



# **Stellar Converter for Windows Mail**

User Guide for version 4.0

# 1. General Information

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# 1.1. About Stellar Converter for Windows Mail

**Stellar Converter for Windows Mail** can be used to safely convert different mailboxes of **Windows Live Mail** or **Windows Mail** to individual PST files that can be imported into MS Outlook. The advanced **Stellar Converter for Windows Mail** helps you easily move all mailbox folders to a new or an existing PST file and smoothly migrate from Windows Live Mail or Windows Mail to MS Outlook.

## Key Features

- Efficiently converts user mailboxes of Windows Live Mail or Windows Mail to PST file.
- Facilitates selective conversion of mail folders to PST file.
- Provides preview of mailbox items, such as E-mails, Attachments, Sent Items.
- Supports saving of converted mailbox to a new or an existing PST file.
- Preserves the original formatting of all mails and retains the on-disk folder structure of the mailbox.
- Simple and easy-to-use interface.
- Maintains log of mail to PST conversion process which can be saved and used for future reference.
- Supports Microsoft Office 2019 / 2016 / 2013 / 2010 / 2007 / 2003.
- Compatible with Windows 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Server 2012 / Windows Server 2008 / Windows Server 2003.

## 1.2. About the Guide

This user guide contains sequential steps to assist you through various **Stellar Converter for Windows Mail** functions.

Each function is explained in details, in the corresponding sections. The guide covers following major topics:

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

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

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

## 1.3. Stellar Support

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- You can either call us or go online to our support section at <https://www.stellarinfo.com/support/>
- For price details and to place the order, click <https://www.stellarinfo.com/email-repair/windowsmail-pst-converter/buy-now.php>
- Chat Live with an **Online** technician at <https://www.stellarinfo.com>
- Search in our extensive **Knowledge Base** at <https://www.stellarinfo.com/support/kb/>
- Submit enquiry at <https://www.stellarinfo.com/support/enquiry/>
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**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).*



## **2. Getting Started**

- 2.1. Installation Procedure
- 2.2. Launching the Software
- 2.3. User Interface
- 2.4. Ordering the Software
- 2.5. Activating the Software
- 2.6. Updating the Software

## 2.1. Installation Procedure

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

### Minimum System Requirements

- **Processor:** Intel-compatible (x86, x64)
- **Operating System:** Windows 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Server 2012 / Windows Server 2008 / Windows Server 2003
- **Memory:** 8 GB (recommended) 4 GB (minimum)
- **Hard Disk:** 250 MB for installation files
- **MS Outlook:** 2019 / 2016 / 2013 / 2010 / 2007 / 2003

**Note:** For saving **Windows Live Mail** or **Windows Mail** Identity folder in PST file you need to have **MS Outlook** installed in your system.

To install the software, follow these steps:

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

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

## 2.2. Launching the Software

To launch Stellar Converter for Windows Mail in Windows 10:

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

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

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

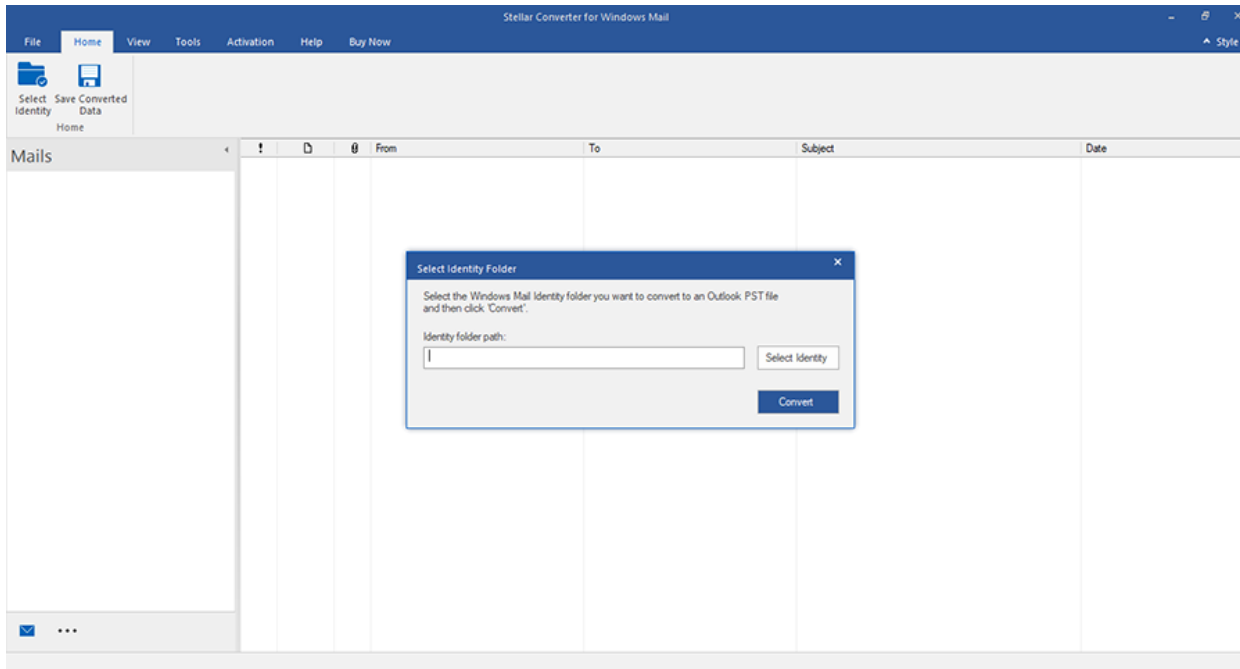
To launch Stellar Converter for Windows Mail in Windows 7:

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

## 2.3. User Interface

**Stellar Converter for Windows Mail** software has a very easy to use Graphical User Interface. The user interface contains features required for conversion.

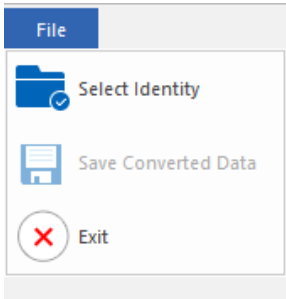
After launching the program, you will see the main user interface as shown below:



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

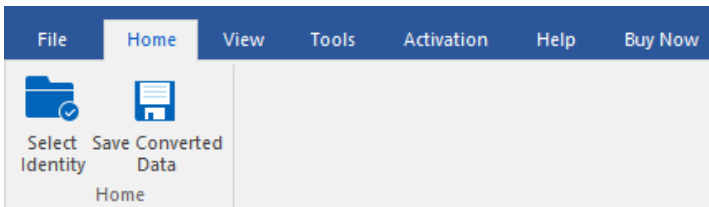
## 2.3.1. Ribbons

### 1. File Ribbon



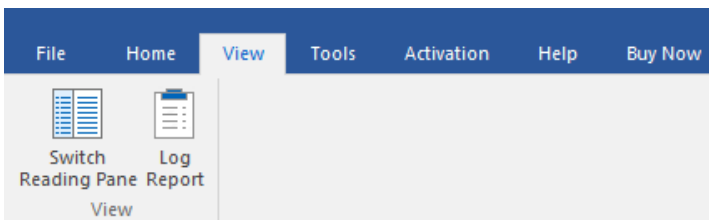
- **Select Identity** : Use this option to open the **Select Identity Folder** dialog box.
- **Save Converted Data** : Use this option to save the converted mails after scanning.
- **Exit** : Use this option to **exit** the application.

### 2. Home Ribbon



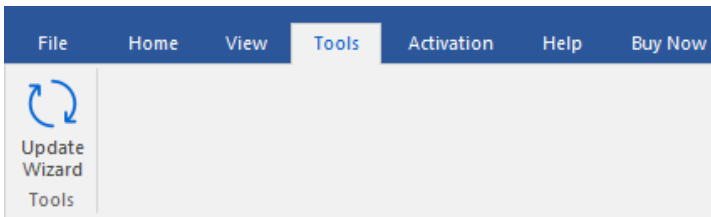
- **Select Identity** : Use this option to open the **Select Identity Folder** dialog box.
- **Save Converted Data** : Use this option to **save converted data**.

### 3. View Ribbon



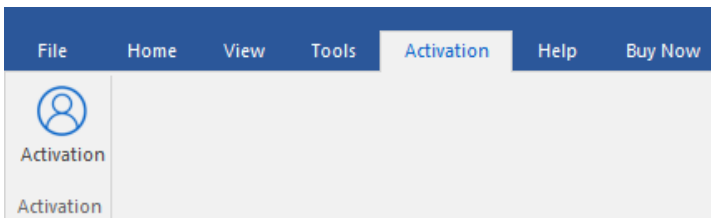
- **Switch Reading Pane** : Use this option to switch between **horizontal** and **vertical** views of the reading pane.
- **Log Report** : Software records all the events and activities performed by you in a detailed log file. Use this option to **view/save** the log report.

#### 4. Tools Ribbon



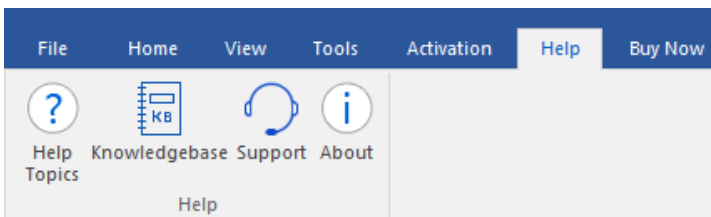
- **Update Wizard** : Use this option to check for both, major and minor updates to the software available online.

#### 5. Activation Ribbon



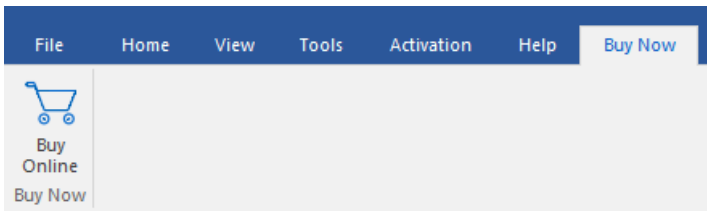
- **Activation** : Use this option to **activate** the software after purchasing.

#### 6. Help Ribbon



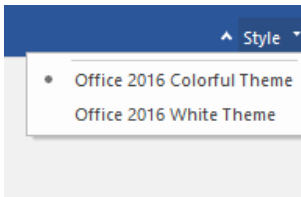
- **Help Topics** : Software is accompanied by a descriptive help document. Use this option to view the help manual for the software.
- **Knowledgebase** : Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit Knowledgebase articles of stellarinfo.com.
- **Support** : In case you don't find any related content in the help document or on the knowledgebase page that resolves your query, use this option to view the support page of stellarinfo.com and contact the Stellar customer support.
- **About** : Use this option to read information about the software.

## 7. Buy Now Ribbon



- **Buy Online** : Use this option to buy **Stellar Converter for Windows Mail** software.

## 8. Style Ribbon

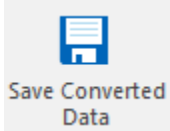


- **Style** :Use the upward arrow button to hide/ unhide the menu. **Stellar Converter for Windows Mail** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**. Use this option to switch between the themes for the software, as per your choice.

## 2.3.2. Buttons



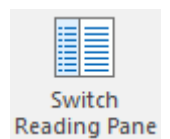
Click this button to open Select Identity Folder dialog box.



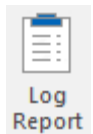
Click this button to save the converted files.



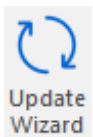
Use this button to close the application.



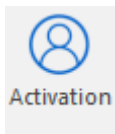
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in vertical columns position. You can click Switch Reading Pane icon to change the position to horizontal rows.



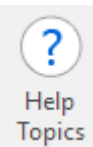
Click this button to view/save the log report.



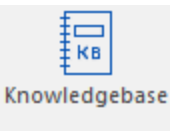
Click this button to check for both, latest minor and major version available online.



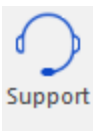
Click this button to activate the software after purchasing.



Click this button to open the Help Manual for the software.



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

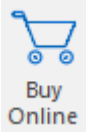


Click this button to view the support page of [stellarinfo.com](http://stellarinfo.com).





Click this button to read more information about the software.



Click this button to buy Stellar Converter for Windows Mail.

## 2.4. Ordering the Software

Click <https://www.stellarinfo.com/email-repair/windowsmail-pst-converter.php> to know more about **Stellar Converter for Windows Mail**.

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

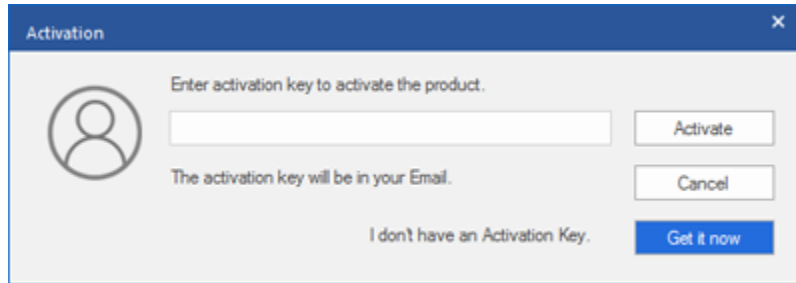
Once the order is confirmed, a pre-paid activation key will be sent through e-mail, which would be required to activate the software.

## 2.5. Activating the Software

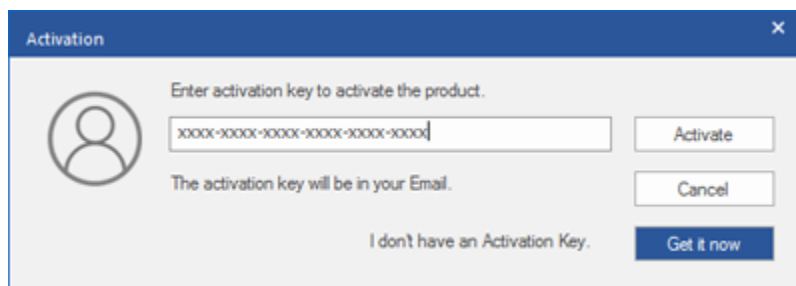
The demo version is for evaluation purpose only. You need to activate the software to use its full functionality. Use the **Activation Key** received via email after purchasing the software to activate it.

To activate the software:

1. Run **Stellar Converter for Windows Mail**.
2. Click the **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 purchase the software.
4. Once the order is confirmed, an Activation Key is sent to the e-mail that you have provided while purchasing the software.
5. Paste or type the **Activation Key** (received through e-mail after purchasing the product) and click **Activate** button  
(Please ensure an active Internet connection)



6. **Stellar Converter for Windows Mail** automatically communicates with the license server to verify the entered key. If the entered key is valid, activation is completed successfully.
7. '**Activation Completed Successfully**' message is displayed. Click **OK**.

## 2.6. Updating the Software

There are periodical software updates for **Stellar Converter for Windows Mail**. Using the update option, you can check for both the latest minor and major version available online. You can easily download the minor and major version through the update wizard. While updating the software, it's recommended to close all the running programs.

### To check automatically:

1. Run **Stellar Converter for Windows Mail**, *Update* window is displayed along with the main user interface.
2. To download the latest version, click **Update Wizard** button. It may take few seconds to minutes to download the files. Once completed, '**Update successfully installed**' message appears.
3. Click **OK**.

### To check manually:

1. Run **Stellar Converter for Windows Mail** software.
2. Select **Update Wizard** from **Tools** Ribbon.
3. **Update** window pops up.
4. The wizard will start searching for the latest updates and if it finds any new version, a window will pop up indicating the availability an update.
5. Click **Next** and the software will start downloading update files from the server. When the process is complete, the software will updated to the latest version.

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

- Internet connection failure
- Unable to download configuration files
- Unable to locate updated files or version
- Unable to locate executable file

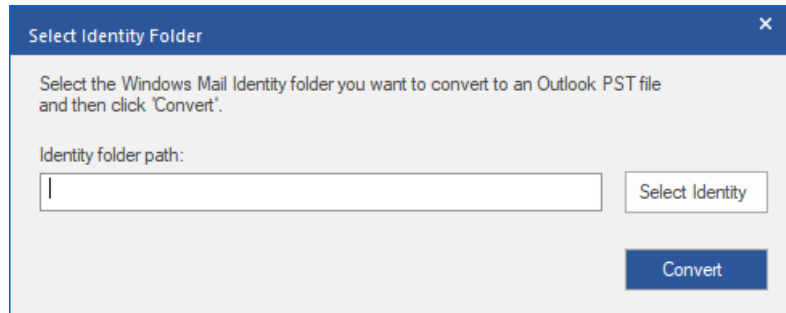
## **3. Working with the Software**

- 3.1. Select and Scan Identity Folder
- 3.2. Preview, Sort and Search Mail Items
- 3.3. Save Converted Mailbox
- 3.4. Import PST Files in MS Outlook
- 3.5. View and Save Log Report

## 3.1. Select and Scan Identity Folder

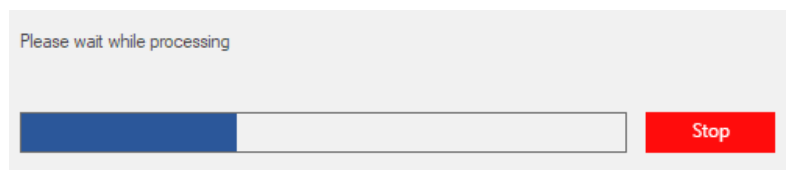
To select **Window Mail Identity Folder** to be converted,

1. Launch **Stellar Converter for Windows Mail**.
2. Click **Select Identity** button in **Select Identity folder** dialog box as shown below:

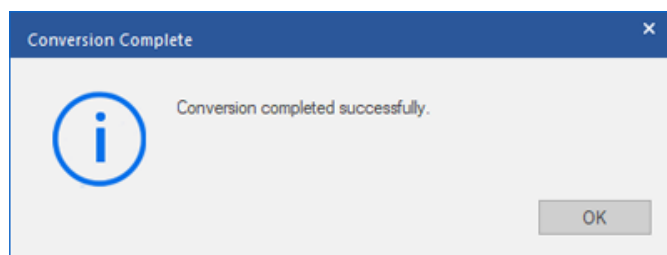


**Note:** *Select Identity folder* is displayed when you:

- Launch the application
  - Choose **Select Identity** option in **File** ribbon.
  - Click **Select Identity** button from the **Home** ribbon.
3. In the **Browse for Folder** window, select the desired identity folder and click **OK**.
  4. After selection, you can see the path of selected identity folder under **Identity folder path** field.
  5. Click **Convert** button to start the conversion process.
  6. A dialog box is displayed showing the progress of the conversion process; you can click **Stop** button in the dialog box to stop the file conversion process.



7. **'Conversion completed successfully'** message is displayed. Click **OK**.

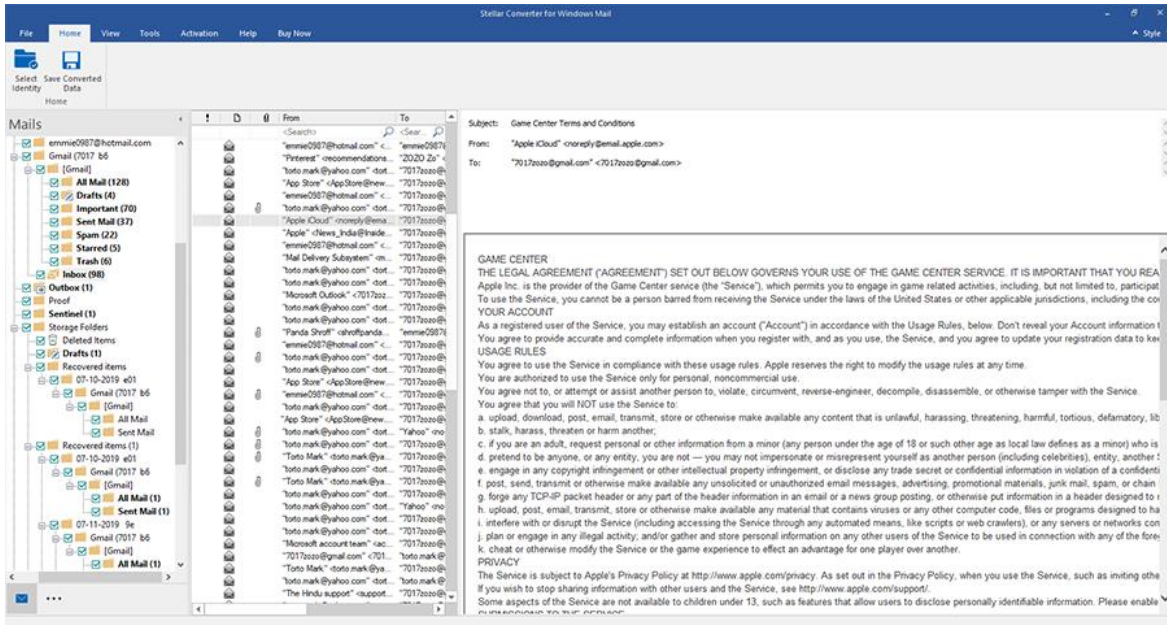


**Note:** The default location of **Identity Folder** on **Windows 10** system is - **C:\Users\<User Name>\AppData\Local\Comms**. When you copy **Identity Folder** from local directory, stop services "**User Data Access**" and "**User Data Storage**" and skip "**temp.edb**" file.

## 3.2. Preview, Sort and Search Mail Items

### 1. Preview Mail Items:

You can preview the converted mailboxes after the Windows Mail Identity folder has been successfully converted. Left pane displays selected identity folder under Root node in a tree like structure. Middle pane displays the list of converted mails. To see content of desired mail, click on it in the middle pane. The content is displayed in the right pane as shown below:



### 2. Sort Mail Items:

**Stellar Converter for Windows Mail** allows you to arrange the converted mails as per seven pre-defined, standard arrangements that you can choose from. They are available in the middle pane, listing all the converted e-mails / messages.


Once the converted **Identity Folder** appears in the preview pane, click on any one of the following column headers to sort the e-mails as per its ascending order:





COLUMN HEADER NAME	REFERENCE ICON
Importance	
Type	
Attachment	
From	
To	
Subject	
Date	

**Note:** You can click on the same column header again to change the order of mail to descending order.

### 3. Search Mail Items:

**Stellar Converter for Windows Mail** allows you to search the converted mails from preview pane itself. To do this:

- Once the converted **Identity Folder** appears in the preview pane, you can enter the search text in the column header **<search>** box  to search for e-mails in a given column. You can enter text in **From, To, Subject, and Date** mail grid column headers only.
- The application will show all the e-mails and messages fulfilling the search criteria.
- To reset the search for a column, click on the close button that appears at the right side of the respective **<search>** box.

!			From	To	Subject	Date
			<Search>	<Search>	<Search>	<Search>
			"Panda Shroff" <shroffpanda...>	"7017zozo@gmail.com" <701...>	Mail 1 (2-14/1) (Amharic)	6/27/2019 2:13 PM
			"Microsoft account team" <ac...>	"7017zozo@gmail.com" <701...>	Verify your email address	6/25/2019 10:03 AM
			"Kik" <no-reply@kik.com>	"7017zozo@gmail.com" <701...>	Welcome to Kik! Confirm your details insi...	4/5/2019 9:53 AM



## 3.3. Save Converted Mailbox

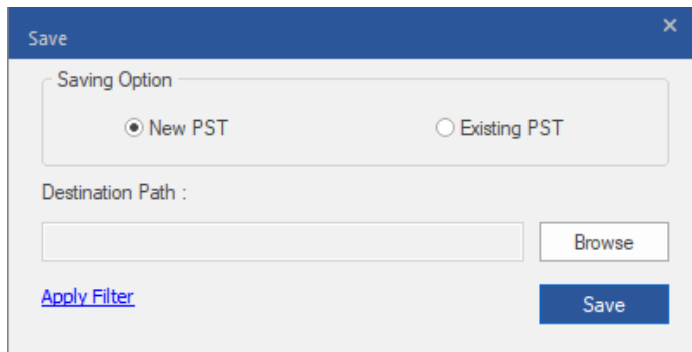
Stellar Converter for Windows Mail software allows you to save the converted mailbox in new PST or an existing PST.

To save converted mailbox as a PST file:

- Using the left pane, check/uncheck the mailbox items that you want to save.

*Note: By default, all the mailbox items are checked.*

- Click **Save Converted Data** button from **Home** ribbon or select **Save Converted Data** option in the **File** ribbon.
- **Save** dialog box opens as shown below.



- To save converted mails into a new PST file:
  - Select **New PST** and click **Browse**.
  - *Browse For Folder* dialog box opens. Select location for saving PST file and click **OK**.
  - Click **Save**. The converted mails will be saved into a new PST file at the specified location.

Click Apply Filter to filter the results before saving.

- To save converted mails into an existing PST file:
  - Select **Existing PST** and click **Browse**.
  - **Open** dialog box opens. Select an existing PST file and click **OK**.
  - Click **Save**. The converted mails will be saved into the selected PST file.

Click Apply Filter to filter the results before saving.

## 3.4. Import PST Files in MS 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 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**.
- 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**.

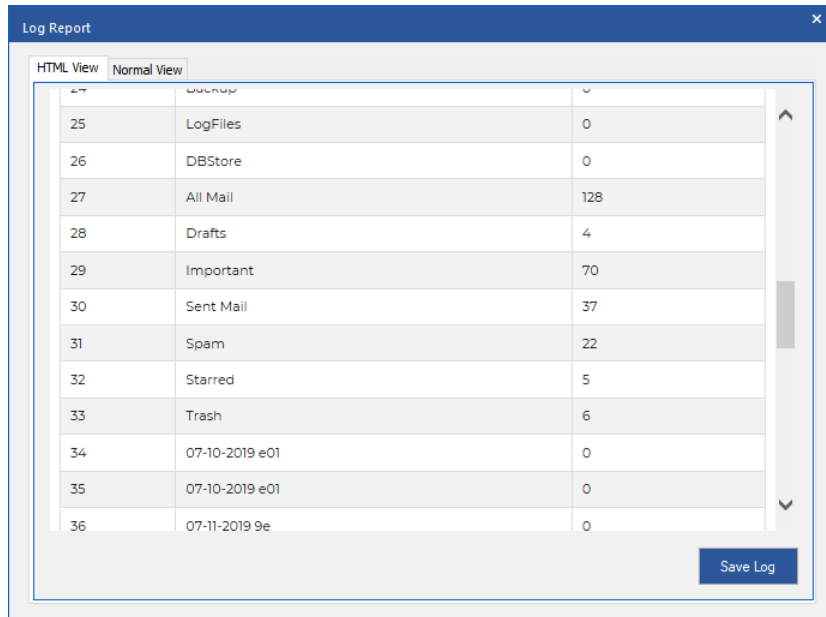
To import PST file in Microsoft Outlook 2007 / 2003:

- 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**.

## 3.5. View and save Log Report

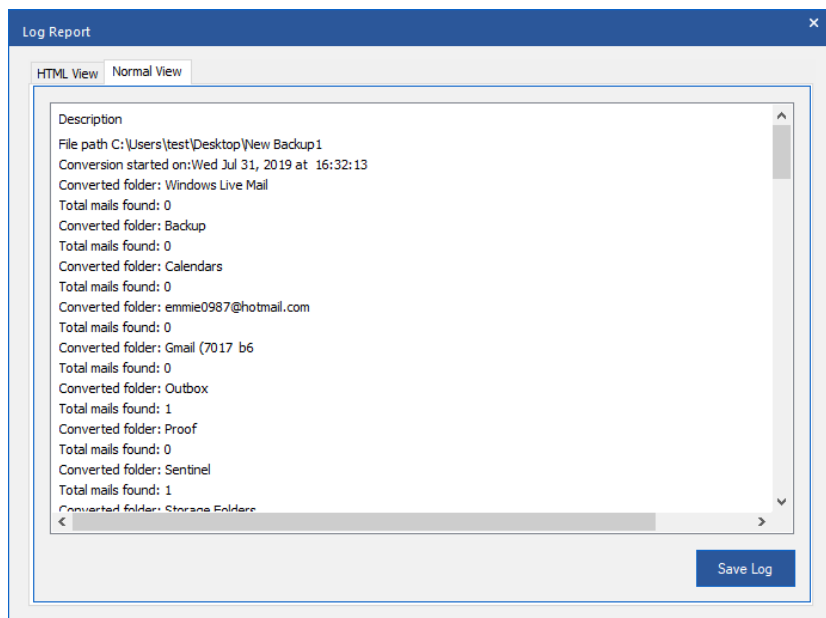
With **Stellar Converter for Windows Mail**, you can view and save **Log Report** to analyze conversion process at a later stage. The software provides Log Report in two different views:

1. **HTML view**- This view displays the log in tabular format containing **Serial Number**, **Folder Name** and **Total Items**:



Serial Number	Folder Name	Total Items
25	LogFiles	0
26	DBStore	0
27	All Mail	128
28	Drafts	4
29	Important	70
30	Sent Mail	37
31	Spam	22
32	Starred	5
33	Trash	6
34	07-10-2019 e01	0
35	07-10-2019 e01	0
36	07-11-2019 9e	0

2. **Normal view**- This view displays the log in text format containing starting time, file path, converted folder details and ending time of conversion process:



```
Description
File path C:\Users\test\Desktop\New Backup1
Conversion started on: Wed Jul 31, 2019 at 16:32:13
Converted folder: Windows Live Mail
Total mails found: 0
Converted folder: Backup
Total mails found: 0
Converted folder: Calendars
Total mails found: 0
Converted folder: emmie0987@hotmail.com
Total mails found: 0
Converted folder: Gmail (7017 b6)
Total mails found: 0
Converted folder: Outbox
Total mails found: 1
Converted folder: Proof
Total mails found: 0
Converted folder: Sentinel
Total mails found: 1
Converted folder: Storage Folders
```

To view the log report, select **Log Report** from **View Ribbon** and select **HTML view** or **Normal view** tab as per your choice.

To save the log report:

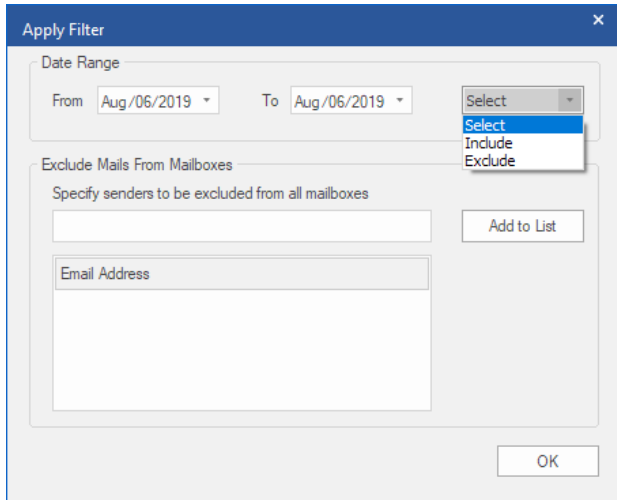
- Select **Log Report** from **View Ribbon**
- Select **HTML view** or **Normal view** tab as per your choice.
- Click **Save Log** button to save log report.
- Enter file name and choose destination in **Save As** dialog box.
- Click **Save** button A message appears confirming the log report has been successfully saved at the destination path. Click **OK**.

**Note:** In **HTML view**, you can save **Log Report** in **.HTML** and **.txt** format. In **Normal view**, **Log Report** can be saved in **.txt** format only.

# Apply Filter

**Apply Filter** option in the **Save** dialog box enables the user to make the converted results more precise. Choose the option if you want to filter the e-mails to be saved.

**Apply Filter** dialog box opens:



**Stellar Converter for Windows Mail** provides 2 filter options which can be used individually or combined as per your choice:

1. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include / exclude the mails for saving:
  - **Include:** Select **Include** from the drop-down menu to save the mails for the specified range and exclude the rest.
  - **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for saving for the specified range and include the rest.

Select the **From** and **To** dates from the **Apply Filter** dialog box and click **OK**.

2. **Exclude Mails from Mailboxes:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete e-mail address of the sender and click on **Add to List**. You can add multiple e-mail address of the sender using this option. The specified e-mail addresses will be listed in the **Email address** list box. Click **OK**.

## 4. FAQs

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

In demo version of the software, you will be able to see subject and mail body, but cannot open attachments. To view / save all data and open attachments, you need to purchase and activate the software.

### 2. Can I convert a single mail into PST file?

No, you can only convert an entire folder in mailbox.

### 3. I want to save converted mails into an existing PST file. How can I do it?

**Stellar Converter for Windows Mail** gives you option to save converted mails into an existing or new PST file. For full details, please refer Save Converted Mailbox topic of this help manual.

### 4. Can I convert multiple Identity Folders simultaneously?

No, you can only select one Identity folder at a time for conversion.

### 5. What is the default location of Identity Folder on my Windows 10 system?

The default location of **Identity Folder** on **Windows 10** system is - *C:\Users\<User Name>\AppData\Local\Comms*