Stellar Converter for Office365

User Guide 3.0

1.1. About Stellar Converter for Office365

Stellar Converter for Office365 provides complete solution to convert Microsoft Office 365 mailbox data to various other formats. It allows you to fetch data from single or multiple mailboxes as an individual user or as an administrator respectively. Using Stellar Converter for Office365, you can preview all mailbox items and then convert the data into PST, MSG, EML, HTML, RTF and PDF format.

Key features of Stellar Converter for Office365:

- Converts all mailbox data such as mails, attachments, contacts, calenders, tasks and journals.

- Converts multiple Office 365 users mailbox data if you have logged in as an Administrator.

- Option to save mailbox data in PST, MSG, EML, HTML, RTF and PDF formats.

- Option to filter the scanned results before saving.

- Provides preview of mailboxes and mailbox items such as - Mails with Attachments and Contacts.

- Option to save contacts data in CSV format.

- Maintains and provide a log report of all the user activities.

- Supports Microsoft Outlook 2019, 2016, 2013 and 2010 (Outlook 2010 with Service Pack 2).

- Compatible with Windows 10, Windows 8.1, Windows 8 and Windows 7.

1.2. About the guide

This user guide contains sequential steps to assist you through various **Stellar Converter for Office365** functions. Each function is explained in details, in the corresponding sections. The guide covers following major topics:

1. General Information

2. Getting Started

3. Working with the Software

4. Frequently Asked Questions (FAQs)

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

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

1.3. Stellar Support

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

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

For price details and to place the order, click https://www.stellarinfo.com/email-tools/office-365-to-outlook/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

E-mail to Stellar Support at support@stellarinfo.com

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

Product Line:
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The widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!	*The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.*	*Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.*

Email Repair & Converter	**Database Repair**	**Email Backup Tools**
Robust applications to restore	*Professional and reliable software*	*Fully featured backup utilities that*

inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird, Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.

to repair corrupt or damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.

provides a comprehensive solution in case of any disaster. These software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.

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Utility Tools

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

Stellar Toolkits

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.

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

2.1. System Requirements

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

Minimum System Requirements:

- **Processor:** Intel Pentium Class

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

- **Memory:** 2 GB minimum (4 GB recommended)

- **Hard Disk:** 250 MB of Free Space

- **Microsoft Outlook:** 2019 / 2016 / 2013 / 2010 (Outlook 2010 with Service Pack 2)

Note: For converting Office 365 mailbox to a PST file, you need to have Microsoft Outlook installed in your system.

- **Other Prerequisites:** You must have an active internet connection (High speed internet recommended to process the mailbox data faster).

2.2. Installation Procedure

To install the software, follow these steps:

- Double-click **StellarConverterforOffice365.exe** executable file to start installation. **Setup - Stellar Converter for Office365** 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 Ribbon 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 Office365 Setup Wizard** window is displayed. Click **Finish**.

*Note: Clear **Launch Stellar Converter for Office365** check box before clicking **Finish** to prevent the software from launching.*

2.3. Launching the Software

To launch Stellar Converter for Office365 in Windows 10:

- Click **Stellar Converter for Office365** tile on the home screen. Or,

- Double click **Stellar Converter for Office365** icon on the desktop.

To launch Stellar Converter for Office365 in Windows 8.1 / 8:

- Click **Stellar Converter for Office365** tile on the home screen. Or,

- Double click **Stellar Converter for Office365** icon on the desktop.

To launch Stellar Converter for Office365 in Windows 7:

- Click **Start** -> **Programs** -> **Stellar Converter for Office365** -> **Stellar Converter for Office365**. Or,

- Double click **Stellar Converter for Office365** icon on the desktop. Or,

- Click **Stellar Converter for Office365** icon in Quick Launch.

2.4. User Interface

Stellar Converter for Office365 software has a very easy to use Graphical User Interface. The user interface contains features required for converting Office365 files.

After launching the software, you will see the main user interface as shown below:
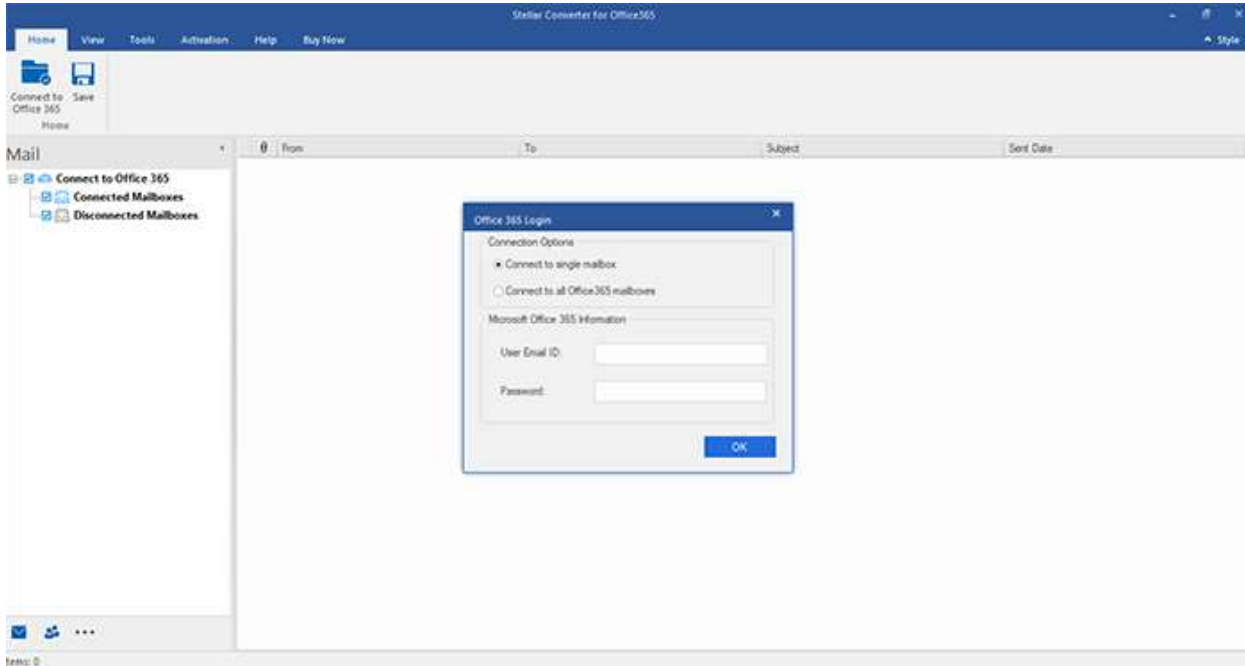
The user interface contains Ribbons, Buttons and Preview Tabs options that let you access various features of the software with ease.

2.4.1. Ribbons

Home Ribbon

Connect to Office 365

Use this option to connect to Office 365 account.

Save

Use this option to save the extracted data.

View Ribbon
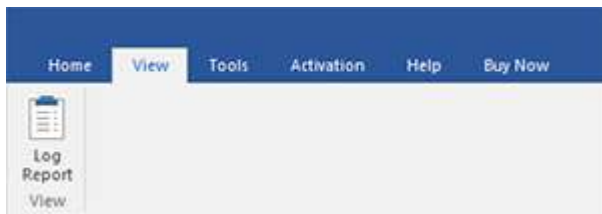
Log Report

Software records all the events and activities performed by you in a detailed log file. Use this option to view the log report.

Tools Ribbon
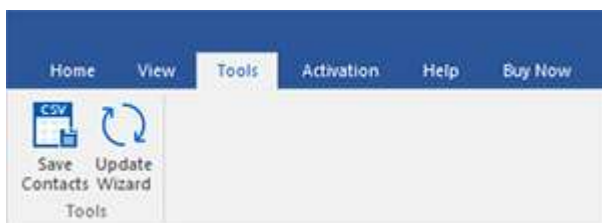
Save Contacts

Use this option to save the repaired contacts from the mailbox in .CSV format.

Update Wizard

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

Activation Ribbon
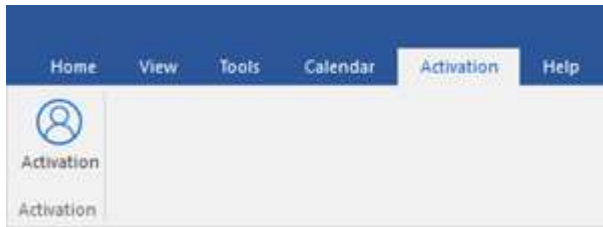
Activation

Use this option to activate the software after purchasing.

Help Ribbon

Help

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

Knowledgebase

Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit Knowledgebase articles of stellarinfo.com

Support

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

About

Use this option to read information about the software.

Buy Now Ribbon
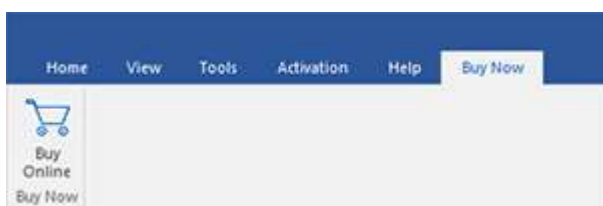
Buy Online

Use this option to buy **Stellar Converter for Office365** software.

Style Ribbon

Use the upward arrow button to hide/ unhide the ribbon.

Stellar Converter for Office365, 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.

2.4.2. Buttons

Click this button to connect to Office 365 account.

Click this button to save mailbox data in PST, MSG, EML, HTML, RTF and PDF format.
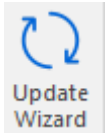
Click this button to check for both, latest minor and major versions available online.
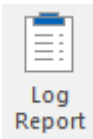
Click this button to view the log report.

Click this button to activate the software after purchasing.
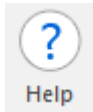
Click this button to view the help manual for the software.
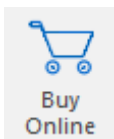
Click this button to buy **Stellar Converter for Office365** software.
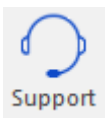
Click this button view the support page of stellarinfo.com.

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

Click this button to stop the current running process.
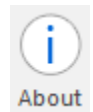
Click this button to read information about the software.

2.4.3. Preview Tabs

Stellar Converter for Office365 provides options to view the data in **Mails and Contacts** of the scanned mailbox. They are located at the bottom of the left pane. It also allows to reset/ modify the **Navigation Pane Options**.
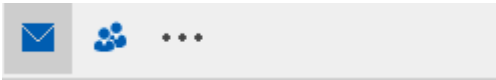
- Click on **Mail** ✉ icon to view the scanned mailbox folder.
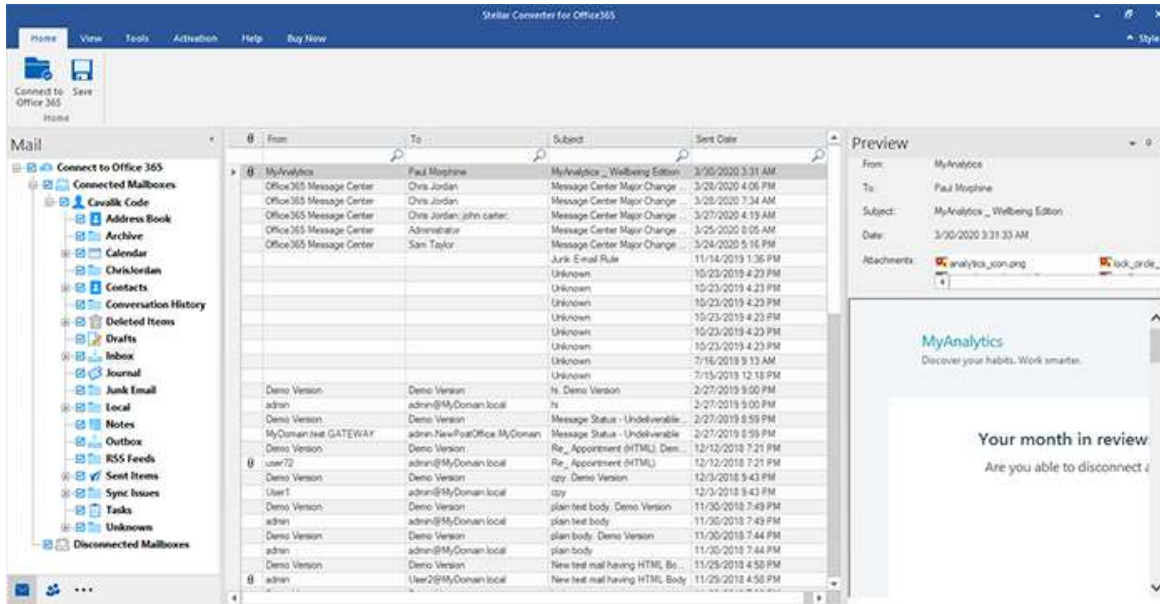
- Click on **Contacts** 👥 icon to view the contacts of the scanned mailbox.
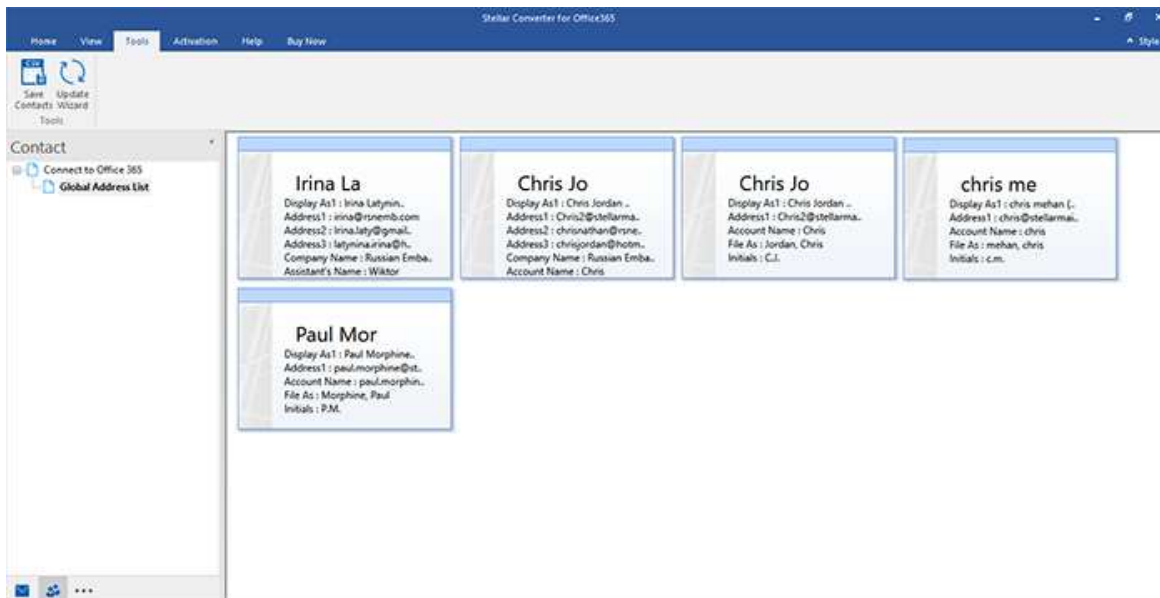
- Click on **⋯** and select **Navigation Pane Options.** This will open the **Navigation Pane Options** dialog box.

    To modify/ reset the navigation pane options:
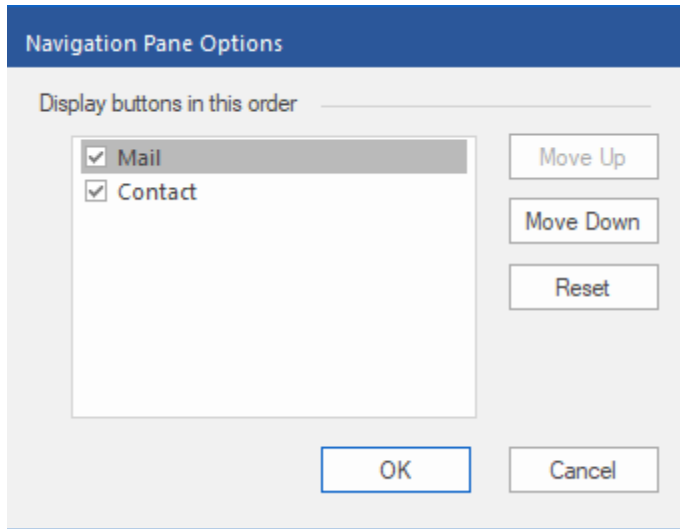
- o   Check/ uncheck the preview tab that you want to add/ remove from the list.

- o   Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.

- o   Click **Reset** to go back to the default list of preview tabs.

- o   Click **OK** to save the changes.

2.5. Ordering the Software

Click https://www.stellarinfo.com/email-tools/office-365-to-outlook.php to know more about **Stellar Converter for Office365.**

To purchase the software online, please visit https://www.stellarinfo.com/email-tools/office-365-to-outlook/buy-now.php

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

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

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

2.6. 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 Office365** software.

2. On the main user interface, click the **Activation** button in **Activation** ribbon icon. The **Activation** dialog is displayed as shown below:
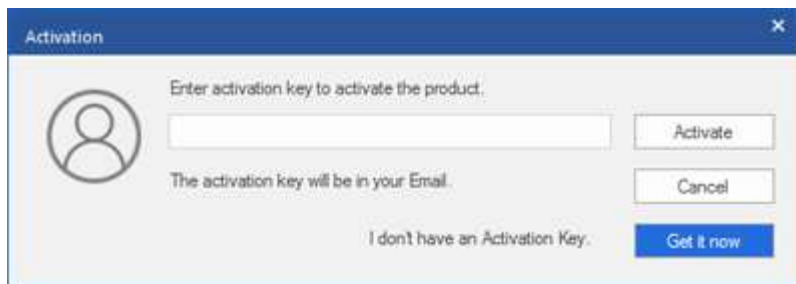
3. If you don't have the activation key, click the **Get it now** button in the dialog to go online and purchase the product.

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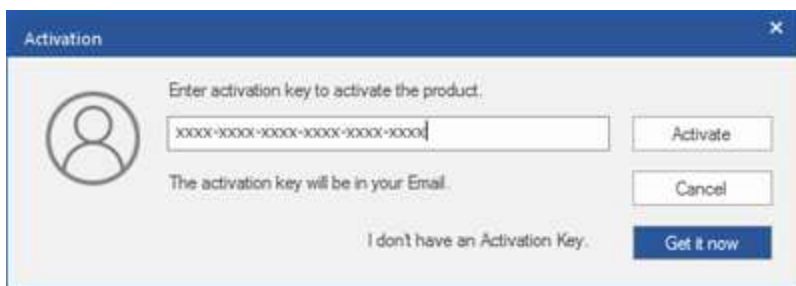
6. The software will automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.

7. The '*Activation completed successfully* ' message is displayed after the process gets completed successfully. Click **OK**.

2.7. Updating the Software

Stellar releases periodical software updates for **Stellar Converter for Office365** software. You can update the software to keep it up-to-date. These updates can add a new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. While updating the software, it's recommended to close all the running programs.

To update Stellar Converter for Office365:

- Click **Update Wizard** icon from **Tools Ribbon**.

- **Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.

- Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure

- Updates are not available

- Unable to download configuration files

- Unable to locate updated files or version

- Unable to locate executable file

3. Working with the Software

3.1. Connect to Office 365 Account

3.2. Preview Mailbox Items

3.3. Convert and Save Data

3.4. View Log Report

3.1. Connect to Office 365 Account

Stellar Converter for Office365 enables an individual or administrator to connect with single or multiple Office 365 mailboxes respectively by entering the login credentials.

To get connected with Office 365 account:

1. Run **Stellar Converter for Office365**.

2. **Office 365 Login** popup window opens.
   Alternatively, click **Connect to Office 365** button from **Home** ribbon to open the **Office 365 Login** popup window.
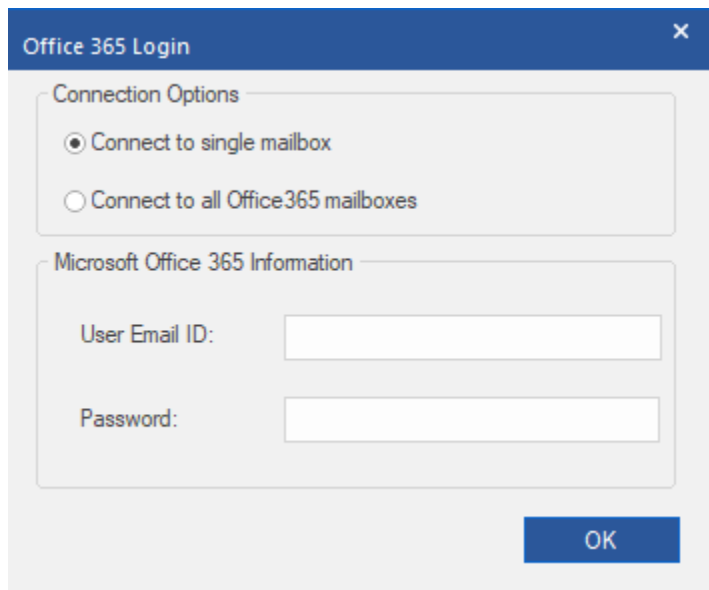
3. There are two **Connection Options** available:
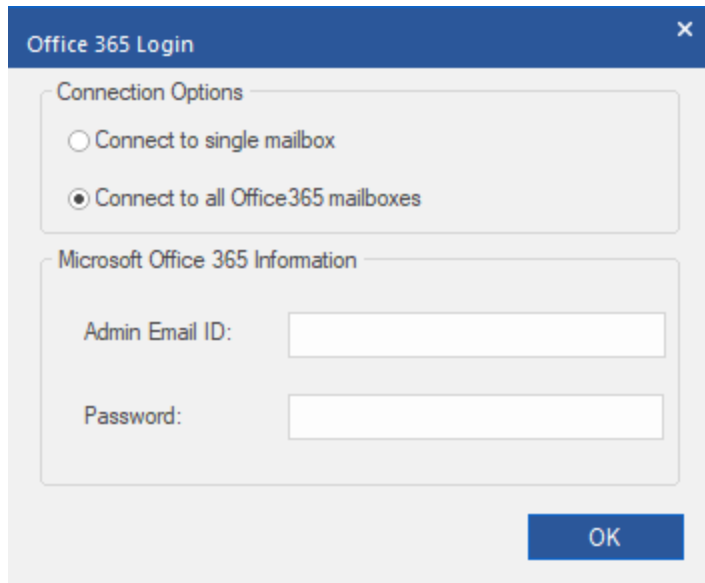
   - For single mailbox- Select **Connect to single mailbox** and login as an individual user, using the steps given below.

   - For multiple mailboxes- Select **Connect to all Office365 mailboxes** and login as an administrator, using the steps given below.

4. To connect the Office365 mailboxes:

   - For single mailbox: Enter **User Email ID** and **Password** in **Office 365 Login** popup window. Click **OK** to continue.

   - For multiple mailboxes: Enter **Admin Email ID** and **Password** in **Office 365 Login** popup window. Click **OK** to continue.

5. **Stellar Converter for Office365** will connect to the Office 365 account and once the connection is established, mailbox data will start loading. A dialog box appears as shown below, providing you the progress of total items loaded. You can click **Stop** to cancel the loading process.

6. Once the mailboxes are loaded, you can preview mailbox items by clicking on the desired mailbox.

3.2. Preview Mailbox Items

Once **Stellar Converter for Office365** loads the mailboxes, you will find a navigation tree on the left side showing the mailboxes with folders and sub-folders. There are two types of mailbox categories:

- **Connected Mailboxes:** The data of the mailboxes that are accessed after scanning are shown in this mailbox category.

- **Disconnected Mailboxes:** In case of multiple mailboxes, the mailboxes that **Stellar Converter for Office365** was not able to access after scanning are shown in this mailbox category. This happens when the mailboxes do not have administrator rights or mailboxes have been disabled. To provide the access to these mailboxes, necessary permissions needs to be provided by the administrator using Office 365 server. After providing the required permissions, right click on **Disconnected Mailboxes** and click **Refresh All**. The mailbox will now move to the **Connected Mailboxes** category.

Select the mailbox from the **Connected Mailboxes** category to view the data in the file. Preview of the mailbox data is available in a three pane structure containing: Left pane, Middle pane and Right pane, which are explained below with details:
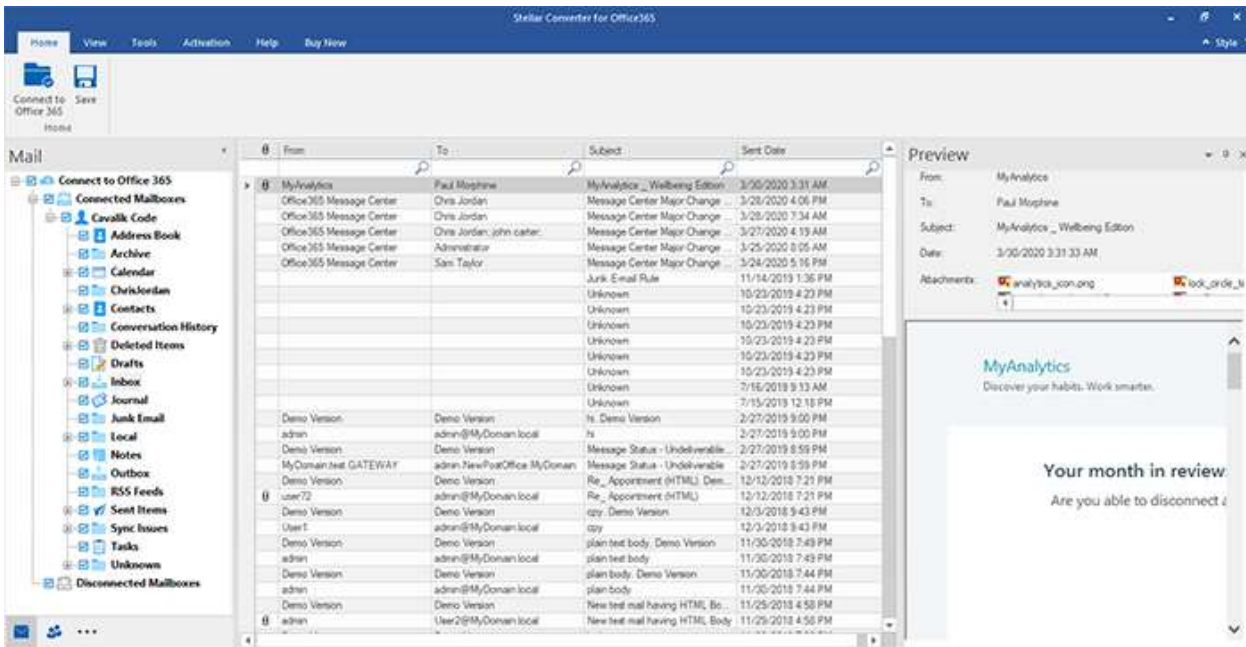
- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.

- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:

  - **Attachments**: Shows an attachment icon if the particular mail item contains an attachment.

  - **From**: Shows the e-mail address of the sender.

  - **To**: Shows the e-mail address of the receiver.

  - **Subject**: Shows the e-mail subject.

  - **Sent Date**: Shows the date and time when the e-mail was sent.

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

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

  - **From**: Shows the e-mail address of the sender.

  - **To**: Shows the e-mail address of the receiver.

  - **Subject**: Shows the subject of the e-mail.

  - **Date**: Shows the date and time when the e-mail was sent.

- **Attachments**: Shows the attachments of the selected mailbox item.

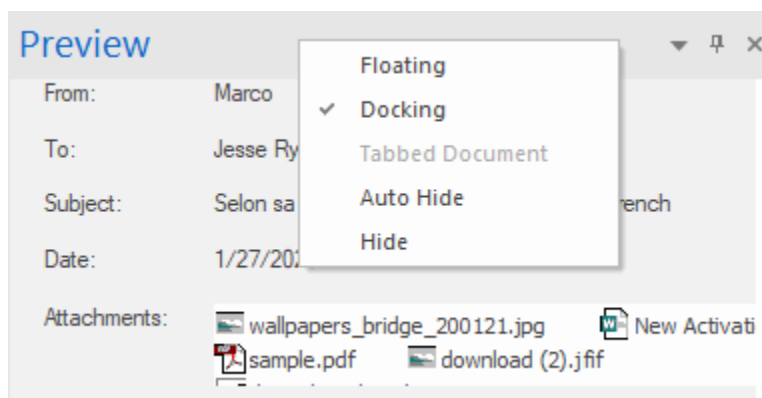- **Body**: Shows the preview of body of the selected mail item.

- **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 are From, To, Subject, and Sent Date.

- **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.

- **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.

3.3. Convert and Save Data

Stellar Converter for Office365 allows you to save the mailbox data in various formats like PST, MSG, EML, RTF, PDF and HTML. While saving the complete mailboxes or folders in MSG, EML, RTF, PDF and HTML formats, folder hierarchy is maintained by **Stellar Converter for Office365**.

To save the mailbox data in PST, MSG, EML, RTF, PDF and HTML:

- Select the data that you want to save from the left pane, using the check-boxes in front of them.

- Click **Save** from **Home** ribbon.

- A **Save** dialog box appears with PST, MSG, EML, RTF, PDF and HTML file icon. Check against the appropriate icon in which Office 365 file needs to be converted.
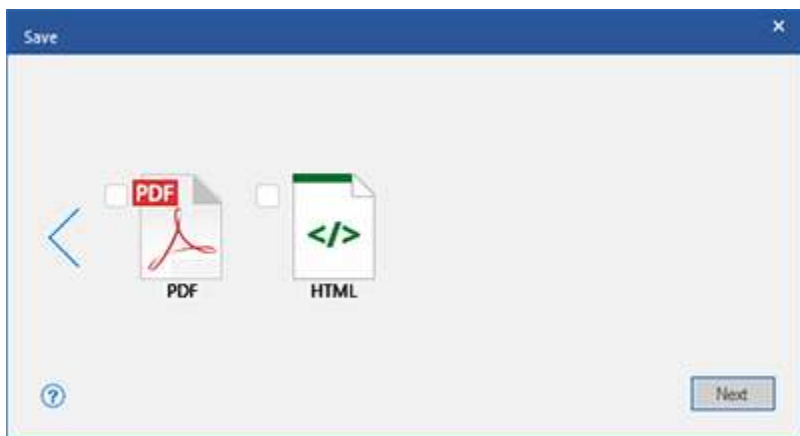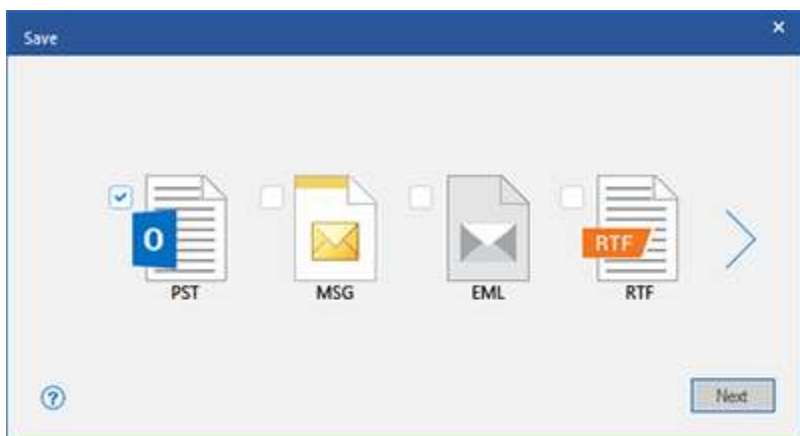
- Click **Next** to continue the saving process.

- **Select Destination** dialog box appears, here you can **Browse** and select a **Destination Path** where the converted files needs to be saved.
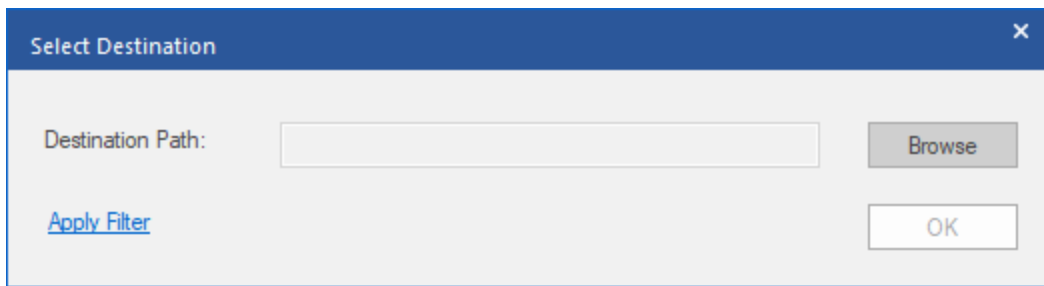
- You can click on **Apply Filter** to filter the scanned results before saving.

- To initiate the saving process, click **OK**. A dialog box appears as shown below, providing you the progress of total items saved. You can click **Stop** to cancel the saving process.


If you have saved the mailboxes in **PST** format, to view the mailbox items you need to import the **PST** file in **MS Outlook**. See Importing PST file in MS Outlook, to know how to import a PST file.

Using **Stellar Converter for Office365**, you can save individual mailboxes in either of the given formats.

To save mailboxes or mailbox item individually from the tree in the left pane, simply right-click on it and:

- Select **Save as PST** to save the mailbox in PST format. It will only save the complete mailbox but it will not save an individual mail.

- Select **Save as MSG** to save the mailbox in MSG format. It will only save mail format mailbox.

- Select **Save as EML** to save the mailbox in EML format. It will only save mail format mailbox, thus its' option remain disable for other folders.

- Select **Save as HTML** to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)

- Select **Save as RTF** to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)

- Select **Save as PDF** to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible)
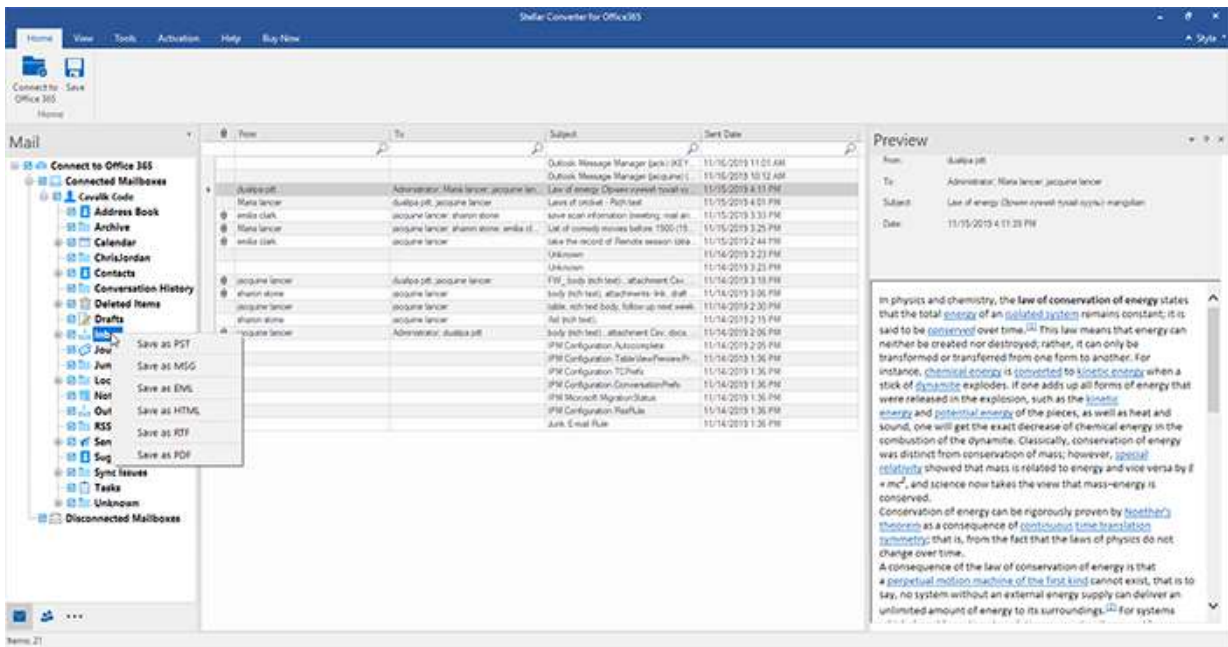
Note: You can also right click on a particular mail to save it individually in MSG, EML, HTML, RTF, and PDF format from the middle pane.
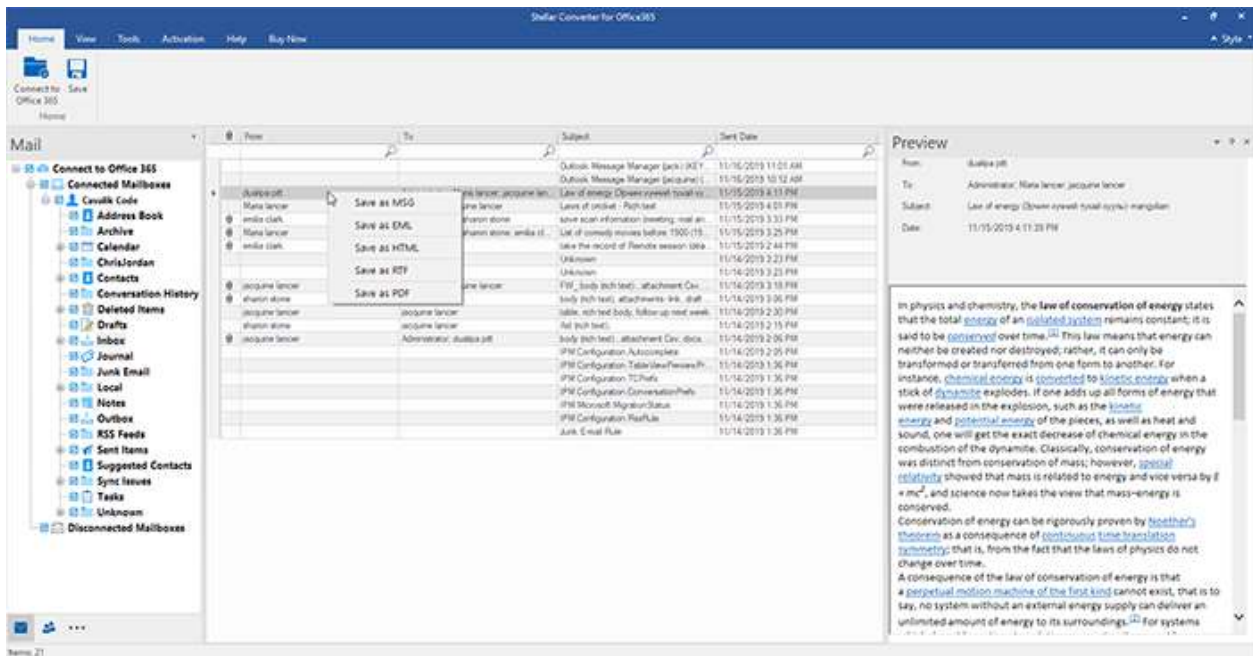
3.4. View Log Report

With **Stellar Converter for Office365**, you can view the **Log Report** to analyze the connection status at a later stage.

To save the log report:

- Click on **Log Report** from **View Ribbon.**

Log Report for Stellar Converter for Office365	3/18/2030 11:44:49 AM

Scanning Logs

Start Time : 3/18/2030 11:18:10 AM
End Time : 3/18/2030 11:12:04 AM

Mailbox Name :	Status
Cavalik Code	Connected

Apply Filter

Apply Filter option in the *save dialog box* enables the user to make the scanned results more precise. Choose the option if you want to filter the emails to be saved/ exported.

Apply Filter dialog box opens.
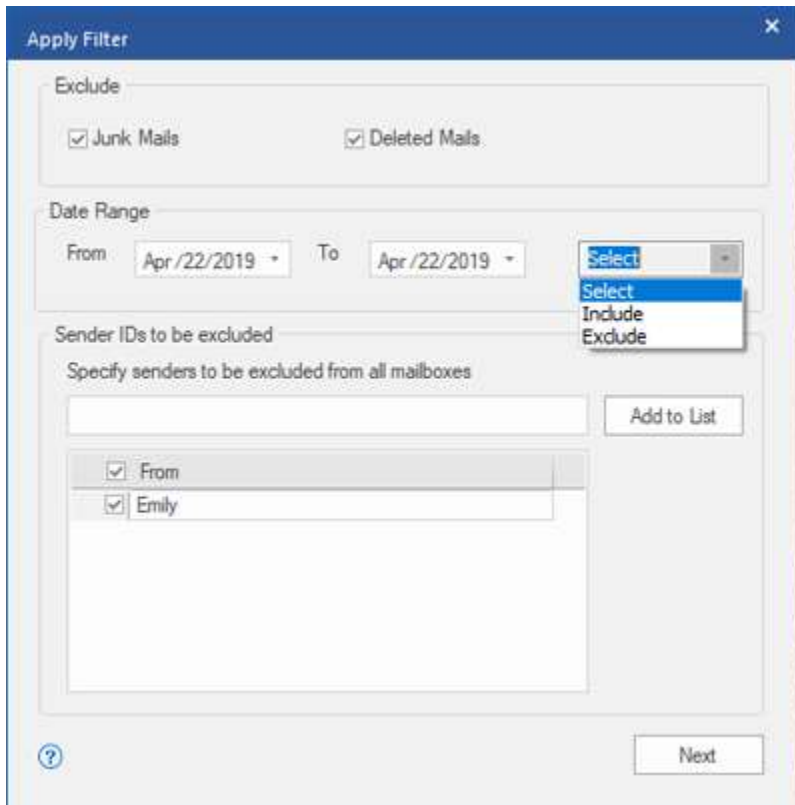
Stellar Converter for Office365 provides 3 filter options:

1. **Exclude:** 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 saving/ exporting.

   - **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. **Sender IDs to be excluded:** 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 **Next.**

Importing PST file in MS Outlook

To import PST file in Microsoft Outlook 2019:

- Open **Microsoft Outlook**. From **File Ribbon**, select **Open & Export.**

- Select **Import / Export** option from the right pane.

- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.

- In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.

- Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.

- In **Import Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

To import PST file in Microsoft Outlook 2016 / 2013:

- Open **Microsoft Outlook**. From **File Ribbon**, select **Open & Export.**

- Select **Import / Export** option from the right pane.

- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.

- In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.

- Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.

- In **Import Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

To import PST file in Microsoft Outlook 2010:

- Open **Microsoft Outlook**. From **File Ribbon**, select **Open** -> **Import**.

- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.

- In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.

- Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.

- In **Import Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

4. Frequently Asked Questions (FAQs)

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

Using demo version of the software you can only preview your mailbox data but cannot convert and save it. To save your mailbox data you need to purchase and activate **Stellar Converter for Office365**.

2. Why do I require to convert my Microsoft Office 365 data?

Microsoft Office 365 account needs an online connectivity to access your data. Using **Stellar Converter for Office365**, you can convert your mailbox data to PST, MSG, EML, HTML, RTF or PDF format and access it offline.

3. Can I save selective mail or folder from my Office 365 mailbox?

Yes, the application allows you to save data selectively. Users can:

- Take complete backup of Microsoft Office 365 account.

- Save data of individual folder (including sub-folders).

- Convert and save an individual mail.

4. In which formats can I save my converted data?

You can save your converted mailbox in various formats like PST, MSG, EML, HTML, RTF and PDF.

5. Is the process of converting and saving Microsoft Office 365 data is similar for server and local machine?

Yes, the process of converting and saving Microsoft Office 365 data is same for both server and local machine. After establishing the connection, you can start the process of conversion. To know how to connect to mailbox, see Connect to Office 365 Account.

6. At one time, how many Office365 files can be converted?

There is no limit to how many mailboxes you covert using **Stellar Converter for Office365.**

7. Are there any file size limitations to convert Office365 files?

There is no limit to how big is the file size, **Stellar Converter for Office365** sets no limitations for it.

8. Why does it take so much time to load the mailboxes?

Stellar Converter for Office365 is a internet based application, thus loading of mail completely depend on the speed of the internet and the number of mailboxes.

9. What are Connected Mailboxes and Disconnected Mailboxes?

The difference between the both are:

- **Connected Mailboxes:** The data of the mailboxes that are accessed after scanning are shown in this mailbox category.

- **Disconnected Mailboxes:** In case of multiple mailboxes, the mailboxes that **Stellar Converter for Office365** was not able to access after scanning are shown in this mailbox category. This happens when the mailboxes do not have administrator rights or mailboxes have been disabled. To provide the access to these mailboxes, necessary permissions needs to be provided by the administrator using Office 365 server. See Connect to Office 365 Account to know more.

10. How can I connect the disconnected mailboxes?

To connect the disconnected mailboxes, provide them access. Necessary permissions needs to be provided to the administrator using Office 365 server. After providing the required permissions, right click on **Disconnected Mailboxes** and click **Refresh All**. The mailbox will now move to the **Connected Mailboxes** category. See Connect to Office 365 Account to know more.

11. What will happen if I click Stop while the files are loading in the mailbox?

It is recommended that you must load the mailbox completely. Else the files will be loaded till that point when you stop the process.

12. Can I access the sub folders and items in the listed folders?

Yes, you can. Expand the appropriate folder from the left pane of the table in tree like structure and view it's sub folder and items.

13. How can I find mails with attachments?

You can find attachment icon in the first column of the middle pane of the table while previewing the mailbox. The mails with Ü icon will have the attachments.

14. Can I view the name of the attachments, without opening them?

Yes definitely. On the right pane of the screen is the preview area where you can view the names and the number of the attachments. See Preview Mailbox Items to know more.

15. Should Microsoft Outlook be installed in my system while I work with Stellar Converter for Office365 and it works well with which version?

Yes, Microsoft Outlook must be installed in your system. This application is compatible with the following versions:

Microsoft Outlook: 2019 / 2016 / 2013 / 2010 (Outlook 2010 with Service Pack 2).

16. Can I save my Log Report?

Yes, absolutely. After opening the Log Report, press Ctrl + S from the keyboard to save it at the desired location. See View Log Report to know more.

17. I want my Calendars and Contacts, how do I convert them using Stellar Converter for Office365 tool?

First you need to Convert and Save the mailbox into PST file using the **Stellar Converter for Office365** software. Then, import the PST file in **Microsoft Outlook** and check your calendars and contacts.

18. Can I save my contact list?

You have two options to save your contacts:

1. From **Tools** Ribbon and select Save Contacts. Use this option to save the repaired contacts from the mailbox in .CSV format.

2. From **Navigation** tree while on Mail tab, select Contacts from the tree and select Save icon from Home Ribbon. Refer to Convert and Save Data section for further process.

19. After saving the mailbox in PST format. How to view and access the mailbox items?
After you have saved the mailbox in **PST** format, you can import the **PST** file in **MS Outlook** to view the mailbox items. See Importing PST file in MS Outlook, to know how to import PST file.