



**Stellar Converter for GroupWise -  
Corporate 4.0  
User Guide**

# Overview

**Stellar Converter for GroupWise** is a reliable software that enables you to convert GroupWise mailbox to PST file. It gives an option to either convert all the mailboxes on the server or only mailbox of a desired user. The converted PST file can be directly opened into MS Outlook. All the items of GroupWise, i.e., e-mails, contacts, sent items, appointment, task, reminders, sticky note, documents, groupwise address book etc are transported to MS Outlook in the form of resultant PST file.

GroupWise is a client- based mail-server application used for mailing and messaging that needs to be installed on the user's system before using **Stellar Converter for GroupWise**. For this GroupWise client should be connected to the GroupWise mail server.

Entire mailbox data is converted securely as the software also ensures quick and accurate conversion without any loss of data.

Preview of converted items is shown in a tree like structure in the converter application. The tool performs the conversion process smoothly without user intervention.

## Key Features

- New and enhanced GUI.
- Option to filter the mails to be converted.
- Option to save all the contacts in CSV format.
- Option to save in RTF, HTML and PDF.
- Preview of the mail items is shown before conversion.
- Ensures accurate and reliable conversion.
- Converts e-mails, contacts, sent items, appointment, task, reminders, sticky note, documents, groupwise address book etc.
- Multilingual client support.
- Option to save the converted file in PST, MSG, EML, RTF, PDF and HTML format.
- Option to Convert GroupWise mailbox data through Remote, Caching and Archive mode.
- Support for Groupwise Address book.
- Supports MS Outlook 2019/2016/2013/2010/2007/2003.

- Supports GroupWise GW-2018/GW-2014/GW-2012/8.0/7.0/6.5/6.0.

**Note:** *Saving contacts in CSV are disabled for demo version.*

# Installation Procedure

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

## Minimum System Requirements

- **Processor:** Pentium Class (1 GHz or faster)
- **Operating System:** Windows 10 / 8.1 / 8 / 7 / Vista / Windows Server 8 / Windows Server 3
- **Memory:** Minimum 4 GB (Recommended 8 GB)
- **Hard Disk:** 250 MB of Free Space
- **MS Outlook:** 2019 / 2016 / 2013 / 2010 / 2007 / 2003

To install the software, follow these steps.

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

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

# Launching the Software

## To launch Stellar Converter for GroupWise in Windows 10:

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

## To launch Stellar Converter for GroupWise in Windows 8.1 / 8:

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

## To launch Stellar Converter for GroupWise in Windows 7 / Vista:

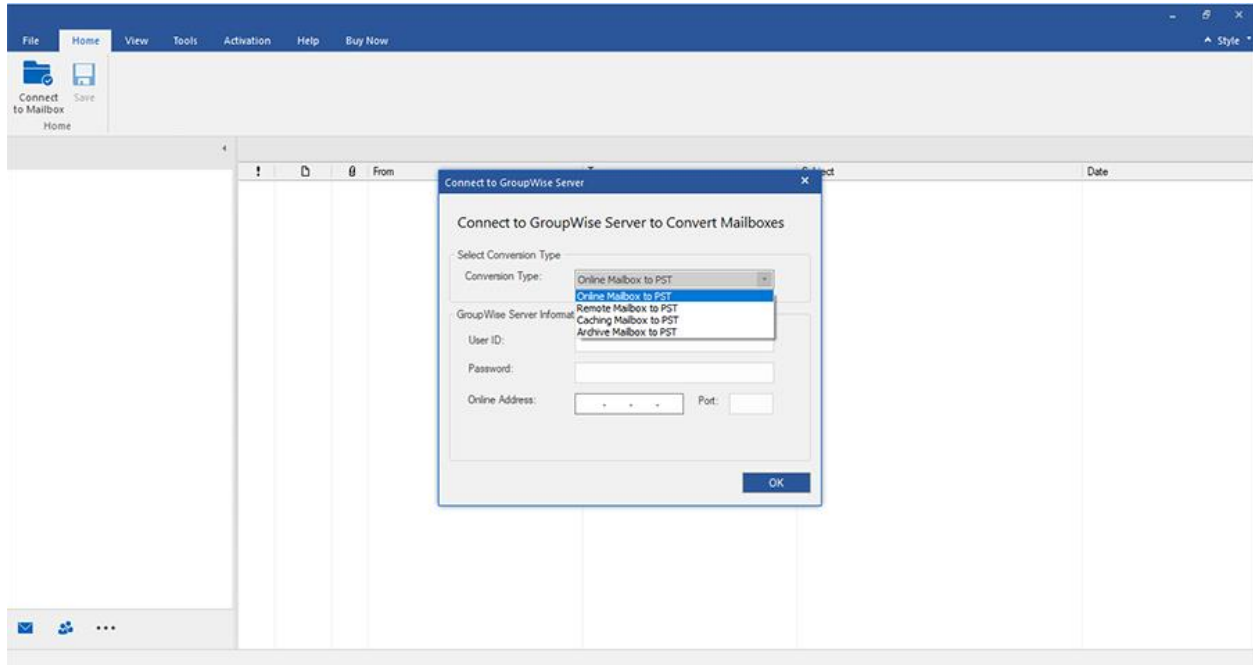
- Click Start -> Programs -> **Stellar Converter for GroupWise** -> **Stellar Converter for GroupWise**. Or,
- Double click **Stellar Converter for GroupWise** icon on the desktop. Or,
- Click **Stellar Converter for GroupWise** icon in Quick Launch.

# User Interface

**Stellar Converter for GroupWise** has a very easy to use Graphical User Interface, which resembles the GUI of MS Office 2016.

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

:



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

# Ribbons

## File Ribbon

### Connect to Mailbox

Use this option to connect to GroupWise mailboxes.

### Save

Use this option to convert and save selected mailbox items.

### Exit

Use this option to close the application.



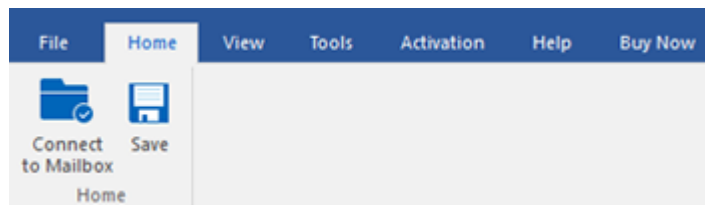
## Home Ribbon

### Connect to Mailbox

Use this option to connect to a GroupWise mailbox(s).

### Save

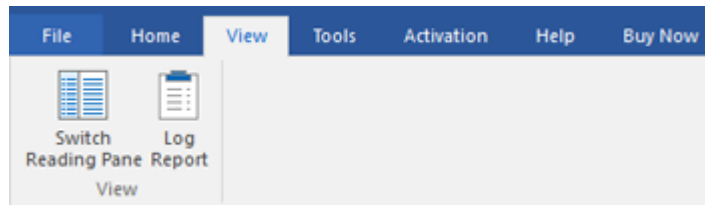
Use this option to convert and save selected mailbox items.



## View Ribbon

### Switch Reading Pane

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



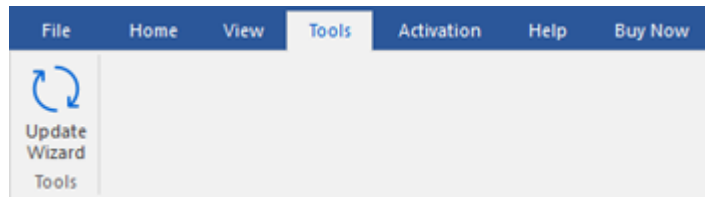
### Log Report

Use this option to view log report.

## Tools Ribbon

### Update Wizard

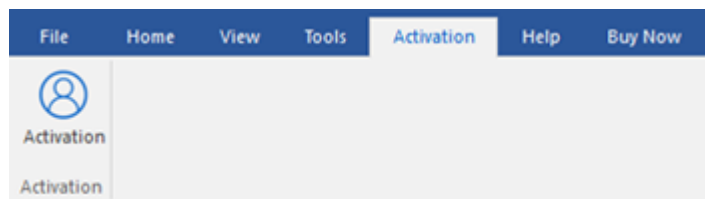
Use this option to check for both, major and minor updates to the software available online.



## Activation Ribbon

### Activation

Use this option to activate the software after the successful purchase.



## Help Ribbon



## Help Topics

Software is accompanied by a descriptive help document. Use this option to view the help manual for the software.

## Knowledgebase

Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome.

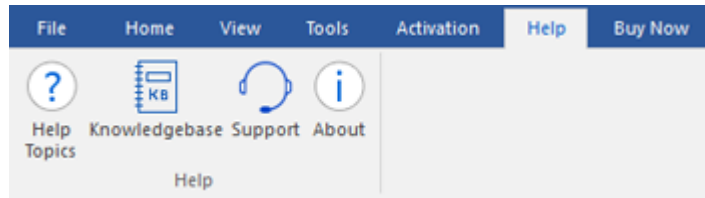
Use this option to visit [Knowledgebase](#) articles of [stellarinfo.com](http://stellarinfo.com)

## Support

In case you don't find any related content in the help document or on the knowledgebase page that resolves your query, use this option view the [support page](#) of [stellarinfo.com](http://stellarinfo.com) and contact the Stellar customer support.

## About

Use this option to read information about the software.

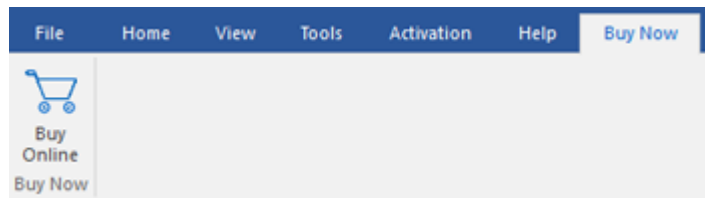


## Buy Now Ribbon

## Buy Online

Use this option to [buy Stellar](#)

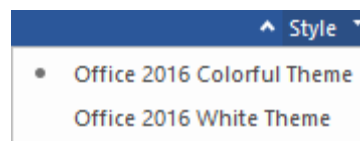
**Converter for GroupWise.**



## Style Ribbon

### Style

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

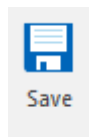


# Buttons

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



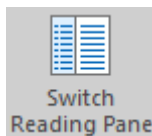
Use this button to connect to GroupWise Mailbox Server.



Use this button to save the converted PST file, when on Conversion page. And when on Contacts page, use this button to save contacts in .csv format.



Use this button to close the application.



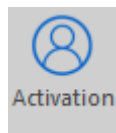
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns position. You can click Switch Reading Pane icon to change the position to vertical columns



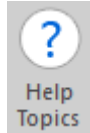
Click this button to view/save the log report.



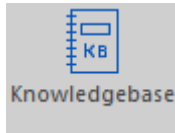
Click this button to search for both, major and minor updates for the software.



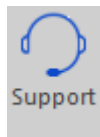
Click this button to activate the software after purchasing.



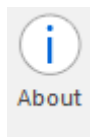
Use this button to view help manual of the software.



Click this button to visit Knowledgebase articles of [stellarinfo.com](http://stellarinfo.com).



Click this button to view the support page of [stellarinfo.com](http://stellarinfo.com).



Use this button to read information about the software.



Use this button to purchase the software.

# Ordering the Software

Click <https://www.stellarinfo.com/email-tools/groupwise-to-pst-converter.php> to know more about **Stellar Converter for GroupWise** .

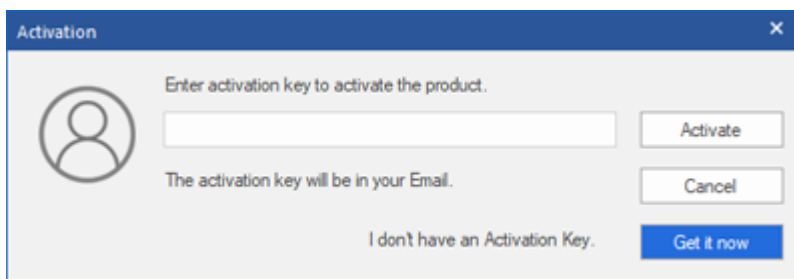
To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/groupwise-to-pst-converter/buy-now.php>

# Activating the Software

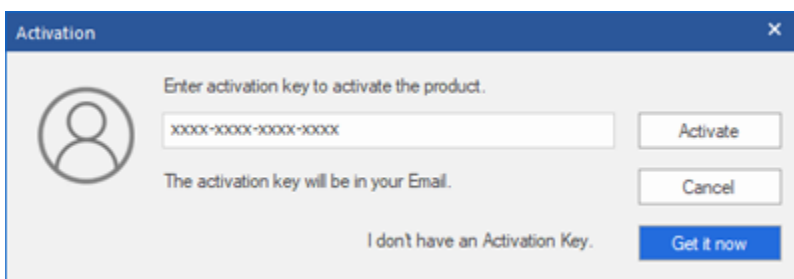
The demo version is just for evaluation purposes and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key that you receive via email after purchasing the software.

## To activate the software:

1. Run the demo version of **Stellar Converter for GroupWise** software.
2. On the main user interface, click the **Activation** ribbon. The **Activation** dialog is displayed as shown below:



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



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

# Updating the Software

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

To update Stellar Converter for GroupWise:

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

## Live Update may not happen due to the following reasons:

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

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

# Stellar Support

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

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

For price details and to place the order, click <https://www.stellarinfo.com/email-tools/groupwise-to-pst-converter/buy-now.php>

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

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

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

**E-mail to Stellar Support** at [support@stellarinfo.com](mailto:support@stellarinfo.com).



# Connect to GroupWise Server to Convert Mailboxes

You need to connect to the GroupWise server to access mailbox items in **Stellar Converter for GroupWise** for conversion.

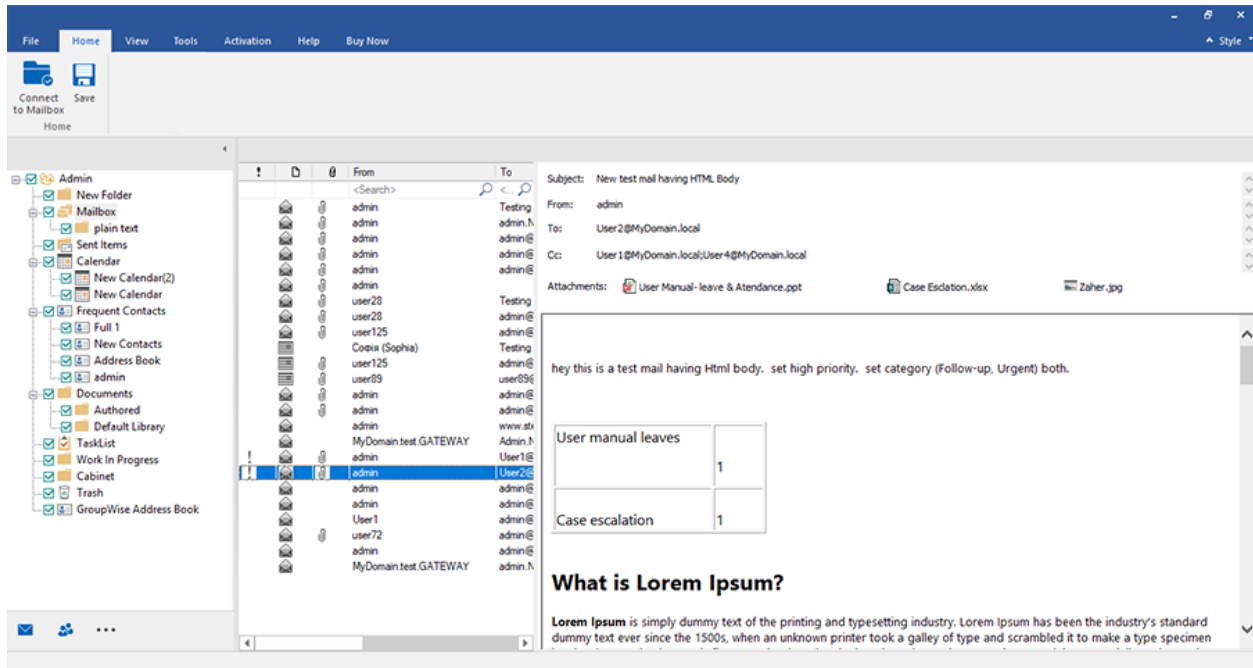
**To convert single GroupWise mailbox to PST file,**

1. Run Stellar Converter for GroupWise. *Connect to GroupWise Server* dialog box is displayed, by default. You can click on **File -> Connect to Mailbox** or click on **Home -> Connect to Mailbox** to open the 'Connect to GroupWise Server' dialog.
2. In *Conversion Type* section, select the mailbox to be converted from the drop-down list.
  - **Online Mailbox to PST:** Choose this option if you want to convert the GroupWise mailbox in online mode.
  - **Remote Mailbox to PST:** Choose this option if you want to convert the GroupWise mailbox items in remote mode.
  - **Caching Mailbox to PST:** Choose this option if you want to convert the GroupWise mailbox items in cache mode.
  - **Archive Mailbox to PST:** Choose this option if you want to convert the GroupWise mailbox items in archive mode.
3. In the *GroupWise Server Information* section:
  - If you have selected **Online Mailbox to PST** in conversion type, then in the *GroupWise Server Information* section:
    - **User ID:** Type the required 'GroupWise mailbox name'.
    - **Password:** Type user password that is used by the GroupWise user for login.
    - **Address:** Type the IP address of server.
    - **Port:** Type port number that identifies the senders and receivers of messages.
  - If you have selected **Remote Mailbox to PST** in conversion type, then in the *GroupWise Server Information* section:

- **Password:** Type user password that is used by the GroupWise user for login.
    - **Remote Mailbox Path:** Type the Remote path of user's mailbox data items.
  - If you have selected **Caching Mailbox to PST** in conversion type, then in the *GroupWise Server Information* section:
    - **User ID:** Type the required 'GroupWise mailbox name'.
    - **Password:** Type user password that is used by the GroupWise user for login.
    - **Address:**Type the IP address of server.
    - **Port:** Type port number to identify the senders and receivers of messages.
    - **Caching Mailbox Path:** Type the path of your Caching Mailbox that stores a copy of your network mailbox, including your messages and other information, on your local drive.
  - If you have selected **Archive Mailbox to PST** in conversion type, then in the *GroupWise Server Information* section:
    - **Archive Mailbox Path:** Type Archive Mailbox path that stores a copy of user's network mailbox, including your messages and other information, on your local drive.
4. Click **OK** button to continue.
  5. A dialog box displays message '*Conversion of selected Mailbox completed*'. Click **OK**.

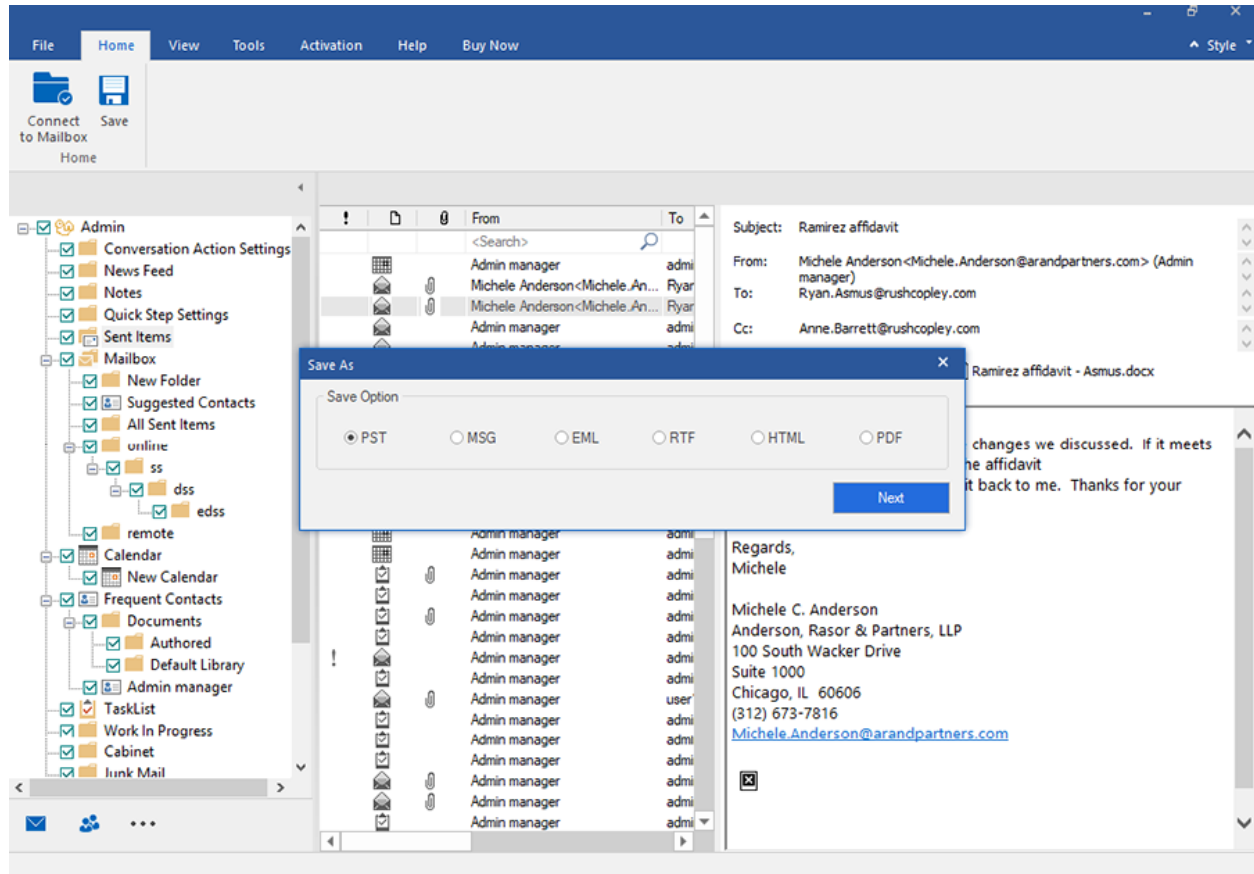
# Preview Mailbox Items

Once the GroupWise server is connected, the preview window is populated with the mailbox items. Preview window is a three pane structure. Left pane shows the connected mailbox and folders as a tree, Middle pane shows the content of the selected folder as a list. When any item in this list is clicked, it is shown in the Right pane.



# Convert and Save the Mailbox

**Stellar Converter for GroupWise** software allows you to save the converted GroupWise Mailbox in PST, MSG or EML or RTF or PDF or HTML.



## To save converted mails to PST format:

1. After connecting to GroupWise server, mailbox items are shown in the preview window.
2. Check a mail item (mailbox, folder or subfolder) in the left pane.
3. Select **Save** option from either the **File Ribbon**, or the **Home Ribbon**.
4. In **Save As** dialog box, select **PST** radio button and click **Next**.
5. Click **Browse** to specify a location to save the file.
6. Click **Save**.

Click on **Apply filter** to modify the search results for conversion before saving.

### To save converted mails to MSG or EML or RTF or PDF or HTML format:

1. After connecting to GroupWise server, mailbox items are shown in the preview window.
2. Check a mail item (mailbox, folder or subfolder) in the left pane.
3. Select **Save** option from either the **File Ribbon**, or the **Home Ribbon**.
4. In **Save As** dialog box, select either **MSG** or **EML** or **RTF** or **PDF** or **HTML** radio button and click **Next**.
5. Click **Browse** to specify a location to save the file.
6. Click **Save**.

Click on **Apply filter** to modify the search results for conversion before saving.

### Apply Filter

**Apply Filter** option in the *save dialog box* enables the user to make the converted results more precise.

Choose the option if you want to filter the mail files to be converted.

**Apply Filter** dialog box opens.

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

- Exclude Folders:** Two checkboxes, 'Junk Mail Folder' and 'Deleted Mails Folder', both are unchecked.
- Date Range:** 'From' and 'To' are both set to 'Jan /21/2019'. A 'Select' dropdown menu is to the right.
- Exclude Mails From Mailboxes:** A text input field is empty. An 'Add to List' button is to its right. Below is a list of email addresses with a checked box next to 'Michele.Anderson@arandpatners.com'.
- Buttons:** An 'OK' button is located at the bottom right of the dialog.

**Stellar Converter for GroupWise** provides 3 filter options:

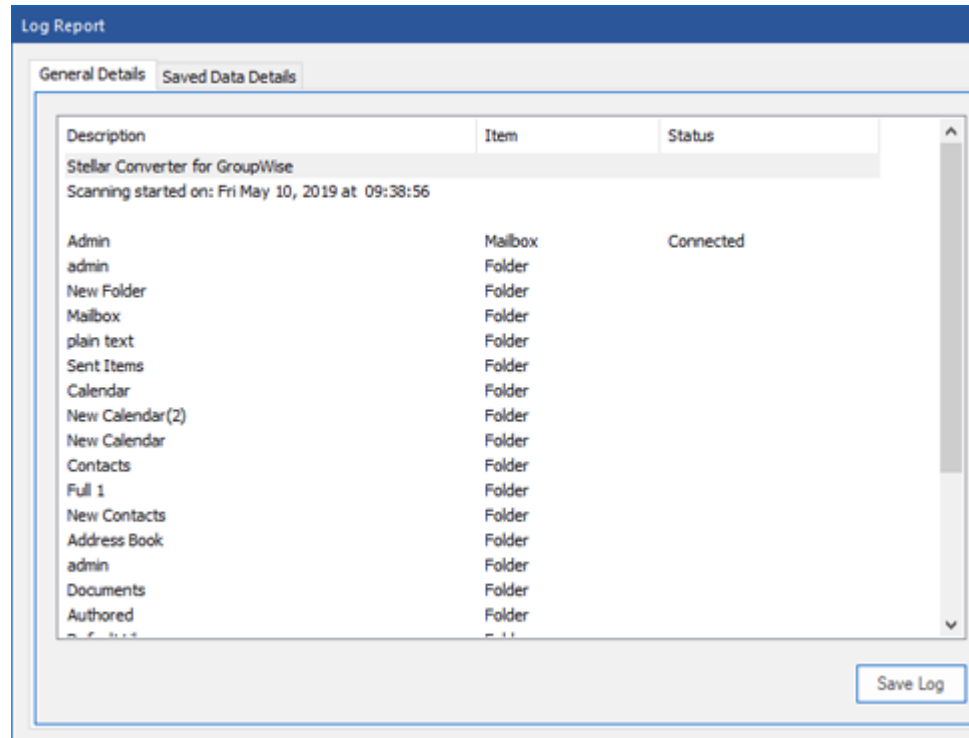
1. **Exclude Folders:** This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**.
2. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for conversion.
  - **Include:** Select **Include** from the drop-down menu to convert the mails for the specified range and exclude the rest.
  - **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.
3. **Exclude Mails from Mailboxes:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail addresses of the sender and click on **Add to List**. The mentioned E-mail addresses will be listed in the E-mail addresses list box. Click **OK**.

# View Log Report

You can view and save log report of activities performed in **Stellar Converter for GroupWise**.

## To view log report

- On the **View** ribbon, click **Log Report** option.
- In the **Log Report** window,
  - Click **General Details** tab to view general report.
  - Click **Saved Data Details** tab to view log of the saved



mailbox

es.

### To save log report

- In the **Log Report** window, click **Save Log** button.
- In the **Browse For Folder** dialog box, specify the destination folder to save log file.
- Click **Save**

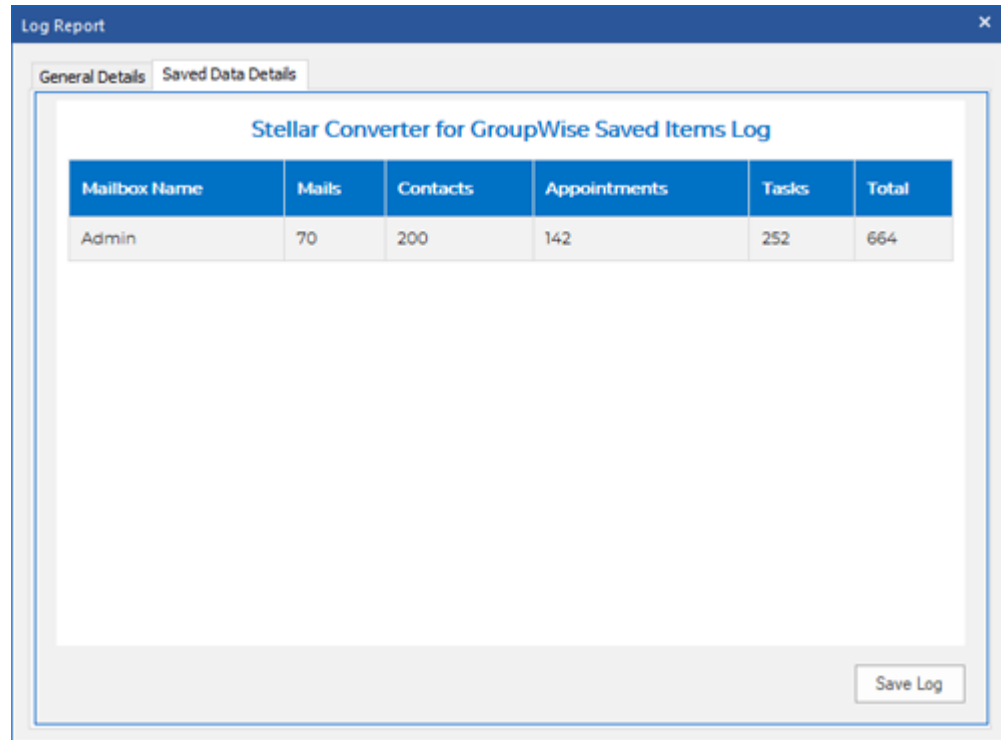


# View Saved Data Details

You can view and store 'Saved data details report' using **Stellar Converter for GroupWise**.

To view log report

- On the **View** ribbon, click **Log Report** option.
- In the **Log Report** window, click **Saved Data Details** tab. All the mailboxes 'converted previously' are



shown as  
a list.

**To save log  
report**

- In the **Log Report** window, click **Save Log** button.
- In the **Browse For Folder** dialog box, specify the destination folder to save log file.
- In the **Save as Type** option, specify a

type

(.html,

.CSV, or

.txt).

- Click

**Save.**

# FAQs

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

Demo version of the software shows preview of all data but after saving as PST file, when you open the saved mail items:

- **If you open a e-mail:**
  - In the 'Sender information', To:, cc:, and bcc: is not shown.
  - In 'attachment', attachment name will be displayed but will show as blank when opened.
  - 'Subject' of the mail will be shown.
  - 'Mail body' will be shown.
- **If you open the Calender:** *Location* information will be shown as demo; Current date will be shown for *Start date* and *End date*.
- **In the Task:** Owner will be demo; Current date will be shown for *Start date* and *End date*.
- **In the Contacts:** Name of the contact will be shown; e-mail Id will not be shown; in place of address 'demo' will be shown.

You can save all the converted data in the registered version. To save the converted mailbox, you need to purchase and register the software.

## 2. Can I convert address book and New Group in GroupWise?

Yes, you can convert address book into a PST file. New Group will be shown as Distribution List in the converted PST file.

## 3. How much time will the software take to convert mailbox to a PST file?

The time taken in converting mailbox items is dependent on the amount of the items.

## 4. Does Stellar Converter for GroupWise makes any change to my mailbox while conversion?

No. It only creates a PST, MSG, EML, RTF, PDF or HTML file as selected by the user. Original GroupWise mailbox is kept as it is.

## 5. Can I modify search results?

Yes. **Stellar Converter for GroupWise** provides 3 filter options:

1.

1. **Exclude Folders:** This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**.

2. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for conversion.

- **Include:** Select **Include** from the drop-down menu to convert the mails for the specified range and exclude the rest.
- **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.

3. **Exclude Mails from Mailboxes:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail addresses of the sender and click on **Add to List**. The mentioned E-mail addresses will be listed in the E-mail addresses list box. Click **OK**.

6. **Can I save the converted contacts?**

Yes. Contacts can be saved in .csv format.

7. **Can I convert remote, caching, or archive mailbox to PST ?**

Yes, you can convert remote, caching, or archive mailbox to PST. To do this, refer to Connect to GroupWise Server to Convert Mailboxes.

# Legal Notices

## Copyright

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# About Stellar

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

## Product line:

### Data Recovery

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

### File Recovery

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

### E-mail Recovery

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

### Data Protection

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

### Data Sanitization

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

### Data Erasure

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

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

For more information about us, please visit [www.stellarinfo.com](http://www.stellarinfo.com).