Stellar Repair for Outlook - Technician

User Guide for Version 10.0

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1. Overview

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

The software repairs corrupt PST files and restores all its content such as e-mails, attachments, contacts, calendars, tasks, journals and also repair accidently 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:

- New and enhanced GUI.
- Option to preview the deleted item which is displayed in red color.
- Option to save the deleted items in repaired file.
- Option to save and load scan information.
- Option to save in DBX and MBOX format.
- Option to compact and save a PST file.
- Option to save in Office 365.
- Option to split and save a PST file.
- Enables you to view messages in a 3-view format.
- Enables selective recovery of the mails.
- Find option to search emails faster.
- Repairs e-mails, calendar entries, contacts, notes, tasks and journals from damaged PST files.
- Restores formatting from RTF and HTML messages.
- Repairs encrypted PST files.
- Support for MS Office 2019 / 2016 / 2013 / 2010 / 2007.

- Repairs corrupt MS Outlook 98 / 2000 / 2002 / 2003 / 2007 / 2010 / 2013 / 2016 / 2019 PST files.

- The repaired file gets saved as new PST file on any (including network) disk visible by the host operating system.

- Right-click option to save emails in any one of the following formats from preview section itself - MSG, EML, RTF, HTML or PDF.

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

- Enhanced preview feature for calendars, tasks, journals, notes, and contacts.

2.1. Installation Procedure

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

Minimum System Requirements

- **Processor**: Pentium Class

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

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

- **Hard Disk:** 250 MB of free space

- **MS Outlook**: 2019 / 2016 / 2013 / 2010 / 2007

- **Internet Explorer**: Version 7.0 or later

Note: For saving the repaired PST file you need to have MS Outlook installed in your system.

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

To install the software:

1. Double-click **StellarRepairforOutlook-Technician.exe** executable file to start the installation. **Setup - StellarRepairforOutlook-Technician** dialog box is displayed.

2. Click **Next**. **License Agreement** dialog box is displayed.

3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next**. **Select Destination Location** dialog box is displayed.

4. Click **Browse** to select the destination path where the setup files will get stored. Click **Next**. **Select 'Start Menu Folder'** dialog box is displayed.

5. Click **Browse** to provide a path for program's shortcuts. Click **Next**. **Select Additional Tasks** dialog box is displayed.

6. Select check boxes as per your choice. Click **Next**. **Ready to Install** dialog box is displayed.

7. Review your selections. Click **Back** if you want to change them. Click **Install** to start the installation. The Installing window shows the installation process.

8. On completion of the installation process, **Completing the StellarRepairforOutlook-Technician Setup Wizard** window get displayed. Click **Finish**.

Note: Clear Launch **StellarRepairforOutlook-Technician** check box to prevent the software from launching automatically.

Note: If you have Stellar Repair for Outlook - Technician 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 Repair for Outlook - Technician as well.

2.2. Launching the Software

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

- Click Start icon -> All apps -> **Stellar Repair for Outlook - Technician** -> **Stellar Repair for Outlook - Technician** . Or,

- Double click **Stellar Repair for Outlook - Technician** icon on the desktop. Or,

- Click **Stellar Repair for Outlook - Technician** tile on the home screen.

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

- Click **Stellar Repair for Outlook - Technician** tile on the home screen. Or,

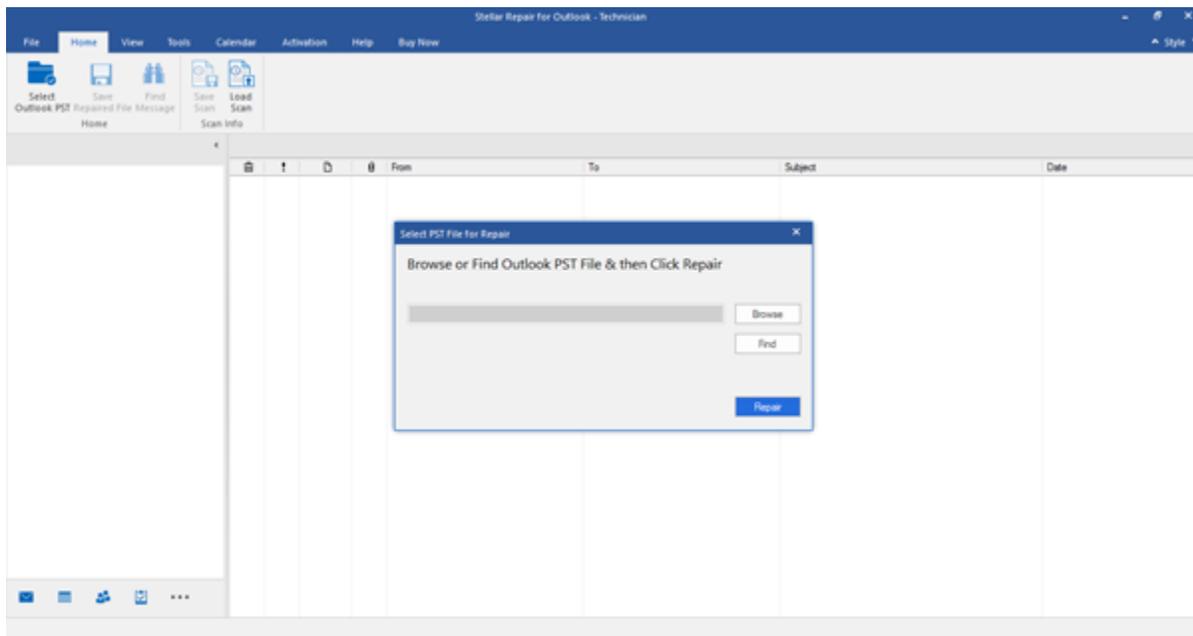- Double click **Stellar Repair for Outlook - Technician** icon on the desktop.

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

- Click Start -> Programs -> **Stellar Repair for Outlook - Technician** -> **Stellar Repair for Outlook - Technician**. Or,

- Double click **Stellar Repair for Outlook - Technician** icon on the desktop. Or,

- Click **Stellar Repair for Outlook - Technician** icon in Quick Launch.

2.3. User Interface

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

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

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

When you start **Stellar Repair for Outlook - Technician**, the **Select PST File for Repair** dialog box opens as shown below:
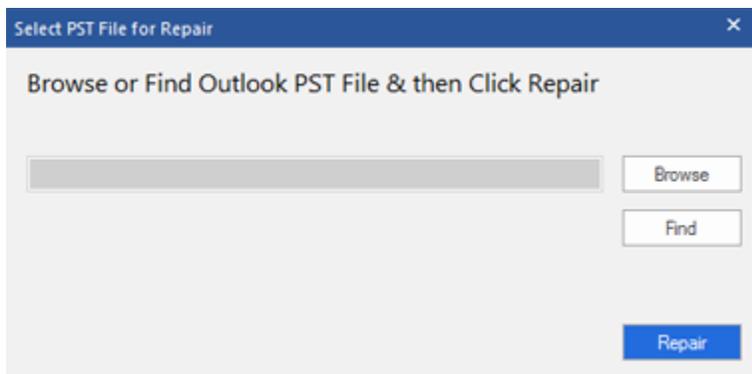
To select a PST file, click on **Select Outlook PST** button. **Select PST File for Repair** dialog box will appear. Click **Browse** and select the PST file that needs to be repaired and then click **Repair** to start the repairing process.

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

2.3.1 Menus
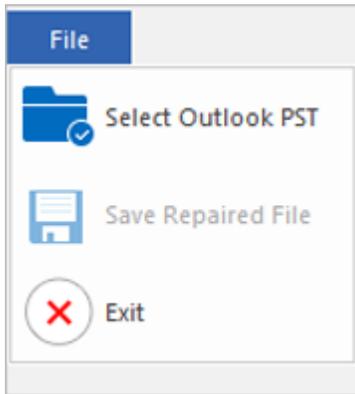
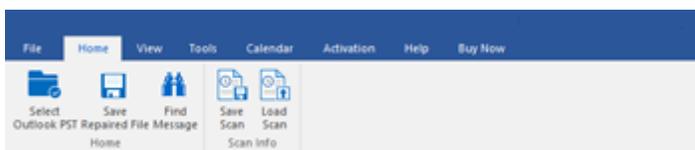
File Menu

File

Select Outlook PST

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

Save Repaired File

It saves the repaired PST file at your specified location

Exit

It closes the application.

Home Menu

Home

Select Outlook PST

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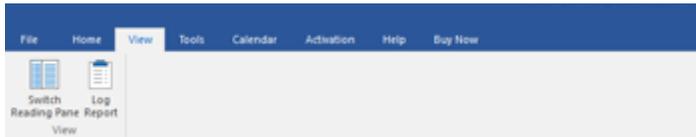
Save Repaired File

It saves the repaired PST file at your specified location.

Find Message

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

Save Scan

Use this option to save the scanned information of files.

Load Scan

Use this option to load the saved scan file.
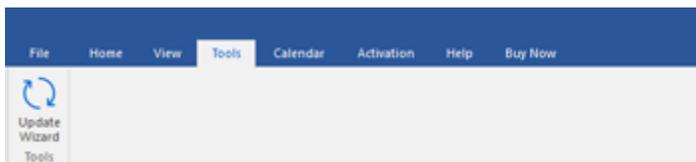

View Menu

View

Switch Reading Pane

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

Log Report

Use this option to view the log report.

Tools Menu

Tools

Update Wizard

Use this option update your software.

Calendar Menu

Calendar

Day

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

Work Week

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

Week

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

Month

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

GoTo

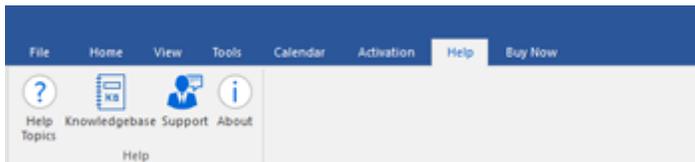Use this option to list all the entries of the current date or any particular date.

Activation Menu

Activation

Activation

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

Help Menu

Help

Help Topics

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

Knowledgebase

Use this option to visit the Knowledgebase 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.

Buy Now Menu

Buy Now

Buy Online

Use this option to buy **Stellar Repair for Outlook - Technician**.
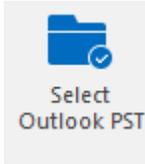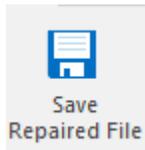

Style Menu

Style

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

2.3.2. Buttons

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

Select Outlook PST	Click this button to open Select PST File for Repair dialog box.
Save Repaired File	Click this button to save the repaired PST file to a location of your choice.
Switch Reading Pane	Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns position. You can click Switch Reading Pane icon to change the position to vertical columns.
Log Report	Click this button to view the log report, which contains the details of the repairing process.
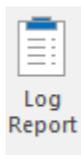
|	
Find Message	Click this button to open Find Message dialog box, using which you can search for specific emails using sender's email, recipient's email, subject, or date.
Save Scan	Click this button to save scanned information of files.
Load Scan	Click this button to load the saved scan files.
Update Wizard	Click this button to update your software. Use this option to check for both, major and minor versions of the software.
Day	Click this button to list all the entries of one particular day from the calendar.
Work Week	Click this button to list all the entries of a work week

(from Monday to Friday).
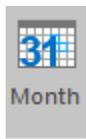
Week	Click this button to list all the entries of a week (from Monday to Sunday).
Month	Click this button to list all the entries of a particular month.
GoTo / Today	Click this button to list all the entries of the current date.
GoTo / Today / Go to Date	Click this button to list all the entries of a particular day (any single day except the current date).
Activation	Click this button to activate the software after purchase.
Help Topics	Click this button to open the help manual for **Stellar Repair for Outlook - Technician**.
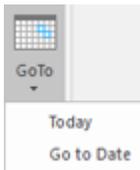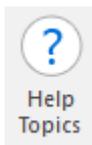
Buy Online	Click this button to purchase the software.
Support	Click this button to open Stellar Information Technology Private Limited's online support website.
Knowledgebase	Click this button to visit the knowledgebase articles of stellarinfo.com
About	Click this button to read more information about the software.

2.4. Ordering the Software

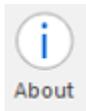To know more about **Stellar Repair for Outlook - Technician**, click here.

To purchase the software online, please visit https://www.stellarinfo.com/advanced-outlook-repair/buy-now.php

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

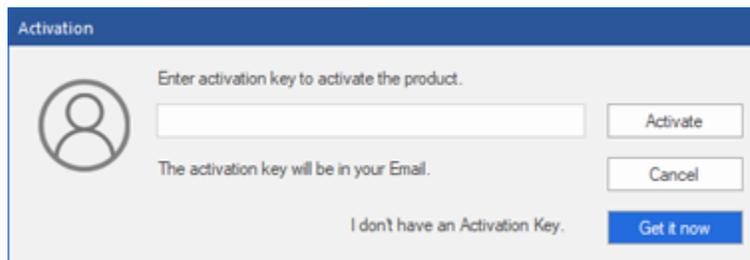Select either of the methods given above to purchase the software.

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

2.5. Activating the Software

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

To activate the software:

1. Run demo version of the software.

2. On **Activation** menu, click **Activation** button. *Activation window is displayed as shown below:*

3. If you don't have the activation key, click **Get it now** button in the window to go online and purchase the product.

4. Once the order is confirmed, an Activation Key gets sent to the email provided.

5. Type the **Activation Key** (received through email after purchasing the product) and click Activate button (**Please ensure that you have an active Internet connection)**.
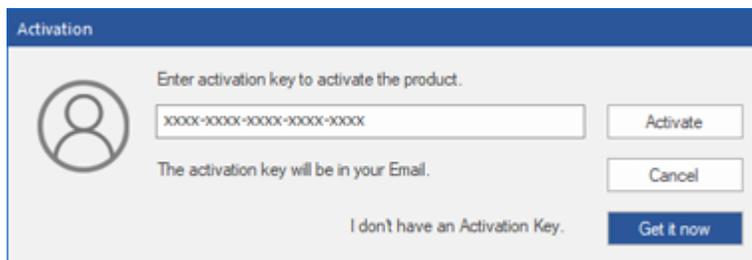
6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.

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

2.6. Updating the Software

Stellar releases periodical software updates for **Stellar Repair for Outlook - Technician** software. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. This will check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs.

To update Stellar Repair for Outlook - Technician:

1. Run activated version of **Stellar Repair for Outlook - Technician** software.

2. Go to Tools option in **Menu Bar**. Click **Update Wizard**.

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

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

Live Update may not happen due to following reasons:

- Internet connection failure

- Updates are not available

- Unable to download configuration files

- Unable to locate updated files or version

- Unable to locate the executable file

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

2.7. 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/advanced-outlook-repair/buy-now.php

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

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

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

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

3.1. Find PST Files

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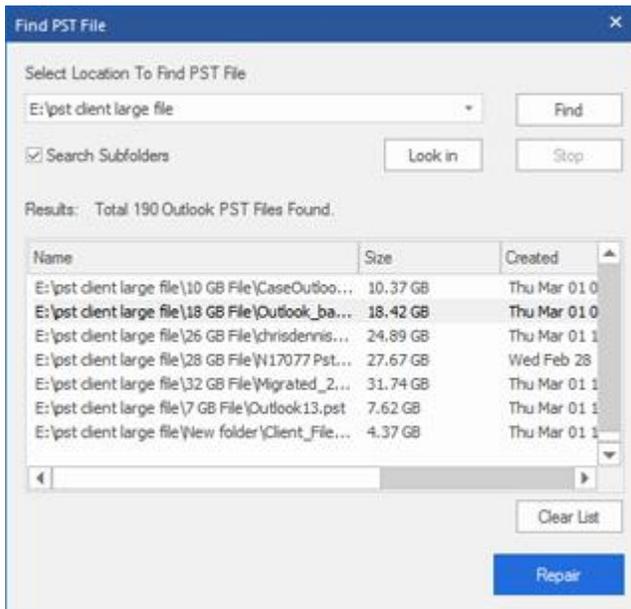
To Find PST files in drives:

1. Open Stellar Repair for Outlook - Technician. **Select PST File for Repair** dialog box will appear.

2. Click **Find** button. **Find PST File** dialog box opens.

3. Select the drive you want to search for PST files. Click **Find**.

4. Click **Look in** button to select the folder from

the drive particularly.

5. After the search gets finished, a list of PST files found in the selected drive gets displayed in the **Results** section.

6. Select the file you want to repair and click **Repair** button to start the repairing process.

To Find PST files in folders and subfolders:

1. From **Home menu**, click on **Select Outlook PST** icon to open **Select PST File for Repair** dialog box.

2. Click **Find** button. **Find PST File** dialog box opens.

3. In **Find PST File** dialog box, select the drive you want to search for PST files.

4. Click **Look in** button and select the folder from which you want to search PST files. Also, if you want to search subfolders within that folder, select **Search Subfolders** checkbox.

5. Click **Find** button.

6. After the search gets finished, list of PST files found in the selected drive gets displayed in the **Results** section.

7. Select the file you want to repair and click Repair button to start the repairing process.

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

3.2. Repair PST Files

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

To repair PST files:

1. Run **Stellar Repair for Outlook - Technician** software. From the **Select PST File for Repair** dialog box, select/find the PST files that you want to repair.

2. Click **Repair** to start scanning the selected PST file.

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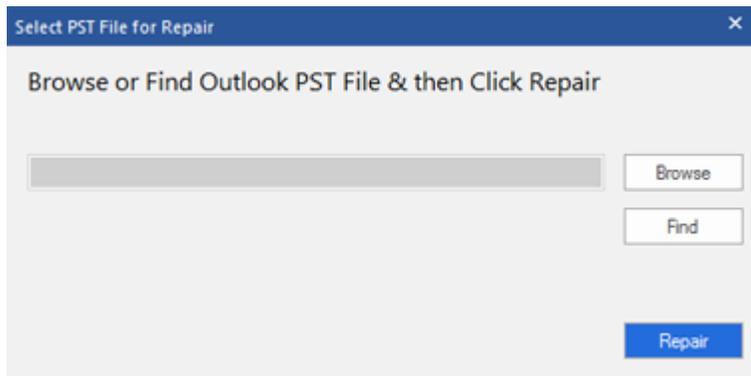
4. After completion of the scanning process. '**Repair complete**' dialog box appears. Click **Ok**, **Stellar Repair for Outlook - Technician** application window shows the preview of the PST file. Recovered emails and other items get displayed hierarchically for easy viewing. The repaired file, along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

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

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

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

6. In **Browse for Folder** dialog box, select the location where you want to save the repaired PST file. Click **OK**.
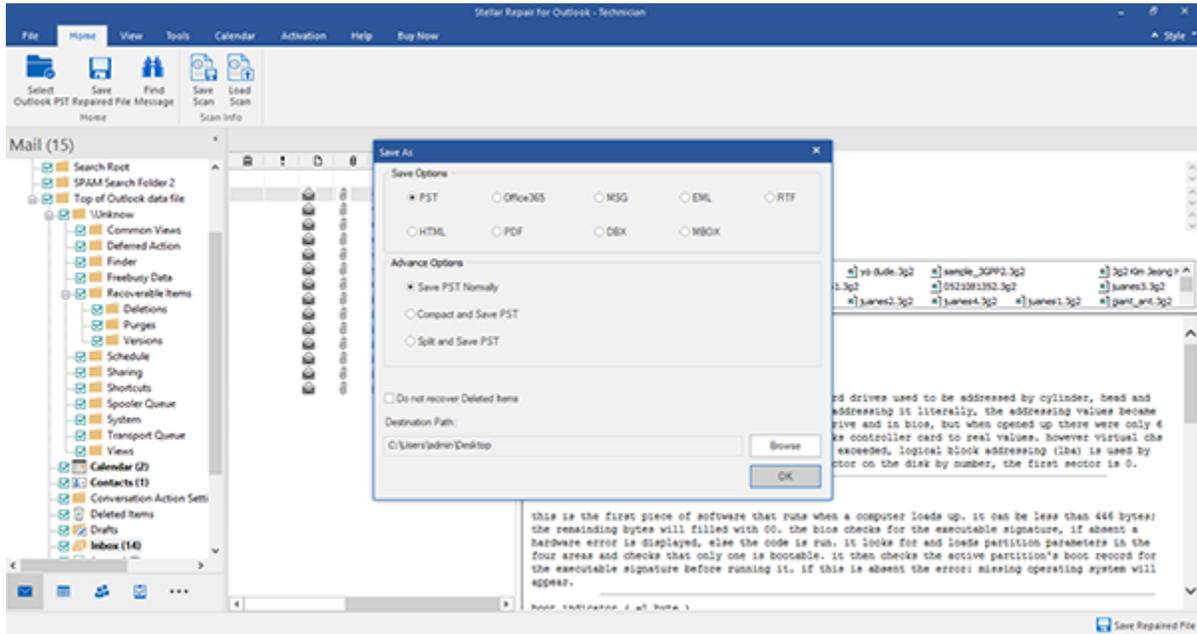
7. The PST file will get saved at your specified location. You will need to import the repaired PST file to MS Outlook to use it.

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

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

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.
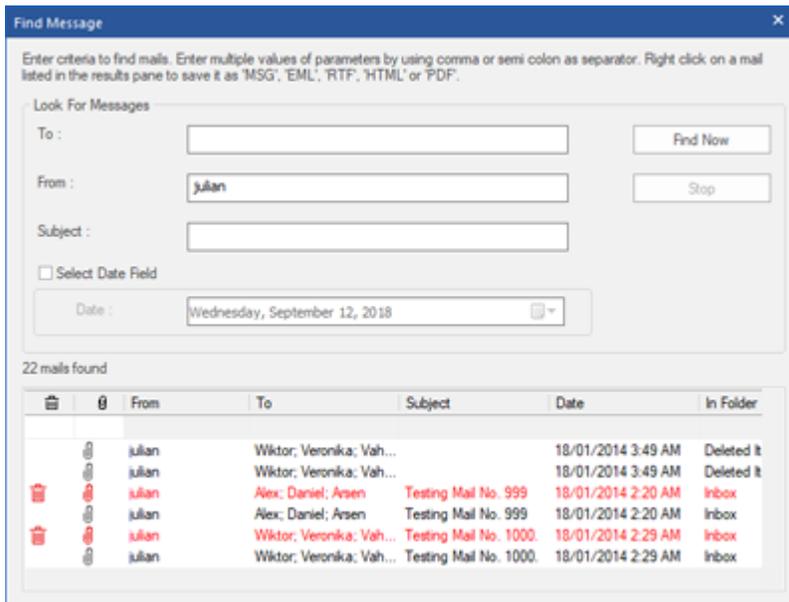
Find Message

To find messages:

1. Click on **Find Message** icon in **Home Menu**. **Find Message** dialog box opens.

2. Specify the search criteria in **Find Message** dialog box.

   - In **To** field, specify all or few characters of email ids of recipients. Keywords should get separated by a semicolon (;).

   - In **From** field, specify all or few characters of email ids of senders.

Keywords should get separated by a semicolon (;).

- In **Subject** field, specify the subject that you need to search.

- If you want to search for emails sent or received on a particular date, select **Select Date Field** checkbox, and select date from **Date** drop box.

3. Click **Find Now** button to start the search.

To view messages:

1. After the search is complete, a list of emails that match the search criteria gets displayed.

2. Double-click on an email to open it in a new window.

To save messages:

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

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

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

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

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

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

Or,

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

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

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

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

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

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

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

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

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

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

3.4. Arrange Scanned Emails

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

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

To arrange scanned email and messages:

1. Run **Stellar Repair for Outlook - Technician**.

2. Select the PST file which needs to get repaired.

3. After scanning, the application will list all the emails repaired from the damaged PST file in the preview pane.
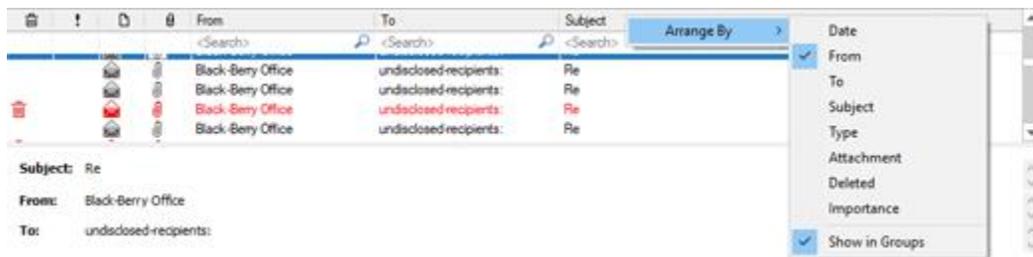
4. Right-click on email grid column headers and you will get the **Arrange By** option.

5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:

   o **Date**

   o **From**

   o **To**

   o **Subject**

   o **Type**

   o **Attachment**

   o **Deleted**

- ○ **Importance**

- ○ **Show in Groups**

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the repaired PST file appears in the preview pane, you can enter the search text in the column header search box to search for emails in a given column. This search is performed on a single column only.

To search for e-mails in the preview pane, follow the steps given below:

1. Run **Stellar Repair for Outlook - Technician** application.

2. Select the PST file which needs to get repaired.

3. After scanning, the application will list all the emails repaired from the damaged PST file in the preview pane.

4. Enter search text in any of mail grid search box. You can enter text in **From**, **To**, **Subject**, and **Date** mail grid column headers only.
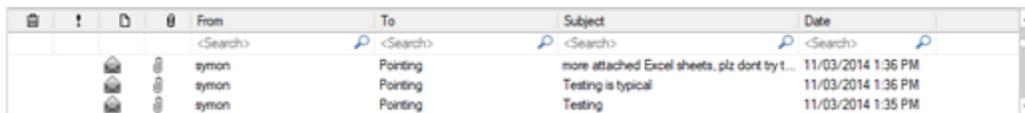
5. The application will show all the emails and messages fulfilling the search criteria.

3.5. Import PST file in Microsoft Outlook

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 get imported. In the options box, select an appropriate option. Click **Next**.

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

To import PST file in Microsoft Outlook 2010:

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

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

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

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

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

To import PST file in Microsoft Outlook 2007 :

- Open Microsoft Outlook. From the File menu, select **Import and Export**.

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

- In Import a File dialog box, select **Personal Folder File** (PST), click **Next**.

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

- In Import Personal Folders dialog box, select the folders that should get imported in Microsoft Outlook. Click **Finish**.

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

To read an e-mail saved as a 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 a 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 a 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.

3.7. Compact and Save PST Files

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

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

1. Run Stellar Repair for Outlook - Technician software.

2. Select Outlook PST and click **Repair**.

3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
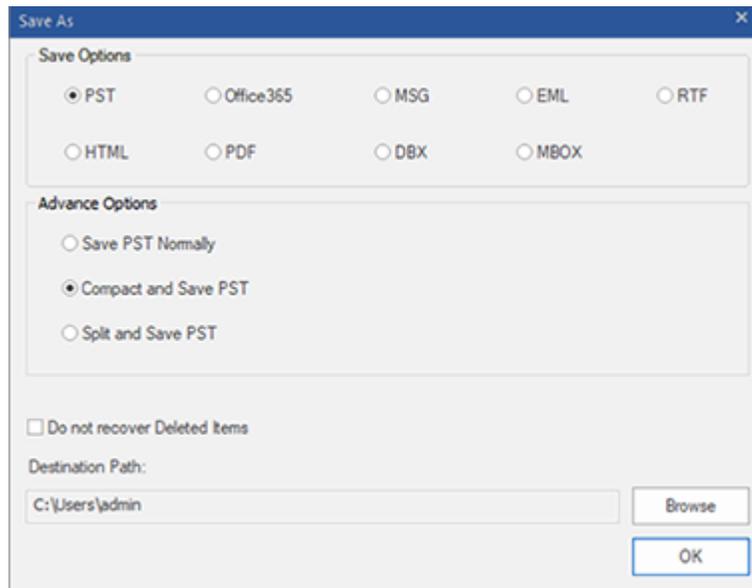
6. From **Compact Options** section of the dialog box, select any one from the following four options:

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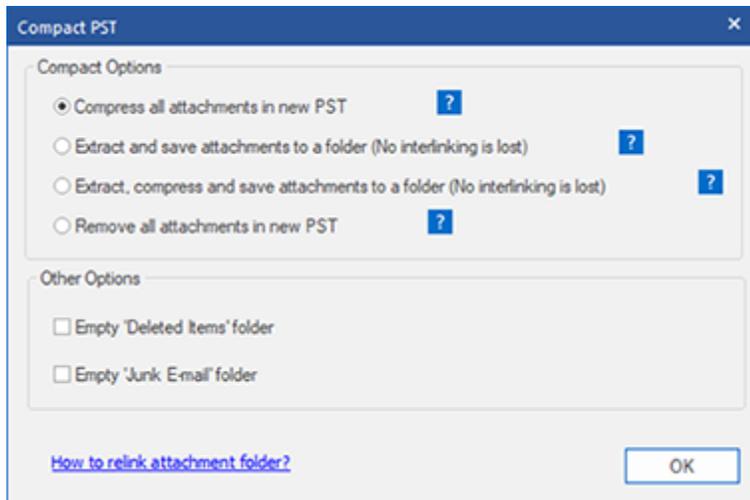
You can use this option to compress all the attachments of the emails in the new repaired PST file. The compressed attachments get left in the repaired PST file.

- **Extract and save attachments to a folder (No interlinking gets lost)**
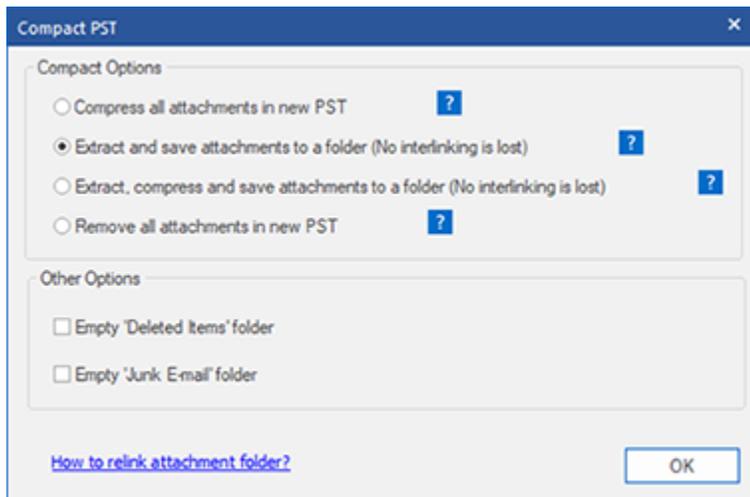
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments gets left in the repaired PST file. This option will extract attachments to a new folder without making any changes to the content or the attachments of the original PST file.

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

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

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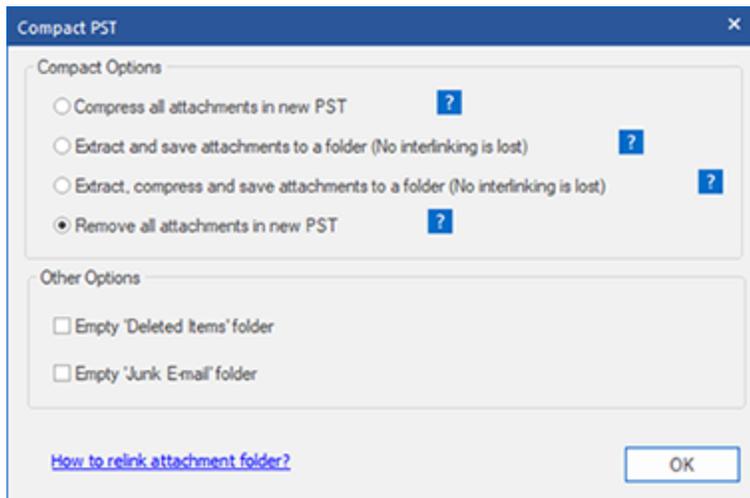
You can use this option to remove all the attachments in repaired PST file. This option retains only the mail but not any of its attachments. No changes are made to the original PST file.

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

- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

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

8. Click **OK,** and you will go back to the previous dialog box.

9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.

11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.
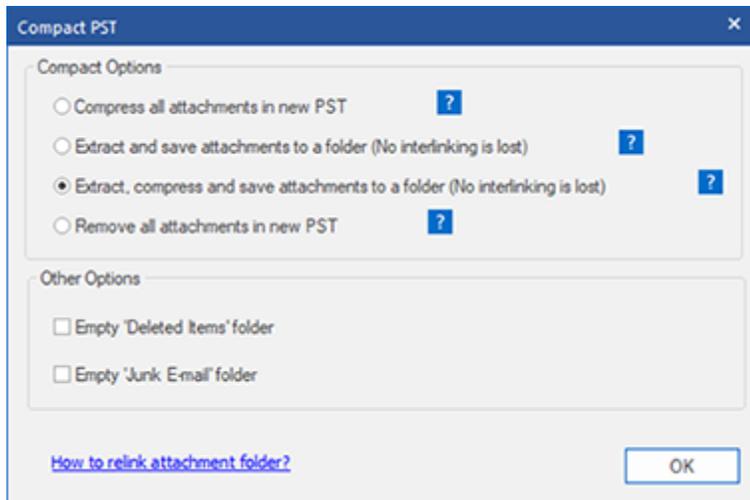
3.7.1. Compress all attachments in new PST

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

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

1. Run **Stellar Repair for Outlook - Technician** software.

2. Select Outlook PST and click **Repair**.

3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

6. From **Compact Options** section of the dialog box, select **Compress all attachments in new PST** option,

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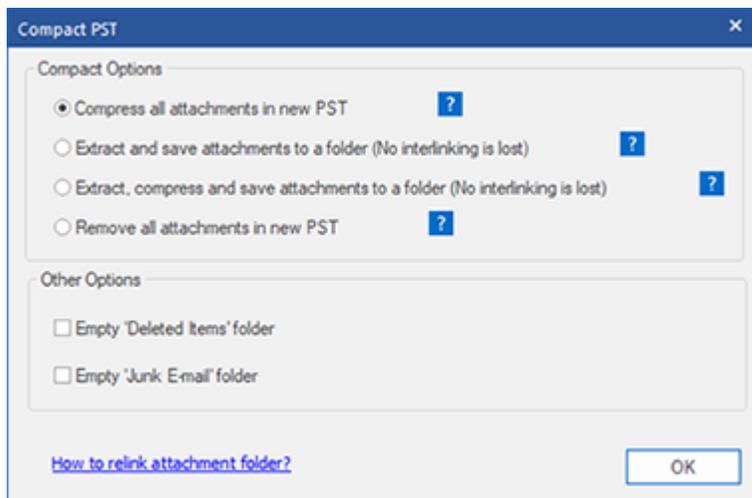
   - **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

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

8. Click **OK,** and you will go back to the previous dialog box.

9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.

11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

3.7.2. Extract and save attachments to a folder (No interlinking gets lost)

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

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

1. Run **Stellar Repair for Outlook - Technician** software.

2. Select Outlook PST and click **Repair**.

3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

6. From **Compact Options** section of the dialog box, select **Extract and save attachments to a folder (No interlinking is lost)** option

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

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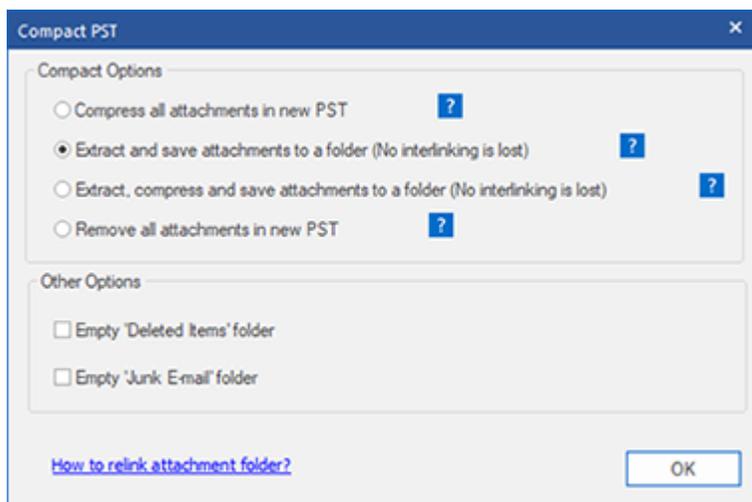
- **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.

8. Click **OK,** and you will go back to the previous dialog box.

9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.

11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

3.7.3. 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 gets left in repaired PST file.

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

1. Run Stellar Repair for Outlook - Technician software.

2. Select Outlook PST and click **Repair**.

3. After all the folders and their items are listed, click on **Save Repaired File** button from the **File** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

6. From **Compact Options** section of the dialog box, **Extract, compress and save attachments to a folder (No interlinking is lost)** option

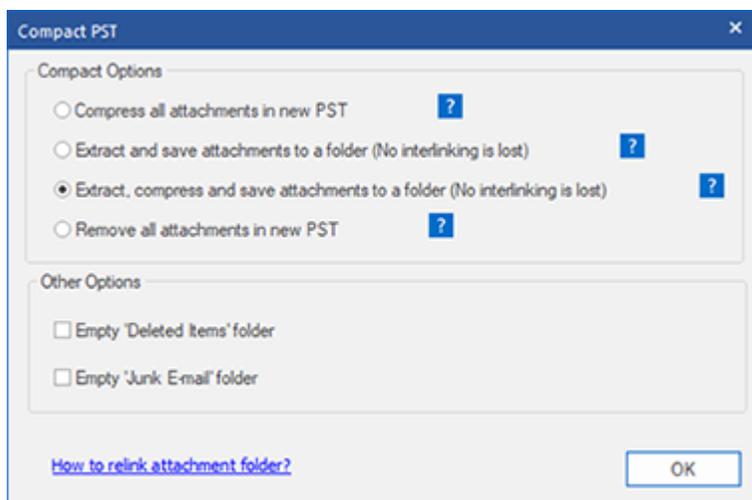7. From **Other Options** section of the dialog box, select

- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

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

8. Click **OK,** and you will go back to the previous dialog box.

9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.

11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

3.7.4. 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.

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

1. Run **Stellar Repair for Outlook - Technician** software.

2. Select Outlook PST and click **Repair**.

3. After all the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a format (either **PST**, **MSG**, **EML**, **RTF**, **HTML**, **PDF**, **DBX** or **MBOX**) in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.

6. From **Compact Options** section of the dialog box, select **Remove all attachments in new PST** option

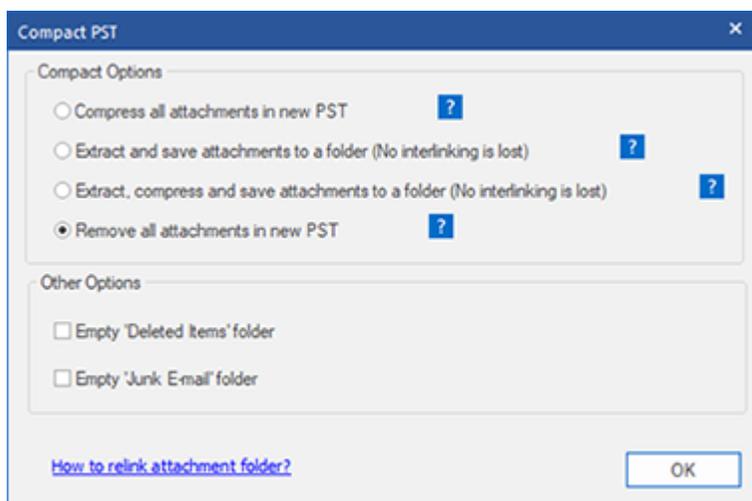7. From **Other Options** section of the dialog box, select

- **Empty 'Deleted Items' folder** check box - If you want to delete all the emails permanently from the **Deleted Items** folder.

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

8. Click **OK,** and you will go back to the previous dialog box.

9. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

10. Click **OK**. A progress dialog box will indicate the status of the compaction process. You can click on **Stop** button anytime to abort the process.

11. On successful completion of the compact process, a message box displays the repaired PST file's location. Click **OK**.

3.8. Save Files to Office 365 format

To save files to Office 365 format:

1. Click **Save Repaired File** icon in **Home Menu**. A dialog box opens.
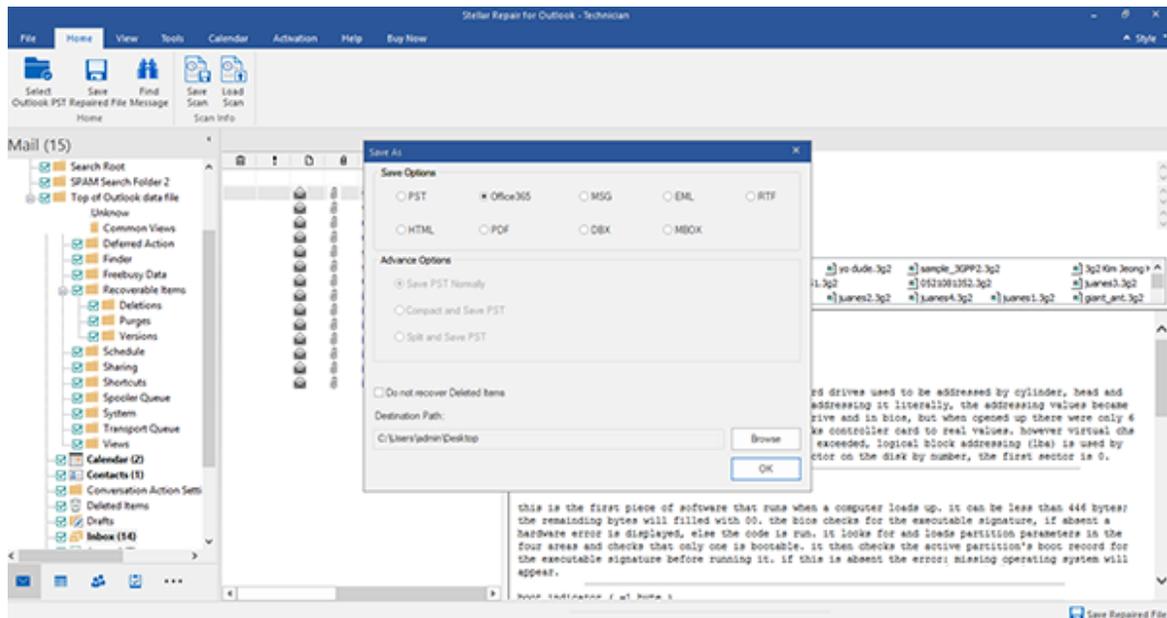
2. Select **Office 365** radio button and click **OK**. An **Office 365 Login Details** dialog box opens.

3. Enter Mail ID and Password in **Office 365 Login Details** dialog box. Click **OK** to continue.
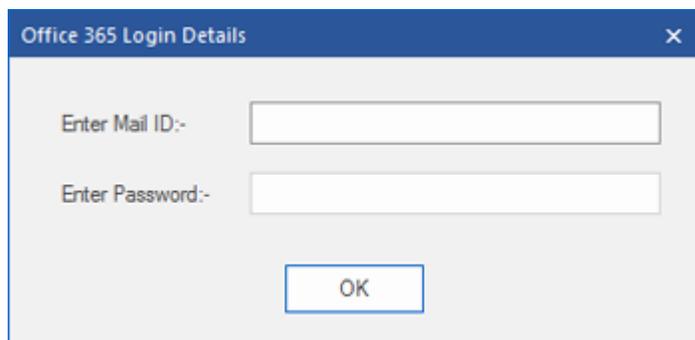
Note:

- *You need to have a Microsoft Office 365 user account for exporting data to Office 365 format.*

- *To save mailbox data in Office 365 format, you need to install Office 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.*

3.9. Save Files using Naming Convention

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

To save the repaired files:

1. Click **Save Repaired File** from **Home** menu.

2. From the dialog box, choose a format (either **MSG**, **EML**, **RTF**, **HTML** or **PDF)** in which you want to save the data from the repaired PST file, from the **Save Options** section.
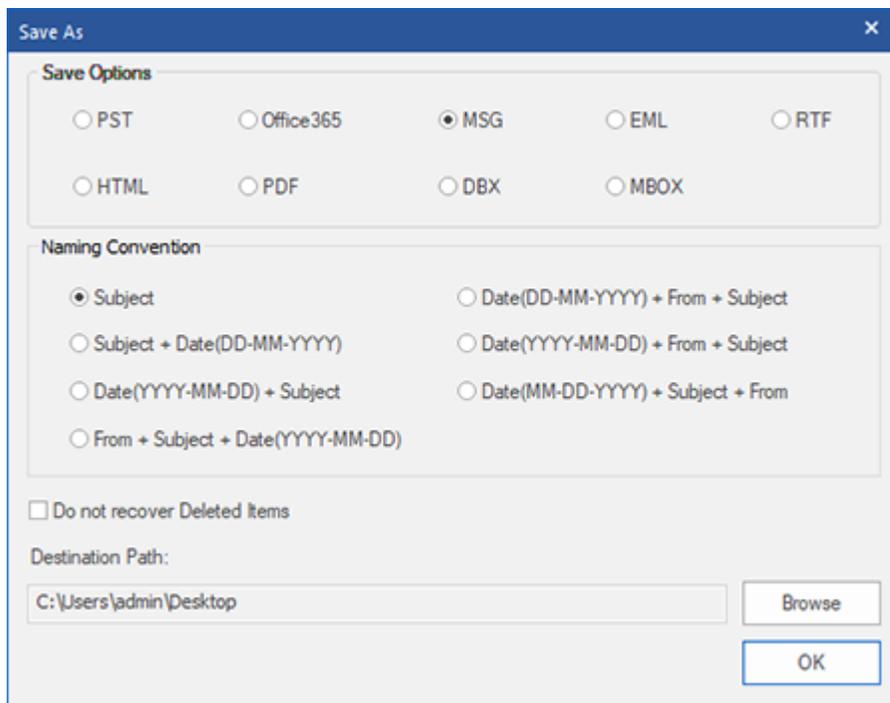
3. From **Naming Convention** section, select any one from the following options:

- **Subject -** The repaired file will be saved with the name as the respective email message's subject.

- **Subject + Date(DD-MM-YYYY) -** The repaired file will get saved with the name as the respective email message's subject, and date.

- **Date(YYYY-MM-DD) + Subject -** The repaired file will get saved with the name as the respective email message's date, and subject.

- **From + Subject + Date(YYYY-MM-DD) -** The repaired file will get saved with the name as the respective email message's sender, subject, and date.

- **Date(DD-MM-YYYY) + From + Subject -** The repaired file will get saved with the name as the respective email message's date, sender, and subject.

- **Date(YYYY-MM-DD) + From + Subject -** The repaired file will get saved with the name as the respective email message's date, sender and, subject.

- **Date(MM-DD-YYYY) + Subject + From -** The repaired file will get saved with the name as the respective email message's date, subject, and sender.

4. Select a **Destination Path** using **Browse** button to specify where to save the repaired file.

5. Click **OK**.

3.10. Relink Attachment Folder

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

Note: You can move the attachments folder to a different location on the same local machine, or you can move both the repaired PST file and the attachments folder to another machine. This software will link the attachments folder to the PST file in both these scenarios.

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

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

1. Go to **Start -> Programs -> Stellar Repair for Outlook - Technician -> Stellar Attachment Links Updater - Technician**. A **Relink Attachment Folder** dialog box will appear.
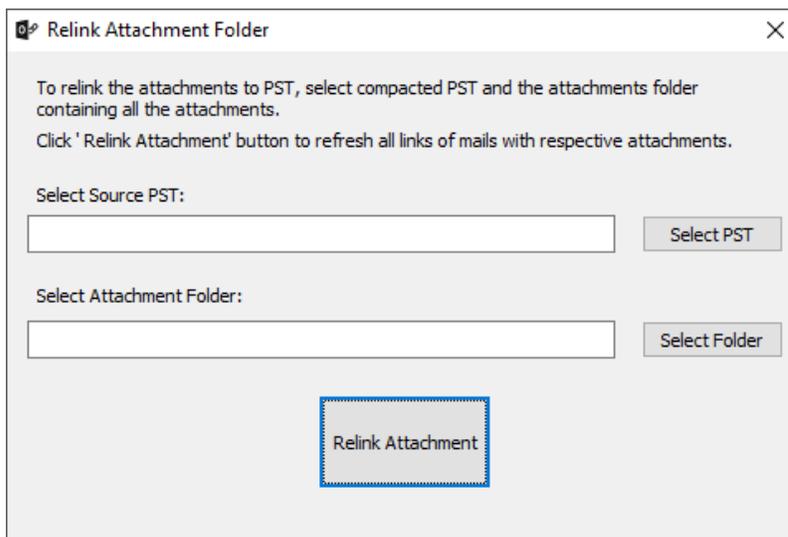
2. Click on **Select PST** and **Select Folder** button to browse to and select the repaired PST file, and its attachment folder.

3. Click on **Relink Attachment** button to relink the attachments to the emails.

3.11. Split and Save PST Files

You can split a PST file according to mail ids, date and size. Splitting a PST file according to mail ids or date will create a single PST file which will have data as per the criteria selected by you. Splitting a PST file by size means that you can split a PST file into many PST files of preset size. You can also split a large PST file by pre-defined sizes of 5 GB / 10 GB / 20 GB / 30 GB or 50 GB files.

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

To Split PST files:

1. Run **Stellar Repair for Outlook - Technician** software.

2. Select Outlook PST and click **Repair**.

3. After the folders and their items are listed, click on **Save Repaired File** button from **Home** menu. A dialog box with various saving option appears.

4. From the dialog box, choose a PST format in which you want to save the data from the scanned **PST** file, from the **Save Options** section.

5. From **Advance Options** section, choose **Split and Save PST** option. Another dialog box will open.

6. From **Split PST File** dialog box,

    *   In **By Mail ID** section, select e-mail ids under **Mail ID** scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the **Select All / Unselect All** buttons to select/unselect all the email ids. All selected email ids will get stored in the repaired PST file, and no change needed to the source PST file.

    *   in **By Date Range** section, select **Split By Date Range** checkbox and then select either of the two options:

        o   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.

        o   Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes.

    *   In **By Size** section, select **By Size** checkbox and then select a size from the **Select Size** drop-down the list to split the PST file according to preset sizes. By using this option, you will get

multiple split PST files. You can choose the split file size to be either **5 GB / 10 GB / 20 GB / 30 GB or 50 GB**

*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.*

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

7. Click **Apply Settings** and you will go back to the previous dialog box.

8. Select a **Destination Path** using **Browse** button to specify where to save the repaired PST file.

9. Click **OK**. A progress dialog box will indicate the status of the split process. You can click on **Stop** button anytime to abort the process.

10. On successful completion of the split process, a message box displays the repaired PST file's location. Click **OK**.

3.12. Save Log Report

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

To save log report:

1. From **View menu**, select **Log Report**.

2. In **Log Report** dialog box, click **Save Log**.

Log Report				×
Item Type	Attachments	Description	Status	
Stellar Repair for Outlook L....				
Source file location		C:\Users\Paul Morphine\Des...		
Source file size		124.74 MB		
Scan start time		Friday, August 24, 2018 13:...		
Folder		SPAM Search Folder 2	Repaired	
Folder		Top of Outlook data file	Repaired	
Folder		Deleted Items	Repaired	
Message (Mail item)	21		Repaired	
Message (Mail item)	21		Repaired	
Folder		Inbox	Repaired	
Message (Mail item)	30	Testing Mail	Repaired	
Message (Mail item)	30	Testing Mail	Repaired	
Message (Mail item)	20	gjkjhhhhhhhhhhhhhhhhhhhh...	Repaired	
Message (Mail item)	20	gjkjhhhhhhhhhhhhhhhhhhhh...	Repaired	
Message (Mail item)	1	testing expert	Repaired	
Message (Mail item)	1	testing expert	Repaired	
Message (Mail item)	9	dhaka	Repaired	
Message (Mail item)	9	dhaka	Repaired	
Message (Mail item)	40	Testing Mail 663	Repaired	
Message (Mail item)	40	Testing Mail 663	Repaired	
Message (Mail item)	79	Testing Mail 1362.	Repaired	

Save Log

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

3.13. Save and Load Scan Information

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

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

1. From the **Home** menu, select **Save Scan Info.**
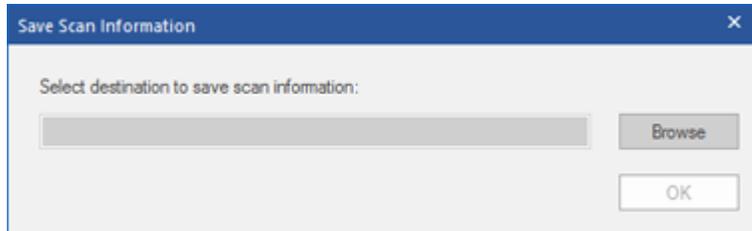
2. **Save Scan Information** dialog box will open. Browse to the folder where you want to save the scan information and click **OK**. The information will get saved in .DAT file format.

3. A message box appears, click **OK**.

Load Scan Information

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

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

1. To load the scan information click on **Load Scan Info** option from the **Home** menu.
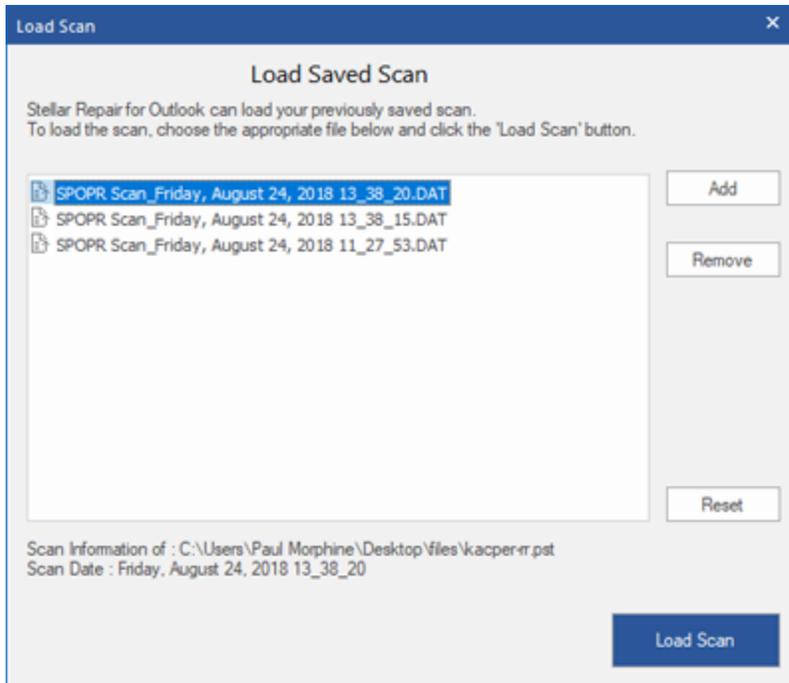
2. **Load Scan** dialog box will appear. This dialog displays a list of saved scan information file existing in the system.

3. In case the file you desire is not in the list, click **Add** button and select the desired DAT file.

4. Click **Open**.

5. The file you added gets displayed in the load scan dialog box. Click **Remove** button if you want to remove the save scan (.DAT) file.

6. Click **Reset** button to reset the load scanned list.

7. Click **Load Scan** button.

8. A message box appears, click **OK**.

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

4. FAQs

1. **Can I save repaired the PST files in any other format?**

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

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

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

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

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

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

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

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

5. **Can we 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 and size of PST file. If the process is running, that means that software is still scanning the corrupted file and you have to wait for this scanning process to complete. Once scanning gets completed, you will be able to save the repaired file at the desired location.

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

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

   - Import your repaired PST file into **MS Outlook**.

   - Open **MS Outlook**.

   - Then press "**Ctrl+Shift+F**".

   - "**Find Message / Advanced Find**" window will open. Please select "**Contacts**" under "**Look For**" tab.

   - Click on the "**Browse**" button and select the imported PST file.

   - Then, click "**Find Now.**"

   - Now you will be able to see all the contacts that you were able to preview with software's Demo Version. You may select the entire contacts listed and drag it to your original contacts list, so that you may use it further.

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

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

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

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

   - On **View** menu, select '**View Log Report.**'

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

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

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

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

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

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

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

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

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

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

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

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

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

    - **By Mail Id** - You can select e-mail ids under **Mail Ids** scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the **Select All**/**Unselect All** buttons to select/unselect all the email ids. All selected email ids will be stored in the repaired PST file, and no change is made to the source PST file.

- **By Date Range** - You can select **Split By Date Range** checkbox and then select either of the two options:

  o 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.

  o Select **between** radio option if you want to split the PST file according to a specific period. All e-mails from the specific period will get stored in the repaired PST file. Select the start and end date from the list boxes.

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

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

16. 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.

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6. About Stellar

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

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

Product Line:

Stellar provides a wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

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

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Email Repair & Converter	Database Repair	Email Backup Tools
Robust applications to restore inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird,	*Professional and reliable software to repair corrupt or damaged database for Microsoft SQL Server,*	*Fully featured backup utilities that provides a comprehensive solution in case of any disaster. These*

Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.

QuickBooks®, Microsoft Access, SQLite and many more.

software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.

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Photo and Video Tools

Utility Tools

Stellar Toolkits

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.

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 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.

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