



Stellar Email Forensic

User Guide

1.1. About Stellar Email Forensic

E-mail forensics refers to the study of source and content of e-mail as evidence to identify the actual sender and recipient of a message, date/time of transmission, detailed record of e-mail transaction, intent of the sender, etc. Because of the tremendous importance of e-mail, it is essential to identify and eliminate users and machines misusing e-mail service.

Stellar Email Forensic is exclusively designed for the forensic investigation of the web and application based e-mail clients within minimal time investment. The software provides powerful search capabilities and techniques to search on various keywords / evidences from various types of mailboxes and web based e-mail platforms.

Stellar Email Forensic provides advance case management facility to the digital forensic investigators by offering features like tagging, bookmarking, maintaining logs and exporting data. It enables complete lifecycle of investigation through a single tool i.e. from collecting data to analysis and production of data. The tool also ensures that chain of custody is maintained and evidences are preserved throughout the investigation process.

Key Features:

- Allows to analyze and examine 25+ file formats at one place.
- Email Forensic analysis of various mail clients, windows backup files and web based mailboxes.
- Provides advance search options to find out the suspected e-mails.
- Provides preview of messages in Hex, Internet Header, HTML, RTF and Attachment.
- Export mailbox data in files like PST, Office365, Live Exchange, MSG, EML, PDF, RTF, HTML and Plain Text.
- Capable to provide view of Hash Values i.e., MD5 and SHA1 of emails.
- Able to recover deleted email data and save the evidence in acceptable format.
- Complete view of activities during mail examination using Logs Management.
- Generate different types of report with all details in HTML format.
- No restriction based on size of files that can be examined.

1.2. List of Supported Formats

Stellar Email Forensic supports the following input files and formats:

| Mail Files: | Backup Files: | Web Mails: |
|-----------------------------------|------------------------------|-------------------|
| Microsoft Exchange Server (*.EDB) | Windows Backup File (*.BKF) | Exchange Server |
| Microsoft Outlook (*.PST) | Windows Backup File (*.VHDX) | Office365 |
| Exchange Offline Storage (*.OST) | Windows Backup File (*.FD) | Groupwise Server |
| Outlook Express (*.DBX) | | Google Mail |
| Lotus Notes (*.NSF) | | Yahoo Mail |
| The Bat (*.tbb) | | Hotmail |
| Incredimail (*.imm) | | |
| Pegasus Mail (*.PMM) | | |
| Entourage (*.MBOX) | | |
| Microsoft Outlook for Mac (*.OLM) | | |
| Poco Mail (*.MBX) | | |
| Mulbery (*.MBX) | | |
| MSG File (*.MSG) | | |
| Windows Live Mail (*.EML) | | |
| Apple Mail (*.EMLX) | | |
| Opera Mail (*.MBS) | | |
| Mozilla Mail (*.TXT) | | |
| Mozilla Thunderbird | | |
| SpiceBird | | |
| Sea Monkey | | |
| Netscape | | |
| Claws Mail | | |
| Evolution | | |
| Cone | | |
| Mutt | | |
| Gnu | | |
| Sylpheed | | |

The following formats are supported for exporting the mail data:

1. PST
2. Office365
3. Live Exchange
4. MSG
5. EML
6. PDF
7. RTF
8. HTML
9. Plain Text

Stellar Email Forensic supports preview for the following media format files:

1. Images (.JPG, .JPEG, .PNG, .GIF etc)
2. PDF

File format to import Keywords:

1. Comma-separated values (*.CSV)

1.3. About the Guide

Welcome to **Stellar Email Forensic User Guide** for version 1.0!

This user guide contains sequential steps to assist you through various **Stellar Email Forensic** functions. Each function is explained in details, in the corresponding sections. The guide covers the following major topics:

1. General Information
2. Getting Started
3. Working with the Software
4. Frequently Asked Questions (FAQ)

This guide is intended for individuals who use **Stellar Email Forensic** for forensic investigation of the web and application based e-mail clients

This guide has the following features for easy navigation and understanding:

- There are **Notes** in some topics of this guide for better understanding and ease of work. These **Notes** are given in *italics style*.

For any queries or feedback related to this guide, kindly contact us.

1.4. 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-forensics-software/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

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1.6. About Stellar

stellar is the world's foremost Data Care Corporation, with expertise in Data Recovery, Data Erasure, Mailbox Conversion, and File Repair software and services. Stellar has been in existence from past 25+ years and is a customer-centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost-effective solutions available for large corporate, SMEs & Home Users.

Stellar has a strong presence across USA, Europe & Asia.

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A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for

Stellar Toolkits

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File

Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.



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

2.1. Installation Procedure

Before beginning the installation procedure, make sure that the computer meets the minimum system requirements.

Minimum System Requirements:

Processor: Pentium Processors

Operating System: Windows 10 / Windows 8.1 / Windows 8 / Windows 7

RAM: 2 GB minimum (8 GB recommended)

Hard Disk: Minimum 1 GB of free disk space

To install the software, follow the steps:

1. Double-click **StellarEmailForensic.exe** executable file to start the installation. **Setup - Stellar Email Forensic** dialog box is displayed.
2. Click **Next** to continue. **License Agreement** screen is displayed.
3. **I accept the agreement** option is select by default. Click **Next**.
4. Click **Browse** to specify the location where the installation files are to be stored. Click **Next**.
5. Click **Browse** to provide a path for program's shortcuts. Click **Next**.
6. In the **Select Additional Tasks** dialog box, select check boxes as per your choice. Click **Next**.
7. Review your selections. Click **Back** if you want to make any change. Click **Install** to start installation. The **Installing** window shows the installation process.
8. After completion of the process, **Completing the Stellar Email Forensic Setup Wizard** window opens. Click **Finish**.

Note: Clear **Launch Stellar Email Forensic** check box to prevent the software from launching automatically.

2.2. Launching the Software

To launch Stellar Email Forensic in Windows 10:

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

To launch Stellar Email Forensic in Windows 8.1 / 8:

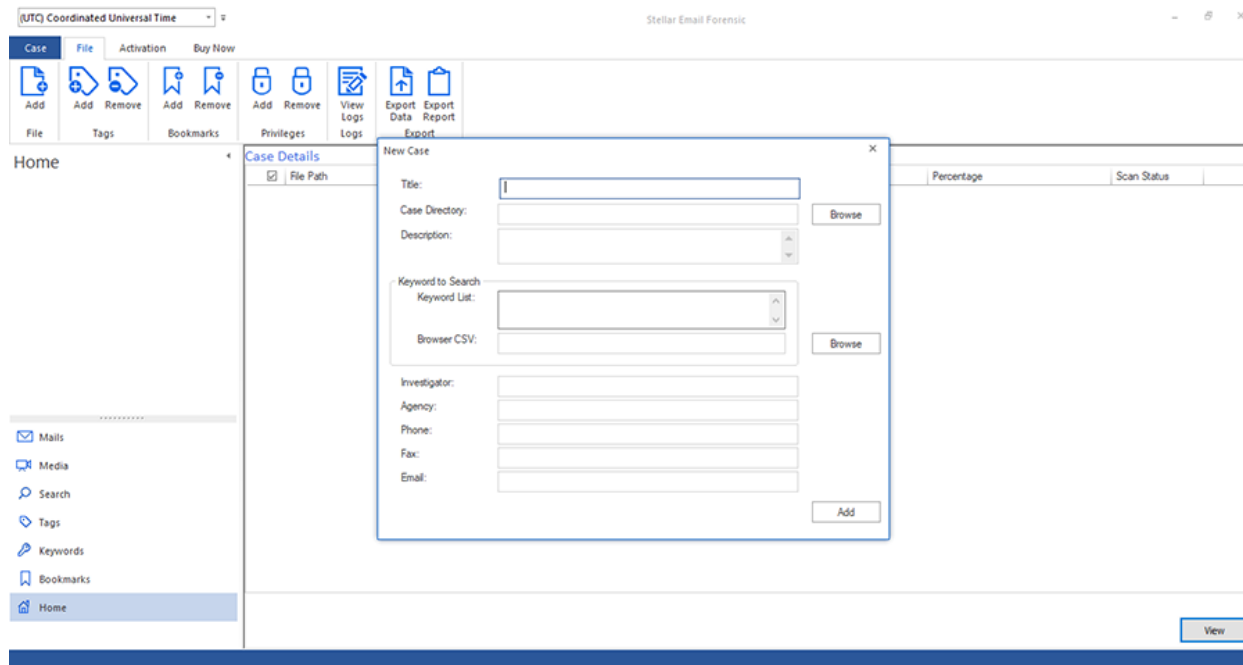
- Click **Stellar Email Forensic** tile on the home screen. Or,
- Double click **Stellar Email Forensic** icon on the desktop.

To launch Stellar Email Forensic in Windows 7:

- Click **Start** -> **All Programs** -> **Stellar Email Forensic** -> **Stellar Email Forensic**. Or,
- Double click the **Stellar Email Forensic** icon on the desktop. Or,
- Click **Stellar Email Forensic** icon in Quick launch.

2.3. User Interface

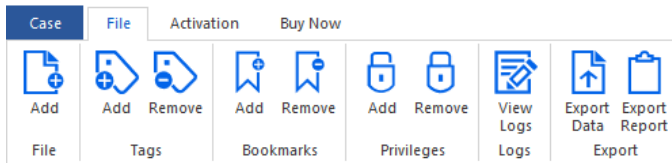
Stellar Email Forensic software's main user interface is as shown below.



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

2.3.1. Ribbons

File Ribbon



File > Add

Use this option to locate and add the desired files to the case.

Tags > Add

Use this option to add tags to the selected mails.

Tags > Remove

Use this option to remove tags from the selected mails.

Bookmarks > Add

Use this option to add bookmark to the selected mails.

Bookmarks > Remove

Use this option to remove bookmark from the selected mails.

Privileges > Add

Use this option to mark the selected mails as privilege.

Privileges > Remove

Use this option to remove the privilege mark from the selected mails.

Logs > View Logs

Use this option to view and export logs.

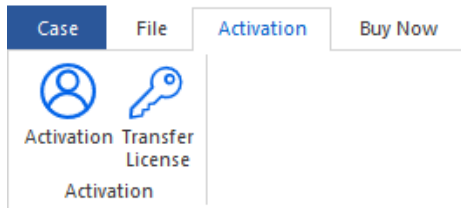
Export > Export Data

Use this option to export mailbox data.

Export > Export Report

Use this option to export reports.

Activation Ribbon



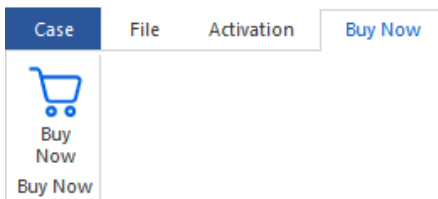
Activation > Activation

Use this option to activate the software after purchasing.

Activation > Transfer License

Use this option to transfer the license of the software to a different computer.

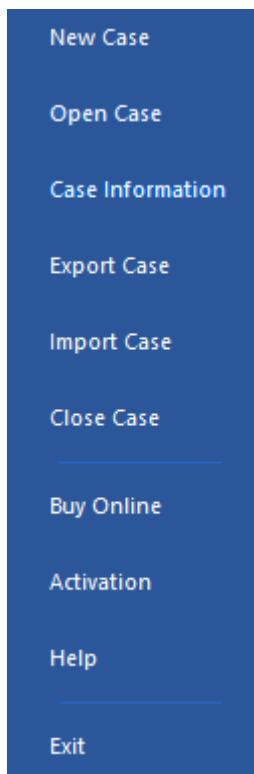
Buy Now Ribbon



Buy Now

Use this option to buy **Stellar Email Forensic** online.

Case Menu



New Case

Use this option to create a new case.

Open Case

Use this option to open an existing case.

Case Information

Use this option to access Case Information, Investigator Information and Case Properties.

Export Case

Use this option to export a case.

Import Case

Use this option to import a case.

Close Case

Use this option to close the currently opened case.

Buy Online

Use this option to buy **Stellar Email Forensic** online.

Activation

Use this option to activate the software after purchasing.














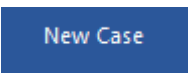
Help

Use this option to access options to get help related to **Stellar Email Forensic**.

Exit

Use this option to close **Stellar Email Forensic** application.

2.3.2. Buttons

| | |
|--|---|
|  Add | File > Add Click this button to locate and add the desired files to the case. |
|  Add | Tags > Add Click this button to add tags to the selected mails. |
|  Remove | Tags > Remove Click this button to remove tags from the selected mails. |
|  Add | Bookmarks > Add Click this button to add bookmark to the selected mails. |
|  Remove | Bookmarks > Remove Click this button to remove bookmark from the selected mails. |
|  Add | Privileges > Add Click this button to mark the selected mails as privilege. |
|  Remove | Privileges > Remove Click this button to remove the privilege mark from the selected mails. |
|  View Logs | Logs > View Logs Click this button to view and export logs. |
|  Export Data | Export > Export Data Click this button to export mailbox data. |
|  Export Report | Export > Export Report Click this button to export reports. |
|  Activation | Activation > Activation Click this button to activate the software after purchasing. |
|  Transfer License | Activation > Transfer License Click this button to transfer the license of the software to a different computer. |
|  Buy Now | Buy Now > Buy Now Click this button to buy Stellar Email Forensic online. |
|  | New Case Click this button to create a new case. |

| | |
|------------------|---|
| Open Case | Open Case Click this button to open an existing case. |
| Case Information | Case Information Click this button to access case information. |
| Export Case | Export Case Click this button to export a case. |
| Import Case | Import Case Click this button to import a case. |
| Close Case | Close Case Click this button to close the currently opened case. |
| Buy Online | Buy Online Click this button to buy Stellar Email Forensic online. |
| Activation | Activation Click this button to activate or transfer the license of the software. |
| Help | Help Click this button to access options to get help related to Stellar Email Forensic . |
| Exit | Exit Click this button to close Stellar Email Forensic application. |
| View | View Click this button to view the selected files. |

2.4. Ordering the Software

Click <https://www.stellarinfo.com/email-forensics-software.php> to know more about **Stellar Email Forensic**.

The software can be purchased online. For price details and to place an order, click <https://www.stellarinfo.com/email-forensics-software/buy-now.php>.

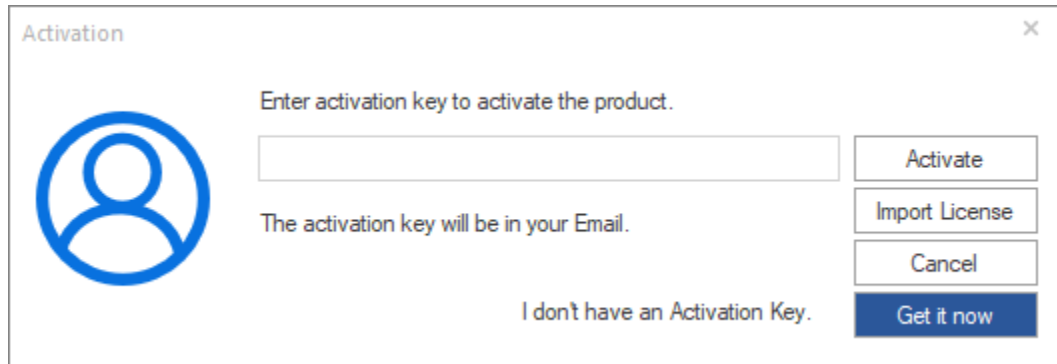
Once the order is confirmed, an activation key will be sent to you through e-mail, which would be required to activate the software.

2.5. Activating the Software

The demo version is for evaluation purpose only. You need to activate the software to use its full functionality. Use the Activation Key received via e-mail after purchasing the software to activate it.

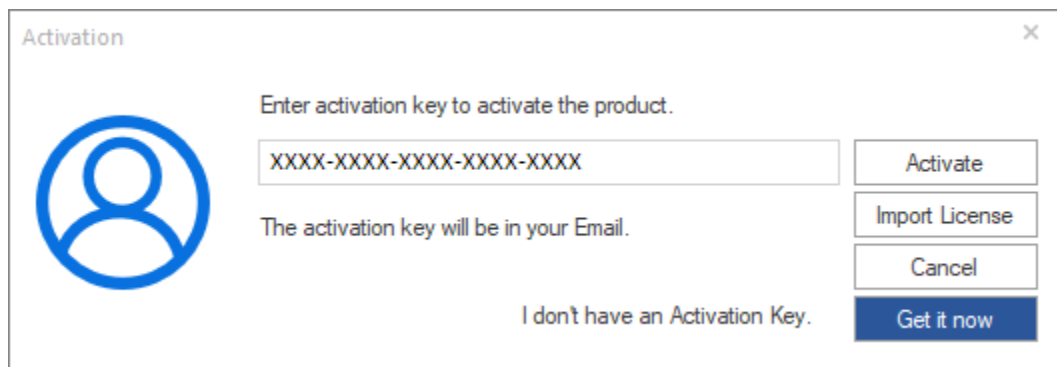
To activate the software:

1. Run the demo version of **Stellar Email Forensic** software.
2. From the **Activation** ribbon, click **Activation**. **Activation** window is displayed as shown below:



The screenshot shows the 'Activation' dialog box. On the left is a blue circular icon representing a user. The main text reads 'Enter activation key to activate the product.' Below this is an empty text input field. To the right of the input field are three buttons: 'Activate', 'Import License', and 'Cancel'. Below the input field, it says 'The activation key will be in your Email.' At the bottom center, there is a link that says 'I don't have an Activation Key.' At the bottom right, there is a prominent blue button labeled 'Get it now'.

3. If you don't have the activation key, click **Get it now** button in the window to purchase the software. Once the order is confirmed, an **Activation Key** is sent to the e-mail that you have provided while purchasing the software.
4. Paste or type the Activation Key (received through e-mail after purchasing the product) and click **Activate** button (Please ensure an active Internet connection).



This screenshot is identical to the previous one, but the text input field now contains the placeholder text 'XXXX-XXXX-XXXX-XXXX-XXXX'.

5. **Stellar Email Forensic** automatically communicates with the license server to verify the entered key. If the entered key is valid, activation is completed successfully.
6. '**Activation complete**' message is displayed. Click **OK**.

2.6. Transferring the License

Stellar Email Forensic allows you to transfer the license of the activated software to another computer on which you want to run the software with full functionality. This operation deactivates the product on your current computer so it can be reactivated on the new computer.

To transfer a software license from one computer to another, please follow the specific steps below:

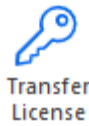
On Target Computer:

1. Run the unregistered version of the software.
2. In the **Activation** window, Click **Import License**.

3. An **Import License** dialog box will appear displaying **Registration ID** in its respective field. Note down the **Registration ID**.

On Source Computer:

1. Run activated version of **Stellar Email Forensic** software.



- From **Activation** Ribbon, click **Transfer License**
- A **Transfer License** dialog appears as shown below, click **Transfer License**.

The screenshot shows a dialog box titled "Transfer License" with a close button (X) in the top right corner. The text inside reads: "To transfer the license of the program, copy the Registration ID from the target computer and paste it below. Click on 'Transfer In' to generate a License key which needs to be pasted in target computer." Below this text are two input fields: "Registration ID:" followed by an empty text box, and "License Key:" followed by an empty text box. At the bottom, there is a blue hyperlink: "Click here to know the steps of transferring license to another computer." and three buttons: "Save To File", "Transfer In", and "Cancel".

- Enter the **Registration ID** displayed on the Target Computer in the field of **Registration ID** on the Source Computer.
- To get your **License Key**, click **Transfer In** button on Source Computer. This will generate a **License Key**.

The screenshot shows the same "Transfer License" dialog box. The "Registration ID" field now contains the text "5P50-A1QRXV0LCLLC5WLU-FNFB4SOL76VBB49Q-A6EF" and is highlighted with a blue selection box. The "License Key" field now contains the text "XXXX-XXXX-XXXX-XXXX-XXXX". The rest of the dialog, including the instructions, the blue hyperlink, and the "Save To File", "Transfer In", and "Cancel" buttons, remains the same.

- You can also save the **License Key** generated on the source computer. Click **Save to File** button to save the **Registration ID** and the **License Key**. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
- 'License key saved successfully'** message is displayed after the saving process is completed successfully. Click **OK**.

Note: This will deactivate the product on Source Computer and you will no longer be able to use the software anymore on this computer.

On Target Computer:

- Type the **License Key** which you have generated on the Source Computer in the provided field of **License Key**.

Offline Registration ×

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

Registration ID:

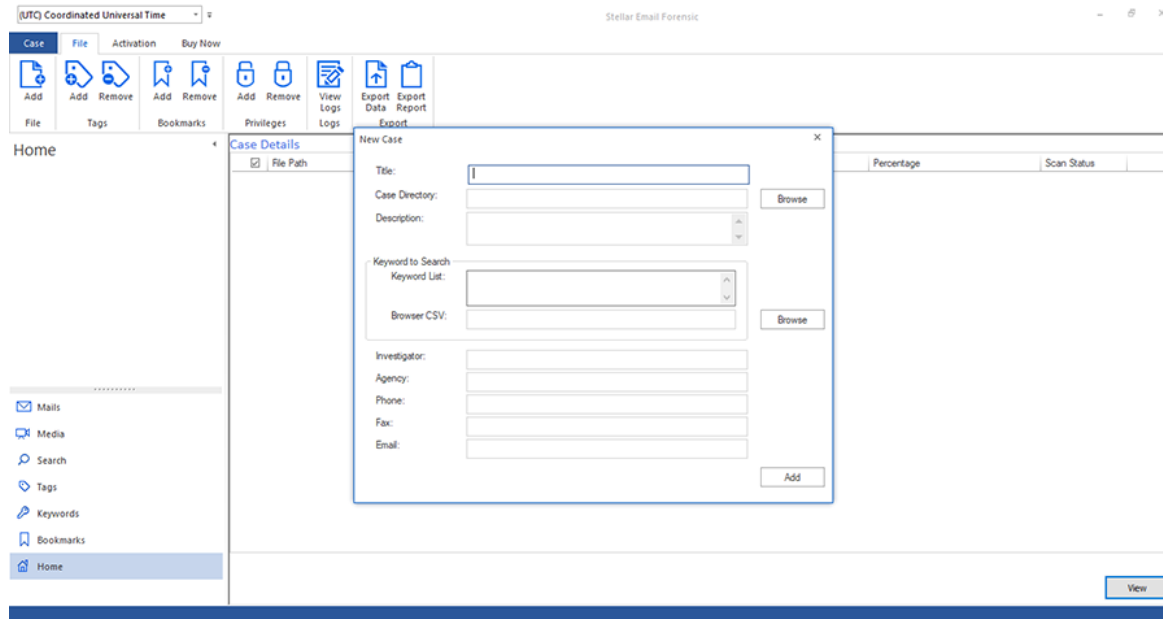
License Key:

2. Click **Register** to complete the registration process.
3. **'Activation complete'** message is displayed after the process is completed successfully. Click **OK**.

3.1. Creating a New Case

To create a new case in **Stellar Email Forensic**, use the steps as follows:

1. Run **Stellar Email Forensic**.
2. After launching the software for the first time, it allows you to add a new case and the **New Case** window appears.

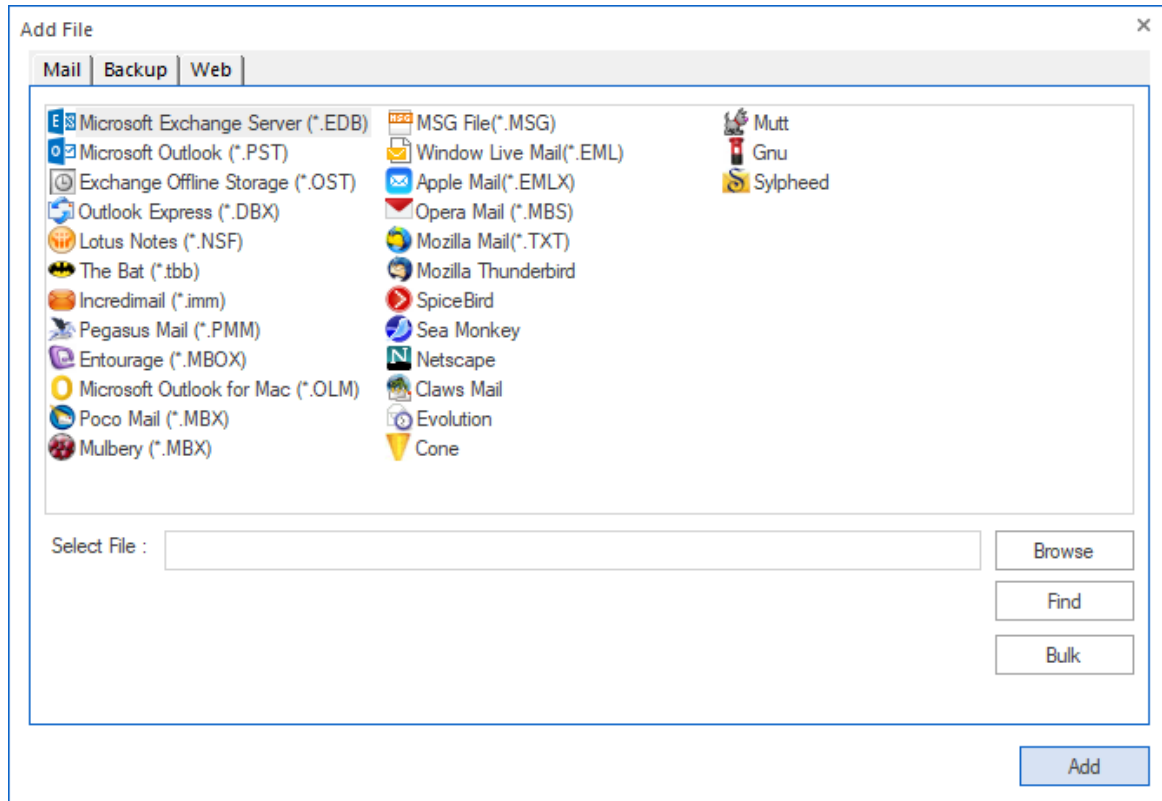


Note: If you have previously created a case with the software, a dialog appears displaying two options: **Add Case** and **Open Case**. To create a new case, click **Add Case** button. Alternately, on the main user interface, click on **Case** to open case menu and select **New Case**.

3. The **New Case** window has the following fields:
 - **Title:** Enter the name of the case in this field.
 - **Case Directory:** Click **Browse** to select the location where you want to save the case files.
 - **Description:** Enter a brief description of the case.
 - **Keyword to Search:**
 - **Keyword List:** Enter the keywords that you want to include in your search. The field allows you to enter multiple lines of text to include more than one keyword.
 - **Browser CSV:** Click on **Browse** and load a CSV file containing the keywords that you want to search.
 - **Investigator:** Enter the Investigator name.
 - **Agency:** Enter the investigator's agency name.
 - **Phone:** Enter the investigator's contact number.
 - **Fax:** Enter the investigator's fax details.
 - **Email:** Enter the investigator's e-mail address.

Note: The Title and Case Directory fields are mandatory to fill. All the other fields are optional.

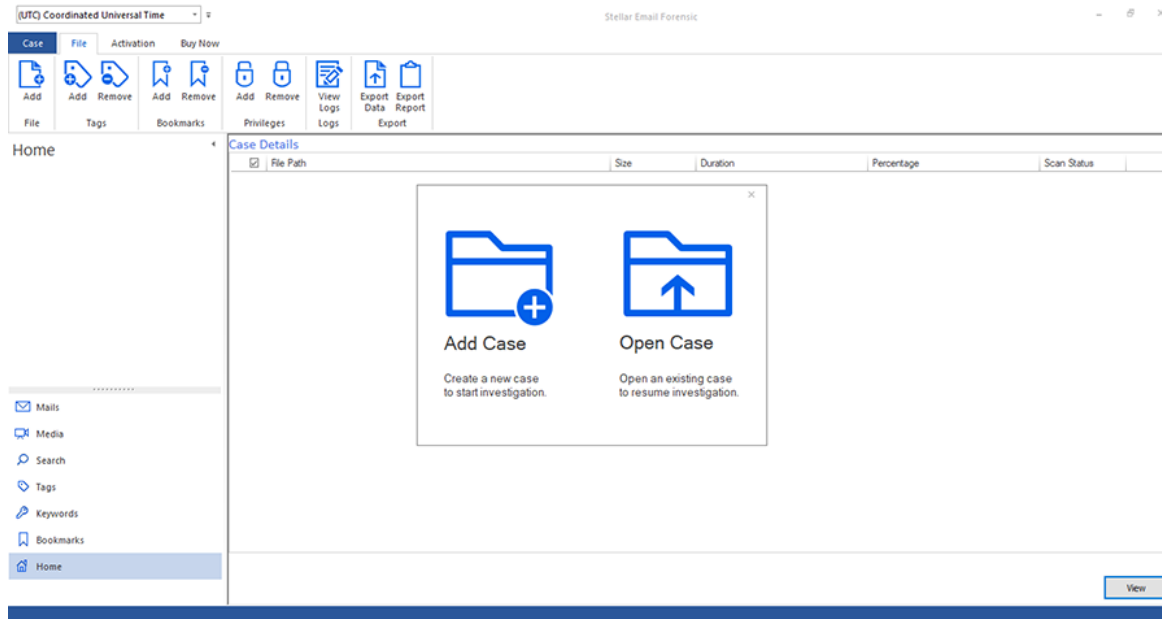
4. Click **Add**, the **Add File** window appears. See Adding Files to a Case, to know how to add files.



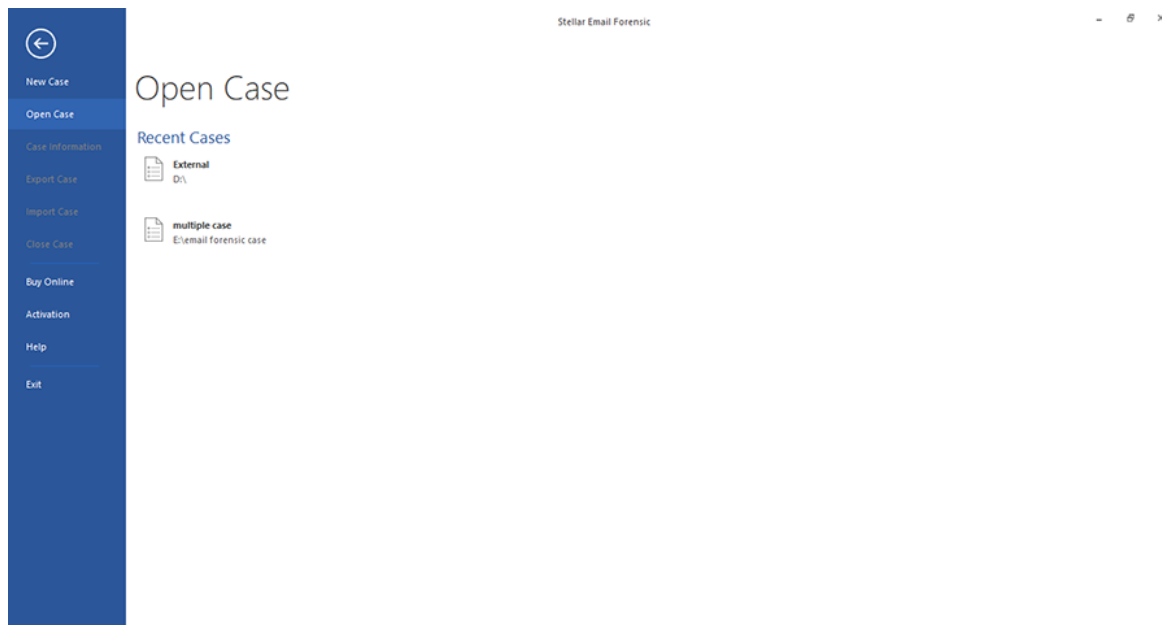
3.2. Opening an Existing Case

To open an existing case, use the steps as follows:

1. Run **Stellar Email Forensic**.
2. A dialog appears displaying two options: **Add Case** and **Open Case**. Click **Open Case**. Alternately, on the main user interface, click **Case > Open Case**.



3. The **Recent Cases** wizard appears, showing you a list of cases with details such as Title, Path, Creation and Modification dates and Investigator Name. Select the case that you want to open and click **Open**.

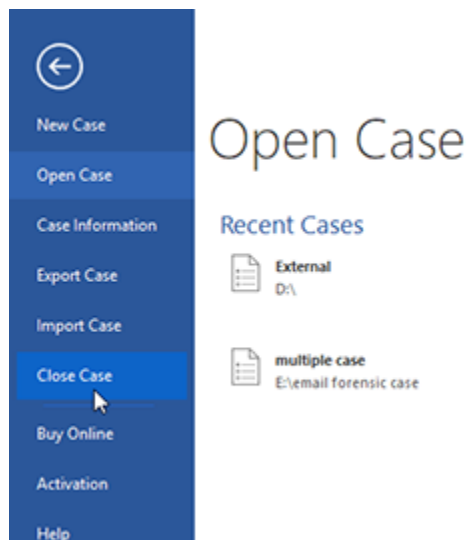


Note: Two cases can't be opened simultaneously, opening an existing case will close any other case that is currently open. The software will prompt you to confirm before closing an opened case.

3.3. Closing a Case

To close an opened case, use the steps as follows:

- With the case opened, click on **Case** menu from the main user interface.

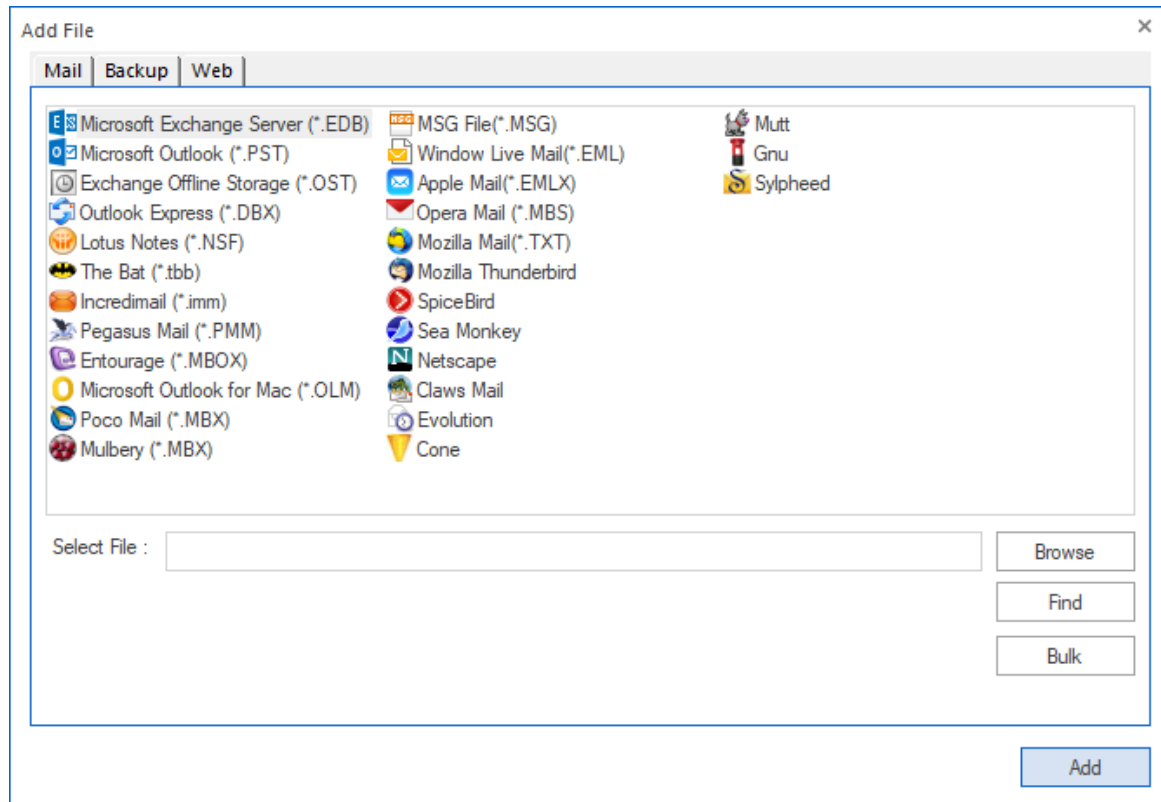


- Click **Close Case**.
- "**Case closed successfully.**" message appears. Click **OK** to close the dialog.

3.4. Adding Files to a Case

Use the steps given below to add files to a new or existing case. The software allows you to add multiple files of different formats in one instance:

1. When you create a new case, the following **Add File** window appears automatically after creating the case. If you are working on an existing case you can click **Add** button from **File** ribbon to open the **Add File** window:

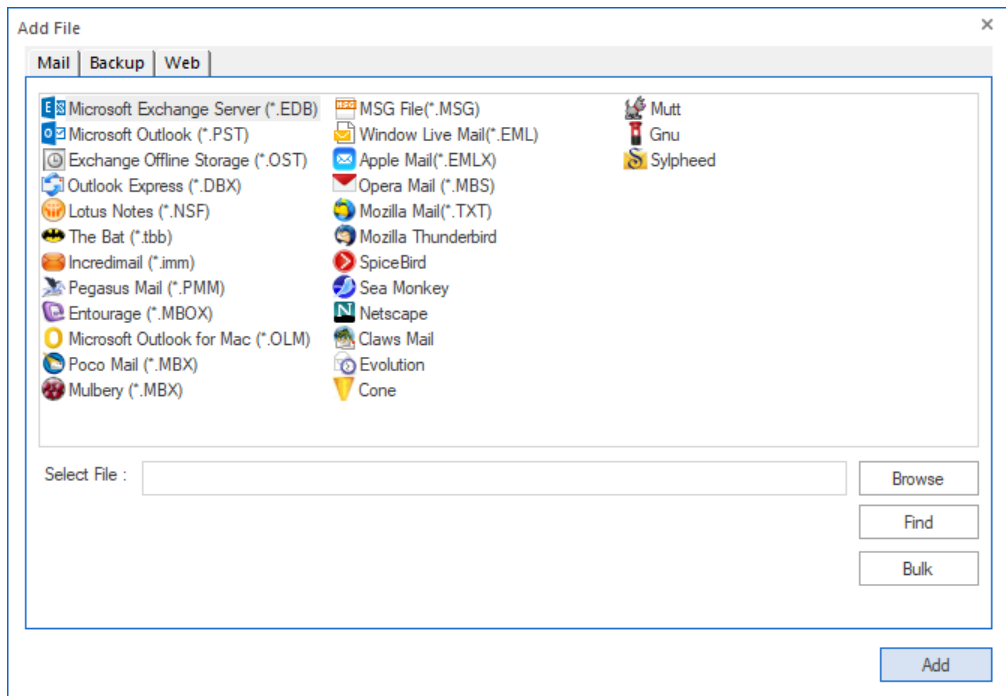


Note: To know about the type of formats you can add, refer to [Supported Formats](#) section of this user guide.

2. This window has the following tabs depending upon the format of file that you want to add:
 - **Mail**
 - **Backup**
 - **Web**

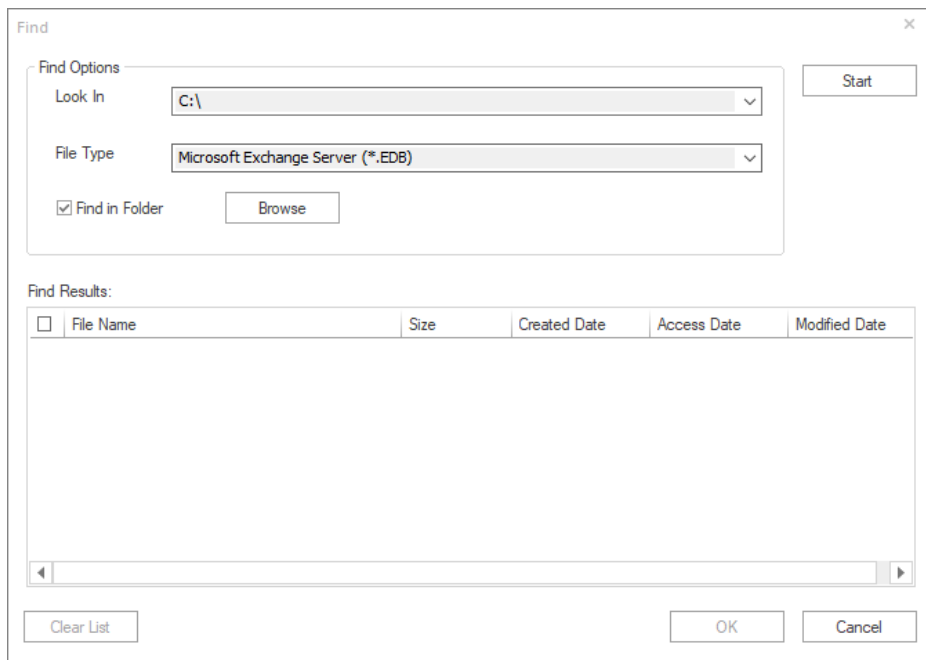
Select the tab as per your choice.

3. Depending on the type of tab that you chose, use the following steps:
 - **Mail Tab:**



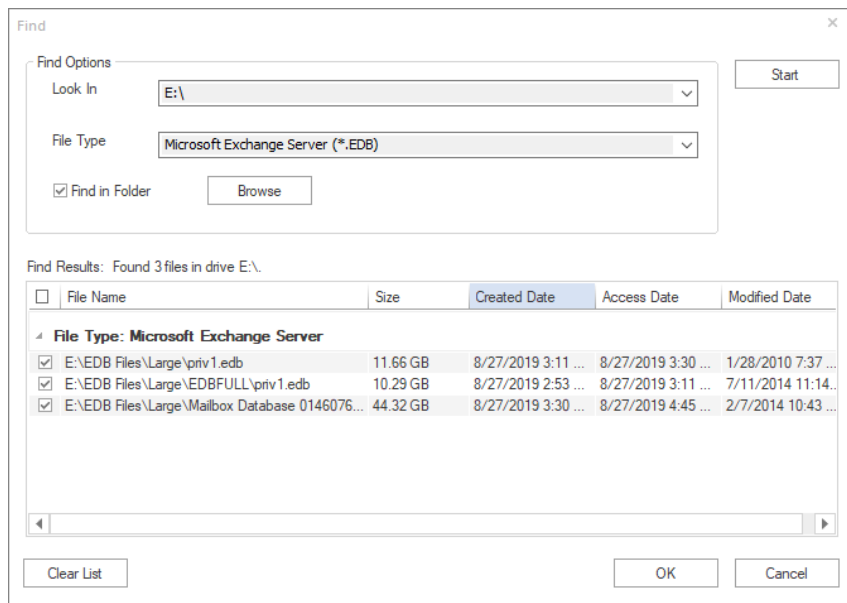
This tab lists the supported formats of mail clients. To add the files of mail clients, use the following steps:

- To add single file of a particular format, select the type of format from the list and click **Browse**. Select the file that you wish to add and click **Open**.
- If you do not know the location of your file, click on **Find** button to find the files of a particular format. The following screen appears:



- In the **Look In** drop down menu, select the drive in which you want to search.
- Select the **File Type** from the drop down menu.

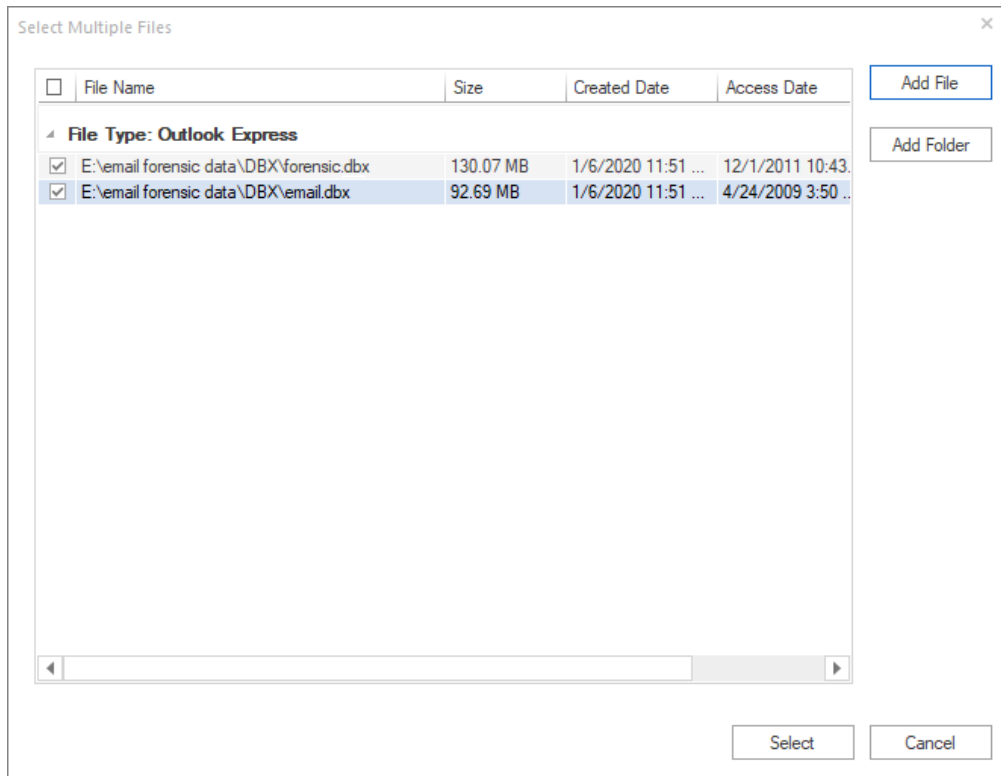
- Unchecking the **Find in Folder** option will not include the sub-folders of the drive/parent folder.
- You can also click on **Browse** button, to select the path in which you want to search the file.
- After the selection, click on **Start** to begin the search. A dialog box appears showing you the number of files found in the selected location, click **OK**.
- The list of files that were found appears as follows:



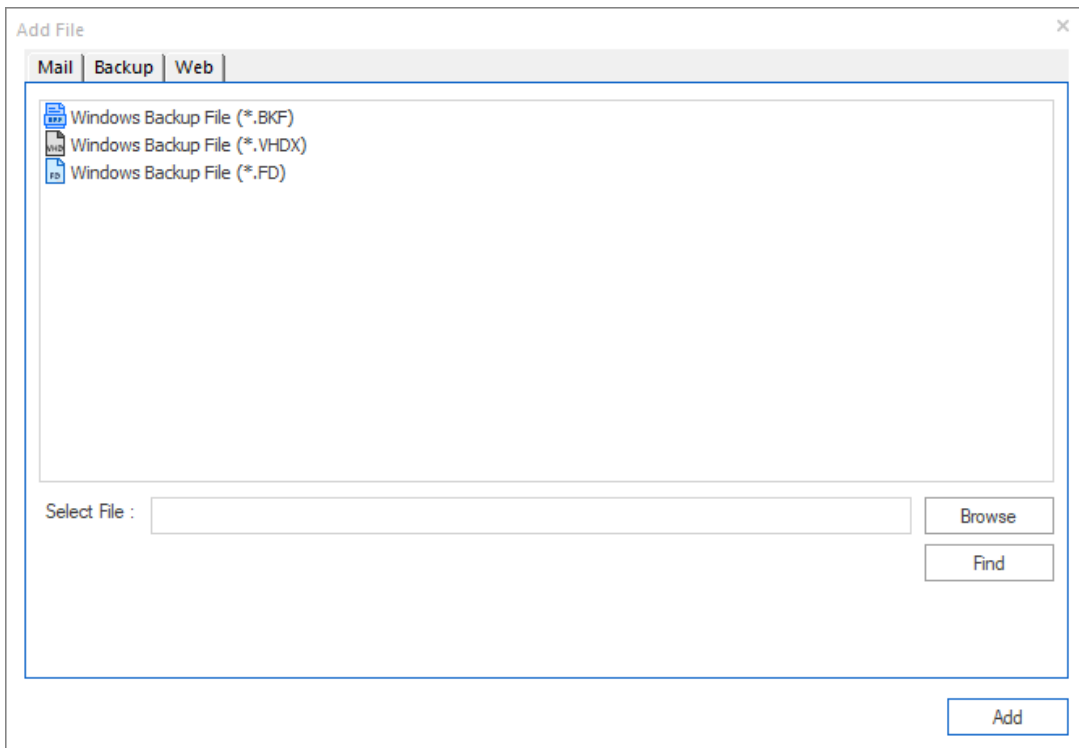
- Select the files that you want to add for your investigation and click **OK**.

Tip: To find all the files that are supported by the software, select **(*.*)** in the **File Type** drop down menu.

- To add files in bulk, click on **Bulk** button. The following screen appears:

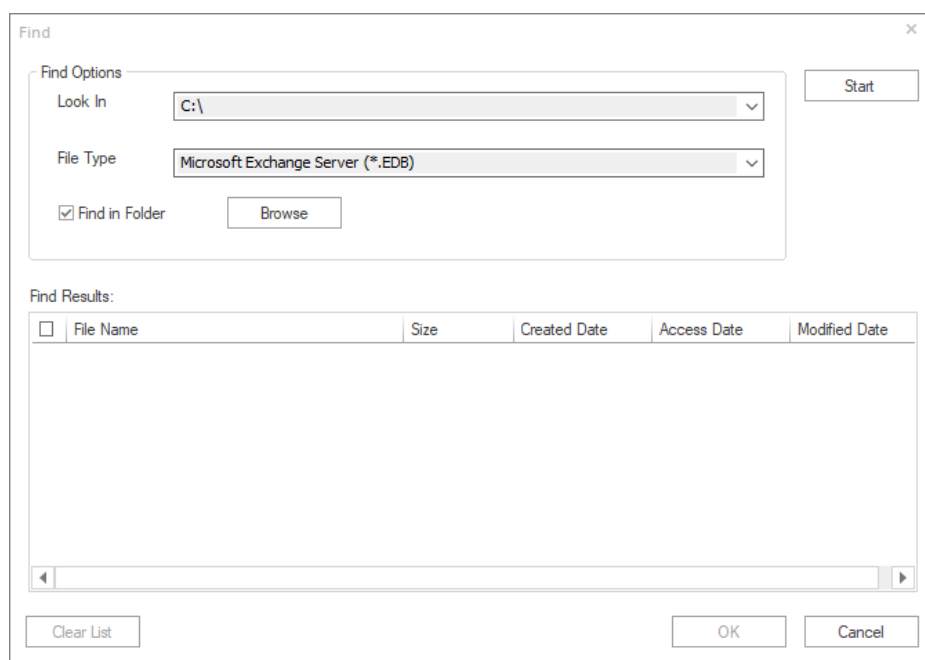


- Click on **Add File** button to add files, or click **Add Folder** button to search and add all files in a folder or drive.
 - The added files are listed in groups of file types as given below. Check or un-check the files that you want to include or exclude respectively, and click **Select** button.
-
- **Backup Tab:**

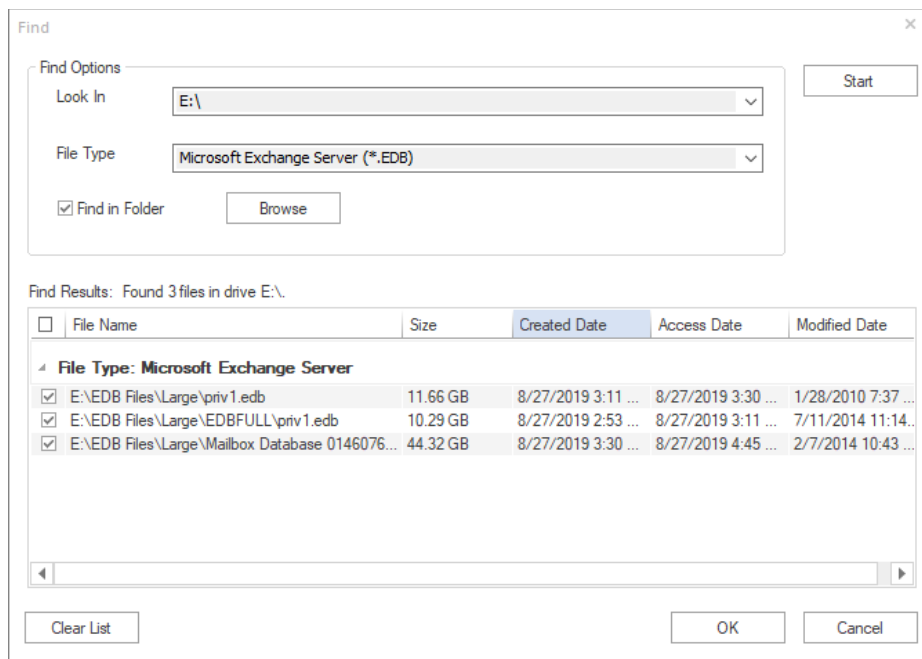


This tab lists the supported formats of windows backup files. To add the backup files, use the following steps:

- To add single file of a particular format, select the type of format from the list and click **Browse**. Select the file that you wish to add and click **Open**.
- If you do not know the location of your file, click on **Find** button to find the files of a particular format. The following screen appears:



- In the **Look In** drop down menu, select the drive in which you want to search.
- Select the **File Type** from the drop down menu.
- Unchecking the **Find in Folder** option will not include the sub-folders of the drive/parent folder.
- You can also click on **Browse** button, to select the path in which you want to search the file.
- After the selection, click on **Start** to begin the search. A dialog box appears showing you the number of files found in the selected location, click **OK**.
 - The list of files that were found appears as follows:



- Select the files that you want to add for your investigation and click **OK**.
- **Web Tab:**

The screenshot shows a window titled "Add File" with a close button (X) in the top right corner. At the top, there are three tabs: "Mail", "Backup", and "Web". The "Mail" tab is selected and highlighted. Below the tabs, on the left side, is a list of mailbox servers: "Exchange Server" (which is highlighted with a blue background), "Office365", "Groupwise Server", "Google Mail", "Yahoo Mail", and "Hotmail". To the right of this list is a section titled "Enter Login Details:" containing four input fields: "Impersonate Mail ID:", "Password:", "URL:", and "Server Name:". At the bottom right of the window, there is a blue button labeled "Add".

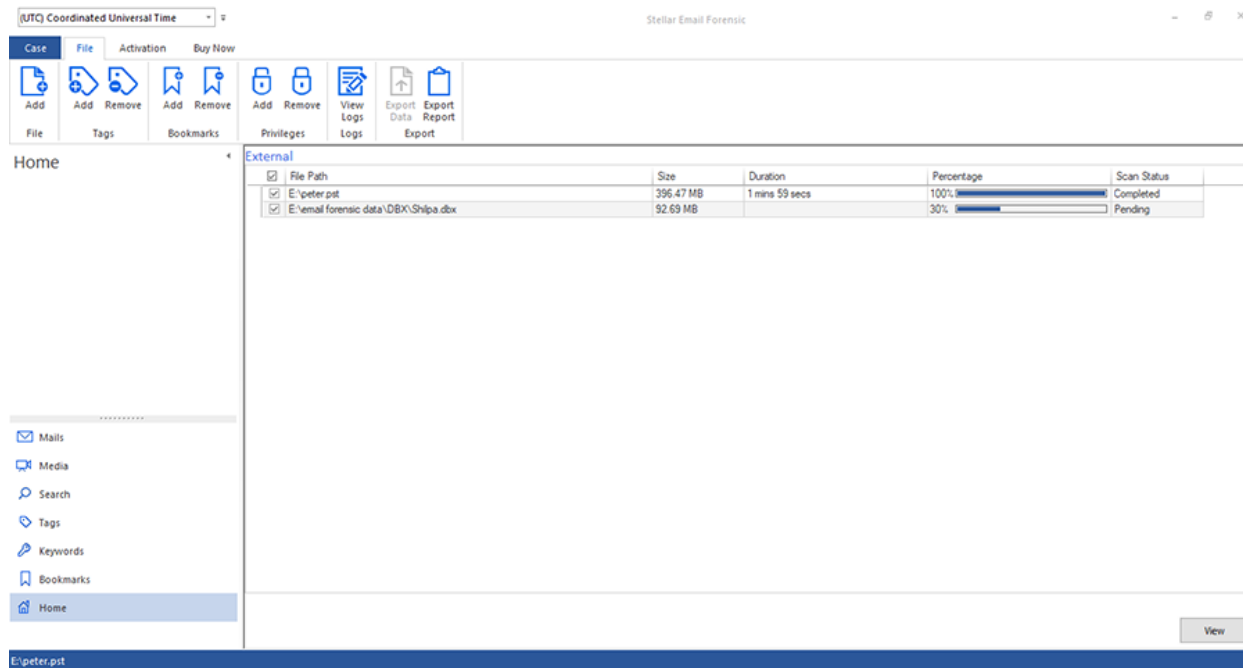
This tab lists the supported servers of live mailboxes. To add mailbox file from the live mailbox server, use the following steps:

- Select the mailbox server from the left side of the window such as Exchange Server, Office365, Google Mail, Yahoo Mail, and Hotmail.
- Depending on the type of mailbox you have chosen, you need to enter the login details such as Mailbox ID, Password etc.
- After entering all the required details, Click **Add**.

3.5. Scanning of Files

After the files are added to the case, the files gets queued for scanning and the process starts automatically in the **Home** screen of **Stellar Email Forensic**. The files are scanned one by one.

The **Home** screen of the software displays the files in a tabular format, providing details of **File Path**, **Size**, **Duration**, **Percentage** and **Scan Status**.

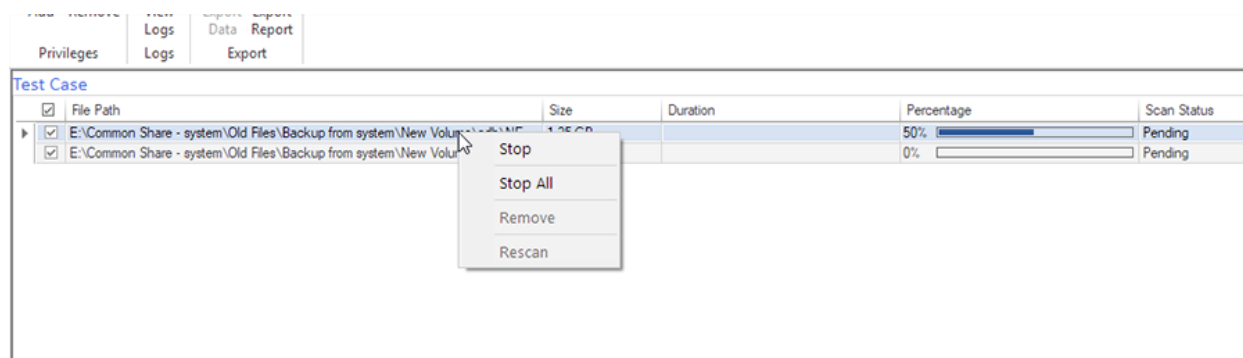


Once the scanning for the first file is completed, you can click on **View** button to preview its content.

After the scanning for other files are completed the software shows a notification to you for the scan completion. Click on **Home** from the navigation pane and click **View** again to preview the contents of the newly scanned files.

Stop Scanning of Files:

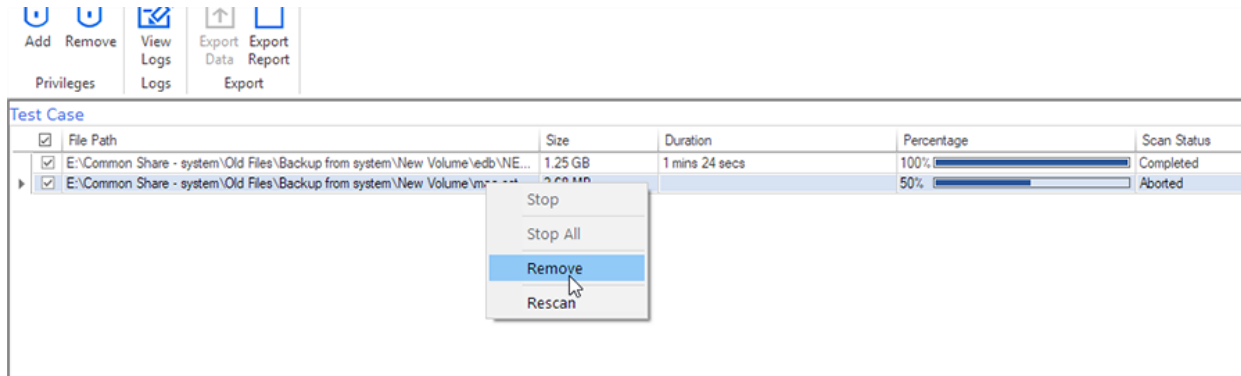
If you wish to stop the process of scanning, right click on the file and select **Stop** to stop scanning of selected file or **Stop All** to stop the scanning of all the pending files.



Remove Files from the Scanning List:

After the scanning of file is aborted (stopped) or failed, right click on the file and select **Remove**.

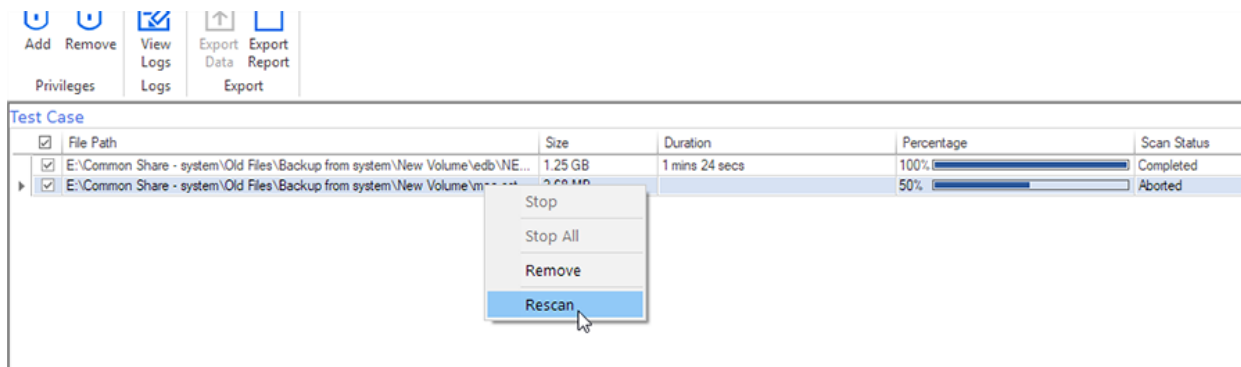
Note: The file cannot be removed if the scanning of file is completed.



Rescan Aborted/Failed Files:

To rescan files which shows Aborted/Failed **Scan Status**, right click on any one of the file with Aborted/Failed scan status and select **Rescan**.

Note: All the files with Aborted/Failed scanned status will be re-scanned. Rescan will not be performed for completed scanned files and live mailboxes.

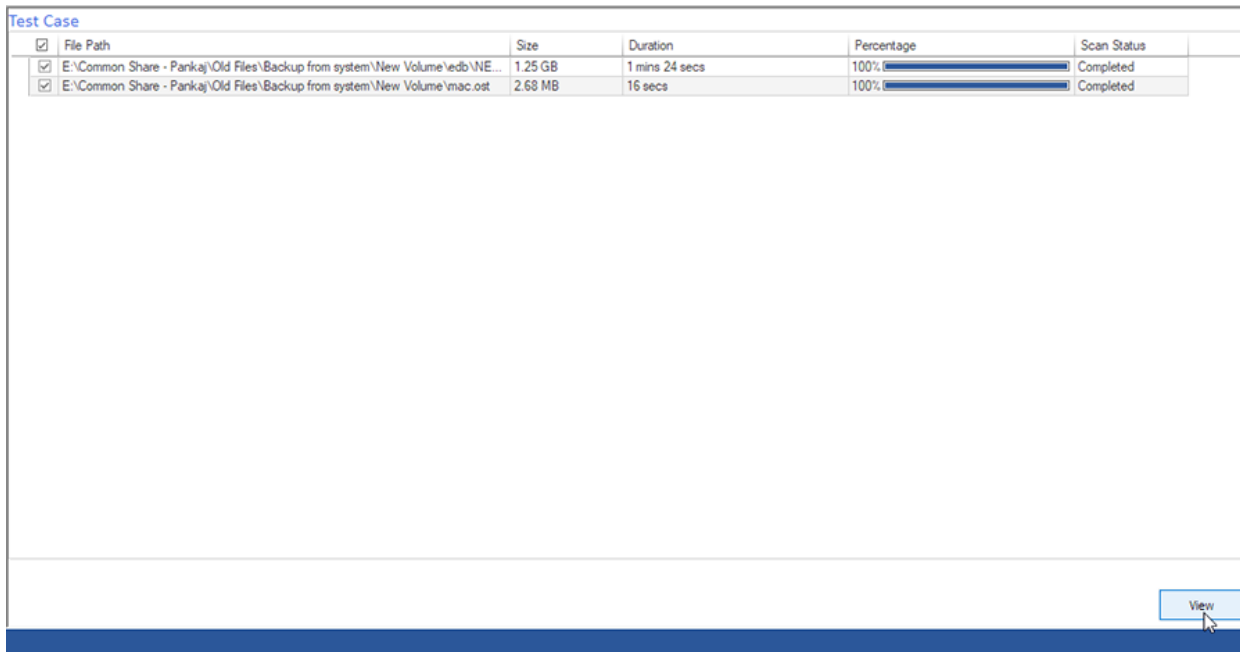


3.6. Previewing the Database

Stellar Email Forensic provides a number of features to preview the database, the two main tabs that are used for previewing are:

1. Mails Tab
2. Media Tab

To preview the files, from the **Home** screen of **Stellar Email Forensic**, click on **View** button. The **Mail** tab appear by default.

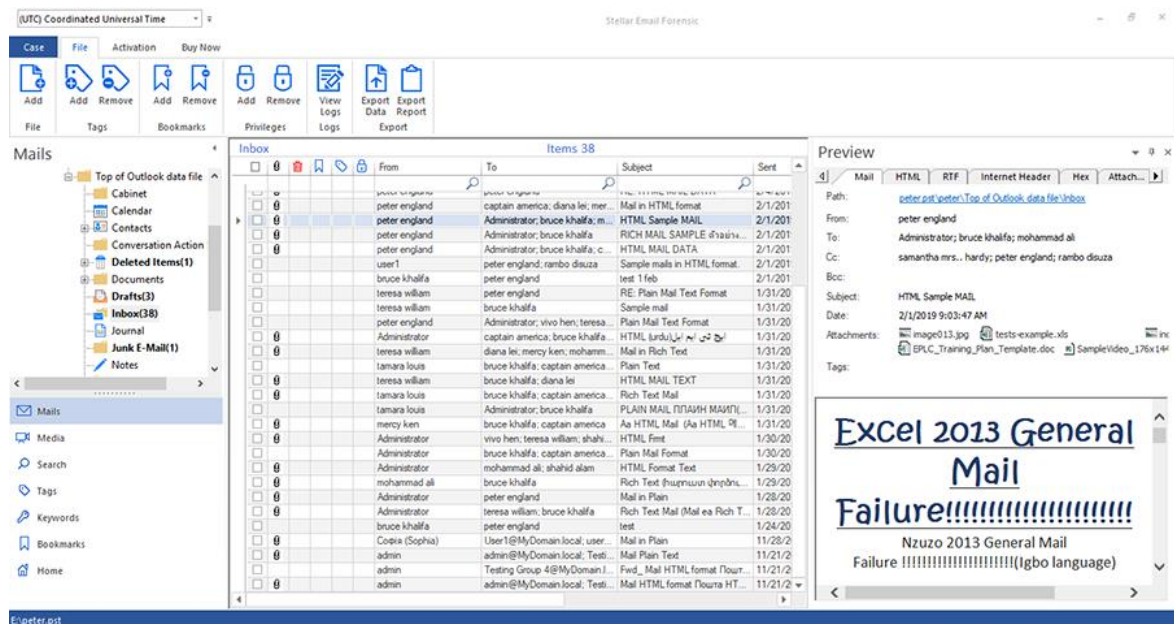


| <input checked="" type="checkbox"/> | File Path | Size | Duration | Percentage | Scan Status |
|-------------------------------------|--|---------|----------------|------------|-------------|
| <input checked="" type="checkbox"/> | E:\Common Share - Pankaj\Old Files\Backup from system\New Volume\edb\NE... | 1.25 GB | 1 mins 24 secs | 100% | Completed |
| <input checked="" type="checkbox"/> | E:\Common Share - Pankaj\Old Files\Backup from system\New Volume\mac.ost | 2.68 MB | 16 secs | 100% | Completed |

Preview of the mailbox data is available in a three pane structure. Each tab contains 3 panes: Left pane, Middle pane and Right pane which are explained in details below:

1. Mails Tab:

This tab is used to preview the e-mails folder wise.



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane. This pane also provides navigation tabs such as Mails, Media, Search, Tags, Keywords, Bookmarks and Home.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - Selection Column:** Provides check boxes to select/deselect a mail item.
 - Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - Deleted items:** Shows a deleted icon if the particular mail item was deleted.
 - Bookmarks:** Shows a bookmark icon if the particular mail item has been book marked.
 - Tags:** Shows a colored tag icon if the particular mail item has been tagged.
 - Privilege:** Shows a privilege icon if the particular mail item has been added as privilege.
 - From:** Shows the e-mail address of the sender.
 - To:** Shows the e-mail address of the receiver.
 - Subject:** Shows the e-mail subject.
 - Sent:** Shows the date and time when the e-mail was sent.
 - MD5:** Shows the MD5 ID of the e-mail.
 - SHA1:** Shows the SHA1 ID of the e-mail.

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

- The right pane provides the preview of the mail item that you select from the middle pane. This pane has different preview tabs depending on the format in which you want to preview the mail item. These tabs are defined as follows:
 - **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.
 - **HTML:** Shows preview of the mail body in the HTML Format, if available.
 - **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
 - **Internet Header:** Shows the internet header details of selected mail in text format.
 - **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
 - **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

2. Media Tab:

This tab is used to preview the e-mails attachments wise.

The screenshot displays the Stellar Email Forensic application interface. The top menu bar includes 'Case', 'File', 'Activation', and 'Buy Now'. Below the menu is a toolbar with icons for 'Add', 'Remove', 'View Logs', 'Export Data', and 'Export Report'. The main window is divided into three panes:

- Media Pane (Left):** Shows a hierarchical view of media files. The 'Email(85)' folder is selected, and a list of attachments is displayed in the center pane.
- Attachment List (Center):** A table with columns for 'Attachment Name', 'Source File Path', and 'Size'. The selected attachment is 'image001.png 1' with a size of 18.99 KB.
- Preview Pane (Right):** Shows the content of the selected attachment. The 'Attachment' tab is active, displaying the email body text. The text reads: 'Buonasera Enrico, ripeto la mail già inviata aggiungendo per conoscenza anche gli indirizzi dei consiglieri. Temo che la "vela" incontrerà ben pochi favoriti. La mia voleva essere soltanto una risposta sensata, ossia decidere senza cognizione di causa non è né intelligente né corretto. Inoltre quante "vele" ci sono a Modena? In ogni caso attendiamo, però mi raccomando non dia'.

The status bar at the bottom indicates the file path: 'E:\Work Files\Setup\OLM file\Archive Test from Outlook - 2016 for Mac\olm\Local Post'.

- The left pane provides the navigation tree displaying the files with its mailboxes and attachment type. The media files are grouped as **All Media** and **Default**. **All Media** lists different type of attachments of all the added files whereas **Default** lists different type of attachments for each individual file. Select the desired attachment type from this pane. This pane also provides navigation tabs such as Mails, Media, Search, Tags, Keywords, Bookmarks and Home.
- The middle pane provides a list of media files, in a tabular format, of the selected file type. The pane contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a media item.
 - **Bookmarks:** Shows a bookmark icon if the particular media item has been book marked.
 - **Tags:** Shows a colored tag icon if the particular media item has been tagged.
 - **Attachment Name:** Shows the name of the media file.
 - **Source File Path:** Shows the path of the source file.
 - **Size:** Shows the size of media attachment in KB or MB.
- The right pane provides the preview of the mail item for the media attachment that you select from the middle pane. This pane has different preview tabs depending on the format in which you want to preview the mail item. These tabs are defined as follows:
 - **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.
 - **Internet Header:** Shows the internet header details of the mail in text format.
 - **Attachment:** Shows a list of the attachments of the mail. Select an attachment to preview its contents if supported by the software.
 - **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.

Additional Options:

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

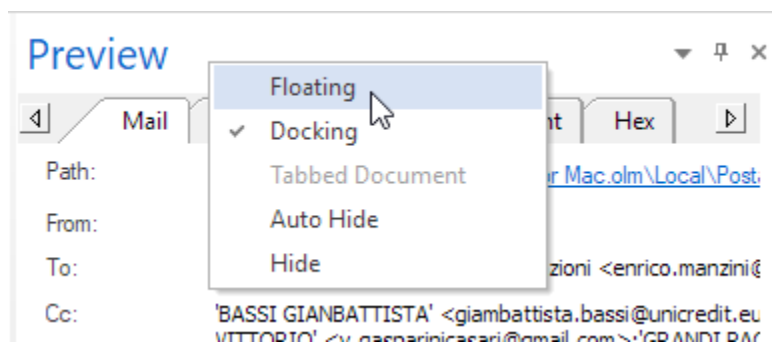
for **Mails Tab** are From, To, Subject, MD5 and SHA1 and for **Media Tab** are Attachment Name, Source File Path and Size.

| | Attachment Name | Source File Path | Size |
|--------------------------|---------------------------------------|--|----------|
| <input type="checkbox"/> | NOTE | | |
| <input type="checkbox"/> | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.15 KB |
| <input type="checkbox"/> | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.19 KB |
| <input type="checkbox"/> | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |
| <input type="checkbox"/> | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |


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

| | Attachment Name | Source File Path | Size |
|--------------------------|------------------------------|--|--------------|
| <input type="checkbox"/> | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | WP_20170501_17_40_52_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 385.19 KB |
| <input type="checkbox"/> | WP_20170501_17_39_58_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 322.85 KB |
| <input type="checkbox"/> | WP_20170501_17_39_44_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 351.68 KB |
| <input type="checkbox"/> | WP_20170501_17_39_34_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 247.80 KB |






- Preview mail options:**



The preview pane provides the following preview options:

- Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on  and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate

a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.

- **Pin/Unpin Preview Pane:** Click on  to pin and  to unpin the preview pane. Alternatively, click on  select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close  located at right hand top corner of the pane. Alternatively, click on  and select **Hide** from the drop down menu.

3.7. Searching the Database

Stellar Email Forensic provides three effective and powerful search types to suit different needs of the investigator.

These are:

1. Boolean Search
2. Regular Expression Search
3. Simple Search

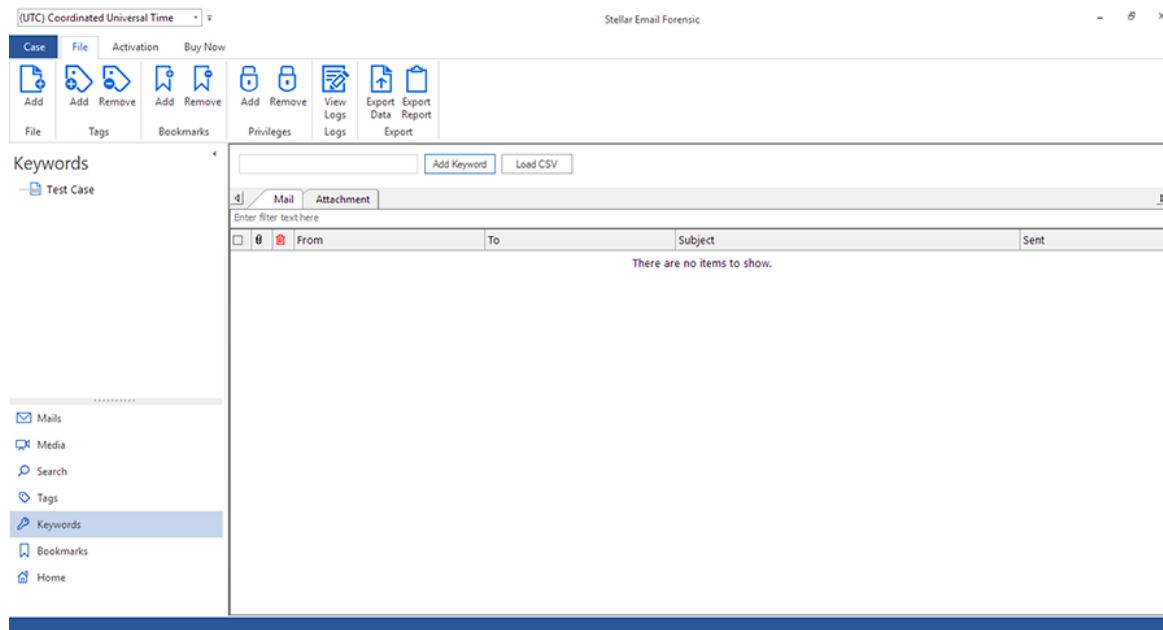
Stellar Email Forensic also provides a Keyword Search which allows you to search for specific words or phrases in the e-mails or attachments that are related to your investigation.

3.7.1. Searching with Keywords

Keyword search allows you to search for specific words or phrases in the e-mails or attachments that are related to your investigation. You can add individual keywords or import a list of keywords in .CSV format for your search. The keywords can be added while creating a new case using the **New Case** dialog or at any later stage using the **Keywords** Navigation Tab.

Adding and Searching Keywords using the Keywords Tab:

1. Click on **Keywords** tab from the **Navigation Pane**, the **Keywords** pane appears as follows:



2. You can add individual keywords or import a list of keywords in .CSV format for your search:
 - To add individual keywords:
 - Type the keyword in the search bar at the top and click **Add Keyword**.
 - The keyword gets added and appears as a navigation tree in the left pane. Search is performed for the new keyword automatically.
 - To add a CSV (comma-separated values) file:
 - Click on **Load CSV** button.
 - Browse the desired CSV file and click **Open**. The keywords get added and appears as navigation tree in the left pane. Select the desired **Keyword** from this pane to perform the search.

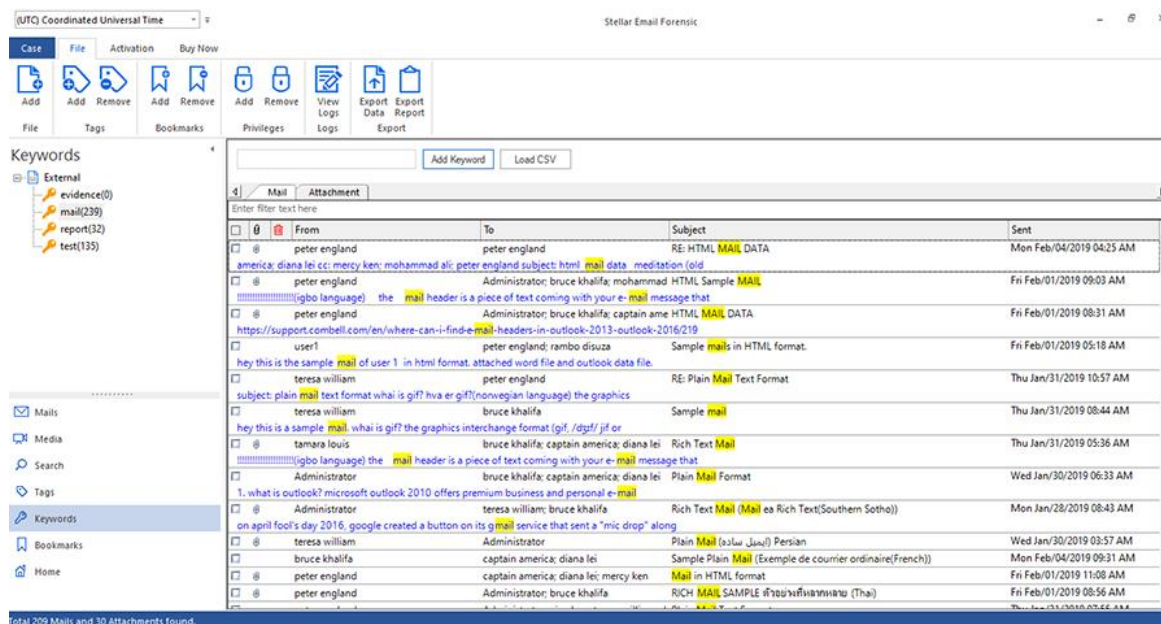
- When the search process is completed, "**Search Completed**" message appears as given below showing you the total number of mails and attachments found. Click **OK**.

Note: The found keyword will be highlighted in yellow.

Note: If you have multiple words in your search phrase then search will include results having any one the words.

Example: If you search for "credit card information", the results will include any item containing "credit" or "card" or "information".

- The search results appears below the search bar with tabs for **Mail** and **Attachment**, click the desired tab:



- The **Mail** tab contains the following columns:
 - Selection Column:** Provides check boxes to select/deselect a mail item.
 - Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - Deleted items:** Shows a deleted icon if the particular mail item was deleted.
 - From:** Shows the e-mail address of the sender.
 - To:** Shows the e-mail address of the receiver.
 - Subject:** Shows the e-mail subject.
 - Sent:** Shows the date and time when the e-mail was sent.
- The **Attachment** tab contains the following columns:
 - Selection Column:** Provides check boxes to select/deselect a mail item.
 - Name:** Provides the name of the attachment with file extension.

11. **Size (Bytes)**: Shows the size of the attachment in Bytes.

5. Click on the mail/attachment to preview its contents. The right pane provides the preview of the mail item that you select. This pane has different preview tabs depending on the format in which you want to preview the mail item.

These tabs are as follows:

9. For previewing a **Mail** item:

9. **Mail**: Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.

10. **HTML**: Shows preview of the mail body in the HTML Format, if available.

11. **RTF**: Shows preview of the mail body in the RTF (Rich Text Format), if available.

12. **Internet Header**: Shows the internet header details of selected mail in text format.

13. **Hex**: Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.

14. **Attachment**: Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

10. For previewing an **Attachment**:

9. **Mail**: Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.

10. **Internet Header**: Shows the internet header details of selected mail in text format.

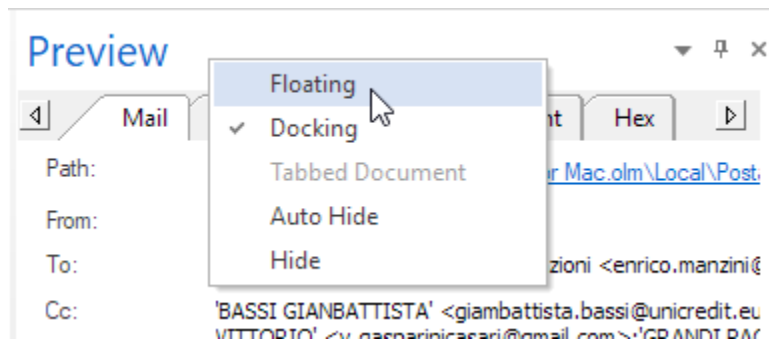
11. **Attachment**: Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

12. **Hex**: Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.







Additional Options:

- **Filter search**: The software provides option to filter the Mails and Attachments for the searched keywords. In the middle pane below the **Mail/Attachment** tabs, type the filter text in the search bar.
- **Sorting columns**: You can sort the mail and attachment items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

- **Preview mail options:**

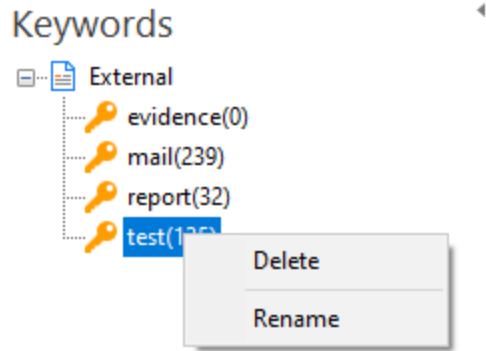


The preview pane provides the following preview options:

- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on  and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on  to pin and  to unpin the preview pane. Alternatively, click on  select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close  located at right hand top corner of the pane. Alternatively, click on  and select **Hide** from the drop down menu.

Renaming Keywords:

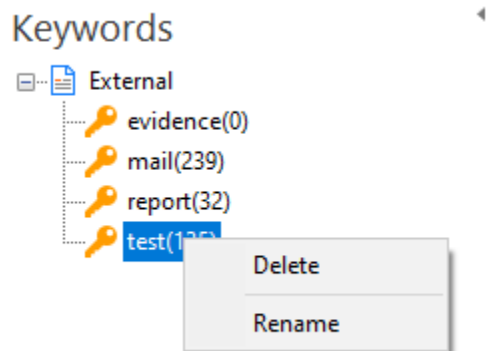
1. From the left side **Navigation Pane**, select **Keywords** tab.
2. The **Keywords** tab opens showing a navigation tree of keywords in the left pane. Right click on the desired keyword from this pane and select **Rename**.



3. Enter the new keyword and press **Enter**.

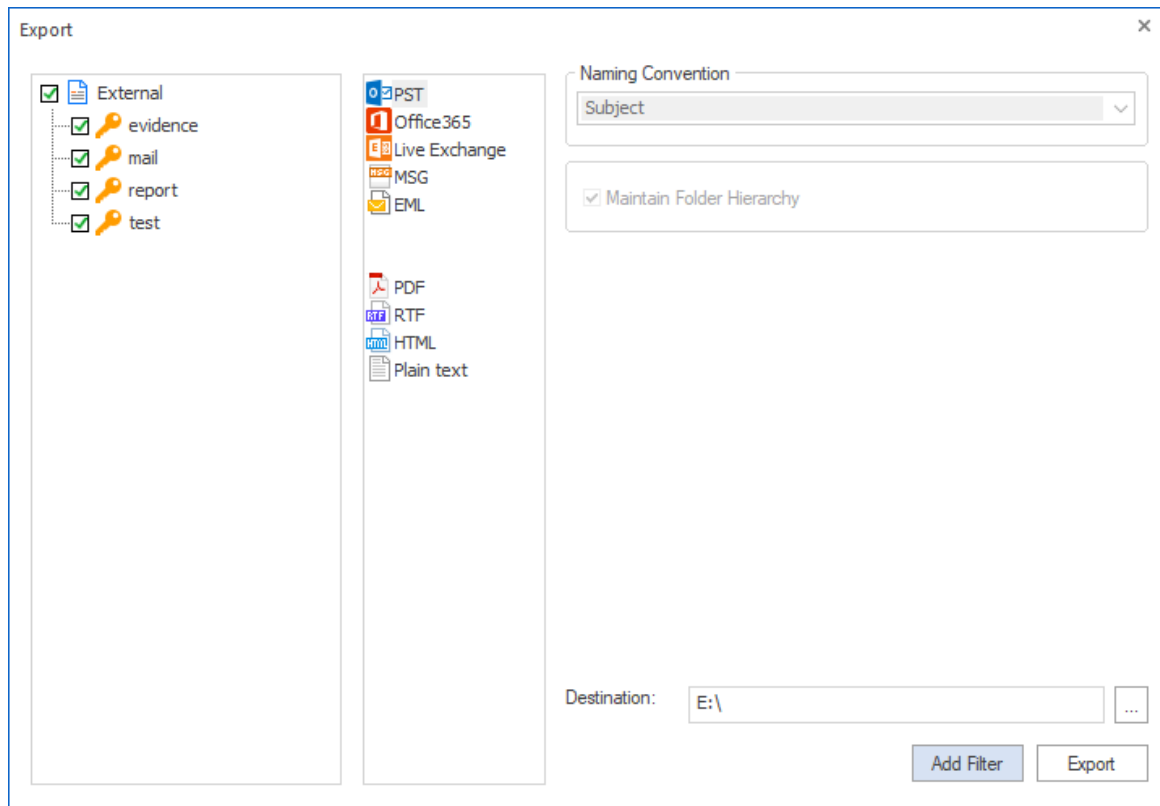
Deleting Keywords:

1. From the left side **Navigation Pane**, select **Keywords** tab.
2. The **Keywords** tab opens showing a navigation tree of keywords in the left pane. Right click on the desired keyword from this pane and select **Delete**.




Exporting the Keywords Data:

1. From the left side **Navigation Pane**, select **Keywords** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**.



3. The **Export** wizard appears, this wizard has three panes:
 - Select the keywords for which you wish to export the data from left pane using the check-boxes in front of them.
 - Select the format in which you wish to export the data from the middle pane and enter the required fields from the right pane. Refer to the table below:

| File Type | Action |
|-------------------|--|
| PST </> | 1. Click on <input type="button" value="..."/> 2. Browse and select the destination folder to save the PST files. |
| Office365 </> | 1. Enter the Email ID (user name) and Password for the Office365 account where you wish to save the mailbox files. |
| Live Exchange </> | 1. Select the Login type (Administrator or User) using the radio buttons. |

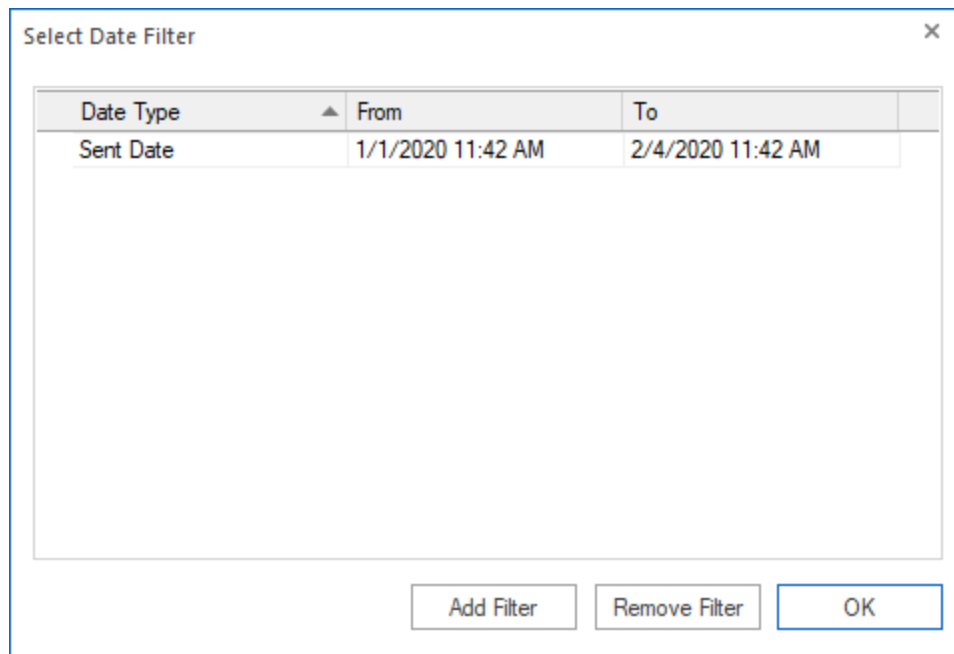
| | |
|------------|--|
| | <p>2. Enter the Email ID, Mailbox Name, Password and Server Name for the live exchange account.</p> <p>3. Select the Exchange Server 2010 and Higher check-box if the destination Exchange Server is of version 2010 or higher.</p> |
| MSG <1> | <p>1. Select the Naming Convention<2> from the drop-down menu.</p> <p>2. Un-check the Maintain Folder Hierarchy check-box to save all the mailbox items in a single folder.</p> <p>3. Click on </p> <p>4. Browse and select the destination folder to save the files.</p> |
| EML <1> | |
| PDF | |
| RTF | |
| HTML | |
| Plain text | |

<1>: Not available with demo subscription.

<2>: **Naming Convention**: Naming convention is a rule to rename the mailbox items that are getting saved using export data function. The following naming conventions are available in **Stellar Email Forensic-**

- Subject
- Subject+Date(DD-MM-YY)
- From+Subject+Date(DD-MM-YY)
- Date(DD-MM-YY)+From+Subject
- Date(YY-MM-DD)+From+Subject
- Date(MM-DD-YY)+From+Subject
- Date(YYYY-MM-DD)+From+Subject

4. If you wish specify a date range for the data to be exported, click on **Add Filter** button and follow the steps as given below:



- In the **Select Date Filter** window, click on **Add Filter** button, a new row with **Date Type**, **From** date and **To** date appears.
 - Select the **Date Type** using the drop-down menu.
 - In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
 - To remove a filter, select it in the table and click **Remove Filter**.
 - Click **OK** to apply the listed filters.
5. Click **Export** to begin the process.
6. "**Data exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

3.7.2. Boolean Search

Boolean search is a type of search allowing you to combine keywords with operators (or modifiers) such as AND, NOT and OR to further produce more relevant results. The following example describe the different Boolean search operators.

- **Quotes:** Use quotes to search for an exact phrase. Example: "network administrator".
- **Parenthesis:** Combine modifiers to create a more complex search. Example: network AND (administrator OR architect).
- **AND:** Include two search terms. Example- network AND administrator.
- **OR:** Broaden your search with multiple terms. Example- "network administrator" OR "network manager".
- **NOT:** Use to exclude a specific term. Example- administrator NOT manager.

Note: Boolean Operators (AND, OR and NOT) must be written using all capital letters, otherwise they will be interpreted as part of your search.

| Function | Meaning | Example |
|----------------|---|---|
| x AND y | There is at least one x and at least one y in the unit. | <p>Search parameters: a AND b</p> <p>Possible search results:</p> <ol style="list-style-type: none"> 1. able 2. black 3. The file is big b but there is no useful data there. <p>The following data will not be found:</p> <ol style="list-style-type: none"> 1. borrow 2. any aim 3. else |
| x OR y | There is either at least one x or at least one y in the unit. | <p>Search parameters: a OR b</p> <p>Possible search results:</p> <ol style="list-style-type: none"> 1. borrow 2. any aim 3. black |

| | | |
|--------------|-----------------------------------|--|
| | | <p>4. The file is big b but there is no useful data there</p> <p>The following data will not be found:</p> <ol style="list-style-type: none"> 1. else 2. No time left! |
| NOT x | There is no x in the unit. | <p>Search parameters: i AND NOT b</p> <p>Possible search results:</p> <ol style="list-style-type: none"> 1. This i is great! 2. Time over. <p>The following data will not be found:</p> <ol style="list-style-type: none"> 1. blue blob of ink 2. i remember |

By default, the priority of the operations is the following:

1. NOT
2. AND
3. OR

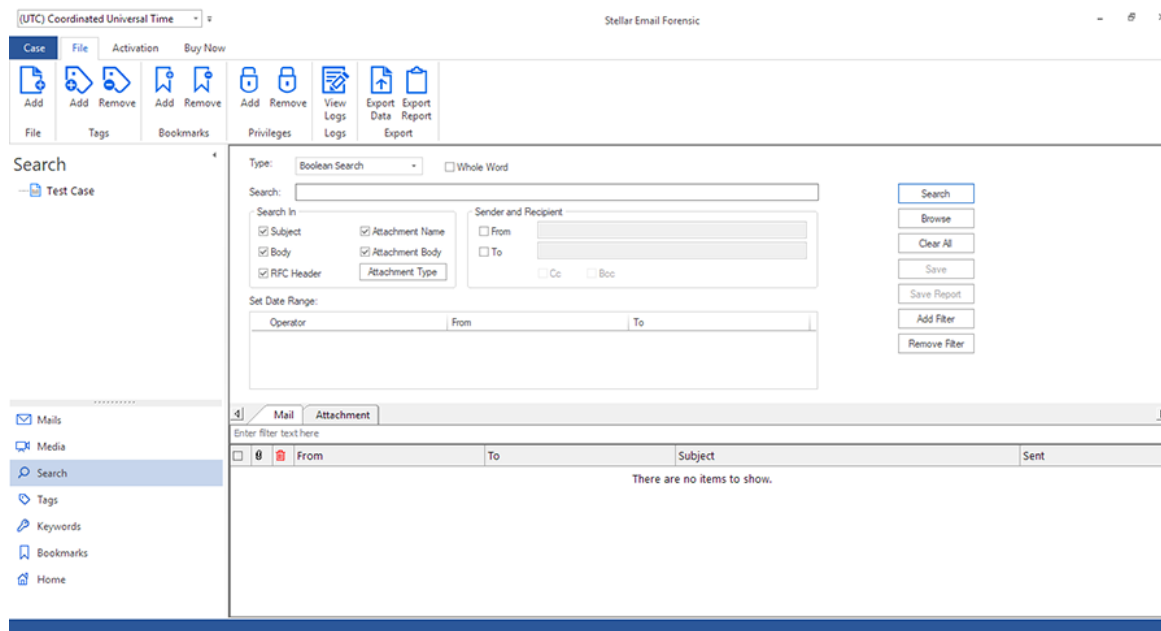
Use **Parenthesis "()"** to define other operations' priorities.

Note: You need to put spaces before and after brackets. For Example, NOT (cat OR dog).

Use quotation marks to define the expression that should be found exactly as it is. For example: "**E AND B**" will find **white AND black**, but will not find **ABLE**.

To access **Boolean Search** option, do the following steps:

1. Click on **Search** tab from the **Navigation Pane**, the **Search** tab appears as follows:



2. From the **Type** drop down menu, select **Boolean Search** (if not selected by default).
3. Enter the search expression in **Search** field. You can chose to match whole words or partial words using **Whole Word** check-box.
4. Specify the search location where you want the search to be performed using the **Search In** section. The following locations are available:
 - Subject
 - Body
 - RFC Header
 - Attachment Name
 - Attachment Body

Note: The search will be performed in all the selected fields. If you have checked the **Attachment Body** field, you can select the attachment extension types using the **Attachment Type** button. The search will NOT be performed on the attachment body if it is password protected.

5. Add additional search criteria, if required. The options are as follows:
 - **Sender and Recipient:**

Use the **Sender and Recipient** section to add the sender's or recipient's e-mail addresses. The following criteria are available to add:

 - **From:** Select the check-box and enter the e-mail address or name of the sender.

- **To:** Select the check-box and enter the e-mail address or name of the recipient.
- **Cc:** Select the check-box to search the Cc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.
- **Bcc:** Select the check-box to search the Bcc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.

Note: You can enter a boolean expression in the **From** and **To** fields to further produce more relevant results.

- **Set Date Range**

Use the **Set Date Range** section to specify a date range for search of the e-mail. To add or remove a date range:

- Click on **Add Filter** button, a new row with **Operator**, **From** date and **To** date appears in the **Set Date Range** section.
- Select the necessary **Operator** using the drop-down menu, The following operators are available:
 - AND: All search results will match this condition.
 - OR: The search result can match this or any other condition.
 - AND NOT: All search results will not match this condition.
- In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
- To remove a filter, select it in the table and click **Remove Filter**.

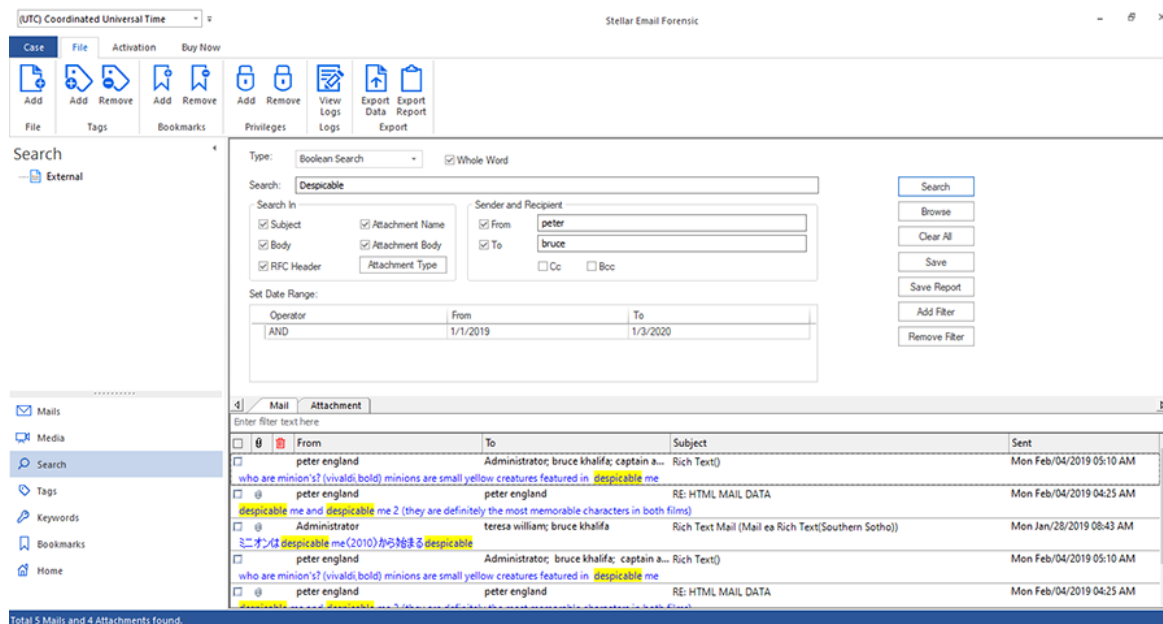
6. By default the search is performed on all the added mailbox files. If you want to perform the search on specific files then click **Browse** button. Select the desired files using the check-boxes in front of them and click **OK**.

Note: To reset the search parameters at any stage, click **Clear All** button.

7. Click **Search** button to start the search process.

8. When the process is completed, "**Search Completed**" message appears as given below showing you the total number of mails and attachments found. Click **OK**.

9. The search results appear in the lower pane with tabs for **Mail** and **Attachment**, click the desired tab:



- The **Mail** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **Deleted items:** Shows a deleted icon if the particular mail item was deleted.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Sent:** Shows the date and time when the e-mail was sent.
- The **Attachment** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Name:** Provides the name of the attachment with file extension.
 - **Size (Bytes):** Shows the size of the attachment in Bytes.

10. Click on the mail/attachment to preview its contents. The right pane provides the preview of the mail item that you select. This pane has different preview tabs depending on the format in which you want to preview the mail item.

These tabs are as follows:

1. For previewing a **Mail** item:
 - **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.

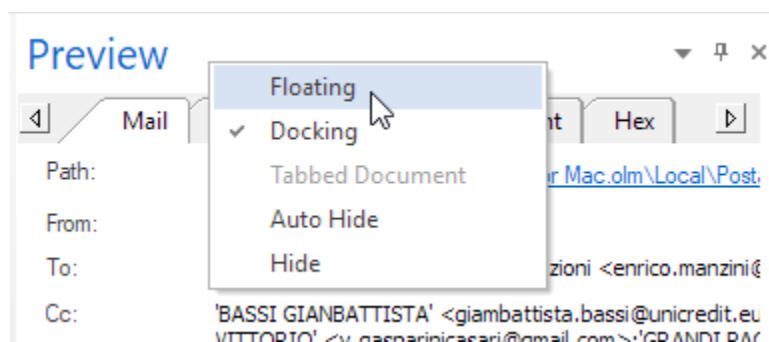
- **HTML:** Shows preview of the mail body in the HTML Format, if available.
- **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

2. For previewing an **Attachment**:







- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.

Additional Options:

- **Filter:** The software provides filter options for Mails and Attachments found in the search process. In the lower pane below the **Mail** and **Attachment** tabs, type the keywords in the search bar.
- **Sorting columns:** You can sort the mails and attachments using the table headers in the lower pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.
- **Preview mail options:**



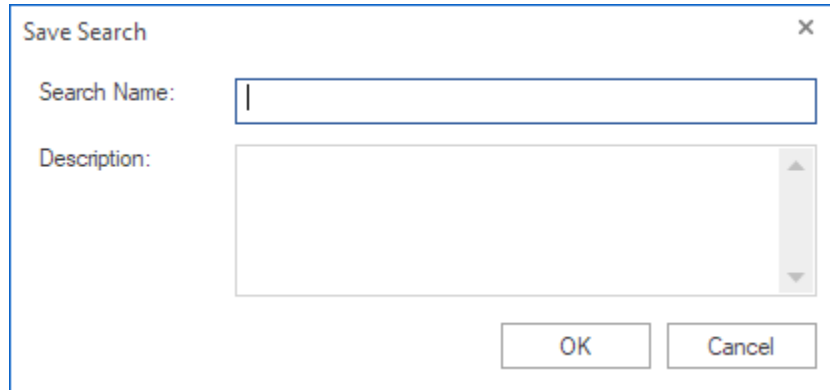
The preview pane provides the following preview options:

- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on  and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on  to pin and  to unpin the preview pane. Alternatively, click on  select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close  located at right hand top corner of the pane. Alternatively, click on  and select **Hide** from the drop down menu.

Saving the Search Parameters:

The search parameters can be saved to perform the search again at a later stage. After the search is performed, save the search use the following steps:

1. Click **Save** button, **Save Search** dialog box appears.



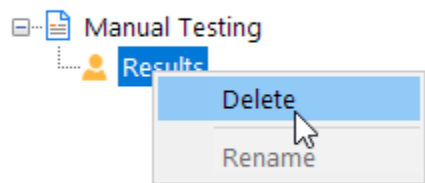
The image shows a 'Save Search' dialog box with a title bar containing a close button (X). It has two input fields: 'Search Name:' with a text box containing a vertical bar cursor, and 'Description:' with a larger text area. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

2. Type the **Search Name** and **Description**.
3. Click **OK** to save. The search gets added and appears as navigation tree in the left pane. Select the desired **Search** from this pane to perform the search again at a later stage.

Deleting Saved Search:

1. From the left side **Navigation Pane**, select **Search** tab.
2. The **Search** tab opens showing a navigation tree of saved searches in the left pane. Right click on the desired saved search from this pane and select **Delete**.

Search

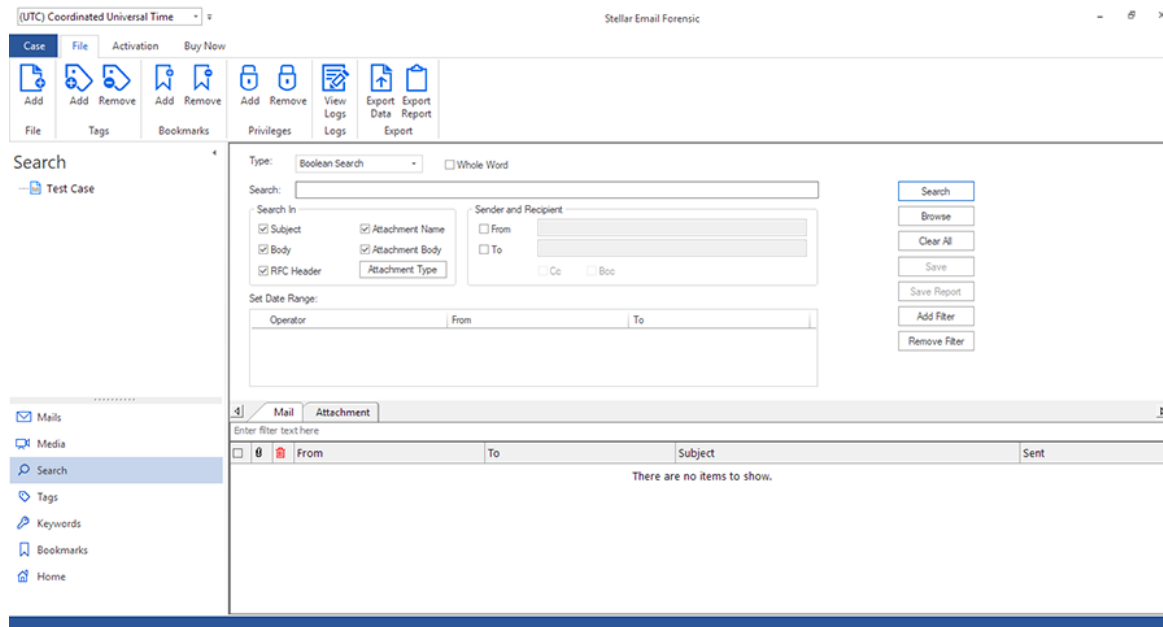


3.7.3 Regular Expression Search

A regular expression is a sequence of characters that forms a search pattern. When you search the database in **Stellar Email Forensic**, you can use this search pattern to describe what you are searching for. A regular expression can be a single character, or a more complicated pattern. **Stellar Email Forensic** provides a number of Regular Expression **Templates** under different categories and also provides options to add your own **Templates**. Regular expressions search can be used to perform all types of text search operations.

To access **Regular Expression Search** option, do the following steps:

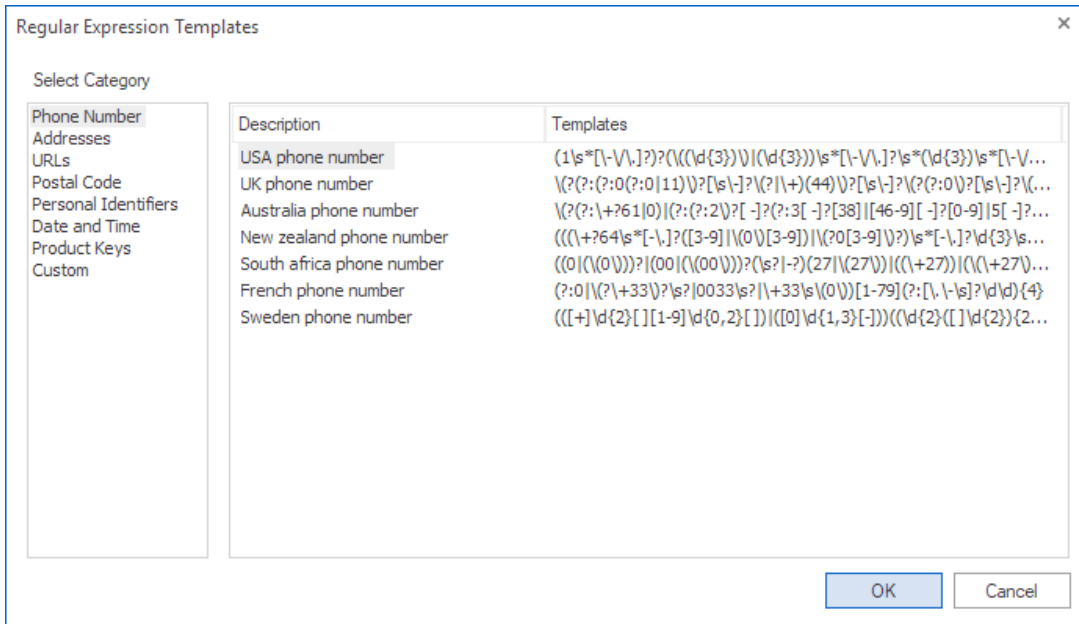
1. Click on **Search** tab from the **Navigation Pane**, the **Search** tab appears as follows:



2. From the **Type** drop down menu, select **Regular Expression Search**.
3. Enter the search expression in **Search** field. You can use the pre-defined templates or create your own templates:

To use an existing Template:

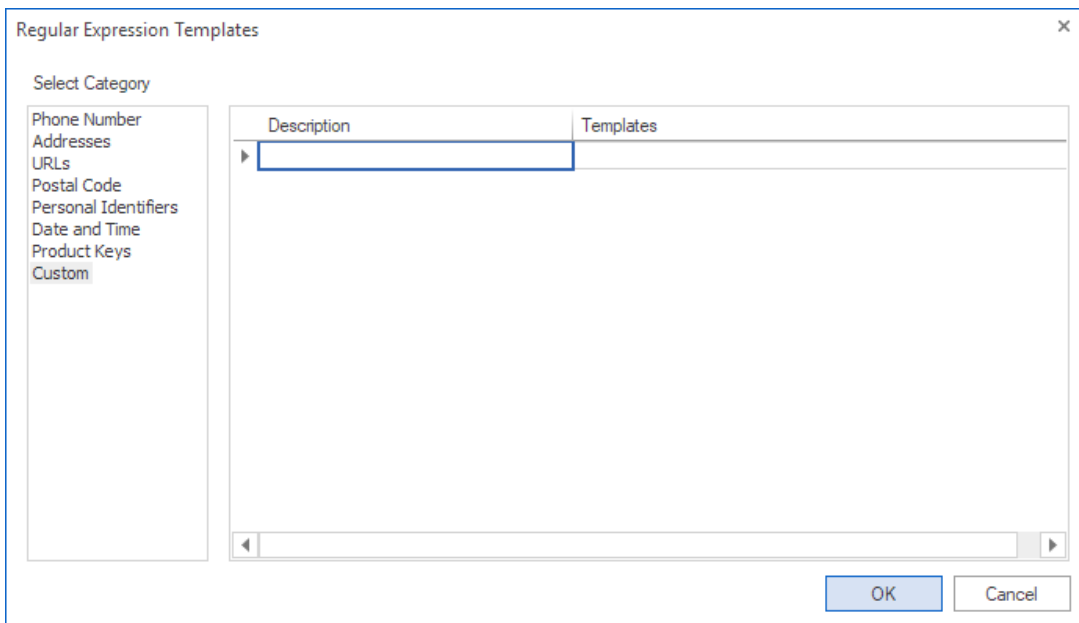
- Click on **Use Template** button, the **Regular Expression Templates** window appears.



- Select the category from the left side column and then the template from the **Description** column.
- Click **OK**.
- The selected template's search expression will automatically appear in the **Search** field.

To add, remove or edit your own Template:

- Click on **Use Template** button, the **Regular Expression Templates** window appears.
- Select **Custom** under **Select Category** column.
- Click on a empty row to add a new template or click on an existing row to edit it.



- Enter the Description of your Template under **Description** column and the Regular Expression under **Templates** Column.
- To remove a template, remove the text from the **Description** and **Templates** column of the particular row.
- Click **OK**.
- The selected template's search expression will automatically appear in the **Search** field.

4. Specify the search location where you want the search to be performed using the **Search In** section. The following locations are available:

- Subject
- Body
- RFC Header
- Attachment Name
- Attachment Body

Note: The search will be performed in all the selected fields. If you have checked the **Attachment Body** field, you can select the attachment extension types using the **Attachment Type** button. The search will NOT be performed on the attachment body if it is password protected.

5. Add additional search criteria, if required. The options are as follows:

- **Sender and Recipient:**

Use the **Sender and Recipient** section to add the sender's or recipient's e-mail addresses. The following criteria are available to add:

- **From:** Select the check-box and enter the e-mail address or name of the sender.
 - **To:** Select the check-box and enter the e-mail address or name of the recipient.
 - **Cc:** Select the check-box to search the Cc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.
 - **Bcc:** Select the check-box to search the Bcc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.
- **Set Date Range**

Use the **Set Date Range** section to specify a date range for search of the e-mail. To add or remove a date range:

- Click on **Add Filter** button, a new row with **Operator**, **From** date and **To** date appears in the **Set Date Range** section.
- Select the necessary **Operator** using the drop-down menu, The following operators are available:
 - AND: All search results will match this condition.
 - OR: The search result can match this or any other condition.
 - AND NOT: All search results will not match this condition.
- In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
- To remove a filter, select it in the table and click **Remove Filter**.

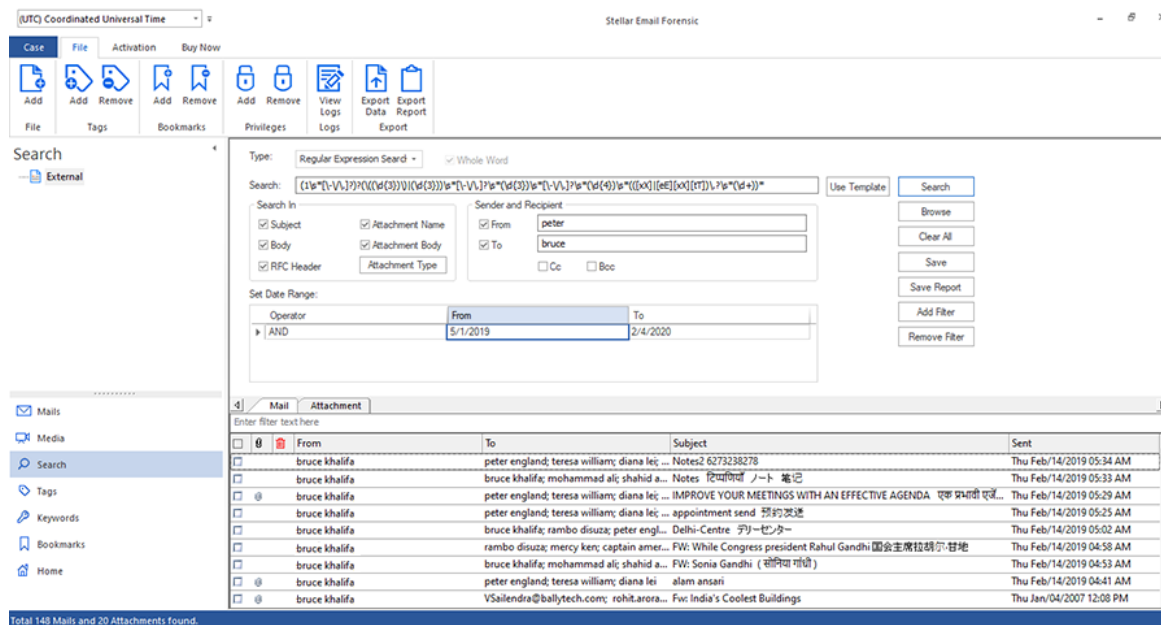
6. By default the search is performed on all the added mailbox files. If you want to perform the search on specific files then click **Browse** button. Select the desired files using the check-boxes in front of them and click **OK**.

Note: To reset the search parameters at any stage, click **Clear All** button.

7. Click **Search** button to start the search process.

8. When the process is completed, "**Search Completed**" message appears as given below showing you the total number of mails and attachments found. Click **OK**.

9. The search results appear in the lower pane with tabs for **Mail** and **Attachment**, click the desired tab:



- The **Mail** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **Deleted items:** Shows a deleted icon if the particular mail item was deleted.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Sent:** Shows the date and time when the e-mail was sent.
- The **Attachment** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Name:** Provides the name of the attachment with file extension.
 - **Size (Bytes):** Shows the size of the attachment in Bytes.

10. Click on the mail/attachment to preview its contents. The right pane provides the preview of the mail item that you select. This pane has different preview tabs depending on the format in which you want to preview the mail item.

These tabs are as follows:

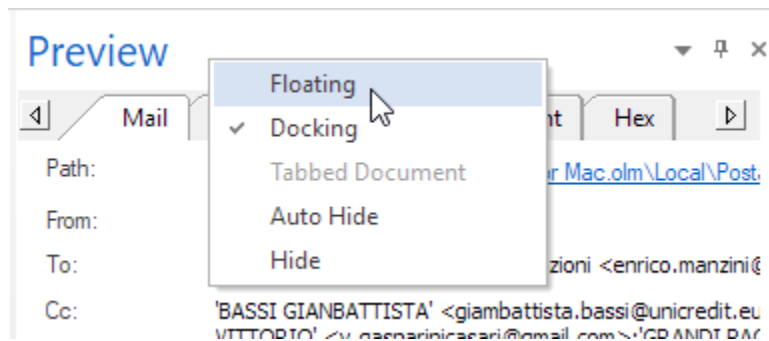
1. For previewing a **Mail** item:
 - **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.
 - **HTML:** Shows preview of the mail body in the HTML Format, if available.
 - **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
 - **Internet Header:** Shows the internet header details of selected mail in text format.
 - **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
 - **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

2. For previewing an **Attachment**:


- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.






Additional Options:

- **Filter:** The software provides filter options for Mails and Attachments found in the search process. In the lower pane below the **Mail** and **Attachment** tabs, type the keywords in the search bar.
- **Sorting columns:** You can sort the mails and attachments using the table headers in the lower pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.
- **Preview mail options:**



The preview pane provides the following preview options:

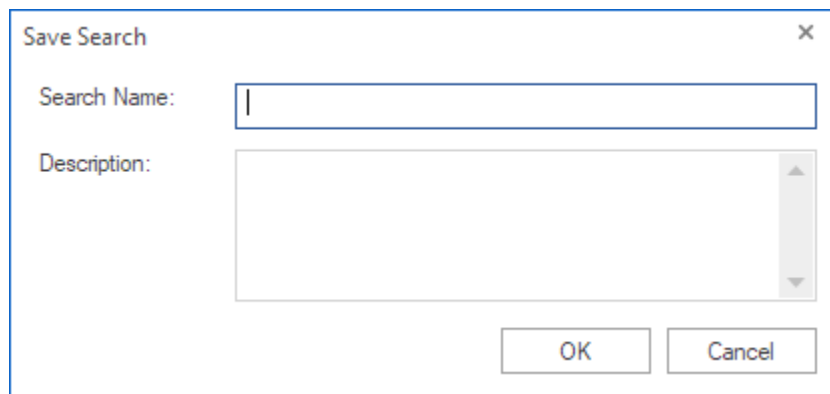
- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on  and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.

- **Pin/Unpin Preview Pane:** Click on  to pin and  to unpin the preview pane. Alternatively, click on  select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close  located at right hand top corner of the pane. Alternatively, click on  and select **Hide** from the drop down menu.

Saving the Search Parameters:

The search parameters can be saved to perform the search again at a later stage. After the search is performed, save the search use the following steps:

1. Click **Save** button, **Save Search** dialog box appears.



The image shows a 'Save Search' dialog box with a title bar containing a close button (X). It features two input fields: 'Search Name:' with a single-line text box and 'Description:' with a multi-line text box and a vertical scrollbar. At the bottom, there are two buttons labeled 'OK' and 'Cancel'.

2. Type the **Search Name** and **Description**.
3. Click **OK** to save. The search gets added and appears as navigation tree in the left pane. Select the desired **Search** from this pane to perform the search again at a later stage.

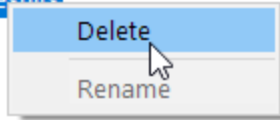
Deleting Saved Search:

1. From the left side **Navigation Pane**, select **Search** tab.
2. The **Search** tab opens showing a navigation tree of saved searches in the left pane. Right click on the desired saved search from this pane and select **Delete**.

Search

Manual Testing

Results

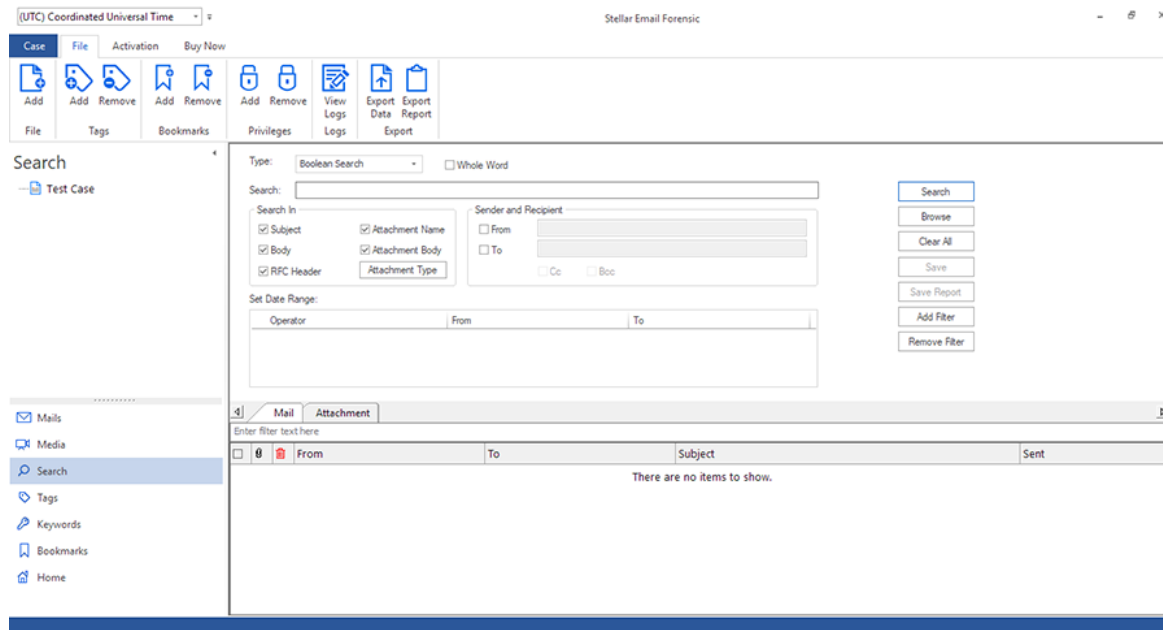


3.7.4. Simple Search

Simple Search means that the entered search expression will be searched as it is and not interpreted as the **Boolean** or **Regular Expression**.

To access **Simple Search** option, do the following steps:

1. Click on **Search** tab from the **Navigation Pane**, the **Search** tab appears as follows:



2. From the **Type** drop down menu, select **Simple Search**.
3. Enter the search expression in **Search** field. Only the whole words will be searched and therefore the **Whole Word** check-box is disabled.
4. Specify the search location where you want the search to be performed using the **Search In** section. The following locations are available:

- Subject
- Body
- RFC Header
- Attachment Name
- Attachment Body

Note: The search will be performed in all the selected fields. If you have checked the **Attachment Body** field, you can select the attachment extension types using the **Attachment Type** button. The search will NOT be performed on the attachment body if it is password protected.

5. Add additional search criteria, if required. The options are as follows:

- **Sender and Recipient:**

Use the **Sender and Recipient** section to add the sender's or recipient's e-mail addresses. The following criteria are available to add:

- **From:** Select the check-box and enter the e-mail address or name of the sender.
- **To:** Select the check-box and enter the e-mail address or name of the recipient.
- **Cc:** Select the check-box to search the Cc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.
- **Bcc:** Select the check-box to search the Bcc field of the mail, with the e-mail address or name of the recipient entered in the **To** field.

- **Set Date Range**

Use the **Set Date Range** section to specify a date range for search of the e-mail. To add or remove a date range:

- Click on **Add Filter** button, a new row with **Operator**, **From** date and **To** date appears in the **Set Date Range** section.
- Select the necessary **Operator** using the drop-down menu, The following operators are available:
 - **AND:** All search results will match this condition.
 - **OR:** The search result can match this or any other condition.
 - **AND NOT:** All search results will not match this condition.
- In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
- To remove a filter, select it in the table and click **Remove Filter**.

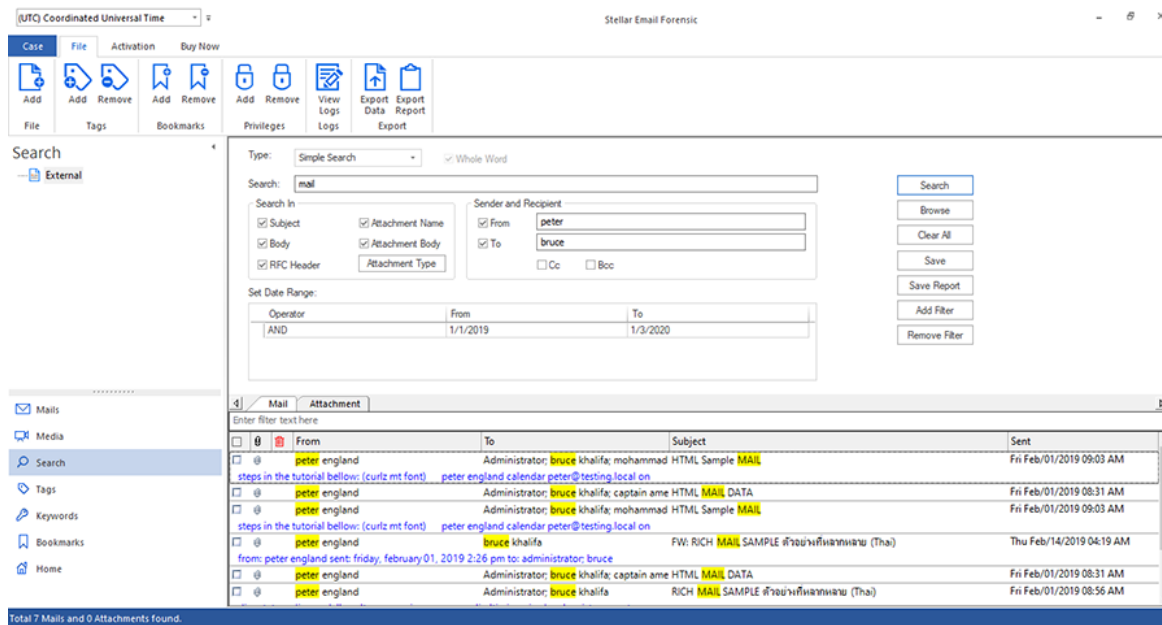
6. By default the search is performed on all the added mailbox files. If you want to perform the search on specific files then click **Browse** button. Select the desired files using the check-boxes in front of them and click **OK**.

Note: To reset the search parameters at any stage, click **Clear All** button.

7. Click **Search** button to start the search process.

8. When the process is completed, "**Search Completed**" message appears as given below showing you the total number of mails and attachments found. Click **OK**.

9. The search results appear in the lower pane with tabs for **Mail** and **Attachment**, click the desired tab:



- The **Mail** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **Deleted items:** Shows a deleted icon if the particular mail item was deleted.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Sent:** Shows the date and time when the e-mail was sent.
- The **Attachment** tab contains the following columns:
 - **Selection Column:** Provides check boxes to select/deselect a mail item.
 - **Name:** Provides the name of the attachment with file extension.
 - **Size (Bytes):** Shows the size of the attachment in Bytes.

10. Click on the mail/attachment to preview its contents. The right pane provides the preview of the mail item that you select. This pane has different preview tabs depending on the format in which you want to preview the mail item.

These tabs are as follows:

1. For previewing a **Mail** item:

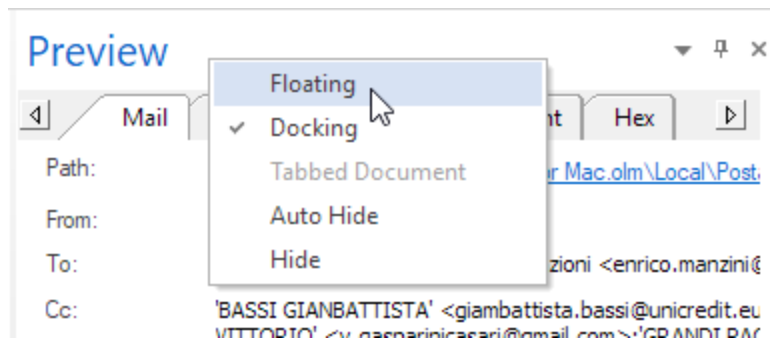
- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.
- **HTML:** Shows preview of the mail body in the HTML Format, if available.
- **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

2. For previewing an **Attachment**:







- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.

Additional Options:

- **Filter:** The software provides filter options for Mails and Attachments found in the search process. In the lower pane below the **Mail** and **Attachment** tabs, type the keywords in the search bar.
- **Sorting columns:** You can sort the mails and attachments using the table headers in the lower pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.
- **Preview mail options:**



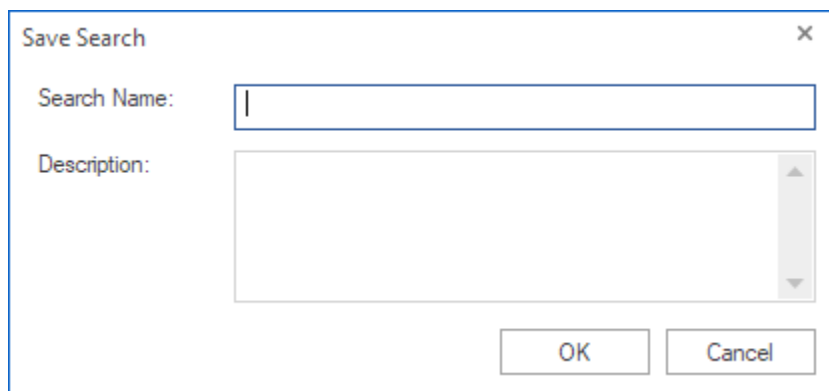
The preview pane provides the following preview options:

- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on  and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on  to pin and  to unpin the preview pane. Alternatively, click on  select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close  located at right hand top corner of the pane. Alternatively, click on  and select **Hide** from the drop down menu.

Saving the Search Parameters:

The search parameters can be saved to perform the search again at a later stage. After the search is performed, save the search use the following steps:

1. Click **Save** button, **Save Search** dialog box appears.

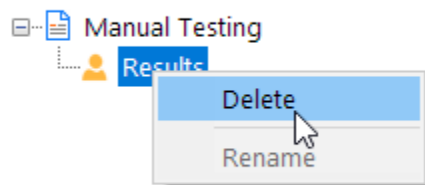


2. Type the **Search Name** and **Description**.
3. Click **OK** to save. The search gets added and appears as navigation tree in the left pane. Select the desired **Search** from this pane to perform the search again at a later stage.

Deleting Saved Search:

1. From the left side **Navigation Pane**, select **Search** tab.
2. The **Search** tab opens showing a navigation tree of saved searches in the left pane. Right click on the desired saved search from this pane and select **Delete**.

Search



3.7.5. Save Report

When a search is completed, its results can be added to the special **Report**.

To generate the **Report**:

1. Perform the search for which you wish to generate the report.
2. Click on **Save Report** button.
3. The **Reports** window appears. Fill in the details as given below:

| | | |
|--|---|--|
| General > General Settings | Investigator Name | Enter the name of the investigator. |
| | Agency | Enter the name of investigator's agency/organization. |
| | Email | Enter the e-mail address of investigator. |
| | Phone | Enter the contact phone number of the investigator. |
| | Fax | Enter the fax number of the investigator. |
| | Description | Enter the description of investigator as per your requirement. |
| | Select Destination | Click Browse to browse and select the destination folder to save the report files. |
| | Open report on finish check-box | Select this check-box to open the report after it is generated. |
| | Export messages to a folder and add link in report check-box | Selecting this check-box will export all the e-mail items to a local folder and add a link of folder to the report. |
| Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |
| Report Customization > Header and Footer | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| | Add footer | Selecting this check-box will allow you to enter the footer text to be included in report. |
| | Examination Summary | Enter the examination summary, if any, in the text box. |

| | | |
|--|--------------------|--|
| Summary and Conclusion > Summary Settings | Conclusion Summary | Enter the conclusion summary, if any, in the text box. |
|--|--------------------|--|

Reports

General

Report Customization

Summary and Conclusion

General Settings

Investigator Name: Mac

Agency: MNCA

Email: mac@MNCA.com

Phone: 3738378363

Fax: 9598478499392

Description: Evidence-based may rely on tradition

Select Destination: D:\ [Browse]

Open report on finish

Export messages to a folder and add link in report.

Previous Next Finish Cancel

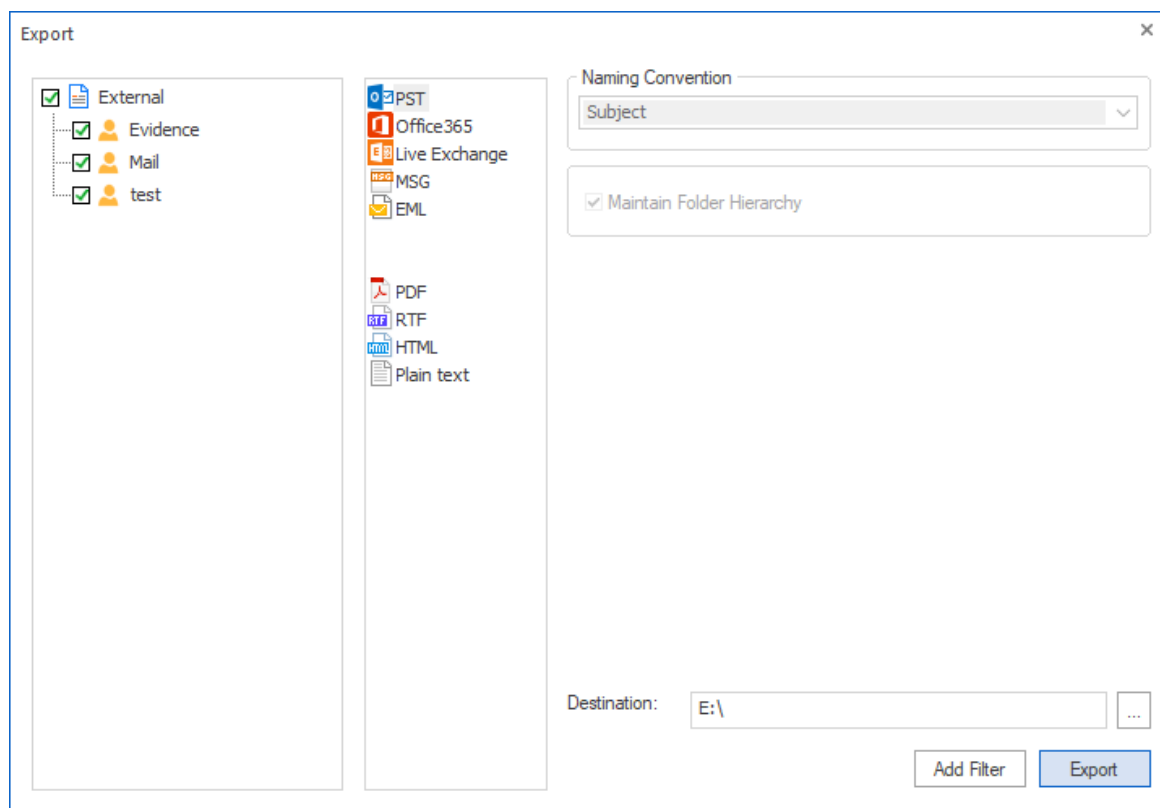
4. Click on **Next** or **Previous** button to move to next and previous page respectively.
5. Click on **Finish** to generate the **Search Report**.
6. "**Report exported successfully.**" message appears and the report gets open in your default internet browser.

3.7.6. Export Searched Data

To export the searched data, use the following steps:


Note: You must save the search in order to export the searched data.


1. From the left side **Navigation Pane**, select **Search** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**. The **Export** wizard appears.



3. This wizard has three panes:

- Select the searches for which you wish to export the data from left pane using the check-boxes in front of them.
- Select the format in which you wish to export the data from the middle pane and enter the required fields from the right pane. Refer to the table below:

| File Type | Action |
|-----------------|---|
| PST <!--> | 1. Click on  2. Browse and select the destination folder to save the PST files. |
| Office365 <!--> | 1. Enter the Email ID (user name) and Password for the Office365 account where you wish to save the mailbox files. |

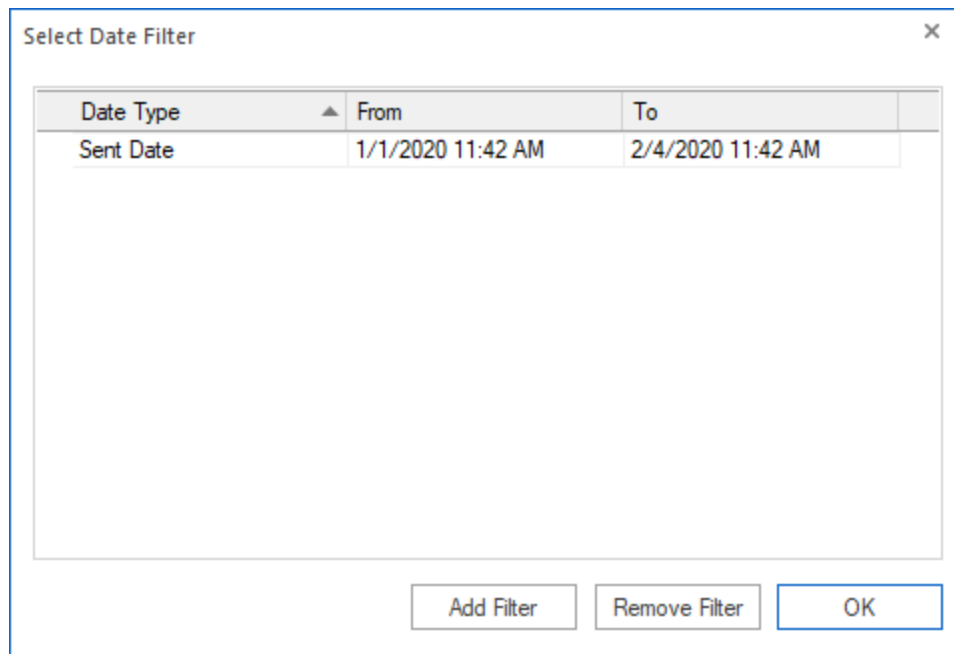
| | |
|-------------------|--|
| Live Exchange <1> | <p>1. Select the Login type (Administrator or User) using the radio buttons.</p> <p>2. Enter the Email ID, Mailbox Name, Password and Server Name for the live exchange account.</p> <p>3. Select the Exchange Server 2010 and Higher check-box if the destination Exchange Server is of version 2010 or higher.</p> |
| MSG <1> | <p>1. Select the Naming Convention<2> from the drop-down menu.</p> <p>2. Un-check the Maintain Folder Hierarchy check-box to save all the mailbox items in a single folder.</p> <p>3. Click on </p> <p>4. Browse and select the destination folder to save the files.</p> |
| EML <1> | |
| PDF | |
| RTF | |
| HTML | |
| Plain text | |

<1>: Not available with demo subscription.

<2>: **Naming Convention:** Naming convention is a rule to rename the mailbox items that are getting saved using export data function. The following naming conventions are available in **Stellar Email Forensic-**

- Subject
- Subject+Date(DD-MM-YY)
- From+Subject+Date(DD-MM-YY)
- Date(DD-MM-YY)+From+Subject
- Date(YY-MM-DD)+From+Subject
- Date(MM-DD-YY)+From+Subject
- Date(YYYY-MM-DD)+From+Subject

4. If you wish specify a date range for the data to be exported, click on **Add Filter** button and follow the steps as given below:



- In the **Select Date Filter** window, click on **Add Filter** button, a new row with **Date Type**, **From** date and **To** date appears.
 - Select the **Date Type** using the drop-down menu.
 - In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
 - To remove a filter, select it in the table and click **Remove Filter**.
 - Click **OK** to apply the listed filters.
5. Click **Export** to begin the process.
6. "**Data exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

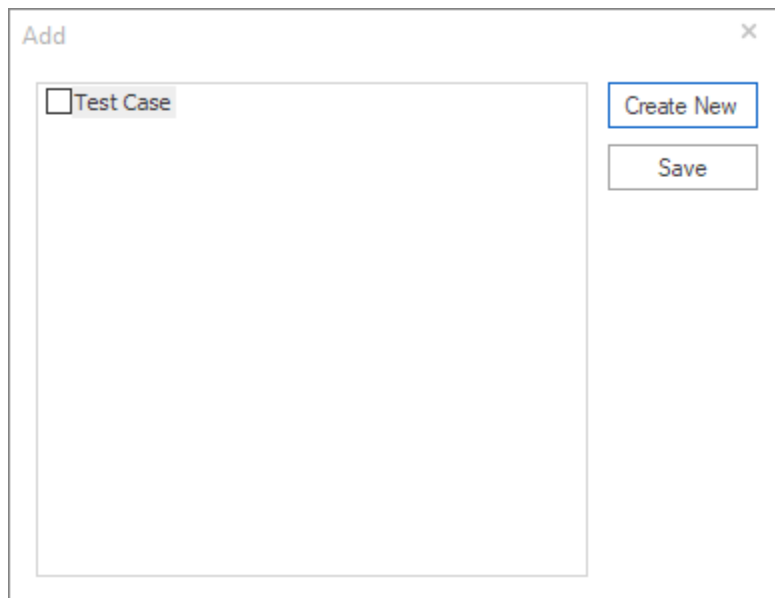
3.8. Working with Tags

Tags allow you to easily identify and group associated mail items in **Stellar Email Forensic**. Assign a tag to a group of interrelated mails so that you can quickly track and organize them. You can also assign more than one tag to mails.

You can create your own tags, and then assign them to the mail items. The tags are displayed in table views, such as mail tab, media tab, and within the open items themselves. You can choose different colors and provide related description for the tags. This flexibility enables you to categorize and create a system of filtering the investigated mail items.

Adding tags and assigning tags to mails:

1. While previewing the mail items, select the mails using the check-boxes in front of them.
2. From the **File** ribbon, click **Add** button under **Tags**. Alternatively, right click the selected mail items, go to **Tags** and click **Add Tag**.



3. **Add** dialog opens, click **Create New** button to create a new tag.
4. **Create New Tag** dialog is displayed, allowing you to enter the following details:
 - **Name:** Enter the name of the tag.
 - **Color:** Select a color from the drop-down menu.
 - **Nest Under:** This field allows you to select a parent tag (Case Name by default) under which you want to list your new tag. This feature of nesting allows you to create sub-categories within your tags.
 - **Description:** Enter the description of your new tag.

Create New Tag

Name: Yellow Tag

Color:

Nest Under: Test Case

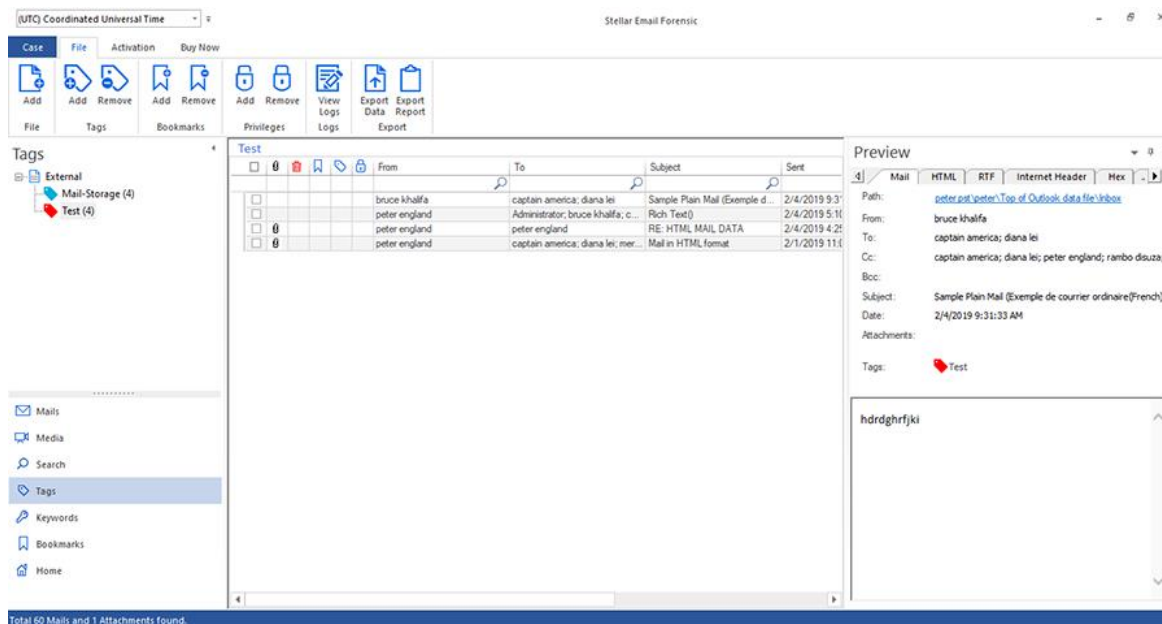
Description: Important mails.

Create

5. Click **Create** button. The newly created tag appears on the **Add** dialog.
6. To assign tags to selected mails, select the tags using the check-boxes in front of them.
7. Click **Save** to apply the tags.
8. "**Tags added successfully.**" message appears, click **OK**.

Viewing tagged mails:

1. From the left side **Navigation Pane**, select **Tags** tab.
2. The **Tags** tab opens showing a navigation tree of tags in the left pane. Select the desired tag from this pane.



3. The middle pane provides a list of mailbox items, in a tabular format, that are tagged. The pane contains the following columns:

- **Selection Column:** Provides check boxes to select/deselect a mail item.
- **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
- **Deleted items:** Shows a deleted icon if the particular mail item was deleted.
- **Bookmarks:** Shows a bookmark icon if the particular mail item has been book marked.
- **Tags:** Shows a colored tag icon if the particular mail item has been tagged.
- **Privilege:** Shows a privilege icon if the particular mail item has been added as privilege.
- **From:** Shows the e-mail address of the sender.
- **To:** Shows the e-mail address of the receiver.
- **Subject:** Shows the e-mail subject.
- **Sent:** Shows the date and time when the e-mail was sent.
- **MD5:** Shows the MD5 ID of the e-mail.
- **SHA1:** Shows the SHA1 ID of the e-mail.

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

4. The right pane provides the preview of the mail item that you select from the middle pane. This pane has different preview tabs depending on the format in which you want to preview the mail item. These tabs are defined as follows:

- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.
- **HTML:** Shows preview of the mail body in the HTML Format, if available.
- **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

Additional Options:

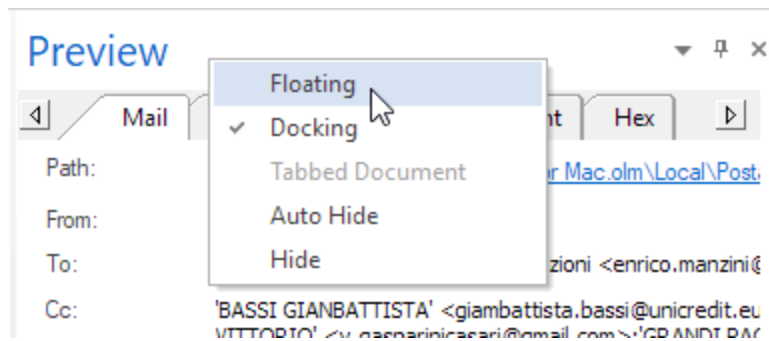
- **Quick search:** The software provides quick search options for the tagged mails. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject and MD5.

| <input type="checkbox"/> | | | Attachment Name | Source File Path | Size |
|--------------------------|--|--|---------------------------------------|--|----------|
| | | | NOTE | | |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.15 KB |
| <input type="checkbox"/> | | | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.19 KB |
| <input type="checkbox"/> | | | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |
| <input type="checkbox"/> | | | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |

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

| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Attachment Name | Source File Path | Size |
|--------------------------|--------------------------|--------------------------|------------------------------|--|--------------|
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 823.00 Bytes |
| <input type="checkbox"/> | | | WP_20170501_17_40_52_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 385.19 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_58_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 322.85 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_44_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 351.68 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_34_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 247.80 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_40_Pro.jpg | E:\Work Files\Setup\OLM file\Archivio T... | 227.00 KB |

- **Preview mail options:**



The preview pane provides the following preview options:

- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on to pin and to unpin the preview pane. Alternatively, click on select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close located at right hand top corner of the pane. Alternatively, click on and select **Hide** from the drop down menu.

Removing tags from mails:

1. From the list of tagged mails, select the mails using the check-boxes in front of them.
2. From the **File** ribbon, click **Remove** button under **Tags**. Alternatively, right click the selected mail items, go to **Tags** and click **Remove Tag**.

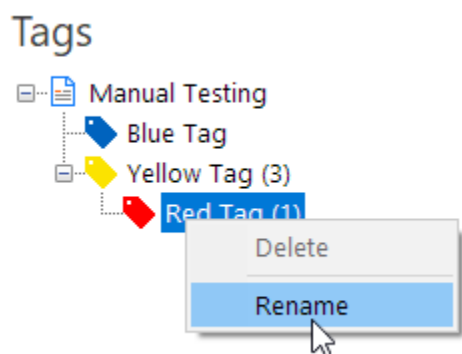
3. **Remove** dialog opens, select the tags using the check-boxes in front of them.



4. Click **Remove** to remove the tags.
5. "**Tags removed successfully.**" message appears, click **OK**.

Renaming tags:

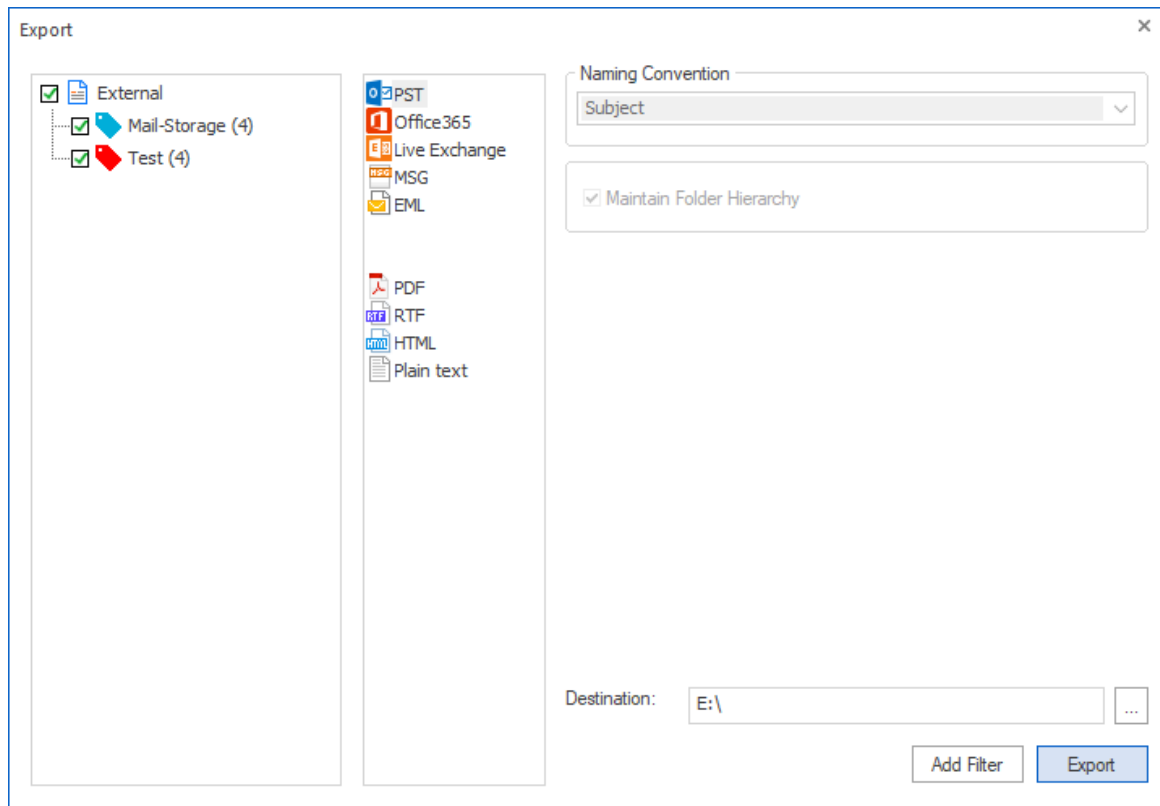
1. From the left side **Navigation Pane**, select **Tags** tab.
2. The **Tags** tab opens showing a navigation tree of tags in the left pane. Right click on the desired tag from this pane and select **Rename**.



3. Enter the new name for the tag and click outside the text box to apply changes.

Export the tagged data:


1. From the left side **Navigation Pane**, select **Tags** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**.



3. The **Export** wizard appears, this wizard has three panes:

- Select the tags for which you wish to export the data from left pane using the check-boxes in front of them.
- Select the format in which you wish to export the data from the middle pane and enter the required fields from the right pane. Refer to the table below:

| File Type | Action |
|-------------------|--|
| PST <?> | <ol style="list-style-type: none"> 1. Click on <input type="button" value="..."/> 2. Browse and select the destination folder to save the PST files. |
| Office365 <?> | <ol style="list-style-type: none"> 1. Enter the Email ID (user name) and Password for the Office365 account where you wish to save the mailbox files. |
| Live Exchange <?> | <ol style="list-style-type: none"> 1. Select the Login type (Administrator or User) using the radio buttons. 2. Enter the Email ID, Mailbox Name, Password and Server Name for the live exchange account. 3. Select the Exchange Server 2010 and Higher check-box if the destination Exchange Server is of version 2010 or higher. |

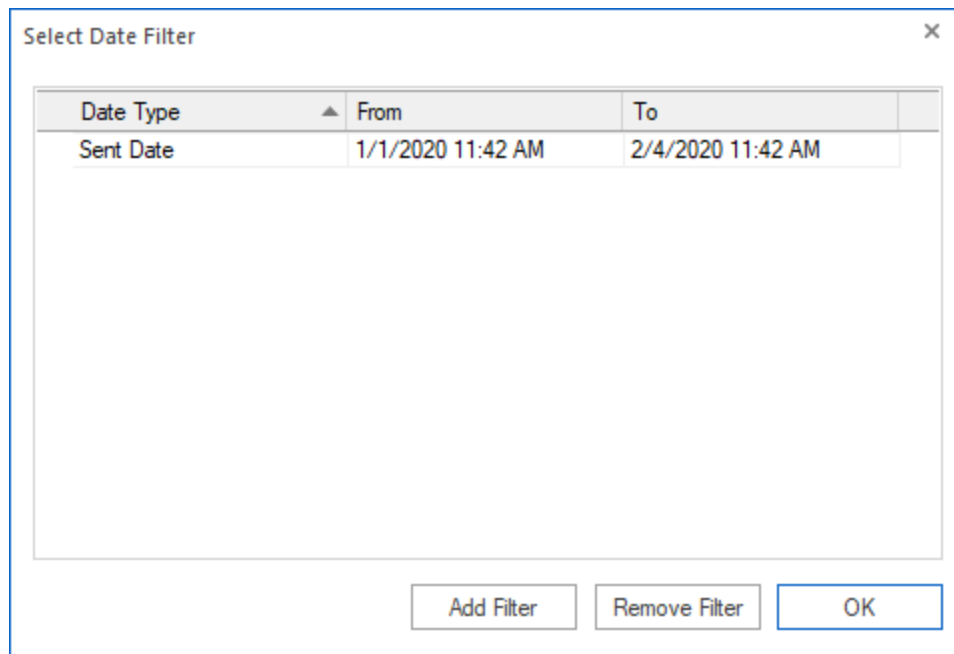
| | |
|------------|--|
| MSG <1> | 1. Select the Naming Convention <2> from the drop-down menu. 2. Un-check the Maintain Folder Hierarchy check-box to save all the mailbox items in a single folder. 3. Click on  4. Browse and select the destination folder to save the files. |
| EML <1> | |
| PDF | |
| RTF | |
| HTML | |
| Plain text | |

<1>: Not available with demo subscription.

<2>: **Naming Convention**: Naming convention is a rule to rename the mailbox items that are getting saved using export data function. The following naming conventions are available in **Stellar Email Forensic-**

- Subject
- Subject+Date(DD-MM-YY)
- From+Subject+Date(DD-MM-YY)
- Date(DD-MM-YY)+From+Subject
- Date(YY-MM-DD)+From+Subject
- Date(MM-DD-YY)+From+Subject
- Date(YYYY-MM-DD)+From+Subject

4. If you wish specify a date range for the data to be exported, click on **Add Filter** button and follow the steps as given below:



- In the **Select Date Filter** window, click on **Add Filter** button, a new row with **Date Type**, **From** date and **To** date appears.
 - Select the **Date Type** using the drop-down menu.
 - In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
 - To remove a filter, select it in the table and click **Remove Filter**.
 - Click **OK** to apply the listed filters.
5. Click **Export** to begin the process.
6. "**Data exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

3.9. Working with Bookmarks

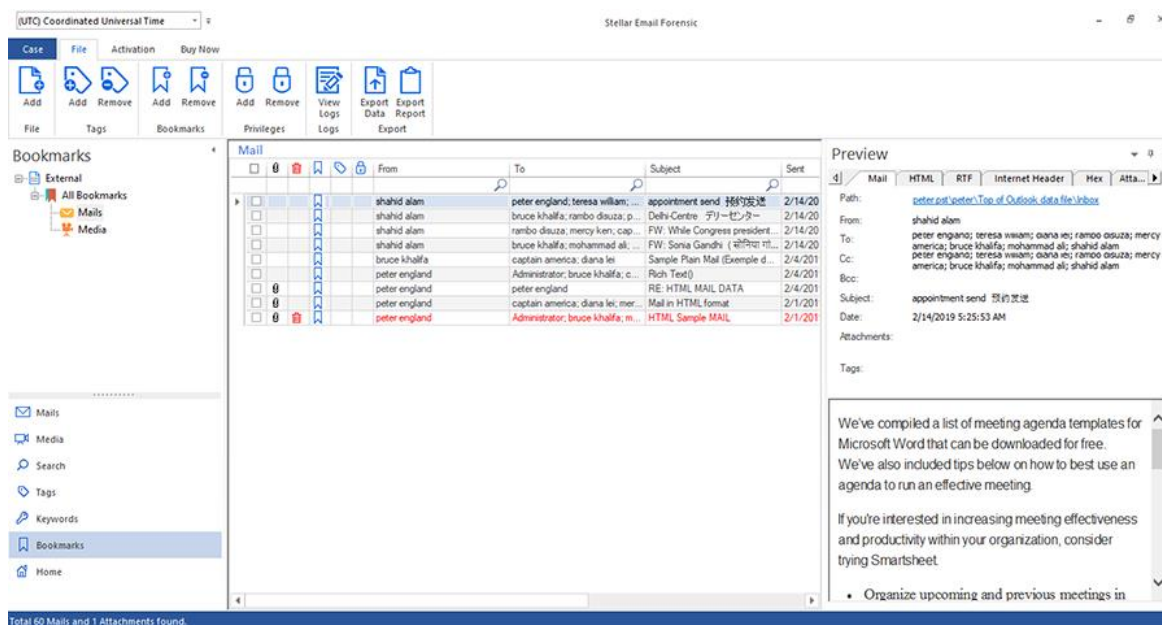
Bookmarks allow you to easily mark and identify suspected mails or attachments in **Stellar Email Forensic**. The mails or attachments that are bookmark can be quickly accessed from a dedicated tab. The items that you bookmark can also be exclusively included in your **Investigation Reports** or **Evidence Summary Reports**.

Adding Bookmarks to Mails and Media:

1. While previewing the mail or media items, select the items using the check-boxes in front of them.
2. From the **File** ribbon, click **Add** button under **Bookmarks**. Alternatively, right click the selected items, go to **Bookmark** and click **Add Bookmark**.
3. "**Bookmark added successfully.**" message appears, click **OK**.

Viewing Bookmarks:

1. From the left side **Navigation Pane**, select **Bookmarks** tab.
2. The **Bookmarks** tab opens showing a navigation tree of bookmarks in the left pane. Select **Mails** or **Media** from this pane.



3. The middle pane provides a list of mailbox items, in a tabular format, that are bookmarked. The pane contains the following columns:
 - a. For **Mails**:

- **Selection Column:** Provides check boxes to select/deselect a mail item.
- **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
- **Deleted items:** Shows a deleted icon if the particular mail item was deleted.
- **Bookmarks:** Shows a bookmark icon if the particular mail item has been book marked.
- **Tags:** Shows a colored tag icon if the particular mail item has been tagged.
- **Privilege:** Shows a privilege icon if the particular mail item has been added as privilege.
- **From:** Shows the e-mail address of the sender.
- **To:** Shows the e-mail address of the receiver.
- **Subject:** Shows the e-mail subject.
- **Sent:** Shows the date and time when the e-mail was sent.
- **MD5:** Shows the MD5 ID of the e-mail.
- **SHA1:** Shows the SHA1 ID of the e-mail.

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

b. For **Media:**

- **Selection Column:** Provides check boxes to select/deselect an item.
- **Bookmarks:** Shows a bookmark icon if the particular attachment has been book marked.
- **Tags:** Shows a colored tag icon if the particular item has been tagged.
- **Attachment Name:** Provides the name of the attachment with file extension.
- **Source File Path:** Provides the path of the file that contains the attachment.
- **Size:** Shows the size of the attachment.

4. The right pane provides the preview of the mail item that you select from the middle pane. This pane has different preview tabs depending on the format in which you want to preview the mail item. These tabs are defined as follows:

a. For **Mails:**

- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body.
- **HTML:** Shows preview of the mail body in the HTML Format, if available.
- **RTF:** Shows preview of the mail body in the RTF (Rich Text Format), if available.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.

b. For **Media:**

- **Mail:** Shows mail's header information such as Path, From, To, Cc, Bcc, Subject, Date, Attachments and Tags. Also, it provides the preview of mail body and attachments.
- **Internet Header:** Shows the internet header details of selected mail in text format.
- **Attachment:** Shows a list of the attachments of the selected mail. Select an attachment to preview its contents if supported by the software.
- **Hex:** Shows preview of email contents in Hex format. In Hex Format, the symbols are displayed in their hexadecimal code.

Additional Options:

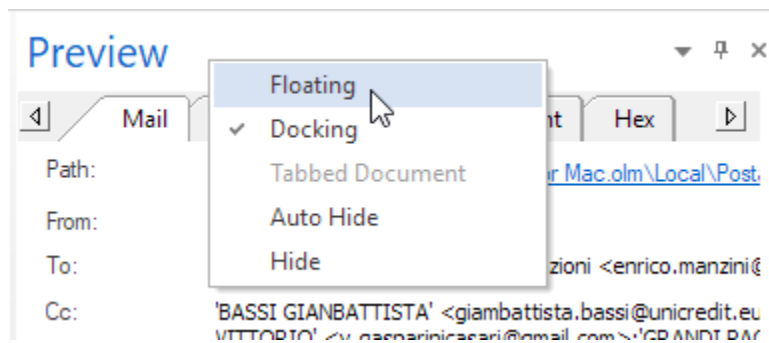
- **Quick search:** The software provides quick search options for bookmarked **Mails** and **Media** files. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search for **Mails** are From, To, Subject and MD5 and for **Media** are Attachment Name, Source File Path and Size.

| <input type="checkbox"/> | | | Attachment Name | Source File Path | Size |
|--------------------------|--|--|---------------------------------------|--|----------|
| | | | NOTE | | |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | NOTE sull'Assemblea del 2.2.2017.docx | E:\Work Files\Setup\OLM file\Archivio T... | 25.06 KB |
| <input type="checkbox"/> | | | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.15 KB |
| <input type="checkbox"/> | | | Hera - Cabina Elettrica - Note.docx | E:\Work Files\Setup\OLM file\Archivio T... | 15.19 KB |
| <input type="checkbox"/> | | | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |
| <input type="checkbox"/> | | | note.xlsx | E:\Work Files\Setup\OLM file\Archivio T... | 9.15 KB |

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

| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Attachment Name | Source File Path | Size |
|--------------------------|--------------------------|--------------------------|------------------------------|--|--------------|
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 823.00 Bytes |
| <input type="checkbox"/> | | | ~WRD000.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 823.00 Bytes |
| <input type="checkbox"/> | | | WP_20170501_17_40_52_Pro.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 385.19 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_58_Pro.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 322.85 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_44_Pro.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 351.68 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_34_Pro.jpg | E:\Work Files\Setup\OLM file\Archivie T... | 247.80 KB |
| <input type="checkbox"/> | | | WP_20170501_17_39_19_P... | E:\Work Files\Setup\OLM file\Archivie T... | 327.00 KB |

- **Preview mail options:**



The preview pane provides the following preview options:

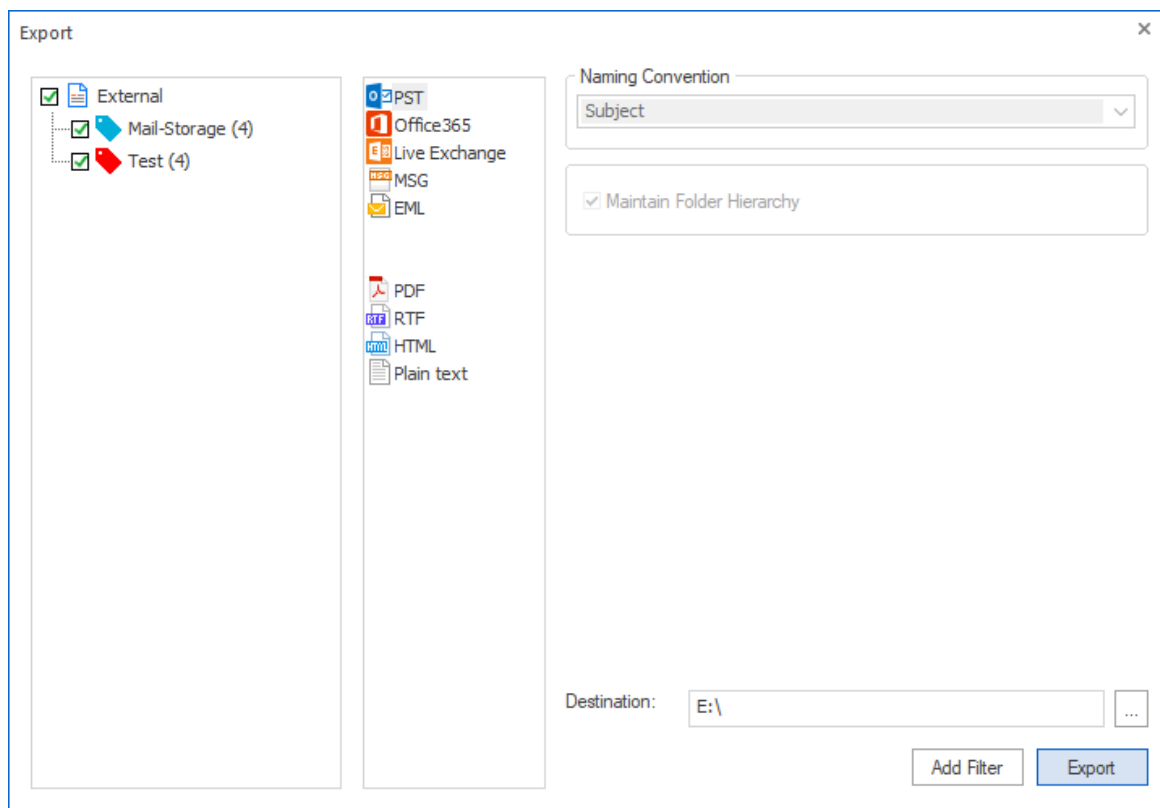
- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on to pin and to unpin the preview pane. Alternatively, click on select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close located at right hand top corner of the pane. Alternatively, click on and select **Hide** from the drop down menu.

Removing Bookmarks from Mails and Media:

1. From the list of bookmarked items, select the items using the check-boxes in front of them.
2. From the **File** ribbon, click **Remove** button under **Bookmarks**. Alternatively, right click the selected items, go to **Bookmark** and click **Remove Bookmark**.
3. "**Bookmark removed successfully.**" message appears, click **OK**.


Export the Bookmarked data:

1. From the left side **Navigation Pane**, select **Bookmarks** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**.



3. The **Export** wizard appears, this wizard has three panes:
 - Select **All Bookmarks**, **Mails** or **Media** from left pane using the check-boxes in front of them.
 - Select the format in which you wish to export the data from the middle pane and enter the required fields from the right pane. Refer to the table below:

| File Type | Action |
|-----------|--|
| PST <?> | 1. Click on <input type="button" value="..."/> |

| | |
|-------------------|--|
| | 2. Browse and select the destination folder to save the PST files. |
| Office365 <1> | 1. Enter the Email ID (user name) and Password for the Office365 account where you wish to save the mailbox files. |
| Live Exchange <1> | 1. Select the Login type (Administrator or User) using the radio buttons. 2. Enter the Email ID, Mailbox Name, Password and Server Name for the live exchange account. 3. Select the Exchange Server 2010 and Higher check-box if the destination Exchange Server is of version 2010 or higher. |
| MSG <1> | 1. Select the Naming Convention <2> from the drop-down menu. 2. Un-check the Maintain Folder Hierarchy check-box to save all the mailbox items in a single folder. 3. Click on  4. Browse and select the destination folder to save the files. |
| EML <1> | |
| PDF | |
| RTF | |
| HTML | |
| Plain text | |

<1>: Not available with demo subscription

<2>: **Naming Convention:** Naming convention is a rule to rename the mailbox items that are getting saved using export data function. The following naming conventions are available in **Stellar Email Forensic-**

- Subject
- Subject+Date(DD-MM-YY)
- From+Subject+Date(DD-MM-YY)
- Date(DD-MM-YY)+From+Subject
- Date(YY-MM-DD)+From+Subject
- Date(MM-DD-YY)+From+Subject
- Date(YYYY-MM-DD)+From+Subject

4. If you wish specify a date range for the data to be exported, click on **Add Filter** button and follow the steps as given below:

| Date Type ▲ | From | To |
|-------------|-------------------|-------------------|
| Sent Date | 1/1/2020 11:42 AM | 2/4/2020 11:42 AM |

Buttons: Add Filter, Remove Filter, OK

- In the **Select Date Filter** window, click on **Add Filter** button, a new row with **Date Type**, **From** date and **To** date appears.
 - Select the **Date Type** using the drop-down menu.
 - In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
 - To remove a filter, select it in the table and click **Remove Filter**.
 - Click **OK** to apply the listed filters.
5. Click **Export** to begin the process.
6. "**Data exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

3.10. Working with Privileges

Marking a mail as **Privilege** allows you to exclude the mail while exporting the data/report in **Stellar Email Forensic**. This parameter is helpful to stop the sensitive and valuable mails to fall in wrong hands. The items that you **Privilege** does not appear in the data you export or any report.

Marking Mails as Privilege:

1. While previewing the mail items, select the mails using the check-boxes in front of them.
2. From the **File** ribbon, click **Add** button under **Privileges**. Alternatively, right click the selected items and click **Add Privilege**.
3. "**Privilege added successfully.**" message appears, click **OK**.

Remove the Privilege Marking from Mails:

1. While previewing the mail items, select the mails using the check-boxes in front of them.
2. From the **File** ribbon, click **Remove** button under **Privileges**. Alternatively, right click the selected items and click **Remove Privilege**.
3. "**Privilege removed successfully.**" message appears, click **OK**.

3.11. Generating Reports

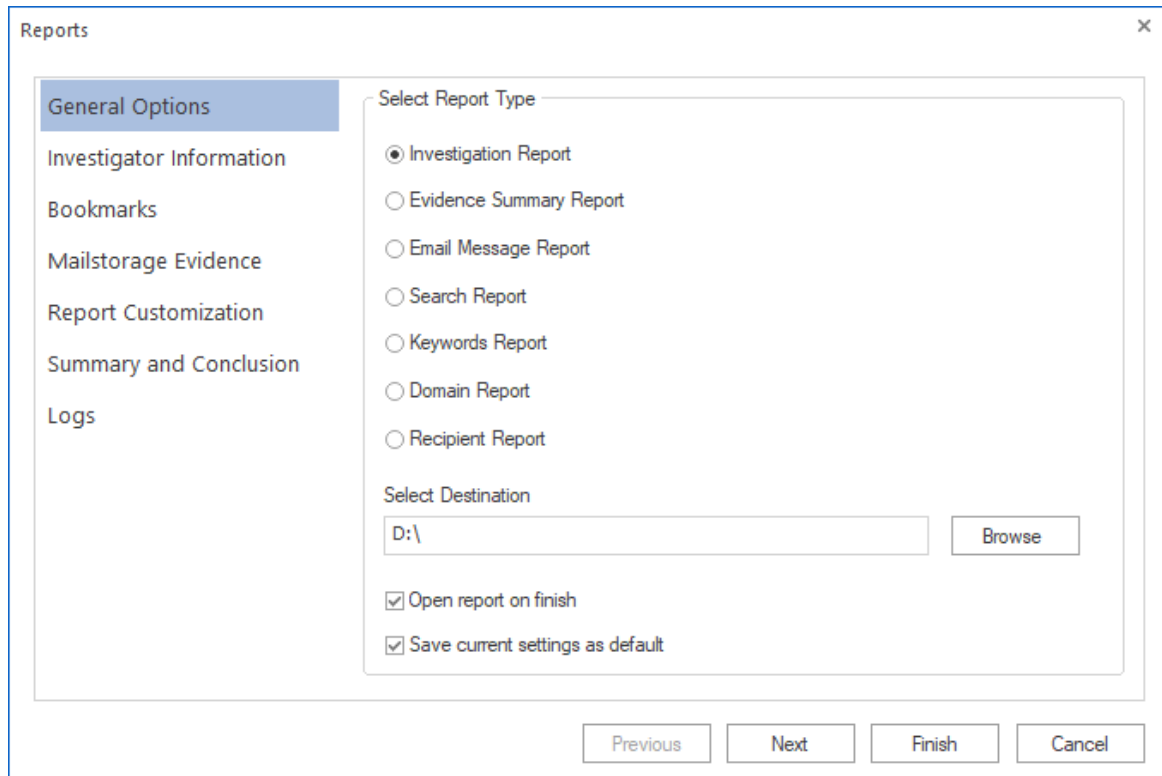
A **Report** is a summary of the investigation performed and the findings by the investigator for the case. Reports are structured to communicate relevant and factual information about the case. **Stellar Email Forensic** gives a number of options to investigator to generate these reports. Reports can be fully customized as per the requirement.

The following seven type of reports can be generated using **Stellar Email Forensic**:

| Report Type | Description |
|-------------------------|---|
| Investigation Report | This report includes all the major details like examination summary, case data, investigator information, case log, evidences, bookmarked items, tag details, examination conclusion etc. |
| Evidence Summary Report | This report includes examination summary, investigator information, case log, bookmarked items, examination conclusion etc. |
| Email Message Report | This report includes examination summary, case data, investigator information, case log, evidences, tag details, examination conclusion etc. |
| Search Report | This report includes examination summary, case data, investigator information, case log, evidences, search details and results, examination conclusion etc. |
| Keywords Report | This report includes examination summary, case data, investigator information, case log, evidences, list of keyword names and count, examination conclusion etc. |
| Domain Report | This report includes examination summary, case data, investigator information, case log, evidences, list of domain names along with sender and receiver count, examination conclusion etc. |
| Recipient Report | This report includes examination summary, case data, investigator information, case log, evidences, list of recipient's email addresses along with sender and receiver count, examination conclusion etc. |

Exporting Reports:

1. From the **File** ribbon, click **Export Report** button under **Export**.
2. The **Reports** wizard appears, select the type of report that you want to generate from the list of **Select Report Type**.



The screenshot shows the 'Reports' wizard dialog box. On the left is a sidebar with the following options: 'General Options' (selected), 'Investigator Information', 'Bookmarks', 'Mailstorage Evidence', 'Report Customization', 'Summary and Conclusion', and 'Logs'. The main area is titled 'Select Report Type' and contains a list of radio buttons: 'Investigation Report' (selected), 'Evidence Summary Report', 'Email Message Report', 'Search Report', 'Keywords Report', 'Domain Report', and 'Recipient Report'. Below this is a 'Select Destination' section with a text box containing 'D:\' and a 'Browse' button. At the bottom of the main area are two checked checkboxes: 'Open report on finish' and 'Save current settings as default'. At the very bottom of the dialog are four buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

3. Click **Browse** to browse and select the destination folder to save the report files.
4. Un-check the **Open report to finish** check-box if you do not wish to open the report after generation.
5. Check the **Save current settings as default** check-box if you wish to save the current report settings and set them as default settings.
6. Click on **Next** to move to next page.

7. **Investigator Information** page appears, enter the **Investigator Settings** as follows:

| Field | Description |
|---|---|
| Investigator Name | Enter the name of the investigator. |
| Agency | Enter the name of investigator's agency/organization. |
| Email | Enter the e-mail address of investigator. |
| Phone | Enter the contact phone number of the investigator. |
| Fax | Enter the fax number of the investigator. |
| Description | Enter the description of investigator as per your requirement. |
| <i>Save changes to the case</i> check-box | Use this check-box to save the entered fields values in the case. |

Note: All the above fields of investigator information are optional.

8. Click on **Next** or **Previous** button to move to next and previous page respectively.

9. Depending upon the **Report Type** you choose in **Step 2.**, enter the following details:

| Report Type | Settings | Field | Description |
|-------------|----------|-------|-------------|
|-------------|----------|-------|-------------|

| | | | |
|-----------------------------------|---|---|---|
| Investigation Report | Bookmarks > Bookmarks Settings | Include Bookmarks check-box | Use this check-box to include bookmarks in the report. |
| | | Fields to be included | Use the check-boxes to include the given fields in the report. |
| | Mailstorage | Fields to be included | Use the check-boxes to include the given fields in the report. |
| | Evidence > Mailstorage Evidence Settings | Export messages to a folder and add link in report check-box | Selecting this check-box will export all the tagged e-mail items to a local folder and add a link of folder to the report. |
| | Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |
| | Report Customization > Header and Footer | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| | | Add footer | Selecting this check-box will allow you to enter the footer text to be included in report. |
| | Summary and Conclusion > Summary Settings | Examination Summary | Enter the examination summary, if any, in the text box. |
| | | Conclusion Summary | Enter the conclusion summary, if any, in the text box. |
| | Logs > Log Settings | Case History option | Select Include case log to report check-box to include the logs of the case to the report. You can also select Export case log to a file and add link check-box if you wish you export the log to a file and add a link to file location to the report. |
| Bookmarks > Bookmarks Settings | Include Bookmarks check-box | Use this check-box to include bookmarks in the report. | |

| | | | |
|--------------------------------|---|---|---|
| Evidence Summary Report | | Fields to be included | Use the check-boxes to include the given fields in the report. |
| | Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |
| | Report Customization > Header and Footer | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| | | Add footer | Selecting this check-box will allow you to enter the footer text to be included in report. |
| | Summary and Conclusion > Summary Settings | Examination Summary | Enter the examination summary, if any, in the text box. |
| | | Conclusion Summary | Enter the conclusion summary, if any, in the text box. |
| | Logs > Log Settings | Case History option | Select Include case log to report check-box to include the logs of the case to the report. You can also select Export case log to a file and add link check-box if you wish you export the log to a file and add a link to file location to the report. |
| Email Message Report | Mailstorage | Fields to be included | Use the check-boxes to include the given fields in the report. |
| | Evidence > Mailstorage | Export messages to a folder and add link in report check-box | Selecting this check-box will export all the tagged e-mail items to a local folder and add a link of folder to the report. |
| | Evidence Settings | | |
| | Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |

| | | | |
|----------------------|---|--|---|
| | Report Customization > | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| | Header and Footer | Add footer | Selecting this check-box will allow you to enter the footer text to be included in report. |
| | Summary and Conclusion > Summary Settings | Examination Summary | Enter the examination summary, if any, in the text box. |
| | | Conclusion Summary | Enter the conclusion summary, if any, in the text box. |
| | Logs > Log Settings | Case History option | Select <i>Include case log to report</i> check-box to include the logs of the case to the report. You can also select <i>Export case log to a file and add link</i> check-box if you wish you export the log to a file and add a link to file location to the report. |
| Search Report | Select Save Search > Saved Search | Select Saved Search | This field displays a list of saved searches. Select the check-boxes of the saved searches to include in the report. |
| | | <i>Export messages to a folder and add link in report</i> check-box | Selecting this check-box will export all the searched e-mail items to a local folder and add a link of folder to the report. |
| | Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |
| | Report Customization > Header and Footer | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| Add footer | | Selecting this check-box will allow you to enter the footer text to be included in report. | |

| | | | |
|---|---|--|---|
| | Summary and Conclusion > Summary Settings | Examination Summary | Enter the examination summary, if any, in the text box. |
| | | Conclusion Summary | Enter the conclusion summary, if any, in the text box. |
| | Logs > Log Settings | Case History option | Select <i>Include case log to report</i> check-box to include the logs of the case to the report. You can also select <i>Export case log to a file and add link</i> check-box if you wish you export the log to a file and add a link to file location to the report. |
| Keywords Report or Domain Report or Recipient Report | Report Customization > Set Logo | Add logo | Selecting this check-box will allow you to use the Browse button and add an logo image to your report. Logo Image should be of .PNG or .BMP format. |
| | Report Customization > Header and Footer | Add header | Selecting this check-box will allow you to enter the header text to be included in report. |
| | | Add footer | Selecting this check-box will allow you to enter the footer text to be included in report. |
| | Summary and Conclusion > Summary Settings | Examination Summary | Enter the examination summary, if any, in the text box. |
| Conclusion Summary | | Enter the conclusion summary, if any, in the text box. | |
| | Logs > Log Settings | Case History option | Select <i>Include case log to report</i> check-box to include the logs of the case to the report. You can also select <i>Export case log to a file and add link</i> check-box if you wish you export the log to a file and add a link to file location to the report. |

10. Click on **Finish** to generate the **Report**.

11. "**Report exported successfully.**" message appears and the report gets open in your default internet browser.

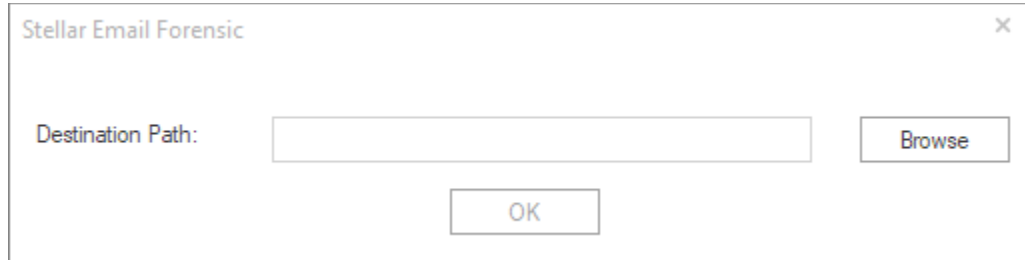
3.12. View and Export Logs

The log contains information about all events that took place since the forensic case was created. This information includes all information about scanned files, bookmarks, privileges, tags, data export, searches performed, reports generated etc. The logs can be exported in .TXT or .CSV format files.

View Logs:

1. From the **File** ribbon, click **View Logs** button under **Logs**.
2. The **Logs** window appears, having the following tabs:
 - **Scan:** Provides a log of the scanned files in a tabular format containing Description, Size and Event Time.
 - **Bookmarks:** Provides a log of bookmark added/removed in a tabular format containing Description, Subject and Event Time.
 - **Privileges:** Provides a log of privilege added/removed in a tabular format containing Description, Subject and Event Time.
 - **Export:** Provides a log of data exported in a tabular format containing Save Type, Subject, Folder Path, Destination and Event Time.
 - **Search:** Provides a detailed log of all the search performed on files.
 - **Tags:** Provides a log of tags added/removed in a tabular format containing Description, Subject, Tag Name and Event Time.
 - **Report:** Provides a log of reports generated and exported in a tabular format containing Report Name, Destination and Event Time.

1. From the **File** ribbon, click **View Logs** button under **Logs**.
2. The **Logs** window appears, select the tab for which you want to export the log.
3. Click on **Export to CSV** button.
4. A dialog appears asking you the **Destination Path**, click on **Browse** and select the destination folder.



5. Click **OK**.
6. "**Logs exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the log file or click **OK** to close the dialog.

Note: Only the log of selected tab will be exported to CSV file.

3.13. Export Mailstorage Data

Stellar Email Forensic allows you to export the mailstorage data to any one of the following formats:

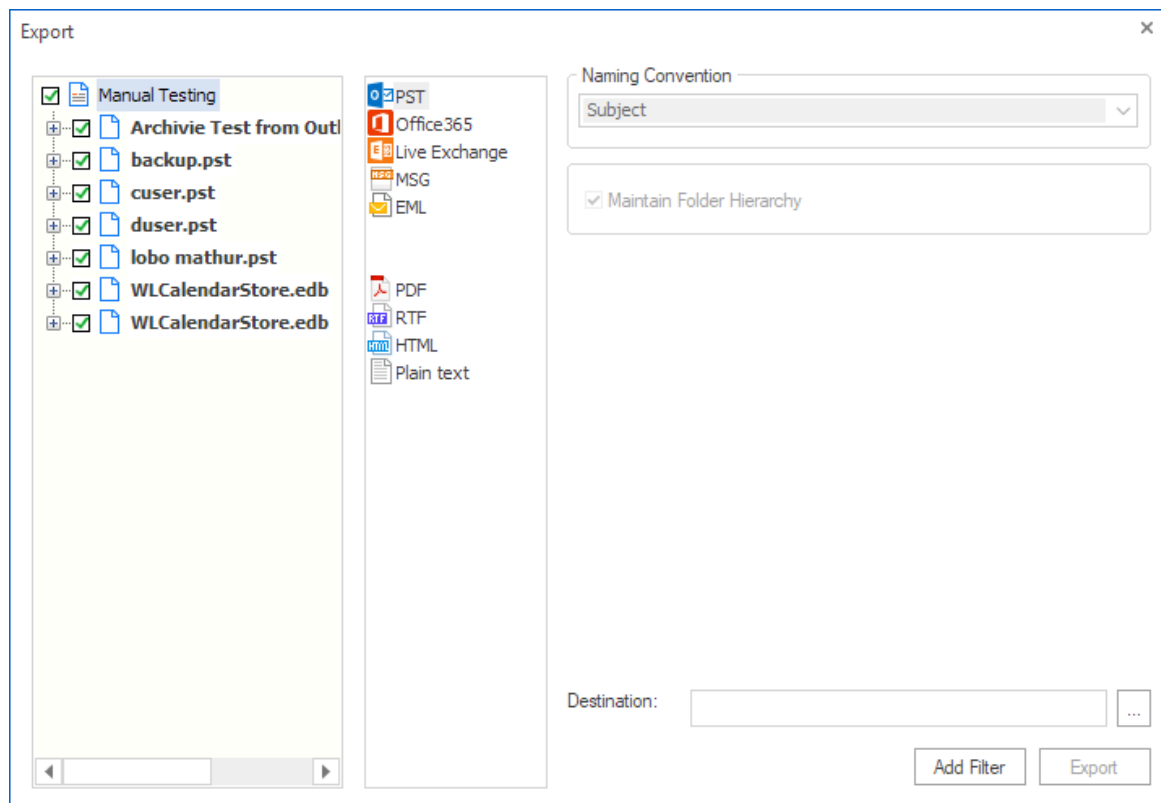
PST, Office365, Live Exchange, MSG, EML, PDF, RTF, HTML and Plain text.

With **Stellar Email Forensic** you can export the following:

1. Mailboxes
2. Only attachment data
3. Searched data
4. Keyword search data
5. Tagged data
6. Bookmarked data

To export the mailbox data, use the following steps:

1. From the left side **Navigation Pane**, select **Mails** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**.



3. The **Export** wizard appears, this wizard has three panes:

- Select the file/folder for which you wish to export the data from left pane using the check-boxes in front of them.
- Select the format in which you wish to export the data from the middle pane and enter the required fields from the right pane. Refer to the table below:

| File Type | Action |
|-------------------|--|
| PST <1> | 1. Click on <input type="button" value="..."/> 2. Browse and select the destination folder to save the PST files. |
| Office365 <1> | 1. Enter the Email ID (user name) and Password for the Office365 account where you wish to save the mailbox files. |
| Live Exchange <1> | 1. Select the Login type (Administrator or User) using the radio buttons. 2. Enter the Email ID, Mailbox Name, Password and Server Name for the live exchange account. 3. Select the Exchange Server 2010 and Higher check-box if the destination Exchange Server is of version 2010 or higher. |
| MSG <1> | 1. Select the Naming Convention <2> from the drop-down menu. 2. Un-check the Maintain Folder Hierarchy check-box to save all the mailbox items in a single folder. 3. Click on <input type="button" value="..."/> 4. Browse and select the destination folder to save the files. |
| EML <1> | |
| PDF | |
| RTF | |
| HTML | |
| Plain text | |

<1>: Not available with demo subscription.

<2>: **Naming Convention:** Naming convention is a rule to rename the mailbox items that are getting saved using export data function. The following naming conventions are available in **Stellar Email Forensic-**

- Subject
- Subject+Date(DD-MM-YY)

- *From+Subject+Date(DD-MM-YY)*
- *Date(DD-MM-YY)+From+Subject*
- *Date(YY-MM-DD)+From+Subject*
- *Date(MM-DD-YY)+From+Subject*
- *Date(YYYY-MM-DD)+From+Subject*

4. If you wish specify a date range for the data to be exported, click on **Add Filter** button and follow the steps as given below:

| Date Type ▲ | From | To |
|-------------|-------------------|-------------------|
| Sent Date | 1/1/2020 11:42 AM | 2/4/2020 11:42 AM |

Buttons: Add Filter, Remove Filter, OK

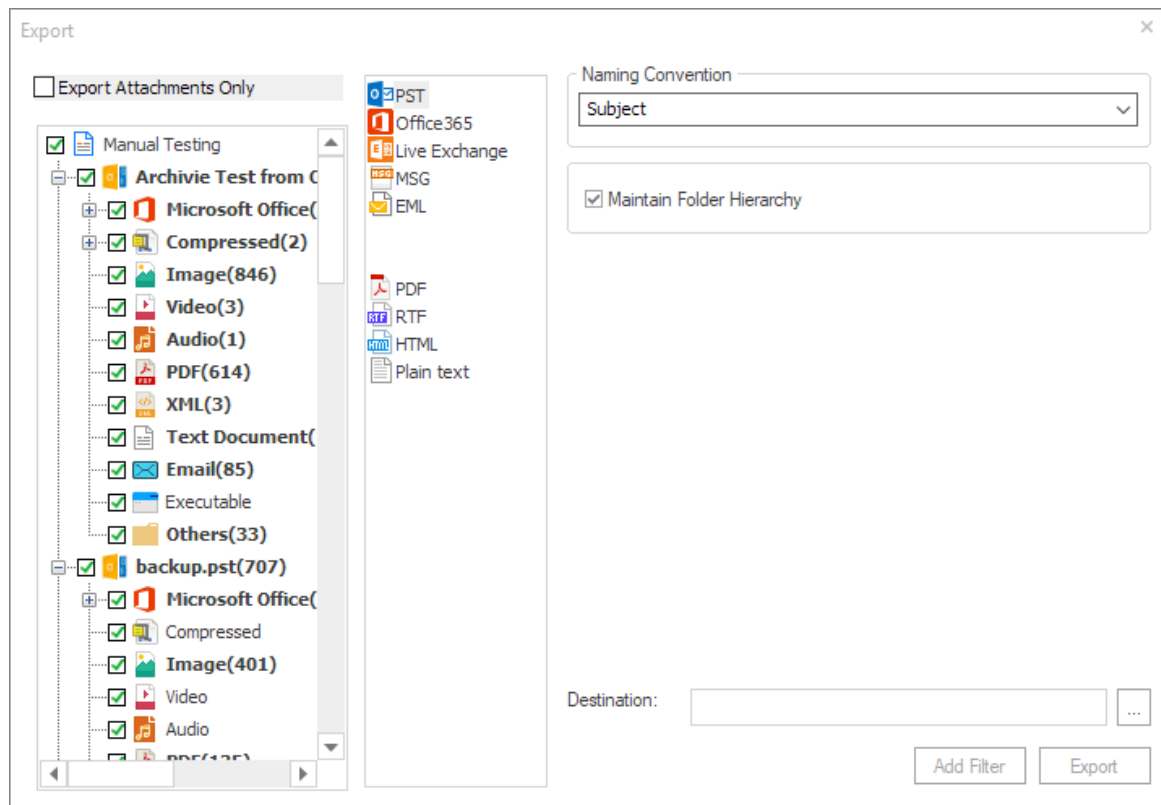
- In the **Select Date Filter** window, click on **Add Filter** button, a new row with **Date Type**, **From** date and **To** date appears.
- Select the **Date Type** using the drop-down menu.
- In the **From** and **To** columns, select the date in the drop-down **Calendar** or simply enter its new value in the field.
- To remove a filter, select it in the table and click **Remove Filter**.
- Click **OK** to apply the listed filters.

5. Click **Export** to begin the process.

6. **"Data exported successfully."** message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

To export the attachment data, use the following steps:

1. From the left side **Navigation Pane**, select **Media** tab.
2. From the **File** ribbon, click **Export Data** button under **Export**.



3. The **Export** wizard appears, select the **Export Attachments Only** check-box to export only the attachment data.
4. Click **Export** to begin the process.
5. **"Data exported successfully."** message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

3.14. Accessing Case Information

You can access and edit the default case information using **Case Information** screen in **Stellar Email Forensic**.

To access/edit the case information:

1. With the case opened, click on **Case** menu from the main user interface.
2. Click **Case Information**.

The screenshot shows the 'Case Information' screen in Stellar Email Forensic. The sidebar on the left contains the following menu items: New Case, Open Case, Case Information (highlighted), Export Case, Import Case, Close Case, Buy Online, Activation, Help, and Exit. The main content area is titled 'Case Information' and contains three sections:

- Case Information:** Title (Manual Testing), Case Directory (C:\Users\), Description (Case created manually for testing purpose).
- Investigator Information:** Investigator (Smith Jones), Agency (abcd), Phone (123456789), Fax (123456789), Email (smith@jones.com).
- Case Properties:** Created (12/23/2019 1:57:33 PM), Last Modified (1/23/2020 2:54:52 PM), Size (1.43 GB).

A 'Save' button is located at the bottom right of the Case Properties section.

3. The case information screen appears listing the following details:

- **Case Information-**

- Title: Displays the name of the case.
- Case Directory: Displays the location where the case is saved.
- Description: Displays the description of the case. You can enter the text to add/edit the description.

- **Investigator Information-**

- Investigator: Displays the name of the investigator. You can enter the text to add/edit the investigator name.
- Agency: Displays the name of investigator's agency/organization. You can enter the text to add/edit the agency name.

- Phone: Displays the contact phone number of the investigator. You can enter the text to add/edit the phone number.
- Fax: Displays the fax number of the investigator. You can enter the text to add/edit the fax number.
- Email: Displays the e-mail address of investigator. You can enter the text to add/edit the e-mail address.
- **Case Properties-**
 - Created: Displays the date and time when the case was created.
 - Last Modified: Displays the date and time when the case was last modified.
 - Size: Displays the size of the case in MB/GB.

4. After the editing is completed, click **Save**.

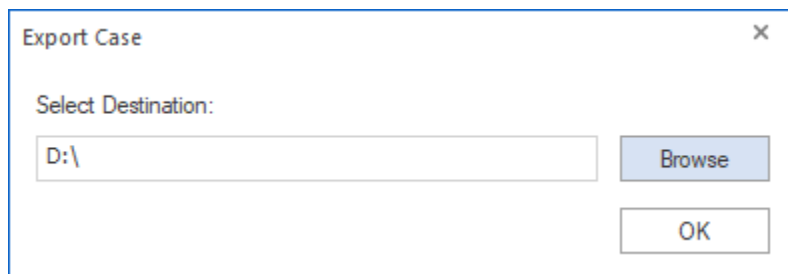
3.15. Exporting or Importing a Case

Stellar Email Forensic provides an option to export and save the complete case, which can be imported into the software at a later stage, if required.

Note: Only a case exported using **Stellar Email Forensic** can be imported back to the software when required.

To Export a Case:

- With the case opened, click on **Case** menu from the main user interface.
- Click **Export Case**, the **Export Case** dialog box appears.



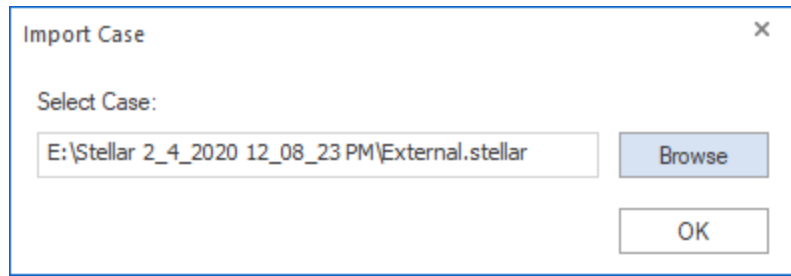
- Click **Browse** and select the destination path to save the case.
- Click **OK** to start the exporting process.
- "**Case exported successfully.**" message appears with a link **Open containing folder**. Click on this link to open the folder containing the exported files or click **OK** to close the dialog.

Note: The exported case is saved with **.stellar** file format.

To Import a Case:

You need to create a new case or open an existing case to import the case data into the software. See [Creating a New Case](#) for more information.

- With a case opened, click on **Case** menu from the main user interface.
- Click **Import Case**, the **Import Case** dialog box appears.



- Click **Browse** to select and open the **.stellar** import file.
- Click **OK** to start the importing process.
- "**Case imported successfully.**" message appears. Click **OK** to close the dialog.

4. Frequently Asked Questions (FAQs)

I have forgotten the path of my mail client file to be scanned, can I search the file using the application?

Ans: Yes, files can be searched in a drive or a specified folder. Click '**Find**' option in the **Add File** window that appears while adding a file in **Stellar Email Forensic** and follow the process.

Does Stellar Email Forensic also displays the deleted e-mails of the mailboxes?

Ans: Yes, Stellar Email Forensic also displays the deleted e-mails of the mailboxes. Deleted e-mails are marked in red color under **Mails** tab.

The scanning of files failed. What shall I do?

Ans: There can be many reasons because of which the scanning of files gets failed like, if the source file gets moved or renamed while the scanning is in progress. See Rescan Aborted/Failed Files, to know how to rescan the files.

Do I need the source file again after it is scanned successfully?

Ans: No, **Stellar Email Forensic** copies all the mail data from the file into it's own database because of which the source file will be not be needed again if scanning is completed successfully.

What are the type of previews of e-mail attachment supported by the application?

Ans: As of now **Stellar Email Forensic** displays the preview of image files and PDF files without having to install an external application. However, other files can be previewed if you have the supported software of the file type installed in your system.

How much time Stellar Email Forensic will take to scan the data?

Ans: The scanning time depends upon the size of the file and number of mails contained in it. If the process is running that means that software is still scanning the files and you have to wait for process to complete. Once the process is complete you can preview its contents by clicking on **View** button from the **Home** tab.

Why are scanned files not appearing in mails or media tabs?

Ans: If the scanning of file is completed and it is not appearing in the **Mails** or **Media** tab, then click on **Home** from the navigation pane and click **View** button to preview the contents. This will load the files again and the files will start appearing in the **Mails** or **Media** tab.

What are MD5 and SHA1?

Ans: **MD5** stands for **Message Digest** and **SHA1** stands for **Secure Hash Algorithm**. These are unique codes attached to the mail items for identification.

What are the type of contents (mails, calender, notes etc.) that I can access using Stellar Email Forensic?

Ans: As of now Stellar Email Forensic supports only mail items. Calender, notes, to-do, journal items are not supported.

What is internet header?

Ans: An email message **internet header** provides a list of technical details about the message, such as who sent it, the software used to compose it, and the e-mail servers that it passed through on its way to the recipient.