Stellar Converter for NSF-Technician

Version 4.0

User Guide

Overview

'**Stellar Converter for NSF**' converts 'IBM Notes' (formerly Lotus Notes) NSF files into 'Microsoft Outlook' PST files. In addition, the software provides an option to save the mail items folders as PST, MSG, EML, HTML, RTF, and PDF files. After conversion of 'IBM Notes' (NSF) files, you can preview the items of mailbox such as - 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', 'Discussion Note' and decide upon the mail items that you want to save as PST. '**Stellar Converter for NSF**' allows you to convert and save the mailbox to Office 365 as well. You can either append converted mailbox data to an existing Outlook Profile or to an existing Outlook PST.

Key Features of Stellar Converter for NSF

- Converts 'IBM Notes' (formerly Lotus Notes) NSF files into 'Microsoft Outlook' PST files.
- Option to convert multiple NSF files to PST files through Batch Conversion Module.
- Convert and save 'IBM Notes' (NSF) files as MSG and EML, HTML, RTF and PDF formats.
- Option to save converted file in Office 365.
- Selective conversion of user mailbox items.
- New and enhanced GUI.
- You can select up to 4 NSF files and save them to a single PST after conversion. This is useful if you have Mails, Contacts, Journals, and Notes saved in different NSF files.
- Option to find NSF files within a specific folder/hard drive.
- Provides preview of 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', and 'Discussion Note'.
- Ensures accurate and reliable conversion.
- Generates 'Log Report' for further analysis.
- Compatible with Windows 10 / 8.1 / 8 / 7 / Vista.
- Supports 'IBM Notes' 10.0.1, 9.0.1, 9.0, 8.5, 8.0.2, 7.0, 6.5, 6.0.
- Supports MS Outlook 2016 / 2013 / 2010 / 2007 / 2003.

Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements to install '**Stellar Converter for NSF**'.

Minimum System Requirements

- **Processor :** Pentium Class (1 GHz or faster)
- **Memory :** Minimum 4 GB (Recommended 8 GB)
- **Hard Disk :** 250 MB of free space
- **Operating System:** Windows 10 / 8.1 / 8 / 7 / Vista
- **MS Outlook:** 2016 / 2013 / 2010 / 2007 / 2003
- **IBM Notes*:** 10.0.1, 9.0.1, 9.0, 8.5, 8.0.2, 7.0, 6.5, 6.0

Note: To connect to Office 365, **MS Office 2010 (Service Pack 2 and above)** *must be installed.*
*Formerly known as Lotus Notes.

To install the software:

1. Double-click **StellarConverterforNSF.exe** executable file to start the installation. **Setup - Stellar Converter for NSF** 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 be stored. Click **Next. Select Start Menu Folder** dialog box is displayed.

5. Click **Browse** to provide a path for program's shortcuts. Click **Next. A 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 star that installation. The Installing window shows the installation process.

8. On completion of the installation process, **Completing the Stellar Converter for NSF Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Converter for NSF in Windows 10:

- Click Start icon -> All apps -> **Stellar Converter for NSF**-> **Stellar Converter for NSF**. Or,

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

- Click **Stellar Converter for NSF** tile on the home screen.

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

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

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

To start the application, do one of the following in Windows 7 / Vista:

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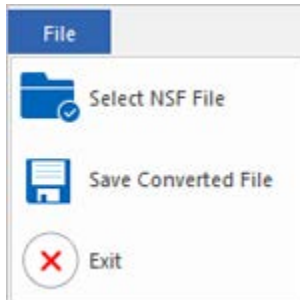- Click **Stellar Converter for NSF** icon in the Quick Launch.

User Interface

'**Stellar Converter for NSF** has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar **Converter for NSF** resembles the GUI of MS Office 2016.
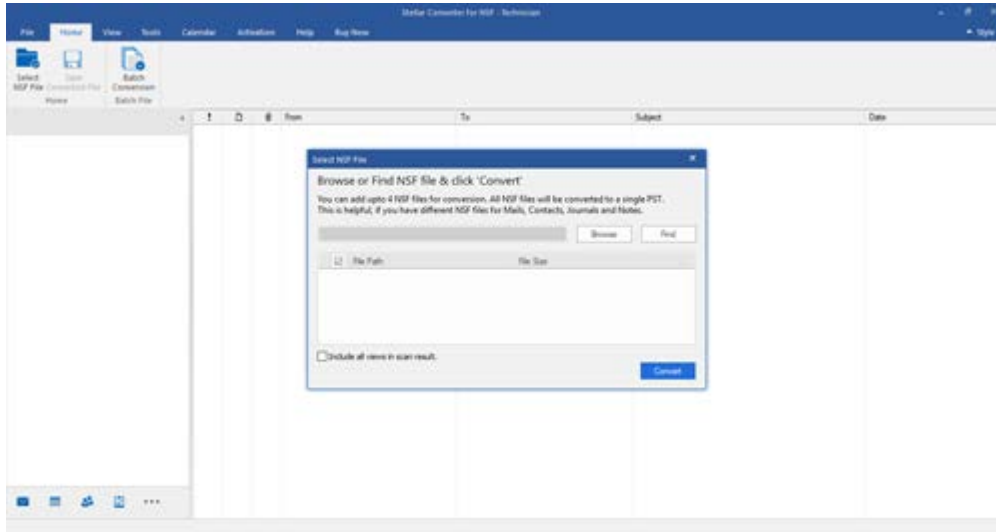
With '<u>Ribbons</u>' and '<u>Buttons</u>' on the user interface, you can access its various features quite easily.
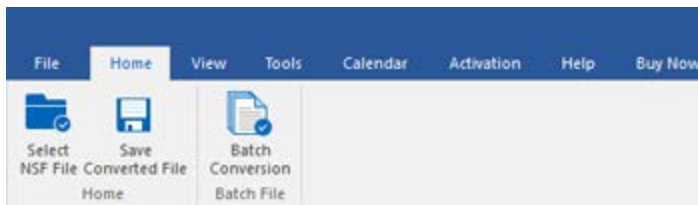
Ribbons

File Ribbon

Select NSF File

Use this option to select NSF file for the conversion process.

Save Converted File

Use this option to save converted files.

Exit

Use this option to exit the application

Home Ribbon

Home Ribbon

Select NSF File
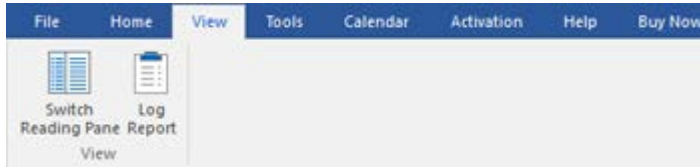
Use this option to select NSF file for the conversion process.

Save Converted File

Use this option to save the converted file.

Batch Conversion

Use this option to convert multiple NSF files to PST files.

View Ribbon

View Ribbon

Switch Reading Pane

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

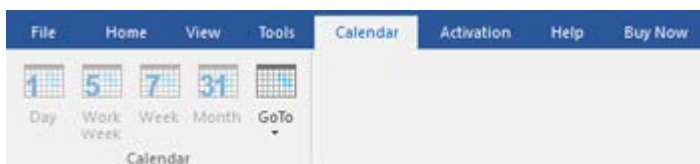**Log Report**

Use this option to view/save the log report.
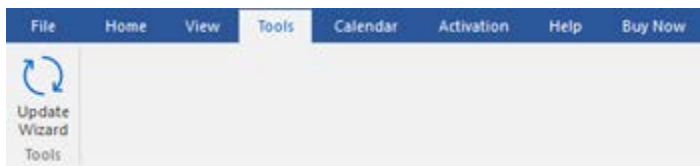
Tools Ribbon

Tools Ribbon

Update Wizard

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

Calendar Ribbon

Calendar Ribbon

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

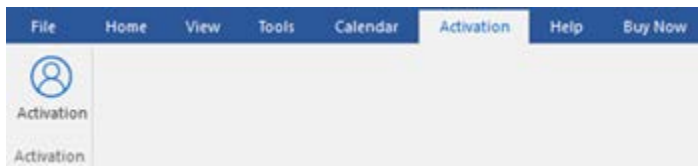work week (from Monday to Friday).

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 Ribbon

Activation Ribbon

Activation

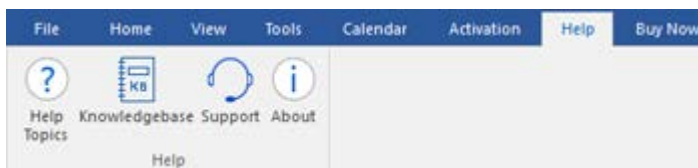Use this option to activate the software after purchasing the software.

Help Ribbon

Help

Use this option to view the help manual for the software.

Knowledgebase

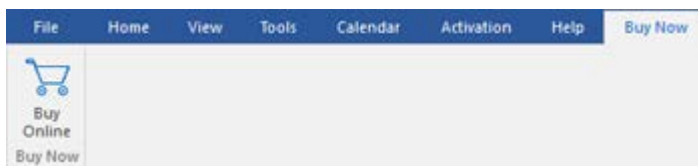Use this option to visit Knowledgebase articles of stellarinfo.com.

Help Ribbon

Support

Use this option to view the [support page](#) of [stellarinfo.com](#).

About
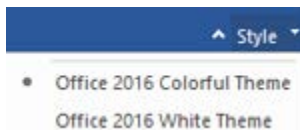
Use this option to read information about the software.

Buy Now Ribbon

Buy Now

Buy Online

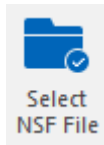Use this option to [buy](#) **Stellar Converter for NSF**.
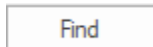

Style Ribbon

Style Ribbon

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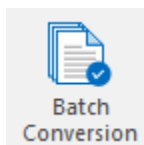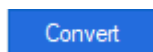
Buttons

Click this button to select NSF file and convert it into PST file.
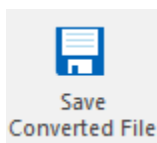
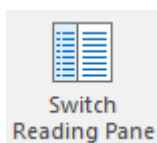Click this button to search NSF files within a specific folder/hard drive.

Click this button to go to Batch Conversion Module

Click this button to initiate the conversion process.

After scanning, click this button to save converted files.

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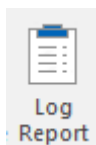
Click this button to view/save the log report.

Click this button to update your software. Use this option to check for both, major and minor versions of the software.
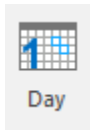
1 Day	Click this button to list all the entries of one particular day from the calendar.
5 Work Week	Click this button to list all the entries of a work week (from Monday to Friday).
7 Week	Click this button to list all the entries of a week (from Monday to Sunday).
31 Month	Click this button to list 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.
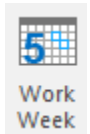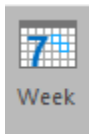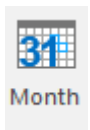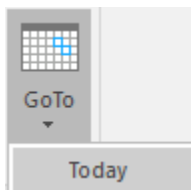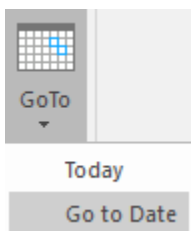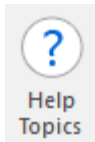
Help Topics	Click this button to view the help manual for the software.
Support	Click this button to view the support page of stellarinfo.com.
Knowledgebase	Click this button to visit Knowledgebase articles of stellarinfo.com.
About	Click this button to read information about the software.
Buy Online	Click this button to buy '**Stellar Converter for NSF**' software.
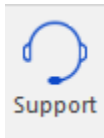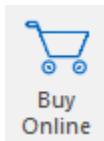
Ordering the Software

Click https://www.stellarinfo.com/email-repair/nsf-pst-converter.php to know more about '**Stellar Converter for NSF**'.

To purchase the software online, please visit https://www.stellarinfo.com/email-repair/buy-now/nsf-to-pst.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.

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 **Stellar Converter for NSF** software.

2. On **Activation** menu, click **Activation** button. *Activation window is displayed as shown below:*
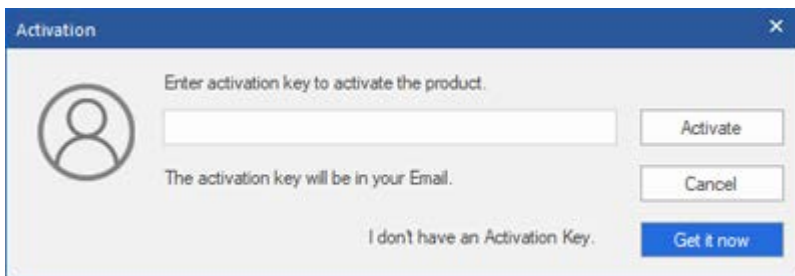
3. If you don't have the activation key, click **Get it now** button in the window to go online and purchase the product.

4. Once the order is confirmed, an Activation Key is sent to the email address, provided while placing the order.

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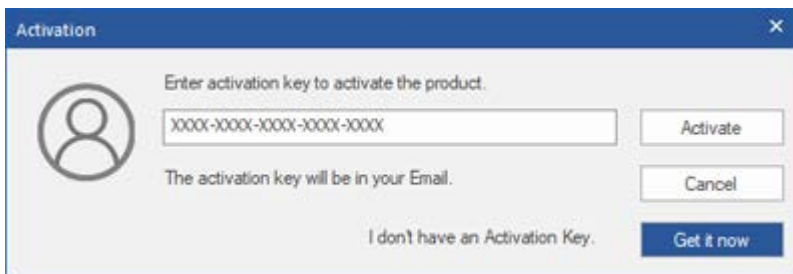
6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.

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

Updating the Software

Stellar releases periodical software updates for Stellar Converter for NSF 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 the latest updates. This will check for both latest the minor and major versions available online. You can easily download the minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that the demo version of the software cannot be updated.

To update Stellar Converter for NSF:

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

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

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

Live Update may not happen due to the following reasons:

- Internet connection failure

- Updates are not available

- Unable to download configuration files

- Unable to locate updated files or version

- Unable to locate the executable file

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

How to Uninstall the Software?

In two ways you can Uninstall '**Stellar Converter for NSF**'.

Click '**Start**' -> '**All Programs**' -> '**Stellar Converter for NSF**' -> '**Uninstall Stellar Converter for NSF**'. Follow on screen instructions to completely remove the software, including registry entries from your computer.

Click '**Start**' -> '**Control Panel**' -> '**Add or Remove Program**'. Select '**Stellar Converter for NSF**' entry from the displayed list and click '**Change/Remove**'. Follow on-screen instructions to completely remove the software as well as registry entries from your computer.

Stellar Support

Our 'Technical Support' professionals will give solutions to all your queries related to 'Stellar' products.
You can either call us or go online to our support section at http://stellarinfo.com/support/.

For price details and to place the order, click https://www.stellarinfo.com/email-repair/buy-now/nsf-to-pst.php

Chat Live with an 'Online' technician at http://www.stellarinfo.com/.

Search in our extensive 'Knowledge Base' at http://www.stellarinfo.com/support/kb/.

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

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

Select and Convert NSF File

To Select an NSF File:

- From the **File** Ribbon, click '**Select NSF File**'.
- In Select NSF File dialog box, click 'Browse' to select the NSF file that you want to convert.
- Select 'Include All Views in Scan Result' check box if you want to add views to your scan result. By default, this option is unchecked.
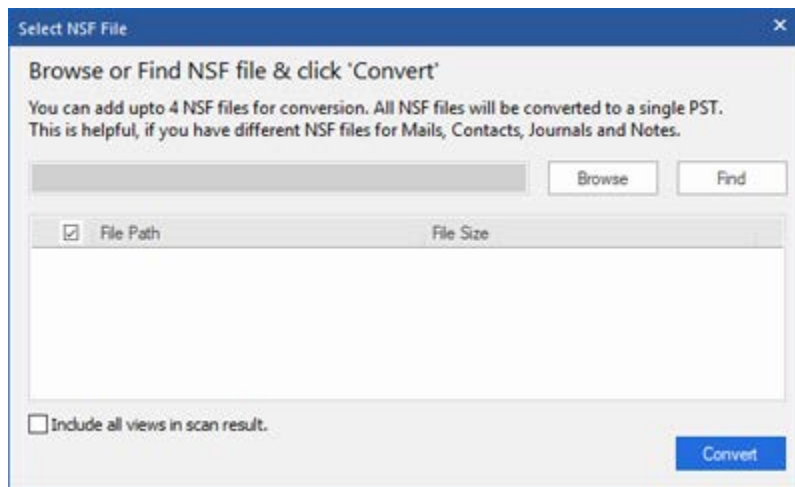
- Select the destination of the required NSF file and click '**Open**'.
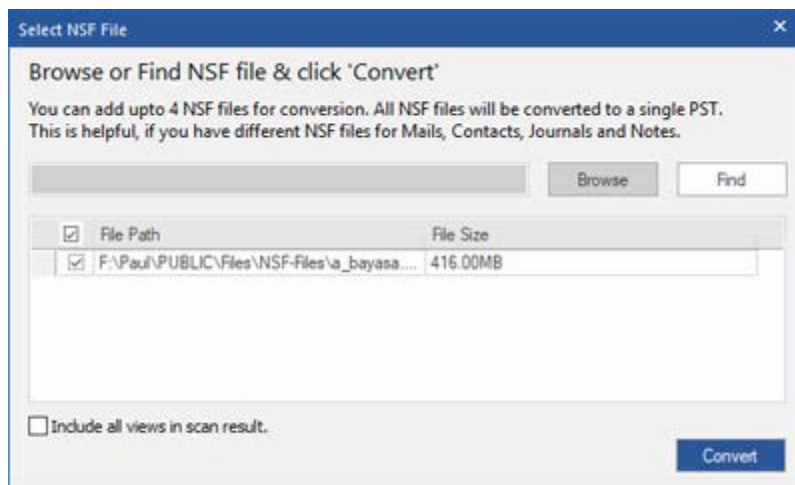
'**Stellar Converter for NSF**' also allows you to search for NSF files in your computer's hard drive, in case you don't know their location. With the help of '**Find NSF**' option, you can search for NSF files in any folder, subfolder or an entire volume in your system.

To Find an NSF File:

- Click '**Find**' in **Select NSF File** dialog box. **Browse for Folder** dialog box opens.
- From **Select Source** section, select the required drive and specific folder from where you want to search for NSF files.
- Click '**OK**' to start searching for NSF files.
- After the search is complete, **find complete** dialog box appears with the number of NSF files found. Click **Ok.**
- The path and size of the found NSF files are listed in the list box.
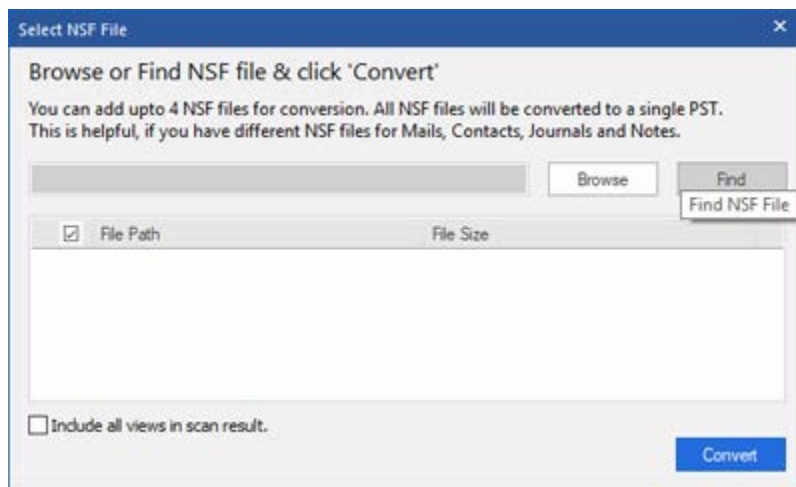
- Select file you wish to convert from the list and click '**Convert**'.

Note: *You can select up to 4 NSF files and convert them to a single PST file at a time. This option ensures that you get a single PST mailbox, in case you have separate NSF files for your mails, contacts. journals and notes.*
*Note: To stop searching for NSF files at any point, click '**Stop**'.*

Preview Files

Once you select NSF file and press '**Convert**' button, the software starts the process of conversion. After the process is finished, a preview of the converted file is generated in a three-pane window. By default, all the items in the list are selected.
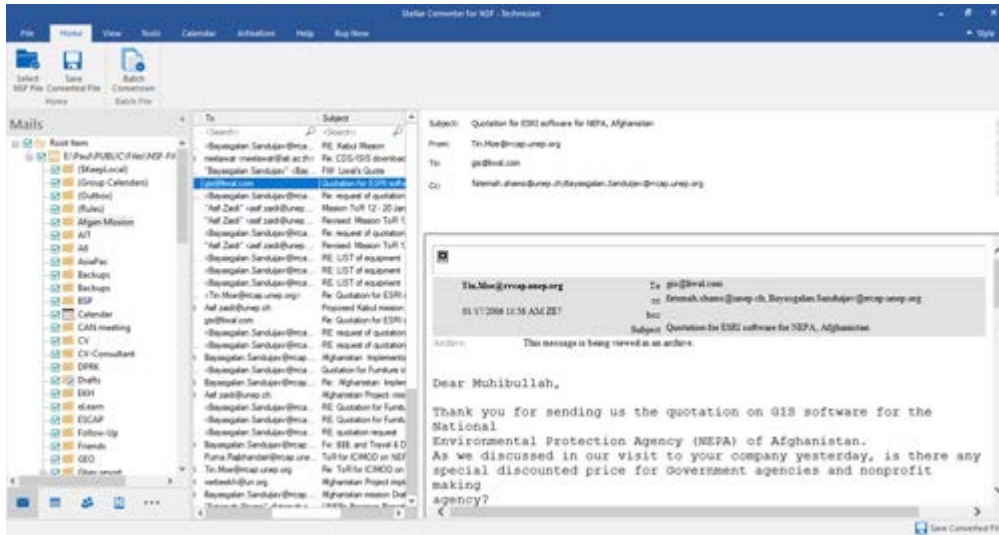
The left pane shows mail item folder such as 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', and 'Discussion Note' in a tree view. The middle pane displays the list of items in a single mail item folder and the right pane shows the content of the selected individual item. To see the content of a mail item folder, simply click on it in the tree view.

Save Converted NSF File

'**Stellar Converter for NSF**' gives the user the option to save converted mail items of a single NSF file as

- New PST
- Existing PST
- Outlook Profile
- Office 365
- MSG files
- EML files
- RTF files
- HTML files
- PDF files

To save mail items as a new PST file:

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.
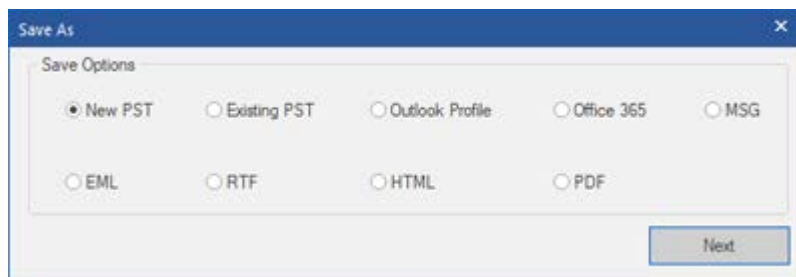
3. By default, the **New PST** option is selected. Click '**Next**'.
4. A dialog box '**Choose Destination**' opens. Click Browse to go to the folder you want to save the converted mailbox items. You can apply filter to modify search results for conversion.

5. Click **Ok.**

To save mail items as Existing PST file:

1. Click 'Save Converted File' on the File Menu.
2. 'Save As' dialog box opens as shown here.
3. Select Existing PST. Click Next.
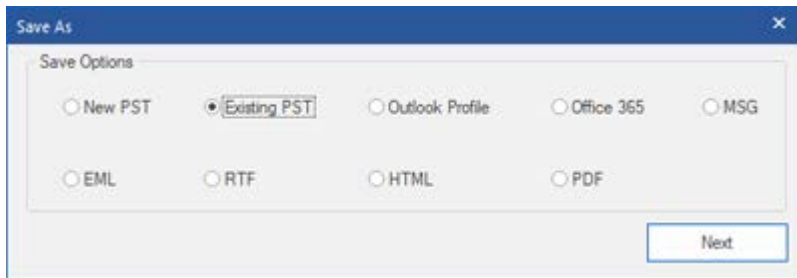
4. A dialog box 'Choose Destination' opens. Click Browse to select the existing PST File where you want to save the converted mail items. You can apply filter to modify search results for conversion.

5. Click Ok
6. A dialog box 'Enter Password' appears on the screen. If the selected Profile or existing PST is password protected then you need to enter the password. Click 'OK'.

7. A message containing a link 'Open Containing Folder' (which takes the user to the saved files location) appears. Click '**OK**'.

Note: *'Enter Password' dialog box appears in case of 64-bit MS Outlook whereas in 32-bit MS Outlook, if the PST file or Outlook profile is password protected you get to see this dialog.*

To save mail items as Outlook Profile:

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.
3. Select **Outlook Profile.** Click **Next.**
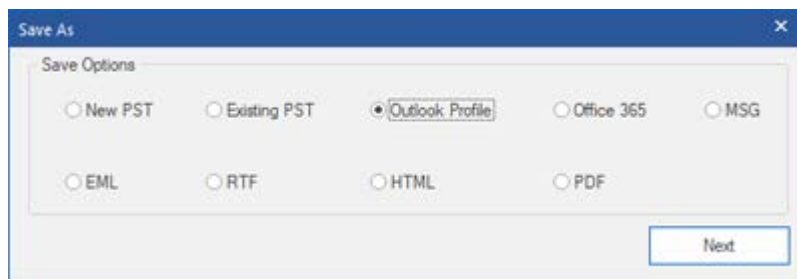
4. **Select Outlook Profile** dialog box opens.
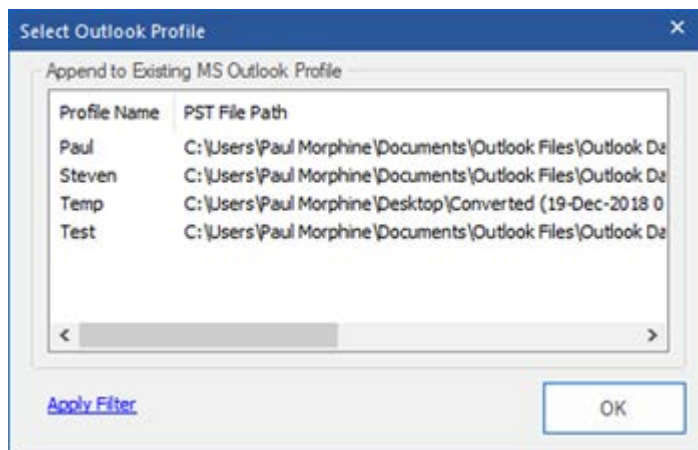
5. From the '**Append to Existing MS Outlook Profile**' section, select the profile name to which recently converted files can be appended. You can apply filter to modify search results for conversion.
6. Click '**OK**'.
7. PST file will be saved to the profile you selected.
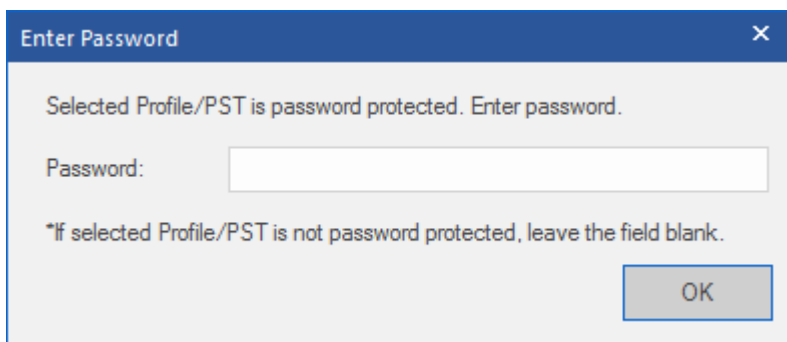
To save converted E-mails to Office 365:

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.
3. Select **Office 365.** Click **Next.**

4. **Office 365 Login Details** dialog box opens. Login by entering the E-Mail ID and Password. You can apply filter to modify search results for conversion.
5. Click '**OK**'.
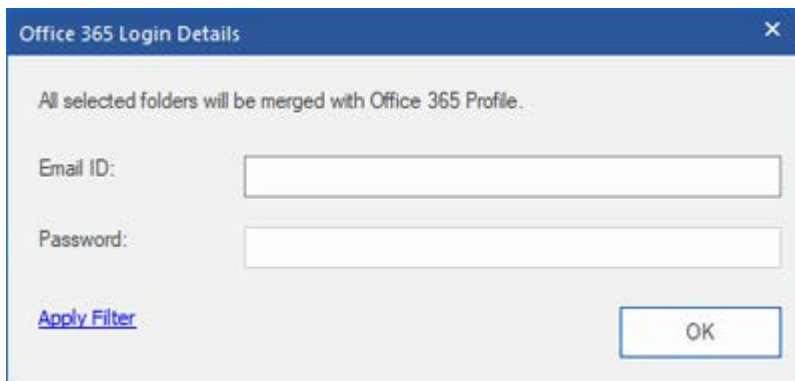
To save mail items as MSG / EML / RTF / HTML or PDF

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.
3. Select either MSG or EML or RTF or PDF or HTML radio button. Click **Next.**
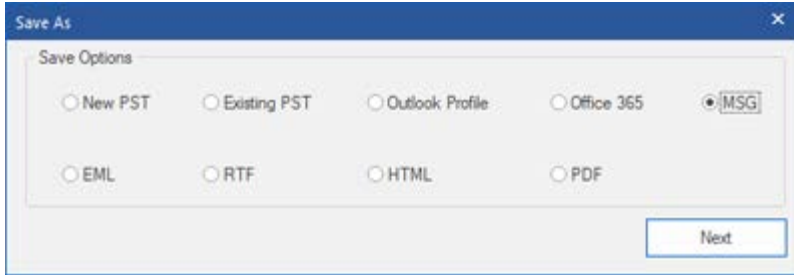
4. A dialog box '**Choose Destination**' opens. Click Browse to go to the folder where you want to save the converted mails. You can apply filter to modify search results for conversion.

5. click **Ok**

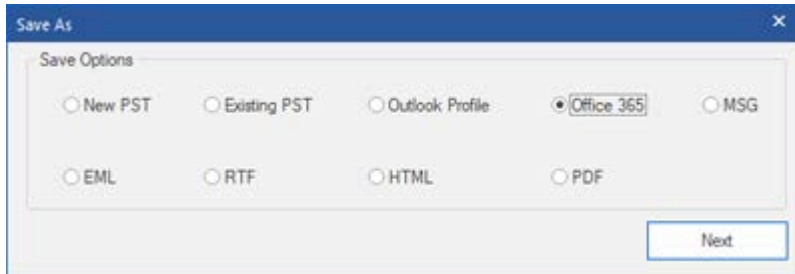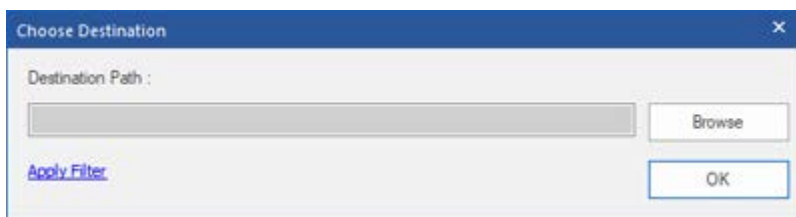
Apply Filter

Apply Filter option in the save dialog box enables the user to make the converted results more precise. Choose the option if you want to filter the mail files to be converted

Save Filter dialog box opens

Stellar Converter for NSF provides 2 filter options:

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

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

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

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 Addresses of the sender and click on Add to List. The mentioned E-mail Addresses will be listed in the E-mail addresses list box. Click **OK**.

View Log Report

'Stellar Converter for NSF' generates log report of the conversion process containing details such as the name of the source NSF file, its location, its size, the start time of the process. The User can view, clear, and save this log report. Log report is saved as a text file.

To view and save 'Log Report':

- Click '**View**'' Ribbon on the Menu bar, select '**Log Report**' option. A dialog box containing a log report opens as shown below:
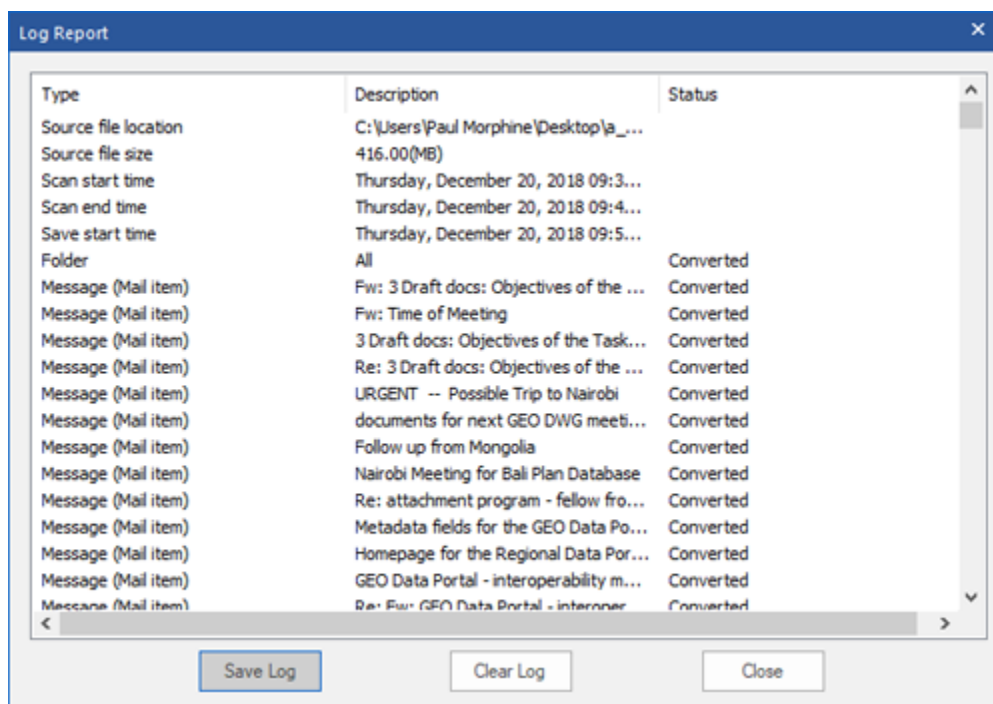
- Click '**Clear Log**' to clear log report.
- Click '**Save Log**' and choose a location for saving log report in '**Save As**' dialog box. It will be saved at the specified destination.

FAQs

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

   Using the demo version of the software, you can preview the converted file and convert 10 items per folder. However, to access complete features, you will need to purchase and activate the software.

2. **What is the difference between NSF files and PST files?**

   NSF files are supported by 'IBM Notes' of 'IBM Software Group' while PST files are supported by 'Microsoft Outlook'.

3. **Is it necessary that 'IBM Notes' and 'Microsoft Outlook' be installed on the computer for conversion of NSF file into PST?**

   Yes, to successfully convert an NSF mailbox to an MS Outlook mailbox (PST), you need to install both IBM Notes and MS Outlook on the computer where you want to perform the conversion.

4. C**an I convert multiple NSF files simultaneously?**

   You can only convert 4 NSF file at a time into a single PST.

5. **If the location of NSF files is not known, can I find them using 'Stellar Converter for NSF'?**

   Yes, using **Find** option of the software, you can search for NSF Files in a specific drive of the computer. To know more, please refer to <u>Select and Convert NSF File</u> topic of this help manual.

6. **How can I save converted NSF files as MSG and EML files?**

   To save converted NSF files as MSG / EML / RTF / HTML or PDF format follow these steps:

- Click '**Save Converted File'** button on the **File** Menu.
- '**Save As**' dialog box opens. Select either MSG or EML or RTF or PDF or HTML radio button.
- Click '**Browse**' to go to the folder where you want to save the converted mails and click '**OK**'.

7. **Can I modify search results?**

   Yes, Stellar Converter for NSF provides 2 filter options:

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

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

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

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 Addresses of the sender and click on Add to List. The mentioned E-mail Addresses will be listed in the E-mail addresses list box. Click **OK**.

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Product line:

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

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

E-mail Recovery

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

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

Data Sanitization

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

Data Erasure

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

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