



# **Stellar Toolkit for Outlook**

User Guide for Version 11.1

# Overview

**Stellar Toolkit for Outlook** is a collection of following softwares:

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

# System Requirements

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

## Minimum System Requirements:

- **Processor:** Intel-compatible (x86, x64)
- **Operating System:** Window 10 / Windows 8.1 / Windows 8 / Windows 7
- **Memory:** 8 GB (recommended) 4 GB (minimum)
- **Hard Disk:** 250 MB for installation files
- **MS Outlook:** Office 365 / 2019 / 2016 / 2013 / 2010 / 2007

**Note:** MS Outlook version depends on the respective software of **Stellar Toolkit for Outlook** that you are using.

**Note:** For large files, it is recommended to have 64 bit Windows, 64 bit MS Outlook and 8 GB RAM.

# Installation Procedure

To install the software, follow these steps:

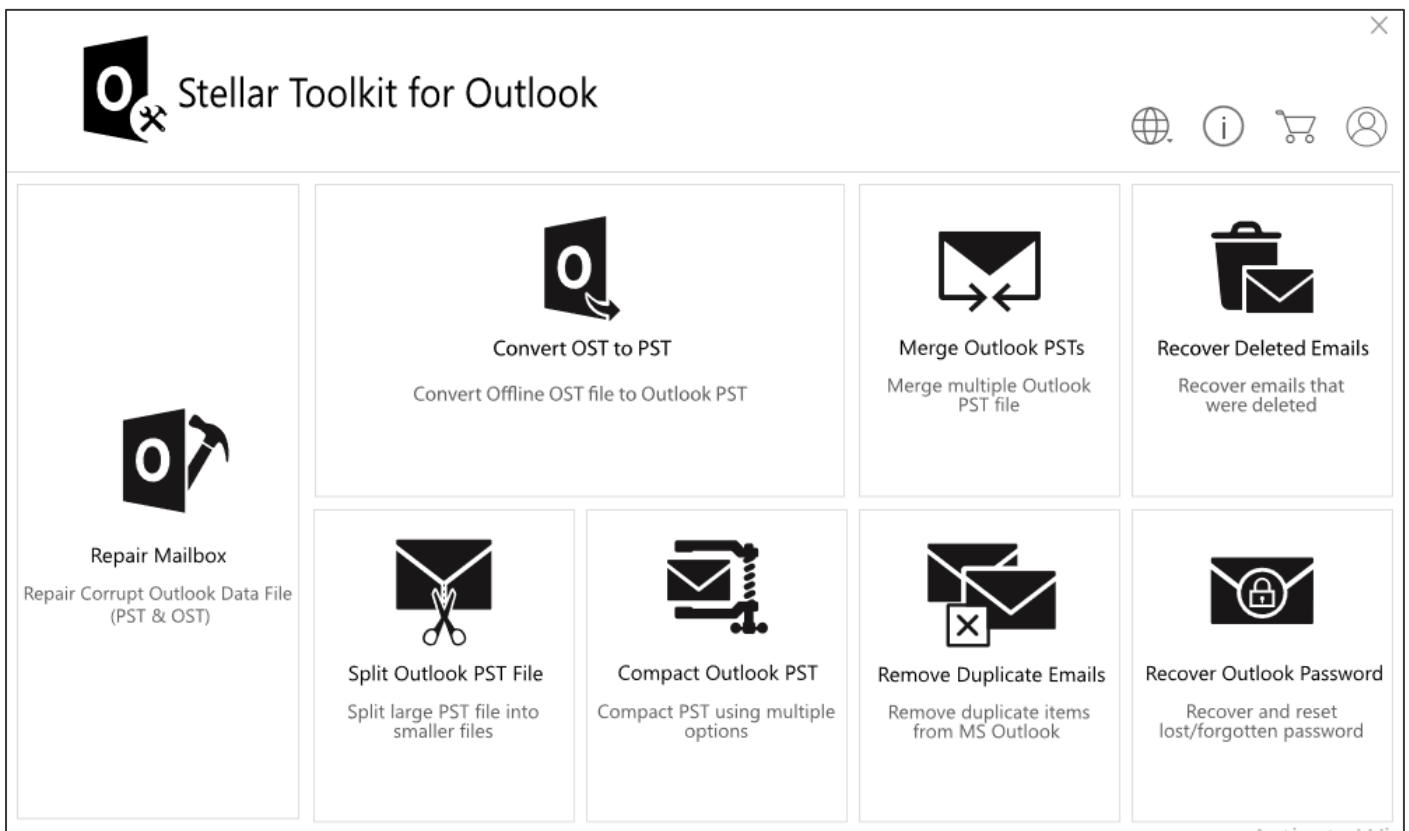
1. Double-click **StellarToolkitforOutlook.exe** setup installer to start the installation. **Select Setup Language** dialog box appears.
2. From the drop-down list, select your language and click **OK**. **Setup - Stellar Toolkit for Outlook** window appears.
3. Click **Next**. **License Agreement** dialog box appears.
4. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box appears.
5. Click **Browse** to select the destination path where the setup files are stored. Click **Next**. **Select Start Menu Folder** dialog box appears.
6. Click **Browse** to provide a path for the program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box appears.
7. Select checkboxes as per your choice. Click **Next**. **Ready to Install** dialog box appears.
8. Review your selections. Click **Back** if you want to change them. Click **Install** to start the installation. The **Installing** window shows the installation process.
9. On completion of the installation process, **Completing the Stellar Toolkit for Outlook Setup Wizard** window appears. Click **Finish**.

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

**Note:** If you have **Stellar Toolkit for Outlook** application installed in your system and you have to reinstall MS Outlook/Office for any reason, in that case you need to reinstall the **Stellar Toolkit for Outlook** as well.

# User Interface

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



## Ordering the Software

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

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

Alternatively, click on **Buy Online** icon in menu bar to purchase the software online.

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

Once the order is confirmed, you will receive an activation key through email. You require this key to activate the software.

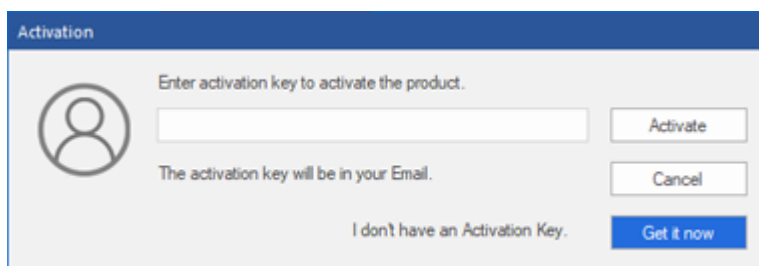
# Activating the Software

The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. An '**Activation Key**' is required to activate your copy of the software and save data. You will receive an activation key through email after purchasing the software.

**Note:** Make sure that you have an active Internet connection.

## Steps to activate the software:

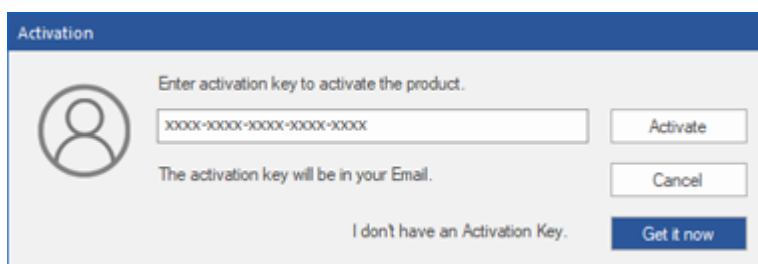
1. Run **Stellar Toolkit for Outlook**.
2. Click the **Activation** button on the **Buy Now** ribbon. A window, as displayed below, pops up on the screen.



### Note:

- If you don't have the activation key, click **Get it now** button in the window to go online and purchase the product.
- Once the order is confirmed, an Activation Key is provided.

3. Enter the **Activation Key** and click **Activate** button.



4. The software is activated after successful verification of the activation key you have entered.
5. '*Activation Completed Successfully*' message is displayed after the process is completed successfully. Click **OK** to use all the options of the software that have been unlocked after the activation.

# Updating the Software

Stellar releases updates for **Stellar Toolkit for Outlook**. 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 working of the software. The update option of the software is capable of checking for the latest updates. This will check for both latest, minor and major versions available online. While updating the software, it is recommended to close all the running programs.

## To update Stellar Toolkit for Outlook:

### Automatic Update:

1. Run **Stellar Toolkit for Outlook**.
2. If an update is available, **Update Wizard** window appears along with the main user interface.
3. Click **Next** to start downloading the update files from the server. After the completion of the process, the software is updated to the latest version.
4. Click **Finish** to close the **Update Wizard**.

### Manual Update:

1. Run **Stellar Toolkit for Outlook**.
2. Select **Update** from **Tools** ribbon. **Update Wizard** window pops up.
3. The wizard will start searching for the latest updates:
  - i. If the new version is found a window will pop up indicating the availability of an update.
  - ii. If no update is available then it indicates that the software is up-to-date.
4. If the update is available, click **Next** and the software will start downloading and installing update files from the server.
5. When the process is completed, the software is updated to the latest version. Click **Finish**.

**Note:** To disable automatic update when you launch the **Stellar Toolkit for Outlook** uncheck the checkbox '**Check updates at startup**'.

### 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



# Stellar Support

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

- You can either call us or go online to our support section at <http://stellarinfo.com/support/>
- For price details and to place the order, click <https://www.stellarinfo.com/email-tools/outlook-toolkit/buy-now.php>
- Chat Live with an Online technician at <http://stellarinfo.com/support/>
- Search in our extensive Knowledgebase at <https://www.stellarinfo.com/support/kb/index.php/category/outlook-manager>
- Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>
- Send e-mail to Stellar Support at [support@stellarinfo.com](mailto:support@stellarinfo.com)



# **Stellar Repair for Outlook – Technician**

User Guide 11.0

# 1. About Stellar Repair for Outlook - Technician

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

The software repairs corrupt PST files and restores all its content such as e-mails, attachments, contacts, calendars, tasks, journals and also repair accidentally deleted or lost Mailbox items . This minimizes the loss from the PST corruption. **Stellar Repair for Outlook - Technician** scans and extracts data from a damaged PST file, repairs it and then saves it as a new usable PST file. To view repaired items, you need to import the new PST file into MS Outlook.

**Stellar Repair for Outlook - Technician** also ensures recovery of accidentally deleted e-mails that you have emptied from the deleted items folder. After recovering the PST file, the software shows its original content. All folders from the original PST file get displayed along with their content in a three-pane structure.

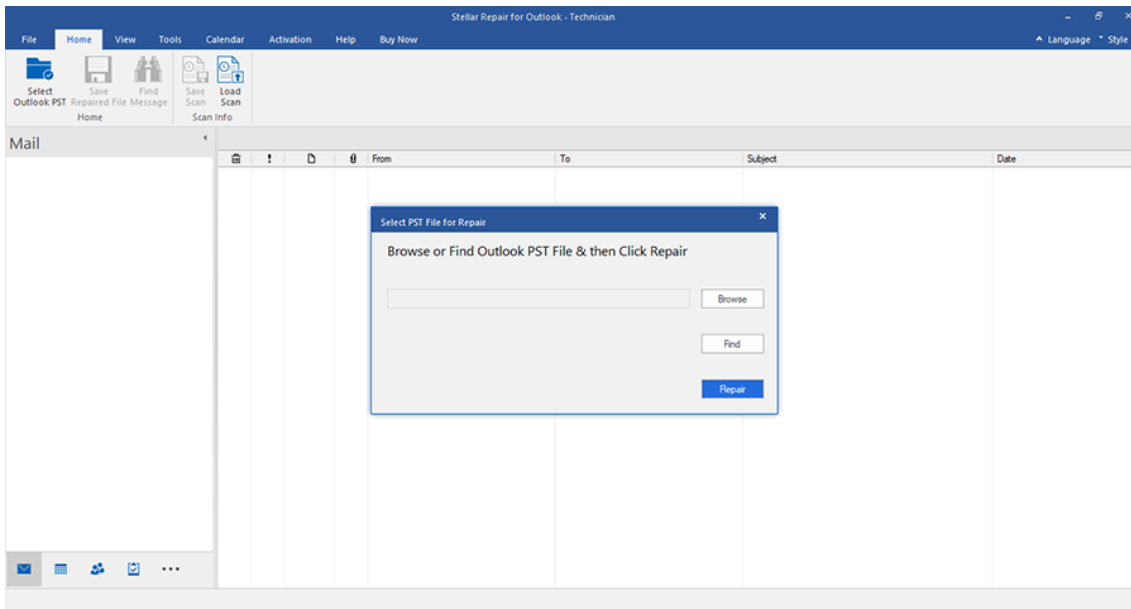
## Key features:

- **Supported Output Formats:** Repair and export PST files to Microsoft Office 365, Existing Outlook Profile or save in PST, MSG, EML, RTF, PDF, HTML, DBX and MBOX format.
- **Encrypted Files Support** - Supports repair of encrypted PST files.
- **Recover Deleted E-mails** - Supports recovery of deleted items. The application also provides preview of the deleted items marked with red color.
- **Preview Option:** Provides preview of mails and items such as - Attachments, Calendar, Contacts, Tasks, Notes, and Journal.
- **Compress and Split PST files** - Option to compress or split the files and save in PST file format.
- **Quick Save Option** - Right-click and save individual mails in MSG, EML, RTF, HTML, and PDF from preview section.
- **Selective Repair** - Provides option to only save selected mailbox folders as per requirement.
- **Find Option** - Provides search option to find emails faster.
- **Resume Function** - Option to save scanned information to resume the process at a later stage.
- **Source PST File Support** - Repairs corrupt MS Outlook 98 / 2000 / 2002 / 2003 / 2007 / 2010 / 2013 / 2016 / 2019 PST files.
- **MS Office Support** - Supports MS Office 365, 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 10, Windows 8.1, Windows 8 and Windows 7.

## 2. User Interface

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

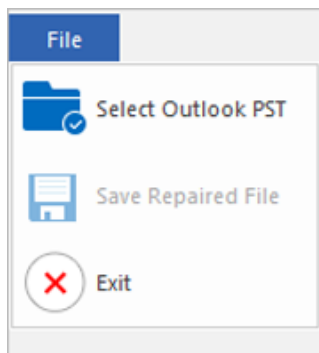
After launching the software, the main user interface appears as shown below:



The user interface contains **Ribbons and Buttons**, **Preview Tabs** that allow you access various features of the software with ease.

## 2.1 Ribbons and Buttons

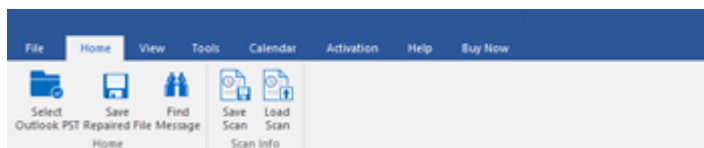
### 1. File Menu



The File ribbon contains the following buttons :

- **Select Outlook PST:** Use this option to select/search for PST file.
- **Save Repaired File:** Use this option to save the repaired PST file at your specified location.
- **Exit:** Use this option to close the application.

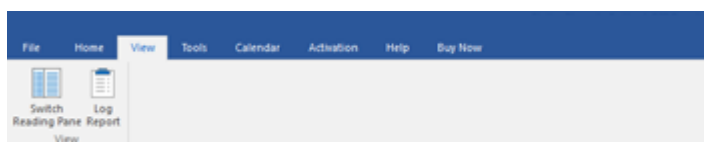
### 2. Home Ribbon



The Home ribbon contains the following buttons :

- **Select Outlook PST:** Use this option to select/search for PST file.
- **Save Repaired File:** Use this option to save the repaired PST file at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save Scan:** Use this option to save the scanned information of files.
- **Load Scan:** Use this option to load the saved scan file.

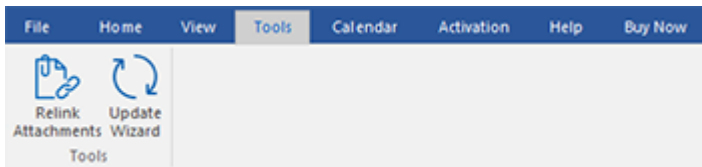
### 3. View Ribbon



The View ribbon contains the following buttons :

- **Switch Reading Pane:** Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report:** Use this option to view the log report.

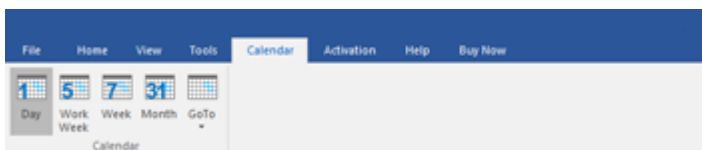
## 4. Tools Ribbon



The Tools ribbon contains the following buttons :

- **Relink Attachments:** Use this button to relink the attachment folder
- **Update Wizard:** Use this option update your software.

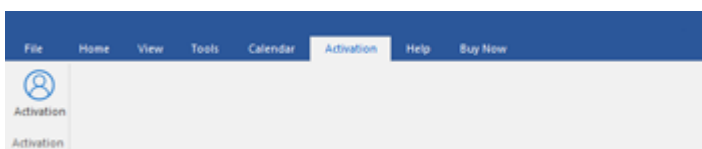
## 5. Calendar Ribbon



The Calendar ribbon contains the following buttons :

- **Day:** Use this option to list all the entries of a particular day from the calendar.
- **Work Week:** Use this option to list all the entries of a work week (from Monday to Friday).
- **Week:** Use this option to list all the entries of a week (from Monday to Sunday).
- **Month:** Use this option to list all the entries of a particular month.
- **GoTo:** Use this option to list all the entries of the current date or any particular date.

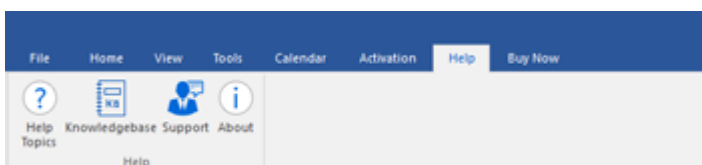
## 6. Activation Ribbon



The Activation ribbon contains the following buttons :

- **Activation:** Use this option to activate the software after purchasing the software.

## 7. Help Ribbon

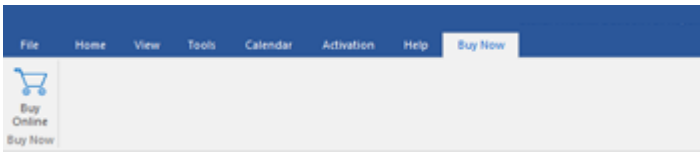


The Help ribbon contains the following buttons :

- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](https://stellarinfo.com/knowledgebase) articles of [stellarinfo.com](https://stellarinfo.com).
- **Support:** Use this option to visit the [support](https://stellarinfo.com/support) page of [stellarinfo.com](https://stellarinfo.com).

- **About:** Use this option to read information about the software.

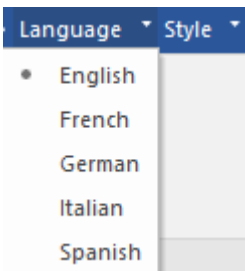
## 8. Buy Now Ribbon



The Buy Now ribbon contains the following buttons :

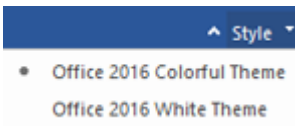
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

## 9. Language Button



- **Language:** Use this option to change the language of the application. In the drop-down menu you will find the following language options: English, French, German, Italian and Spanish.

## 10. Style Button




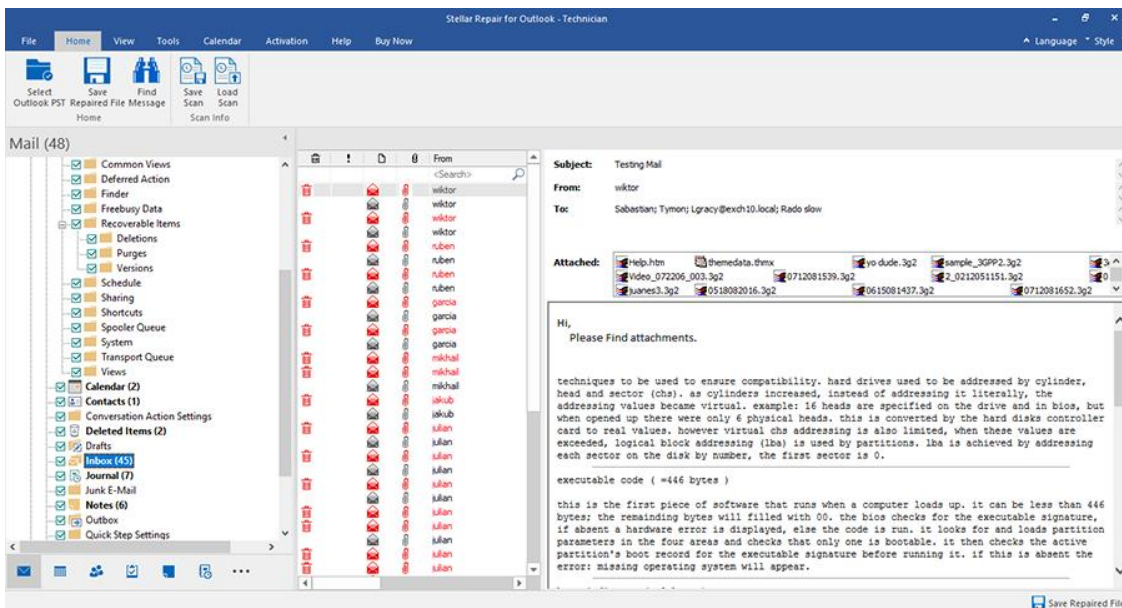
- **Style:** Use this option to switch between various themes for the software, as per your choice. Stellar Repair for Outlook - Technician offers the following themes: Office 2016 Colorful Theme, Office 2016 White Theme.


## 2.2. Preview Tabs

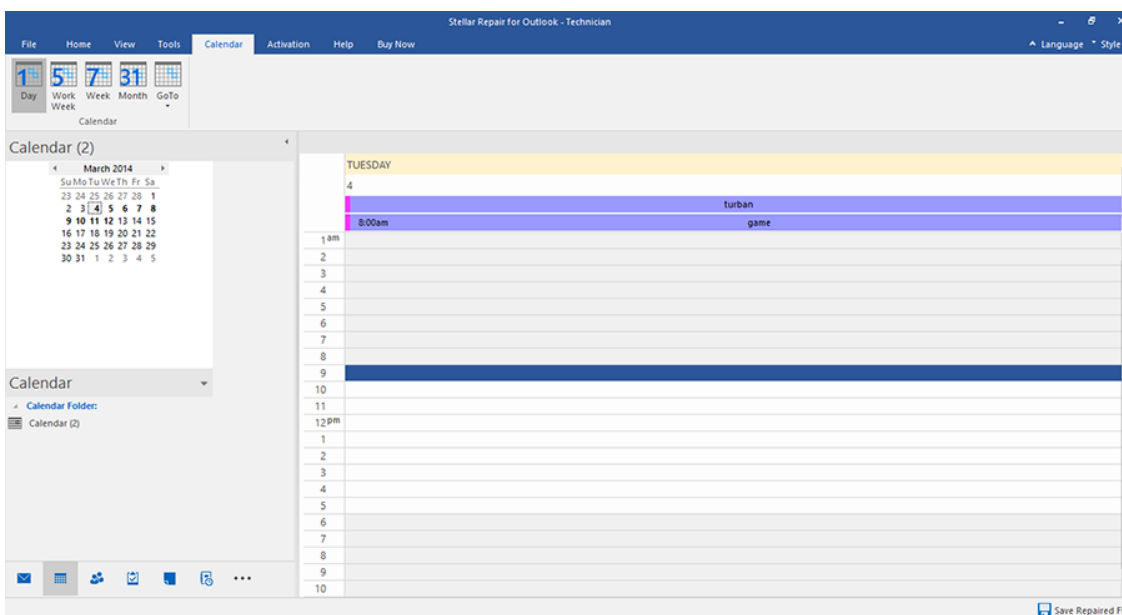
**Stellar Repair for Outlook - Technician** provides options to navigate between **Mails, Calendar, Contacts, Tasks, Journal** and **Notes** views at the bottom of the left pane. It also allows to reset/modify the **Navigation Pane Options**.



- Click on **Mail**  icon to view the mails of the scanned mailbox.

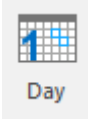
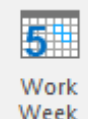
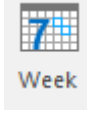
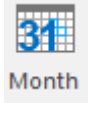
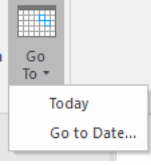


- Click on **Calendar**  icon to view the Calendar functions scanned mailbox. It displays the schedules in an organized and efficient manner.

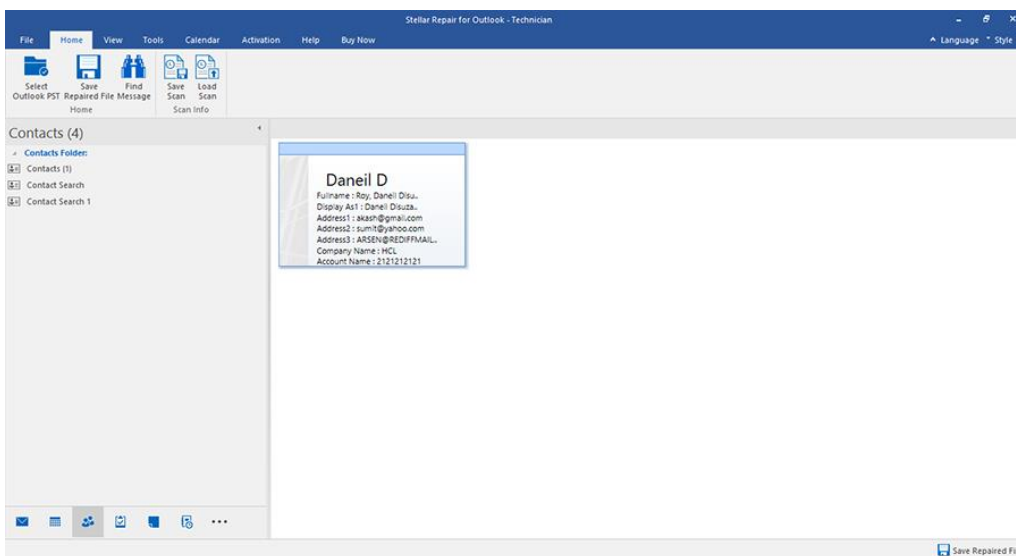



Calendar function also allows to efficiently display the schedule for a day, work week, week, or month.

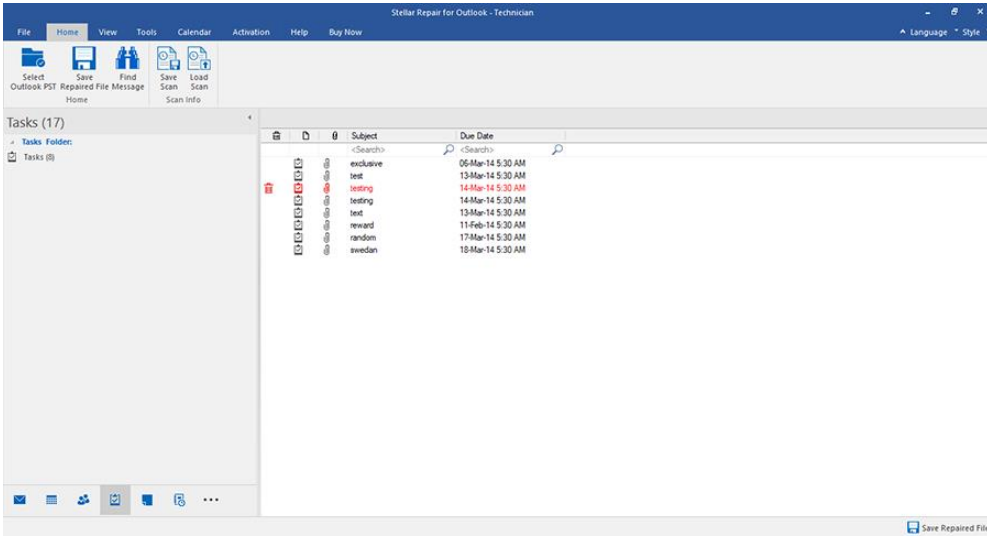



 <p>Day</p>	<p>Click this button to list all the entries of one particular day from the calendar.</p>
 <p>Work Week</p>	<p>Click this button to list all the entries of a work week (from Monday to Friday).</p>
 <p>Week</p>	<p>Click this button to list all the entries of a week (from Monday to Sunday).</p>
 <p>Month</p>	<p>Click this button to list all the entries of a particular month.</p>
	<p>Click this button to list all the entries of the current date, or of a particular day (any single day except the current date).</p>

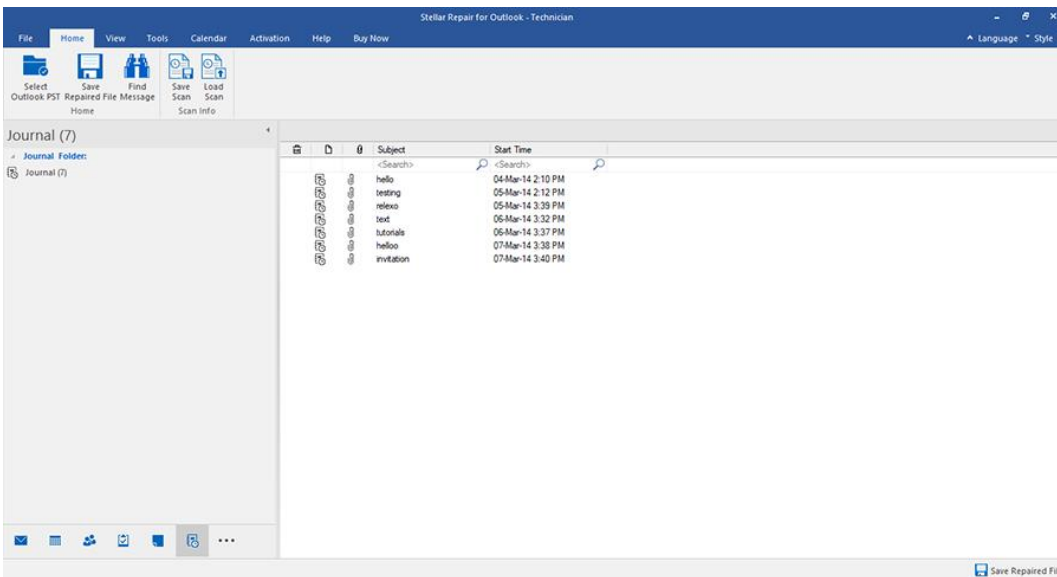
- Click on **Contacts**  icon to view the contacts of the scanned mailbox.




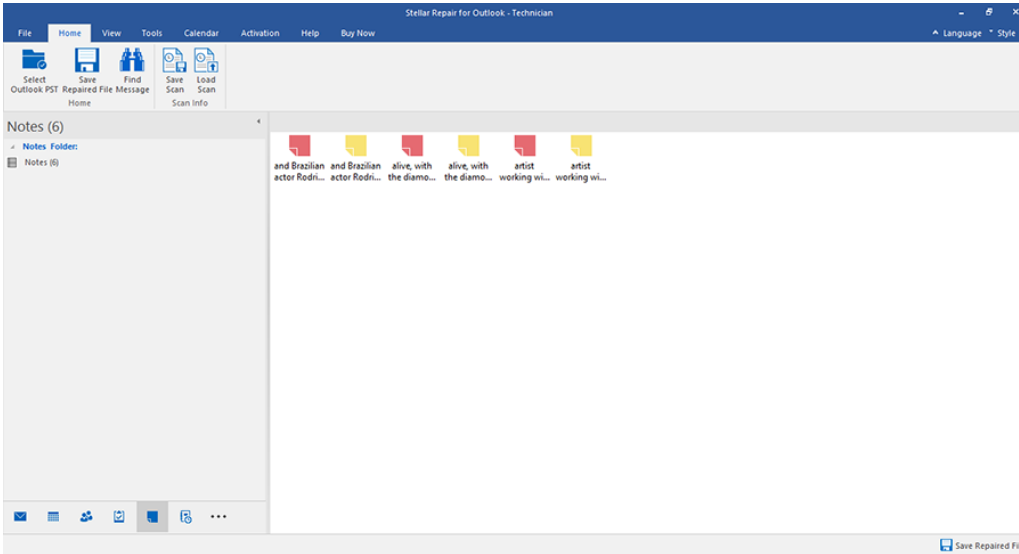
- Click on **Tasks**  icon to view the tasks of the scanned mailbox.



- Click on **Journal**  icon to view the created journal entries of the scanned mailbox.

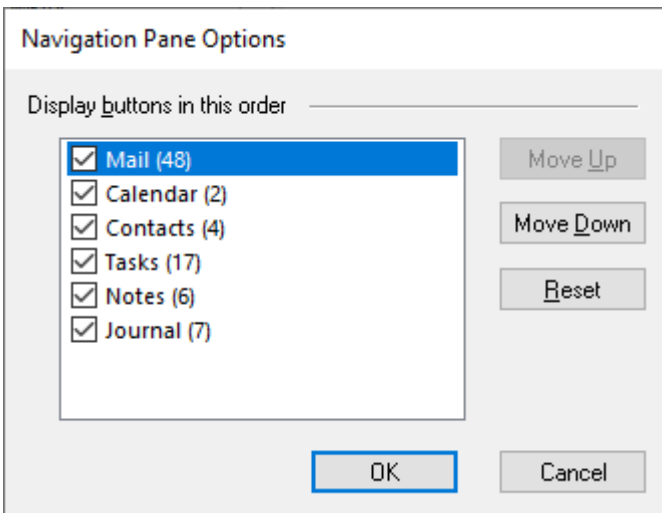


- Click on **Notes**  icon to view the notes of the scanned mailbox.



- Click on  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

### To modify/reset the navigation pane options:



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- 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.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

## **3. Working with the Software**

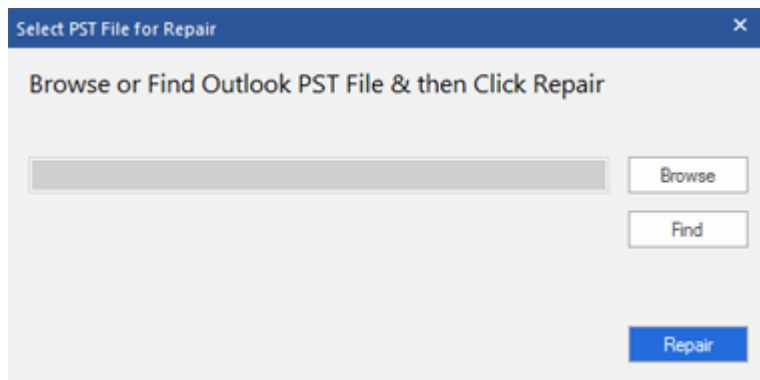
- 3.1. Select and Repair PST File
- 3.2. Preview Repaired PST File
- 3.3. Find, View and Save a Single Message
- 3.4. Save Repaired PST File
- 3.5. Relink Attachment Folder
- 3.6. Save Log Report
- 3.7. Save and Load Scan Information
- 3.8. Import PST file in Microsoft Outlook
- 3.9. Changing the Software Language

## 3.1. Select and Repair PST File

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

### Steps to select and repair PST file:

1. Run **Stellar Repair for Outlook - Technician**.
2. **Select PST File for Repair** window appears when the application opens. Alternatively, you can also open **Select PST File for Repair** window from **File** menu or **Home** ribbon.

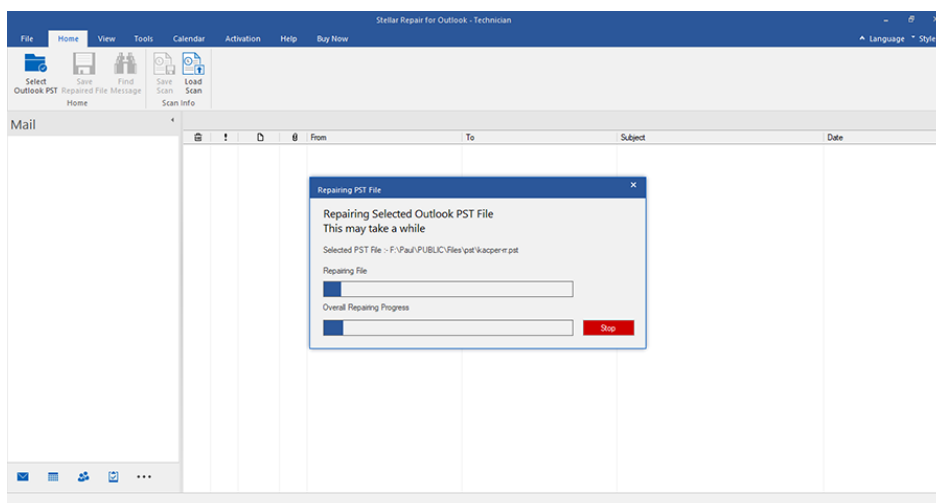


3. There are two options to select PST file: **Browse** and **Find**:

(i) **Browse**: Use **Browse** button if you exactly know the location of the PST file on your system.

a) Click **Browse**. Locate and select the PST file and click **Open**.

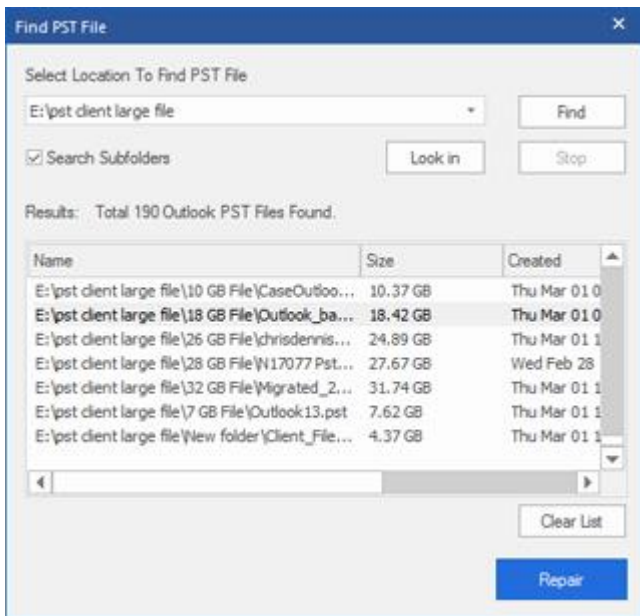
b) Once the PST file is selected, click **Repair** to start the repairing process.



c) Once the process is completed a **Repair Complete** dialog box appears with a message, "**Selected PST file repaired**".

d) Click **OK**.

**(ii) Find:** Using **Find** button you can search for PST files on your system's drives, folders, and sub folders.

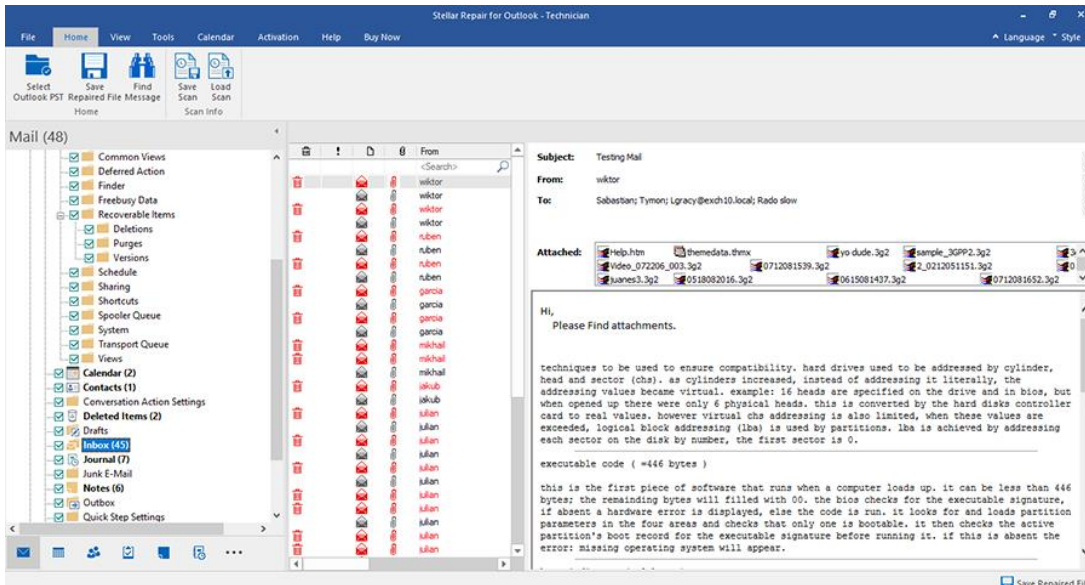


- a) Click **Find**, **Find PST File** window appears.
- b) Select the drive from the drop down list you want to search for PST file. However, you can only select one drive at a time.
- c) If you want to select a folder from a particular drive, Click **Look in** and select the folder.
- d) If you want to include sub folders of the selected drive/folder in your search, select **Search Subfolders** checkbox.
- e) Click **Find** button to start the search process.
- f) If you wish to stop the search process, click **Stop**.
- g) After the search is finished, **Find Complete** dialog box appears with the number of PST files found. Click **OK**.
- h) The list of PST files found in the selected drive/folder is displayed in the **Results** section. Select the file you want to repair, only one file can be selected at a time.  
**Note:** *If you want to clear the search result, click **Clear List**.*
- i) Click **Repair** button to start the repairing process.
- j) Once the process is completed a **Repair Complete** dialog box appears with a message, "**Selected PST file repaired**".
- k) Click **OK**.

After the repair process is complete, the application provides preview of the repaired PST files. See Preview Repaired PST Files, for more details.

## 3.2. Preview Repaired PST File

**Stellar Repair for Outlook - Technician** shows the preview once the PST file is repaired. The 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:
  - **Deleted icon:** It shows the deleted mails of the selected mailbox, in red color.
  - **Importance icon:** It signifies that the particular mail is sent with high importance.
  - **Type:** It shows the type of mail item it has.
  - **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.
  - **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:
  - **Subject:** Shows the subject of the e-mail.

- **From:** Shows the e-mail address of the sender.
- **To:** Shows the e-mail address of the receiver.
- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of body of the selected mail item.

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

## Additional Options:

- **Quick search:** The software provides quick search options for 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 Date.

	From	To	Subject	Date
	Lobo	<Search>	<Search>	<Search>
!	Lobo Mathur	Auser	FW: another one test mail to b,c and d	12/12/2012 10:28 AM
	Lobo Mathur	Auser	FW: information	12/12/2012 10:28 AM
!	Lobo Mathur	Auser	FW: with my new signature	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: another one test mail to b,c and d	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: Test mail to buser and cuser	12/12/2012 10:29 AM
	Lobo Mathur	Auser	Meeting Forward Notification: meeting ov...	12/12/2012 10:29 AM
	Lobo Mathur	Auser; Duser	FW: Test mail to buser and cuser	12/12/2012 10:30 AM
	Lobo Mathur	Cuser; Duser	FW: information	12/12/2012 10:30 AM

- **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.

	From	To	Subject	Sent Date
	Paul Morphine	Paul Morphine; samtaylor@stell...	HOW TO ADD A LOGO TO YO...	15-02-2019 16:15
	Paul Morphine	Paul Morphine; jesseryder@stell...	Method 1_ Upload an image	15-02-2019 16:21
	Paul Morphine	Paul Morphine; jesseryder@stell...	Ordering the Software- Richtxt	18-02-2019 09:17
	Paul Morphine	Paul Morphine; samtaylor@stell...	NSF Converter - HTML	18-02-2019 09:08
	Paul Morphine	Paul Morphine; jesseryder@stell...	The defense line was situated	15-02-2019 16:11
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29

Alternatively, you can right click on the column and arrange it accordingly by using **Arrange By** option. It can be arranged by **Date, From, To, Subject, Type, Attachment, Deleted, Importance** or **Show in Groups** option.

	From	To	Subject	Date
	<Search>	<Search>	<Search>	<Search>
!	Buser;	Buser;	FW: another one test mail to b,c and d	11/30/2012 3:38 AM
	Buser;	Buser;	FW: information	11/30/2012 3:39 AM
	Cuser	Cuser	FW: with my new signature	11/30/2012 3:46 AM
	Cuser	Cuser	FW: information	11/30/2012 3:51 AM
	Duser	Duser	FW: another one test mail to b,c and d	11/30/2012 3:51 AM
	Duser	Duser	FW: Test mail to buser and cuser	11/30/2012 3:51 AM
	Lobo Mathur	Auser	Meeting Forward Notification: meeting ov...	12/7/2012 10:00 AM
	Lobo Mathur	Auser	FW: Test mail to buser and cuser	12/12/2012 10:28 AM
	Lobo Mathur	Duser	FW: another one test mail to b,c and d	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: information	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: Test mail to buser and cuser	12/12/2012 10:29 AM

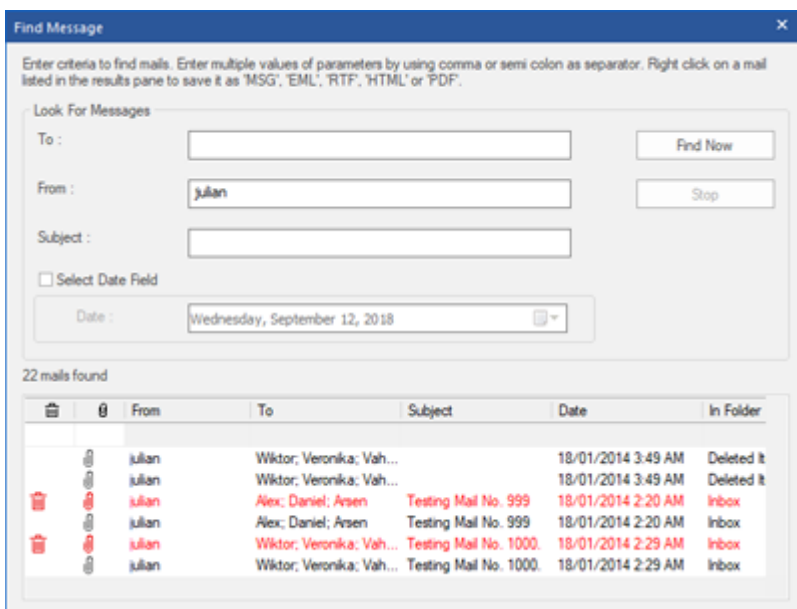


### 3.3. Find, View and Save a Single Message

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

#### To find messages:

1. Click **Find Message** in **Home** ribbon. **Find Message** window opens.
2. Specify the search criteria in **Find Message** window:
  - In **To** field, specify all or few characters of email ids of recipients. Keywords should get separated by a semicolon (;).
  - In **From** field, specify all or few characters of email ids of senders. Keywords should get separated by a semicolon (;).
  - In **Subject** field, specify the subject that you need to search.
  - If you want to search for emails sent or received on a particular date, select **Select Date Field** checkbox, and select date from **Date** drop box.
3. Click **Find Now** button to start the search.



#### To view messages:

1. After the search is complete, a list of emails that match the search criteria gets displayed.
2. Double-click on an email to open it in a new window.

## To save messages:

To save any message from the search result list, right-click on it and:

- Select **Save as MSG** to save the message in MSG format.
- Select **Save as EML** to save the message in EML format.
- Select **Save as RTF** to save the message in RTF format.
- Select **Save as HTML** to save the message in HTML format.
- Select **Save as PDF** to save the message in PDF format.

## **3.4. Save Repaired PST File**

**There are many options to save repaired file. Refer to the following topics as per your requirement:**

3.4.1. Save as PST Format

3.4.2. Export to Office365

3.4.3. Export to Existing Outlook Profile

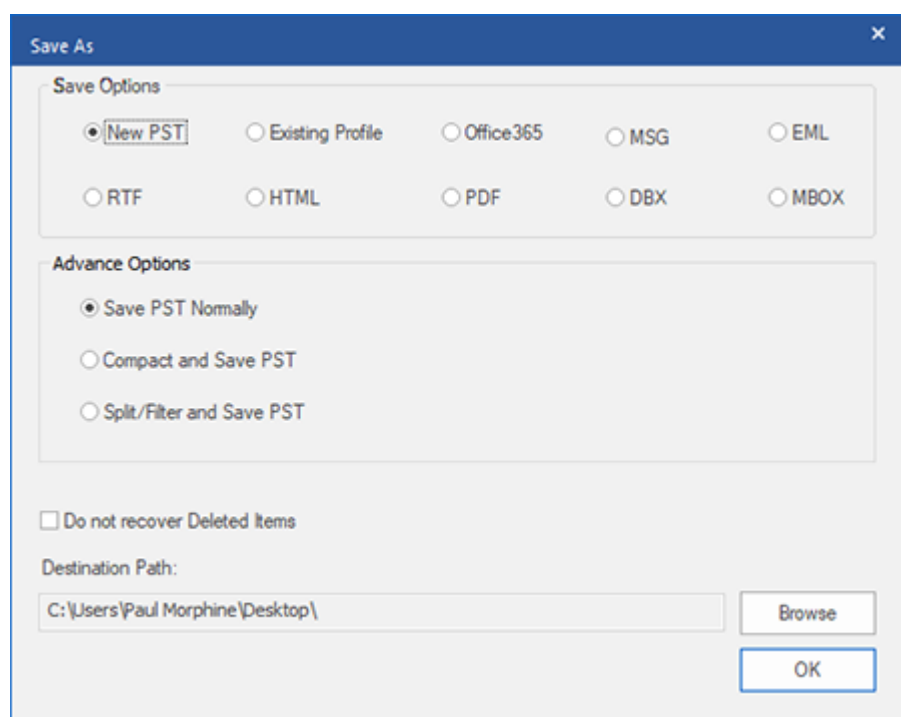
3.4.4. Save as MSG, EML, RTF, HTML, PDF, DBX or MBOX format

## 3.4.1. Save as PST Format

**Stellar Repair for Outlook - Technician** allows you to save the repaired mails to a new PST file. The application provides options to compress, split and filter PST file before saving.

Here are the steps to save as PST format:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Select **New PST** from the **Save Options**.

There are three advance options to save repaired file:

- i) **Save PST Normally** - This option is selected by default. Use this option to save repaired file to a new PST file without any additional changes.
- ii) **Compact and Save PST** - Use this option to compress the PST file and decrease the size acquired by the file on the disk.
- iii) **Split/Filter and Save PST** - Use this option to split/filter the repaired PST file as per your requirement.

5. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
6. Click **OK** on the **Save As** window to start the saving process.

7. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
8. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
9. Click **OK**.

**Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

**Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.

### **3.4.1.1. Compact and Save PST File**

**Stellar Repair for Outlook - Technician**, compact and save PST file feature compresses the PST file and decrease the size acquired by them in the disk. This enhances the greater use of memory and also saves PST file from being corrupted.

**There are four options to compact and save PST file. Refer to the following options as per requirement:**

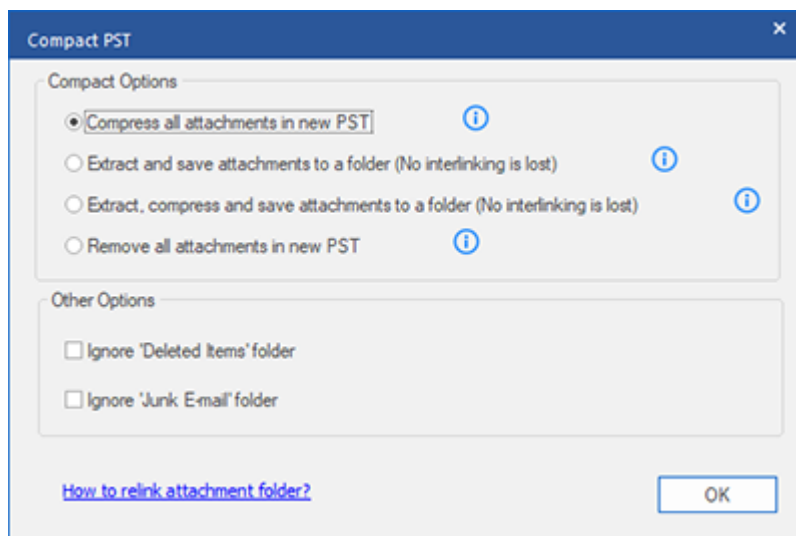
1. Compress all attachments in new PST
2. Extract and save attachments to a folder (No interlinking is lost)
3. Extract, compress and save attachments to a folder (No interlinking is lost)
4. Remove all attachments to new PST

### 3.4.1.1.1. Compress all attachments in new PST

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

Here are the steps to compress all attachments in a new PST file:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section, select **Compress all attachments in new PST**.



7. From **Other Options** section of the window, select
  - **Empty 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Empty 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
10. Click **OK** on the **Save As** window to start the saving process.
11. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.

12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'

13. Click **OK**.

***Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.*

***Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.*

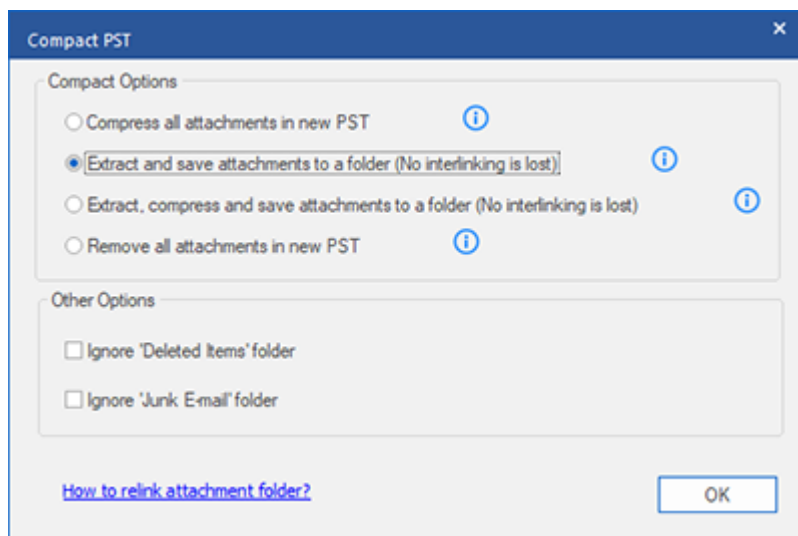


### 3.4.1.1.2. Extract and save attachments to a folder (No interlinking is lost)

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

Here are the steps to extract and save attachments of a PST file to a folder (No interlinking is lost):

1. Run **Stellar Repair for Outlook - Technician**.
2. See **Select and Repair PST File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section of the window, select **Extract and save attachments to a folder (No interlinking is lost)**.



7. From **Other Options** section of the window, select
  - **Empty 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Empty 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.

10. Click **OK** on the **Save As** window to start the saving process.
11. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

**Note:** *If you want to know how to relink attachments, click '**How to relink attachment folder?**'*

**Note:** *Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.*

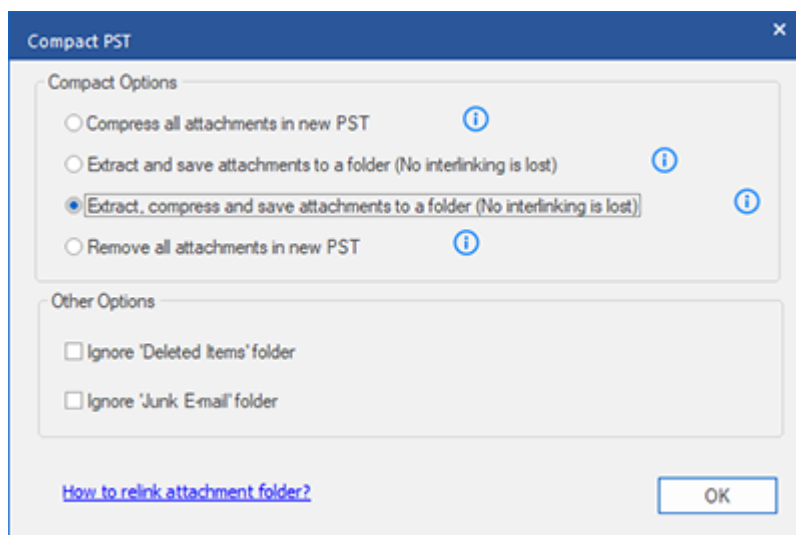
**Note:** *Close **Microsoft Outlook**, if open, before saving the repaired PST file.*

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

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

**Here are the steps to extract, compress and save attachments of a PST file to a folder (No interlinking is lost):**

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window will open, from **Compact Options** section of the window, select **Extract, compress and save attachments to a folder (No interlinking is lost)** option.



7. From **Other Options** section of the window, select
  - **Empty 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Empty 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.

10. Click **OK** on the **Save As** window to start the saving process.
11. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

**Note:** *If you want to know how to relink attachments, click '**How to relink attachment folder?**'*

**Note:** *Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.*

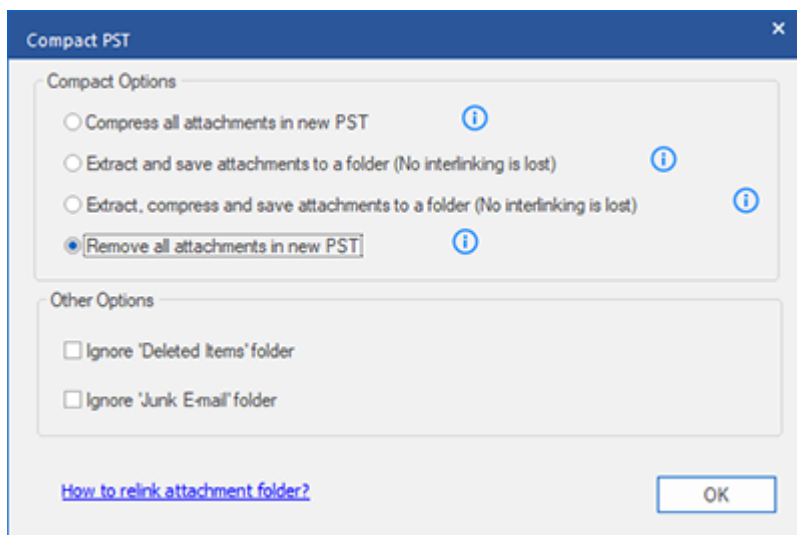
**Note:** *Close **Microsoft Outlook**, if open, before saving the repaired PST file.*

### 3.4.1.1.4. Remove all attachments in new PST

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

Here are the steps to compact a PST file:

1. Run **Stellar Repair for Outlook - Technician**.
2. See **Select and Repair PST File**, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window will open, from **Compact Options** section of the window, select **Remove all attachments in new PST** option.



7. From **Other Options** section of the window, select
  - **Empty 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Empty 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
10. Click **OK** on the **Save As** window to start the saving process.
11. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'

13. Click **OK**.

**Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

**Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.

### **3.4.1.2. Split/Filter and Save PST File**

**Stellar Repair for Outlook - Technician** allows you to split/ filter the repaired PST file as per some requirements.

**There are three options to split/filter and save PST file. Refer to the following options as per requirement:**

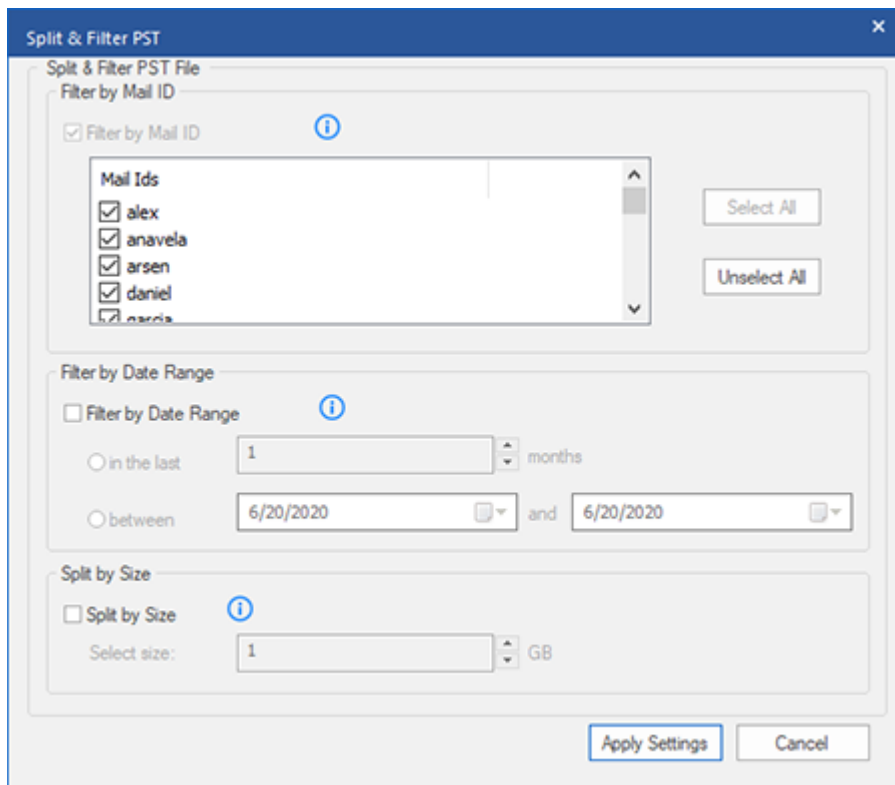
1. Filter by Mail ID
2. Filter by Date Range
3. Split by Size

### 3.4.1.2.1. Filter by Mail ID

**Stellar Repair for Outlook - Technician** allows you the feature to split/filter the files by Mail ID. To **Filter By Mail ID**, you must always select at least one mail Id for filtering the PST file.

Here are the steps to filter a PST file by Mail ID:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Filter By Mail ID** section, select e-mail ids under **Mail ID** scroll box to filter the PST file according to e-mail ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the repaired PST file, and no change is needed to be done in the source PST file.
6. Click **Apply Settings**, and you will go back to **Save As** window.
  7. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
  8. Click **OK** on the **Save As** window to start the saving process.



9. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
11. Click **OK**.

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

**Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

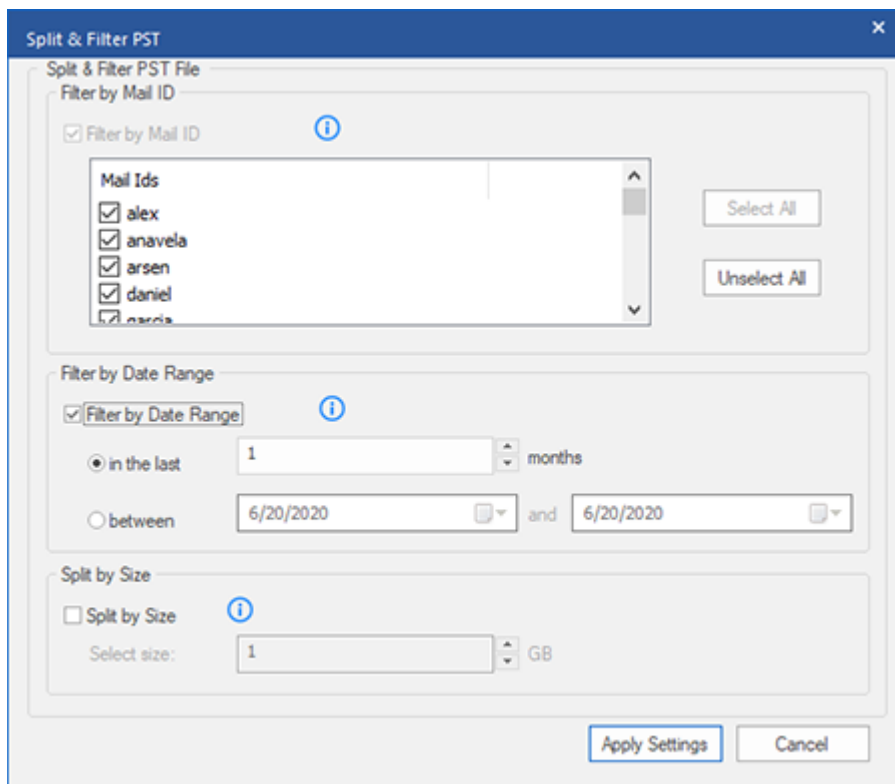
**Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.

## 3.4.1.2.2. Filter by Date Range

**Stellar Repair for Outlook - Technician** allows you the feature to Filter the file by Date Range. Filtering a PST file according to date range will create a single PST file which will have data as per the criteria selected by you.

Here are the steps to filter a PST file by Date:

1. Run **Stellar Repair for Outlook - Technician**.
2. See [Select and Repair PST File](#), to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Filter By Date Range** section, select **Filter By Date Range** checkbox and then select either of the two options:
  - Select **in the last** radio option if you want to split the PST file according to months. All e-mails that are sent and received in the specified months will get stored in the repaired PST file.

- Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes.
6. Click **Apply Settings**, and you will go back to **Save As** window.
  7. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
  8. Click **OK** on the **Save As** window to start the saving process.
  9. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
  10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
  11. Click **OK**.

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

**Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

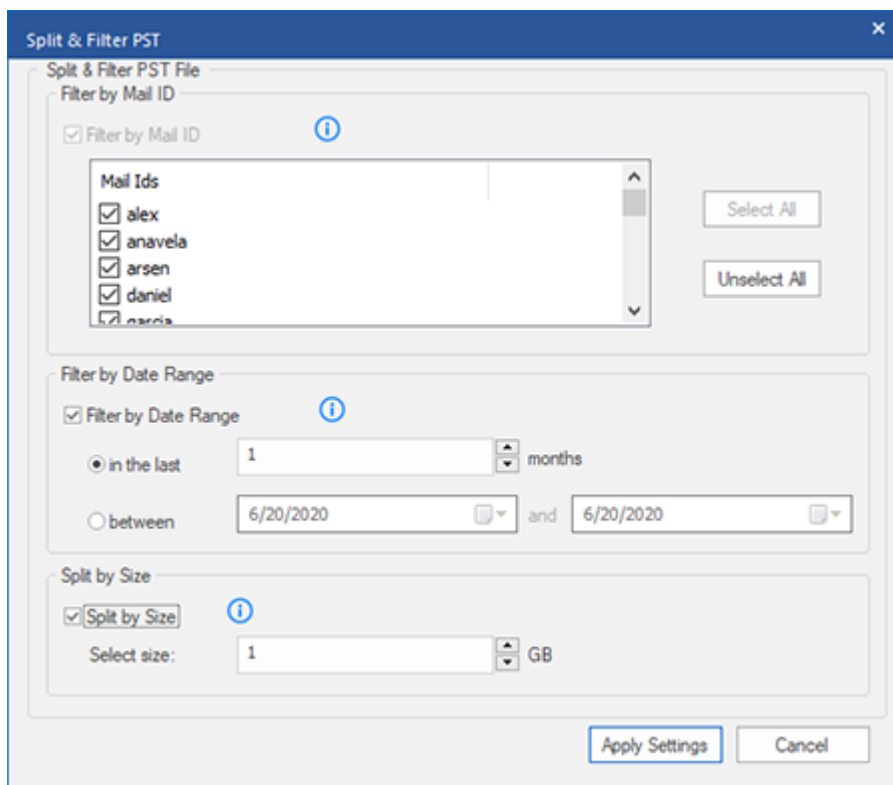
**Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.

### 3.4.1.2.3. Split by Size

**Stellar Repair for Outlook - Technician** allows you the feature to split PST file by size. Splitting a PST file by size means that you can split a PST file into many PST files to the maximum size of 50 GB.

Here are the steps to Split a PST file by size:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. Select **New PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Split By Size** section, select **Split By Size** checkbox. You can split the PST file to a maximum size of **50 GB**. Either enter the digit or using upward or downward arrow set the number as per your requirement. With this option you will get multiple split PST files.

**Note:** For large files, **Stellar Repair for Outlook - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

- *If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size.*
  - *If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.*
6. Click **Apply Settings**, and you will go back to **Save As** window.
  7. Click **Browse** to browse and select the destination path to save the repaired file. Click **OK**.
  8. Click **OK** on the **Save As** window to start the saving process.
  9. Once the process is completed, **Saving Complete** dialog box appears. It shows the path where the PST repaired file is saved and the size of the repaired file.
  10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
  11. Click **OK**.

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

**Note:** *Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.*

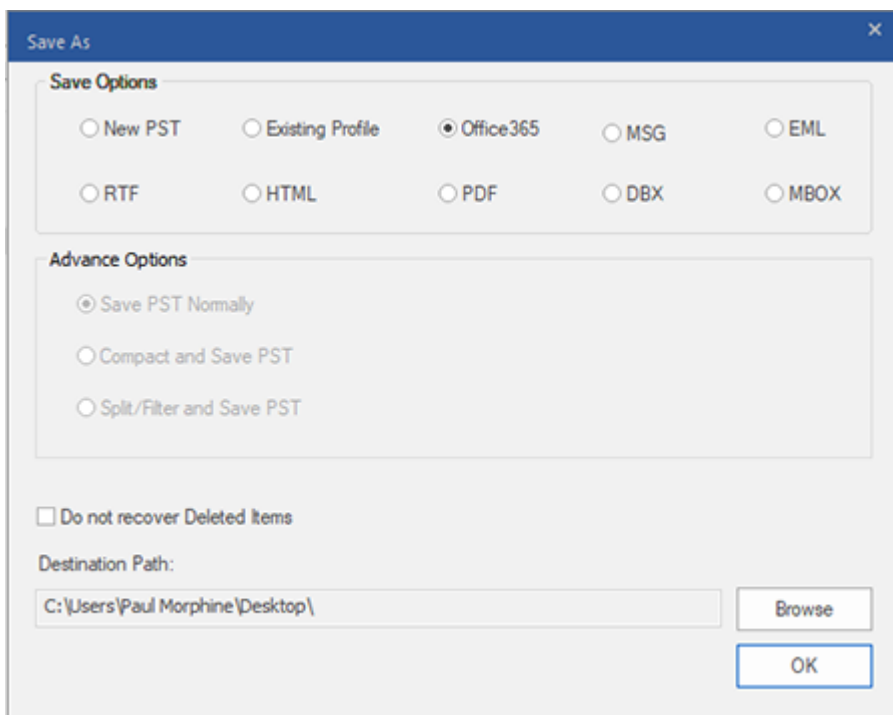
**Note:** *Close **Microsoft Outlook**, if open, before saving the repaired PST file.*

## 3.4.2. Export to Office365

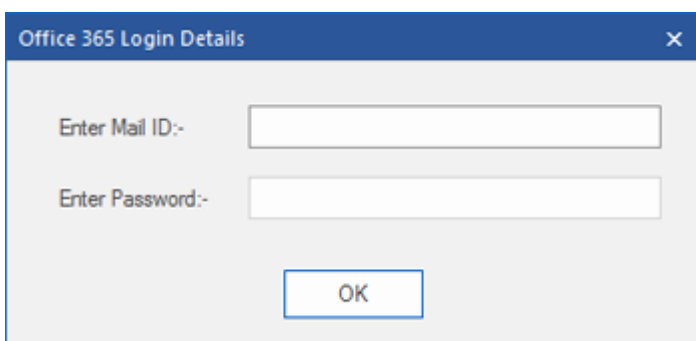
**Stellar Repair for Outlook - Technician** also allows you a feature to save repaired file as Office365 format.

Here are the steps to save file as Office365 format:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.



4. Select **Office365** from **Save Options** section and click **OK**. An **Office 365 Login Details** window appears.
5. Enter **Mail ID** and **Password** in **Office 365 Login Details**.
6. Click **OK** to continue and it starts the saving process.



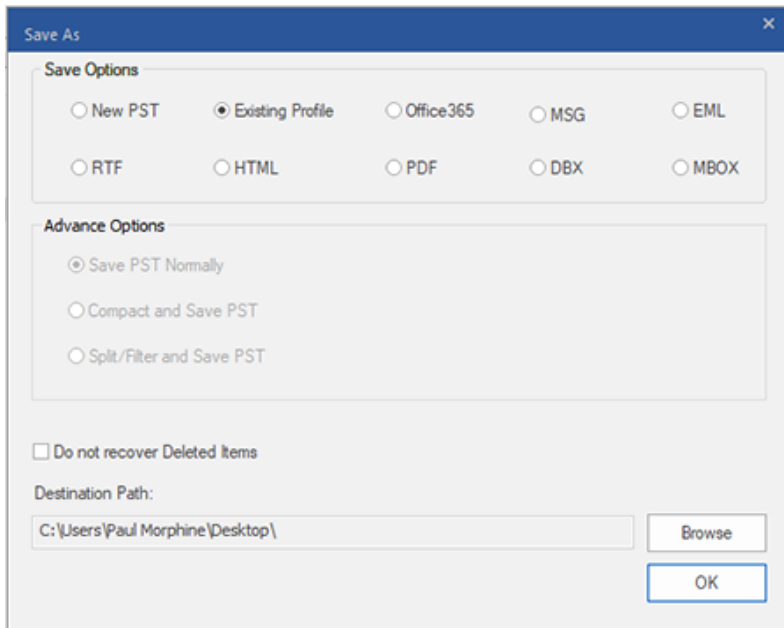
**Note:**

- You need to have a **Microsoft Office 365** user account for exporting data to Office 365 format.
- To save mailbox data in **Office 365** format, you need to install **Office 2019** or **Office 2016** or **Office 2013** or **Office 2010** with service pack2.
- For Domain systems, you cannot export offline data to **Office 365**.
- Online mailbox data cannot get exported to **Office 365**. You can only export your offline mailbox data to **Office 365**.
- Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.
- Close **Microsoft Outlook**, if open, before saving the repaired PST file.

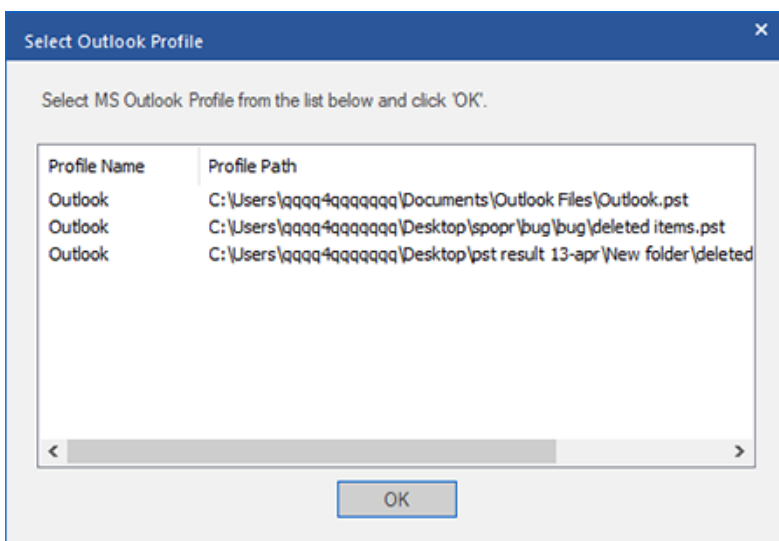
### 3.4.3. Export to Existing Outlook Profile

Here are the steps to export PST file to Existing Outlook profile:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. From **Save Options** section, choose **Existing Profile**.



5. **Select Outlook Profile** window is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.



6. Click **OK**.
7. If the Outlook profile is password protected, **Enter Password** window will appear. Enter the password and click **OK**.



8. This will take you back to the **Save As** window, click **OK** to start the saving process.

***Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.*

***Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.*

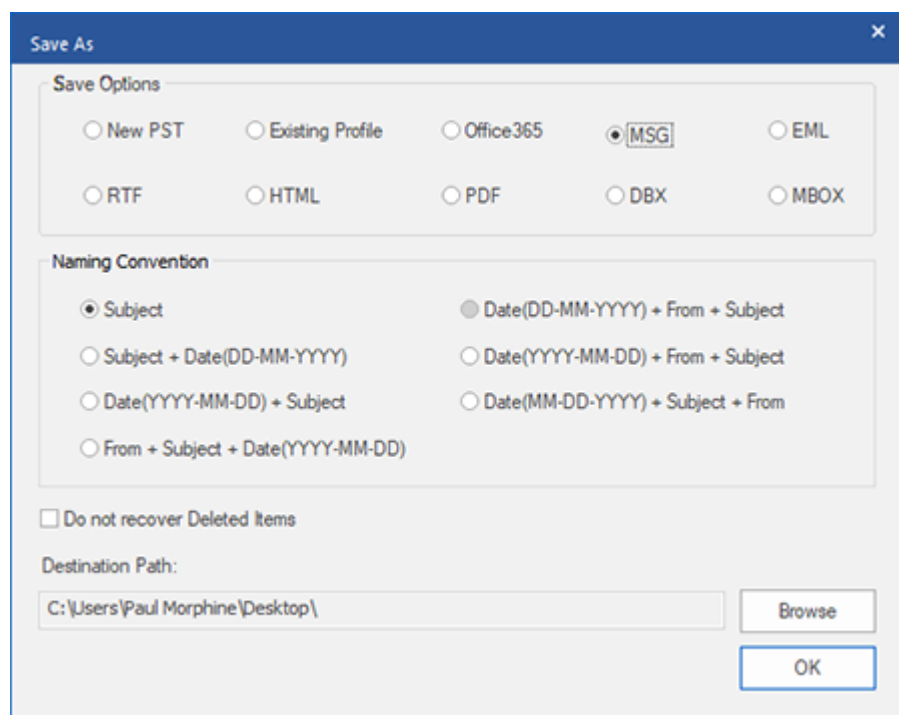
## 3.4.4. Save as MSG, EML, RTF, HTML, PDF, DBX and MBOX format

**Stellar Repair for Outlook - Technician** allows you to save the repaired file in MSG, EML, RTF, HTML, PDF, DBX and MBOX formats. The mail items can be saved with specific names such as subject of the email, date of the email and sender, using the **Naming Convention** option provided by the software. **Naming Convention** is only applicable to **MSG, EML, RTF, HTML** and **PDF** formats.

**Note:** Your repaired PST file can only be saved in DBX format if you are using Windows XP and have Outlook Express installed in your system.

Here are the steps to save the repaired file:

1. Run **Stellar Repair for Outlook - Technician**.
2. See Select and Repair PST File, to know how to select and repair the corrupt file.
3. Click **Save Repaired File** from **Home** ribbon to open a **Save As** window.
4. From **Save Options** select any one of the formats: MSG, EML, RTF, HTML, PDF, DBX or MBOX.
5. If you select **MSG, EML, RTF, HTML** or **PDF**, **Naming Convention** section appears:



- From **Naming Convention** section, select any one from the following options:

- **Subject** - The repaired file will be saved with the name as the respective email message's subject.
  - **Subject + Date(DD-MM-YYYY)** - The repaired file will get saved with the name as the respective email message's subject, and date.
  - **Date(YYYY-MM-DD) + Subject** - The repaired file will get saved with the name as the respective email message's date, and subject.
  - **From + Subject + Date(YYYY-MM-DD)** - The repaired file will get saved with the name as the respective email message's sender, subject, and date.
  - **Date(DD-MM-YYYY) + From + Subject** - The repaired file will get saved with the name as the respective email message's date, sender, and subject.
  - **Date(YYYY-MM-DD) + From + Subject** - The repaired file will get saved with the name as the respective email message's date, sender and, subject.
  - **Date(MM-DD-YYYY) + Subject + From** - The repaired file will get saved with the name as the respective email message's date, subject, and sender.
6. Select a **Destination Path** using **Browse** button to specify where to save the repaired file.
  7. Click **OK**. A window appears and shows the status of **Saving in progress**.
  8. After successful saving completion a **Saving Complete** dialog box appears with a message, "**Selected messages saved successfully**".
  9. Click on '**Open containing folder**' link to view the saved messages.

**Note:** Select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

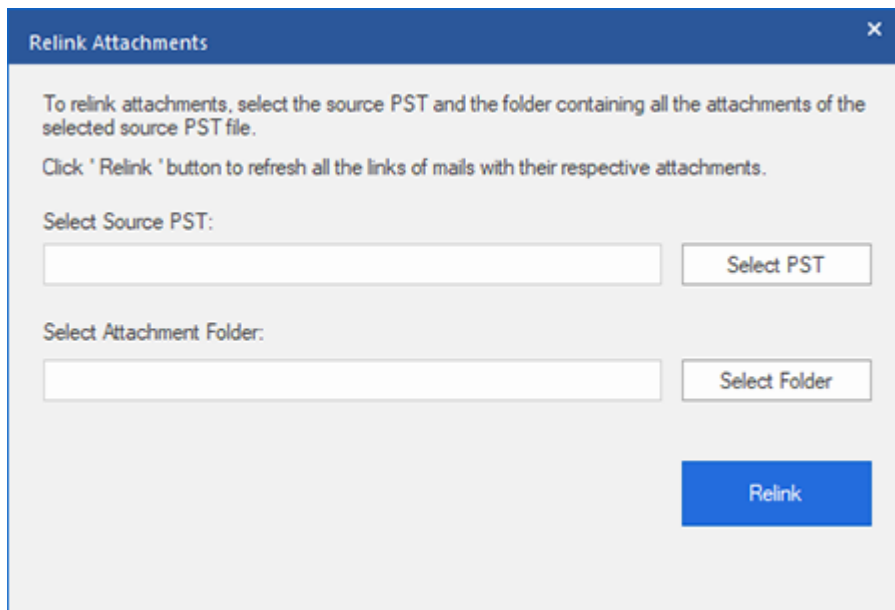
**Note:** Close **Microsoft Outlook**, if open, before saving the repaired PST file.

## 3.5. Relink Attachment Folder

You need to relink the attachment folder when you move it after using **Extract and save attachments to a folder (No interlinking is lost)** or **Extract compress and save attachments to a folder (No interlinking is lost)** option.

**To do this:**

1. Click **Relink Attachments** from **Tools** ribbon.



Relink Attachments

To relink attachments, select the source PST and the folder containing all the attachments of the selected source PST file.  
Click 'Relink' button to refresh all the links of mails with their respective attachments.

Select Source PST:

Select Attachment Folder:

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

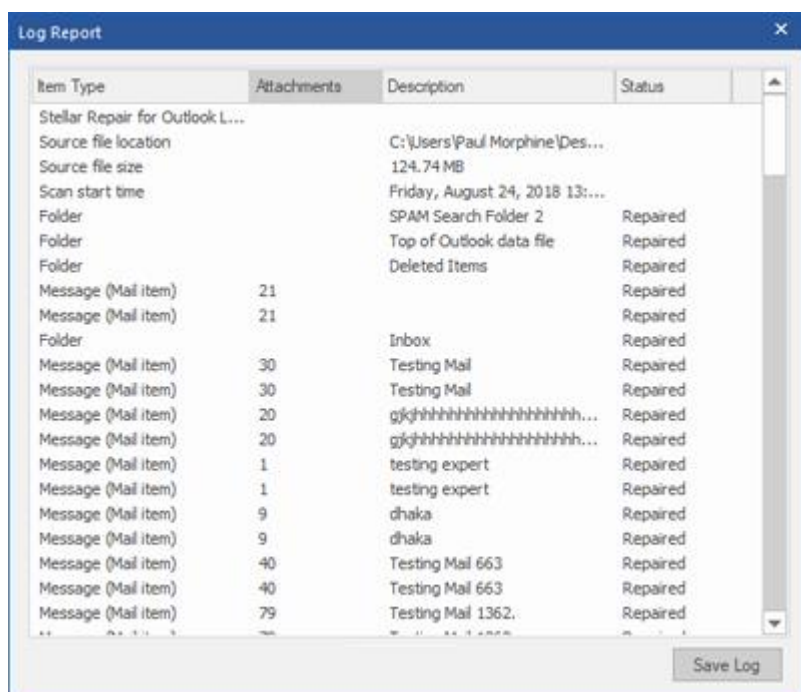
**Note:** You can move the attachments folder to a different location on the same local machine, or you can move both the repaired PST file and the attachments folder to another machine.

## 3.6. Save Log Report

With **Stellar Repair for Outlook - Technician**, you can save the **Log Report** to analyze the repairing process at a later stage.

Here are the steps to save log report:

1. From **View** ribbon, select **Log Report**.
2. In **Log Report** window, click **Save Log**.



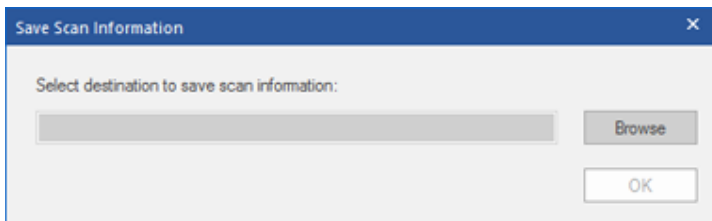
3. In **Save As** window, specify the location where you want to save the log file. Click **Save**.

## 3.7. Save and Load Scan Information

This option allows you to save the scanned information of files using "Save Scan Info" option and later load the saved scan (.DAT) file using "Load Scan Info" option. This saves time in restoring data as we do not need to scan the corrupt PST file again.

**Here are the steps to save scan information from the corrupt PST file:**

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



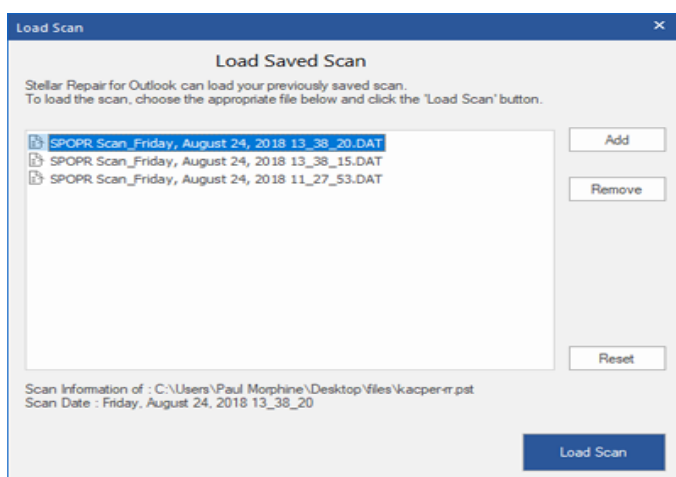
2. **Save Scan Information** window will open. Browse to the folder where you want to save the scan information and click **OK**. The information will get saved in .DAT file format.
3. A message box appears, click **OK**.

### Load Scan Information

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

**Here are the steps to load scan information of the corrupt PST file:**

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



2. **Load Scan** window will appear. It displays a list of saved scan information file existing in the system.
3. In case the file you desire is not in the list, click **Add** button and select the desired DAT file.
4. Click **Open**.

5. The file you added is displayed in the load scan window. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

**Note:** *You can select only one file at a time to start the process of scanning.*

## 3.8. Import PST file in Microsoft Outlook

### To import PST file in Microsoft Outlook 2019 / 2016 / 2013:

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

### To import PST file in Microsoft Outlook 2010:

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

### To import PST file in Microsoft Outlook 2007 :

1. Open **Microsoft Outlook**. From the File menu, select **Import and Export**.
2. From **Import and Export** Wizard window, select Import from another program or file, click **Next**.



3. In Import a File dialog box, select **Personal Folder File** (PST), click **Next**.
4. Click **Browse** to locate the PST file that needs to get imported. In the options box, select an appropriate option. Click **Next**.
5. In Import Personal Folders dialog box, select the folders that should get imported in Microsoft Outlook. Click **Finish**.

## 3.9. Changing the Software Language

In order to use **Stellar Repair for Outlook - Technician** software in your preferred language, the application provides an option to select any of the desired language. Using the Languages button, you can change the entire application to a different language at any time/instance without having to re-install the application.

**Here are the steps to change language of the application:**

1. Run **Stellar Repair for Outlook - Technician**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
  - **English**
  - **French**
  - **German**
  - **Italian**
  - **Spanish**
4. Select the desired language. The application language will be changed accordingly.

## 4. Frequently Asked Questions (FAQs)

### 1. What does Stellar Repair for Outlook - Technician do?

The software repairs corrupt PST files and restores all its data such as e-mails, attachments, contacts, calendars, notes, tasks and journals. **Stellar Repair for Outlook - Technician** provides the preview all scanned data and gives options to export data to Existing Outlook Profile, Office365 or save in PST, MSG, EML, RTF, HTML, PDF, DBX and MBOX format.

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

Yes, the application can look for PST file on your system and find it for you easily. There is a dedicated Find option in the application through which you can locate a particular PST and run a repair on it.

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

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

### 4. I want to recover permanently deleted emails from my Outlook. Will your PST Repair software help?

Yes, the software scans and recover your permanently deleted emails from Outlook. You can preview the deleted items before saving as well. These deleted items will be shown in red color while previewing.

### 5. Can we exclude the deleted items from the recovered mailbox while saving?

Yes, select the checkbox "**Do not recover Deleted Items**" to exclude the deleted items from the repaired file.

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

The scanning time depends upon the corruption level, size of PST file and also on the number of mailbox items in the mailbox. If the process is running, that means that software is still scanning the corrupted file and you have to wait for this scanning process to complete. Once scanning gets completed, you will be able to save the repaired file at the desired location.

### 7. I got an error "Invalid PST file" while scanning. What could be the reason?

There could be the following reasons for this error message:

- The PST file is severely corrupted or is not in a repairable state.
- The PST file is not a valid file.
- The file could not be accessed.

#### **8. I have repaired my corrupt PST file. But I'm unable to find my contacts. How can I find them?**

You can easily locate and access your contacts by following these simple steps:

- Import your repaired PST file into **MS Outlook**.
- Open **MS Outlook**.
- Then press "**Ctrl+Shift+F**".
- "**Find Message / Advanced Find**" window will open. Please select "**Contacts**" under "**Look For**" tab.
- Click on the "**Browse**" button and select the imported PST file.
- Then, click "**Find Now.**"
- Now you will be able to see all the contacts that you were able to preview with software's Demo Version. You may select the entire contacts listed and drag it to your original contacts list, so that you may use it further.

#### **9. Can I repair a corrupt PST file of size more than 2 GB?**

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

#### **10. I want to analyze the repair process. Can I see the log report at a later stage?**

Certainly. The application gives you an option to save and view log reports at any point in time. To view and save log reports follow the following steps:

- On **View** ribbon, select '**Log Report.**'
- In **Stellar Repair for Outlook - Technician** window, click '**Save Log**' and save it at the desired location for viewing at any time. To know more refer to Log Report.

**11. Should Microsoft Outlook be installed in my system while I repair my PST file and it works well with which version?**

Microsoft Outlook is not required while repairing and previewing PST file, but must be installed in your system to use the saving options. The software is compatible with the following versions:

**Microsoft Outlook:** Office 365 / 2019 / 2016 / 2013 / 2010 / 2007.

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

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

**13. Why do I need to compact PST files?**

MS Outlook stores all data like e-mails, personal data, calendar, tasks, etc. in a PST file. Eventually, the file becomes oversized. Such PST files are prone to corruption, so you need to compact them. **Stellar Repair for Outlook - Technician** has a compaction feature using which you can compact the PST file.

**14. Can I extract all my attachments in a separate folder while compacting the PST file?**

Yes, you can extract the attachments in a separate folder. To do this, choose the **Extract attachments and leave shortcuts in emails** in **Compacting Option** before starting the compact process. The attachments are left as shortcut links in the mails.

**15. Can I restore the links to attachments to the PST file?**

Yes, you can restore the links by using the **Relink Attachment Folder**. You need to relink the attachment folder when you move it after using **Extract and save attachments to a folder (No interlinking is lost)** or **Extract, compress and save attachments to a folder (No interlinking is lost)** option.

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

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

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

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

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

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

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

- **By Mail Id** - You can select e-mail ids under **Mail Ids** scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the **Select All/Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the repaired PST file, and no change is made to the source PST file. To know more refer to **Filter by Mail ID**
- **By Date Range** - You can select **Split By Date Range** checkbox and then select either of the two options:
  - Select **the last** radio option if you want to split the PST file according to months. All e-mails that are sent and received in the specified months will get stored in the repaired PST file.
  - Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes. To know more refer to **Filter by Date Range**
- **By Size** - You can select Split by Size checkbox and then split the PST file to a maximum size of 50 GB. Either enter the digit or using upward or downward arrow set the number as per your requirement. With this option, you will get multiple split PST files. To know more refer to **Split by Size**

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

**19. I have a PST file exceeding 50 GB of size, does the new PST file generated will have same size as that of source PST file?**

For large files, **Stellar Repair for Outlook - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

**20. When I enter the Mail ID and Password to export data to Office365, the system shows an error. What can I do?**

The application shows error because of the following reasons:

- If the credentials (Admin ID and Password) you have entered are incorrect.
- The Admin credentials you have entered do not have required permissions to export data to Office365.
- There is a connection failure with internet. In that case, check your network connection and try again. If your internet is working, check your firewall and anti-virus software settings for any blockage.
- There is a server issue because of which server is not able to create a connection with Office 365. Check if you are able to connect to Office 365 outside the **Stellar Repair for Outlook - Technician** application and try again.

**21. After saving my repaired mailbox in PST format. How to view and access the mailbox items?**

After you have saved the repaired mailbox in PST format, you can import the PST file in MS Outlook. See Importing PST file in MS Outlook, to know how to import PST file.



# **Stellar Converter for OST-Technician**

User Guide 11.0



# 1. About Stellar Converter for OST - Technician

**Stellar Converter for OST - Technician**, offers a complete solution to convert OST file to multiple formats including all contents such as e-mails, attachments, contacts, calendars, tasks, notes and journals. The software also provides the option to split and compress mailbox while saving OST file to PST format.

After OST file conversion, the software previews the original OST file mailbox items along with their content in a three-pane structure.

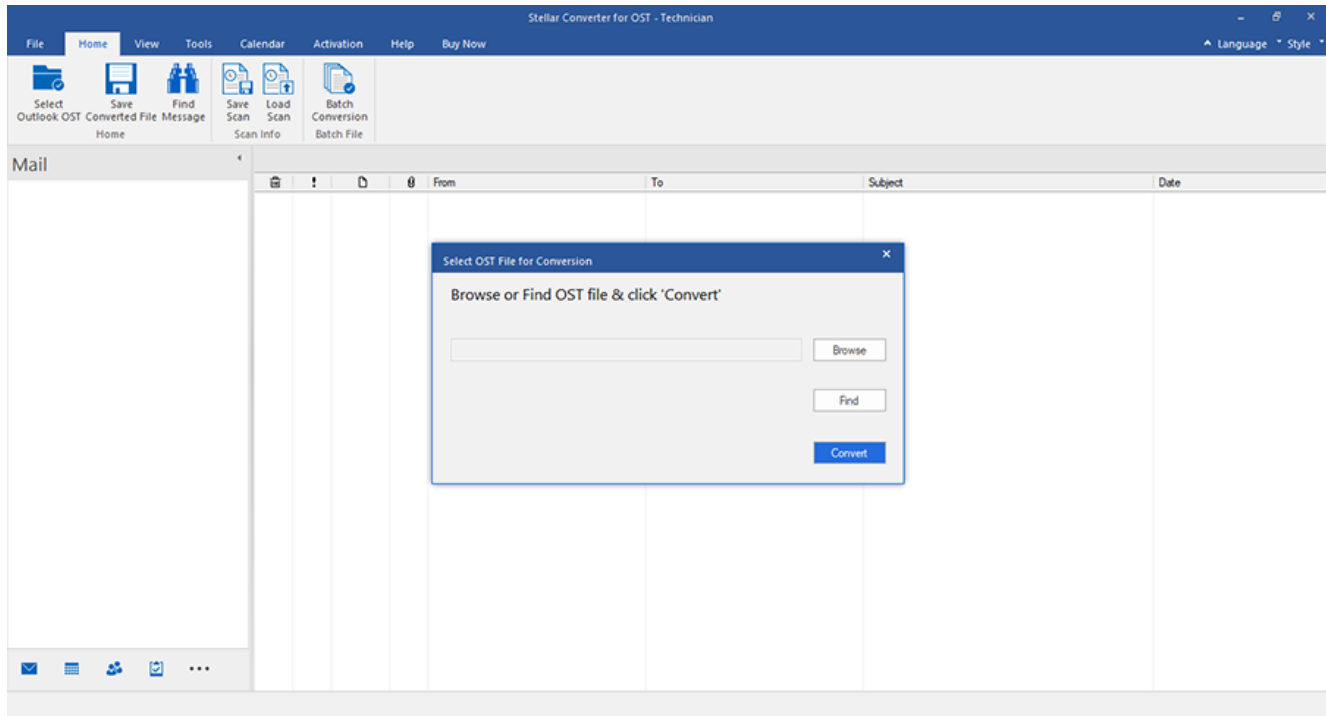
## Key features:

- **Supported Output Formats** - Provides options to export OST file to Live Exchange Server, Office 365, Outlook Profile and PST formats. Also supports DBX, MBOX, MSG, EML, RTF, HTML and PDF formats.
- **Batch Conversion** - Provides an option to convert multiple OST files to PST files in a single conversion cycle.
- **Selective Conversion** - Provides options to only save selected emails as per requirement.
- **Encrypted Files Support** - Supports the conversion of encrypted OST files.
- **Recover Deleted E-mails** - Supports preview and conversion of deleted items.
- **Find Option** - Provides an option to find emails faster.
- **Resume Function** - Provides an option to resume the process at a later stage by saving a scan information file.
- **Compress and Split PST files** - Provides an option to split or compress mailbox while saving the output in PST format.
- **Preview Before Saving** - Provides a preview of converted mail items in a three-pane structure.
- **Save Contacts** - Provides an option to save all contacts in CSV file format.
- **Quick Save Option** - Provides an option to right-click on emails listed on the preview section to save them in MSG, EML, RTF, HTML and PDF formats.
- **Source OST File Support** - Supports MS Outlook 2019, 2016, 2013, 2010 and 2007 OST files.
- **MS Outlook Support** - Supports MS Office 365, 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 10, Windows 8.1, Windows 8 and Windows 7.

## 2. User Interface

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

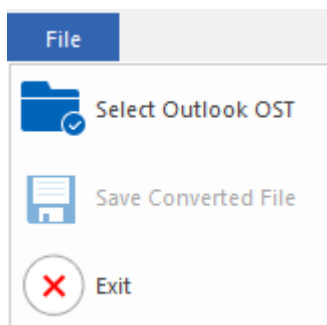
After launching the software, the main user interface appears as shown below:



The user interface contains ribbons, buttons and preview tabs that allow you to access various features of the software with ease.

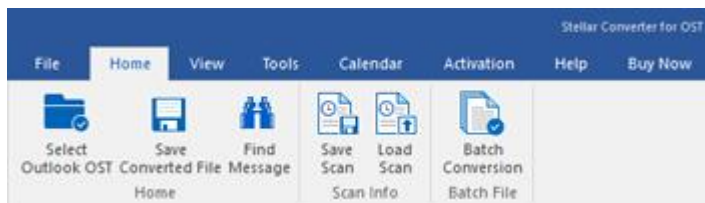
## 2.1. Ribbons

### 1. File Ribbon



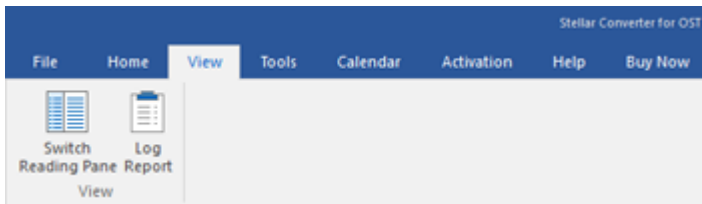
- **Select Outlook OST:** Use this option to select/search for the OST file.
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Exit:** Use this option to close the software.

### 2. Home Ribbon



- **Select Outlook OST:** Use this option to select/search for the OST file.
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save Scan:** Use this option to save the scanned information of the file.
- **Load Scan:** Use this option to load the saved scan file.
- **Batch Conversion:** Use this option to convert multiple **OST** files to **PST** files.

### 3. View Ribbon



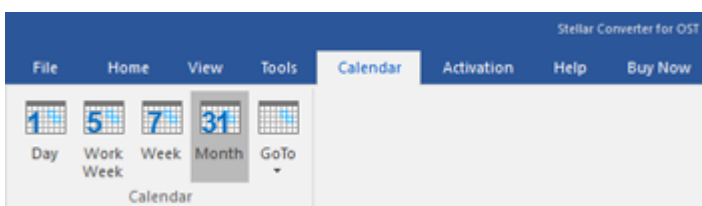
- **Switch Reading Pane:** Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report:** Use this option to view the log report.

### 4. Tools Ribbon



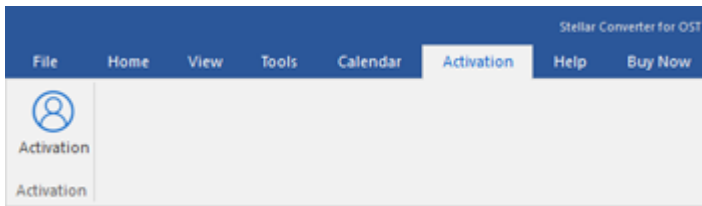
- **Save All Contacts as CSV:** Use this option to save all contacts in CSV file format.
- **Relink Attachments:** Use this button to relink the attachment folder.
- **Update Wizard:** Use this option to update the software.

### 5. Calendar Ribbon



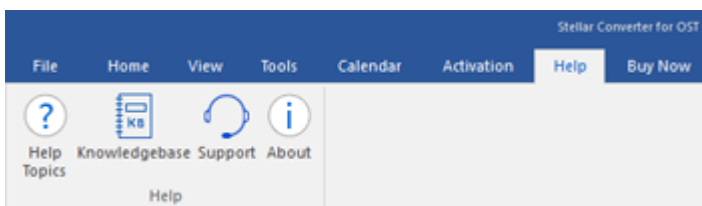
- **Day:** Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week:** Use this option to list all the entries of a workweek.
- **Week:** Use this option to list all the entries of a week.
- **Month:** Use this option to list all the entries for a particular month.
- **GoTo:** Use this option to list all the entries of the current date or any particular date.

## 6. Activation Ribbon



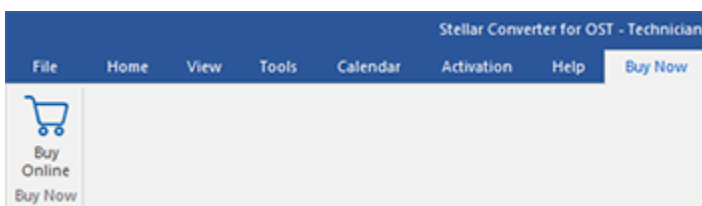
- **Activation:** Use this option to activate the software after purchasing.

## 7. Help Ribbon



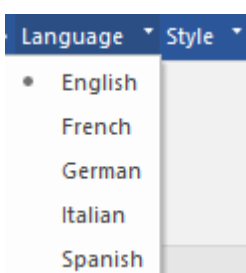
- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

## 8. Buy Now Ribbon



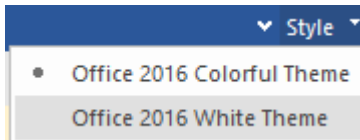
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

## 9. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

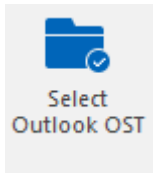
## 10. Style Ribbon



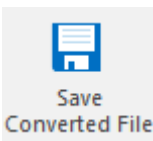
- **Style:** Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST - Technician** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**.

## 2.2. Buttons

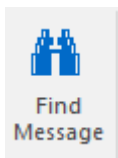
**Stellar Converter for OST - Technician toolbar has following buttons/options:**



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



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



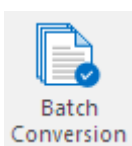
Click this button to open **Find Message** dialog box, using which you can search for specific emails using the sender's email, recipient's email, subject, or date.



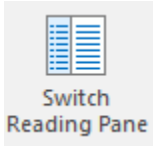
Click this button to save scanned information of files.



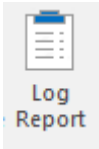
Click this button to load the saved scan files.



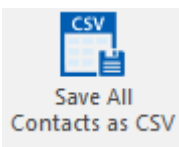
Click this button to go to the **Batch Conversion Module**.



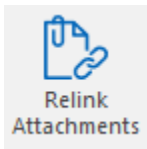
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in the left-pane, by default, the right pane shows the details in the horizontal columns position. You can click **Switch Reading Pane** icon to change the position to vertical columns.



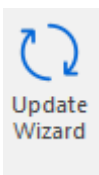
Click this button to view the **log report**, which contains the details of the conversion process.



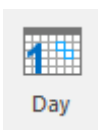
Click this button to save all contacts in CSV file format.



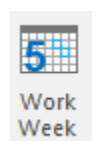
Use this button to relink the attachment folder.



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

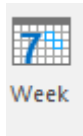


Click this button to list all the entries of one particular day from the calendar.

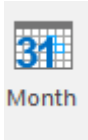


Click this button to list all the entries of a workweek.

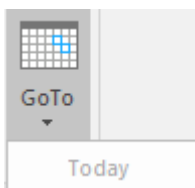




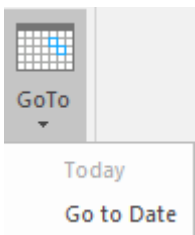
Click this button to list all the entries of a week.



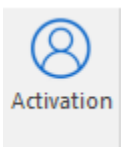
Click this button to list all the entries for a particular month.



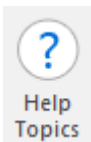
Click this button to list all the entries of the current date.



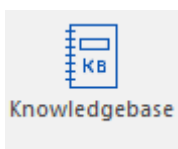
Click this button to list all the entries on a particular day (any single day except the current date).



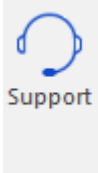
Click this button to activate the software.



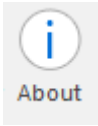
Click this button to open the help manual for **Stellar Converter for OST - Technician**.



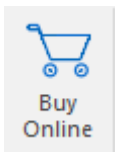
Click this button to visit the knowledgebase articles of [stellarinfo.com](http://stellarinfo.com)



Click this button to open stellarinfo.com online support website.



Click this button to read more information about the software.




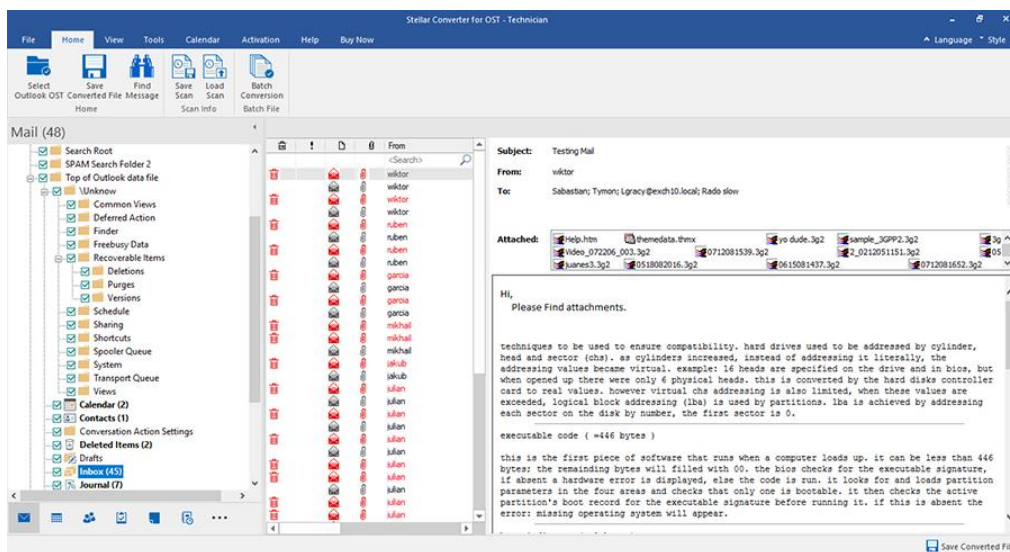
Click this button to purchase the software.


## 2.3. Preview Tabs

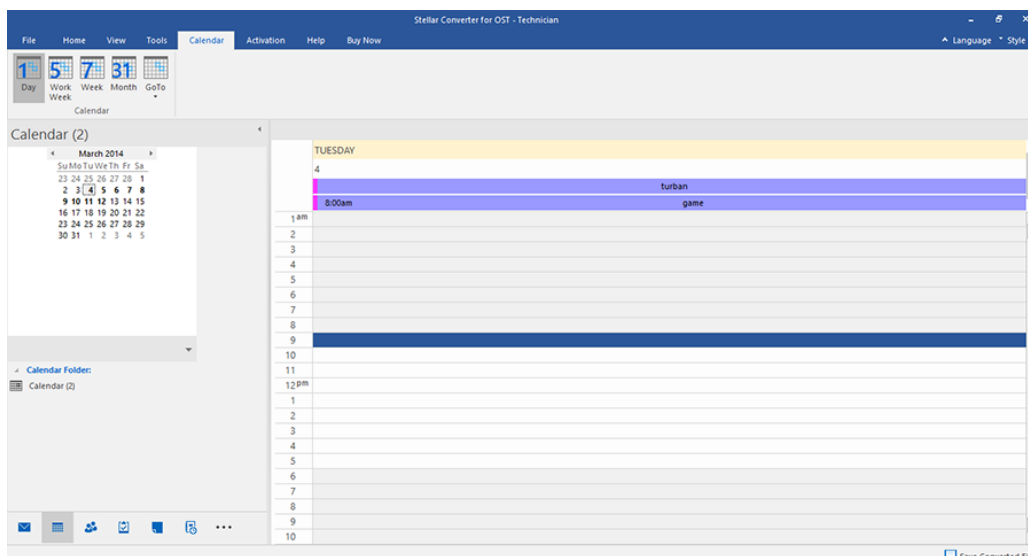
Stellar Converter for OST - Technician provides options to navigate between **Mails**, **Calendar**, **Contacts**, **Tasks**, **Notes** and **Journal** views at the bottom of the left pane. It also allows you to reset/modify the **Navigation Pane Options**.



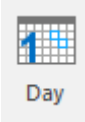
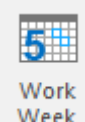
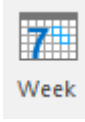
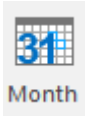
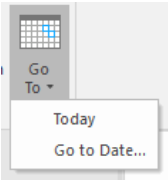
- Click **Mail**  icon to preview all the emails saved in the selected mailbox.




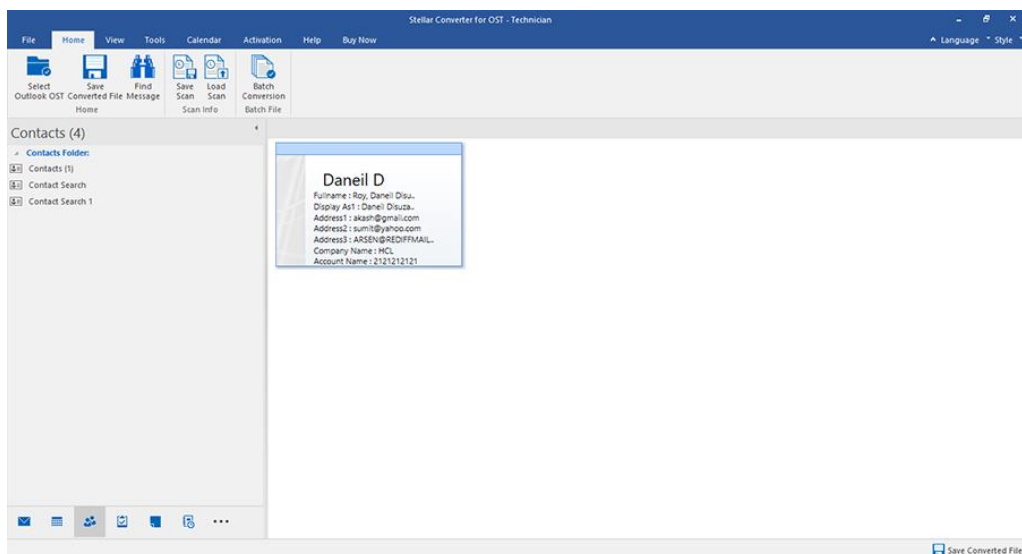
- Click **Calendar**  icon to preview the calendar saved in the selected mailbox. It displays the schedule in an organized and efficient manner.




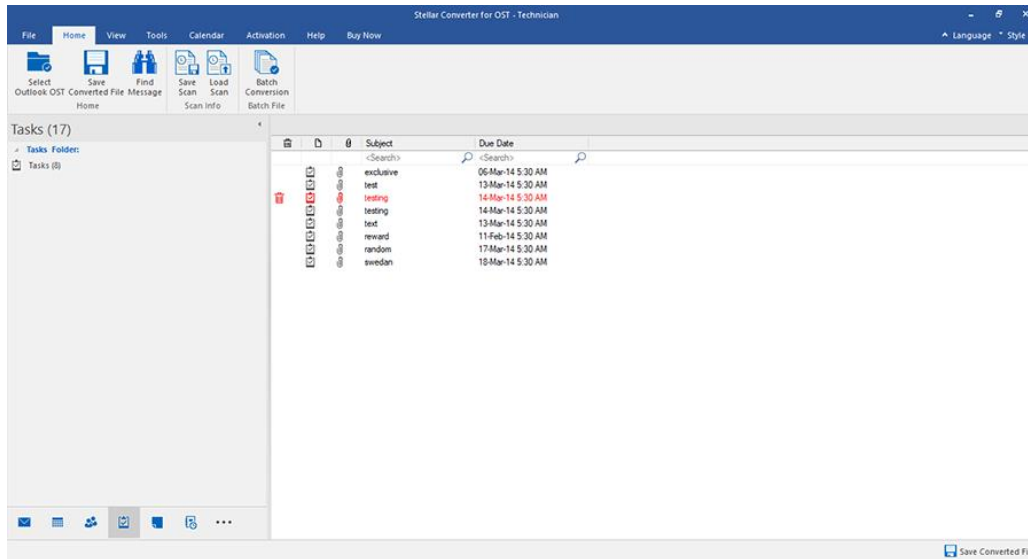
Calendar window displays the schedule created in the selected mailbox.


 <p>Day</p>	<p>Click this button to list all the entries of one particular day from the calendar.</p>
 <p>Work Week</p>	<p>Click this button to list all the entries of a workweek.</p>
 <p>Week</p>	<p>Click this button to list all the entries of a week.</p>
 <p>Month</p>	<p>Click this button to list all the entries of a particular month.</p>
	<p>Click this button to list all the entries of the current date, or a particular day (any single day except the current date).</p>

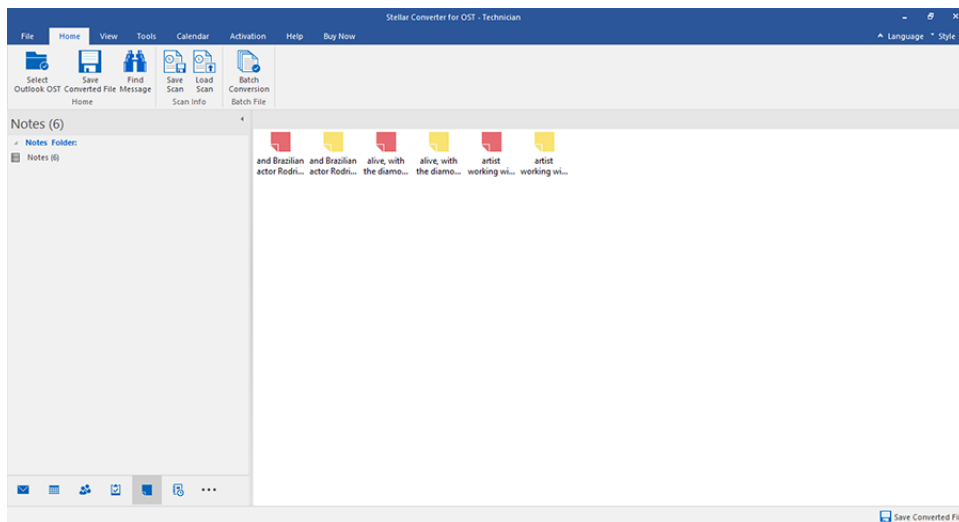
- Click **Contacts**  icon to preview all the contacts saved in the selected mailbox.




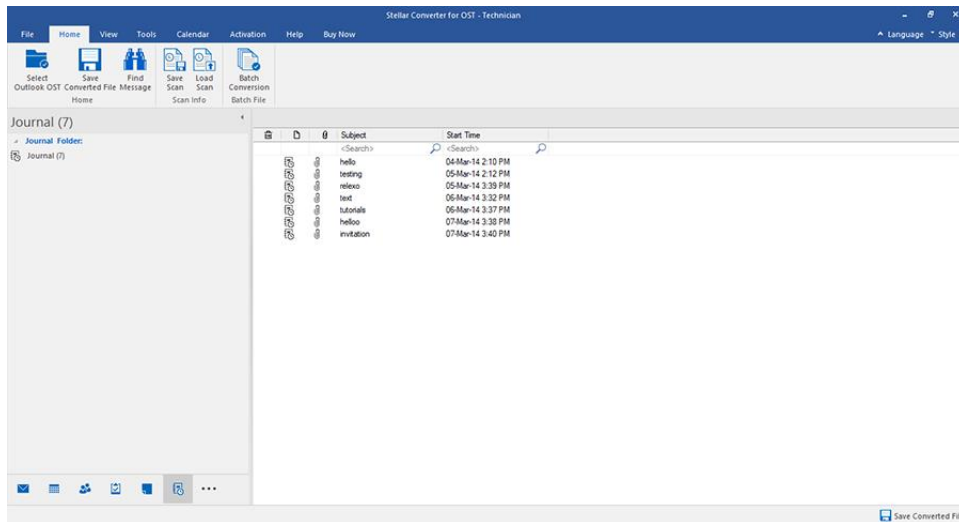
- Click **Tasks**  icon to preview all the tasks saved in the selected mailbox.



- Click **Notes**  icon to preview all the notes saved in the selected mailbox.

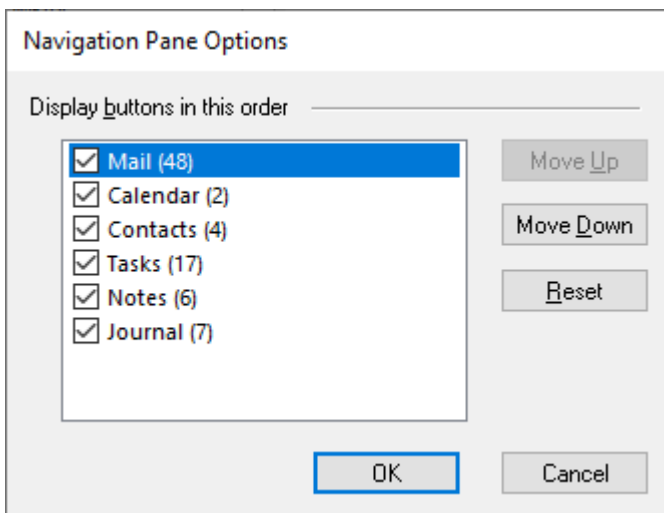


- Click **Journal**  icon to preview all the created journal entries saved in the selected mailbox.



- Click  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

**To modify/reset the navigation pane options:**



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- 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.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

## **3. Working with the Software**

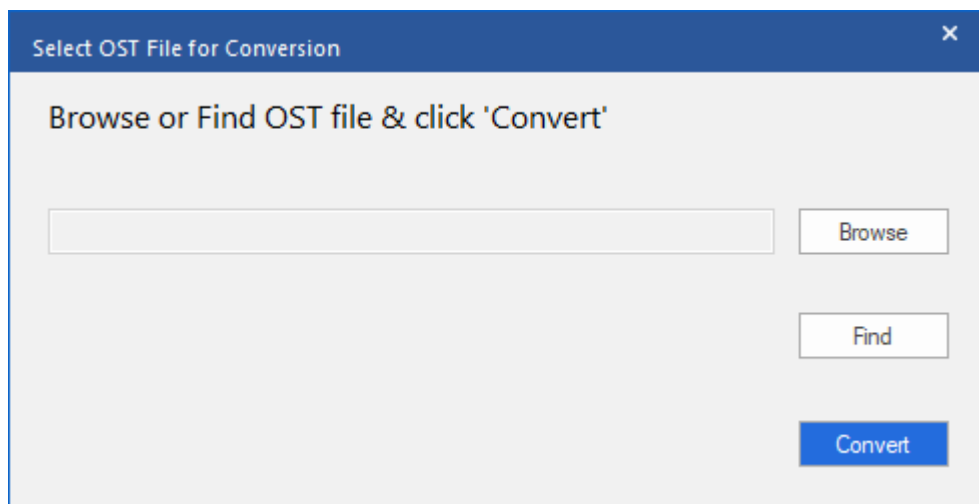
- 3.1. Select and Convert OST File
- 3.2. Preview Converted OST File
- 3.3. Find, View and Save a Single Message
- 3.4. Save Converted OST File
- 3.5. Relink Attachment Folder
- 3.6. Save All Contacts as CSV
- 3.7. Save Log Report
- 3.8. Save and Load Scan Information
- 3.9. Changing the Software Language

## 3.1. Select and Convert OST File

If you know the location of OST files, then you can directly specify the location and start the conversion of the selected file. If you do not know the location, then you can search the required OST file, using the **find** functionality of **Stellar Converter for OST - Technician**.

### Steps to select and convert OST file:

1. Run **Stellar Converter for OST - Technician**.
2. **Select OST File for Conversion** window appears when the software opens. Alternatively, you can open **Select OST File for Conversion** window from **File** menu or **Home** ribbon.

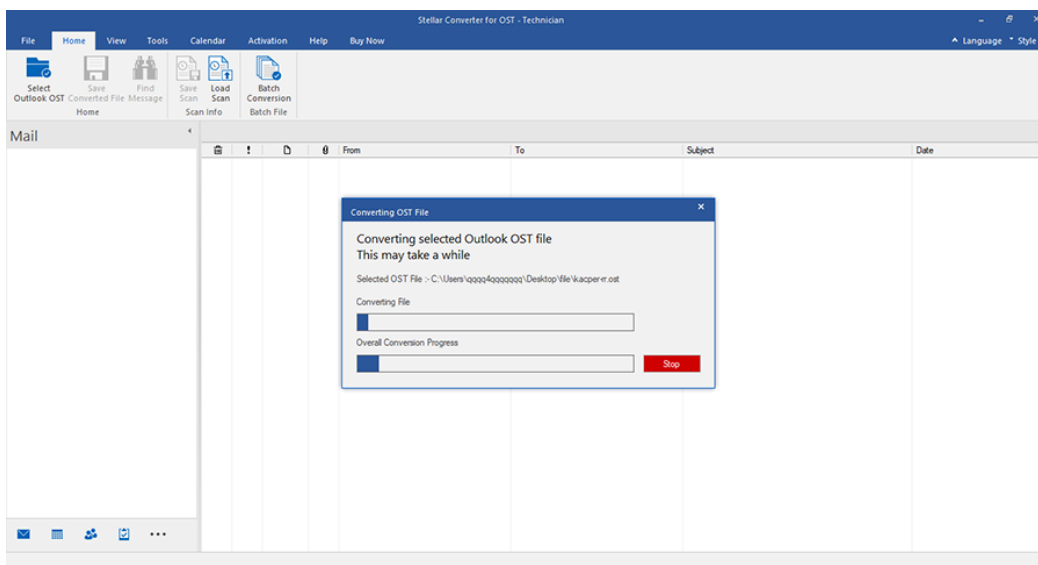


3. There are two options to select OST file: **Browse** and **Find**:

**(i) Browse:** Use **Browse** button if you exactly know the location of the OST file on your system.

a) Click **Browse**. Locate and select the OST file and click **Open**.

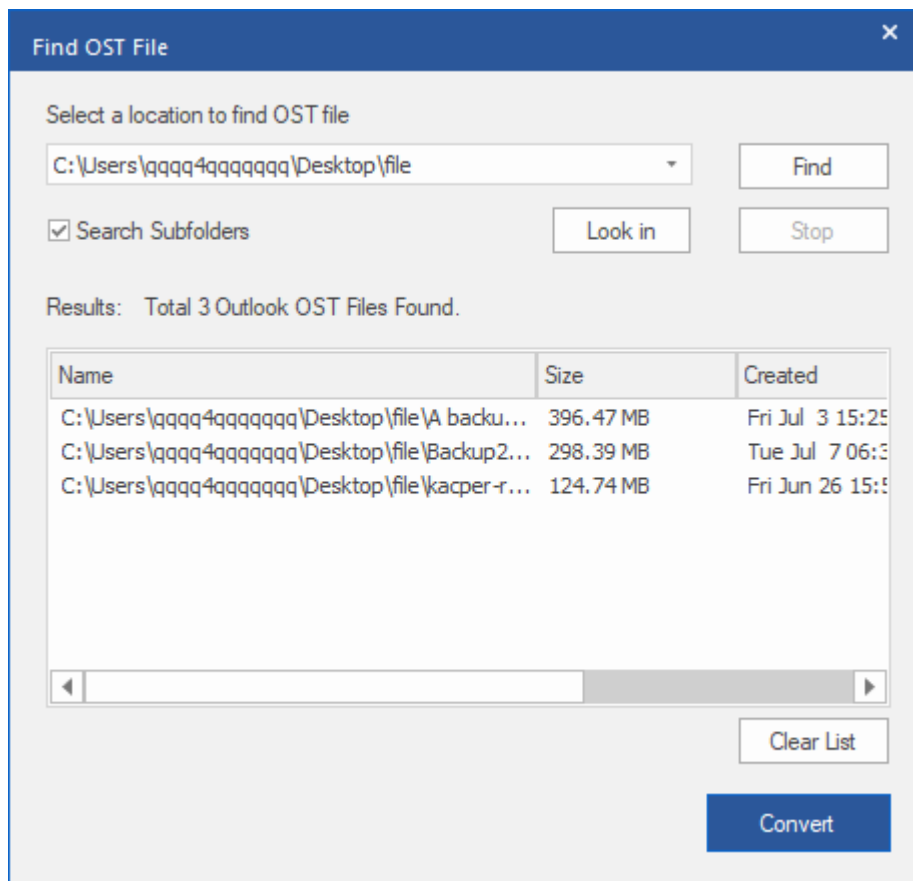
b) Click **Convert** to start the conversion process.





- c) After the process is completed a **Conversion Complete** dialog box appears with a message, "**Conversion of selected OST file completed**".
- d) Click **OK**.

**(ii) Find:** Using the **Find** button you can search for OST files on your system's drives, folders, and subfolders.



- a) Click **Find**, **Find OST File** window appears.
- b) Select the drive from the drop-down list you want to search for OST file. However, you can only select one drive at a time.
- c) If you want to select a folder from a particular drive, Click **Look in** and select the folder.
- d) If you want to include sub folders of the selected drive/folder in your search, select **Search Subfolders** checkbox.
- e) Click **Find** button to start the search process.
- f) If you want to stop the search process, click **Stop**.
- g) After the search is finished, **Find Complete** dialog box appears with the number of OST files found. Click **OK**.

h) The list of OST files found in the selected drive/folder is displayed in the **Results** section. Select the file you want to convert, only one file can be selected at a time.

**Note:** *If you want to clear the search result, click **Clear List**.*

i) Click **Convert** to start the conversion process.

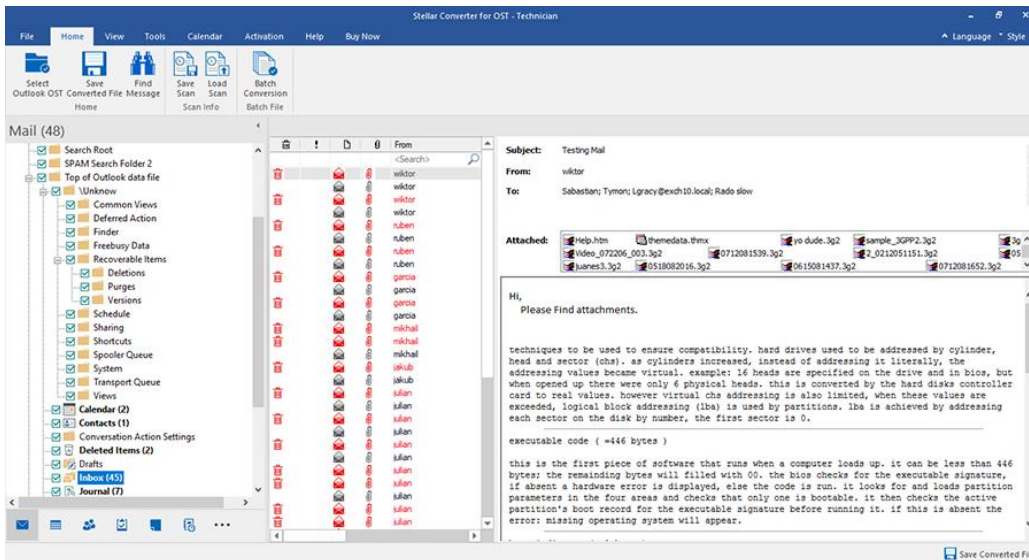
j) After the process is completed a **Conversion Complete** dialog box appears with a message, "**Conversion of selected OST file completed**".

k) Click **OK**.

After the conversion is complete, the software provides a preview of the converted OST file. See [Preview Converted OST File](#), for more details.

## 3.2. Preview Converted OST File

**Stellar Converter for OST - Technician** shows the preview after the OST file is converted. The preview of the mailbox data is available in a three-pane structure containing: Left pane, Middle pane and Right pane, which are explained below in detail:



- 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:
  - **Deleted icon:** Shows the deleted emails of the selected mailbox, in red color.
  - **Importance icon:** Signifies that the particular mail is sent with high importance.
  - **Type:** Shows the type of mail item it has.
  - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
  - **From:** Shows the email address of the sender.
  - **To:** Shows the email address of the receiver.
  - **Subject:** Shows the email subject.
  - **Date:** Shows the date and time when the email 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:

- **Subject:** Shows the subject of the email.
- **From:** Shows the email address of the sender.
- **To:** Shows the email address of the receiver.
- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of the body of the selected mail item.

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

### Additional Options:

- **Quick search:** The software provides quick search options for 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 Date.

	From	To	Subject	Date
	Lobo	<Search>	<Search>	<Search>
!	Lobo Mathur	Auser	FW: another one test mail to b,c and d	12/12/2012 10:28 AM
	Lobo Mathur	Auser	FW: information	12/12/2012 10:28 AM
	Lobo Mathur	Auser	FW: with my new signature	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: another one test mail to b,c and d	12/12/2012 10:29 AM
	Lobo Mathur	Duser	FW: Test mail to buser and cuser	12/12/2012 10:29 AM
	Lobo Mathur	Auser	Meeting Forward Notification: meeting ov...	12/12/2012 10:29 AM
	Lobo Mathur	Auser; Duser	FW: Test mail to buser and cuser	12/12/2012 10:30 AM
	Lobo Mathur	Cuser; Duser	FW: information	12/12/2012 10:30 AM

- **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.

	From	To	Subject	Sent Date
	Paul Morphine	Paul Morphine; samtaylor@stell...	HOW TO ADD A LOGO TO YO...	15-02-2019 16:15
	Paul Morphine	Paul Morphine; jesseryder@stell...	Method 1_ Upload an image	15-02-2019 16:21
	Paul Morphine	Paul Morphine; jesseryder@stell...	Ordering the Software- Richtxt	18-02-2019 09:17
	Paul Morphine	Paul Morphine; samtaylor@stell...	NSF Converter - HTML	18-02-2019 09:08
	Paul Morphine	Paul Morphine; jesseryder@stell...	The defense line was situated	15-02-2019 16:11
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29
	Marco	Jesse Ryder	Selon sa famille - Link on Signat...	27-01-2020 09:29

Alternatively, you can right-click on the column and arrange it accordingly, using **Arrange By** option. It can be arranged by **Date, From, To, Subject, Type, Attachment, Deleted, Importance** or **Show in Groups** option.

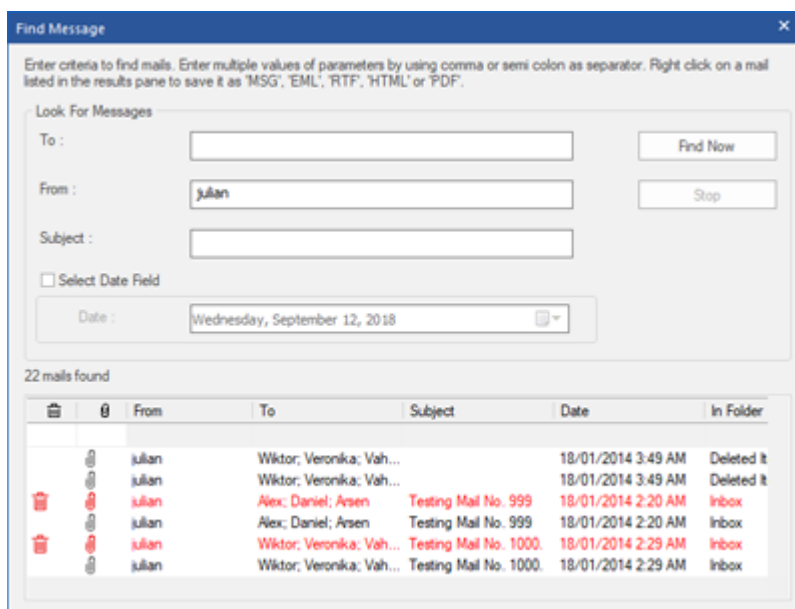
	From	To	Subject	Date
	<Search>	Arrange By	>	<Search>
	Buser:		one test mail to b,c and d	11/30/2012 3:38 AM
	Buser:			11/30/2012 3:39 AM
	Buser:		ew signature	11/30/2012 3:46 AM
	Cuser:		nation	11/30/2012 3:51 AM
	Cuser:		per one test mail to b,c and d	11/30/2012 3:51 AM
	Duser:		mail to buser and cuser	11/30/2012 3:51 AM
			ing over excahnge backup	12/7/2012 10:00 AM
	Auser:		per one test mail to b,c and d	12/12/2012 10:28 AM
	Auser:		my new signature	12/12/2012 10:29 AM
	Duser:		nation	12/12/2012 10:29 AM
	Duser:		per one test mail to b,c and d	12/12/2012 10:29 AM
			PM: Test mail to buser and cuser	12/12/2012 10:30 AM

### 3.3. Find, View and Save a Single Message

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

#### To find messages:

1. Click **Find Message** in **Home** ribbon. **Find Message** window opens.
2. Specify the search criteria in **Find Message** window:
  - In **To** field, specify all or few characters of email ids of recipients. Keywords should be separated by a semicolon (;).
  - In **From** field, specify all or few characters of email ids of senders. Keywords should be separated by a semicolon (;).
  - In **Subject** field, specify the subject that you need to search.
  - If you want to search for emails sent or received on a particular date, select **Select Date Field** checkbox, and select date from **Date** drop box.
3. Click **Find Now** button to start the search.



#### To view messages:

1. After the search is complete, a list of emails that match the search criteria is displayed.
2. Double-click on an email to open it in a new window.

#### To save messages:

To save any message from the search result list, right-click on it and:

- Select **Save as MSG** to save the message in MSG format.
- Select **Save as EML** to save the message in EML format.
- Select **Save as RTF** to save the message in RTF format.
- Select **Save as HTML** to save the message in HTML format.
- Select **Save as PDF** to save the message in PDF format.

## **3.4. Save Converted OST File**

**There are many options to save converted file. Refer to the following topics as per your requirement:**

3.4.1. Save as PST Format

3.4.2. Export to Live Exchange Server

3.4.3. Export to Office365

3.4.4. Export to Existing Outlook Profile

3.4.5. Save as MSG, EML, RTF, HTML, PDF, DBX and MBOX format

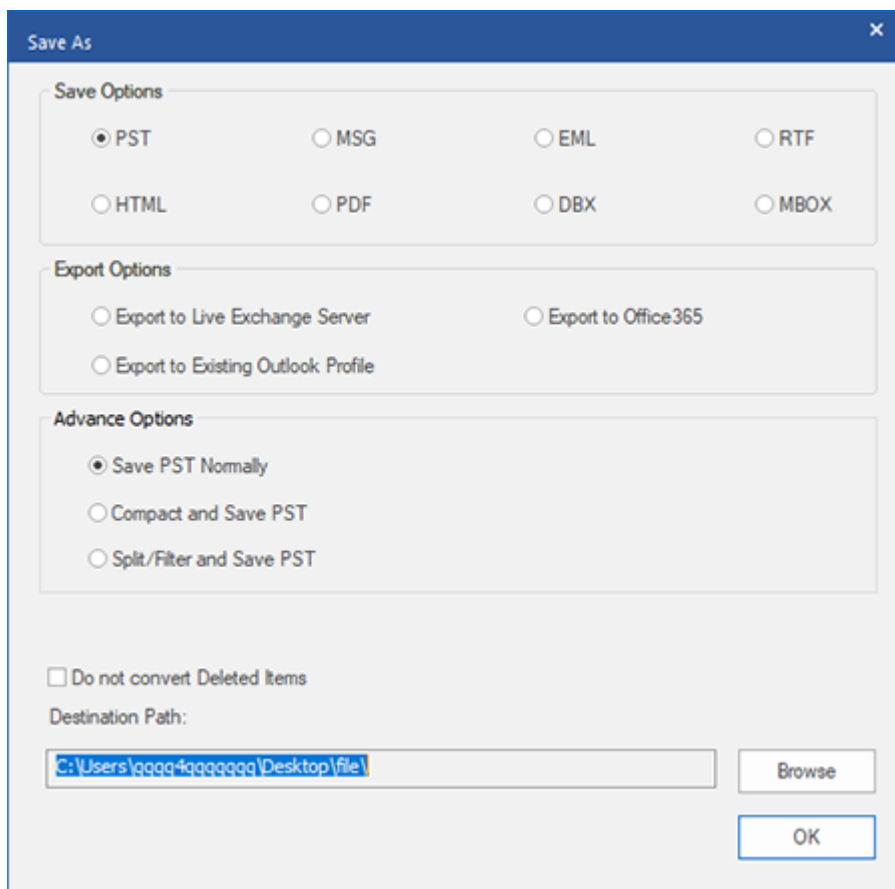


### 3.4.1. Save as PST Format

**Stellar Converter for OST - Technician** allows you to save the converted mails to a PST file. The software provides options to compress, split and filter PST file before saving.

**Here are the steps to save as PST format:**

1. Run **Stellar Converter for OST - Technician**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. Select **PST** from the **Save Options**.

**There are three advance options to save in PST file format:**

- i) Save PST Normally - This option is selected by default. Use this option to save converted file to a PST file without any additional changes.
- ii) **Compact and Save PST** - Use this option to compress the PST file and decrease the size acquired by the file on the disk.
- iii) **Split/Filter and Save PST** - Use this option to split/filter the PST file as per your requirement.

5. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
6. Click **OK** on the **Save As** window to save the PST file.
7. After the process is completed, **Saving Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
8. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
9. Click **OK**.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

### **3.4.1.1. Compact and Save PST File**

**Stellar Converter for OST - Technician**, compact and save PST file feature compresses the PST file and decrease the size acquired by them in the disk. This enhances the greater use of memory and also saves PST file from being corrupted.

**There are four options to compact and save PST file. Refer to the following options as per requirement:**

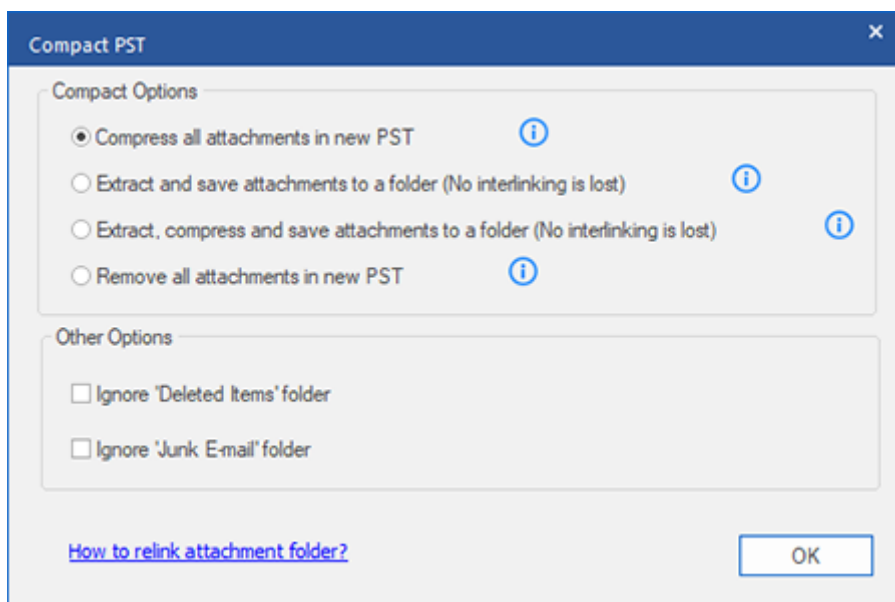
1. Compress all attachments in new PST
2. Extract and save attachments to a folder (No interlinking is lost)
3. Extract, compress and save attachments to a folder (No interlinking is lost)
4. Remove all attachments to new PST

### 3.4.1.1.1. Compress all attachments in new PST

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

**Here are the steps to compress all attachments in a new PST file:**

1. Run **Stellar Converter for OST - Technician**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section, select **Compress all attachments in new PST**.



7. From **Other Options** section of the window, select
  - **Ignore 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Ignore 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
10. Click **OK** on the **Save As** window to start the conversion.

11. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

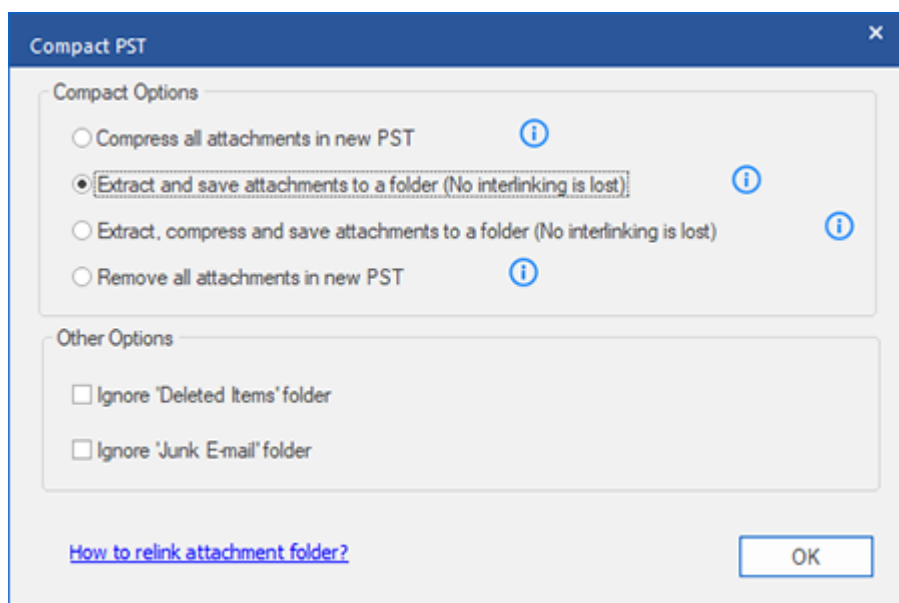
**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

### 3.4.1.1.2. Extract and save attachments to a folder (No interlinking is lost)

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

**Here are the steps to extract and save attachments of a PST file to a folder (No interlinking is lost):**

1. Run **Stellar Converter for OST - Technician**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section, select **Extract and save attachments to a folder (No interlinking is lost)**.



7. From **Other Options** section of the window, select
  - **Ignore 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Ignore 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.

8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
10. Click **OK** on the **Save As** window to start the conversion.
11. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

***Note:** If you want to know how to relink attachments, click 'How to relink attachment folder?'*

***Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.*

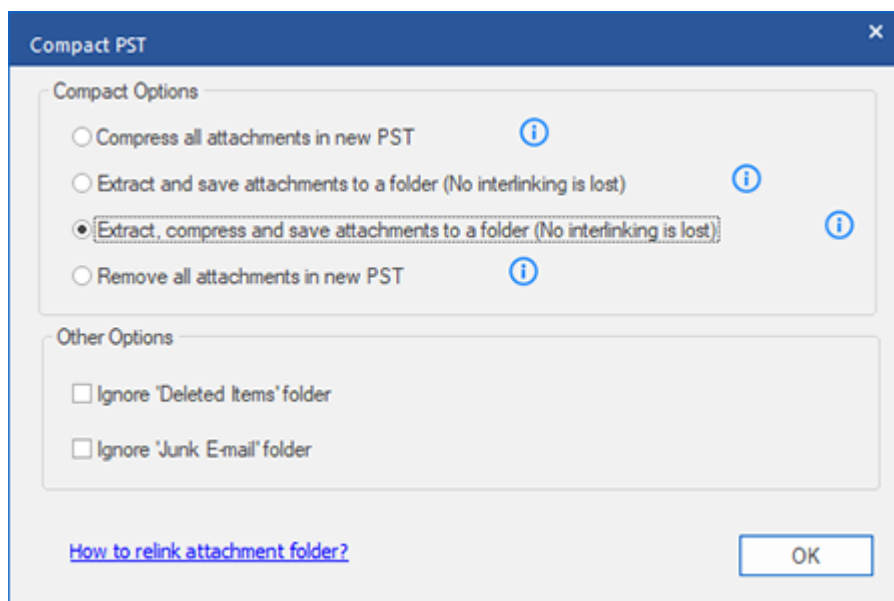
***Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.*

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

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

**Here are the steps to extract, compress and save attachments of a PST file to a folder (No interlinking is lost):**

1. Run **Stellar Converter for OST - Technician**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section, select **Extract, compress and save attachments to a folder (No interlinking is lost)**.



7. From **Other Options** section of the window, select
  - **Ignore 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Ignore 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.



9. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
10. Click **OK** on the **Save As** window to start the conversion.
11. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

**Note:** *If you want to know how to relink attachments, click 'How to relink attachment folder?'*

**Note:** *Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.*

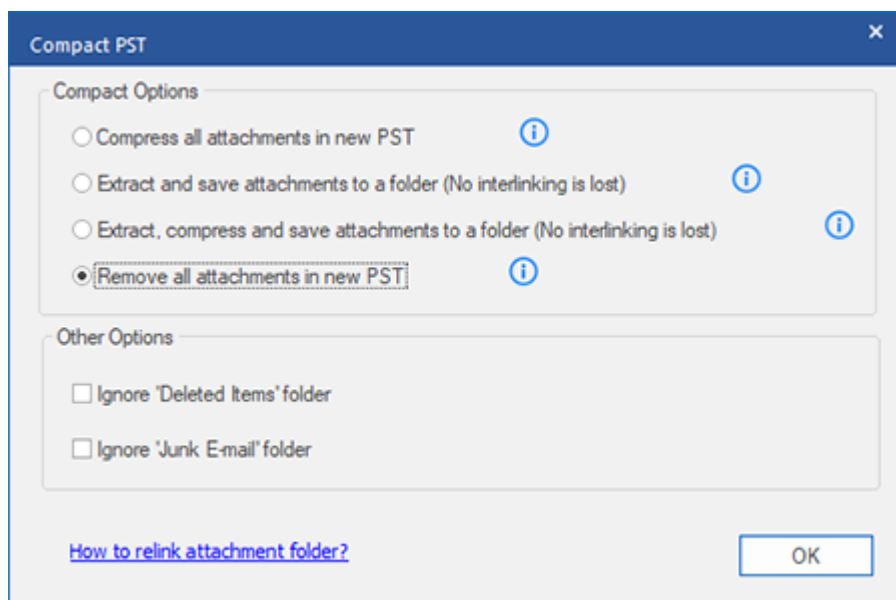
**Note:** *Close **Microsoft Outlook**, if open, before saving the converted OST file.*

### 3.4.1.1.4. Remove all attachments in new PST

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

**Here are the steps to remove all attachments from the new PST file:**

1. Run **Stellar Converter for OST - Technician**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Compact and Save PST** option.
6. **Compact PST** window opens, from **Compact Options** section, select **Remove all attachments in new PST**.



7. From **Other Options** section of the window, select
  - **Ignore 'Deleted Items' folder** checkbox - If you want to delete all the emails permanently from the **Deleted Items** folder.
  - **Ignore 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.
8. Click **OK**, and you will go back to **Save As** window.
9. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
10. Click **OK** on the **Save As** window to start the conversion.

11. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
12. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
13. Click **OK**.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

### **3.4.1.2. Split/Filter and Save PST File**

**Stellar Converter for OST - Technician** allows you to split/ filter the converted PST file as per some requirements.

**There are three options to split/filter and save PST file. Refer to the following options as per requirement:**

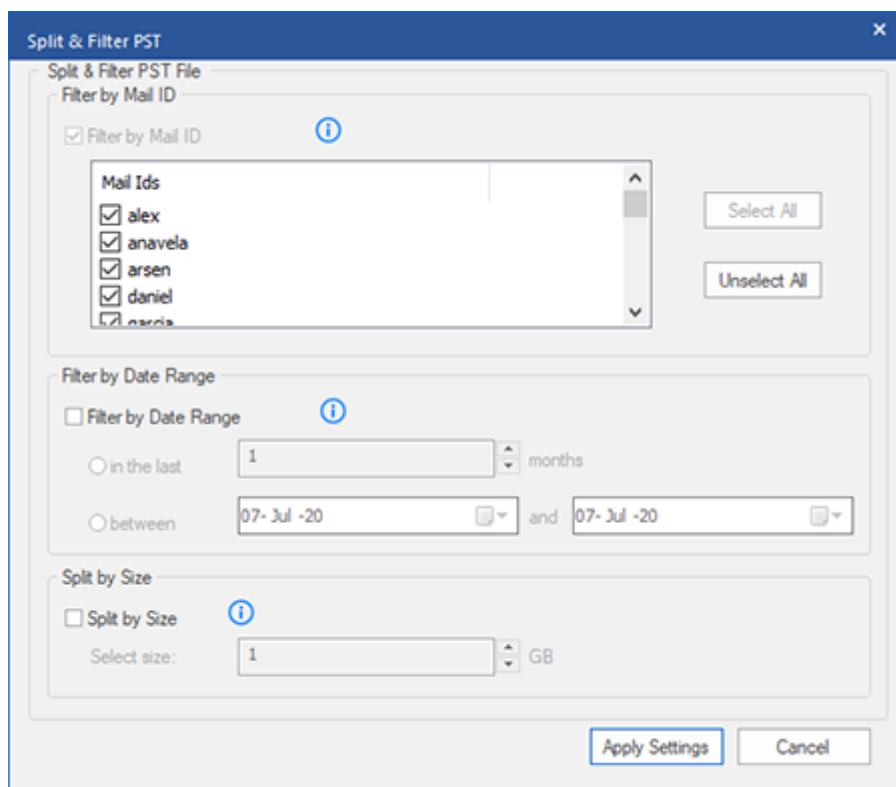
1. Filter by Mail ID
2. Filter by Date Range
3. Split by Size

### 3.4.1.2.1. Filter by Mail ID

**Stellar Converter for OST - Technician** allows you the feature to split/filter the files by Mail ID. To **Filter By Mail ID**, you must always select at least one mail Id for filtering the PST file.

**Here are the steps to filter PST file by Mail ID:**

1. Run **Stellar Converter for OST - Technician**.
2. See **Select and Convert OST File**, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Filter By Mail ID** section, select e-mail ids under **Mail ID** scroll box to filter the PST file according to e-mail ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the new PST file, and no change is needed to be done in the source OST file.
6. Click **Apply Settings**, and you will go back to **Save As** window.
  7. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
  8. Click **OK** on the **Save As** window to start the conversion.

9. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
11. Click **OK**.

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

**Note:** *Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.*

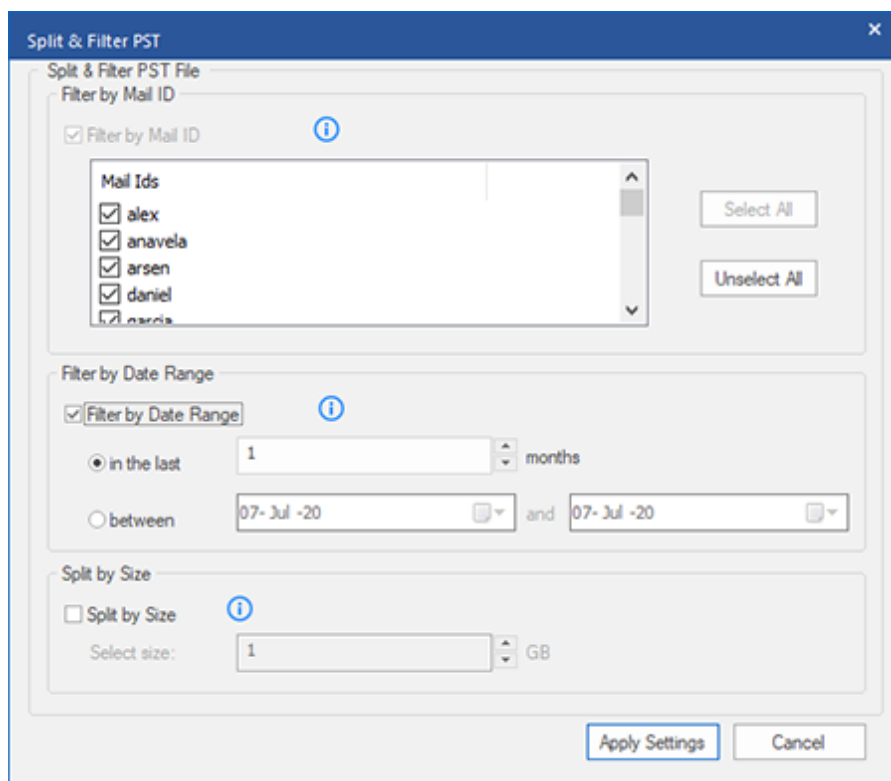
**Note:** *Close **Microsoft Outlook**, if open, before saving the converted OST file.*

## 3.4.1.2.2. Filter by Date Range

**Stellar Converter for OST - Technician** allows you the feature to Filter the file by Date Range. Filtering a PST file according to date range will create a single PST file which will have data as per the criteria selected by you.

**Here are the steps to filter PST file by Date:**

1. Run **Stellar Converter for OST - Technician**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Filter By Date Range** section, select **Filter By Date Range** checkbox and then select either of the two options:
  - Select **in the last** radio option if you want to split the PST file according to months. All e-mails that are sent and received in the specified months will get stored in the PST file.

- Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the PST file. Select the start and end date from the list boxes.
6. Click **Apply Settings**, and you will go back to **Save As** window.
  7. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
  8. Click **OK** on the **Save As** window to start the conversion.
  9. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
  10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
  11. Click **OK**.

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

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

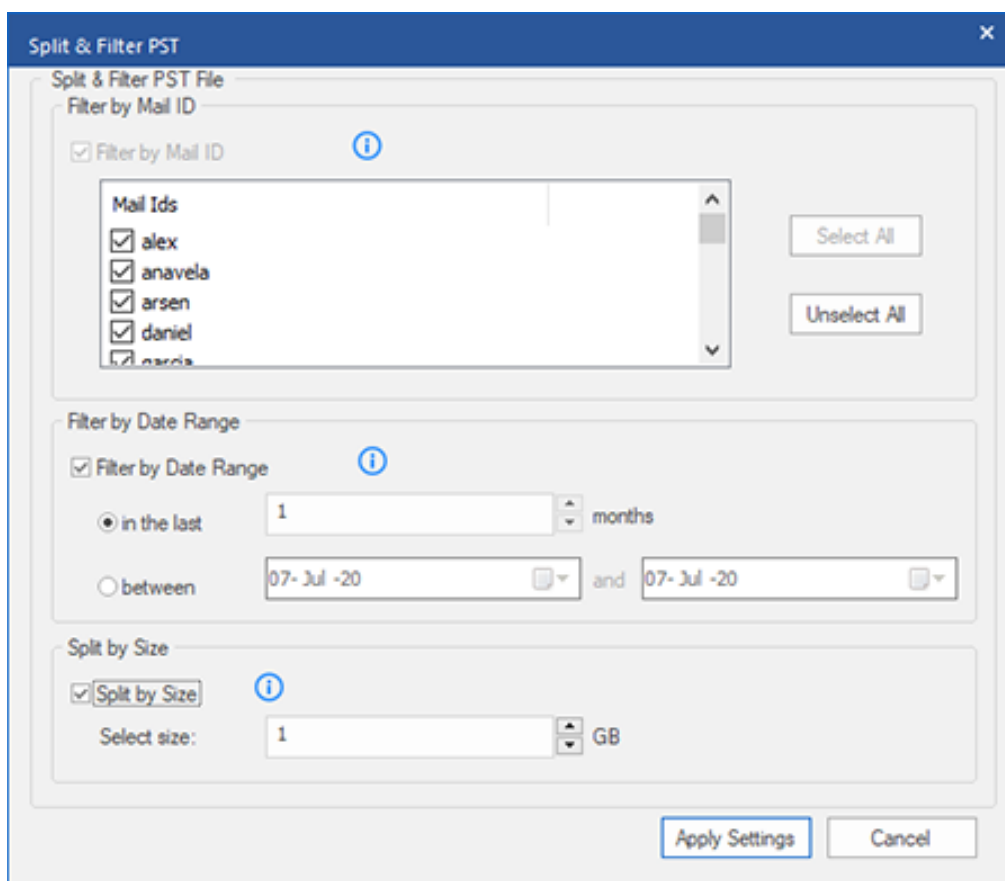


### 3.4.1.2.3. Split by Size

**Stellar Converter for OST - Technician** allows you the feature to split PST file by size. Splitting a PST file by size means that you can split a PST file into many PST files to the maximum size of 50 GB.

Here are the steps to Split PST file by size:

1. Run **Stellar Converter for OST - Technician**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. Select **PST** from the **Save Options**.
5. From **Advance Options** section, choose **Split/Filter and Save PST**. **Split & Filter PST** window appears.



- In **Split By Size** section, select **Split By Size** checkbox. You can split the PST file to a maximum size of **50 GB**. Either enter the digit or using an upward or downward arrow set the number as per your requirement. With this option, you will get multiple split PST files.

**Note:** For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

- If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size.
- If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

6. Click **Apply Settings**, and you will go back to **Save As** window.
7. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.
8. Click **OK** on the **Save As** window to start the conversion process.
9. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.
10. To know how to import the new PST file in MS Outlook, click 'How to import PST file?'
11. Click **OK**.

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

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

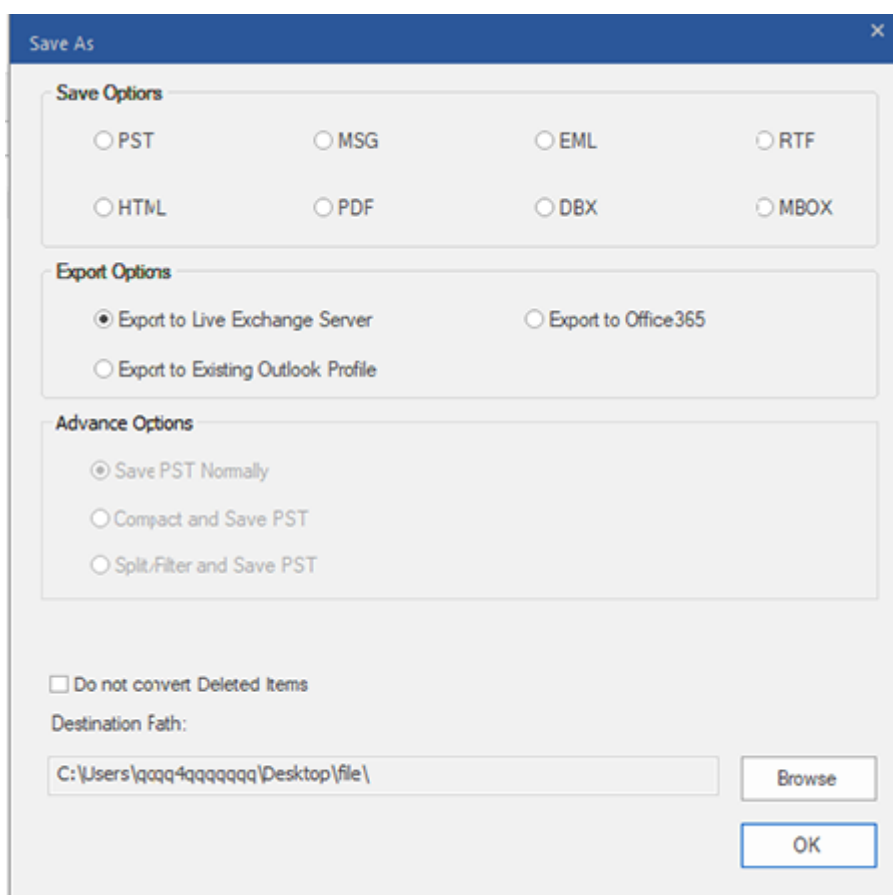
**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

## 3.4.2. Export to Live Exchange Server

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

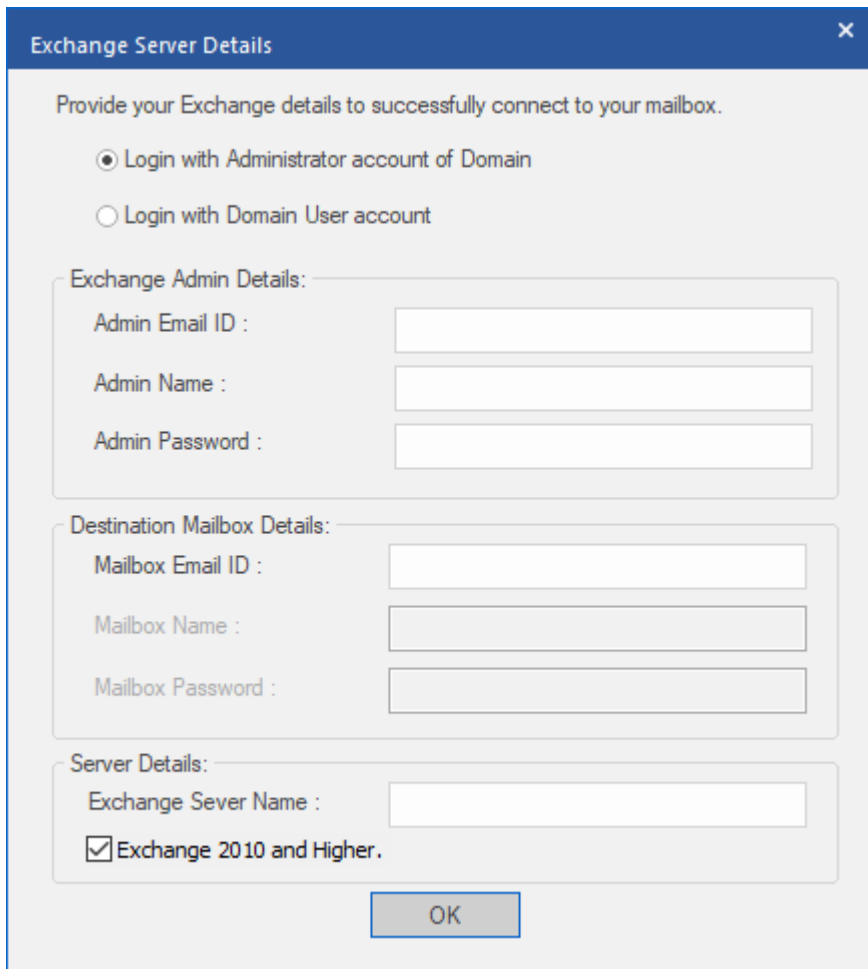
**Here are the steps to export OST files to Live Exchange Server:**

1. Run **Stellar Converter for OST - Technician** software.
2. See Select and Convert OST File, to know how to select and convert the file
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. From **Export Options** section, choose **Export to Live Exchange Server** option.



5. **Exchange Server Details** window appears. Here you will find two radio options:

1. **Login with Administrator account of Domain:** Click **Login with Administrator account of Domain** option.



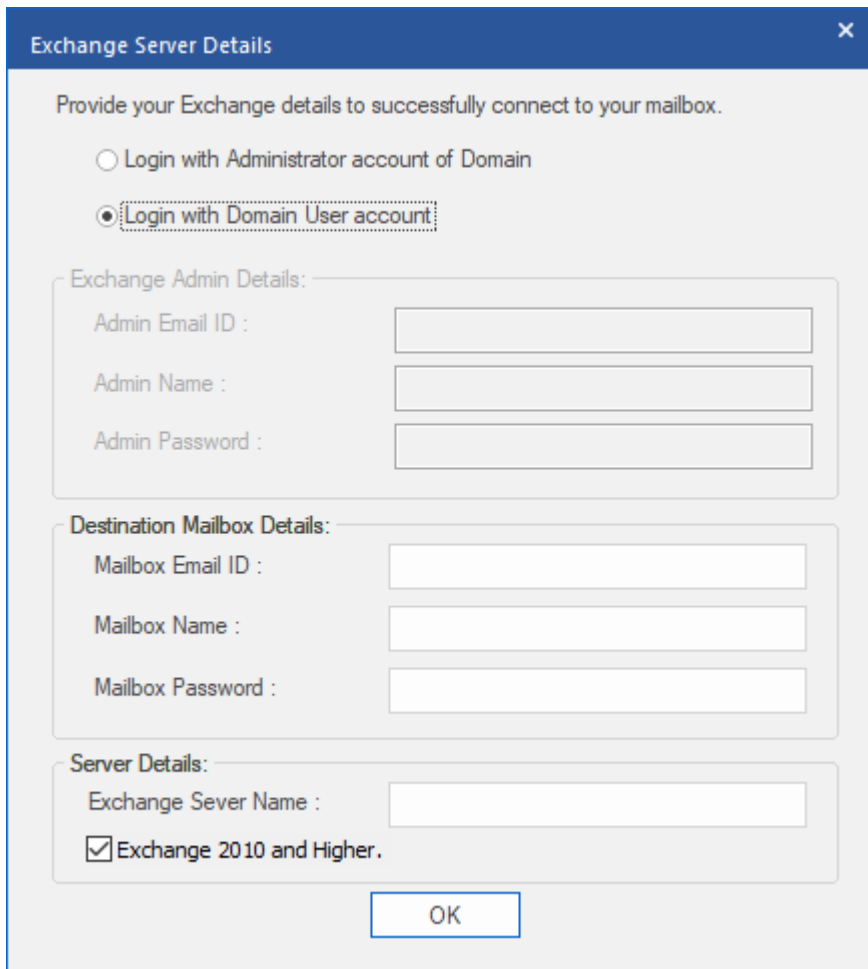
The image shows a dialog box titled "Exchange Server Details" with a close button (X) in the top right corner. The dialog contains the following sections:

- Provide your Exchange details to successfully connect to your mailbox.**
  - Login with Administrator account of Domain
  - Login with Domain User account
- Exchange Admin Details:**
  - Admin Email ID : [text box]
  - Admin Name : [text box]
  - Admin Password : [text box]
- Destination Mailbox Details:**
  - Mailbox Email ID : [text box]
  - Mailbox Name : [text box]
  - Mailbox Password : [text box]
- Server Details:**
  - Exchange Server Name : [text box]
  - Exchange 2010 and Higher.

At the bottom center of the dialog is an "OK" button.

- In **Exchange Admin Details** section fill up the following details:
  - **Admin Email ID**
  - **Admin Name**
  - **Admin Password**
- In **Destination Mailbox Details** section,
  - Enter **Mailbox Email ID**. (Other options remain unavailable)

2. **Login with Domain User Account:** Click **Login with Domain User Account** option.



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

- Provide your Exchange details to successfully connect to your mailbox.**
  - Login with Administrator account of Domain
  - Login with Domain User account
- Exchange Admin Details:**
  - Admin Email ID : [text box]
  - Admin Name : [text box]
  - Admin Password : [text box]
- Destination Mailbox Details:**
  - Mailbox Email ID : [text box]
  - Mailbox Name : [text box]
  - Mailbox Password : [text box]
- Server Details:**
  - Exchange Server Name : [text box]
  - Exchange 2010 and Higher.

At the bottom center of the dialog is an "OK" button.

- In **Destination Mailbox Details** section fill up the following details:
  - **Mailbox Email ID**
  - **Mailbox Name**
  - **Mailbox Password**
- In **Exchange Admin Details** section, all the options remain unavailable.

6. In **Server Details** section, enter the **Exchange Server Name** field and check or uncheck the checkbox depending upon the exchange server version you have.

7. Click **OK** to export the data to Live Exchange Server.

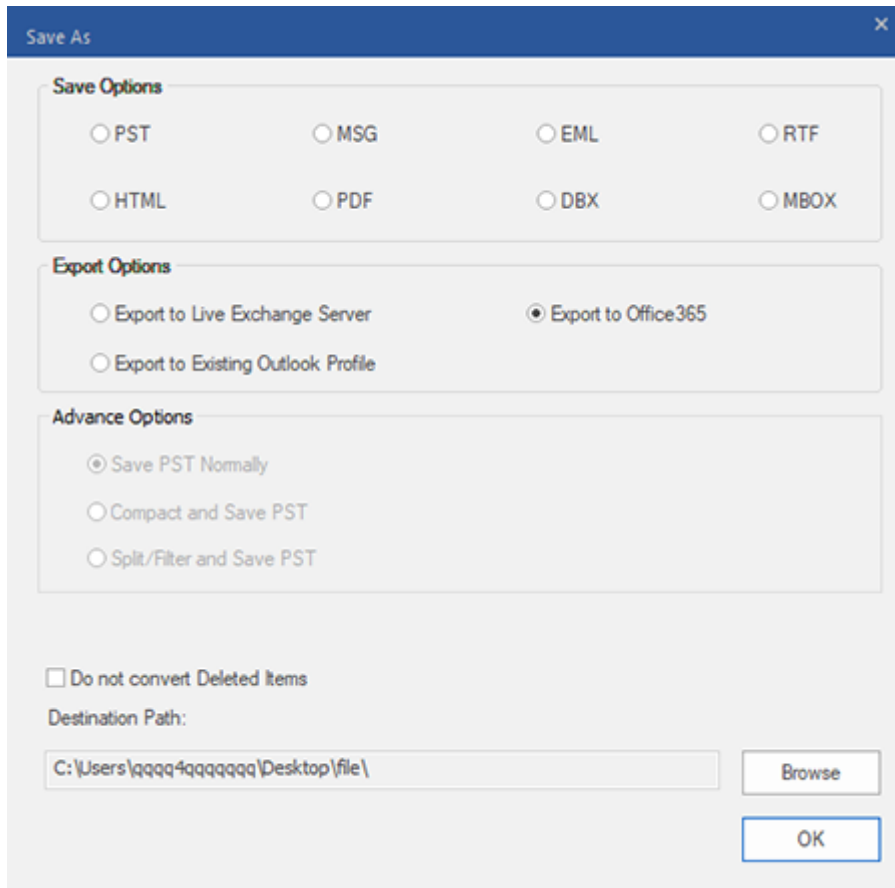
8. This will take you back to the **Save As** window, click **OK** to export the data.

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

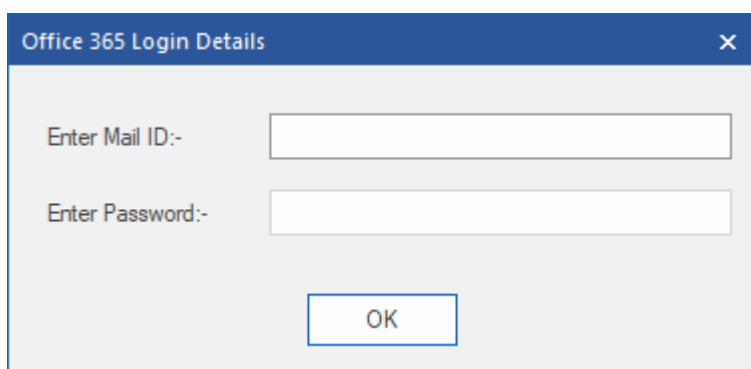
### 3.4.3. Export to Office365

Here are the steps to save OST file to Office365 format:

1. Run **Stellar Converter for OST - Technician** software.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.



4. From the **Export Options** section select **Export to Office365** option and click **OK**. An **Office 365 Login Details** window appears.



5. Enter **Mail ID** and **Password** in **Office 365 Login Details**.
6. Click **OK** to continue. This will take you back to the **Save As** window, click **OK** to export the data.

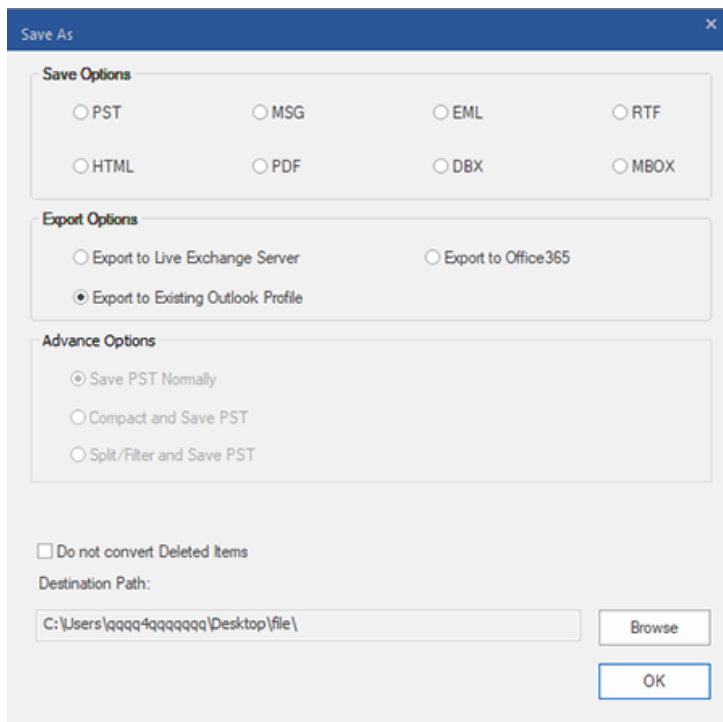
**Note:**

- You need to have a **Microsoft Office 365** user account for exporting data to Office 365 format.
- To save mailbox data in **Office 365** format, you need to install **Office 2019** or **Office 2016** or **Office 2013** or **Office 2010** with service pack2.
- For Domain systems, you cannot export offline data to **Office 365**.
- Online mailbox data cannot get exported to **Office 365**. You can only export your offline mailbox data to **Office 365**.
- Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.
- Close **Microsoft Outlook**, if open, before saving the converted OST file.

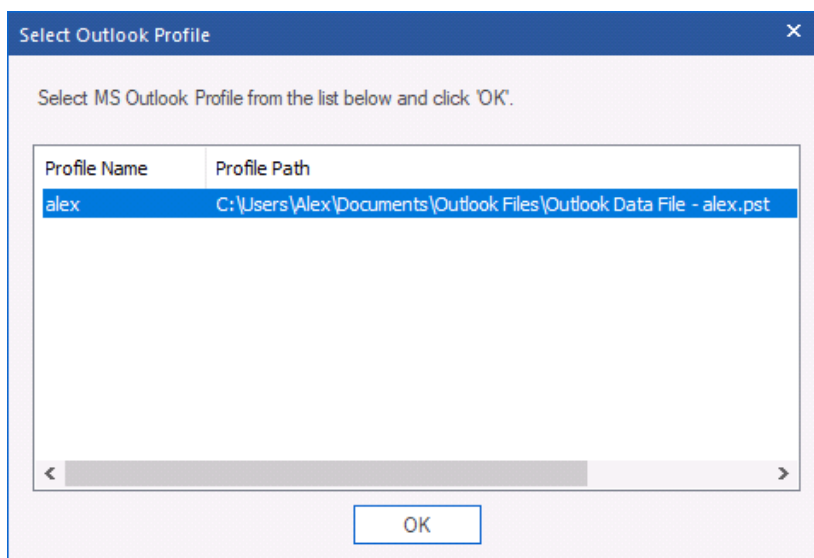
### 3.4.4. Export to Existing Outlook Profile

Here are the steps to export OST file to Existing Outlook profile:

1. Run **Stellar Converter for OST - Technician** software.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. From **Export Options** section, choose **Export to Existing Outlook Profile** option.



5. **Select Outlook Profile** window is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.



6. Click **OK**.



7. If the Outlook profile is password protected, **Enter Password** window will appear. Enter the password and click **OK**.
8. This will take you back to the **Save As** window, click **OK** to export the data.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

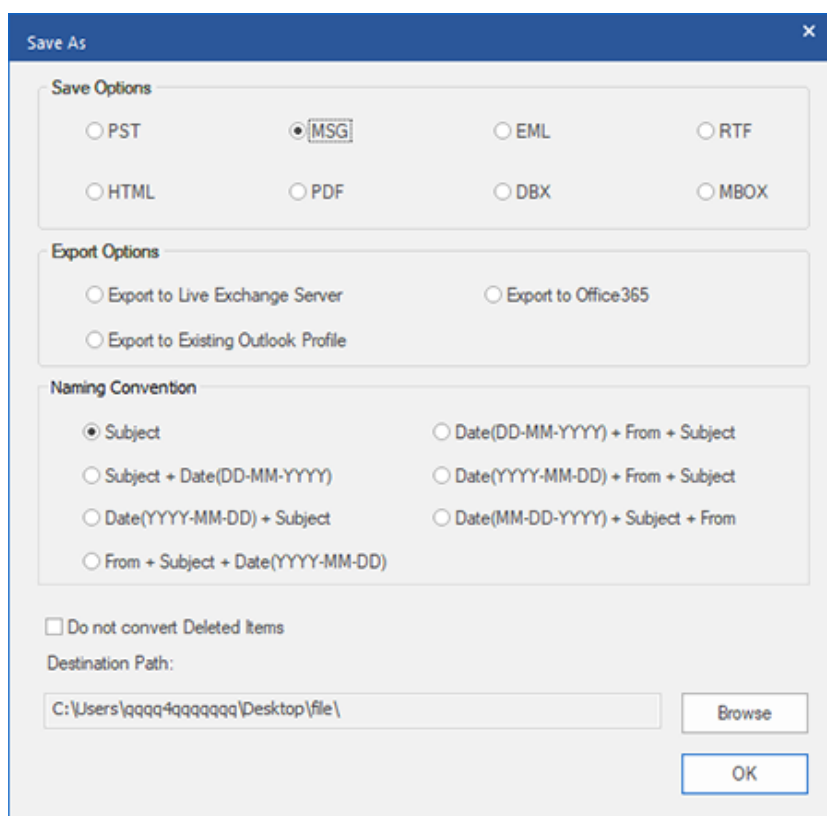
## 3.4.5. Save as MSG, EML, RTF, HTML, PDF, DBX and MBOX format

**Stellar Converter for OST - Technician** allows you to save the converted file in MSG, EML, RTF, HTML, PDF, DBX and MBOX formats. The mail items can be saved with specific names such as subject of the email, date of the email and sender, using the **Naming Convention** option provided by the software. **Naming Convention** is only applicable to **MSG, EML, RTF, HTML** and **PDF** formats.

**Note:** Your converted OST file can only be saved in DBX format if you are using Windows XP and have Outlook Express installed in your system.

Here are the steps to save the converted file:

1. Run **Stellar Converter for OST - Technician**.
2. See Select and Convert OST File, to know how to select and convert the file.
3. Click **Save Converted File** from **Home** ribbon to open a **Save As** window.
4. From **Save Options** select any one of the formats: MSG, EML, RTF, HTML, PDF, DBX or MBOX.
5. If you select **MSG, EML, RTF, HTML** or **PDF**, **Naming Convention** section appears:



- From **Naming Convention** section, select any one from the following options:
  - **Subject** - The converted file will be saved with the name as the respective email message's subject.
  - **Subject + Date(DD-MM-YYYY)** - The converted file will be saved with the name as the respective email message's subject and date.
  - **Date(YYYY-MM-DD) + Subject** - The converted file will be saved with the name as the respective email message's date and subject.
  - **From + Subject + Date(YYYY-MM-DD)** - The converted file will be saved with the name of the respective email message's sender, subject, and date.
  - **Date(DD-MM-YYYY) + From + Subject** - The converted file will be saved with the name of the respective email message's date, sender, and subject
  - **Date(YYYY-MM-DD) + From + Subject** - The converted file will be saved with the name of the respective email message's date, sender, and subject.
  - **Date(MM-DD-YYYY) + Subject + From** - The converted file will be saved with the name of the respective email message's date, subject, and sender
- 6. Select a **Destination Path** using **Browse** button to specify where to save the converted file.
- 7. Click **OK**. A window appears and shows the status of **Saving in progress**.
- 8. After successful saving completion, a **Saving Complete** dialog box appears with a message, "**Selected messages saved successfully**".
- 9. Click on '**Open containing folder**' link to view the saved messages.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

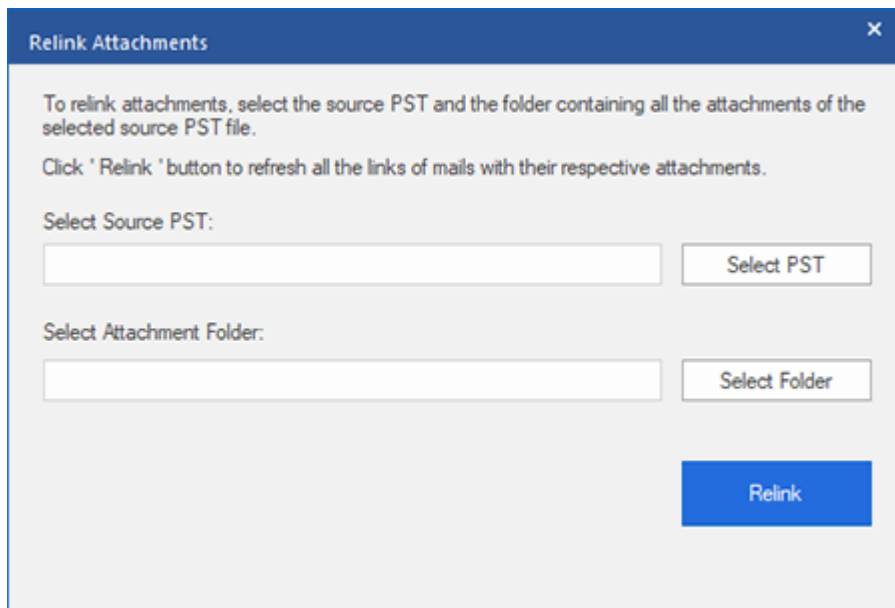
**Note:** Close **Microsoft Outlook**, if open, before saving the converted OST file.

## 3.5. Relink Attachment Folder

You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or **Extract compress and save attachments to a folder (No interlinking is lost)** option.

### To do this:

1. Click **Relink Attachments** from **Tools** ribbon.



Relink Attachments

To relink attachments, select the source PST and the folder containing all the attachments of the selected source PST file.  
Click 'Relink' button to refresh all the links of mails with their respective attachments.

Select Source PST:

Select Attachment Folder:

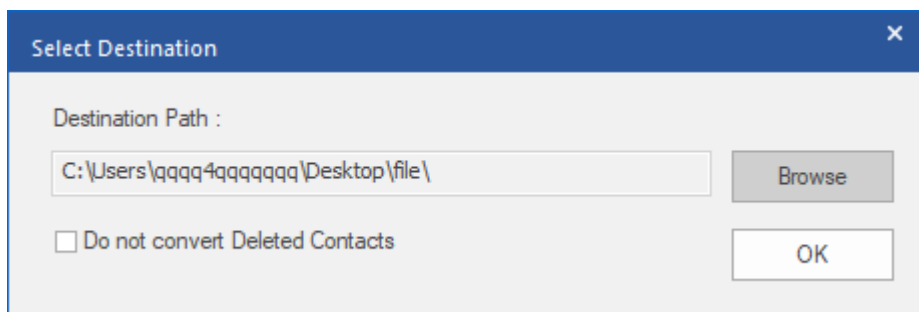
2. Click on **Select PST** and **Select Folder** button to browse to and select the converted PST file, and its attachment folder.
3. Click on **Relink** button to relink the attachments to the emails.

**Note:** You can move the attachments folder to a different location on the same local machine, or you can move both the converted PST file and the attachments folder to another machine.

## 3.6. Save All Contacts as CSV

To save all contacts in CSV file:

1. Run **Stellar Converter for OST - Technician** software.
2. See Select and Convert OST File, to know how to select and convert the file.
3. After all the folders and their items are listed, click on **Save All Contacts as CSV** button from **Tools** ribbon.
4. A dialog box opens. Using **Browse** button, select the desired location to save the CSV file.



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

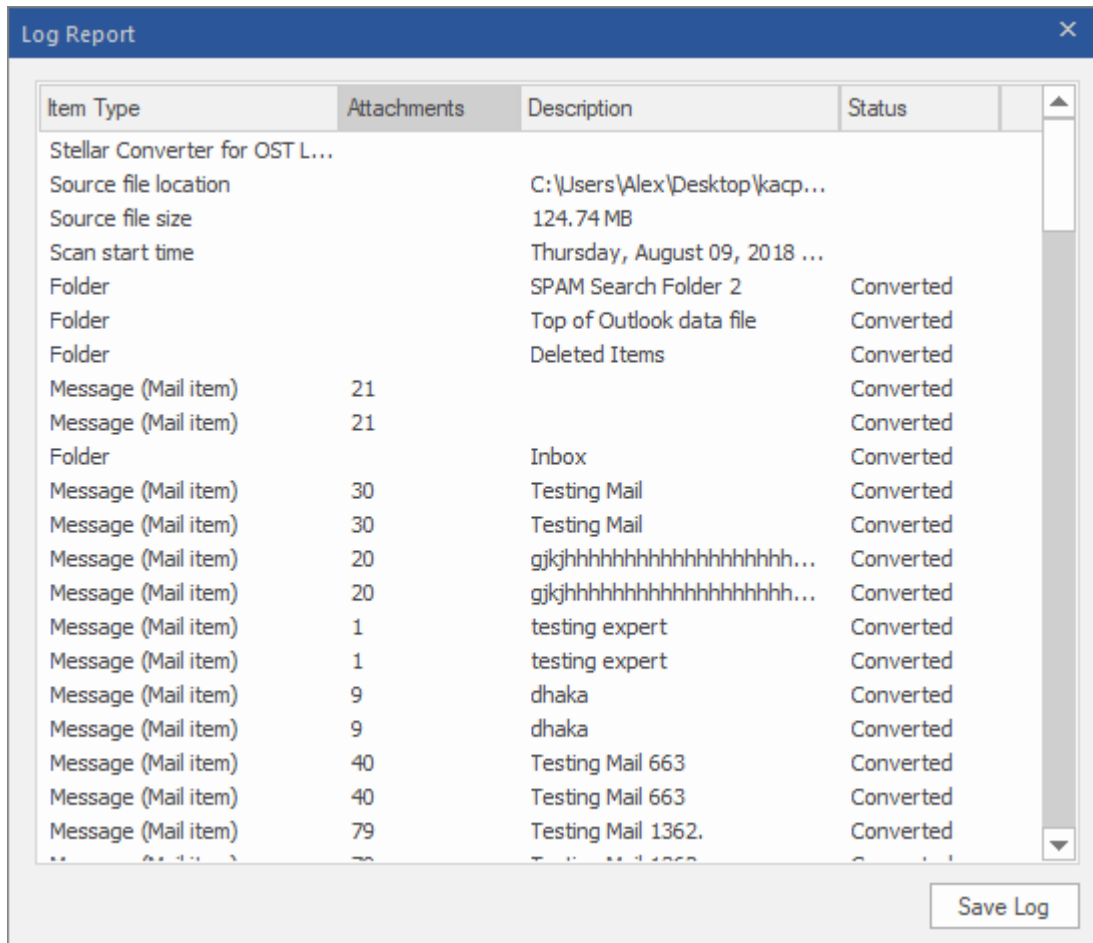
**Note:** You can also exclude the deleted contacts by selecting the check in button.

### 3.7. Save Log Report

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

**Here are the steps to save log report:**

1. From **View** ribbon, select **Log Report**.
2. In the **Log Report** window, click **Save Log**.



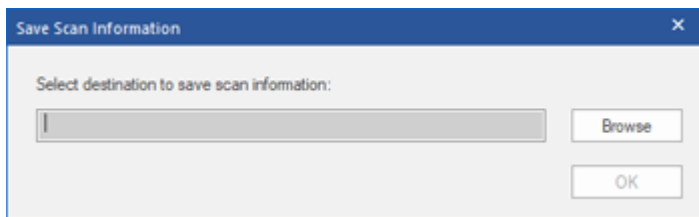
3. In **Save As** window, specify the location where you want to save the log file. Click **Save**.

## 3.8. Save and Load Scan Information

This option allows you to save the scanned information of files using the "Save Scan Info" option and later load the saved scan (DAT) file using the "Load Scan" option. It saves time in restoring data as we do not need to convert the OST file again.

**Here are the steps to save scan information from the converted OST file:**

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



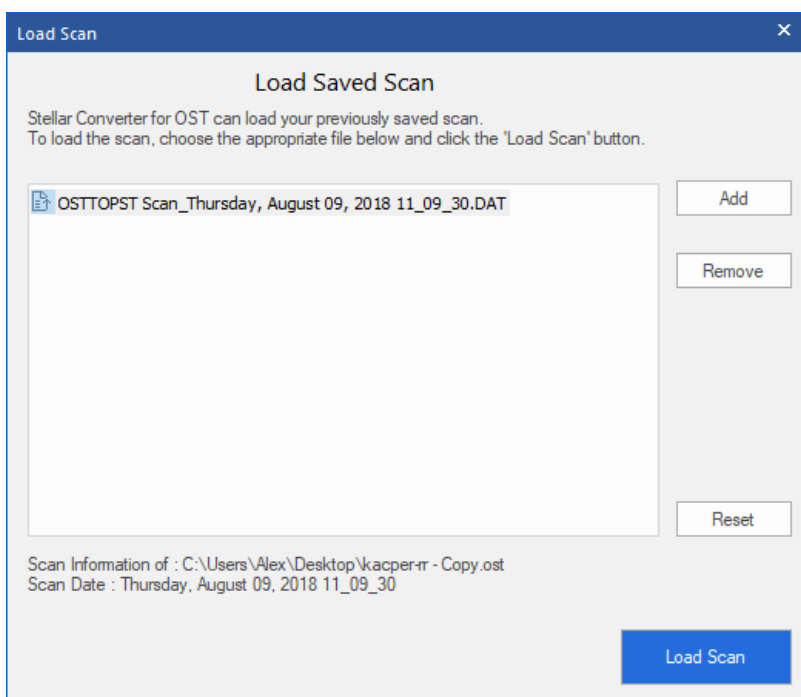
2. **Save Scan Information** window will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved in .DAT file format.
3. A message box appears, click **OK**.

### Load Scan Information

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

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

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



2. **Load Scan** window will appear. It displays a list of saved scan information file existing in the system.

3. In case the file you desire is not in the list, click **Add** button and select the desired DAT file.
4. Click **Open**.
5. The file you added is displayed in the load scan window. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

**Note:** *You can select only one file at a time to start the process of scanning.*



## 3.9. Changing the Software Language

To use **Stellar Converter for OST - Technician** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

**Here are the steps to change the language:**

1. Run **Stellar Converter for OST - Technician**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
  - **English**
  - **French**
  - **German**
  - **Italian**
  - **Spanish**
4. Select the desired language. The software language will be changed accordingly.

## 4. Frequently Asked Questions (FAQs)

### 1. What does Stellar Converter for OST - Technician do?

The **Stellar Converter for OST - Technician** converts OST file and provides options to export data to Live Exchange Server, Existing Outlook Profile and Office 365. Also, provides options to save data in PST, MSG, EML, RTF, HTML, PDF, DBX and MBOX formats.

### 2. What is an OST file?

OST (Offline Storage Table) file represents the user's mailbox data in offline mode. An Exchange account uses an offline Outlook data file i.e. OST file, to store a synchronized copy of your Exchange mailbox information on your local computer or the local machine. Therefore, an OST file is automatically created when you configure the Exchange Server account on Microsoft Outlook.

### 3. I am not aware of the OST file location. How do I select the file for conversion to PST?

**Stellar Converter for OST - Technician** can help you find OST file on your system. There is a dedicated Find option in the software through which you can locate a particular OST file and convert it.

### 4. I had run the demo and can see preview correctly in convert OST window. Do I need to rescan the file?

Not at all, through the Demo version, you can preview the converted file after scanning. This special feature has been included in the tool to make sure that you can first preview the conversion results of your OST file and only when you are satisfied with the results, you should decide to make the purchase and save your converted files.

### 5. I want to recover permanently deleted emails from my OST file. Will Stellar Converter for OST - Technician help?

Yes, the software scans and recover your permanently deleted emails from OST file. Before saving the deleted items you can preview them as well. These deleted items will be shown in red color while previewing.

### 6. Can we exclude the deleted items from the converted mailbox while saving?

Yes, select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

### 7. How much time will Stellar Converter for OST - Technician software takes to convert an OST file?

The conversion time depends upon the size of the OST file and also on the number of mailbox items in the mailbox.

#### **8. I got an error "Invalid OST file" while scanning. What could be the reason?**

There could be the following reasons for this error message:

- The OST file is severely corrupted or not in a state to be converted.
- The OST file is not valid.
- The file could not be accessed.

#### **9. I have converted my old OST file. But I'm unable to find my contacts. How can I find them?**

You can easily locate and access your contacts by following these simple steps:

- Import your new PST file into **MS Outlook**.
- Open **MS Outlook**.
- Then press "**Ctrl+Shift+F**".
- "**Find Message / Advanced Find**" window will open. Please select "**Contacts**" under "**Look For**" tab.
- Click on the "**Browse**" button and select the imported PST file.
- Then, click "**Find Now.**"
- Now you will be able to see all the contacts that you were able to preview with the software's demo version. You may select the entire contacts listed and drag it to your original contacts list, so that you may use it further.

#### **10. Can I convert an OST file of size more than 2 GB?**

Absolutely yes, this tool is capable of converting OST files having a size greater than 2 GB. Please download the demo version and scan your OST file. You can preview all emails and other mailbox items that are converted into this tool.

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

Certainly. The software provides you an option to save and view log reports at any point in time. To view and save log reports just follow the following steps:

- On **View Ribbon**, select '**View Log Report.**'
- On **Stellar Converter for OST - Technician** window, click '**Save Log**' and save it at the desired location to view it any time. To know more refer to Log Report.

## **12. Should Microsoft Outlook be installed in my system while I convert my OST file and with which version it works well?**

Microsoft Outlook is not required while converting and previewing OST file, but it must be installed in your system to use save options. The software is compatible with the following versions:

**Microsoft Outlook:** Office 365 / 2019 / 2016 / 2013 / 2010 / 2007.

## **13. What does the compact feature of Stellar Converter for OST - Technician do?**

As the name suggests, the compact feature of **Stellar Converter for OST - Technician** helps to reduce the size of converted PST files and attachments on MS Exchange Server. It has various options for attachments of emails that are selected for compaction and extraction.

## **14. Why do I need to compact the PST files?**

MS Outlook stores all data such as emails, personal data, calendar, tasks, etc. in a PST file. Eventually, the file becomes oversized. Such PST files are prone to corruption, so you need to compact them. **Stellar Converter for OST - Technician**, has a compaction feature that helps to compact the PST file.

## **15. Can I extract all my attachments in a separate folder while compacting the PST file?**

Yes, you can extract the attachments in a separate folder. There are two options to do it Extract and save attachments to a folder (No interlinking is lost) or **Extract, compress and save attachments to a folder (No interlinking is lost)** option. The attachments remain as shortcut links in the emails.

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

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

## **17. Can I restore the links of attachments to the PST file?**

Yes, you can restore the links by using the **Relink Attachment Folder**. You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or **Extract, compress and save attachments to a folder (No interlinking is lost)** option.

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

To resolve this problem, follow the below-mentioned steps:

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

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

There are three ways to split a PST file using **Stellar Converter for OST - Technician**. They are as follows:

- **By Mail ID** - You can select email ids under **Mail IDs** scroll box to split the PST file according to email ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the new PST file, and no change is required to be done to the source file. To know more refer to **Filter by Mail ID**
- **By Date Range** - You can select **Split By Date Range** checkbox and then select either of the two options:
  - Select **in the last** radio option if you want to split the PST file according to months. All emails that are sent and received in the specified months will be stored in the new PST file
  - Select **between** radio option if you want to split the PST file according to a specific period. All emails from the specific period will be stored in the newly created PST file. Select the start and end date from the list boxes. To know more refer to **Filter by Date Range**
- **By Size** - You can select **Split by Size** checkbox and then split the PST file to a maximum size of 50 GB. Either enter the digit or using an upward or downward arrow set the number as per your requirement. With this option, you will get multiple split PST files. To know more refer to **Split by Size**

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

## 20. I have an OST file exceeding 50 GB of size, does the new PST file generated will have the same size as that of source OST file?

For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files depends on the version of Outlook installed on your

computer:

If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

## **21. When I enter the Mail ID and Password to export data to Office 365, the system shows an error. What can I do?**

The software shows an error because of the following reasons:

- If the credentials (Admin ID and Password) you have entered are incorrect.
- The Admin credentials you have entered do not have required permissions to export data to Office 365.
- There is a connection failure with the internet. In that case, check your network connection and try again. If your internet is working, check your firewall and anti-virus software settings for any blockage.
- There is a server issue because of which the server is unable to create a connection with Office 365. Check if you can connect to Office 365 outside the **Stellar Converter for OST - Technician** software and try again.

## **22. After saving my converted mailbox in PST format. How to view and access the mailbox items?**

After you have saved the converted mailbox in PST format, you can import the PST file in MS Outlook. See Importing PST file in MS Outlook, to know how to import the PST file.

## **23. Can I convert multiple OST files into PST files?**

Yes, you can convert multiple OST files into PST files using **Batch Conversion** from **Home** ribbon. This feature is not available in the demo version.



# **Stellar Converter for OST - Technician**

## **Batch Conversion Module**

**User Guide 11.0**

# 1. About Stellar Converter for OST - Technician

**Stellar Converter for OST - Technician**, has a **Batch Conversion Module** that allows you to convert multiple OST files to PST files.

The software also provides options to convert and split files as per date or size and to create a batch file. A batch file can be used to resume the convert and split process at a later stage and contains information such as file selection, source location, destination path for the output files, start date, end date, size, status, or any other detail as required by the process.

## Key Features:

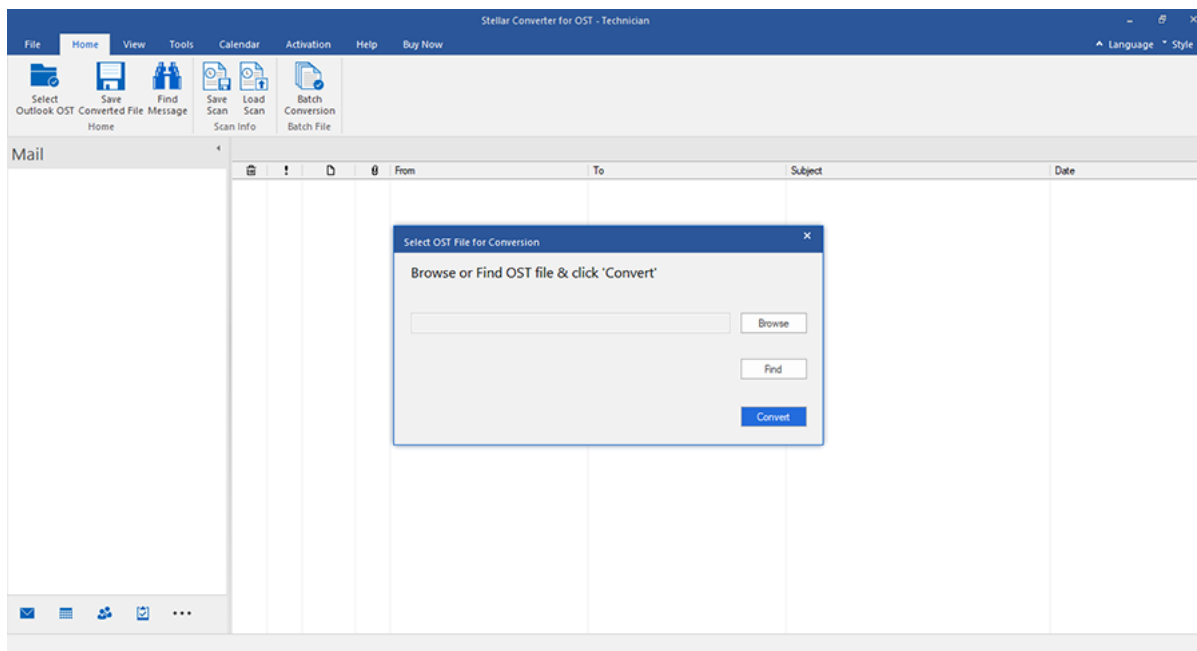
- **Batch Conversion** - Converts multiple OST files to PST files in a single conversion cycle.
- **Recover Deleted E-mails** - Supports recovery of deleted items.
- **Split Output PST files** - Supports splitting of Mailbox files by Date or Size.
- **Save Preferences as a Batch File** - Option to save your preferences into a batch file (.DAT), to resume the conversion and splitting of files at a later stage.
- **Preserve Source Files** - The software doesn't make any changes to the original files.
- **Source OST File Support** - Supports 2019, 2016, 2013, 2010 and 2007 OST files.
- **MS Outlook Support** - Supports Office 365, 2019, 2016, 2013, 2010 and 2007.



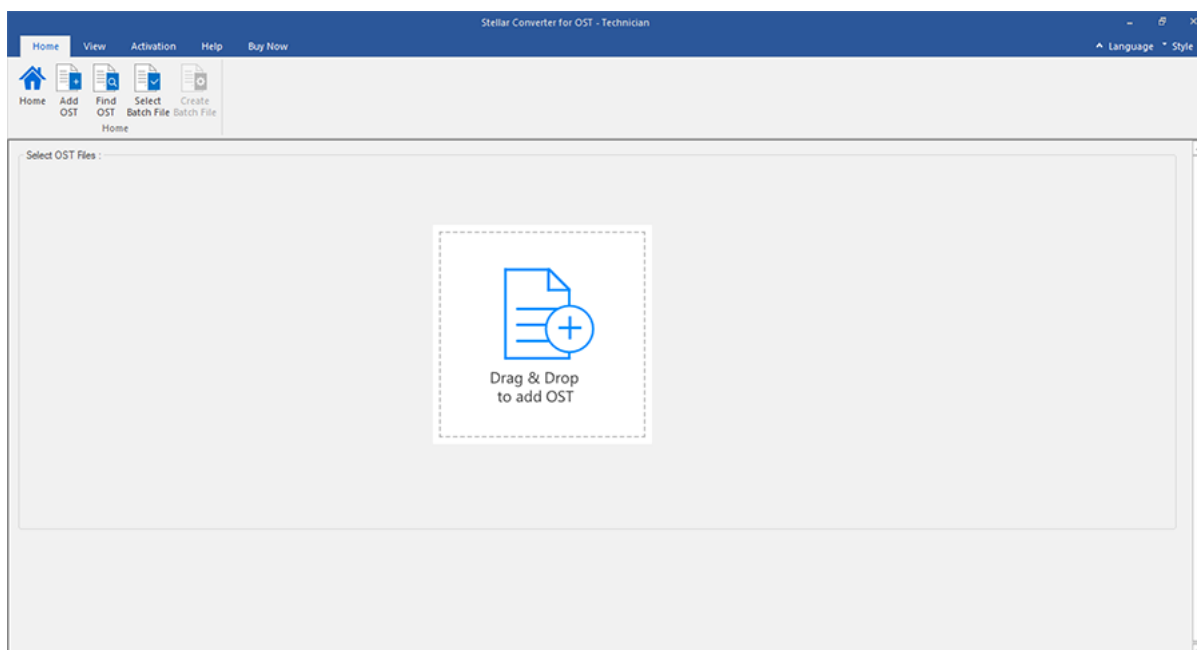
## 2. User Interface

Batch Conversion module of **Stellar Converter for OST - Technician**, has a simple and easy Graphical User Interface (GUI), which resembles the GUI of MS Office.

Launch **Stellar Converter for OST - Technician**, click **Batch Conversion** from the **Home** ribbon.



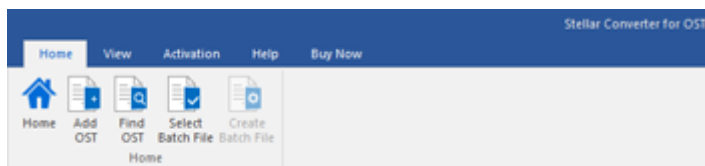
The main user interface of the Batch conversion module appears as shown below:



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

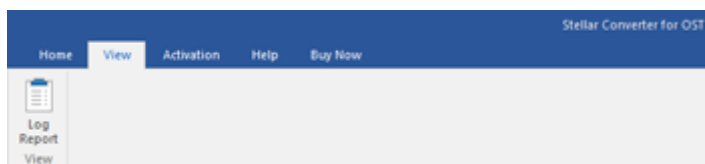
## 2.1. Ribbons

### 1. Home Ribbon



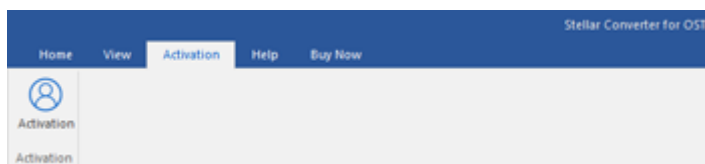
- **Home:** Use this option to go to the home screen of the software.
- **Add OST:** Use this option to add the OST files which you want to convert.
- **Find OST:** Use this option to search OST files from the system.
- **Select Batch File:** Use this option to select a batch file.
- **Create Batch File:** Use this option to create a batch file to resume the conversion of selected OST files at a later stage.

### 2. View Ribbon



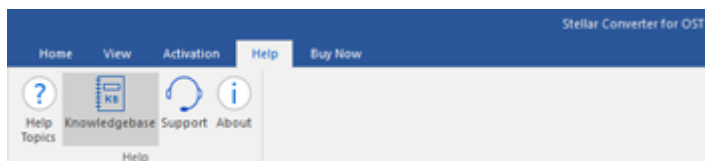
- **Log Report:** Use this option to view/save the log report.

### 3. Activation Ribbon



- **Activation:** Use this option to activate the software.

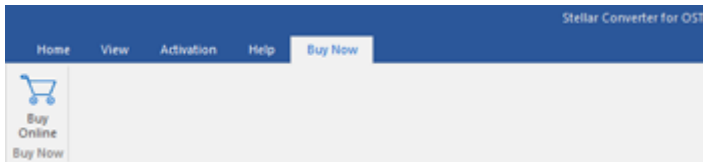
### 4. Help Ribbon



- **Help Topics:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit [Knowledgebase](#) articles of [stellarinfo.com](http://stellarinfo.com)

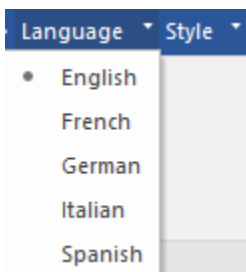
- **Support:** Use this option view the [support page](#) of [stellarinfo.com](#)
- **About:** Use this option to read information about the software.

## 5. Buy Now Ribbon



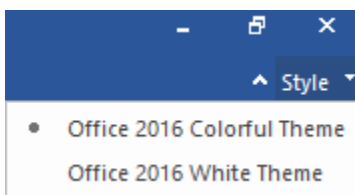
- **Buy Online:** Use this option to [buy](#) **Stellar Toolkit for Outlook**.

## 6. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

## 7. Style Ribbon



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

## 2.2. Buttons

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



Home

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



Add  
OST

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



Find  
OST

Click this button to search OST files from the system.



Select  
Batch File

Click this button to select a batch file.



Create  
Batch File

Click this button to create a batch file to resume the conversion of selected OST files at a later stage.



Log  
Report

Click this button to view/save the log report.



Activation

Click this button to activate the software.



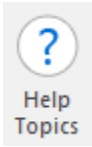
Buy  
Online

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

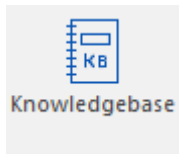


Support

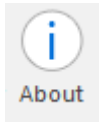
Click this button to view the support page of [stellarinfo.com](http://stellarinfo.com).



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



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



Click this button to read information about the software.

## **3. Working with the software**

3.1. Add OST Files

3.2. Find OST Files

3.3. Select Conversion Option

3.4. Create and Manage Batch Files

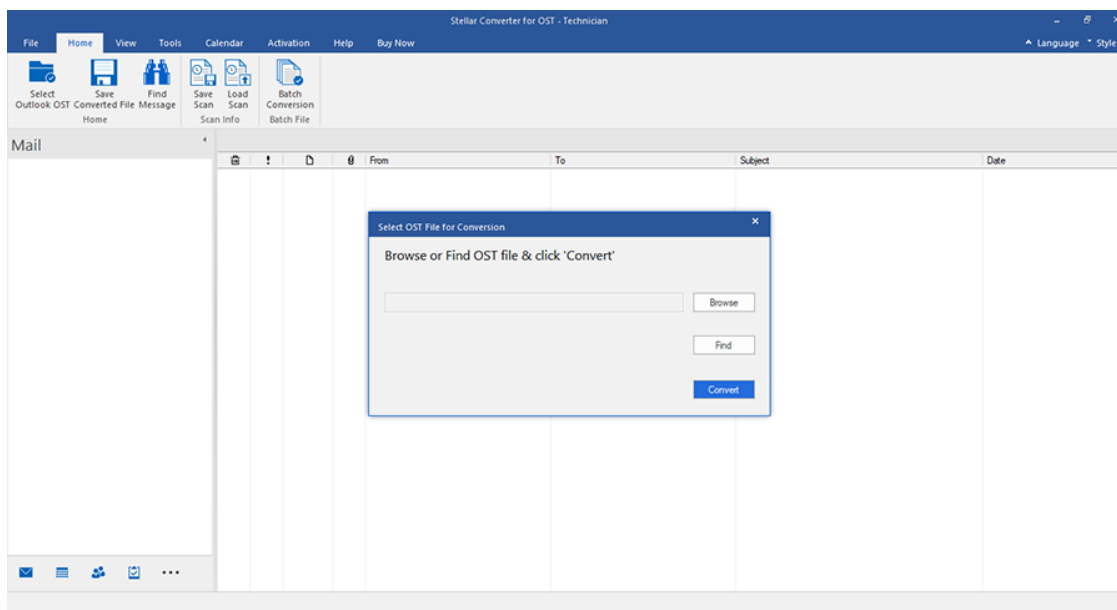
3.5. View and Save Log Report

## 3.1. Add OST Files

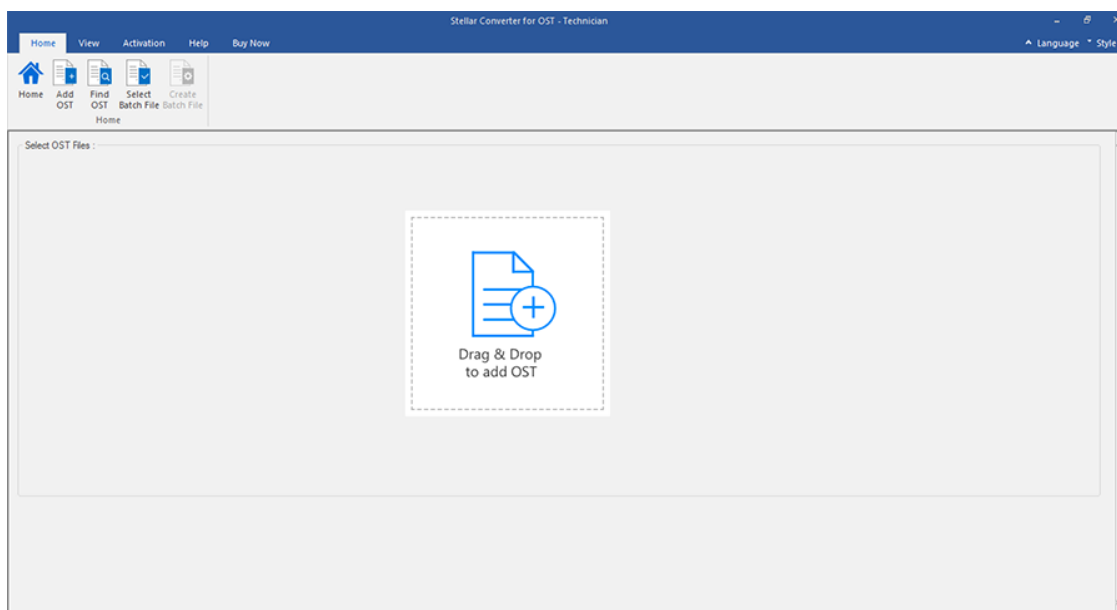
To start the conversion process, you have to add files to the Batch Conversion module of **Stellar Converter for OST - Technician**. You can add multiple files to the software.

### Steps to add OST Files:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon, click **Batch Conversion** button.

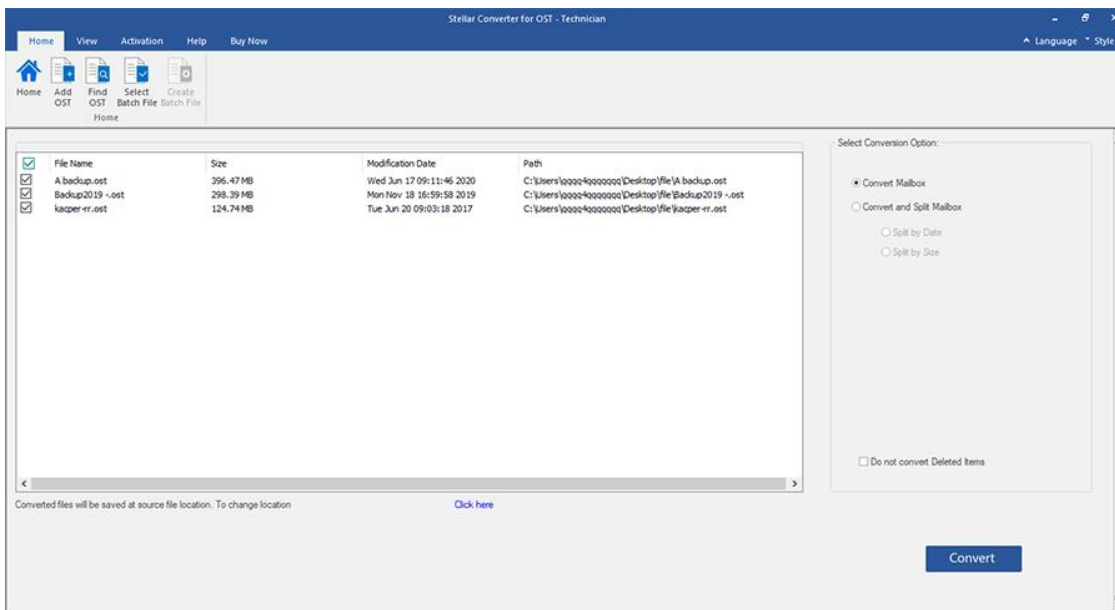


3. The Batch Conversion module appears as shown below.



4. Click **Add OST** from **Home** ribbon of Batch Conversion module.

5. An **Open** window appears. Browse and select the desired OST files and then click **Open**.



Or,

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

Or,

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

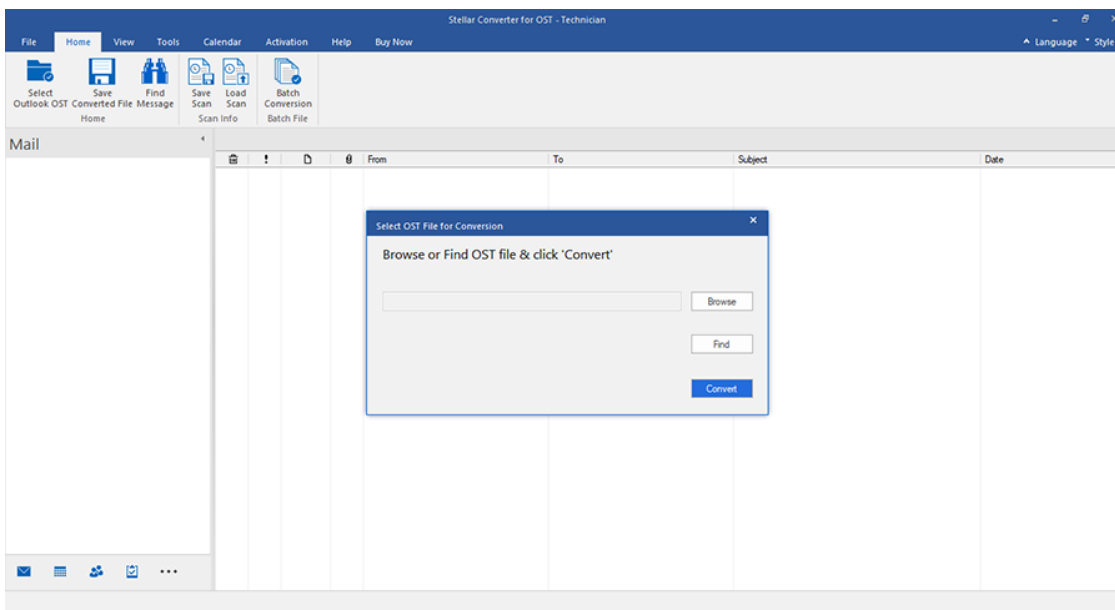


## 3.2. Find OST Files

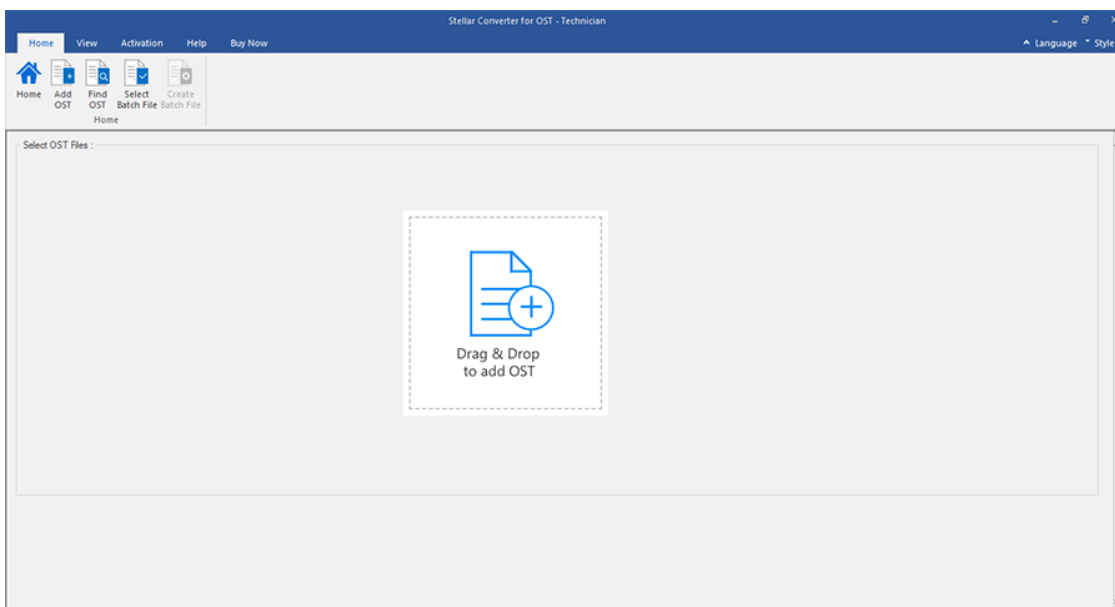
**Stellar Converter for OST - Technician**, allows you to find OST files on your computer's hard drive, in case you don't know their location. With the help of find OST option, you can find OST files in any folder, sub-folder, or in an entire volume on your system.

### Steps to find an OST File:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon, click **Batch Conversion** button.

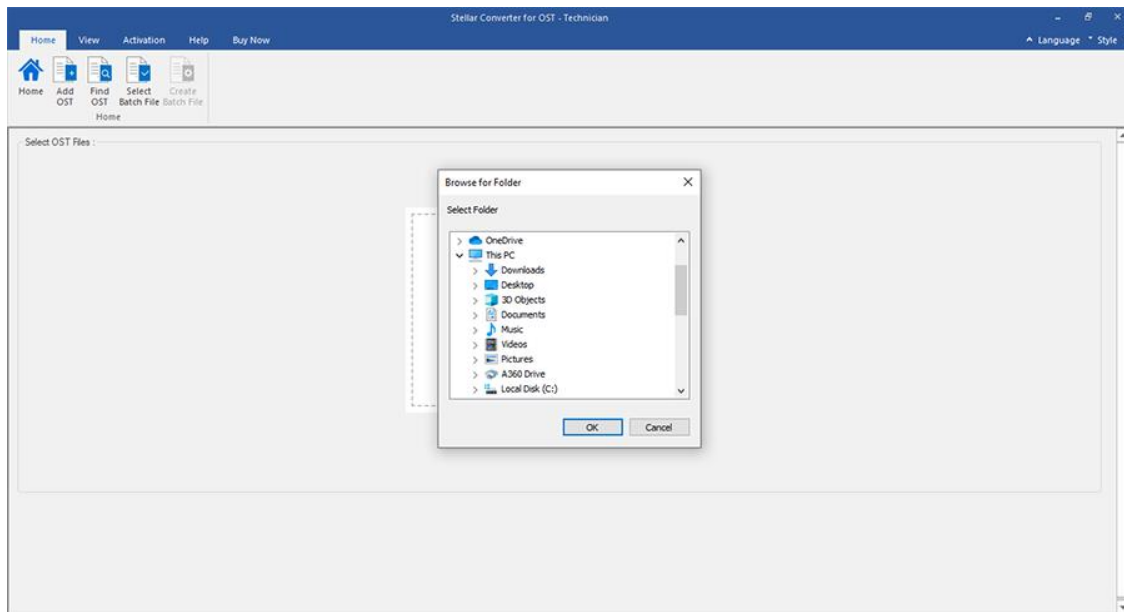


3. The Batch Conversion module appears as shown below.



4. Click **Find OST** from **Home** ribbon of the Batch Conversion module.

5. **Browse for Folder** window appears. Select the drive or folder you want to search for OST files and then click **OK**.



6. After the completion of the searching process, a list of OST files found in the selected drive or folder is displayed on the screen.

### 3.3. Select Conversion Option

Batch Conversion Module of **Stellar Converter for OST - Technician**, provides you different features to convert Multiple OST files to PST files and also convert large OST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of the original file. Thus **Stellar Converter for OST - Technician** never causes any damage to your original file.

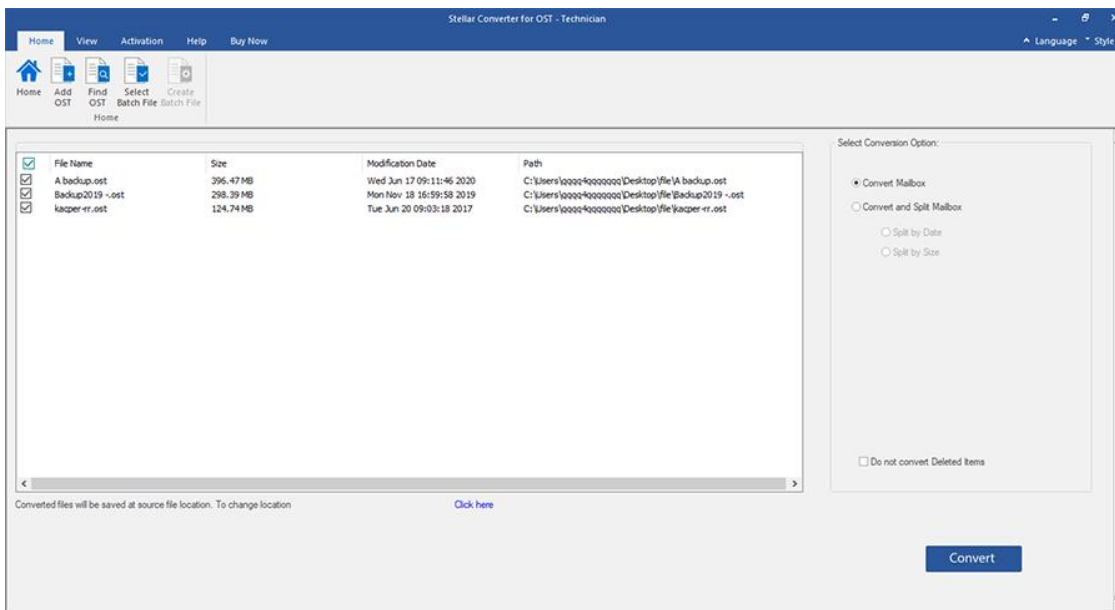
1. Convert Mailbox
2. Convert and Split Mailbox

## 3.3.1. Convert Mailbox

Convert Mailbox is one of the conversion methods to convert single or multiple OST files to PST files.

### Steps to convert OST Files :

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.



3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

**Note:** Uncheck the checkbox for the file where conversion is not required.

4. On the right pane of the screen, conversion options are displayed. From **Select Conversion Option** section, select the **Convert Mailbox** option and click **Convert**.

**Note:** If you want to change the destination path of the converted files then click '**Click here**' link.

**Note:** If you want to reset the destination path of the converted files then click '**Reset**' link.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

5. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

**Note:** See View and Save Log Report to know the saving log report process.

**Note:** Close **Microsoft Outlook**, if open, before converting the OST file.

### 3.3.2. Convert and Split Mailbox

**Convert and Split Mailbox** option allows you to convert and split mailbox files into smaller files. It gives two different options, choose any of them as per your requirement:

1. Split by Date
2. Split by Size

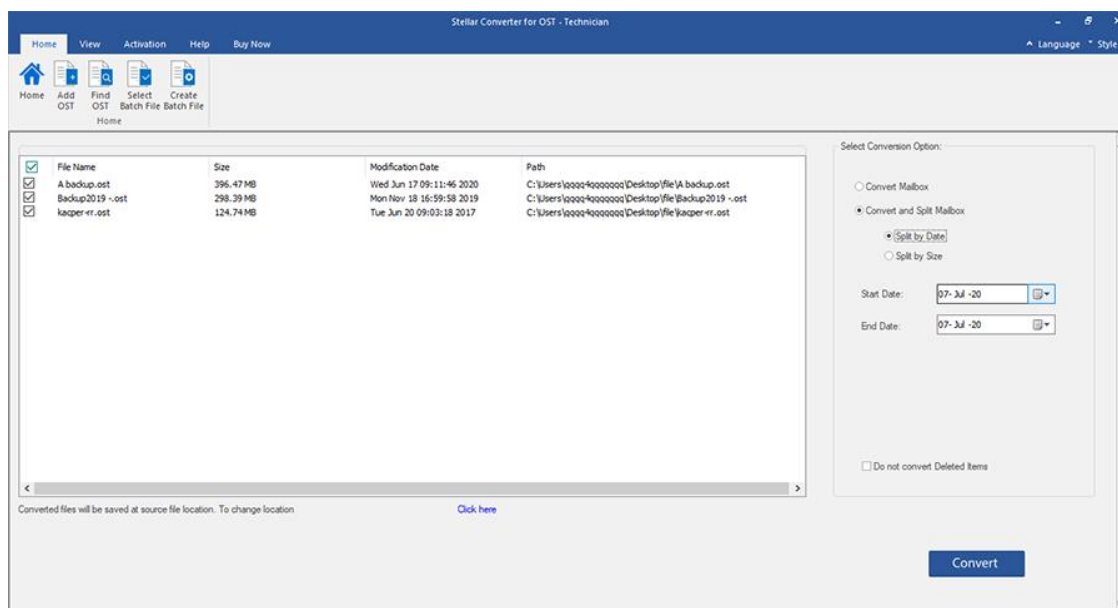
### 3.3.2.1. Split by Date

Split by Date is one of the conversion options which is used to convert and split mailbox file under a specific date range, as per your requirement.

#### Steps to convert and split OST Files by Date:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

**Note:** Uncheck the checkbox for the file where conversion is not required.



4. On the right pane of the screen, conversion options are displayed. From the **Select Conversion Option** section, select **Convert and Split Mailbox** option. By default, the **Split by Date** option is selected.

- From the **Start Date** option specify the start date of the date range for the selected file.
- From the **End Date** option specify the end date of the date range for the selected file.

5. Click **Convert**.

**Note:** If you want to change the destination path of the converted files then click the '**Click here**' link.

**Note:** If you want to reset the destination path of the converted files then click the '**Reset**' link.

**Note:** Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.

6. A **Save Batch File** window appears. Here, select the destination path where you want to save the batch file.

7. To know more what is the batch file click on 'What is batch file?' link.
8. Click **OK** to start the conversion process.
9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

***Note:** See View and Save Log Report to know the saving log report process.*

***Note:** Close **Microsoft Outlook**, if open, before converting the OST file.*

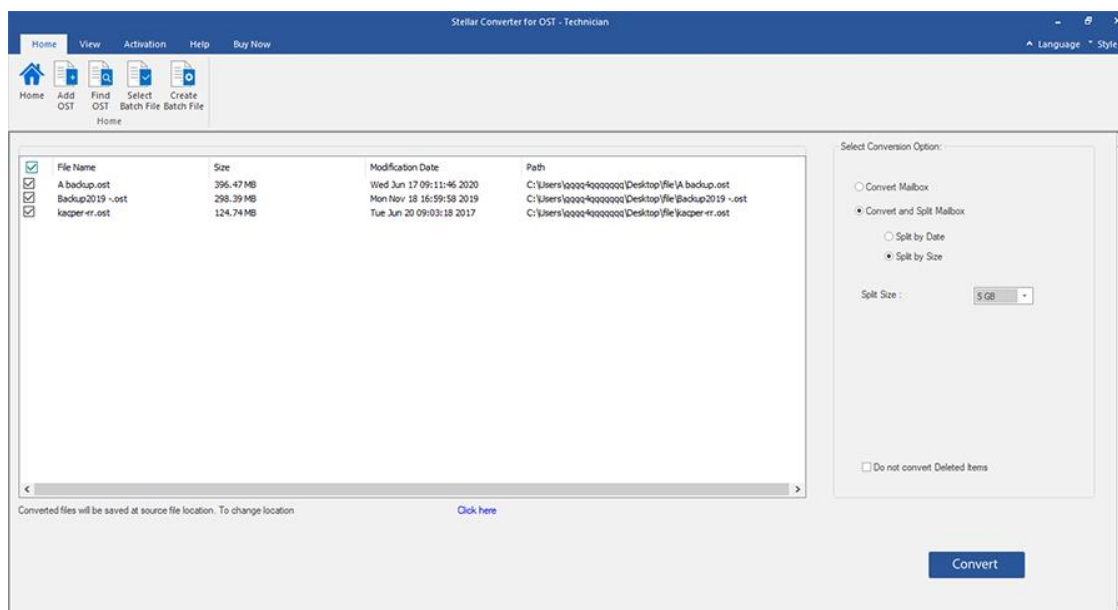
## 3.3.2.2. Split by Size

Split by Size is one of the conversion options which is used to convert and split mailbox file under a specific size as per your requirement.

### Steps to convert and split OST Files by Size:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

**Note:** *Uncheck the checkbox for the file where conversion is not required.*



4. On the right pane of the screen, conversion options are displayed. From **Select Conversion Option** section, select **Convert and Split Mailbox** option. Choose **Split by Size** option.

- From the **Split Size** drop-down list, you can select a size to split the PST file according to preset sizes. By using this option, you will get multiple split PST files. You can choose the split file size to be either **5 GB / 10 GB / 20 GB / 30 GB or 50 GB**.

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

**Note:** *For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:*

- *If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size.*
- *If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.*

5. Click **Convert**.



**Note:** *If you want to change the destination path of the converted files then click the '**Click here**' link.*

**Note:** *If you want to reset the destination path of the converted files then click the '**Reset**' link.*

**Note:** *Select the checkbox "**Do not convert Deleted Items**" to exclude the deleted items from the converted file.*

6. A **Save Batch File** window appears. Here, select the destination path where you want to save the batch file.

7. To know more what is the batch file click on 'What is batch file?' link.

8. Click **OK** to start the conversion process.

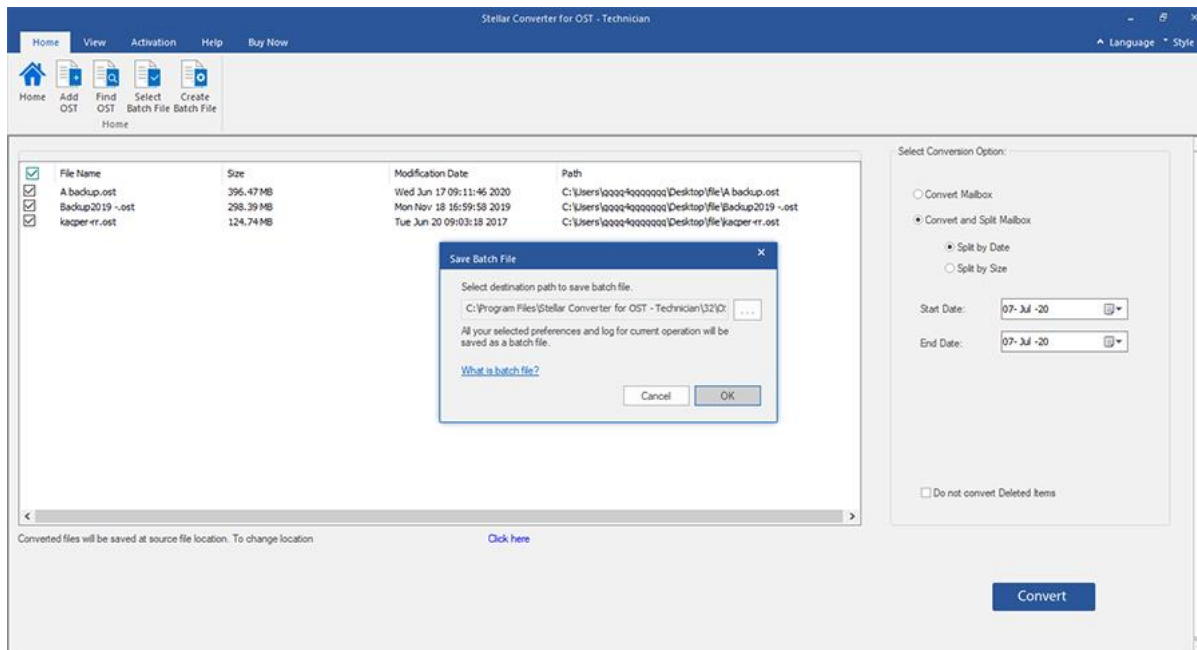
9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

**Note:** *See View and Save Log Report to know the saving log report process.*

**Note:** *Close **Microsoft Outlook**, if open, before converting the OST file.*

## 3.4. Create and Manage Batch Files

**Stellar Converter for OST - Technician**, provides you an option to create a batch file. A batch file can be used to resume the convert and split process at a later stage and contains information such as file selection, source location, destination path for the output files, start date, end date, size, status, or any other detail as required by the process. It can also be used to review the number of files processed or to get information about the selected files.



### Steps to create Batch File:

1. Run **Stellar Converter for OST - Technician**.
2. See Add OST Files and Find OST Files, to know how to select OST files.
3. On the left pane of the screen, listed OST files are displayed. By default, they all are selected.

**Note:** Uncheck the checkbox for the file where conversion is not required.

4. On the right pane of the screen, conversion options are displayed. From the **Select Conversion Option** section, select **Convert and Split Mailbox** option. Choose any one option, as per your requirement.

**Note:** You can create batch file only when "Convert and Split Mailbox" option is selected.

5. From **Home** ribbon click **Create Batch File** to open **Save Batch File** window.
6. Select the destination path to save batch file and click **OK**.
7. A **Batch File** dialog box appears with a message, "**Batch file created successfully**".

**Note:** Alternatively, **Save Batch File** window appears when you click on **Convert**.

## Steps to select Batch Files:

1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon click **Batch Conversion** button to open Batch Conversion module.
3. From **Home** ribbon, click **Select Batch File** button.
4. A **Select Batch File** window appears. Here, you have to select the batch file that you want to convert.
5. An **Open** window appears. Browse and select the desired batch file and then click **Open**.
6. It will return to the **Select Batch File** window, click **OK**.
7. On the left pane of the screen, selected OST files are displayed.

**Note:** *Uncheck the checkbox for the OST file where conversion is not required.*

8. On the right pane of the screen, conversion options are displayed.

**Note:** *Batch file once created with the category either (Split by Date or Split by Size) cannot be changed at this stage. Also new OST files cannot be added.*

9. Click **OK** to start the conversion process.
10. Once completed, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**". If you want to view the Log Report, click **View Log** or else click **Cancel**.

**Note:** *See View and Save Log Report to know the saving log report process.*

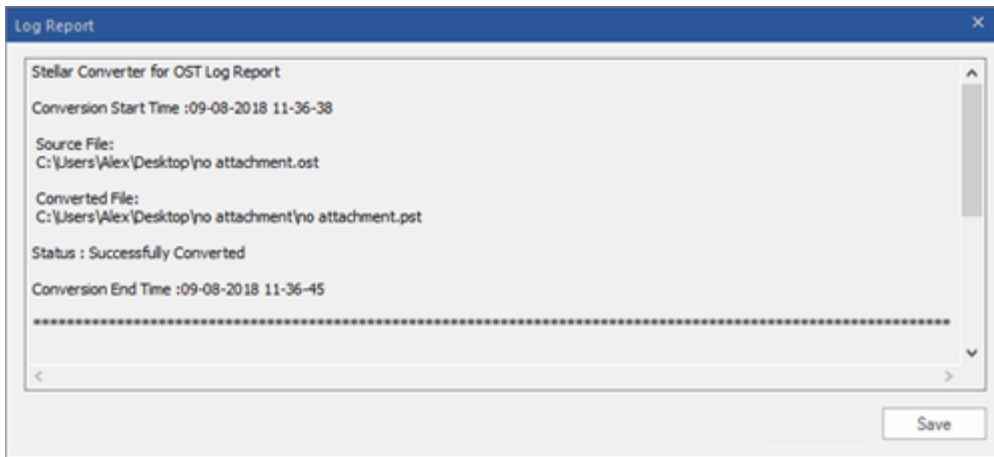
**Note:** *If the **Reset Selection** window opens, indicating that the action will clear currently added OST files. Click **YES** to proceed.*

### 3.5. View and Save Log Report

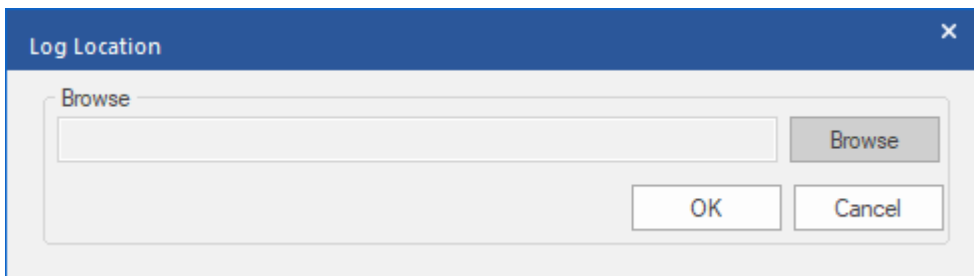
With **Stellar Converter for OST - Technician**, you can save the **Log Report** to analyze the conversion process at a later stage.

#### Steps to save Log Report:

1. From **View** ribbon, click **Log Report**.
2. In the **Log Report** window, click **Save**.



3. A **Log Location** window appears. Use the **Browse** button to save the Log Report at the desired location and click **OK**.



4. **Log Report Saved** dialog box appears and shows the location where the Log Report is saved with date and time.
5. Click **OK** to finish the saving process.

## 4. Frequently Asked Questions (FAQs)

### 1. Where is the converted file saved if I select a file from the select batch option?

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

### 2. Where is my batch file saved if I don't change its path?

The batch file is saved in the setup folder located under Program files as **OST2PSTBatch\_date\_time\_time/size.dat**.

### 3. If I select multiple files having the same name from different locations saved at a common destination path. Then how would I recognize my converted file?

The converted file is saved to the destination path with the same name as that of the file along with the log report in case all the files have the same name is saved with format filename\_0, filename\_1, and so on.

### 4. I have forgotten the path of my OST file. Can I search for the OST file using the software?

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

### 5. How much time Stellar Converter for OST - Technician software takes to convert an OST file to PST mailbox?

The conversion time depends upon the size of the OST file and also on the number of mailbox items in the mailbox.

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

Certainly. The software gives you an option to save and view log reports at any point in time. To view and save log reports follow the following steps:

- On **View** ribbon, select '**Log Report**.'
- In **Stellar Converter for OST - Technician** window, click '**Save Log**' and save it at the desired location for viewing at any time. To know more refer to Log Report.

### 7. What is an OST file?

OST (Offline Storage Table) file represents the user's mailbox data in offline mode. An Exchange account uses an offline Outlook data file i.e. OST file, to store a synchronized copy of your Exchange mailbox information on your local computer or the local machine. Therefore, an OST file is automatically created when you configure the Exchange Server account on Microsoft Outlook.

## **8. What is a batch file?**

A batch file keeps all the settings and inputs of the user to convert and split multiple files. A batch file contains all the information required to convert and split OST files such as some files selected, their location path, destination path of the output file, start date, end date, processed status or any other detail as required by the process.

It can be used as an input file once it is created. It can also be used to review the number of files processed or to get information about selected files.

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

The default location of the batch file will be in the installation folder of the software.

## **9. I have an OST file exceeding 50 GB of size, does the new PST file generated will have the same size as that of source OST file?**

For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

- If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size.
- If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.



# **Stellar Merge Mailbox for Outlook**

**User Guide 7.0**

# 1. About Stellar Merge Mailbox for Outlook

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

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

## Key Features

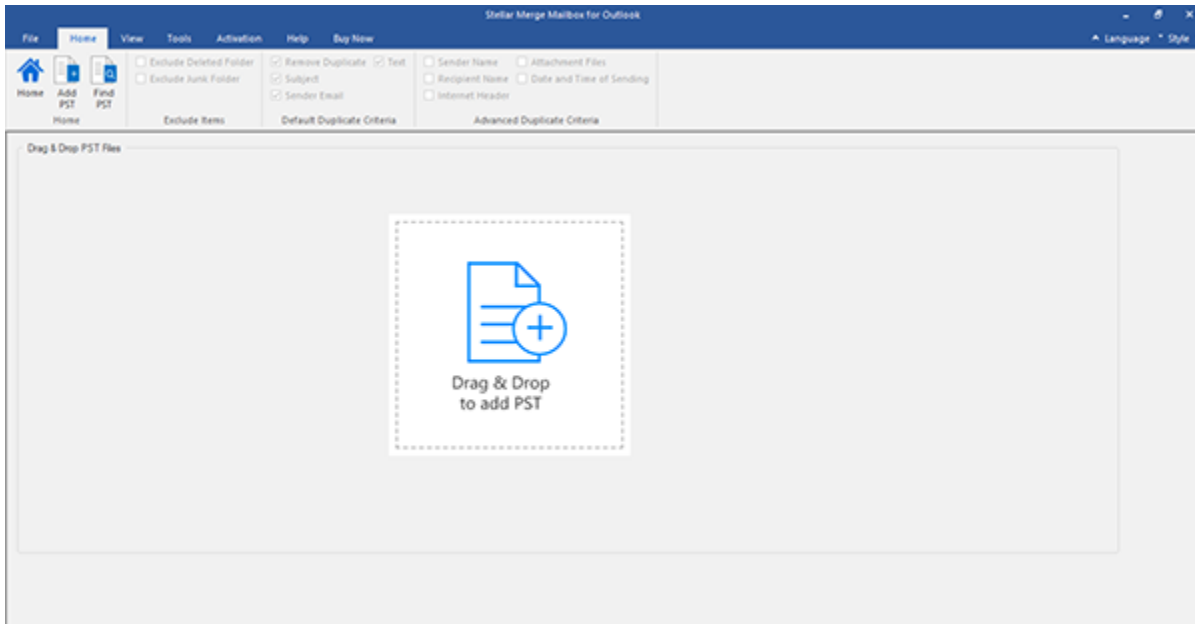
- Merge and Join multiple outlook files.
- Provides Merge and Join PST saving options (New PST, Existing PST, Outlook Profile, Office 365, Exchange Server).
- Maintains the integrity of the original PST files while merging them.
- Allows saving the new PST file at user defined location.
- Supports password protected PST files.
- Option to exclude Duplicate Items while merging PST files.
- Option to Exclude Deleted Items and Junk Items.
- Option to Drag and Drop PST files.
- Filter items to provide more space.
- Supports MS Outlook 2019, 2016, 2013, 2010, 2007, 2003 and Office 365.
- Compatible with Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2012 and Windows Server 2008.



## 2. User Interface

**Stellar Merge Mailbox for Outlook** software has a very easy to use Graphical User Interface. The user interface contains features required for merging / joining Outlook PST files.

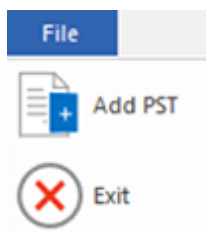
After launching the program, you will see the main user interface as shown below:



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

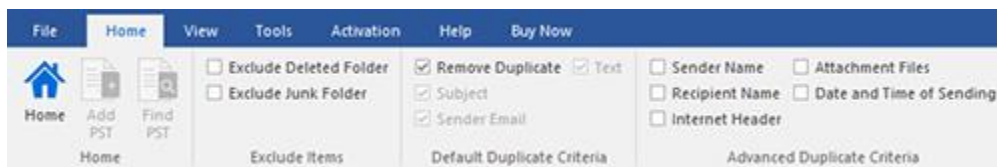
## 2.1. Menus and Buttons

### 1. File Menu



- **Add PST:** Use this option to add the PST files which you want to merge.
- **Exit:** Use this option to close the software.

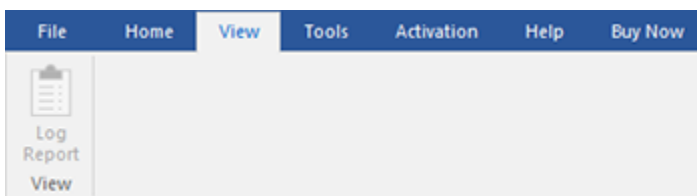
### 2. Home Menu



- **Home:** Use this option to go to the home screen of the software.
- **Add PST:** Use this option to add the PST files which you want to merge.
- **Find PST:** Use this option to search PST files from the system.
- **Merge PST:** Use this option to merge all folders of selected PST files in a new or existing PST file.
- **Join PST:** Use this option to join PST files by creating new folder for each selected PST file.
- **Stop:** Use this option to stop the merge process.
- **Exclude Deleted Folder:** Click this option to exclude deleted items.
- **Exclude Junk Folder:** Click this option to exclude junk email folder.
- **Remove Duplicate:** Click this option to remove the duplicate items from a PST file during merging process.
- **Subject:** Two mails will be regarded as duplicate if their subject is same. This is checked by default.
- **Sender Email:** Two mails will be regarded as duplicate if they are sent by same Email ID. This is checked by default.

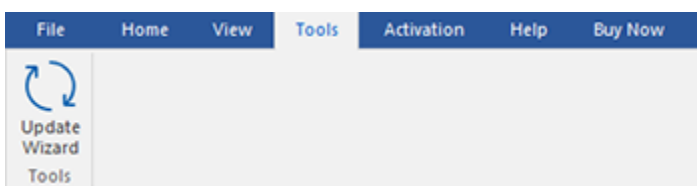
- **Text:** Two mails will be regarded as duplicate if their content is same. This is checked by default.
- **Sender Name:** Two mails will be regarded as duplicate if their sender name is same.
- **Recipient Name:** Two mails will be regarded as duplicate if their receiver name is same.
- **Internet Header:** Two mails will be regarded as duplicate if their internet header is same.
- **Attachment Files:** Two mails will be regarded as duplicate if they have same attachment.
- **Date and Time of Sending:** Two mails will be regarded as duplicate if their date and time of sending is same.

### 3. View Menu



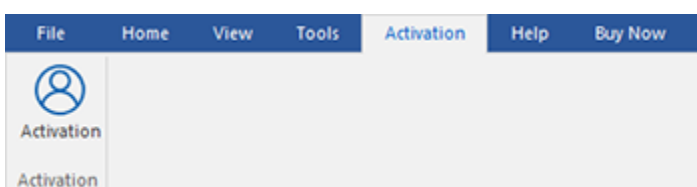
- **Log Report:** Use this option to view / save the log report.

### 4. Tools Menu



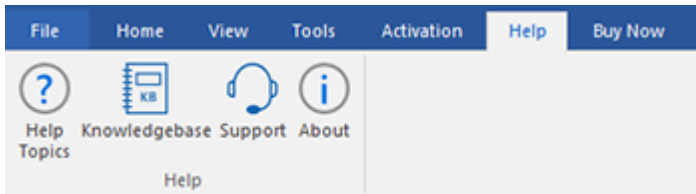
- **Update Wizard:** Use this option to check for both, latest minor and major versions available online.

### 5. Activation Menu



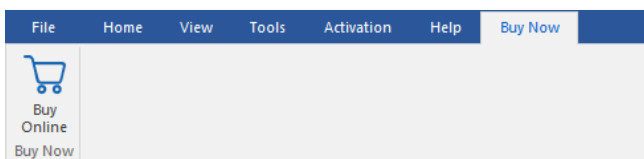
- **Activate:** Use this option to activate the software after purchasing.

## 6. Help Menu



- **Help:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read information about the software.

## 7. Buy Now Menu



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

## 8. Language Button:



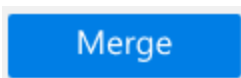
- **Language :** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

## 9. Style Button



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

## 10. Merge Button



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

## 11. Join Button



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

## 12. Stop Button



- Click this button to stop the merge and join process.

## **3. Working with the Software**

3.1. Add PST Files

3.2. Find PST Files

3.3. Saving Options

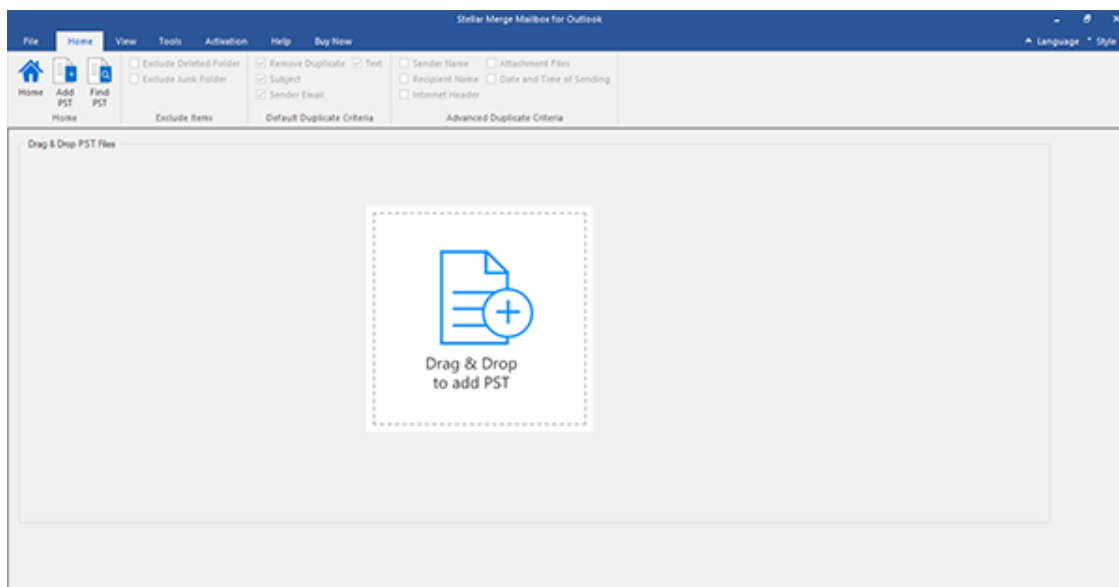
3.4. View and Save Log Report

## 3.1. Add PST Files

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

**To add PST files:**

1. Run **Stellar Merge Mailbox for Outlook**.
2. From the **Home** menu, click **Add PST** icon. *Open* dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

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

Or,

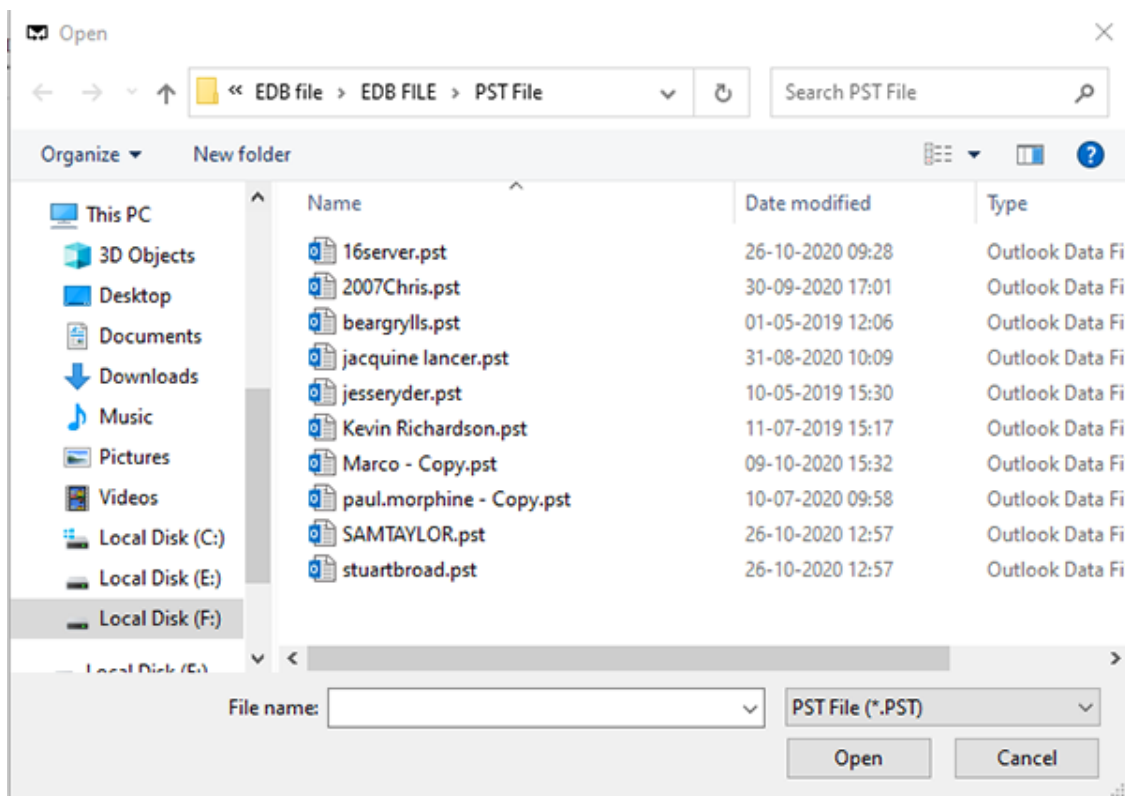
3. Open Windows Explorer to Drag & Drop the desired file(s) to the application.

## 3.2. Find PST Files

**Stellar Merge Mailbox for Outlook** allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of '**Find PST**' option, you can find PST files in any folder, subfolder or an entire volume in your system.

### To Find a PST File:

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



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



### 3.3. Saving Options

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

#### Merge PST Files:

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

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

**Saving Options**

Merge PST

Merge to new PST File       Merge to Office 365

Merge to existing PST File       Merge to Exchange Server

Merge to Outlook Profile

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

Join to new PST File       Join to Office 365

Join to existing PST File       Join to Exchange Server

Join to Outlook Profile

Select destination to save PST :

F:\EDB file\EDB FILE\PST File     

#### Join PST Files:

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

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

**Saving Options**

Merge PST

Merge to new PST File       Merge to Office 365

Merge to existing PST File       Merge to Exchange Server

Merge to Outlook Profile

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

Join to new PST File       Join to Office 365

Join to existing PST File       Join to Exchange Server

Join to Outlook Profile

Select destination to save PST :

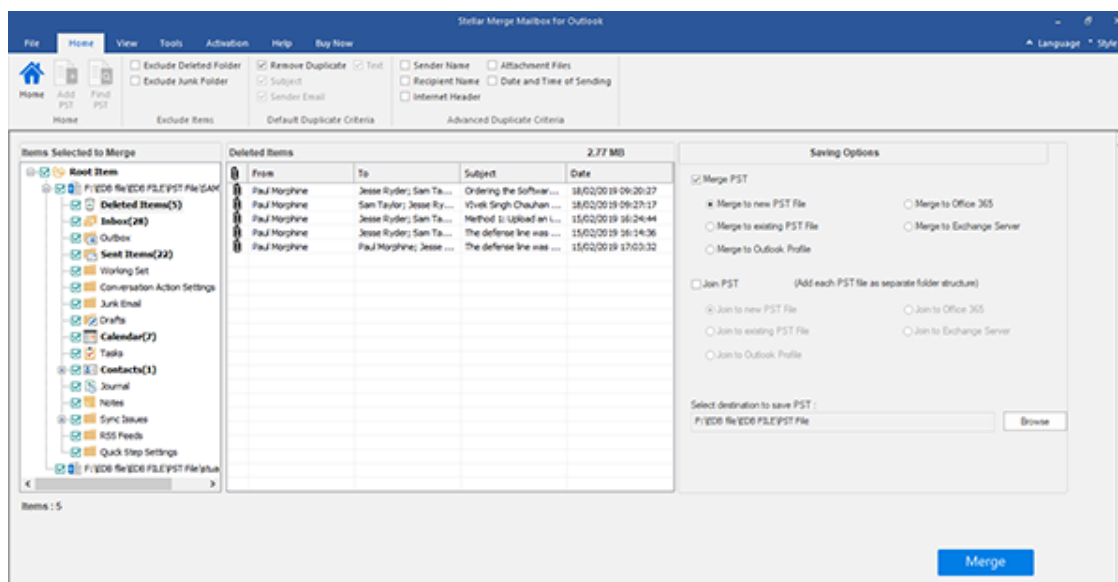
E:\1222

### 3.3.1. Merge PST Files

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

#### To Merge PST Files:

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



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

**Note:** *Advanced Duplicate Criteria* is enabled only when you select *Default Duplicate Criteria*.

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

- Click **Browse** and select the location where you want to save the PST file. Click **OK**.

The screenshot shows the 'Saving Options' dialog box. At the top, the title is 'Saving Options'. Below it, there is a checked checkbox for 'Merge PST'. Under this, there are four radio button options: 'Merge to new PST File' (selected), 'Merge to Office 365', 'Merge to existing PST File', and 'Merge to Exchange Server'. Below these is an unchecked checkbox for 'Join PST' with the subtext '(Add each PST file as separate folder structure)'. Under 'Join PST', there are three radio button options: 'Join to new PST File', 'Join to Office 365', and 'Join to Exchange Server'. At the bottom, there is a text field labeled 'Select destination to save PST:' containing the text 'E:\1222'. To the right of this field is a 'Browse' button.

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

The screenshot shows the 'Saving Options' dialog box. At the top, the title is 'Saving Options'. Below it, there is a checked checkbox for 'Merge PST'. Under this, there are four radio button options: 'Merge to new PST File', 'Merge to Office 365', 'Merge to existing PST File' (selected), and 'Merge to Exchange Server'. Below these is an unchecked checkbox for 'Join PST' with the subtext '(Add each PST file as separate folder structure)'. Under 'Join PST', there are three radio button options: 'Join to new PST File', 'Join to Office 365', and 'Join to Exchange Server'. At the bottom, there is a text field labeled 'Select PST file:' which is currently empty. To the right of this field is a 'Browse' button.

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

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

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

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

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

The image shows a dialog box titled "Saving Options". It contains three main sections:

- Merge PST:** This section is checked. It includes four radio button options: "Merge to new PST File", "Merge to Office 365" (which is selected), "Merge to existing PST File", and "Merge to Exchange Server". There is also an option "Merge to Outlook Profile".
- Join PST:** This section is unchecked. It includes a sub-label "(Add each PST file as separate folder structure)" and three radio button options: "Join to new PST File", "Join to Office 365", and "Join to Exchange Server". There is also an option "Join to Outlook Profile".
- Connection Option:** This section contains two text input fields: "Office 365 ID:" and "Password:", both of which are currently empty.

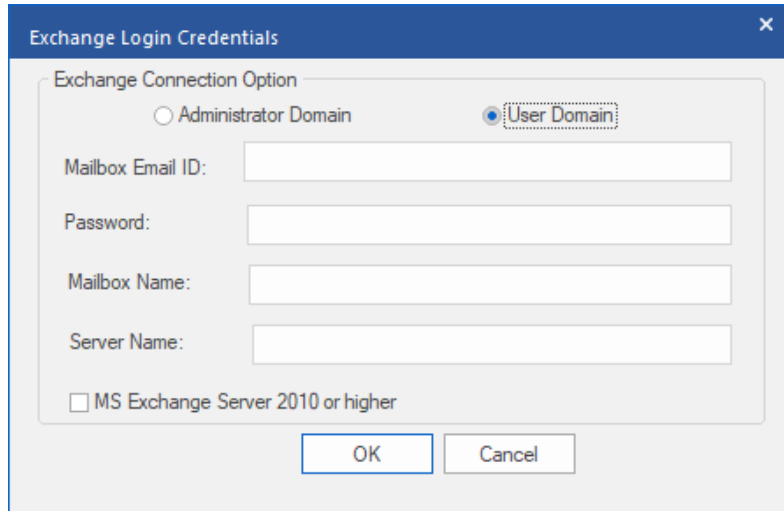
- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to Exchange Server:** You can select this option when you want to merge the mailboxes on Exchange Server.
  - Select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

The image shows a dialog box titled "Exchange Login Credentials". It contains the following elements:

- Exchange Connection Option:** Two radio button options: "Administrator Domain" (selected) and "User Domain".
- Admin Email ID:** A text input field.
- Password:** A text input field.
- Mailbox Email ID:** A text input field.
- Server Name:** A text input field.
- MS Exchange Server 2010 or higher:** An unchecked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

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

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



The image shows a dialog box titled "Exchange Login Credentials" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Exchange Connection Option" containing two radio buttons: "Administrator Domain" and "User Domain". The "User Domain" radio button is selected and highlighted with a dashed border. Below this section are four text input fields labeled "Mailbox Email ID:", "Password:", "Mailbox Name:", and "Server Name:". At the bottom of the dialog, there is a checkbox labeled "MS Exchange Server 2010 or higher" which is currently unchecked. Two buttons, "OK" and "Cancel", are positioned at the bottom center of the dialog.

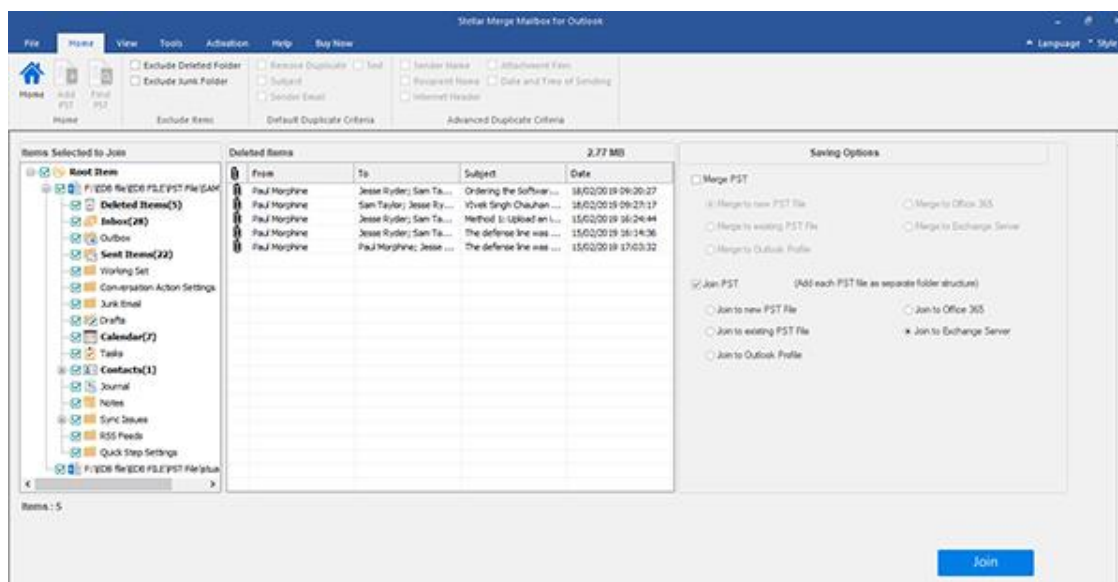
- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

## 3.3.2. Join PST Files

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

### To Join PST Files:

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



3. From the root node, select the folders which you want to join. Make a check on the root node to automatically select complete mailbox / all the folders.
  4. From the **Home** menu, select desired options from **Exclude Items**.
- Note:** In case of **Join PST**, **Advanced Duplicate Criteria** and **Default Duplicate Criteria** both are disabled.
5. From **Saving Options** section in the right pane of the screen, select the desired option.

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



- Click **Browse** and select the location where you want to save the PST file. Click **OK**.

**Saving Options**

Merge PST

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

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

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

Select destination to save PST :

E:\1222     

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

**Saving Options**

Merge PST

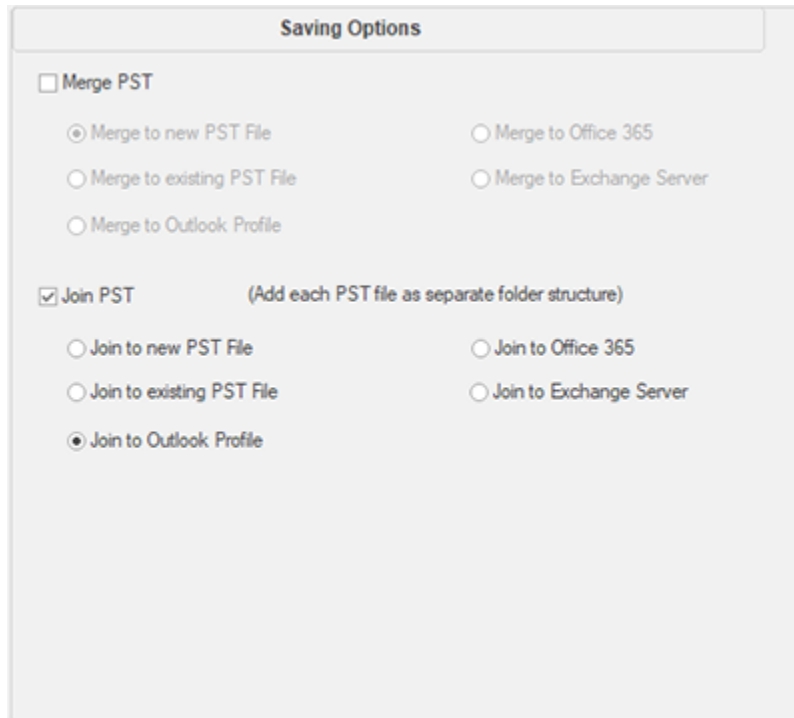
Merge to new PST File       Merge to Office 365  
 Merge to existing PST File       Merge to Exchange Server  
 Merge to Outlook Profile

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

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

Select PST file:

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

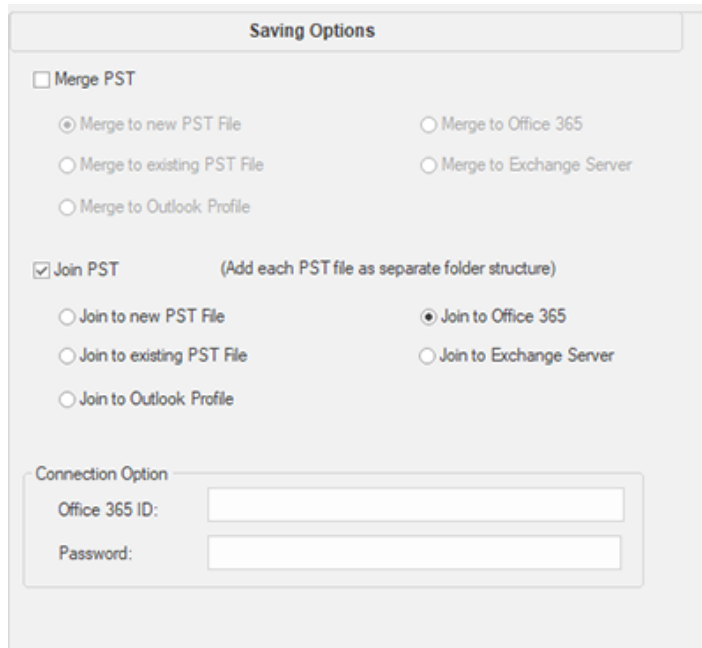


- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

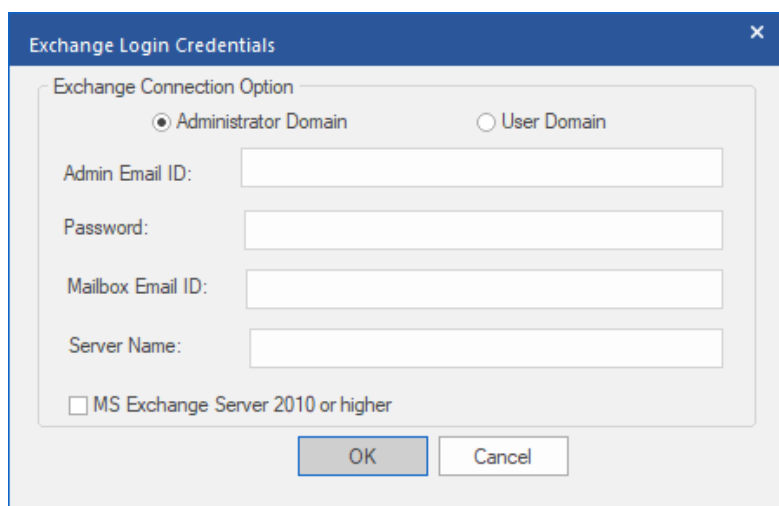
**Note:** In case of **Join to new PST File**, **Join to existing PST File** and **Join to Outlook Profile**, if the size of the joined PST file exceeds the **MS Outlook file size limit** then the contents of the joined PST file will split accordingly.

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

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

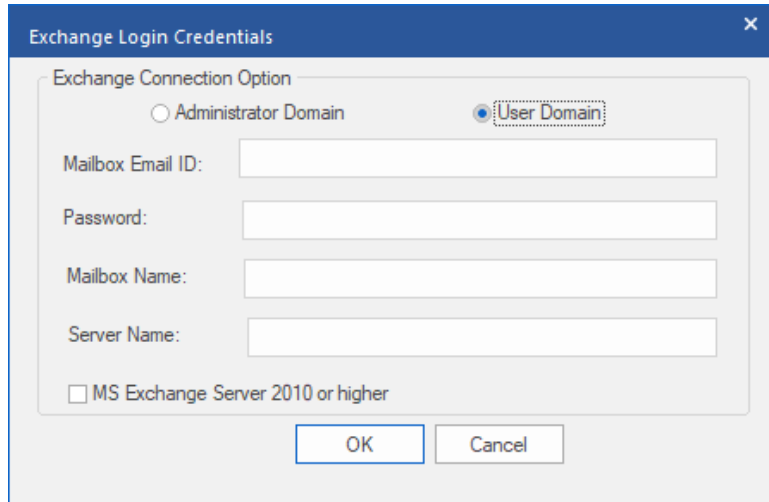


- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to Exchange Server:** You can select this option when you want to join the mailboxes on Exchange Server.
  - Select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



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

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



The image shows a dialog box titled "Exchange Login Credentials" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Exchange Connection Option" with two radio buttons: "Administrator Domain" (unselected) and "User Domain" (selected). Below this section are four text input fields: "Mailbox Email ID:", "Password:", "Mailbox Name:", and "Server Name:". At the bottom left of the dialog, there is a checkbox labeled "MS Exchange Server 2010 or higher" which is currently unchecked. At the bottom center, there are two buttons: "OK" and "Cancel".

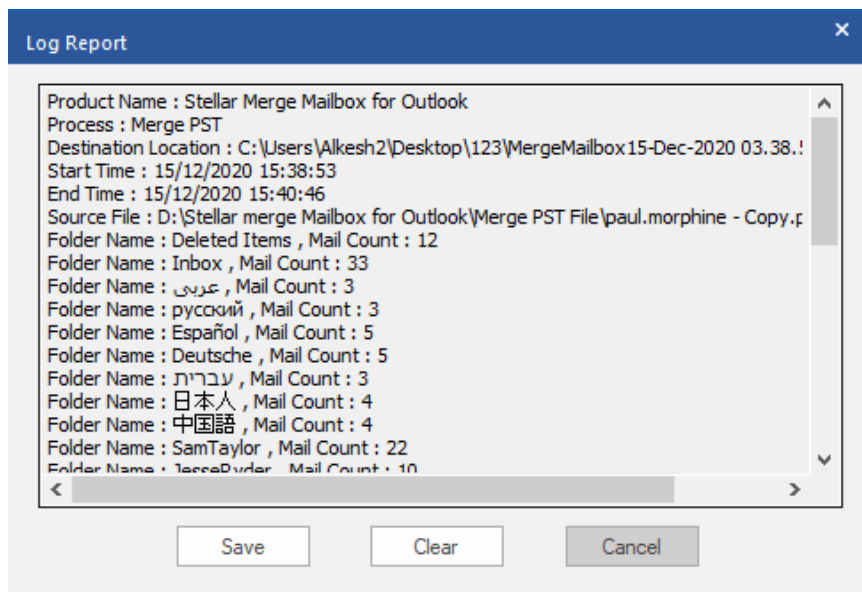
- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

## 3.4. View and Save Log Report

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

**To save log report:**

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



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

**To clear log report:**

1. From **View Menu**, select **Log Report**.
2. A log window appears on the screen displaying the details of the merged folders.
3. Click **Clear** button.

## 4. Frequently Asked Questions (FAQs)

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

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

### 2. How can Stellar Merge Mailbox for Outlook help me search for the location of PST file in the computer?

You can search for PST file in a specific drive or folder using **Find PST** option of the software. For more details, please refer Find PST Files topic of the help manual.

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

The software supports PST Files made with MS Outlook 2019, 2016, 2013, 2010, 2007, 2003 and Office 365.

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

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

### 5. Does the software merge password protected PST Files?

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

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

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

### 7. Can we save process log?

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

#### To save log report:

- From **View** Menu, select **Log Report**.

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



# **Stellar Undelete Email for Outlook**

**User Guide 10.0**



# 1. About Stellar Undelete Email for Outlook

**Stellar Undelete Email for Outlook** successfully recovers accidentally deleted and lost emails, folders, calendars, appointments, meeting requests, contacts, tasks, task requests, journals, notes as much as possible which minimize the loss of corruption.

It is a powerful software to recover deleted mails either from PST and OST files, created by MS outlook. All the message, calendar events, notes, etc. are discovered. You can also save emails in any one of the six following formats:

- PST
- MSG
- EML
- PDF
- HTML
- RTF

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

## Key features:

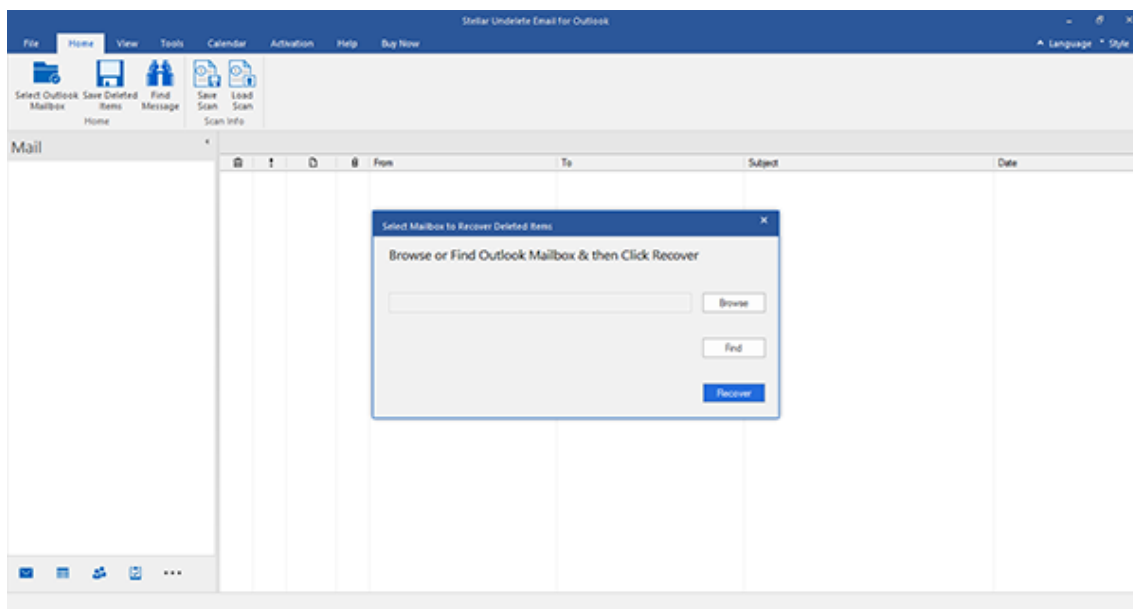
- Support for MS Office 365, 2019, 2016, 2013, 2010 and 2007.
- Option to save and load scan information.
- Option to recover Mailbox from OST and PST files.
- Recover all your accidentally/intentionally deleted mails, even after emptying the 'Deleted Items' folder.
- Recover deleted mails and all other objects even from password protected files
- Recovers all types of deleted attachments such as Excel Worksheets, Word documents, images and so on.
- Enables you to view messages in a 3-view format.
- Find option to search emails faster.
- Recovers e-mails, calendar entries, contacts, notes, tasks and journals from outlook mailbox files.
- The recovered mailbox will get saved as a new PST file on any drive (including network drives) visible to host computer
- Can save single mail messages in MSG, EML, RTF, HTML and PDF format.
- Enhanced preview feature for calendars, tasks, journals, and contacts.
- Right-click option to save emails in any one of the following formats from preview section itself - MSG, EML, RTF, HTML, and PDF.

- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment, deleted and Importance. You can also arrange scanned emails in the form of groups.

## 2. User Interface

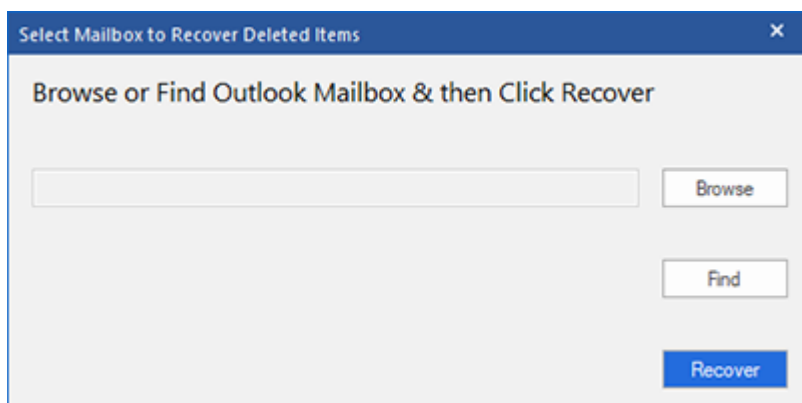
**Stellar Undelete Email for Outlook** has a simple and easy to use Graphical User Interface (GUI). The GUI of **Stellar Undelete Email for Outlook** resembles the GUI of MS Office 2016.

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



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

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



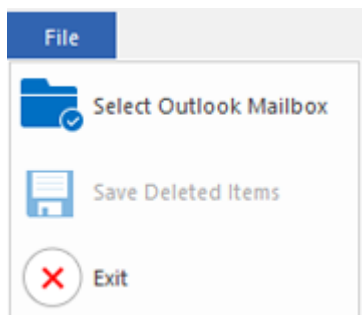
To select an outlook mailbox file, click on **Browse** button. Select the outlook mailbox file that needs to be recovered and then click **Recover** to initiate the recovery process.

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

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

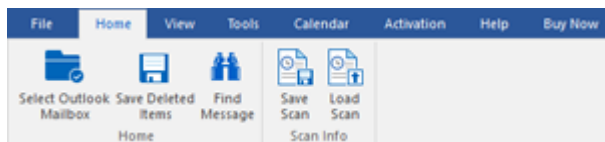
## 2.1. Ribbons

### 1. File Ribbon



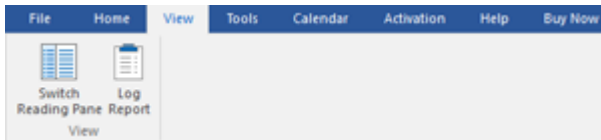
- **Select Outlook Mailbox** : Opens Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.
- **Save Deleted Items** : It saves the recovered deleted items of mailbox file at your specified location.
- **Exit** : Use this option to close the application.

### 2. Home Ribbon



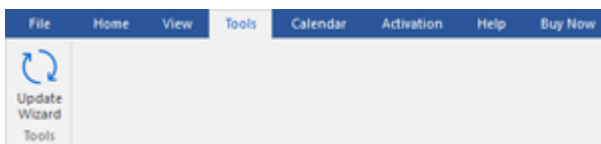
- **Select Outlook Mailbox** : Open Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.
- **Save Deleted Items** : It saves the recovered deleted items of mailbox file at your specified location.
- **Find Message** : Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save Scan** : Use this option to save the scanned information of file.
- **Load Scan** : Use this option to load the saved scan file.

### 3. View Ribbon



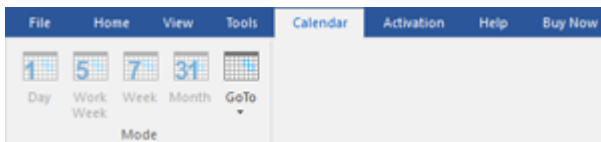
- **Switch Reading Pane** : Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report** : Use this option to view the log report.

### 4. Tools Ribbon



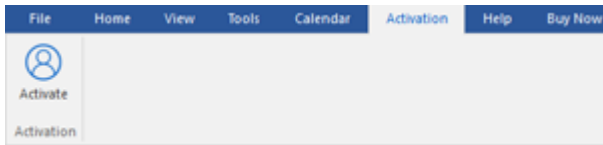
- **Update Wizard** : Use this option update your software

### 5. Calendar Ribbon



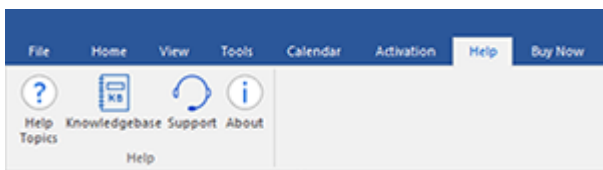
- **Day** : Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week** : Use this option to list all the entries of a work week (from Monday to Friday).
- **Week** : Use this option to list all the entries of a week (from Monday to Sunday).
- **Month** : Use this option to list all the entries for a particular month.
- **GoTo** : Use this option to list all the entries of the current date or any particular date.

## 6. Activation Ribbon



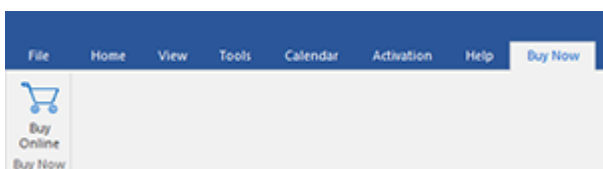
- **Activate** : Use this option to activate the software after purchasing the software.

## 7. Help Ribbon



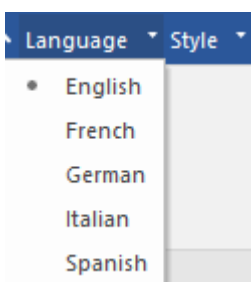
- **Help Topics** : Use this option to open the help manual of the software.
- **Knowledgebase**: Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#).
- **Support**: Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About** : Use this option to read information about the software.

## 8. Buy Now Ribbon



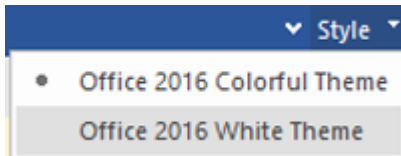
- **Buy Online** : Use this option to [buy](#) Stellar Toolkit for Outlook.

## 9. Language Menu



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

## 10. Style Ribbon

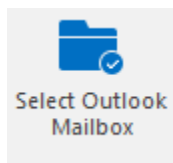


- **Style :** Use this option to switch between various themes for the software, as per your choice. Stellar Undelete Email for Outlook offers the following themes: Office 2016 Colorful Theme, Office 2016 White Theme.

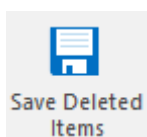


## 2.2. Buttons

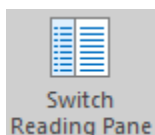
**Stellar Undelete Email for Outlook** toolbar has following buttons/options:



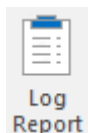
Click this button to open **Select Mailbox to Recover Deleted Items** dialog box.



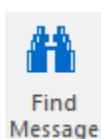
Click this button to save the recovered file to a location of your choice.



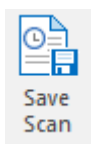
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



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



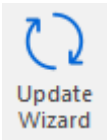
Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.



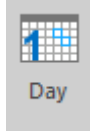
Click this button to save scanned information of files.



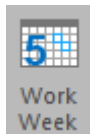
Click this button to load the saved scan files.



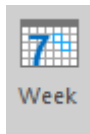
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



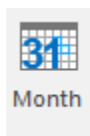
Click this button to list all the entries of one particular day from the list of the scanned emails.



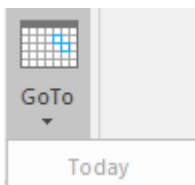
Click this button to list all the entries of a work week (from Monday to Friday).



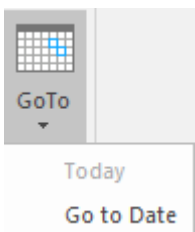
Click this button to list all the entries of a week (from Monday to Sunday).



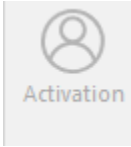
Click this button to list all the entries for a particular month.



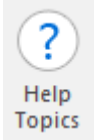
Click this button to list all the entries of the current date.



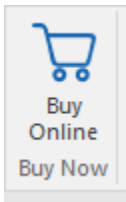
Click this button to list all the entries on a particular day (any single day except the current date).



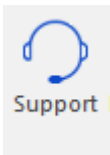
Click this button to activate the software after purchase.



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



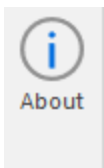
Click this button to purchase the software.



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



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



Click this button to read more information about the software.

## **3. Working with the Software**

3.1. Find Outlook Mailbox Files

3.2. Recover Deleted Items of a Mailbox

3.3. Find, View and Save a Single Message

3.4. Arrange Scanned Emails

3.5. Read MSG, EML, RTF, HTML and PDF Files

3.6. Save Log Report

3.7. Save and Load Scan Information

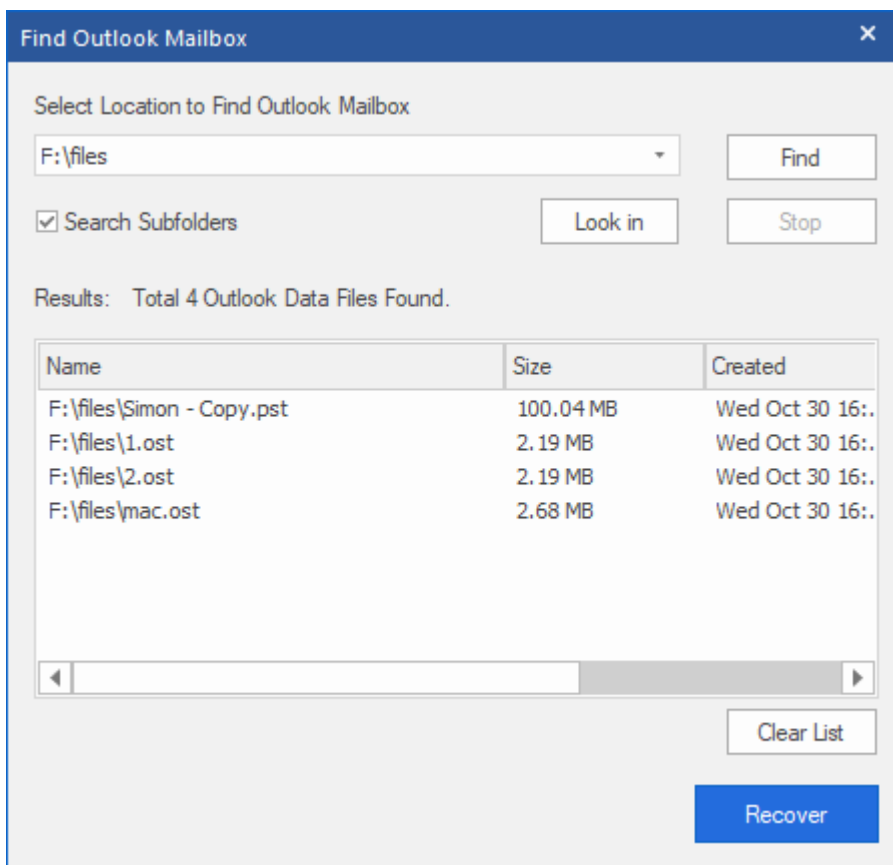
3.8. Changing the Software Language

## 3.1. Find Outlook Mailbox Files

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

### To Find Outlook Mailbox Files in drives:

1. Open **Stellar Undelete Email for Outlook**. **Select Mailbox to Recover Deleted Items** dialog box will appear.
2. Click **Find** button. **Find Outlook Mailbox** dialog box opens.



3. Select the drive you want to search for **Outlook Mailbox** files. Click **Find**.
4. Click **Look in** button to particularly select the folder from the drive.
5. After the search is finished, a list of mailbox files found in the selected drive is shown in the **Results** section.
6. Select the file you want to recover and click **Recover** button to start the recovery process.

### To find Outlook Mailbox files in folders and subfolders:

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

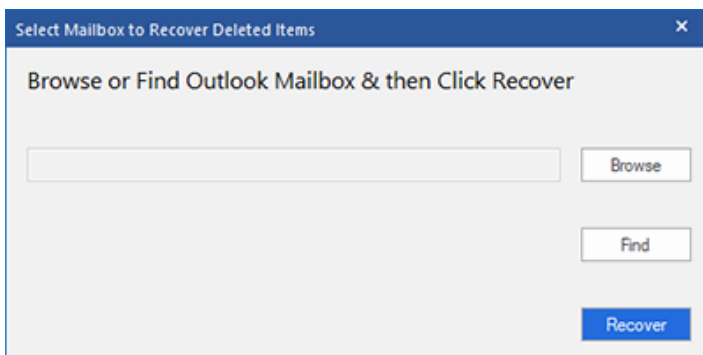
**Note:** Click *Clear List* button to clear the search result.

## 3.2. Recover Deleted Items of a Mailbox

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

### To recover Outlook mailbox files:

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



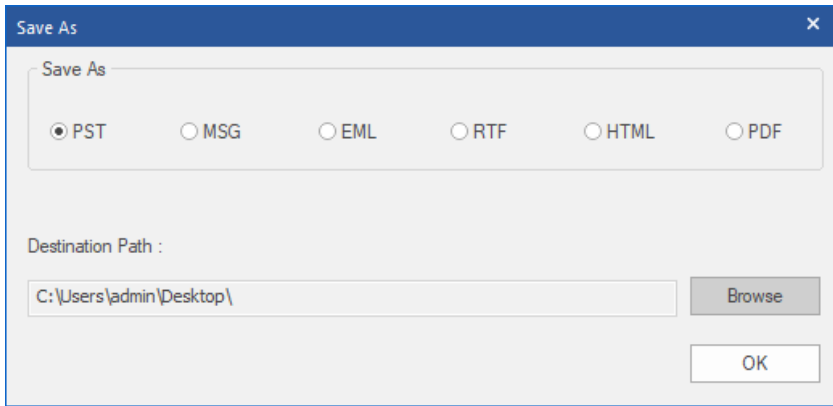
3. After completion of the recovery process, **Stellar Undelete Email for Outlook** application window shows the preview of the Outlook Mailbox file. The recovered file, along with its original content is shown in a three-pane structure.

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

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

4. To save the recovered Outlook Mailbox file, click **Save Deleted Items** button in **Home Ribbon**. **Save As** dialog box opens. Select the output format PST, MSG, EML, RTF, HTML or PDF. Click **Browse**.

5. In **Browse for Folder** dialog box, select the location where you want to save the files. Click **OK**.



6. The recovered files get saved at your specified location.

**Note:** To know how to import the new PST file in MS Outlook, click "**How to import PST file?**"

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

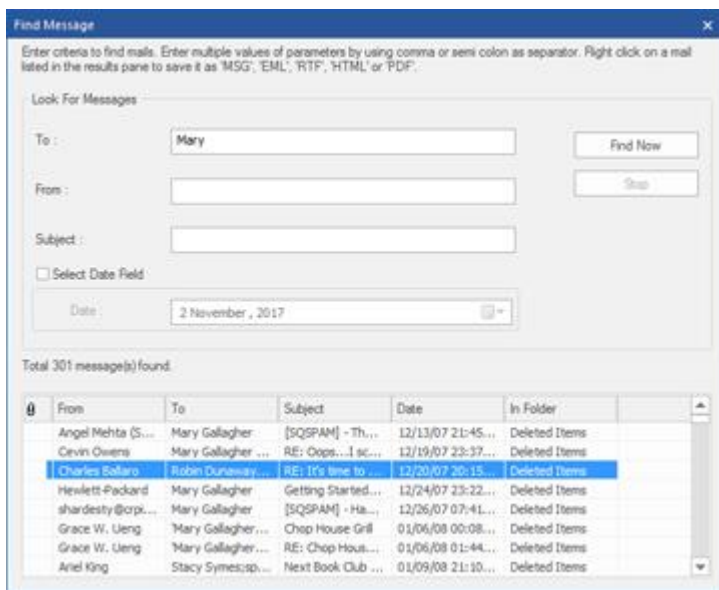


### 3.3. Find, View and Save a Single Message

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

#### To find messages:

1. Click on **Find Message** icon in **Home Ribbon**. **Find Message** dialog box opens.
2. Specify the search criteria in **Find Message** dialog box.



- In **To** field, specify all or few characters of email ids of recipients. Keywords should be separated by a semicolon (;).
  - In **From** field, specify all or few characters of email ids of senders. Keywords should be separated by a semicolon (;).
  - In **Subject** field, specify the subject that you need to search.
  - If you want to search for emails sent or received on a particular date, select **Select Date Field** checkbox, and select date from **Date** drop box.
3. Click **Find Now** button to start the search.

#### To view messages:

1. After the search is complete, a list of emails that match the search criteria is displayed.
2. Double-click on an email to open it in a new window.

#### To save messages:

- To save any message from the search result list, simply right-click on it and:

- Select **Save as MSG** to save the message in MSG format.
- Select **Save as EML** to save the message in EML format.
- Select **Save as RTF** to save the message in RTF format.
- Select **Save as HTML** to save the message in HTML format.
- Select **Save as PDF** to save the message in PDF format.

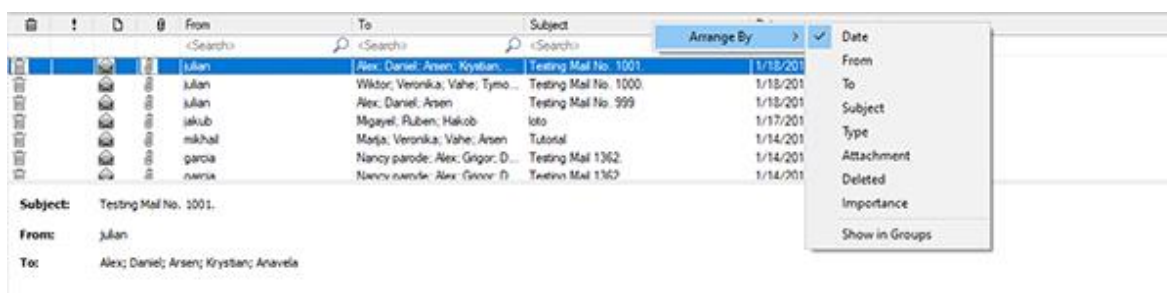
## 3.4. Arrange Scanned Emails

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

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

### To arrange scanned email and messages:

1. Run **Stellar Undelete Email for Outlook**.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails from the recovered Outlook Mailbox file in the preview pane.



4. Right-click on email grid column headers and you will get the **Arrange By** option.
5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:

- **Date**
- **From**
- **To**
- **Subject**
- **Type**
- **Attachment**
- **Deleted**
- **Importance**
- **Show in Groups**

### Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the recovered Outlook Mailbox file appears in the preview pane, you can enter the search text in the column header

search box to search for emails in a given column. This search is performed on a single column only.

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

1. Run **Stellar Undelete Email for Outlook** application.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails recovered from the Outlook Mailbox file in the preview pane.
4. Enter search text in any of mail grid search box. You can enter text in From, To, Subject, and Date mail grid column headers only.



	From	To	Subject	Date
	<Search>	<Search>	<Search>	<Search>
	Milan	Alex, Daniel, Arsen, Kyrillan...	Testing Mail No. 1001	1/18/2014 2:33 AM
	Milan	Wiktor, Veronika, Vahe, Tymo...	Testing Mail No. 1000	1/18/2014 2:29 AM
	Milan	Alex, Daniel, Arsen	Testing Mail No. 999	1/18/2014 2:20 AM
	jakub	Miguel, Ruben, Hakob	lots	1/17/2014 2:11 AM
	mikhail	Marja, Veronika, Vahe, Arsen	Tutorial	1/14/2014 9:43 PM
	garola	Nancy parode, Alex, Gigor, D...	Testing Mail 1362	1/14/2014 2:09 AM
	ruena	Nancy parode, Alex, Gigor, D...	Testing Mail 1362	1/14/2014 2:09 AM

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

## **3.5. Read MSG, EML, RTF, HTML and PDF Files**

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

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

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

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

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

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

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

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

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

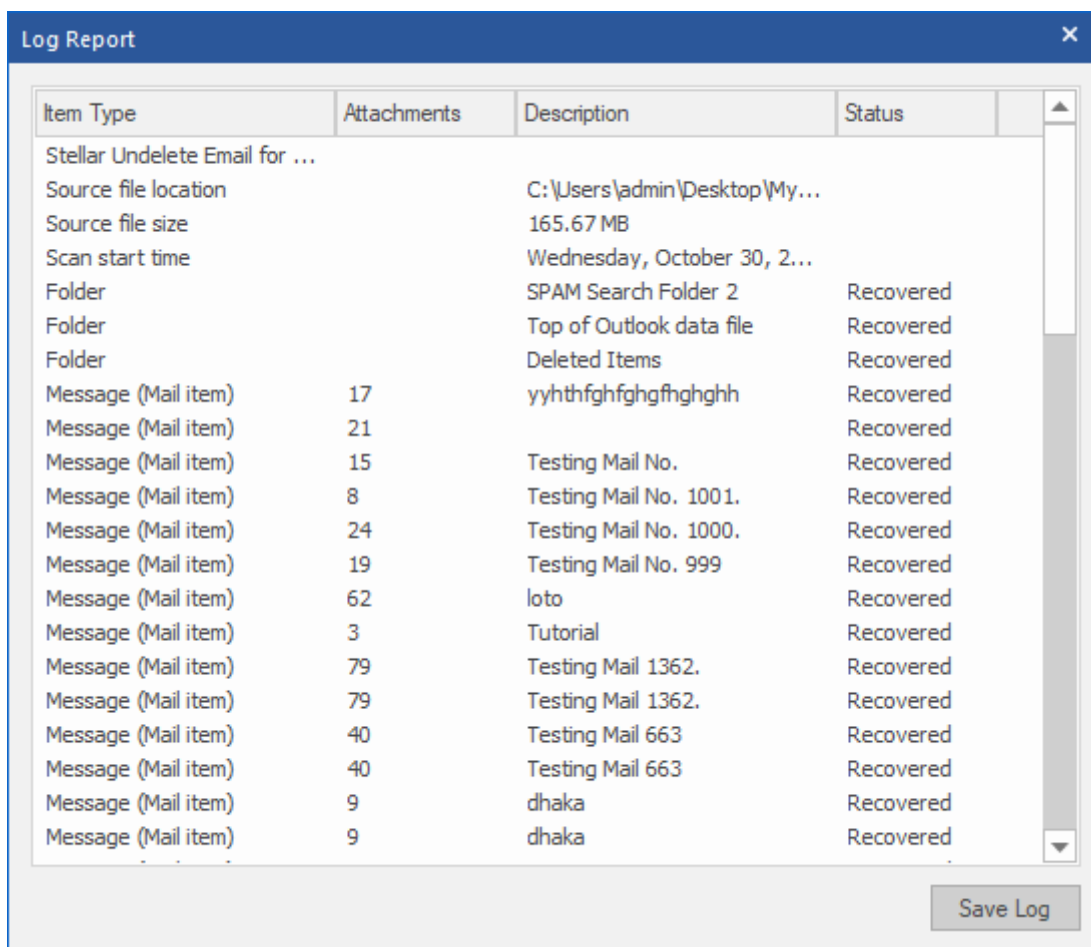
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

## 3.6. Save Log Report

With **Stellar Undelete Email for Outlook**, you can save the **Log Report** to analyse the conversion process at a later stage.

To save log report:

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



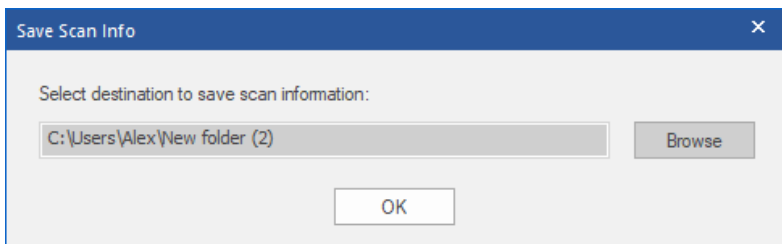
3. In **Save As** dialog box, specify the location where you want to save the log file. Click **Save**.

## 3.7. Save and Load Scan Information

This option allows you to save the scanned information of files using "Save Scan Info" option and later load the saved scan (DAT) file using "Load Scan " option. It saves time in restoring data as we do not need to scan the Outlook Mailbox file again.

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

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



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

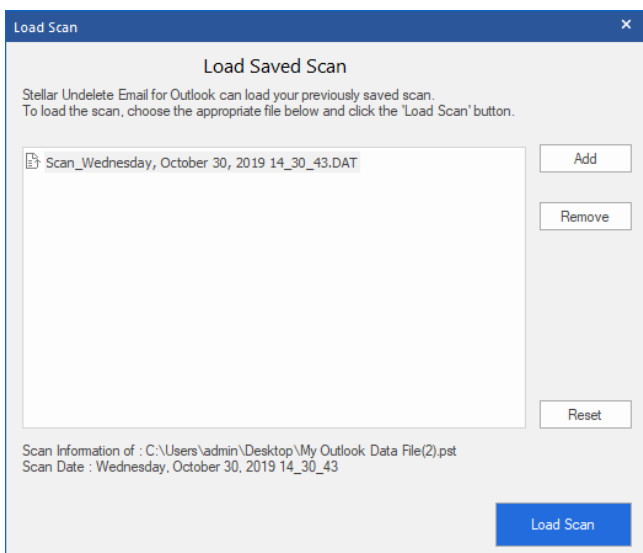
3. A message box appears, click **OK**.

### Load Scan Information

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

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

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



2. **Load Scan** dialog box will appear. This dialog displays a list of saved scan information file existing in the system.
3. In case the file you need is not in the list, click **Add** button and select the needed .DAT file.
4. Click **Open**.
5. The file you added gets displayed in the load scan dialog box. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

**Note:** *You can select only one file at a time to start the process of scanning.*



## 3.8. Changing the Software Language

To use **Stellar Undelete Email for Outlook** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

**Here are the steps to change the language:**

1. Run **Stellar Undelete Email for Outlook**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
  - **English**
  - **French**
  - **German**
  - **Italian**
  - **Spanish**
4. Select the desired language. The software language will be changed accordingly.

## 4. Frequently Asked Questions (FAQs)

### 1. What is Stellar Undelete Email for Outlook used for?

**Stellar Undelete Email for Outlook** software is used to recover mails that are knowingly or accidentally deleted from Outlook Mailbox.

### 2. Does the software recovers deleted e-mails in password protected/secured files?

Yes, the software recovers deleted mails even in the password protected files.

### 3. Should MS Outlook be installed on the system before executing the recovery process?

Yes, MS Outlook should be installed before executing the recovery process.

### 4. Can the software recover deleted Calendars/Contacts/Tasks/Journals/Notes folders in the e-mail?

Yes, the software recovers these items efficiently.

### 5. Can I recover a corrupt Outlook Mailbox file of size more than 2 GB?

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

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

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

### 7. Does the software recovers Deleted mails from both OST and PST files?

Yes, the software recovers the deleted mails from both OST and PST files.

### 8. I have forgotten the path of my Outlook Mailbox file. Can this application search it for me?

Yes, the application can look for Outlook Mailbox file on your system and find it for you easily. There is a dedicated Find option in the application through which you can locate a particular Outlook Mailbox file and run recover on it.

### 9. I want to analyse the recover process. Can I see the log report at a later stage?

Certainly. The application gives you an option to save and view log reports at any point of time. To view and save log reports just follow the following steps:

On View ribbon, select view 'Log Report'.

In log report dialog box, click 'Save Log' and save it at a desired location for viewing it anytime.

### 10. I have an Outlook Mailbox file exceeding 50 GB of size, does the new PST file generated will have same size as that of source Outlook Mailbox file?

For large files, **Stellar Undelete Email for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size.  
If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.



# **Stellar Splitter for Outlook**

**User Guide 8.0**

# 1. About Stellar Splitter for Outlook

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

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. All the data stored in various Outlook folders goes in to the PST file. Outlook PST file, also known as Outlook Data File contains all items like emails, calendars, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

## Key Features:

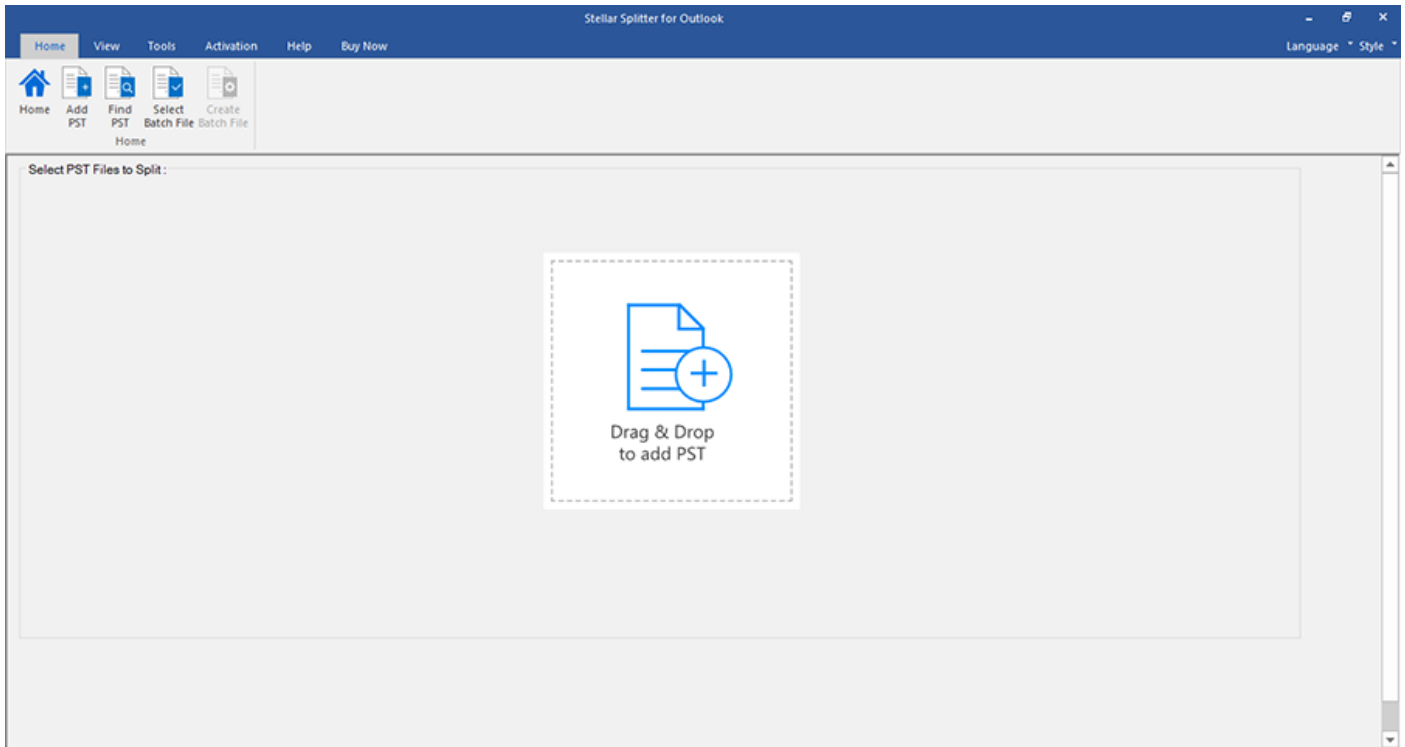
- Splits PST files on the basis of:
  - Date
  - Size
  - Mail ID
  - Folders
- Allows to split single or multiple files in one operation.
- Saves all your preferences to split files in a batch file.
- You can create your own batch file to automate splitting of multiple files.
- All activities of the software are recorded in a log.
- Software doesn't make any changes in the original PST.
- Supports MS Office 2019, 2016, 2013, 2010 and 2007.

**Note:** *Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.*

## 2. User Interface

**Stellar Splitter for Outlook** software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

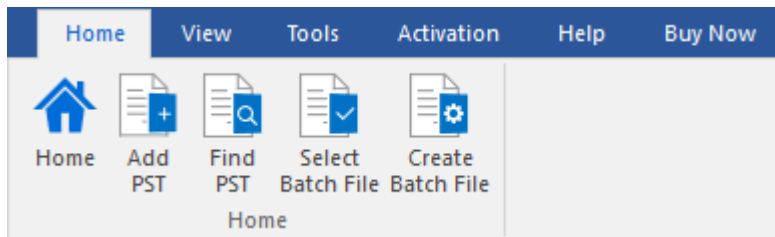
After launching the program, you will see the main user interface as shown below:



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

## 2.1. Ribbons and Buttons

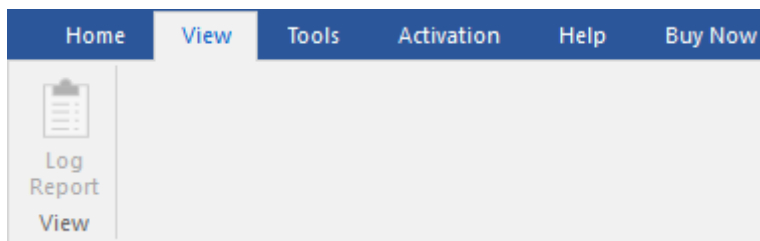
### 1. Home Ribbon:



The **Home** ribbon contains the following buttons:

- **Home:** Use this option to go to the home screen of the software.
- **Add PST:** Use this option to add the PST files which you want to split.
- **Find PST:** Use this option to search PST files from the system.
- **Select Batch File:** Use this option to select already created batch file from the system.
- **Create Batch File:** Use this option to create your own batch file to automate splitting of multiple files.

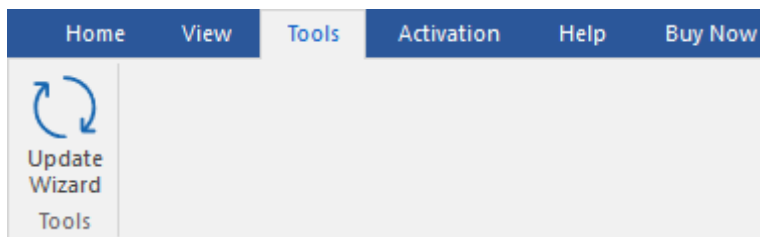
### 2. View Ribbon:



The **View** ribbon contains the following button:

- **Log Report:** Use this option to view / save the log report.

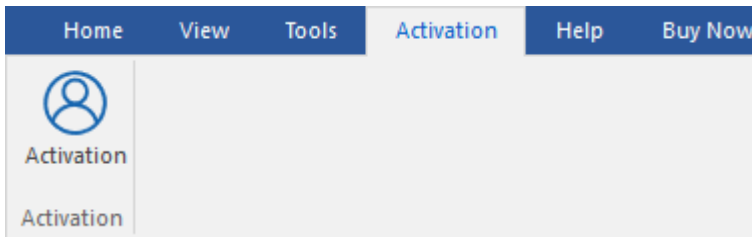
### 3. Tools Ribbon:



The **Tools** ribbon contains the following button:

- **Update Wizard:** Use this option to Update the software.

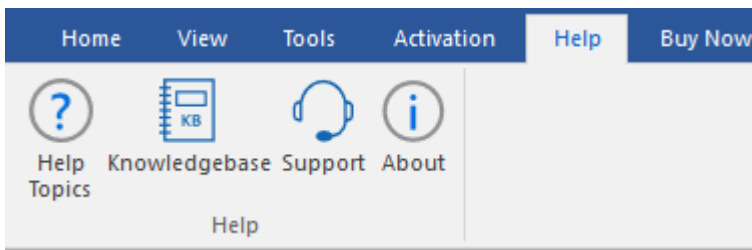
#### 4. Activation Ribbon:



The **Activation** ribbon contains the following button:

- **Activation:** Use this option to activate the software after purchasing.

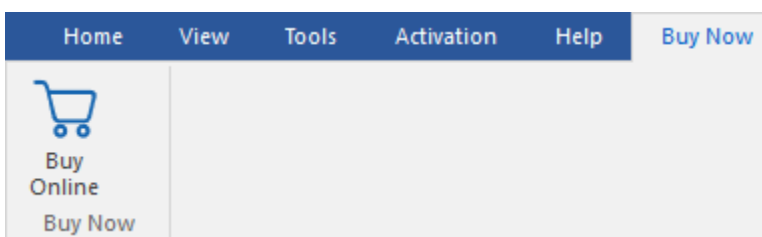
#### 5. Help Ribbon:



The **Help** ribbon contains the following buttons:

- **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 the [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 to view [support](#) page of [stellarinfo.com](http://stellarinfo.com) and contact the Stellar customer support.
- **About:** Use this option to read information about the software.

#### 6. Buy Now Ribbon:

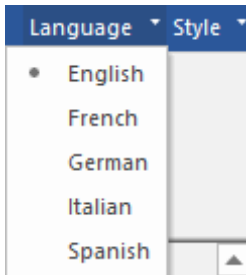




The **Buy Now** ribbon contains the following button:

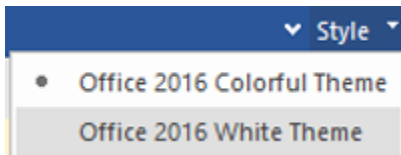
- **Buy Online:** Use this option to [buy Stellar Toolkit for Outlook](#).

## 7. Language Button:



- **Language:** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

## 8. Style Button:



- **Style:** Use the upward arrow button to hide/unhide the ribbon. **Stellar Splitter for Outlook**, 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.

## **3. Working with the Software**

3.1. Add PST Files

3.2. Find PST Files

3.3. Splitting Options

3.3.1. Split Single PST By Date

3.3.2. Split Single PST By Size

3.3.3. Split Single PST By Mail ID

3.3.4. Split Single PST By Selecting Folders

3.3.5. Split Multiple PST Files By Date

3.3.6. Split Multiple PST Files By Size

3.4. Create and Manage Batch Files

3.5. View and Save Log Report

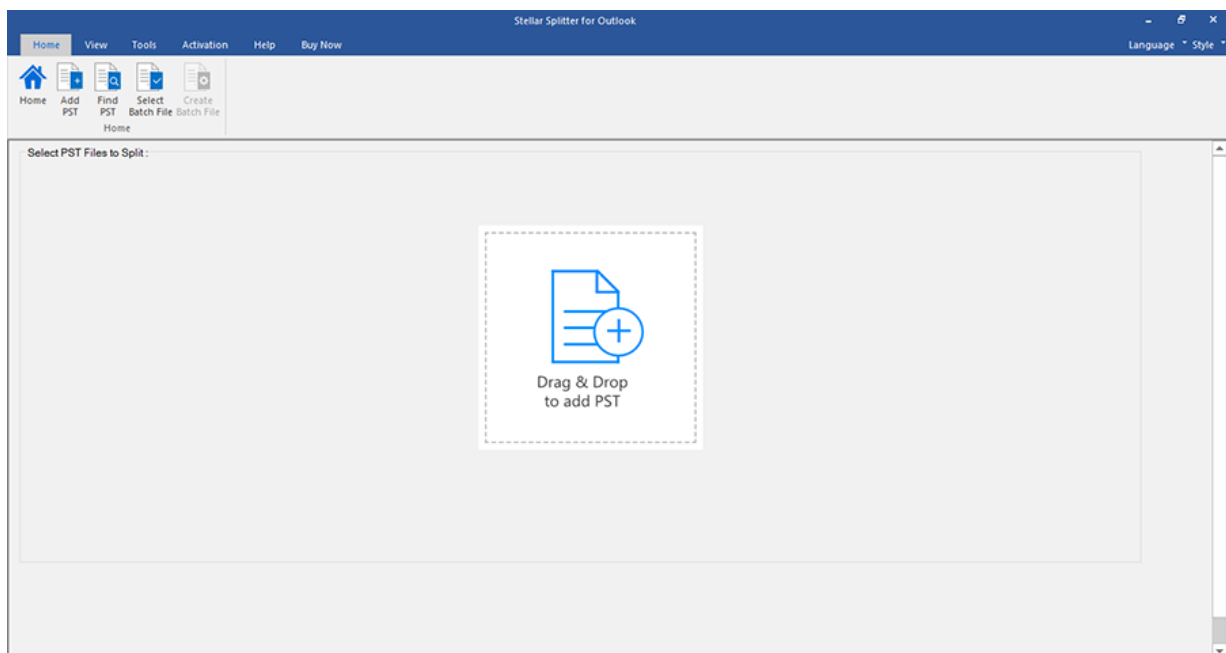
3.6. Changing the Software Language

## 3.1. Add PST Files

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

**To add PST files:**

1. Run **Stellar Splitter for Outlook**.
2. Click **Add PST** from **Home** ribbon. **Open** dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

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

Or,

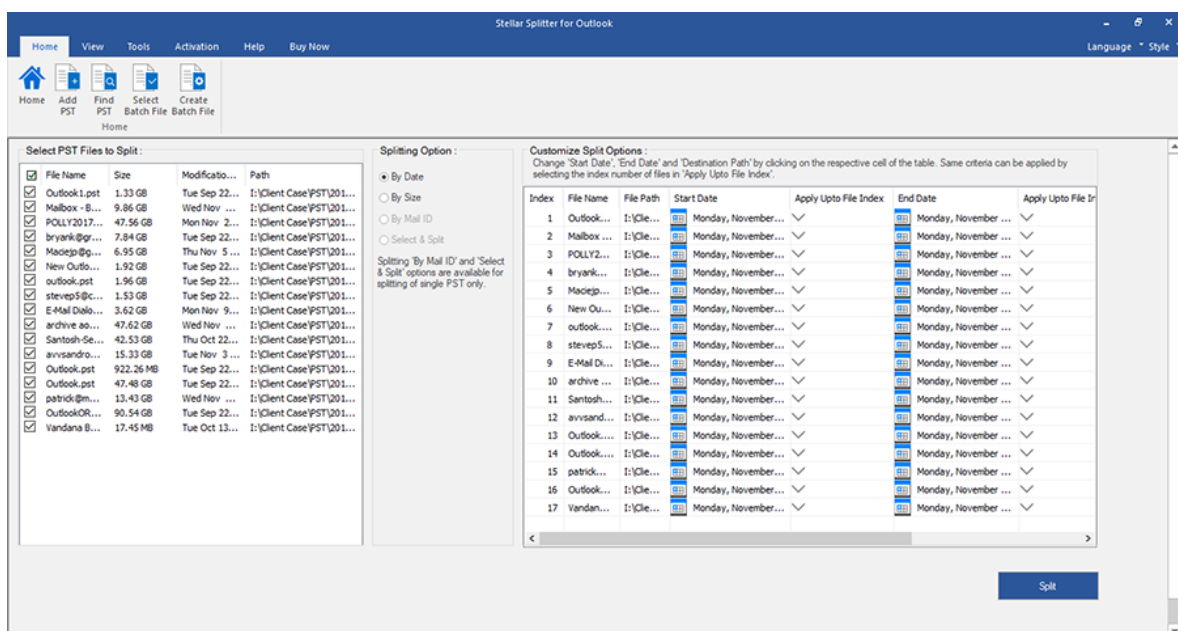
Open Windows Explorer to **Drag & Drop** the desired files to the software.

## 3.2. Find PST Files

**Stellar Splitter for Outlook** allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of **'Find PST'** option, you can find PST files in any folder, subfolder or an entire volume in your system.

### To Find a PST File:

1. Run **Stellar Splitter for Outlook**.
2. Click **Find PST** from **Home** ribbon.
3. In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
4. After the search is finished, a list of PST files found in the selected drive or folder is shown on the left side of the screen.



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

## 3.3. Splitting Options

**Stellar Splitter for Outlook** provides you different features to split your large PST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of the original PST file. Thus, **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

3.3.1. Split Single PST By Date

3.3.2. Split Single PST By Size

3.3.3. Split Single PST By Mail ID

3.3.4. Split Single PST By Selecting Folders

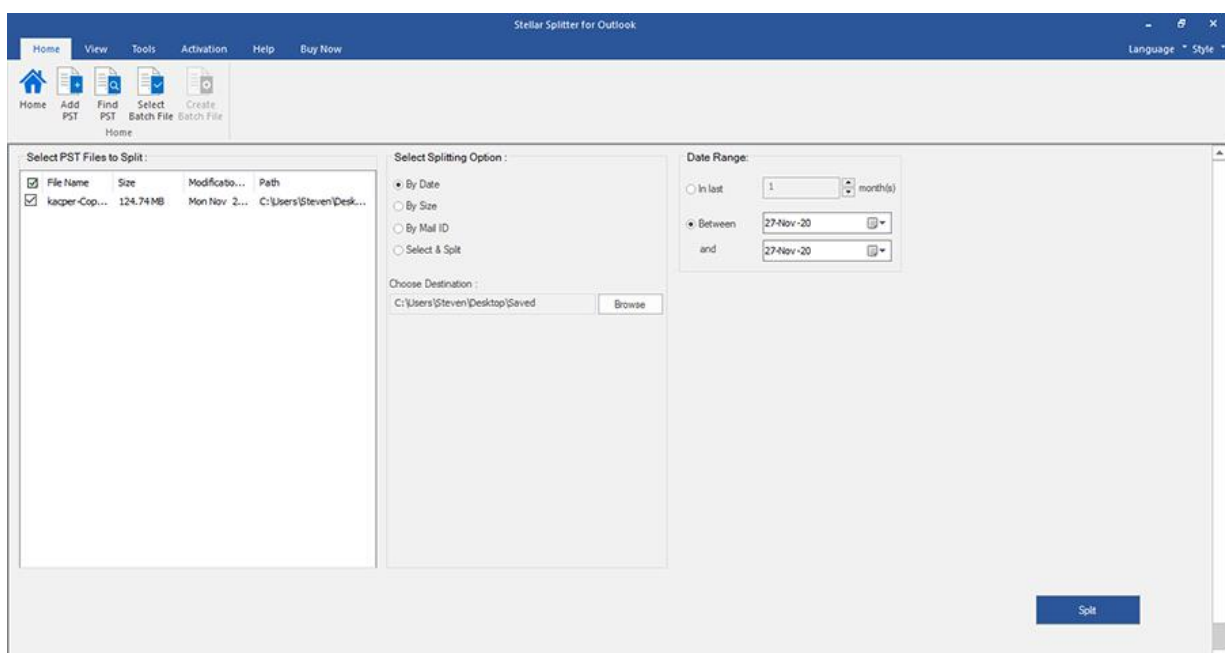
3.3.5. Split Multiple PST Files By Date

3.3.6. Split Multiple PST Files By Size

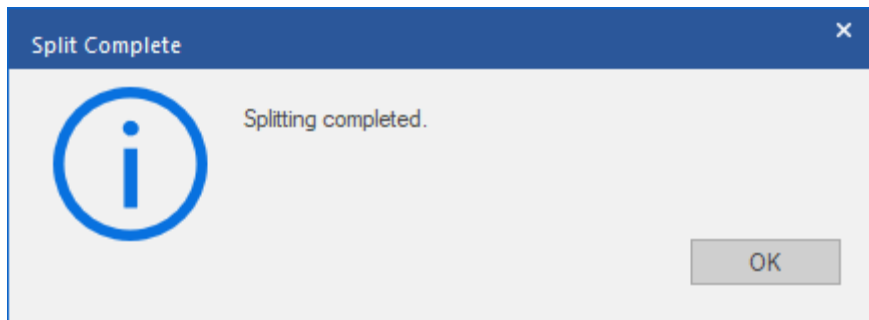
## 3.3.1. Split Single PST By Date

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

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Date** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. Click **Browse** and select the location where you want to save the PST File. Click **OK**.
6. From '**Date Range**' section in the right pane of the screen,
  - Select **In last** radio option if you want to split the PST file according to months. All e-mails that are sent and received in the specified months will be stored in the split PST file.
  - Select **Between** radio option if you want to split the PST file according to a specific time period. All e-mails from the specific time period will be stored in the split PST file. Select the start and end date from the list boxes.
7. User can specify to create a new PST file of all mails sent or received in last 'x' number of months or mails sent or received in a specified date range.



8. Click '**Split**' to start the process.
9. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**.  
The PST file will be saved at your specified location.



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

## 3.3.2. Split Single PST By Size

**Split By Size** option allows you to create small PST files of your bigger PST by specifying the size of each PST file. The size of split PST file can be 5GB, 10GB, 20GB, 30GB or 50GB.

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

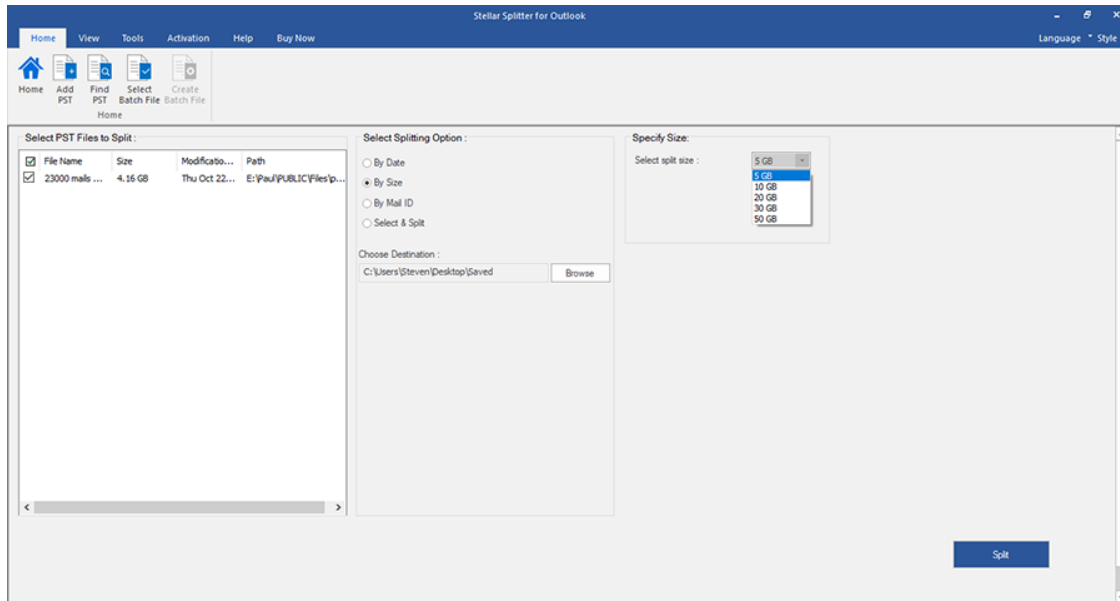
**To split single PST file by size, please follow the procedure as described below:**

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Size** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. Click **Browse** and select the location where you want to save the PST File. Click **OK**.
6. From '**Specify Size**' section in the right pane of the screen, specify size of each PST slice that you want to create from larger PST. Size range can be 5GB, 10GB, 20GB, 30GB or 50GB.

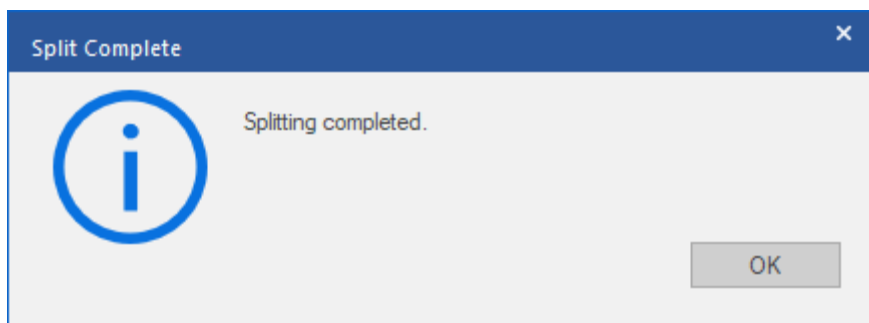
**Note:** *For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer:*

*If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.*





7. Click '**Split**' to start the process.
8. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

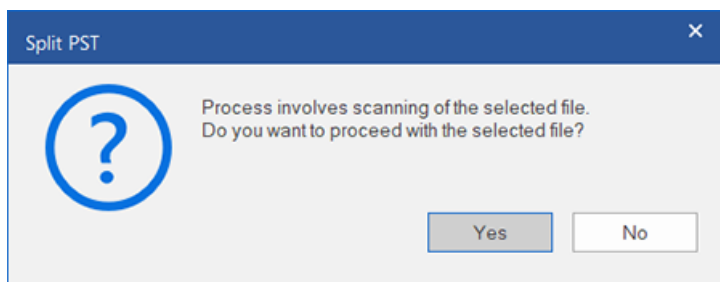


**Note:** Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

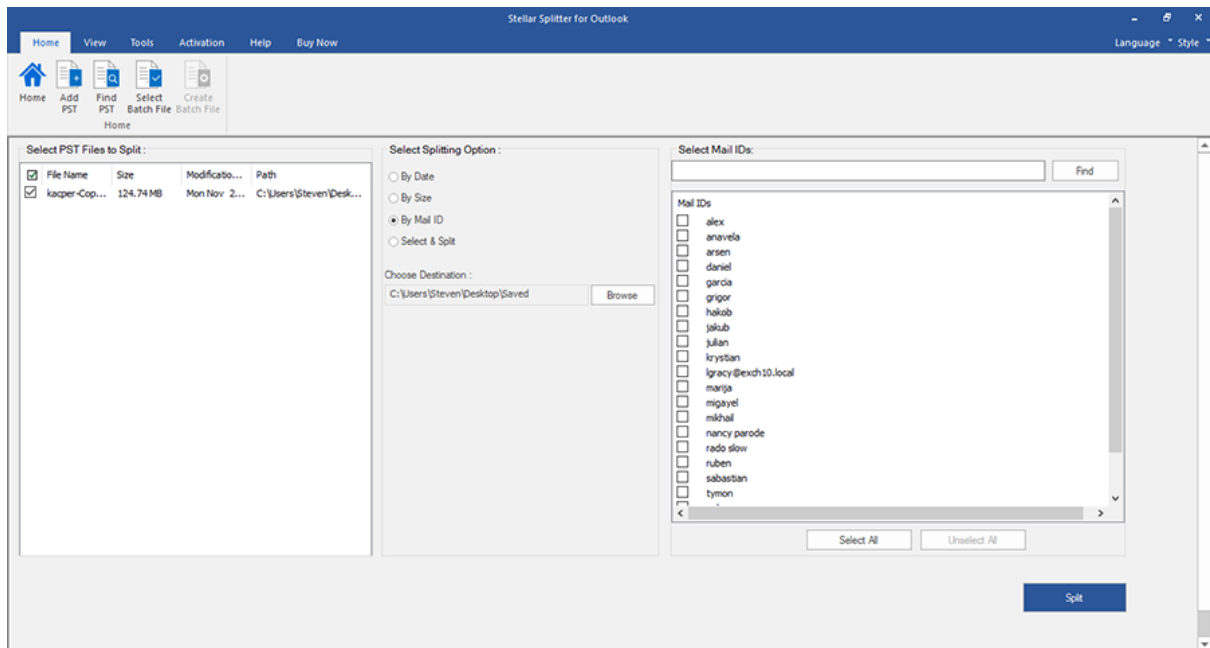
### 3.3.3. Split Single PST By Mail ID

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

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Mail ID** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. A **Split PST** dialog box appears prompting you to proceed to the splitting process.
6. Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, the software will display a list of all mail ids found in the file in the right pane of the screen.

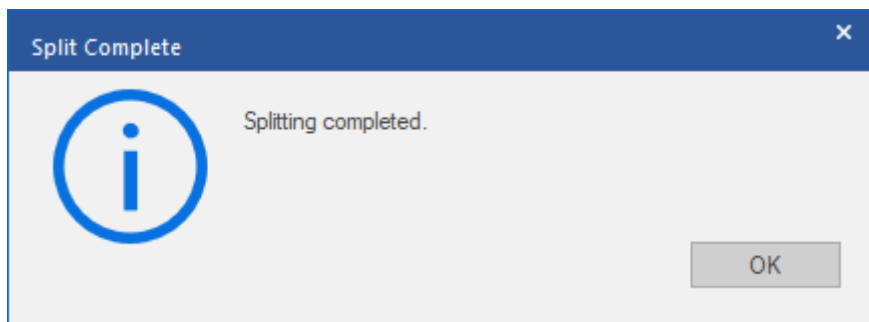


7. Select e-mail ids under Mail IDs scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the Select All / Unselect All buttons to select / unselect all the email ids.
8. Click **Browse** and select the location where you want to save the PST File. Click **OK**.



9. Click '**Split**' to start the process.

10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**.  
The PST file will be saved at your specified location.

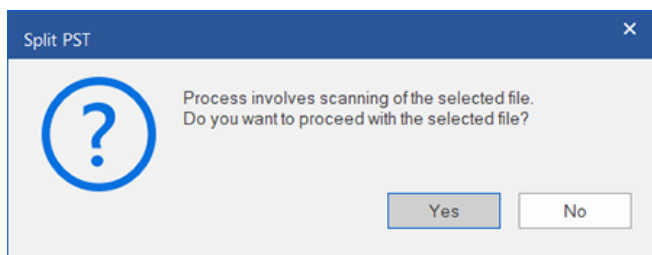


**Note:** Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

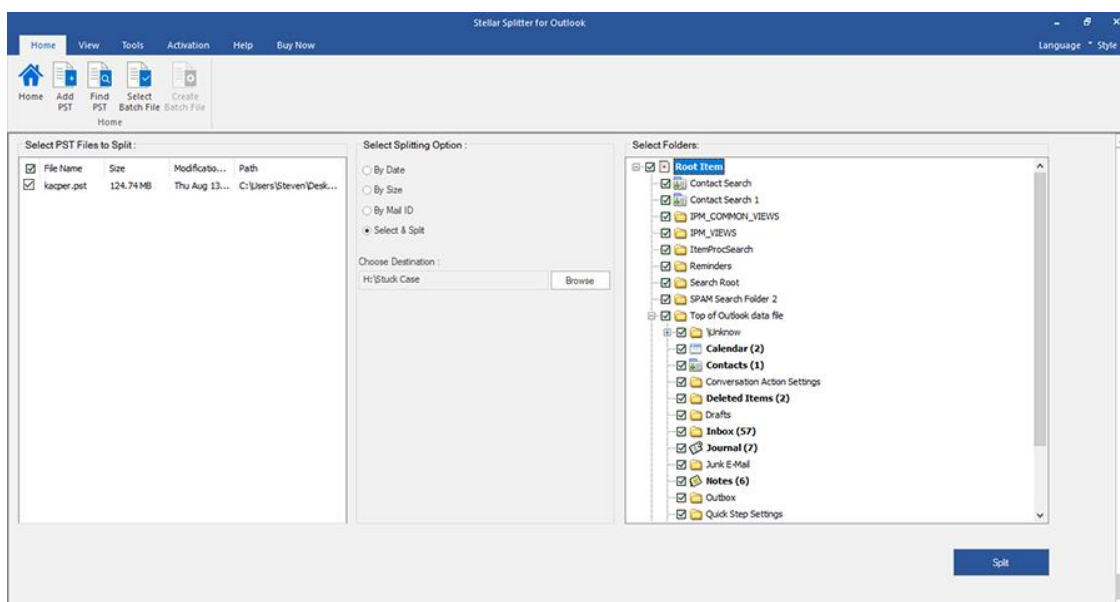
### 3.3.4. Split Single PST By Selecting Folders

You can select one or more mail folders and create a new PST consisting of selected items only. To split single PST file by extracting selected items, please follow the procedure as described below.

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **Select & Split** option from '**Select Splitting Option**' section in the middle pane of the screen.
5. A **Split PST** dialog box appears prompting you to proceed to the splitting process.
6. Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, the software will display a list of all folders found in the file in the right pane of the screen.

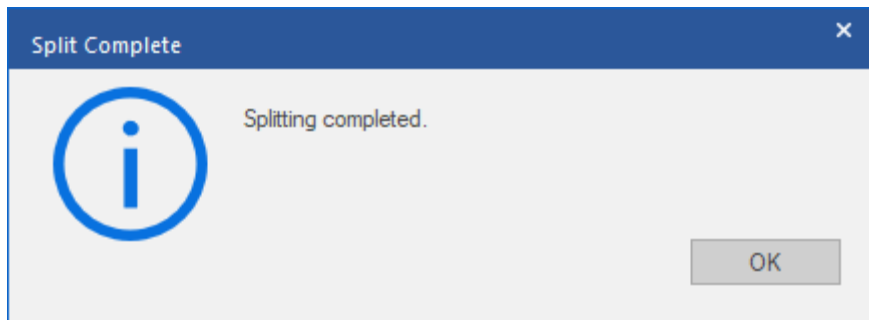


7. From '**Select Folders**' section in the right pane of the screen, select the folders that you want to be used as split criteria for the file.
8. Click **Browse** and select the location where you want to save the PST File. Click **OK**.



9. Click '**Split**' to start the process.

10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

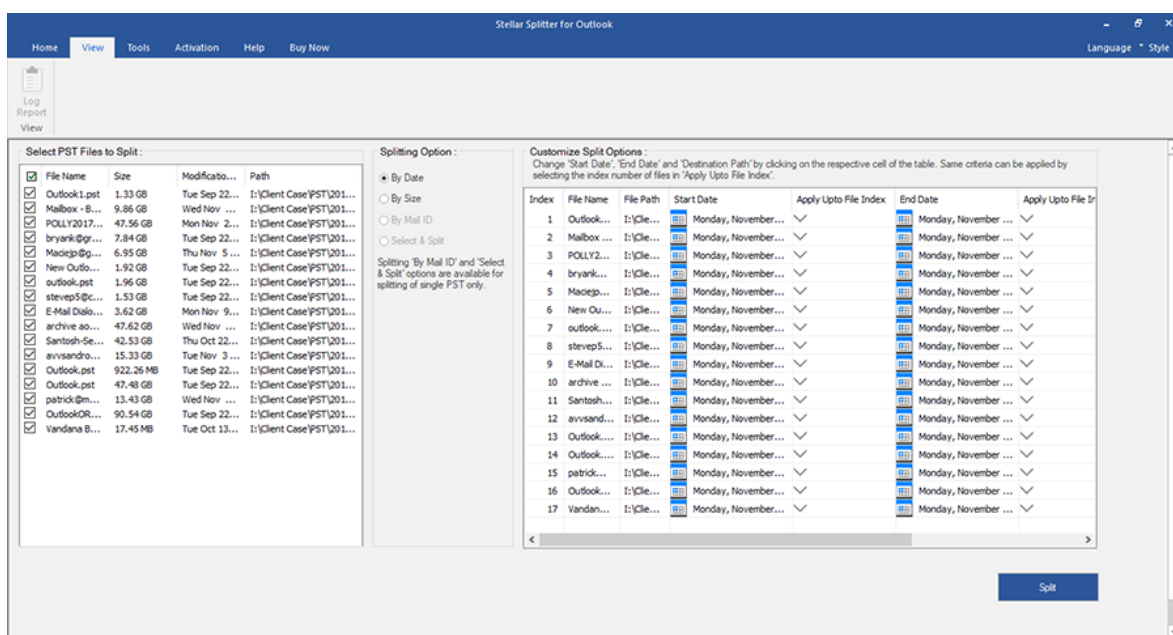


**Note:** Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

### 3.3.5. Split Multiple PST Files By Date

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

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Date** option from '**Splitting Option**' section in the middle pane of the screen.



5. '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Start Date, End Date, Apply Upto File Index and Destination Path.
6. You can specify date range and destination path for each file individually. The software also has an option to apply common settings to a group of files.
7. Specify the start date of the date range by clicking on '**Start Date**' column. You can apply the same start date to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same start date is to be applied upto third file in the list then select the value 3 in '**Apply Upto File Index**' column.

**Customize Split Options :**  
 Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Start Date	Apply Upto File Index	End Date
1	gtsang@...	E:\Paul...	Saturday, January 01, 2000 14:05:34	3	Sunday, Janua
2	kacper - ...	C:\Use...	Saturday, January 01, 2000 14:05:34	∨	Sunday, Janua
3	kacper-rr....	C:\Use...	Saturday, January 01, 2000 14:05:34	∨	Sunday, Janua
4	mac.pst	C:\Use...	Friday, February 17, 2017 14:05:34	∨	Friday, Februa

**Split**

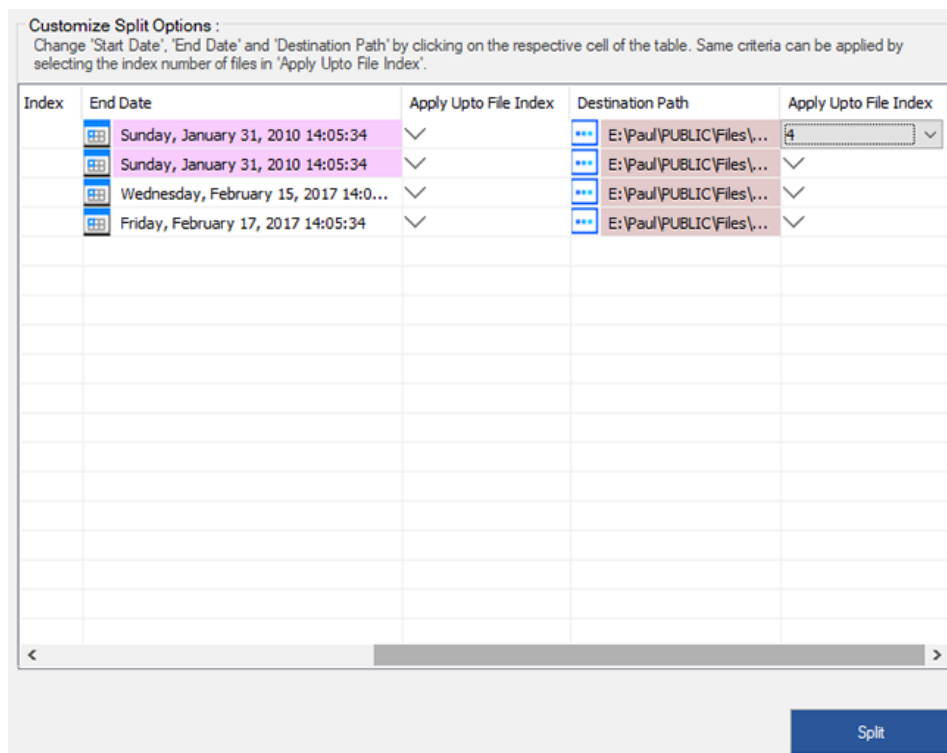
8. Specify the end date of the date range by clicking on '**End Date**' column. You can apply the same end date to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same end date is to be applied upto second file in the list then select the value 2 in '**Apply Upto File Index**' column.

**Customize Split Options :**  
 Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

File Path	Start Date	Apply Upto File Index	End Date	Apply Upto File Index
Paul...	Monday, November 0...	∨	Sunday, January 31, 2010 14:05:34	∨
Use...	Monday, November 0...	∨	Sunday, January 31, 2010 14:05:34	∨
Use...	Monday, November 0...	∨	Wednesday, February 15, 2017 14:0...	∨
Use...	Monday, November 0...	∨	Friday, February 17, 2017 14:05:34	∨

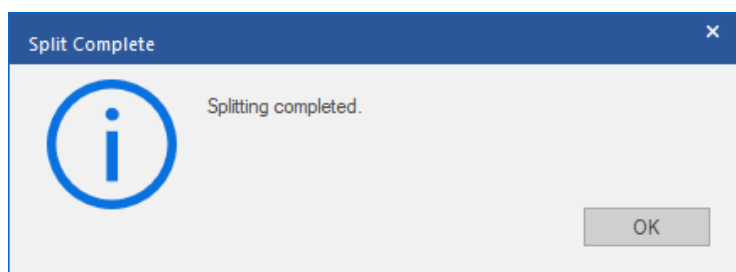
**Split**

9. If you want to change the destination location of a file then click on the '**Destination Path**' column and select a new destination. You can select the same destination path for a group of files by selecting the index number in '**Apply Upto File Index**', column. For example, if the same destination path is to be selected for all files in the list then select the value 4 in '**Apply Upto File Index**' column.



10. Click '**Split**' to start the process.

11. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.



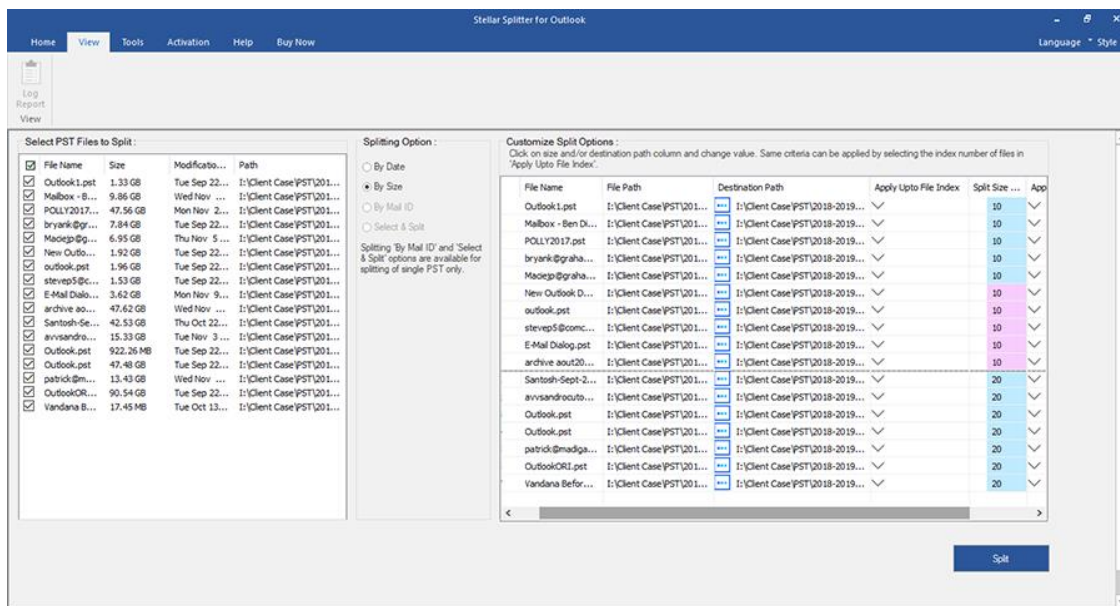
**Note:** Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.



### 3.3.6. Split Multiple PST Files By Size

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

1. Run **Stellar Splitter for Outlook**.
2. Add PST File which you want to split.
3. **Stellar Splitter for Outlook** displays a three-pane window. The PST File you added will be listed in the left pane.
4. Select **By Size** option from '**Splitting Option**' section in the middle pane of the screen.



5. '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Apply Upto File Index, Split Size and Destination Path.
6. You can specify size and destination path for each file individually. The software also has an option to apply common settings to a group of files.
7. Specify the size of the new PST files by clicking on '**Split Size**' column. You can apply the same size criteria to other files by selecting the index number in '**Apply Upto File Index**' column. For example, if the same size of new PST files are to be created from upto third file in the list then select the value 3 in '**Apply Upto File Index**' column.

Customize Split Options :  
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply...	Split Size ...	Apply Upt...
1	gtsang@egetra...	E:\Paul\PUBLIC\Files\p...	*** E:\Paul\PUBLIC\Files\pst\	∨	20	3 ∨
2	kacper - Copy.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	20	∨
3	kacper-rr.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	20	∨
4	mac.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	10	∨

[Split](#)

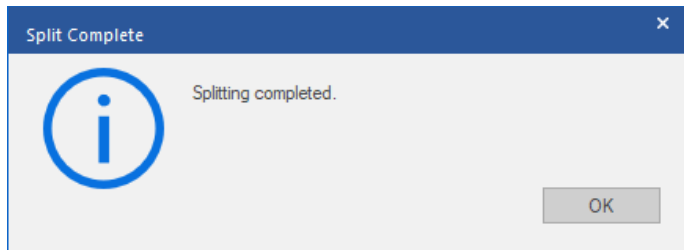
8. If you want to change the destination location of a file then click on the '**Destination Path**' column and select a new destination. You can select the same destination path for a group of files by selecting the index number in '**Apply Upto File Index**', column. For example, if the same destination path is to be selected for all files in the list then select the value 4 in '**Apply Upto File Index**' column.

Customize Split Options :  
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size ...
1	gtsang@egetra...	E:\Paul\PUBLIC\Files\p...	*** E:\Paul\PUBLIC\Files\pst\	4 ∨	10
2	kacper - Copy.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	10
3	kacper-rr.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	10
4	mac.pst	C:\Users\Steven\Deskt...	*** E:\Paul\PUBLIC\Files\pst\	∨	10

[Split](#)

9. Click '**Split**' to start the process.
10. A **Split Complete** dialog box opens, displaying a message '**Splitting completed**'. Click **OK**. The PST file will be saved at your specified location.

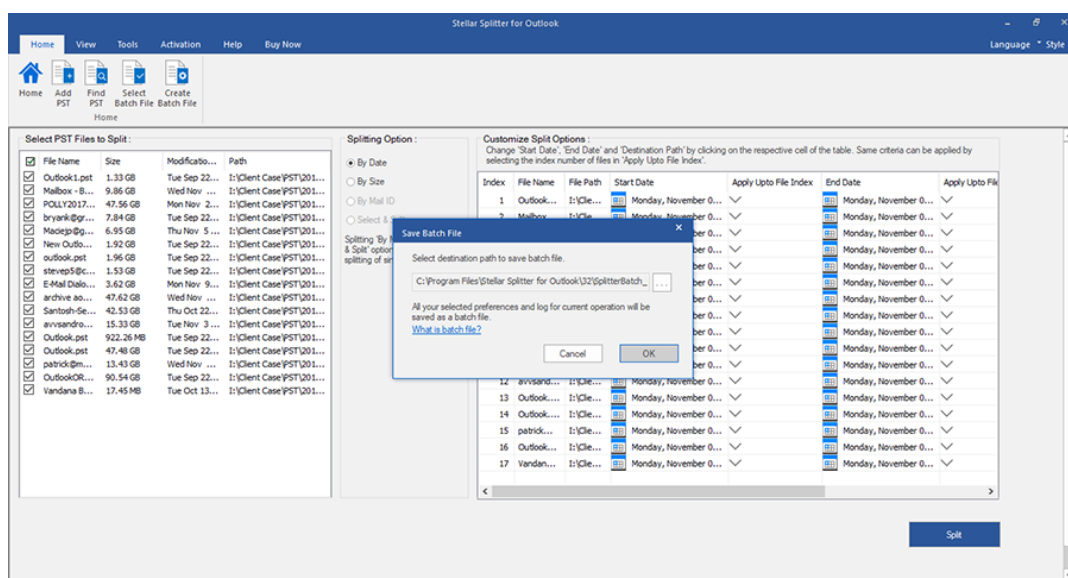


**Note:** Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

## 3.4. Create and Manage Batch Files

**Stellar Splitter for Outlook** provides you an option to create a batch file. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process. It can be used as input file once it has been created either by user or by the software. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the software itself before the initiation of the process or by the user to use the batch file as input to split the process. When a batch file is created by the software then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**



### To manually create a batch file for date based splitting

Follow the steps mentioned below to create a batch file for date based split operation:

1. Open **Notepad.exe**
2. Create a structure as given below:

First file source path;First file output destination path;First file start date;First file end date;Second file source path;Second file output destination path;Second file start date;Second file end date;

3. Date must be in MM/DD/YYYY format.

Example: C:\PST1\Test1.pst;E:\Split\_Destination1\;03/23/2000;09/05/2009;D:\PST File2\Test2.pst;D:\Split Destination2\;11/02/2001;05/28/2008;

**Note:** There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.

## To manually create a batch file for size based splitting

Follow the steps mentioned below to create a batch file for size based split operation:

1. Open **Notepad.exe**
2. Create a structure as given below:

First file source path;First file output destination path;First file split size;Second file source path;Second file output destination path;Second file split size;

3. Size must be in GB and no fraction in size is accepted. Size should be greater than 5GB and can have a value of 10GB, 20GB, 30GB or 50GB.

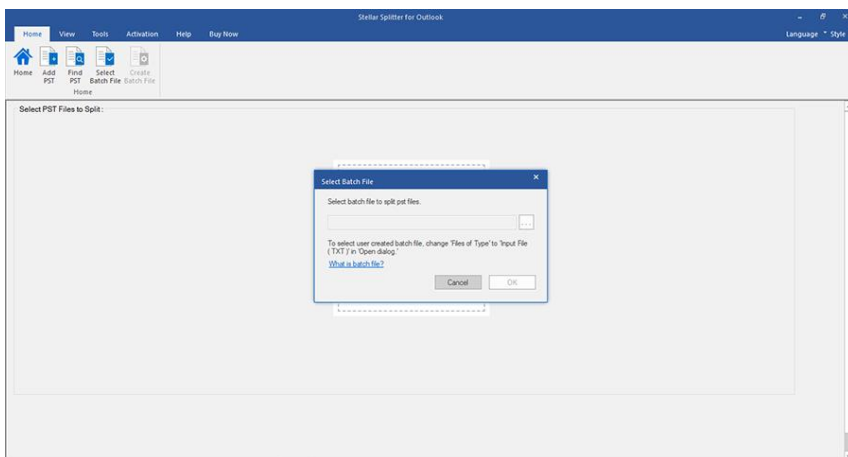
Example:

C:\PST1\Test1.pst;E:\Split\_Destination1\;2;D:\PST2\Test2.pst;D:\Split\_Destination2\;7;

**Note:** There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semicolons.

## To use an already created batch file to split PST files

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



**A batch file created for Date based splitting can be used to split:**

- Multiple PST files at different locations.
- Multiple PST files with multiple date ranges.
- Multiple PST files located in a folder.

**A batch file created for Size based splitting can be used to split:**

- Multiple PST files at different locations.
- Multiple PST files with multiple size ranges.
- Multiple PST files located in a folder.

## 3.5. View and Save Log Report

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

**To save log report:**

1. From **View** ribbon, select **Log Report**.
2. A **Log Report** window appears on the screen displaying the details of the split files.



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

## 3.6. Changing the Software Language

To use **Stellar Splitter for Outlook** in your preferred language, the software provides an option to select any of the desired languages. Using the **Languages** button, you can change the entire software to a different language at any time/instance without having to re-install the software.

**Here are the steps to change the language:**

1. Run **Stellar Splitter for Outlook**.
2. Click **Language** button located at the top right corner.
3. A drop-down list appears with the following languages:
  - **English**
  - **French**
  - **German**
  - **Italian**
  - **Spanish**
4. Select the desired language. The software language will be changed accordingly.



## 4. Frequently Asked Questions (FAQ)

### 1. What does Stellar Splitter for Outlook do?

**Stellar Splitter for Outlook** splits large PST files into smaller files as per the criteria specified by you. The software splits PST files on the basis of: **Date, Size, Mail ID** and **Folders**.

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

The software supports PST Files made with MS Outlook 2007, 2010, 2013, 2016 and 2019.

### 3. Does the software maintain the integrity of the original PST files while splitting them?

Yes, the software maintains the integrity of the original PST files while splitting them.

### 4. Is it necessary to have MS Outlook installed on to the system where I want to split my PST file?

This software requires MS Outlook installed on to the system where PST file is being split.

### 5. How can Stellar Splitter for Outlook help me search for the location of PST file in the computer?

You can search for PST file in a specific drive or folder using **Find PST** option of the software.

For more details, please refer Find PST Files topic of the help manual.

### 6. I have a PST file exceeding 50 GB of size, does the new PST file generated will have same size as that of source PST file?

For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes.

The size of the split files will depend on the version of Outlook installed on your computer:

If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size.

If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.

### 7. Can I split multiple PST files stored at different locations on the basis of date?

You can split multiple files stored at different locations. [Click here](#) to check step by step procedure to split multiple files at different locations based on date range.

### 8. Can I split multiple files stored at different locations on the basis of size?

You can split multiple files stored at different locations. [Click here](#) to check step by step procedure to split multiple files at different locations based on size criteria.

## 9. Can I split PST file on the basis of a mail id?

Yes, you can split a single PST file according to e-mail ids. For more details, please refer Split Single PST By Mail ID topic of the help manual.

## 10. Can I split my contacts?

When a PST file is split using date range, all contact is added to the newly created PST file.

In case where PST file is split using size, contacts are added to any one of the PST files. You can find out this by checking the log of split operation.

## 11. What is a batch file?

A batch file keeps all the settings and inputs of user for splitting multiple files. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process.

It can be used as input file once it has been created. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the software itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the software then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**

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

## 12. How can I create my own batch file?

Creating a batch file makes splitting task very easy to follow. [Click here](#) to know step by step procedure to create a batch file.

## 13. Can I create another PST file of one or more folders from my original PST file?

It is possible to create a new PST file having only selected folders from original PST file. [Click here](#) to know step by step procedure to create PST file with one or more folders in working with the software section of this manual.

## 14. What is "Apply Upto File Index" and how to use it?

"**Apply Upto File Index**" is a very useful option that allows you to select same value of a criteria for multiple files. This saves you from selecting the value for every individual file separately. You can read the complete procedure of splitting PST files based on **Apply Upto File Index** in Split Multiple PST Files By Date and Split Multiple PST Files By Size section of this manual.

## 15. Can we save process log?

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

**To save log report:**

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



# **Stellar Compactor for Outlook**

**User Guide 8.0**

# 1. About Stellar Compactor for Outlook

Microsoft Outlook data is stored in personal folders file that ends with PST extension. Almost all the data, one stores in various MS Outlook folders, goes in to PST file linked with that profile. Outlook PST file, also known as Outlook Data File contains all items like e-mails, alerts, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

One of the major threats to Outlook PST file is it becoming oversized. PST files can be compressed to recover from this situation. **Stellar Compactor for Outlook** is designed to compact the size of PST files using powerful algorithms. The application performs deep scan of the PST file and compacts all the e-mails, calendar, contacts, tasks, and notes.

## Key Features

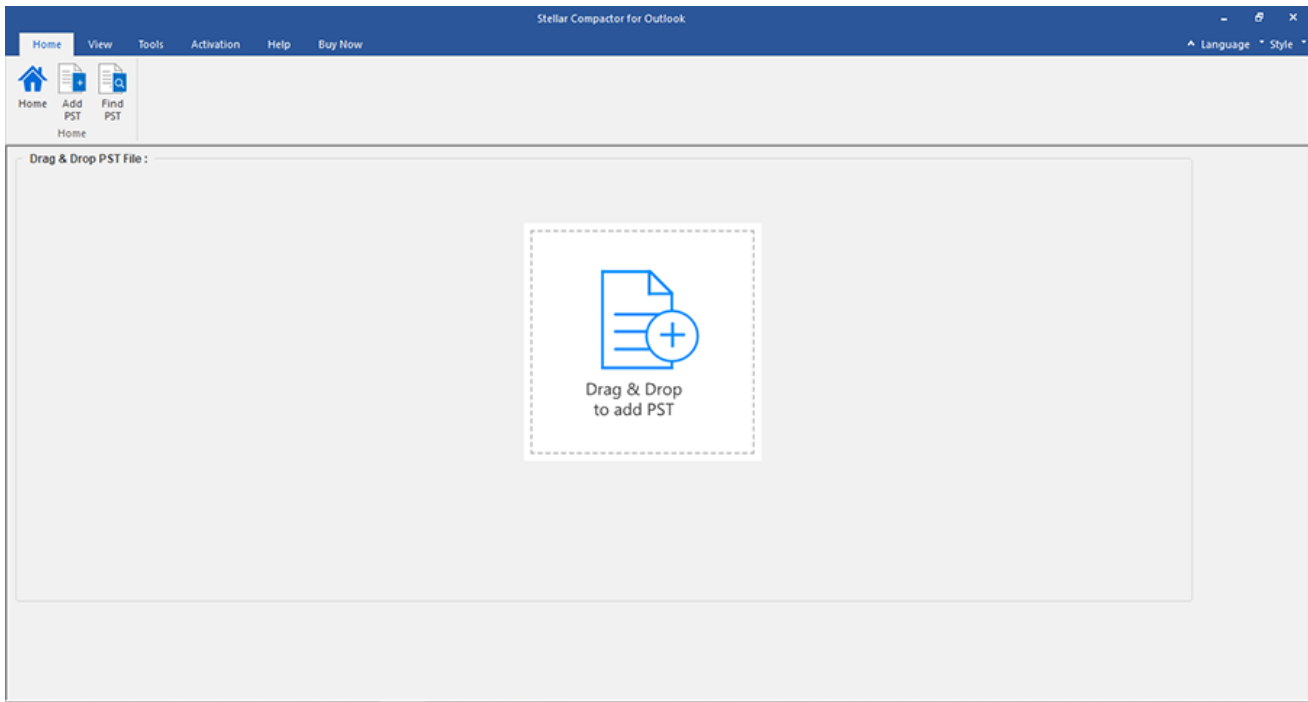
- **Stellar Compactor for Outlook** is a 100% result-oriented tool to compact Outlook PST files.
- Software can extract the attachments and saves them in a new folder. Interlinking of the compacted PST file and attachments is preserved.
- Software extracts the attachments, compresses them in zipped file (ZIP) and saves them in a new folder. Interlinking of compacted PST file and attachments is preserved.
- Software can compact PST file without saving the attachments. This option will remove all attachments in the compacted PST file.
- Application can compact any PST file of MS Outlook 2019/2016/2013/2010/2007.
- Application can empty Deleted Items folder while performing any compaction option.
- Application can empty Junk E-mail folder while performing any compaction option.
- Application also removes unused space.

**Note:** *The software never deletes or modifies data in original PST file. It creates a new PST file.*

## 2. User Interface

**Stellar Compactor for Outlook** software has a very easy to use Graphical User Interface.

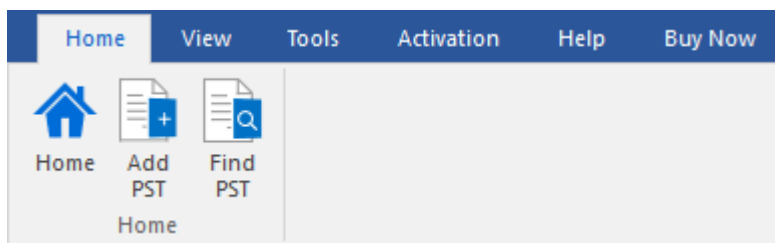
After launching the program, you will see the main user interface as shown below:



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

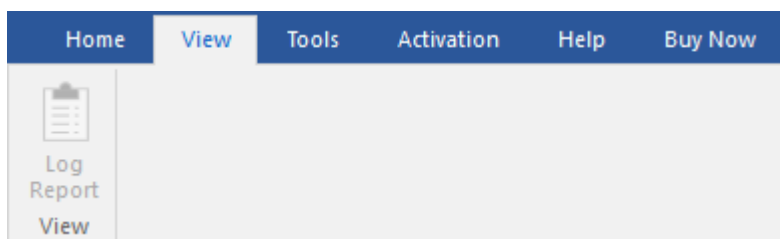
## 2.1. Ribbons and Buttons

### 1. Home Ribbon



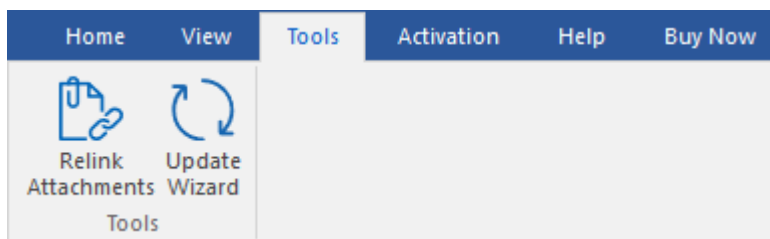
- **Home:** Use this option to go to the home page of the software.
- **Add PST:** Use this option to add the PST file.
- **Find PST:** Use this option to search PST files from the system.

### 2. View Ribbon



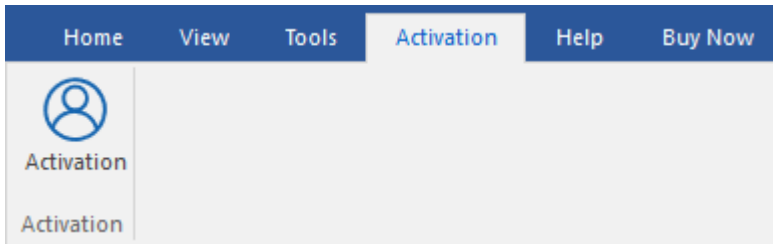
- **Log Report:** Use this option to view the summary after the compact process.

### 3. Tools Ribbon



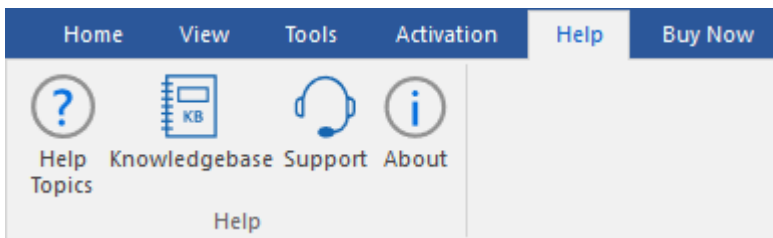
- **Relink Attachments:** Use this button to relink the attachment folder
- **Update Wizard:** Use this option to check for both, latest minor and major versions available online.

## 4. Activation Ribbon



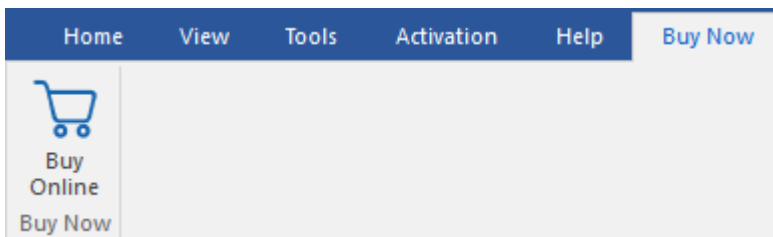
- **Activation:** Use this option to activate the software after purchasing.

## 5. Help Ribbon



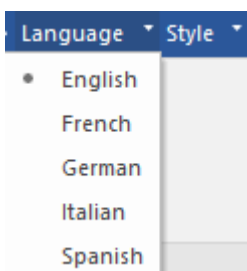
- **Help:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase](https://www.stellarinfo.com/knowledgebase) articles of [stellarinfo.com](https://www.stellarinfo.com)
- **Support:** Use this option to visit the [support](https://www.stellarinfo.com/support) page of [stellarinfo.com](https://www.stellarinfo.com).
- **About:** Use this option to read information about the software

## 6. Buy Now Ribbon



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

## 7. Language Button





- **Language:** Use this option to change the language of the application. In the drop-down menu you will find the following language options: English, French, German, Italian and Spanish.

## 8. Style Button



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

## 3. Features

**Stellar Compactor for Outlook** software is a powerful application to compress Microsoft outlook PST file. It provides four options for compacting PST files. Compaction of PST file can be done with or without separating attachments. Extracted attachments can be saved into a new folder either in original form or in compressed zip files. The application also gives options to delete contents of the 'Deleted Items' and Junk E-mail' folder in compacted Outlook PST file.

3.1. Compact Options

3.2. Advance Compact Options

## 3.1. Compact Options

E-mails in the MS Outlook PST file may have attachments in them. **Stellar Compactor for Outlook** gives four options for attachments that can be set while compacting a PST file. **Stellar Compactor for Outlook** allows to extract attachments from PST file and save them in a new folder either in original form or in compressed zip format. Options to remove all attachments while compacting PST file are also available. Four compact options available in the application are:

- Compress all attachments in new PST file
- Extract and save attachments to a folder (no interlinking is lost)
- Extract, compress and save attachments to a folder (no interlinking is lost)
- Remove all the attachments in new PST file

## 3.2. Advance Compact Options

When e-mails are deleted in MS Outlook, the space occupied by them remains allocated. This space can grow up to large size in short span of time. Oversized PST files are more likely to corrupt than normal sized files. So, unused space must be released. **Stellar Compactor for Outlook** application helps in removing unused space while compacting PST file. It also provides an option to remove deleted items and junk mails from their respective folders. Three advanced compact options available in the application are as follows:

- **Remove Unused Space.**
- **Empty 'Deleted Items' folder.**
- **Empty 'Junk E-mail' folder.**

## **4. Working with the Software**

4.1. Select PST file

4.2. Find PST files

4.3. Compact PST file

4.4. Import PST File

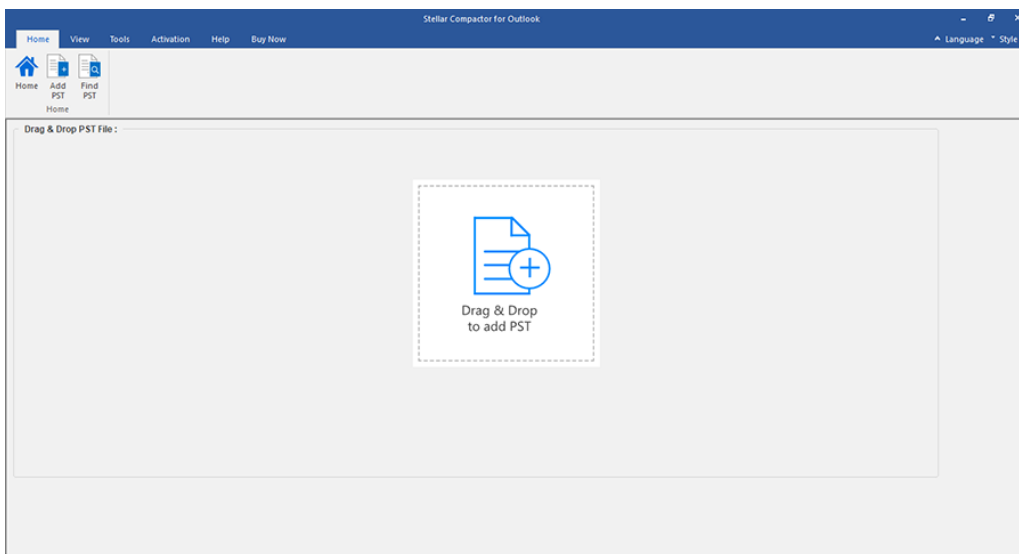
4.5. Relink Attachment Folder

4.6. Changing the Software Language

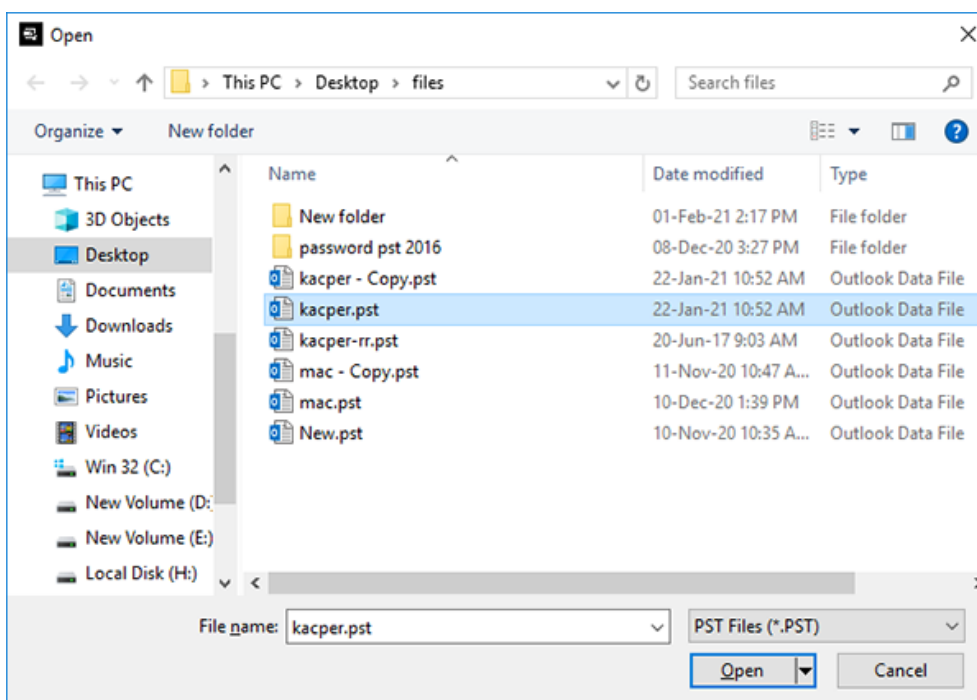
## 4.1. Select PST file

To select a PST file, follow these steps.

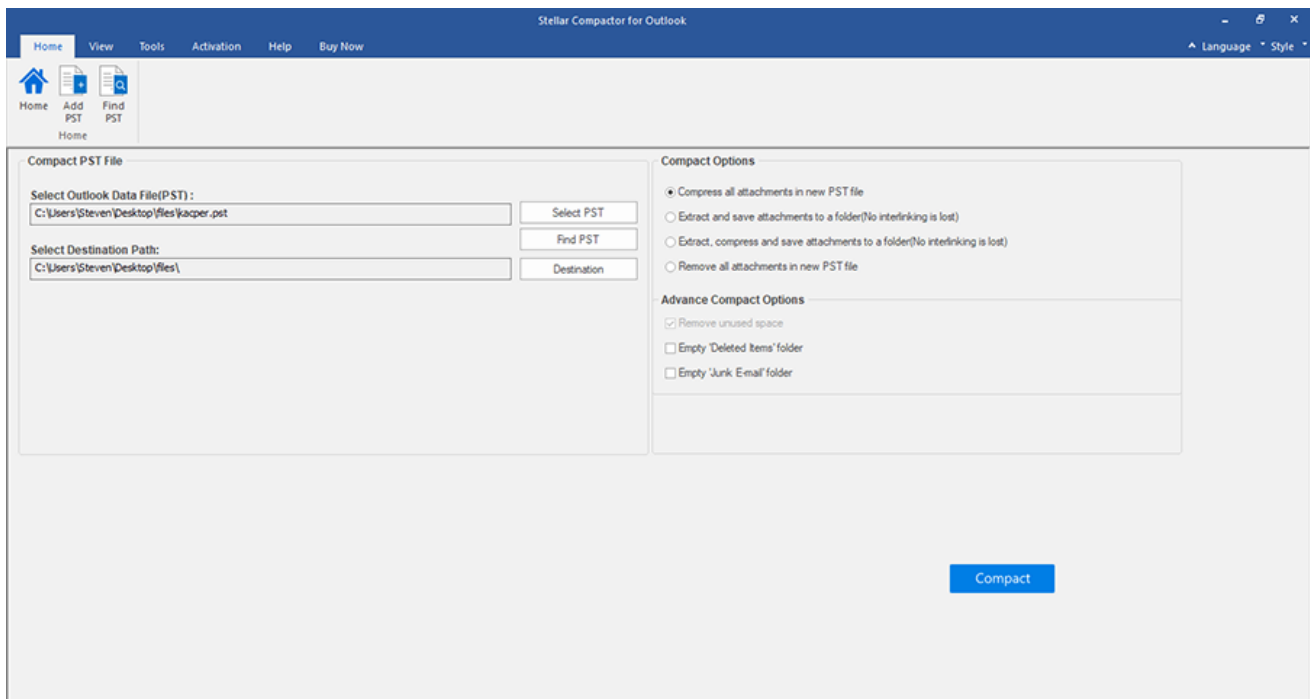
1. Run **Stellar Compactor for Outlook** application.
2. Click on **Add PST** or you can also drag and drop PST file.



3. **Open** dialog box is displayed.
4. Browse for file location, select the PST file and click **Open** button.



5. Click **Destination** button to select the path where you want to save the compacted PST file. Default destination path is selected by default and is same as source path.



6. Choose any of the **Compact Options** to compact PST file.

7. Choose **Advance Compact Options** to remove items.

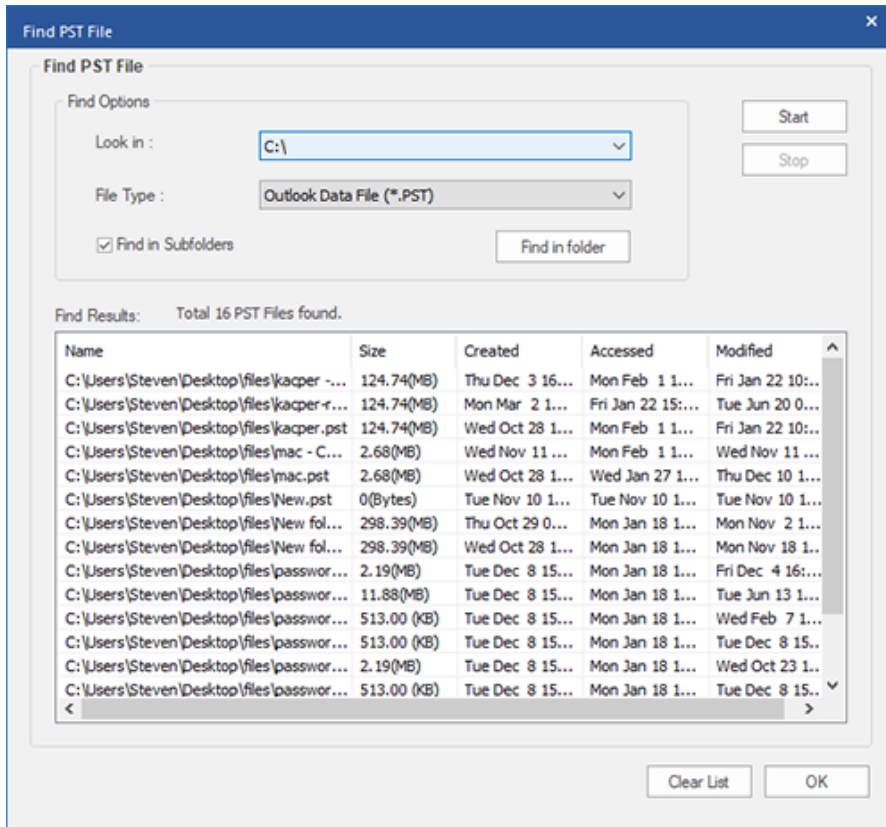
8. Click on **Compact** button to continue.





4. From **Look in** field under **Find Options** section, select the drive you want to search for PST files. Click **Start**.

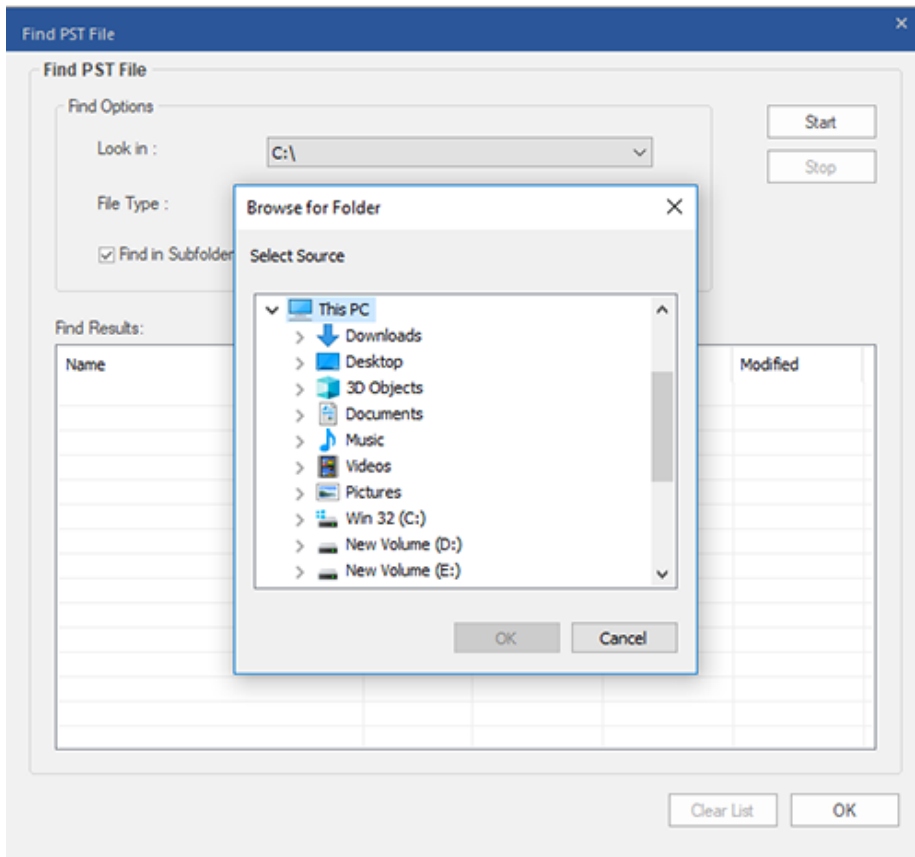
5. After the search is finished, a list of PST files found in the selected drive is shown in **Find PST File** dialog box, under the **Find Results** section.



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

### To Find PST files in folders and subfolders:

1. From **Home** Ribbon, click **Find PST** button.
2. Find **PST File** dialog box opens.
3. In **Find PST File** dialog box, click **Find in folder** button. **Browse for Folder** dialog box opens



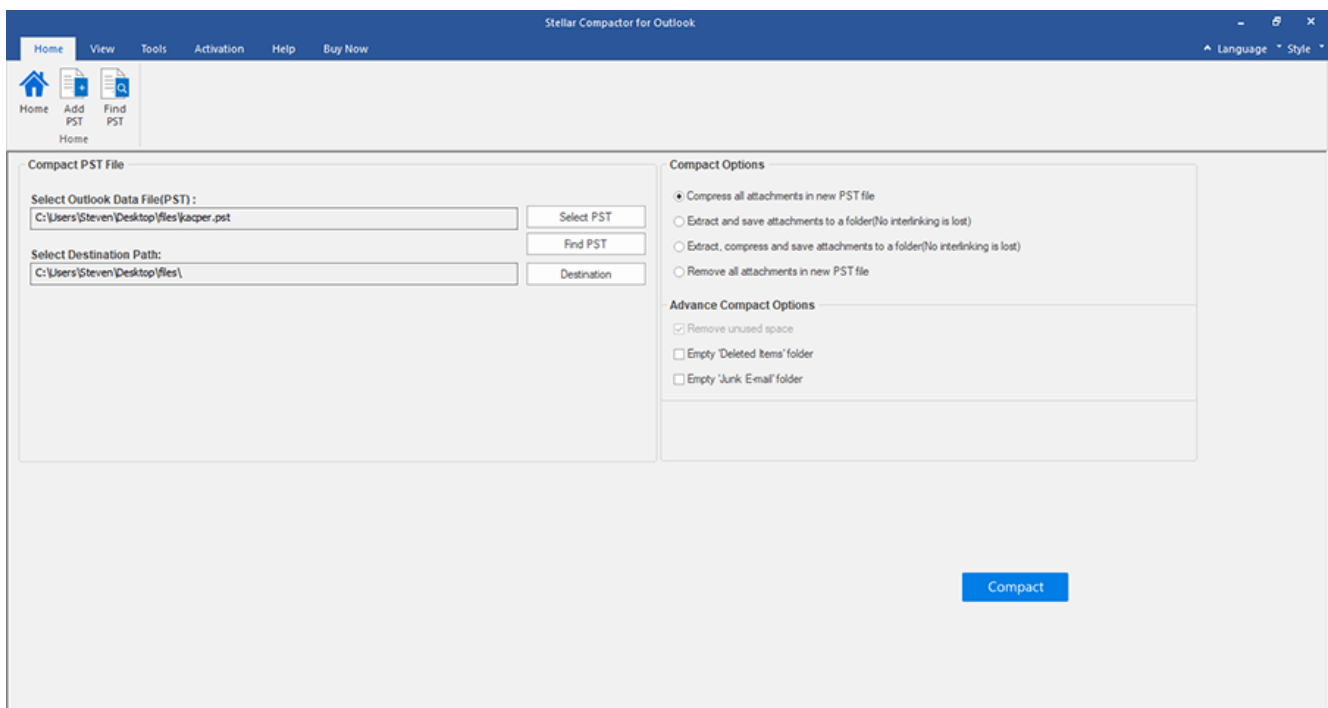
4. Select the folder from which you want to search PST files. Click **Start**. Also, if you want to search subfolders within that folder, select **Find in Subfolders** checkbox.

5. After the search is finished, list of PST files found in the selected folder is shown in **Find PST File** dialog box, under **Find Results** section.

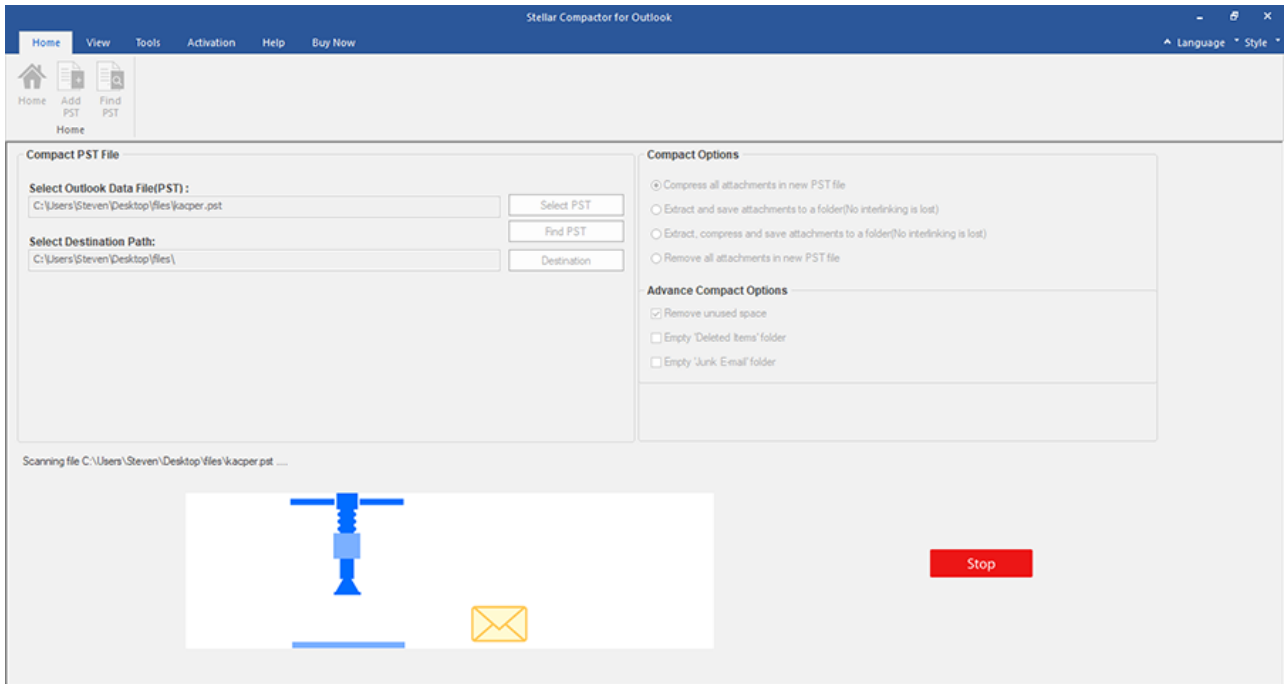
## 4.3. Compact PST file

**Stellar Compactor for Outlook** software compresses the PST file and decrease the size acquired by them in the disk. This enhances greater use of memory and also saves PST files from being corrupted. To compact a PST file, follow these steps.

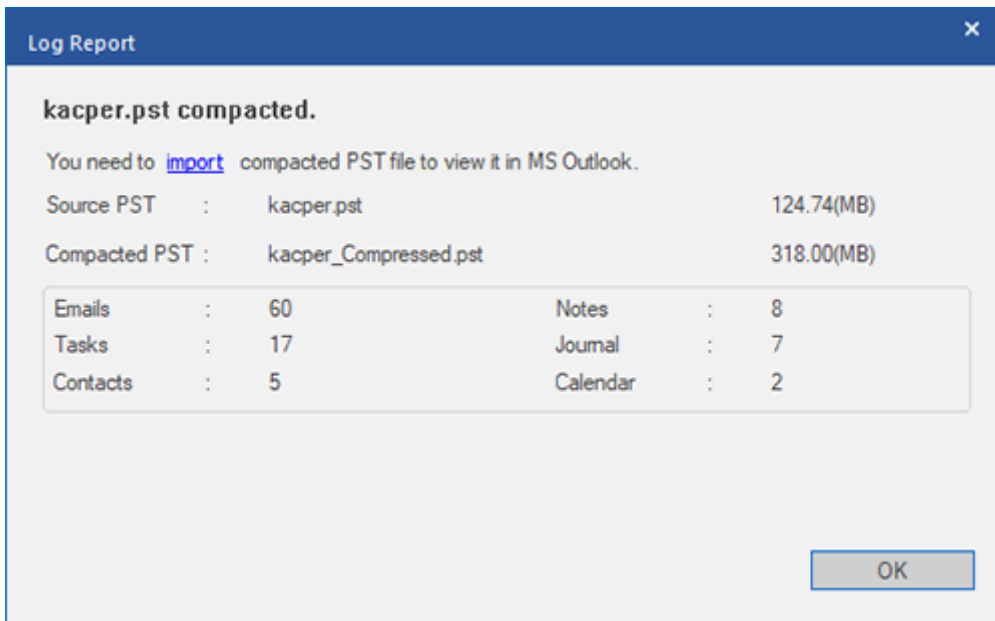
1. Run **Stellar Compactor for Outlook** application.
2. Select the PST file If do not know the path of your file, then you can search it by Find PST option of the application.
3. Click **Destination** button to select the path where you want to save the compacted PST file. Default destination path is selected by default and is same as source path.



4. Choose any of the Compact Options available for attachments.
5. Choose any of the Advance Compact Options as per your preference.
6. Click on **Compact** button to start the compaction process.



7. On completion of process a **Log Report** is displayed that shows the details of the compacted file.



8. The compacted file name is same as the source file suffixed with **Compressed.pst**

**Note:** You need to import compacted PST file to view it in MS Outlook

## 4.4. Import PST files

### To import PST file in Microsoft Outlook 2019 / 2016 / 2013:

1. Open **Microsoft Outlook**. From **File** Ribbon, select **Open & Export**.
2. Select **Import / Export** option from the right pane.
3. From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
4. In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.
5. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
6. 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:

1. Open **Microsoft Outlook**. From **File** Ribbon, select **Open -> Import**.
2. From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
3. In **Import a File dialog** box, select **Outlook Data File (.pst)**, click **Next**.
4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. In **Import Outlook Data File** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

### To import PST file in Microsoft Outlook 2007:

1. Open **Microsoft Outlook**. From **File** Ribbon, select **Import and Export**.
2. From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
3. In **Import a File dialog** box, select **Personal Folder File (PST)**, click **Next**.
4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. In **Import Personal Folders** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.

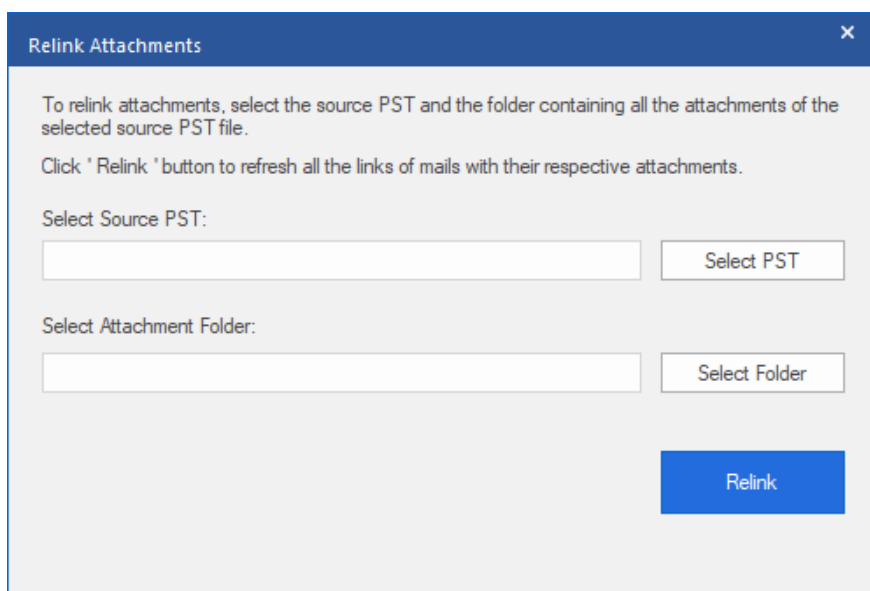
## 4.5. Relink Attachment Folder

You need to relink the attachment folder when you move it after using Extract and save attachments to a folder (No interlinking is lost) or Extract compress and save attachments to a folder (No interlinking is lost) option.

**Note:** You can move the attachments folder to a different location on the same local machine or you can move both the PST file and the attachments folder to another machine. This software will link the attachments folder to the PST file in both these scenarios.

**Follow the steps given below to relink the attachments to the mails:**

1. Click **Relink Attachments** from **Tools** ribbon.



Relink Attachments

To relink attachments, select the source PST and the folder containing all the attachments of the selected source PST file.  
Click 'Relink' button to refresh all the links of mails with their respective attachments.

Select Source PST:

Select Attachment Folder:

2. Click on **Select PST** and **Select Folder** button to browse to and select the **PST file** and its attachment folder.
3. Click on **Relink** button to relink the attachments to the mails.
4. '**Relinking process completed**' message will be displayed on completion of process.

## 4.6. Changing the Software Language

In order to use **Stellar Compactor for Outlook** software in your preferred language, the application provides an option to select any of the desired language. Using the Languages button, you can change the entire application to a different language at any time/instance without having to re-install the application.

**Here are the steps to change language of the application:**

1. Run **Stellar Compactor for Outlook**.
2. Click **Language** button located at the top right corner.
3. A dropdown list appears with the following languages:
  - **English**
  - **French**
  - **German**
  - **Italian**
  - **Spanish**
4. Select the desired language. The application language will be changed accordingly.

## 5. Frequently Asked Questions

### 1. What is Stellar Compactor for Outlook?

**Stellar Compactor for Outlook** is a software application that helps in reducing the size of MS Outlook PST files. It has various options for attachments of mails that can be selected for compaction. Unused space taken by deleted items can also be wiped by help of this application.

### 2. What is need to compact PST files?

MS Outlook stores all the data i.e., e-mails, personal data, calendar, tasks, etc. in a PST file. Eventually this file becomes oversized with time. Also, when we delete items in any of the folders of a PST file, space allocated to them is kept intact. Hence, there is no difference to size. Oversized PST files are prone to corrupt so they must be compacted whenever oversized. **Stellar Compactor for Outlook** compacts size and deletes unused space of PST files.

### 3. Can I extract all my attachments in a separate folder while compacting the PST file?

Yes, you can extract the attachments in a separate folder. To do this, choose the Extract and save attachments to a folder option in the Compact Option before starting the compact process. Interlinking of the attachments and PST file is preserved after compaction.

### 4. Can I get a PST file after compaction that has only the messages and no attachments?

Yes, you can get it by choosing the **Remove all the attachments in new PST file** option in the Compact Option before starting the compact process. The compacted PST file will have only messages and other items but no attachments.

### 5. I do not want any item in my Deleted items folder after compacting the PST file? How to do this?

You can empty Deleted Items folder in the compacted PST file. To do this, select the **Empty 'Deleted Items' folder** option in the **Advance Compact Option** before starting the compact process.

### 6. Can I delete all the junk items in my compacted PST file?

Yes, you can empty the Junk Items folder in PST file. Choose **Empty 'Junk E-mail'** folder option in **Advance Compact Option** to do this.



## 7. How to import the compacted PST file in MS Outlook?

Import the PST file in MS Outlook application to view it. To do this,

1. Open **Microsoft Outlook**. On the **File** Ribbon, select **Import and Export**.
2. In the **Import and Export Wizard**, select **Import** from another program or file, click **Next**.
3. In the **Import a File** box, select **Personal Folder File (PST)**, click **Next**.
4. Click **Browse** to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
5. In the **Import Personal Folders** dialog box, select the folders that should be imported in **Microsoft Outlook**. Click **Finish**.



# **Stellar Compactor for Outlook - Add-in**

User Guide 7.0

# 1. About Stellar Compactor for Outlook

**Stellar Compactor for Outlook** helps in compressing PST and OST file. The software allows the users to automatically manage incoming and outgoing mail attachments. **Stellar Compactor for Outlook** gives various options to manage mail attachments. By help of **Stellar Compactor for Outlook**, user can replace the extracted attachments with a shortcut in the mails, compress the attachment in the mail itself, or extract and compress the attachments to a separate folder. Extracted attachments can also be restored in the mails by help of the software. Moreover, you can schedule the application to run at a pre-set time of week day(s). The software adds itself to MS Outlook application tool bar for quick launch.

The software allows users to select specific attachment extraction and compaction method.

## Key Features:

- Compacts .PST and .OST files.
- Extract attachments and replace it with shortcut link to extract attachment file.
- **Stellar Compactor for Outlook** is installed as Add Ins application in MS Outlook.
- Compacts incoming and outgoing e-mails.
- No need to close MS Outlook during compaction process.
- Extracts and compresses attachments.
- Extract attachments and save it to separate location.
- Can be used with both Microsoft Exchange server and POP3 Internet mail.
- Support for MS Outlook 2019 / 2016 / 2013 / 2010 / 2007

## 2. Features

**Stellar Compactor for Outlook** software is a powerful application to compress Microsoft outlook PST/OST file and manage attachments of mails. It provides three options for compacting PST/OST files. Extracted attachments can be saved into a new folder either in original form or in compressed zip files. Moreover, the compact options can be set to process incoming and outgoing mails without any user intervention. A log report is also provided to review the process at later stage.

2.1. Compact Options

2.2. Works as Add Ins Application

2.3. Compacts Incoming and Outgoing Mails

2.4. Log Report

## 2.1. Compact Options

E-mails in the MS Outlook PST/OST file may have attachments in them. **Stellar Compactor for Outlook** gives three options for attachments that can be set while compacting a PST/OST file. The application allows to extract attachments from the mail and save them in a new folder either in original form or in compressed zip format. A shortcut to the extracted attachments is left in the mails. The three compact options available in the application are:

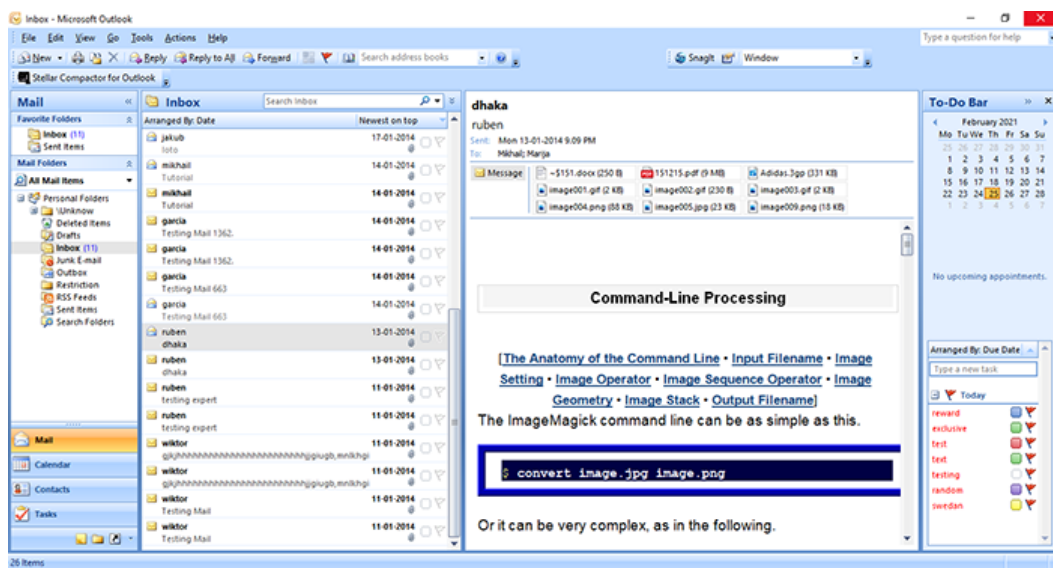
- Extract and save attachments to a folder. A shortcut to the saved attachment is left in the mail.
- Compress the attachment in the mail itself. Note that once the attachments are compressed, they cannot be restored in their original form.
- Extract, compress and save attachments to a folder. A shortcut to the saved attachment is left in the mail.

## 2.2. Works as Add Ins Application

When **Stellar Compactor for Outlook** is installed, no desktop icon or link in program file menu is added. A link to the software is added in MS Outlook application tool bar, in the form of icon. Also, a link is added in MS Outlook menu option.

To start **Stellar Compactor for Outlook**, follow these steps,

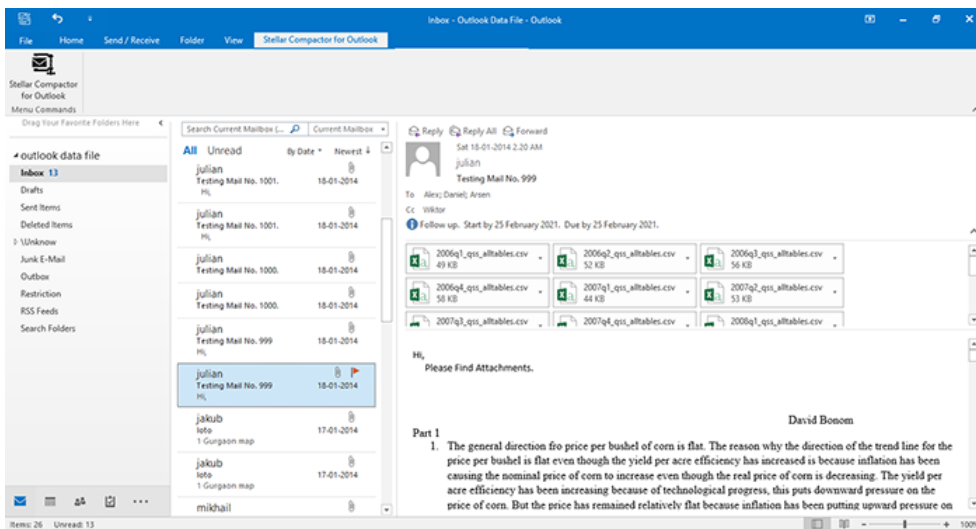
1. In MS Outlook application,
  - Click on the **Stellar Compactor for Outlook** link in MS Outlook tool bar.



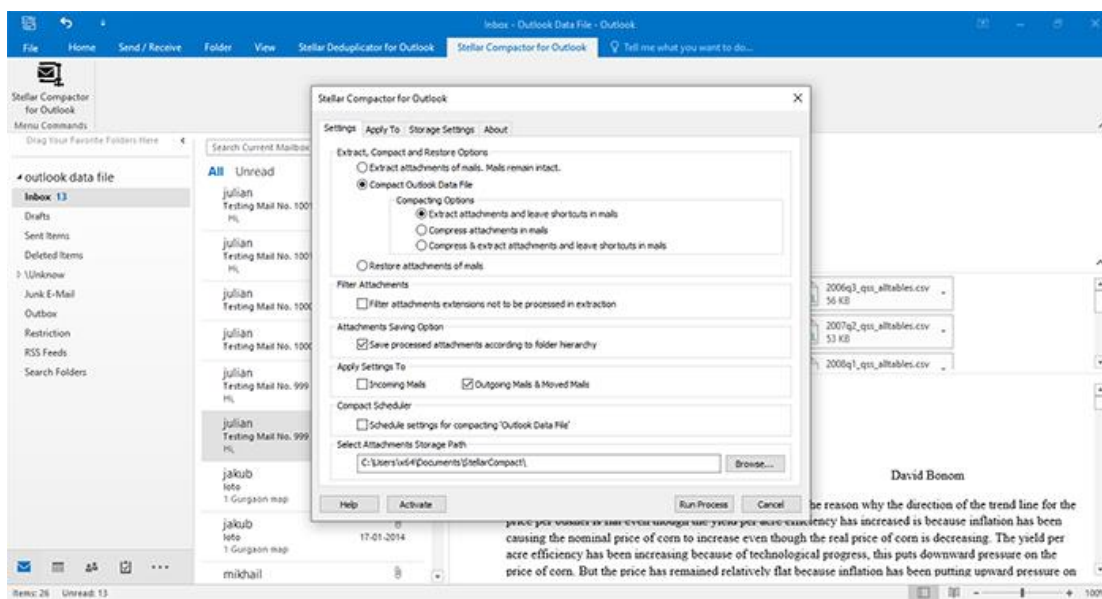
- Or, On **Tools** menu, click **Stellar Compactor for Outlook**.



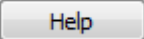
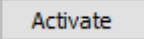
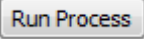
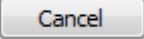
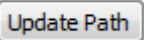
- Or, On **Stellar Compactor for Outlook** menu, click **Stellar Compactor for Outlook** icon.

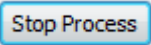
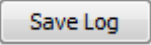


After launching the program, you will see the screen as shown below:



**Stellar Compactor for Outlook** makes use of the following buttons:

	Click this button to open the help manual for <b>Stellar Compactor for Outlook</b> .
	Click this button to register the software after purchasing.
	Click this button to start the process.
	Click this button to close <b>Stellar Compactor for Outlook</b> add-in.
	Click this button to update the attachments storage path.

	Click this button to stop the running process.
	Click this button to save the log report.



## 2.3. Compacts Incoming and Outgoing Mails

**Stellar Compactor for Outlook** gives an option to set the application to extract attachments or compact attachments. These options can be set to run automatically on incoming and outgoing mails. Attachments from the incoming mails are automatically detached and saved in a folder. Same process can be applied for outgoing mails. Both the activities run without any user intervention.

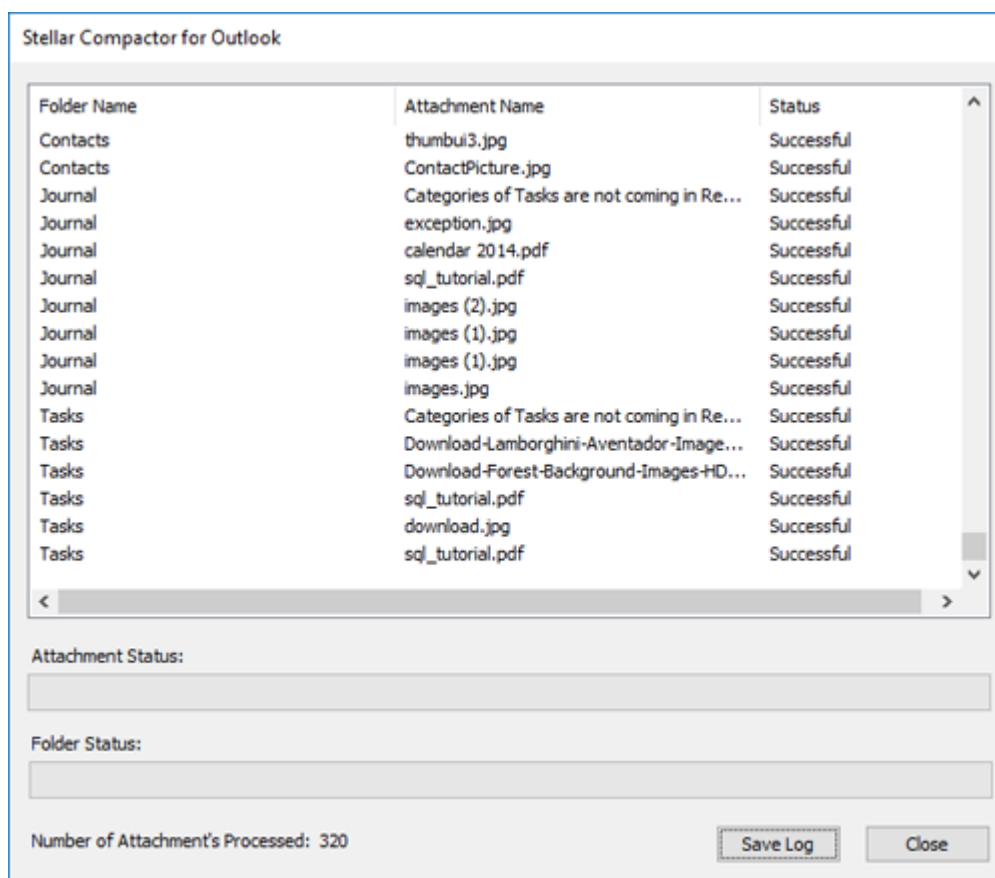
Compaction of mails in Inbox and Sent Items folder can be done by running the **Stellar Compactor for Outlook** process manually.

## 2.4. Log Report

Log report helps to analyse the process and activities executed by user and the application. **Stellar Compactor for Outlook** gives an option to save the log report of all its activities as text.

To save log report shown at end of the process, follow these steps,

1. Click **Save Log** button in the application. **Save As** dialog box is displayed.
2. Select location and type a name for the log file.



3. Click **Save**. A message confirms the save process. Click **OK**.
4. Click **Close** button to close the log window.

## **3. Working with the Software**

3.1. Compact PST and OST Files

3.2. Extract Attachments of Mails

3.3. Restore Attachments of Mail

3.4. Filter Attachments of Specific File Types from Being Extracted

3.5. Extract Attachments According to Hierarchy

3.6. Apply Settings to Incoming and Outgoing Mails

3.7. Select Storage Path for Attachments

3.8. Select Folders on Which the Settings Will Take Effect

3.9. Change Attachment Path Folder

3.10. Schedule Settings for the Application

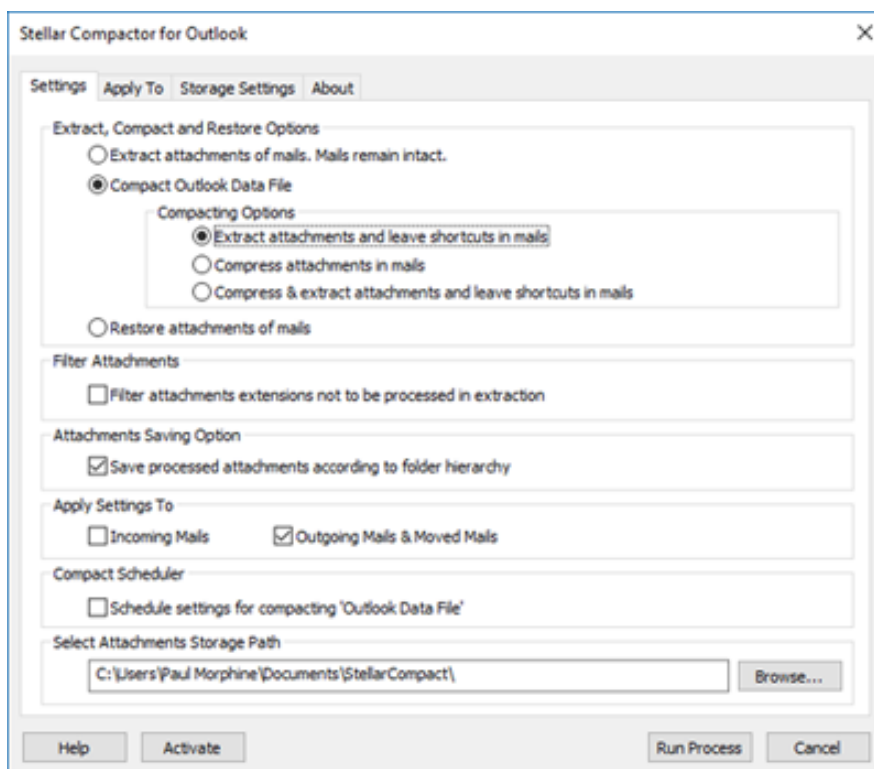
3.11. Changing the Software Language

## 3.1. Compact PST and OST Files

**Stellar Compactor for Outlook** compresses the PST and OST files and decrease the size acquired by them. This enhances greater use of memory and also saves the Outlook data files from being corrupted.

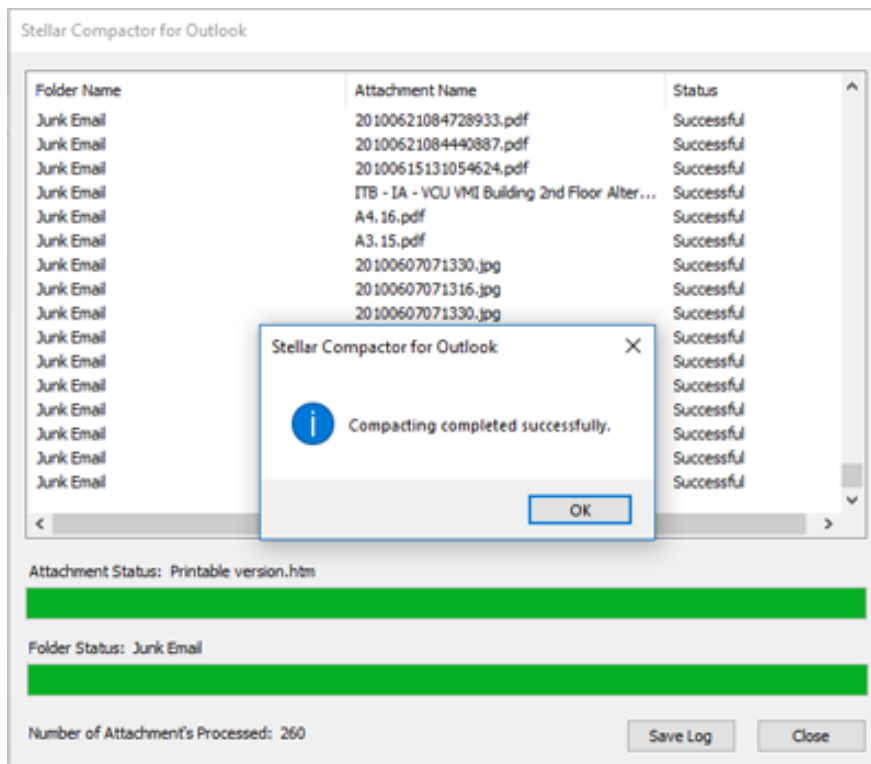
To compact an Outlook data file, follow these steps:

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select **Compact Outlook Data File** option.
4. Choose any of the 'Compact Options' available for attachments.
5. In **Filter Attachments** section, select the check box if you want to Filter Attachments of Specific File Types from Being Extracted.
6. Apply Settings.
7. Select attachments storage path.

8. Click **Run Process** button to start the process. A progress bar shows advancement of the process.



9. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.

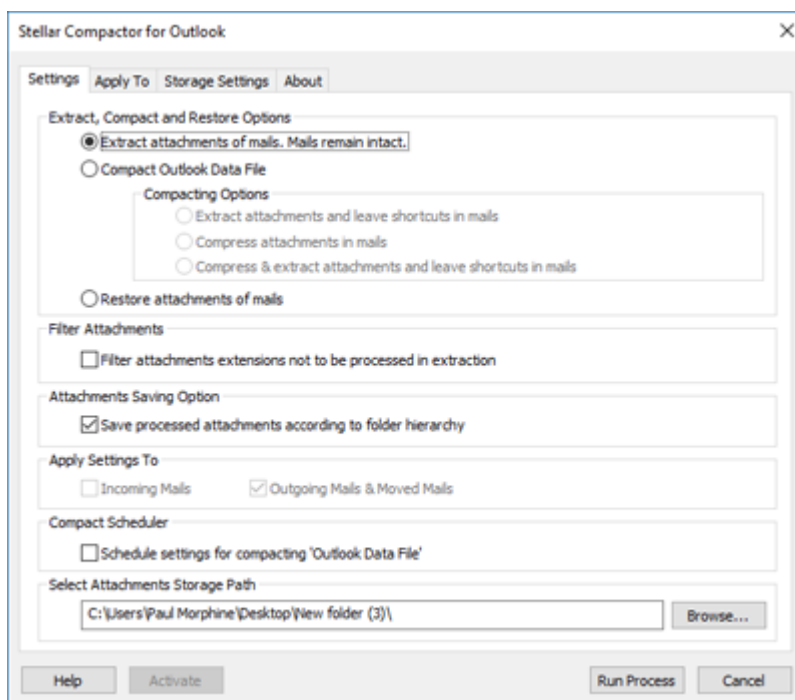
10. A Log report is displayed that shows the details of the process.

## 3.2. Extract Attachments of Mails

**Stellar Compactor for Outlook** gives an option to extract attachments from the mails without making any changes to the mail and the attached files. You can save the attachments at your preferred location.

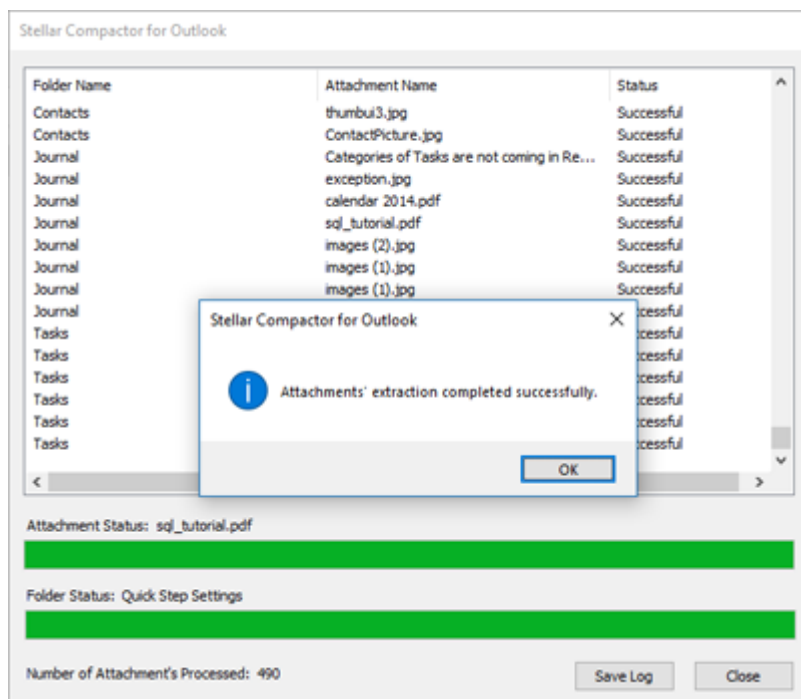
To extract attachments of mails, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select **Extract attachments of mails. Mails remain intact** option.
4. In **Filter Attachments** section, select the check box if you want to Filter Attachments of Specific File Types from Being Extracted.
5. Apply Settings.
6. Select attachments storage path.
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.

8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.



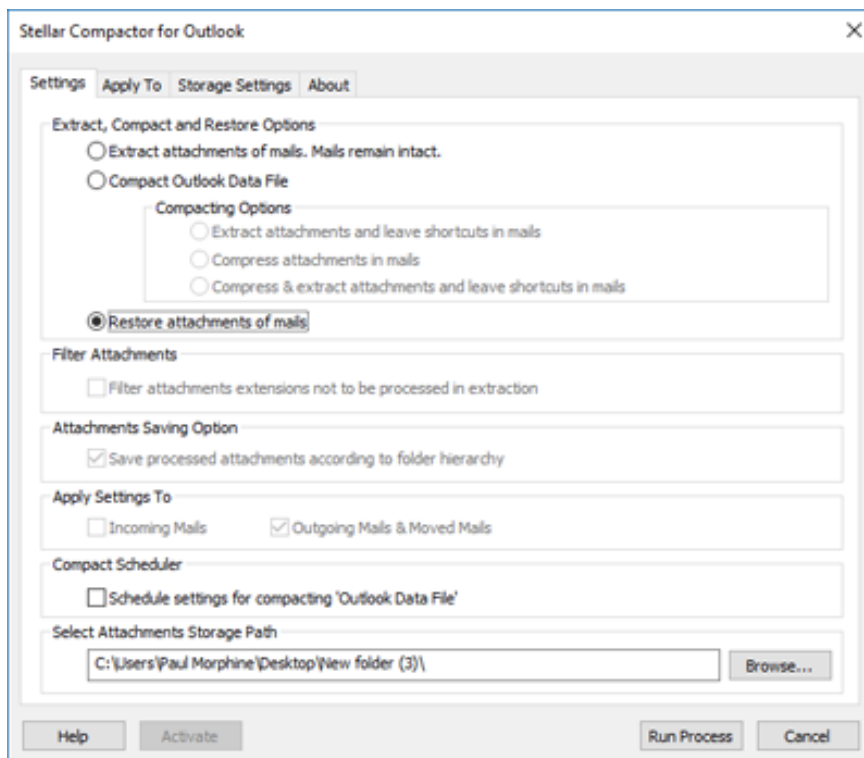
9. A Log report is displayed that shows the details of the process.

### 3.3. Restore Attachments of Mail

After you have extracted your mail attachments, a shortcut is left with the mails. **Stellar Compactor for Outlook** gives an option to restore the extracted attachments to the mails. Shortcuts to the attachments will be replaced by the attachment files.

To restore attachment of mails, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select **Restore attachments of mails** option.
4. Select attachments storage path.
5. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
6. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
7. A Log report is displayed that shows the details of the process.

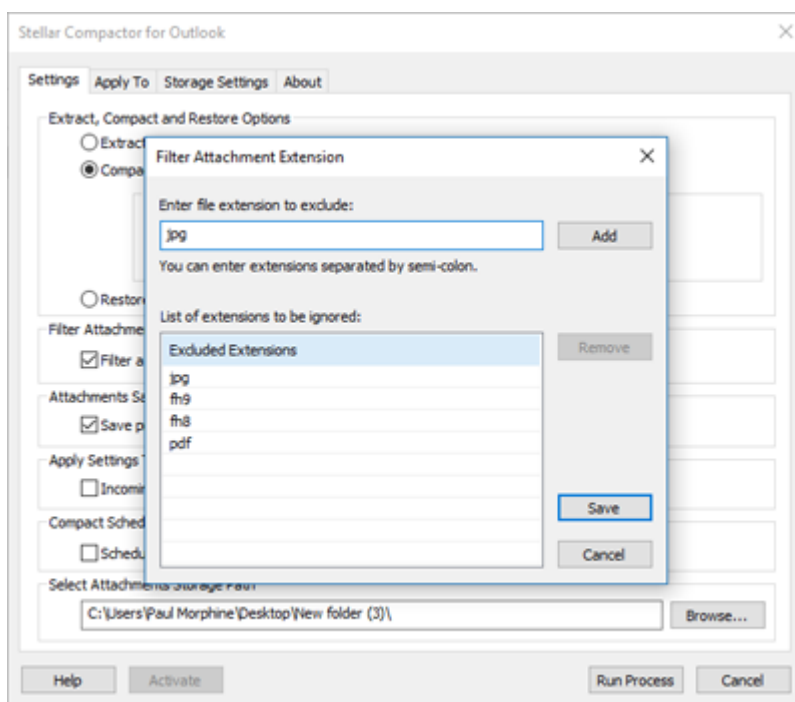


## 3.4. Filter Attachments of Specific File Types from Being Extracted

While extracting attachments from the mails you can restrict attachments of certain file types from being extracted. Attachments of the specified types remain intact in the mails.

To filter attachments of some specific file types from being extracted, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Filter Attachments** section, Select **Filter attachments extensions not to be processed in extraction** option. **Filter Attachment Extension** dialog box is displayed.
5. **Filter Attachment Extension** dialog box shows a list of extensions that are to be ignored while extraction.
  - To add a file extension,
    - Type a file type in **Enter file extension to exclude:** text box.
    - Click **Add** button. Added file type will be shown in the 'Excluded Extensions' list.
  - To remove a file type from the list,
    - Click on the file type in the **Excluded Extensions** list.
    - Click **Remove** button.

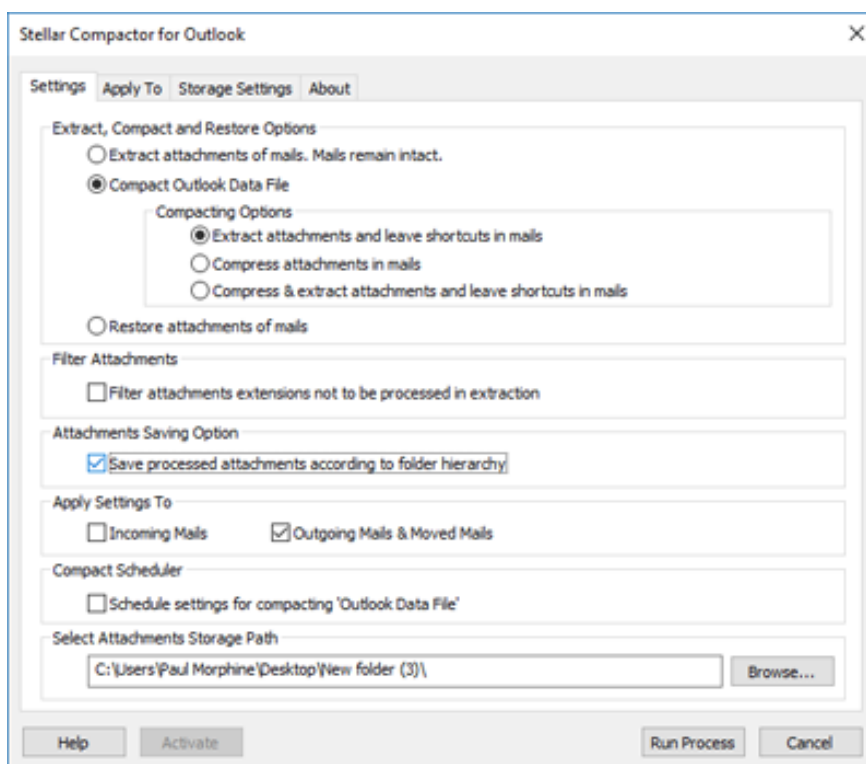
6. Click **Save** button for the changes to take effect. Or, click **Cancel** button to undo the changes and close the dialog box.
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
9. A Log report is displayed that shows the details of the process.

## 3.5. Extract Attachments According to Hierarchy

Extracted attachments are saved in a folder at the default path provided in the **Stellar Compactor for Outlook**. By default, hierarchy of the attachments is not maintained and all the folders are saved at same level. If you want to save the attachments according to their hierarchy, the application gives you an option to do this.

To save attachments according to their hierarchy in the mail, follow these settings,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



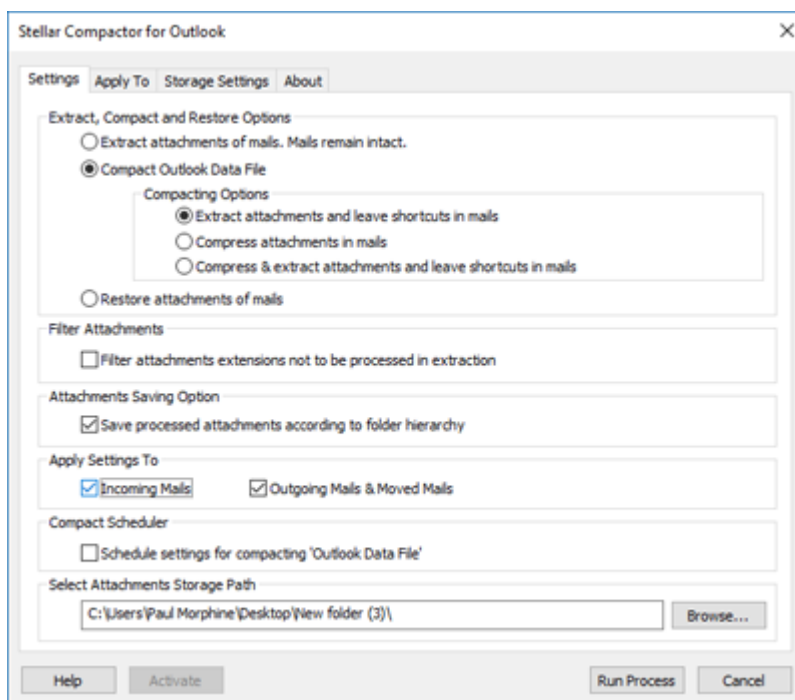
3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Attachments Saving Option**, Select **Save processed attachments according to folder hierarchy** option. By default, this option is selected.
5. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
6. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
7. A Log report is displayed that shows the details of the process.

## 3.6. Apply Settings to Incoming and Outgoing Mails

After making all the changes and selection the required options, you can set the application to perform the set options only on incoming mails or on outgoing and moved mails.

**To apply the settings only to incoming mails or to outgoing and moved mails, follow these steps,**

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



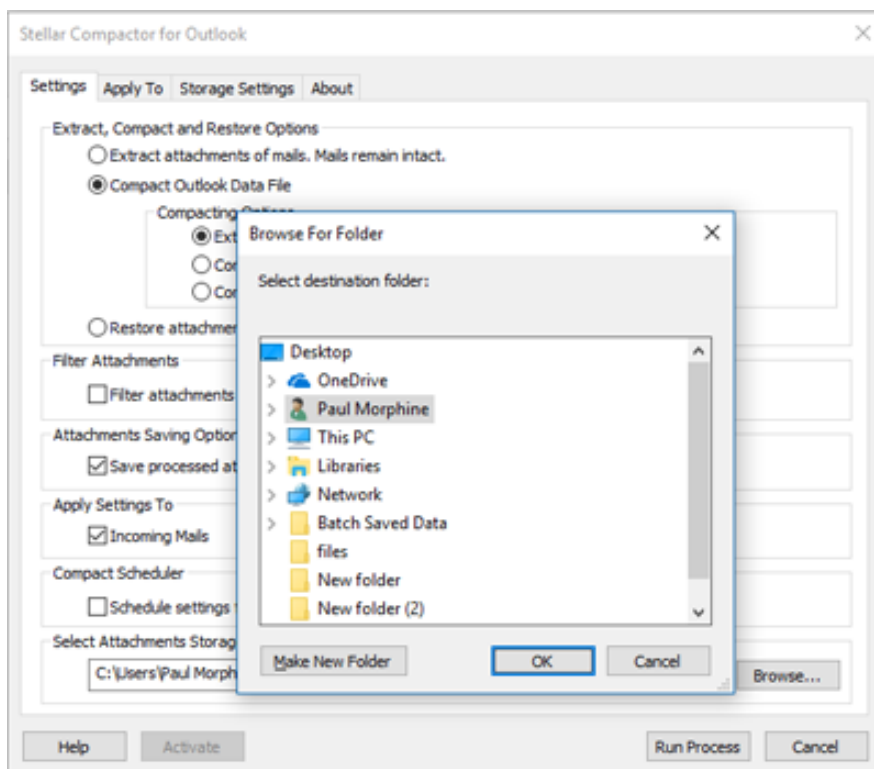
3. In the **Extract, Compact and Restore Options** section, Select the extraction option.
4. In the **Apply Settings To** option,
5. Select **Incoming Mails** option if you want to save the settings for incoming mails.
6. Select **Outgoing Mails & Moved Mails** option if you want to save the settings for outgoing and moved mails. You can also select both the options.
7. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
8. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
9. A Log report is displayed that shows the details of the process.

## 3.7. Select Storage Path for Attachments

**Stellar Compactor for Outlook** gives an option to select a folder where the extracted attachments from the mails will be saved.

To select storage path for attachments, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



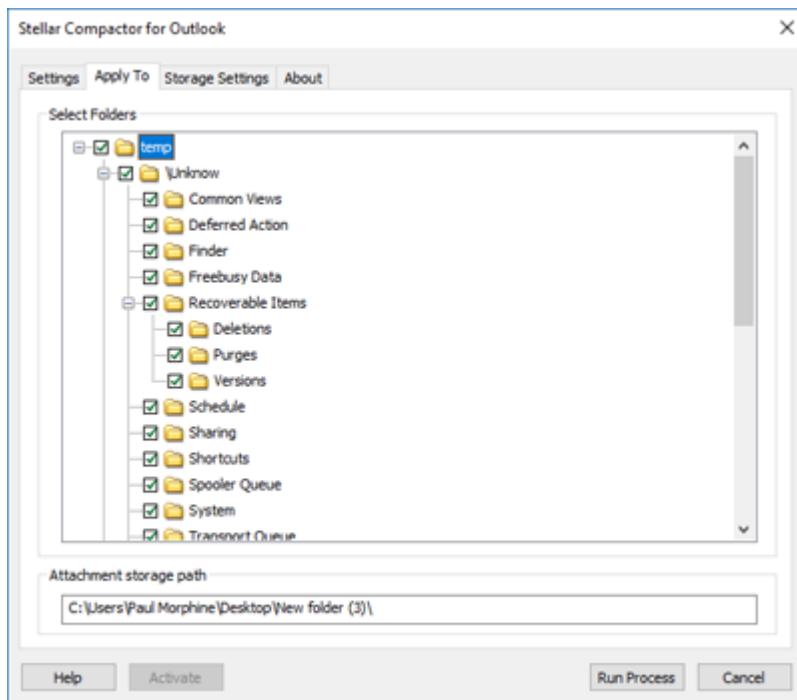
3. In the **Extract, Compact and Restore Options** section, select the options.
4. Click **Browse** button in **Select attachments storage path** section.
5. Select the folder where you want to save the attachments. Click **OK**.
6. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
7. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
8. A Log report is displayed that shows the details of the process.

### 3.8. Select Folders on Which the Settings Will Take Effect

You can select specific folders of MS Outlook on which you want the settings for extraction and compression to take place. The saved settings will be applicable only on the selected folders.

To use this option, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Apply To** tab. **Select Folders** section is displayed in the application window.



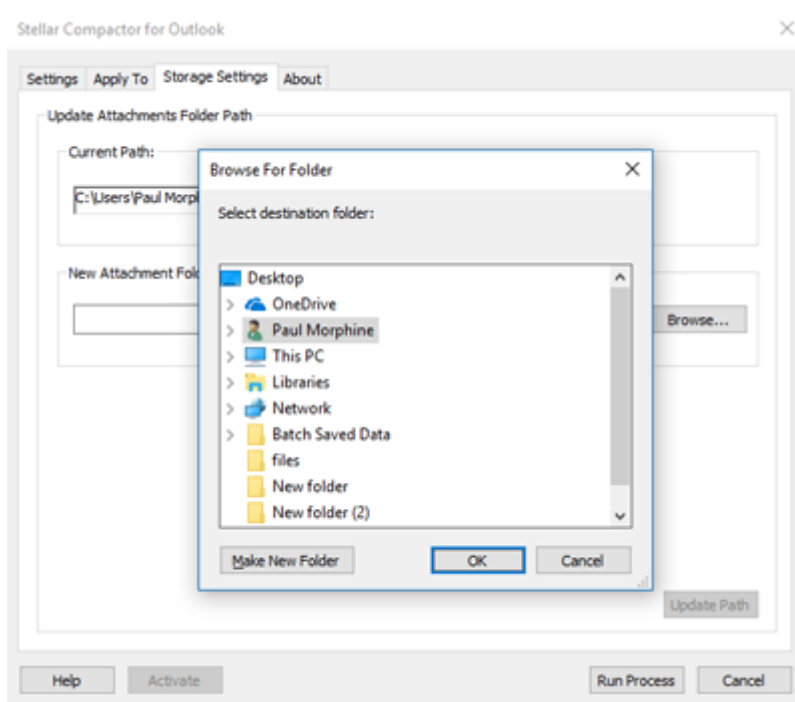
3. In the **Select Folders** section select the folders on which you want the settings to take place. By default, all the folders are selected.
4. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
5. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
6. A Log report is displayed that shows the details of the process.

## 3.9. Change Attachment Path Folder

If you want to change the attachments storage path while keeping the previously saved links for settings for compression and extraction, the application gives you an option to do this.

**To change path of the folder where attachments will be saved, follow these steps,**

1. Click the **Storage Settings** tab in application. **Update Attachments Folder Path** section is displayed in the application window.
2. Current path for the storage of attachment is shown. Click **Browse** button in the **New Attachment Folder Path** section. Select the folder where you want to save the attachments.



3. Click **Update Path** button for the settings to take effect.

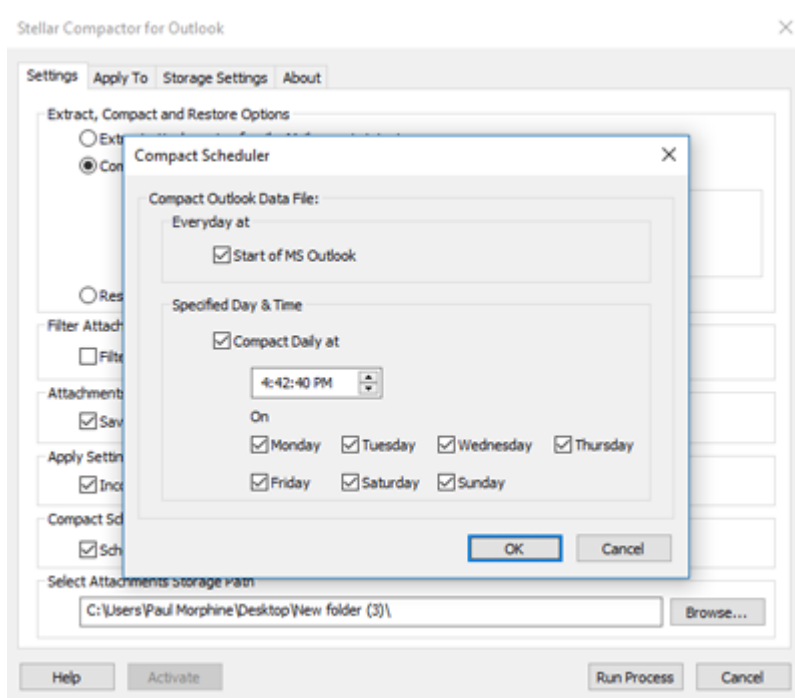
**Note:** It is best to select the root node as path for saving the attachments.

## 3.10. Schedule Settings for the Application

**Stellar Compactor for Outlook** can be set to start automatically at a pre-set time and date. You can set the application to run every time MS Outlook is started, or to run on specific days in a week at a pre-set time.

To schedule the **Stellar Compactor for Outlook**, follow these steps,

1. Run **Stellar Compactor for Outlook**.
2. Click the **Settings** tab. By default, this tab is in active position.



3. In the **Compact Scheduler** section, select **Schedule settings for compacting 'Outlook Data File'** option. **Compact Scheduler** dialog box is displayed.
  - o To compact Outlook data file every day at start of MS Outlook application,
  - o In the **Everyday at** section, select **Start of MS Outlook**.
4. To compact Outlook data file on specific days of week at a specified time,
  - o In the **Specified Day & Time** section, select **Compact Daily at** and set time.
  - o Select the days on which you want to run the application automatically.
5. Click **OK** button.

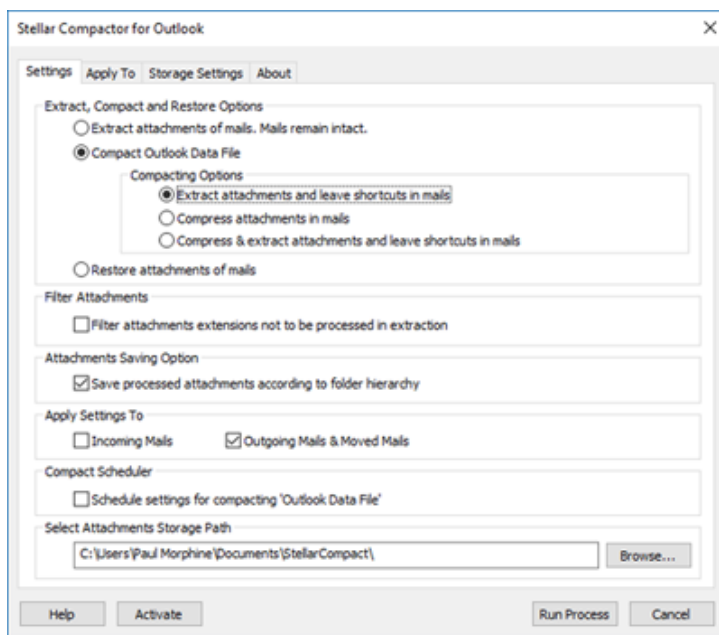


## 3.11. Changing the Software Language

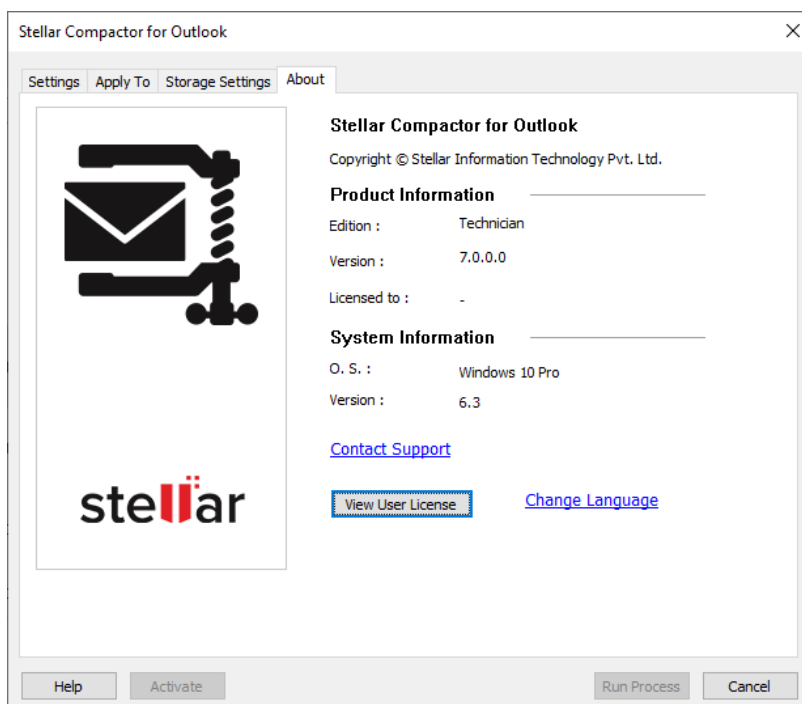
To use **Stellar Compactor for Outlook** in your preferred language, the software provides an option to select any of the desired languages.

Here are the steps to change the language:

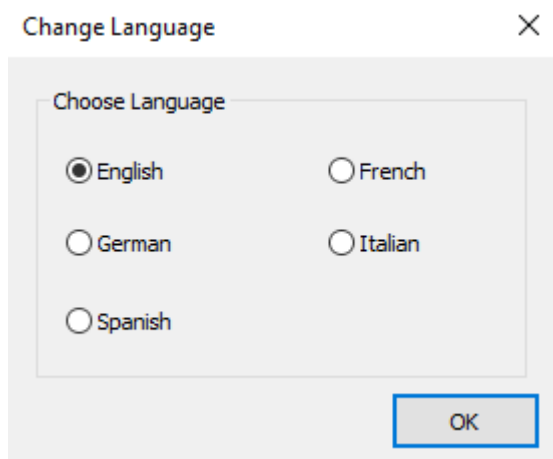
1. Launch **Stellar Compactor for Outlook**.
2. After launching the program, you will see the screen as shown below:



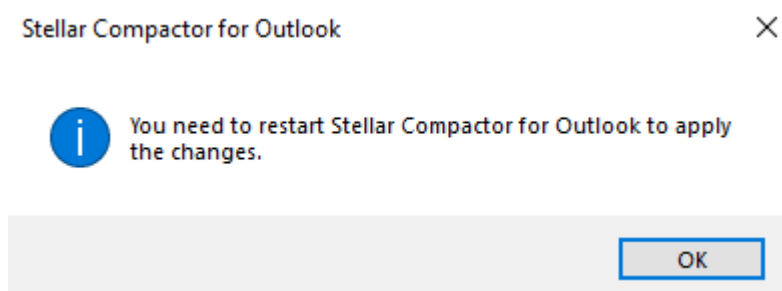
3. Click **About** tab. **About** dialog box opens.



4. Click **Change Language**. **Change Language** dialog box appears showing you a list of available languages. Select the desired language and click **OK**.



5. A dialog box appears asking you to restart **Stellar Compactor for Outlook** to apply the changes.



6. Click **OK** and restart **Stellar Compactor for Outlook**.

## 4. Frequently Asked Questions (FAQs)

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

Demo version of the software only provides you with "**Extract attachments of mails. Mails remain intact**" option. To use the full functionality of the software, you need to purchase and register the software.

### 2. What is Stellar Compactor for Outlook?

**Stellar Compactor for Outlook** is a software that helps in reducing the size of PST/OST files and managing the attachments. It has various options for attachments of mails that can be selected for compaction and extraction.

### 3. What is need to compact PST/OST files?

MS Outlook stores all the data i.e., e-mails, personal data, calendar, tasks, etc. in a PST/OST file. Eventually this file becomes oversized with time. Oversized PST/OST files are prone to corrupt so they must be compacted whenever oversized. **Stellar Compactor for Outlook** compacts size. Also, sometimes we need to collect all the attachments at one place for personal review. **Stellar Compactor for Outlook** gives various options to manage attachments.

### 4. Can I extract all my attachments in a separate folder while compacting the PST/OST file?

Yes, you can extract the attachments in a separate folder. To do this, choose the Extract attachments and leave shortcuts in mails in Compacting Option before starting the compact process. The attachments are left as shortcut links in the mails.

### 5. Can I restore the shortcut links of attachments?

Yes, you can restore the shortcuts by choosing the Restore Attachments of mails option in the **Compact Outlook Data File** section of the application.

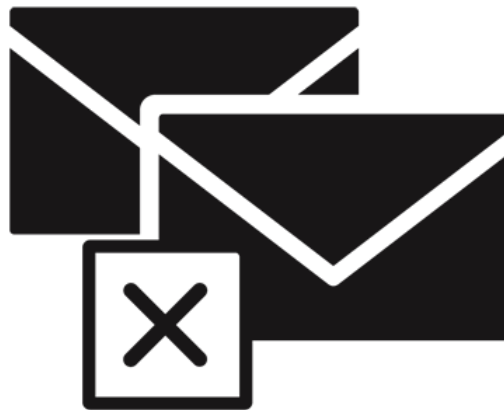
### 6. I want to run the software on selected folders of PST/OST files. Can I choose some selected mailbox folders in the application?

Yes, you can apply extraction and compaction settings on selected folders. To do this, select the Apply To tab and select the folders on which you want the settings to take effect.

## 7. I want to extract the attachments of my incoming mails automatically to a folder. How can I do this?

To extract attachments of the incoming mails, follow these steps.

- i. Run **Stellar Compactor for Outlook**.
- ii. Click the Settings tab. By default, this tab is in active position.
- iii. In the **Extract, Compact and Restore Options** section, Select the extraction option.
- iv. In the **Apply Settings To** option,
- v. Select **Incoming Mails** option if you want to save the settings for incoming mails.
- vi. Click **Run Process** button to start the process. A progress bar shows advancement of the process.
- vii. After the process is completed successfully, a message appears indicating its successful completion. Click **OK**.
- viii. A Log report is displayed that shows the details of the process.



# **Stellar Deduplicator for Outlook**

**User Guide for Version 7.0**

# 1. About Stellar Deduplicator for Outlook

Duplicate items are often present in the Outlook mailbox. Multiple copies of a mail are saved when replies or forwarding is done to many persons. Duplicate mails can be present any where from Inbox or Outbox folder to Sent Items folder. These duplicate mails, unnecessarily increase the size of PST files. Your PST file can get oversized than its prescribed limit and get corrupted. Large sized PST files often slow the system.

**Stellar Deduplicator for Outlook** is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria. A wide range of comparison criteria is given in the software. You can compare and mark the mails as flagged, expired, copy or move the duplicate mails to a folder. you can also delete the duplicate mails to move them in deleted items folder or delete them permanently.

## Key Features:

- Simple and easy-to-use interface
- Removes duplicate MS Outlook items precisely
- Duplicate e-mail items can be flagged
- Duplicate e-mail items can be marked as expired
- Duplicate e-mail items can be Copied/Moved to folder
- Duplicate e-mail items can be moved to 'Deleted Items' folder
- Duplicate e-mail items can be permanently deleted
- Any number of mailbox e-mail folders can be selected at a time for detecting duplicates
- Time range of e-mails and other items can be set for finding duplicates items
- A number of duplicate matching criteria are provided
- Allows duplicate scanning criteria like text, subject, sender e-mail, sender name, receiver name, internet header, date and time of sending, and attachment files
- PST file size is reduced by removal of duplicate mails
- Support for MS Outlook 2019 / 2016 / 2013 / 2010 / 2007

## 2. Features

**Stellar Deduplicator for Outlook** software is a powerful application to remove duplicate mails from Microsoft Outlook. It provides options for selecting mail folders, setting a scan criteria and executing preferred action on the duplicate mails. A log report is also provided to review the process at later stage. Its main features are:

2.1. Works as Add Ins Application

2.2. Time Span

2.3. Comparison Criteria to Scan Duplicates

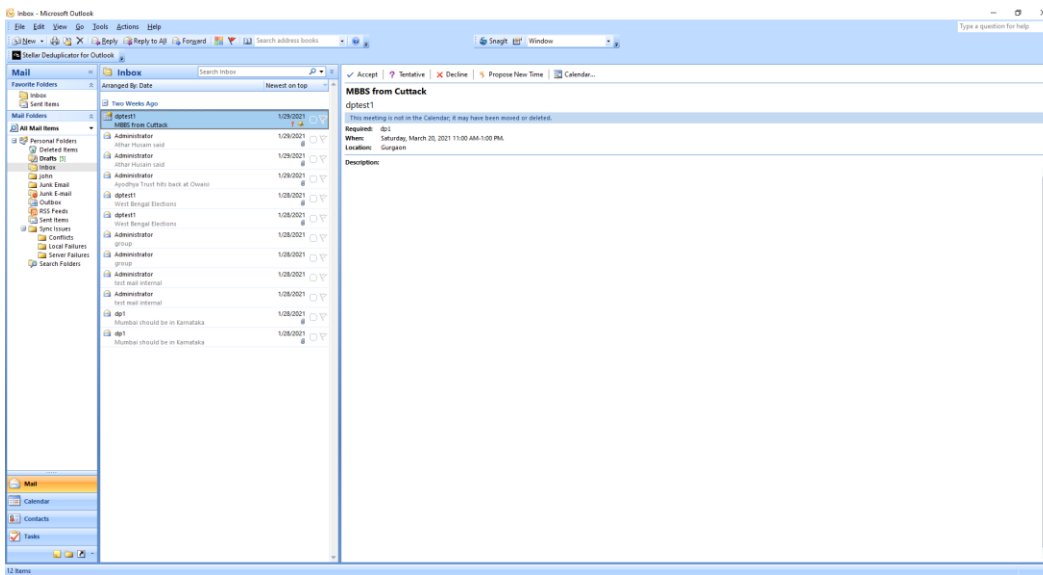
2.4. Personalized Action on the Duplicates

## 2.1. Works as Add Ins Application

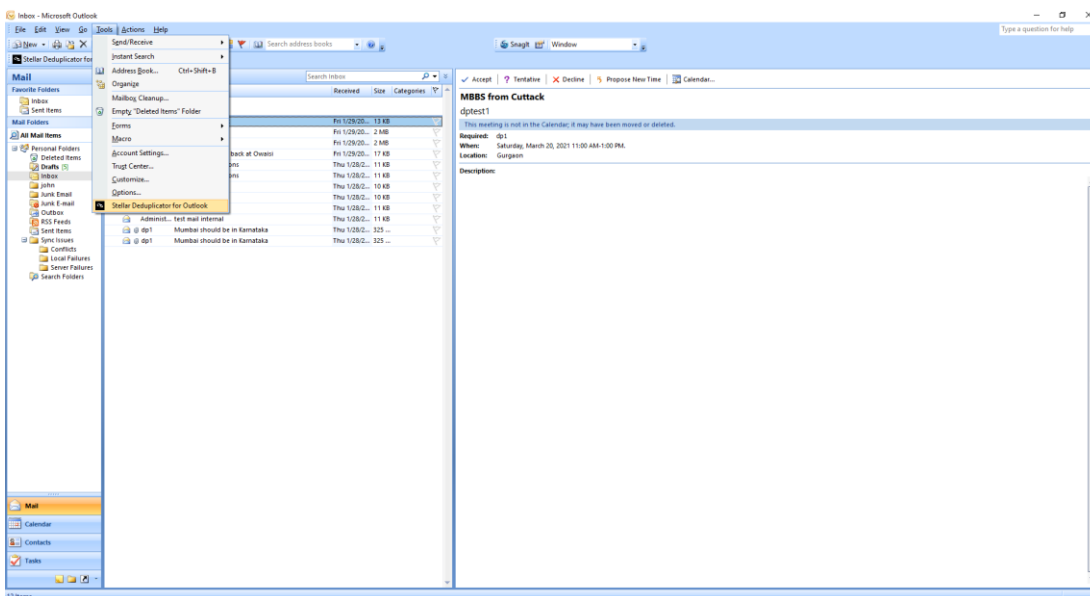
When **Stellar Deduplicator for Outlook** software is installed, no desktop icon or link in program file menu is added. A link button to the software is added to MS Outlook application tool bar, in the form of icon. Also, an option is added in MS Outlook Tools menu.

To start **Stellar Deduplicator for Outlook** application, follow these steps:

1. Start MS Outlook application,
2. Click on the **Stellar Deduplicator for Outlook** link in MS Outlook tool bar.

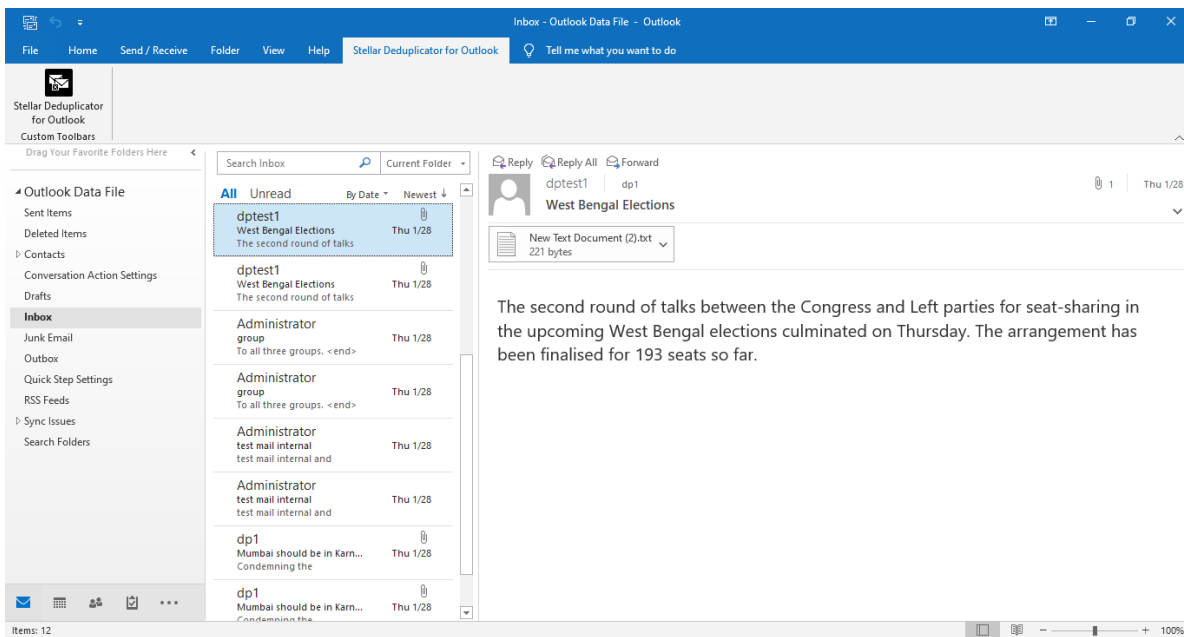


Or, on Tools menu, click **Stellar Deduplicator for Outlook** option.

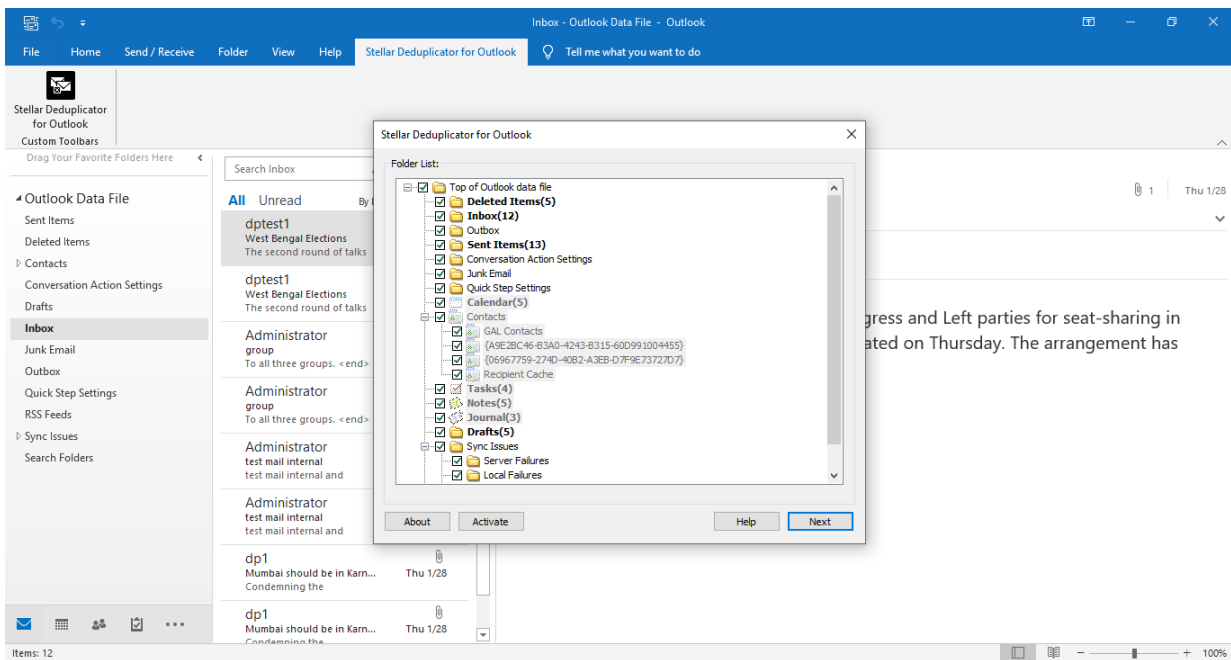




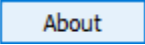
Or, on **Stellar Deduplicator for Outlook** menu, click **Stellar Deduplicator for Outlook** icon.


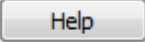

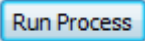

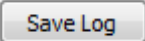
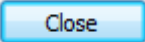


3. After launching the program, you will see the screen as shown below:



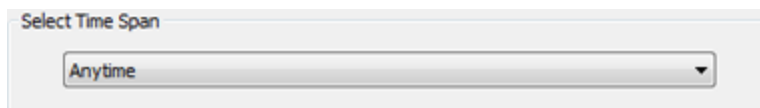
**Stellar Deduplicator for Outlook makes use of the following buttons:**

	Click this button to read more information about the software.
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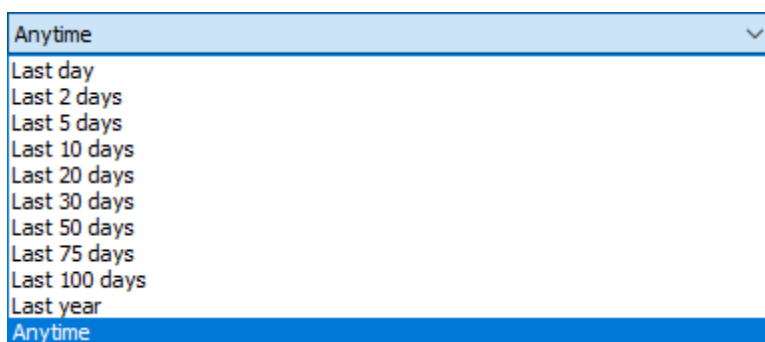
	Click this button to activate the software after purchasing.
	Click this button to open the help manual for <b>Stellar Deduplicator for Outlook</b> .
	Click this button to move to the next window of the application.
	Click this button to start the process.
	Click this button to move to the previous window of the application.
	Click this button to save the log report.
	Click this button to close <b>Stellar Deduplicator for Outlook</b> add-in.

## 2.2. Time Span

**Stellar Deduplicator for Outlook** allows its users to select a time range. Mail items falling within the selected time period will be checked for duplicates.



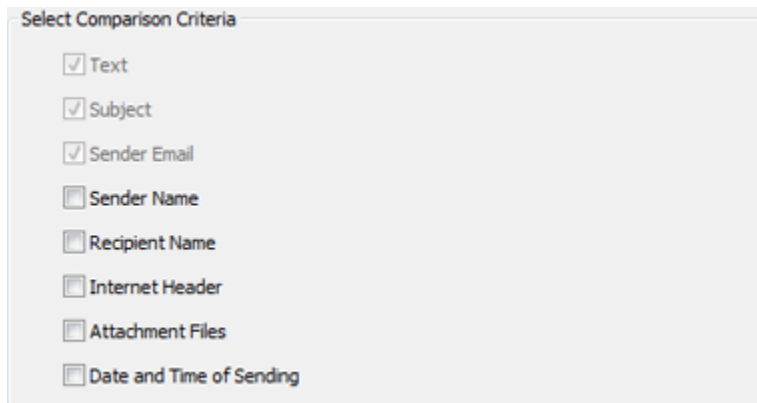
### Time span options:



- **Last Day:** Mail items sent or received on the last day (previous day) will be scanned for duplicates
- **Last 2 days:** Mail items sent or received in last 2 days will be scanned for duplicates
- **Last 5 days:** Mail items sent or received in last 5 days will be scanned for duplicates
- **Last 10 days:** Mail items sent or received in last 10 days will be scanned for duplicates
- **Last 20 days:** Mail items sent or received in last 20 days will be scanned for duplicates
- **Last 30 days:** Mail items sent or received in last 30 days will be scanned for duplicates
- **Last 50 days:** Mail items sent or received in last 50 days will be scanned for duplicates
- **Last 75 days:** Mail items sent or received in last 75 days will be scanned for duplicates
- **Last 100 days:** Mail items sent or received in last 100 days will be scanned for duplicates
- **Last year:** Mail items sent or received last year will be scanned for duplicates
- **Anytime:** All the Mail items sent or received will be scanned for duplicates

## 2.3. Comparison Criteria to Scan Duplicates

**Stellar Deduplicator for Outlook** gives various matching criteria options to find duplicate mail items. You can choose from a list of criteria available before scanning your mailbox.



Select Comparison Criteria

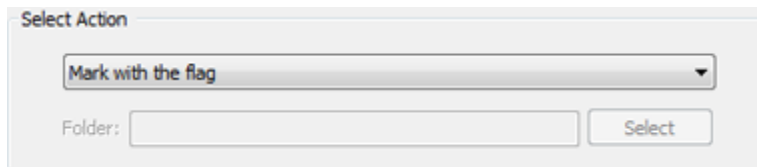
- Text
- Subject
- Sender Email
- Sender Name
- Recipient Name
- Internet Header
- Attachment Files
- Date and Time of Sending

### Comparison Criteria:

- **Text:** Two mails will be regarded as duplicate if their content is same. This is checked by default.
- **Subject:** Two mails will be regarded as duplicate if their subject is same. This is checked by default.
- **Sender Email:** Two mails will be regarded as duplicate if they are sent by same Email ID. This is checked by default.
- **Sender Name:** Two mails will be regarded as duplicate if their sender name is same.
- **Receiver Name:** Two mails will be regarded as duplicate if their receiver name is same.
- **Internet Header:** Two mails will be regarded as duplicate if their internet header is same.
- **Attachment Files:** Two mails will be regarded as duplicate if they have same attachment.
- **Date and Time of Sending:** Two mails will be regarded as duplicate if their date and time of sending is same.

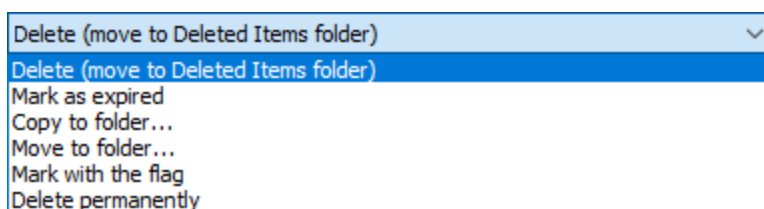
## 2.4. Personalized Action on the Duplicates

After scanning of the mail items is over. You can set an action to be taken on the found duplicate mail items according to your choice.



The image shows a dialog box titled "Select Action". At the top, there is a dropdown menu with the text "Mark with the flag" and a downward arrow. Below the dropdown is a text input field labeled "Folder:" which is currently empty. To the right of the input field is a button labeled "Select".

### Available Action:



The image shows a list of available actions for handling duplicate mail items. The list is displayed in a window with a blue border. The first two items, "Delete (move to Deleted Items folder)", are highlighted in blue. The other items are "Mark as expired", "Copy to folder...", "Move to folder...", "Mark with the flag", and "Delete permanently".

- **Delete (move to Deleted Items folder):** All the duplicate mails found will be moved to Deleted Items folder
- **Mark as Expired:** All the duplicate mails found will be marked as expired
- **Copy to folder...:** All the duplicate mails found will be copied to a folder
- **Move to folder...:** All the duplicate mails found will be moved to a folder
- **Mark with the Flag:** All the duplicate mails found will be marked as flagged
- **Deleted permanently:** All the duplicate mails found will be permanently deleted and will not be recovered

## **3. Working with the Software**

3.1. Select Folders to Scan for Duplicates

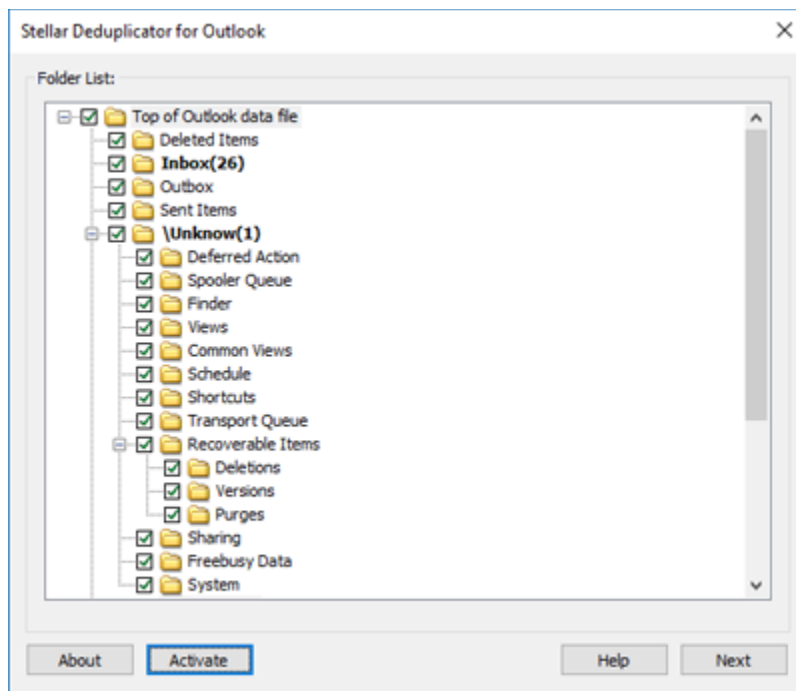
3.2. Remove Duplicate Mails

3.3. Save Log Report

3.4. Changing the Software Language

## 3.1. Select Folders to Scan for Duplicates

1. Launch **Stellar Deduplicator for Outlook**.
2. Folder List window appears as the home screen of the application. A list of all user mailboxes existing in MS Outlook is shown as a tree. **Folder named Top of Outlook data file** is the root node.
3. Select any folder to select all the sub folders under that node. You can also individually select folders. Mail items in the selected folders will be matched for duplicates.



## 3.2. Remove Duplicate Mails

1. Launch **Stellar Deduplicator for Outlook**.
2. Select Folder(s) to scan for duplicates
3. Click **Next** button
4. Select **Time Span**. This section lets you define the time range within which the software will check for duplicates in email items.
5. Select **Anytime** option in drop down list to include all the mail items or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days, Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year).
6. Select **Comparison Criteria** that will be used to match mails for duplicates.
7. Select **Action** that will be executed on the found duplicate items.
8. Click **Run Process** button to start removing duplicates from Outlook.



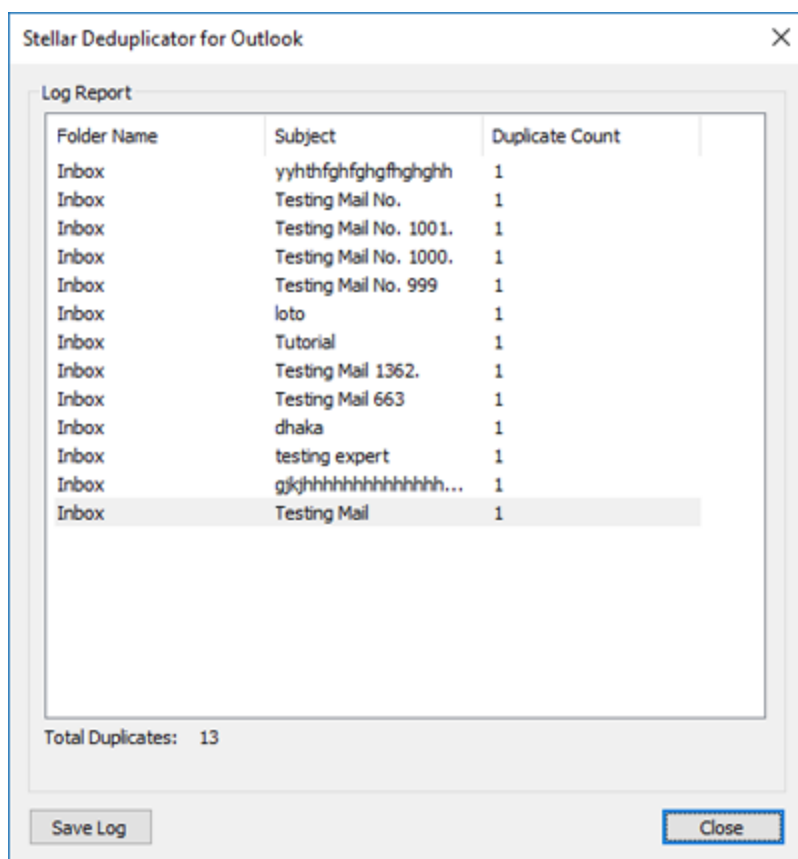
### 3.3. Save Log Report

Log report helps to analyze the process and activities executed by user and the application.

**Stellar Deduplicator for Outlook** gives an option to save the log report of all its activities as text.

To save log report shown at end of the process, follow these steps:

1. Click **Save Log** button in the application. **Save As** dialog box is displayed.
2. Select location and type a name for the log file.



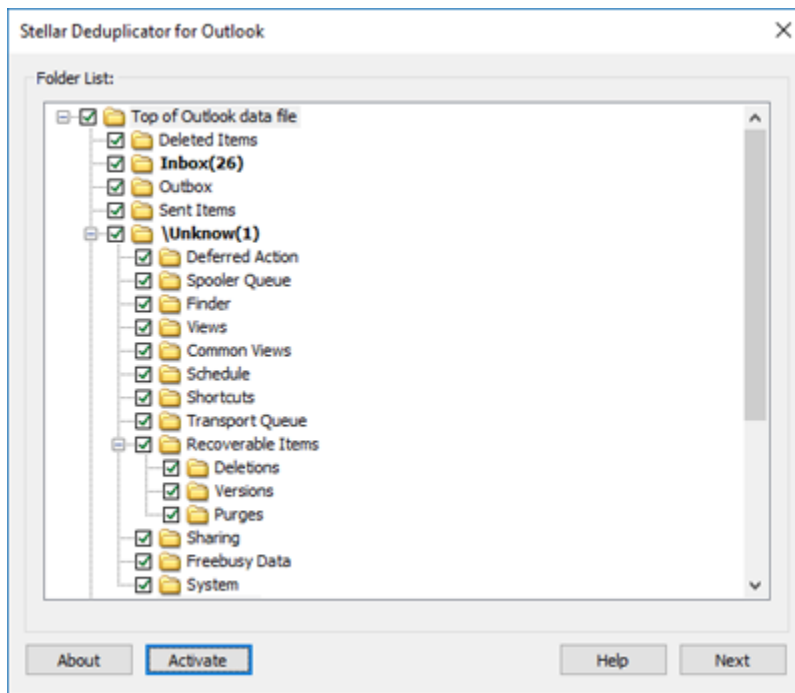
3. Click **Save**. A message confirms the save process. Click **OK**.
4. Click **Close** button to close the log window.

## 3.4. Changing the Software Language

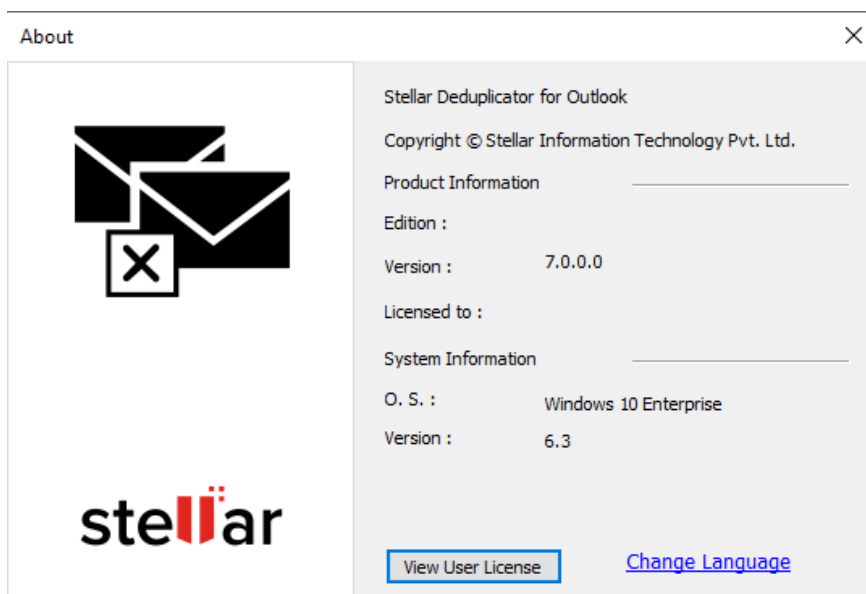
To use **Stellar Deduplicator for Outlook** in your preferred language, the software provides an option to select any of the desired languages.

Here are the steps to change the language:

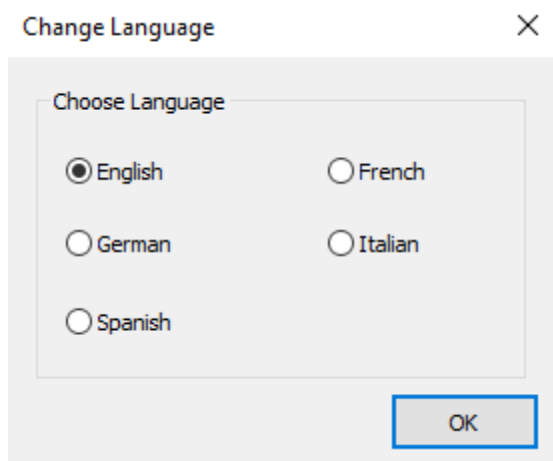
1. Launch **Stellar Deduplicator for Outlook**.
2. After launching the program, you will see the screen as shown below:



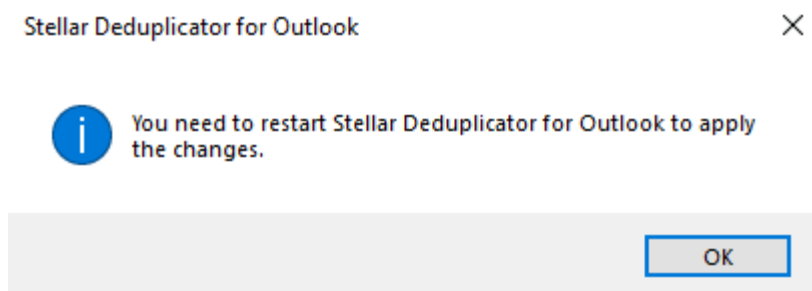
3. Click **About** button. **About** dialog box opens.



4. Click **Change Language**. **Change Language** dialog box appears showing you a list of available languages. Select the desired language and click **OK**.



5. A dialog box appears asking you to restart **Stellar Deduplicator for Outlook** to apply the changes.



6. Click **OK** and restart **Stellar Deduplicator for Outlook**.

## 4. Frequently Asked Questions (FAQs)

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

Demo version of the software is only for evaluation purpose. To use the full functionality, you need to purchase and activate the product.

### 2. What is Stellar Deduplicator for Outlook?

**Stellar Deduplicator for Outlook** is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria.

### 3. What is need to find duplicate mails?

MS Outlook stores all the mail items in a PST file. Eventually this file becomes over sized with time. Oversized PST files are prone to corrupt so they must be compacted when ever oversized. **Stellar Deduplicator for Outlook** finds duplicates and prevents the files from over sizing.

### 4. Can I extract all my duplicate mails in a separate folder?

Yes, you can move all mails in a separate folder. To do this, choose the **Copy to folder... in Select Action**.

### 5. I don't remember the mail items I deleted last time. Is there any way to know it?

Yes, **Stellar Deduplicator for Outlook** gives an option to save the log report of all its activities as text. Open the log report and view the items deleted last time.

### 6. I want to run the software on selected folders of PST files. Can I choose some selected mailbox folders in the application?

Yes, you can set the application to find duplicates from selected folders. To do this, select the folders in the **Select folders** dialog box and select the folders in which you want the application to find the duplicate mails.

### 7. I have got mails from different people with same attachment. How to delete these mails with same attachment?

To find mails with same attachments, follow these steps:

1. Launch **Stellar Deduplicator for Outlook**.
2. Select Folder(s) to scan for duplicates
3. Click **Next** button
4. Select **Time Span**. This section lets you define the time range within which the software will check for duplicates in email items.
5. Select **Anytime** option in drop down list to include all the mail items or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days, Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year).
6. Select **Attachment Files** in the **Comparison Criteria** section.
7. Select **Action** that will be executed on the found duplicate items.
8. Click **Run Process** button to start removing duplicates from Outlook.



# **Stellar Password Recovery for Outlook**

**User Guide for version 7.0**

# 1. About Stellar Password Recovery for Outlook

**Stellar Password Recovery for Outlook** is a complete solution to recover lost and forgotten password of email accounts of Microsoft Outlook.

You can recover password of PST files by using **Stellar Password Recovery for Outlook**. All valid passwords will be generated by **Stellar Password Recovery for Outlook** that can be used to open PST files. However, the exact password will not be generated but a series of password will be available to open PST file. You can use any of the password generated by **Stellar Password Recovery for Outlook** to open PST files.

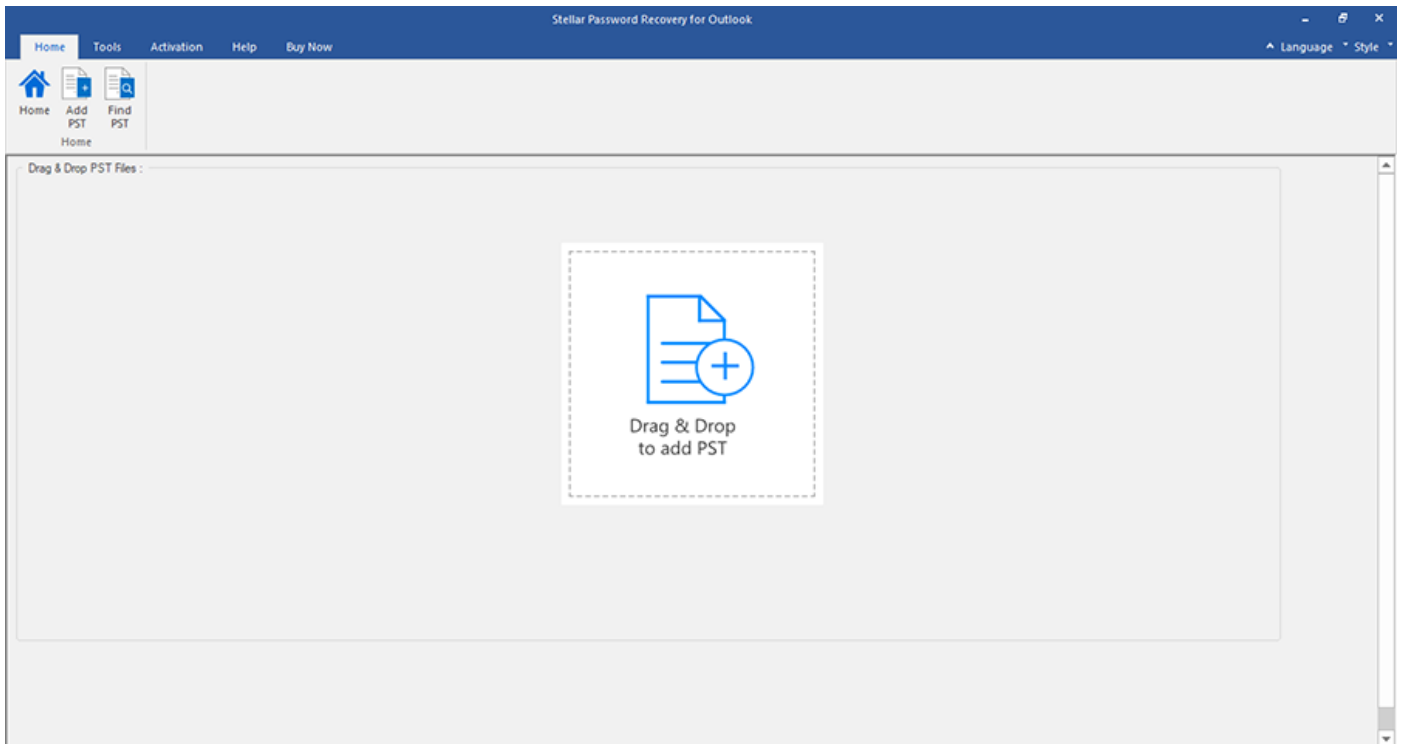
## **Key features:**

- Recovers lost or forgotten password of Microsoft Outlook PST files.
- Supports drag and drop of selected files.
- Supports MS Outlook 2007, 2010, 2013, 2016, 2019.

## 2. User Interface

**Stellar Password Recovery for Outlook** software has a very easy to use Graphical User Interface.

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

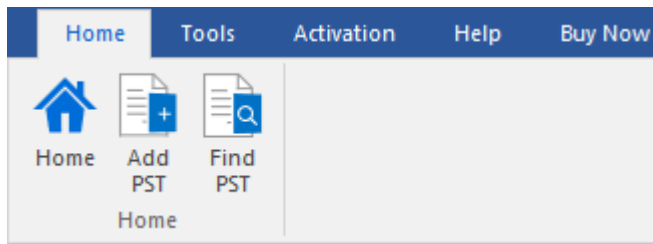


The user interface contains menus and buttons that let you access various features of the software with ease.



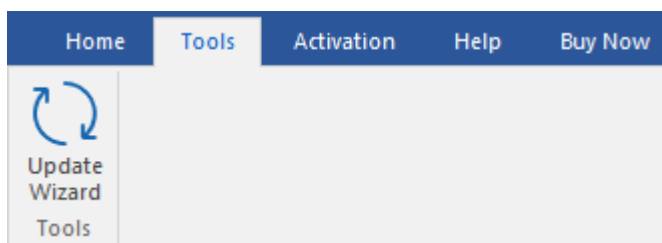
## 2.1. Menus and Buttons

### 1. Home Menu



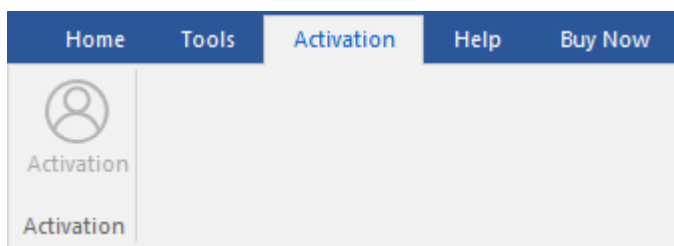
- **Home** : Use this option to go to the home page of the software.
- **Add PST** : Use this option to add the PST files for which you want to recover the password.
- **Find PST** : Use this option to search PST files from the system.

### 2. Tools Menu



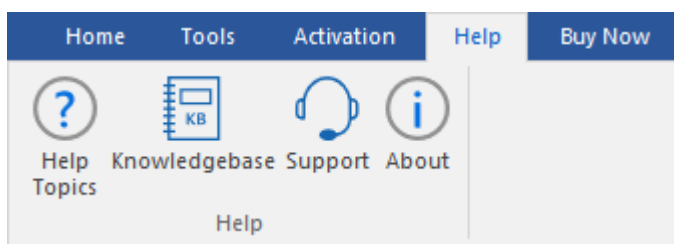
- **Update Wizard** : Use this option to check for both, latest minor and major versions available online.

### 3. Activation Menu



- **Activation** : Use this option to activate the software after purchasing.

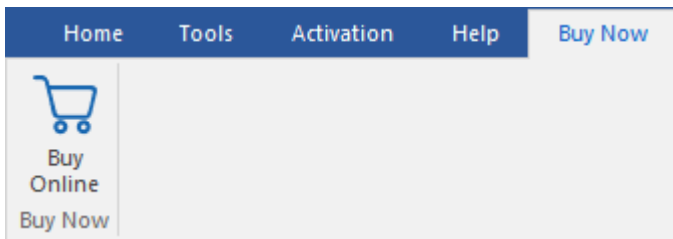
### 4. Help Menu



- **Help Topics** : Use this option to view the help manual for the software.
- **Knowledgebase**: Use this option to visit the [Knowledgebase](https://www.stellarinfo.com/knowledgebase/) articles of [stellarinfo.com](https://www.stellarinfo.com).

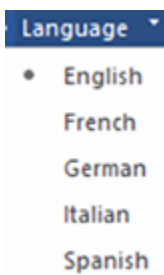
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About :** Use this option to read information about the software.

## 5. Buy Now Menu



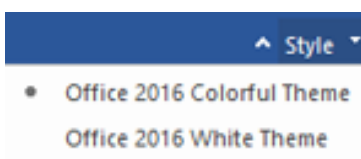
- **Buy Online :** Use this option to [buy](#) Stellar Toolkit for Outlook.

## 6. Language Button:



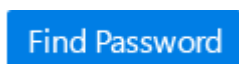
- **Language :** Use this option to change the language of the software. In the drop-down menu, you will find the following language options: **English, French, German, Italian** and **Spanish**.

## 7. Style Button



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

## 8. Find Password Button



- **Find Password :** Click this button to start the password recovery process.

## **3. Working with the Software**

3.1. Add PST File

3.2. Find PST File

3.3. Find Password

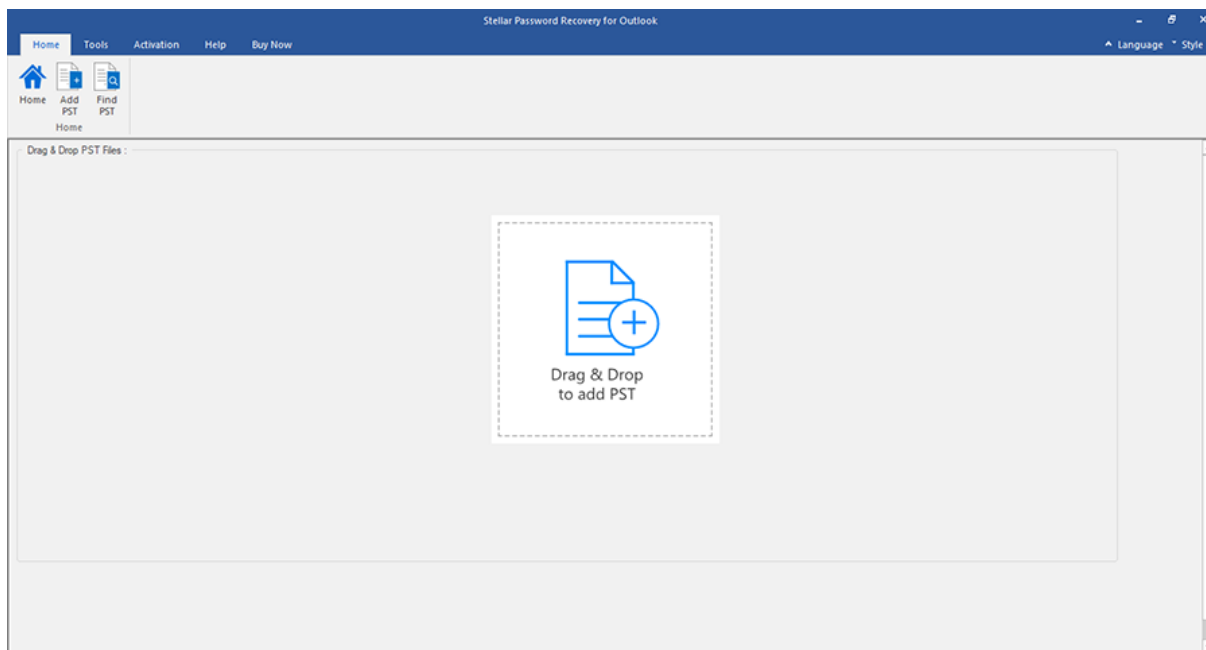
3.4. Import PST File

## 3.1. Add PST File

**Stellar Password Recovery for Outlook** allows you to select PST files from your computer for the password recovery process.

To add PST file:

1. Run **Stellar Password Recovery for Outlook**.



2. From the **Home** menu, click **Add PST** button. An **Open** dialog box will appear. Browse and select the desired file and then click **Open**.

Or,

Drag and drop the desired file to the application.

Or,

Click **Drag & Drop to add PST** button on the main user interface. An **Open** dialog box will appear. Browse and select the desired file and then click **Open**.

## 3.2. Find PST Files

**Stellar Password Recovery for Outlook** allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of '**Find PST**' option, you can find PST files in any folder, subfolder or an entire volume in your system.

### To Find a PST File:

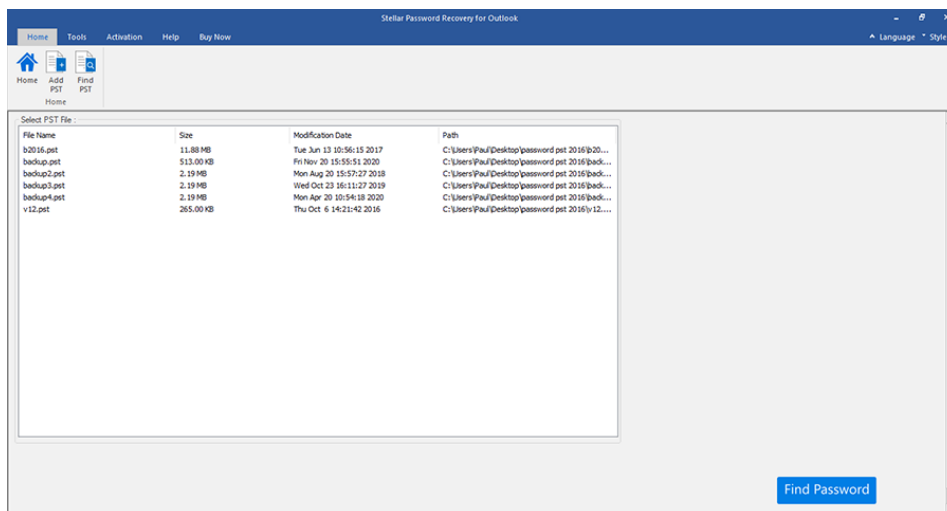
1. Run **Stellar Password Recovery for Outlook** application.
2. From the **Home** menu, click **Find PST**.
3. In **Browse for Folder** dialog box, select the drive you want to search for PST files. Click **OK**.
4. After the search is finished, a list of PST files found in the selected drive is shown.
5. Select files for which you wish to recover the password and click **Find Password** button to proceed to the password recovery process.

### 3.3. Find Password

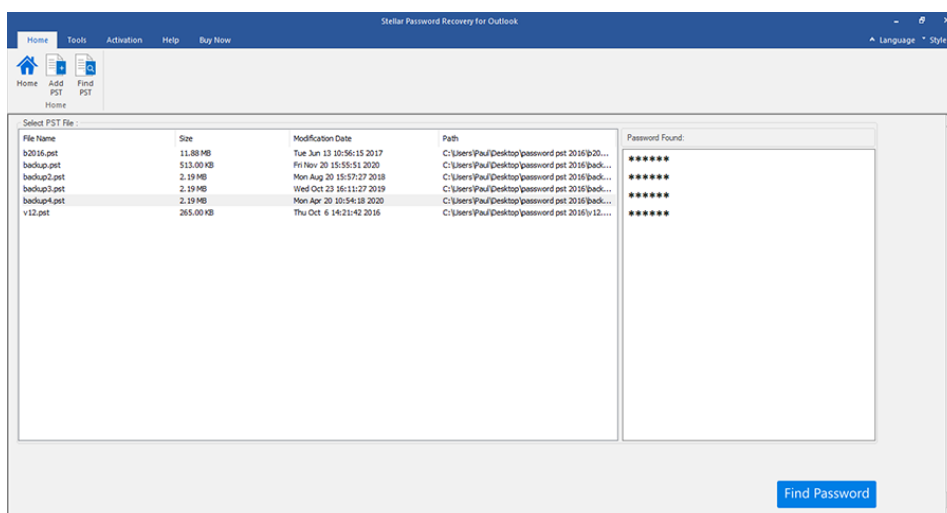
You can recover password of any PST file by using **Stellar Password Recovery for Outlook**. All valid passwords will be generated by the software that can be used to open PST files. You can use any of the generated passwords to open your PST file.

**To recover password of PST file:**

1. Run **Stellar Password Recovery for Outlook**.
2. Select the PST file whose password you wish to recover or if you don't know the location of your PST file you can use **Find PST** option to search for PST files. A list of all the available PST files will be displayed from which you can select your desired file for the password recovery process.
3. Click **Find Password**.



4. A series of passwords will be generated which can be used to open your PST file.



**Note:** *Exact password will not be generated but all valid passwords will be available to open PST file.*

## 3.4. Import PST File

### To import PST file in Microsoft Outlook 2019 / 2016 / 2013:

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

### To import PST file in Microsoft Outlook 2010:

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

### To import PST file in Microsoft Outlook 2007:

- Open Microsoft Outlook. From **File** menu, select **Import and Export**.
- From **Import and Export Wizard** window, select Import from another program or file, click **Next**.
- In **Import a File** dialog box, select Personal Folder File (PST), click **Next**.
- Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click **Next**.
- In **Import Personal Folders** dialog box, select the folders that should be imported in Microsoft Outlook. Click **Finish**.



## 4. Frequently Asked Questions (FAQs)

### 1. I have forgotten the path of my PST file. Can this application search it for me?

Yes, the application can look for PST file on your system and find it for you easily. There is a dedicated Find PST option in the application through which you can locate a particular PST and run password recovery on it.

### 2. What version of outlook is supported by the software?

The software Supports PST Files made by MS Outlook 2019, 2016, 2013, 2010 and 2007

### 3. How Can I Recover Password of a PST file?

Please follow the below procedure to recover the password.

- Open the **Stellar Password Recovery for Outlook** software
- Click **Add PST** button.
- Navigate to the file, select it and click **Open**.
- Click **Find Password** to recover the passwords.

Software will show the password of the PST file.

### 4. Does this software recover original password for the PST files?

No, the application does not recover the exact password but will generate all valid password to open the PST file.

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1.2. "**Compatible Computer**" means a Computer with the recommended operating system and hardware configuration as stated in the Documentation.

1.3. "**Computer**" means a virtual or physical device that accepts information in digital or similar form and manipulates it for a specific result based on a sequence of instructions, including without limitation desktop computers, laptops, tablets, mobile devices, telecommunication devices, Internet-connected devices, and hardware products capable of operating a wide variety of productivity, entertainment, or other software applications.

1.4. "**Customer**" means you and any legal entity that obtained the Software and on whose behalf it is used; for example, and as applicable, your employer.

1.5. "**Permitted Number**" means one (1) unless otherwise indicated under a valid license (e.g., volume license) granted by Stellar.

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#### **4. SOFTWARE SUPPORT.**

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# About 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.

## Product Line:

Stellar provides a wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

### Data Recovery

*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!*



### File Repair

*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.*



### Data Erasure

*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

*Robust applications to restore 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.*



### Database Repair

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



### Email Backup Tools

*Fully featured backup utilities that 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.*



## Photo and Video Tools

*Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.*



## 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](http://www.stellarinfo.com).