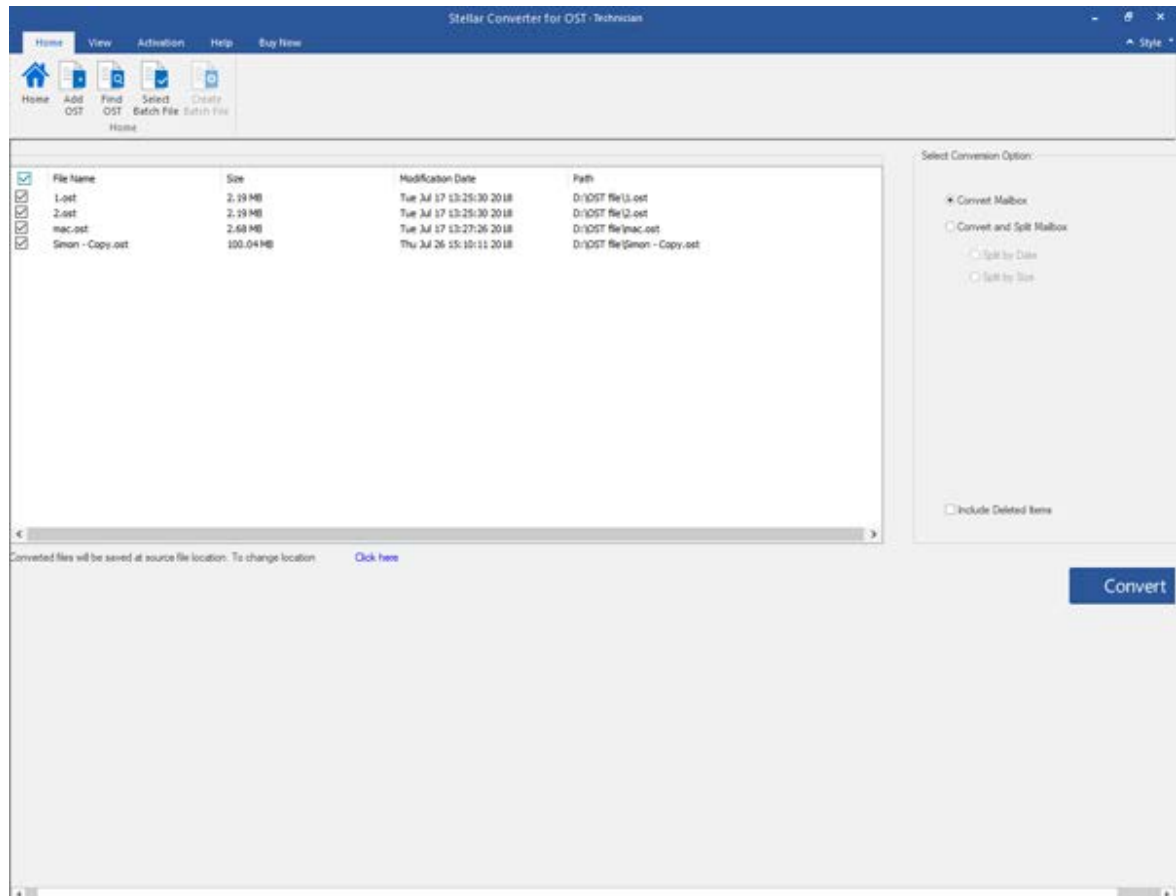
To Find an OST File:

- Run **Stellar Converter for OST - Technician**.
- Click on **Batch Conversion** Button from **Home** Menu, Now **Batch Conversion** window will open.
- From the **Home** Menu, click **Find OST**.
- In **Browse for Folder** dialog box, select the drive or folder you want to search for OST files. Click **OK**.



- After the search gets finished, a list of OST files found in the selected drive or folder gets displayed on the screen.

- By Default, the listed OST files get selected in the left pane of the screen. You can also select files you wish to convert from this list.



- Select one of the Conversion Options and click the **Convert** button.
- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.
- You can change the destination path by clicking on '**Click here**' link.
- By clicking '**Reset**' link the path get reset on the source location of files.

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 gets performed, a new PST file gets created without altering the contents and structure of the original file. Thus **Stellar Converter for OST - Technician** never causes any damage to your invaluable original file.

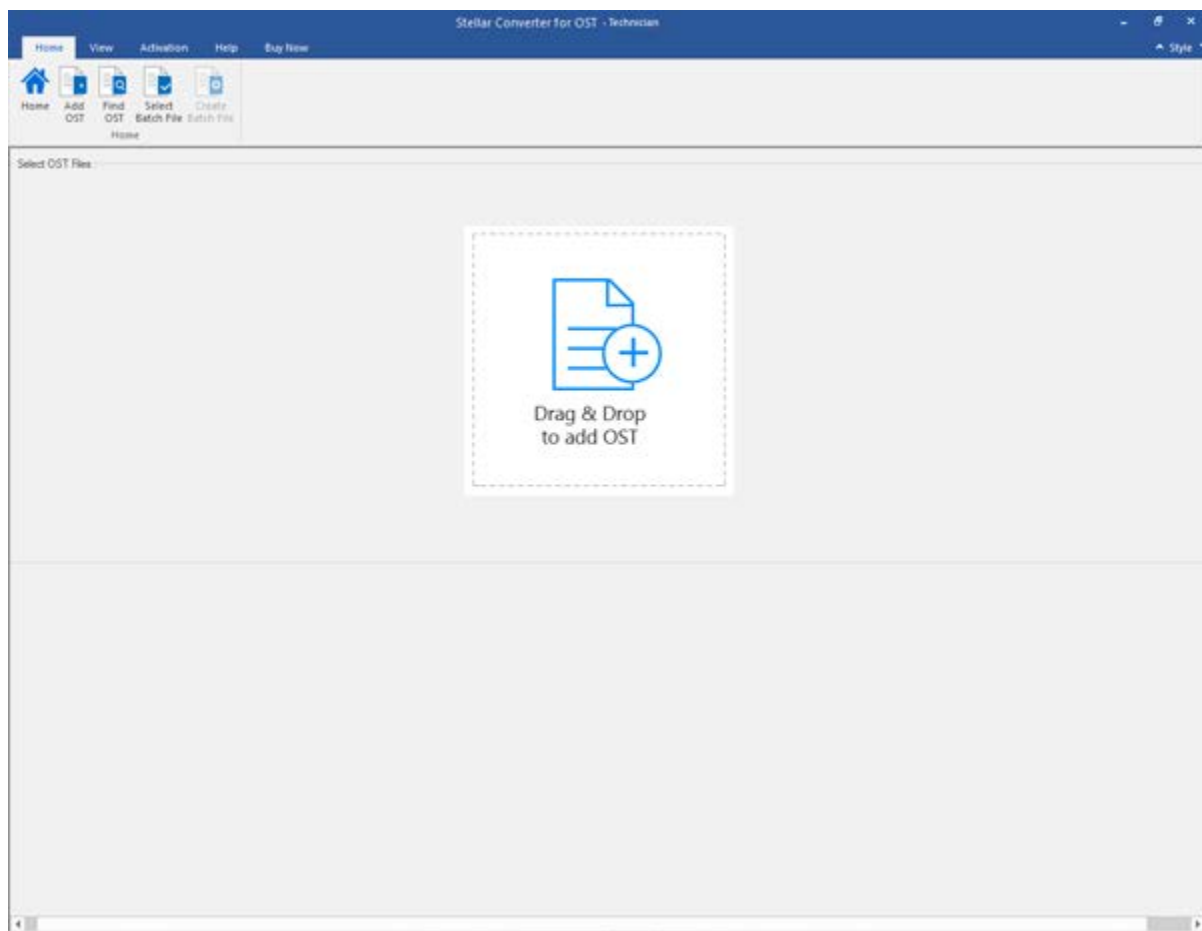
- Convert Mailbox
- Convert and Split Mailbox

Convert Mailbox

Convert Mailbox is one of the conversion methods to convert Multiple OST files to PST files.

To convert OST files :

- Run **Stellar Converter for OST - Technician**.
- Click on **Batch Conversion** Button from Home Menu; **Batch Conversion** window will open
- From the **Home** menu, click **Add OST** icon. An open dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

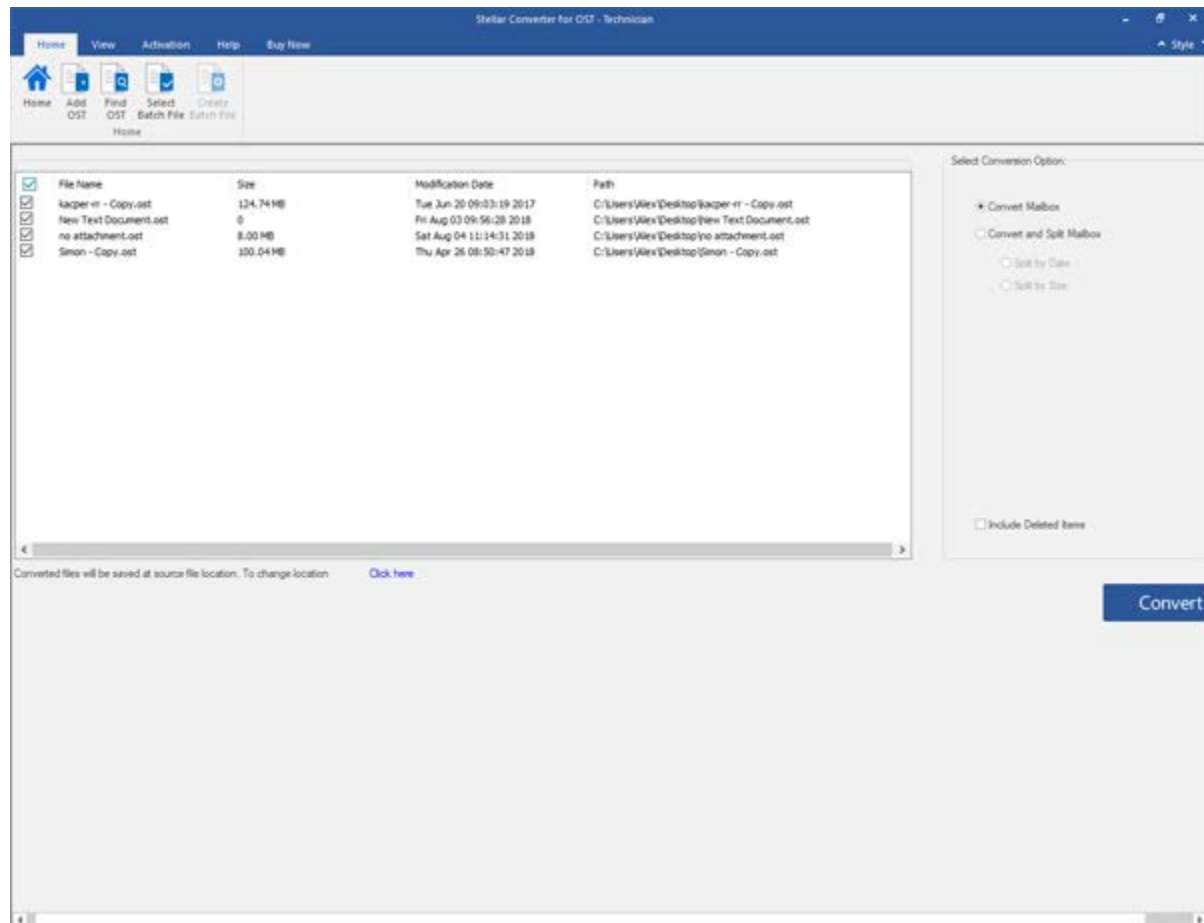
- Click **Drag & Drop to add OST** button on the main interface. An *Open* dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,

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

Or,

- 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 an entire volume in your system.



- Select **Convert Mailbox** conversion option to convert your OST files to PST files.
- Click **Convert** Button. A dialog box opens to save the batch file where the user can change the location of the batch file followed by starting of the conversion process.
- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.
- You can change the destination path by clicking on '**Click here**' link.

- By clicking '**Reset**' link the path get reset on the source location of files.

Note: *You can also include the deleted items for conversion by selecting the checkbox button.*

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 to select from, based on which a file can get split :

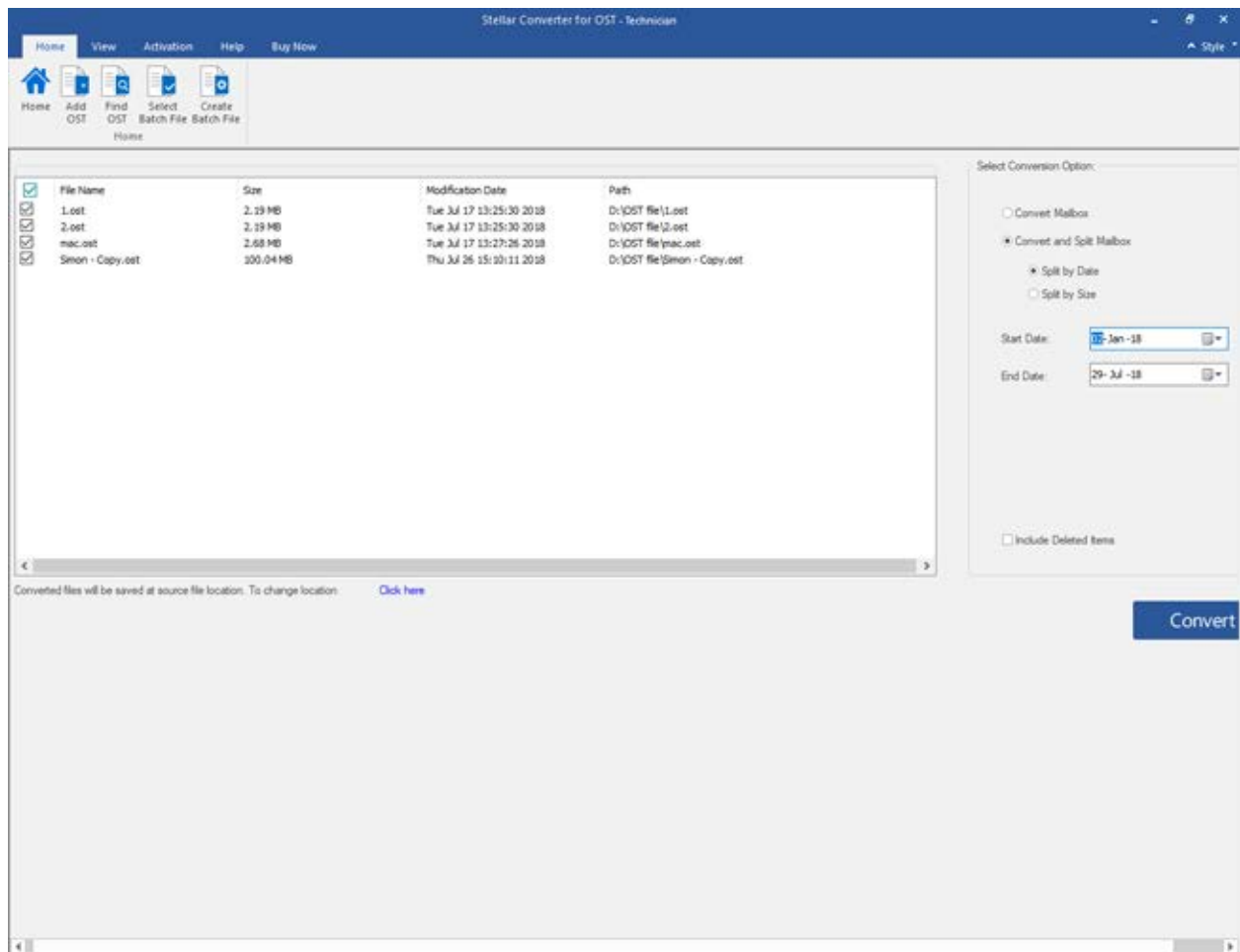
- Split by Date.
- Split by Size

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.

To convert and split OST files by date, please follow the procedure as described below:

- Run **Stellar Converter for OST - Technician**.
- Click on **Batch Conversion** Button from **Home** Menu, Now **Batch Conversion** window will open.
- **Stellar Converter for OST - Technician** application window shows a two-pane window. There are files which get auto-selected by the system; the selection can get changed as per your requirement.
- Add OST Files which you want to convert and split.
- The added File will get listed in the left-pane.
- From '**Select Conversion Option**' section in the right pane of the screen, select **Split By Date** option.



- You can specify a date range for a selected file by clicking on '**Start Date**' option. Specify the end date of the date range by clicking on '**End Date**' option.
- Click **Convert** Button. A dialog box opens to save the batch file where the user can change the location of the batch file followed by starting of the conversion process.
- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.
- You can change the destination path by clicking on '**Click here**' link.
- By clicking '**Reset**' link the path get reset on the source location of files.

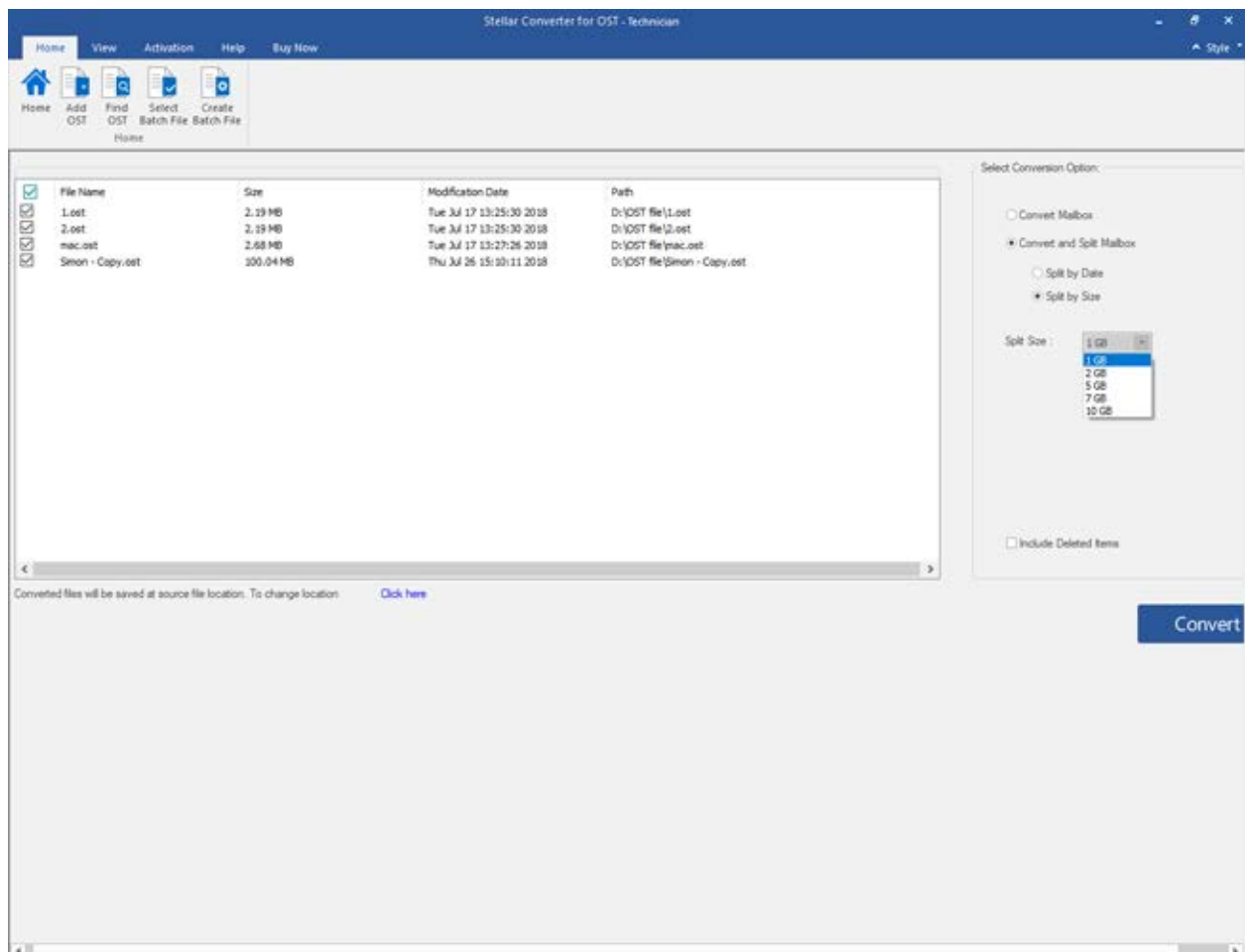
Note: You can also include the deleted items for conversion by selecting the checkbox button.

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.

To convert and split OST files by size, please follow the procedure as described below:

- Run **Stellar Converter for OST - Technician**.
- Click on **Batch Conversion** Button from **Home** Menu, Now **Batch Conversion** window will open.
- **Stellar Converter for OST - Technician** application window shows a two-pane window.
- Add OST Files which you want to convert and split.
- The added File will get listed in the left-pane.
- From '**Select Conversion Option**' section in the right pane of the screen, select **Split By Size** option.



- You can specify a size for selected files by clicking on '**Split size**' column.
- Click **Convert** Button. A dialog box opens to save the batch file where you can change the location of the batch file followed by starting of the conversion process. Select the Destination path where you want to save the converted file.
- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.
- You can change the destination path by clicking on '**Click here**' link.
- By clicking '**Reset**' link the path get reset on the source location of files.

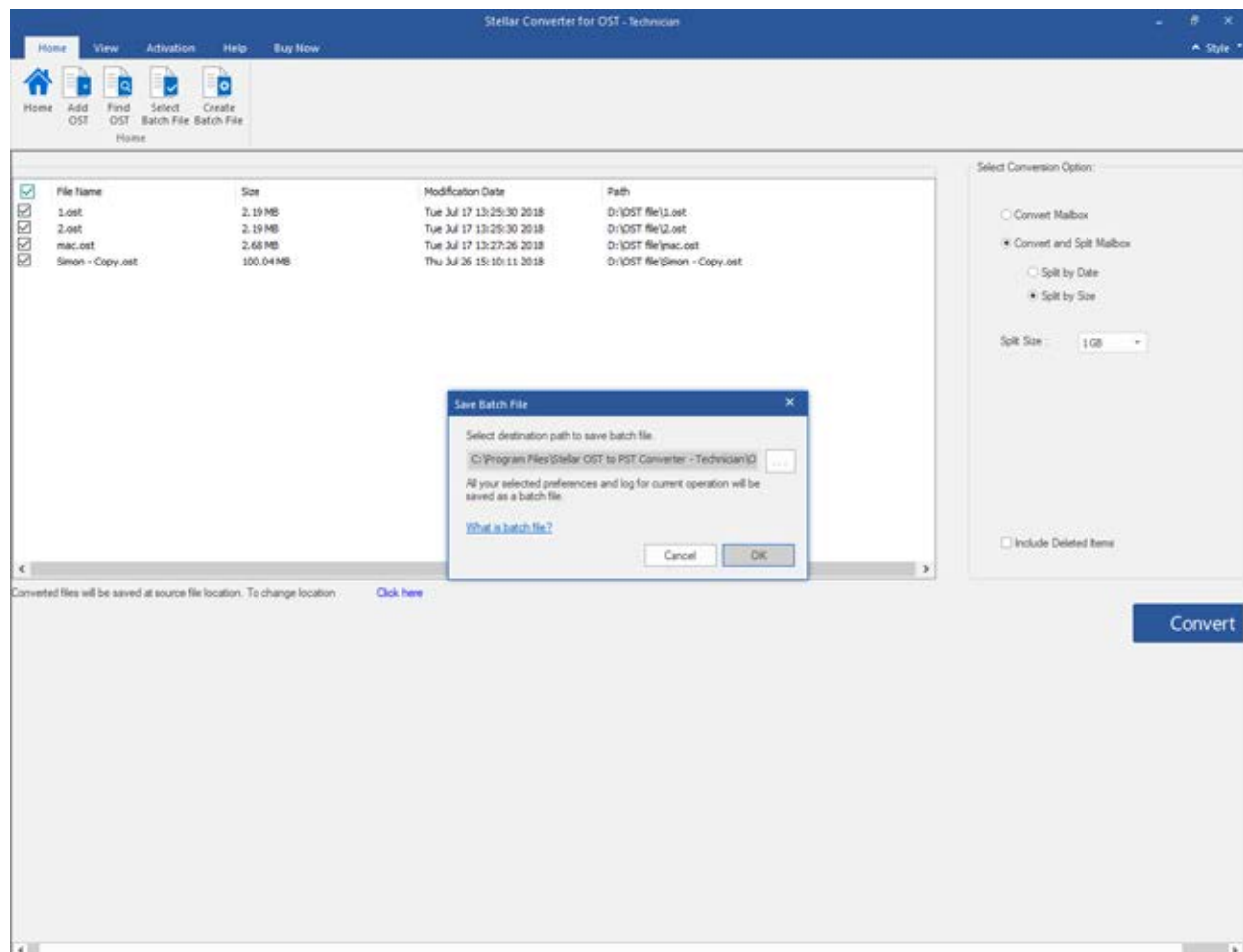
Note: *All the selected OST files get split-up into the same size scale as selected by you.*

Note: *You can also include the deleted items for conversion by selecting the checkbox button.*

Create and Manage Batch Files

Stellar Converter for OST - Technician, provides you an option to create a batch file. 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 input file once it gets created by the application. It can also be used to review the number of files processed or to get information about selected files.

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



To use an already created batch file to convert and split OST files.

Already created batch file can be used to convert and split multiple OST files that are either saved at different locations or gets stored in a folder.

A batch file created for date based splitting can be used to convert and split:

- Multiple OST files at different locations.

- Multiple OST files located in a folder.

A batch file created for size based splitting can be used to convert and split:

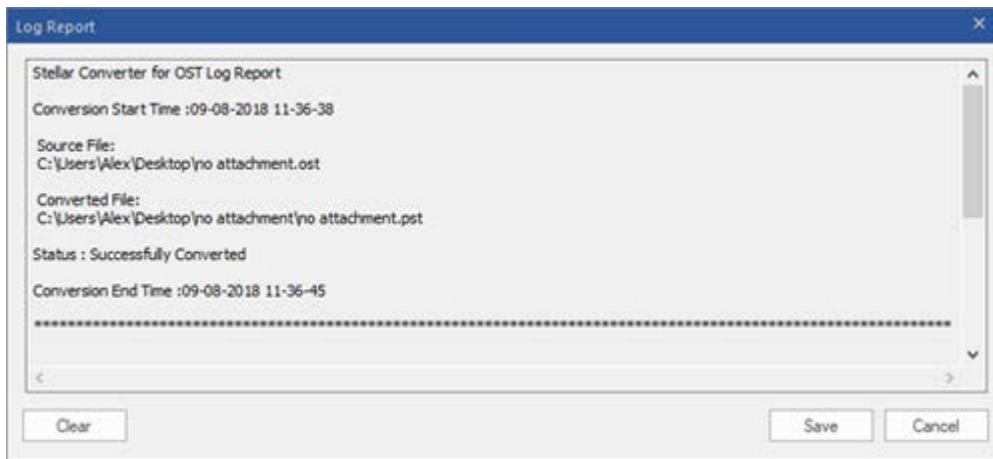
- Multiple OST files at different locations.
- Multiple OST files located in a folder.

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.

To save Log Report:

1. From **View menu**, click **Log Report**.
2. In **Log Report** dialog box, click **Save**



3. **Log location** dialog box prompts, Click on Browse and select destination to save the Log Report. Click **Ok**.

To view Log Report:

Click on Log Report icon in **View Menu** on the **Menu Bar** to view the **Log Report**

Or,

The Log report generated with the converted file gets saved in the source file location/ selected destination, and it includes all the necessary details of converted files.

To clear Log Report:

1. From **View Menu**, click **Log Report**.
2. In **Log Report** dialog box, click **Clear** Button.

FAQs

1. Where does converted file gets saved if I select files from select batch option?

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

2. Where does my Batch file gets saved if I don't change its path?

The Batch file gets 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 location saved at a common destination path. Then how would I recognize my converted file.?

The converted file gets 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 it gets 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 application?

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

6. 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.

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.

8. What is a batch file?

A batch file keeps all the settings and inputs of the user for converting and splitting 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 input file once it has gets created. It can also be used to review the number of files processed or to get information about selected files.

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

The default location of batch file will be in Installation folder of the application

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License Agreement - Stellar Toolkit for Outlook

Stellar Toolkit for Outlook

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About Stellar

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

Product line:

Data Recovery

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

File Recovery

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

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.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com.



Stellar Merge Mailbox for Outlook

User Guide

Version 6.0.0.1

Overview

Stellar Merge Mailbox for Outlook is an easy to use application designed to merge multiple Outlook PST files into a single file without modifying contents of the original Outlook PST files. This software can be used to merge Email, Calendars, Contacts, Journal, Notes, To-Do and Tasks folders from different PST files created in different Outlook versions. PST files can be joined, creating multiple folder hierarchies within one PST file, or they can be merged where matching folders are combined within a new or into an existing PST file. The user can also merge only specified data from the PST file such as, Calendars, Contacts or any other folder from the specified PST file without the need to merge all PST files.

The software supports removing the duplicate items and excluding deleted items from new PST file during the merging process.

Key Features

- Merge and Join multiple outlook files.
- Provides Merge and Join PST saving options (New PST, Existing PST, Outlook Profile, Office 365, Exchange Server).
- Maintains the integrity of the original PST files while merging them.
- Allows saving the new PST file at user defined location.
- Supports password protected PST files.
- Option to exclude Duplicate Items while merging PST files.
- Option to Exclude Deleted Items and Junk Items.
- Supports MS Outlook 2003, 2007, 2010, 2013, 2016.
- Compatible with Windows 7, Windows 8, Windows 8.1 and Windows 10.
- Option to Drag and Drop PST files.
- Filter items to provide more space.

Installation Procedure

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

Minimum System Requirements:

- **Processor:** Pentium Class
- **Operating System:** Windows 10 / 8.1 / 8 / 7 / Vista / Windows Server 12 / Windows Server 8
- **Memory:** Minimum 1 GB
- **Hard Disk:** 50 MB of Free Space
- **MS Outlook:** 2016, 2013, 2010, 2007, 2003 / Office 365

To install the software, follow these steps:

- Double-click **StellarToolkitforOutlook.exe** executable file to start installation. **Setup- Stellar Toolkit for Outlook** dialog box is displayed.
- Click **Next. License Agreement** dialog box is displayed.
- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next. Select Start Menu Folder** dialog box is displayed.
- Click **Browse** to provide path for program's shortcuts. Click **Next. Select Additional Tasks** dialog box is displayed.
- Choose the check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, **Completing the Stellar Toolkit for Outlook Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Merge Mailbox for Outlook in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Merge Outlook PSTs**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Merge Outlook PSTs**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Merge Outlook PSTs**.

To launch Stellar Merge Mailbox for Outlook in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Merge Outlook PSTs**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Merge Outlook PSTs**. Or,

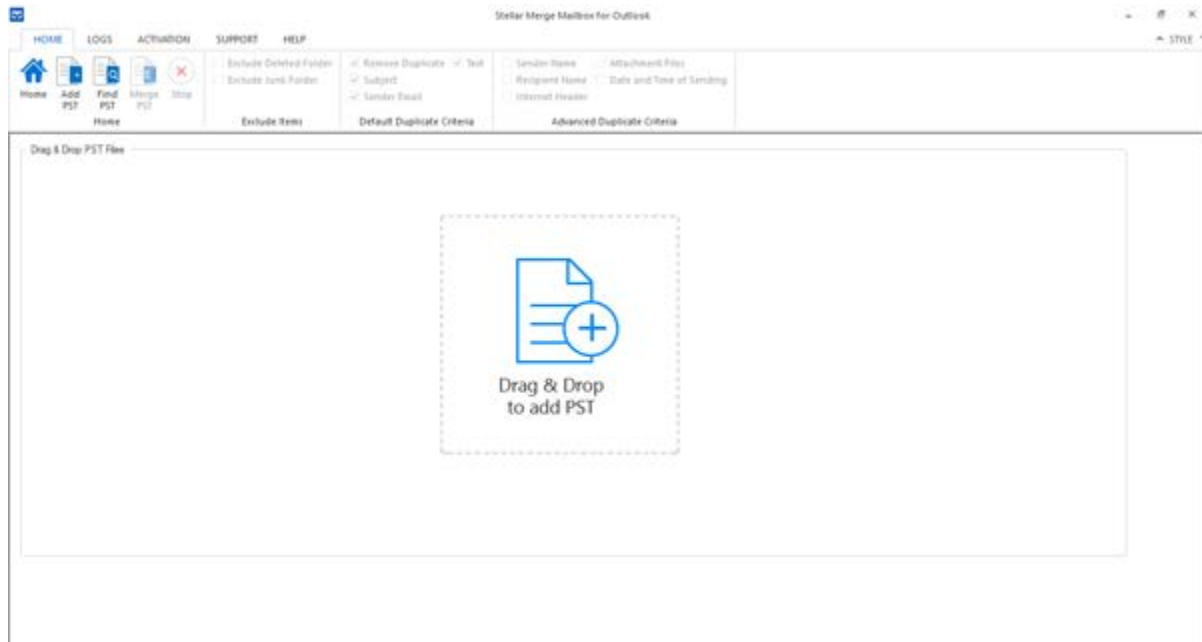
To launch Stellar Merge Mailbox for Outlook in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Toolkit for Outlook** -> **Merge Outlook PSTs**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Merge Outlook PSTs**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Merge Outlook PSTs**.

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/ joining Outlook PST files.

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.

Menus

Home Menu



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 merge.

Find PST

Use this option to search PST files from the system.

Merge PST

Use this option to merge all folders of selected PST files in a new or existing PST file.

Join PST

Use this option to join PST files by creating new folder for each selected PST file.

Stop

Use this option to stop the merge process.

Exclude Deleted Folder

Click this option to exclude deleted items.

Exclude Junk Folder

Click this option to exclude junk email folder.

Remove Duplicate

Click this option to remove the duplicate items from a PST file during merging process.

Subject: Two mails will be regarded as duplicate if their subject is same. This is checked by default.

Sender Email: Two mails will be regarded as duplicate if they are sent by same Email ID. This is checked by default.

Text: Two mails will be regarded as duplicate if their content is same. This is checked by default.

Sender Name: Two mails will be regarded as duplicate if their sender name is same.

Recipient Name: Two mails will be regarded as duplicate if their receiver name is same.

Internet Header: Two mails will be regarded as duplicate if their internet header is same.

Attachment Files: Two mails will be regarded as duplicate if they have same attachment.

Date and Time of Sending: Two mails will be regarded as duplicate if their date and time of sending is same.

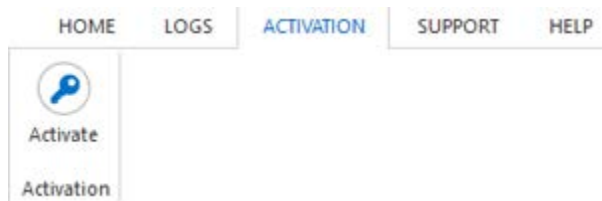
Logs Menu



Log Report

Use this option to view / save the log report.

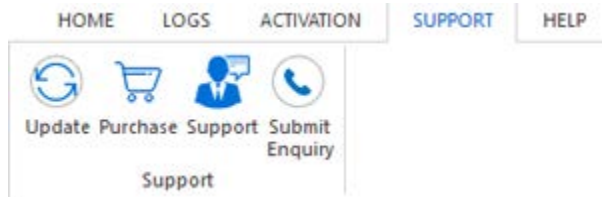
Registration Menu



Register

Use this option to register the software after purchasing.

Support Menu



Update

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

Purchase

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

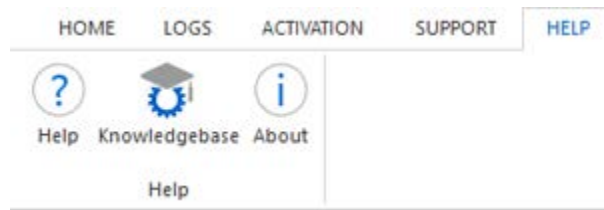
Support

Use this option view the [support page](#) of [stellarinfo.com](#)

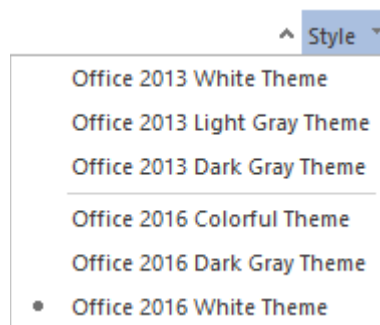
Submit Enquiry

Use this option to [submit enquiry](#) to [stellarinfo.com](#)

Help Menu



Style Menu



Help

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

Knowledgebase

Use this option to visit [Knowledgebase](#) articles of [stellarinfo.com](#)

About

Use this option to read information about the software.

Style

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

Buttons



Home

Click this button to go to the Home screen of the software.



Add
PST

Click this button to add the PST files which you want to merge.



Find
PST

Click this button to search PST files from the system.



Merge
PST

Click this button to merge all folders of selected PST files in a new or existing PST file.



Join
PST

Click this button to join PST files by creating new folder for each selected PST file.



Stop

Click this button to stop the merge process.



Log
Report

Click this button to view / save the log report.



Activate

Click this button to register the software after purchasing.



Update

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



Purchase

Click this button to buy **Stellar Toolkit for Outlook** software.



Support

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



Submit
Enquiry

Click this button to submit enquiry to stellarinfo.com.



Help

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



Knowledgebase

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



About

Click this button to read information about the software.

Ordering the Software

Click <https://www.stellarinfo.com/email-tools/outlook-toolkit.php> to know more about **Stellar Toolkit for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

Alternatively, click on **Purchase** icon in **Support Menu** on **Menu Bar** to purchase the software online.

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

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

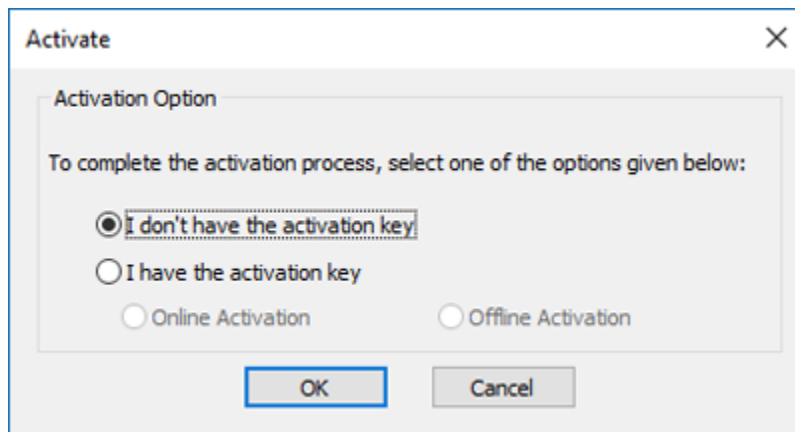
Activating the Software

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.

Note: In demo version of the software, you will be able to see mail body and attachments only. Fields such as *From*, *To*, *CC*, *BCC*, and *Subject* display '**Demo**'. To view complete mailbox, you need to purchase and activate the software.

To activate the software:

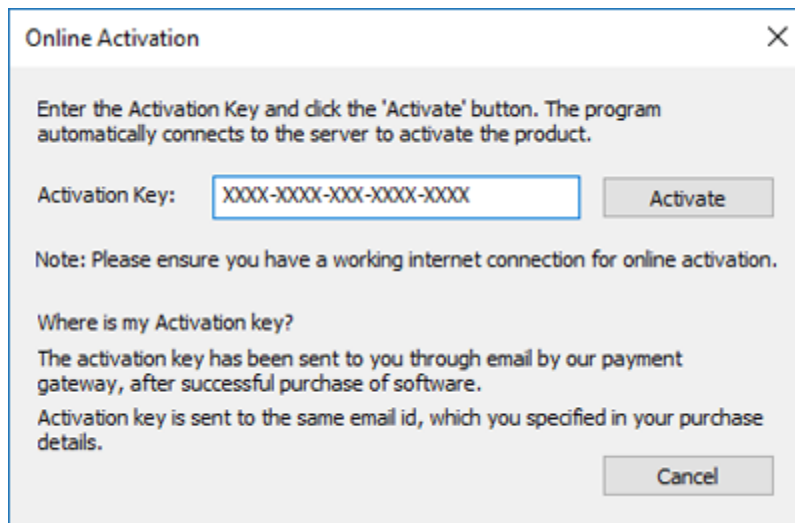
1. Run demo version of the software.
2. On **Activation** menu, click **Activate** option. *Activate* window is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* window, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* window, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

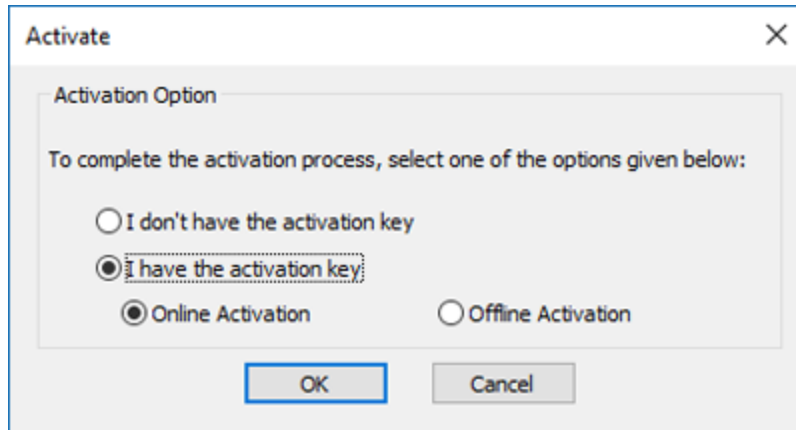
1. In the *Activate* window, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

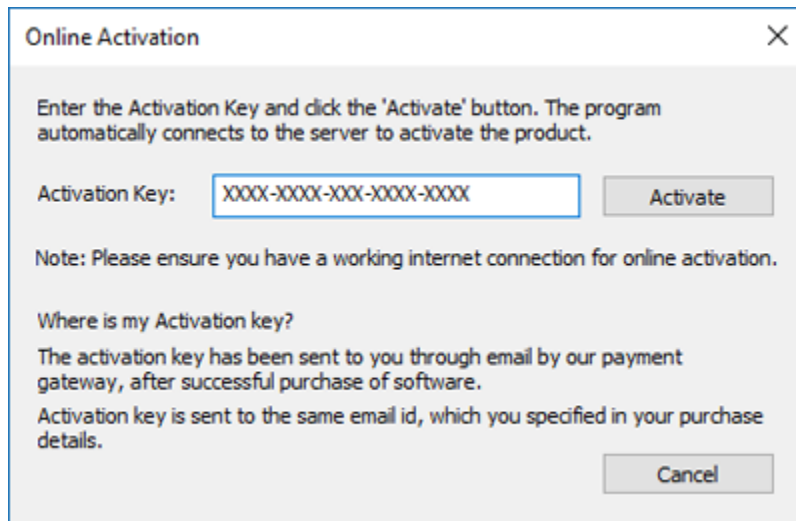
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activate* window, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.
3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



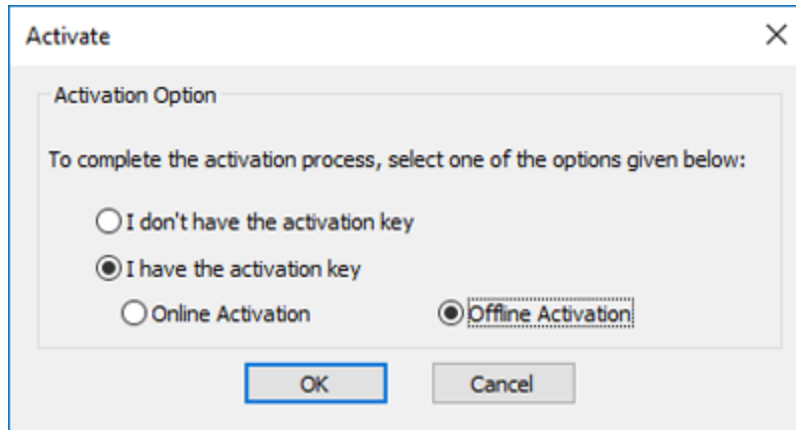
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **Offline Activation**

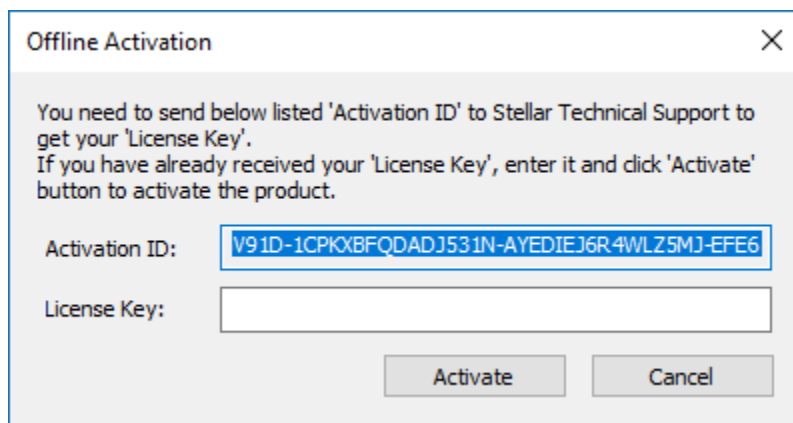
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- **To activate the software offline:**

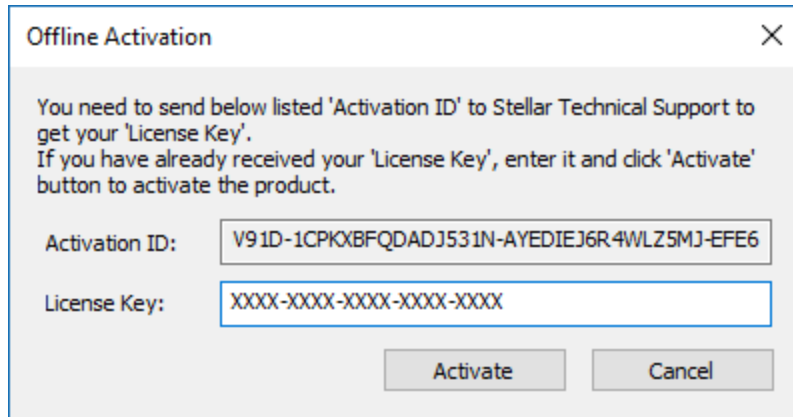
1. From the *Activate* window, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog box will appear displaying **Activation ID** in its respective field.



3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Merge Mailbox for Outlook**. In *Activate* window, select '**I have the activation key**'.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



The image shows a Windows-style dialog box titled "Offline Activation" with a close button (X) in the top right corner. The dialog contains instructional text, two text input fields, and two buttons at the bottom.

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID:

License Key:

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Updating the Software

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

To update Stellar Toolkit for Outlook:

- Run registered version of **Stellar Toolkit for Outlook** software.
- Click **Merge Outlook PSTs** button.
- Click **Update** icon from **Support Menu**.
- **Stellar Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure
- Updates are not available
- 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 in order to upgrade it.*

Stellar Support

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

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

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

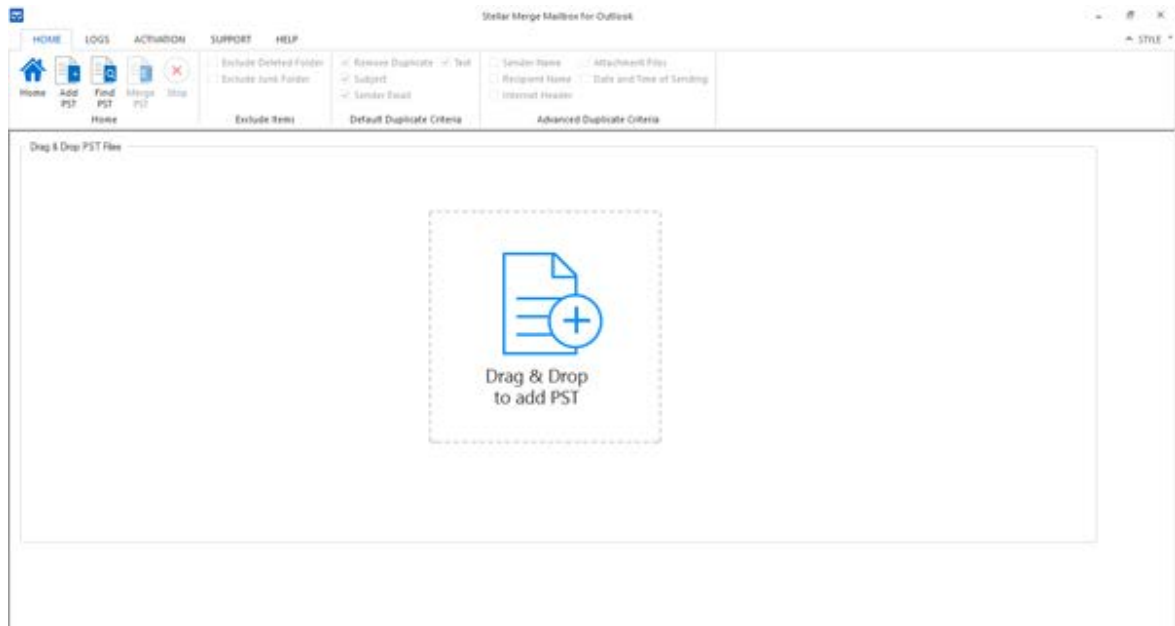
Support Helpline Monday to Friday [24 Hrs. a day]	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Add PST Files

To start the merge process, you need to add files to the **Stellar Merge Mailbox for Outlook** software. You can add a single file or multiple files to the software.

To add PST files:

- Run **Stellar Merge Mailbox for Outlook**.
- From the **Home** menu, click **Add PST** icon. *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,

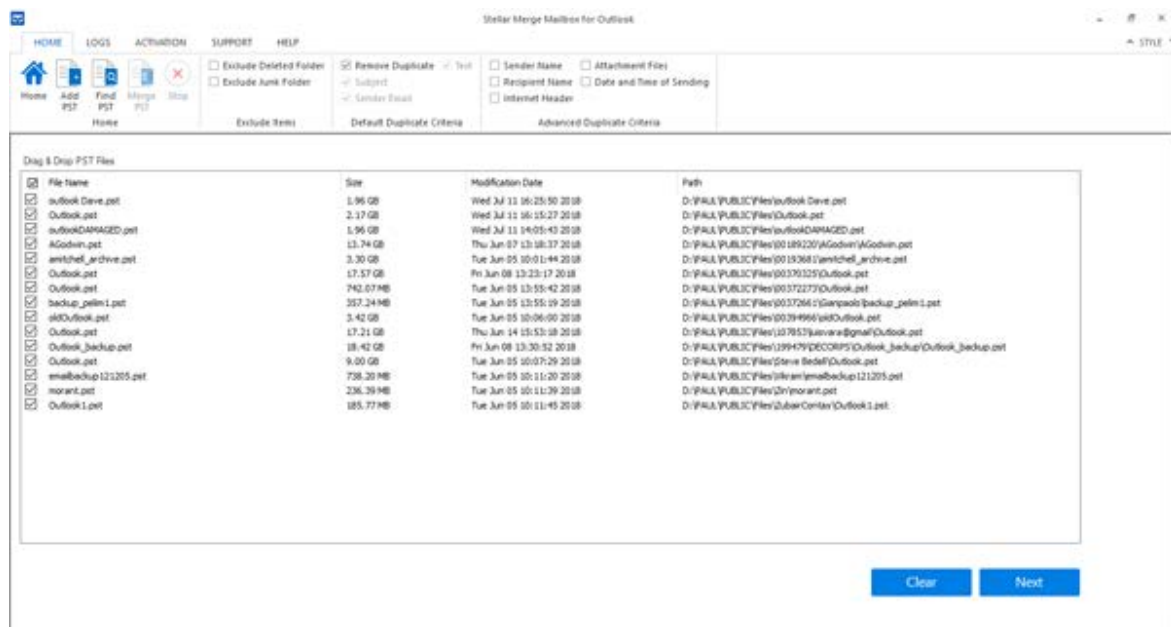
- Open Windows Explorer to Drag & Drop the desired file(s) to the application.

Find PST Files

Stellar Merge Mailbox 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:

- Run **Stellar Merge Mailbox for Outlook** application.
- From the **Home** Menu, click **Find PST**.
- In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
- After the search is finished, a list of PST files found in the selected drive or folder is shown.



- Select files you wish to merge from this list and click **Next** button to proceed to the merging process.

Saving Options

Stellar Merge Mailbox for Outlook software provides you with merge/join saving options where PST files can be joined, creating multiple folder hierarchies within one PST file, or they can be merged where matching folders are combined within a new or into an existing PST file.

Merge PST Files

Merge PST option allows to merge all folders of selected PST files in a new PST file. The different merging options are described below:

- Merge to new PST File
- Merge to existing PST File
- Merge to Outlook Profile
- Merge to Office 365
- Merge to Exchange Server

Saving Options

☒ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select destination to save PST :

C:\Users\Administrator.TS-D10\Desktop **Browse**

Join PST Files

Join PST option allows you to join PST files by generating multiple root folders to accommodate new child folders from separate PST files. The different joining options are described below:

- Join to new PST File
- Join to existing PST File
- Join to Outlook Profile
- Join to Office 365
- Join to Exchange Server

The image shows a 'Saving Options' dialog box. It has two main sections. The first section is titled 'Merge PST' and is currently unchecked. It contains five radio button options: 'Merge to new PST File' (selected), 'Merge to existing PST File', 'Merge to Outlook Profile', 'Merge to Office 365', and 'Merge to Exchange Server'. The second section is titled 'Join PST (Add each PST file as separate folder structure)' and is checked. It contains three radio button options: 'Join to new PST File', 'Join to existing PST File', and 'Join to Exchange Server' (selected). At the bottom, there is a text box labeled 'Select destination to save PST :' containing the path 'C:\Users\Administrator.TS-D10\Desktop', and a 'Browse' button to its right.

Saving Options

☐ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☒ Join to Exchange Server

☐ Join to Outlook Profile

Select destination to save PST :

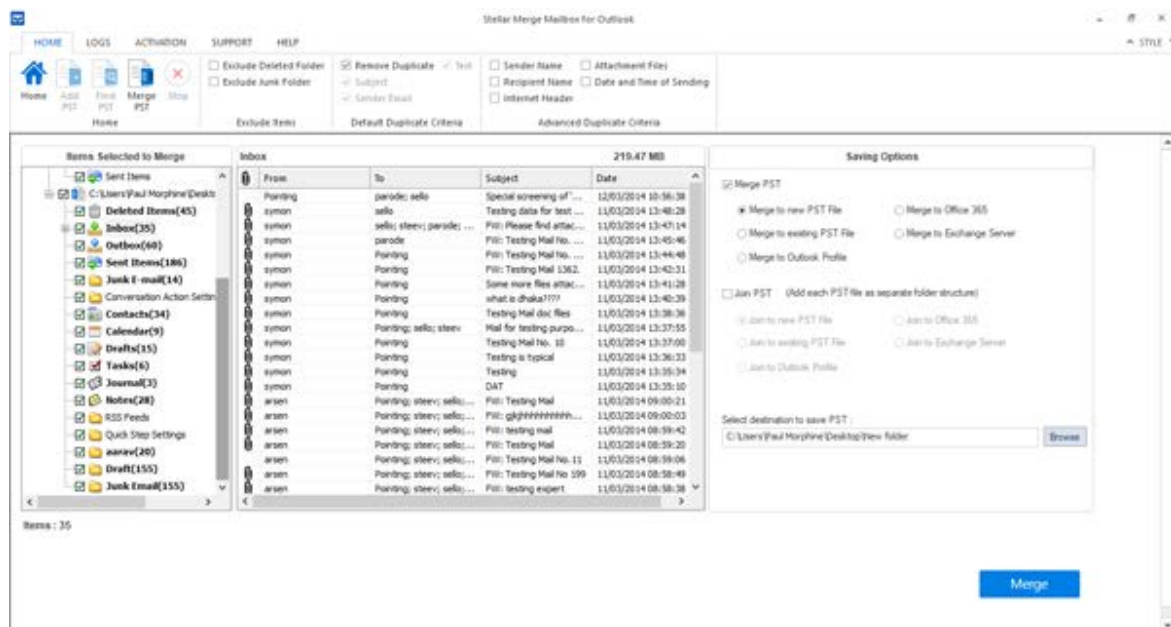
C:\Users\Administrator.TS-D10\Desktop

Merge PST Files

Stellar Merge Mailbox for Outlook allows you to merge similar folders of selected PST files into a single PST file. It creates a new output PST file without making any changes into the original data or folder of an existing PST. With this application, users can use the option to include or exclude Deleted/Junk Items folder from an Outlook PST file.

To Merge PST Files:

1. **Add PST Files** which you want to merge.
2. **Stellar Merge Mailbox for Outlook** application window shows a three-pane window. All folders with number of items in them will be listed in the left-pane, under the root folder. Click on a folder to view its content in the middle pane.



3. From the root node, select the folders which you want to merge. Make a check on the root node to automatically select complete mailbox / all the folders.
4. From the **Home** menu, select desired options from **Exclude Items**, **Default Duplicate Criteria** and/or **Advanced Duplicate Criteria** to remove duplicate items.



Advanced Duplicate Criteria is enabled only when you select Default Duplicate Criteria.

5. From **Saving Options** section in the right pane of the screen, select the desired option.
 - **Merge to new PST File:** You can select this option when you want to merge contents into a new PST file.

- Select **Merge to new PST File** option.
- Click **Browse** and select the location where you want to save the PST file. Click **OK**.

The image shows a 'Saving Options' dialog box. It has two main sections: 'Merge PST' and 'Join PST'. In the 'Merge PST' section, the checkbox is checked, and under the 'Merge to new PST File' option, the radio button is selected. In the 'Join PST' section, the checkbox is unchecked. At the bottom, there is a text box labeled 'Select destination to save PST :' containing the path 'C:\Users\Administrator.TS-D10\Desktop', and a 'Browse' button to its right.

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to existing PST File:** You can select this option when you want to merge contents into an already existing PST file.
 - Select **Merge to existing PST File** option.
 - Click **Browse** and locate the PST file into which you want to merge. Click **Open**.

Saving Options

☒ Merge PST

☐ Merge to new PST File ☐ Merge to Office 365

☒ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select PST file:

C:\Users\Administrator.TS-D10\Desktop\Stellar\Outlook.pst

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to Outlook Profile:** You can select this option when you want to merge contents into an Outlook profile.
 - Select **Merge to Outlook Profile** option.
 - Select the desired Outlook Profile.

Saving Options

☒ Merge PST

☐ Merge to new PST File
 ☐ Merge to Office 365

☐ Merge to existing PST File
 ☐ Merge to Exchange Server

☒ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File
 ☐ Join to Office 365

☐ Join to existing PST File
 ☐ Join to Exchange Server

☐ Join to Outlook Profile

Outlook profile: Outlook ▼

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

Note: In case of **Merge to new PST File**, **Merge to existing PST File** and **Merge to Outlook Profile**, if the size of the merged PST file exceeds the **MS Outlook file size limit** then the contents of merged PST file will split accordingly.

- **Merge to Office 365** : You can select this option when you want to merge contents into Office 365 profile.
 - Select **Merge to Office 365** option.
 - Login by entering the **Office 365 ID** and **Password**.

Note: Make sure you have entered correct Office 365 ID and Password.

Saving Options

☒ Merge PST

☐ Merge to new PST File
 ☒ Merge to Office 365

☐ Merge to existing PST File
 ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File
 ☐ Join to Office 365

☐ Join to existing PST File
 ☐ Join to Exchange Server

☐ Join to Outlook Profile

Connection Option

Office 365 ID:

Password:

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to Exchange Server:** You can select this option when you want to merge the mailboxes on Exchange Server.
 - Select **Merge to Exchange Server** option.
 - From **Exchange Connection Option** select (either **Administrator Domain** or **User Domain**) and then enter Microsoft Exchange Server Information details.
 - Enter **Admin Email ID**, **Password**, **Mailbox Email Id** and **Server Name** (for MS Exchange 2007, 2010, 2013, 2016) and check the checkbox for Exchange Server 2010 or higher.

The screenshot shows a dialog box titled "Stellar Merge Mailbox for Outlook". Inside, under the "Exchange Connection Option" section, the "Administrator Domain" radio button is selected. Below this, there are four text input fields labeled "Admin Email ID:", "Password:", "Mailbox Email ID:", and "Server Name:". At the bottom of this section is a checkbox labeled "MS Exchange Server 2010 or higher". At the very bottom of the dialog are "OK" and "Cancel" buttons.

If you have selected **User Domain** option, then enter **Mailbox Email ID**, **Password**, **Mailbox Name** and **Server Name**. Click **OK** button.

Note: Make sure you have entered correct **MS Exchange Server** details.

This screenshot shows the same dialog box, but now the "User Domain" radio button is selected. The text input fields are now labeled "Mailbox Email ID:", "Password:", "Mailbox Name:", and "Server Name:". The "MS Exchange Server 2010 or higher" checkbox and the "OK" and "Cancel" buttons remain in the same positions.

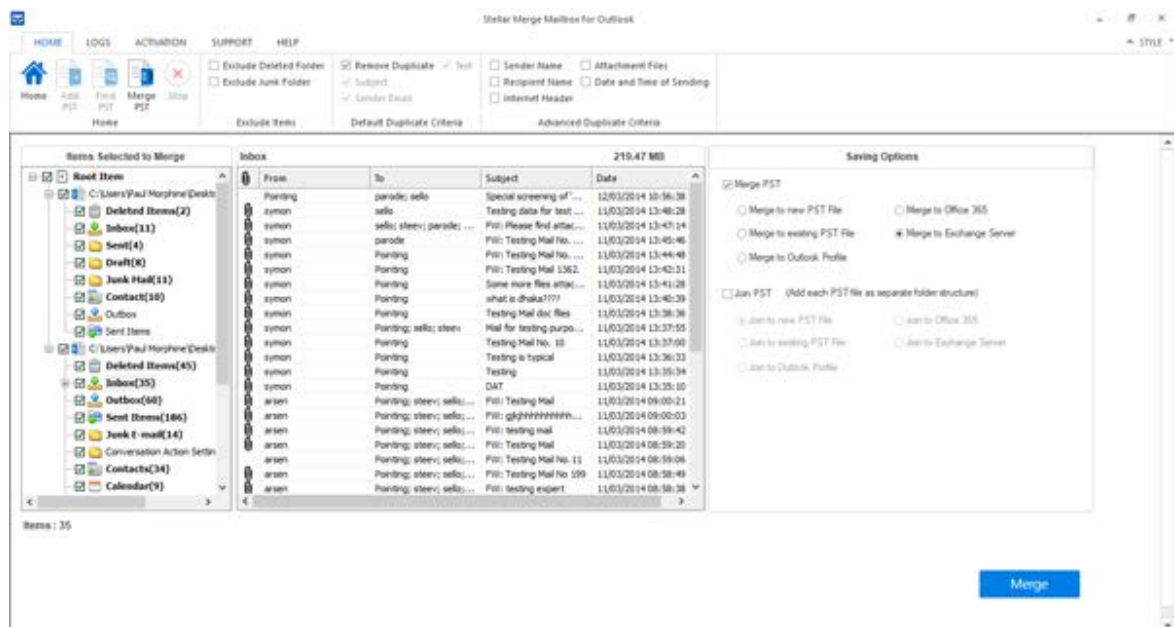
- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

Join PST Files

Stellar Merge Mailbox for Outlook allows you to join PST files by generating multiple root folders to accommodate new child folders from separate PST files. It creates a new Outlook PST file without making any changes into the original data or folder of an existing PST. With this application, users can use the option to include/exclude Deleted and Junk Items folder from an Outlook PST file.

To Join PST Files:

1. **Add PST Files** which you want to join.
2. **Stellar Merge Mailbox for Outlook** application window shows a three-pane window. All folders with number of items in them will be listed in the left-pane, under the root node. Click on a folder to view its content in the middle pane.



3. From the root node, select the folders which you want to join. Make a check on the root node to automatically select complete mailbox / all the folders.
4. From the **Home** menu, select desired options from **Exclude Items**.



In case of Join PST, Advanced Duplicate Criteria and Default Duplicate Criteria both are disabled.

5. From **Saving Options** section in the right pane of the screen, select the desired option.

- **Join to new PST File:** You can select this option when you want to join contents into a new PST file.

- Select **Join to new PST File** option.
- Click **Browse** and select the location where you want to save the PST file. Click **OK**.

The screenshot shows a 'Saving Options' dialog box. It has two main sections: 'Merge PST' and 'Join PST'. The 'Join PST' section is checked, and it includes a sub-option '(Add each PST file as separate folder structure)'. Under 'Join PST', there are three radio button options: 'Join to new PST File' (which is selected), 'Join to existing PST File', and 'Join to Outlook Profile'. To the right of these are three more radio button options: 'Merge to Office 365', 'Merge to Exchange Server', and 'Merge to Outlook Profile'. At the bottom, there is a text box labeled 'Select destination to save PST :' containing the path 'C:\Users\Administrator.TS-D10\Desktop', and a 'Browse' button to its right.

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to existing PST File:** You can select this option when you want to join contents into an already existing PST file.
- Select **Join to existing PST File** option.
 - Click **Browse** and locate the PST file into which you want to join. Click **Open**.

Saving Options

☐ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File ☐ Join to Office 365

☒ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select PST file:

C:\Users\Administrator.TS-D10\Desktop\Stellar\Outlook.pst

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to Outlook Profile:** You can select this option when you want to join contents into an Outlook profile.
 - Select **Join to Outlook Profile** option.
 - Select the desired Outlook Profile.

Saving Options

☐ Merge PST

☒ Merge to new PST File
 ☐ Merge to Office 365
☐ Merge to existing PST File
 ☐ Merge to Exchange Server
☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File
 ☐ Join to Office 365
☐ Join to existing PST File
 ☐ Join to Exchange Server
☒ Join to Outlook Profile

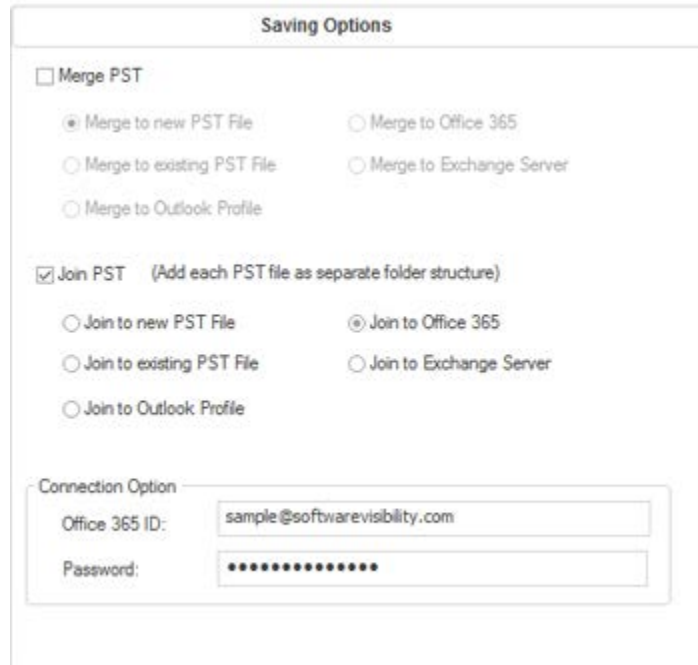
Outlook profile: Outlook ▼

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

Note: In case of **Join to new PST File**, **Join to existing PST File** and **Join to Outlook Profile**, if the size of the joined PST file exceeds the **MS Outlook file size limit** then the contents of the joined PST file will split accordingly.

- **Join to Office 365 :** You can select this option when you want to join contents into Office 365 profile.
 - Select **Join to Office 365** option.
 - Login by entering the **Office 365 ID** and **Password**.

Note: Make sure you have entered correct Office 365 ID and Password.



Saving Options

☐ Merge PST

☒ Merge to new PST File
 ☐ Merge to Office 365
☐ Merge to existing PST File
 ☐ Merge to Exchange Server
☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File
 ☒ Join to Office 365
☐ Join to existing PST File
 ☐ Join to Exchange Server
☐ Join to Outlook Profile

Connection Option

Office 365 ID:

Password:

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to Exchange Server:** You can select this option when you want to join the mailboxes on Exchange Server.
 - Select **Join to Exchange Server** option.
 - From **Exchange Connection Option** select (either **Administrator Domain** or **User Domain**).
 - Enter **Admin Email ID**, **Password**, **Mailbox Email ID** and **Server Name** (for MS Exchange 2007, 2010, 2013, 2016) and check the checkbox for Exchange Server 2010 or higher.

The screenshot shows a dialog box titled "Stellar Merge Mailbox for Outlook". Under the "Exchange Connection Option" section, the "Administrator Domain" radio button is selected. Below this, there are four text input fields labeled "Admin Email ID:", "Password:", "Mailbox Email ID:", and "Server Name:". At the bottom left, there is a checkbox labeled "MS Exchange Server 2010 or higher". At the bottom right, there are "OK" and "Cancel" buttons.

If you have selected **User Domain** option, then enter **Admin Email ID**, **Password**, **Mailbox Email Id** and **Server Name**. Click **OK**.

Note: Make sure you have entered correct **MS Exchange Server** details.

The screenshot shows the same dialog box, but now the "User Domain" radio button is selected. The "Admin Email ID" field is no longer present. The "Mailbox Email ID:" field is now the first input field. The other fields, "Password:", "Mailbox Name:", and "Server Name:", remain. The "MS Exchange Server 2010 or higher" checkbox and "OK/Cancel" buttons are also present.

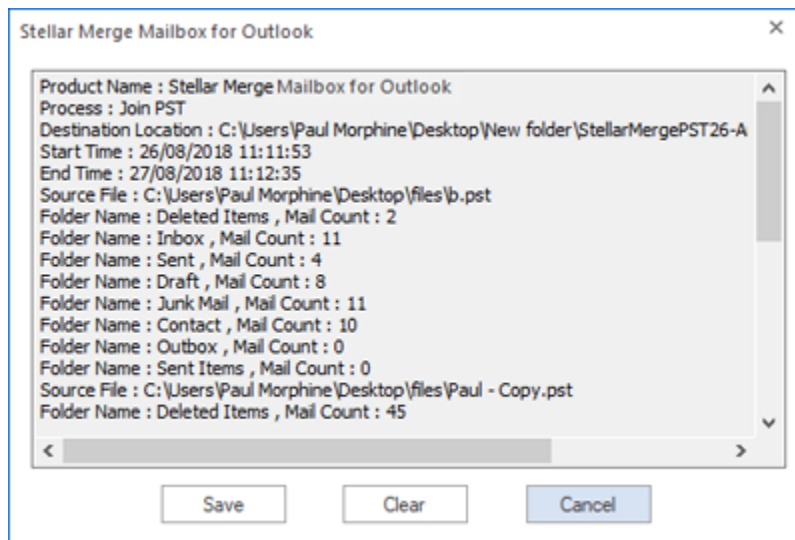
- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

View and Save Log Report

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

To save log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the merged folders.



- Click **Save** button.
- In **Save Log** dialog box, click **Browse** and select the location where you want to save the log report. Click **OK**.

To clear log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the merged folders.
- Click **Clear** button.

FAQs

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

The demo version of the software allows you to see mail body and attachments only. Fields such as From, To, CC, BCC, and Subject display 'Demo'. To view complete mailbox, you need to purchase and register the software.

2. How can Stellar Merge Mailbox 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.

3. Which version of MS Outlook is supported by the software?

The software supports PST Files made with MS Outlook 2003, 2007, 2010, 2013, 2016.

4. How much time Stellar Merge Mailbox for Outlook software takes to merge/join PST mailbox?

The time for the merge/join process depends upon the size of PST file. While the process is running, you have to wait for process to complete. Once the process is complete you can save the newly created PST mailbox at the specified location.

5. Does the software merge password protected PST Files?

Yes, this tool is capable of merging PST files that are password protected. You need to enter the password for that PST File.

6. Does the software maintain the integrity of the original PST files while merging them?

The software merges multiple Outlook PST files into a single file without modifying contents of the original Outlook PST files.

7. Can we save process log?

Yes, **Stellar Merge Mailbox for Outlook** gives you option to save log report of the process.

To save log report:

- From **Logs** Menu, select **Log Report**.
- In **Save Log** dialog box, select the location where you want to save the log report. Click **OK**.

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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.

Product line:

Data Recovery

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

File Recovery

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

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.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com.



Stellar Undelete Email for Outlook

Version 8.0.0.1

User Guide

Overview

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 PST and OST files, created by MS outlook. All the message, calender events, notes, etc. are discovered. You can also save emails in any one of the five following formats:

- MSG
- EML
- PDF
- HTML
- RTF

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

What's New in this Version?

- Support for MS Office 2016.
- New and enhanced GUI.
- Option to save and load scan information.
- Option to recover Mailbox from OST files.

Key features:

- Recover all your accidentally/intentionally deleted mails, even after emptying the 'Deleted Items' folder.
- Recover deleted mails and all other objects even from password protected files
- Recovers all types of deleted attachments such as Excel Worksheets, Word documents, images and so on.
- Enables you to view messages in a 3-view format.
- Find option to search emails faster.
- Recovers e-mails, calendar entries, contacts, notes, tasks and journals from outlook mailbox files.

- The recovered 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.
- Support for MS Office 2016, 2013, 2010 (both 32 and 64-bit versions).
- 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 **StellarToolkitforOutlook.exe** executable file to start the installation. **Setup - Stellar Toolkit for Outlook** 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 Toolkit for Outlook Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Undelete Email for Outlook in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Recover Deleted Emails**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Deleted Emails**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Recover Deleted Emails**.

To launch Stellar Undelete Email for Outlook in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Recover Deleted Emails**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Deleted Emails**.

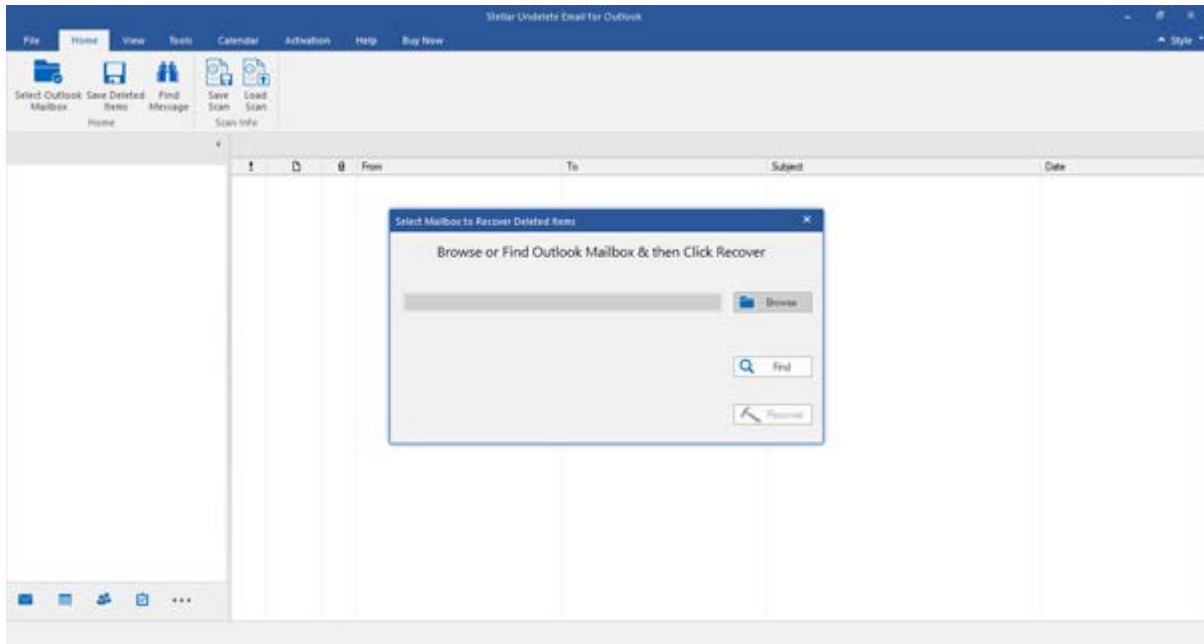
To launch Stellar Undelete Email for Outlook in Windows 7 / Vista / XP:

- Click Start -> Programs -> **Stellar Toolkit for Outlook** -> **Recover Deleted Emails**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Deleted Emails**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Recover Deleted Emails**.

User Interface

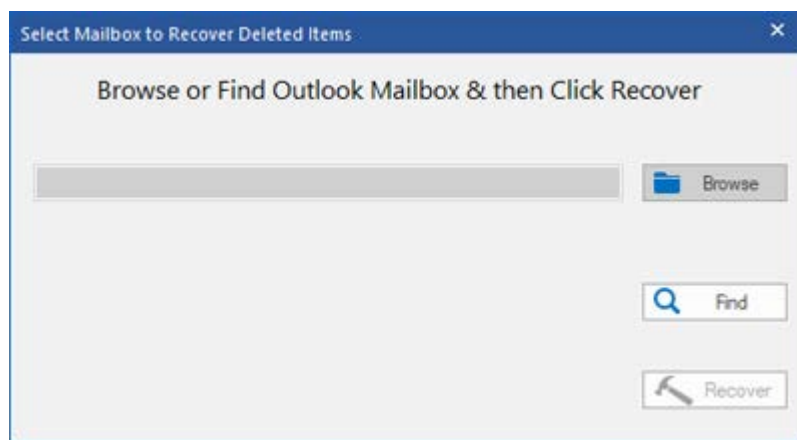
Stellar Undelete Email for Outlook has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar Undelete Email for Outlook resembles the GUI of MS Office 2016.

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



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

When you start **Stellar Undelete Email for Outlook**, the **Select Mailbox to Recover Deleted Items** dialog box opens as shown below:



To select an outlook mailbox file, click on **Browse** button. Select the outlook mailbox file that needs to be recovered and then click **Recover** to initiate the recovery process.

Stellar Undelete Email for Outlook also allows you to find files, in case you don't know the location of the outlook mailbox file, you want to recover. Click on **Find** button, **Find Outlook Mailbox** dialog box opens. Use **Look in** to specify the drive in which you wish to search for outlook mailbox files, and then click **Find** to search for files.

Note: *We can view **Select Mailbox to Recover Deleted Items** dialog box by selecting **Select Outlook Mailbox** in the **File** menu.*

Menus

File

Select Outlook Mailbox

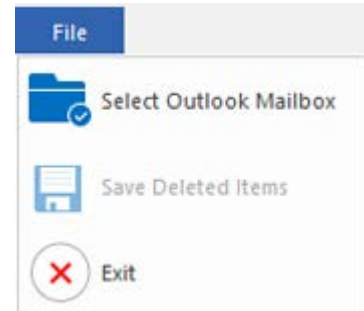
Opens Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.

Save Deleted Items

It saves the recovered deleted items of mailbox file at your specified location.

Exit

Use this option to close the application.



File Menu

Home

Select Outlook Mailbox

Open Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.

Save Deleted Items

It saves the recovered deleted items of mailbox file at your specified location.

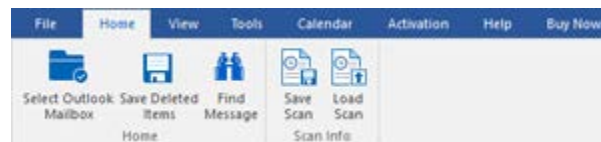
Find Message

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



Home Menu

Use this option to load the saved scan file.

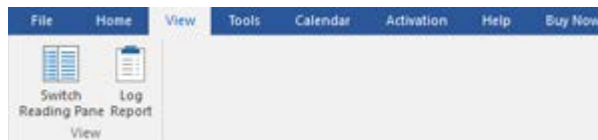
View

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.

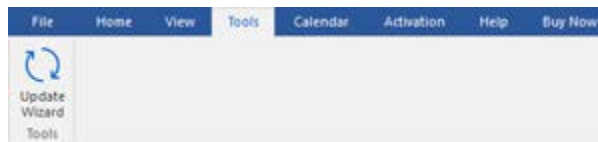


View Menu

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

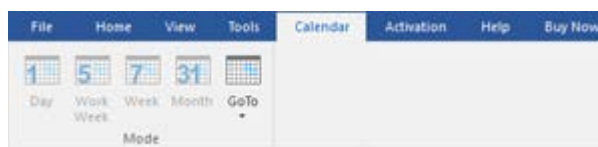
Use this option to list all the entries of a work week (from Monday to Friday).

Week

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

Month

Use this option to list all the entries for a



Calendar Menu

particular month.

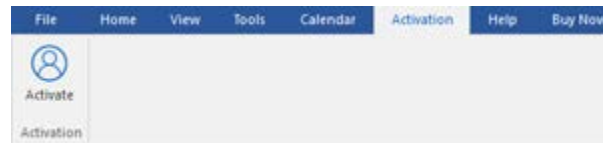
GoTo

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

Activation

Activate

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.

Support

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

Knowledgebase

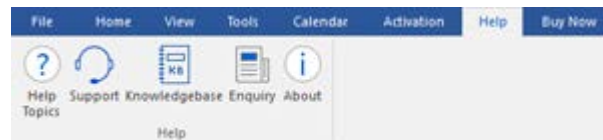
Use this option to visit the [Knowledgebase](https://stellarinfo.com) articles of stellarinfo.com

Enquiry

Use this option to [submit enquiry](https://stellarinfo.com) to stellarinfo.com

About

Use this option to read information about the software.

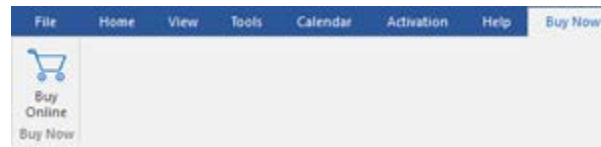


Help Menu

Buy Now

Buy Online

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



Buy Now Menu

Style

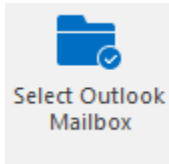
Use this option to switch between various themes for the software, as per your choice. **Stellar Undelete Email for Outlook** offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



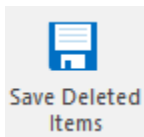
Style Menu

Buttons

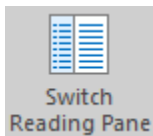
Stellar Undelete Email for Outlook toolbar has following buttons/options:



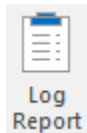
Click this button to open **Select Mailbox to Recover Deleted Items** dialog box.



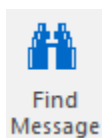
Click this button to save the recovered file to a location of your choice.



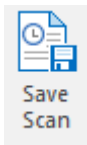
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



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



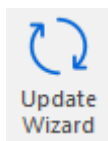
Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.



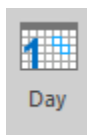
Click this button to save scanned information of files.



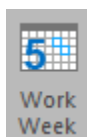
Click this button to load the saved scan files.



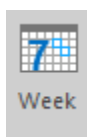
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



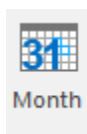
Click this button to list all the entries of one particular day from the list of the scanned emails.



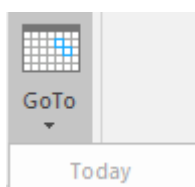
Click this button to list all the entries of a work week (from Monday to Friday).



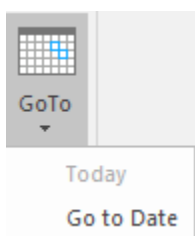
Click this button to list all the entries of a week (from Monday to Sunday).



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



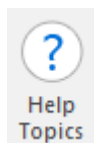
Click this button to list all the entries of the current date.



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



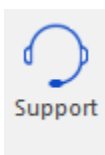
Click this button to activate the software after purchase.



Click this button to open the help manual for **Stellar Undelete Email for Outlook**.



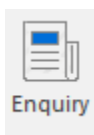
Click this button to purchase the software.



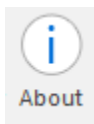
Click this button to open Stellar Information Technology Private Limited online support website.



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



Click this button to submit an enquiry to stellarinfo.com



Click this button to read more information about the software.

Ordering the Software

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

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

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

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

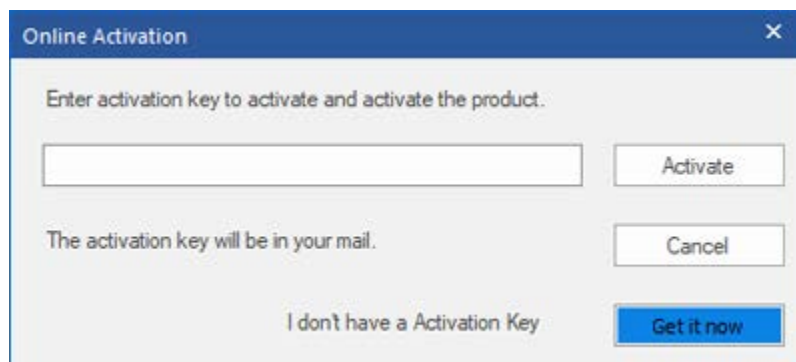
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Activating the Software

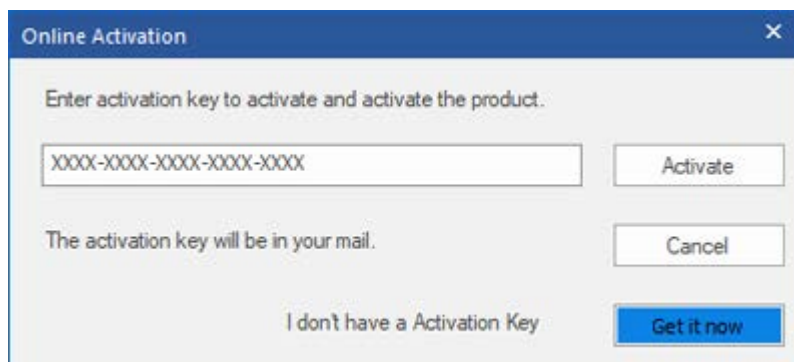
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of **Stellar Undelete Email for Outlook** software.
2. On **Activation** menu, click **Activate** option. *Online 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, a 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 Toolkit for Outlook** 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 Toolkit for Outlook:

1. Run registered version of **Stellar Toolkit for Outlook** software.
2. Click **Recover Deleted Emails** button.
3. Go to Tools option in **Menu Bar**. Click **Update Wizard**.
4. **Stellar Phoenix 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.
5. 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-tools/outlook-toolkit/buy-now.php>

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

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

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

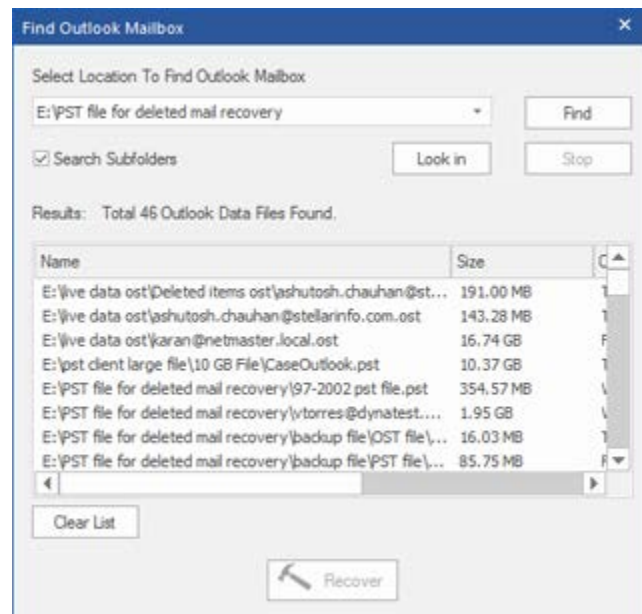
Support Helpline	
Monday to Friday [24 Hrs. A day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Find Outlook Mailbox Files

Stellar Undelete Email for Outlook allows you to recover your lost or deleted data from your Outlook Mailbox File. Using the Find option, you can search for Outlook mailbox files in your computer's drives, folders, and subfolders. However, you can only select one drive at a time to search for Outlook Mailbox files.

To Find Outlook Mailbox Files in drives:

1. Open **Stellar Undelete Email for Outlook**. Select **Mailbox to Recover Deleted Items** dialog box will appear.
2. Click **Find** button. **Find Outlook Mailbox** dialog box opens.
3. Select the drive you want to search for **Outlook Mailbox** 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 mailbox files found in the selected drive is shown in the **Results** section.
6. Select the file you want to recover and click **Recover** button to start the recovery process.



Find Outlook Mailbox Files

To find Outlook Mailbox files in folders and subfolders:

1. From **Home** menu, click on **Select Outlook Mailbox** icon to open **Select Mailbox to Recover Deleted Items** dialog box.
2. Click **Find** button. **Find Outlook Mailbox** dialog box opens.
3. In **Find Outlook Mailbox** dialog box, select the drive you want to search for mailbox files.
4. Click **Look in** button and select the folder from which you want to search mailbox 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 mailbox file found in the selected drive is shown in the **Results** section.

7. Select the file you want to recover and click **Recover** button to start the recovery process.

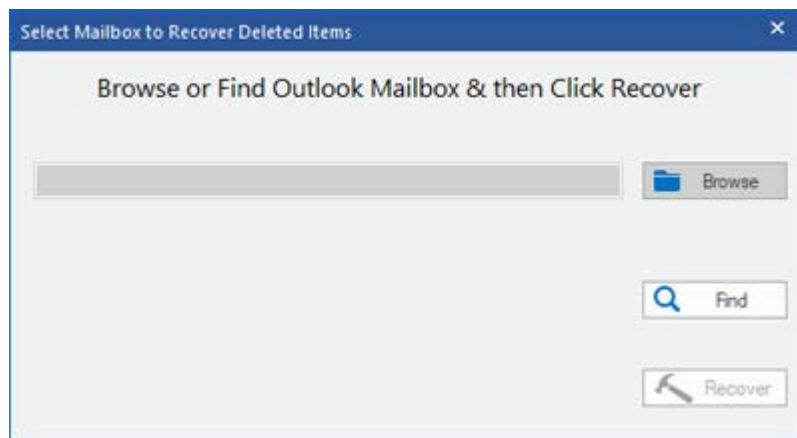
Note: *Click Clear List button to clear the search result.*

Recover Deleted Items of a Mailbox

If you know the location of outlook mailbox files, then you can directly specify the location and start recovering outlook mailbox file to PST file. If you do not know the location, then you can search for outlook mailbox file by using the **Find** option of **Stellar Undelete Email for Outlook** software.

To recover Outlook mailbox files:

1. Run **Stellar Undelete Email for Outlook** software. From the **Select Outlook Mailbox** dialog box, select / find the Outlook Mailbox files that you want to recover. Click Recover to initiate recovery of the selected Outlook Mailbox file.
2. The time required for recovery depends on the size of selected Outlook Mailbox file. You can stop the recovery process by clicking **Stop** button, that appears during the recovery of selected Outlook Mailbox file.

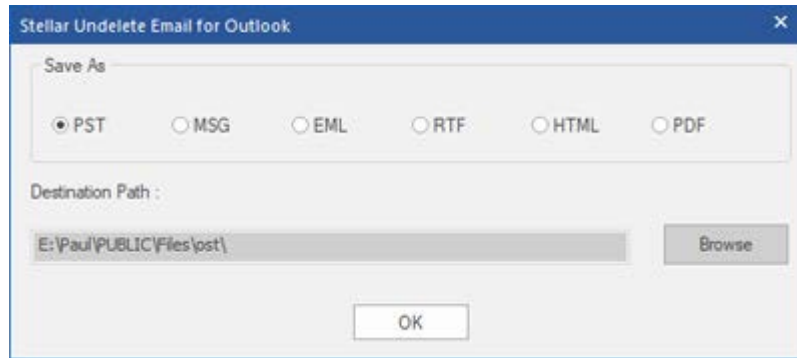


3. After completion of the recovery process, **Stellar Undelete Email for Outlook** application window shows the preview of the Outlook Mailbox file. The recovered file, along with its original content is shown in a three-pane structure.

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 recovered Outlook Mailbox file, click **Save Deleted Items** button in **Home Menu**. **Stellar Undelete Email for Outlook** dialog box opens. Click **Browse**.
5. In **Browse for Folder** dialog box, select the location where you want to save the PST file. Click **OK**.



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

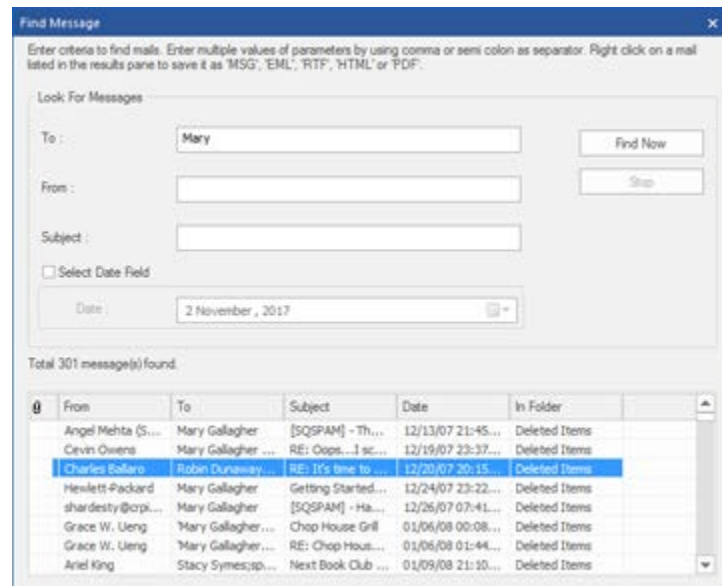
Note: You can stop the scan and recovery process individually. If you stop the scanning process, then no files will be recovered. If you stop the recovery process, then those files will be shown, which got recovered until the process had stopped. Also, Microsoft Outlook should get closed before saving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

Find, View and Save a Single Message

Stellar Undelete Email for Outlook allows you to find a particular message from the recovered 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, 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.



Find Message

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.

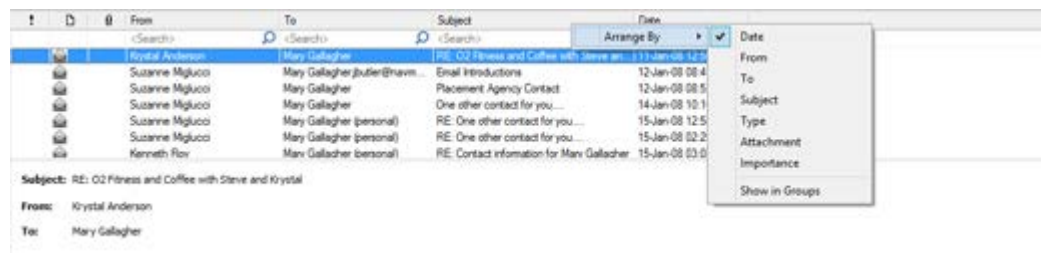
Arrange Scanned Emails

Stellar Undelete Email for Outlook allows you to arrange recovered emails as per date, from, to, subject, type, attachment, and importance. This feature helps you to sort and organize the messages into pre-defined 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 Undelete Email for Outlook**.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails from the recovered Outlook Mailbox 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**
 - **From**
 - **To**
 - **Subject**
 - **Type**
 - **Attachment**
 - **Importance**
 - **Show in Groups**

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the recovered Outlook Mailbox 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 Undelete Email for Outlook** application.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails recovered from the Outlook Mailbox 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.

!		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
		Kyral Anderson	Mary Gallagher	RE: 02 Fitness and Coffee with Steve an	11-Jan-08 12:50 AM
		Suzanne Miglucci	Mary Gallagher, butler@navm...	Email Introductions	12-Jan-08 08:47 AM
		Suzanne Miglucci	Mary Gallagher	Placement Agency Contact	12-Jan-08 08:51 AM

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:

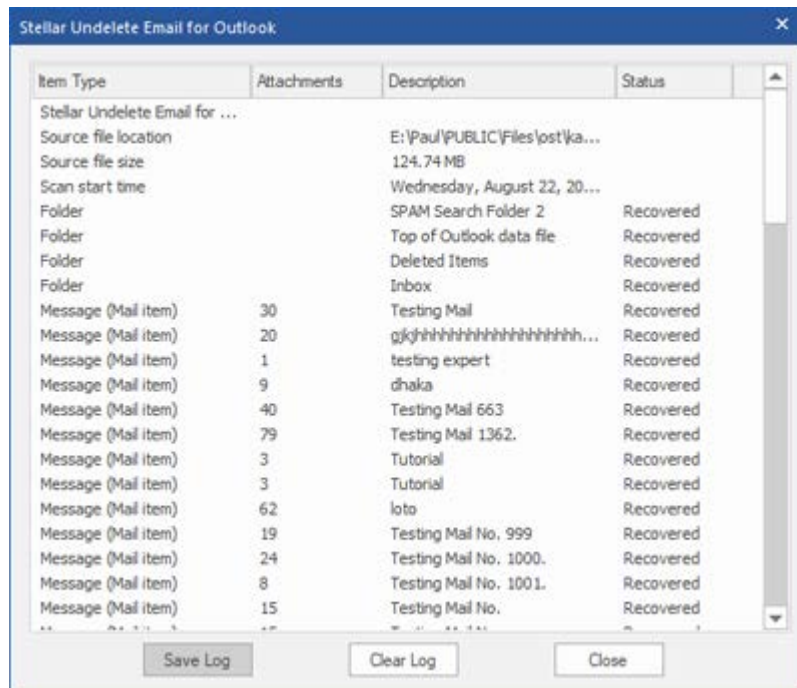
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

Save Log Report

With **Stellar Undelete Email for Outlook**, 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 **Stellar Undelete Email for Outlook** 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:

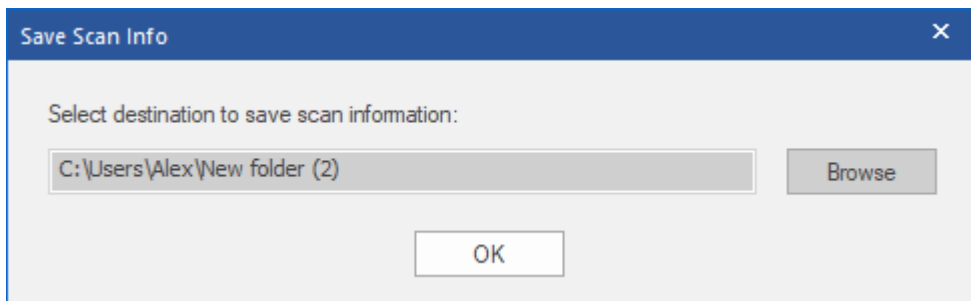
1. From **View** menu, select **Log Report**.
2. In **Stellar Undelete Email for Outlook** dialog box, click **Clear Log**.

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 Outlook Mailbox file again.

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

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



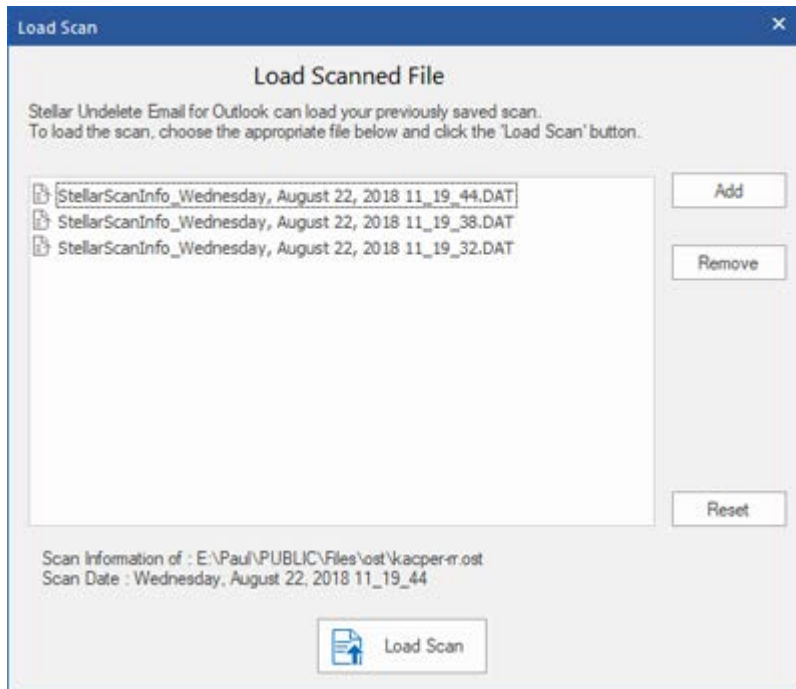
2. **Save Scan Info** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved as. DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

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

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

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



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 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. 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 recovers 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 Calenders/Contacts/Tasks/Journals/Notes folders in the e-mail?

Yes, the software recovers these items efficiently.

5. 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 are 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.

6. Can the software recover the deleted attachments from the mailbox?

Yes, the software recovers the deleted attachments from the mailbox.

7. 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.

8. 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.

9. I want to analyze the recover 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 menu, select view 'Log Report'.

In Stellar Undelete Email for Outlook dialog box, click 'Save Log' and save it at a desired location for viewing it anytime.

Legal Notices

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License Agreement - Stellar Toolkit for Outlook

Stellar Toolkit for Outlook

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About Stellar

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

Product line:

Data Recovery

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

File Recovery

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

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.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com.



Stellar Splitter for Outlook

User Guide

Version 6.0.0.1

Overview

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. Almost all the data that one stores in various Outlook folders goes in to the PST file linked with that profile. 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.

One of the major threats to Outlook PST is that of size limit being exceeded. This in turn can cause damage to the PST file. Outlook versions before Outlook 2003, had a size limit of 2GB for the PST files and if the file exceeds this size limit, it can instantly lead to a corruption in the PST file. Inbox Repair Tool or SCAN PST fails to work on such large files.

Some versions of Outlook do allow PST file size to grow up to 20 GB. Due to this, danger of PST file getting corrupted is less probable. Still large PST file will take a longer time to start up as well to switch folders or view mail folders. In fact, as the PST file grows larger in size, there is a gradual degradation in the performance of Outlook.

Stellar Splitter for Outlook is a very powerful and robust application that helps you split large PST files into smaller files as per the criteria specified by you.

What's new in this version?

- Support for MS Outlook 2016

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 application are recorded in a log.
- Application doesn't make any changes in the original PST.
- Supports MS Outlook 2003, Outlook 2007, Outlook 2010 and Outlook 2013.

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.

Installation Procedure

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

Minimum System Requirements:

- **Processor:** Pentium Class
- **Operating System:** Windows 10 / 8.1 / 8 / 7
- **Memory:** Minimum 1 GB
- **Hard Disk:** 50 MB of Free Space
- **MS Outlook:** 2016, 2013, 2010, 2007, 2003

To install the software, follow these steps:

- Double-click **StellarToolkitforOutlook.exe** executable file to start installation. **Setup - Stellar Toolkit for Outlook** dialog box is displayed.
- Click **Next**. **License Agreement** dialog box is displayed.
- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
- Click **Browse** to provide path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.
- Choose the check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.
- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, **Completing the Stellar Toolkit for Outlook Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Splitter for Outlook in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Split Outlook PST File** Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Split Outlook PST File**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Split Outlook PST File**.

To launch Stellar Splitter for Outlook in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Split Outlook PST File**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Split Outlook PST File**. Or,

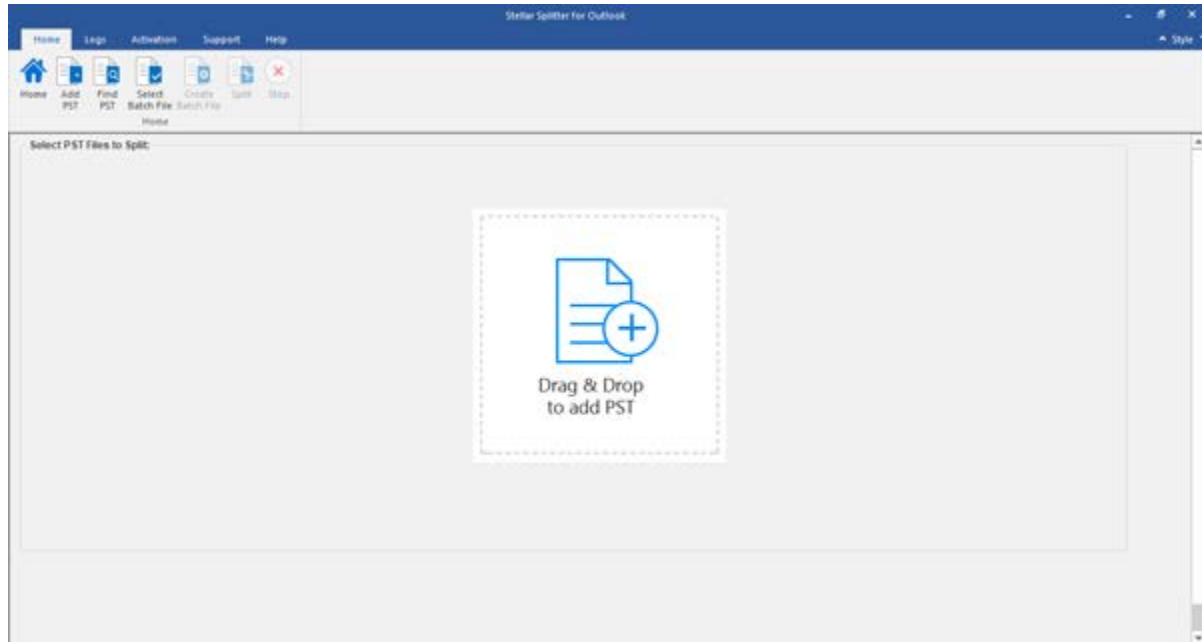
To launch Stellar Splitter for Outlook in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Toolkit for Outlook** -> **Split Outlook PST File**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Split Outlook PST File**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Split Outlook PST File**.

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.

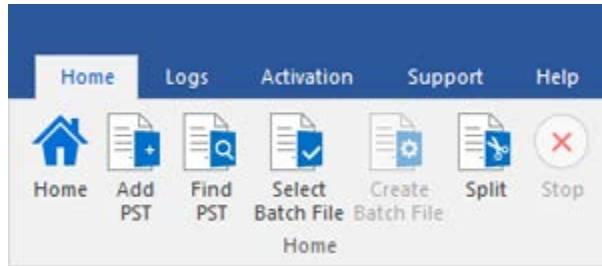
After launching the program, you will see the main user interface as shown below:



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

Menus

Home Menu



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.

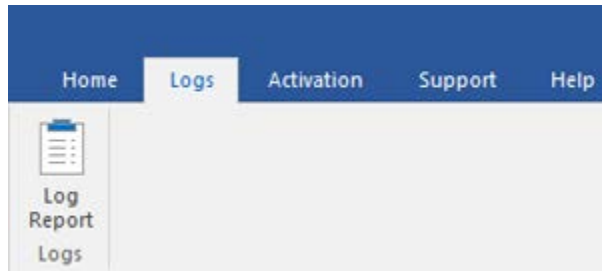
Split

Use this option to split single or multiple PST files.

Stop

Use this option to stop the split process.

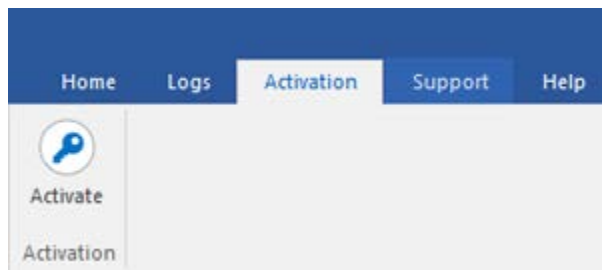
Logs Menu



Log Report

Use this option to view / save the log report.

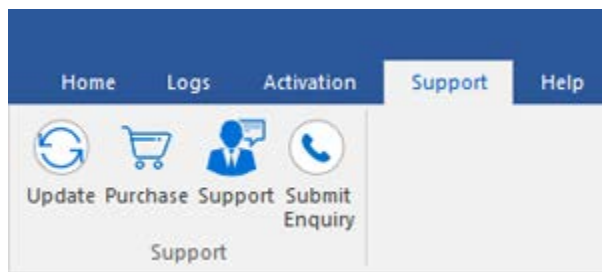
Activation Menu



Activate

Use this option to activate the software after purchasing.

Support Menu



Update

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

Purchase

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

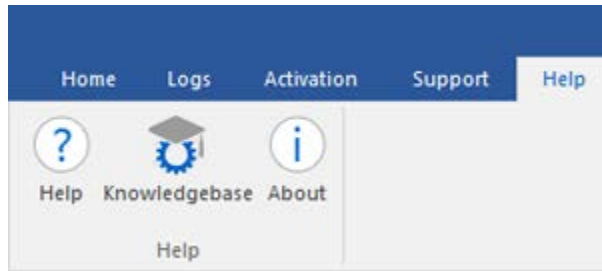
Support

Use this option view the [support page](#) of [stellarinfo.com](#)

Submit Enquiry

Use this option to [submit enquiry](#) to [stellarinfo.com](#)

Help Menu



Help

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

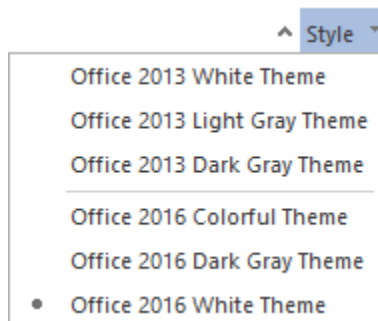
Knowledgebase

Use this option to visit [Knowledgebase](#) articles of stellarinfo.com

About

Use this option to read information about the software.

Style Menu



Style

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

Buttons



Home

Click this button to go to the Home screen of the software.



Add
PST

Click this button to add the PST files which you want to split.



Find
PST

Click this button to search PST files from the system.



Select
Batch File

Click this button to select already created batch file from the system.



Create
Batch File

Click this button to create your own batch file to automate splitting of multiple files.



Split

Click this button to split single or multiple PST files.



Stop

Click this button to stop the split process.



Log
Report

Click this button to view / save the log report.



Activate

Click this button to activate the software after purchasing.



Update

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



Purchase

Click this button to buy **Stellar Toolkit for Outlook** software.



Support

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



Submit
Enquiry

Click this button to submit enquiry to stellarinfo.com.



Help

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



Knowledgebase

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



About

Click this button to read information about the software.

Ordering the Software

Click <https://www.stellarinfo.com/email-tools/outlook-toolkit.php> to know more about **Stellar Toolkit for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

Alternatively, click on **Purchase** icon in **Support Menu** on **Menu Bar** to purchase the software online.

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

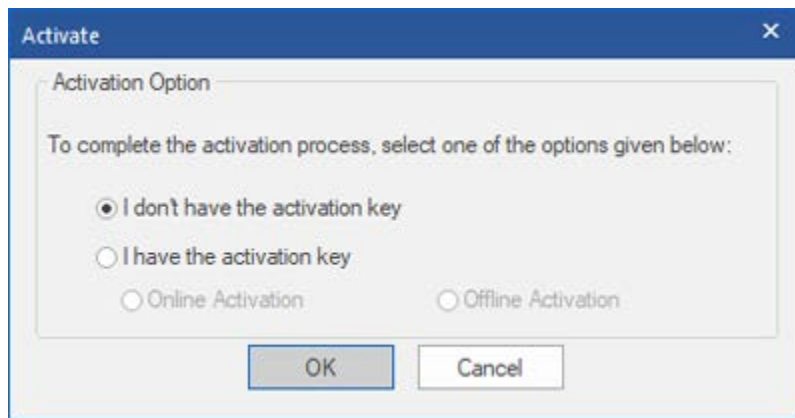
Once the order is confirmed, a registration key will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

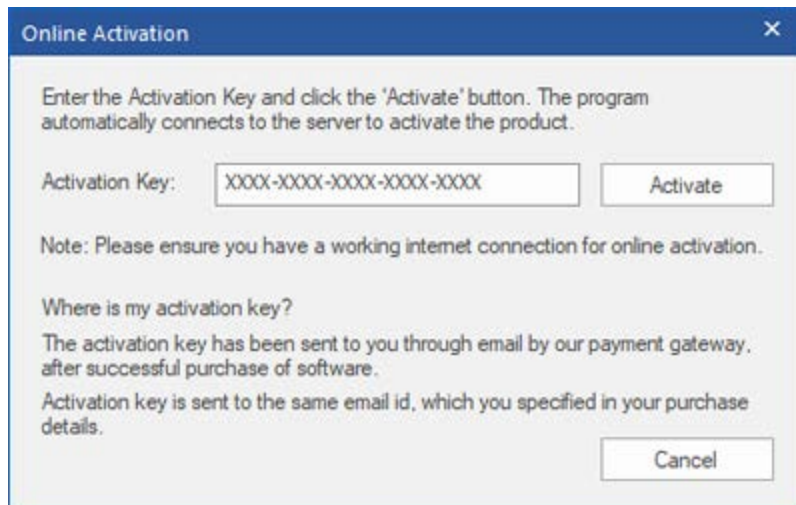
1. Run demo version of **Stellar Toolkit for Outlook** software.
2. On **Activation** menu, click **Activate** option. *Activate* window is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* window, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, an Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* window, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

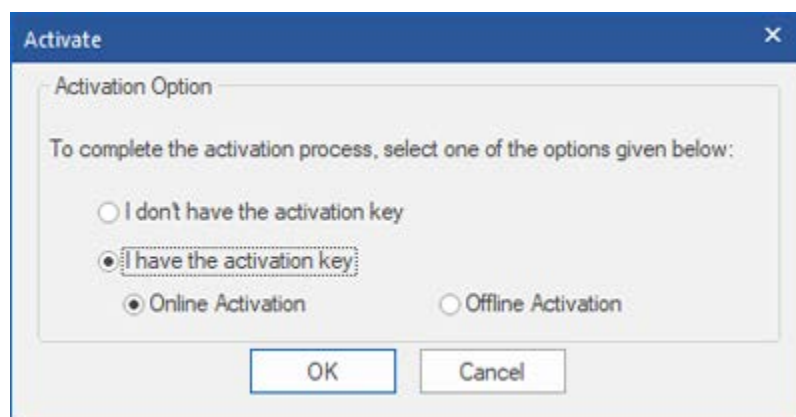
1. In the *Activation* window, select '**I have the activation key**' option.
2. You can choose either '*Online Activation*' (Use this option to activate the software over Internet) or '*Offline Activation*' (Use this option to activate the software manually / through e-mail if for any reason, Internet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

- **Online Activation**

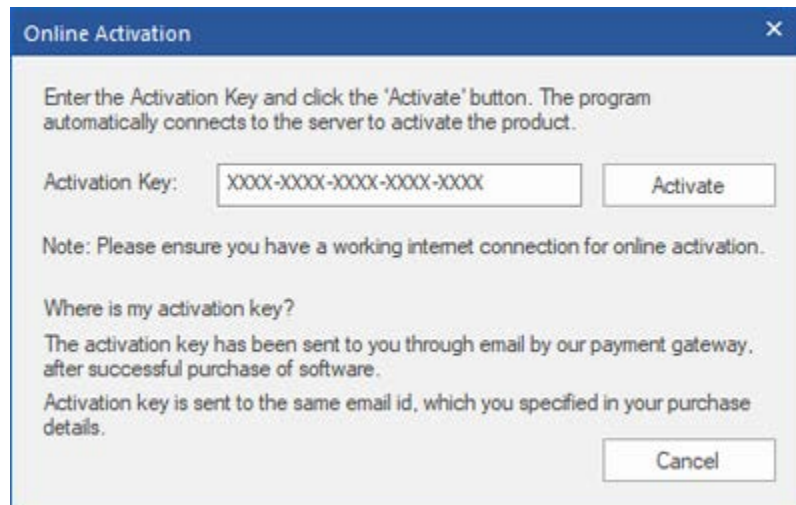
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activation* window, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.
3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



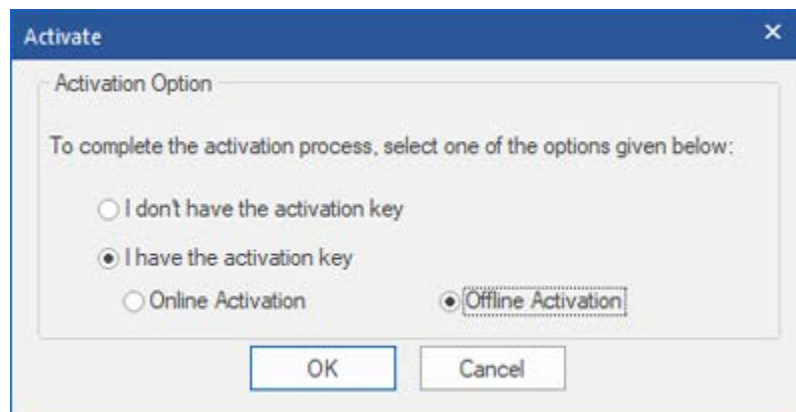
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **Offline Activation**

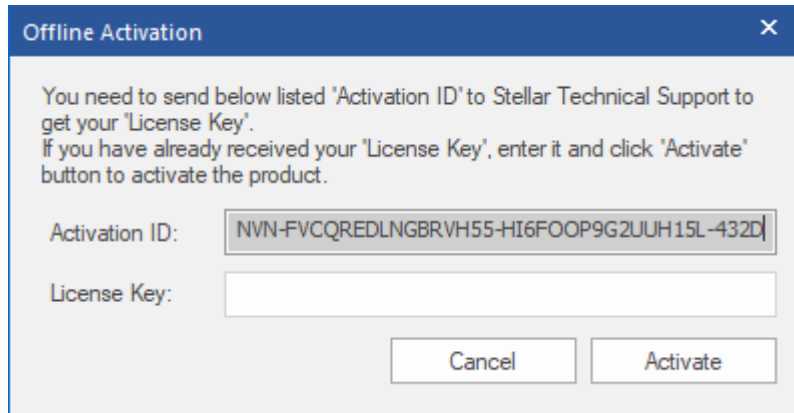
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- **To activate the software offline:**

1. From the *Activate* window, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog box will appear displaying **Activation ID** in its respective field.



Offline Activation

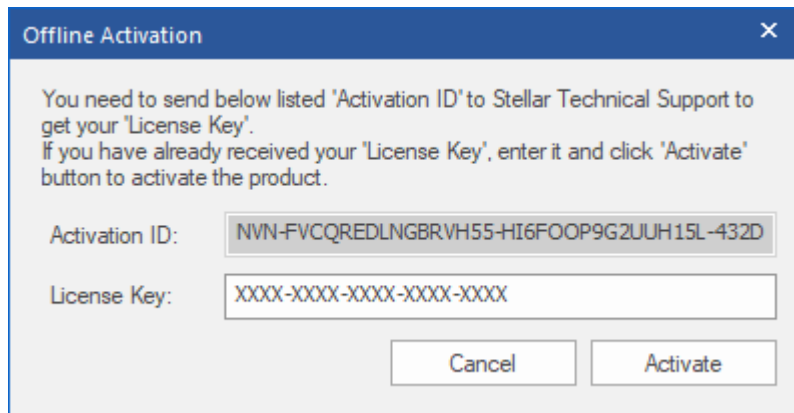
You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: NVN-FVCQREDLNGBRVH55-HI6FOOP9G2UUH15L-432D

License Key:

Cancel Activate

3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Splitter for Outlook**. In *Activation* window, select **I have the activation key**.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: NVN-FVCQREDLNGBRVH55-HI6FOOP9G2UUH15L-432D

License Key: XXXX-XXXX-XXXX-XXXX-XXXX

Cancel Activate

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Updating the Software

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

To update Stellar Toolkit for Outlook:

- Run registered version of **Stellar Toolkit for Outlook** software.
- Click **Split Outlook PST File** button.
- Click **Update** icon from **Support Menu**.
- **Stellar Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure
- Updates are not available
- 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 in order to upgrade it.*

Stellar Support

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

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

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

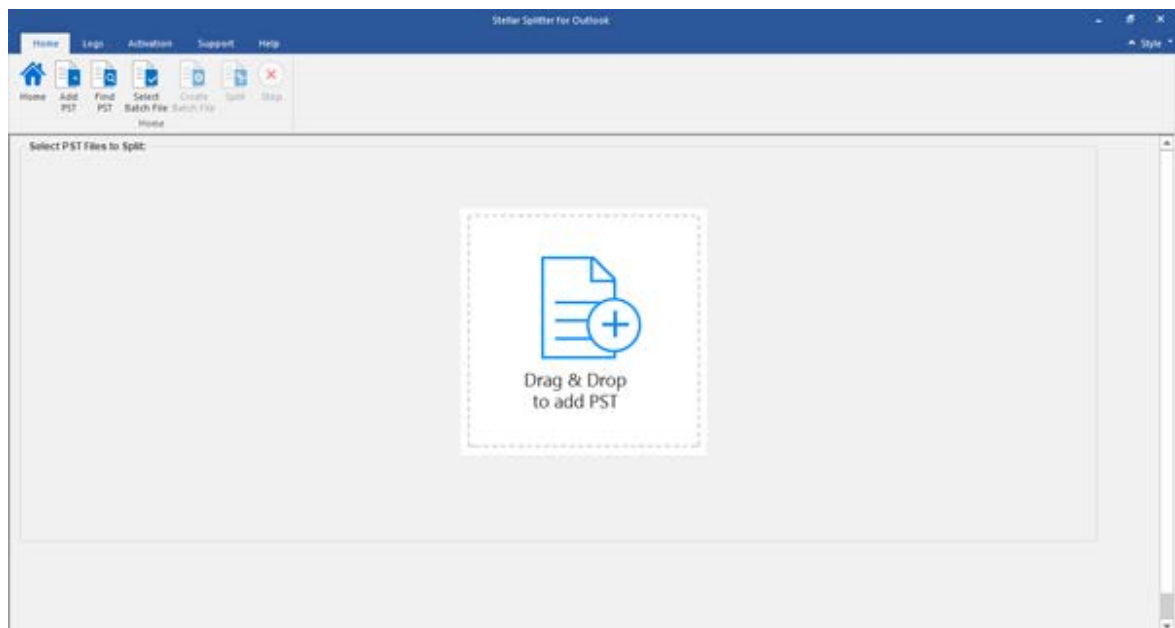
Support Helpline Monday to Friday [24 Hrs. a day]	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

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.

To add PST files:

- Run **Stellar Splitter for Outlook**.
- From the **Home** menu, click **Add PST** icon. *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,

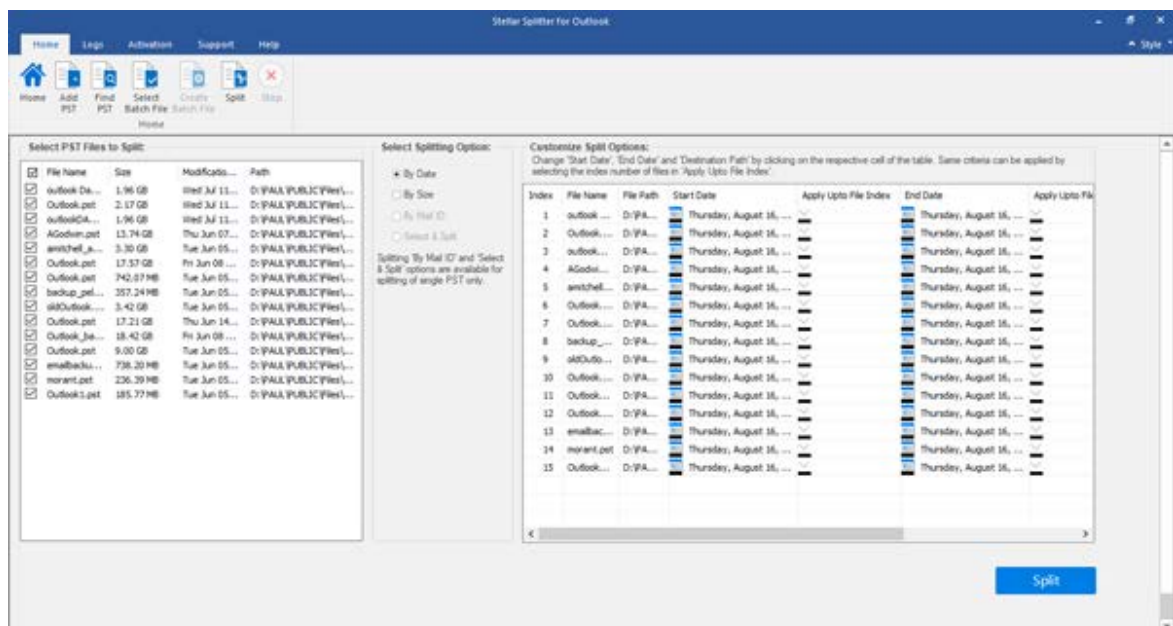
- Open Windows Explorer to Drag & Drop the desired file(s) to the application.

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:

- Run **Stellar Splitter for Outlook** application.
- From the **Home** Menu, click **Find PST**.
- In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
- 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.



- Select files you wish to split from this list.
- From the middle pane of the screen, specify the criteria based on which you want to split your PST.

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 original PST file. Thus **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

- **Split Single PST File**
- **Split Multiple PST Files**

Split Single PST File

Split Single File: This option allows you to split single large PST file into smaller files. It gives 4 different options to select from, based on which a file can be split:

Select Splitting Option:

- ☒ By Date
- ☐ By Size
- ☐ By Mail ID
- ☐ Select & Split

Choose Destination :

Browse

- **Split By Date**

Split By Date option is used when user wants to split a PST file based on a date range specified by user. 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.

[Click here to know how to split single file based on date range.](#)

- **Split By Size**

You can create small PST files of a large PST file according to the size specified in this option. For example a 5 GB PST file can be split into five smaller PST files of 1 GB each.

[Click here to know how to split single file based on size.](#)

- **Split By Mail ID**

This option creates a new PST file with all the mails having a specified Mail ID in either 'To', 'CC' or 'BCC' field.

[Click here to know how to split single file based on Email ID.](#)

- **Select & Split**

User can select one or more folders and a new PST is created comprising only the folders that were selected by the user.

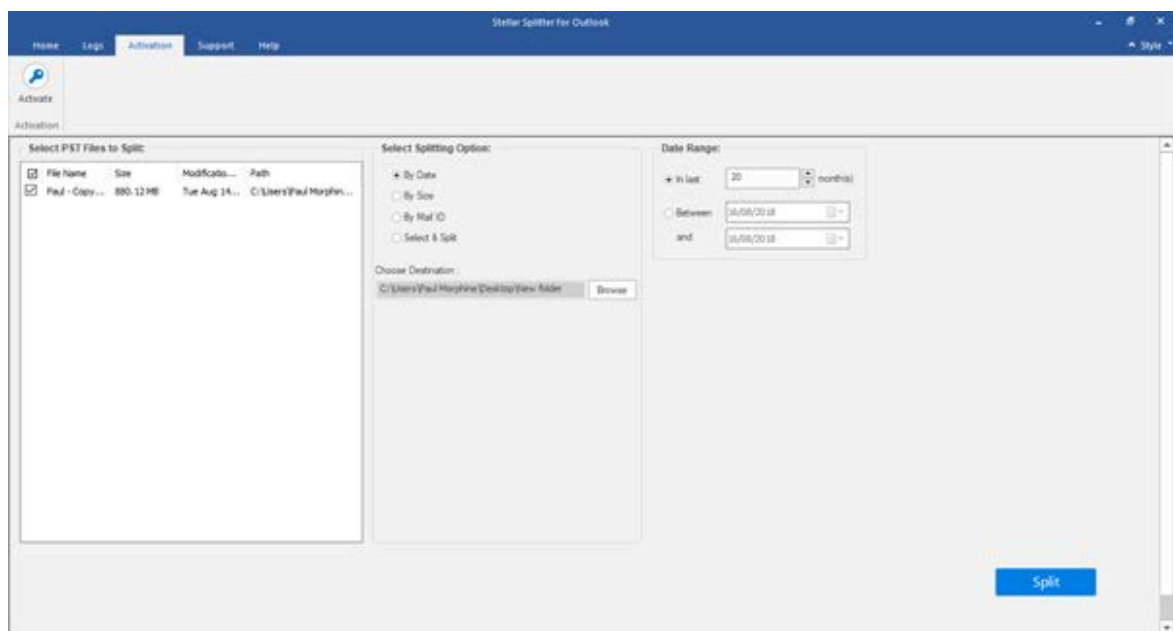
[Click here to know how to split single file based on folder selection.](#)

Split Single PST By Date Criteria

To split single PST file by date criteria, please follow the procedure as described below:

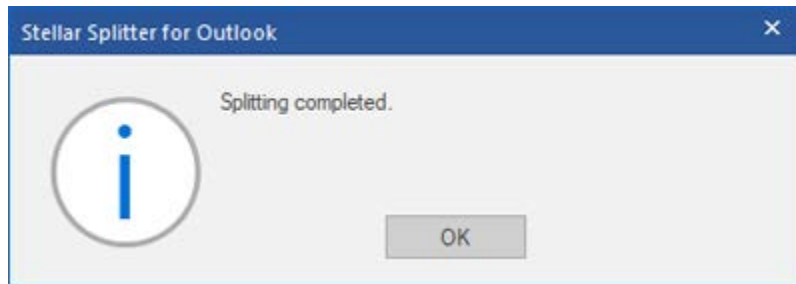
- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- 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 send and received in the specified months will be stored in the splitted 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 splitted PST file. Select the start and end date from the list boxes.

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.



- Onwards this click on '**Split**' to start the process.

- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



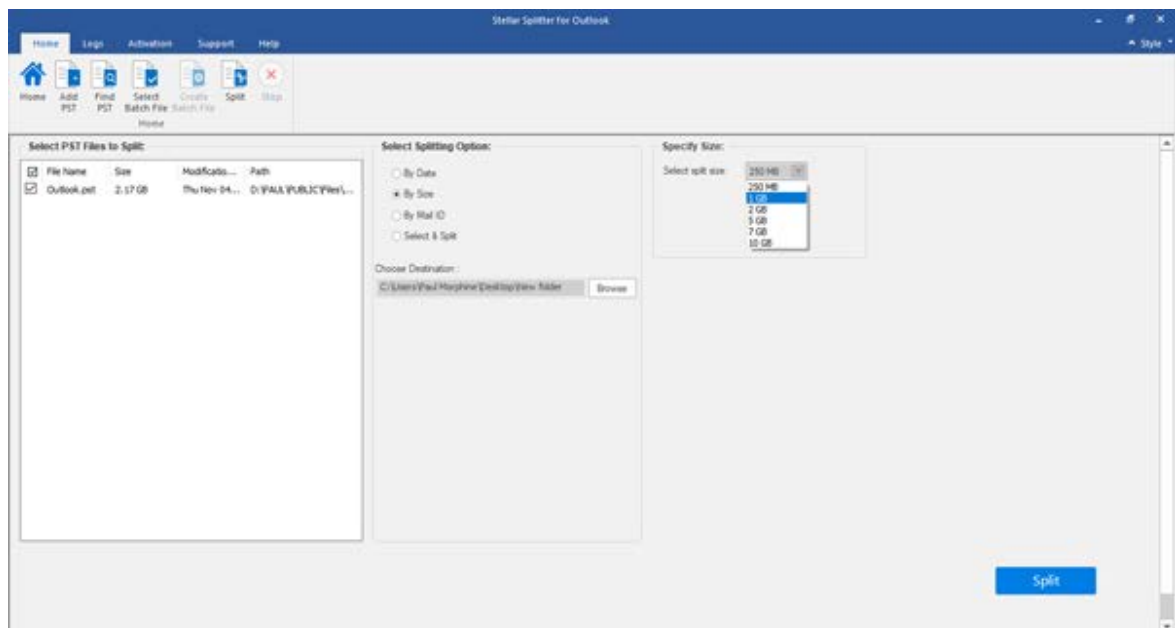
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Split Single PST By Size

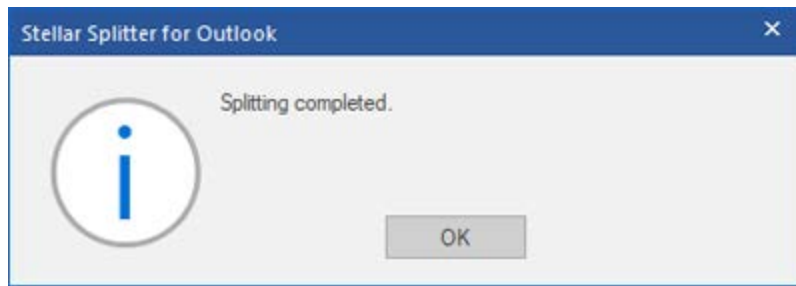
Split By Size option allows you to create small PST files of your bigger PST by specifying the size of each PST file. The size of PST file can be between 1 GB to 10 GB.

To split single PST file by size, please follow the procedure as described below:

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- 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 from 1 GB to 10 GB.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



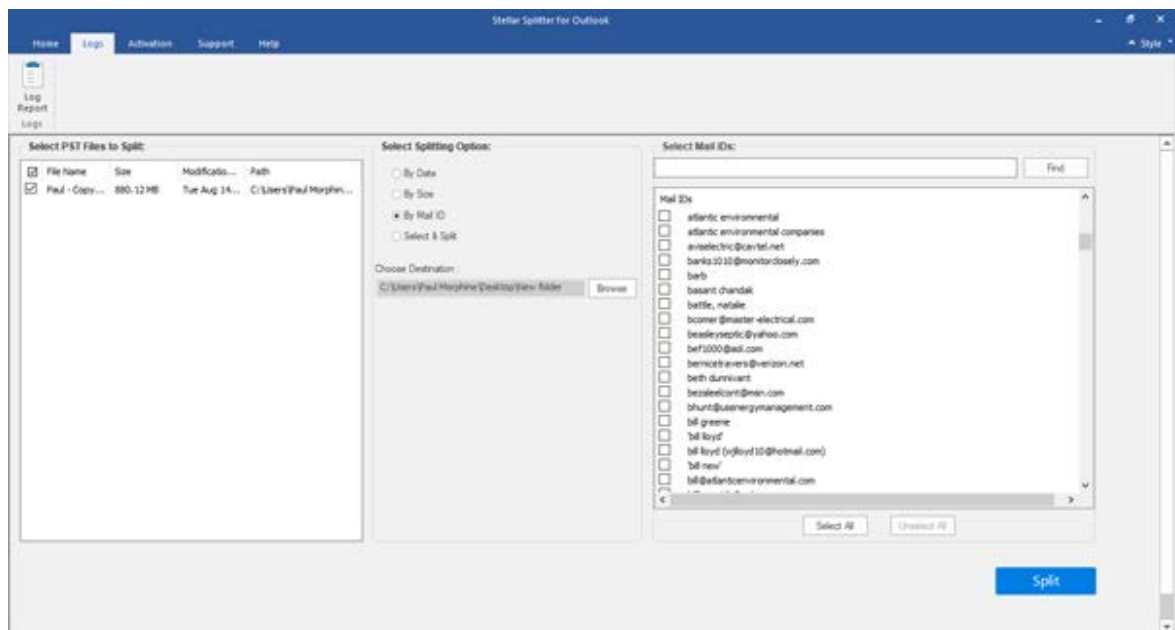
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Note: In demo version of the software, the size of the splitted PST file will not be more than 250 MB.

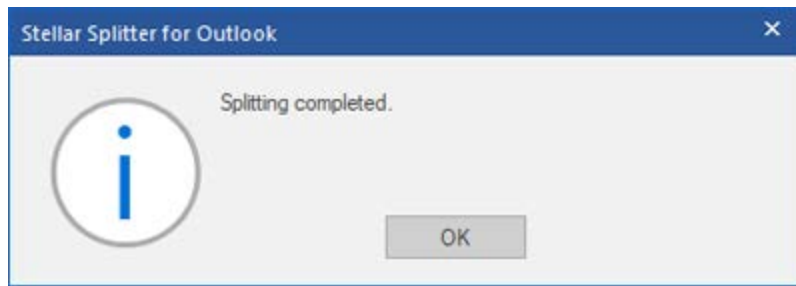
Split Single PST By Mail ID

To split single PST file by mail id, please follow the procedure as described below:

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Mail ID** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all mail ids found in the file in the right pane of the screen.
- 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.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

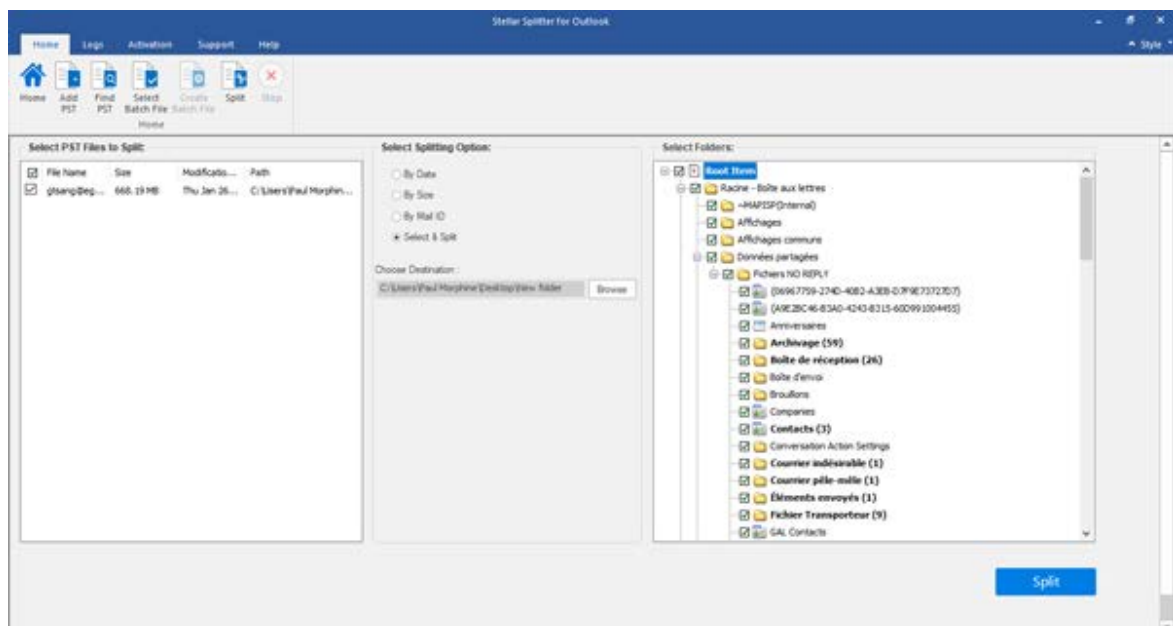


- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

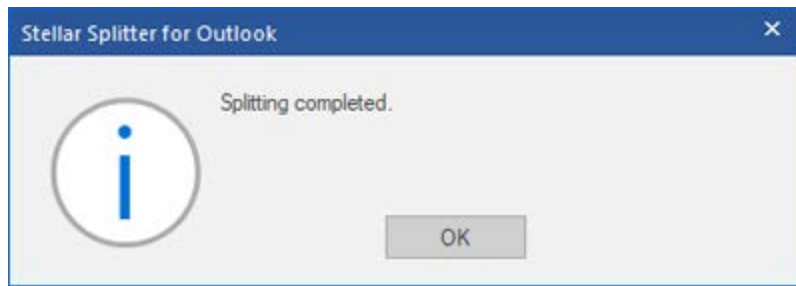
Split Single PST By Selecting Folders

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.

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, click **Select & Split** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all folders found in the file in the right pane of the screen.
- 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.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



- 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.

Split Multiple PST Files

Split Multiple Files: Multiple PST files can be split in a single operation. User can add PST files saved at multiple locations or can add a folder with multiple files stored in that folder. A batch file can also be selected to start split operation. It gives two different options to split a group of PST files:

Select Splitting Option:

- ☒ By Date
- ☐ By Size
- ☐ By Mail ID
- ☐ Select & Split

Splitting 'By Mail ID' and 'Select & Split' options are available for splitting of single PST only.

- **Split By Date**

This option allows you to split multiple PST files based on specified time duration. You can select multiple PST files saved at different locations or select a folder containing multiple PST files. [Click here to know how to split multiple files based on date range.](#)

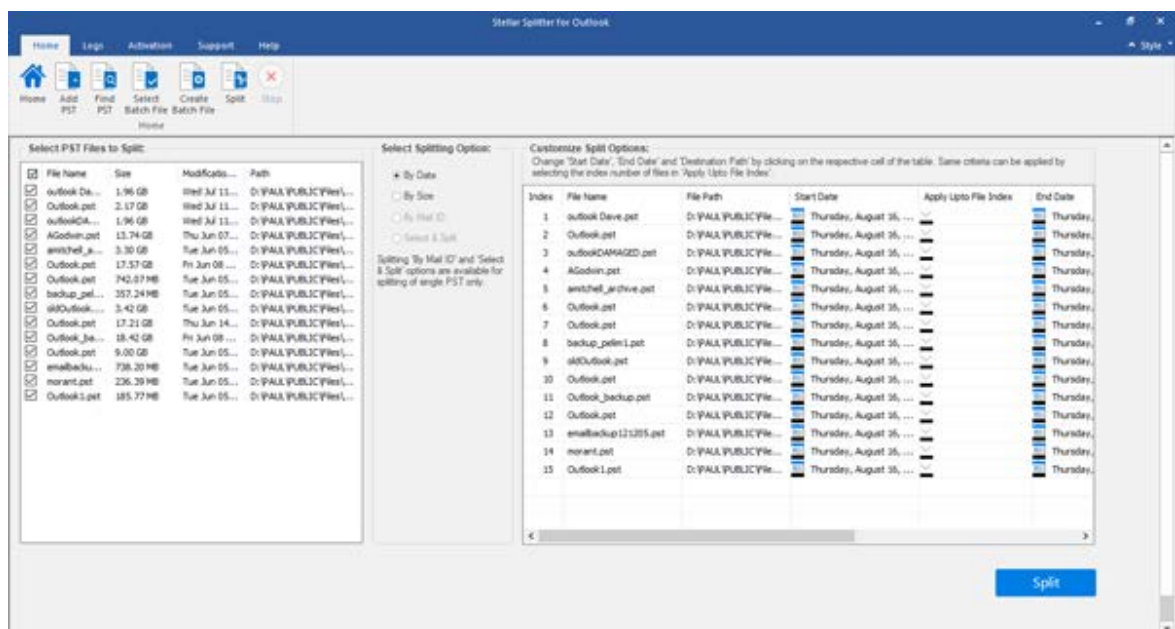
- **Split By Size**

This option allows you to split multiple PST files based on specified size. You can select multiple PST files saved at different locations or select a folder containing multiple PST files. [Click here to know how to split multiple files based on size.](#)

Split Multiple PST Files By Date

You can select and split multiple PST files stored in a folder. To split multiple PST files, please follow the procedure as described below.

- Start **Stellar Splitter for Outlook** application.
- Add PST File(s) which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.



- '**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.
- You can specify date range and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- 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 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
1	a.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56	3	Friday, February 17, 2017 11:00:56
2	Outlook Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56		Friday, February 17, 2017 11:00:56
3	task2 Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56		Friday, February 17, 2017 11:00:56
4	task2.pst	D:\Pub...	Friday, February 17, 2017 11:00:56		Friday, February 17, 2017 11:00:56

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 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'.

Apply Upto File Index	End Date	Apply Upto File Index	Destination Path	Appl
	Sunday, January 31, 2010 11:00:56	2	D:\Public\	
	Sunday, January 31, 2010 11:00:56		D:\Public\	
	Wednesday, February 15, 2017 11:00:56		D:\Public\	
	Friday, February 17, 2017 11:00:56		D:\Public\	

Split

- If you want to change 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 same destination

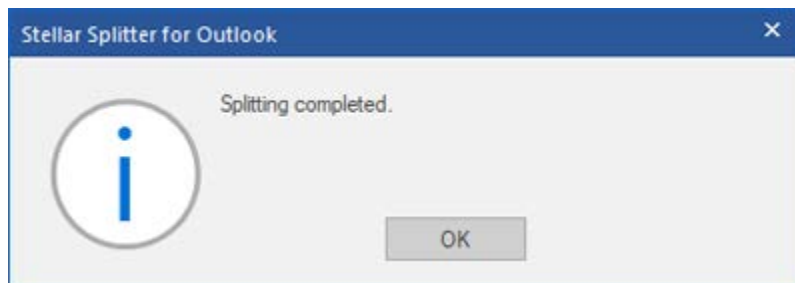
path is to be selected for all files in the list then select the value 4 in 'Apply Upto File Index' column.

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'.

File Index	End Date	Apply Upto File Index	Destination Path	Apply Upto File Index
...	Sunday, January 31, 2010 11:07:38	▼	... D:\Internal\New folder\	4 ▼
...	Sunday, January 31, 2010 11:07:38	▼	... D:\Internal\New folder\	▼
...	Wednesday, February 15, 2017 1...	▼	... D:\Internal\New folder\	▼
...	Friday, February 17, 2017 11:07:38	▼	... D:\Internal\New folder\	▼

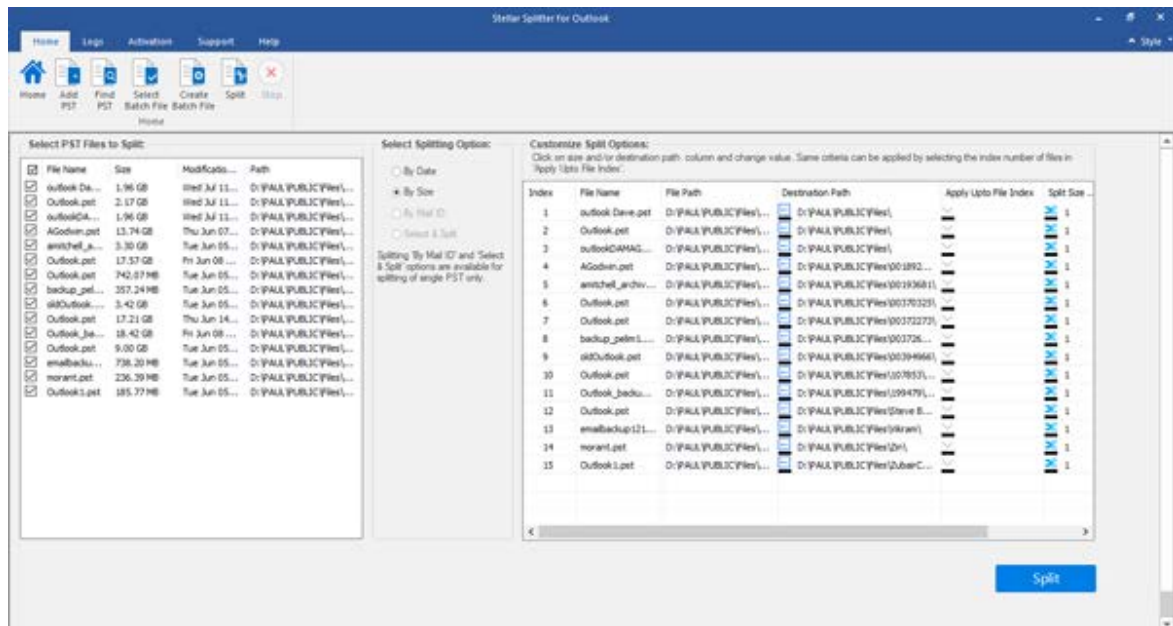
Split

- Onwards this click on **Split** to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



Split Multiple PST Files By Size

- Start **Stellar Splitter for Outlook** application.
- Add PST File(s) which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.



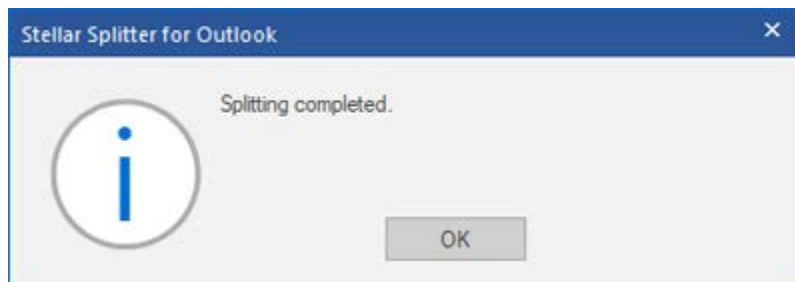
- '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Apply Upto File Index, Split Size and Destination Path.
- You can specify size and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- 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 same size of new PST files are to be created from upto third file in the list then select the value 3 in 'Apply Upto File Index' column.

Customize Split Options:
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size (GB)
1	My Outlook Dat...	D:\Public\My Outlook D...	D:\Internal\New folder (2)\	4	1
2	Outlook8.pst	D:\Public\Outlook8.pst	D:\Internal\New folder (2)\		1
3	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\		1
4	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\		1

Split

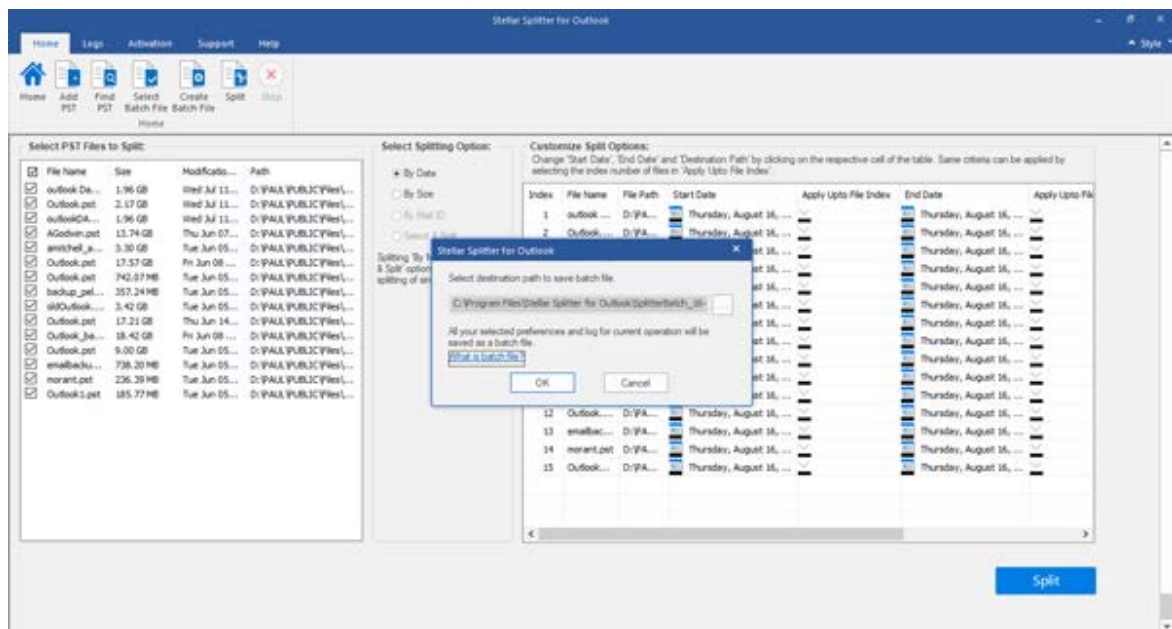
- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



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 application. 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 application 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 application then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**



To create a batch file for time based splitting

Follow the steps mentioned below to create a batch file for time based split operation:

- Open Notepad.exe
- 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;

- 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 create a batch file for size based splitting

Follow the steps mentioned below to create a batch file for size based split operation:

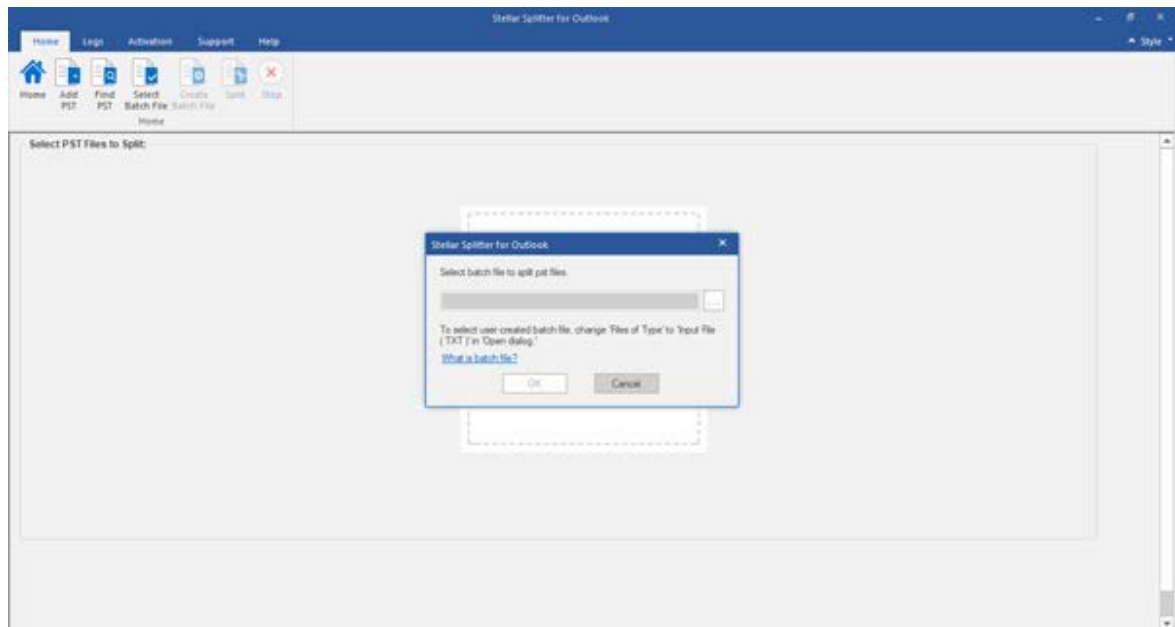
- Open Notepad.exe
- Create a structure as given below:

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;
- Size must be in GB and no fraction in size is accepted. Size should be greater than 1 GB and can have a value of 2, 5, 7 and 10 GB.
- 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 semi colons.

To use 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 time 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:

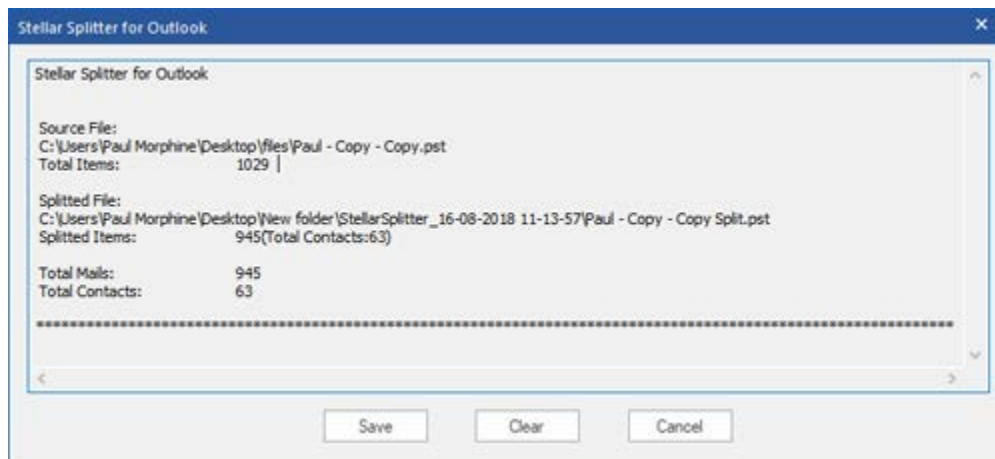
- Multiple PST files at different locations.
- Multiple PST files located in a folder.

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:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the splitted file(s).



- Click **Save** button.
- In **Save Log** dialog box, click **Browse** and select the location where you want to save the log report. Click **OK**.

To clear log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the splitted file(s).
- Click **Clear** button.

FAQs

1. Which version of MS Outlook is supported by the software?

The software supports PST Files made with MS Outlook 2003, 2007, 2010, 2013, 2016.

2. 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.

3. Is it necessary to have MS Outlook installed on to the system where I want to split my PST file?

This application requires MS Outlook installed on to the system where PST file is being split.

4. 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.

5. Can I split multiple PST files stored at different locations on the basis of date?

You can split multiple file stored at different locations. Click [here](#) to check step by step procedure to split multiple files at different locations based on date range.

6. Can I split multiple files stored at different locations on the basis of size?

You can split multiple file stored at different locations. Click [here](#) to check step by step procedure to split multiple files at different locations based on size criteria.

7. 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.

8. Can I split my contacts & Calendars?

When a PST file is split using date range, all contacts and calendar items are added to the newly created PST file.

In case where PST file is split using size criteria, contact and calendar items are added to any one of the PST file. You can find out this by checking the log of split operation.

9. 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 application 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 application 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 application.

10. 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.

11. 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 How To section of this manual.

12. 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 section of this manual.

13. 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 **Logs** Menu, select **Log Report**.
- In **Save Log** dialog box, select the location where you want to save the log report. Click **OK**.

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Product line:

Data Recovery

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

File Recovery

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

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 >>](#)

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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 >>](#)

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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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For more information about us, please visit www.stellarinfo.com.



Stellar Compactor for Outlook

User Guide

Version 6.0.0.1

Overview

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 its 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.

What's new in this version?

- Support for Windows 10
- Support for MS outlook 2016

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 file) 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 2000/XP/2003/2007/2010/2013/2016.
- 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.

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/ 8.1 / 8 / 7/ XP
- **Memory:** 1 GB
- **Hard Disk:** 100 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007 / 2003 / XP / 2000

To install the software:

1. Double-click **StellarToolkitforOutlook.exe** executable file to start installation. **Setup - Stellar Toolkit for Outlook** dialog box is displayed.
2. Click **Next**. License Agreement dialog box is displayed.
3. Choose **I accept the agreement** option. Next button will be enabled. Click **Next**. Select Destination Location dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. Select Start Menu Folder dialog box is displayed.
5. Click **Next**. Select Additional Tasks dialog box is displayed.
6. Select check boxes as per your choice. Click **Next**. Ready to Install dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
8. On completion of the installation process, Completing the Stellar Toolkit for Outlook Setup Wizard window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Compactor for Outlook in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Compact Outlook PST** Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Compact Outlook PST**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Compact Outlook PST**.

To launch Stellar Compactor for Outlook in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Compact Outlook PST**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Compact Outlook PST**. Or,

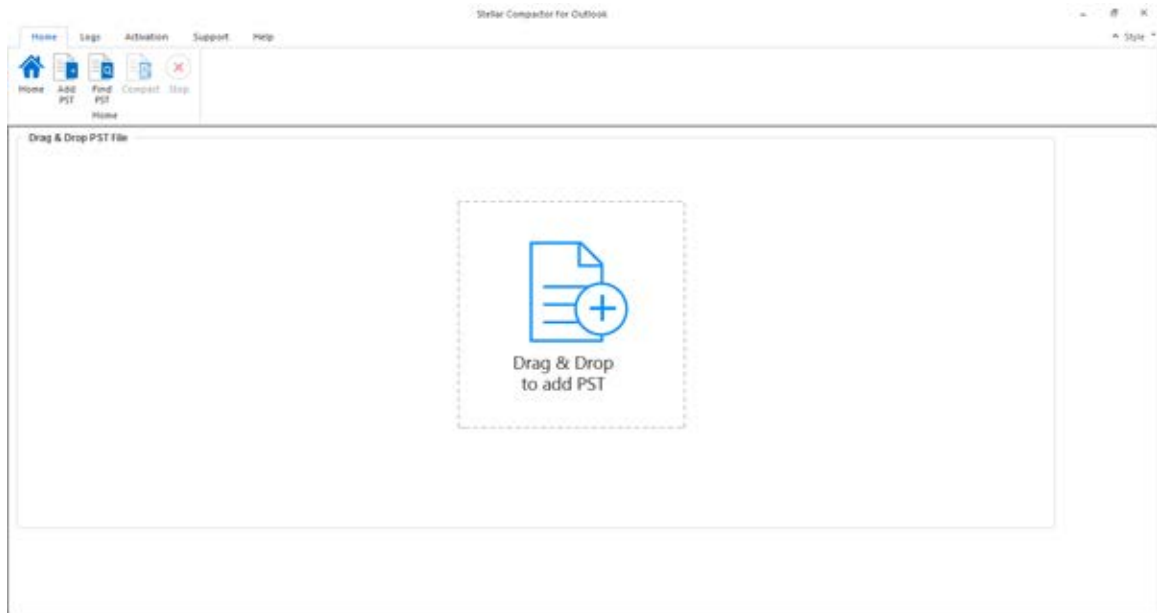
To launch Stellar Compactor for Outlook in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Toolkit for Outlook** -> **Compact Outlook PST**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Compact Outlook PST**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Compact Outlook PST**.

User Interface

Stellar Compactor for Outlook software has a very easy to use Graphical User Interface.

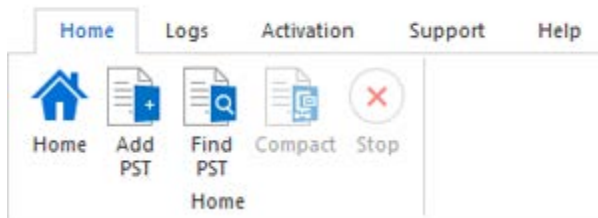
After launching the program, you will see the main user interface as shown below:



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

Menus

Home Menu



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.

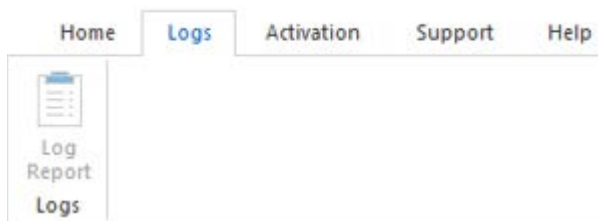
Compact

Use this option to compact the PST file.

Stop

Use this option to stop the compact process.

Logs Menu



Log Report

Use this option to view summary after the compact process.

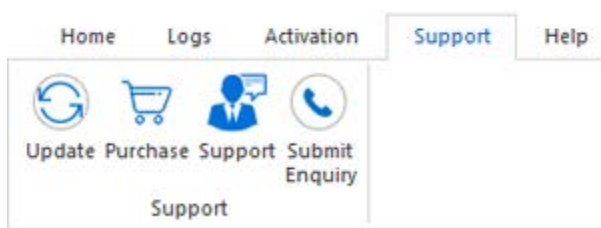
Registration Menu

Activation



Use this option to activate the software after purchasing.

Support Menu



Update

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

Purchase

Use this option to [buy Stellar Toolkit for Outlook](#).

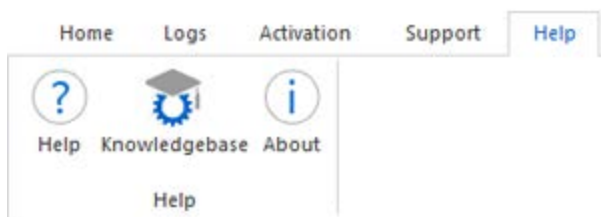
Support

Use this option view the [support page](#) of [stellarinfo.com](#)

Submit Enquiry

Use this option to [submit enquiry](#) to [stellarinfo.com](#)

Help Menu



Help

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

Knowledgebase

Use this option to visit [Knowledgebase](#) articles of [stellarinfo.com](#)

About

Use this option to read information about the software.

Buttons



Click this button to go to the Home page of the software.



Click this button to add the PST file.



Click this button to search PST files from the system.



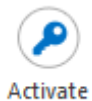
Click this button to compact the PST file.



Click this button to stop the compact process.



Click this button to view summary after the compact process.



Click this button to register the software after purchasing.



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



Click this button to buy **Stellar Outlook Toolkit** software.



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



Click this button to submit enquiry to stellarinfo.com.



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



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



Click this button to read information about the software.

Ordering the Software

Click <https://www.stellarinfo.com/email-tools/outlook-toolkit.php> to know more about **Stellar Outlook Toolkit**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

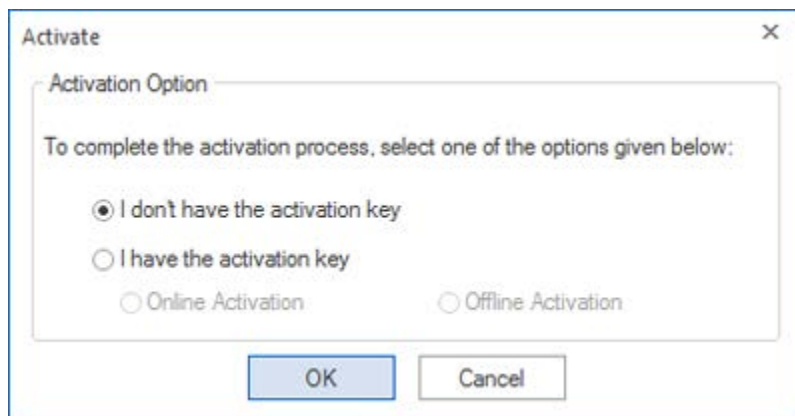
Once the order is confirmed, a Registration Key will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

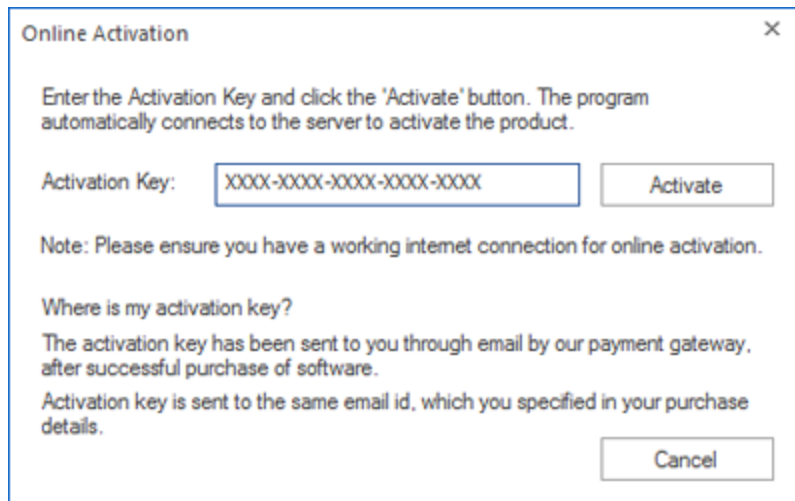
1. Run the demo version of the software.
2. In the Activation menu, click **Activate** button. *Activate* dialog is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* dialog, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* dialog, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Complete* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

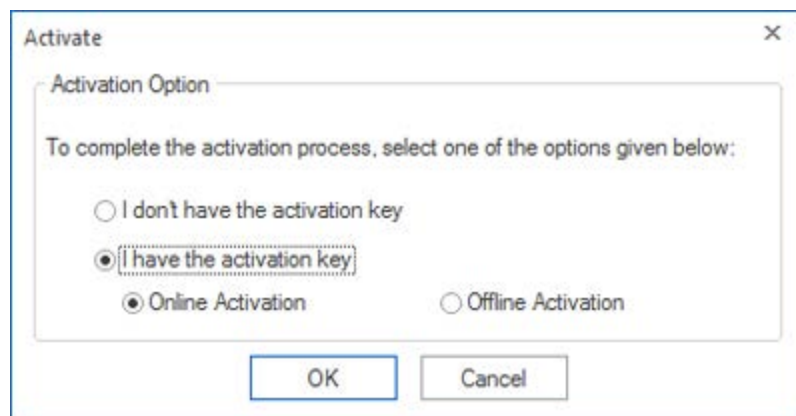
1. In the *Activate* dialog, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

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

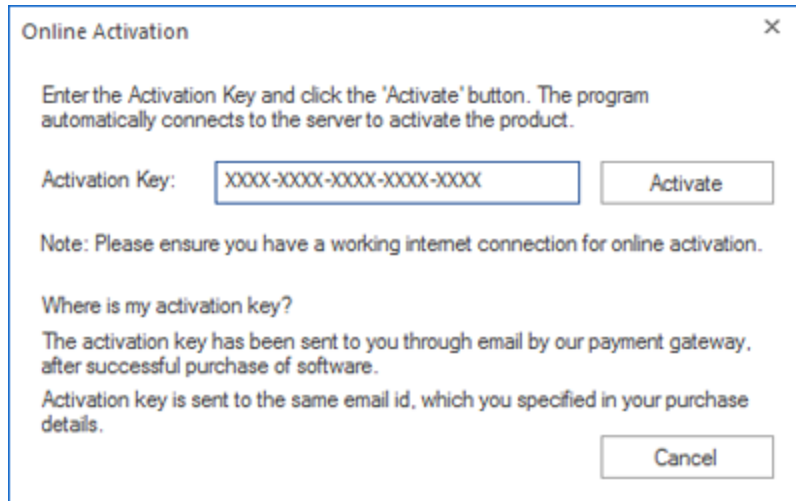
- **To activate the software online:**

1. From the *Activate* dialog, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.

3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



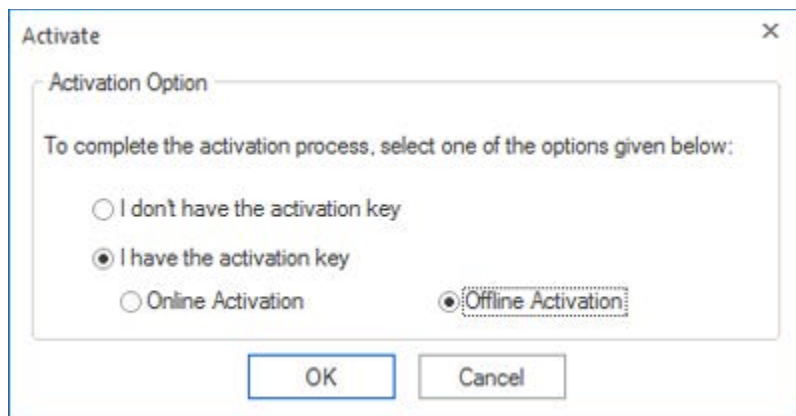
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

Offline Activation

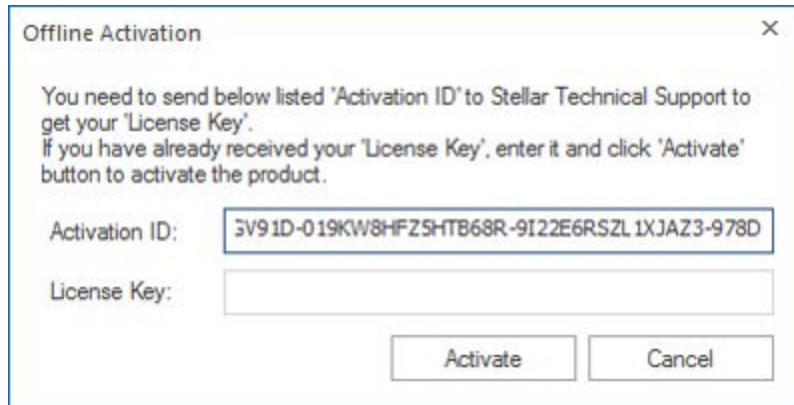
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- o **To activate the software offline:**

1. From the *Activate* dialog, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog will appear displaying **Activation ID** in its respective field.



Offline Activation

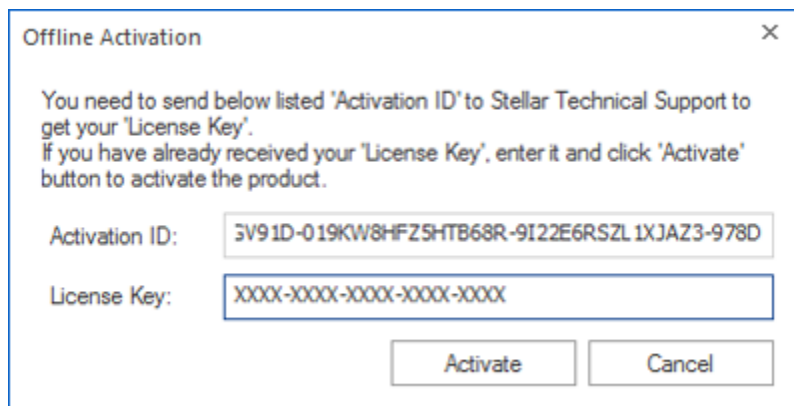
You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: 3V91D-019KW8HFZ5HTB68R-9I22E6RSZL1XJAZ3-978D

License Key:

Activate Cancel

3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Compactor for Outlook**. In *Activate* dialog, select **I have the activation key**.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: 3V91D-019KW8HFZ5HTB68R-9I22E6RSZL1XJAZ3-978D

License Key: XXXX-XXXX-XXXX-XXXX-XXXX

Activate Cancel

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Updating the Software

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

To update Stellar Toolkit for Outlook:

- Run registered version of **Stellar Toolkit for Outlook** software.
- Click **Compact Outlook PST** button.
- Click **Update** icon from **Support Menu**.
- **Stellar Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure
- Updates are not available
- Unable to download configuration files

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

Stellar Support

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

You can either **Call Us** or **Go Online** to our support section at <http://www.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://www.stellarinfo.com/>

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

E-mail to Stellar Support at support@stellarinfo.com

Support Helpline

Monday to Friday [24 Hrs. a day]

USA (Tollfree 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

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.

- Compact Options
- Advance Compact Options

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

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. Over sized 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.

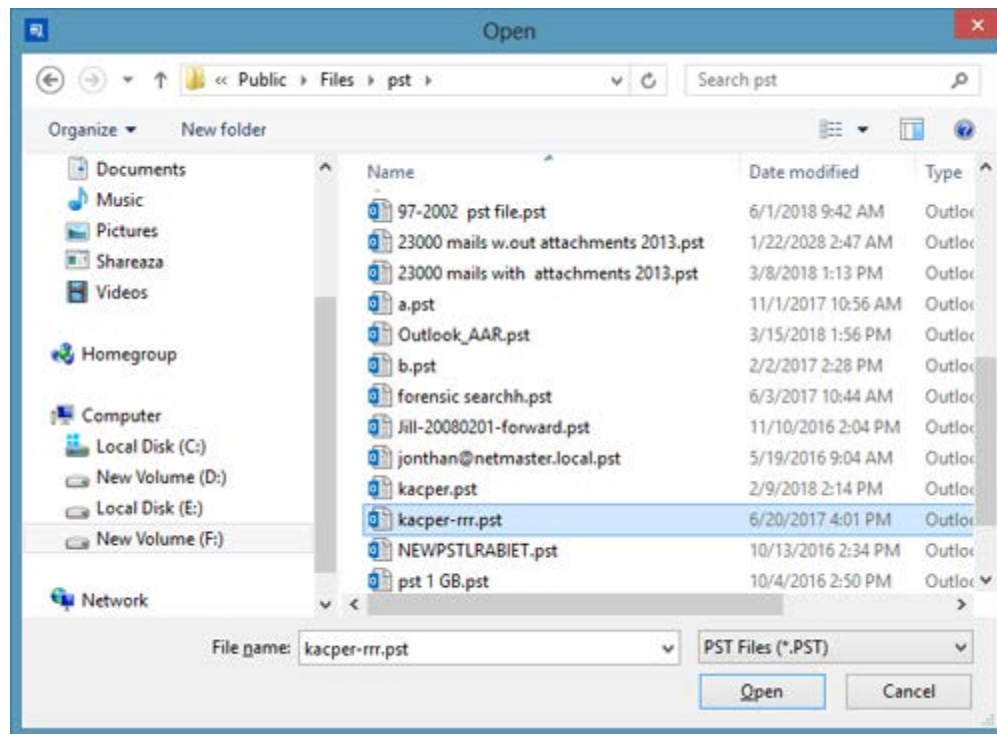
Select PST file

To select a PST file, follow these steps.

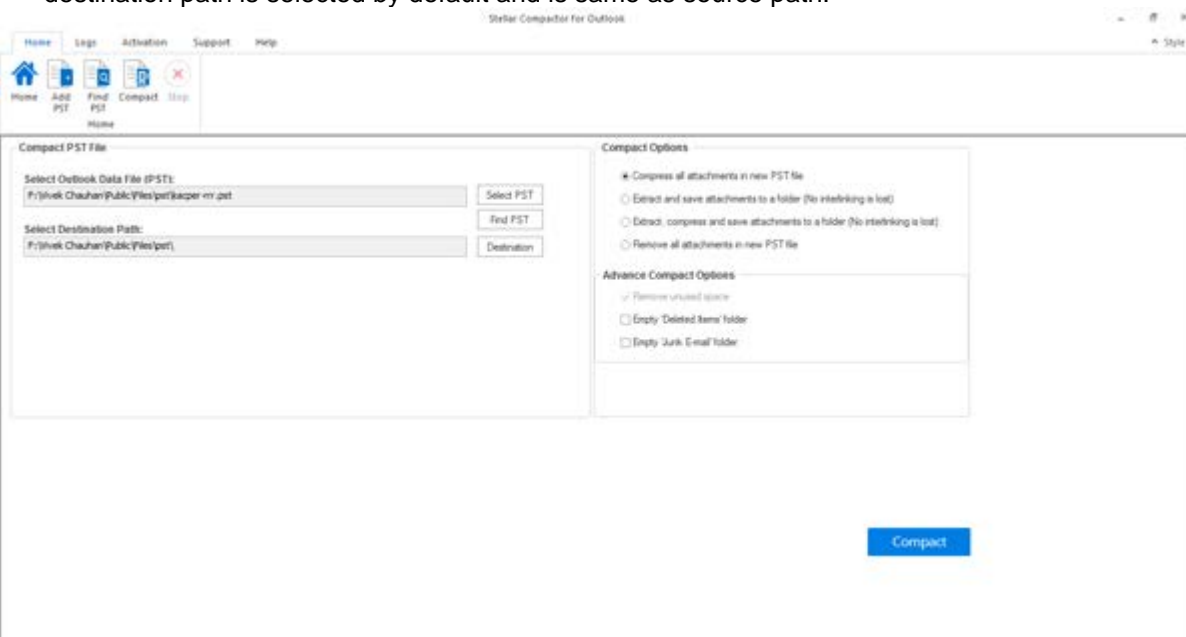
- Run **Stellar Compactor for Outlook** application.
- Click on **Add PST** or you can also drag and drop PST file.



- Open dialog box is displayed.
- Browse for file location, select the PST file and click Open button.



- 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.



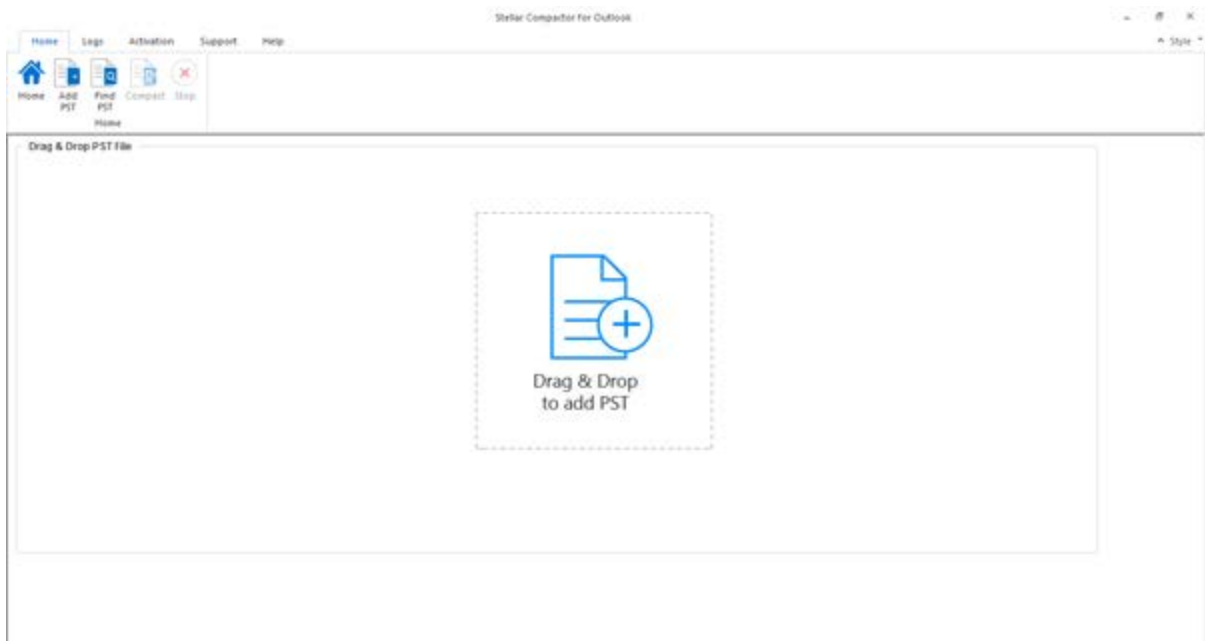
- Choose any of the **Compact Options** to compact PST file.
- Choose **Advance Compact Options** to remove items.
- Click on **Compact** button to continue.

Find PST files

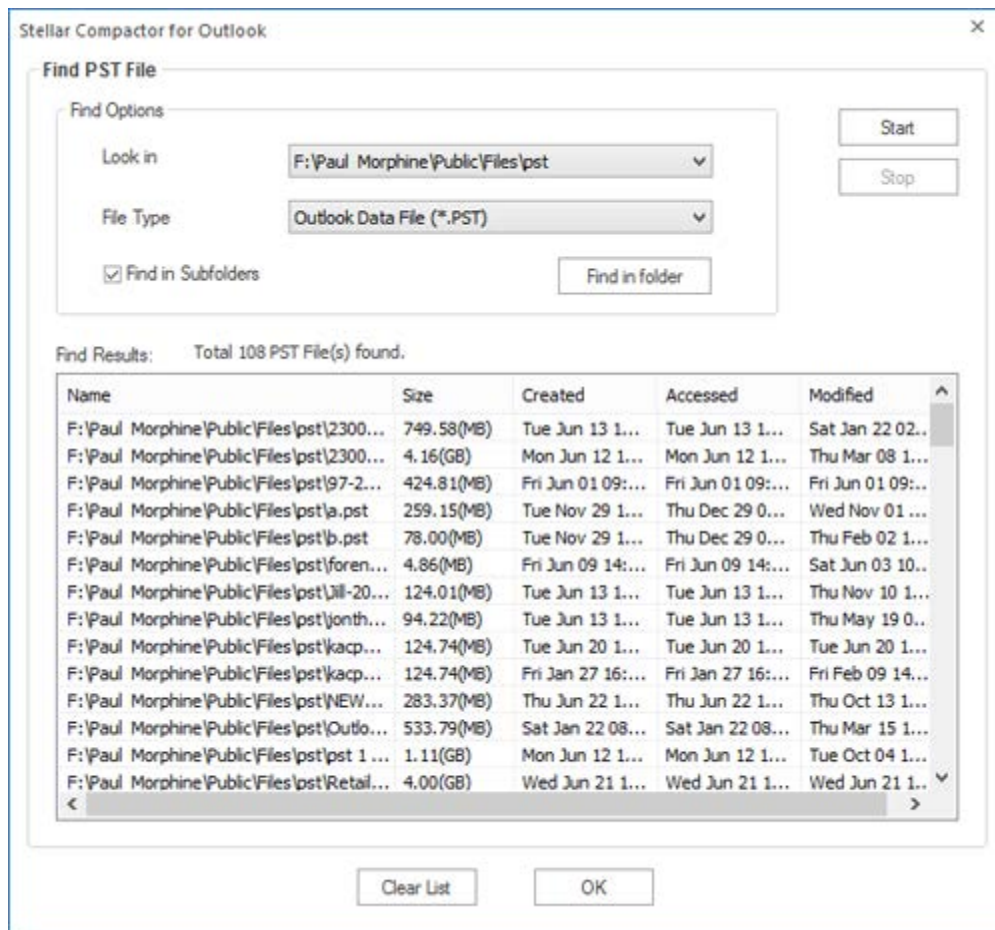
Stellar Compactor for Outlook allows you to search for PST files in your computer. Using the **Find PST** option, you can search for PST files in your computer's drives, folders and sub folders. However, you can only select one drive at a time to search for PST files.

To Find PST files in drives:

- Run **Stellar Compactor for Outlook** application.
- Click on **Find PST** button.



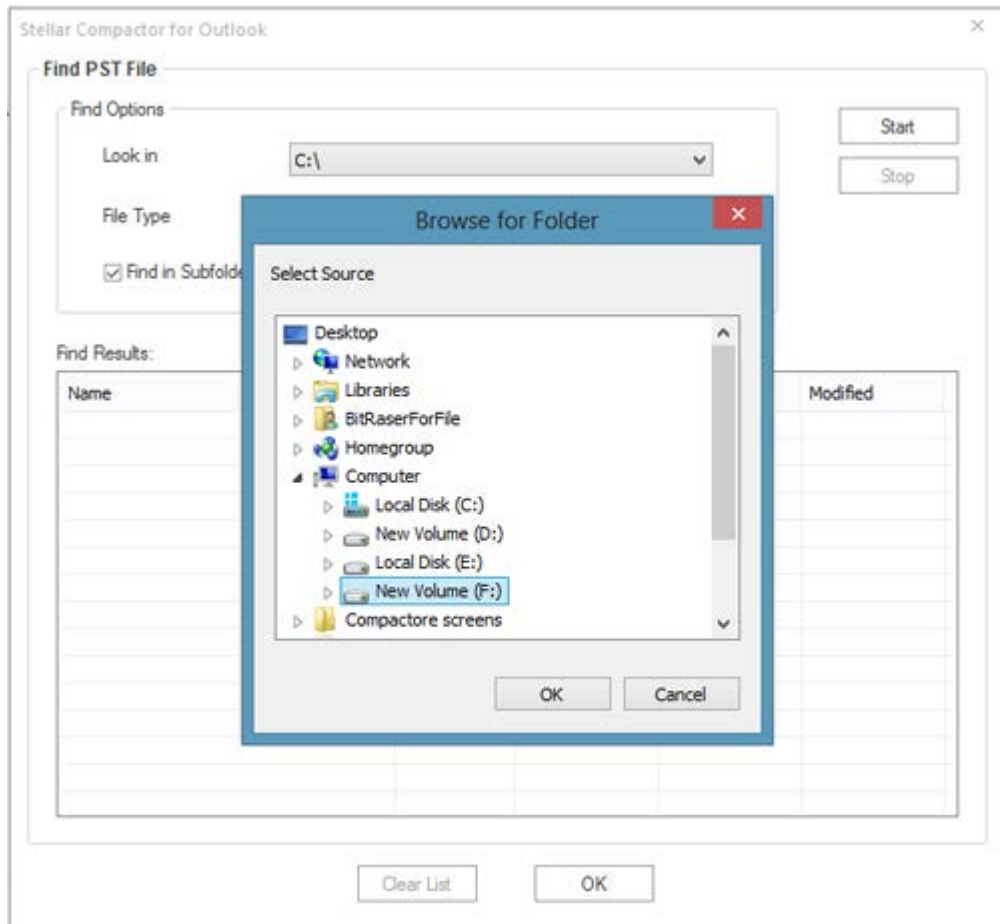
- **Find PST File** dialog box is displayed.



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

To Find PST files in folders and subfolders:

1. From **Home** menu, 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

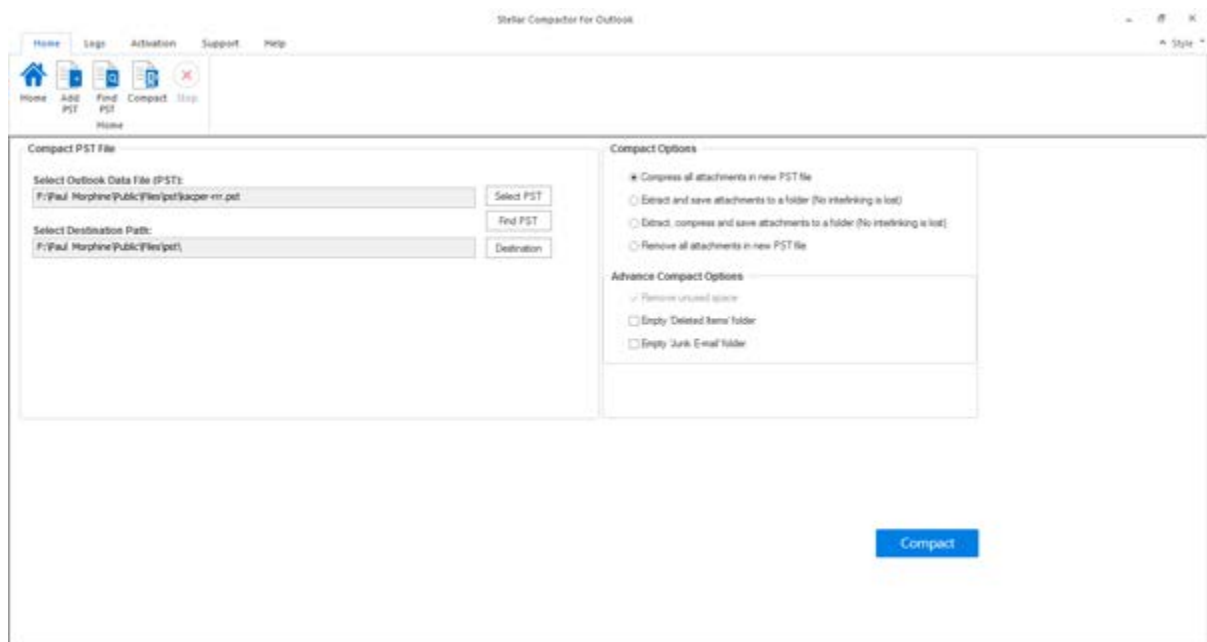


4. Select the folder from which you want to search PST files. Click **Start**. Also, if you want to search subfolders within that folder, select **Find in Subfolders** checkbox.
5. After the search is finished, list of PST files found in the selected folder is shown in **Find PST File** dialog box, under **Find Results** section.

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.

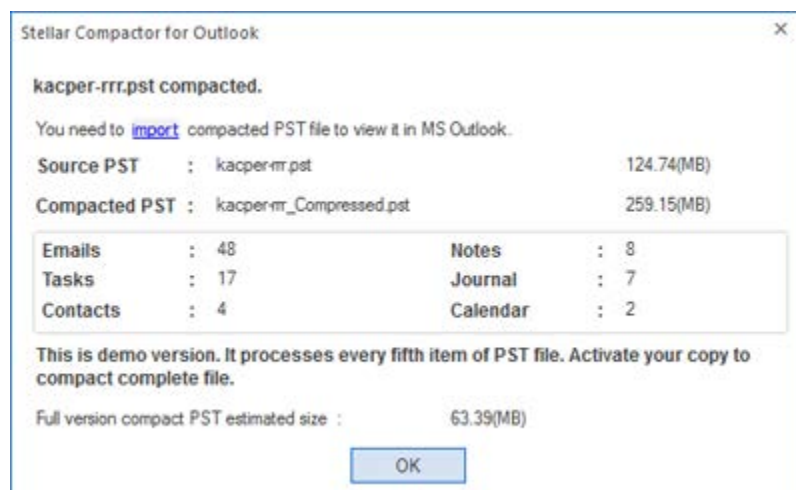
- Run **Stellar Compactor for Outlook** application.
- Select the PST file. If do not know the path of your file, then you can search it by Find PST option of the application.
- Click **Destination** button to select the path where you want to save the compacted PST file. Default destination path is selected by default and is same as source path.



- Choose any of the Compact Options available for attachments.
- Choose any of the Advance Compact Options as per your preference.
- Click on **Compact** button to start the compaction process.



- On completion of process a Log Report is displayed that shows the details of the compacted file.



- 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

Import PST files

To import PST file in 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 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 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 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 / 2003:

- 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**.

Relink Attachment Folder

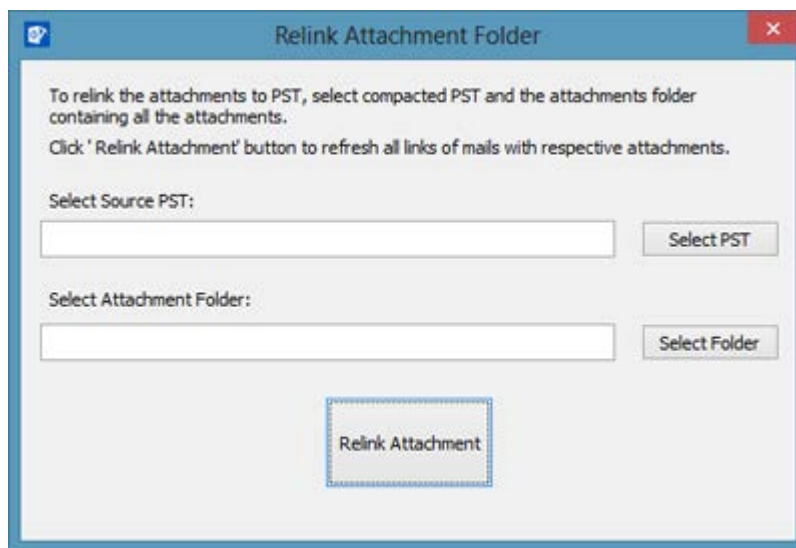
Once you install **Stellar Compact PST** software, you also get a software called **Stellar Attachment Links Updater**. You will need this software to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or Extract, compress and 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.

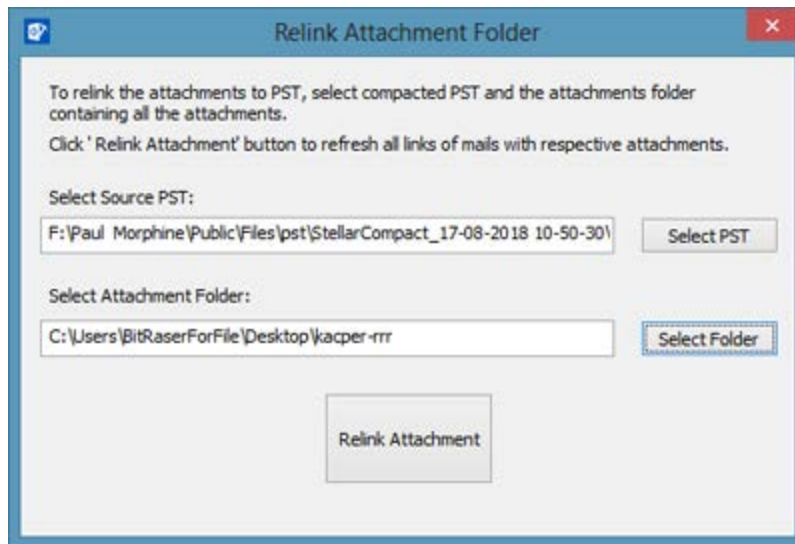
In these two cases, you can use **Stellar Attachment Links Updater** software to relink the attachments to the mails.

Follow the steps given below to relink the attachments to the mails:

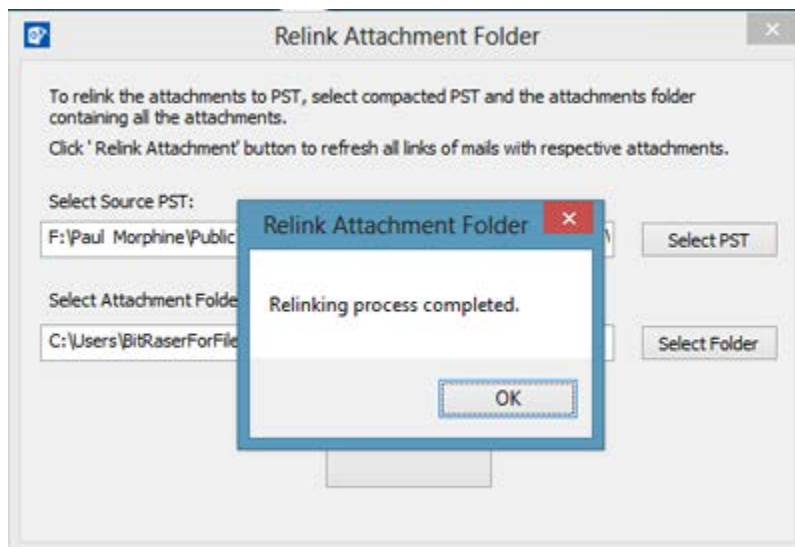
1. Go to **Start -> Programs -> Stellar Compact PST -> Stellar Attachment Links Updater**. A **Relink Attachment Folder** dialog box will appear.



2. Click on **Select PST** and **Select Folder** button to browse to and select the PST file and it's attachment folder.



3. Click on **Relink Attachment** button to relink the attachments to the mails.
4. **'Relinking process completed'** message will be displayed on completion of process.



FAQs

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 over sized 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 when ever 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 menu, 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.

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Stellar Toolkit for Outlook

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www.stellarinfo.com

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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.

Product line:

Data Recovery

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

File Recovery

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

Email Recovery

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

Data Protection

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

Data Sanitization

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

Data Erasure

Stellar Data Erasure software under the brand **BitRaser** help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data erasure & generate erasure certificates for audit trail purpose. **BitRaser** supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com



Stellar Compactor for Outlook

User Guide

Version 6.0.0.1

Overview

Stellar Compactor for Outlook helps in compressing PST and OST file. The software allows the users to automatically manage incoming and outgoing mail attachments. **Stellar Compactor for Outlook** gives various options to manage mail attachments. By help of **Stellar Compactor for Outlook**, user can replace the extracted attachments with a shortcut in the mails, compress the attachment in the mail itself, or extract and compress the attachments to a separate folder. Extracted attachments can also be restored in the mails by help of the software. Moreover, you can schedule the application to run at a preset time of week day(s). The software adds itself to MS Outlook application tool bar for quick launch.

The software allows users to select specific attachment extraction and compaction method.

What's new in this version?

- Support for Windows 10
- Support for MS Outlook 2013, 2016

Key Features

- Compacts .PST and .OST files.
- Extract attachments and replace it with shortcut link to extract attachment file.
- Stellar Compactor for Outlook is installed as Add Ins application in MS Outlook.
- Compacts incoming and outgoing e-mails.
- No need to close MS Outlook during compaction process.
- Extracts and compresses attachments.
- Extract attachments and save it to separate location.
- Can be used with both Microsoft Exchange server and POP3 Internet mail.

Installation Procedure

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

Minimum System Requirements

- Processor: Pentium Class
- RAM: 1 GB
- Operating System: Windows 10 / 8.1 / 8 / 7 / XP
- Hard Disk: 100 MB of free space
- MS Outlook: 2016, 2013, 2010, 2007, 2003

Note: To make use of full functionality of **Stellar Compactor for Outlook**, it is advisable to run **MS Outlook** as Administrator.

To install the software, follow these steps,

- Double-click '**StellarToolkitforOutlook.exe**' executable file to start installation. 'Setup - **Stellar Toolkit for Outlook**' dialog box is displayed.
- Click 'Next' button. 'License Agreement' dialog box is displayed.
- Choose 'I accept the agreement' option. 'Next' button will be enabled. Click 'Next' button.
- 'Select Destination Location' dialog box is displayed.
- Click 'Browse' button to select the destination path where the setup files will be stored. Click 'Next'.
- 'Select Additional Tasks' dialog box is displayed. Click 'Next'.
- 'Ready to Install' dialog box is displayed.
- Review the entries. Click 'Back' if you want to change them. Click 'Install' to start installation. The Installing screen shows the installation process.

After completing the process, 'Completing the Stellar Toolkit for Outlook Setup Wizard' window is displayed. Click 'Finish'.

Ordering the Software

Click <https://www.stellarinfo.com/email-tools/outlook-toolkit.php> to know more about **Stellar Toolkit for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

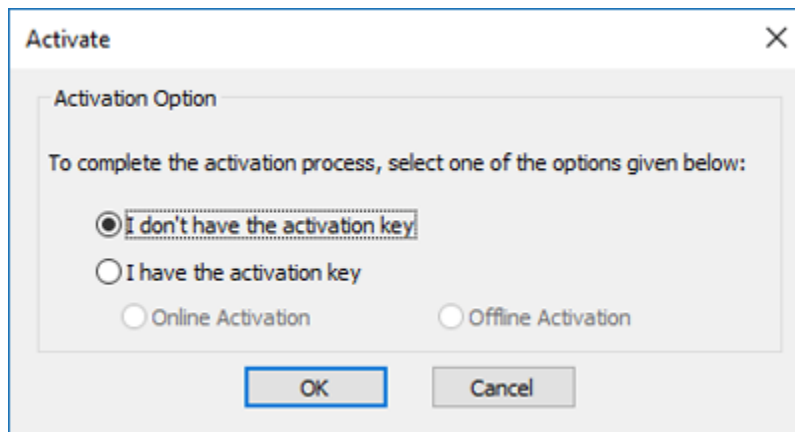
Once the order is confirmed, a Registration Key will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

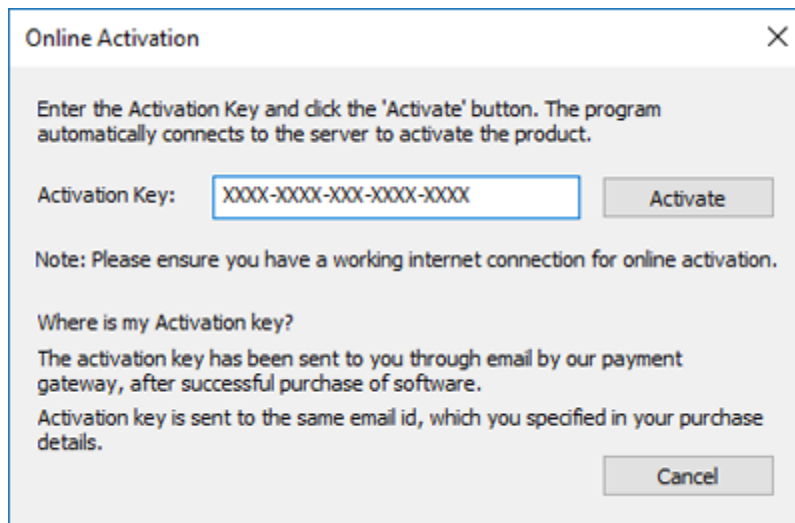
1. Run demo version of the software.
2. Click **Activate** button. *Activate* dialog is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* dialog, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* dialog, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

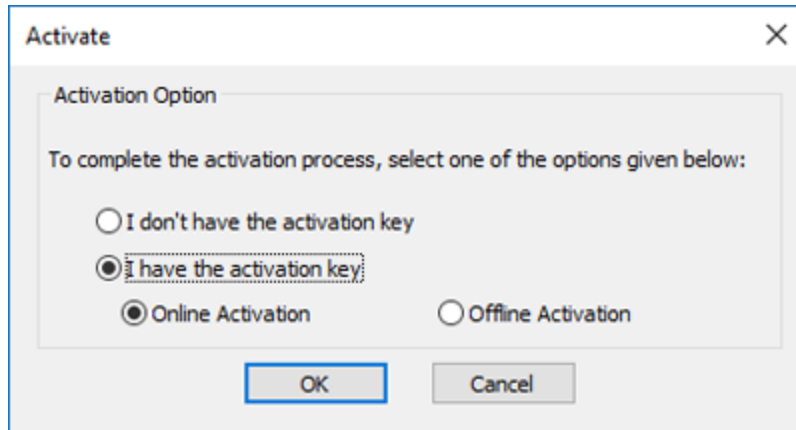
1. In the *Activate* dialog, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

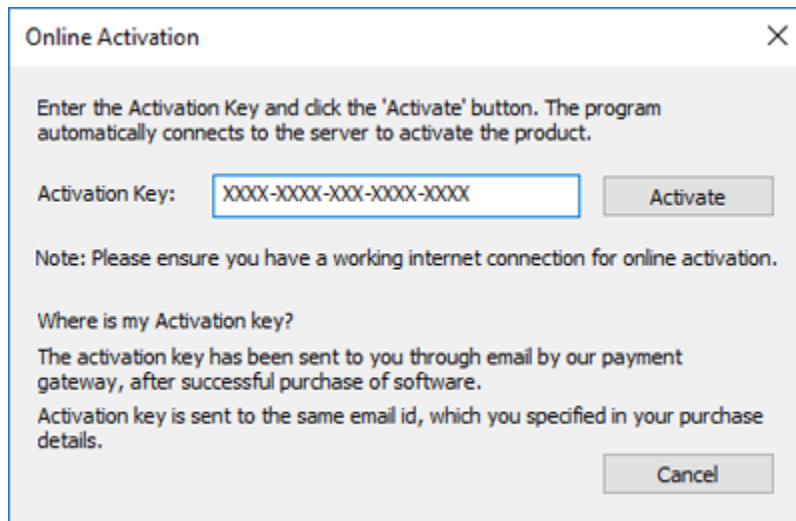
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activate* dialog, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.
3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



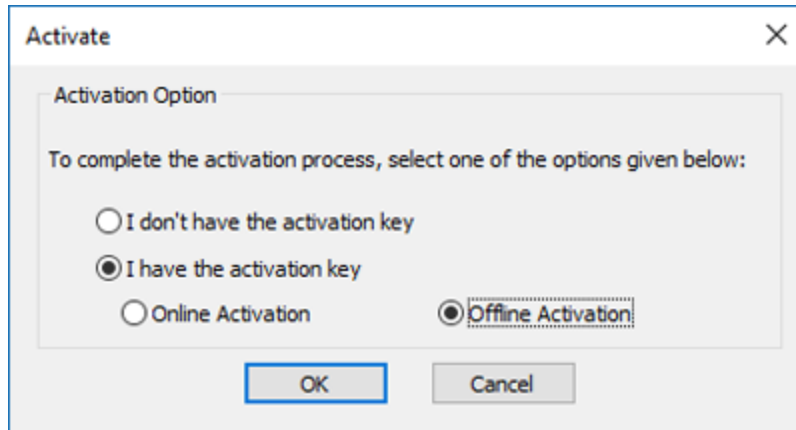
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

Offline Activation

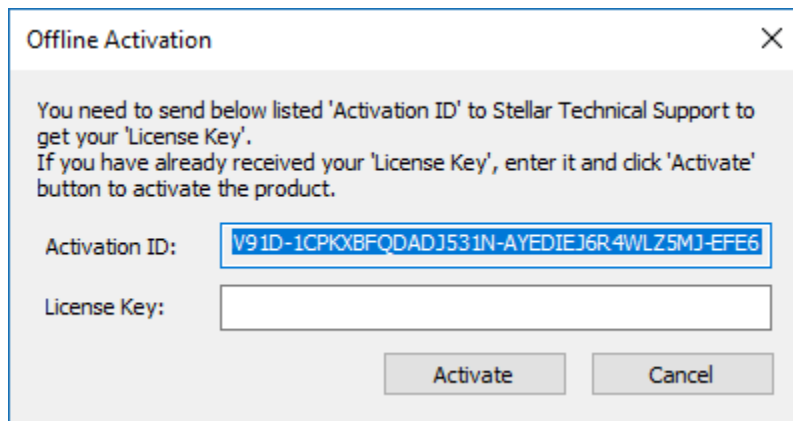
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- o **To activate the software offline:**

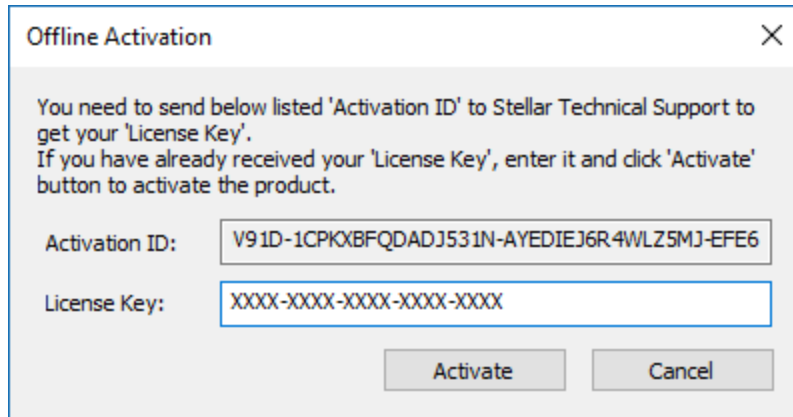
1. From the *Activate* dialog, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog will appear displaying **Activation ID** in its respective field.



3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Compactor for Outlook**. In *Activate* dialog, select '**I have the activation key**'.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



The image shows a Windows-style dialog box titled "Offline Activation" with a close button (X) in the top right corner. The dialog contains instructional text, two text input fields, and two buttons at the bottom.

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID:

License Key:

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

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://www.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://www.stellarinfo.com/>

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

E-mail to Stellar Support at support@stellarinfo.com

Support Helpline

Monday to Friday [24 Hrs. a day]

USA (Tollfree 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

Features

Stellar Compactor for Outlook software is a powerful application to compress Microsoft outlook PST file and manage attachments of mails. It provides three options for compacting PST files. Extracted attachments can be saved into a new folder either in original form or in compressed zip files. Moreover, the compact options can be set to process incoming and outgoing mails without any user intervention. A log report is also provided to review the process at later stage.

- Compact Options
- Works as Add Ins Application
- Compacts Incoming and Outgoing Mails
- Log Report

Compact Options

E-mails in the MS Outlook PST file may have attachments in them. **Stellar Compactor for Outlook** gives three options for attachments that can be set while compacting a PST file. The application allows to extract attachments from the mail and save them in a new folder either in original form or in compressed zip format. A shortcut to the extracted attachments is left in the mails. The three compact options available in the application are:

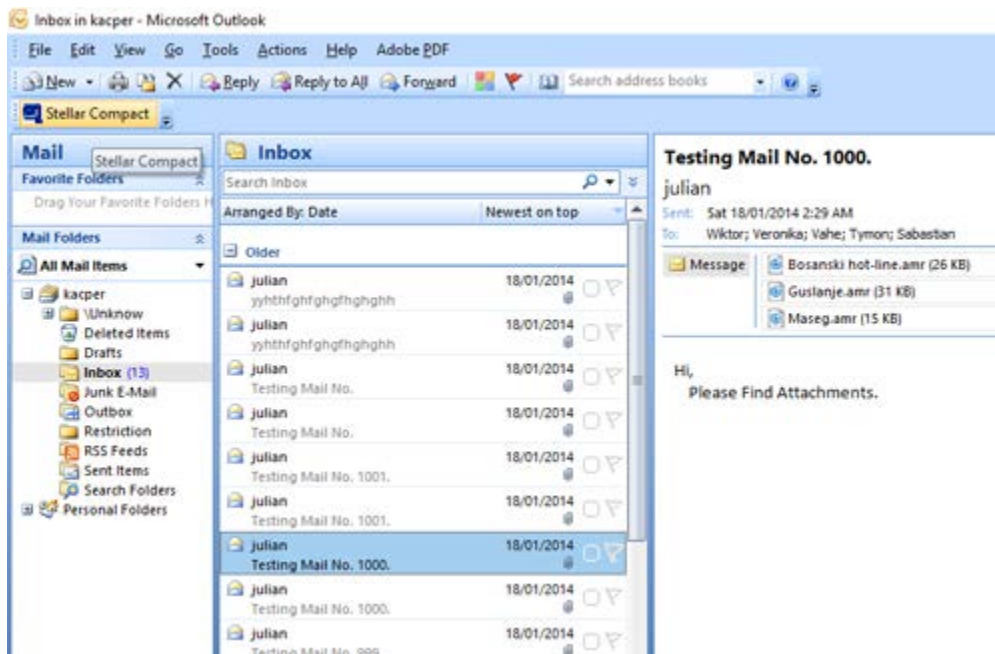
- Extract and save attachments to a folder. A shortcut to the saved attachment is left in the mail.
- Compress the attachment in the mail itself. Note that once the attachments are compressed they can not be restored in their original form.
- Extract, compress and save attachments to a folder. A shortcut to the saved attachment is left in the mail.

Works as Add Ins Application

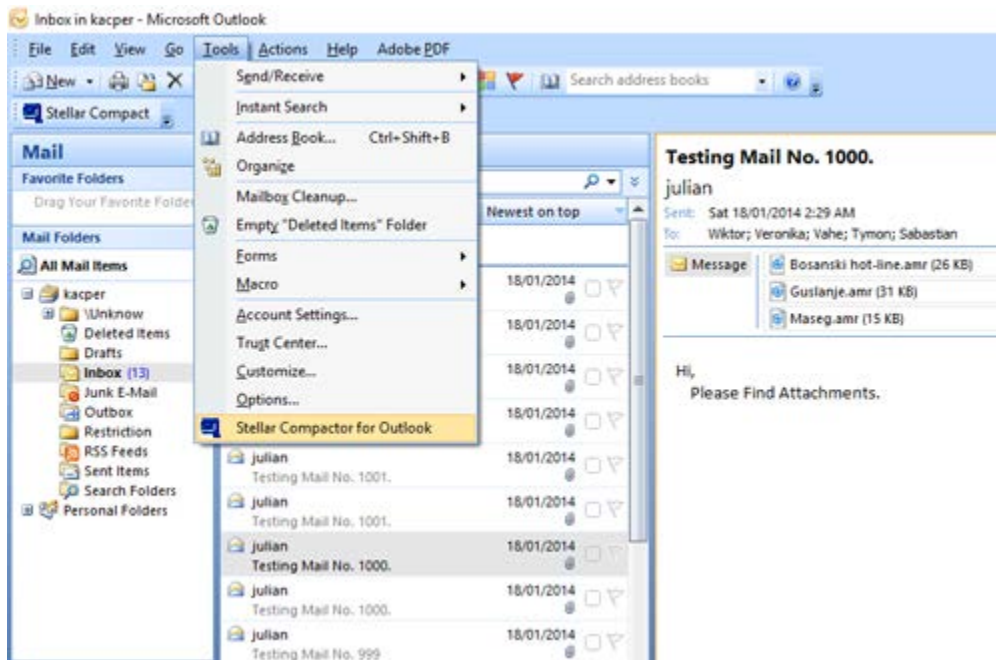
When **Stellar Compactor for Outlook** software is installed, no desktop icon or link in program file menu is added. A link to the software is added in MS Outlook application tool bar, in the form of icon. Also, a link is added in MS Outlook menu option.

To start Stellar Compactor for Outlook application, follow these steps,

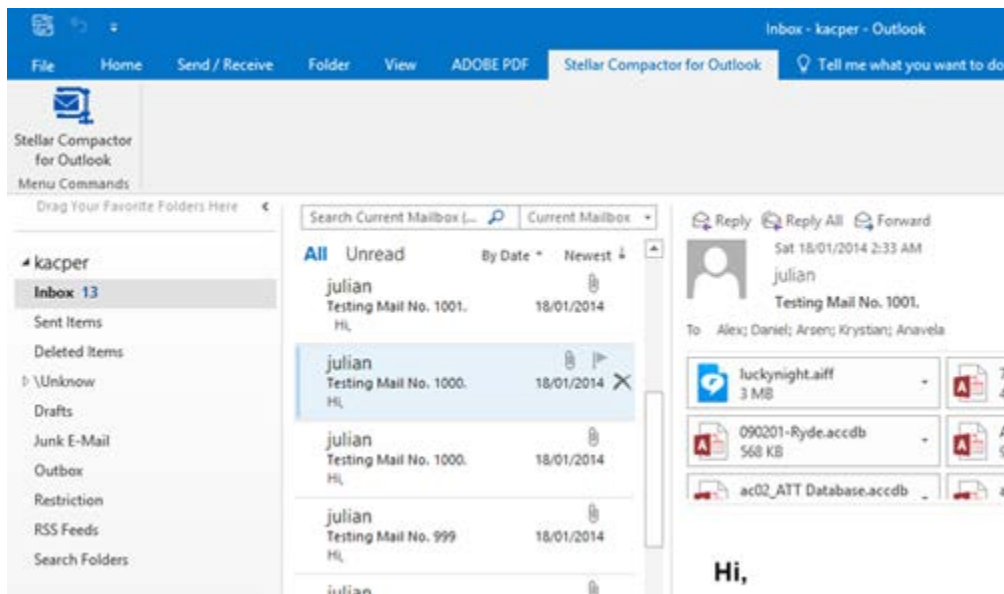
1. In MS Outlook application,
 - Click on the **Stellar Compact** link in MS Outlook tool bar.



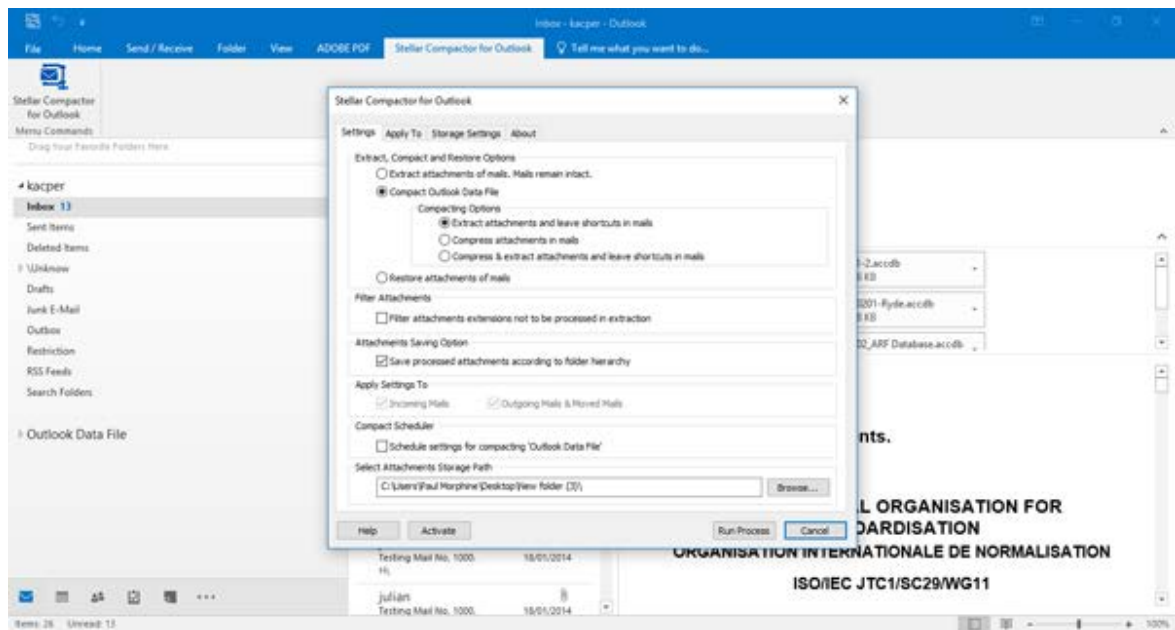
- Or, On Tools menu, click **Stellar Compactor for Outlook**.



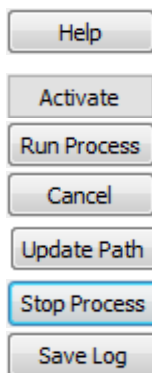
- Or, On Stellar Compactor for Outlook menu, click **Stellar Compactor for Outlook** icon.



After launching the program, you will see the screen as shown below:



Stellar Compactor for Outlook makes use of the following buttons:



Click this button to open the help manual for **Stellar Compactor for Outlook**.

Click this button to register the software after purchasing.

Click this button to start the process.

Click this button to close **Stellar Compactor for Outlook** add-in.

Click this button to update the attachments storage path.

Click this button to stop the running process.

Click this button to save the log report.

Compacts Incoming and Outgoing Mails

Stellar Compactor for Outlook gives an option to set the application to extract attachments or compact attachments. These options can be set to run automatically on incoming and outgoing mails. Attachments from the incoming mails are automatically detached and saved in a folder. Same process can be applied for outgoing mails. Both the activities run without any user intervention.

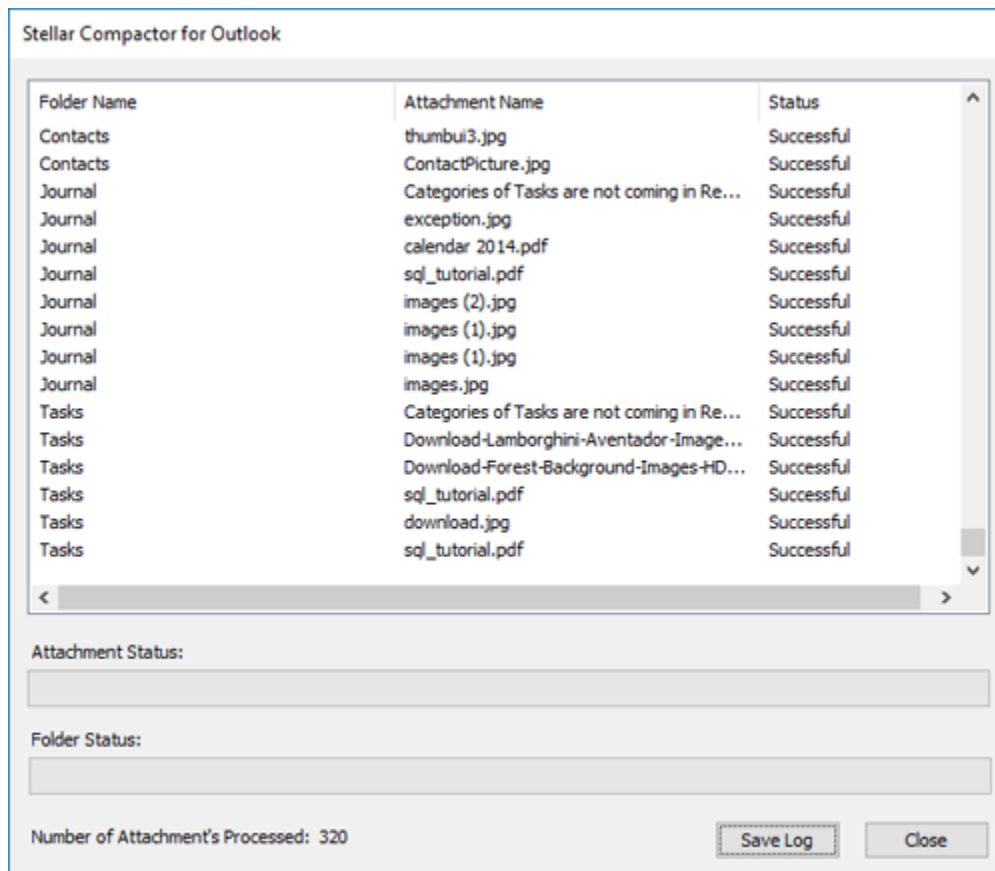
Compaction of mails in Inbox and Sent Items folder can be done by running the **Stellar Compactor for Outlook** process manually.

Log Report

Log report helps to analyze the process and activities executed by user and the application. **Stellar Compactor for Outlook** gives an option to save the log report of all its activities as text.

To save log report shown at end of the process, follow these steps,

1. Click **Save Log** button in the application. **Save As** dialog box is displayed.
2. Select location and type a name for the log file.



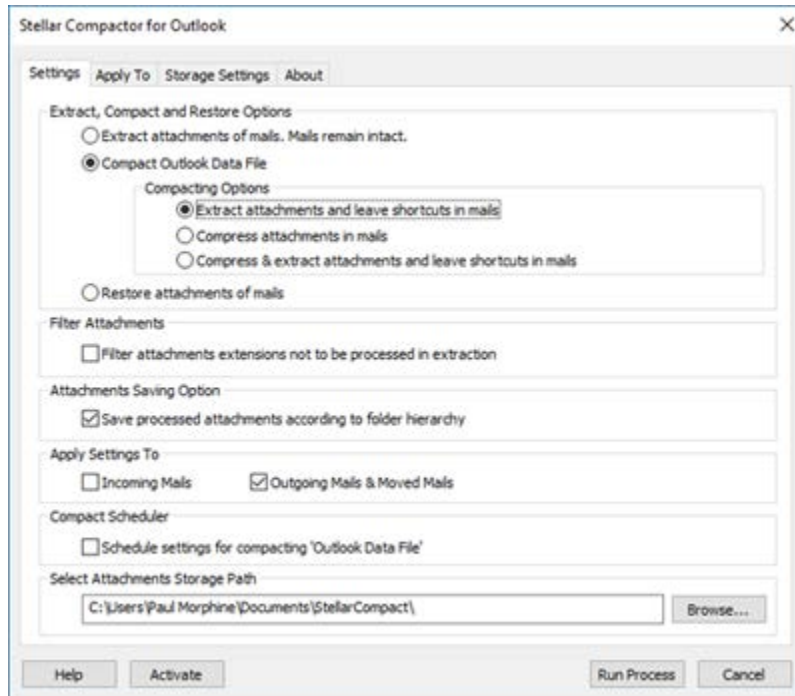
3. Click **Save**. A message confirms the save process. Click **OK**.
4. Click **Close** button to close the log window.

Compact PST and OST Files

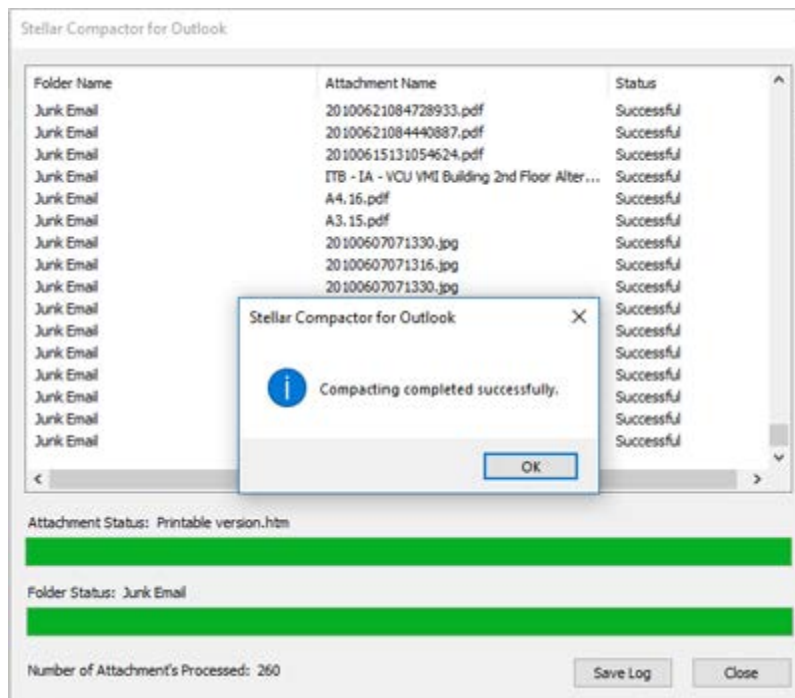
Stellar Compactor for Outlook software compresses the PST and OST files and decrease the size acquired by them. This enhances greater use of memory and also saves the Outlook data files from being corrupted.

To compact an Outlook data file, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select **Compact Outlook Data File** option.
4. Choose any of the 'Compact Options' available for attachments.
5. In **Filter Attachments** section, select the check box if you want to Filter Attachments of Specific File Types from Being Extracted.
6. Apply Settings.
7. Select attachments storage path.
8. Click **Run Process** button to start the process. A progress bar shows advancement of the process.



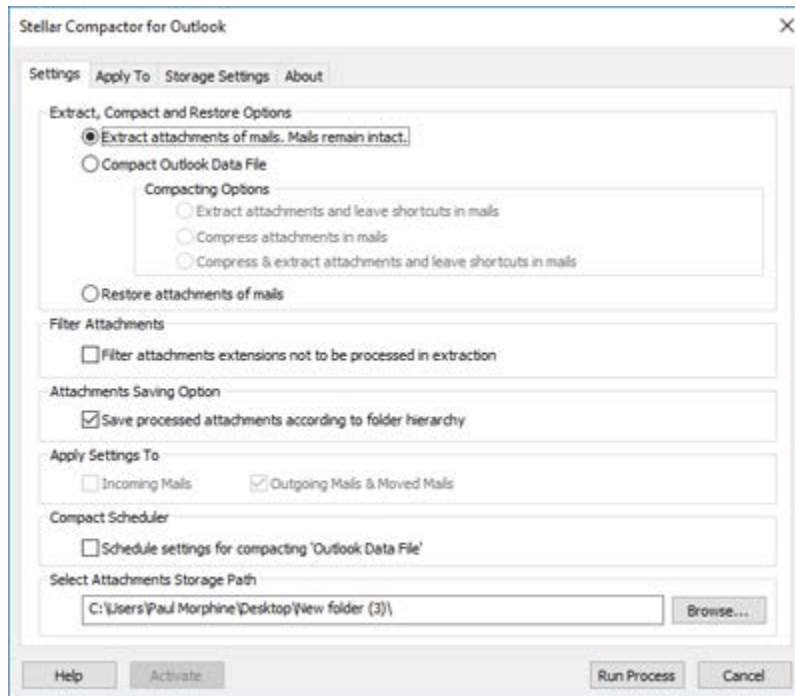
9. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
10. A Log report is displayed that shows the details of the process.

Extract Attachments of Mails

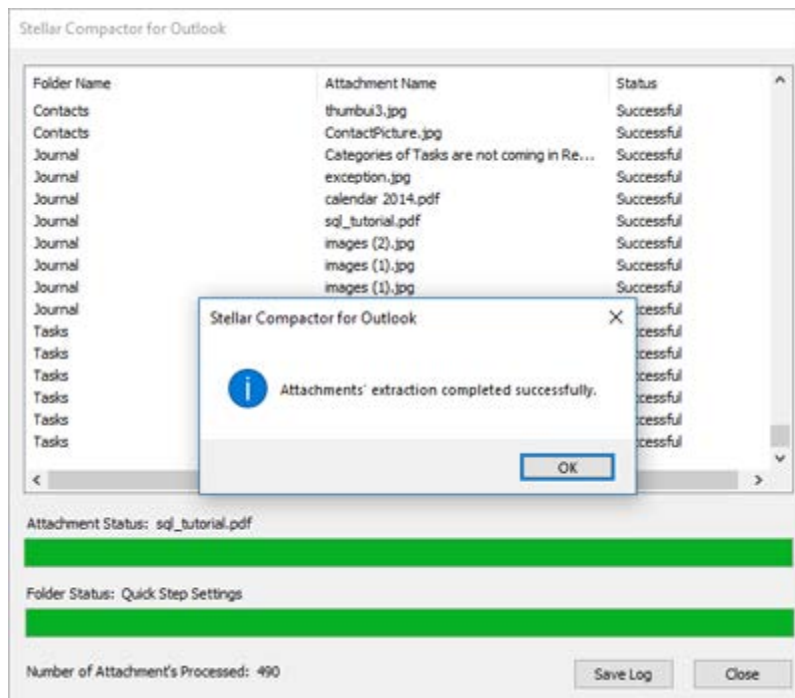
Stellar Compactor for Outlook gives an option to extract attachments from the mails without making any changes to the mail and the attached files. You can save the attachments at your preferred location.

To extract attachments of mails, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select **Extract attachments of mails. Mails remain intact** option.
4. In **Filter Attachments** section, select the check box if you want to Filter Attachments of Specific File Types from Being Extracted.
5. Apply Settings.
6. Select attachments storage path.
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.



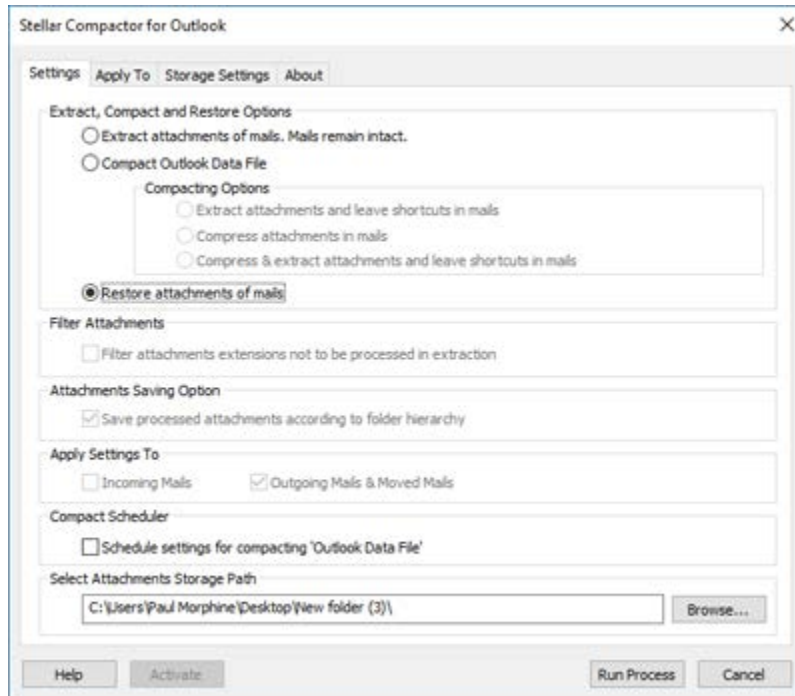
9. A Log report is displayed that shows the details of the process.

Restore Attachments of Mail

After you have extracted your mail attachments, a shortcut is left with the mails. **Stellar Compactor for Outlook** software gives an option to restore the extracted attachments to the mails. Shortcuts to the attachments will be replaced by the attachment files.

To restore attachment of mails, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



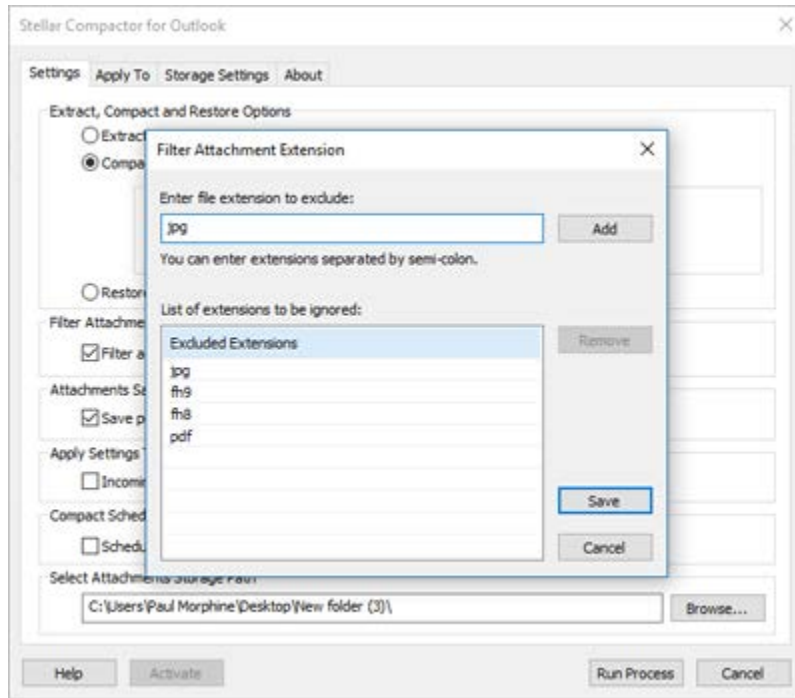
3. In the **Extract, Compact and Restore Options** section, Select **Restore attachments of mails** option.
4. Select attachments storage path.
5. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
6. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
7. A Log report is displayed that shows the details of the process.

Filter Attachments of Specific File Types from Being Extracted

While extracting attachments from the mails you can restrict attachments of certain file types from being extracted. Attachments of the specified types remain intact in the mails.

To filter attachments of some specific file types from being extracted, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the Settings tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Filter Attachments** section, Select **Filter attachments extensions not to be processed in extraction** option. **Filter Attachment Extension** dialog box is displayed.
5. **Filter Attachment Extension** dialog box shows a list of extensions that are to be ignored while extraction.
 - To add a file extension,
 - Type a file type in **Enter file extension to exclude:** text box.
 - Click **Add** button. Added file type will be shown in the 'Excluded Extensions' list.
 - To remove a file type from the list,
 - Click on the file type in the **Excluded Extensions** list.
 - Click **Remove** button.
6. Click **Save** button for the changes to take effect. Or, click **Cancel** button to undo the changes and close the dialog box.

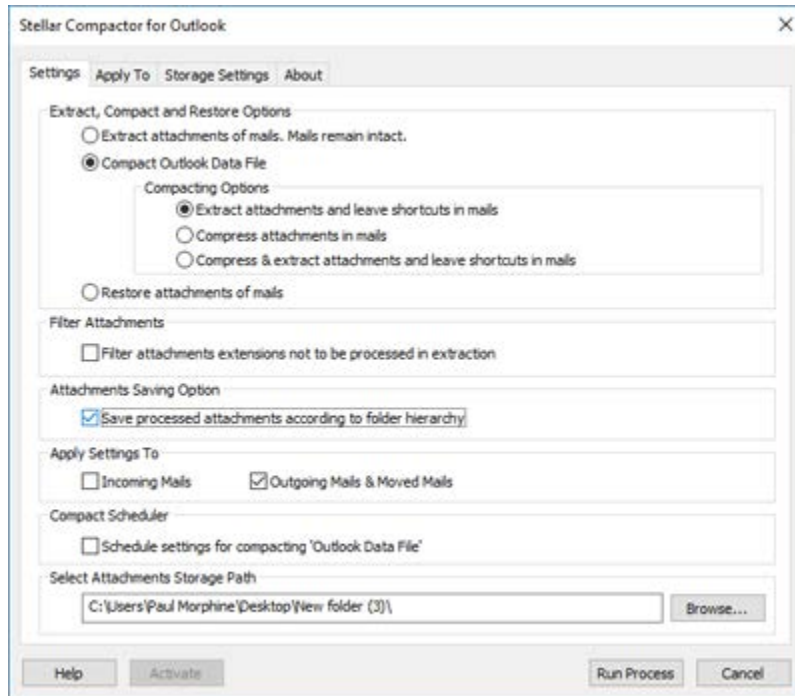
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
9. A Log report is displayed that shows the details of the process.

Extract Attachments According to Hierarchy

Extracted attachments are saved in a folder at the default path provided in the **Stellar Compactor for Outlook** application. By default, hierarchy of the attachments is not maintained and all the folders are saved at same level. If you want to save the attachments according to their hierarchy, the application gives you an option to do this.

To save attachments according to their hierarchy in the mail, follow these settings,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the Settings tab. By default, this tab is in active position.



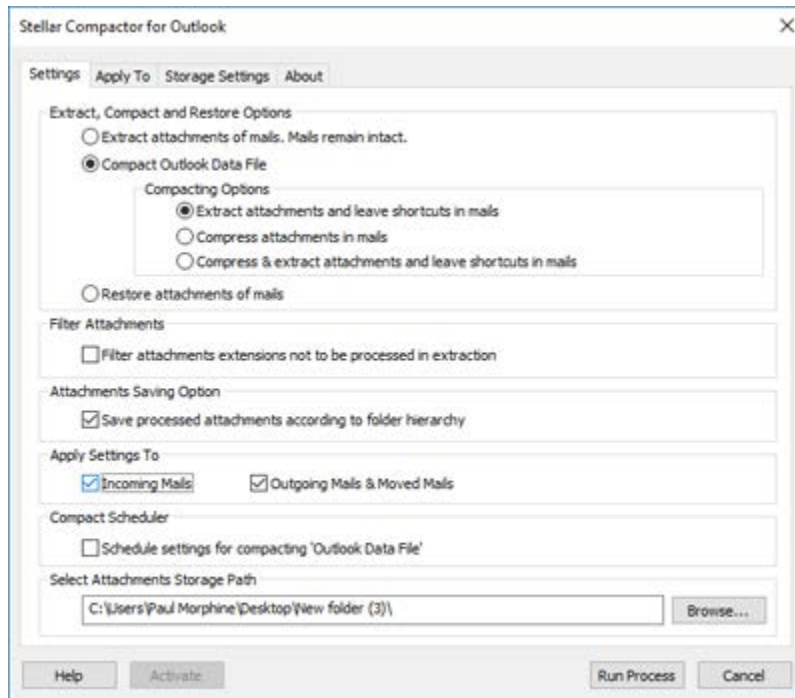
3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Attachments Saving Option**, Select **Save processed attachments according to folder hierarchy** option. By default, this option is selected.
5. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
6. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
7. A Log report is displayed that shows the details of the process.

Apply Settings to Incoming and Outgoing Mails

After making all the changes and selection the required options, you can set the application to perform the set options only on incoming mails or on outgoing and moved mails.

To apply the settings only to incoming mails or to outgoing and moved mails, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



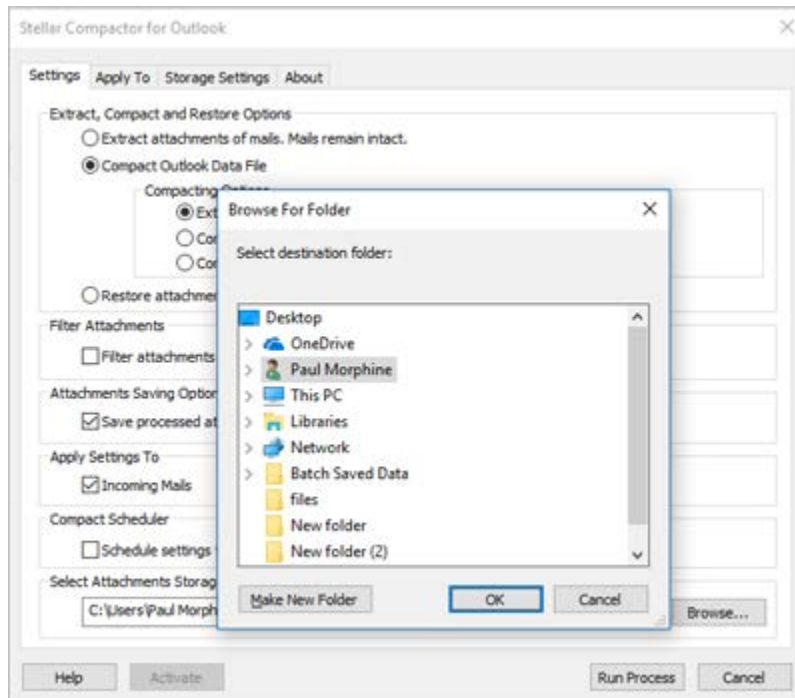
3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Apply Settings To** option,
5. Select **Incoming Mails** option if you want to save the settings for incoming mails.
6. Select **Outgoing Mails & Moved Mails** option if you want to save the settings for outgoing and moved mails. You can also select both the options.
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
9. A Log report is displayed that shows the details of the process.

Select Storage Path for Attachments

Stellar Compactor for Outlook gives an option to select a folder where the extracted attachments from the mails will be saved.

To select storage path for attachments, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



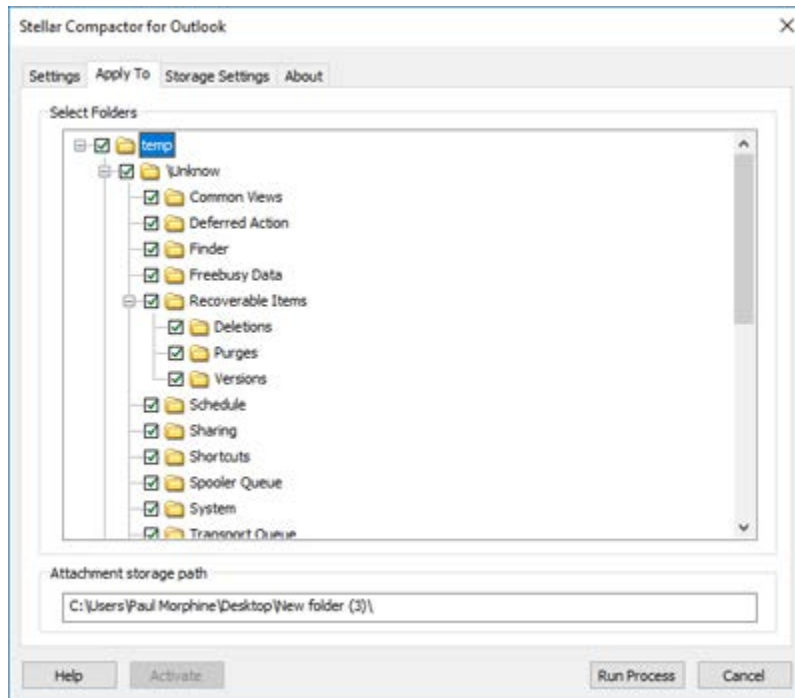
3. In the **Extract, Compact and Restore Options** section, select the options.
4. Click **Browse** button in **Select attachments storage path** section.
5. Select the folder where you want to save the attachments. Click **OK**.
6. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
7. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
8. A Log report is displayed that shows the details of the process.

Select Folders on Which the Settings Will Take Effect

You can select specific folders of MS Outlook on which you want the settings for extraction and compression to take place. The saved settings will be applicable only on the selected folders.

To use this option, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Apply To** tab. **Select Folders** section is displayed in the application window.



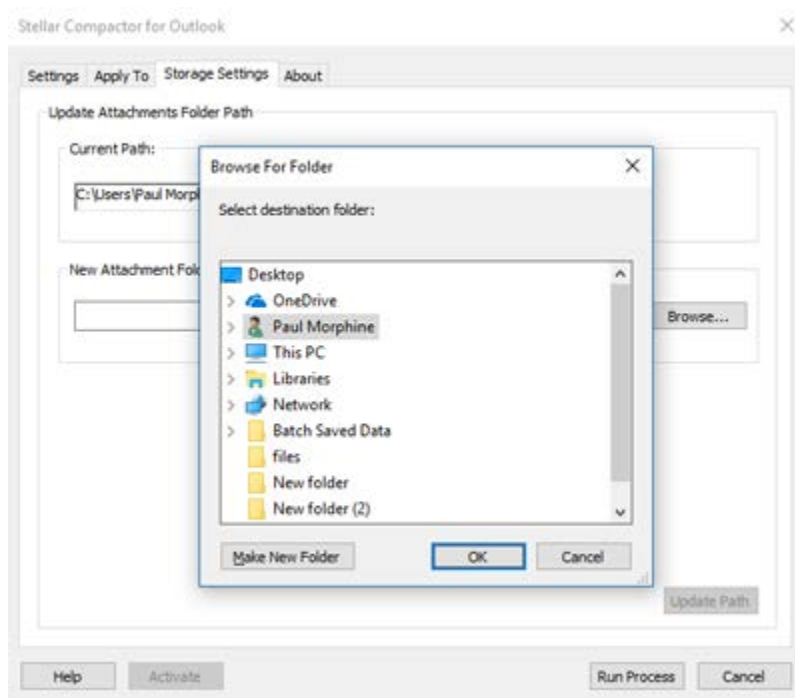
3. In the **Select Folders** section select the folders on which you want the settings to take place. By default, all the folders are selected.
4. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
5. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
6. A Log report is displayed that shows the details of the process.

Change Attachment Path Folder

If you want to change the attachments storage path while keeping the previously saved links for settings for compression and extraction, the application gives you an option to do this.

To change path of the folder where attachments will be saved, follow these steps,

1. Click the **Storage Settings** tab in application. **Update Attachments Folder Path** section is displayed in the application window.
2. Current path for the storage of attachment is shown. Click **Browse** button in the **New Attachment Folder Path** section. Select the folder where you want to save the attachments.



3. Click **Update Path** button for the settings to take effect.

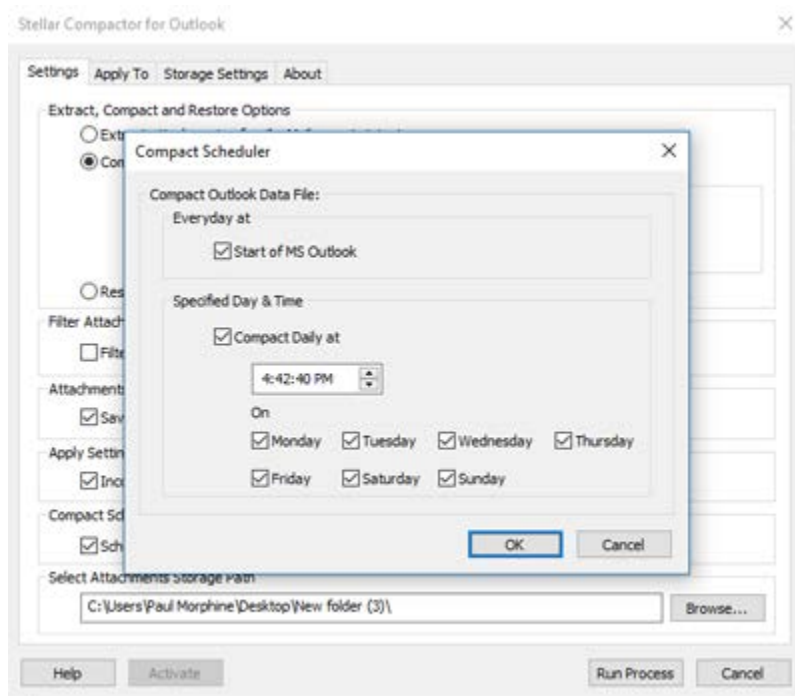
Note: It is best to select the root node as path for saving the attachments.

Schedule Settings for the Application

Stellar Compactor for Outlook can be set to start automatically at a preset time and date. You can set the application to run every time MS Outlook is started, or to run on specific days in a week at a preset time.

To schedule the Stellar Compactor for Outlook, follow these steps,

1. Run **Stellar Compactor for Outlook** Application.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Compact Scheduler** section, select **Schedule settings for compacting 'Outlook Data File'** option. **Compact Scheduler** dialog box is displayed.
 - o To compact Outlook data file every day at start of MS Outlook application,
 - o In the **Everyday at** section, select **Start of MS Outlook**.
4. To compact Outlook data file on specific days of week at a specified time,
 - o In the **Specified Day & Time** section, select **Compact Daily at** and set time.
 - o Select the days on which you want to run the application automatically.
5. Click **OK** button.

FAQs

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

Demo version of the software only provides you with " **Extract attachments of mails. Mails remain intact** " option. To use the full functionality of the software, you need to purchase and register the software.

2. What is Stellar Compactor for Outlook?

Stellar Compactor for Outlook is a software application that helps in reducing the size of PST files and managing the attachments. It has various options for attachments of mails that can be selected for compaction and extraction.

3. 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 over sized with time. Oversized PST files are prone to corrupt so they must be compacted when ever oversized. **Stellar Compactor for Outlook** compacts size. Also some times we need to collect all the attachments at one place for personal review. **Stellar Compactor for Outlook** gives various options to manage attachments.

4. 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 mails** in **Compacting Option** before starting the compact process. The attachments are left as shortcut links in the mails.

5. Can I have restore the shortcut links of attachments?

Yes, You can restore the shortcuts by choosing the **Restore Attachments of mails** option in the **Compact Outlook Data File** section of the application.

6. I want to run the software on selected folders of PST files. Can I choose some selected mailbox folders in the application?

Yes, You can apply extraction and compaction settings on selected folders. To do this, select the **Apply To** tab and select the folders on which you want the settings to take effect.

7. I want to extract the attachments of my incoming mails automatically to a folder. How can I do this?

To extract attachments of the incoming mails, follow these steps.

- Run **Stellar Compactor for Outlook** Application.
- Click the Settings tab. By default, this tab is in active position.
- In the **Extract, Compact and Restore Options** section, Select the extraction option.
- In the **Apply Settings To** option,
- Select **Incoming Mails** option if you want to save the settings for incoming mails.
- Click **Run Process** button to start the process. A progress bar shows advancement of the process.
- After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.

- A Log report is displayed that shows the details of the process.

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Stellar Toolkit for Outlook

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About Stellar

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

Product line:

Data Recovery

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

File Recovery

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

Email Recovery

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

Data Protection

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

Data Sanitization

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

Data Erasure

Stellar Data Erasure software under the brand **BitRaser** help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data erasure & generate erasure certificates for audit trail purpose. **BitRaser** supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com



Stellar Deduplicator for Outlook

User Guide

Version 6.0.0.1

Overview

Duplicate items are often present in the Outlook mailbox. Multiple copies of a mail are saved when replies or forwarding is done to many persons. Duplicate mails can be present anywhere from Inbox or Outbox folder to Sent Items folder. These duplicate mails, unnecessarily increase the size of PST files. Your PST file can get oversized than its prescribed limit and get corrupted. Large sized PST files often slow the system.

Stellar Deduplicator for Outlook is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria. A wide range of comparison criteria is given in the software. You can compare and mark the mails as flagged, expired, copy or move the duplicate mails to a folder. you can also delete the duplicate mails to move them in deleted items folder or delete them permanently.

What's new in this version?

- Support for Windows 10
- Support for MS Outlook 2013, 2016

Key Features

- Simple and easy-to-use interface
- Removes duplicate MS Outlook items precisely
- Duplicate e-mail items can be flagged
- Duplicate e-mail items can be marked as expired
- Duplicate e-mail items can be Copied/Moved to folder
- Duplicate e-mail items can be moved to 'Deleted Items' folder
- Duplicate e-mail items can be permanently deleted
- Any number of mailbox e-mail folders can be selected at a time for detecting duplicates
- Time range of e-mails and other items can be set for finding duplicates items
- A number of duplicate matching criteria are provided

- Allows duplicate scanning criteria like text, subject, sender e-mail, sender name, receiver name, internet header, date and time of sending, and attachment files
- PST file size is reduced by removal of duplicate mails
- Support for MS Outlook 2016 / 2013 / 2010 / 2007 / 2003

Installation Procedure

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

Minimum System Requirements

- **Processor:** Pentium
- **Operating System:** Windows 10 / 8.1 / 8 / 7 / XP
- **Memory:** 1 GB
- **Hard Disk:** 100 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007 / 2003

Note: To make use of full functionality of **Stellar Deduplicator for Outlook**, it is advisable to run **MS Outlook** as Administrator.

To install the software:

1. Double-click **StellarToolkitforOutlook.exe** executable file to start installation. **Setup - Stellar Toolkit for Outlook** dialog box is displayed.
2. Click **Next**. License Agreement dialog box is displayed.
3. Choose **I accept the agreement** option. Next button will be enabled. Click **Next**. Select Destination Location dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. Select Start Menu Folder dialog box is displayed.
5. Click **Next**. Select Additional Tasks dialog box is displayed.
6. Select check boxes as per your choice. Click **Next**. Ready to Install dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation.

The Installing window shows the installation process.

On completion of the installation process, Completing the Stellar Toolkit for Outlook Setup Wizard window is displayed. Click **Finish**.

Ordering the Software

Click <https://www.stellarinfo.com/email-tools/outlook-toolkit.php> to know more about **Stellar Toolkit for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

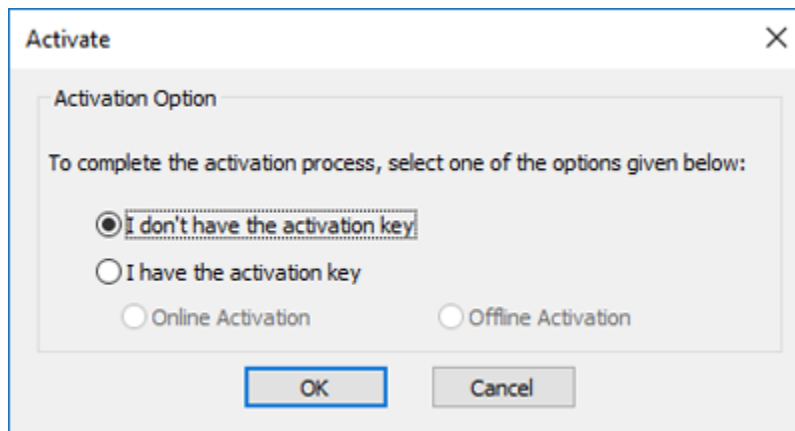
Once the order is confirmed, a Registration Key will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

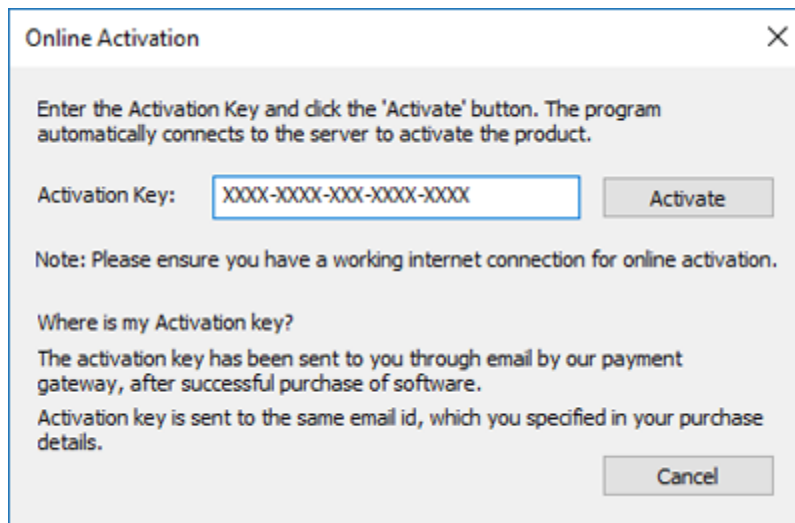
1. Run demo version of the software.
2. Click **Activate** button. *Activate* dialog is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* dialog, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* dialog, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

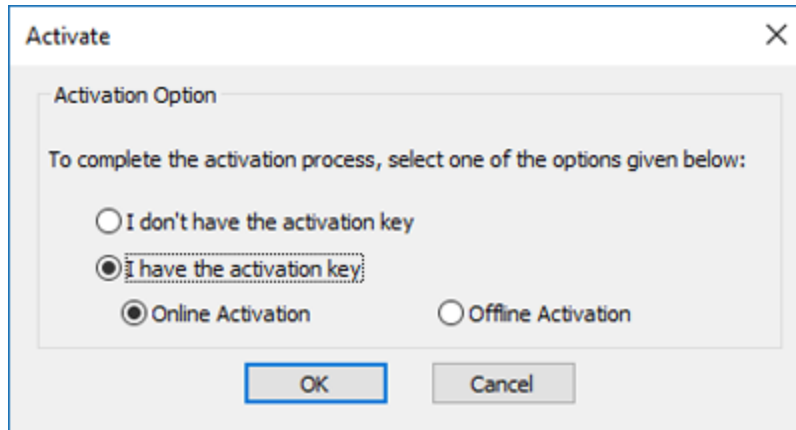
1. In the *Activate* dialog, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

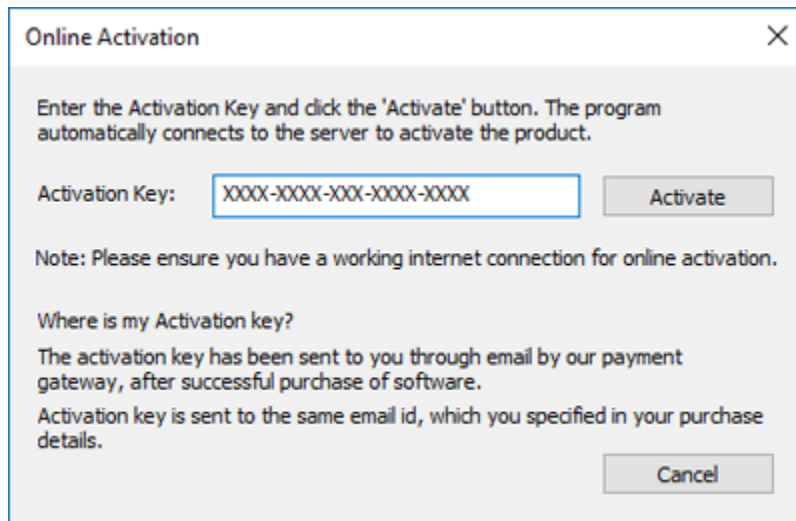
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activate* dialog, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.
3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



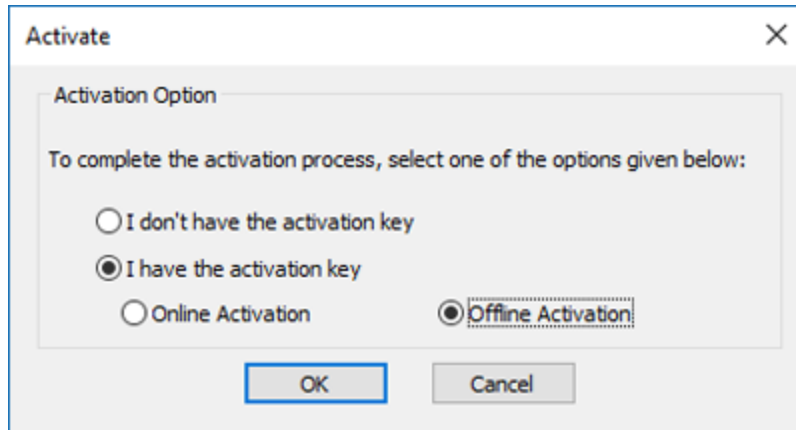
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

Offline Activation

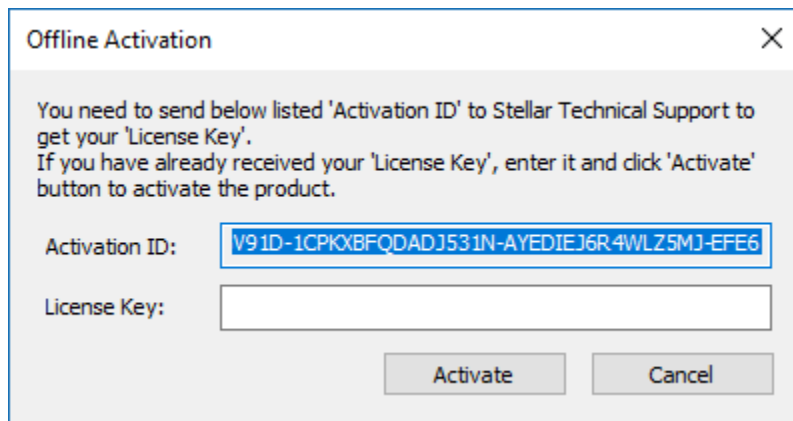
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- o **To activate the software offline:**

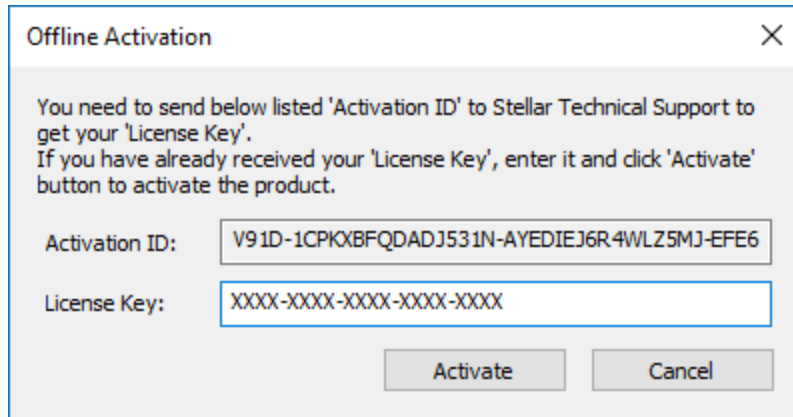
1. From the *Activate* dialog, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog box will appear displaying **Activation ID** in its respective field.



3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Deduplicator for Outlook**. In *Activate* dialog, select '**I have the activation key**'.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



The image shows a standard Windows-style dialog box titled "Offline Activation" with a close button (X) in the top right corner. The main text area contains two lines of instructions: "You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'." and "If you have already received your 'License Key', enter it and click 'Activate' button to activate the product." Below the text, there are two input fields. The first is labeled "Activation ID:" and contains the text "V91D-1CPKXBFQDADJ531N-AYEDIEJ6R4WLZ5MJ-EFE6". The second is labeled "License Key:" and contains the text "XXXX-XXXX-XXXX-XXXX-XXXX". At the bottom right of the dialog, there are two buttons: "Activate" and "Cancel".

Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: V91D-1CPKXBFQDADJ531N-AYEDIEJ6R4WLZ5MJ-EFE6

License Key: XXXX-XXXX-XXXX-XXXX-XXXX

Activate Cancel

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

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://www.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://www.stellarinfo.com/>

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

E-mail to Stellar Support at support@stellarinfo.com

Support Helpline

Monday to Friday [24 Hrs. a day]

USA (Tollfree 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

Features

Stellar Deduplicator for Outlook software is a powerful application to remove duplicate mails from Microsoft Outlook. It provides options for selecting mail folders, setting a scan criteria and executing preferred action on the duplicate mails. A log report is also provided to review the process at later stage. Its main features are:

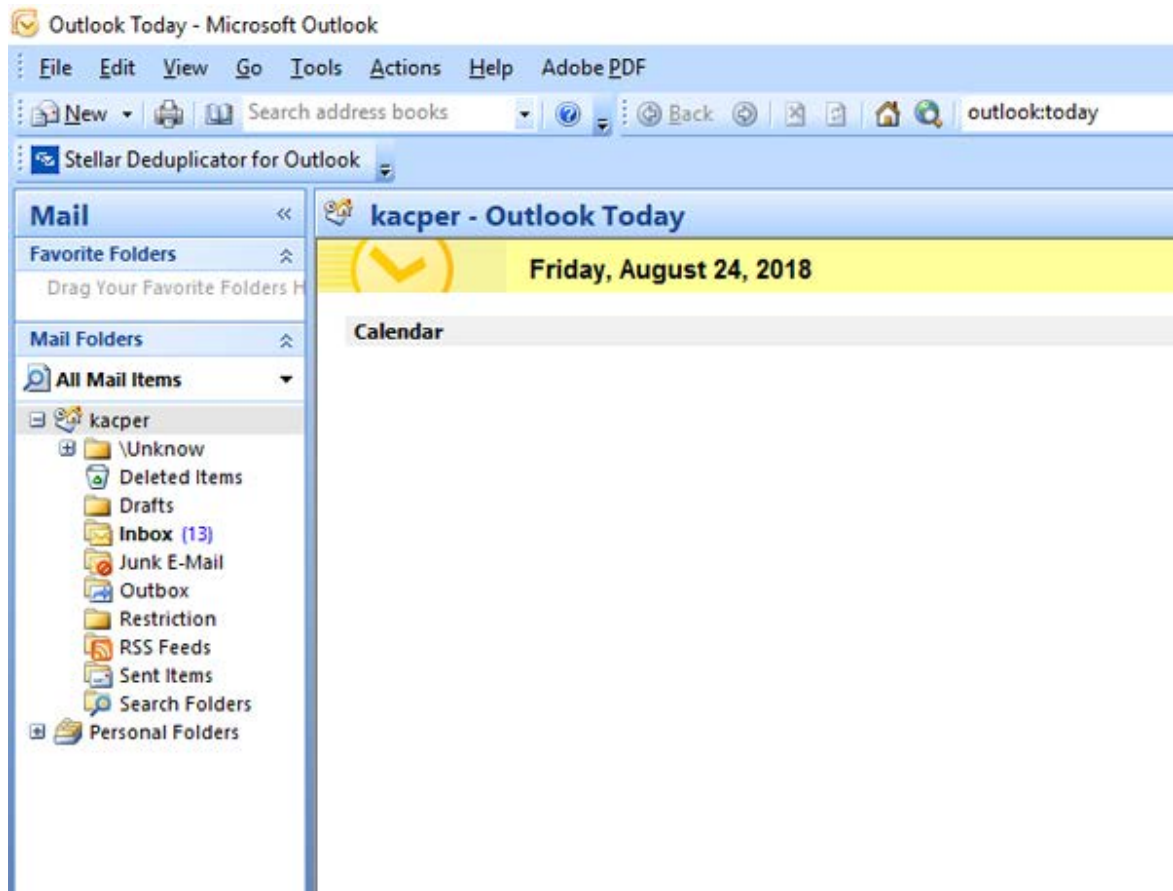
- Works as Add Ins Application
- Time Span
- Comparison Criteria to Scan Duplicates
- Personalized Action on the Duplicates

Works as Add Ins Application

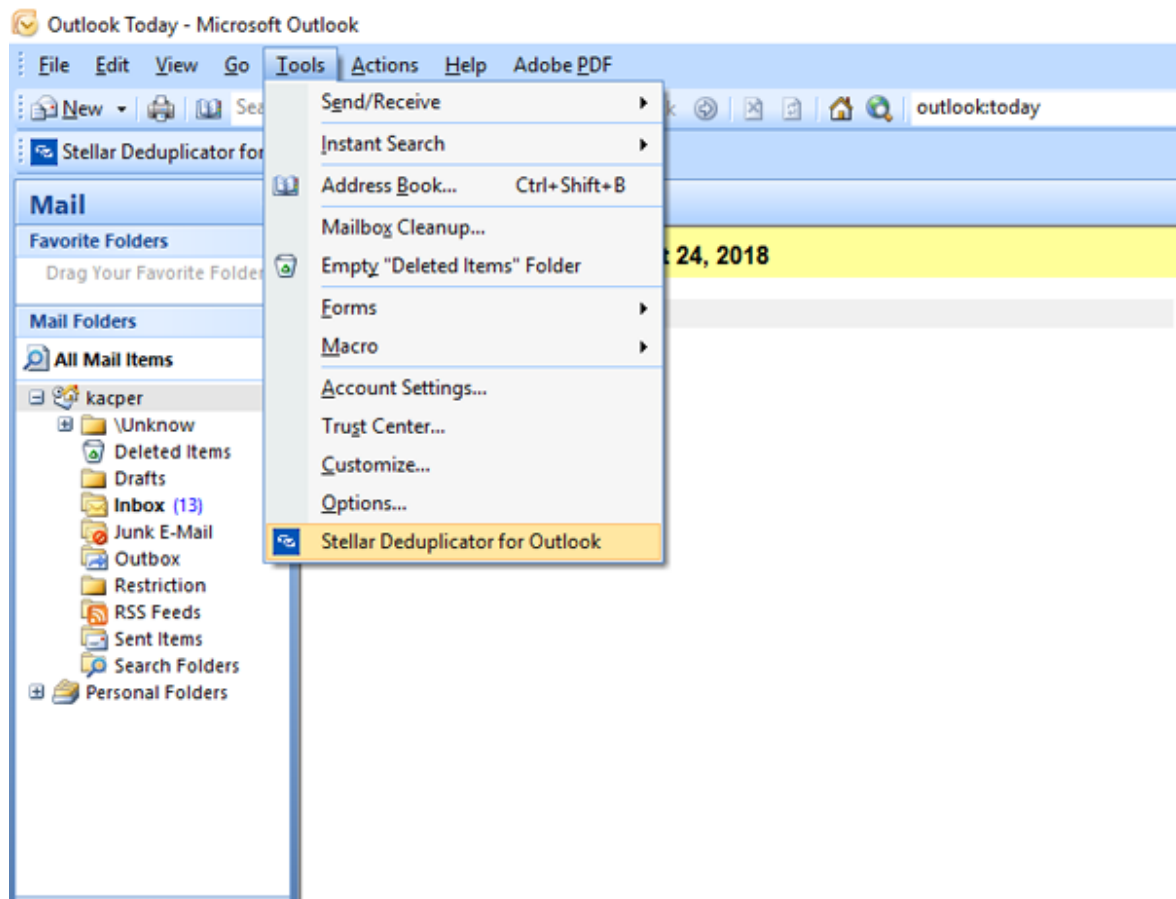
When **Stellar Deduplicator for Outlook** software is installed, no desktop icon or link in program file menu is added. A link button to the software is added to MS Outlook application tool bar, in the form of icon. Also, an option is added in MS Outlook **Tools** menu.

To start **Stellar Deduplicator for Outlook** application, follow these steps.

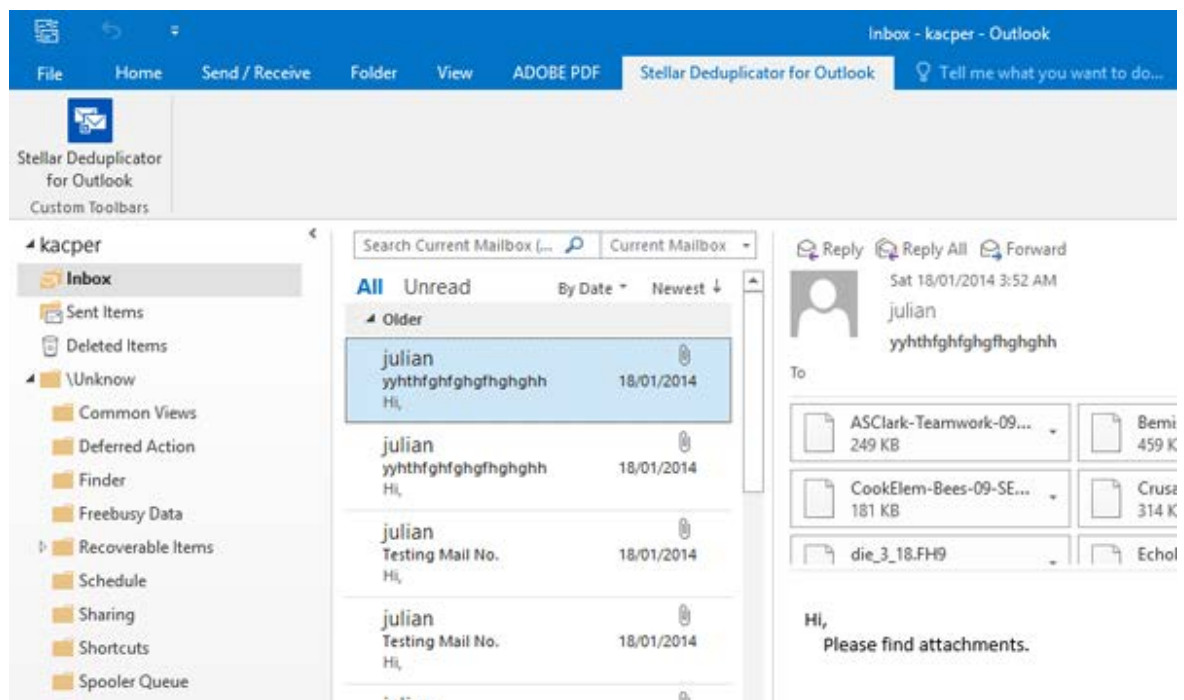
1. Start **MS Outlook** application,
 - Click on the **Stellar Deduplicator for Outlook** link in MS Outlook tool bar.



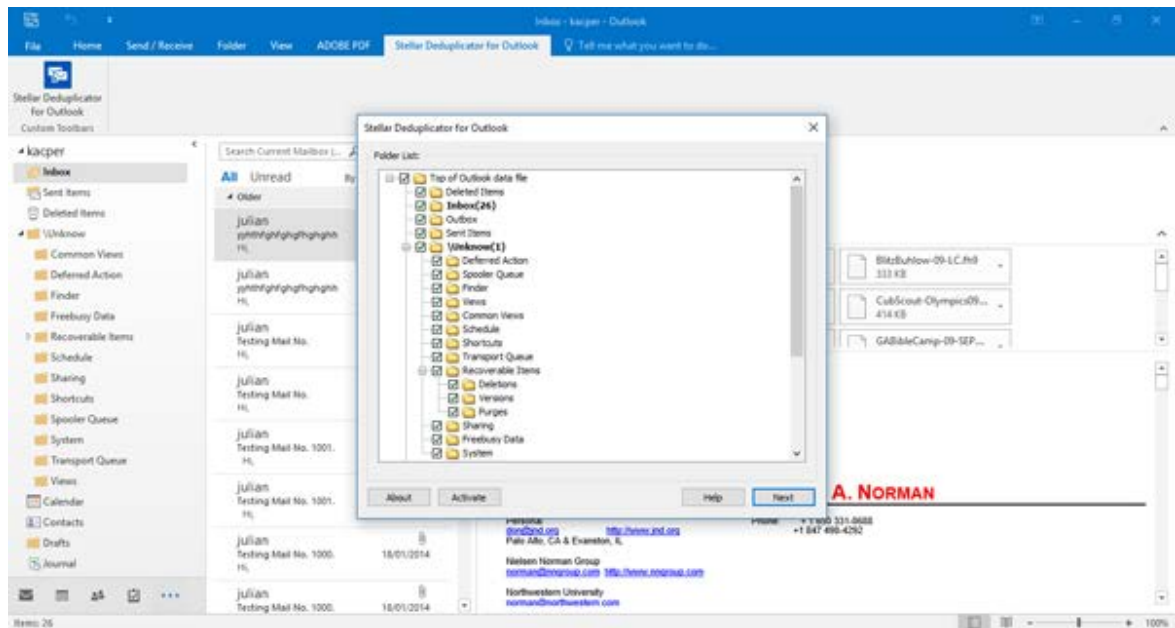
- Or, on **Tools** menu, click **Stellar Deduplicator for Outlook** option.



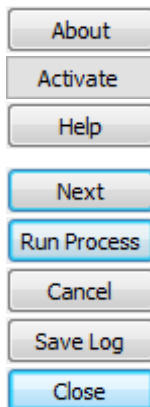
- Or, on **Stellar Deduplicator for Outlook** menu, click **Stellar Deduplicator for Outlook** icon.



- After launching the program, you will see the screen as shown below:



Stellar Deduplicator for Outlook makes use of the following buttons:



Click this button to read more information about the software.

Click this button to activate the software after purchasing.

Click this button to open the help manual for **Stellar Deduplicator for Outlook**.

Click this button to move to the next window of the application.

Click this button to start the process.

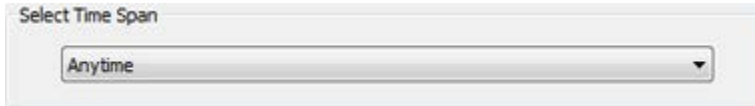
Click this button to move to the previous window of the application.

Click this button to save the log report.

Click this button to close **Stellar Deduplicator for Outlook** add-in.

Time Span

Stellar Deduplicator for Outlook allows its users to select a time range. Mail items falling within the selected time period will be checked for duplicates.

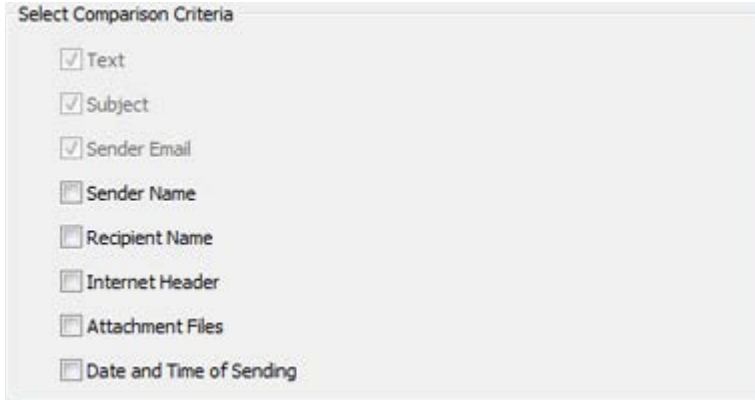
A screenshot of a software interface showing a dropdown menu. The title of the menu is "Select Time Span". The dropdown is currently open, showing the word "Anytime" as the selected option. The dropdown arrow is pointing downwards.

Time span options

- **Last Day:** Mail items sent or received on the last day (previous day) will be scanned for duplicates
- **Last 2 days:** Mail items sent or received in last 2 days will be scanned for duplicates
- **Last 5 days:** Mail items sent or received in last 5 days will be scanned for duplicates
- **Last 10 days:** Mail items sent or received in last 10 days will be scanned for duplicates
- **Last 20 days:** Mail items sent or received in last 20 days will be scanned for duplicates
- **Last 30 days:** Mail items sent or received in last 30 days will be scanned for duplicates
- **Last 50 days:** Mail items sent or received in last 50 days will be scanned for duplicates
- **Last 75 days:** Mail items sent or received in last 75 days will be scanned for duplicates
- **Last 100 days:** Mail items sent or received in last 100 days will be scanned for duplicates
- **Last year:** Mail items sent or received last year will be scanned for duplicates
- **Anytime:** All the Mail items sent or received will be scanned for duplicates

Comparison Criteria to Scan Duplicates

Stellar Deduplicator for Outlook gives various matching criteria options to find duplicate mail items. You can choose from a list of criteria available before scanning your mailbox.



Select Comparison Criteria

- ☒ Text
- ☒ Subject
- ☒ Sender Email
- ☐ Sender Name
- ☐ Recipient Name
- ☐ Internet Header
- ☐ Attachment Files
- ☐ Date and Time of Sending

Comparison Criteria

- **Text:** Two mails will be regarded as duplicate if their content is same. This is checked by default.
- **Subject:** Two mails will be regarded as duplicate if their subject is same. This is checked by default.
- **Sender Email:** Two mails will be regarded as duplicate if they are sent by same Email ID. This is checked by default.
- **Sender Name:** Two mails will be regarded as duplicate if their sender name is same.
- **Receiver Name:** Two mails will be regarded as duplicate if their receiver name is same.
- **Internet Header:** Two mails will be regarded as duplicate if their internet header is same.
- **Attachment Files:** Two mails will be regarded as duplicate if they have same attachment.
- **Date and Time of Sending:** Two mails will be regarded as duplicate if their date and time of sending is same.

Personalized Action on the Duplicates

After scanning of the mail items is over. You can set an action to be taken on the found duplicate mail items according to your choice.



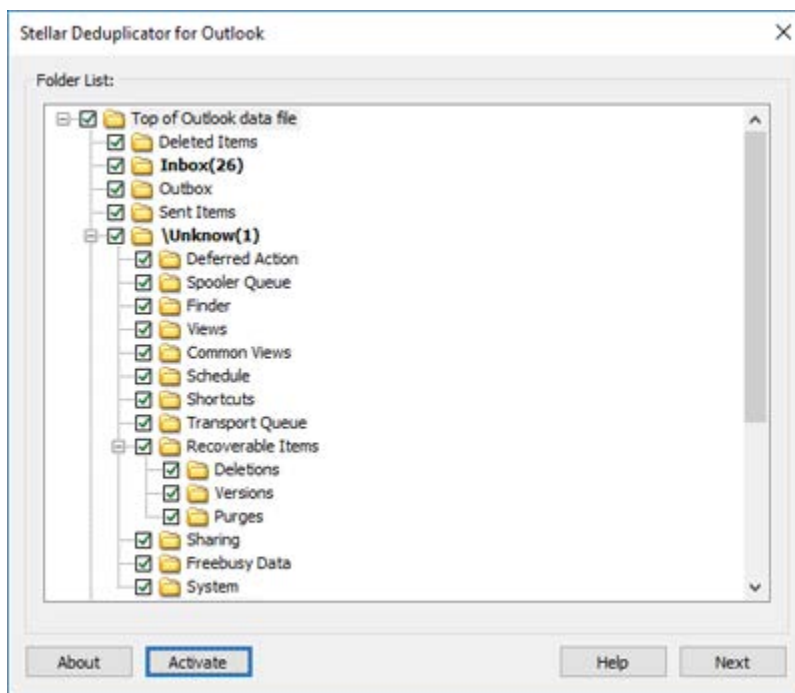
The image shows a 'Select Action' dialog box. At the top, it says 'Select Action'. Below that is a dropdown menu with 'Mark with the flag' selected. Underneath the dropdown is a text input field labeled 'Folder:' and a 'Select' button.

Available Action

- **Mark with the Flag:** All the duplicate mails found will be marked as flagged
- **Mark as Expired:** All the duplicate mails found will be marked as expired
- **Copy to folder....:** All the duplicate mails found will be copied to a folder
- **Move to folder....:** All the duplicate mails found will be moved to a folder
- **Delete (move to Deleted Items folder):** All the duplicate mails found will be moved to Deleted Items folder
- **Deleted permanently:** All the duplicate mails found will be permanently deleted and will not be recovered

Select Folder(s) to Scan for Duplicates

- Launch **Stellar Deduplicator for Outlook**.
- Folder List window appears as the home screen of the application. A list of all user mailboxes existing in MS Outlook is shown as a tree. Folder named **Top of Outlook data file** is the root node.
- Select any folder to select all the sub folders under that node. You can also individually select folders. Mail items in the selected folders will be matched for duplicates.



Remove Duplicate Mails

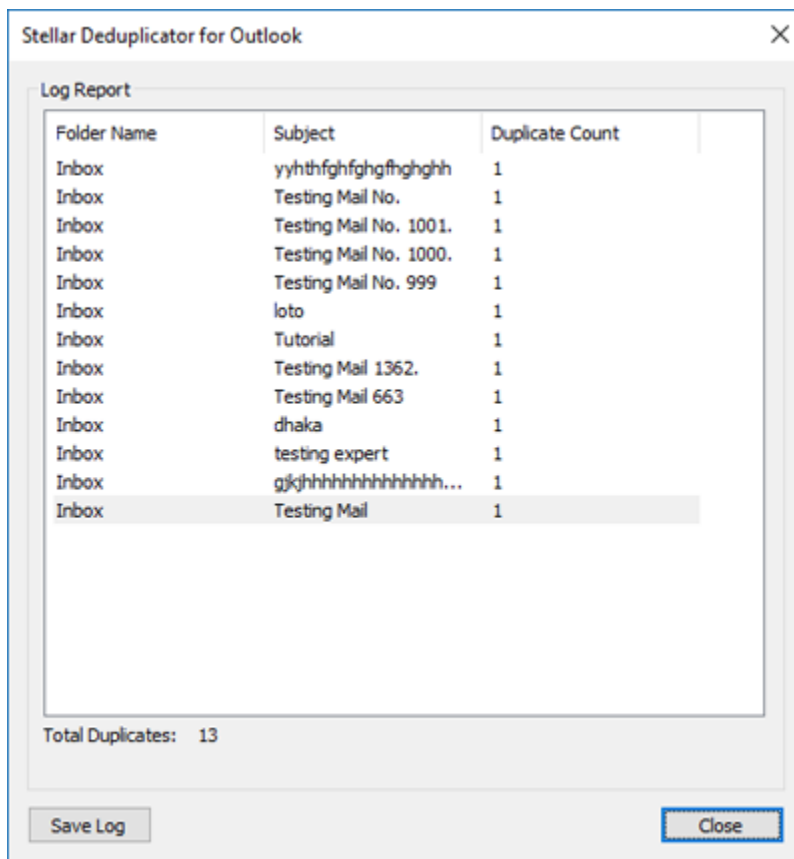
- Launch **Stellar Deduplicator for Outlook**.
- Select Folder(s) to Scan for Duplicates
- Click **Next** button.
- Select Time Span. This section lets you define the time range within which the software will check for duplicates in email items.
- Select **Any time** option in drop down list to include all the mail items
- Or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days, Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year).
- Select **Comparison Criteria** that will be used to match mails for duplicates.
- Select Action that will be executed on the found duplicate items.
- Click **Run Process** button to start removing duplicates from Outlook.

Save Log Report

Log report helps to analyze the process and activities executed by user and the application. **Stellar Deduplicator for Outlook** gives an option to save the log report of all its activities as text.

To save log report shown at end of the process, follow these steps:

- Click **Save Log** button in the application. **Save As** dialog box is displayed.
- Select location and type a name for the log file.



- Click **Save**. A message confirms the save process. Click **OK**.
- Click **Close** button to close the log window.

FAQs

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

Demo version of the software is only for evaluation purpose. To use the full functionality, you need to purchase and register the product.

2. What is Stellar Deduplicator for Outlook?

Stellar Deduplicator for Outlook is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria.

3. What is need to find duplicate mails?

MS Outlook stores all the mail items in a PST file. Eventually this file becomes over sized with time. Oversized PST files are prone to corrupt so they must be compacted when ever oversized. Stellar Deduplicator for Outlook finds duplicates and prevents the files from over sizing.

4. Can I extract all my duplicate mails in a separate folder?

Yes, you can move all mails in a separate folder. To do this, choose the **Copy to folder...** in **Select Action**.

5. I don't remember the mail items I deleted last time. Is there any way to know it?

Yes, Stellar Deduplicator for Outlook gives an option to save the log report of all its activities as text. Open the log report and view the items deleted last time.

6. I want to run the software on selected folders of PST files. Can I choose some selected mailbox folders in the application?

Yes, you can set the application to find duplicates from selected folders. To do this, select the folders in the **Select folders** dialog box and select the folders in which you want the application to find the duplicate mails.

7. I have got mails from different people with same attachment. How to delete these mails with same attachment?

To find mails with same attachments, follow these steps:

Launch **Stellar Deduplicator for Outlook**.

Select Folder(s) to scan for duplicates

Click **Next** button

Select **Time Span**. This section lets you define the time range within which the software will check for duplicates in email items.

Select **Any time** option in drop down list to include all the mail items

Or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days, Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year)

Select **Attachment Files** in the **Comparison Criteria** section.

Select **Action** that will be executed on the found duplicate items.

Click **Run Process** button to start removing duplicates from Outlook.

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Stellar Toolkit for Outlook

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About Stellar

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

Product line:

Data Recovery

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

File Recovery

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

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.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

For more information about us, please visit www.stellarinfo.com.



Stellar Password Recovery for Outlook

Version 6.0.0.1

User Guide

Overview

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.

What's New in this Version?

- New and enhanced GUI.
- Supports MS Outlook 2016.
- Supports drag and drop of selected files.

Key features:

- Recovers lost or forgotten password of Microsoft Outlook PST files.
- Supports MS Outlook 2000, 2002, (XP), 2003, 2007, 2010, 2013, 2016

Installation Procedure

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

Minimum System Requirements

- **Processor:** Pentium
- **Operating System:** Windows 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Vista
- **Memory:** 1 GB
- **Hard Disk:** 50 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007 / 2003

To install the software:

- Double-click **StellarToolkitforOutlook.exe** executable file to start installation. Setup - **Stellar Toolkit for Outlook** dialog box is displayed.
- Click **Next**. License Agreement dialog box is displayed.
- Choose **I accept the agreement** option. Next button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. **Select Start Menu Folder** dialog box is displayed.
- Click **Next**. **Select Additional Tasks** dialog box is displayed.
- Select check boxes as per your choice. Click **Next**. Ready to Install dialog box is displayed.
- Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, Completing the **Stellar Toolkit for Outlook** Setup Wizard window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Password Recovery for Outlook in Windows 10:

- Click Start icon -> All apps -> **Stellar Toolkit for Outlook** -> **Recover Outlook Password** Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Outlook Password**. Or,
- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Recover Outlook Password**.

To launch Stellar Password Recovery for Outlook in Windows 8.1 / 8:

- Click **Stellar Toolkit for Outlook** tile on the home screen and then click **Recover Outlook Password**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Outlook Password**. Or,

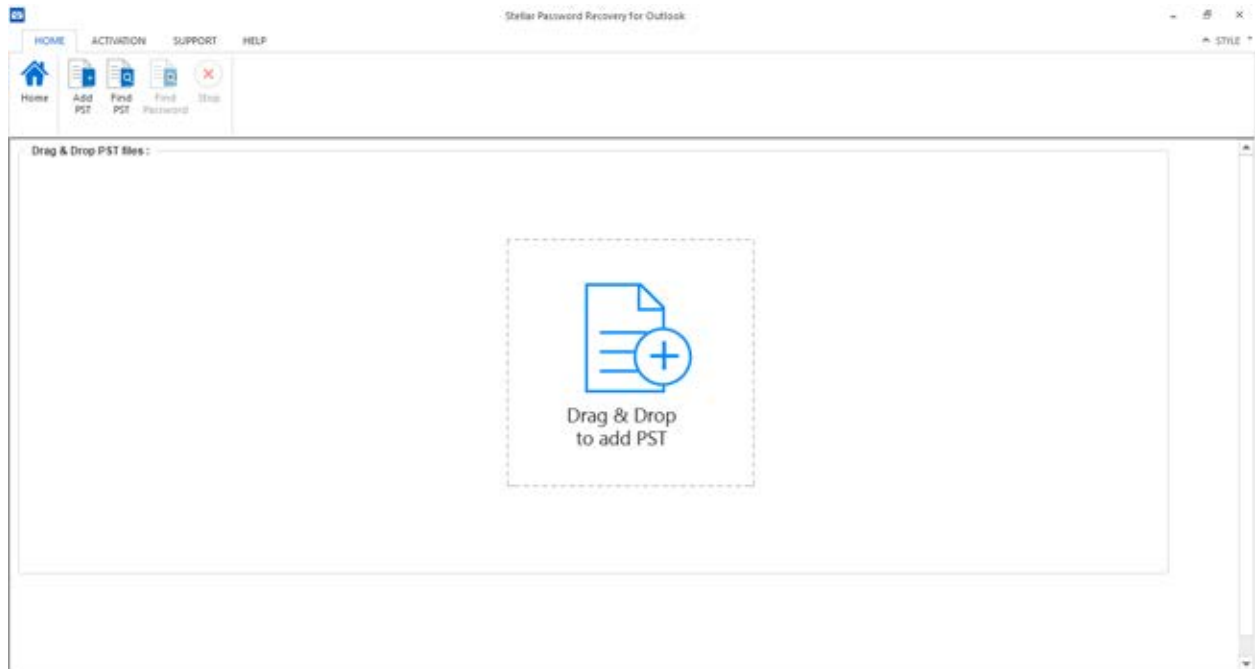
To launch Stellar Password Recovery for Outlook in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Toolkit for Outlook** -> **Recover Outlook Password**. Or,
- Double click **Stellar Toolkit for Outlook** icon on the desktop and then click **Recover Outlook Password**. Or,
- Click **Stellar Toolkit for Outlook** icon in Quick Launch and then click **Recover Outlook Password**.

User Interface

Stellar Password Recovery for Outlook software has a very easy to use Graphical User Interface.

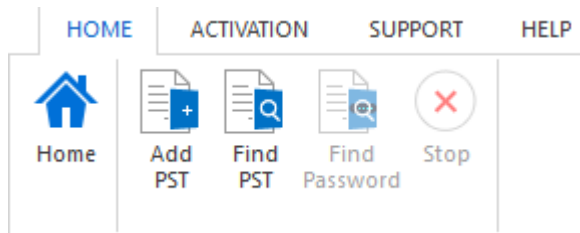
After launching the program, you will see the main user interface as shown below:



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

Menus

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.

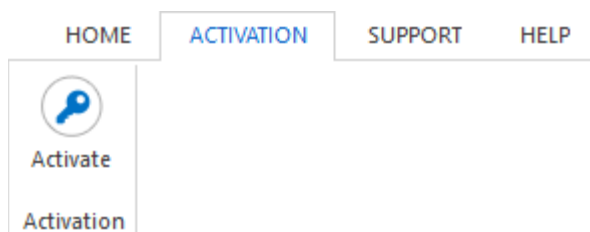
Find Password

Use this option to start the password recovery process.

Stop

Use this option to stop the password recovery process.

Activation Menu



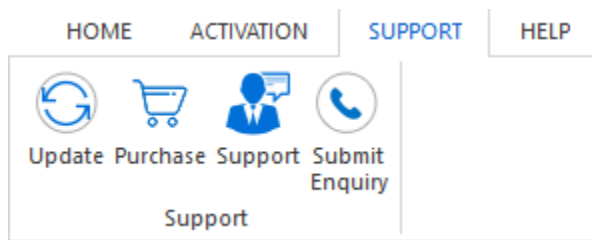
Activate

Use this option to activate the software after purchasing.

Support Menu

Update Wizard

Use this option to check for both, latest minor



and major versions available online.

Purchase

Use this option to [buy Stellar Toolkit for Outlook](#).

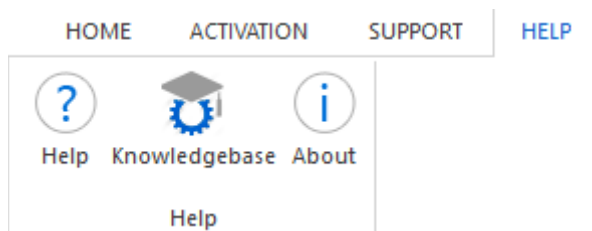
Support

Use this option view the [support_page](#) of [stellarinfo.com](#)

Enquiry

Use this option to [submit_enquiry](#) to [stellarinfo.com](#)

Help Menu



Help

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

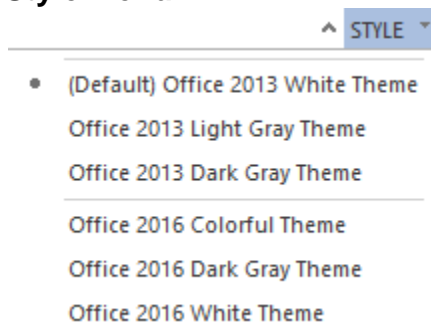
Knowledgebase

Use this option to visit [Knowledgebase](#) articles of [stellarinfo.com](#)

About

Use this option to read information about the software.

Style Menu



Style

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

Buttons



Home

Click this button to go to the Home page of the software.



Add
PST

Click this button to add the PST files for which you want to recover the password.



Find
PST

Click this button to search PST files from the system.

Find Password

Click this button to start the password recovery process.



Stop

Click this button to stop the password recovery process.



Activate

Click this button to activate the software after purchasing.



Update

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



Purchase

Click this button to buy **Stellar Toolkit for Outlook** software.



Support

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



Submit
Enquiry

Click this button to submit enquiry to stellarinfo.com.



Help

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



Knowledgebase

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



About

Click this button to read information about the software.

Ordering the Software

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

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>

Alternatively, click on **Purchase** icon in **Support** Menu on **Menu** Bar to purchase the software online.

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

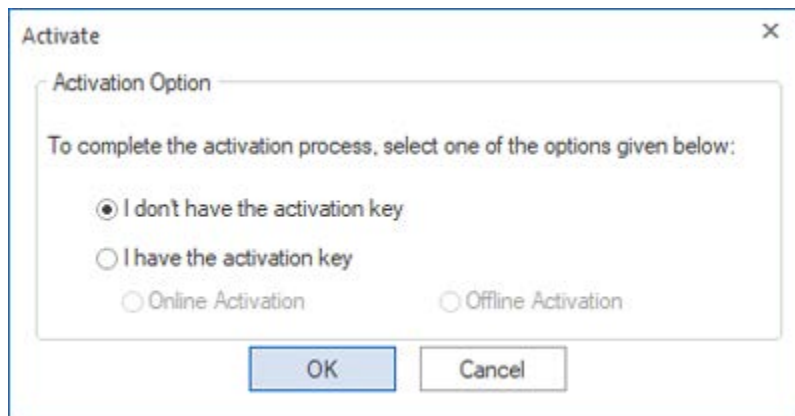
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

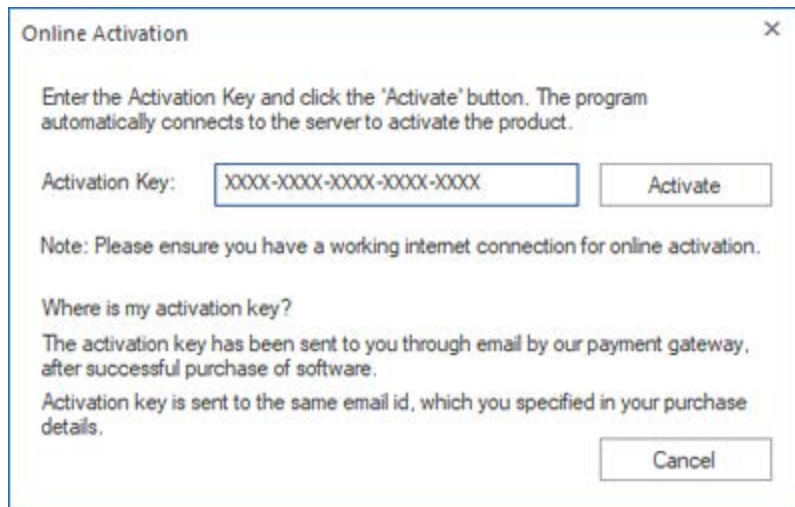
1. Run demo version of the software.
2. On **Activation** menu, click **Activate** option. *Activate* window is displayed as shown below.



3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

To activate the software, when you do not have a activation key, follow the steps given below:

1. In the *Activate* window, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* window, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

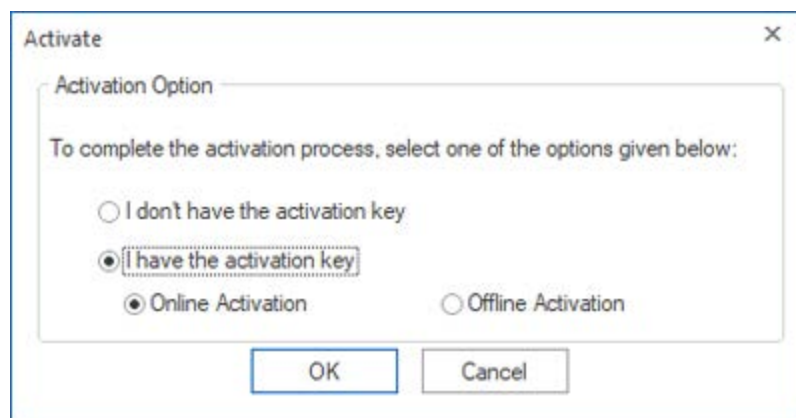
1. In the *Activate* window, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

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

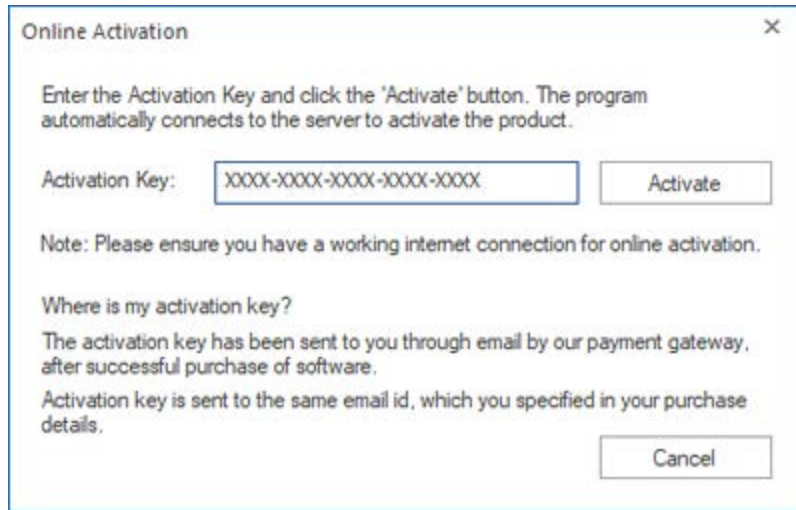
- **To activate the software online:**

1. From the *Activate* window, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.

3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



Online Activation

Enter the Activation Key and click the 'Activate' button. The program automatically connects to the server to activate the product.

Activation Key:

Note: Please ensure you have a working internet connection for online activation.

Where is my activation key?

The activation key has been sent to you through email by our payment gateway, after successful purchase of software.

Activation key is sent to the same email id, which you specified in your purchase details.

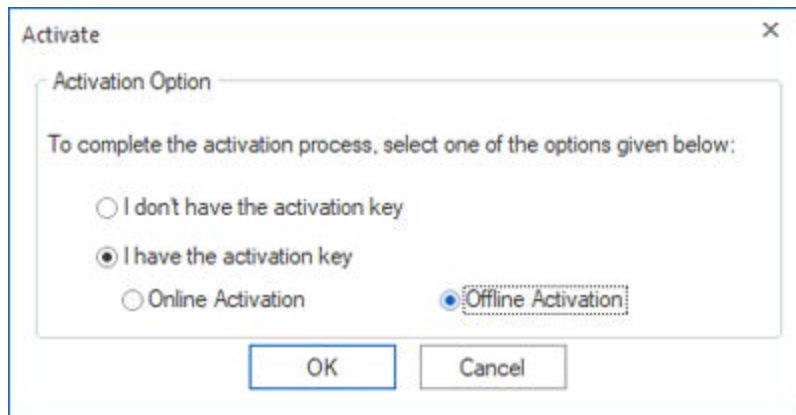
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **Offline Activation**

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

- **To activate the software offline:**

1. From the *Activate* window, select **Offline Activation**. Click **OK**.



Activate

Activation Option

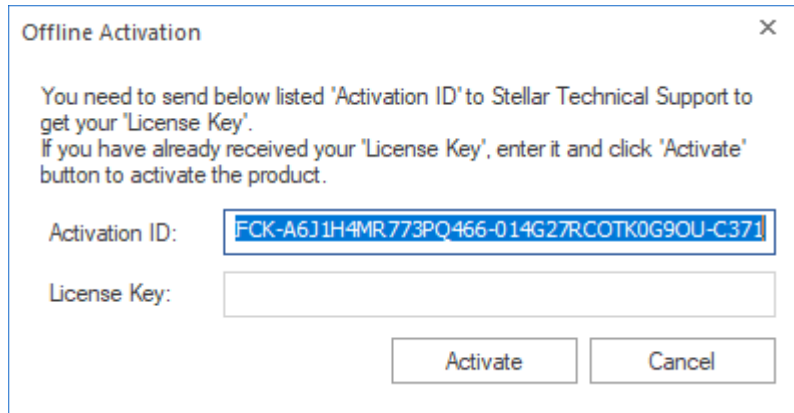
To complete the activation process, select one of the options given below:

☐ I don't have the activation key

☒ I have the activation key

☐ Online Activation ☒ Offline Activation

2. An **Offline Activation** dialog box will appear displaying **Activation ID** in its respective field.



Offline Activation

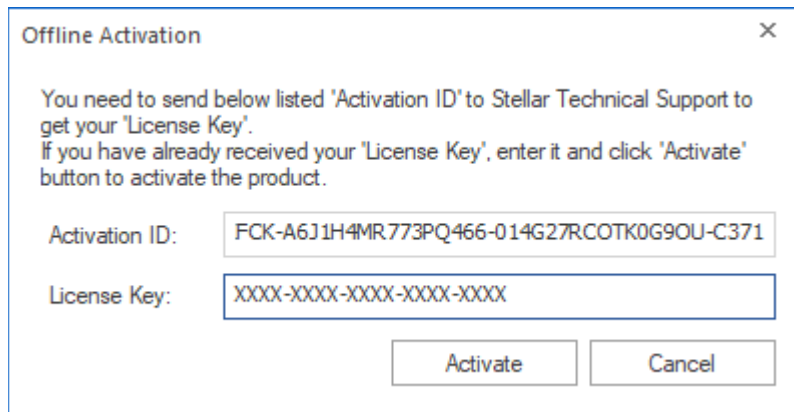
You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: FCK-A6J1H4MR773PQ466-014G27RCOTK0G9OU-C371

License Key:

Activate Cancel

3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Password Recovery for Outlook**. In *Activate* window, select '**I have the activation key**'.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: FCK-A6J1H4MR773PQ466-014G27RCOTK0G9OU-C371

License Key: XXXX-XXXX-XXXX-XXXX-XXXX

Activate Cancel

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

Updating the Software

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

To update Stellar Toolkit for Outlook:

1. Run registered version of **Stellar Toolkit for Outlook** software.
2. Click **Recover Outlook Password** button.
3. Go to **Support** option in **Menu Bar**. Click **Update**.
4. **Stellar 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.
5. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure
- Updates are not available

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

Stellar Support

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

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

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb>

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

Support Helpline	
Monday to Friday [24 Hours 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

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:

- Run **Stellar Password Recovery for Outlook**.



- 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**.

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:

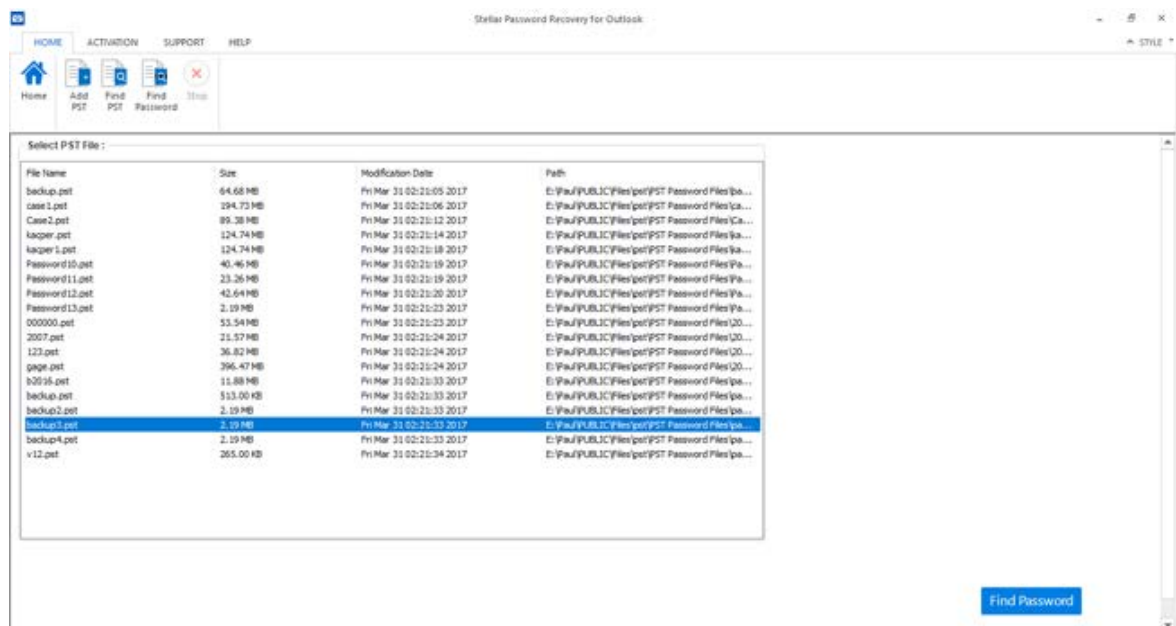
1. Run **Stellar Password Recovery for Outlook** application.
2. From the **Home** menu, click **Find PST**.
3. In **Browse for Folder** dialog box, select the drive you want to search for PST files. Click **OK**.
4. After the search is finished, a list of PST files found in the selected drive is shown.
5. Select files for which you wish to recover the password and click **Find Password** button to proceed to the password recovery process.

Find Password

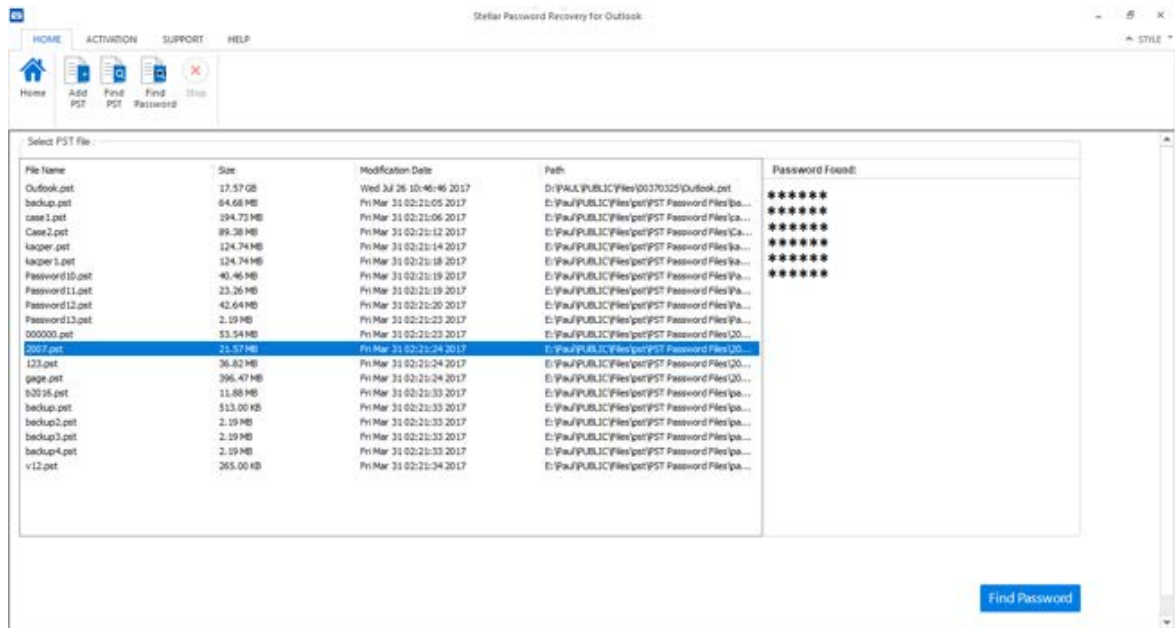
You can recover password of any PST file by using **Stellar Password Recovery for Outlook**. All valid passwords will be generated by the software that can be used to open PST files. You can use any of the generated passwords to open your PST file.

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.

Import PST File

To import PST file in 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 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 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 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 / 2003:

- 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**.

FAQ's

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 2016, 2013, 2010, 2007, 2003, 2002 (XP), and 2000.

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.

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About Stellar

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

Product line:

Data Recovery

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

File Recovery

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

Email Recovery

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

Data Protection

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

Data Sanitization

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

Data Erasure

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

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

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