



Stellar Toolkit for Exchange

User Guide 10.0

Overview

Stellar Toolkit for Exchange is a collection of following softwares:

1. [Stellar Repair for Exchange](#)
2. [Stellar Converter for EDB](#)
3. [Stellar Converter for OST- Tech](#)
4. [Stellar Extractor for Exchange Backup](#)

System Requirements

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

Minimum System Requirements:

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

Note: For the best performance, it is recommended to have **64-bit processor** and 64-bit version of **Microsoft Outlook** installed on your system.

Other Prerequisites:

To create the new or existing mailboxes on exchange you have to run the application either on Exchange Server or for local system your machine should be on domain of Exchange Server with Administrative user rights.

Create Mailbox Requirements:

Exchange Server	Prerequisites
Exchange Server 2000	<ul style="list-style-type: none">• Microsoft Outlook 2000 or later• Exchange Server 2000 Management Tools• Windows 2000 Administrative Tools
Exchange Server 2003	<ul style="list-style-type: none">• Microsoft Outlook 2003 or later• Exchange Server 2003 Management Tools• Internet Information Server (IIS)• Windows Server® 2003 SP1 Administrative Tools Pack

Exchange Server 2007	<ul style="list-style-type: none"> • Any of the following Microsoft Outlook versions: Microsoft Outlook 2003, Microsoft Outlook 2007, Microsoft Outlook 2010 • Exchange Server 2007 Management Tools • IIS • Microsoft® .NET Framework 2.0 • Microsoft® Management Console (MMC 3.0) • Windows PowerShell 1.0
Exchange Server 2010	<ul style="list-style-type: none"> • Any of the following Microsoft Outlook versions: Microsoft Outlook 2003, Microsoft Outlook 2007, Microsoft Outlook 2010 • Exchange 2010 Management Tool • IIS 6 Management Console • .NET Framework 3.5 SP1 • Windows Management Framework Core (KB968930) including PowerShell 2.0 and WinRM 2.0
Exchange Server 2013	<ul style="list-style-type: none"> • Any of the following Microsoft Outlook versions: Microsoft Outlook 2013, Outlook 2007 Service Pack 3 with the Outlook 2007 November 2012 update (12.0.6665.5000), Outlook 2010 Service Pack 1 with the Outlook 2010 November 2012 update (14.0.6126.5000) • Exchange Management Tools 2013 • Microsoft .NET Framework 3.5 SP1 or later • Windows Management Framework 3.0 or later • IIS 6 Management Console or later
Exchange Server 2016	<ul style="list-style-type: none"> • Any of the following Microsoft Outlook versions: Outlook 2010, Outlook 2013, Outlook 2016, Outlook 2019 • Microsoft .NET Framework 4.5.2 or later • Windows Management Framework 4.0 or later • IIS 6 Management Console or later

Exchange Server 2019

- Any of the following Microsoft Outlook versions: Outlook 2013, Outlook 2016, Outlook 2019,
- Microsoft .NET Framework 4.7.2 or later
- Windows Management Framework 5.1 or later
- IIS 10 Management Console or later.

Installation Procedure

To install the software, follow these steps:

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

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

Launching the Software

To launch Stellar Toolkit for Exchange in Windows 10:

- Click **Start** -> **All apps** -> **Stellar Toolkit for Exchange** -> **Stellar Toolkit for Exchange**. Or,
- Double click **Stellar Toolkit for Exchange** icon on the desktop. Or,
- Click **Stellar Toolkit for Exchange** tile on the start menu.

To launch Stellar Toolkit for Exchange in Windows 8.1 / 8:

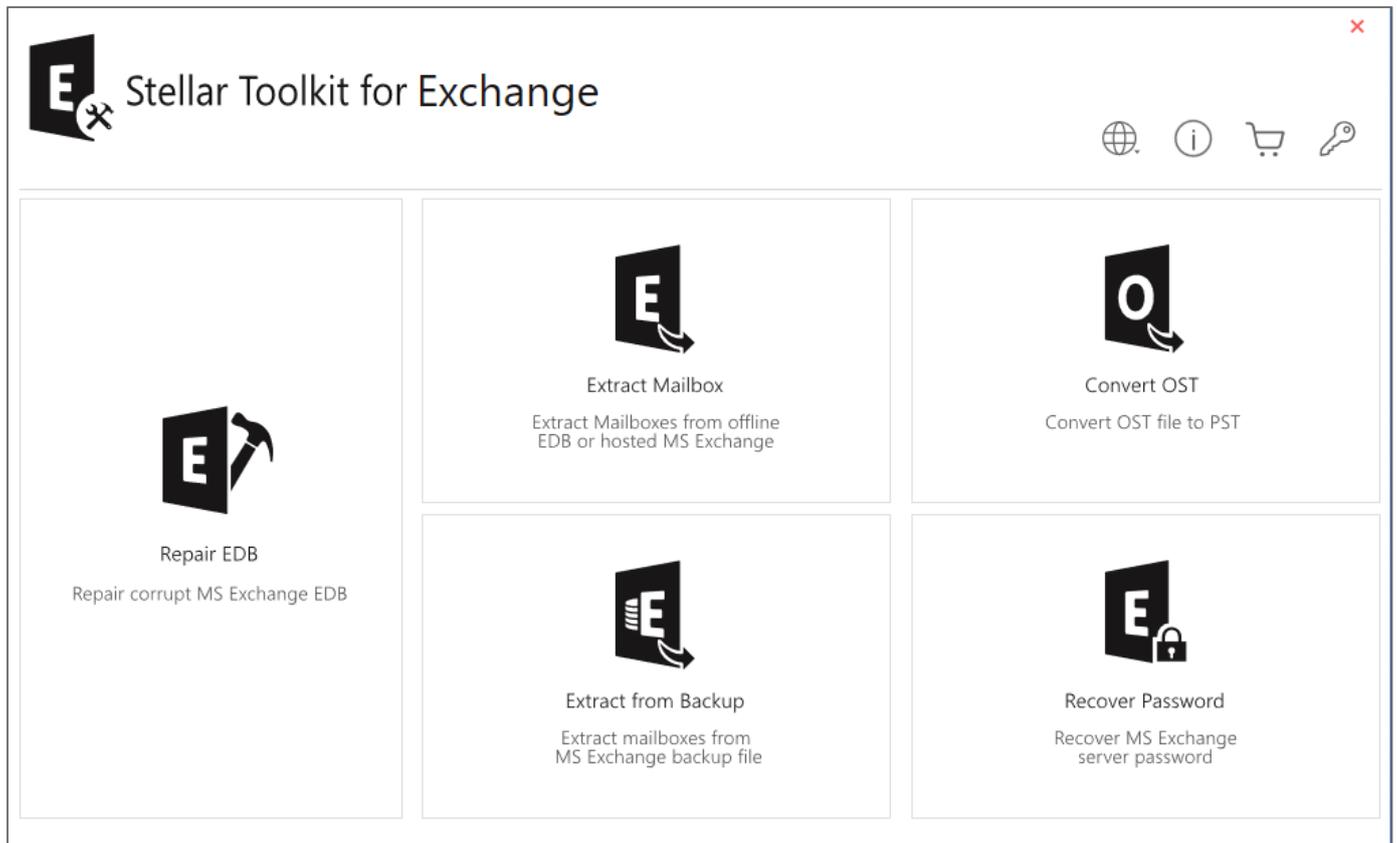
- Click **Stellar Toolkit for Exchange** tile on the home screen. Or,
- Double click **Stellar Toolkit for Exchange** icon on the desktop.

To launch Stellar Toolkit for Exchange in Windows 7:

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

User Interface

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



Ordering the Software

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

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

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

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

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

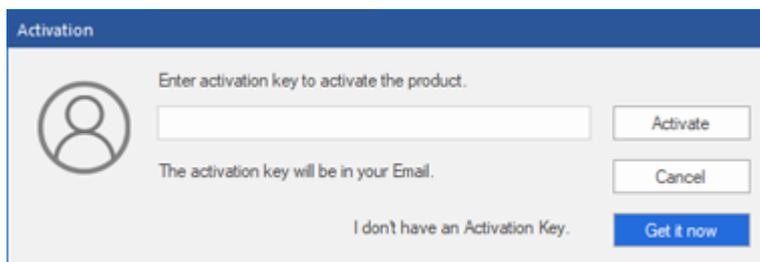
Activating the Software

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

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

Steps to activate the software:

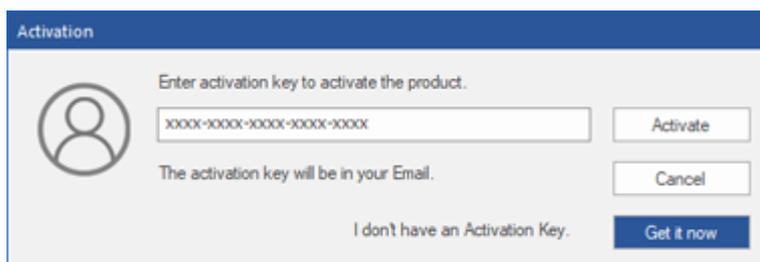
1. Run **Stellar Toolkit for Exchange**.
2. Click the **Activation** button on the **Buy Now** ribbon. A window, as displayed below, pops up on the screen.



Note:

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

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



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

If you receive an error while activating the software, follow and verify the steps given below to fix the issue:

1. Check Installer and Re-enter Activation Key

Make sure you have downloaded the correct installer. Use the download link given in the email or visit the desired product page to free download the software and then activate it using the code provided on your email.

2. Uninstall All Other Versions of the software

Uninstall any version of the software you may have installed earlier. Then re-install the desired version of the software and activate it.

3. Re-Enter the Correct Activation Key Without Blank Spaces

If copy and pasting the activation code isn't working, try to enter it manually. Sometimes, while copying, you may copy the blank spaces, which can cause software activation failure.

Entering code manually overcomes this issue. Alternatively, you may copy the code from email to notepad and then remove empty space from the beginning and end of the code. Then copy and paste the code in the activation window of the software.

Updating the Software

Stellar releases updates for **Stellar Toolkit for Exchange**. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the working of the software. The update option of the software is capable of checking for the latest updates. This will check for both latest, minor and major versions available online. While updating the software, it is recommended to close all the running programs.

To update Stellar Toolkit for Exchange:

Automatic Update:

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

Manual Update:

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

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

Live Update may not happen due to following reasons:

- Internet connection failure.
- Updates are not available.
- Unable to download configuration files

- Unable to locate updated files or version
- Unable to locate executable file

Stellar Support

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

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



Stellar Repair for Exchange

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1. About Stellar Repair for Exchange

Stellar Repair for Exchange provides a complete solution to repair damaged or corrupt Microsoft Exchange database files (EDB files) and allows you to save EDB file data in various formats such as **PST, MSG, EML, RTF, PDF, or HTML**. The software scans and repair all mailbox data such as e-mails, attachments, contacts, calendars, notes, tasks, and journals.

Stellar Repair for Exchange first scans and extracts data from the corrupt EDB file, repairs it, and then allows to save its data in various formats such as PST, MSG, EML, RTF, PDF, or HTML. The data can also be directly exported to a Public Folder, Live Exchange, or Office 365, The software does not make any changes to the original data.

After scanning the EDB file, the software shows the preview of the original data. All folders from the original EDB file are shown along with their data in a three-pane structure.

Why do you need Stellar Repair for Exchange?

Stellar Repair for Exchange can help you to resolve many different types of errors that you might encounter while mounting the database in Exchange and in the Application Events. Some of such errors are given below:

- ERROR: database was not shutdown cleanly (dirty shutdown)
- Operation terminated with error -550 (JET_errDatabaseDirtyShutdown, Database was not shutdown cleanly. Recovery must first be run to properly complete database
- Unable to mount database. (hr=0x80004005, ec=-528)
- Failed to mount database 'EXDB01'
- Couldn't mount the database that you specified. Specified database: EXDB01; Error code: An Active Manager operation failed. Error The database action failed. Error: Operation failed with message:
MapiExceptionJetErrorMissingLogFile: Unable to mount database. (hr=0x80004005, ec=-528) [Database: EXDB01, Server: mail.mycompany.com].
- An Active Manager operation failed. Error The database action failed. Error: Operation failed with message:
MapiExceptionJetErrorMissingLogFile: Unable to mount database. (hr=0x80004005, ec=-528) [Database: EXDB01, Server: mail.mycompany.com]
- An Active Manager operation failed. Error Operation failed with message:
MapiExceptionJetErrorMissingLogFile: Unable to mount database. (hr=0x80004005, ec=-528) [Server: mail.mycompany.com]
- MapiExceptionJetErrorMissingLogFile: Unable to mount database. (hr=0x80004005, ec=-528)

- Error -501 (JET_errLogFileCorrupt) – "Log File is Corrupt"
- Error -514 (JET_errBadLogVersion) – "Log file generated with different Exchange Server or edition"
- Error -515 (JET_errInvalidLogSequence) – "Any log file from the sequence is missing"
- Error -533 (JET_errCheckpointCorrupt) – "Checkpoint file is deleted or corrupt"

Read more about such errors and different scenarios where **Stellar Repair for Exchange** can help you in the article links given below:

- <https://www.stellarinfo.com/article/resolve-exchange-dirty-shutdown-error.php>
- <https://www.stellarinfo.com/article/solved-exchange-database-fails-to-mount.php>
- <https://www.stellarinfo.com/article/recover-exchange-database-without-log.php>

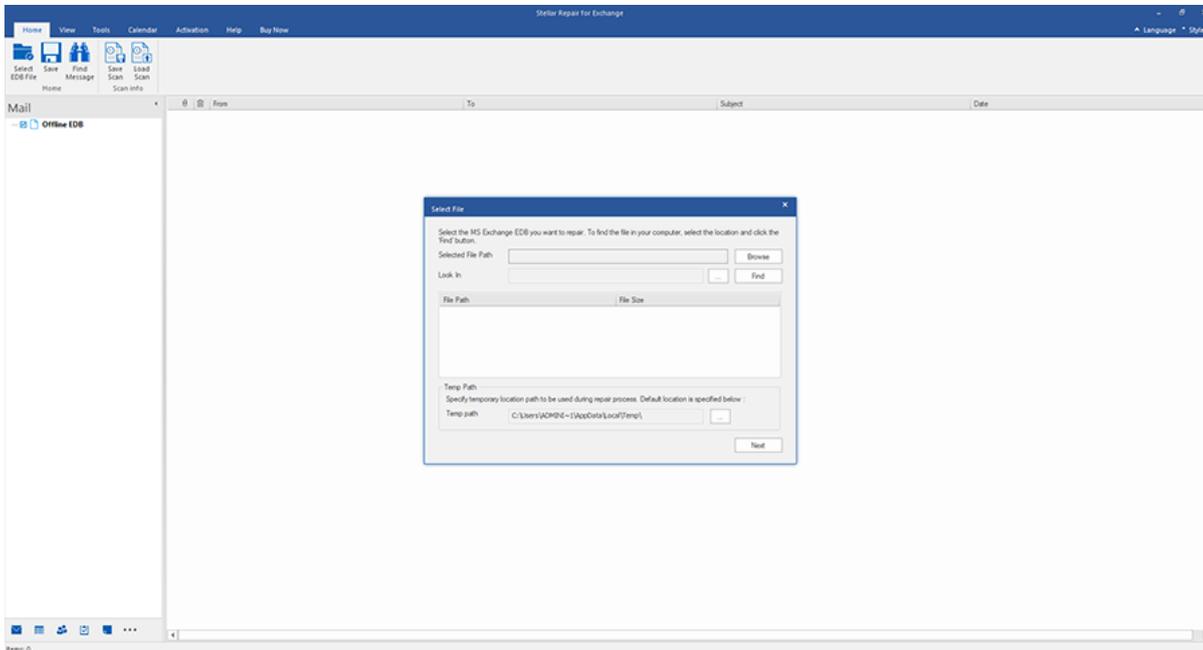
Key features of Stellar Repair for Exchange:

- **Output Supported:** Repair and export EDB files to Live Exchange Server, Public Folder, and Microsoft Office 365 or save in PST, MSG, EML, RTF, PDF, and HTML format.
- **Support Parallel Saving for Multiple Mailboxes:** Supports saving of up to four mailboxes at the same time in **Live Exchange Server, Office 365, and PST** for faster results.
- **Setting Mailbox Priority:** Provides option to set the priority of the mailbox while exporting data to **Live Exchange Server, Office 365, or PST**.
- **Selective Repair Option:** Provides option to select and repair only the mailboxes that you require.
- **Search and Filter Data:** Provides option to search for required mails and to filter the scanned results before saving.
- **Preview Option:** Provides preview of mailboxes and mailbox items such as - Mails, Attachments, Calendar, Contacts, Tasks, Notes, and Journal.
- **Support for Exporting data to Public Folder:** Supports exporting selective data to **Public folder of Live Exchange Server and Office 365** account.
- **Resume Scan Function:** After the scanning of EDB file, the software provides option to create a file containing all the scan information. Using this file, you can resume the process later without having the need to scan EDB file again.

- **Support for Archive Mailboxes:** Supports repair of archived mailboxes in EDB files.
- **PUB.EDB files:** Supports repairing of PUB.EDB files.
- Supports Microsoft Office 2019, 2016, 2013, 2010, and 2007.
- Supports Microsoft Exchange Server 2019, 2016, 2013, 2010, 2007, 2003, 2000, and 5.5.
- Compatible with Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2016, Windows Server 2012, and Windows Server 2008.

2. User Interface

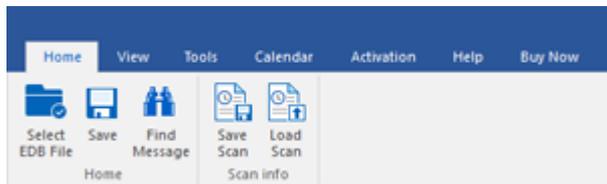
Stellar Repair for Exchange software has a very easy to use Graphical User Interface. The user interface contains features required for repairing the corrupt EDB file. After launching the software, you will see the main user interface as shown below:



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

2.1. Ribbons and Buttons

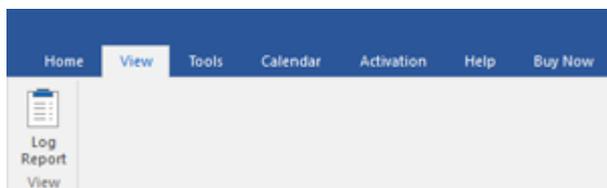
1. Home Ribbon:



The **Home** ribbon contains the following buttons:

- **Select EDB File** : Use this option to select the EDB file which you want to repair.
- **Save** : Use this option to save the repaired file.
- **Find Message** : Use this option to search for particular mails from the repaired file.
- **Save Scan** : Use this option to save the scan information of the repaired files.
- **Load Scan** : Use this option to load the scan information.

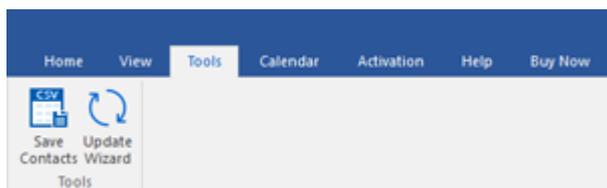
2. View Ribbon:



The **View** ribbon contains the following button:

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

3. Tools Ribbon:

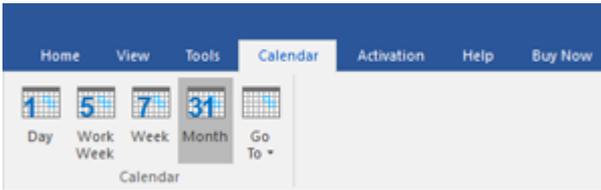


The **Tools** ribbon contains the following buttons:

- **Save Contacts** : Use this option to save the repaired contacts from the mailbox in .CSV format.

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

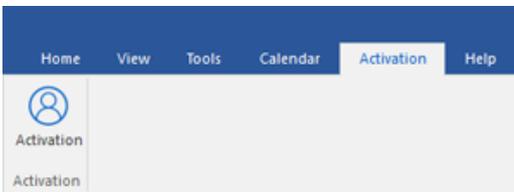
4. Calendar Ribbon:



The **Calendar** ribbon contains the following buttons:

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

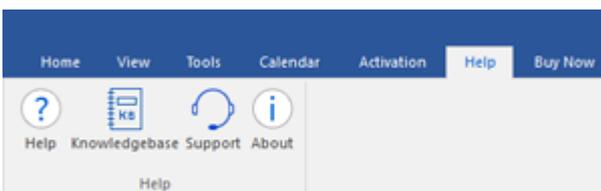
5. Activation Ribbon:



The **Activation** ribbon contains the following button:

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

6. Help Ribbon:

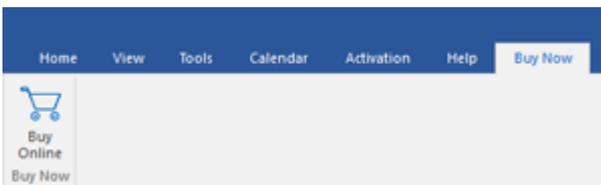


The **Help** ribbon contains the following buttons:

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

- **Knowledgebase** : Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit [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.

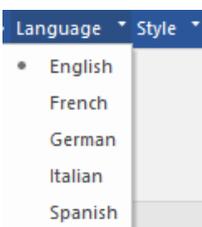
7. Buy Now Ribbon:



The **Buy Now** ribbon contains the following button:

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

8. Language Button:



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

9. Style Button:



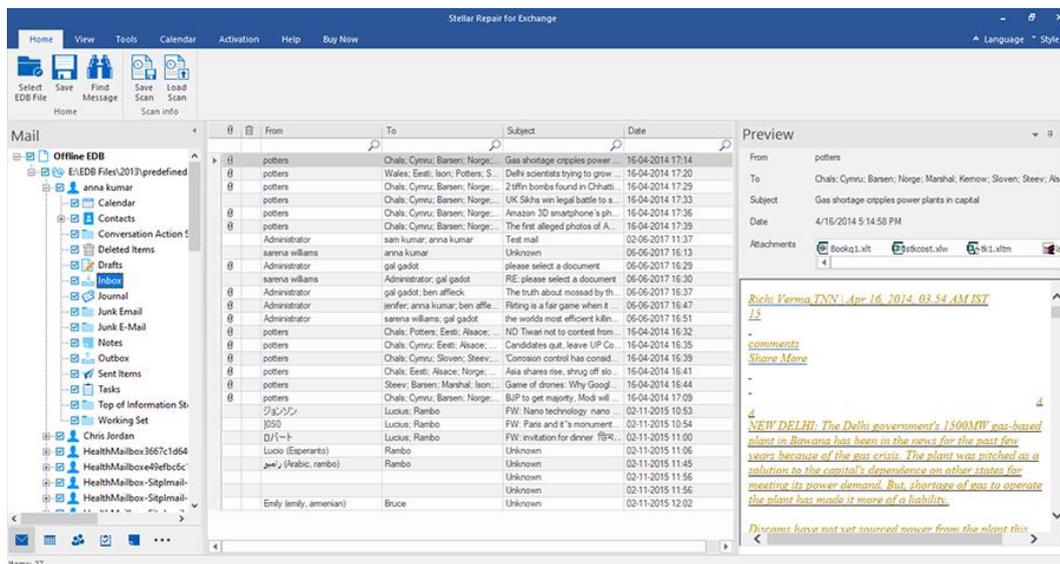
- **Style** : Use the upward arrow button to hide/unhide the ribbon. **Stellar Repair for Exchange**, offers the following themes: **Office 2016 Colorful Theme, Office 2016 White Theme**. Use this option to switch between various themes for the software, as per your choice.

2.2. Preview Tabs

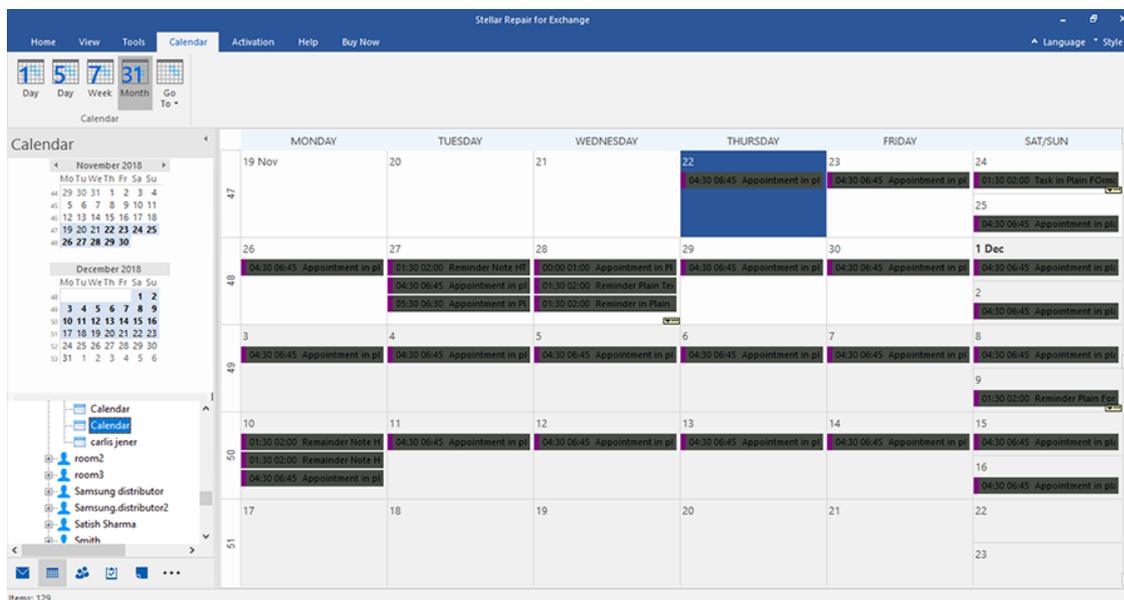
Stellar Repair for Exchange provides options to navigate between **Mails**, **Calendar**, **Contacts**, **Tasks**, **Notes**, **Search**, and **Journal** views at the bottom of the left pane. It also allows you to modify/reset the **Navigation Pane Options**.



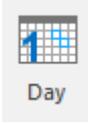
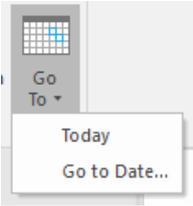
- Click on **Mail**  icon to view the mails of the scanned mailbox.



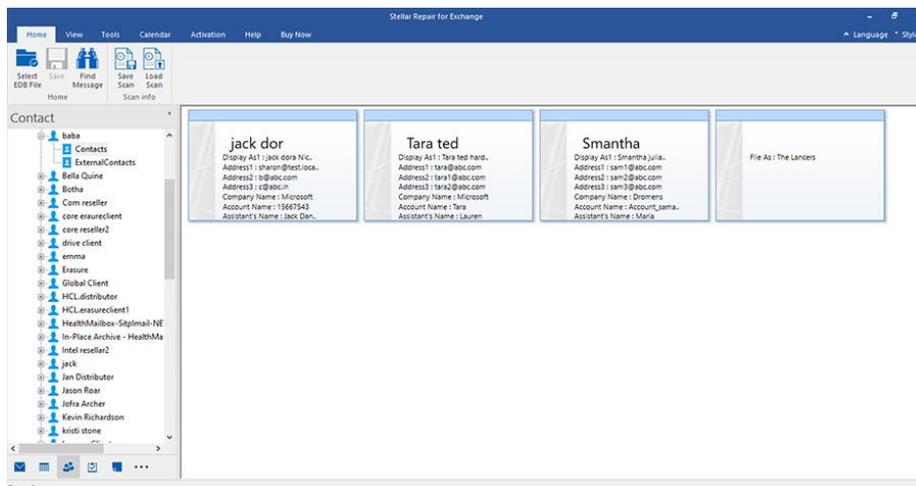
- Click on **Calendar**  icon to view the Calendar functions scanned mailbox. It displays the schedules in an organized and efficient manner.



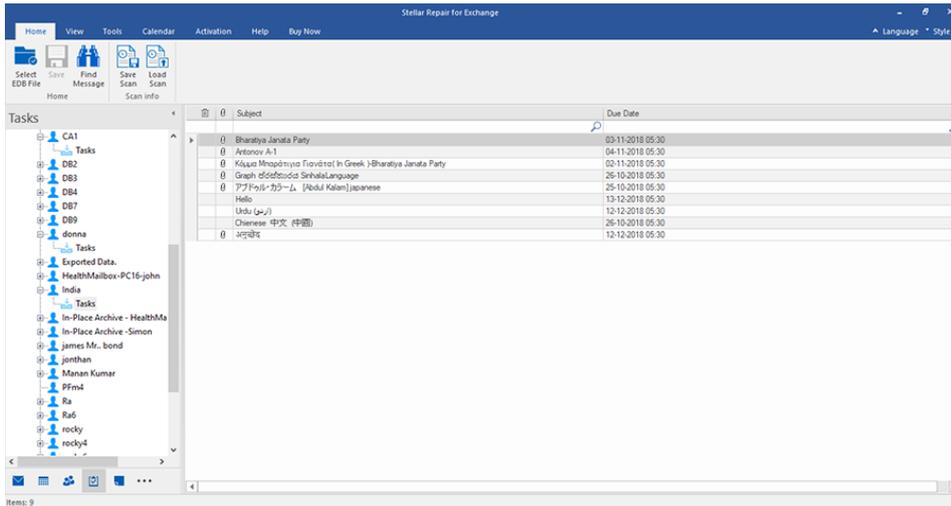
Calendar function also allows you to efficiently display the schedule for a day, work week, week, or month.

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

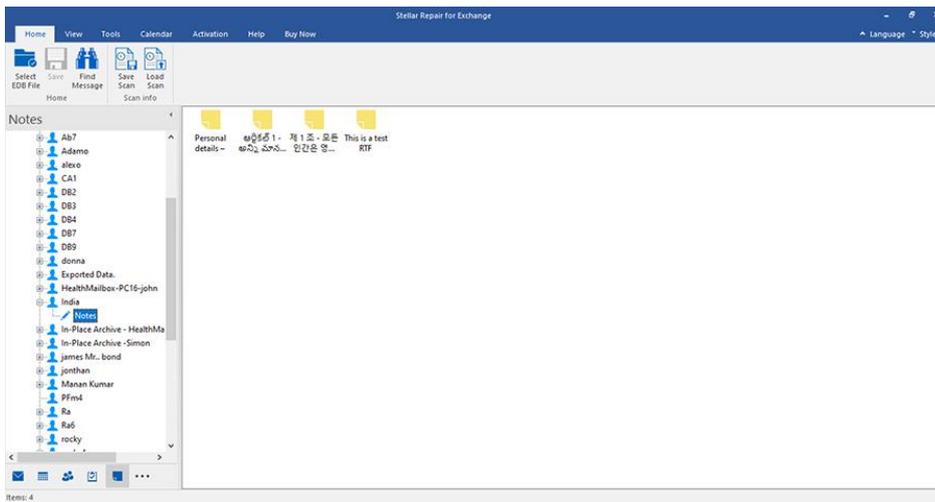
- Click on **Contacts**  icon to view the contacts of the scanned mailbox.



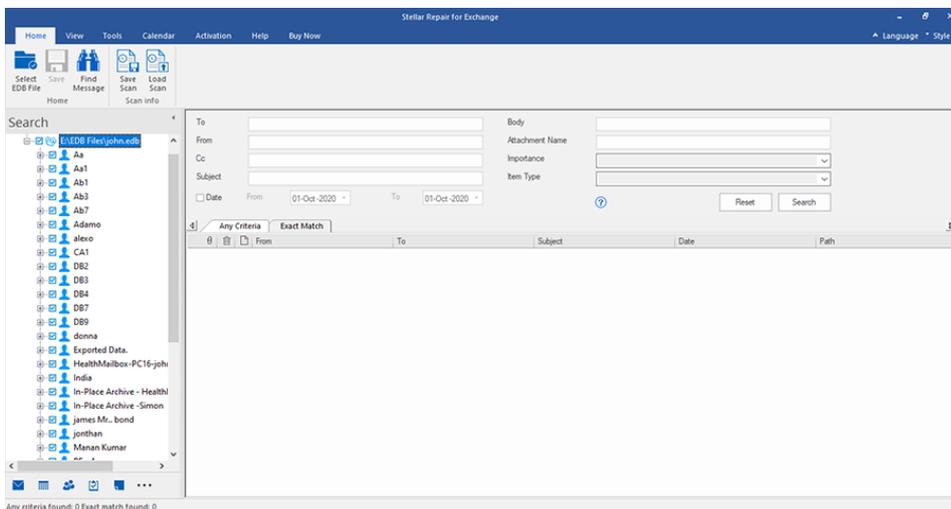
- Click on **Tasks**  icon to view the tasks of the scanned mailbox.



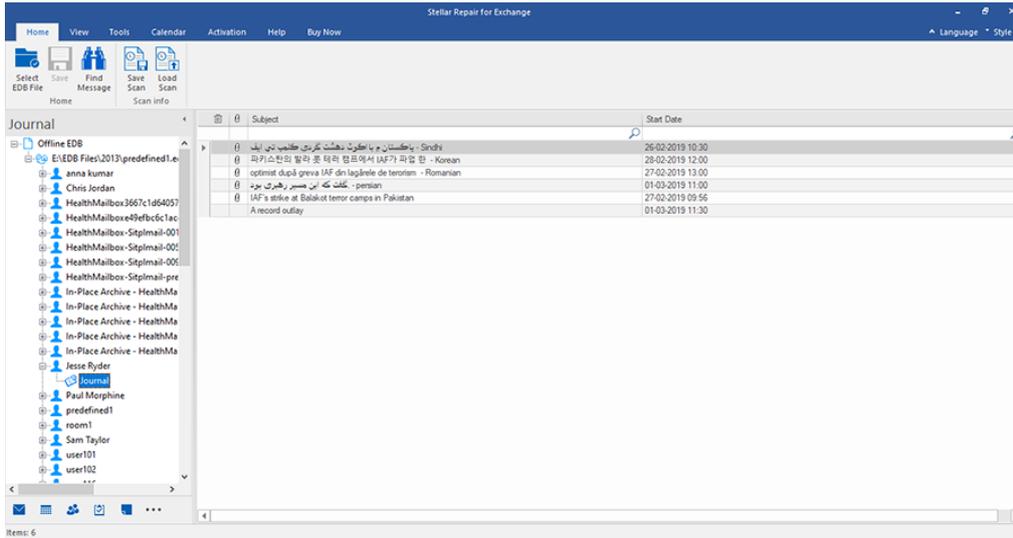
- Click on **Notes**  icon to view the notes of the scanned mailbox.



- Click on **Search**  icon to view the specific search results of the scanned mailbox.

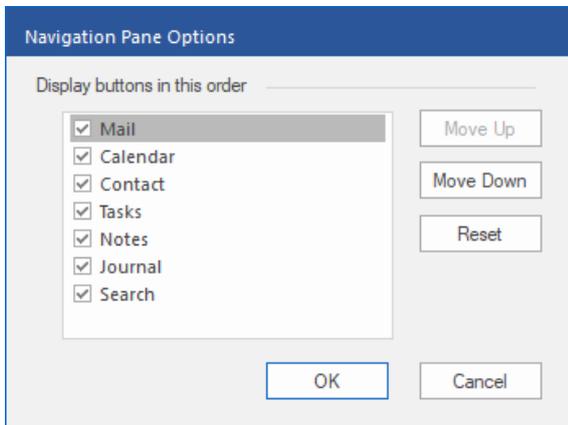


- *Click on **Journal**  icon to view the created journal entries of the scanned mailbox.



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

To modify/reset the navigation pane options:



- Check/uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

3. Working with the Software

3.1. Select and Scan EDB Files

3.2. Preview Scanned Files

3.3. Save and Load Scan Info

3.4. Save Scanned Files

3.4.1. Export Mailbox to Live Exchange Server

3.4.1.1. Mapping of Mailboxes for Live Exchange Server

3.4.1.1.1. How to Manually Map Mailbox on Live Exchange Server

3.4.1.1.2. How to Create Mailbox

3.4.1.1.3. How to set Mailbox Priority

3.4.2. Export Mailbox to Office 365

3.4.2.1. Mapping of Mailboxes for Office 365

3.4.2.1.1. How to Manually Map Mailbox on Office 365 server

3.4.2.1.2. How to set Mailbox Priority

3.4.3. Save Mailbox in PST Format

3.4.3.1. How to set Mailbox Priority

3.4.4. Export Mailbox to Public Folder

3.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

3.5. Search and Save Scanned Files

3.6. View Log Report

3.7. Changing the Software Language

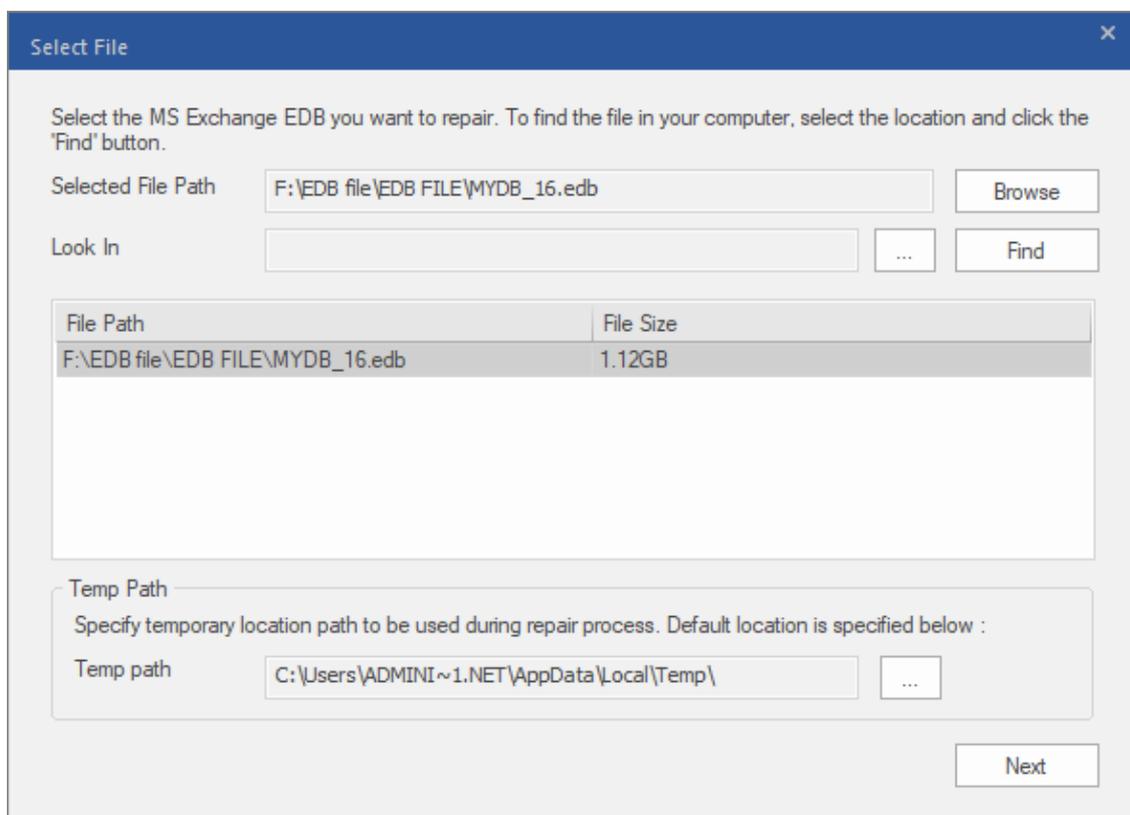
3.1. Select and Scan EDB Files

Stellar Repair for Exchange provides option to either add the EDB files directly from your hard drive or search for EDB files from a particular folder or drive, in case you don't know its exact location.

There are two ways to scan the files depending upon the level of corruption to your EDB files. You can select either **Quick Scan** or **Extensive Scan**. See Scanning of EDB files, to know more.

To Browse and add EDB File:

1. Click **Select EDB File** from **Home** ribbon. **Select File** dialog box opens.
2. Click **Browse** to select the EDB file that you want to repair.
3. **Selected File Path** shows the path of selected EDB file.



4. **Stellar Repair for Exchange** uses a folder on your computer to save some temporary files during the repair process. The default path of this temporary folder is given in the **Temp path** field. However, if you want to change the default path of the **Temp path**, do the steps as follows:

- a. Click  given in front of **Temp path** field to browse the location.
- b. **Browse for Folder** dialog box opens, browse and select a folder to use as the temporary folder.
- c. Click **OK** to confirm your selection.

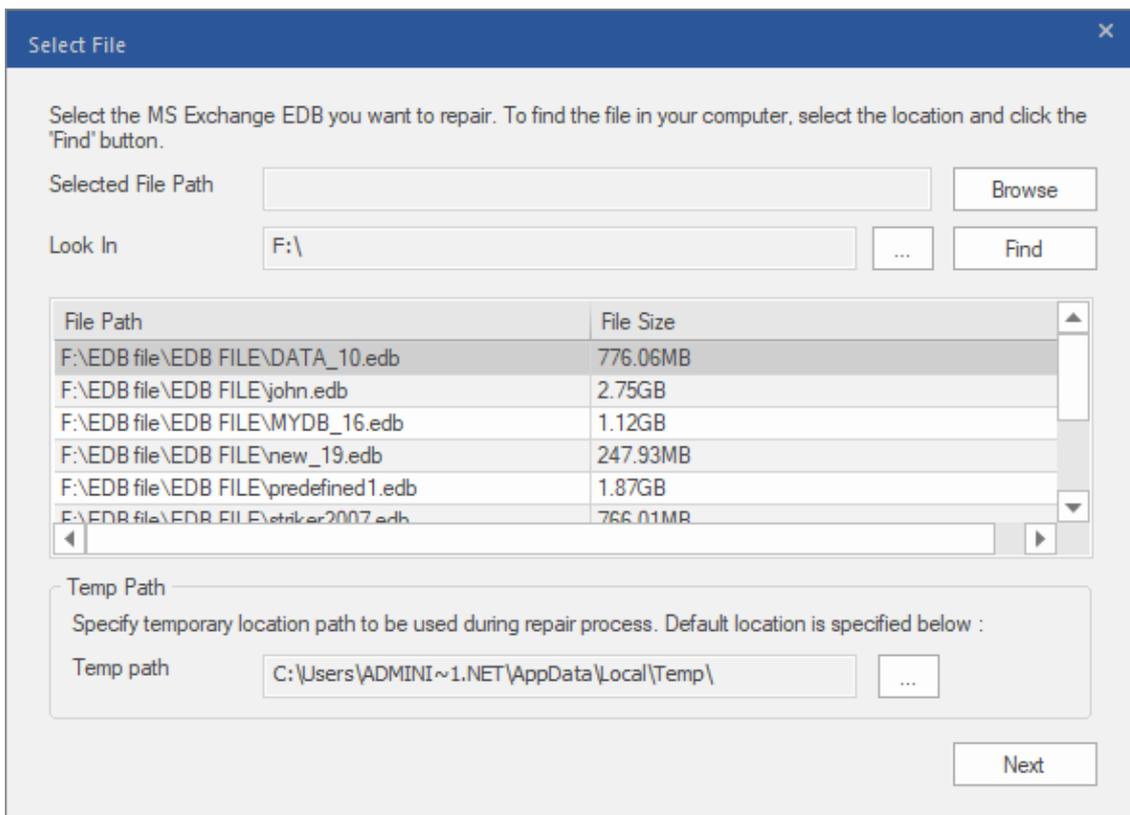
5. Click **Next** to continue.

Note: You can add multiple files but only one file can be scanned and repaired at a time.

Stellar Repair for Exchange also allows you to find the EDB files in your computer's hard drive, in case you don't know their location.

To search and add EDB File:

1. In **Select File** dialog box, click  given in front of **Look In** field, **Browse for Folder** dialog box pops up.
2. Select a folder or drive where you want to search the EDB file and click **OK**.
3. **Look In** tab shows the path of the folder you selected. Click **Find** to initiate the search.
4. After the search is complete, list of EDB files found in the selected drive / folder is shown in **Select File** dialog box as shown below:

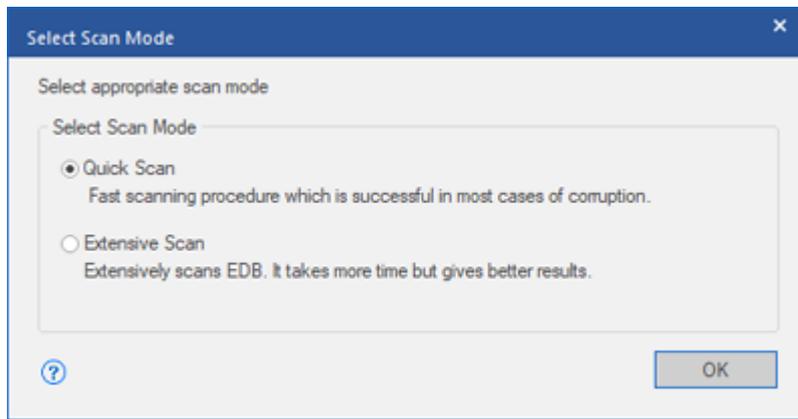


5. Select the file you want to repair from this list and click **Next** to continue.

Note: You can add multiple files but only one file can be scanned and repaired at a time.

Scanning of EDB Files:

1. After selecting the EDB files that you want to repair, click **Next**. **Select Scan Mode** dialog box opens.



2. If you want to quickly scan the corrupt EDB file, select **Quick Scan**, which is a fast mode to scan and repair corrupt EDB file. Or, If you want to scan the corrupt EDB file deeply for the better results, select **Extensive Scan**. Click **OK** to start the scanning process.

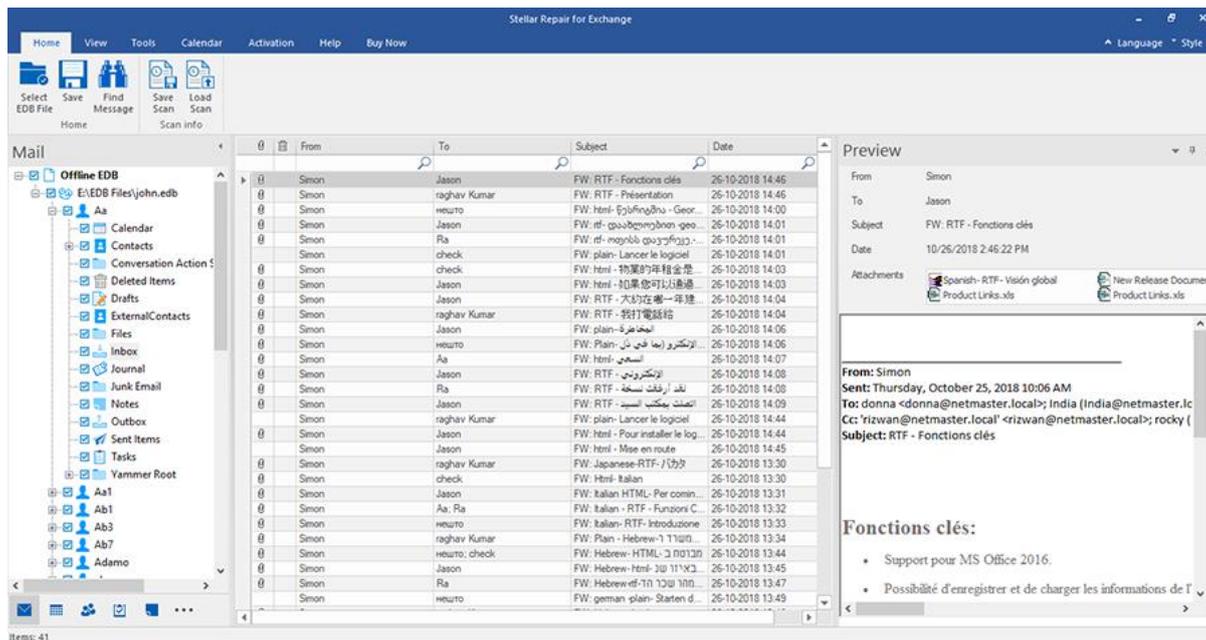
***Tip: Quick Scan** takes less time in scanning process and provides a standard scan of your EDB files. Use this mode if you are scanning the EDB files for the first time. After scanning, preview the results and if you are not satisfied with the **Quick Scan** mode, then you can try **Extensive Scan** mode. Extensive Scan mode of scanning an EDB file is slow but more effective process. This mode is more powerful than Quick Scan mode. It is able to repair even highly corrupted EDB files.*

3. Once scanning is complete, you can preview the data of the scanned file.

3.2. Preview Scanned Information

Once EDB files are scanned, you will find a navigation tree on the left side showing the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane to view its data.

Preview of the mailbox data is available in a three pane structure: Left pane, Middle pane and Right pane which are explained in details below:



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **Deleted Mail Items:** Shows a deleted icon if the particular mail item was deleted from the mailbox.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Date:** Shows the date and time when the e-mail was sent.

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

- The right pane provides the preview of the mail item that you select from the middle pane. It shows the following information:
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the subject of the e-mail.
 - **Date:** Shows the date and time when the e-mail was sent.
 - **Attachments:** Shows the attachments of the selected mailbox item.
 - **Body:** Shows the preview of body of the selected mail item.

Additional Options:

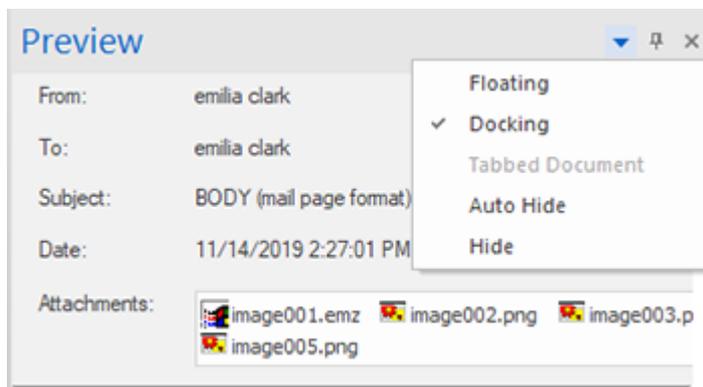
- **Quick search:** The software provides quick search options for Mails and Media files. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

	From	To	Subject	Date
	jacquine			
	jacquine lancer	ravi.malk@softwarevisibilty.com	FW: Law of energy (Здраві хы...	12/24/2019 11:33 AM
	jacquine lancer	Maria lancer;dualpa pitt	Body (Plain text) - attachment (...)	11/14/2019 1:55 PM
	jacquine lancer	Administrator;dualpa pitt	body (rich text) , attachment Cs...	11/14/2019 2:06 PM
	jacquine lancer	jacquine lancer	table, rich text body, follow up n...	11/14/2019 2:30 PM
	jacquine lancer	sharon stone;dualpa pitt	RE: table, rich text body, follow ...	11/14/2019 3:10 PM
	jacquine lancer	dualpa pitt;jacquine lancer	FW: body (rich text) , attachmen...	11/14/2019 3:18 PM
	jacquine lancer	Maria lancer	Contacts	11/14/2019 4:44 PM
	jacquine lancer	Maria lancer	Task Request: Create data for ...	11/15/2019 11:26 AM
	jacquine lancer	Maria lancer;emila clark	Task Status Report: remind the ...	11/15/2019 12:04 PM
	jacquine lancer	pf1@test.local	FW: Law of energy (Здраві хы...	11/15/2019 11:01 AM

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

	From	To	Subject	Date
	sharon stone	jacquine lancer	Aid (rich text),	11/14/2019 2:15 PM
	emila clark	emila clark	BODY (mail page format)-low im...	11/14/2019 2:27 PM
	jacquine lancer	Maria lancer;dualpa pitt	Body (Plain text) - attachment (...)	11/14/2019 1:55 PM
	jacquine lancer	Administrator;dualpa pitt	body (rich text) , attachment Cs...	11/14/2019 2:06 PM
	sharon stone	jacquine lancer	body (rich text), attachments- lin...	11/14/2019 3:06 PM
			comparison report of stellar Rep...	1/1/1601 5:30 AM
			comparison report of stellar Rep...	1/1/1601 5:30 AM
	jacquine lancer	Maria lancer	Contacts	11/14/2019 4:44 PM
	jacquine lancer	dualpa pitt;jacquine lancer	FW: body (rich text) , attachmen...	11/14/2019 3:18 PM
	jacquine lancer	pf1@test.local	FW: Law of energy (Здраві хы...	11/15/2019 11:01 AM
	jacquine lancer	ravi.malk@softwarevisibilty.com	FW: Law of energy (Здраві хы...	12/24/2019 11:33 AM
			Meeting 1 (Здраві хыгунд- Aman...	1/1/1601 5:30 AM
			Meeting 1 (Здраві хыгунд- Aman...	1/1/1601 5:30 AM
	jacquine lancer	sharon stone;dualpa pitt	RE: table, rich text body, follow ...	11/14/2019 3:10 PM
			review meetings changes discu...	1/1/1601 5:30 AM
			review meetings changes discu...	1/1/1601 5:30 AM
			Status report	1/1/1601 5:30 AM
			Status report	1/1/1601 5:30 AM
	jacquine lancer	jacquine lancer	table, rich text body, follow up n...	11/14/2019 2:30 PM
	emila clark	jacquine lancer	take the record of Remote sessi...	11/15/2019 2:44 PM
	jacquine lancer	Maria lancer	Task Request: Create data for ...	11/15/2019 11:26 AM
	jacquine lancer	Maria lancer;emila clark	Task Status Report: remind the ...	11/15/2019 12:04 PM

- **Preview mail options:**



The preview pane provides the following preview options:

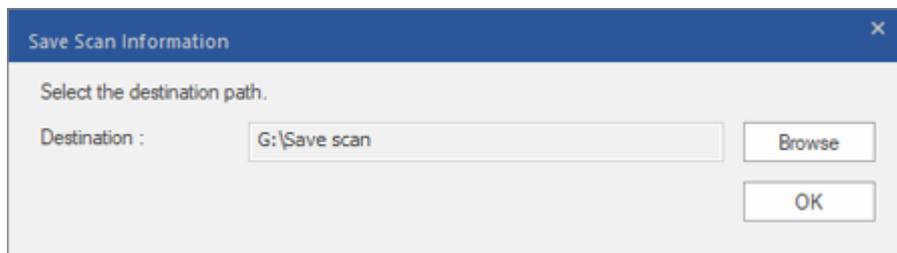
- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on ▼ and select **Floating** from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on 📌 to pin and 📌 to unpin the preview pane. Alternatively, click on ▼ select **Auto Hide** to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close ✕ located at right hand top corner of the pane. Alternatively, click on ▼ and select **Hide** from the drop down menu.

3.3. Save and Load Scan Info

With **Stellar Repair for Exchange**, you can create and save a file containing all the information related to the scanning process of the scanned EDB file. Using this **scan information file**, you can resume the process at a later stage without having the need to scan the EDB file again. This saves a lot of scanning time especially when you have large EDB file or performing an **Extensive** scan.

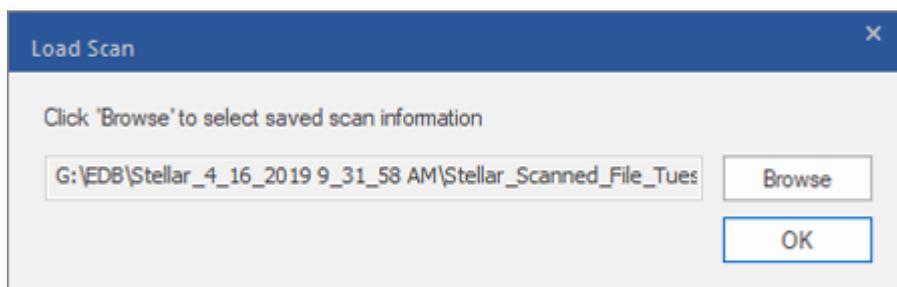
To save the scan information file:

- From **Home** ribbon, select **Save Scan**. **Save Scan Information** dialog box displays.
- Click **Browse** to select the destination where you want to save the scan info. Click **OK**.



To load the scan information file:

- From **Home** ribbon, select **Load Scan**. **Load Scan** dialog box displays.
- Click **Browse** to select the location of the **.img** file from which you want to load the scan info. Click **OK**.



3.4. Save Scanned Files

Repaired files can be exported/ saved to various formats.

3.4.1. Export Mailbox to Live Exchange Server

3.4.1.1. Mapping of Mailboxes for Live Exchange Server

3.4.1.1.1. How to Manually Map Mailbox on Live Exchange Server

3.4.1.1.2. How to Create Mailbox

3.4.1.1.3. How to set Mailbox Priority

3.4.2. Export Mailbox to Office 365

3.4.2.1. Mapping of Mailboxes for Office 365

3.4.2.1.1. How to Manually Map Mailbox on Office 365 server

3.4.2.1.2. How to set Mailbox Priority

3.4.3. Save Mailbox in PST Format

3.4.3.1. How to set Mailbox Priority

3.4.4. Export Mailbox to Public Folder

3.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

3.4.1. Export Mailbox to Live Exchange Server

Stellar Repair for Exchange allows you to export your repaired mailboxes to the mailbox of a mounted database on a Live Exchange Server. If your Exchange database is not mounted on the Live Exchange Server then perform a **Dial Tone Recovery** process to mount the database.

See Dial Tone Recovery, to know how to perform the **Dial Tone Recovery** process.

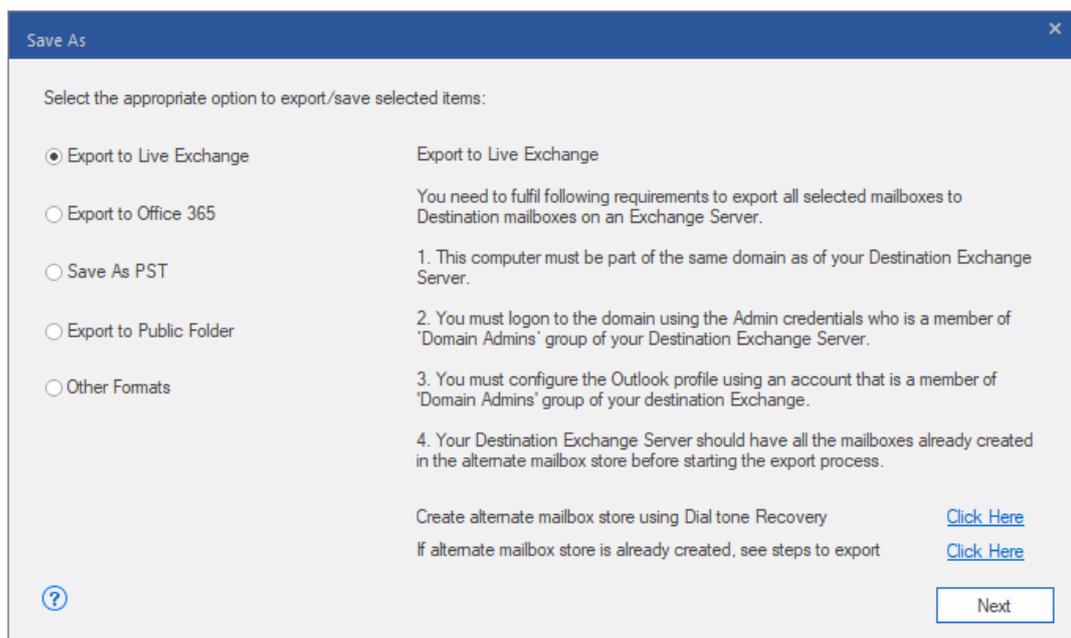
To know how to export data to a Live Exchange Server refer to the topics as follows:

1. Export Multiple Mailboxes to Exchange Server
2. Export Single Mailbox to Exchange Server

To Export Multiple Mailboxes to Exchange Server:

Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator** rights.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** button from the **Home** ribbon. A **Save As** dialog box opens.
3. Select **Export to Live Exchange** from the list of options on the **Save As** dialog box.



4. Click **Next** to proceed.

5. A **Enter Login Credentials** dialog box appears that consist of two sections as shown below:

i. **Outlook Profile Details:** Enter the details of the user's Outlook profile with administrator rights to export data to the destination mailbox of the Exchange Server.

- **Profile Name:** Select the configured Outlook Profile from the drop down list.
- **Password:** Enter the password of the Outlook Profile.

ii. **Domain Controller:** To connect all the mailboxes, enter details of the 'Domain Controller' where your '**Active Directory**' is installed.

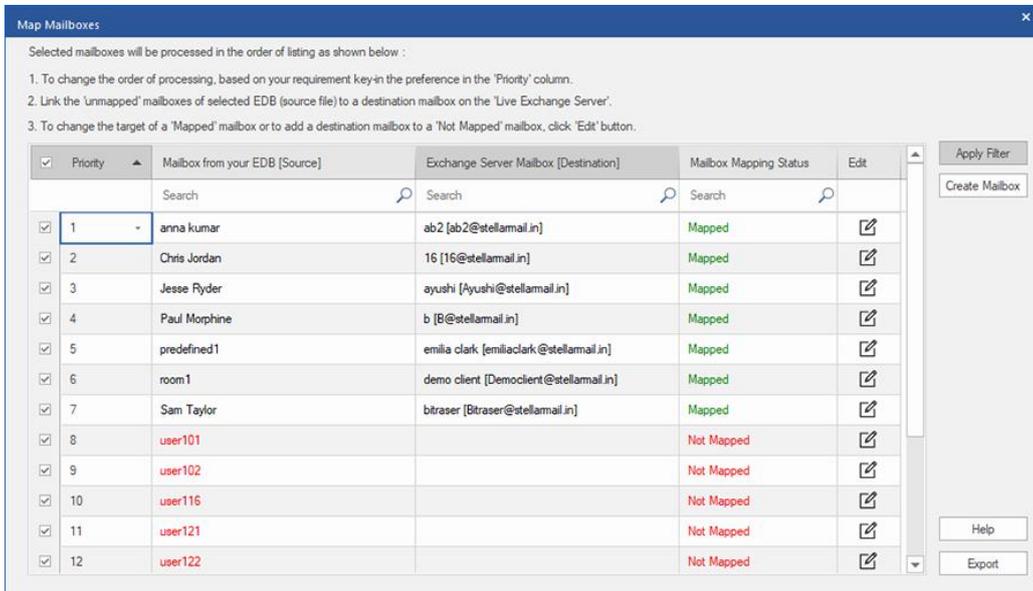
- **ADS Name:** Enter the ADS name.
- **Admin Mailbox:** Enter the administrator email id for the Exchange Server.
- **Password:** Enter the password of the administrator login id of the Exchange Server.

Click **Next** to continue.

Note:

- *The server version selected while logging to Live Exchange Server should be similar to that of the system on domain.*
- *Full-Mailbox permissions are mandatory for the user to whom the data is being exported.*

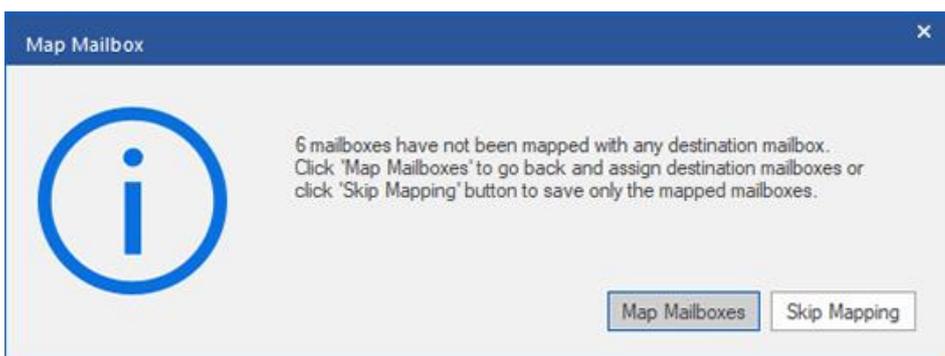
6. **Map Mailboxes** screen appears displaying mapped and unmapped mailboxes. By default, all repaired mailboxes are listed in alphabetical order. This screen can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc. See the **Mapping of Mailboxes for Live Exchange Server** section to know the detailed information about the **Map Mailboxes** screen.



Note: If the software doesn't find a destination mailbox on **Live Exchange Server** to export the data from the source EDB file, then you have to manually create a new user mailbox on the destination server and export the data from the source EDB file to the new mailbox. See the **How to Create Mailbox** section to know the detailed information.

7. After mapping of the mailboxes on **Map Mailboxes** screen using information given on **Mapping of Mailboxes for Live Exchange Server** section, click **Export** from **Map Mailboxes** screen to continue.

Note: If any source mailbox from scanned EDB is not mapped with the destination mailbox, a dialog box as shown below appears to confirm your action for the unmapped mailboxes. On this dialog box, click **Map Mailboxes** to go back to previous screen to map the unmapped mailboxes. If you do not want to save the unmapped mailboxes, click on **Skip Mapping**, this will only save the mapped mailboxes.



Tip: Stellar Repair for Exchange can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Repair for Exchange** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available S*ystem Memory** on your machine before initiating the save process.

8. **Save** dialog box appears that consists of seven columns as follows:

Mailbox Name	Destination Mailbox	Status	Recovering Folder	Total Items Processed	Percentage	
anna kumar	ab2@stellamail.in	Completed!!		44	100%	Remove
Chris Jordan	16@stellamail.in	Completed!!		59	100%	Remove
Jesse Ryder	Ayushi@stellamail.in	Failed		0	0%	Remove
Paul Morphine	B@stellamail.in	Failed		0	0%	Remove
predefined1	emilaclark@stellamail.in	Completed!!		564	100%	Remove
room1	Democlient@stellamail.in	Failed		0	0%	Remove
Sam Taylor	Bitraser@stellamail.in	Failed		0	0%	Remove
user101	duailpapitt@stellamail.in	Processing...		0	0%	Remove
user102	Dev@stellamail.in	Processing...		0	0%	Remove
user116	ab2@stellamail.in	Pending		0	0%	Remove

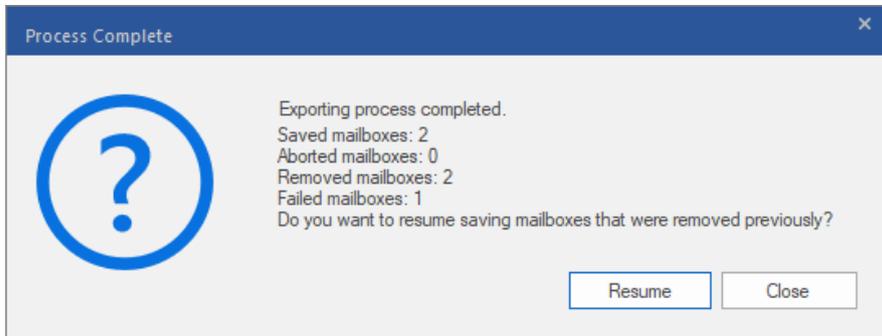
Saved mailboxes: 3
 Aborted mailboxes: 0
 Removed mailboxes: 0
 Failed mailboxes: 4

Stop All

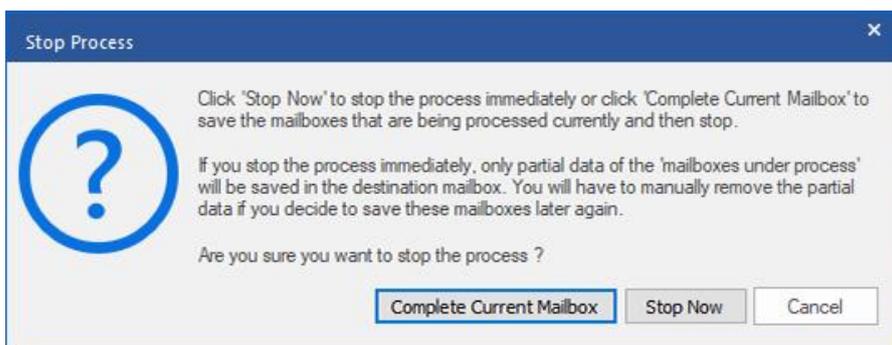
- Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- Destination Mailbox Column:** This column provides the email address of the destination mailbox where the data of the source mailbox is being exported.
- Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Repair for Exchange can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

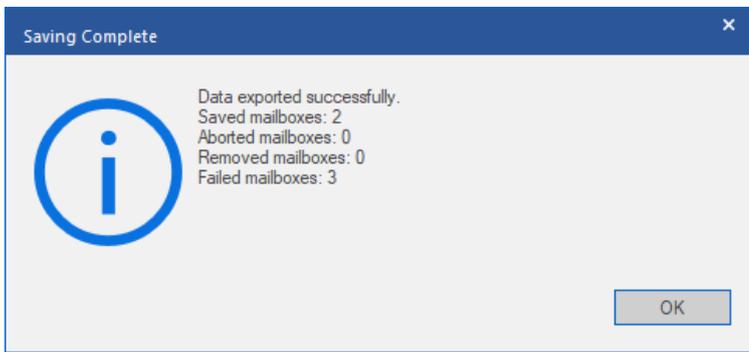


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox. Note that if you wish to save the mailboxes again at a later stage, you will have to remove the partial exported data manually from the **Live Exchange** server.
- To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message **"Data Exported Successfully"** and displays the number of saved mailboxes, aborted mailboxes, removed mailboxes, and failed mailboxes.



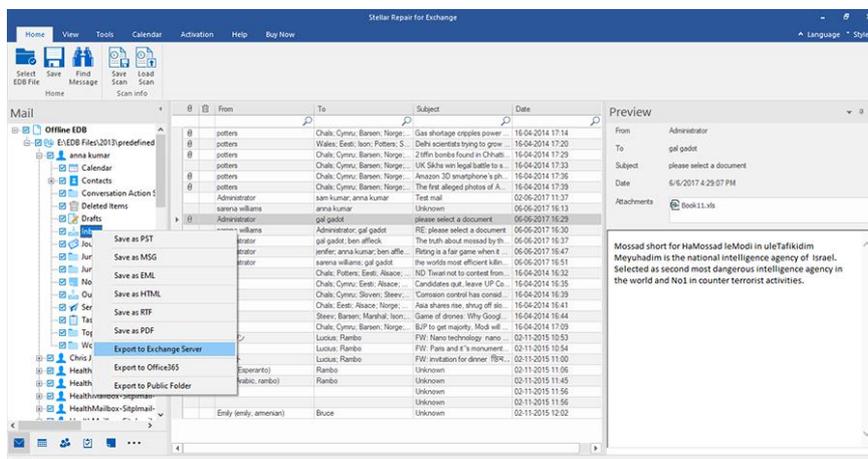
10. Click **OK** to continue.

Note: For best performance while using **Exchange Server**, **Microsoft** recommends to have up to **1,000,000 mail items** in a folder at a time. Therefore, **Stellar Repair for Exchange** saves up to **900,000 mail items** to each folder in the mailbox of the **Live Exchange Server**. After this limit, the software splits the folder into another folder with the same name followed by "**_<date-time>_earlier**", where **<date-time>** is the date and time up to which the mailbox data gets saved in that folder. To know more about the **Mailbox Folder Limits**, refer to **Mailbox Folder Limits Recommended by Microsoft**.

To Export Single Mailbox to Exchange Server

1. Right Click on the mailbox or mailbox item in the navigation tree that you want to export and select **Export to Exchange Server**.

Note: In order to export data by right clicking on the mailbox, the local system should be on the same domain of the user of **Exchange Server** on which you are exporting the data.



2. Enter Login Credentials dialog box opens, enter the **Email Id**, **Server Name** and **User Password**.

Enter Login Credentials

Connect to Exchange Server

MS Exchange Server 2010 and higher

Email ID: john@master.local

Server Name: master.local

User Password:

[Apply Filter](#) OK

Note: By default, the **MS Exchange Server 2010 and higher** check-box is unchecked. If you are using Exchange Server 2010 or a higher version, check the **MS Exchange Server 2010 and higher** check-box.

3. If you want to filter the scanned results before exporting, click on the **Apply Filter**.
4. Click **OK**.

3.4.1.1. Mapping of Mailboxes for Live Exchange Server

Mapping is a process to link a mailbox from your **source EDB file** to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Live Exchange Server**. If mapping is not done, then you have to manually create a new user mailbox on the destination server and export the data from the source **EDB file** to the new mailbox.

Stellar Repair for Exchange provides options to either **Auto-Map** or **Manually Map** the source mailbox from the scanned EDB file to the destination mailbox on **Live Exchange Server**.

Auto-Map, as the name suggests, automatically maps the mailbox from the **source EDB file** to the mailbox on the destination server. In the process of auto-mapping, the **Stellar Repair for Exchange** automatically searches for the mailbox of the user on the **Live Exchange Server** with the same name and email address as the user's mailbox in the **source EDB file**. After the auto-mapping process is completed, the software shows the result on the **Map Mailboxes** screen as shown below. If the software finds a destination mailbox to export the data from the source EDB file, the **Mailbox Mapping Status** column shows **Mapped**. If the destination mailbox is not found, the **Mailbox Mapping Status** column shows **Not Mapped**.

If you are not satisfied with the results of auto-mapping, you can **Manually Map** the mailboxes as well. Manual mapping allows you to either change the destination of the mailbox that is Mapped or select a destination mailbox for a **Not Mapped** mailbox. See the Manual Mapping section to know the steps of manual mapping of mailboxes.

The Map Mailboxes dialog box

After entering the credentials on the **Enter Login Credentials** screen, the **Map Mailboxes** dialog box appears. This dialog box can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc.

The **Map Mailboxes** dialog box consists of the following options:

***Tip:** Take the mouse cursor to the particular column name in **Map Mailboxes** screen to get brief information about that particular column. The information is displayed in a tooltip as shown below:*

Map Mailboxes

Selected mailboxes will be processed in the order of listing as shown below :

1. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column.
2. Link the 'unmapped' mailboxes of selected EDB (source file) to a destination mailbox on the 'Live Exchange Server'.
3. To change the target of a 'Mapped' mailbox or to add a destination mailbox to a 'Not Mapped' mailbox, click 'Edit' button.

<input checked="" type="checkbox"/>	Priority	Mailbox from your EDB [Source]	Exchange Server Mailbox [Destination]	Mailbox Mapping Status	Edit
		Search	Search	Search	
<input checked="" type="checkbox"/>	1	anna kumar	ab2 [ab2@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	2	Chris Jordan	16 [16@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	3	Jesse Ryder	ayushi [Ayushi@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	4	Paul Morphine	b [B@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	5	predefined1	emilia clark [emiliac Clark@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	6	room1	demo client [Democlient@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	7	Sam Taylor	bitraser [Bitraser@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	8	user101		Not Mapped	
<input checked="" type="checkbox"/>	9	user102		Not Mapped	
<input checked="" type="checkbox"/>	10	user116		Not Mapped	
<input checked="" type="checkbox"/>	11	user121		Not Mapped	
<input checked="" type="checkbox"/>	12	user122		Not Mapped	

Apply Filter
Create Mailbox
Help
Export

- Selection Column:** This column provides checkboxes to select or unselect a mailbox to export. By default, all the checkboxes are selected, you can uncheck the checkbox for the mailboxes that you do not want to export.
- Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **Exchange Server** server in the same order. Using the **Priority** column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See How to set Mailbox Priority section to know the steps of setting the priority of mailboxes for export.
- Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for export. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Exchange Server Mailbox (Destination) Column:** After the mailboxes are mapped, this column provides the corresponding destination mailbox where the data of the mailbox from the **Source EDB** file will be exported. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Mailbox Mapping Status Column:** This column displays the status **Mapped** or **Not Mapped**, depending on whether the destination mailbox has been assigned to the source mailbox or not. If a destination mailbox is assigned to export the data from the source EDB file, the **Mailbox Mapping Status** column shows Mapped. If

the destination mailbox is not assigned, the **Mailbox Mapping Status** column shows **Not Mapped**. The column also provides a search box that can be used to search for the **Mapped** or **Not Mapped** mailboxes.

- f. **Edit Column:** This column provides a button to assign or change the **Exchange Server Mailbox (Destination)** mailbox mapped to the **Mailbox from your EDB (Source)**. By clicking on the **Edit** icon, a **Map Destination Mailbox** dialog box opens. This dialog box shows the details of the existing mailbox of the users on the **Exchange Server**. You can select the destination mailbox where you want to export the data of the **Mailbox from your EDB (Source)**. See [How to Manually Map Mailbox on Live Exchange Server](#), to know the required steps.
- g. **Create Mailbox:** This option allows you to create a new mailbox to map any user. See [How to Create Mailbox](#), to know the steps to create a new user.
- h. **Apply Filter:** This option can be used to filter the repaired mailboxes that you want to save or export. **Apply Filter** option allows you to make the scanned results more precise as per your requirement. You can exclude **Junk Mails** and **Deleted Mails**, set the filters to save the data of a particular Month, Date and Year. Using **Apply Filter** you can also exclude one or more senders from the results. See [Apply Filter](#) section to know more how **Apply Filter** option works.

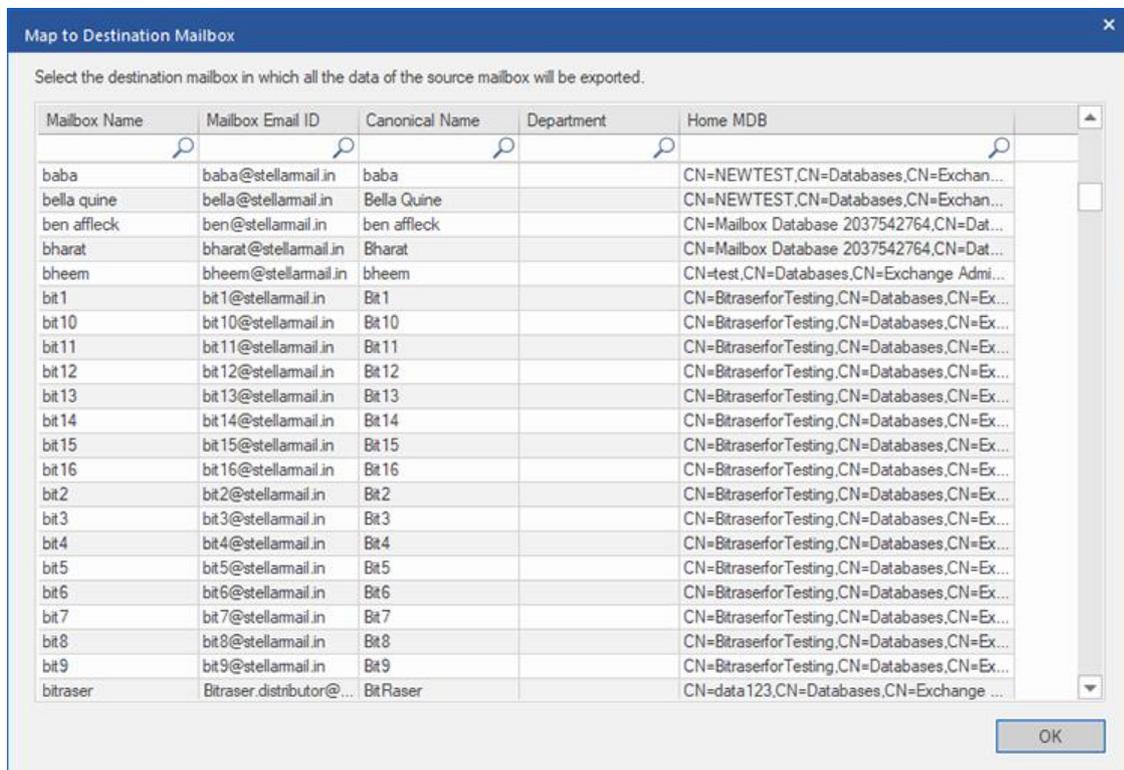
3.4.1.1.1. How to Manually Map Mailbox on Live Exchange

Server

The **Map Mailboxes** dialog box displays a list of **Mapped** and **Not Mapped** mailboxes. To map the **Not Mapped** mailboxes or to change the destination mailbox of a **Mapped** Mailbox follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

1. On the **Map Mailboxes** dialog box, click on the **Edit** icon of the respective row of the mailbox. A **Map to Destination Mailbox** dialog box appears, as shown below:



2. The **Map to Destination Mailbox** dialog box lists all the existing mailboxes on the **Live Exchange Server**.

This dialog box has the following five columns:

- **Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column shows the name of the existing mailbox of the user on the **Live Exchange Server**.
- **Mailbox Email ID Column:** Mailbox Email ID shows the e-mail address of the recipient of the destination server.

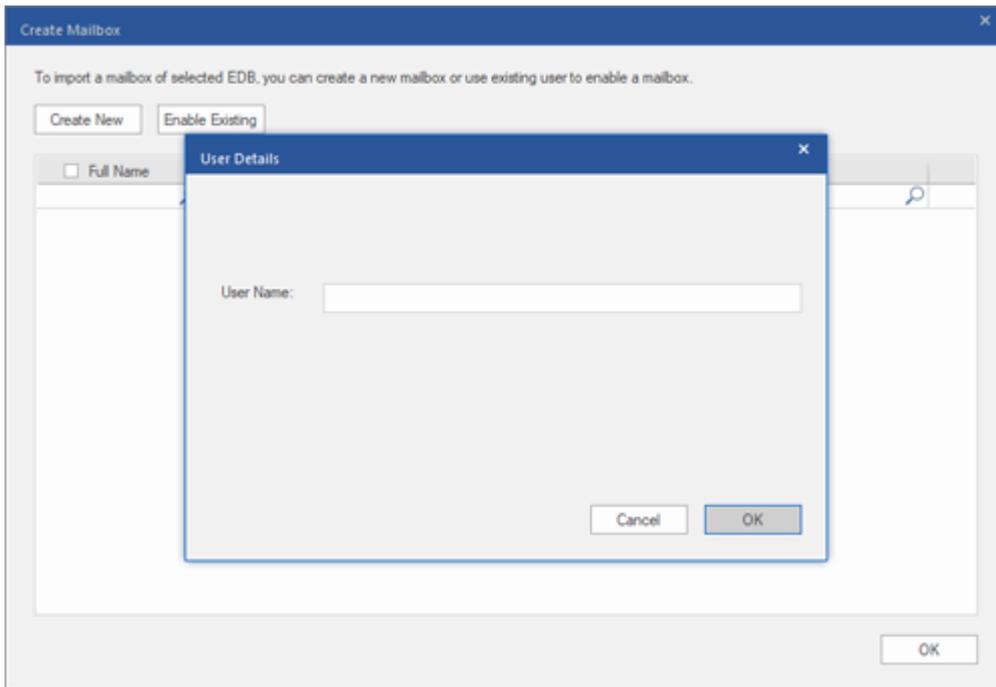
- **Canonical Name Column:** Canonical Name specifies an alias or a nickname for the official. This column provides the alias or nickname of the User so that you can find the User easily.
 - **Department Column:** This column provides the information about the User's department in the organization.
 - **Home MDB Column:** This column provides the information about the URL of the mailbox store of the recipient.
3. Click on the desired row of the mailbox to select the user for mapping. You can also search using the Mailbox Name or Mailbox Email ID using the search bars on the top of the respective column.
 4. Click **OK** to select the mailbox for mapping and return to the **Map Mailboxes** screen.

3.4.1.1.2. How to Create Mailbox

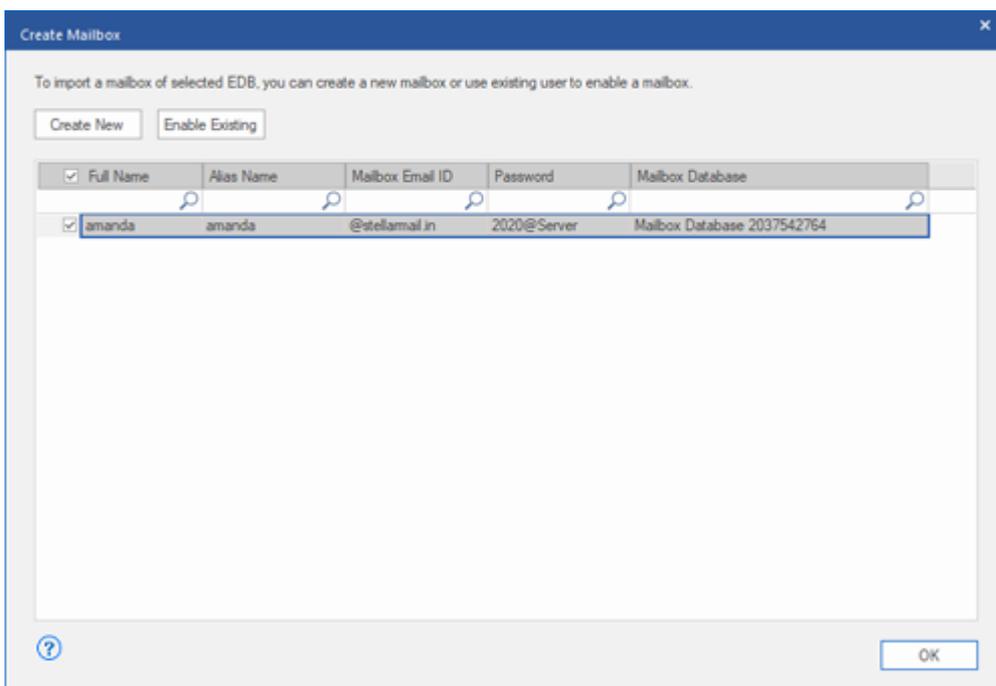
1. Click **Create Mailbox** from the **Map Mailboxes** dialog box, to create a new mailbox for mapping.

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

2. Click **Create New**. Enter the **User Name** to be created. Click **OK**.

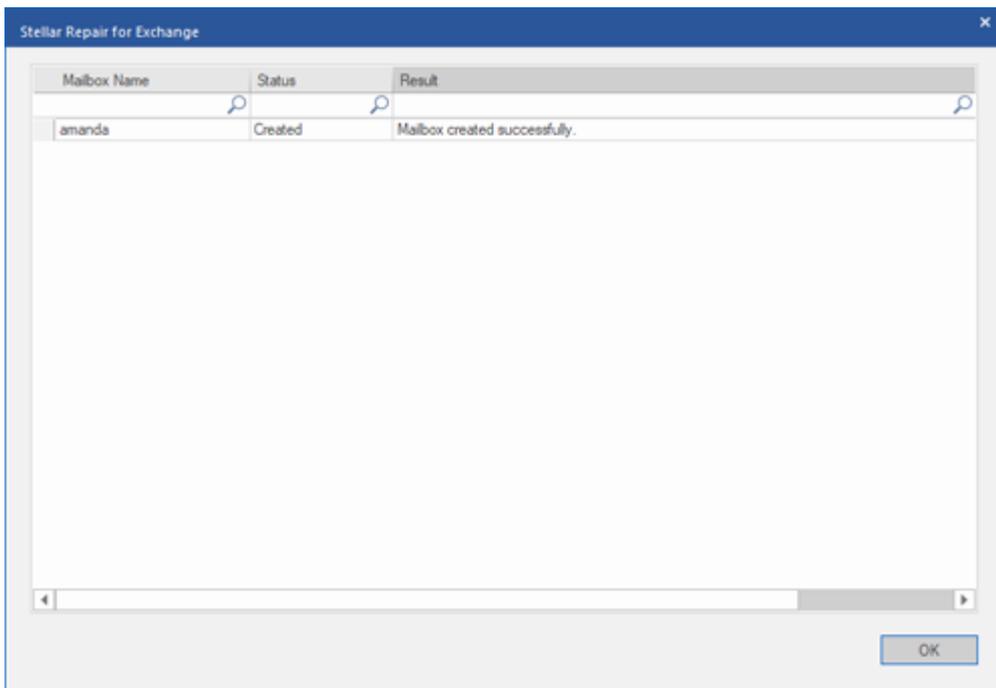


3. Select the desired users to be created. Click **OK**.



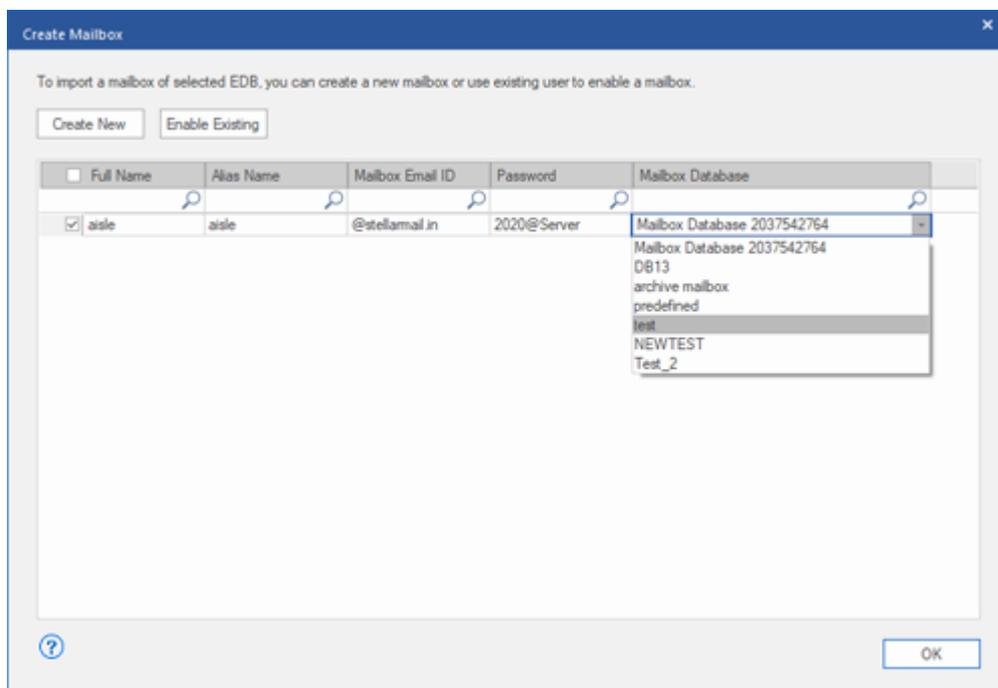
Note: In order to export data, the user should have the full data access rights.

4. The user's mailbox will be created successfully. Click **OK**.



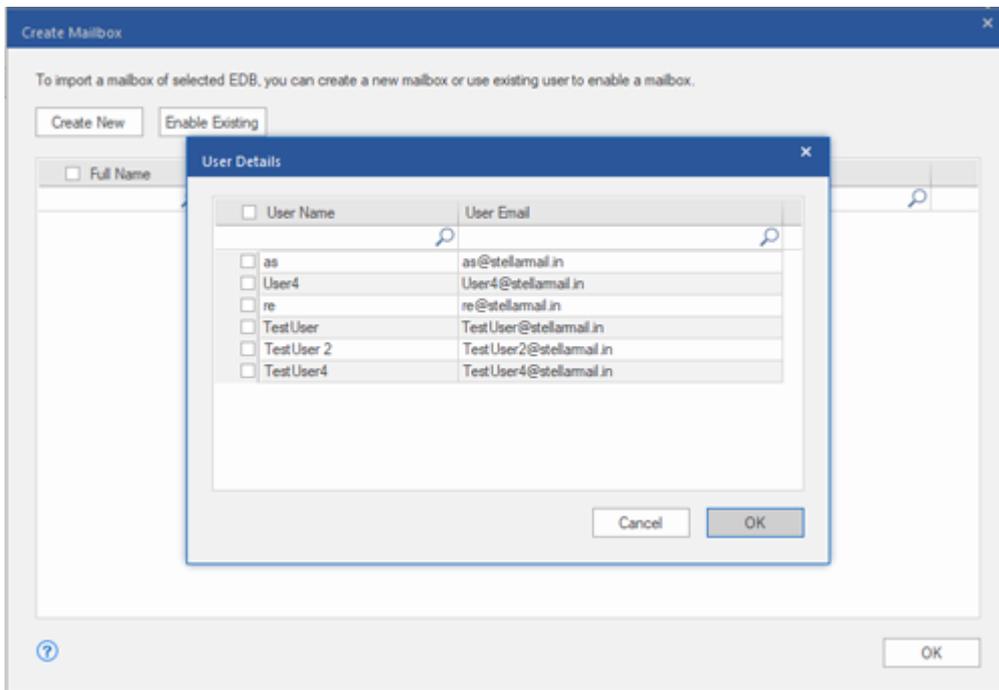
Note:

- The fields that can be edited are : Full Name, Alias Name, Password, and Mailbox Database.

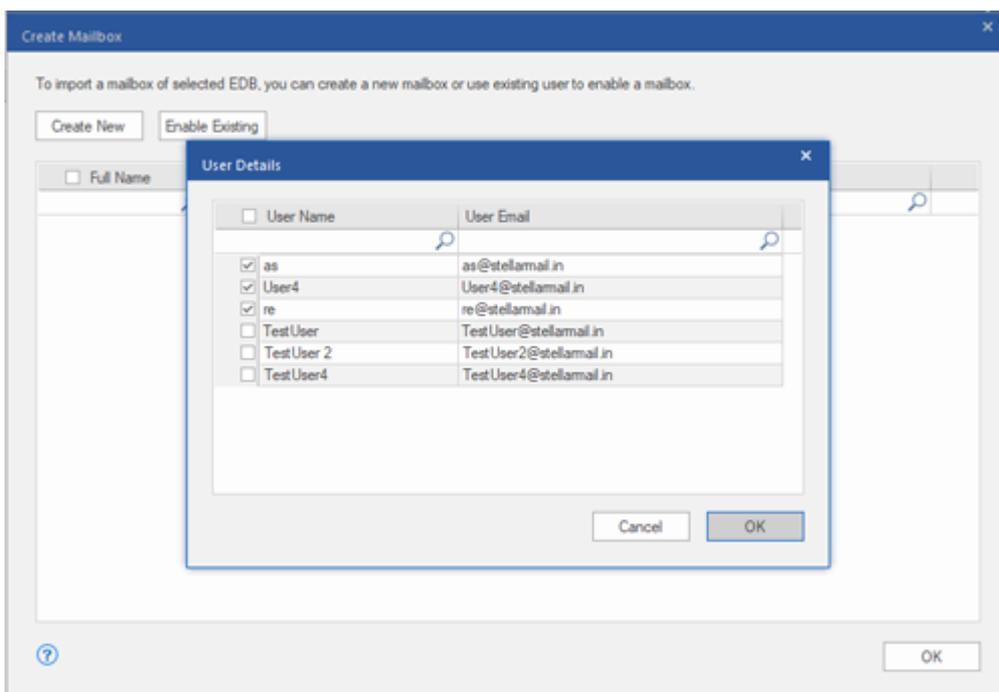


- The fields that can not be edited are : Mailbox Domain.

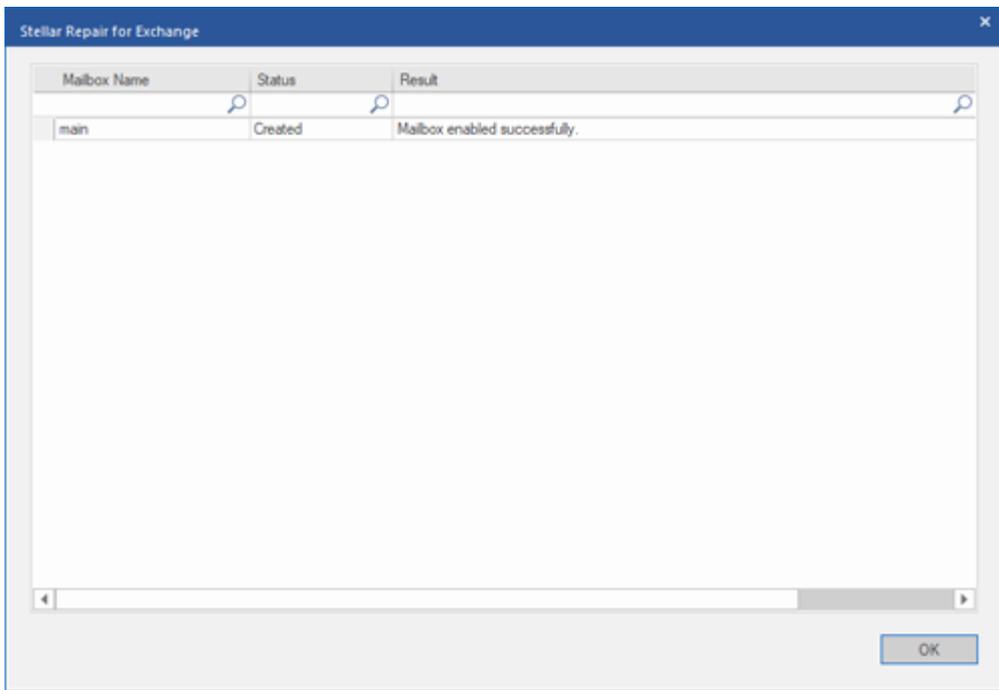
5. In order to enable the user's mailbox, click **Enable Existing**. Disabled users will be listed.



6. Check the users you want to enable again. Click **OK**.



7. Confirm the checked users and click **OK**. The selected users mailbox will be enabled successfully. Click **OK**.



Note:

- *Enable Existing is to be used when a specific user has been disabled before.*
- *In case of enabling an Existing mailbox only the Mailbox Database field can be changed (you can change the destination Mailbox Database) of the mailbox.*

3.4.1.1.3. How to set Mailbox Priority

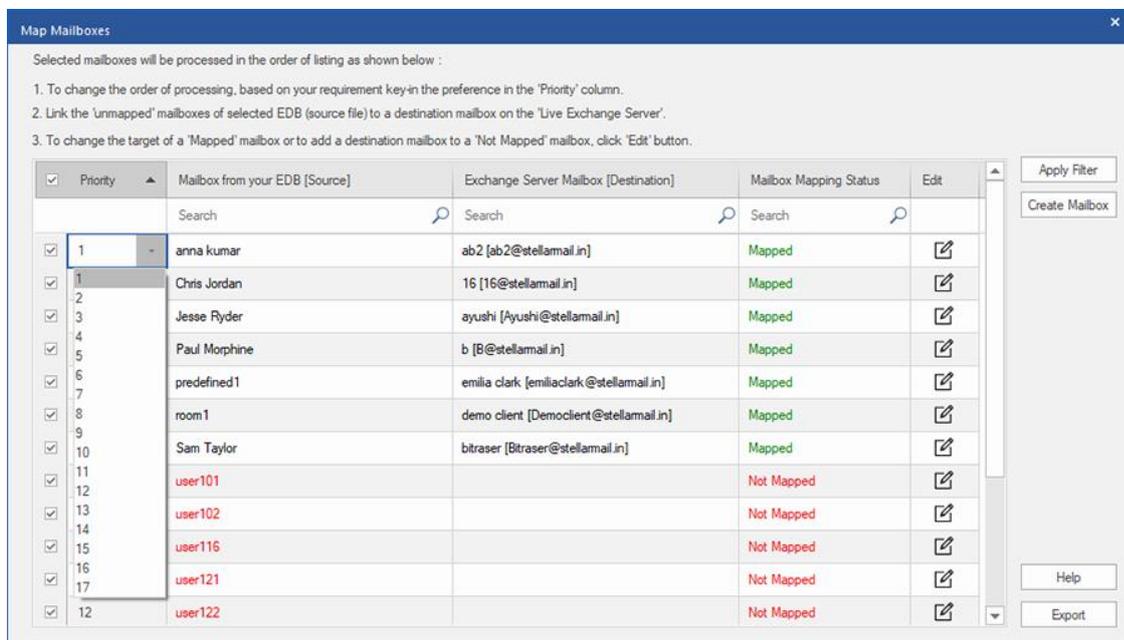
Using the **Priority** column from the **Map Mailboxes** dialog box, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. To set priority, follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

1. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
2. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



3.4.2. Export Mailbox to Office 365

Stellar Repair for Exchange allows you to export your repaired mailboxes to **Office 365** mail accounts. The software provides a mapping feature that ensures the source mailbox is exported to the correct destination mailbox.

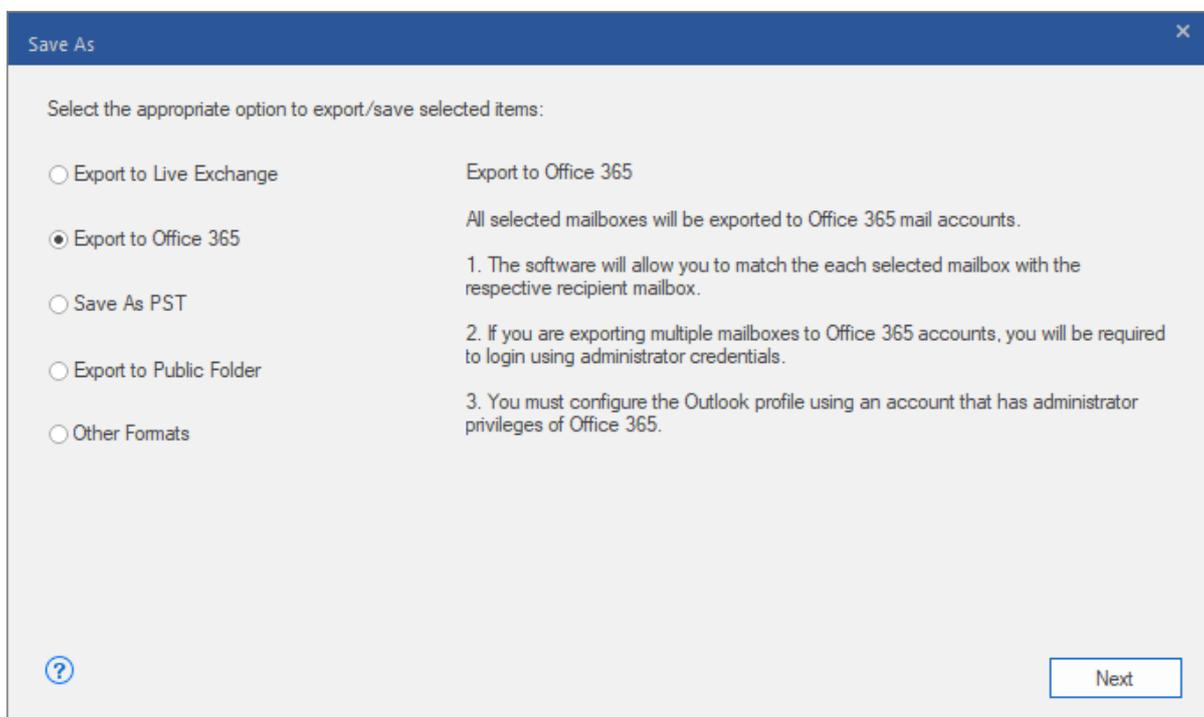
To know how to export data to **Office 365** server, refer to the topics as follows:

1. Export Multiple Mailboxes to Office 365 Server
2. Export Single Mailbox to Office 365 Server

To Export Multiple Mailboxes to Office 365 Server:

Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator** rights.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** icon in **Home** ribbon. A **Save As** dialog box opens.
3. Select **Export to Office 365** from the list of options on the **Save As** dialog box.



4. Click **Next** to proceed.

5. **Enter Login Credentials** dialog box opens, enter **Profile Name** (user having administrative rights) and **Password**.

Click **OK** to continue.

Enter login Credentials

To export selected mailboxes to Office 365, select the Outlook profile with administrator privileges of Office 365, from the drop-down list.

Profile Name:

Password:

6. **Map Mailboxes** screen appears. This screen can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc. See the Mapping of mailboxes for Office 365 section to know the detailed information about the **Map Mailboxes** screen.

Map Mailboxes

Selected mailboxes will be processed in the order of listing as shown below :

1. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column.
2. Link the 'unmapped' mailboxes of selected EDB (source file) to a destination mailbox on the 'Office 365'.
3. To change the target of a 'Mapped' mailbox or to add a destination mailbox to a 'Not Mapped' mailbox, click 'Edit' button.

Priority	Mailbox from your EDB [Source]	Office 365 Mailbox [Destination]	Mailbox Mapping Status	Edit
1	anna kumar	username 1 {test1@SOFTWAREVISIBILITY.C...	Mapped	
2	Chris Jordan	username 2 {test2@SOFTWAREVISIBILITY.C...	Mapped	
3	Jesse Ryder	username 3 {test3@SOFTWAREVISIBILITY.C...	Mapped	
4	Paul Morphine	username 4 {test4@SOFTWAREVISIBILITY.C...	Mapped	
5	predefined1		Not Mapped	
6	room1		Not Mapped	
7	Sam Taylor		Not Mapped	
8	user101		Not Mapped	

7. After mapping of the mailboxes on **Map Mailboxes** screen using information given on **Mapping of Mailboxes for Office 365** section, click **Export** from **Map Mailboxes** screen to continue.

Note: If any source mailbox from scanned EDB is not mapped with the destination mailbox, a dialog box as shown below appears to confirm your action for the unmapped mailboxes. On this dialog box, click **Map Mailboxes** to go back to previous screen to map the unmapped mailboxes. If you do not want to save the unmapped mailboxes, click on **Skip Mapping**, this will only save the mapped mailboxes.

Map Mailbox

6 mailboxes have not been mapped with any destination mailbox. Click 'Map Mailboxes' to go back and assign destination mailboxes or click 'Skip Mapping' button to save only the mapped mailboxes.

Tip: Stellar Repair for Exchange can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Repair for Exchange** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available System Memory** on your machine before initiating the save process.

8. **Save** dialog box appears that consists of seven columns as follows:

Mailbox Name	Destination Mailbox	Status	Recovering Folder	Total Items Processed	Percentage	
anna kumar	test1@SOFTWAREVISI...	Completed!!		44	100%	Remove
Chris Jordan	test2@SOFTWAREVISI...	Completed!!		59	100%	Remove
Jesse Ryder	test3@SOFTWAREVISI...	Completed!!		564	100%	Remove
Paul Morphine	test4@SOFTWAREVISI...	Completed!!		59	100%	Remove
predefined1	test3@SOFTWAREVISI...	Removed!!		0	0%	Remove
room1	test3@SOFTWAREVISI...	Removed!!		0	0%	Remove
Sam Taylor	test2@SOFTWAREVISI...	Removed!!		0	0%	Remove
user101	test1@SOFTWAREVISI...	Removed!!		0	0%	Remove

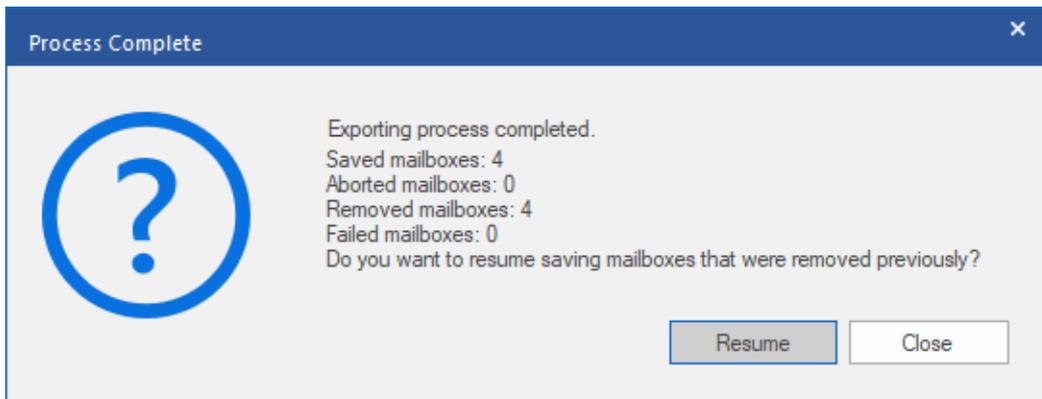
Saved mailboxes: 4
 Aborted mailboxes: 0
 Removed mailboxes: 4
 Failed mailboxes: 0

Stop All

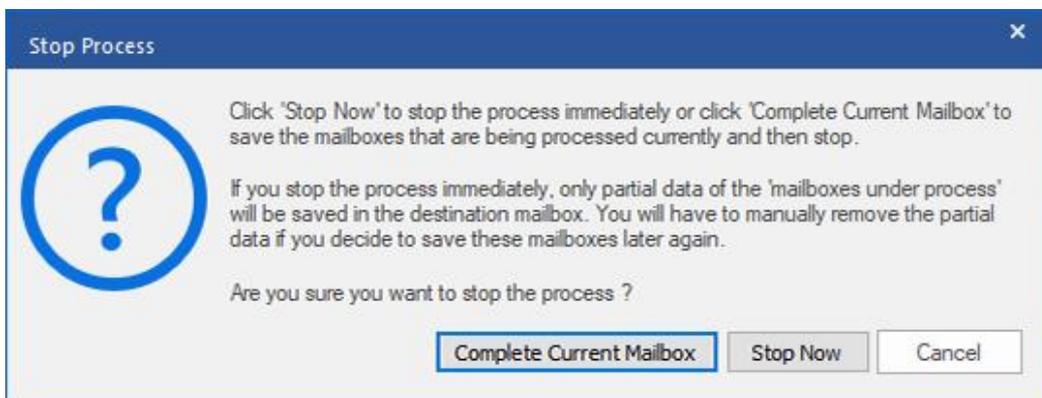
- a. **Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- b. **Destination Mailbox Column:** This column provides the email address of the destination mailbox where you exporting the data.
- c. **Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- d. **Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- e. **Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- f. **Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- g. **Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Repair for Exchange can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

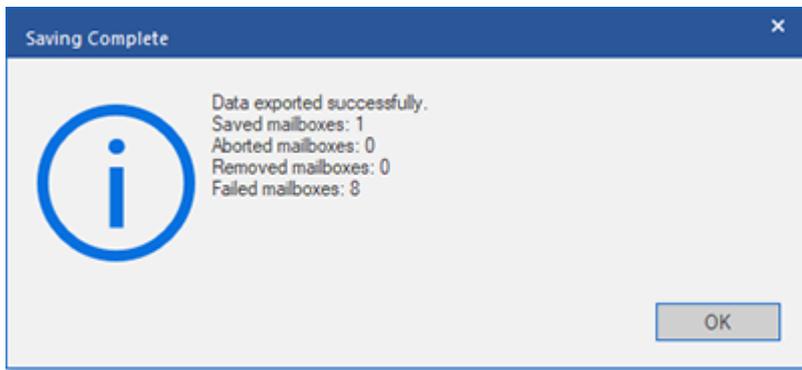


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox and if you want to save the removed mailboxes again, you will have to remove them manually from the list.
- To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message **"Data Exported Successfully"** and displays the number of saved mailboxes, aborted mailboxes, removed mailboxes and failed mailboxes.

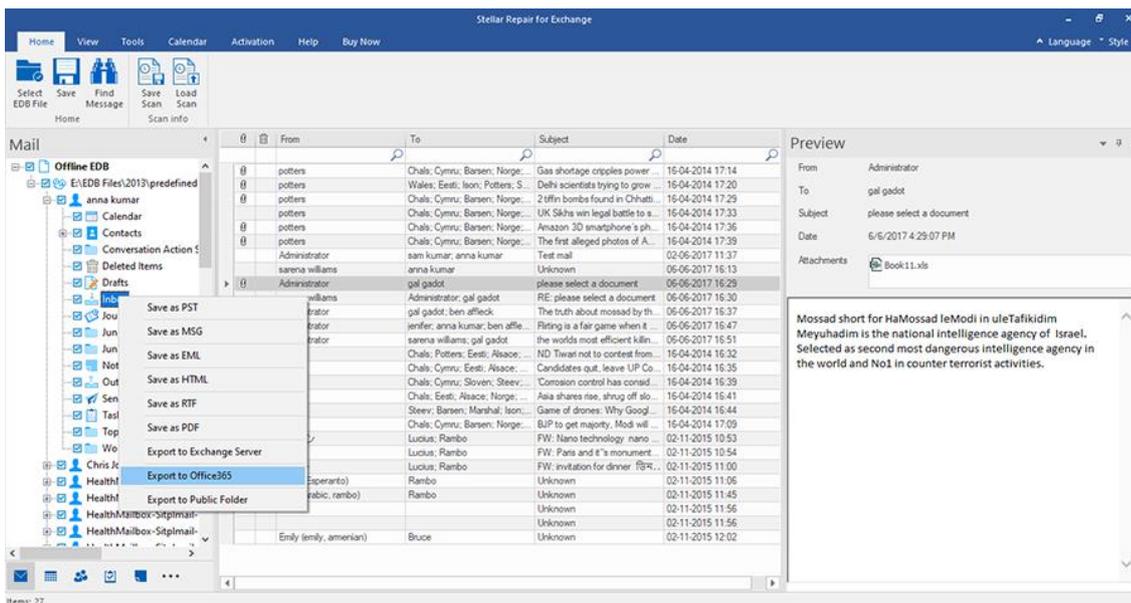


10. Click **OK** to continue.

Note: For best performance while using **Office 365**, **Microsoft** recommends to have up to **1,000,000 mail items** in a folder at a time. Therefore, **Stellar Repair for Exchange** saves up to **900,000 mail items** to each folder in the mailbox of the **Office 365**. After this limit, the software splits the folder into another folder with the same name followed by "**_<date-time>_earlier**", where **<date-time>** is the date and time up to which the mailbox data gets saved in that folder. To know more about the **Mailbox Folder Limits**, refer to **Mailbox Folder Limits Recommended by Microsoft**.

To Export Single Mailbox to Office 365 Server:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Export to Office365** to save the mailbox in Office 365.



3. Enter **Login Credentials** dialog box opens; enter **Mailbox ID** (user having administrative rights) and **Password**.

Enter Login Credentials

Enter login details to connect to Office365

Mailbox ID: capital@visibility.com

Password: ●●●●●●●●●●●●

[Apply Filter](#) OK

4. If you want to filter the scanned results before exporting, click on **Apply Filter**.
5. Click **OK** to continue.

Note:

- You need to have a Microsoft Office 365 user account for exporting data to Office 365.
- You must have full-mailbox permissions and full access of the **User's account** for exporting the data to **Office 365**.
- To save mailbox data in Office 365 you need to install service pack 2 for Office 2010 and above versions.
- For Domain systems, you cannot export offline data to Office 365.
- After mapping, the list displays the Office 365 E-Mail IDs, of the same domain that was used while logging.

3.4.2.1. Mapping of Mailboxes for Office 365

Mapping is a process to link a mailbox from your **source EDB file** to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Office 365**. If mapping is not done, the **Stellar Repair for Exchange** creates a new user mailbox on the destination server and export the data from the source **EDB file** to the new mailbox.

Stellar Repair for Exchange provides options to either **Auto-Map** or **Manually Map** the source mailbox from the scanned EDB file to the destination mailbox on **Office 365** server.

Auto-Map, as the name suggests, automatically maps the mailbox from the **source EDB file** to the mailbox on the destination server. In the process of auto-mapping, the **Stellar Repair for Exchange** automatically searches for the mailbox of the user on the **Office 365** server with the same name and email address as the user's mailbox in the **source EDB file**. After the auto-mapping process is completed, the software shows the result on the **Map Mailboxes** screen as shown below. If the software finds a destination mailbox to export the data from the source EDB file, the **Mailbox Mapping Status** column shows **Mapped**. If the destination mailbox is not found, the **Mailbox Mapping Status** column shows **Not Mapped**.

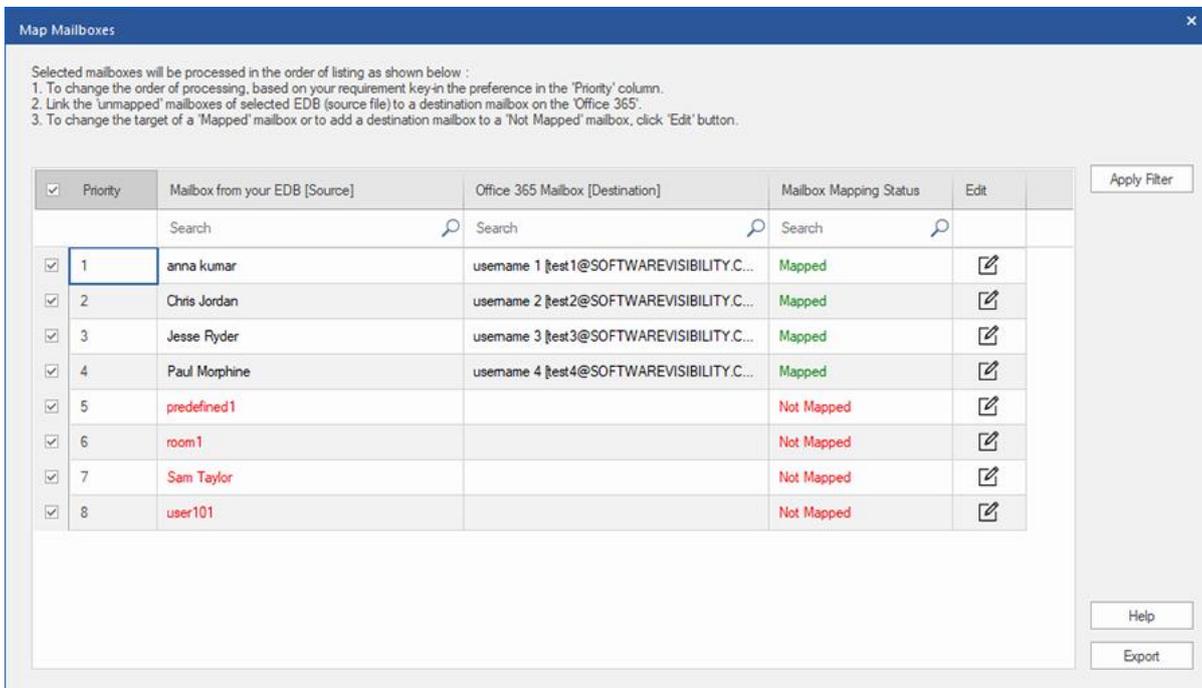
If you are not satisfied with the results of auto-mapping, you can **Manually Map** the mailboxes as well. Manual mapping allows you to either change the destination of the mailbox that is Mapped or select a destination mailbox for a **Not Mapped** mailbox. See the Manual Mapping section to know the steps of manual mapping of mailboxes.

The Map Mailboxes dialog box

After entering the credentials on the **Enter Login Credentials** screen, the **Map Mailboxes** dialog box appears. This dialog box can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc.

The **Map Mailboxes** dialog box consists following options:

***Tip:** Take the mouse cursor to the particular column name in **Map Mailboxes** screen to get brief information about that particular column. The information is displayed in a tooltip as shown below:*



- Selection Column:** This column provides checkboxes to select or unselect a mailbox to export. By default, all the checkboxes are selected, you can uncheck the checkbox for the mailboxes that you do not want to export.
- Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **Office 365** server in the same order. Using the **Priority** column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See How to set Mailbox Priority section to know the steps of setting the priority of mailboxes for export.
- Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for export. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Office 365 Mailbox (Destination) Column:** After the mailboxes are mapped, this column provides the corresponding destination mailbox where the data of the mailbox from the **Source EDB** file will be exported. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Mailbox Mapping Status Column:** This column displays the status **Mapped** or **Not Mapped**, depending on whether the destination mailbox has been assigned to the source mailbox or not. If a destination mailbox is

assigned to export the data from the source EDB file, the **Mailbox Mapping Status** column shows Mapped. If the destination mailbox is not assigned, the **Mailbox Mapping Status** column shows **Not Mapped**. The column also provides a search box that can be used to search for the **Mapped** or **Not Mapped** mailboxes.

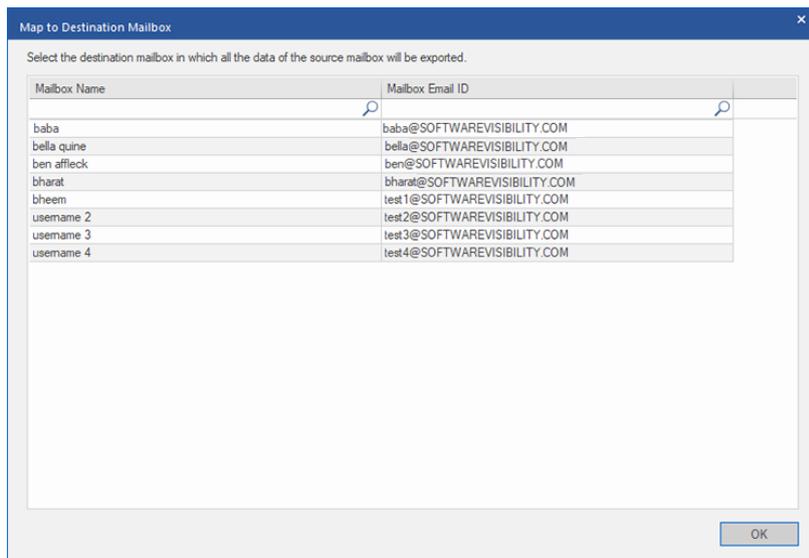
6. **Edit Column:** This column provides a button to assign or change the **Office 365 Mailbox (Destination)** mailbox mapped to the **Mailbox from your EDB (Source)**. By clicking on the **Edit** icon, a **Map Destination Mailbox** dialog box opens. This dialog box shows the details of the existing mailbox of the users on the **Office 365** server. You can select the destination mailbox where you want to export the data of the **Mailbox from your EDB (Source)**. See [How to Manually Map Mailbox on Office 365](#), to know the required steps.
7. **Apply Filter:** This option can be used to filter the repaired mailboxes that you want to save or export. **Apply Filter** option allows you to make the scanned results more precise as per your requirement. You can exclude **Junk Mails** and **Deleted Mails**, set the filters to save the data of a particular Month, Date and Year. Using **Apply Filter** you can also exclude one or more senders from the results. See [Apply Filter](#) section to know more how **Apply Filter** option works.

3.4.2.1.1. How to Manually Map Mailbox on Office 365 Server

The **Map Mailboxes** dialog box displays a list of **Mapped** and **Not Mapped** mailboxes. To map the **Not Mapped** mailboxes or to change the destination mailbox of a **Mapped** Mailbox follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Mailbox to Office 365 Steps 1 to 6**.

1. On the **Map Mailboxes** dialog box, click on the **Edit** icon of the respective row of the mailbox. A **Map to Destination Mailbox** dialog box appears, as shown below:



2. The **Map to Destination Mailbox** dialog box lists all the existing mailboxes on the **Office 365 Server**. This dialog box has the following two columns:
 - **Mailbox Name:** Mailbox Name is often the username of the recipient in the destination server. This column shows the name of the existing mailbox of the user on the **Office 365 Server**.
 - **Mailbox Email ID:** Mailbox Email ID shows the e-mail address of the recipient of the destination server.
3. Click on the desired row of the mailbox to select the user for mapping. You can also search using the Mailbox Name or Mailbox Email ID using the search bars on the top of the respective column.
4. Click **OK** to select the mailbox for mapping and return to the **Map Mailboxes** screen.

3.4.2.1.2. How to set Mailbox Priority

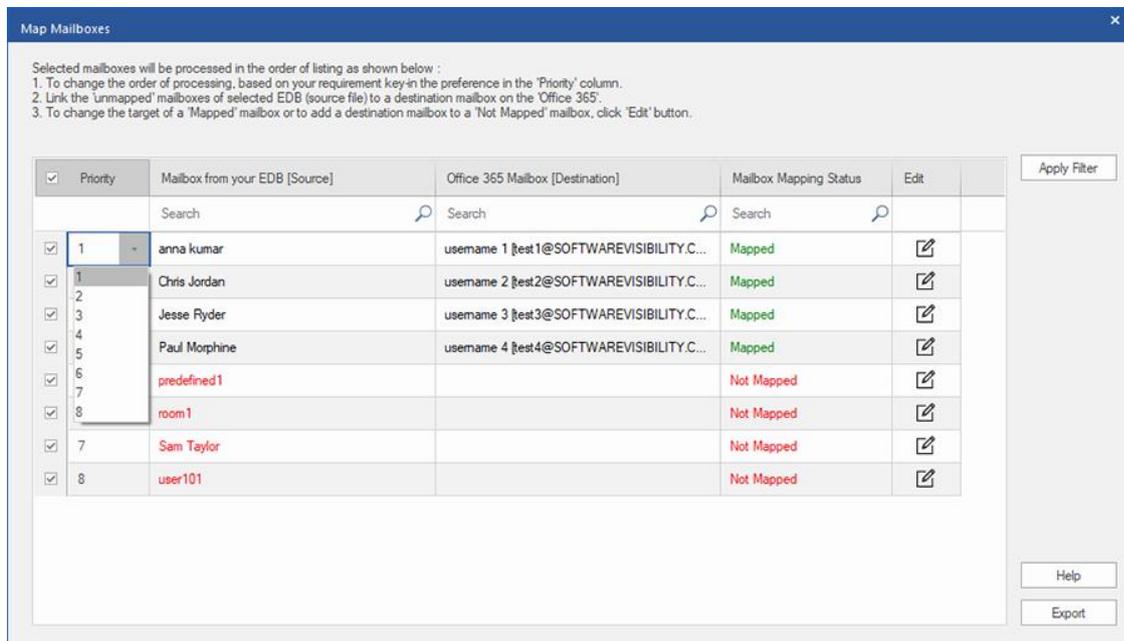
Using the **Priority** column from the **Map Mailboxes** dialog box, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. To set priority, follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Mailbox to Office 365 Steps 1 to 6**.

1. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
2. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



Map Mailboxes

Selected mailboxes will be processed in the order of listing as shown below :

1. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column.
2. Link the 'unmapped' mailboxes of selected EDB (source file) to a destination mailbox on the 'Office 365'.
3. To change the target of a 'Mapped' mailbox or to add a destination mailbox to a 'Not Mapped' mailbox, click 'Edit' button.

Priority	Mailbox from your EDB [Source]	Office 365 Mailbox [Destination]	Mailbox Mapping Status	Edit
1	anna kumar	username 1 test1@SOFTWAREVISIBILITY.C...	Mapped	
2	Chris Jordan	username 2 test2@SOFTWAREVISIBILITY.C...	Mapped	
3	Jesse Ryder	username 3 test3@SOFTWAREVISIBILITY.C...	Mapped	
4	Paul Morphine	username 4 test4@SOFTWAREVISIBILITY.C...	Mapped	
6	predefined1		Not Mapped	
8	room1		Not Mapped	
7	Sam Taylor		Not Mapped	
8	user101		Not Mapped	

Apply Filter

Help

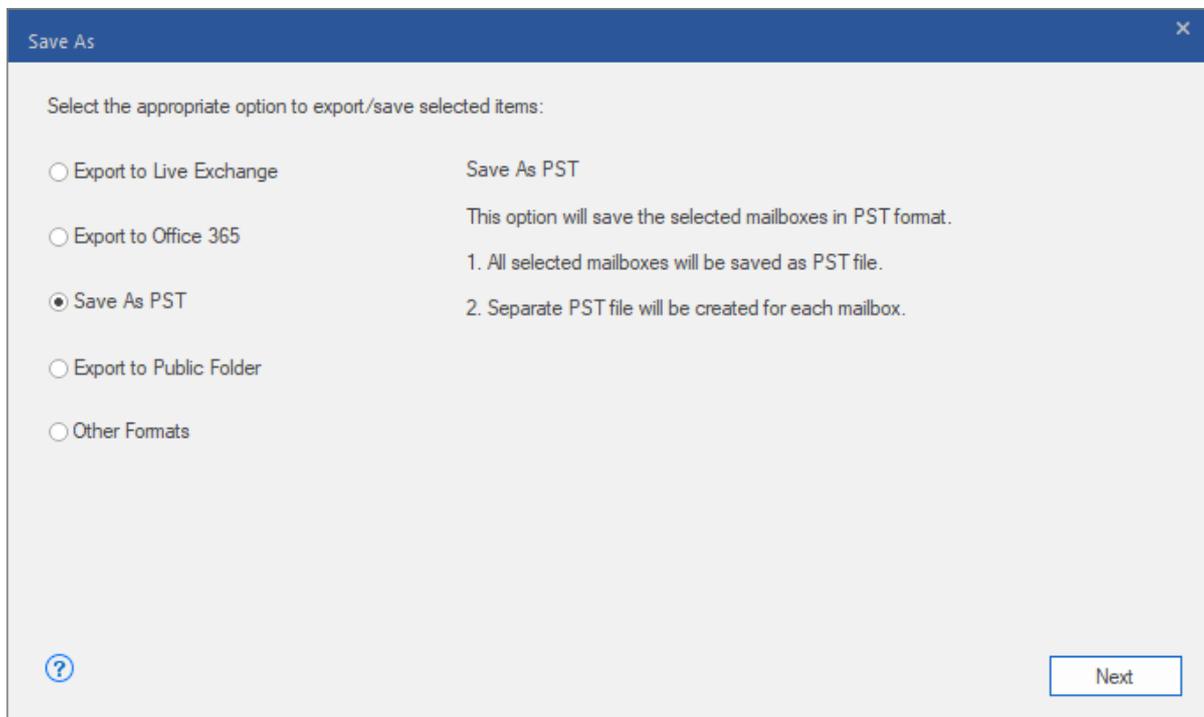
Export

3.4.3. Save Mailbox in PST Format

Stellar Repair for Exchange allows you to save the repaired files in PST format. PST is the most common format to import your mailbox data in **Microsoft Outlook**.

To save the repaired files in PST:

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Select **Save As PST** from the list of options on the **Save As** dialog box.

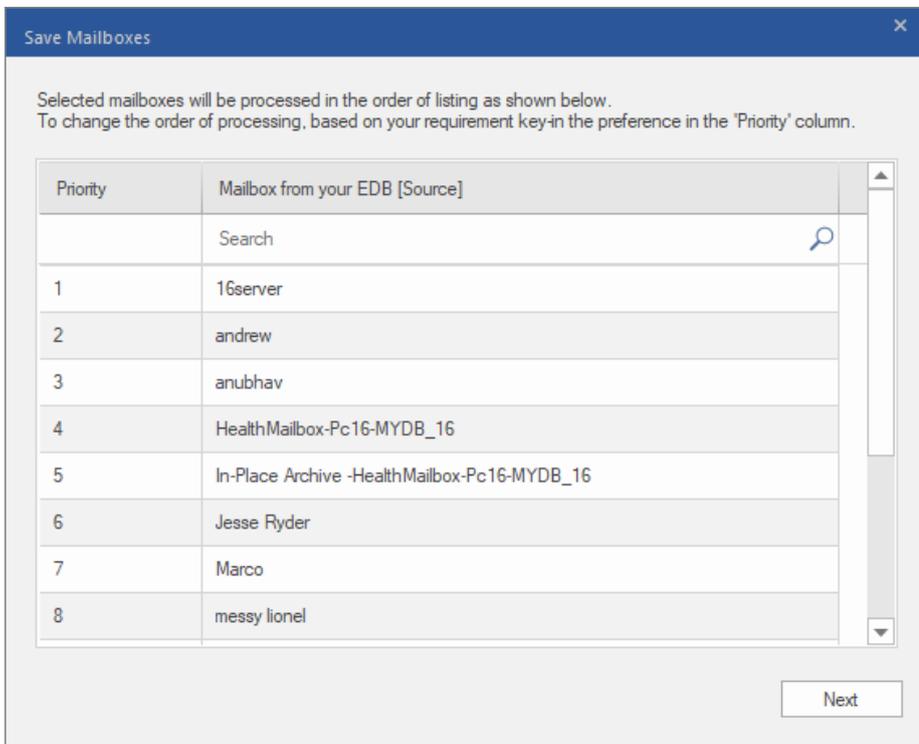


4. Click **Next** to proceed.
5. Browse the destination in the **Select Destination** dialog box where you want to save the file.



Note: If you want to filter the scanned results before saving, click on *Apply Filter*.

6. A **Save Mailboxes** appears that consists of two columns as follows:

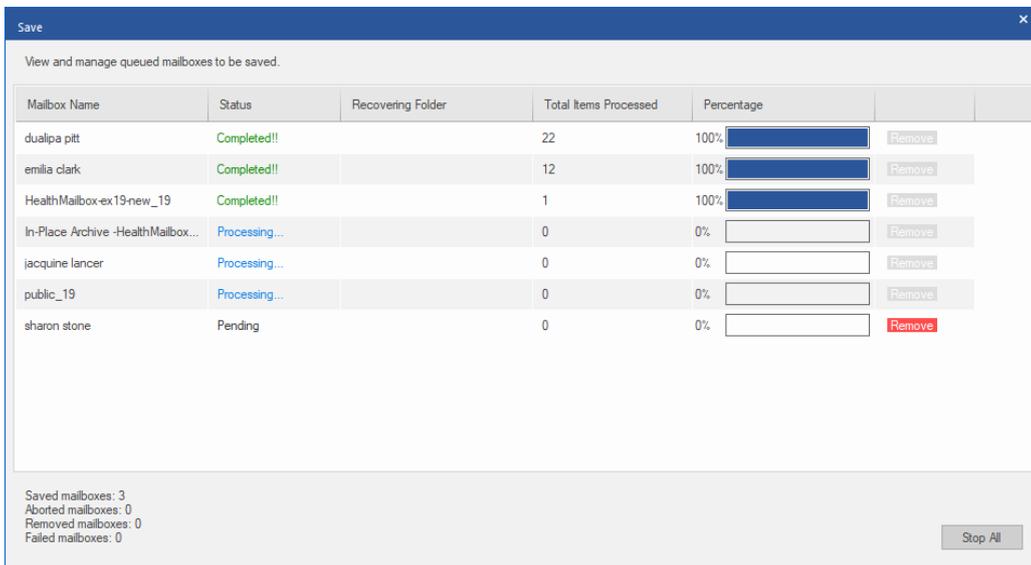


- a. **Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **PST** server in the same order. Using the **Priority** column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See How to set Mailbox Priority section to know the steps of setting the priority of mailboxes while saving in PST format.
- b. **Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for saving in PST format. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.

7. Click **Next** to continue.

Tip: Stellar Repair for Exchange can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Repair for Exchange** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available System Memory** on your machine before initiating the save process.

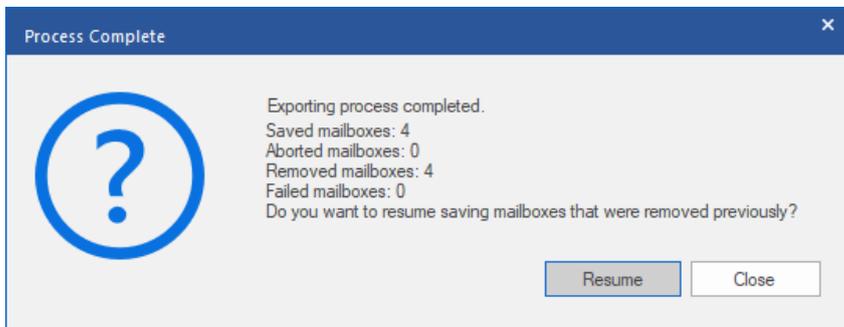
8. **Save** dialog box appears that consists of six columns as follows:



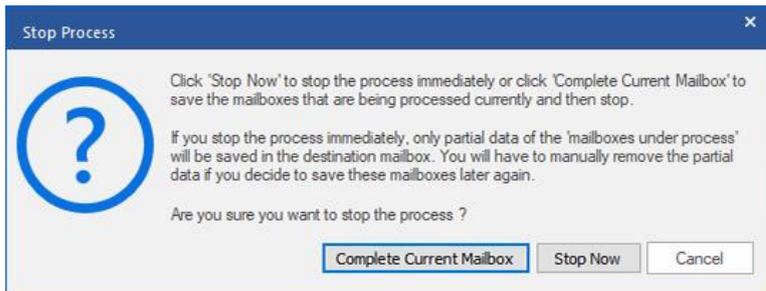
- Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Repair for Exchange can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

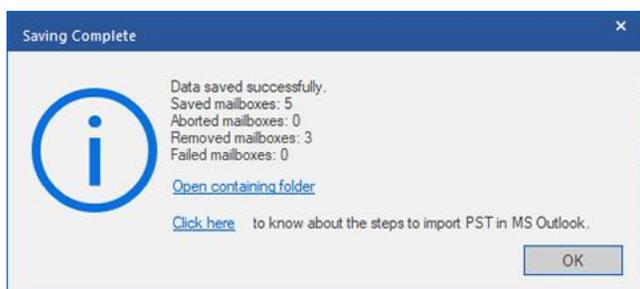


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- i. If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- ii. If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox and *If you want to save the removed mailboxes again, you will have to remove them manually from the list.*
- iii. To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message "**Data Exported Successfully**" and displays the number of saved mailboxes, aborted mailboxes, removed mailboxes and failed mailboxes.



10. To open the folder containing the **PST** files, click on **Open Containing Folder**.

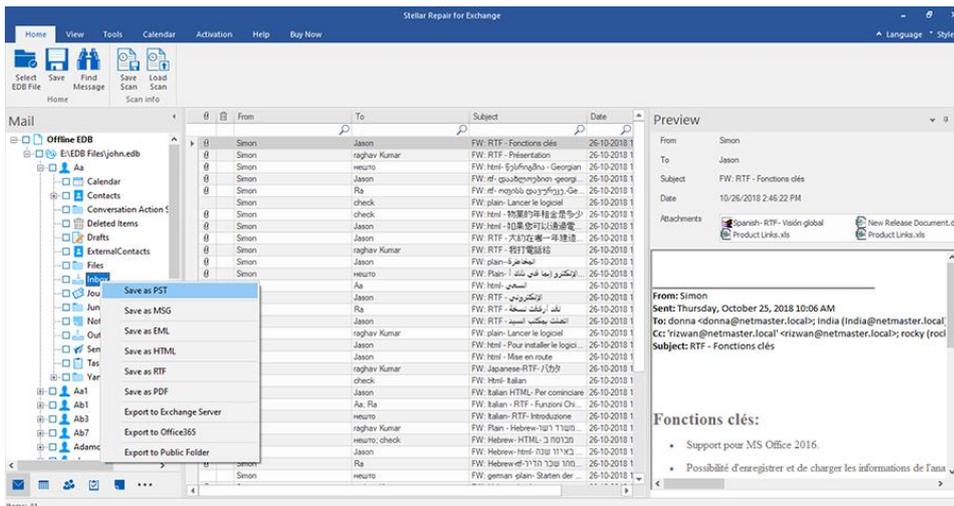
11. Click **OK** to continue.

Once you save the repaired mailbox in **PST** format, you can import the **PST** file in **MS Outlook**. See Importing PST file in MS Outlook, to know how to import PST file.

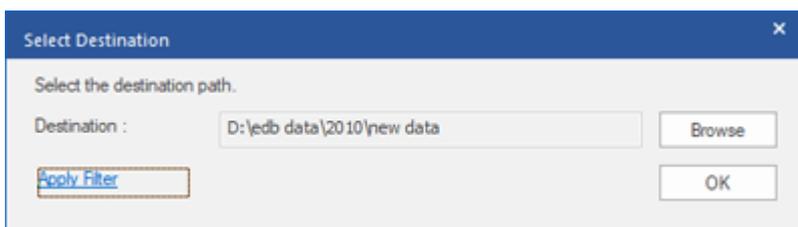
Note: For best performance while using **PST** files, **Microsoft** recommends to have up to **100,000 mail items** in a folder at a time. Therefore, **Stellar Repair for Exchange** saves up to **90,000 mail items** to each folder in the mailbox of the **PST** file. After this limit, the software splits the folder into another folder with the same name followed by "**_**<date-time>_earlier****", where **<date-time>** is the date and time up to which the mailbox data gets saved in that folder. **To know more about the Mailbox Folder Limits, refer to Mailbox Folder Limits Recommended by Microsoft.**

In **Stellar Repair for Exchange**, you can also export individual mailbox from the navigation tree using the steps given below:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Save as PST** to save the mailbox in PST format.



3. Browse the destination in the **Select Destination** dialog box where you want to save the file.
4. If you want to filter the scanned results before saving, click on **Apply Filter**.



5. Click **OK** to continue.

Once you save the repaired mailbox in **PST** format, you can import the **PST** file in **MS Outlook**. See Importing PST file in MS Outlook, to know how to import PST file.

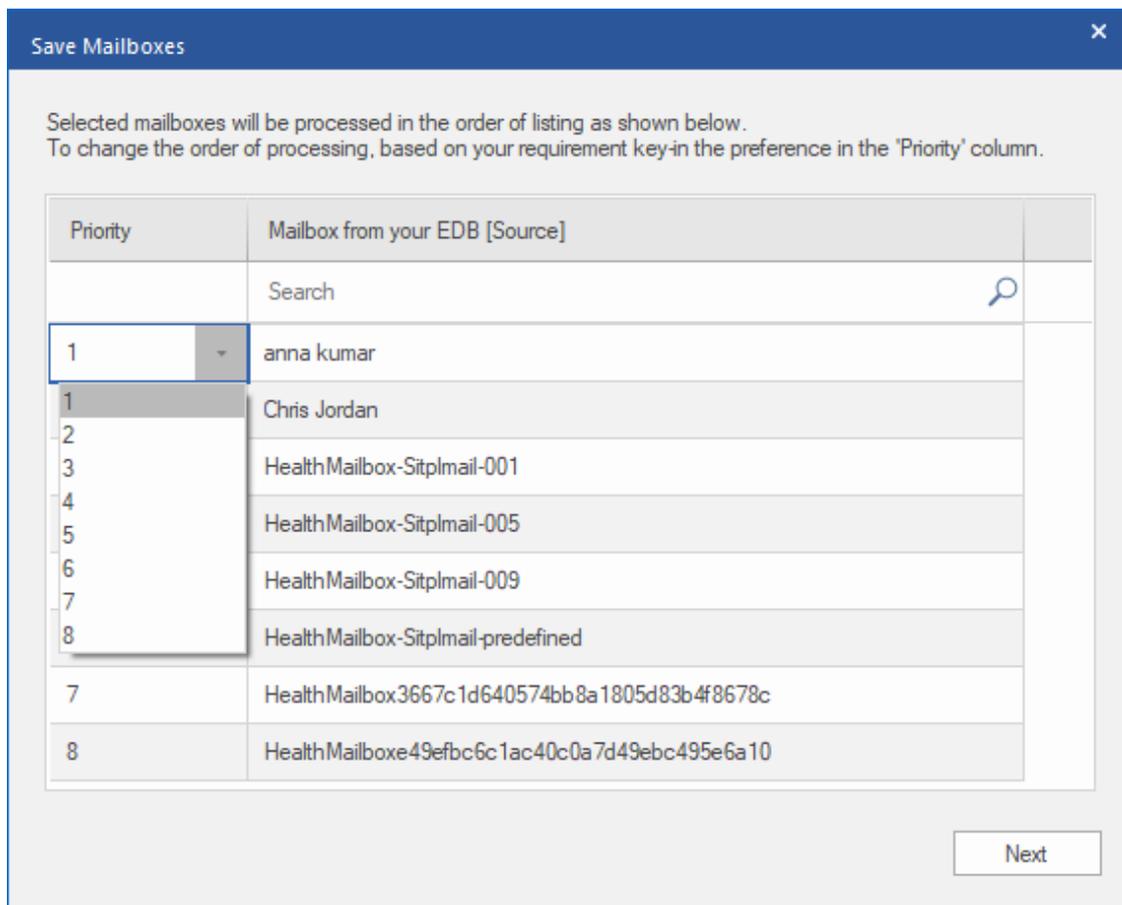
3.4.3.1. How to set Mailbox Priority

To set priority, follow the steps given below:

1. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
2. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



The screenshot shows a window titled "Save Mailboxes" with a close button (X) in the top right corner. Below the title bar, there is a message: "Selected mailboxes will be processed in the order of listing as shown below. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column." Below this message is a table with two columns: "Priority" and "Mailbox from your EDB [Source]". The table contains several rows, including a search bar and a list of mailboxes. The first row in the list has a priority of 1 and the name "anna kumar". A dropdown menu is open over the priority column, showing a list of numbers from 1 to 8. The "Next" button is located at the bottom right of the window.

Priority	Mailbox from your EDB [Source]
	Search 
1	anna kumar
1	Chris Jordan
2	
3	HealthMailbox-Sitplmail-001
4	HealthMailbox-Sitplmail-005
5	
6	HealthMailbox-Sitplmail-009
7	
8	HealthMailbox-Sitplmail-predefined
7	HealthMailbox3667c1d640574bb8a1805d83b4f8678c
8	HealthMailboxe49efbc6c1ac40c0a7d49ebc495e6a10

Next

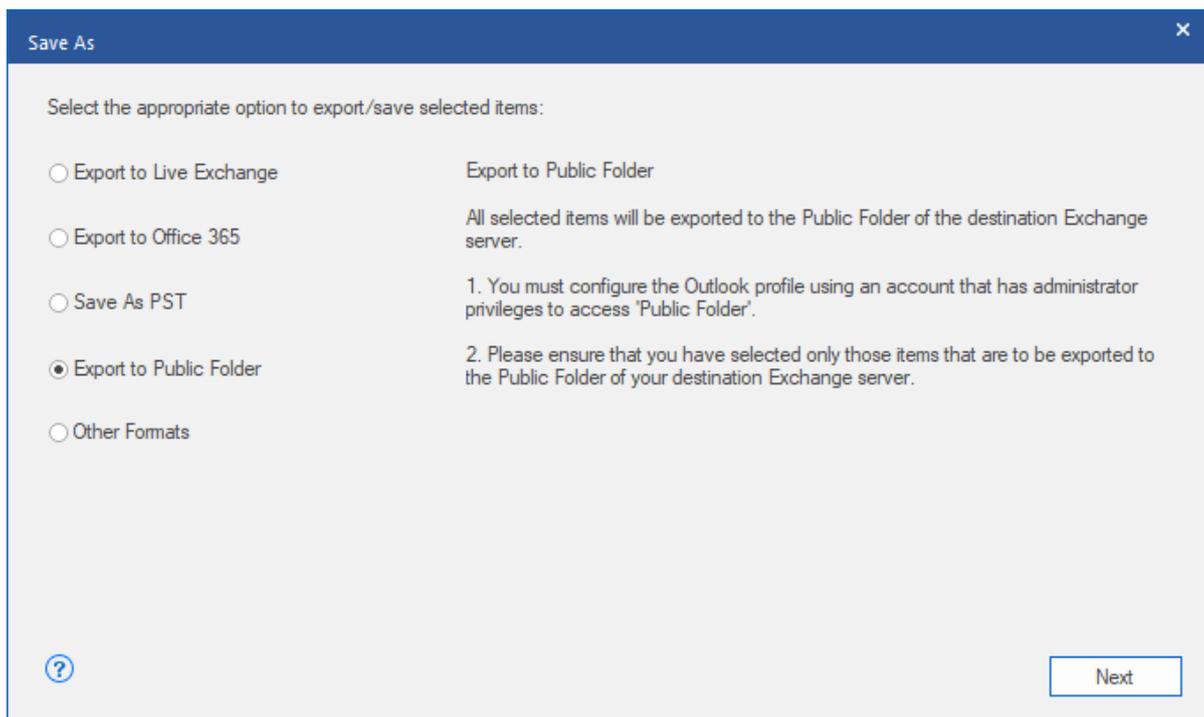
3.4.4. Export Mailbox to Public Folder

Stellar Repair for Exchange allows you to export the repaired mailboxes or mailbox items to the **Public Folder** of **Exchange Server** and **Office 365 account**. **Public Folder** is one of the feature within **Microsoft Exchange** and **Office 365** which gives users access to common folders for sharing information. To export the mailbox to the **Public Folder**, you must have full access to the Public Folder root for the **Exchange Server** and **Office 365 account** where you want to export the data.

To export mails to Public Folder:

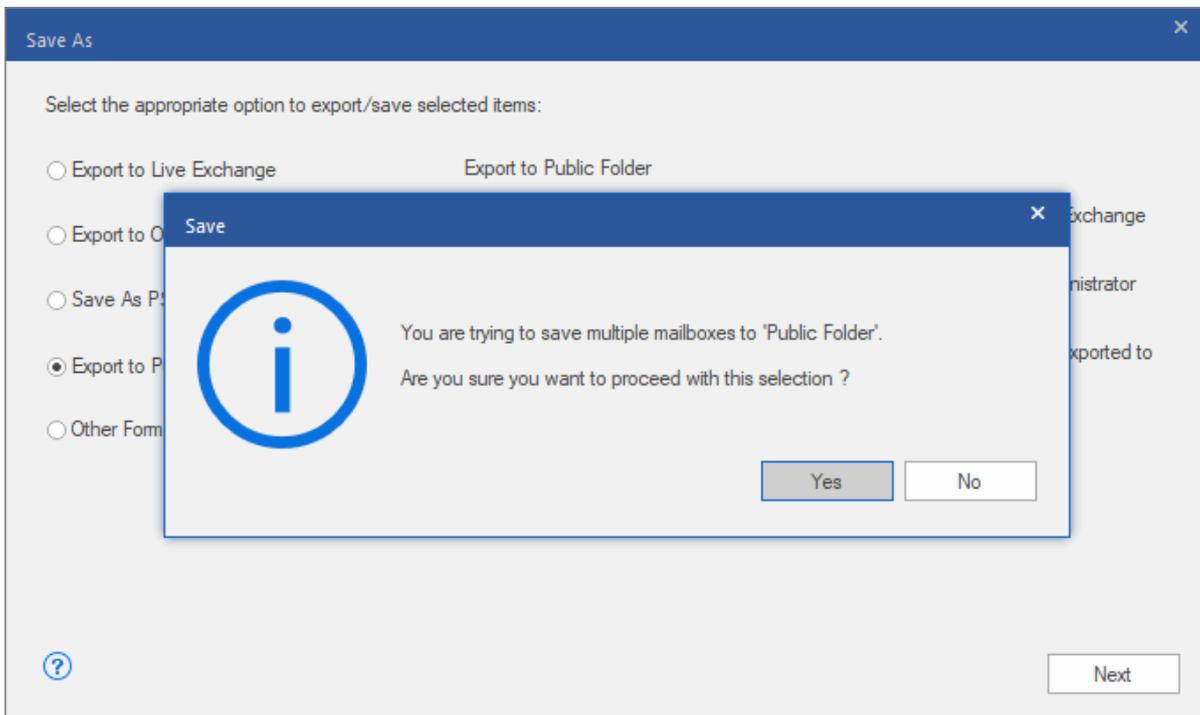
Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator rights**.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Select **Export to Public Folder** from the list of options on the **Save As** dialog box.

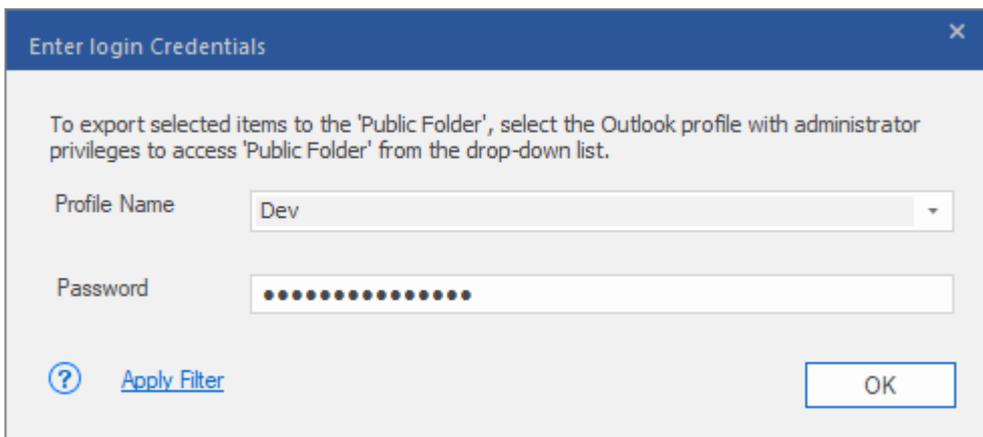


4. Click **Next** to proceed.

5. A **Save** dialog box opens to confirm your action, select **Yes** to confirm. **Enter Login Credentials** dialog box appears.



6. Select the **Outlook Profile (Exchange user profile or Office 365 user profile)** from **Profile Name** drop down list and enter the **Password**.



7. If you want to filter the scanned results before exporting, click on **Apply Filter**.

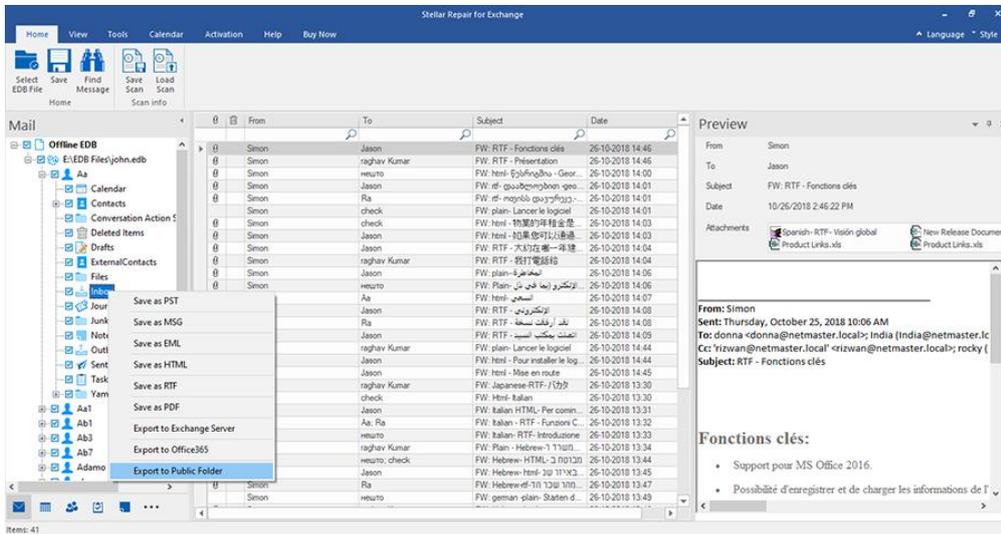
8. Click **OK** to continue.

Note :

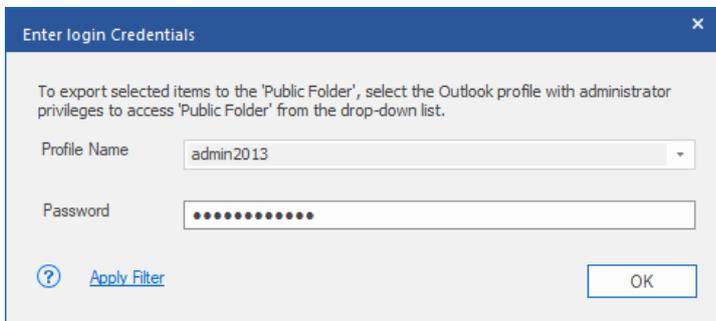
- You must have configured the **Live Exchange Server** and **Office 365** user of the Administration Server to export the data to **Public Folder**.
- You must have full-mailbox permissions and full access to the **Public Folder root** for exporting the data to **Public Folder**.

In Stellar Repair for Exchange, you can also export individual mailbox from the navigation tree using the steps given below:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Export to Public Folder** to export the mailbox to Public Folder of Exchange server.



3. Enter Login Credentials dialog box appears. Select the **Outlook Profile (Exchange user profile or Office 365 user profile)** from **Profile Name** drop down list and enter the **Password**.



4. If you want to filter the scanned results before exporting, click on **Apply Filter**.
5. Click **OK** to continue.

Note :

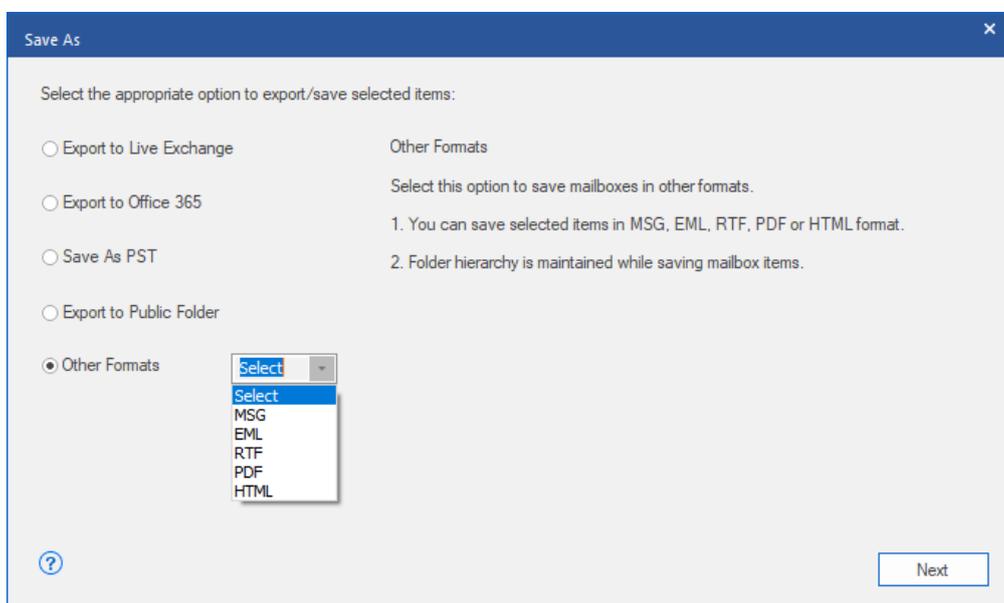
- To export the data to the Public Folder in Outlook, you must have configured the **Live Exchange Server and Office 365 users of the Administration Server**.
- You must have full-mailbox permissions and full access to the **Public Folder root** for exporting the data to **Public Folder**.

3.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

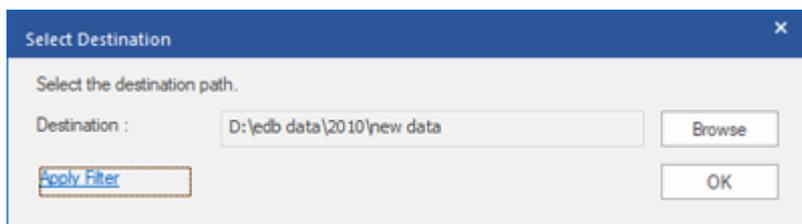
Stellar Repair for Exchange allows you to save the repaired files in various formats like MSG, EML, RTF, PDF and HTML. These formats are especially helpful to users to save individual mails. While saving the complete mailboxes or folders in MSG, EML, RTF, PDF and HTML formats, folder hierarchy is maintained by **Stellar Repair for Exchange**.

To save the repaired files in MSG, EML, RTF, PDF or HTML:

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Click **Other Formats** and select the desired format from the **drop-down** list by clicking on the drop-down list box.



4. Click **Next** to proceed.
5. **Browse** the destination in the **Select Destination** dialog box where you want to save the file.

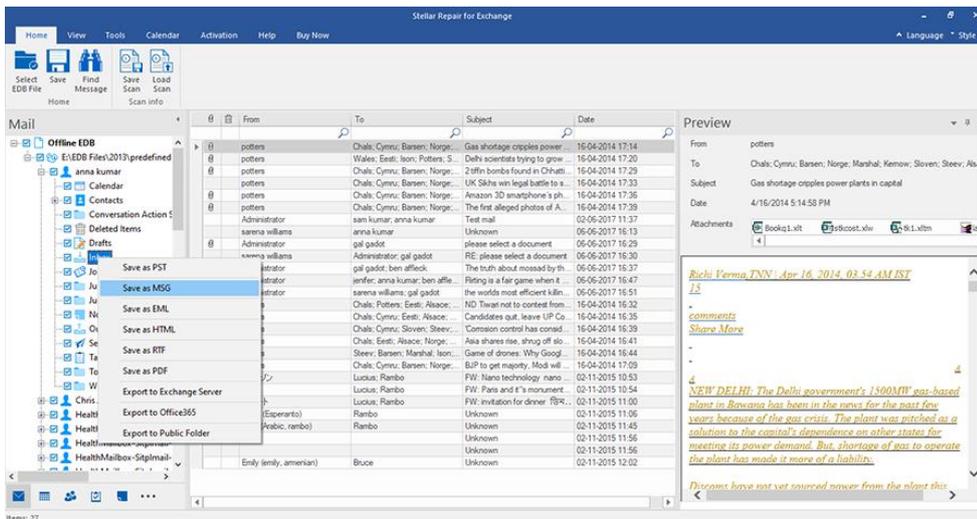


6. If you want to filter the scanned results before saving, click on **Apply Filter**.
7. Click **OK** to continue.

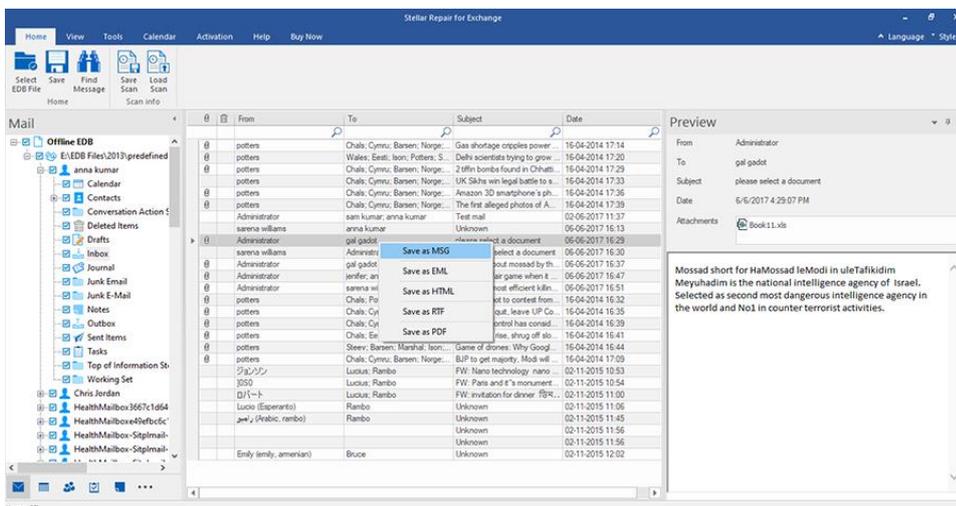
Using **Stellar Repair for Exchange**, you can save individual mailboxes in either of the given formats.

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

- Select **Save as MSG** to save the mailbox in MSG format.
- Select **Save as EML** to save the mailbox in EML format.
- Select **Save as HTML** to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as RTF** to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as PDF** to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible)



Note: You can also right click on a particular mail to save it individually in MSG, EML, HTML, RTF, and PDF format from the middle pane.



3.5. Search and Save Scanned Files

Stellar Repair for Exchange allows you to perform the search operation for the scanned mailbox. Search results can be saved in **PST, MSG, EML, HTML, RTF** and **PDF** formats.

The search operation displays the results as per the criteria specified. The search results are displayed depending on **Any Criteria** or **Exact Match**. You can switch between the view tabs depending on the requirement:

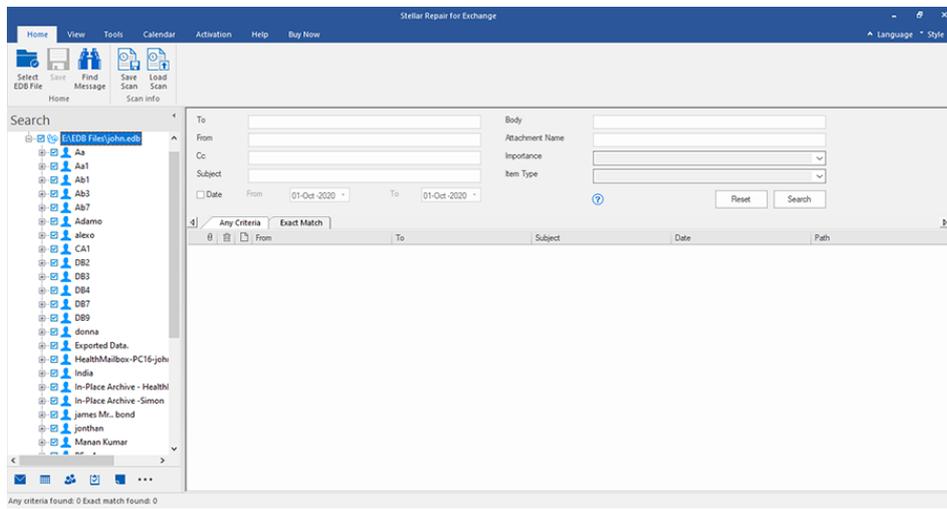
- **Any Criteria** : Displays the results which closely matches to your searching criteria.
- **Exact Match** : Displays the results which that exactly matches to your searching criteria.

There are two different ways to search for the specific results of the scanned mailbox:

- Click on **Find Message** button in the **Home** ribbon.
- Click on **Search** icon in the preview tabs.

The fields that refine the search results are:

- **To** : This filter displays all the mails that have been sent to the e-mail id entered.
- **From** : This filter displays all the mails that have been received from the e-mail id entered.
- **Cc** : This filter displays all the mails that have been marked as cc to the e-mail id entered.
- **Subject** : This filter displays all the mails with the entered subject heading.
- **Body** : This filter displays all the mails with the entered mail body text.
- **Attachment Name** : This filter displays all the mails that have been sent/ received with the specific attachment name entered.
- **Importance** : This filter displays all the mails that have pre-defined priority level. Select the priority level from the drop-down.
- **Item Type** : This filter displays all the mails that have been read or unread. Select the type of the mail from the drop-down.
- **Date** : This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for saving/ exporting.

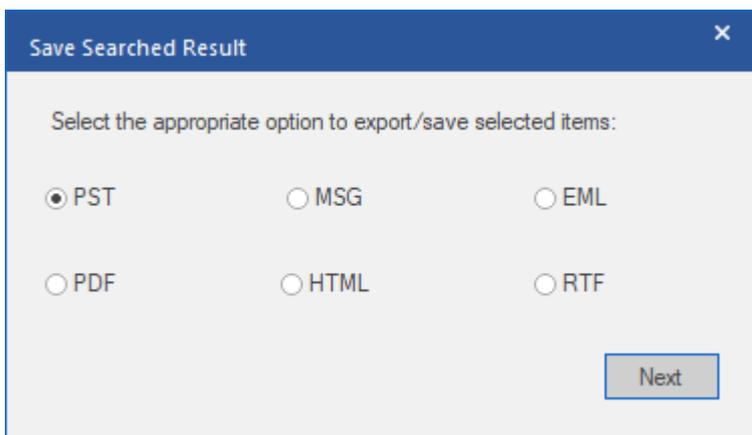


After entering the desired criteria, click **Search**. To reset the criteria, click **Reset**.

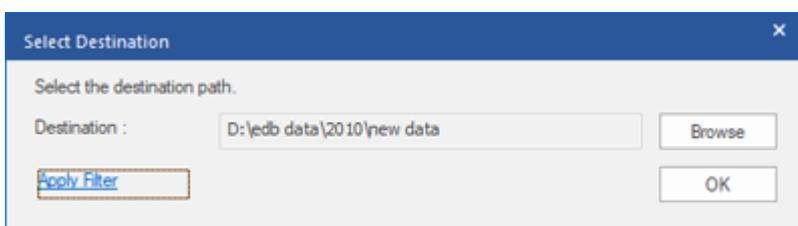
Note: Data of the currently selected view tab is saved.

To save search results:

1. Click **Save** from **Home** ribbon.
2. Select the required format from **Save Search Results** dialog box and click **Next**.



3. Browse the destination in the **Select Destination** dialog box where you want to save the file.



4. If you want to filter the scanned results before saving, click on **Apply Filter**.
5. Click **OK** to continue.

Note:

- *After search is complete, you can right click on messages to save them individually.*
- *Close Microsoft Outlook, if open, to save the mailboxes.*

3.6. View Log Report

With **Stellar Repair for Exchange**, you can view the **Log Report** to analyze the repairing process.

To view the log report:

- Click on **View** ribbon and select **Log Report**.

The **Log Report** divides in two types of logs:

1. Scanning Logs:

Scanning Logs shows the information related to scanning process. This log provides the following information:

- **File Path:** Shows the location of the file.
- **File Size:** Shows the size of the EDB.
- **Scan Type:** Shows the type of scan (Quick or Extensive scan) that you selected for the scanning process.
- **Total Mailboxes:** Shows the total number of mailboxes with their names.

2. Export Data Logs

Export Data Logs shows detailed logs of data that was exported using the application. This log provides the following information:

- **Source File Path:** Shows the source location of the file from where you want to retrieve the data.
- **Export Type:** Shows the type of file format that you have selected for saving the data.
- **Destination File Path:** Shows the destination location of the file with date and time where you want to export the data.
- **Exporting Mailbox:** Shows the name of the mailbox of the scanned EDB file.
- **Exporting Folder:** Shows the name of the folder of the respective mailbox.
- **Exporting Items:** Shows the number of exported items of that folder.

In the end of the log report, displays a message "**Data Saved Successfully**" with the following information:

- **Saved Mailboxes:** Shows the total number of saved mailboxes.
- **Aborted Mailboxes:** Shows total number of aborted mailboxes.
- **Removed Mailboxes:** Shows total number of removed mailboxes.
- **Failed Mailboxes:** Shows total number of failed mailboxes.
- **Mailbox Status:** Shows status of the mailbox.

3.7. Changing the Software Language

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

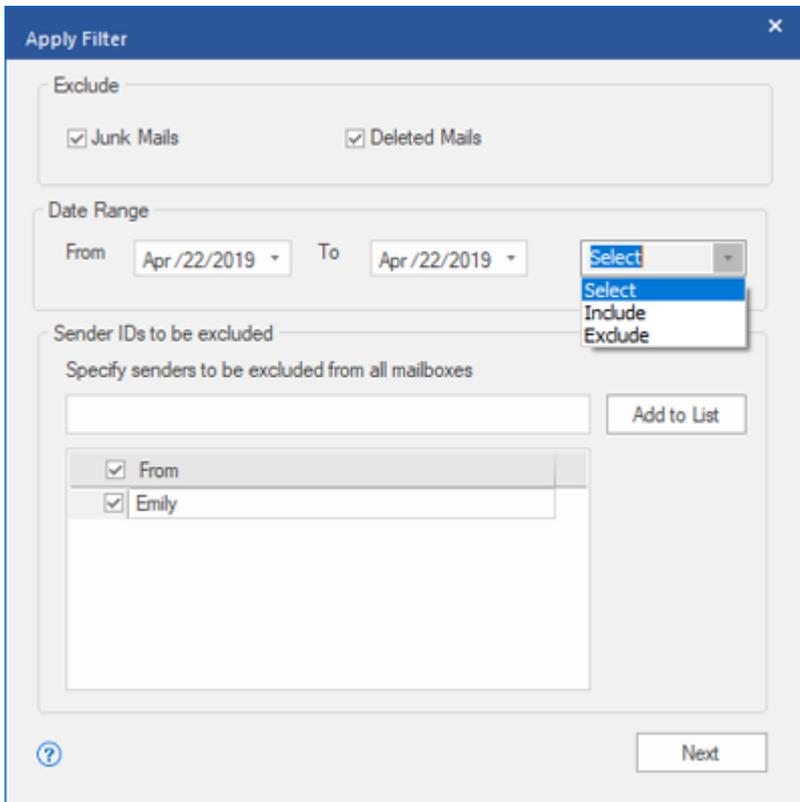
Here are the steps to change the language:

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

Apply Filter

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

Apply Filter dialog box opens.



Stellar Repair for Exchange provides 3 filter options:

1. **Exclude:** This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**.
2. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for saving/ exporting.
 - **Include:** Select **Include** from the drop-down menu to convert the mails for the specified range and exclude the rest.
 - **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.
3. **Sender IDs to be excluded:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail addresses of the sender and click on **Add to List**. The mentioned E-mail addresses will be listed in the E-mail addresses list box. Click **Next**.

Importing PST file in MS Outlook

To import PST file in Microsoft Outlook 2019:

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

To import PST file in Microsoft Outlook 2016 / 2013:

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

To import PST file in Microsoft Outlook 2010:

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

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

To import PST file in Microsoft Outlook 2007:

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

Performing Dial Tone Recovery

Dial Tone Recovery is a process of using the **Dial Tone Portability** feature available in Microsoft Exchange Server. The feature provides an empty Exchange database (with the same database schema version) that allows users who had mailboxes on the failed and dismantled database to send and receive new emails.

Steps to perform Dial Tone Recovery process:

Before you begin **Dial Tone Recovery**, ensure that the user having an account with Administrator Rights on mailboxes.

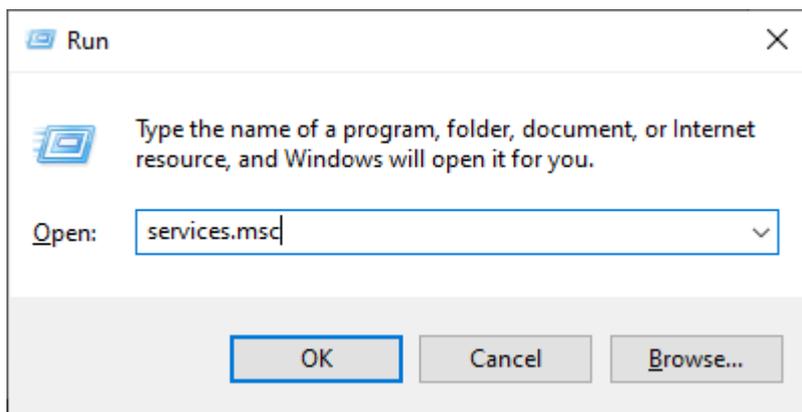
The entire process of Dial Tone Recovery involves two steps:

Step 1- Create an empty database on the mailbox server to replace the failed database. This empty database is known as the **Dial Tone Database**.

Step 2- Export all the mailboxes from the corrupt or dismantled database to the **Dial Tone Database**.

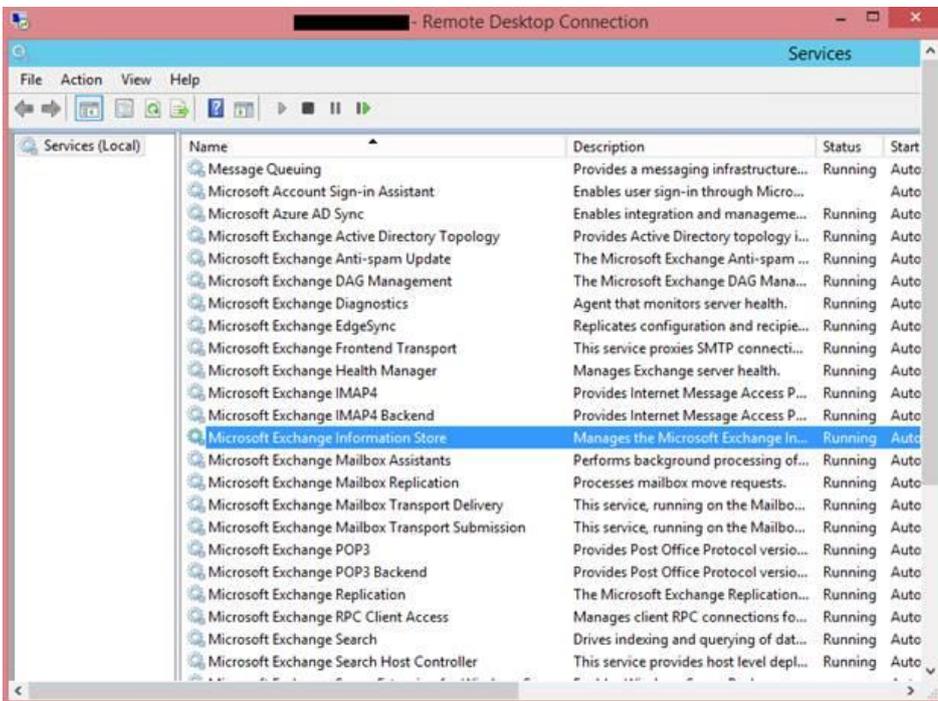
Step 1- To Replace the failed database by a Dial Tone Database:

1. Log on **Exchange Server** with **Administrator Credentials**.
2. Press **Win+R**, type **Services.msc** and press '**Enter**' or click '**OK**'.



3. Stop these three services:

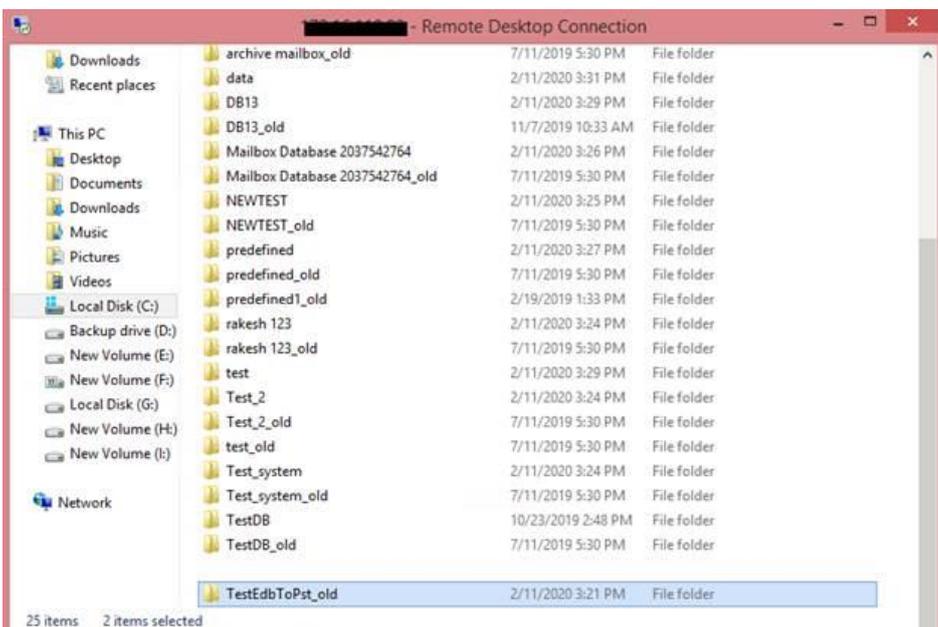
- Stop Microsoft Exchange Search Service
- Stop Microsoft Exchange Search Host Controller Service
- Stop Microsoft Exchange Information Store Service



4. Go to the corrupt EDB folder location:

- Rename the EDB folder name to **NAME_old**.

For instance, if your EDB folder name is **TestEdbToPst**, rename it to **TestEdbToPst_old**.



5. Now you can start all three stopped services :-

- Microsoft Exchange Information Store
- Microsoft Exchange Search Host controller
- Microsoft Exchange Search Service

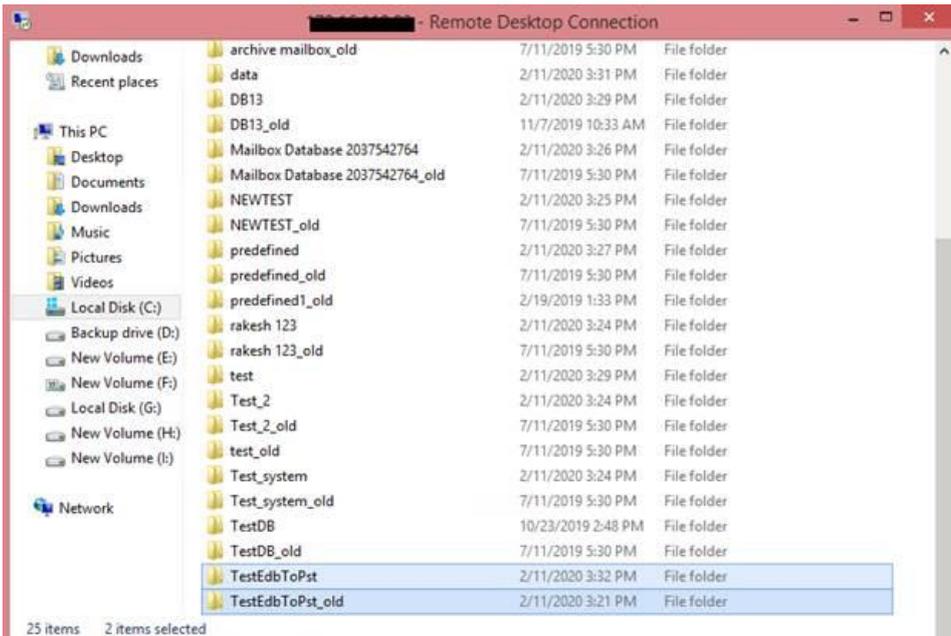
6. Open Exchange admin center and mount the database. It will prompt the following message, click 'OK' to create an empty Database.

warning

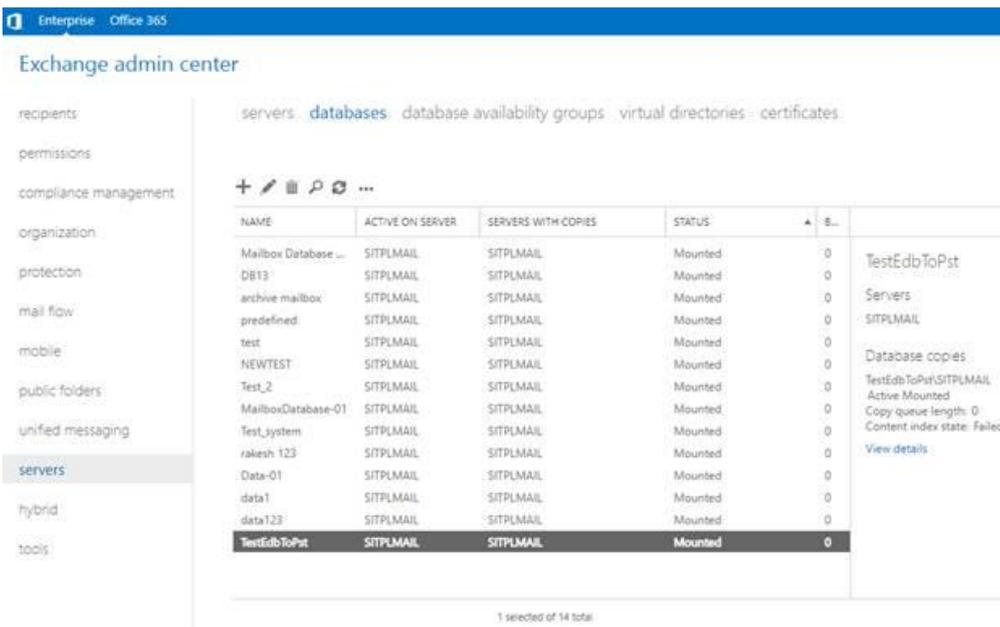
At least one of this store's database files is missing. Mounting the store will force the creation of an empty database. Don't take this action if you intend to restore an earlier backup or recover using a continuous replication copy of your database. Are you sure you want to continue?



7. This process will create a new **Dial Tone Database** with the same name.



8. The empty database will be **mounted** as shown below:



9. Outlook users will see a prompt to restart the Outlook application on their computer. Users also get an option to use a *temporary mailbox* for sending and receiving emails when the Outlook restarts.



Note :- The temporary mailbox helps maintain business continuity while you restore the database.

Step 2- To Export Mailboxes from Corrupt or Dismounted Database to Dial Tone Database:

You need **Stellar Repair for Exchange** to export mailboxes from a corrupt or dismounted database to an empty database. The software scans the corrupt **Exchange Database (EDB)** file and exports all mailbox items including emails, contacts, attachments, calendars, tasks, notes, journals, and other folders to the **Dial Tone Database** on the **Live Exchange server**. It automatically maps the users and exports data to respective users mailboxes.

To know how to export the mailboxes from corrupted EDB files using **Stellar Repair for Exchange**, refer to the **Stellar Repair for Exchange** User Manual.

Mailbox Folder Limits Recommended by Microsoft

Sometimes the EDB file gets corrupted if any of its folder has more mails than a recommended mailbox folder limit. In most cases, even if the EDB file doesn't get corrupted, having more mails than the recommended mailbox folder limit reduces performance. To overcome this problem, **Stellar Repair for Exchange** only saves the mailboxes to a recommended limit. After the limit is crossed, the software splits the folder into another folder with the same name followed by "**<date-time>_earlier**", where **<date-time>** is the date and time up to which the mailbox data gets saved in that folder.

Mailbox folder limits are specified by Microsoft for the different versions of the **Live Exchange**, **Office 365**, and **PST**. These mailbox folder limits are not permanent, it may vary as per the version of **Live Exchange**, **Office 365**, or **PST** that you are using.

The mailbox folder limits that are recommended by **Microsoft** and are used in **Stellar Repair for Exchange** to limit the number of mails stored in a folder are given as follows:

For PST file	Microsoft recommends to have up to 100,000 mail items per folder . Therefore, Stellar Repair for Exchange saves up to 90,000 mail items per folder in the mailbox of PST file.
For Live Exchange	Microsoft recommends to have up to 1,000,000 mail items per folder in the mailbox of Live Exchange Server . Therefore, Stellar Repair for Exchange saves up to 900,000 mail items per folder in the mailbox of Live Exchange Server .
For Office 365	Microsoft recommends to have up to 1,000,000 mail items per folder in the mailbox of Office 365 server . Therefore, Stellar Repair for Exchange saves up to 900,000 mail items per folder in the mailbox of Office 365 server .

To know detailed information about the **Mailbox Folder Limits** set by **Microsoft** click

<https://docs.microsoft.com/en-us/office365/servicedescriptions/exchange-online-service-description/exchange-online-limits#mailbox-folder-limits>

4. Frequently Asked Questions (FAQ)

1. What does Stellar Repair for Exchange do?

The software repairs corrupt EDB files and restores all its data such as e-mails, attachments, contacts, calendars, notes, tasks and journals. **Stellar Repair for Exchange** provides the preview of all the scanned data and gives options to export data to **Live Exchange, Public Folder, Office 365** or save in **PST, MSG, EML, RTF, PDF** and **HTML** format.

2. What is the difference between an .EDB file and a .STM file?

The .EDB file is the main repository for the mailbox data. The .STM or streaming media file is used in conjunction with the .EDB file to comprise the Exchange database. Both files together make up the database, and as such, they should always be treated as a single entity. Typically, if you perform an action on the .EDB file, the .stm file is automatically included. The purpose of the .STM file is to store streamed native Internet content.

When you install a new Exchange server in an organization, two data stores are created automatically: a default mailbox store and default public folder store. Two database files are associated with the default mailbox store:

Priv1.EDB: A rich-text database file containing message headers, message text, and standard attachments.

Priv1.STM: A streaming internet content file containing audio, video and other media that are formatted as streams of Multipurpose Internet Mail Extensions (MIME) data.

The .stm file houses Internet content message streams as defined in Request for Comments (RFC 822), and the .edb file contains messages that are in MAPI format (Rich Text Format).

When an Internet mail message comes into the Exchange information store, the body of the message is saved in the .stm file, and the header information (From, To, Cc, Time Sent, and so on) is converted to Rich Text Format (RTF), and then stored in the .edb file.

3. I am not able to find my EDB file, how do I locate it?

Use **Find EDB** option to search and locate the EDB files. To know more, see [Select and Scan EDB Files](#) section.

4. How many files can be scanned at one time ?

Stellar Repair for Exchange scans one file at a time.

5. How much time will the Stellar Repair for Exchange Software take to repair an EDB file?

The scan process time depends upon the corruption level, size of the EDB file and also on the mode of scanning you choose while initiating the scan process in **Stellar Repair for Exchange**. If you use **Quick Scan** mode, scanning is faster than **Extensive Scan**. The speed of saving the mailboxes depends on the **Available System Memory** (RAM) on your computer. It is recommended that you have more than **4GB** of **Available System Memory** on your machine for faster results.

6. What is difference between Quick Scan and Extensive Scan?

Quick Scan mode is a fast mode to scan and repair corrupt EDB file. If you are not satisfied with the Quick Scan mode, then you can try Extensive Scan mode. Extensive Scan mode of scanning an EDB file is slow but more effective process. This mode is more powerful than Quick Scan mode. It is able to repair even highly corrupted EDB files.

7. Can I export the repaired mailbox to Live Exchange or Local Exchange Server?

Yes, you can export the repaired mailbox to an Exchange Mailbox. Refer to Save Scanned Files section for complete steps.

8. Is it necessary to have administrative credentials to export the data to Live Exchange Server and Office 365?

Yes, you must have administrative credentials and permissions to export the data to **Live Exchange Server** and **Office 365**.

9. My MS Exchange Server 2013 crashed. I installed a new MS Exchange Server 2019 and want to import my mailboxes from MS Exchange Server 2013. Is it possible with your software?

Yes, **Stellar Repair for Exchange** allows you to repair the corrupt and crashed server database files and **export them in Live Exchange Server**.

10. What is mapping of mailboxes ?

Mapping is a process to link a mailbox from your **source EDB file** to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Live Exchange Server** or **Office 365**. If mapping is not done, the **Stellar Repair for Exchange** creates a new user mailbox on the destination server and export the data from the source EDB file to the new mailbox.

Stellar Repair for Exchange provides options to either Auto-Map or Manually Map the source mailbox from the scanned EDB file to the destination mailbox on **Live Exchange Server** or **Office 365**. Refer to Mapping of mailboxes for Live Exchange Server or Mapping of Mailboxes for Office 365 sections for detailed information.

11. How can I create a new mailbox of a user on Live Exchange Server?

Stellar Repair for Exchange provides a feature to create a new mailbox of a user on **Live Exchange Server** to export the data from **source EDB file**. Refer to How to Create Mailbox section for detailed information.

12. What does Apply Filter option do?

Apply Filter option can be used to filter the repaired mailboxes that you want to save or export. This allows you to make the scanned results more precise as per your requirement. You can exclude Junk Mails and Deleted Mails, set the filters to save the data of a particular Month, Date and Year. Using **Apply Filter** you can also exclude one or more senders from the results. See **Apply Filter** section to know more how **Apply Filter** option works.

Note: You can use the **Apply Filter** option to save filtered data in **PST, MSG, EML or RTF** format or to export data to **Live Exchange Server** or **Office 365**.

13. How many mailboxes can I save to each folder in the mailbox?

Stellar Repair for Exchange recommends some folder limits for Live Exchange Server, Office 365 server, and PST:

1. **For PST file:** Microsoft recommends to have up to **100,000 mail items** per folder. Therefore, **Stellar Repair for Exchange** saves up to **90,000 mail items per folder** in the mailbox of PST file.
2. **For Live Exchange:** Microsoft recommends to have up to **1,000,000 mail items** per folder in the mailbox of **Live Exchange** Server. Therefore, **Stellar Repair for Exchange** saves up to **900,000 mail items per folder** in the mailbox of **Live Exchange** server.
3. **For Office 365:** Microsoft recommends to have up to **1,000,000 mail items** per folder in the mailbox of **Office 365** server. Therefore, **Stellar Repair for Exchange** saves up to **900,000 mail items per folder** in the mailbox of **Office 365** server.

14. How do I mount the corrupt and dismounted database?

Dial Tone Recovery is a process of using the **Dial Tone Portability** feature available in **Microsoft Exchange Server**. The feature provides an empty Exchange database (with the same database schema version) that allows users who had mailboxes on the failed and dismounted database to send and receive new emails. By Using **Dial Tone Recovery**, you can mount the corrupt and dismounted database. To know more information, click here.

15. I am trying to repair an EDB file and export the data to Office 365. When I enter the Mail ID and Password, the system shows an error. What can I do?

The application shows error because of following reasons,

1. If the credentials (Admin ID and Password) you have entered is incorrect.

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

16. Can I decide which mailbox will be saved first and which will be saved last?

Yes, you can set the priority of the mailboxes according to your requirement. Refer to the following topics to know the steps to set the priority of the mailbox:

- How to set Mailbox Priority for Live Exchange Server.
- How to set Mailbox Priority for Office 365
- How to set Mailbox Priority for saving in PST format.

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

After you have saved the repaired mailbox in **PST** format, you can import the **PST** file in **MS Outlook**. See [Importing PST file in MS Outlook](#), to know how to import PST file.

18. What is a Public folder and how to export data to that folder?

Public Folder is one of the feature within **Microsoft Exchange** and **Office 365** which gives users access to common folders for sharing information. To export the mailbox to the **Public Folder**, you must have full-mailbox permissions and full access to public folder root for the **Exchange Server** or **Office 365** where you want to export the mailbox. See [Export Mailbox to Public Folder](#), to know how to export the mail files.

19. Can I export mailbox to the Public Folder of MS Exchange server or Office 365 using Stellar Repair for Exchange?

Yes, you can export mailbox to the public folder of **Exchange Server** or **Office 365**. Refer to [Export Mailbox to Public Folder](#), to know the steps to export.

20. How can I save my contacts?

You have two options to save your contacts:

1. From **Tools** ribbon and select **Save Contacts**. Use this option to save the repaired contacts from the mailbox in **.CSV** format.
2. From **Navigation tree** while on **Mail tab**, select **Contacts** from the tree and select **Save** icon from **Home** ribbon. Refer to [Save Scanned files](#) section for further process.

21. I want to repair my Calendars and Contacts, how do I repair them using Stellar Repair for Exchange?

First you need to repair mailboxes from the EDB file using the software, refer to **Working with the Software** section of this guide. Then, you can save the Calendars and Contacts folder in the PST format for outlook, refer to the Save Mailbox to PST, MSG, EML, HTML, RTF, PDF section to know the steps.

22. Does the application maintain a log of the complete repairing and saving process?

Yes, select **Log Report** from the **View** ribbon. In the **Log Report**, you can get all the information related to scanned files and exported data. See View Log Report, for more information.



Stellar Converter for EDB

User Guide 10.0

1. About Stellar Converter for EDB

Stellar Converter for EDB converts mailboxes from MS Exchange database files into PST files. It allows you to convert Online and Offline Exchange database (EDB) to PST files. The software also provides preview of mailbox items such as - Emails, Contacts, Calendar, Notes, Attachments, Sent items, etc.

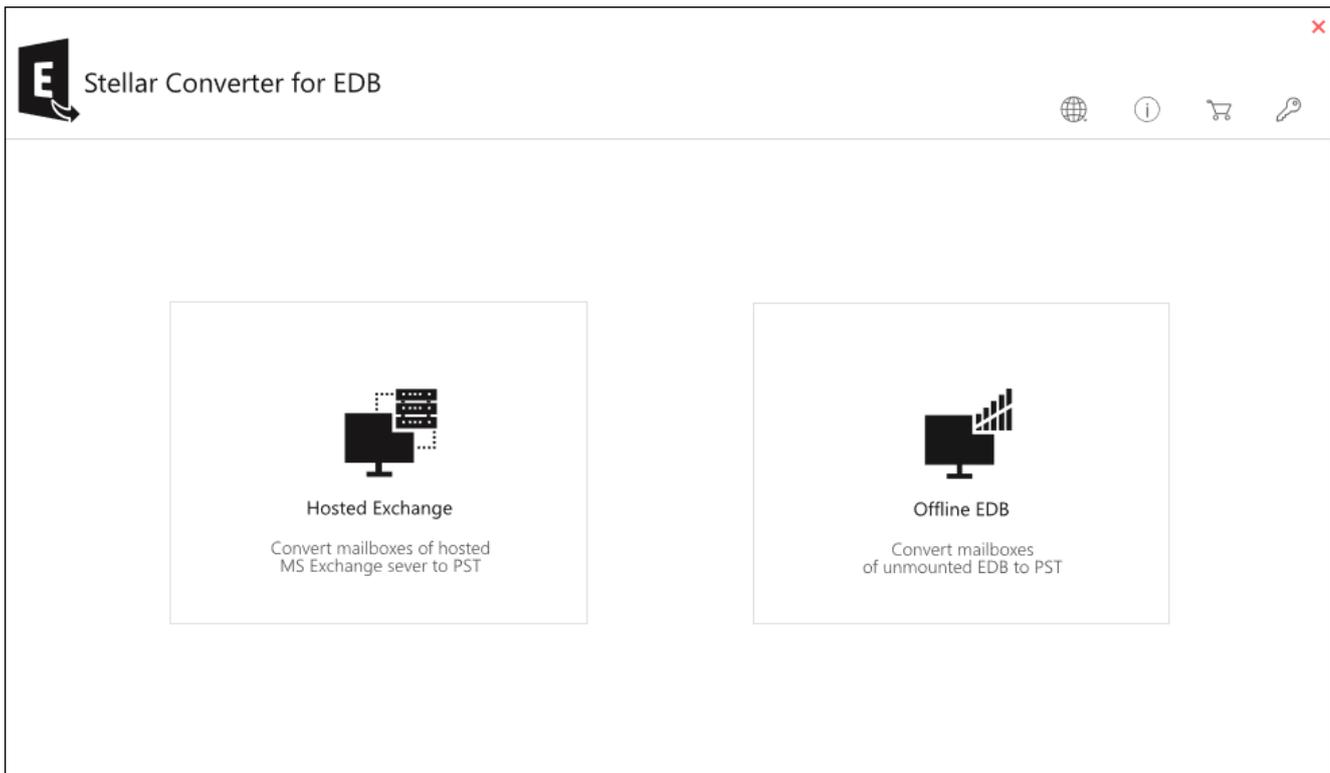
Key Features of Stellar Converter for EDB:

- **Output Supported for Offline Exchange Database:** Export EDB files to Live Exchange Server, Public Folder and Microsoft Office 365 or save in PST, MSG, EML, RTF, PDF and HTML format.
- **Output Supported for Online Exchange Database:** Save in PST and other formats such as MSG, EML, RTF, PDF, or HTML format.
- **Support Parallel Saving for Multiple Mailboxes:** Supports parallel saving of multiple mailboxes in Live Exchange Server, Office 365, and in PST for faster results.
- **Preview Option:** Provides preview of mailboxes and mailbox items such as - Mails, Attachments, Calendar, Contacts, Tasks, Notes and Journal.
- **Selective Conversion Option:** Provides option to select and convert only the mailboxes that you require.
- **Search and Filter data:** Provides option to search for required mails and to filter the scanned results before saving.
- **Support for Archive Mailboxes:** Supports conversion of archived mailboxes in EDB files.
- **Refresh option:** Provides option to refresh the disconnected mailboxes, that will be listed as connected mailboxes after the permissions has been granted successfully.
- **PUB.EDB files:** Supports offline conversion of PUB.EDB files.
- Support for Global Address List (GAL).
- Supports Microsoft Office 2019, 2016, 2013, 2010 and 2007.
- Supports Microsoft Exchange Server 2019, 2016, 2013, 2010, 2007, 2003, 2000 and 5.5.
- Compatible with Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2016, Windows Server 2016, Windows Server 2012 and Windows Server 2008.

2. User Interface

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

After launching the software, you will see the main user interface as shown below. You can select either of the conversion mode to start the conversion process.

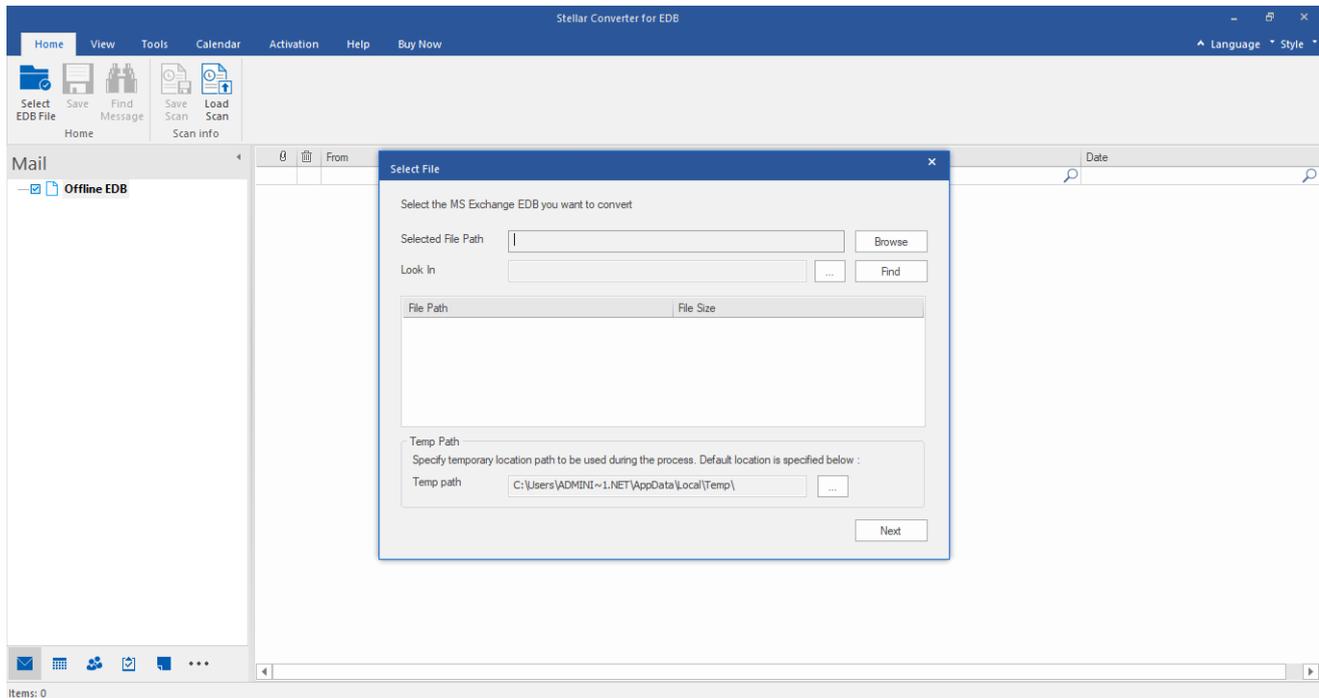


- **Hosted Exchange** - Hosted Exchange is used to convert online EDB to PST.
- **Offline EDB** - Offline EDB is used to convert offline EDB to PST.

2.1. User Interface - Offline EDB

Stellar Converter for EDB software has a very easy to use Graphical User Interface. The user interface contains features required for converting the corrupt EDB file.

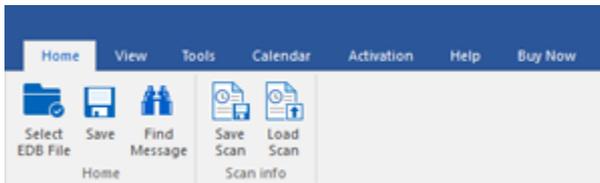
After launching the software, you will see the main user interface as shown below:



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

2.1.1. Ribbons and Buttons - Offline EDB

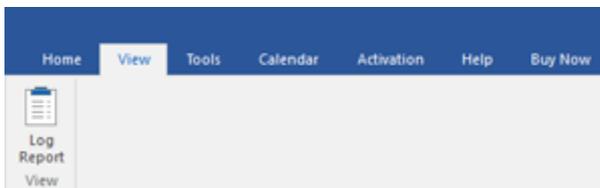
1. Home Ribbon:



The **Home** ribbon contains the following buttons:

- **Select EDB File** : Use this option to select the EDB file which you want to convert.
- **Save** : Use this option to save the converted file.
- **Find Message** : Use this option to search for particular mails from the converted file.
- **Save Scan** : Use this option to save the scan information of the converted files.
- **Load Scan** : Use this option to load the scan information.

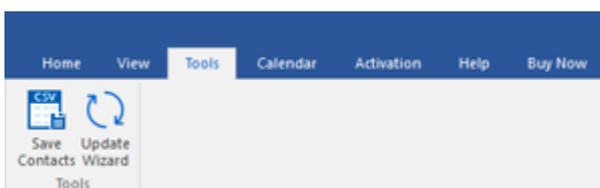
2. View Ribbon:



The **View** ribbon contains the following button:

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

3. Tools Ribbon:

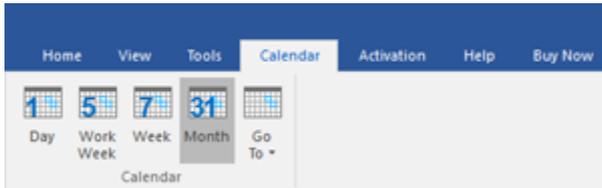


The **Tools** ribbon contains the following buttons:

- **Save Contacts** : Use this option to save the converted contacts from the mailbox in .CSV format.

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

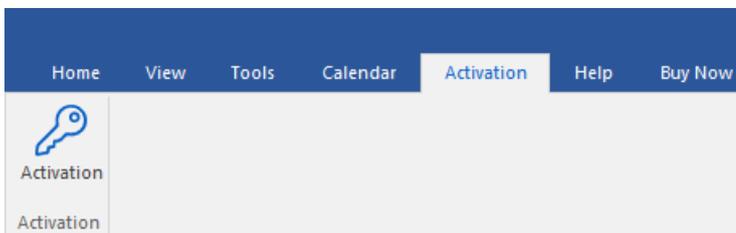
4. Calendar Ribbon



The **Calendar** ribbon contains the following buttons:

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

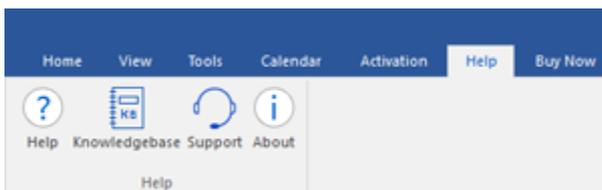
5. Activation Ribbon



The **Activation** ribbon contains the following button:

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

6. Help Ribbon

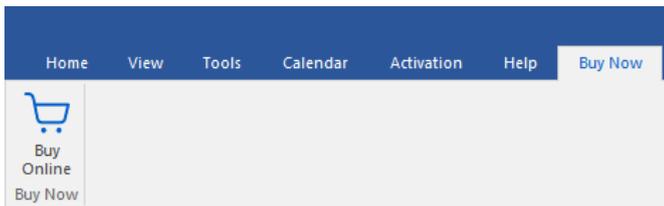


The **Help** ribbon contains the following buttons:

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

- **Knowledgebase** : Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit [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.

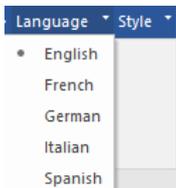
7. Buy Now Ribbon



The **Buy** Now ribbon contains the following button:

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

8. Language Button



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

9. Style Button



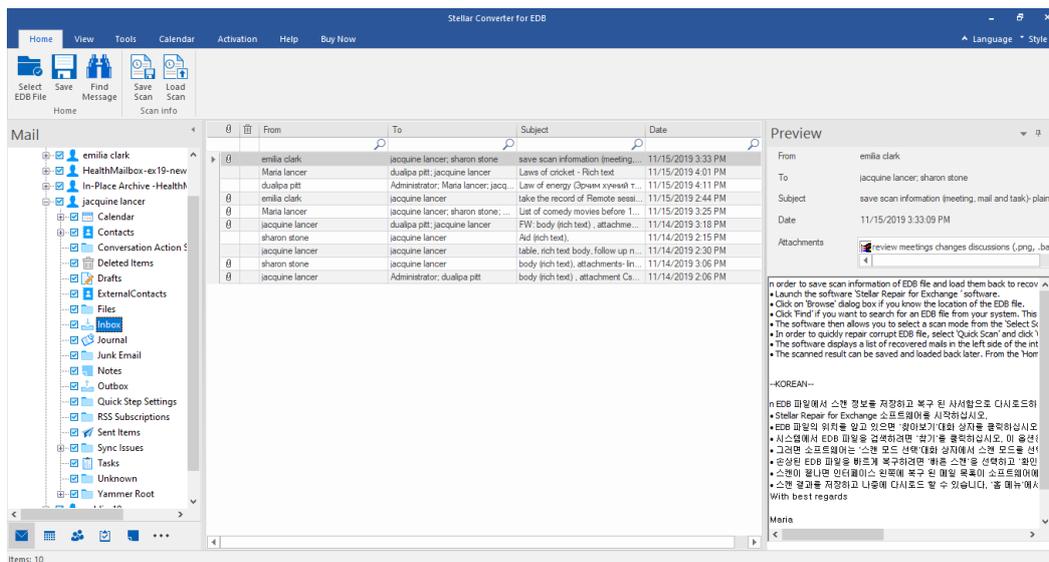
- **Style** : Use the upward arrow button to hide/unhide the ribbon. **Stellar Converter for EDB**, offers the following themes: **Office 2016 Colorful Theme, Office 2016 White Theme**. Use this option to switch between various themes for the software, as per your choice.

2.1.2. Preview Tabs - Offline EDB

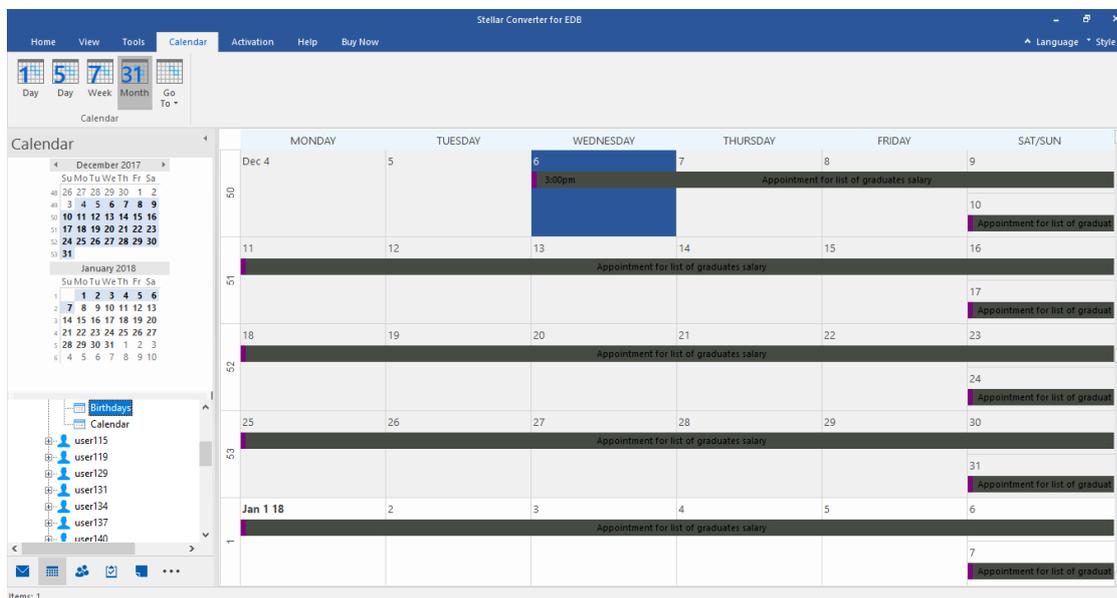
Stellar Converter for EDB provides options to navigate between Mails, Calendar, Contacts, Tasks, Notes, Search, and Journal views at the bottom of the left pane. It also allows you to modify/reset the **Navigation Pane Options**.



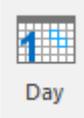
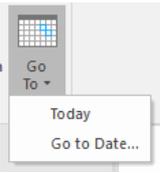
- Click on **Mail**  icon to view the mails of the scanned mailbox.



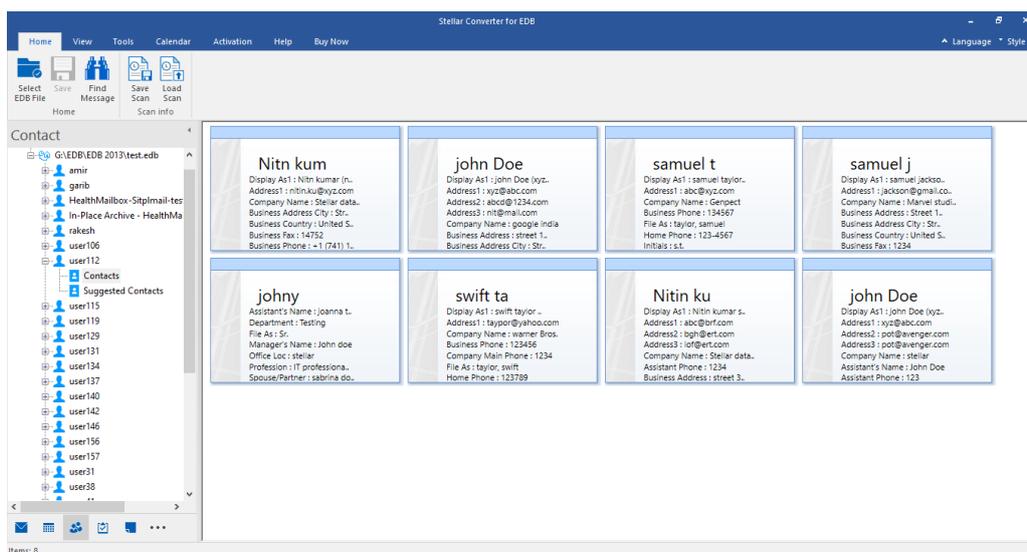
- Click on **Calendar**  icon to view the Calendar functions scanned mailbox. It displays the schedules in an organized and efficient manner.



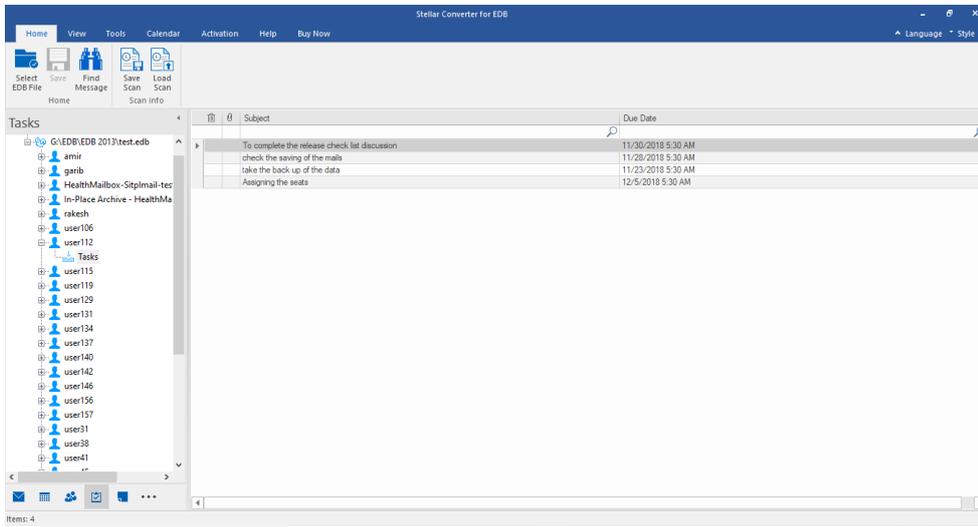
Calendar function also allows you to efficiently display the schedule for a day, work week, week, or month.

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

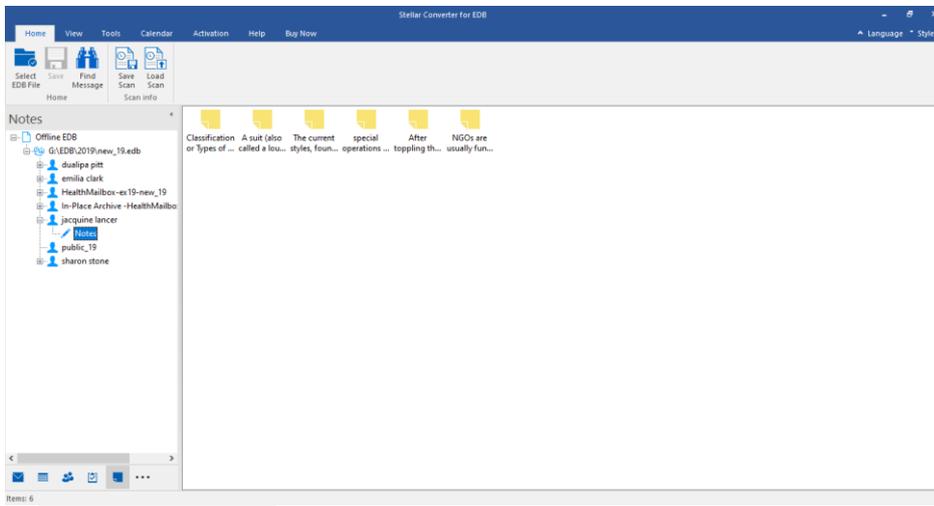
- Click on **Contacts**  icon to view the contacts of the scanned mailbox.



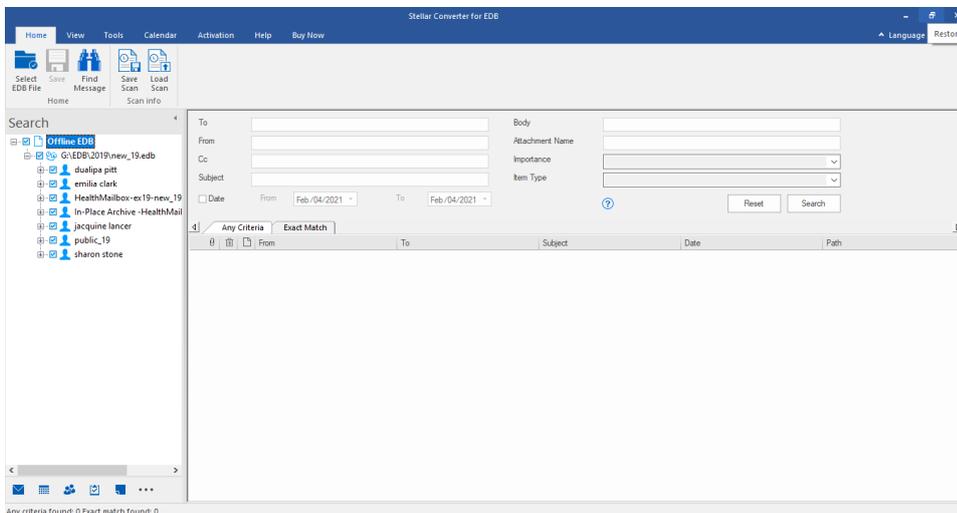
- Click on **Tasks**  icon to view the tasks of the scanned mailbox.



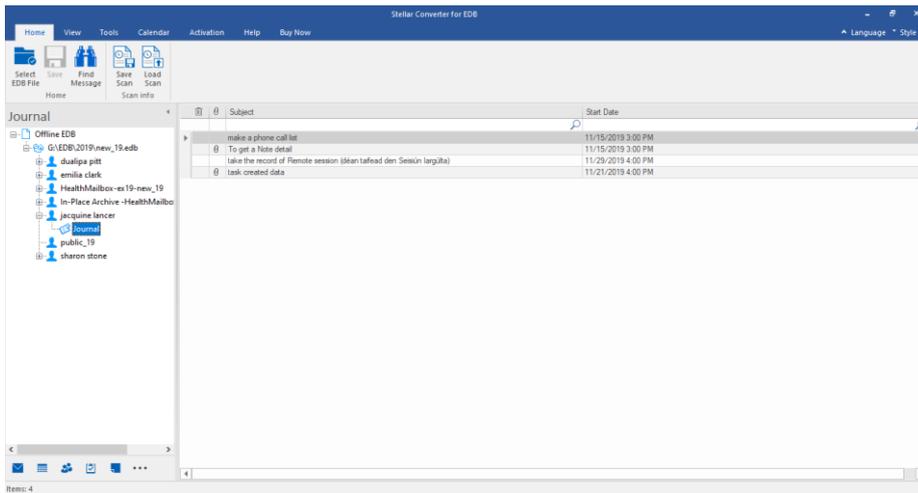
- Click on **Notes**  icon to view the notes of the scanned mailbox.



- Click on **Search**  **Search** icon to view the specific search results of the scanned mailbox.

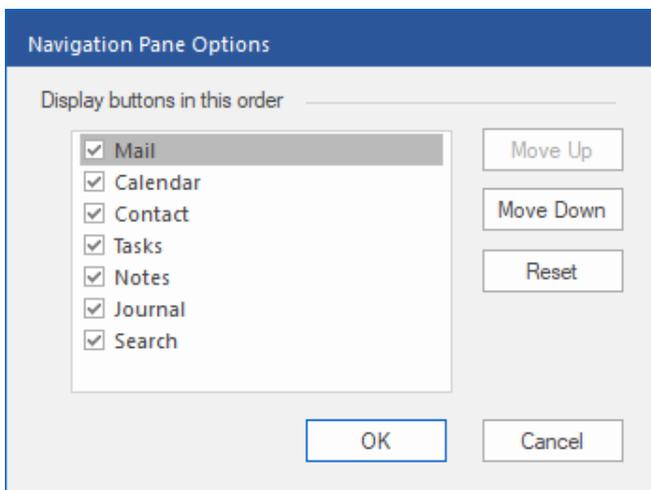


- Click on **Journal**  icon to view the created journal entries of the scanned mailbox.



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

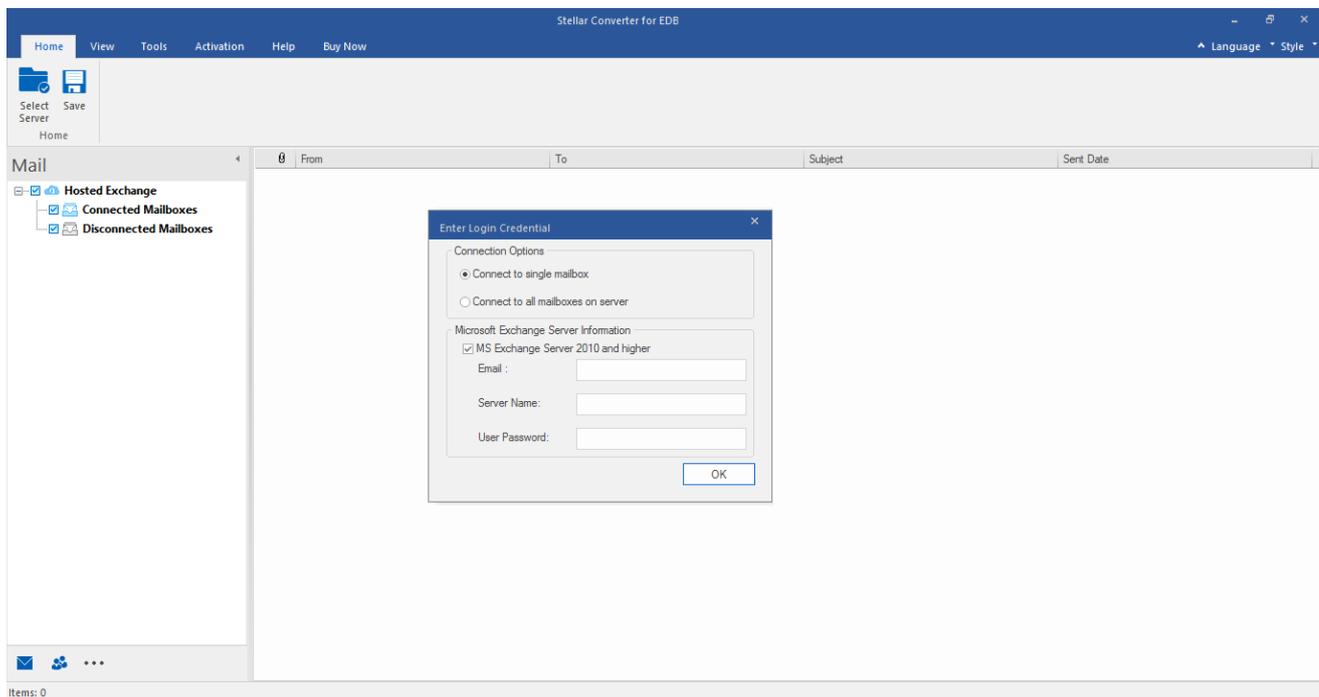
To modify/reset the navigation pane options:



- Check/uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

2.2. User Interface - Online EDB

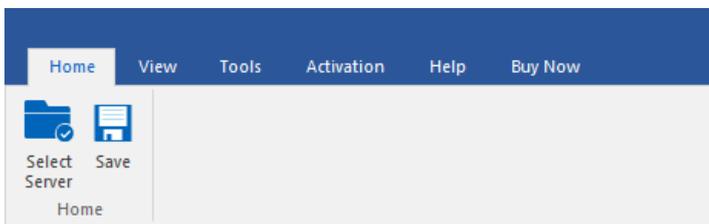
Stellar Converter for EDB software has a very easy to use Graphical User Interface.



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

2.2.1. Ribbons and Buttons - Online EDB

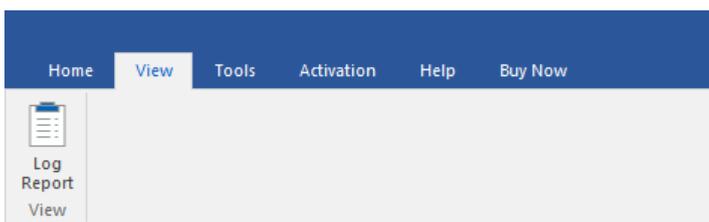
1. Home Ribbon



The **Home** ribbon contains the following buttons:

- **Select Server** : Use this option to connect to the online Exchange Server.
- **Save** : Use this option to save the converted mailbox.

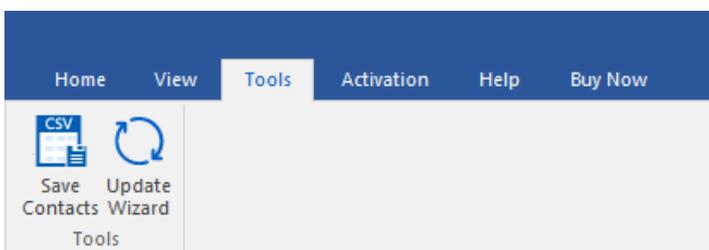
2. View Ribbon



The **View** ribbon contains the following button:

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

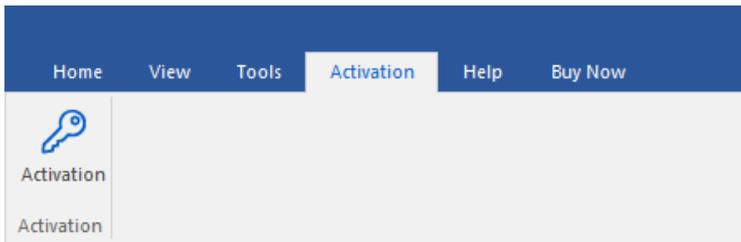
3. Tools Ribbon



The **Tools** ribbon contains the following buttons:

- **Save Contacts** : Click this button to save your contacts in a CSV file.
- **Update Wizard** : Click this button to check for both, latest minor and major versions available online.

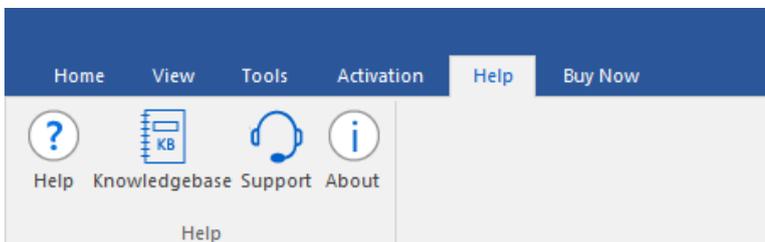
4. Activation Ribbon



The **Activation** ribbon contains the following button:

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

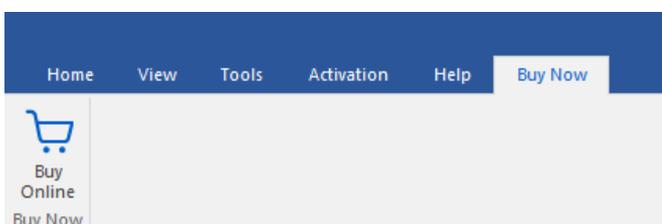
5. Help Ribbon



The **Help** ribbon contains the following buttons:

- **Help** : Software is accompanied by a descriptive help document. Use this option to view the help manual for the software.
- **Knowledgebase** : Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit [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.

6. Buy Now Ribbon



The **Buy** Now ribbon contains the following button:

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

7. Language Button



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

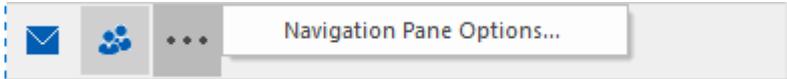
8. Style Ribbon



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

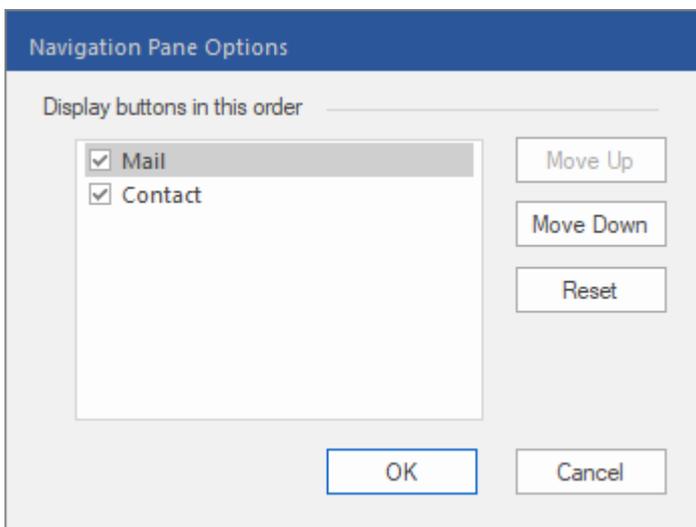
2.2.2. Preview Tabs - Online EDB

Stellar Converter for EDB provides shortcuts to access Mails and Contacts entries. It also allows to reset/ modify the Navigation Pane Options.



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

Click on **Contact** icon to view the Global Address List.



3. Working with the Software

3.1. Convert Offline EDB

3.2. Convert Online Exchange

3.3. Importing PST file in MS Outlook

3.4. View Log Report

3.5. Changing the Software Language

3.1. Convert Offline EDB

3.1.1. Select and Scan EDB Files

3.1.2. Preview Scanned Files

3.1.3. Save and Load Scan Info

3.1.4. Save Scanned Files

3.1.4.1. Export Mailbox to Live Exchange Server

3.1.4.1.1. Mapping of Mailboxes for Live Exchange Server

3.1.4.1.1.1. How to Manually Map Mailbox for Live Exchange Server

3.1.4.1.1.2. How to Create Mailbox

3.1.4.1.1.3. How to set Mailbox Priority for Live Exchange Server

3.1.4.2. Export Mailbox to Office 365

3.1.4.2.1. Mapping of Mailboxes for Office 365

3.1.4.2.1.1. How to Manually Map Mailbox for Office 365

3.1.4.2.1.2. How to set Mailbox Priority for Office 365

3.1.4.3. Save Mailbox in PST Format

3.1.4.3.1. How to set Mailbox Priority for PST

3.1.4.4. Export Mailbox to Public Folder

3.1.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

3.1.5. Search and Save Scanned Files

3.1.6. Apply Filter - Offline EDB

3.1.7. Performing Dial Tone Recovery

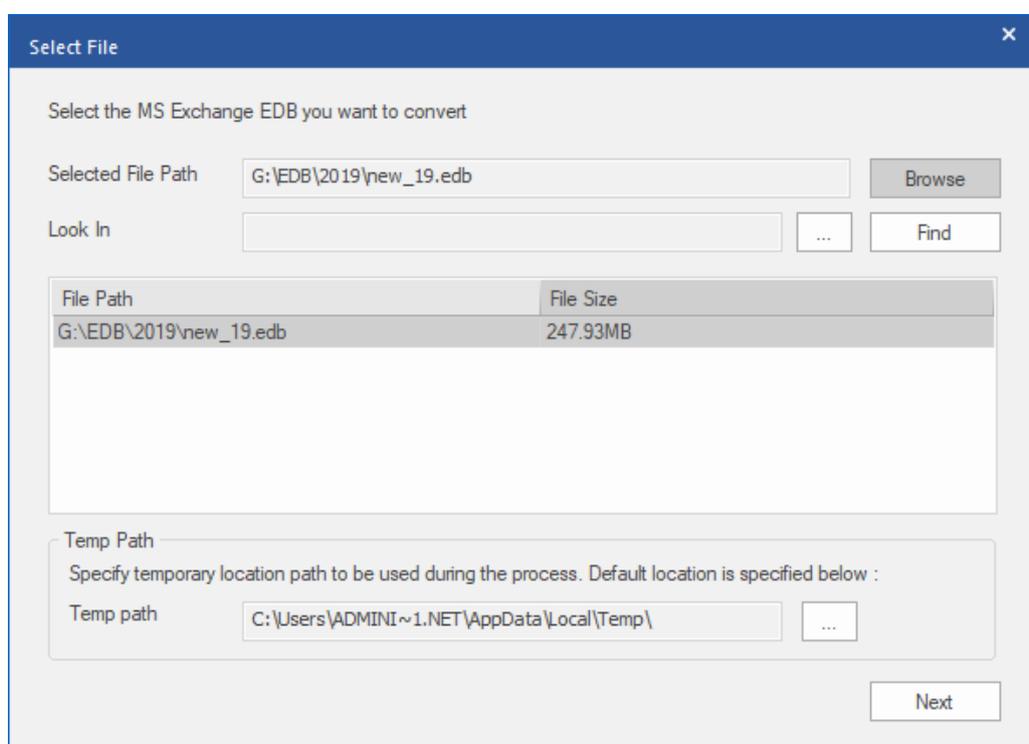
3.1.8. Folder limits recommended by Stellar Converter for EDB

3.1.1. Select and Scan EDB Files

Stellar Converter for EDB provides option to either add the EDB files directly from your hard drive or search for EDB files from a particular folder or drive, in case you don't know its exact location.

To Browse and add EDB File:

1. Click **Select EDB File** from **Home** ribbon. **Select File** dialog box opens.
2. Click **Browse** to select the EDB file that you want to convert.
3. **Selected File Path** shows the path of selected EDB file.



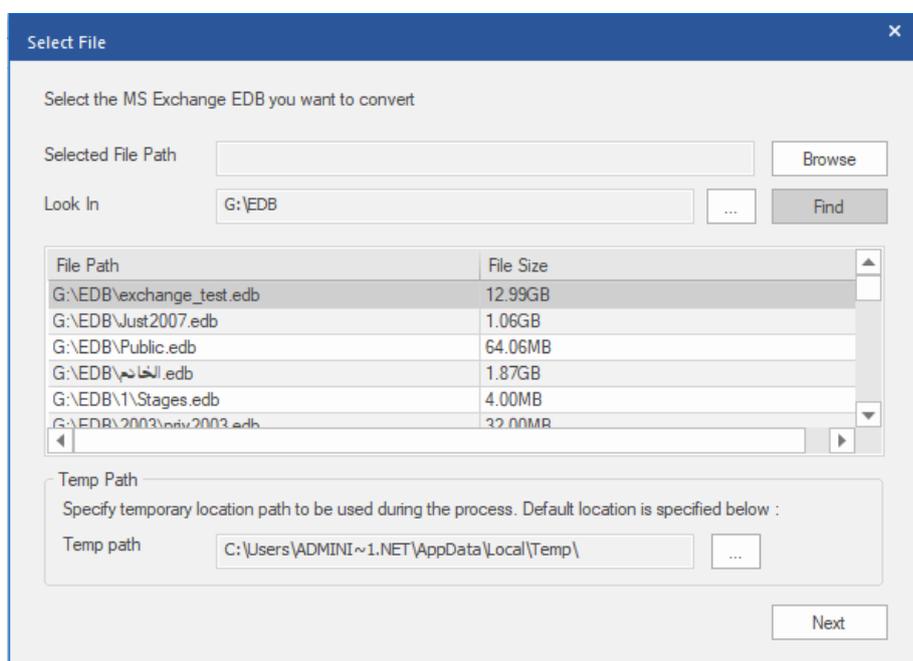
4. **Stellar Converter for EDB** uses a folder on your computer to save some temporary files during the convert process. The default path of this temporary folder is given in the Temp path field. However, if you want to change the default path of the **Temp path**, do the steps as follows:
 - a. Click  given in front of **Temp path** field to browse the location.
 - b. **Browse for Folder** dialog box opens, browse and select a folder to use as the temporary folder.
 - c. Click **OK** to confirm your selection.
5. Click **Next** to continue.

Note: You can add multiple files but only one file can be scanned and converted at a time.

Stellar Converter for EDB also allows you to find the EDB files in your computer's hard drive, in case you don't know their location.

To search and add EDB File:

1. In **Select File** dialog box, click  given in front of **Look In** field, **Browse for Folder** dialog box pops up.
2. Select a folder or drive where you want to search the EDB file and click **OK**.
3. **Look In** tab shows the path of the folder you selected. Click **Find** to initiate the search.
4. After the search is complete, list of EDB files found in the selected drive / folder is shown in **Select File dialog** box as shown below:



5. Select the file you want to convert from this list and click **Next** to continue.

Note: You can add multiple files but only one file can be scanned and converted at a time.

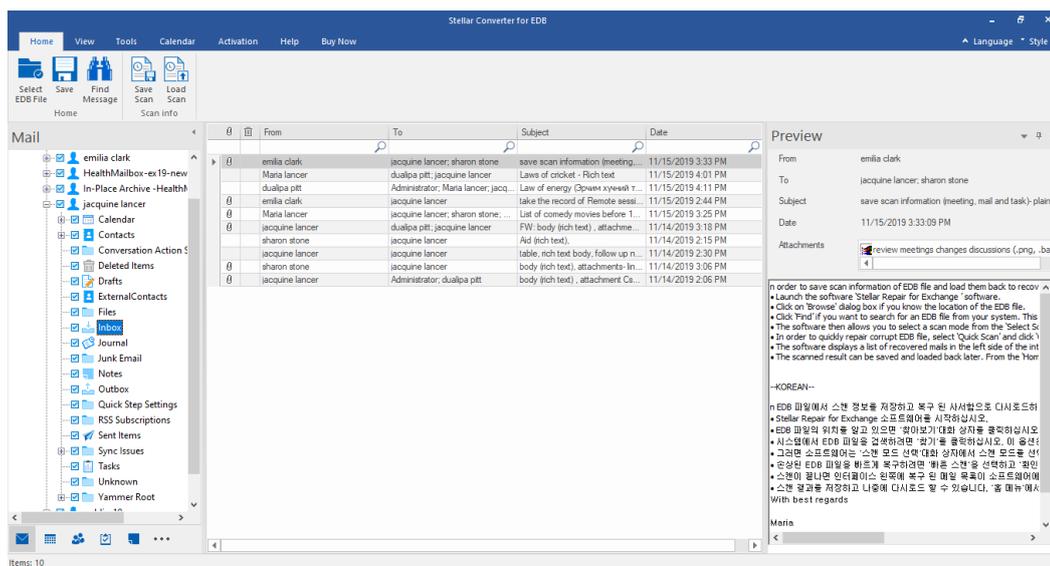
Scanning of EDB Files:

1. After selecting the EDB files that you want to convert, click **Next**.
2. Once scanning is complete, you can preview the data of the scanned file.

3.1.2. Preview Scanned Files

Once EDB files are scanned, you will find a navigation tree on the left side showing the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane to view its data.

Preview of the mailbox data is available in a three pane structure: Left pane, Middle pane and Right pane which are explained in details below:



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment
 - **Deleted Mail Items:** Shows a deleted icon if the particular mail item was deleted from the mailbox.
 - **From:** Shows the e-mail address of the sender.
 - **To:** Shows the e-mail address of the receiver.
 - **Subject:** Shows the e-mail subject.
 - **Date:** Shows the date and time when the e-mail was sent.

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

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

- **From:** Shows the e-mail address of the sender.
- **To:** Shows the e-mail address of the receiver.
- **Subject:** Shows the subject of the e-mail.
- **Date:** Shows the date and time when the e-mail was sent.
- **Attachments:** Shows the attachments of the selected mailbox item.
- **Body:** Shows the preview of body of the selected mail item.

Additional Options:

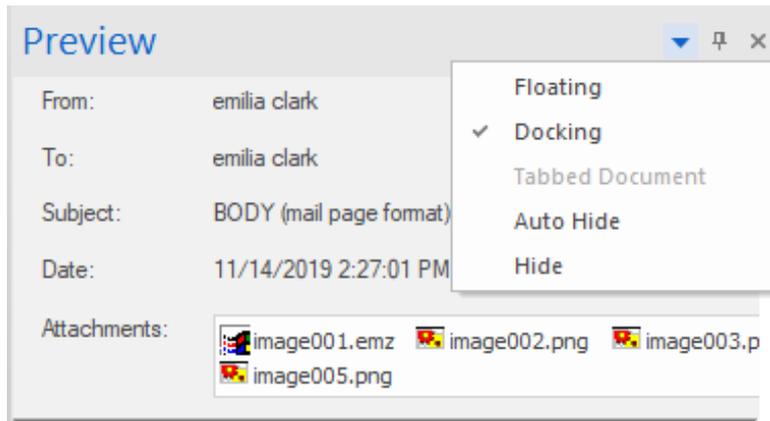
- **Quick search:** The software provides quick search options for Mails and Media files. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

⊞	📧	From	To	Subject	Date
		jacquine lancer			
		jacquine lancer	ravi.malk@softwarevisibilty.com	FW: Law of energy (Օրթւեւ ԿԿ...	12/24/2019 11:33 AM
⊞		jacquine lancer	Maria lancer:dualpa pitt	Body (Plain text) - attachment (...)	11/14/2019 1:55 PM
⊞		jacquine lancer	Administrator:dualpa pitt	body (rich text) , attachment Cs...	11/14/2019 2:06 PM
		jacquine lancer	jacquine lancer	table, rich text body, follow up n...	11/14/2019 2:30 PM
		jacquine lancer	sharon stone:dualpa pitt	RE: table, rich text body, follow ...	11/14/2019 3:10 PM
⊞		jacquine lancer	dualpa pitt jacquine lancer	FW: body (rich text) , attachmen...	11/14/2019 3:18 PM
⊞		jacquine lancer	Maria lancer	Contacts	11/14/2019 4:44 PM
		jacquine lancer	Maria lancer	Task Request: Create data for ...	11/15/2019 11:26 AM
⊞		jacquine lancer	Maria lancer:emilia clark	Task Status Report: remind the ...	11/15/2019 12:04 PM
		jacquine lancer	pf1@test.local	FW: Law of energy (Օրթւեւ ԿԿ...	11/16/2019 11:01 AM

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

⊞	📧	From	To	Subject	▲ Date
		sharon stone	jacquine lancer	Aid (rich text).	11/14/2019 2:15 PM
⊞		emilia clark	emilia clark	BODY (mail page format)- low im...	11/14/2019 2:27 PM
⊞		jacquine lancer	Maria lancer:dualpa pitt	Body (Plain text) - attachment (...)	11/14/2019 1:55 PM
⊞		jacquine lancer	Administrator:dualpa pitt	body (rich text) , attachment Cs...	11/14/2019 2:06 PM
⊞		sharon stone	jacquine lancer	body (rich text), attachments- ln...	11/14/2019 3:06 PM
				comparison report of stellar Rep...	1/1/1601 5:30 AM
				comparison report of stellar Rep...	1/1/1601 5:30 AM
⊞		jacquine lancer	Maria lancer	Contacts	11/14/2019 4:44 PM
⊞		jacquine lancer	dualpa pitt jacquine lancer	FW: body (rich text) , attachmen...	11/14/2019 3:18 PM
		jacquine lancer	pf1@test.local	FW: Law of energy (Օրթւեւ ԿԿ...	11/16/2019 11:01 AM
		jacquine lancer	ravi.malk@softwarevisibilty.com	FW: Law of energy (Օրթւեւ ԿԿ...	12/24/2019 11:33 AM
				Meeting 1 (Հավերժացում- Aman)	1/1/1601 5:30 AM
				Meeting 1 (Հավերժացում- Aman)	1/1/1601 5:30 AM
		jacquine lancer	sharon stone:dualpa pitt	RE: table, rich text body, follow ...	11/14/2019 3:10 PM
				review meetings changes discu...	1/1/1601 5:30 AM
				review meetings changes discu...	1/1/1601 5:30 AM
				Status report	1/1/1601 5:30 AM
				Status report	1/1/1601 5:30 AM
		jacquine lancer	jacquine lancer	table, rich text body, follow up n...	11/14/2019 2:30 PM
⊞		emilia clark	jacquine lancer	take the record of Remote sessi...	11/15/2019 2:44 PM
		jacquine lancer	Maria lancer	Task Request: Create data for ...	11/15/2019 11:26 AM
⊞		jacquine lancer	Maria lancer:emilia clark	Task Status Report: remind the ...	11/15/2019 12:04 PM

- **Preview mail options:**



The preview pane provides the following preview options:

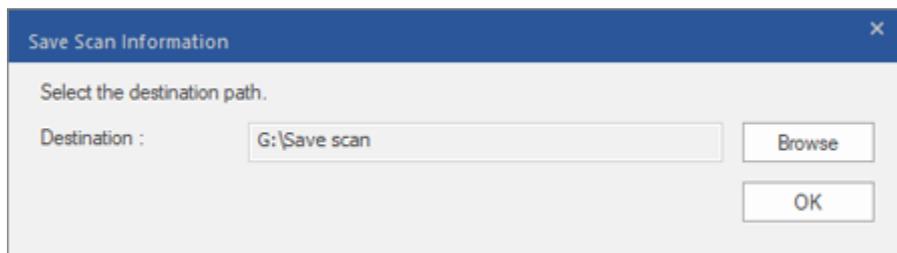
- **Floating/Docking Preview Pane:** The preview pane opens in **Docking** view as default. To change the view to **Floating**, click on ▼ and select Floating from the drop down menu. To change the view back to **Docking**, click and hold the floating window from its title bar. The screen provides dock hints that indicate a valid drop location when you are dragging the float window. When the preview pane is about to be docked, a dock preview will be displayed to show where the preview pane will be placed.
- **Pin/Unpin Preview Pane:** Click on 📌 to pin and 📌 to unpin the preview pane. Alternatively, click on ▼ select Auto Hide to pin/unpin the pane. When unpinned, the preview pane automatically hides on the right side of the work area. Hover the mouse on **Preview** button to view the preview pane.
- **Close/Hide the Preview Pane:** To close the preview pane, click on close ✕ located at right hand top corner of the pane. Alternatively, click on ▼ and select **Hide** from the drop down menu.

3.1.3. Save and Load Scan Info

With **Stellar Converter for EDB**, you can save the scan information of the converted files, in case you need to access it at a later stage.

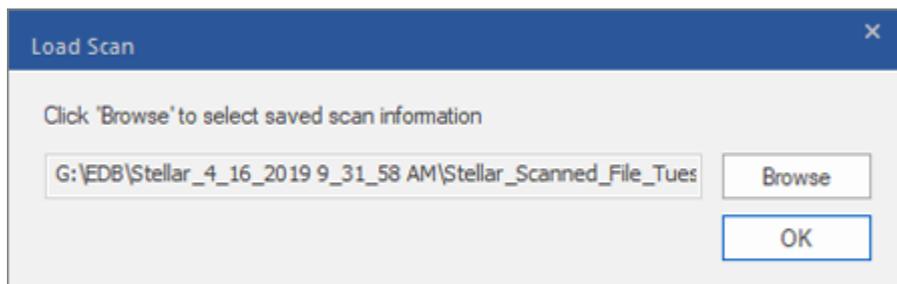
To save the scan information file:

- From **Home** ribbon, select **Save Scan**. **Save Scan Information** dialog box displays.
- Click **Browse** to select the destination where you want to save the scan info. Click **OK**.



To load the scan information file:

- From **Home** ribbon, select **Load Scan**. **Load Scan** dialog box displays.
- Click **Browse** to select the location of the .img file from which you want to load the scan info. Click **OK**.



3.1.4. Save Scanned Files

Converted files can be exported/ saved to various formats.

3.1.4.1. Export Mailbox to Live Exchange Server

3.1.4.1.1. Mapping of Mailboxes for Live Exchange Server

3.1.4.1.1.1. How to Manually Map Mailbox for Live Exchange Server

3.1.4.1.1.2. How to Create Mailbox

3.1.4.1.1.3. How to set Mailbox Priority for Live Exchange Server

3.1.4.2. Export Mailbox to Office 365

3.1.4.2.1. Mapping of Mailboxes for Office 365

3.1.4.2.1.1. How to Manually Map Mailbox for Office 365

3.1.4.2.1.2. How to set Mailbox Priority for Office 365

3.1.4.3. Save Mailbox in PST Format

3.1.4.3.1. How to set Mailbox Priority for PST

3.1.4.4. Export Mailbox to Public Folder

3.1.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

3.1.4.1. Export Mailbox to Live Exchange Server

Stellar Converter for EDB allows you to export your converted mailboxes to the mailbox of a mounted database on a **Live Exchange Server**. If your Exchange database is not mounted on the **Live Exchange Server** then perform a Dial Tone Recovery process to mount the database.

See Dial Tone Recovery, to know how to perform the **Dial Tone Recovery** process.

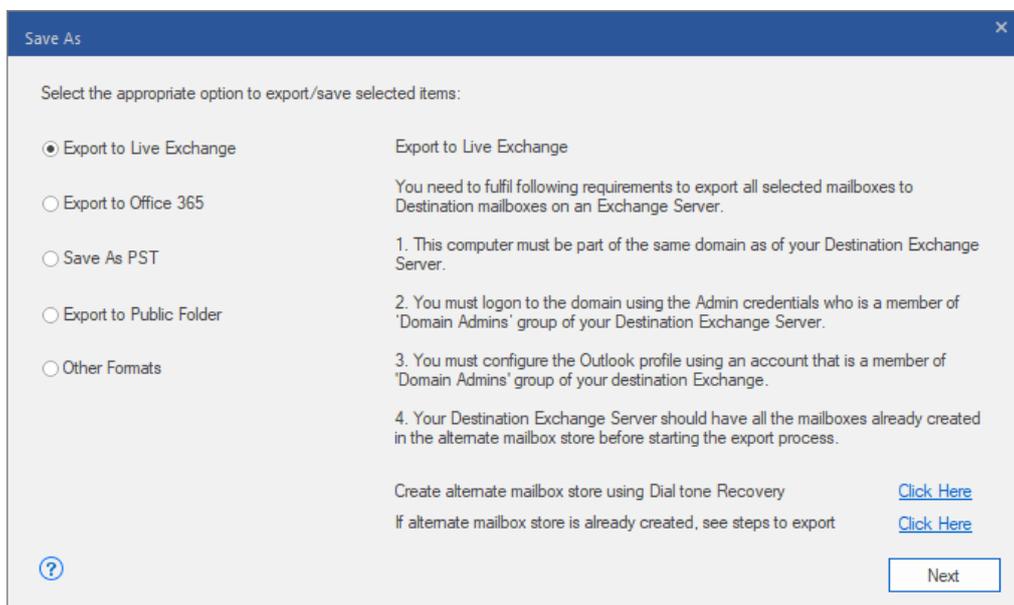
To know how to export data to a **Live Exchange Server** refer to the topics as follows:

1. Export Multiple Mailboxes to Exchange Server
2. Export Single Mailbox to Exchange Server

To Export Multiple Mailboxes to Exchange Server:

Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator rights**.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** button from the **Home** ribbon. A **Save As** dialog box opens.
3. Select **Export to Live Exchange** from the list of options on the **Save As** dialog box.



4. Click **Next** to proceed.

5. A **Enter Login Credentials** dialog box appears that consist of two sections as shown below:

Enter Login Credentials

To export selected mailboxes to 'Live Exchange' server, enter the login details below:

Outlook Profile Details

Select the Outlook profile that is member of 'Domain Admins' group of destination Exchange.

Profile Name: Dev

Password:

Domain Controller

Enter the login credentials of the 'Domain Controller', where your 'Active Directory' is installed. This is required to connect all the mailboxes.

ADS Name: Pc16

Admin Mailbox: Administrator@netmaster.local
mailbox@domain

Password:

Next

i. **Outlook Profile Details:** Enter the details of the user's **Outlook profile** with administrator rights to export data to the destination mailbox of the Exchange Server.

- **Profile Name:** Select the configured Outlook Profile from the drop down list.
- **Password:** Enter the password of the Outlook Profile.

ii. **Domain Controller:** To connect all the mailboxes, enter details of the '**Domain Controller**' where your '**Active Directory**' is installed.

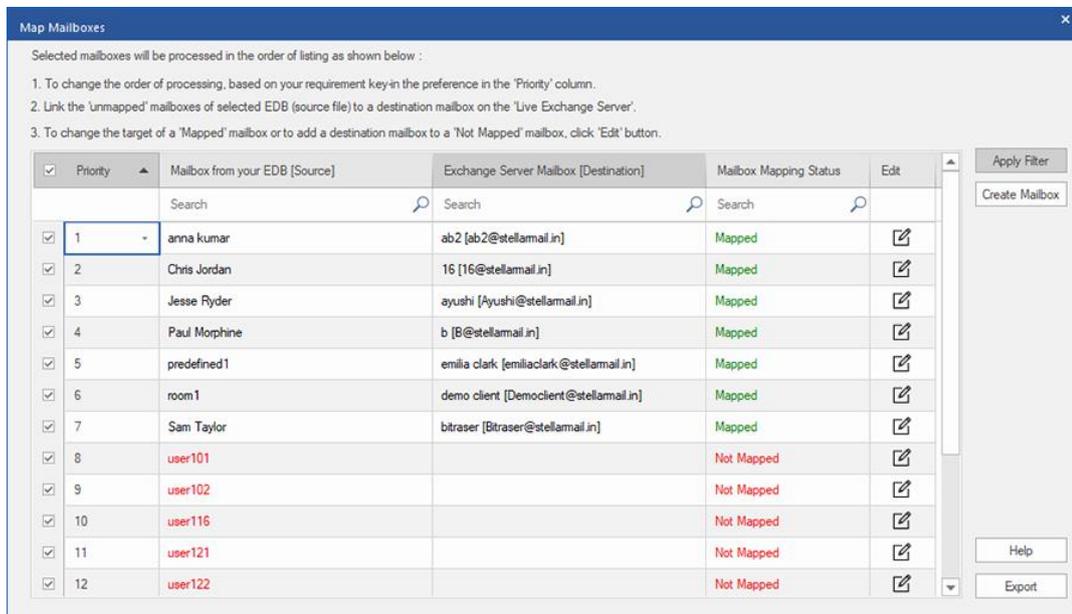
- **ADS Name:** Enter the ADS name.
- **Admin Mailbox:** Enter the administrator email id for the Exchange Server.
- **Password:** Enter the password of the administrator login id of the Exchange Server.

Click **Next** to continue.

Note:

- *The **ADS Name** you are giving as an input in **Domain Control** section in **Enter Login Credential** dialog box should be similar to that of the system on domain.*
- *Full-Mailbox permissions are mandatory for the user to whom the data is being exported.*

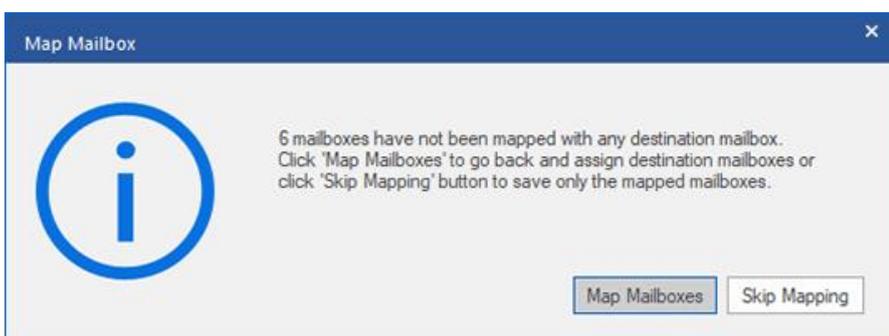
6. **Map Mailboxes** screen appears displaying mapped and unmapped mailboxes. By default, all converted mailboxes are listed in alphabetical order. This screen can be used for functions such as **setting priority** to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc. See the **Mapping of Mailboxes for Live Exchange Server** section to know the detailed information about the **Map Mailboxes** screen.



Note: If the software doesn't find a destination mailbox on **Live Exchange Server** to export the data from the source EDB file, then you have to manually create a new user mailbox on the destination server and export the data from the source EDB file to the new mailbox. See the **How to Create Mailbox** section to know the detailed information.

7. After mapping of the mailboxes on **Map Mailboxes** screen using information given on **Mapping of Mailboxes for Live Exchange Server** section, click **Export from Map Mailboxes** screen to continue.

Note: If any source mailbox from scanned EDB is not mapped with the destination mailbox, a dialog box as shown below appears to confirm your action for the unmapped mailboxes. On this dialog box, click **Map Mailboxes** to go back to previous screen to map the unmapped mailboxes. If you do not want to save the unmapped mailboxes, click on **Skip Mapping**, this will only save the mapped mailboxes.



Tip: Stellar Converter for EDB can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Converter for EDB** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available System Memory** on your machine before initiating the save process.

8. **Save** dialog box appears that consists of seven columns as follows:

Mailbox Name	Destination Mailbox	Status	Recovering Folder	Total Items Processed	Percentage	
anna kumar	ab2@stellamail.in	Completed!!		44	100%	Remove
Chris Jordan	16@stellamail.in	Completed!!		59	100%	Remove
Jesse Ryder	Ayushi@stellamail.in	Failed		0	0%	Remove
Paul Morphine	B@stellamail.in	Failed		0	0%	Remove
predefined 1	emiliaclark@stellamail.in	Completed!!		564	100%	Remove
room 1	Democlient@stellamail.in	Failed		0	0%	Remove
Sam Taylor	Bitraser@stellamail.in	Failed		0	0%	Remove
user101	dualipapitt@stellamail.in	Processing...		0	0%	Remove
user102	Dev@stellamail.in	Processing...		0	0%	Remove
user116	ab2@stellamail.in	Pending		0	0%	Remove

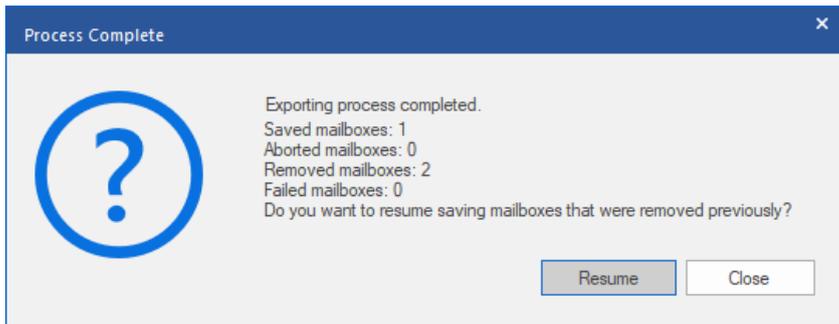
Saved mailboxes: 3
 Aborted mailboxes: 0
 Removed mailboxes: 0
 Failed mailboxes: 4

Stop All

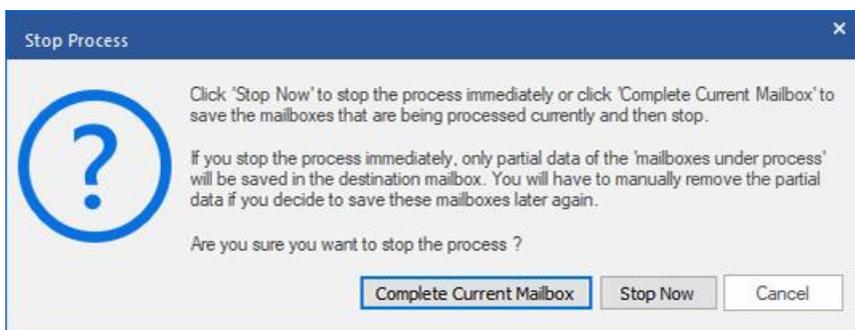
- Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- Destination Mailbox Column:** This column provides the email address of the destination mailbox where you exporting the data.
- Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Converter for EDB can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

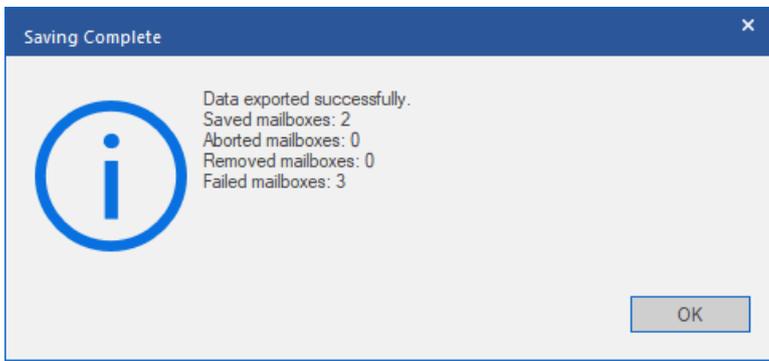


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- i. If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- ii. If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox and If you want to save the removed mailboxes again, you will have to remove them manually from the list.
- iii. To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message **"Data Exported Successfully"** and displays the number of saved mailboxes, aborted mailboxes, removed mailboxes and failed mailboxes.



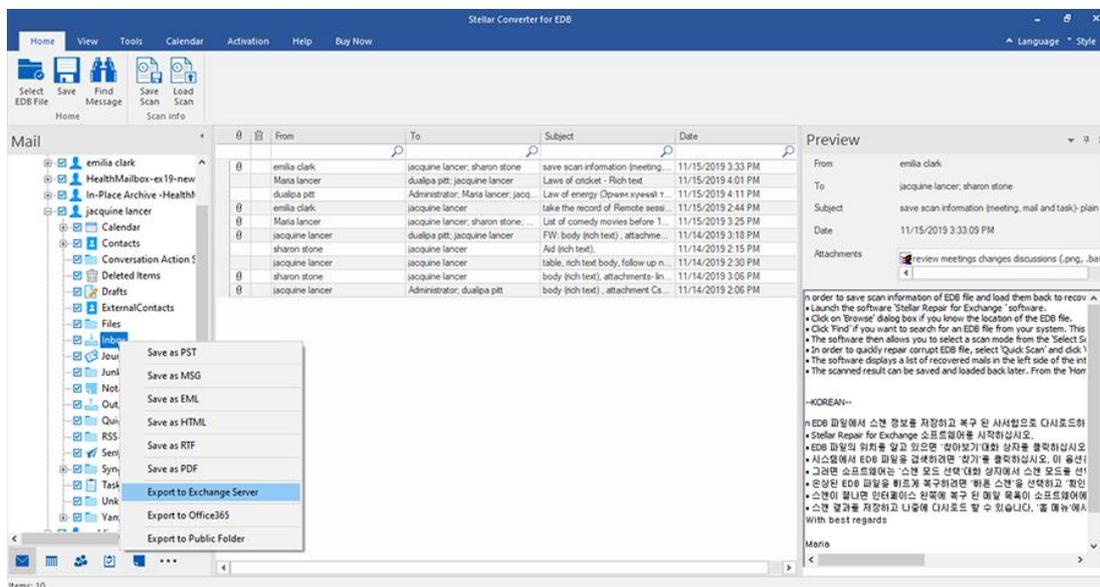
10. Click **OK** to continue.

Note: For best performance while using **Live Exchange Server**, Microsoft recommends to have up to **1,000,000 mail items** in a folder at a time. Therefore, **Stellar Converter for EDB** saves up to **900,000 mail items** to each folder in the mailbox of the **Live Exchange Server**. After this limit, the software splits the folder into another folder with the same name followed by "**date-time_earlier**", where "**date-time**" is the date and time up to which the mailbox data gets saved in that folder. To know more about the Mailbox Folder Limits, refer to **Mailbox Folder Limits Recommended by Microsoft**.

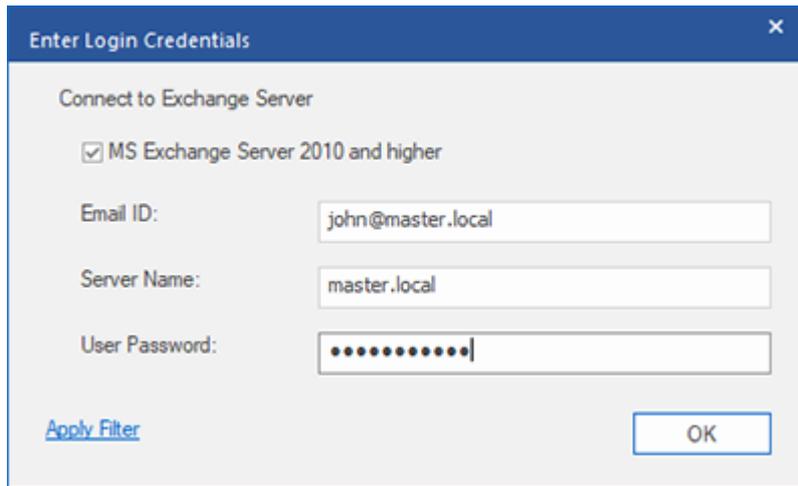
To Export Single Mailbox to Exchange Server:

1. Right Click on the mailbox or mailbox item in the navigation tree that you want to export and select **Export to Exchange Server**.

Note: In order to export data by right clicking on the mailbox, the local system should be on the same domain of the user of **Exchange Server** on which you are exporting the data.



2. **Enter Login Credentials** dialog box opens, enter the **Email Id**, **Server Name** and **User Password**.



Enter Login Credentials

Connect to Exchange Server

MS Exchange Server 2010 and higher

Email ID: john@master.local

Server Name: master.local

User Password:

[Apply Filter](#) OK

Note: By default, the **MS Exchange Server 2010 and higher** check-box is unchecked. If you are using **Exchange Server 2010** or a higher version, check the **MS Exchange Server 2010 and higher** check-box.

3. If you want to filter the scanned results before exporting, click on the **Apply Filter**.
4. Click **OK**.

3.1.4.1.1. Mapping of Mailboxes for Live Exchange Server

Mapping is a process to link a mailbox from your **source EDB file** to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Live Exchange Server**. If mapping is not done, then you have to manually create a new user mailbox on the destination server and export the data from the source **EDB file** to the new mailbox.

Stellar Repair for Exchange provides options to either **Auto-Map** or **Manually Map** the source mailbox from the scanned EDB file to the destination mailbox on **Live Exchange Server**.

Auto-Map, as the name suggests, automatically maps the mailbox from the **source EDB file** to the mailbox on the destination server. In the process of auto-mapping, the **Stellar Converter for EDB** automatically searches for the mailbox of the user on the **Live Exchange Server** with the same name and email address as the user's mailbox in the **source EDB file**. After the auto-mapping process is completed, the software shows the result on the **Map Mailboxes** screen as shown below. If the software finds a destination mailbox to export the data from the source EDB file, the **Mailbox Mapping Status** column shows **Mapped**. If the destination mailbox is not found, the **Mailbox Mapping Status** column shows **Not Mapped**.

If you are not satisfied with the results of auto-mapping, you can **Manually Map** the mailboxes as well. Manual mapping allows you to either change the destination of the mailbox that is Mapped or select a destination mailbox for a **Not Mapped** mailbox. See the Manual Mapping section to know the steps of manual mapping of mailboxes.

The Map Mailboxes dialog box

After entering the credentials on the **Enter Login Credentials** screen, the **Map Mailboxes** dialog box appears. This dialog box can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc.

The **Map Mailboxes** dialog box consists of the following options:

***Tip:** Take the mouse cursor to the particular column name in **Map Mailboxes** screen to get brief information about that particular column. The information is displayed in a tooltip as shown below:*

Map Mailboxes

Selected mailboxes will be processed in the order of listing as shown below :

1. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column.
2. Link the 'unmapped' mailboxes of selected EDB (source file) to a destination mailbox on the 'Live Exchange Server'.
3. To change the target of a 'Mapped' mailbox or to add a destination mailbox to a 'Not Mapped' mailbox, click 'Edit' button.

<input checked="" type="checkbox"/>	Priority ▲	Mailbox from your EDB [Source]	Exchange Server Mailbox [Destination]	Mailbox Mapping Status	Edit
		Search	Search	Search	
<input checked="" type="checkbox"/>	1	anna kumar	ab2 [ab2@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	2	Chris Jordan	16 [16@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	3	Jesse Ryder	ayushi [Ayushi@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	4	Paul Morphine	b [B@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	5	predefined1	emilia clark [emiliaclark@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	6	room1	demo client [Democlient@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	7	Sam Taylor	bitraser [Bitraser@stellamail.in]	Mapped	
<input checked="" type="checkbox"/>	8	user101		Not Mapped	
<input checked="" type="checkbox"/>	9	user102		Not Mapped	
<input checked="" type="checkbox"/>	10	user116		Not Mapped	
<input checked="" type="checkbox"/>	11	user121		Not Mapped	
<input checked="" type="checkbox"/>	12	user122		Not Mapped	

Apply Filter
Create Mailbox
Help
Export

1. **Selection Column:** This column provides checkboxes to select or unselect a mailbox to export. By default, all the checkboxes are selected, you can uncheck the checkbox for the mailboxes that you do not want to export.
2. **Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **Exchange Server** server in the same order. Using the **Priority** column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See How to set Mailbox Priority section to know the steps of setting the priority of mailboxes for export.
3. **Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for export. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.
4. **Exchange Server Mailbox (Destination) Column:** After the mailboxes are mapped, this column provides the corresponding destination mailbox where the data of the mailbox from the **Source EDB** file will be exported. The column also provides a search box that can be used to search for a specific mailbox from the list.
5. **Mailbox Mapping Status Column:** This column displays the status **Mapped** or **Not Mapped**, depending on whether the destination mailbox has been assigned to the source mailbox or not. If a destination mailbox is assigned to export the data from the source EDB file, the **Mailbox Mapping Status** column shows Mapped. If

the destination mailbox is not assigned, the **Mailbox Mapping Status** column shows **Not Mapped**. The column also provides a search box that can be used to search for the **Mapped** or **Not Mapped** mailboxes.

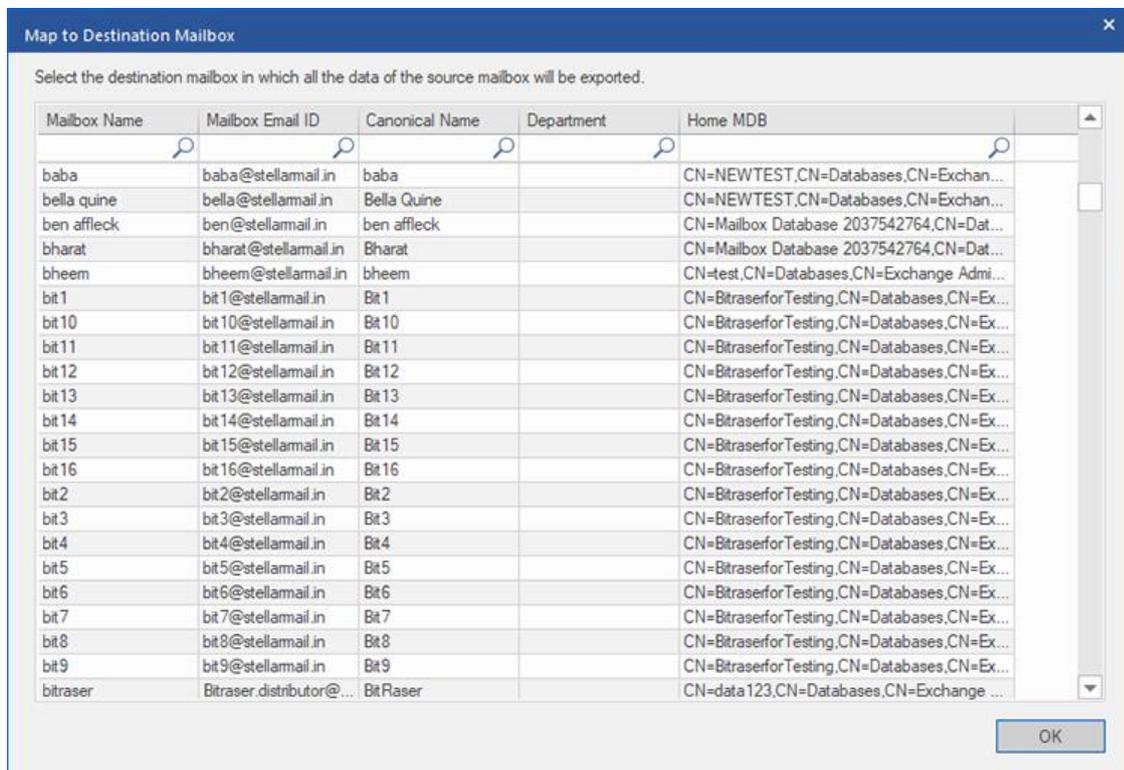
6. **Edit Column:** This column provides a button to assign or change the **Exchange Server Mailbox (Destination)** mailbox mapped to the **Mailbox from your EDB (Source)**. By clicking on the **Edit** icon, a **Map Destination Mailbox** dialog box opens. This dialog box shows the details of the existing mailbox of the users on the **Exchange Server**. You can select the destination mailbox where you want to export the data of the **Mailbox from your EDB (Source)**. See [How to Manually Map Mailbox for Live Exchange Server](#), to know the required steps.
7. **Create Mailbox:** This option allows you to create a new mailbox to map any user. See [How to Create Mailbox](#), to know the steps to create a new user.
8. **Apply Filter:** This option can be used to filter the repaired mailboxes that you want to save or export. **Apply Filter** option allows you to make the scanned results more precise as per your requirement. You can exclude **Junk Mails** and **Deleted Mails**, set the filters to save the data of a particular Month, Date and Year. Using **Apply Filter** you can also exclude one or more senders from the results. See [Apply Filter](#) section to know more how **Apply Filter** option works.

3.1.4.1.1.1. How to Manually Map Mailbox for Live Exchange Server

The **Map Mailboxes** dialog box displays a list of **Mapped** and **Not Mapped** mailboxes. To map the **Not Mapped** mailboxes or to change the destination mailbox of a **Mapped** Mailbox follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

2. On the **Map Mailboxes** dialog box, click on the **Edit** icon of the respective row of the mailbox. A **Map to Destination Mailbox** dialog box appears, as shown below:



3. The **Map to Destination Mailbox** dialog box lists all the existing mailboxes on the **Live Exchange Server**.

This dialog box has the following five columns:

- **Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column shows the name of the existing mailbox of the user on the **Live Exchange Server**.
- **Mailbox Email ID Column:** Mailbox Email ID shows the e-mail address of the recipient of the destination server.

- **Canonical Name Column:** Canonical Name specifies an alias or a nickname for the official. This column provides the alias or nickname of the User so that you can find the User easily.
- **Department Column:** This column provides the information about the User's department in the organization.
- **Home MDB Column:** This column provides the information about the URL of the mailbox store of the recipient.

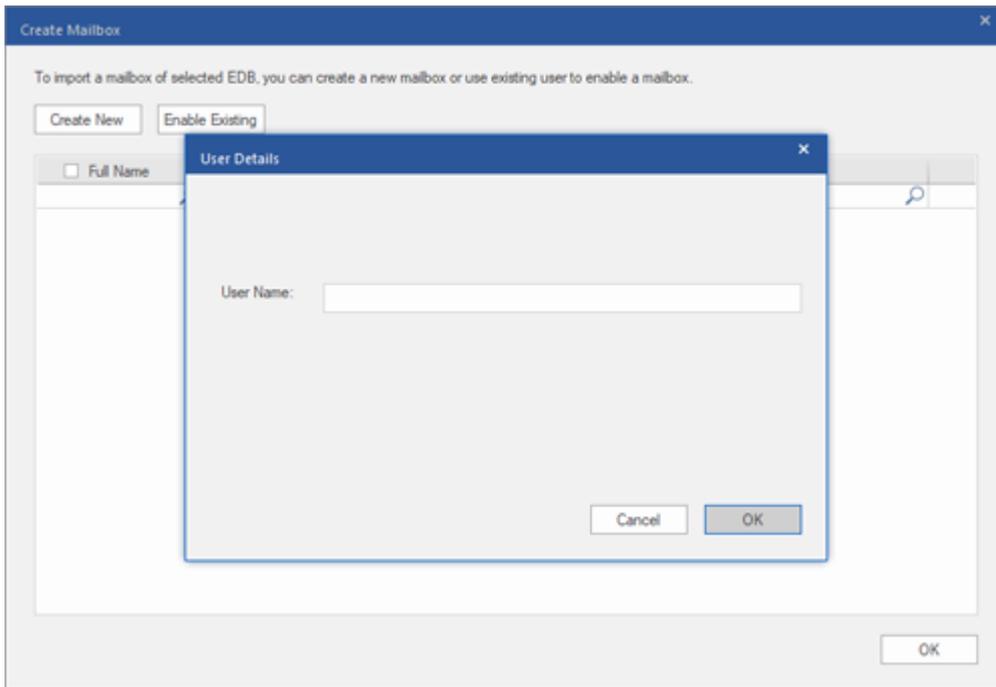
5. Click on the desired row of the mailbox to select the user for mapping. You can also search using the Mailbox Name or Mailbox Email ID using the search bars on the top of the respective column.
6. Click **OK** to select the mailbox for mapping and return to the **Map Mailboxes** screen.

3.1.4.1.1.2. How to Create Mailbox

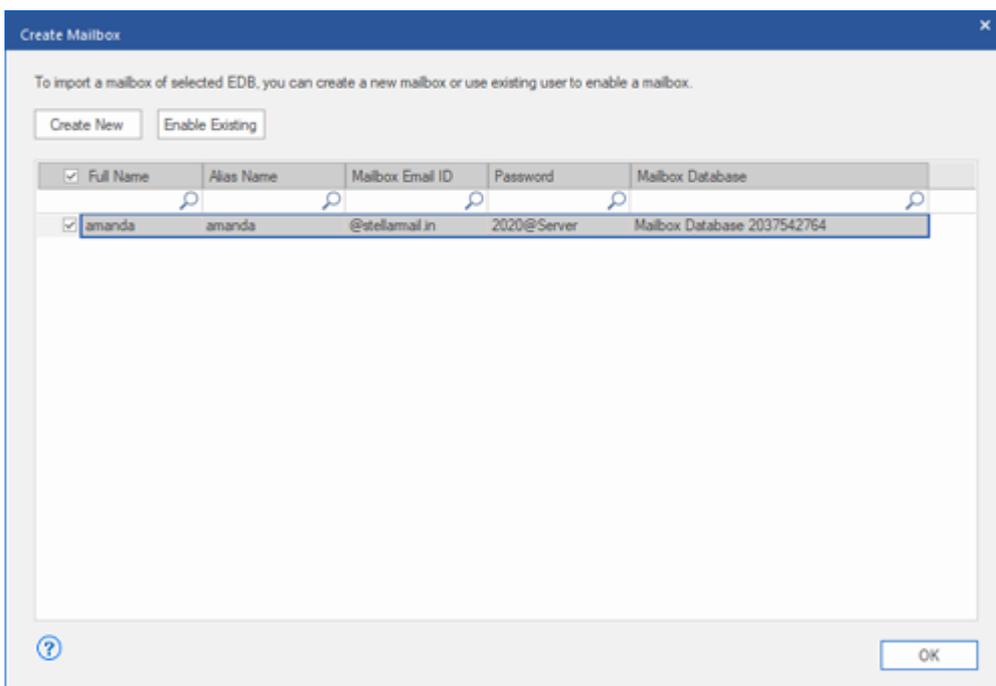
1. Click **Create Mailbox** from the **Map Mailboxes** dialog box, to create a new mailbox for mapping.

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

2. Click **Create New**. Enter the **User Name** to be created. Click **OK**.

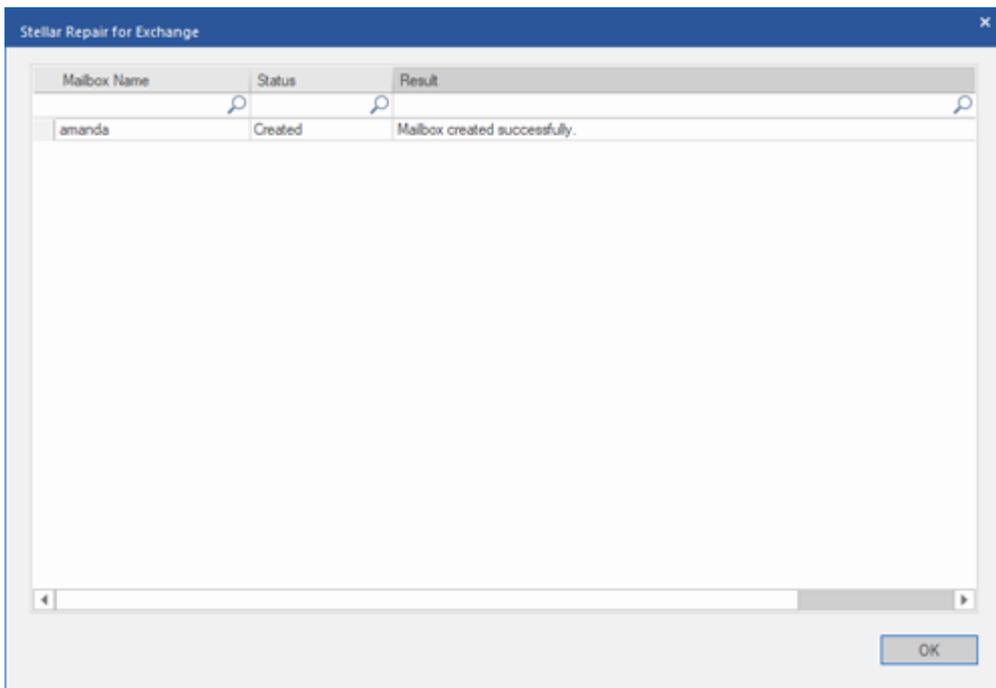


3. Select the desired users to be created. Click **OK**.



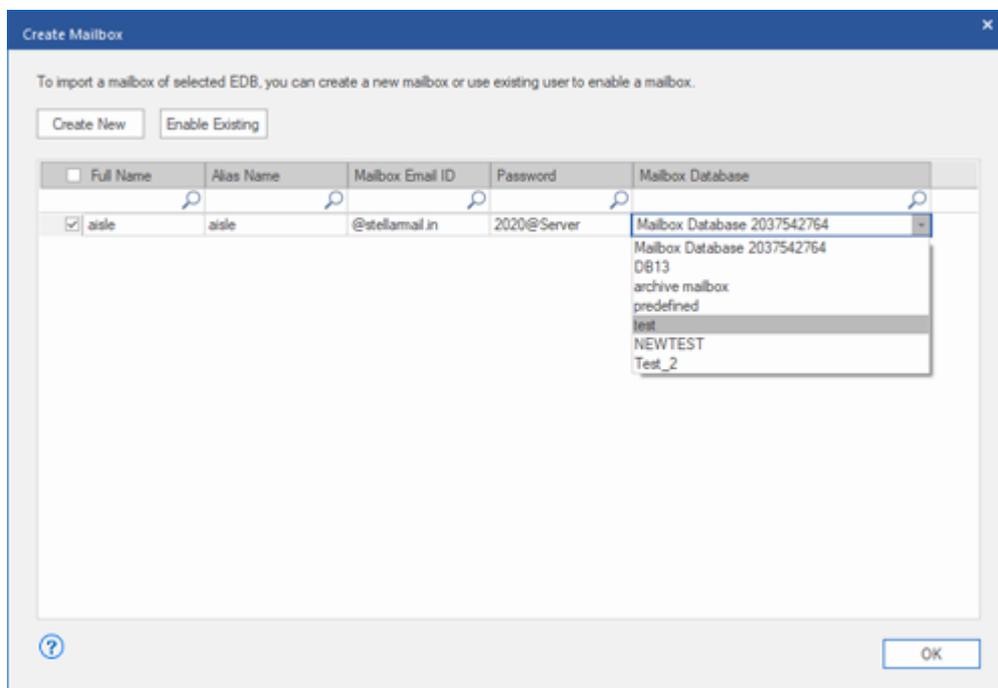
Note: In order to export data, the user should have the full data access rights.

4. The user's mailbox will be created successfully. Click **OK**.



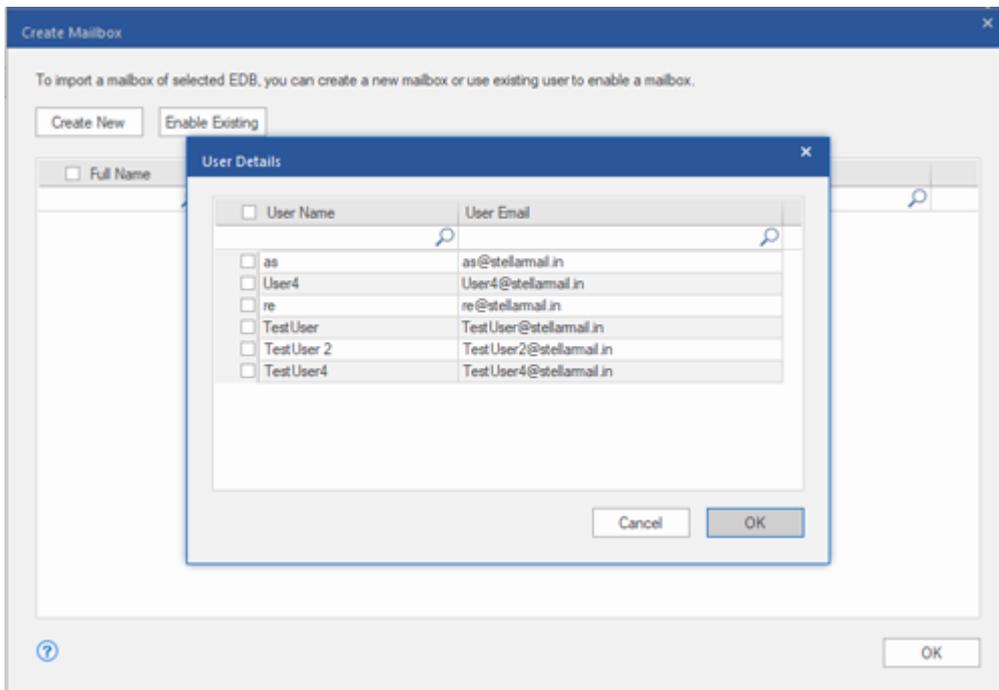
Note:

- The fields that can be edited are : Full Name, Alias Name, Password, and Mailbox Database.

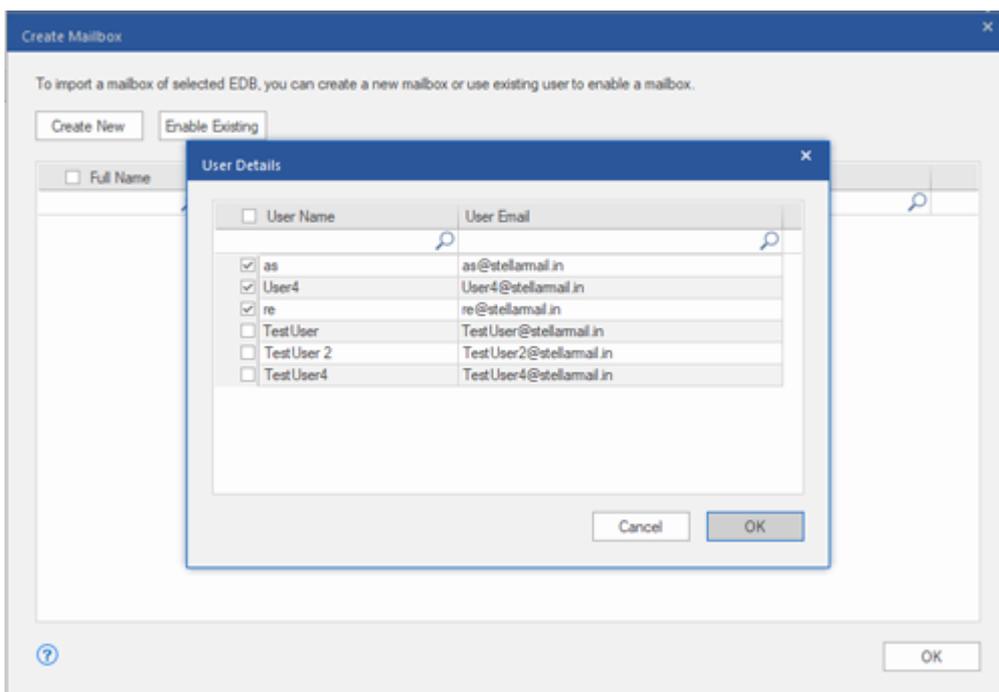


- The fields that can not be edited are : Mailbox Domain.

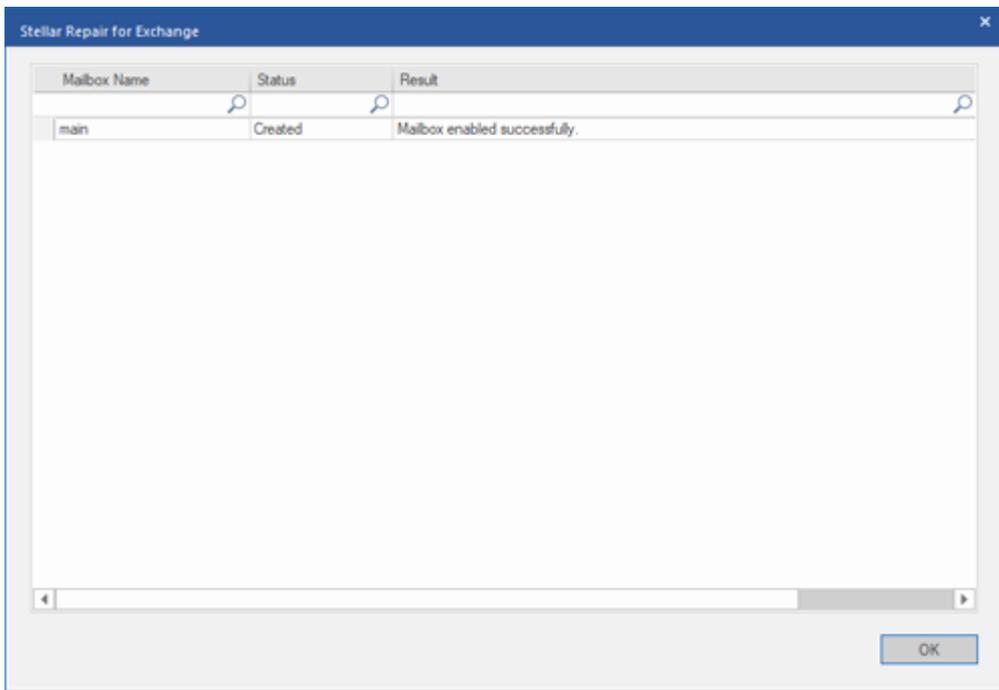
5. In order to enable the user's mailbox, click **Enable Existing**. Disabled users will be listed.



6. Check the users you want to enable again. Click **OK**.



7. Confirm the checked users and click **OK**. The selected users mailbox will be enabled successfully. Click **OK**.



Note:

- *Enable Existing is to be used when a specific user has been disabled before.*
- *In case of enabling an Existing mailbox only the Mailbox Database field can be changed (you can change the destination Mailbox Database) of the mailbox.*

3.1.4.1.1.3. How to set Mailbox Priority

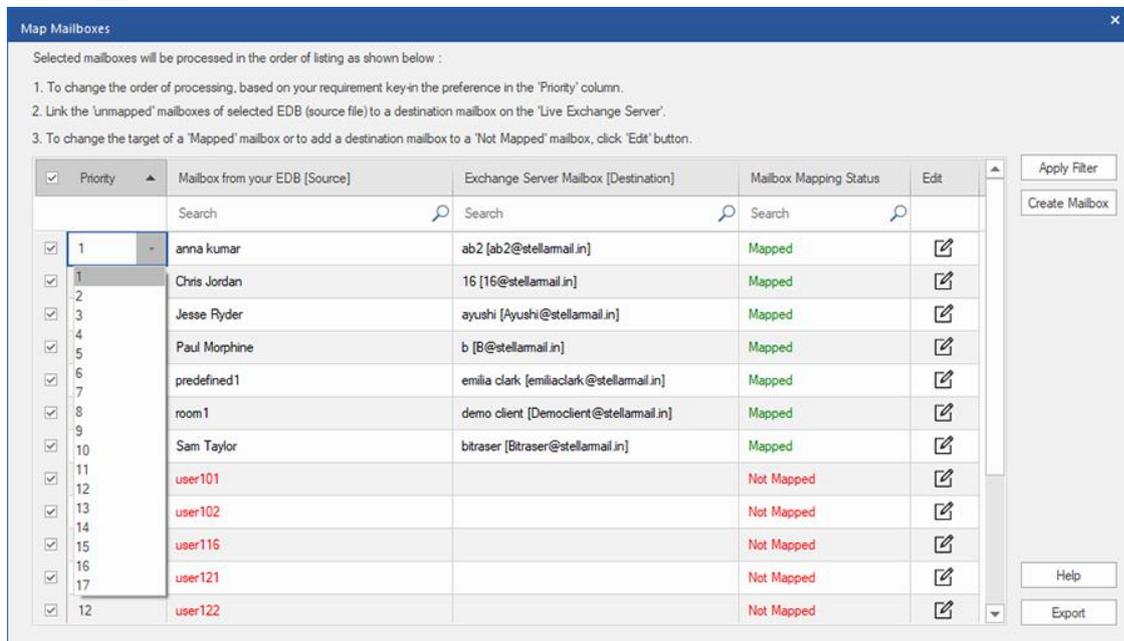
Using the **Priority** column from the **Map Mailboxes** dialog box, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. To set priority, follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Multiple Mailboxes to Exchange Server Steps 1 to 6**.

3. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
4. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



3.1.4.2. Export Mailbox to Office 365

Stellar Converter for EDB allows you to export your converted mailboxes to **Office 365** mail accounts. The software provides a mapping feature that ensures the source mailbox is exported to the correct destination mailbox.

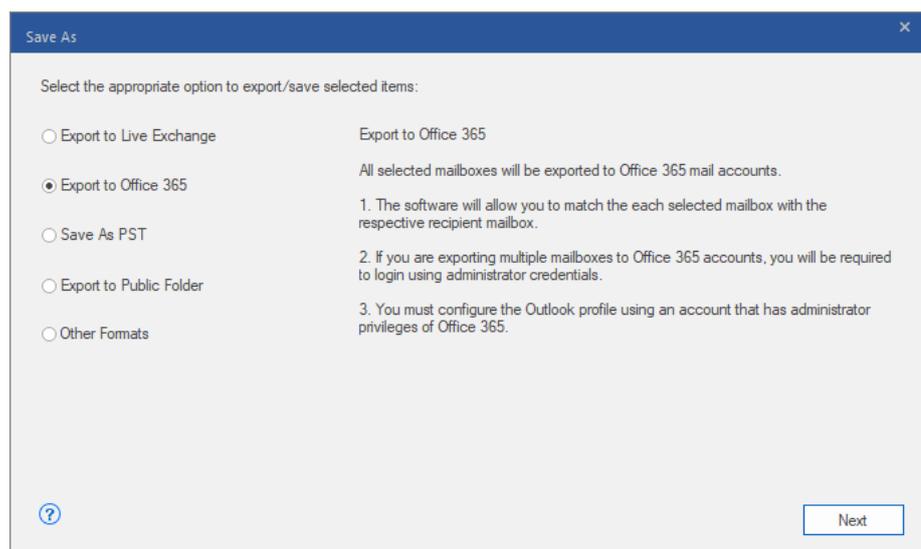
To know how to export data to **Office 365** server, refer to the topics as follows:

1. Export Multiple Mailboxes to Office 365 Server
2. Export Single Mailbox to Office 365 Server

To Export Multiple Mailboxes to Office 365 Server:

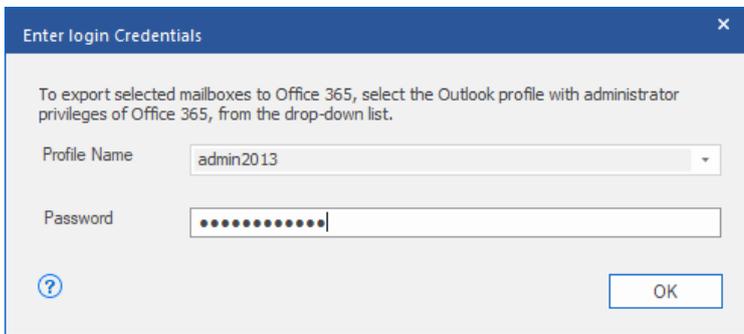
Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator rights**.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** icon in Home ribbon. A **Save As** dialog box opens.
3. Select **Export to Office 365** from the list of options on the **Save As** dialog box.

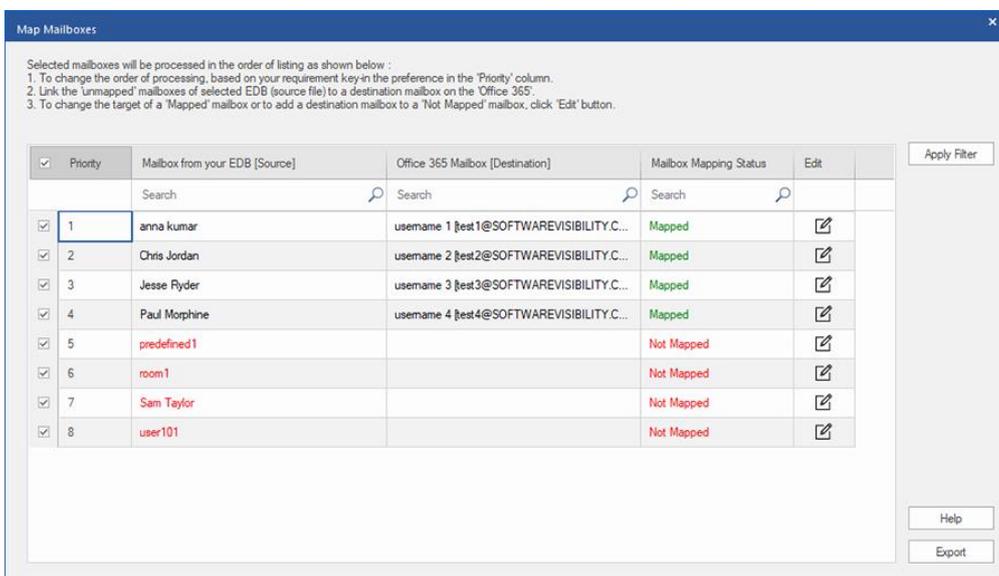


4. Click **Next** to proceed.

5. **Enter Login Credentials** dialog box opens, enter **Profile Name** (user having administrative rights) and **Password**. Click **OK** to continue.

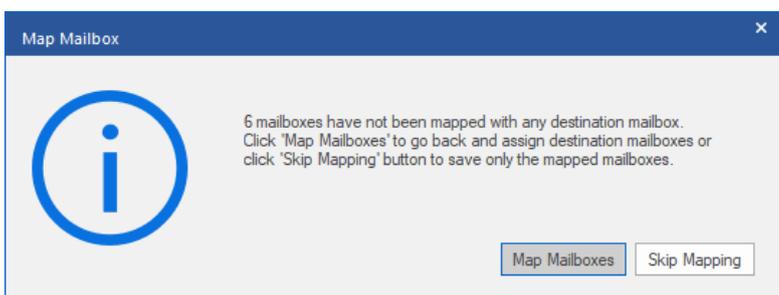


6. **Map Mailboxes** screen appears. This screen can be used for functions such as **setting priority** to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc. See the **Mapping of mailboxes for Office 365** section to know the detailed information about the **Map Mailboxes** screen.



7. After mapping of the mailboxes on **Map Mailboxes** screen using information given on **Mapping of Mailboxes for Office 365** section, click **Export** from **Map Mailboxes** screen to continue.

Note: If any source mailbox from scanned EDB is not mapped with the destination mailbox, a dialog box as shown below appears to confirm your action for the unmapped mailboxes. On this dialog box, click **Map Mailboxes** to go back to previous screen to map the unmapped mailboxes. If you do not want to save the unmapped mailboxes, click on **Skip Mapping**, this will only save the mapped mailboxes.



Tip: Stellar Converter for EDB can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Converter for EDB** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available System Memory** on your machine before initiating the save process.

8. **Save** dialog box appears that consists of seven columns as follows:

Mailbox Name	Destination Mailbox	Status	Recovering Folder	Total Items Processed	Percentage	
anna kumar	test1@SOFTWAREVISI...	Completed!!		44	100%	Remove
Chris Jordan	test2@SOFTWAREVISI...	Completed!!		59	100%	Remove
Jesse Ryder	test3@SOFTWAREVISI...	Completed!!		564	100%	Remove
Paul Morphine	test4@SOFTWAREVISI...	Completed!!		59	100%	Remove
predefined1	test3@SOFTWAREVISI...	Removed!!		0	0%	Remove
room1	test3@SOFTWAREVISI...	Removed!!		0	0%	Remove
Sam Taylor	test2@SOFTWAREVISI...	Removed!!		0	0%	Remove
user101	test1@SOFTWAREVISI...	Removed!!		0	0%	Remove

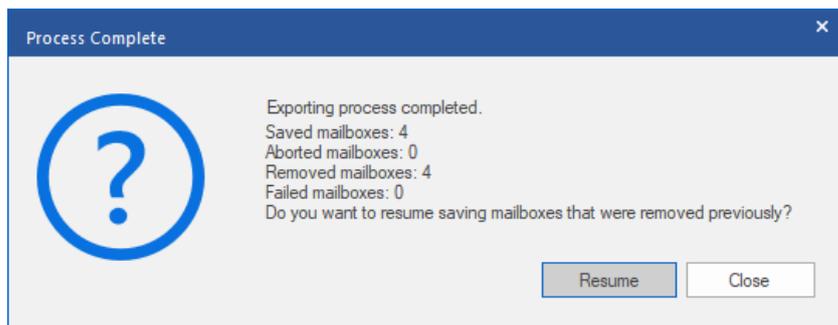
Saved mailboxes: 4
 Aborted mailboxes: 0
 Removed mailboxes: 4
 Failed mailboxes: 0

Stop All

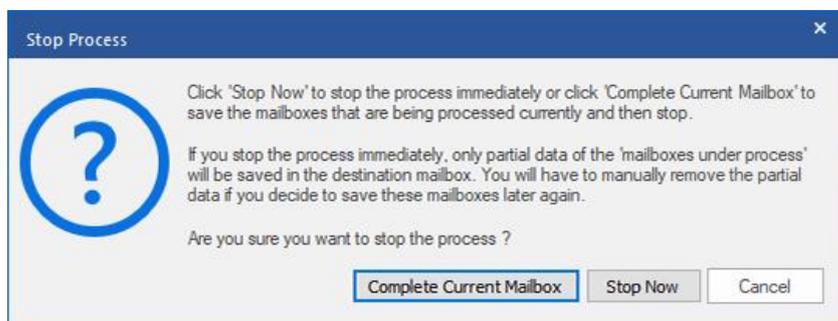
- Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- Destination Mailbox Column:** This column provides the email address of the destination mailbox where you exporting the data.
- Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Converter for EDB can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

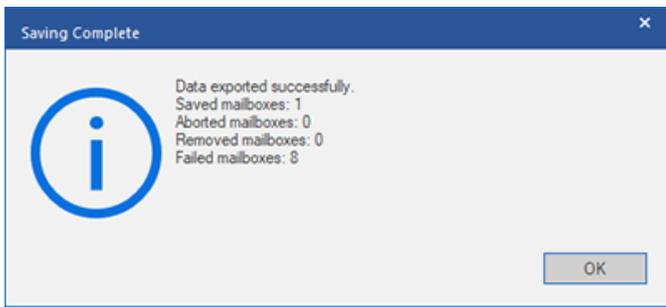


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- i. If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- ii. If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox and If you want to save the removed mailboxes again, you will have to remove them manually from the list.
- iii. To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message **“Data Exported Successfully”** and displays the number of saved mailboxes, aborted mailboxes, removed mailboxes and failed mailboxes.

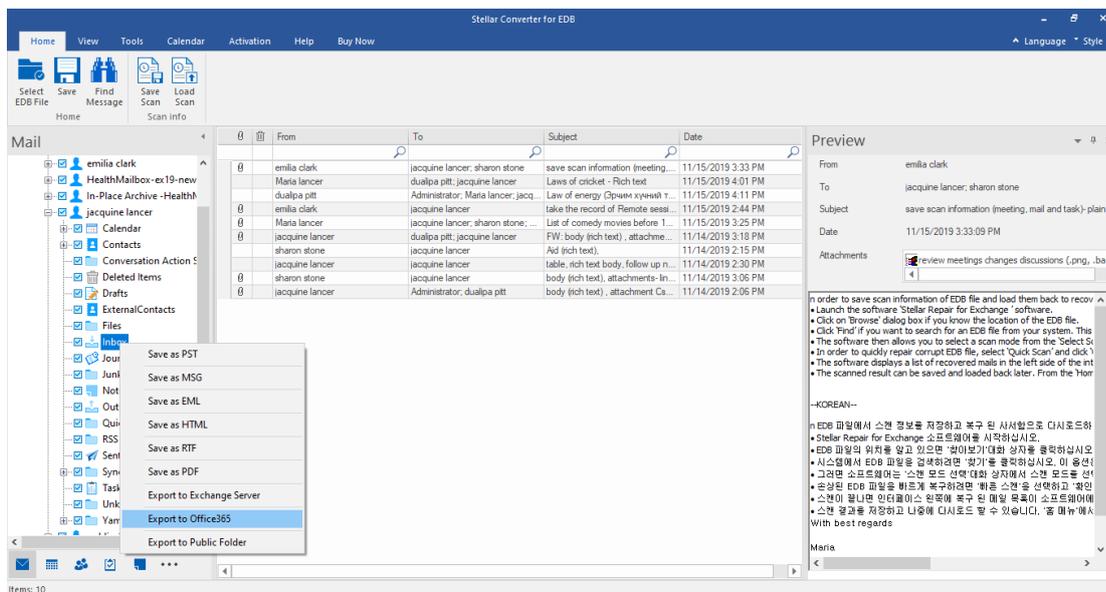


10. Click **OK** to continue.

Note: For best performance while using **Office 365**, Microsoft recommends to have up to **1,000,000 mail items** in a folder at a time. Therefore, **Stellar Converter for EDB** saves up to **900,000 mail items** to each folder in the mailbox of the **Office 365**. After this limit, the software splits the folder into another folder with the same name followed by "**date-time_earlier**", where "**date-time**" is the date and time up to which the mailbox data gets saved in that folder. To know more about the Mailbox Folder Limits, refer to **Mailbox Folder Limits Recommended by Microsoft**.

To Export Single Mailbox to Office 365 Server:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Export to Office365** to save the mailbox in Office 365.



3. Enter **Login Credentials** dialog box opens; enter **Mailbox ID** (user having administrative rights) and **Password**.

Enter Login Credentials

Enter login details to connect to Office365

Mailbox ID: capital@visibility.com

Password: ●●●●●●●●●●●●

[Apply Filter](#) OK

4. If you want to filter the scanned results before exporting, click on **Apply Filter**.
5. Click **OK** to continue.

Note:

- You need to have a Microsoft Office 365 user account for exporting data to Office 365.
- You must have full-mailbox permissions and full access of the **User's account** for exporting the data to **Office 365**.
- To save mailbox data in Office 365 you need to install service pack 2 for Office 2010 and above versions.
- For Domain systems, you cannot export offline data to Office 365.
- After mapping, the list displays the Office 365 E-Mail IDs, of the same domain that was used while logging.

3.1.4.2.1. Mapping of Mailboxes for Office 365

Mapping is a process to link a mailbox from your **source EDB file** to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Office 365**. If mapping is not done, the **Stellar Converter for EDB** creates a new user mailbox on the destination server and export the data from the source **EDB file** to the new mailbox.

Stellar Converter for EDB provides options to either **Auto-Map** or **Manually Map** the source mailbox from the scanned EDB file to the destination mailbox on **Office 365** server.

Auto-Map, as the name suggests, automatically maps the mailbox from the **source EDB file** to the mailbox on the destination server. In the process of auto-mapping, the **Stellar Converter for EDB** automatically searches for the mailbox of the user on the **Office 365** server with the same name and email address as the user's mailbox in the **source EDB file**. After the auto-mapping process is completed, the software shows the result on the **Map Mailboxes** screen as shown below. If the software finds a destination mailbox to export the data from the source EDB file, the **Mailbox Mapping Status** column shows **Mapped**. If the destination mailbox is not found, the **Mailbox Mapping Status** column shows **Not Mapped**.

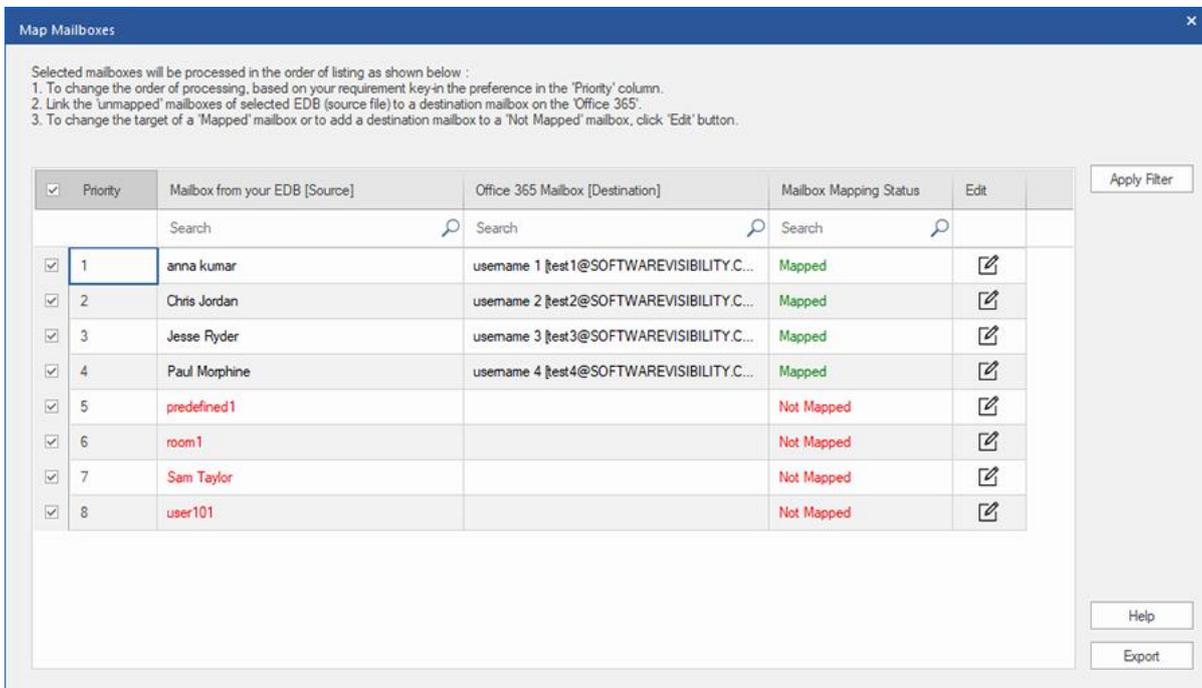
If you are not satisfied with the results of auto-mapping, you can **Manually Map** the mailboxes as well. Manual mapping allows you to either change the destination of the mailbox that is Mapped or select a destination mailbox for a **Not Mapped** mailbox. See the Manual Mapping section to know the steps of manual mapping of mailboxes.

The Map Mailboxes dialog box

After entering the credentials on the **Enter Login Credentials** screen, the **Map Mailboxes** dialog box appears. This dialog box can be used for functions such as setting priority to export the mailbox data, map source mailboxes to desired destination mailboxes, applying a filter for exporting the data, etc.

The **Map Mailboxes** dialog box consists following options:

***Tip:** Take the mouse cursor to the particular column name in **Map Mailboxes** screen to get brief information about that particular column. The information is displayed in a tooltip as shown below:*



- Selection Column:** This column provides checkboxes to select or unselect a mailbox to export. By default, all the checkboxes are selected, you can uncheck the checkbox for the mailboxes that you do not want to export.
- Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **Office 365** server in the same order. Using the **Priority** column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See How to set Mailbox Priority section to know the steps of setting the priority of mailboxes for export.
- Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for export. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Office 365 Mailbox (Destination) Column:** After the mailboxes are mapped, this column provides the corresponding destination mailbox where the data of the mailbox from the **Source EDB** file will be exported. The column also provides a search box that can be used to search for a specific mailbox from the list.
- Mailbox Mapping Status Column:** This column displays the status **Mapped** or **Not Mapped**, depending on whether the destination mailbox has been assigned to the source mailbox or not. If a destination mailbox is

assigned to export the data from the source EDB file, the **Mailbox Mapping Status** column shows Mapped. If the destination mailbox is not assigned, the **Mailbox Mapping Status** column shows **Not Mapped**. The column also provides a search box that can be used to search for the **Mapped** or **Not Mapped** mailboxes.

6. **Edit Column:** This column provides a button to assign or change the **Office 365 Mailbox (Destination)** mailbox mapped to the **Mailbox from your EDB (Source)**. By clicking on the **Edit** icon, a **Map Destination Mailbox** dialog box opens. This dialog box shows the details of the existing mailbox of the users on the **Office 365** server. You can select the destination mailbox where you want to export the data of the **Mailbox from your EDB (Source)**. See [How to Manually Map Mailbox on Office 365](#), to know the required steps.
7. **Apply Filter:** This option can be used to filter the repaired mailboxes that you want to save or export. **Apply Filter** option allows you to make the scanned results more precise as per your requirement. You can exclude **Junk Mails** and **Deleted Mails**, set the filters to save the data of a particular Month, Date and Year. Using **Apply Filter** you can also exclude one or more senders from the results. See [Apply Filter](#) section to know more how **Apply Filter** option works.

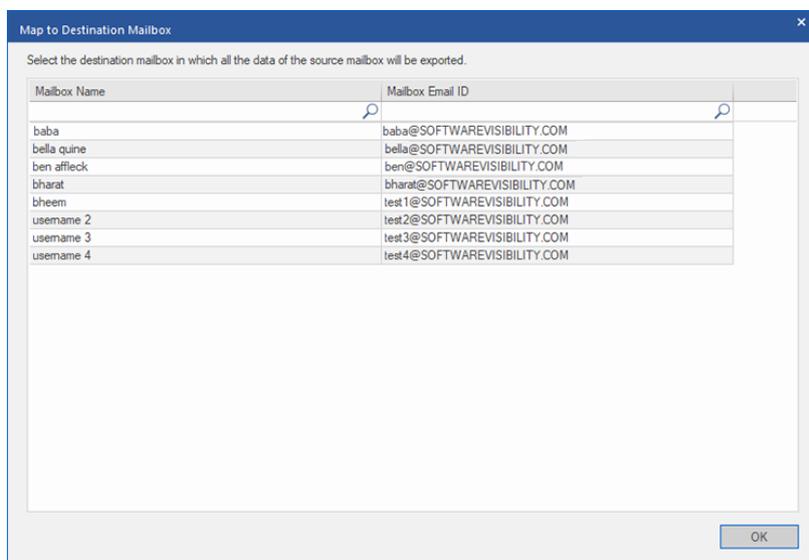
3.1.4.2.1.1. How to Manually Map Mailbox for Office 365

Server

The **Map Mailboxes** dialog box displays a list of **Mapped** and **Not Mapped** mailboxes. To map the **Not Mapped** mailboxes or to change the destination mailbox of a **Mapped** Mailbox follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Mailbox to Office 365 Steps 1 to 6**.

1. On the **Map Mailboxes** dialog box, click on the **Edit** icon of the respective row of the mailbox. A **Map to Destination Mailbox** dialog box appears, as shown below:



2. The **Map to Destination Mailbox** dialog box lists all the existing mailboxes on the **Office 365 Server**. This dialog box has the following two columns:
 - **Mailbox Name:** Mailbox Name is often the username of the recipient in the destination server. This column shows the name of the existing mailbox of the user on the **Office 365 Server**.
 - **Mailbox Email ID:** Mailbox Email ID shows the e-mail address of the recipient of the destination server.
3. Click on the desired row of the mailbox to select the user for mapping. You can also search using the Mailbox Name or Mailbox Email ID using the search bars on the top of the respective column.
4. Click **OK** to select the mailbox for mapping and return to the **Map Mailboxes** screen.

3.1.4.2.1.2. How to set Mailbox Priority

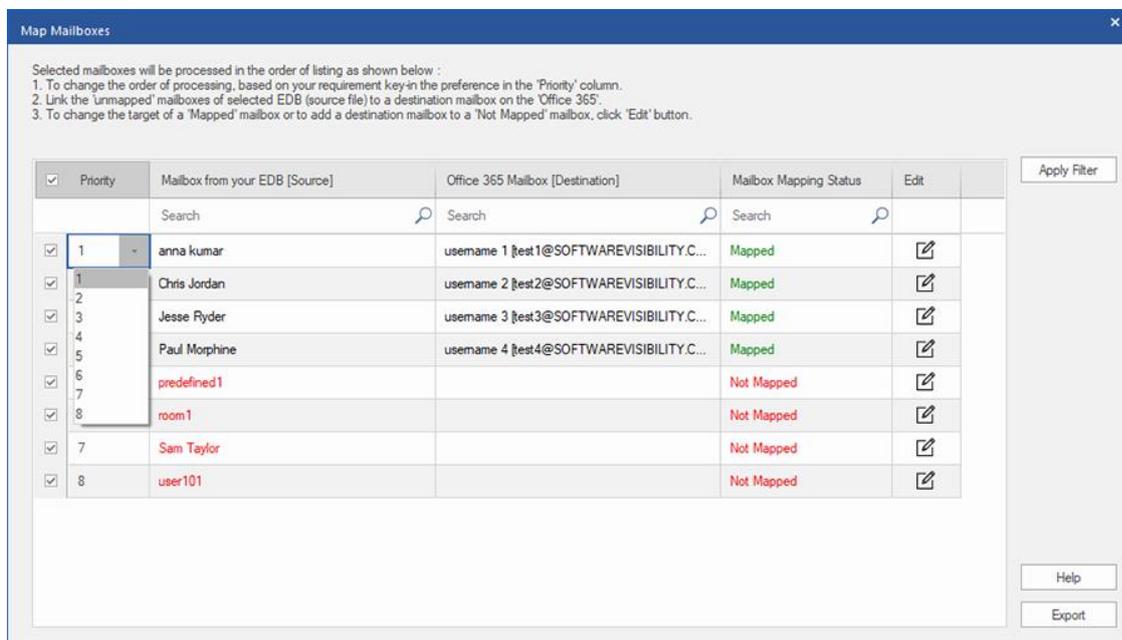
Using the **Priority** column from the **Map Mailboxes** dialog box, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. To set priority, follow the steps given below:

Note: To know how to open **Map Mailboxes** dialog box, refer **Export Mailbox to Office 365** Steps 1 to 6.

1. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
2. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



Map Mailboxes

Selected mailboxes will be processed in the order of listing as shown below :

1. To change the order of processing, based on your requirement key-in the preference in the 'Priority' column.
2. Link the 'unmapped' mailboxes of selected EDB (source file) to a destination mailbox on the 'Office 365'.
3. To change the target of a 'Mapped' mailbox or to add a destination mailbox to a 'Not Mapped' mailbox, click 'Edit' button.

Priority	Mailbox from your EDB [Source]	Office 365 Mailbox [Destination]	Mailbox Mapping Status	Edit
1	anna kumar	username 1 test1@SOFTWAREVISIBILITY.C...	Mapped	
2	Chris Jordan	username 2 test2@SOFTWAREVISIBILITY.C...	Mapped	
3	Jesse Ryder	username 3 test3@SOFTWAREVISIBILITY.C...	Mapped	
4	Paul Morphine	username 4 test4@SOFTWAREVISIBILITY.C...	Mapped	
6	predefined1		Not Mapped	
8	room1		Not Mapped	
7	Sam Taylor		Not Mapped	
8	user101		Not Mapped	

Apply Filter

Help

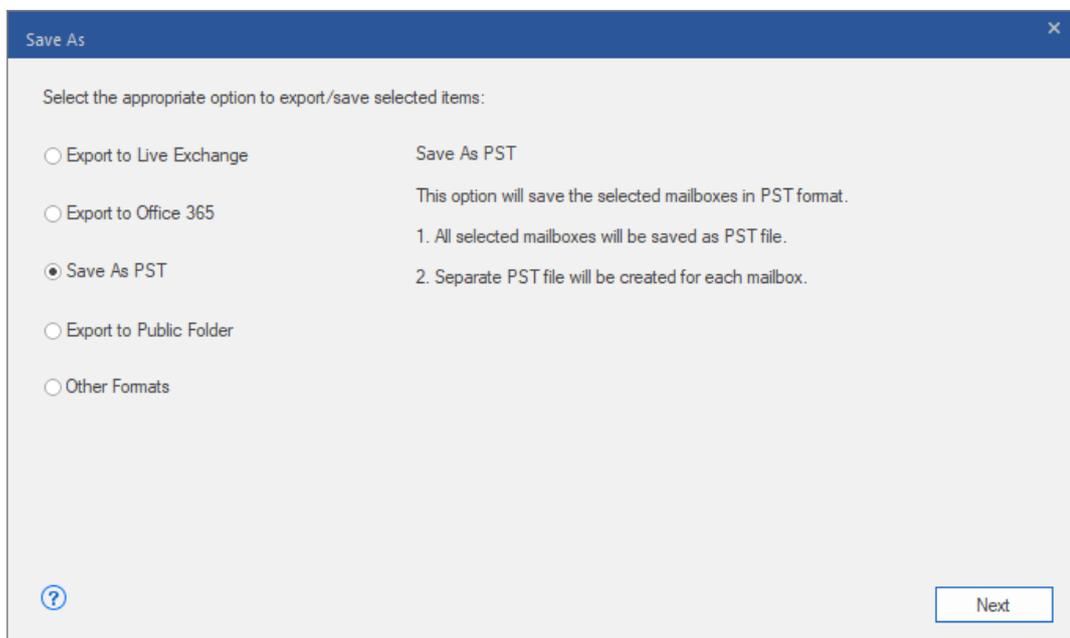
Export

3.1.4.3. Save Mailbox in PST Format

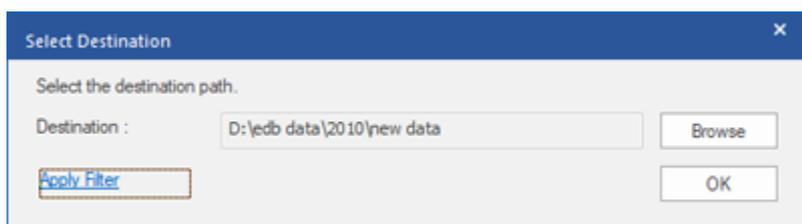
Stellar Converter for EDB allows you to save the converted files in PST format. PST is the most common format to import your mailbox data in Microsoft Outlook.

To save the converted mailboxes in PST:

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Select **Save As PST** from the list of options on the **Save As** dialog box.

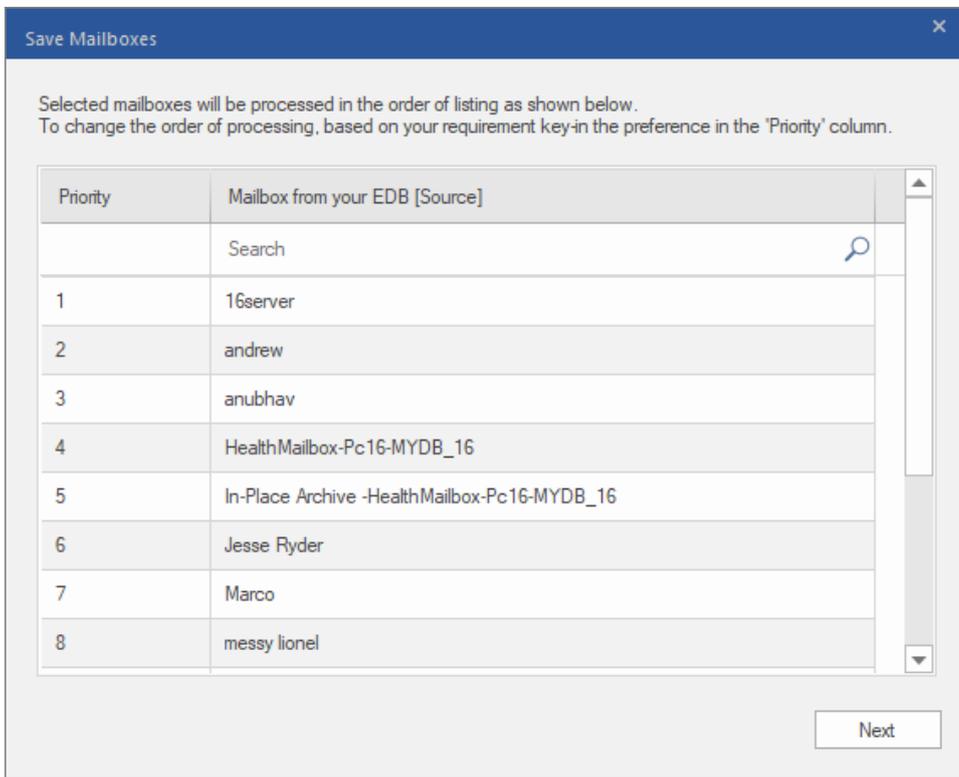


4. Click **Next** to proceed.
5. Browse the destination in the **Select Destination** dialog box where you want to save the file.



Note: If you want to filter the scanned results before saving, click on **Apply Filter**.

6. A **Save Mailboxes** appears that consists of two columns as follows:



- a. **Priority Column:** Priority means giving higher importance to some mailboxes that we need to export first. Most of the time, there are a lot of mailboxes in the source EDB files but some of them are more important than the others. The software follows **FCFS (First Come First Serve)** process, according to which, the mailbox which comes first in the **Mailbox from your EDB (Source)** column will get the highest priority and is exported first. By default, the mailboxes are alphabetically sorted and are exported to the **PST** server in the same order. Using the Priority column, you can sort the mailboxes according to your preference so that important mailboxes are exported earlier than the others. See **How to set Mailbox Priority** section to know the steps of setting the priority of mailboxes while saving in PST format.
- b. **Mailbox from your EDB (Source) Column:** This column provides the list of mailboxes from the scanned EDB file that you have selected from the preview screen for saving in PST format. By default, the mailboxes are alphabetically sorted. The column also provides a search box that can be used to search for a specific mailbox from the list.

7. Click **Next** to continue.

Tip: Stellar Converter for EDB can save and process up to four mailboxes at the same time. The number of mailboxes that **Stellar Converter for EDB** process at a time depends on the available system memory (RAM) of your computer. It is recommended that you have more than **4GB of Available System Memory** on your machine before initiating the save process.

8. **Save** dialog box appears that consists of six columns as follows:

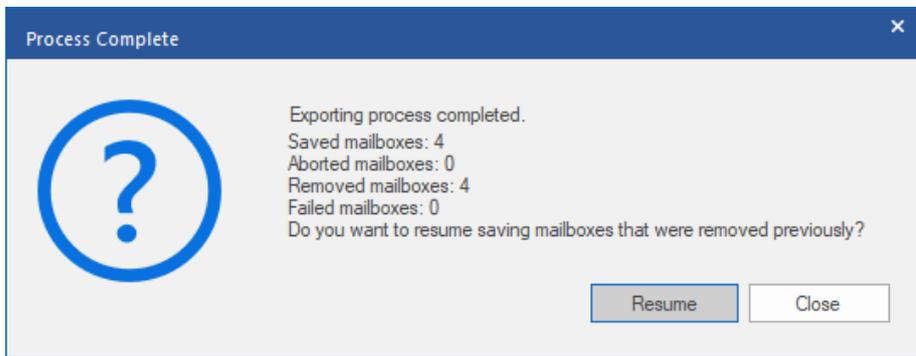
Mailbox Name	Status	Recovering Folder	Total Items Processed	Percentage	
dualipa pitt	Completed!!		22	100%	<input type="button" value="Remove"/>
emilia clark	Completed!!		12	100%	<input type="button" value="Remove"/>
HealthMailbox-ex19-new_19	Completed!!		1	100%	<input type="button" value="Remove"/>
In-Place Archive -HealthMailbox...	Processing...		0	0%	<input type="button" value="Remove"/>
jacqueline lancer	Processing...		0	0%	<input type="button" value="Remove"/>
public_19	Processing...		0	0%	<input type="button" value="Remove"/>
sharon stone	Pending		0	0%	<input type="button" value="Remove"/>

Saved mailboxes: 3
 Aborted mailboxes: 0
 Removed mailboxes: 0
 Failed mailboxes: 0

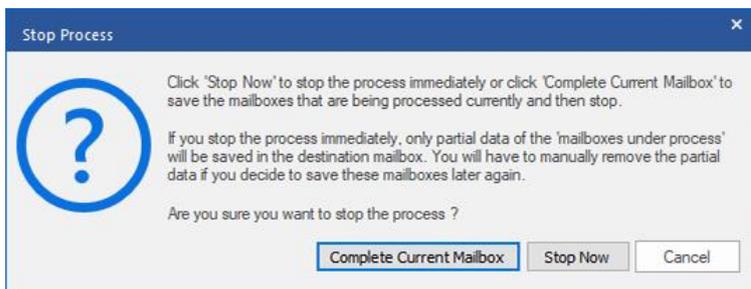
- a. **Mailbox Name Column:** Mailbox Name is often the username of the recipient in the destination server. This column provides a list of mailboxes from the scanned EDB file that you have sorted from previous screen for export.
- b. **Status Column:** Status column provides information about the mailbox whether the save process is **Completed, Processing, Pending, Aborted, or Removed.**
- c. **Recovering Folder Column:** This column provides the name of the folder for the mailbox which is being saved.
- d. **Total Items Processed Column:** This column provides the total number of items processed from the source mailbox to the destination mailbox.
- e. **Percentage Column:** This column provides the information about the progress of the saving process in percentage.
- f. **Action Button Column:** This column provides a **Remove** button that allows you to remove individual mailbox from the list of the mailboxes to be saved.

Stellar Converter for EDB can process up to four mailboxes at the same time. You can either remove the mailbox that is in **Pending** status or stop the saving process using the steps as follows:

- To remove the mailbox that is in **Pending** status, click **Remove** button given in front of the mailbox. When you remove one or more mailbox for saving, a **Process complete** dialog box appears after the completion of the saving process, click **Resume** if you want to resume the saving of the mailboxes that you were removed or **Close** to complete the saving process without saving the removed mailboxes.

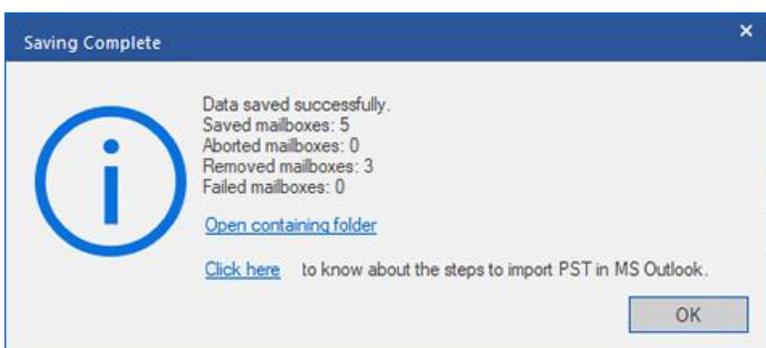


- To stop the saving process and abort all the processing mailboxes, click **Stop All** button. A **Stop Process** dialog box appears to confirm your action as given below:



- i. If you want to save the mailboxes that are currently being processed and then stop the saving process, click **Complete Current Mailbox**.
- ii. If you do not want to complete the saving of mailboxes that are currently being processed and stop the saving process, click **Stop Now**. If you immediately stop the process, only the partial data of the mailbox that is currently being processed will be saved in the destination mailbox and if you want to save the removed mailboxes again, you will have to remove them manually from the list.
- iii. To go back to the **Save** screen and continue saving the mailboxes, click **Cancel**.

9. A **Saving Complete** dialog box opens, displaying a message "**Data Exported Successfully**" and displays the number of **saved mailboxes, aborted mailboxes, removed mailboxes** and **failed mailboxes**.



10. To open the folder containing the PST files, click on **Open Containing Folder**.

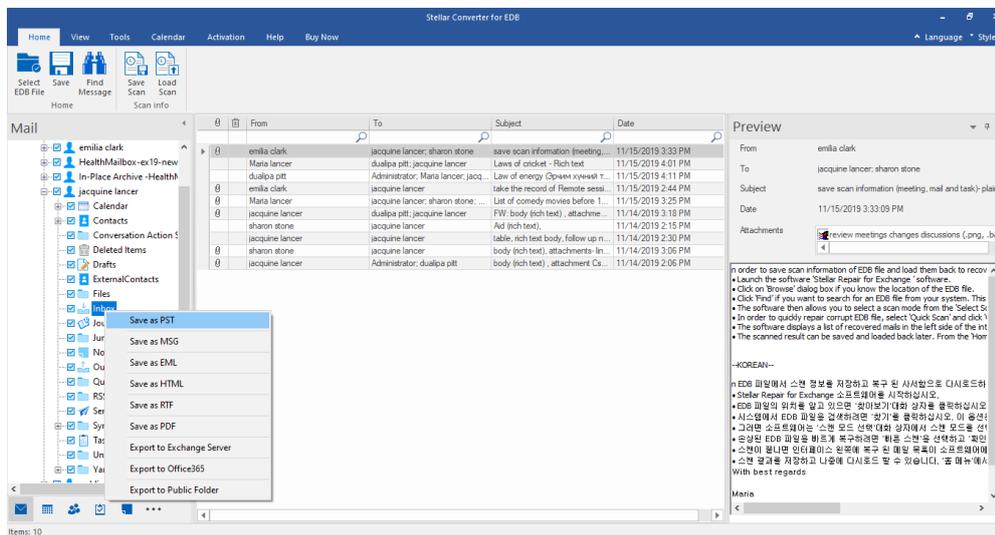
11. Click **OK** to continue.

Once you save the converted mailbox in PST format, you can import the PST file in MS Outlook. See **Importing PST file in MS Outlook**, to know how to import PST file.

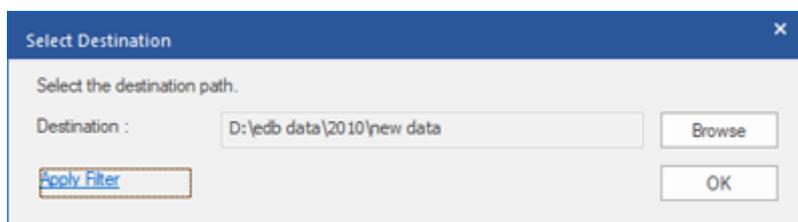
Note: For best performance while using **PST** files, Microsoft recommends to have up to **100,000 mail items** in a folder at a time. Therefore, **Stellar Converter for EDB** saves up to **90,000 mail items** to each folder in the mailbox of the **PST** file. After this limit, the software splits the folder into another folder with the same name followed by "**date-time_earlier**", where "**date-time**" is the date and time up to which the mailbox data gets saved in that folder. To know more about the Mailbox Folder Limits, refer to **Mailbox Folder Limits Recommended by Microsoft**.

In Stellar Converter for EDB, you can also export individual mailbox from the navigation tree using the steps given below:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Save as PST** to save the mailbox in PST format.



3. Browse the destination in the **Select Destination** dialog box where you want to save the file.



4. If you want to filter the scanned results before saving, click on **Apply Filter**.
5. Click **OK** to continue.

Once you save the converted mailbox in PST format, you can import the PST file in MS Outlook. See **Importing PST file in MS Outlook**, to know how to import PST file.

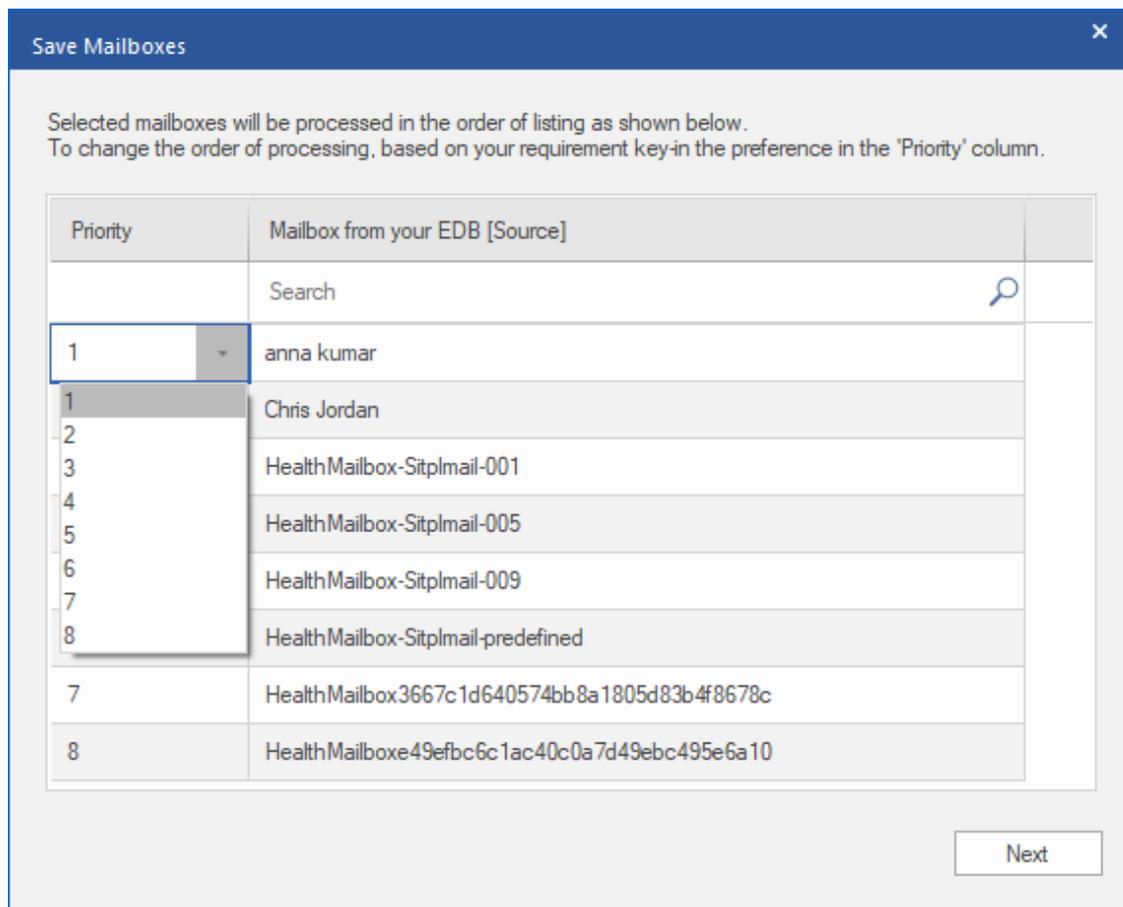
3.1.4.3.1. How to set Mailbox Priority

To set priority, follow the steps given below:

1. Select or search for a mailbox in **Mailbox from your EDB (Source)** column.
2. Click on the respective row in the **Priority** column and manually enter the value of priority as per the requirement. E.g. If you enter the value as 1, the particular mailbox is assigned a priority 1 and will be exported first. The rest of the mailboxes are automatically assigned priorities starting from 2.

OR

Take the mouse cursor to the particular row of the **Priority** column and click on the drop-down list icon that appears. From the list that appears, select the value as per your requirement.



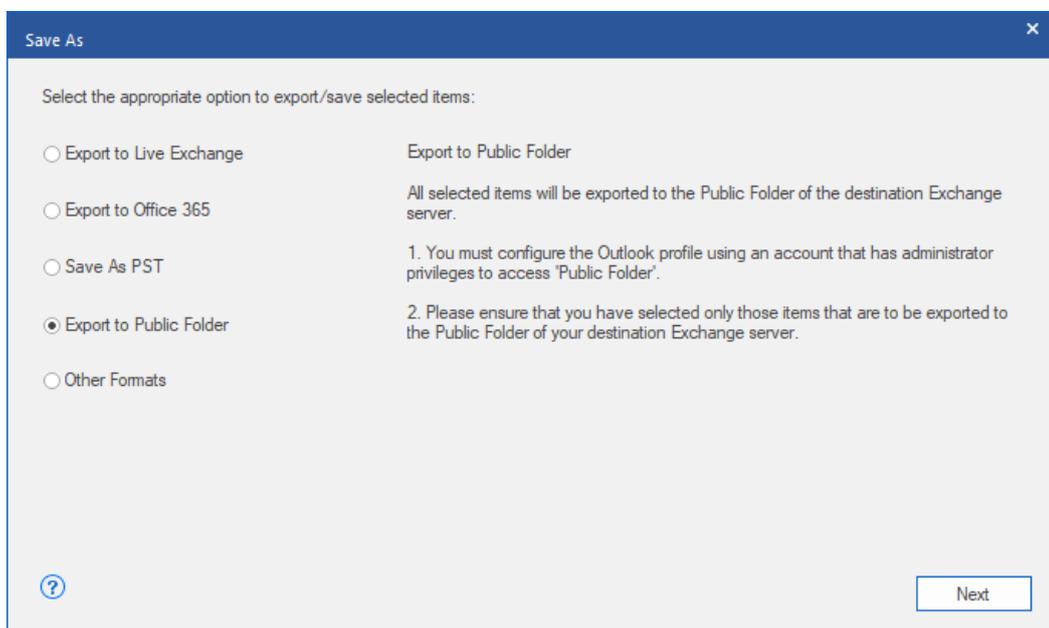
3.1.4.4. Export Mailbox to Public Folder

Stellar Converter for EDB allows you to export the converted mailboxes or mailbox items to the **Public Folder** of **Exchange Server** and **Office 365** account. Public Folder is one of the feature within **Microsoft Exchange** and **Office 365** which gives users access to common folders for sharing information. To export the mailbox to the Public Folder, you must have full access to the Public Folder root for the **Exchange Server** and **Office 365** account where you want to export the data.

To export mails to Public Folder:

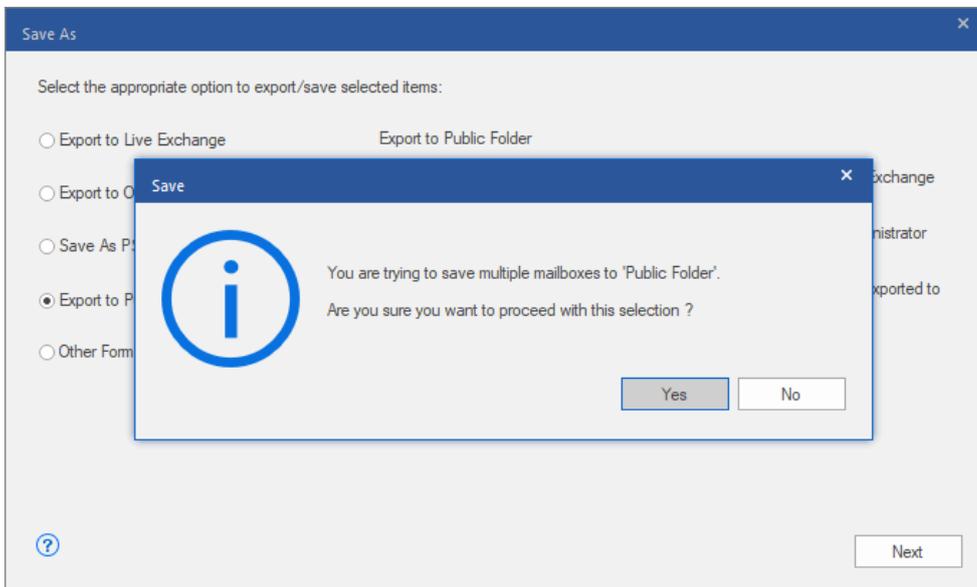
Note: Before you start the process, make sure to configure the **Outlook Profile** of the user with **Administrator rights**.

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Select **Export to Public Folder** from the list of options on the **Save As** dialog box.

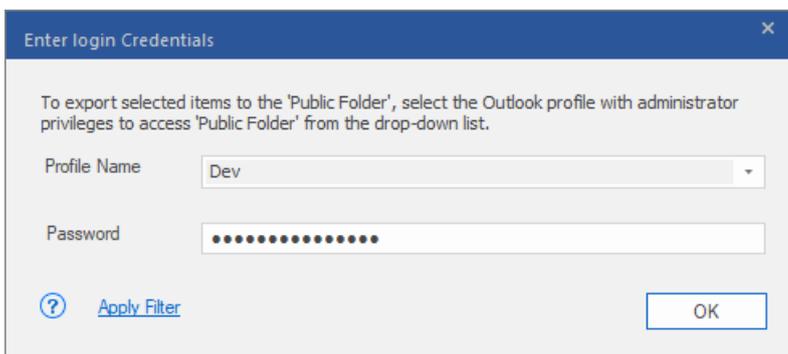


4. Click **Next** to proceed.

5. A **Save dialog** box opens to confirm your action, select **Yes** to confirm. **Enter Login Credentials** dialog box appears.



6. Select the **Outlook Profile** (**Exchange user profile** or **Office 365 user profile**) from **Profile Name** drop down list and enter the **Password**.



7. If you want to filter the scanned results before exporting, click on **Apply Filter**.

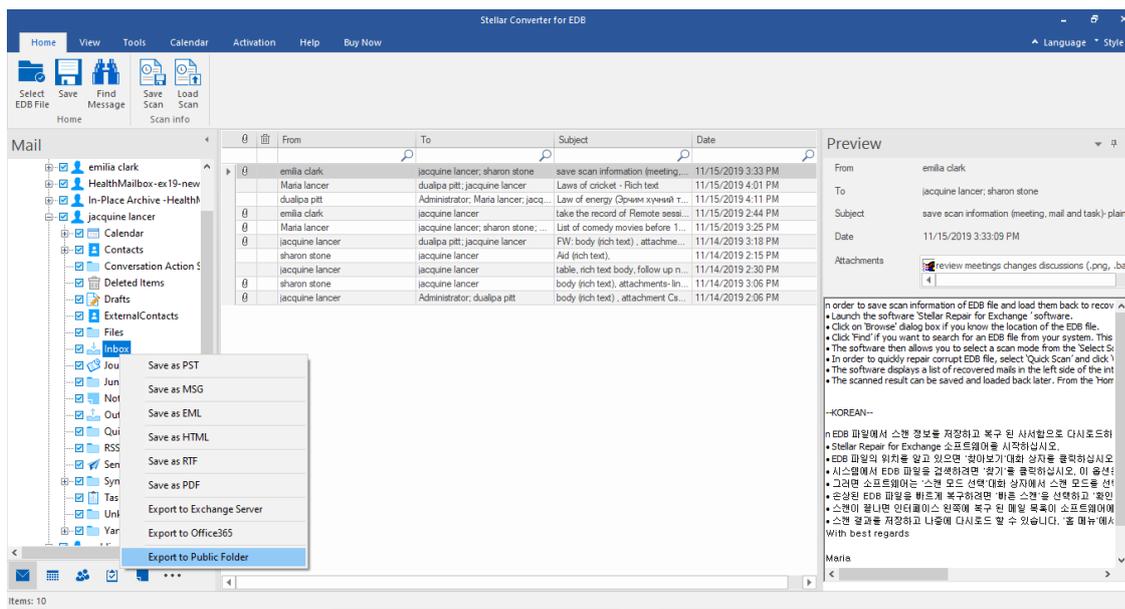
8. Click **OK** to continue.

Note :

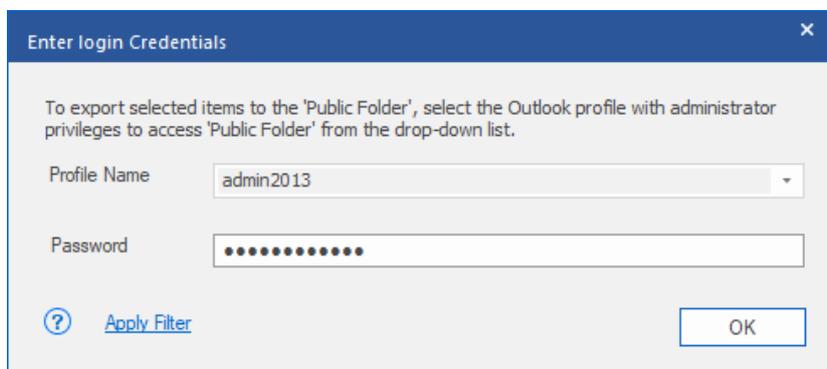
- You must have configured the **Live Exchange Server** and **Office 365** user of the Administration Server to export the data to **Public Folder**.
- You must have full-mailbox permissions and full access to the **Public Folder** root for exporting the data to Public Folder.

In Stellar Converter for EDB, you can also export individual mailbox from the navigation tree using the steps given below:

1. Right click on the mailbox or mailbox item that you want to export from the navigation tree.
2. Select **Export to Public Folder** to export the mailbox to Public Folder of Exchange server.



3. Enter **Login Credentials** dialog box appears. Select the **Outlook Profile (Exchange user profile or Office 365 user profile)** from **Profile Name** drop down list and enter the **Password**.



4. If you want to filter the scanned results before exporting, click on **Apply Filter**.
5. Click **OK** to continue.

Note:

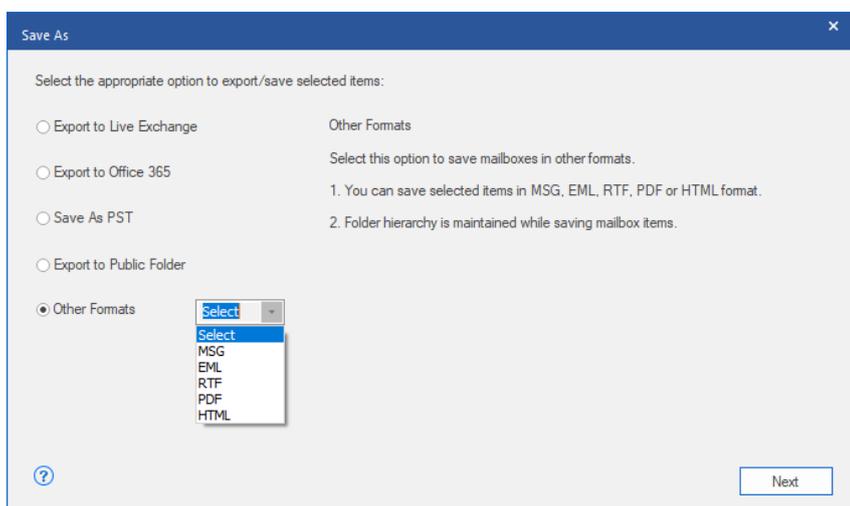
- To export the data to the **Public Folder** in Outlook, you must have configured the **Live Exchange Server and Office 365 users of the Administration Server**.
- You must have **full-mailbox permissions and full access to the Public Folder root** for exporting the data to Public Folder.

3.1.4.5. Save Mailbox in MSG, EML, RTF, PDF or HTML

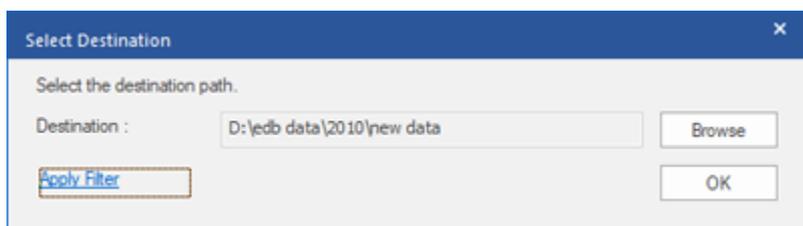
Stellar Converter for EDB allows you to save the converted files in various formats like **MSG, EML, RTF, PDF and HTML**. These formats are especially helpful to users to save individual mails. While saving the complete mailboxes or folders in **MSG, EML, RTF, PDF and HTML** formats, folder hierarchy is maintained by **Stellar Converter for EDB**.

To save the converted files in MSG, EML, RTF, PDF or HTML:

1. Select the mailboxes or mailbox items that you want to export from the navigation tree.
2. Click **Save** from **Home** ribbon. A **Save As** dialog box opens.
3. Click **Other Formats** and select the desired format from the **drop-down** list by clicking on the drop-down list box.



4. Click **Next** to proceed.
5. Browse the destination in the **Select Destination** dialog box where you want to save the file.

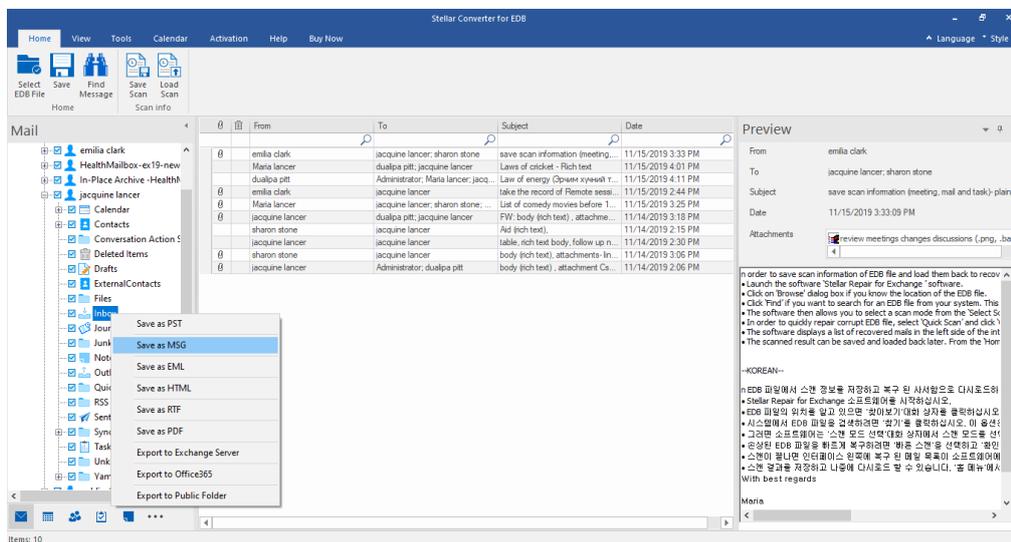


6. If you want to filter the scanned results before saving, click on **Apply Filter**.
7. Click **OK** to continue.

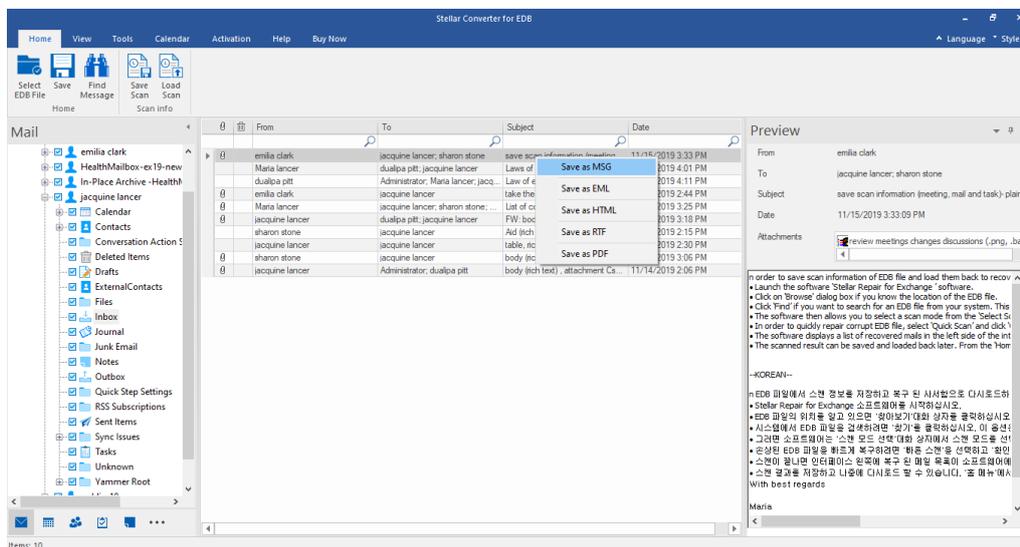
Using Stellar Converter for EDB, you can save individual mailboxes in either of the given formats.

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

- Select **Save as MSG** to save the mailbox in MSG format.
- Select **Save as EML** to save the mailbox in EML format.
- Select **Save as HTML** to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as RTF** to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as PDF** to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible)



Note: You can also right click on a particular mail to save it individually in **MSG, EML, HTML, RTF, and PDF** format from the middle pane.



3.1.5. Search and Save Scanned Files

Stellar Converter for EDB allows you to perform the search operation for the scanned mailbox. Search results can be saved in **PST, MSG, EML, HTML, RTF** and **PDF** formats.

The search operation displays the results as per the criteria specified. The search results are displayed depending on **Any Criteria** or **Exact Match**. You can switch between the view tabs depending on the requirement:

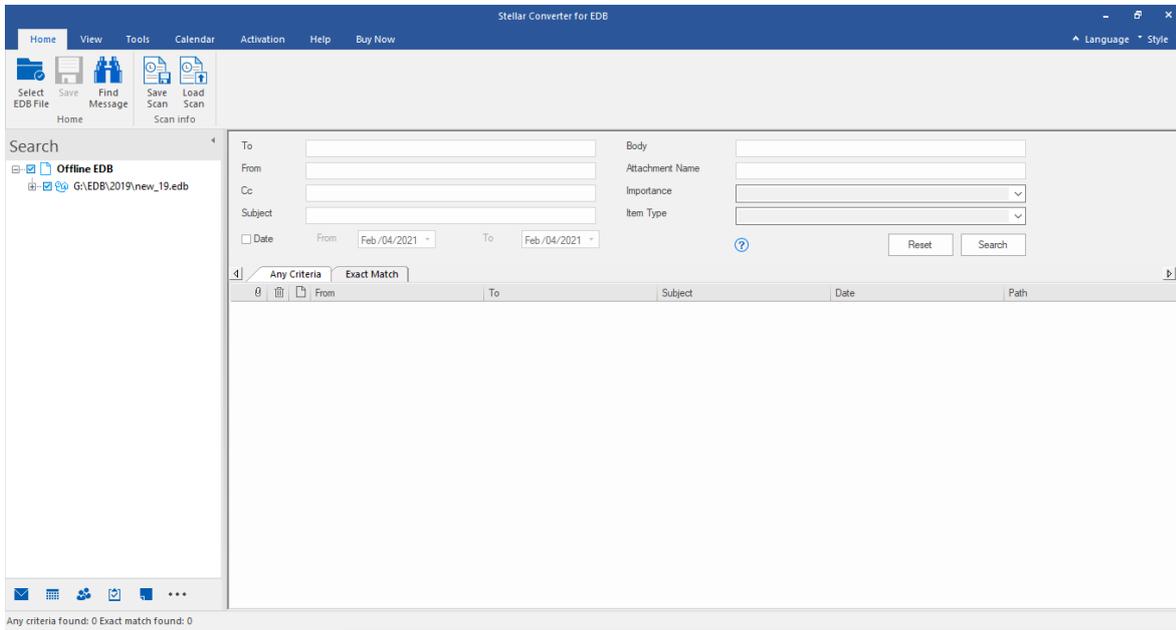
- **Any Criteria** : Displays the results which closely matches to your searching criteria.
- **Exact Match** : Displays the results which that exactly matches to your searching criteria.

There are two different ways to search for the specific results of the scanned mailbox:

- Click on **Find Message** button in the **Home** ribbon.
- Click on **Search** icon in the preview tabs.

The fields that refine the search results are:

- **To** : This filter displays all the mails that have been sent to the e-mail id entered.
- **From** : This filter displays all the mails that have been received from the e-mail id entered.
- **Cc** : This filter displays all the mails that have been marked as cc to the e-mail id entered.
- **Subject** : This filter displays all the mails with the entered subject heading.
- **Body** : This filter displays all the mails with the entered mail body text.
- **Attachment Name** : This filter displays all the mails that have been sent/ received with the specific attachment name entered.
- **Importance** : This filter displays all the mails that have pre-defined priority level. Select the priority level from the drop-down.
- **Item Type** : This filter displays all the mails that have been read or unread. Select the type of the mail from the drop-down.
- **Date** : This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for saving/ exporting.

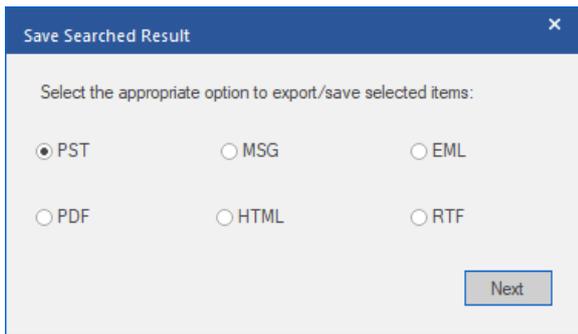


After entering the desired criteria, click **Search**. To reset the criteria, click **Reset**.

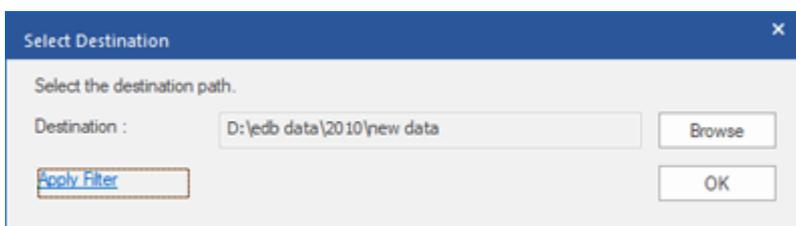
Note: Data of the currently selected view tab is saved.

To save search results:

1. Click **Save** from **Home** ribbon.
2. Select the required format from **Save Search Results** dialog box and click **Next**.



3. Browse the destination in the **Select Destination** dialog box where you want to save the file.



4. If you want to filter the scanned results before saving, click on **Apply Filter**.
5. Click **OK** to continue.

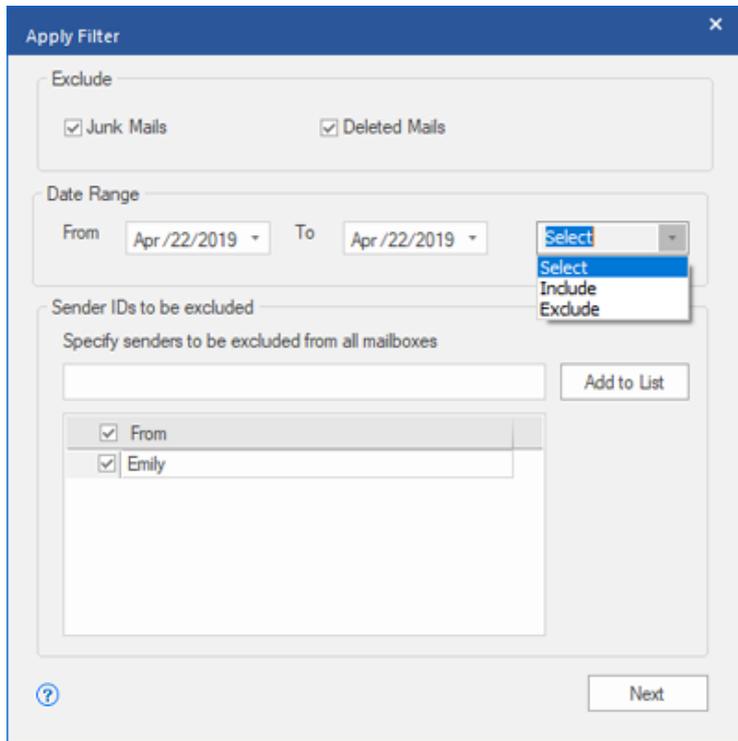
Note:

- *After search is complete, you can right click on messages to save them individually.*
- *Close Microsoft Outlook, if open, to save the mailboxes.*

3.1.6. Apply Filter - Offline EDB

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

Apply Filter dialog box opens.



Stellar Converter for EDB provides three filter options in Offline EDB conversion:

1. **Exclude:** This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**.
2. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for saving/ exporting.
 - **Include:** Select **Include** from the drop-down menu to convert the mails for the specified range and exclude the rest.
 - **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.
3. **Sender IDs to be excluded:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail addresses of the sender and click on **Add to List**. The mentioned E-mail addresses will be listed in the E-mail addresses list box. Click **Next**.

3.1.7. Performing Dial Tone Recovery

Dial Tone Recovery is a process of using the Dial Tone Portability feature available in Microsoft Exchange Server. The feature provides an empty Exchange database (with the same database schema version) that allows users who had mailboxes on the failed and dismantled database to send and receive new emails.

Steps to perform Dial Tone Recovery process:

Before you begin Dial Tone Recovery, ensure that the user having an account with Administrator Rights on mailboxes.

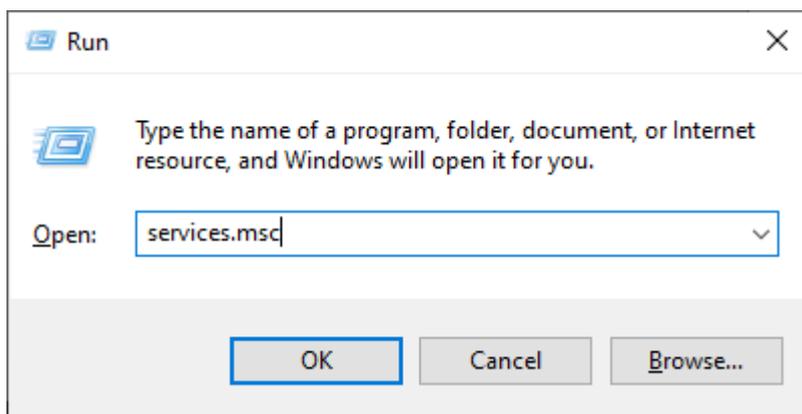
The entire process of Dial Tone Recovery involves two steps:

Step 1- Create an empty database on the mailbox server to replace the failed database. This empty database is known as the Dial Tone Database.

Step 2- Export all the mailboxes from the corrupt or dismantled database to the Dial Tone Database.

Step 1- To Replace the failed database by a Dial Tone Database:

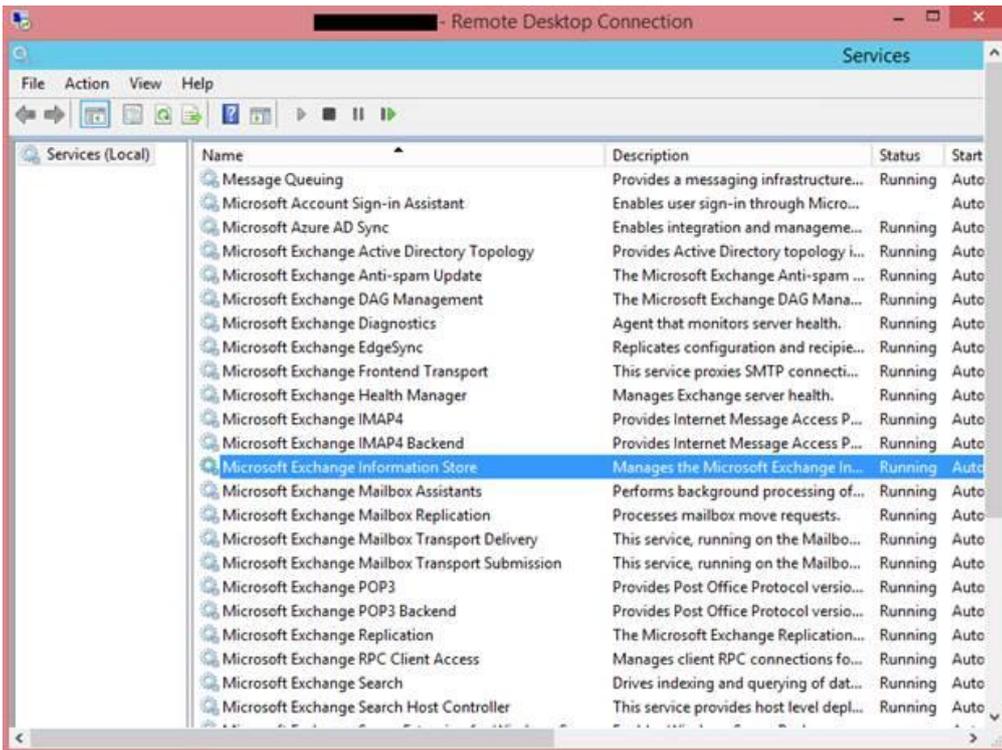
1. Log on **Exchange Server** with **Administrator Credentials**.
2. Press **Win+R**, type **Services.msc** and press '**Enter**' or click '**OK**'.



3. Stop these three services:

- Stop Microsoft Exchange Search Service
- Stop Microsoft Exchange Search Host Controller Service

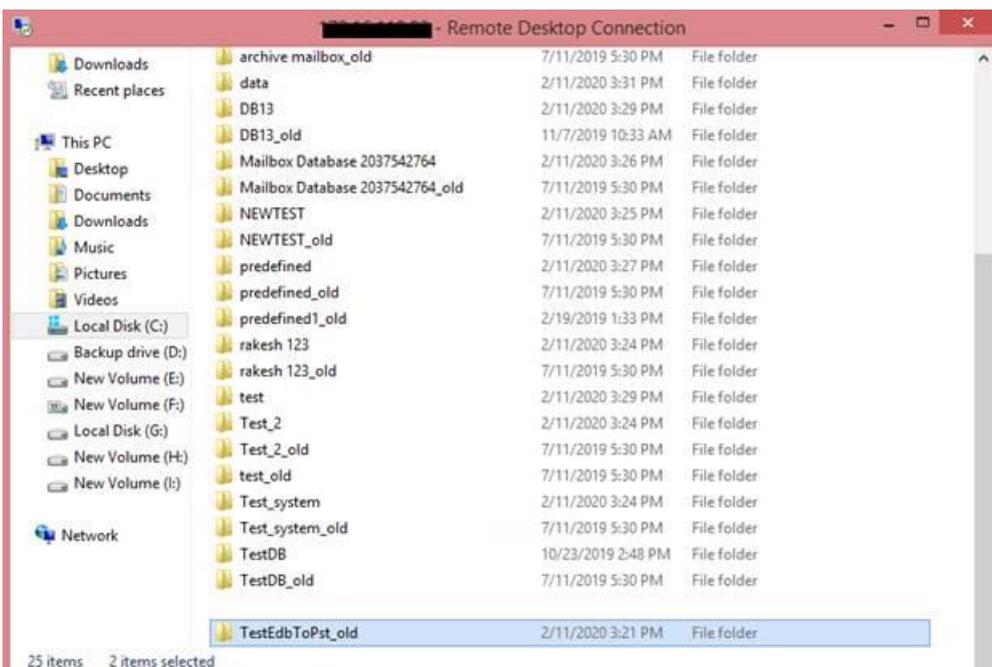
- Stop Microsoft Exchange Information Store Service



4. Go to the corrupt EDB folder location:

- Rename the EDB folder name to **NAME_old**.

For instance, if your EDB folder name is **TestEdbToPst**, rename it to **TestEdbToPst_old**.



5. Now you can start all three stopped services :-

- Microsoft Exchange Information Store
- Microsoft Exchange Search Host controller
- Microsoft Exchange Search Service

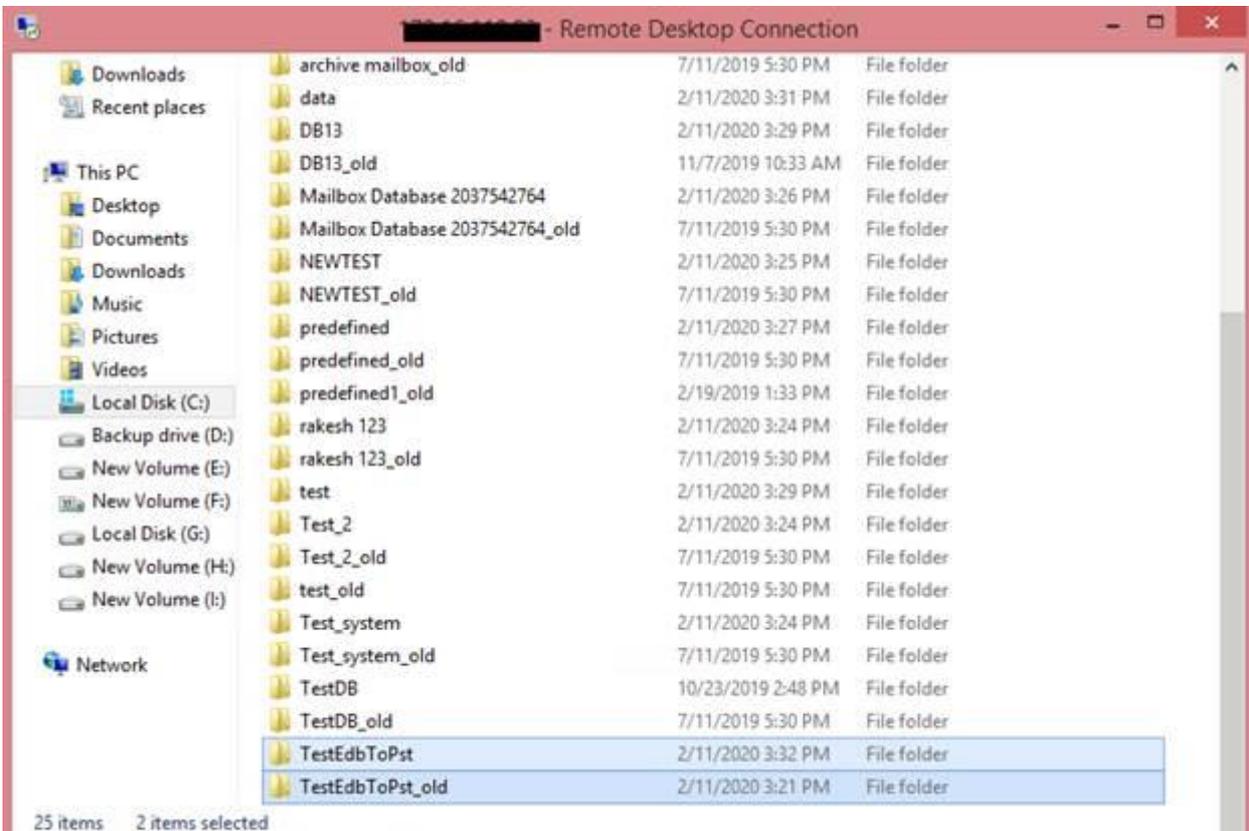
6. Open **Exchange admin center** and mount the database. It will prompt the following message, click 'OK' to create an empty Database.

warning

At least one of this store's database files is missing. Mounting the store will force the creation of an empty database. Don't take this action if you intend to restore an earlier backup or recover using a continuous replication copy of your database. Are you sure you want to continue?



7. This process will create a new **Dial Tone Database** with the same name.



8. The empty database will be **mounted** as shown below:

3.1.8. Folder limits recommended by Stellar Converter for EDB

Sometimes the EDB file gets corrupted if any of its folder has more mails than a recommended mailbox folder limit. In most cases, even if the EDB file doesn't get corrupted, having more mails than the recommended mailbox folder limit reduces performance. To overcome this problem, **Stellar Converter for EDB** only saves the mailboxes to a recommended limit. After the limit is crossed, the software splits the folder into another folder with the same name followed by " **date-time_earlier**" , where "**date-time**" is the date and time up to which the mailbox data gets saved in that folder.

Mailbox folder limits are specified by Microsoft for the different versions of the **Live Exchange**, **Office 365**, and **PST**. These mailbox folder limits are not permanent, it may vary as per the version of **Live Exchange**, **Office 365**, or **PST** that you are using.

The mailbox folder limits that are recommended by Microsoft and are used in **Stellar Converter for EDB** to limit the number of mails stored in a folder are given as follows:

For PST file	Microsoft recommends to have up to 100,000 mail items per folder. Therefore, Stellar Converter for EDB saves up to 90,000 mail items per folder in the mailbox of PST file.
For Live Exchange	Microsoft recommends to have up to 1,000,000 mail items per folder in the mailbox of Live Exchange Server . Therefore, Stellar Converter for EDB saves up to 900,000 mail items per folder in the mailbox of Live Exchange Server .
For Office 365	Microsoft recommends to have up to 1,000,000 mail items per folder in the mailbox of Office 365 server . Therefore, Stellar Converter for EDB saves up to 900,000 mail items per folder in the mailbox of Office 365 server .

To know detailed information about the Mailbox Folder Limits set by Microsoft click <https://docs.microsoft.com/en-us/office365/servicedescriptions/exchange-online-service-description/exchange-online-limits#mailbox-folder-limits>

3.2. Convert Online Exchange

3.2.1. Connect to Single / All Mailboxes

3.2.2. Convert Online EDB

3.2.3. Grant Full Mailbox Permissions in MS Exchange Server 2003 and 2000

3.2.4. Grant Full Mailbox Permissions in MS Exchange Server 2019, 2016, 2013, 2010 and 2007

3.2.5. Save Converted Files

3.2.5.1. Save Converted Files in PST Format

3.2.5.2. Save Converted Files in MSG, EML, RTF, PDF or HTML

3.2.6. Save Contacts

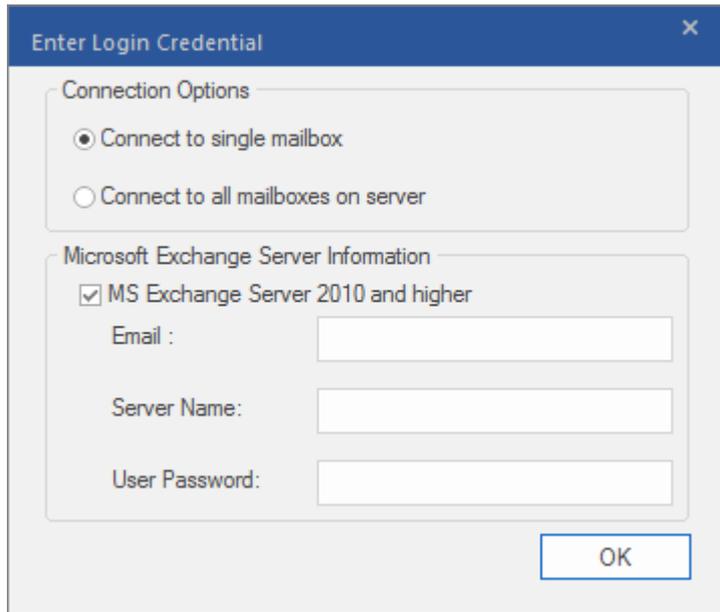
3.2.7. Apply Filter - Online EDB

3.2.1. Connect to Single / All Mailboxes

For Online conversion of EDB to PST Files, you need to connect to mailboxes on Exchange Server.

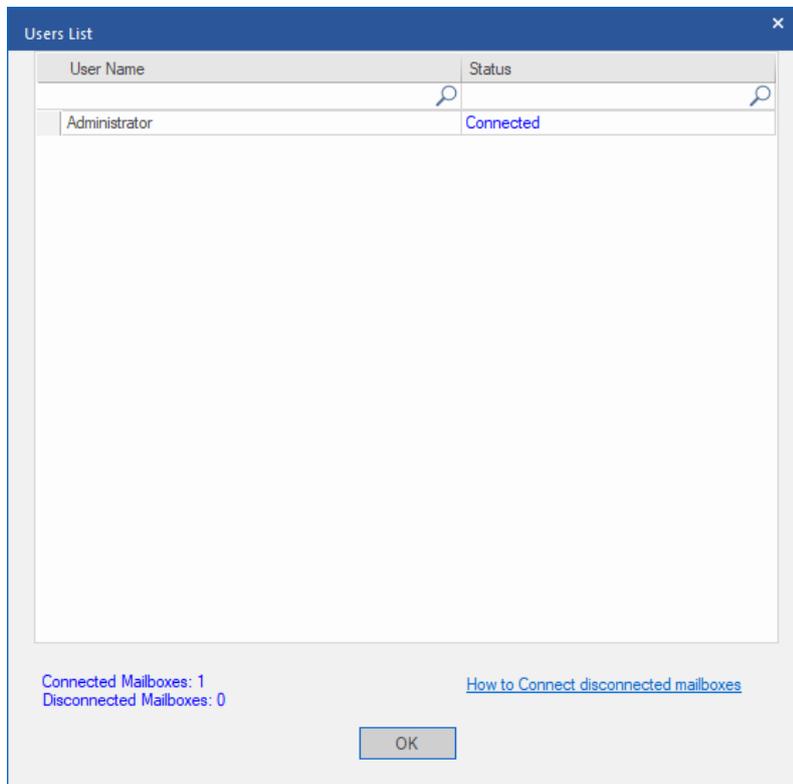
To convert EDB from single mailbox on Exchange Server:

1. Click **Select Server** from **Home Ribbon**.
2. 'Enter Login Credential' dialog box appear.



The screenshot shows a dialog box titled "Enter Login Credential". It has a blue header bar with a close button (X) on the right. The dialog is divided into two main sections. The first section, "Connection Options", contains two radio buttons: "Connect to single mailbox" (which is selected) and "Connect to all mailboxes on server". The second section, "Microsoft Exchange Server Information", contains a checked checkbox labeled "MS Exchange Server 2010 and higher". Below this checkbox are three text input fields: "Email:", "Server Name:", and "User Password:". At the bottom right of the dialog is an "OK" button.

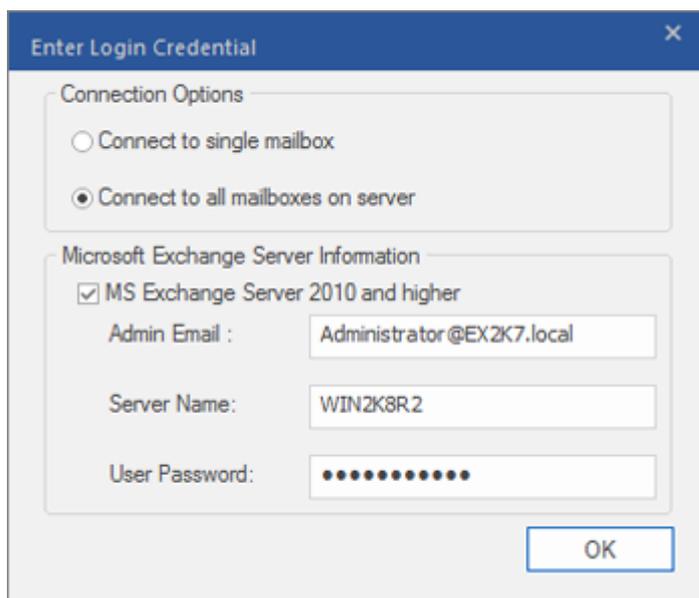
3. Select **Connect to Single Mailbox** from **Connection Options**.
4. Enter **Mailbox Name** and **Server Name** (for MS Exchange 5.5 / 2000 / 2003 / 2007) or check the Exchange Server 2010 / 2013 / 2016 / 2019 checkbox to enter **Email**, **Server name** and **User Password** (for MS Exchange 2010 / 2013 / 2016 / 2019) in **Microsoft Exchange Server Information** section.
5. Click **OK**. The application will start connecting to the Exchange Server and once the connection is established, a **Users List** window containing name and status (connected / disconnected) of the mailbox will be displayed.



6. Click **OK** to continue.

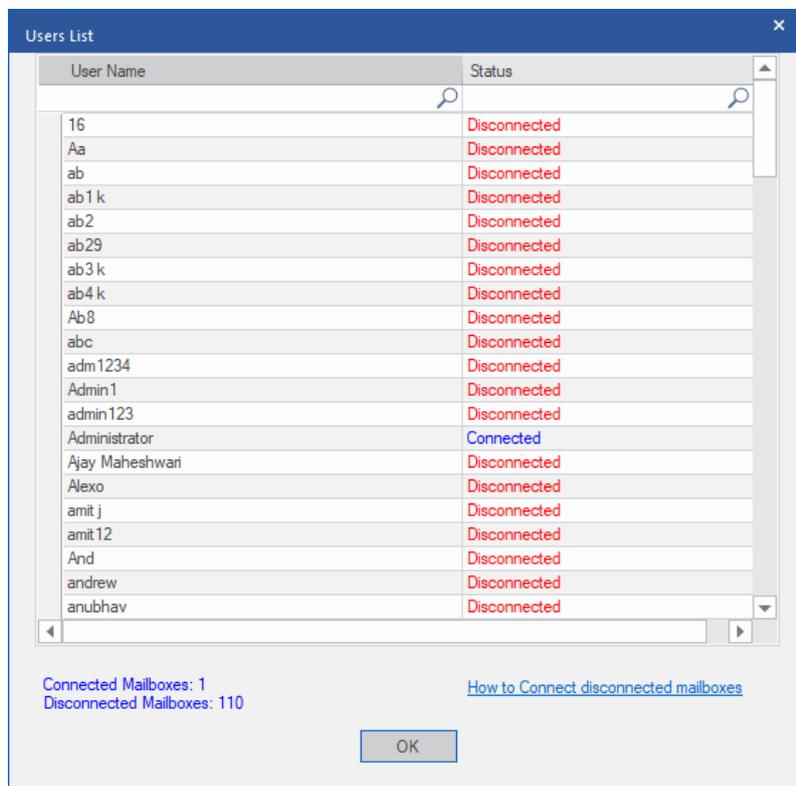
To convert EDB from all mailboxes on Exchange Server:

1. Click **Select Server** from **Home** Ribbon.
2. 'Enter Login Credential' dialog box appear.



3. Select **Connect to all Mailboxes on Server** from **Connection Options**.

4. Enter **Admin** and **Server Name** (for MS Exchange 5.5 / 2000 / 2003 / 2007) or check the Exchange Server 2010 / 2013 / 2016 / 2019 checkbox to enter **Admin Email**, **Server Name** and **User Password** (for MS Exchange 2010 / 2013 / 2016 / 2019) in **Microsoft Exchange Server Information** section.
5. Click **OK**. Once the application has established a connection with the Exchange Server, a **Users List** window displays list of all mailboxes and their status with total number of connected / disconnected mailboxes.

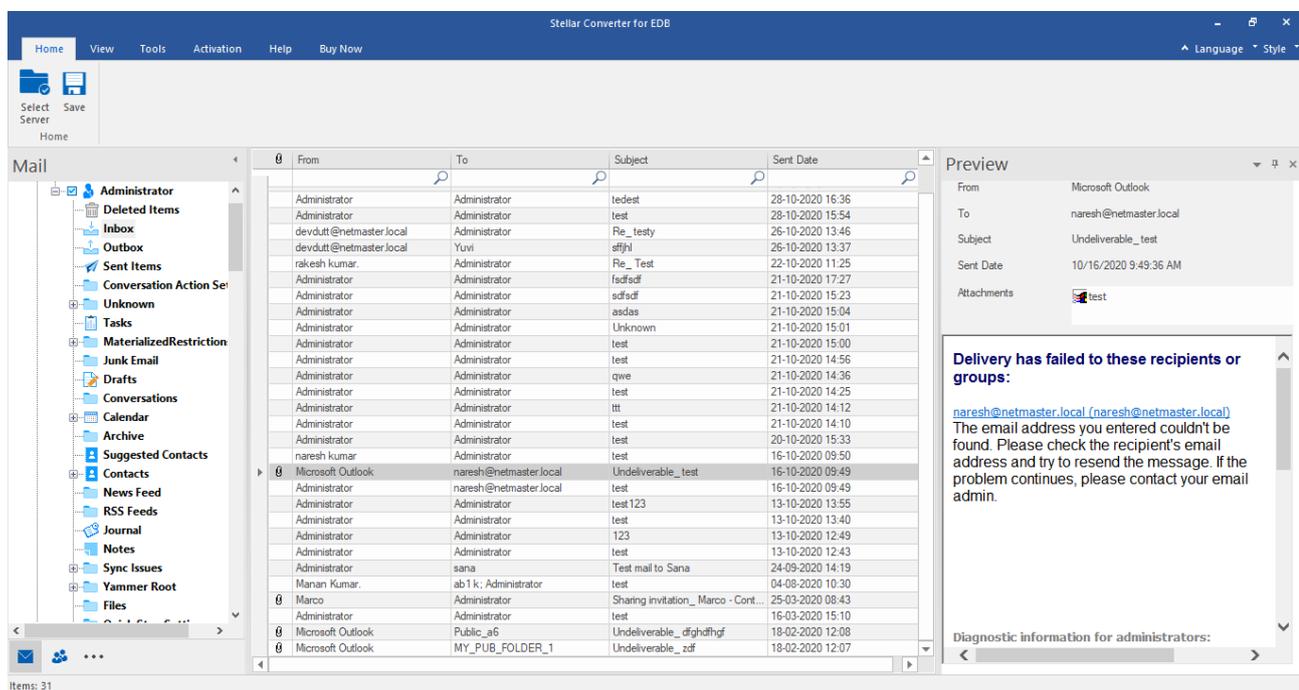


6. Click **OK** to continue.

3.2.2. Convert Online EDB

Once **Stellar Converter for EDB** establishes a connection with Exchange Server, a window displays mailbox and its status. If you have selected **Connect to all mailboxes on server** option, the window displays a list of all mailboxes and their status with total number of connected and disconnected mailboxes. Click **OK** to close the window and preview the converted file.

Left pane displays selected EDB filename under Root node in a tree like structure while the Middle pane displays the list of converted mails. Click on any mail in the middle pane to see it's content, which is displayed in right pane as shown below.



3.2.3. Grant Full Mailbox Permissions in MS Exchange Server

2003 and 2000

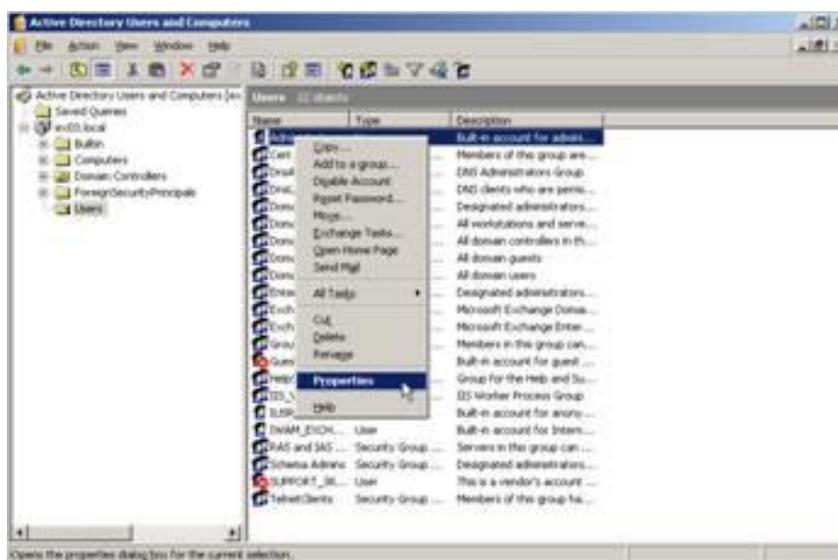
In Exchange Server 2003 and 2000, by default even accounts having Enterprise Administrator privileges are not allowed to access all mailboxes of the Exchange Server. Even administrators have no right to open mailbox on any of the servers. Thus, you can access only mailboxes of your account, even if you have full admin, domain admin or enterprise admin rights. This limitation can be overcome by certain methods. But these methods can be applied only if they confer with security and privacy policies. We will discuss these methods to grant Full Mailbox Permission access rights in detail.

Access a Single Mailbox:

If you have the proper Exchange Server administrative rights, you can follow the underlying procedure to access a single mailbox in Exchange 2003 and 2000.

1. Click **Start** menu.
2. In **Run** dialog box, type **mmc dsa.msc**.
3. Click **OK**. **Active Directory** window is displayed.
4. If **Advanced Features** is not selected, select it in **View** menu options.
5. In the list of users shown in **Active Directory**, right-click on the user whose mailbox permission is to be given.

Select **Properties** option.



6. In the [User] **Properties** dialog box, click **Exchange Advanced** tab.



7. In **Exchange Advanced** window, click **Mailbox Rights** button. [User] **Permission** dialog box is displayed.



8. In **Permission** dialog box, click the user or group whose mailbox is to be accessed. If user is not present in the list click **Add** button. Enter the object name and click **OK**.



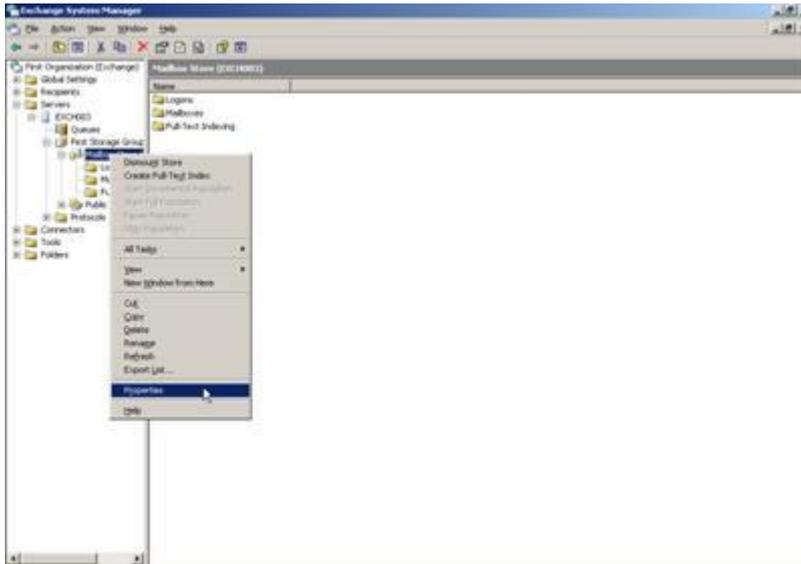
9. Select **Full mailbox access** option under **Allow** column.

10. Click **Apply** and then click **OK**.

Access to Mailboxes of a Specific Mailbox Store:

If you have proper Exchange Server administrative rights, you can follow the underlying procedure to access mailbox on a specific store in Exchange Server 2003 and 2000.

1. Run **Exchange System Manager (ESM)**.
2. Navigate and select required **Mailbox Store** in the appropriate server object.
3. Right-click on **Mailbox Store** and click **Properties** option. **Properties** dialog box appears.



4. Click **Security** tab option.



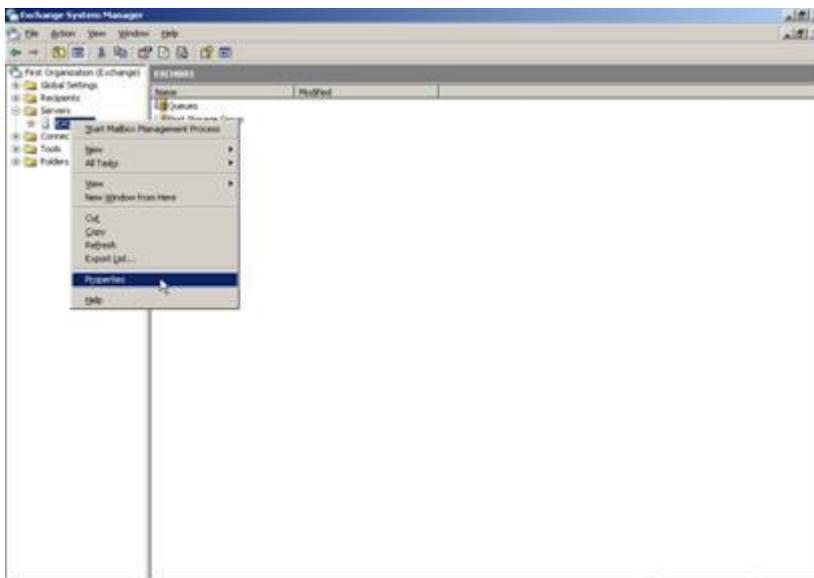
5. In **Properties** dialog box, click the user or group whose mailbox is to be accessed. If user is not present in the list click **Add** button. Enter the object name and click **OK**.
6. Select **Full Control** options under **Allow** column.

7. Click **Apply** and then click **OK**.

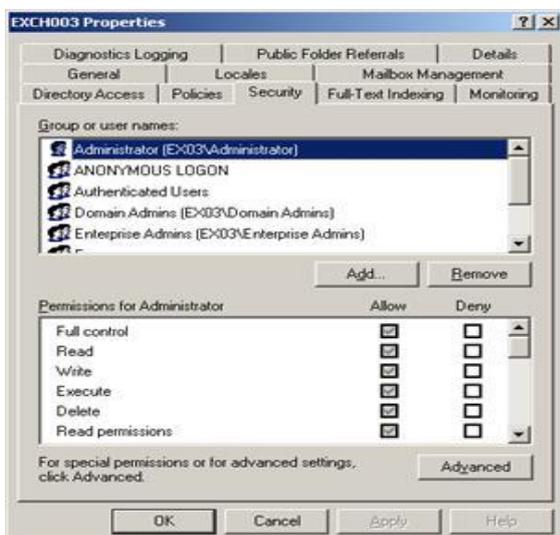
If Mailbox is on a Specific Server:

If you have the proper **'Exchange Server'** administrative rights, you can follow the underlying procedure to access mailbox on a specific Server in Exchange 2003 and 2000.

1. Start **Exchange System Manager**.
2. Navigate to desired **Administrative Group** and then the **Server** under the servers node. Right-click on the selected server and choose **Properties** option.



3. Click **Security** tab.



4. In **Properties** dialog box, click the user or group whose mailbox is to be accessed. If user is not present in the list click **Add** button. Enter the object name and click **OK**.
5. Select **Full Control** under **Allow** column.
6. Click **Apply** and then click **OK**.

Wait for few minutes depending on number of domain controllers, **Global Catalogs** and site replication schedules and intervals for the changes to take place.

3.2.4. Grant Full Mailbox Permissions in MS Exchange Server 2019, 2016, 2013, 2010 and 2007

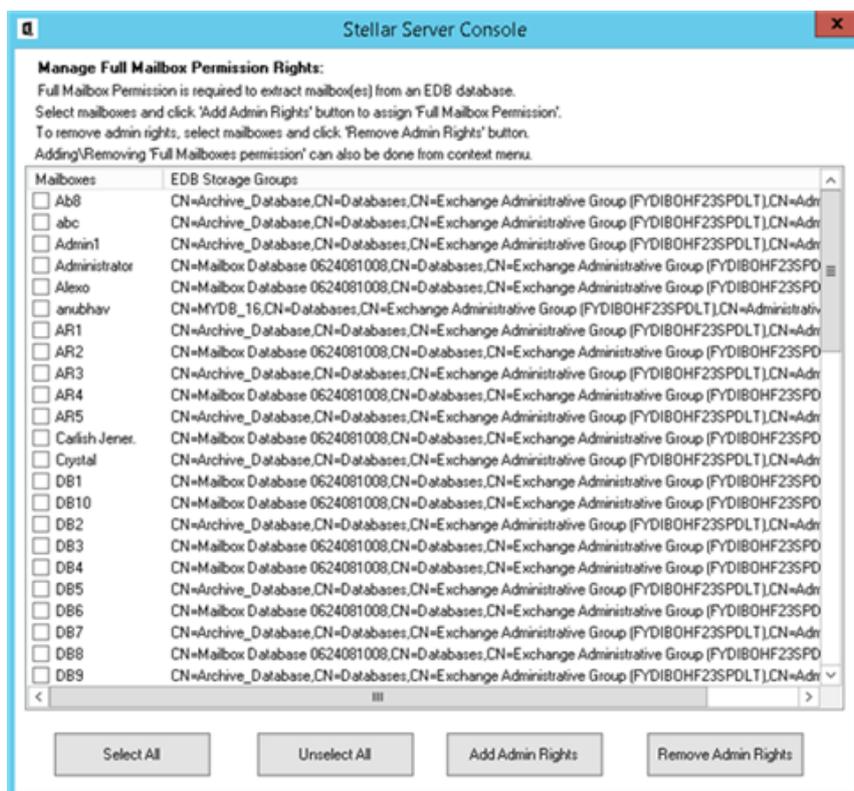
If you have MS Exchange Server 2019, 2016, 2013, 2010 or 2007 with .Net framework 3.5 or higher, then you need to use **Stellar Server Console.exe** to provide the **Full Mailbox Permission** to disconnected mailboxes.

To grant Full Mailbox Rights using Stellar Server Console.exe:

1. Launch **Stellar Server Console.exe**. **Login Details** dialog box opens.



2. After providing **Domain Name**, **User Name** and **Password**, you will get a window with list of mailboxes as shown below:



3. To select all the mailboxes, press **Select All**.
4. To deselect all the mailboxes, press **Unselect All**.
5. To give Full Mailbox Rights to selected mailbox (s), press **Add Admin Rights**.
6. To remove Full Mailbox Rights from the selected mailbox (s), press **Remove Admin Rights**.

Note: *.Net framework 3.5 should be installed on the 'Server' to run **Stellar Server Console.exe**.*

3.2.5. Save Converted Files

Stellar Converter for EDB allows you to save the converted files in various formats like PST, MSG, EML, HTML, RTF, and PDF.

3.2.5.1. Save Converted Files in PST Format

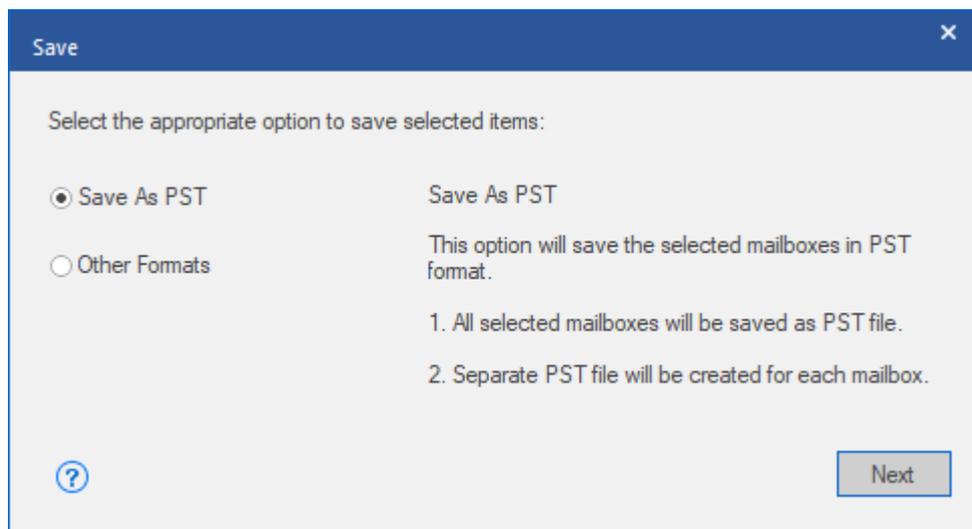
3.2.5.2. Save Converted Files in MSG, EML, RTF, PDF or HTML

3.2.5.1. Save Converted Files in PST Format

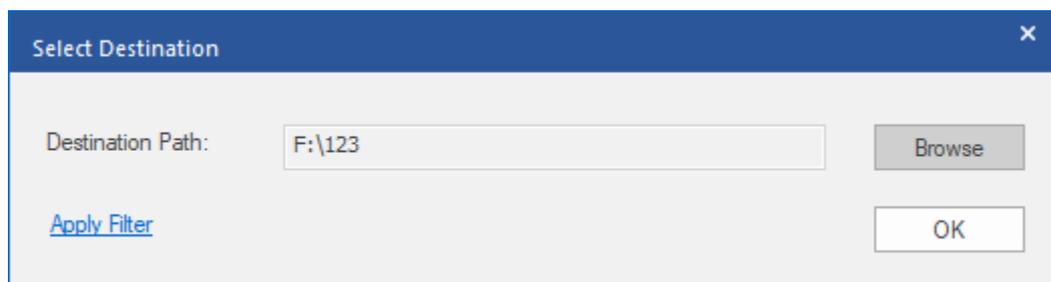
Stellar Converter for EDB allows you to save the converted files in PST format.

To save the converted files:

1. Select the mailboxes or mailbox items that you want to save from the navigation tree
2. Click **Save** from **Home** Ribbon.
3. A **Save** dialog box opens. Select **Save As PST** from the list of options.



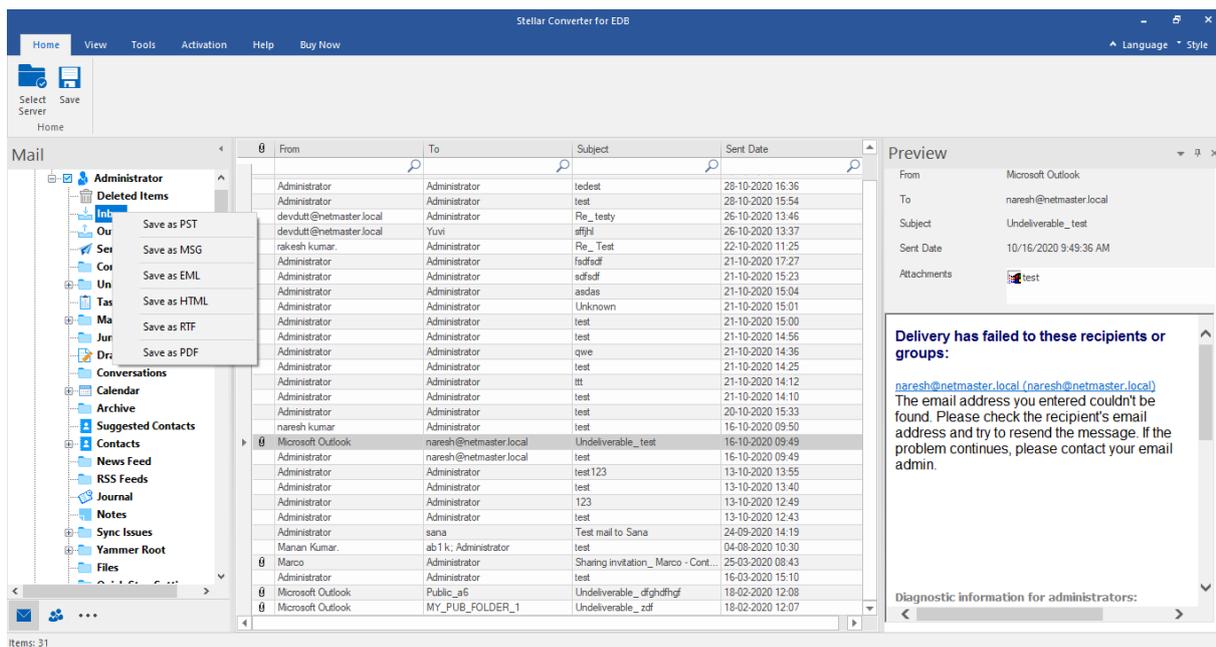
4. Click **Next** to proceed.
5. Browse the destination in the **Select Destination** dialog box where you want to save the file.



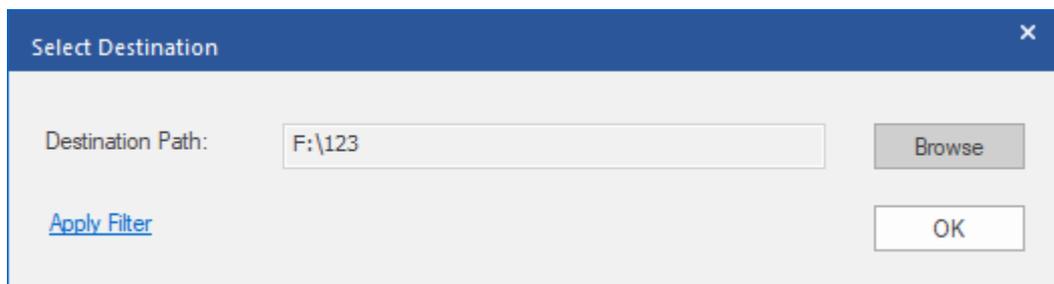
6. If you want to filter the scanned results before saving, click on **Apply Filter**.
7. Click **OK** to continue.

In **Stellar Converter for EDB**, you can save individual mailboxes from the navigation tree using the steps given below

1. Right click on the mailbox or mailbox item that you want to save from the navigation tree.
2. Select **Save as PST** to save the mailbox in PST format



3. Browse the destination in the **Select Destination** dialog box where you want to save the file.



4. If you want to filter the scanned results before saving, click on **Apply Filter**.
5. Click **OK** to continue.

Once you save the converted mailbox in **PST** format, you can import the PST file in **MS Outlook**. See **Importing PST file in MS Outlook**, to know how to import PST file.

Note: If the mailbox that you want to save is under **Disconnected Mailboxes**, you need to grant full mailbox permissions to that mailbox in MS exchange server. Once full mailbox permissions are granted, right click on **Disconnected Mailboxes** and click **Refresh All**. After refresh, **Disconnected Mailboxes** to which the permissions has been granted successfully will be listed in **Connected Mailboxes**.

Select Server Home

Mail

- Yammer Root
- Files
- Quick Step Settings
- ExternalContacts
- Disconnected
- Refresh All
- 16
- Aa
- ab
- ab1 k
- ab2
- ab29
- ab3 k
- ab4 k
- Ab8
- abc
- adm1234
- Admin1
- admin123
- Ajay Maheshwari
- Alexo
- amit j
- amit12
- And

From	To	Subject	Sent Date
Administrator	Administrator	tedest	28-10-2020 16:36
Administrator	Administrator	test	28-10-2020 15:54
devdutt@netmaster.local	Administrator	Re_testy	26-10-2020 13:46
devdutt@netmaster.local	Yuvi	sfjhl	26-10-2020 13:37
rakesh kumar	Administrator	Re_Test	22-10-2020 11:25
Administrator	Administrator	fdfdsf	21-10-2020 17:27
Administrator	Administrator	sdfsdf	21-10-2020 15:23
Administrator	Administrator	aadas	21-10-2020 15:04
Administrator	Administrator	Unknown	21-10-2020 15:01
Administrator	Administrator	test	21-10-2020 15:00
Administrator	Administrator	test	21-10-2020 14:56
Administrator	Administrator	qwe	21-10-2020 14:36
Administrator	Administrator	test	21-10-2020 14:25
Administrator	Administrator	tst	21-10-2020 14:12
Administrator	Administrator	test	21-10-2020 14:10
Administrator	Administrator	test	20-10-2020 15:33
naresh kumar	Administrator	test	16-10-2020 09:50
Microsoft Outlook	naresh@netmaster.local	Undeliverable_test	16-10-2020 09:49
Administrator	naresh@netmaster.local	test	16-10-2020 09:49
Administrator	Administrator	test123	13-10-2020 13:55
Administrator	Administrator	test	13-10-2020 13:40
Administrator	Administrator	123	13-10-2020 12:49
Administrator	Administrator	test	13-10-2020 12:43
Administrator	sana	Test mail to Sana	24-09-2020 14:19
Manan Kumar	ab1 k ; Administrator	test	04-08-2020 10:30
Microsoft Outlook	Administrator	Sharing invitation_Marco - Cont...	25-03-2020 08:43
Administrator	Administrator	test	16-03-2020 15:10
Microsoft Outlook	Public_a6	Undeliverable_dfghdfghf	18-02-2020 12:08
Microsoft Outlook	MY_PUB_FOLDER_1	Undeliverable_zdf	18-02-2020 12:07

Preview

From Administrator

To Administrator

Subject test

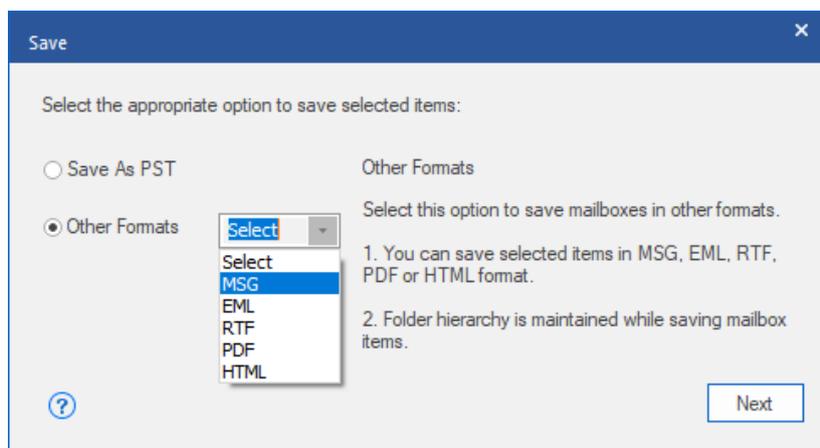
Sent Date 10/21/2020 3:00:32 PM

3.2.5.2. Save Converted Files in MSG, EML, RTF, PDF or HTML

Stellar Converter for EDB allows you to save the converted files in various formats like MSG, EML, RTF, PDF and HTML. These formats are especially helpful to users to save individual mails.

To save the converted mailboxes in other formats:

1. Select the mailboxes or mailbox items that you want to save from the navigation tree
2. Click **Save** from **Home** Ribbon. A **Save** dialog box opens.
3. Click **Other Formats** and select the desired format from the **drop-down** list by clicking on the drop-down list box.



4. Click **Next** to proceed.
5. Browse the destination in the **Select Destination** dialog box where you want to save the file.

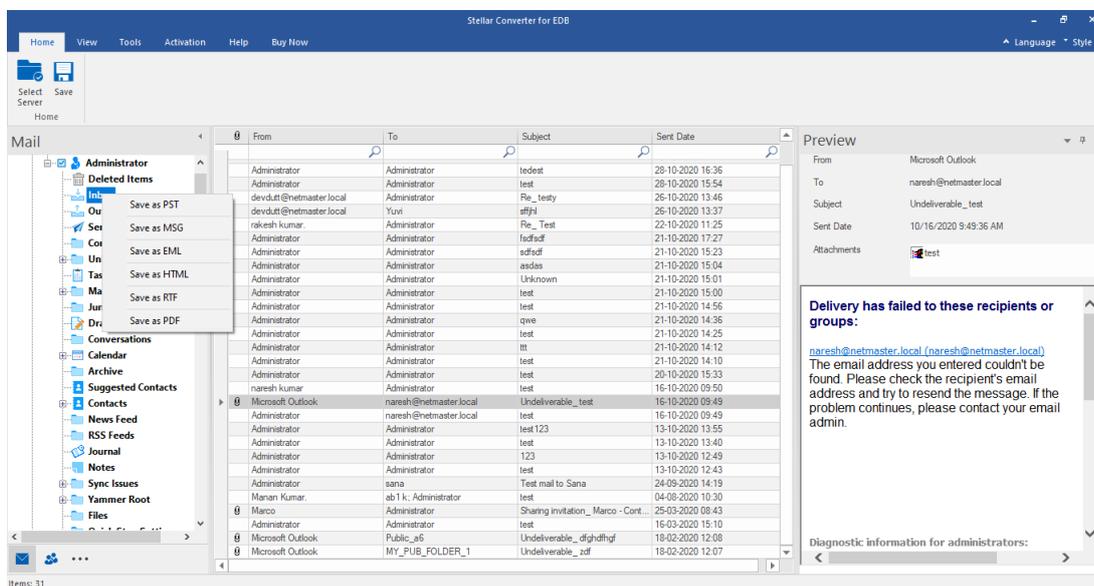


6. If you want to filter the scanned results before saving, click on **Apply Filter**.
7. Click **OK** to continue.

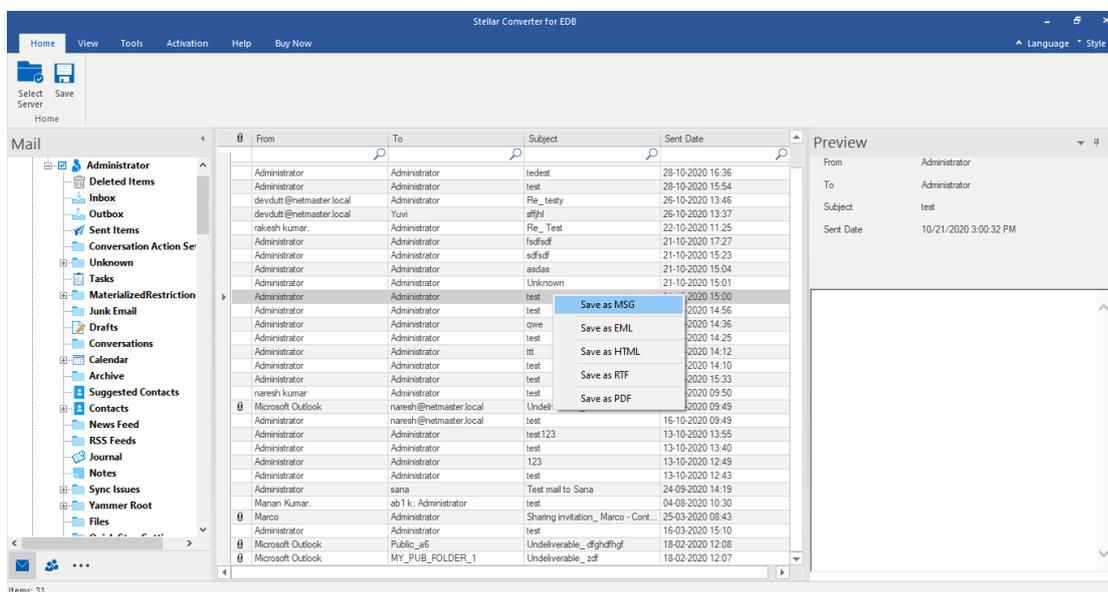
Using **Stellar Converter for EDB**, you can save individual mailboxes in either of the given formats.

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

- Select **Save as MSG** to save the mailbox in **MSG** format.
- Select **Save as EML** to save the mailbox in **EML** format.
- Select **Save as HTML** to save the mailbox in **HTML** format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as RTF** to save the mailbox in **RTF** format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as PDF** to save the mailbox in **PDF** format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible)



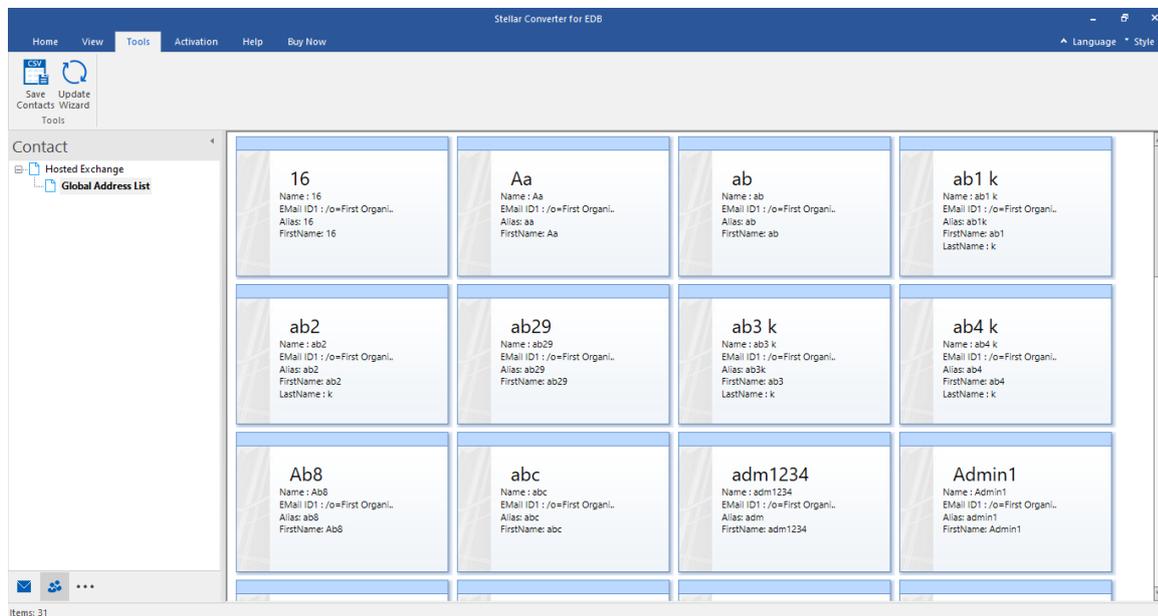
Note: You can also right click on a particular mail to save it individually in MSG, EML, HTML, RTF, and PDF format from the middle pane.



3.2.6. Save Contacts

Save Contact allows you to save your contacts in a CSV file.

1. Click **Save Contacts** from **Tools** Ribbon. **Global Address List** appears in the left pane of the screen.



2. 'Select Destination' dialog box appears.
3. Click on **Browse** to select the destination where you want to save your contacts. Click **Ok**.
4. 'Saving Complete' dialog box appears showing the successful saving of the Data. Click **Ok**.

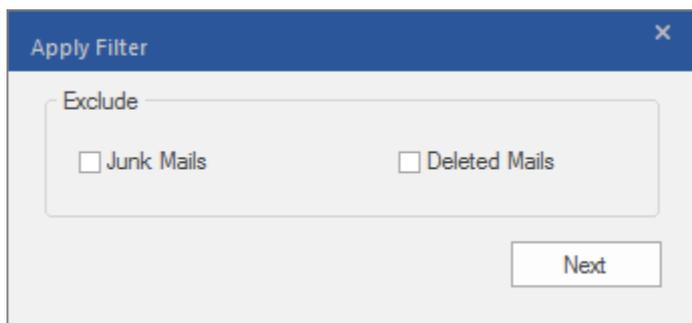
Note : The Data will be saved in an excel sheet which you can view by clicking on '**Open containing folder**'.

3.2.7. Apply Filter - Online EDB

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.

Apply Filter dialog box opens.

Exclude Folders: This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**. Select the desired option and Click **Next**.



3.3. Importing PST file in MS Outlook

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

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

To import PST file in Microsoft Outlook 2010:

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

To import PST file in Microsoft Outlook 2007:

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

3.4. View Log Report

With **Stellar Converter for EDB**, you can view the Log Report to analyze the conversion process at a later stage.

To view the log report:

- From **View** ribbon, Click on **Log Report**.
- A Web Page opens up showing the Status of the **Log Report**.

3.5. Changing the Software Language

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

Here are the steps to change the language:

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

4. Frequently Asked Questions (FAQ)

1. What does Stellar Converter for EDB do?

Stellar Converter for EDB converts mailboxes from MS Exchange database files into PST files. It allows you to convert Online and Offline Exchange database (EDB) to PST files. The software also provides preview of mailbox items such as - **Emails, Contacts, Calendar, Notes, Attachments, Sent items**, etc.

2. What is the difference between 'Online' and 'Offline' conversion of EDB to PST files?

In Online conversion, EDB files on running server are converted into PST files, while in Offline conversion, EDB files stored on a local machine are converted into PST files.

3. What is the difference between an EDB file and a STM file?

The .EDB file is the main repository for the mailbox data. The STM or streaming media file is used in conjunction with the .EDB file to comprise the Exchange database. Both files together make up the database, and as such, they should always be treated as a single entity. Typically, if you perform an action on the EDB file, the STM file is automatically included. The purpose of the STM file is to store streamed native Internet content.

When you install a new Exchange server in an organization, two data stores are created automatically: a default mailbox store and default public folder store. Two database files are associated with the default mailbox store:

Priv1.EDB: A rich-text database file containing message headers, message text, and standard attachments.

Priv1.STM: A streaming internet content file containing audio, video and other media that are formatted as streams of Multipurpose Internet Mail Extensions (MIME) data.

The STM file houses Internet content message streams as defined in Request for Comments (RFC 822), and the EDB file contains messages that are in MAPI format (Rich Text Format).

When an Internet mail message comes into the Exchange information store, the body of the message is saved in the STM file, and the header information (From, To, Cc, Time Sent, and so on) is converted to Rich Text Format (RTF), and then stored in the EDB file.

4. I am not able to find my EDB file, how do I locate it?

Use **Find EDB** option to search and locate the EDB files.

5. I want to convert my Calendars and address book, how do I convert them using Stellar Converter for EDB tool?

First you need to convert mailboxes from the EDB file using the software. refer to **Working with the Software** section of this guide. Then, you can save the Calendars and Contacts folder in the PST format for outlook.

6. How many files can be scanned at one time?

Stellar Converter for EDB Offline scans **one** file at a time.

7. Can I export the converted mailbox to Live Exchange or Local Exchange Server?

Yes, you can export the converted mailbox to an Exchange Mailbox. Refer to **Save Scanned Files** section for complete steps.

8. Is it necessary to have administrative credentials to export the data to Live Exchange Server and Office 365?

Yes, you must have administrative credentials and permissions to export the data to **Live Exchange Server** and **Office 365**.

9. My MS Exchange Server 2013 crashed. I installed a new MS Exchange Server 2019 and want to import my mailboxes from MS Exchange Server 2013. Is it possible with your software?

Yes, **Stellar Converter for EDB** allows you to convert the corrupt and crashed server database files and **export them in Live Exchange Server**.

10. What is mapping of mailboxes?

Mapping is a process to link a mailbox from your source EDB file to a mailbox that already exists on the destination server before exporting the data. The mapping process is required to make sure that the mailbox data from the EDB file is exported to the desired mailbox on the **Live Exchange Server** or **Office 365**. If mapping is not done, the **Stellar Converter for EDB** creates a new user mailbox on the destination server and export the data from the source EDB file to the new mailbox.

Stellar Converter for EDB provides options to either **Auto-Map** or **Manually Map** the source mailbox from the scanned EDB file to the destination mailbox on **Live Exchange Server** or **Office 365**. Refer to **Mapping of mailboxes for Live Exchange Server** or **Mapping of Mailboxes for Office 365** sections for detailed information.

11. How can I create a new mailbox of a user on Live Exchange Server?

Stellar Converter for EDB provides a feature to create a new mailbox of a user on Live Exchange Server to export the data from source EDB file. Refer to **How to Create Mailbox** section for detailed information.

12. What does Apply Filter option do?

Apply Filter option can be used to filter the converted mailboxes that you want to save or export. This allows you to make the scanned results more precise as per your requirement. You can exclude Junk Mails and Deleted Mails, set the filters to save the data of a particular Month, Date and Year. Using Apply Filter you can also exclude one or more senders from the results. See **Apply Filter - Offline EDB** and **Apply Filter - Online EDB** sections to know more how Apply Filter option works.

Note: You can use the **Apply Filter** option to save filtered data in PST, MSG, EML or RTF format or to export data to **Live Exchange Server** or **Office 365**.

13. How many mailboxes can I save to each folder in the mailbox?

Stellar Converter for EDB recommends some folder limits for Live Exchange Server, Office 365 server, and PST:

1. **For PST file:** Microsoft recommends to have up to **100,000 mail items** per folder. Therefore, **Stellar Converter for EDB** saves up to **90,000 mail items** per folder in the mailbox of **PST** file.
2. **For Live Exchange:** Microsoft recommends to have up to **1,000,000 mail items** per folder in the mailbox of **Live Exchange Server**. Therefore, **Stellar Converter for EDB** saves up to **900,000 mail items** per folder in the mailbox of **Live Exchange** server.
3. **For Office 365:** Microsoft recommends to have up to **1,000,000 mail items** per folder in the mailbox of **Office 365 server**. Therefore, **Stellar Converter for EDB** saves up to **900,000 mail items** per folder in the mailbox of **Office 365** server.

To know detailed information about the Mailbox Folder Limits set by Microsoft

click <https://docs.microsoft.com/en-us/office365/servicedescriptions/exchange-online-service-description/exchange-online-limits#mailbox-folder-limits>

14. How do I mount the corrupt and dismantled database?

Dial Tone Recovery is a process of using the Dial Tone Portability feature available in Microsoft Exchange Server. The feature provides an empty Exchange database (with the same database schema version) that allows users who had

mailboxes on the failed and dismounted database to send and receive new emails. By Using Dial Tone Recovery, you can mount the corrupt and dismounted database. To know more information, click here.

15. I am trying to convert an EDB file and export the data to Office 365. When I enter the Mail ID and Password, the system shows an error. What can I do?

The application shows error because of following reasons,

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

16. Can I decide which mailbox will be saved first and which will be saved last?

Yes, you can set the priority of the mailboxes according to your requirement. Refer to the following topics to know the steps to set the priority of the mailbox:

- How to set Mailbox Priority for Live Exchange Server.
- How to set Mailbox Priority for Office 365
- How to set Mailbox Priority for saving in PST format.

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

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

18. What is a Public folder and how to export data to that folder?

Public Folder is one of the feature within **Microsoft Exchange** and **Office 365** which gives users access to common folders for sharing information. To export the mailbox to the Public Folder, you must have full-mailbox permissions and full access to public folder root for the Exchange Server or Office 365 where you want to export the mailbox. See **Export Mailbox to Public Folder**, to know how to export the mail files.

19. Can I export mailbox to the Public Folder of MS Exchange server or Office 365 using your Software?

Yes, you can export mailbox to the public folder of **Exchange Server** or **Office 365**. To know how to export, click [here](#).

20. Does the application maintain a log of the complete converting and saving process?

Yes, select **Log Report** from the **View** ribbon. In the Log Report, you can get all the information related to scanned files and exported data. See **View Log Report**, for more information.



Stellar Converter for OST-Technician

User Guide 11.0

1. About Stellar Converter for OST - Technician

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

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

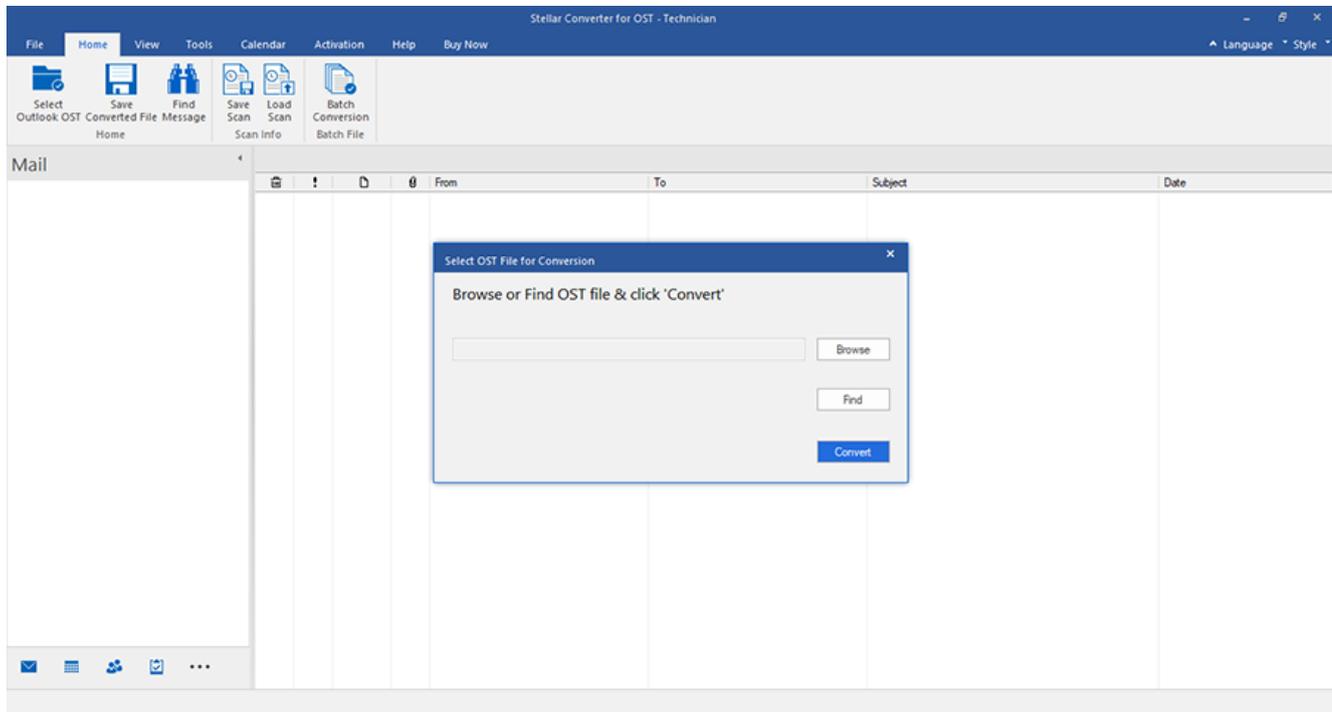
Key features:

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

2. User Interface

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

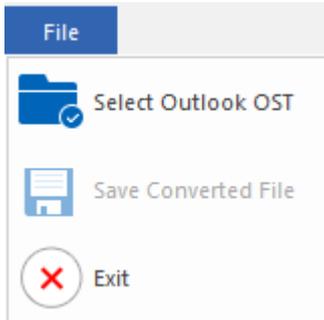
After launching the software, the main user interface appears as shown below:



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

2.1. Ribbons

1. File Ribbon



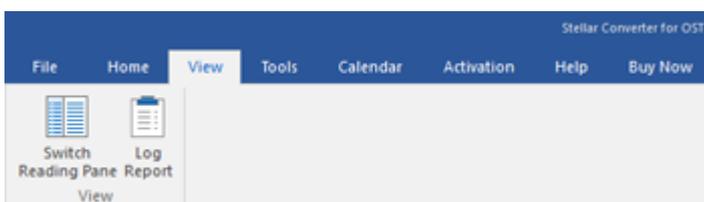
- **Select Outlook OST:** Use this option to select/search for the OST file.
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Exit:** Use this option to close the software.

2. Home Ribbon



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

3. View Ribbon



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

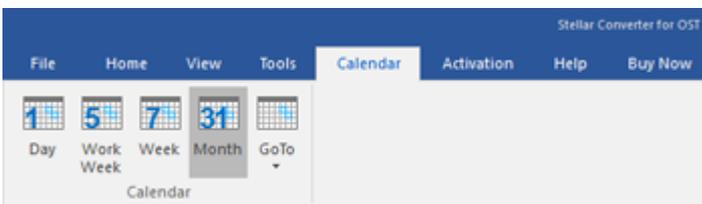
- **Log Report:** Use this option to view the log report.

4. Tools Ribbon



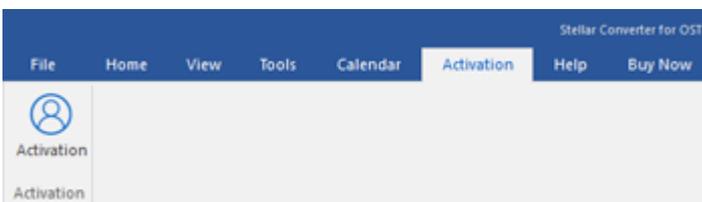
- **Save All Contacts as CSV:** Use this option to save all contacts in CSV file format.
- **Relink Attachments:** Use this button to relink the attachment folder.
- **Update Wizard:** Use this option to update the software.

5. Calendar Ribbon



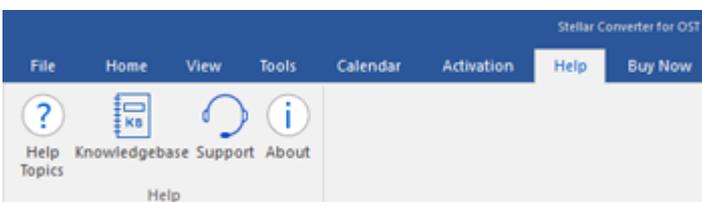
- **Day:** Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week:** Use this option to list all the entries of a workweek.
- **Week:** Use this option to list all the entries of a week.
- **Month:** Use this option to list all the entries for a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

6. Activation Ribbon



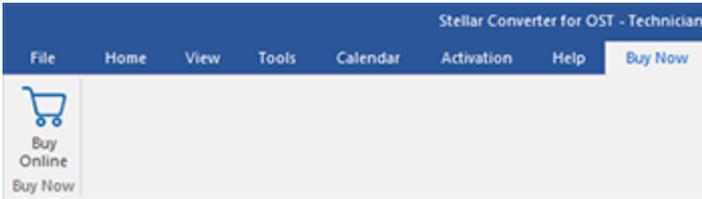
- **Activation:** Use this option to activate the software after purchasing.

7. Help Ribbon



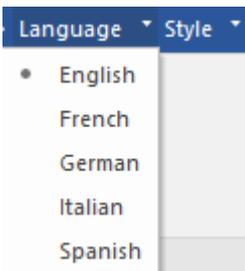
- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the [Knowledgebase articles](#) of [stellarinfo.com](#).
- **Support:** Use this option to visit the [support](#) page of [stellarinfo.com](#).
- **About:** Use this option to read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

8. Buy Now Ribbon



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

9. Language Menu



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

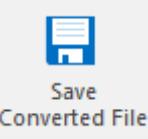
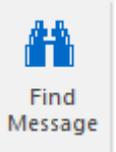
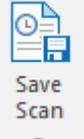
10. Style Ribbon

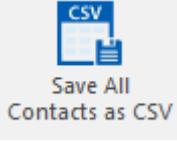


- **Style:** Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST - Technician** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**.

2.2. Buttons

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

 <p>Select Outlook OST</p>	<p>Click this button to open Select OST File for Conversion window.</p>
 <p>Save Converted File</p>	<p>Click this button to save the converted file to a location of your choice.</p>
 <p>Find Message</p>	<p>Click this button to open Find Message dialog box, using which you can search for specific emails using the sender's email, recipient's email, subject, or date.</p>
 <p>Save Scan</p>	<p>Click this button to save scanned information of files.</p>
 <p>Load Scan</p>	<p>Click this button to load the saved scan files.</p>
 <p>Batch Conversion</p>	<p>Click this button to go to the Batch Conversion Module.</p>

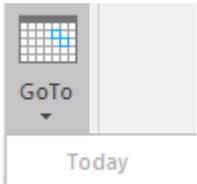
 <p>Switch Reading Pane</p>	<p>Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in the left-pane, by default, the right pane shows the details in the horizontal columns position. You can click Switch Reading Pane icon to change the position to vertical columns.</p>
 <p>Log Report</p>	<p>Click this button to view the log report, which contains the details of the conversion process.</p>
 <p>Save All Contacts as CSV</p>	<p>Click this button to save all contacts in CSV file format.</p>
 <p>Relink Attachments</p>	<p>Use this button to relink the attachment folder.</p>
 <p>Update Wizard</p>	<p>Click this button to update your software. Use this option to check for both, major and minor versions of the software.</p>
 <p>Day</p>	<p>Click this button to list all the entries of one particular day from the calendar.</p>
 <p>Work Week</p>	<p>Click this button to list all the entries of a workweek.</p>



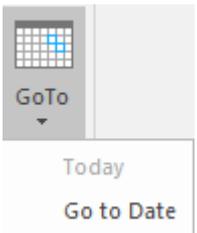
Click this button to list all the entries of a week.



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



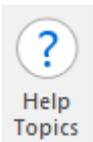
Click this button to list all the entries of the current date.



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



Click this button to activate the software.



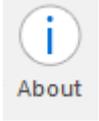
Click this button to open the help manual for **Stellar Converter for OST - Technician**.



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



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



Click this button to read more information about the software.



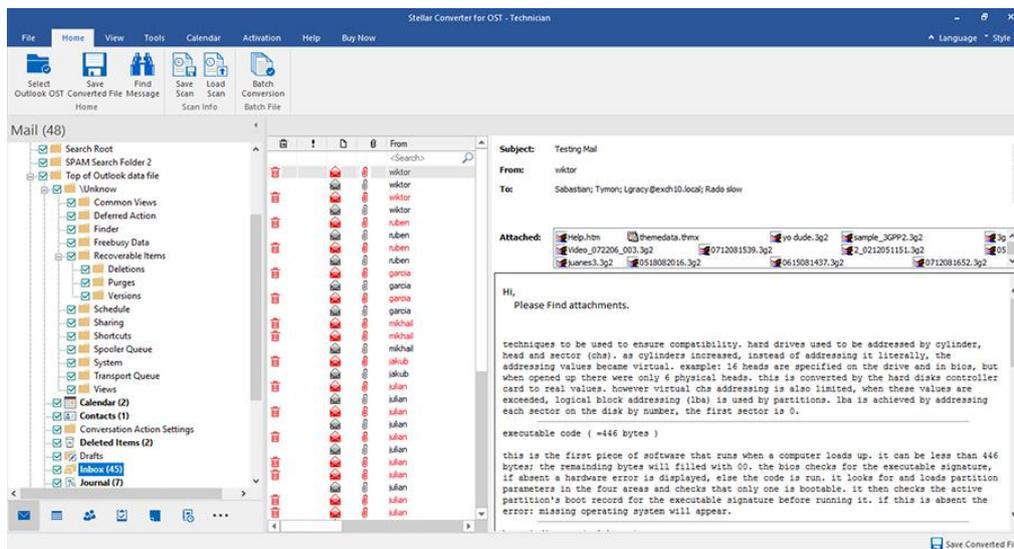
Click this button to purchase the software.

2.3. Preview Tabs

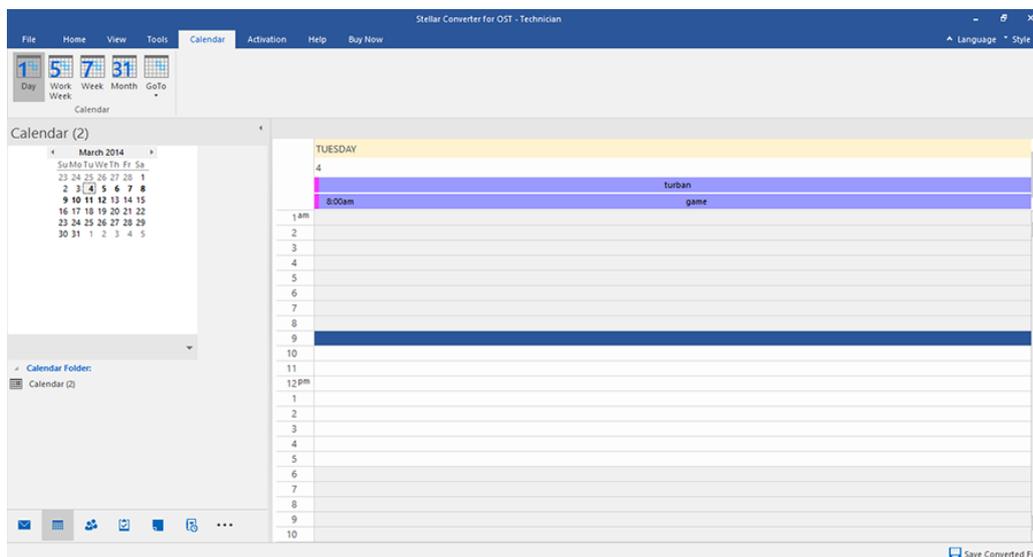
Stellar Converter for OST - Technician provides options to navigate between **Mails**, **Calendar**, **Contacts**, **Tasks**, **Notes** and **Journal** views at the bottom of the left pane. It also allows you to reset/modify the **Navigation Pane Options**.



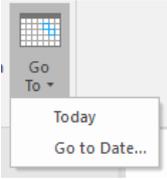
- Click **Mail**  icon to preview all the emails saved in the selected mailbox.



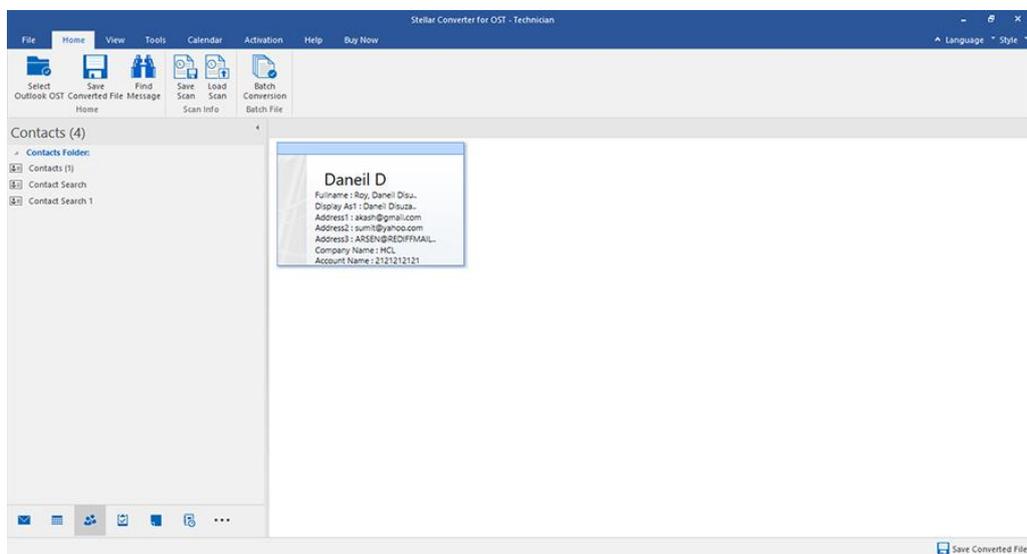
- Click **Calendar**  icon to preview the calendar saved in the selected mailbox. It displays the schedule in an organized and efficient manner.



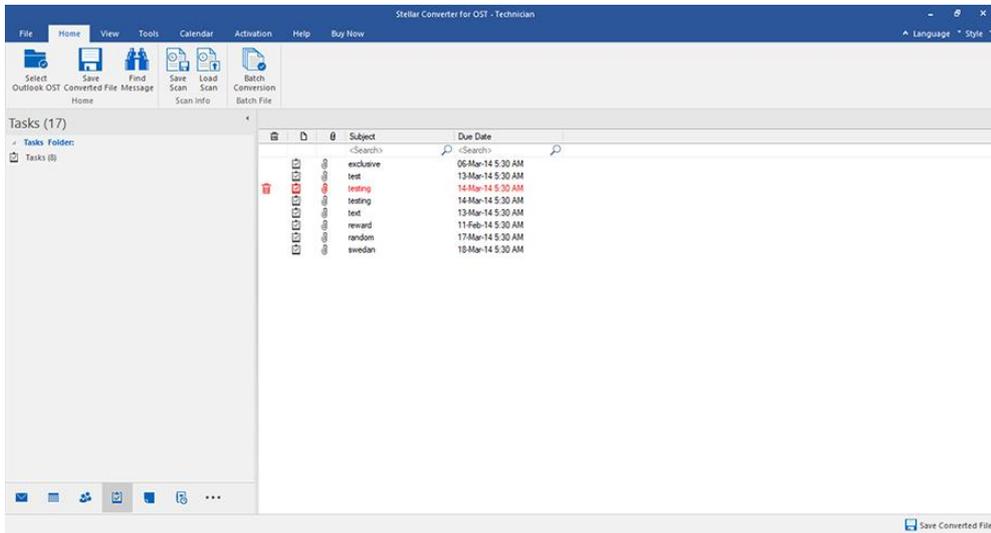
Calendar window displays the schedule created in the selected mailbox.

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

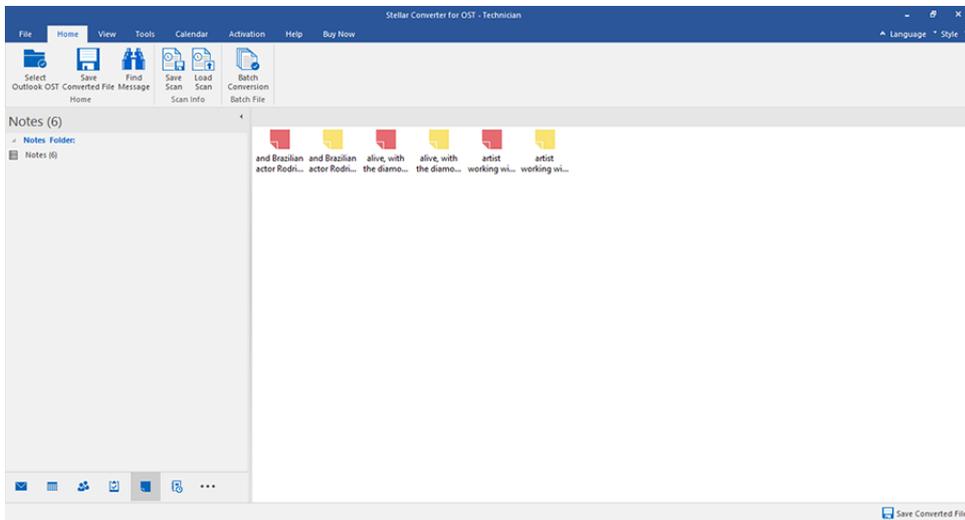
- Click **Contacts**  icon to preview all the contacts saved in the selected mailbox.



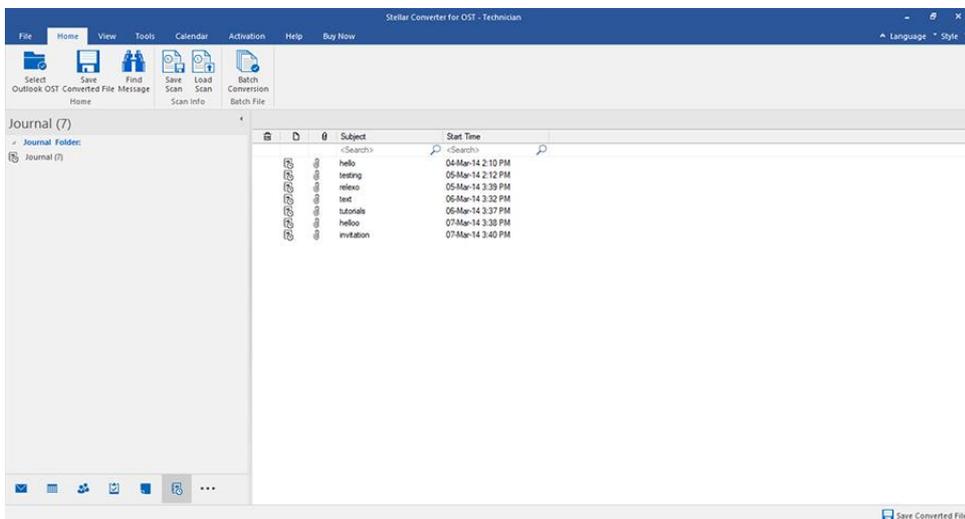
- Click **Tasks**  icon to preview all the tasks saved in the selected mailbox.



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

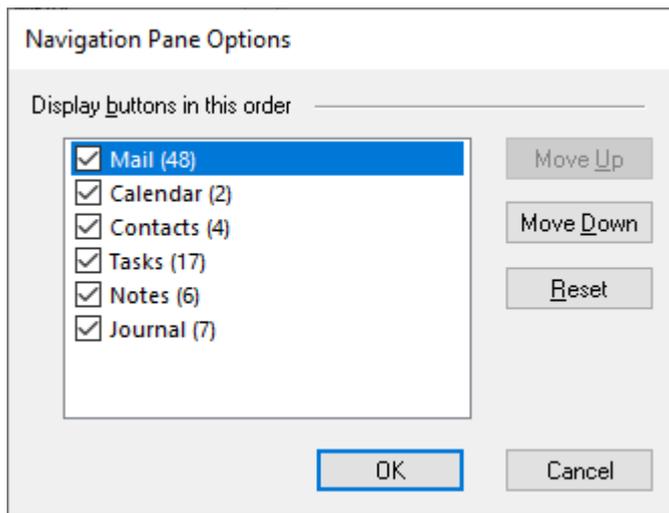


- Click **Journal**  icon to preview all the created journal entries saved in the selected mailbox.



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

To modify/reset the navigation pane options:



- Check/ uncheck the preview tab that you want to add/ remove from the list.
- Click **Move Up/ Move Down** button to modify the order of the preview tabs. **Move Up** button will shift the desired tab upwards and **Move Down** button will shift the desired tab downwards in the list.
- Click **Reset** to go back to the default list of preview tabs.
- Click **OK** to save the changes.

3. Working with the Software

3.1. Select and Convert OST File

3.2. Preview Converted OST File

3.3. Find, View and Save a Single Message

3.4. Save Converted OST File

3.5. Relink Attachment Folder

3.6. Save All Contacts as CSV

3.7. Save Log Report

3.8. Save and Load Scan Information

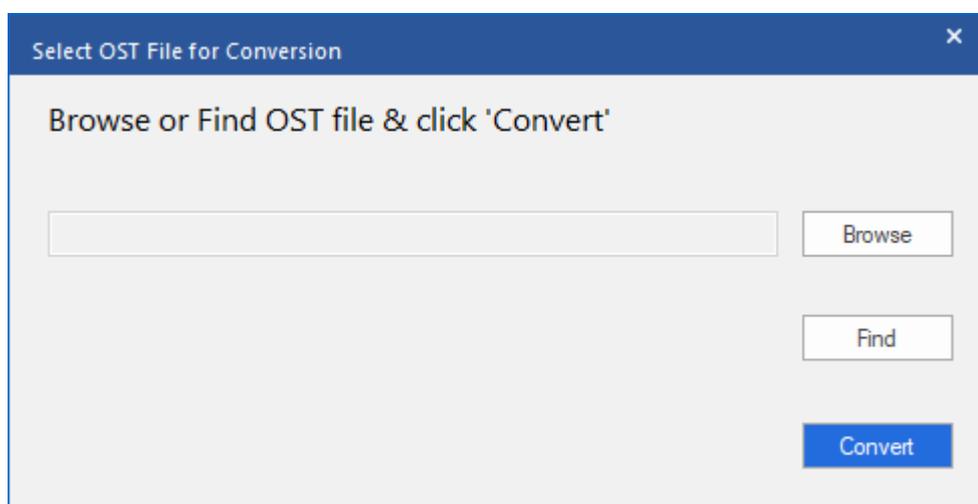
3.9. Changing the Software Language

3.1. Select and Convert OST File

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

Steps to select and convert OST file:

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

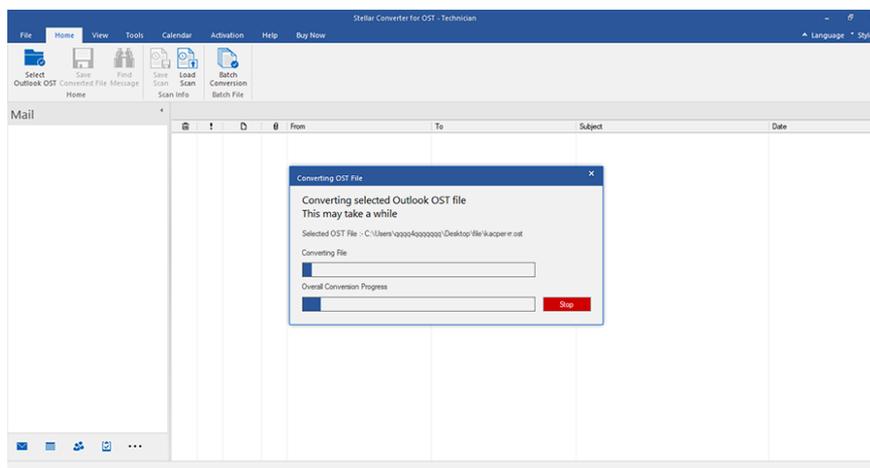


3. There are two options to select OST file: **Browse** and **Find**:

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

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

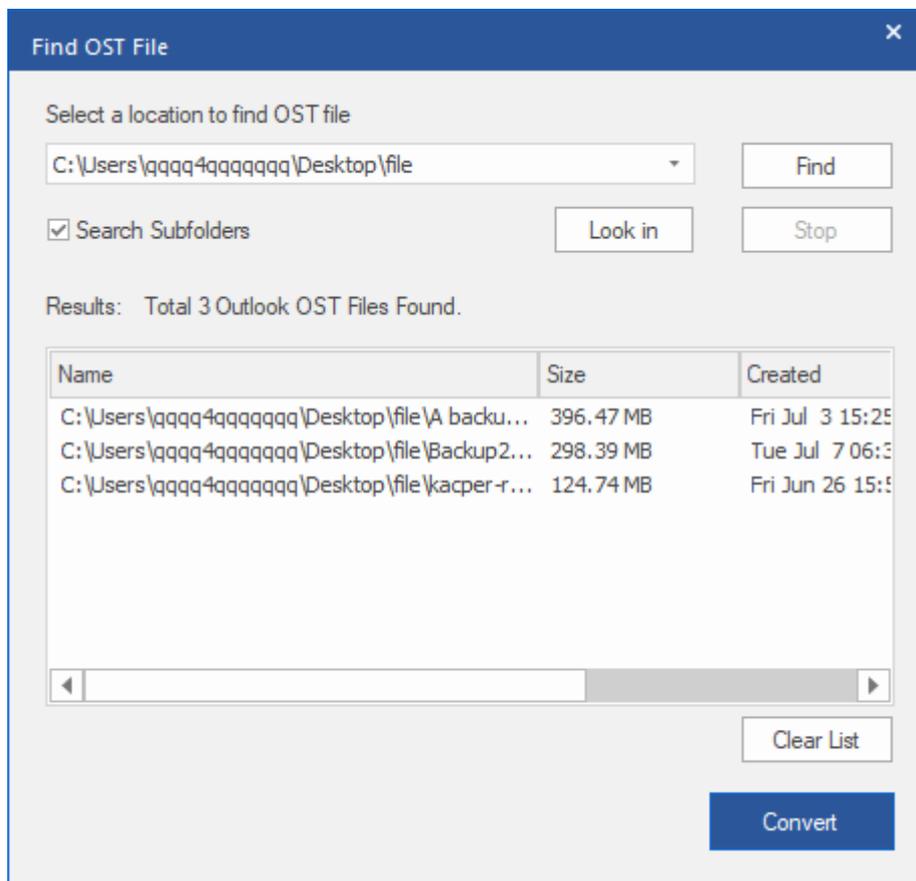
b) Click **Convert** to start the conversion process.



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

d) Click **OK**.

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



a) Click **Find**, **Find OST File** window appears.

b) Select the drive from the drop-down list you want to search for OST file. However, you can only select one drive at a time.

c) If you want to select a folder from a particular drive, Click **Look in** and select the folder.

d) If you want to include sub folders of the selected drive/folder in your search, select **Search Subfolders** checkbox.

e) Click **Find** button to start the search process.

f) If you want to stop the search process, click **Stop**.

g) After the search is finished, **Find Complete** dialog box appears with the number of OST files found. Click **OK**.

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

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

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

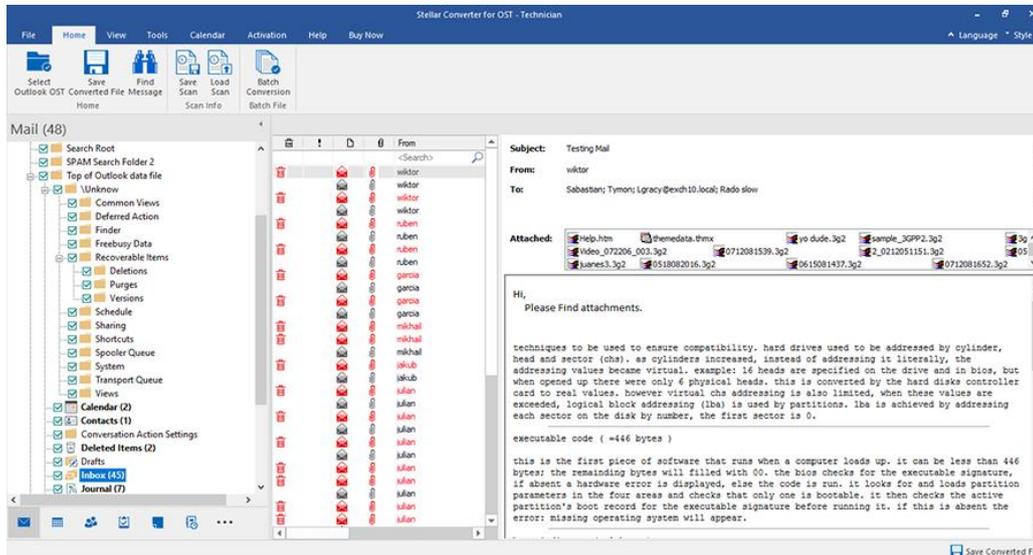
j) After the process is completed a **Conversion Complete** dialog box appears with a message, "**Conversion of selected OST file completed**".

k) Click **OK**.

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

3.2. Preview Converted OST File

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



- The left pane provides the navigation tree, displaying the files with its mailboxes, folders and sub-folders. Select the desired mailbox/folder/sub-folder from this pane.
- The middle pane provides a list of mailbox items, in a tabular format, of the selected mailbox/folder/sub-folder. The pane contains the following columns:
 - **Deleted icon:** Shows the deleted emails of the selected mailbox, in red color.
 - **Importance icon:** Signifies that the particular mail is sent with high importance.
 - **Type:** Shows the type of mail item it has.
 - **Attachments:** Shows an attachment icon if the particular mail item contains an attachment.
 - **From:** Shows the email address of the sender.
 - **To:** Shows the email address of the receiver.
 - **Subject:** Shows the email subject.
 - **Date:** Shows the date and time when the email was sent.

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

- The right pane provides the preview of the mail item that you select from the middle pane. It shows the following information:
 - **Subject:** Shows the subject of the email.
 - **From:** Shows the email address of the sender.
 - **To:** Shows the email address of the receiver.
 - **Attachments:** Shows the attachments of the selected mailbox item.
 - **Body:** Shows the preview of the body of the selected mail item.

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

Additional Options:

- **Quick search:** The software provides quick search options for Mails. In the middle pane below the table headings, type the keywords in the search bar of a particular column. The columns that support quick search are From, To, Subject, and Date.

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

- **Sorting columns:** You can sort the mails and media items using the table headers in the middle pane. Click on the column heading to sort the column in ascending order. Click on the same heading again to change the sorting order from ascending to descending and vice versa.

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

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

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

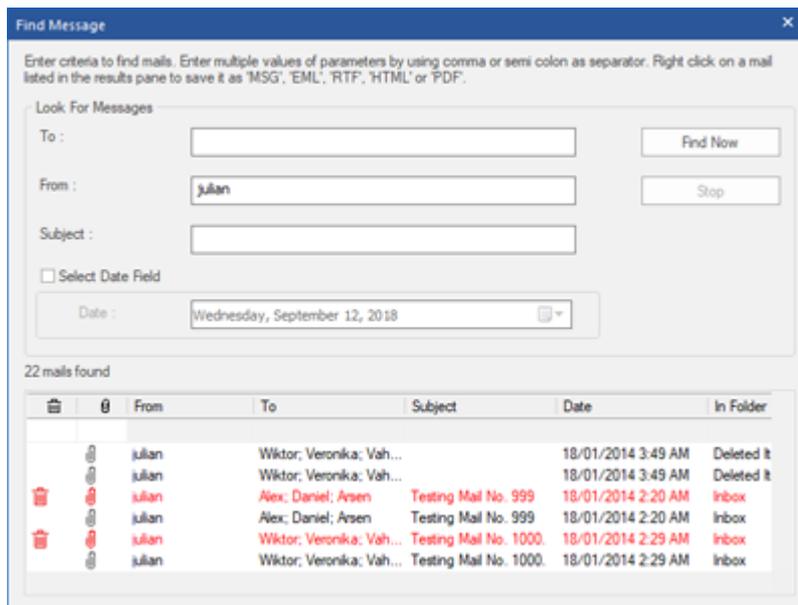
- ✓ Date
- From
- To
- Subject
- Type
- Attachment
- Deleted
- Importance
- Show in Groups

3.3. Find, View and Save a Single Message

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

To find messages:

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



To view messages:

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

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

To save messages:

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

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

3.4. Save Converted OST File

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

3.4.1. Save as PST Format

3.4.2. Export to Live Exchange Server

3.4.3. Export to Office365

3.4.4. Export to Existing Outlook Profile

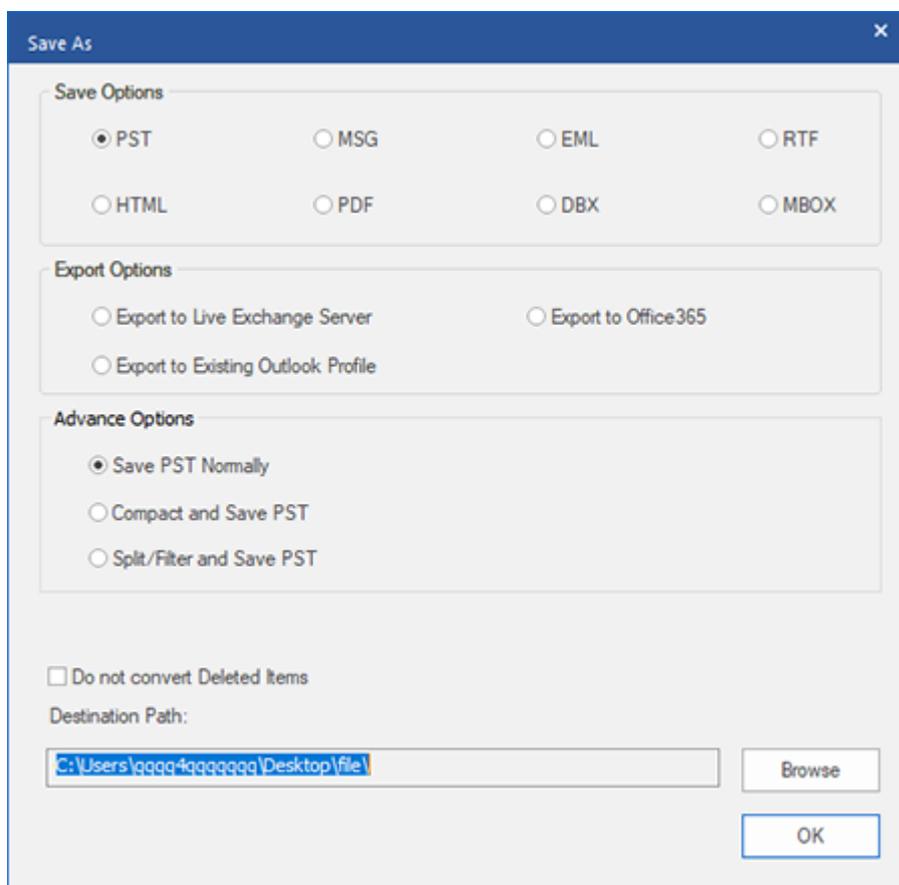
3.4.5. Save as MSG, EML, RTF, HTML, PDF, DBX and MBOX format

3.4.1. Save as PST Format

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

Here are the steps to save as PST format:

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



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

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

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

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

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

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

3.4.1.1. Compact and Save PST File

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

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

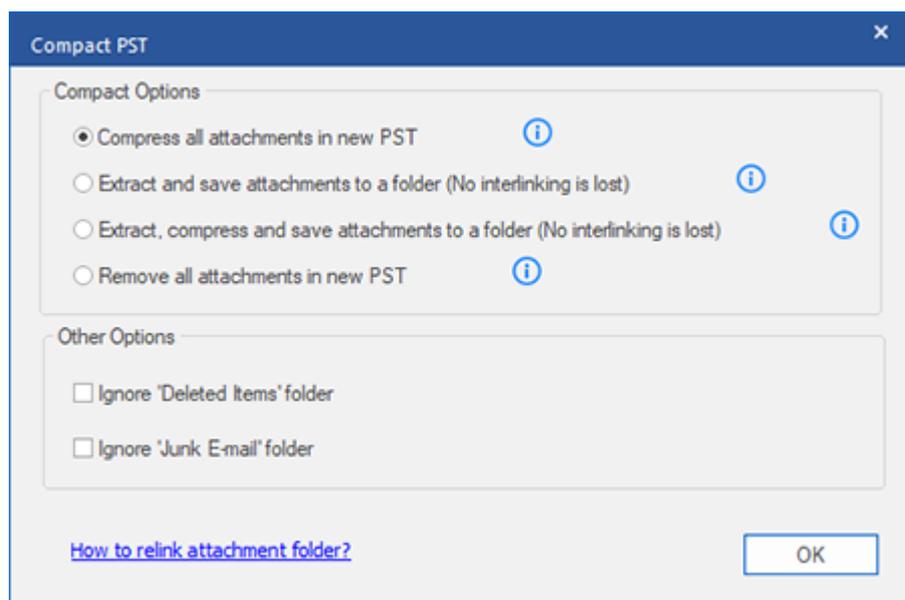
1. Compress all attachments in new PST
2. Extract and save attachments to a folder (No interlinking is lost)
3. Extract, compress and save attachments to a folder (No interlinking is lost)
4. Remove all attachments to new PST

3.4.1.1.1. Compress all attachments in new PST

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

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

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



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

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

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

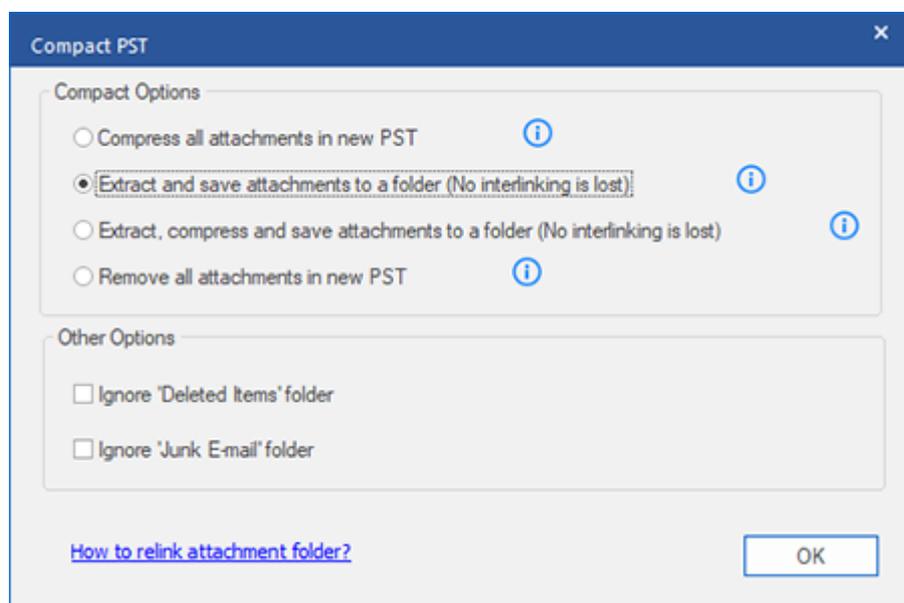
Note: Close **Microsoft Outlook**, if open, before saving the converted OST file.

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

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

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

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



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

- **Ignore 'Junk E-mail' folder** checkbox - If you want to delete all the emails permanently from the **Junk E-mail** folder.

8. Click **OK**, and you will go back to **Save As** window.

9. Click **Browse** to browse and select the destination path to save the converted file. Click **OK**.

10. Click **OK** on the **Save As** window to start the conversion.

11. After the process is completed, **Conversion Complete** dialog box appears. It shows the path where the converted file is saved and the size of the converted file.

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

13. Click **OK**.

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

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

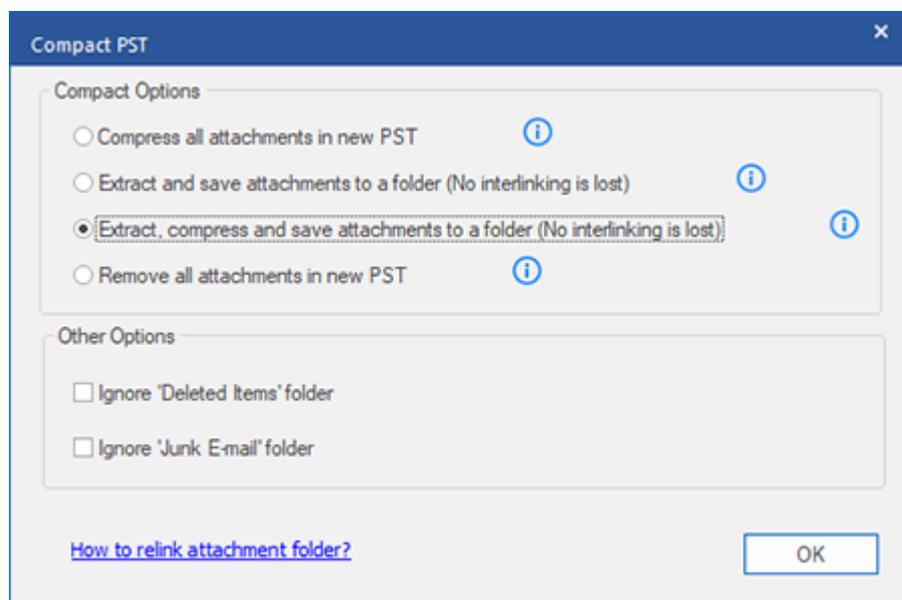
Note: *Close **Microsoft Outlook**, if open, before saving the converted OST file.*

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

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

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

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



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

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

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

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

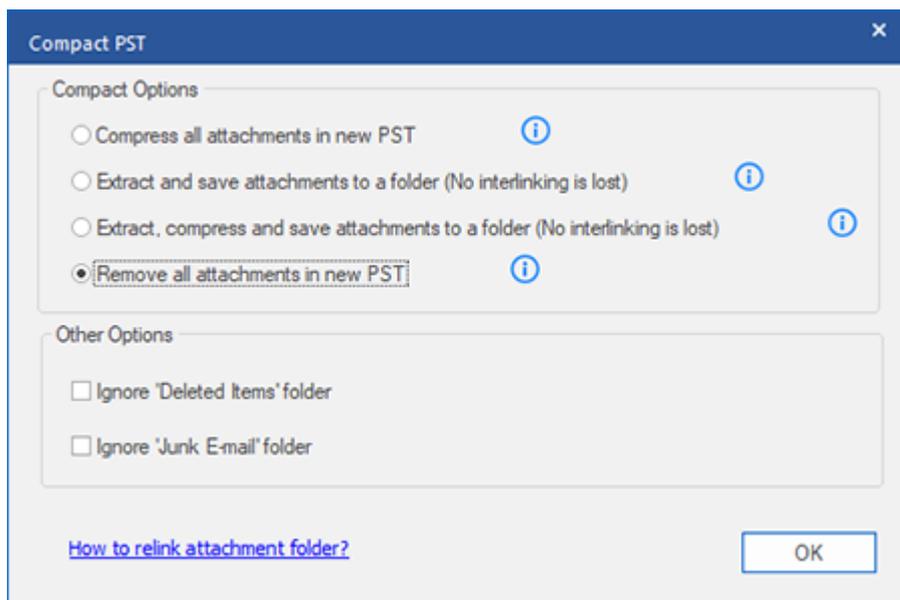
Note: *Close **Microsoft Outlook**, if open, before saving the converted OST file.*

3.4.1.1.4. Remove all attachments in new PST

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

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

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



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

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

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

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

3.4.1.2. Split/Filter and Save PST File

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

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

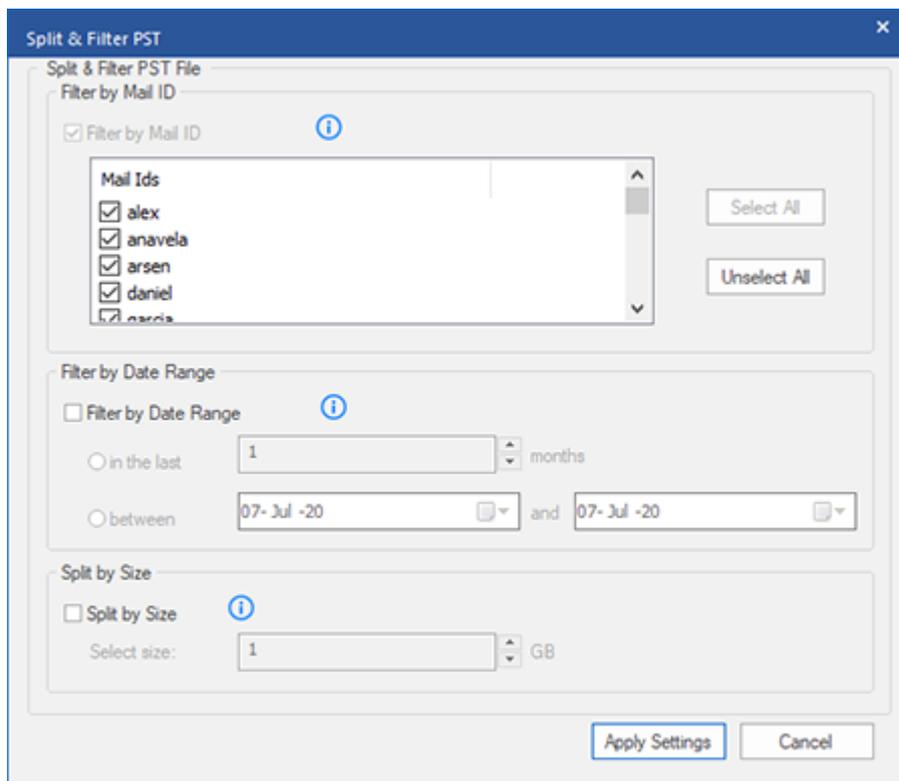
1. Filter by Mail ID
2. Filter by Date Range
3. Split by Size

3.4.1.2.1. Filter by Mail ID

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

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

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



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

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

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

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

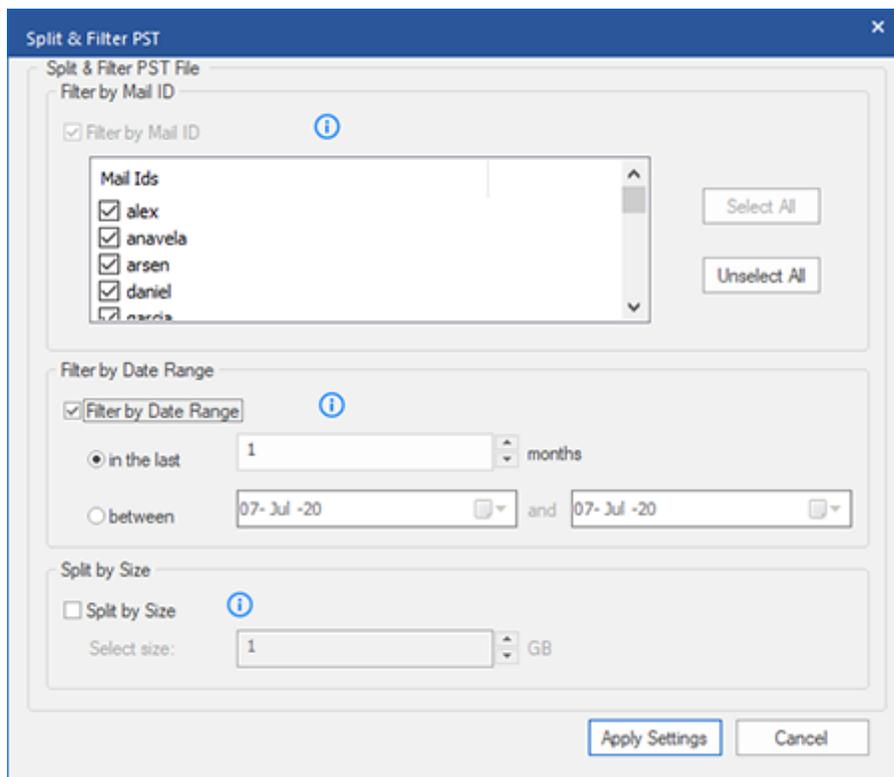
Note: Close **Microsoft Outlook**, if open, before saving the converted OST file.

3.4.1.2.2. Filter by Date Range

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

Here are the steps to filter PST file by Date:

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



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

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

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

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

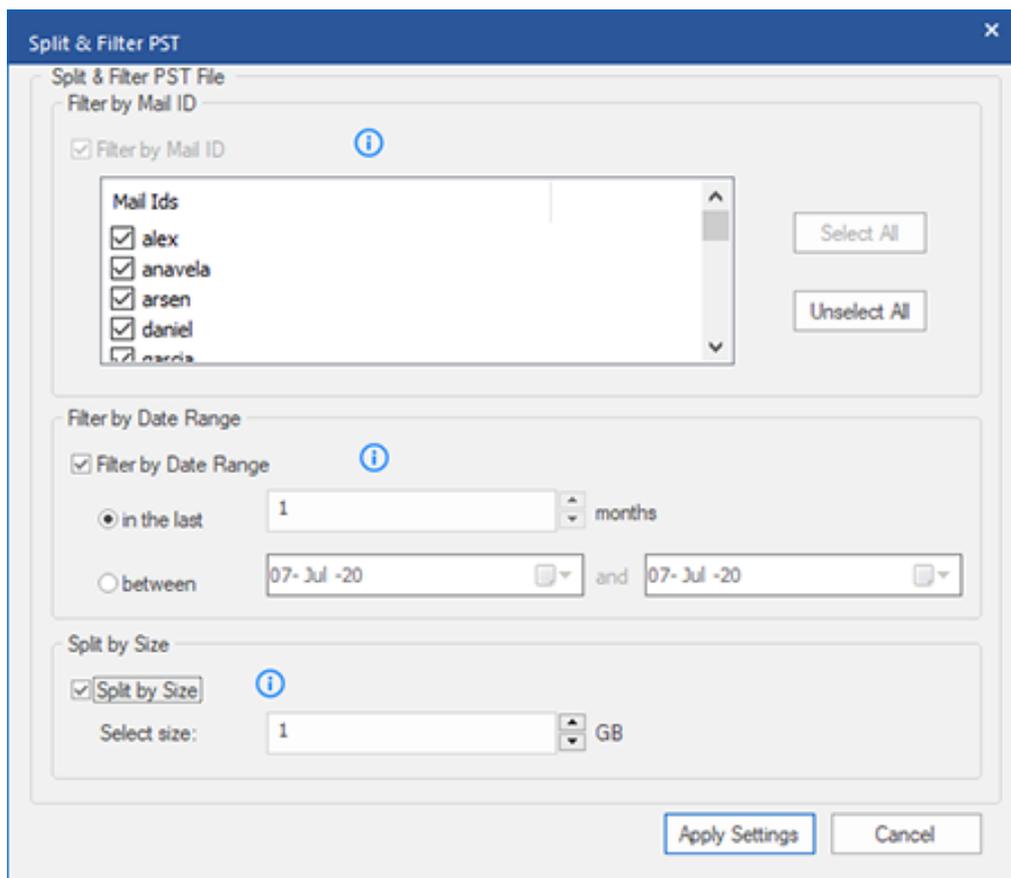
Note: Close **Microsoft Outlook**, if open, before saving the converted OST file.

3.4.1.2.3. Split by Size

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

Here are the steps to Split PST file by size:

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



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

Note: For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes.

The size of the split files will depend on the version of Outlook installed on your computer:

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

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

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

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

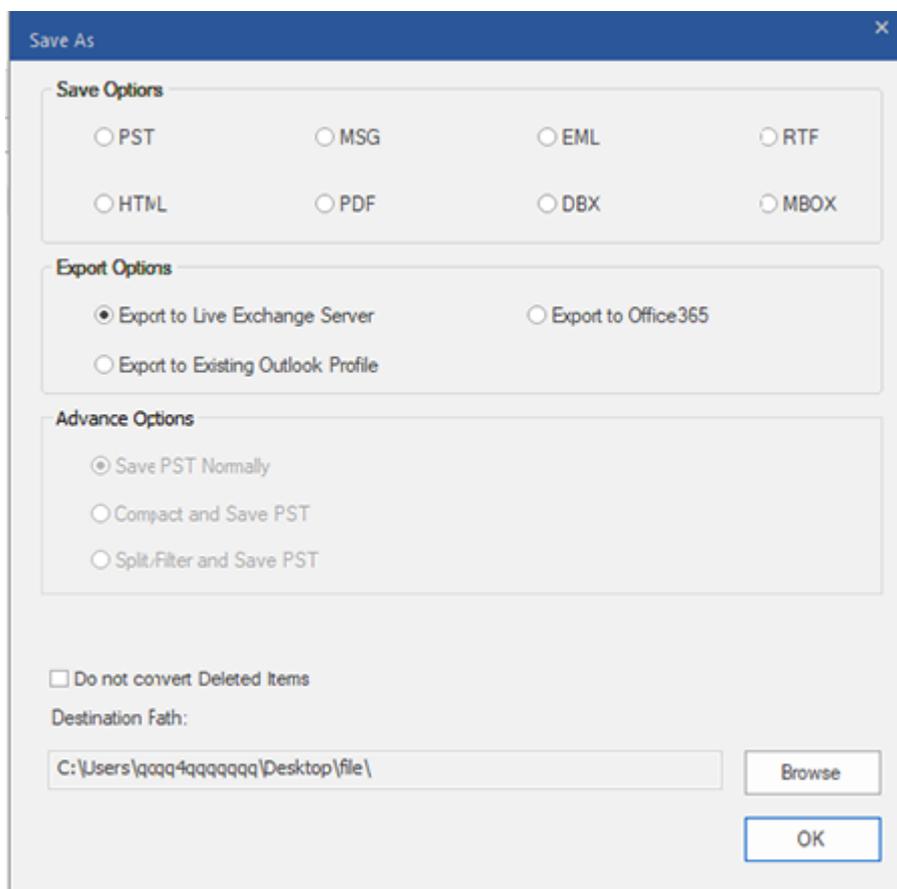
Note: Close **Microsoft Outlook**, if open, before saving the converted OST file.

3.4.2. Export to Live Exchange Server

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

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

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



5. **Exchange Server Details** window appears. Here you will find two radio options:
 1. **Login with Administrator account of Domain:** Click **Login with Administrator account of Domain** option.

Exchange Server Details

Provide your Exchange details to successfully connect to your mailbox.

Login with Administrator account of Domain
 Login with Domain User account

Exchange Admin Details:

Admin Email ID :
Admin Name :
Admin Password :

Destination Mailbox Details:

Mailbox Email ID :
Mailbox Name :
Mailbox Password :

Server Details:

Exchange Sever Name :
 Exchange 2010 and Higher.

OK

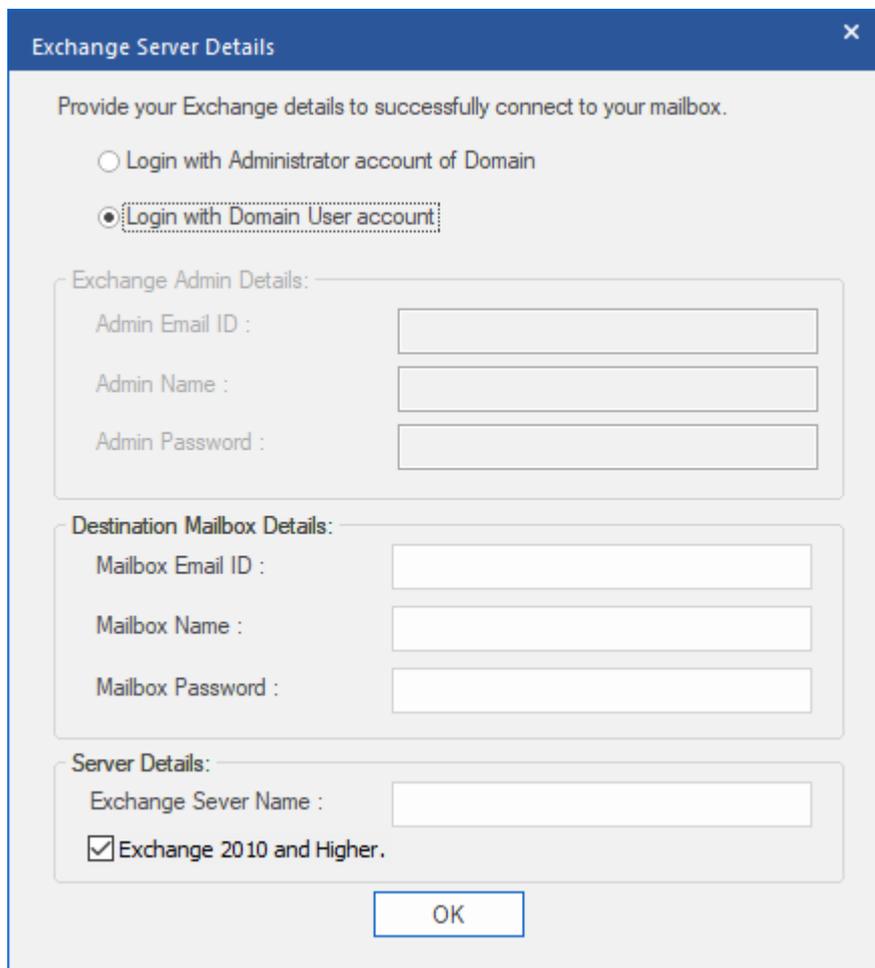
- In **Exchange Admin Details** section fill up the following details:

- **Admin Email ID**
- **Admin Name**
- **Admin Password**

- In **Destination Mailbox Details** section,

- Enter **Mailbox Email ID**. (Other options remain unavailable)

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



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

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

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

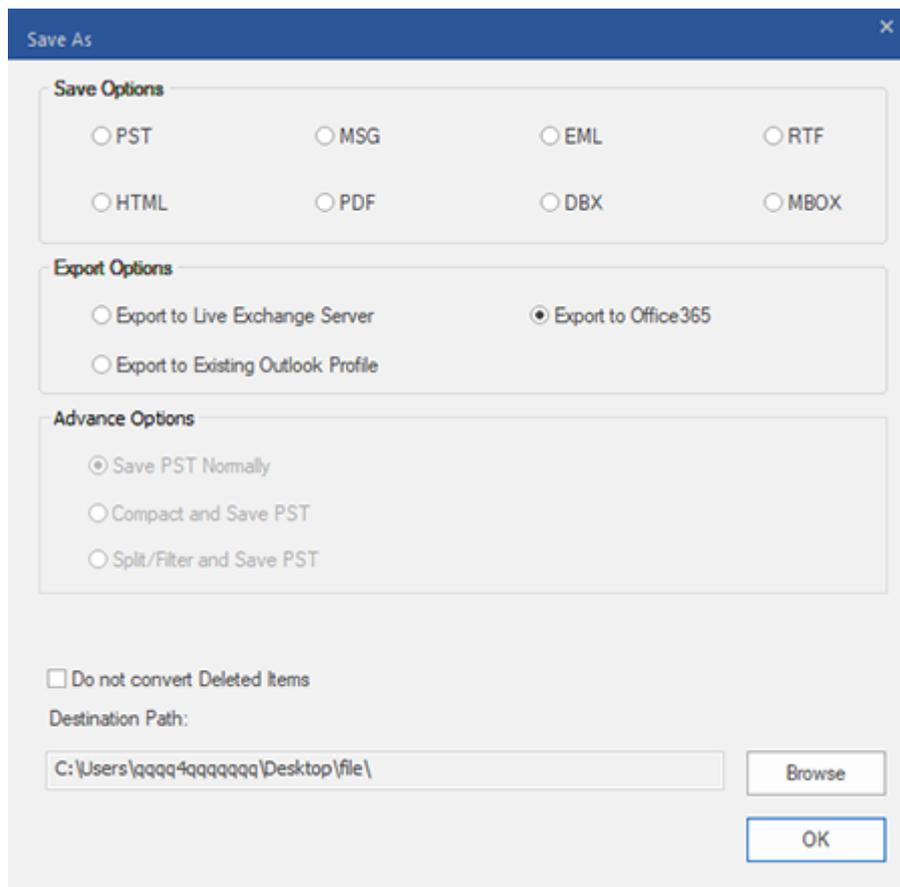
- In **Destination Mailbox Details** section fill up the following details:
 - **Mailbox Email ID**
 - **Mailbox Name**
 - **Mailbox Password**
 - In **Exchange Admin Details** section, all the options remain unavailable.
6. In **Server Details** section, enter the **Exchange Server Name** field and check or uncheck the checkbox depending upon the exchange server version you have.
 7. Click **OK** to export the data to Live Exchange Server.
 8. This will take you back to the **Save As** window, click **OK** to export the data.

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

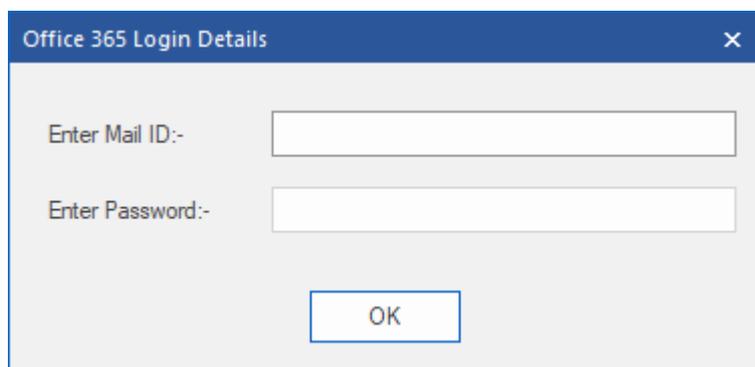
3.4.3. Export to Office365

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

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



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



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

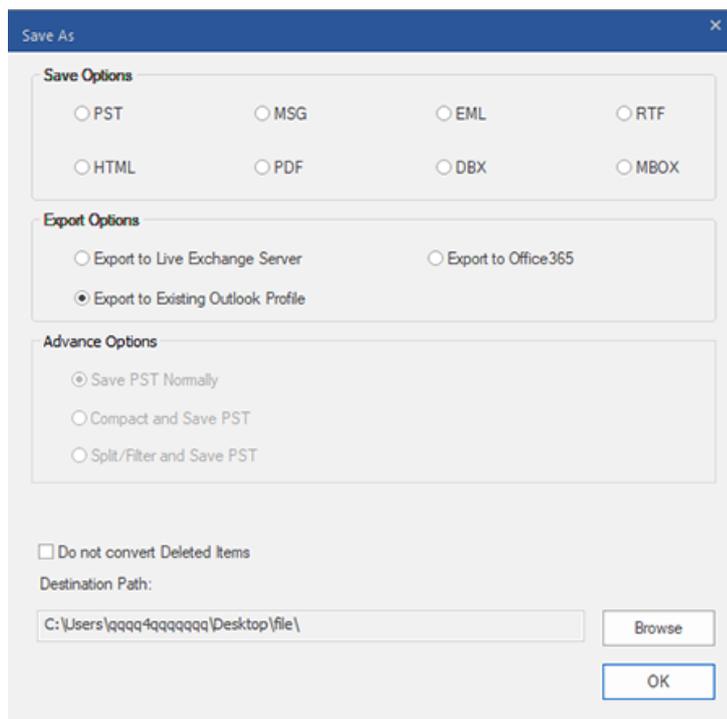
Note:

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

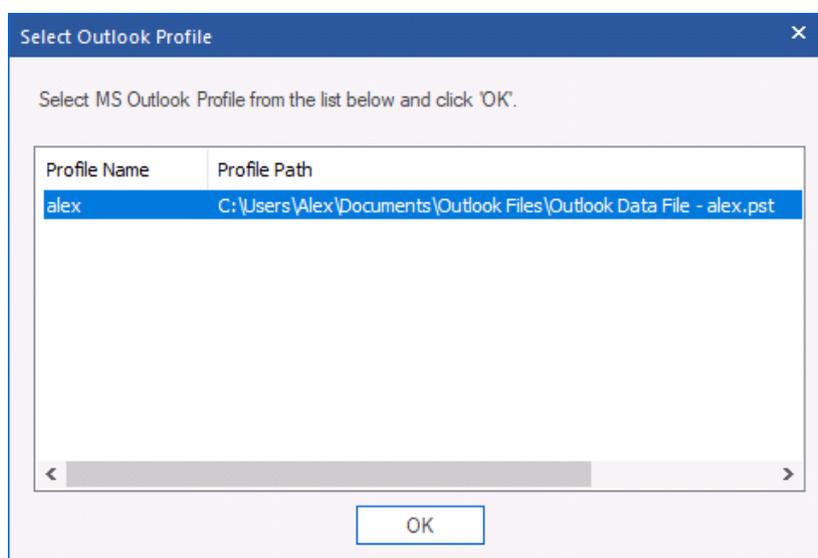
3.4.4. Export to Existing Outlook Profile

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

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



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



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

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

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

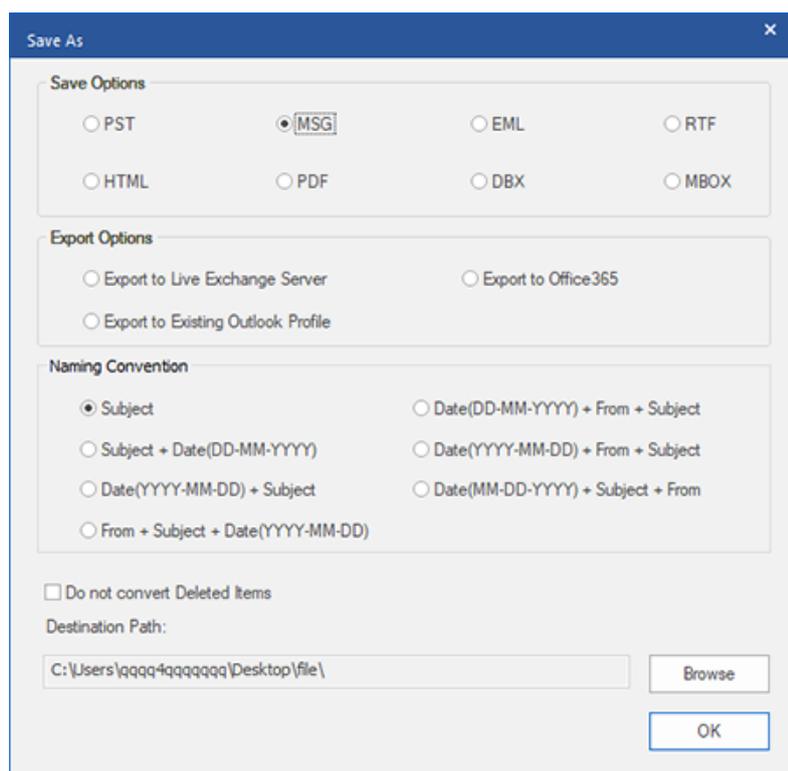
3.4.5. Save as MSG, EML, RTF, HTML, PDF, DBX and MBOX format

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

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

Here are the steps to save the converted file:

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



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

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

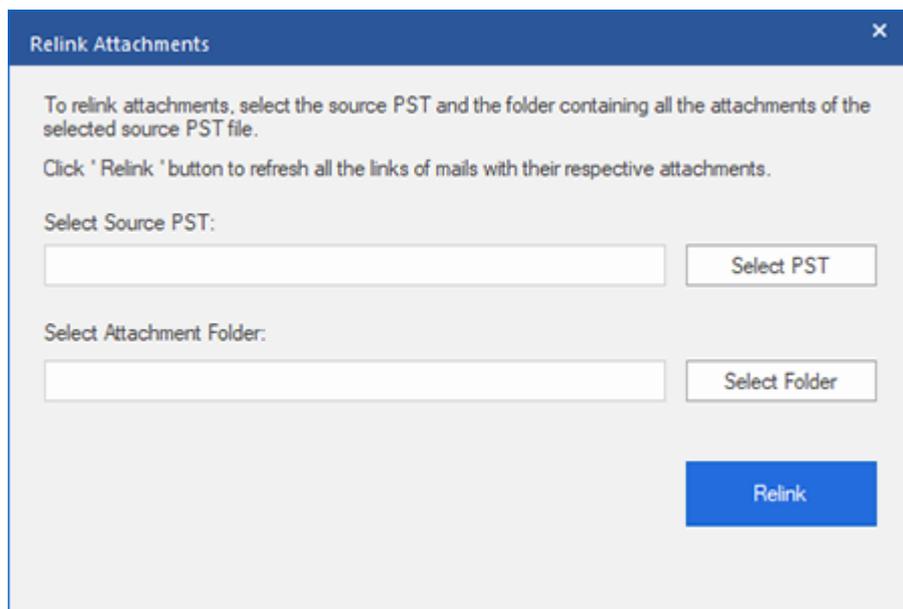
Note: Close **Microsoft Outlook**, if open, before saving the converted OST file.

3.5. Relink Attachment Folder

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

To do this:

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



Relink Attachments

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

Select Source PST:

Select Attachment Folder:

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

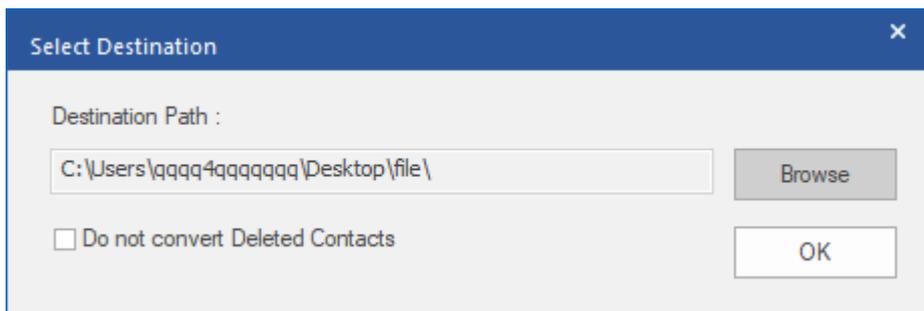
3. Click on **Relink** button to relink the attachments to the emails.

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

3.6. Save All Contacts as CSV

To save all contacts in CSV file:

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



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

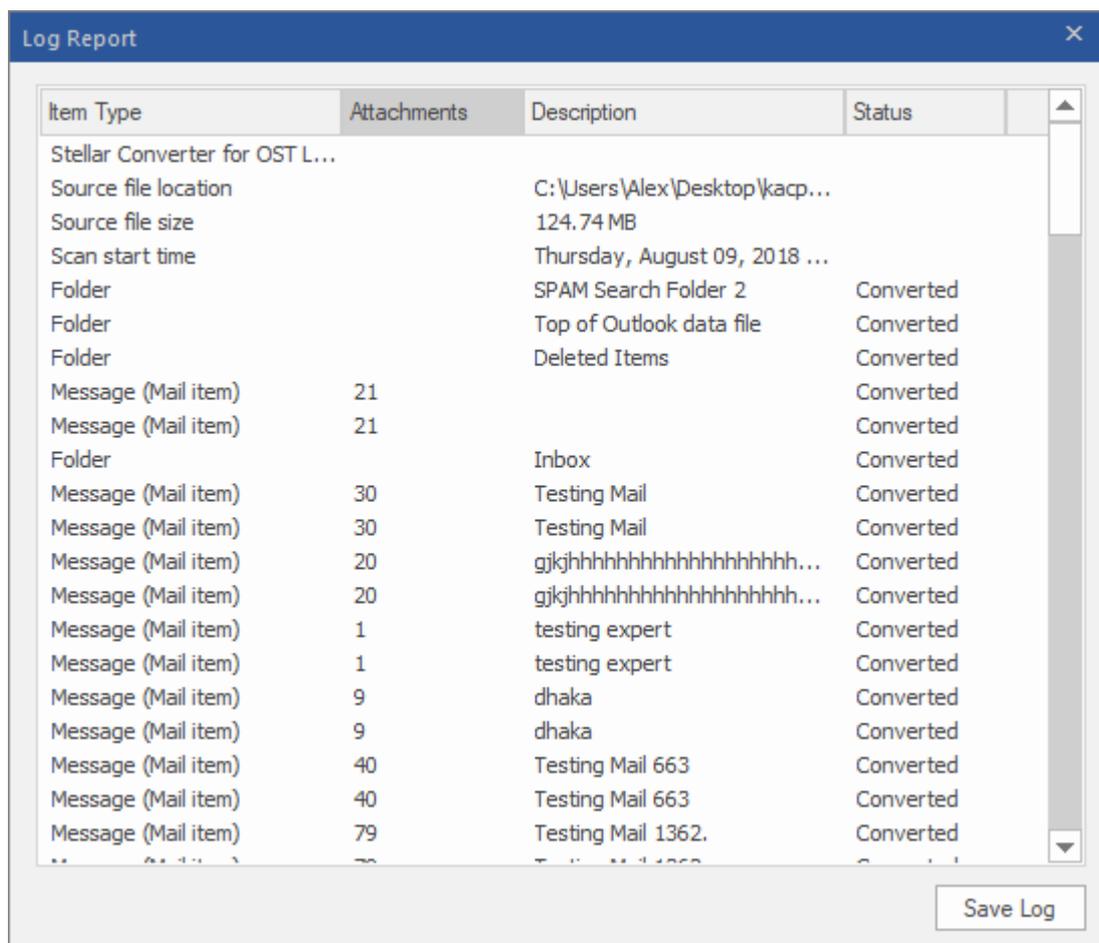
Note: You can also exclude the deleted contacts by selecting the check in button.

3.7. Save Log Report

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

Here are the steps to save log report:

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



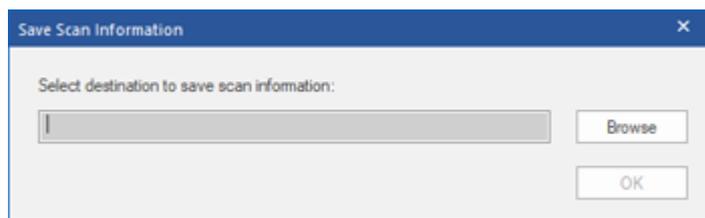
3. In **Save As** window, specify the location where you want to save the log file. Click **Save**.

3.8. Save and Load Scan Information

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

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

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



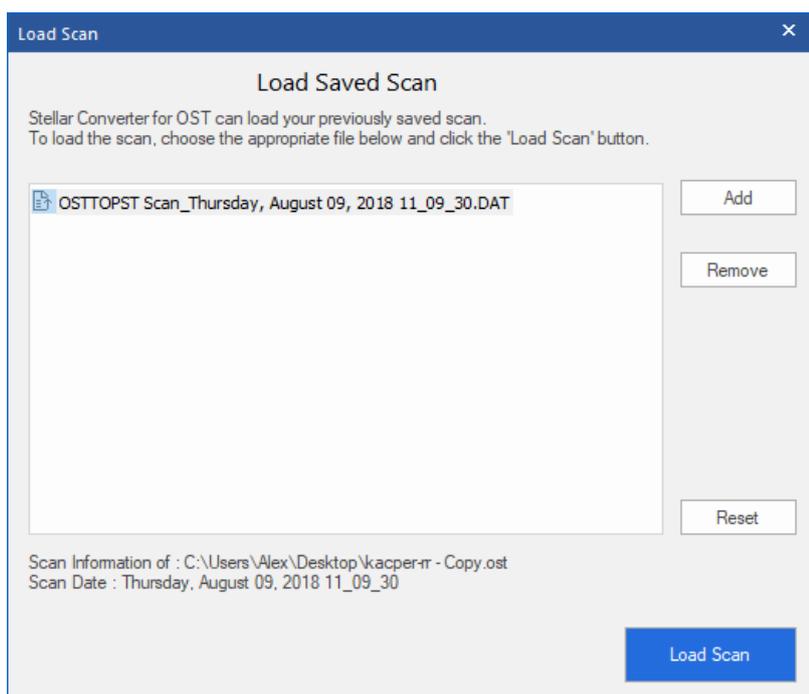
2. **Save Scan Information** window will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved in .DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

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

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

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



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

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

3.9. Changing the Software Language

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

Here are the steps to change the language:

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

4. Frequently Asked Questions (FAQs)

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

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

2. What is an OST file?

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

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

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

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

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

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

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

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

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

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

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

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

There could be the following reasons for this error message:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Open Windows -> **Control Panel**.
- Double-click **Mail**. In the **Mail Setup** window, select **E-mail Accounts** to configure your email account.
- After configuring, close the window and open **MS Outlook**.

- To view the newly created PST file, you can either select **Open** -> **Outlook Data File** from **File** ribbon or, Import the PST file in MS Outlook.

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

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

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

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

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

For large files, **Stellar Converter for OST - Technician** automatically splits the new PST file in small sizes. The size of the split files depends on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

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

The software shows an error because of the following reasons:

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

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

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

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

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



Stellar Converter for OST - Technician

Batch Conversion Module

User Guide 11.0

1. About Stellar Converter for OST - Technician

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

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

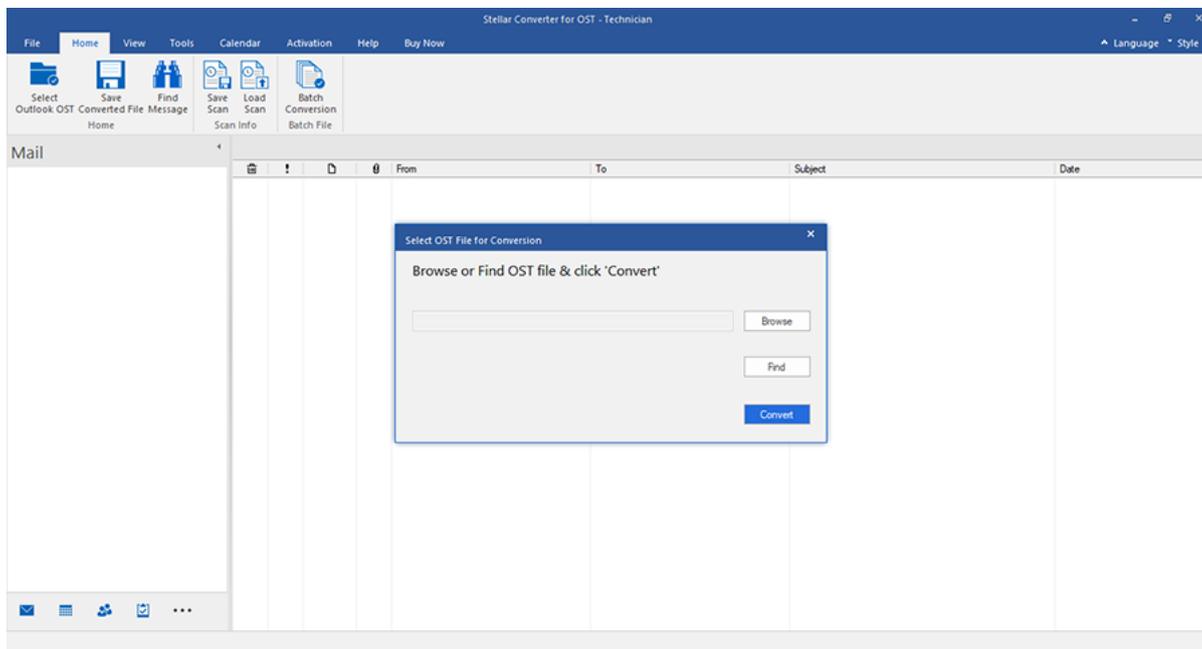
Key Features:

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

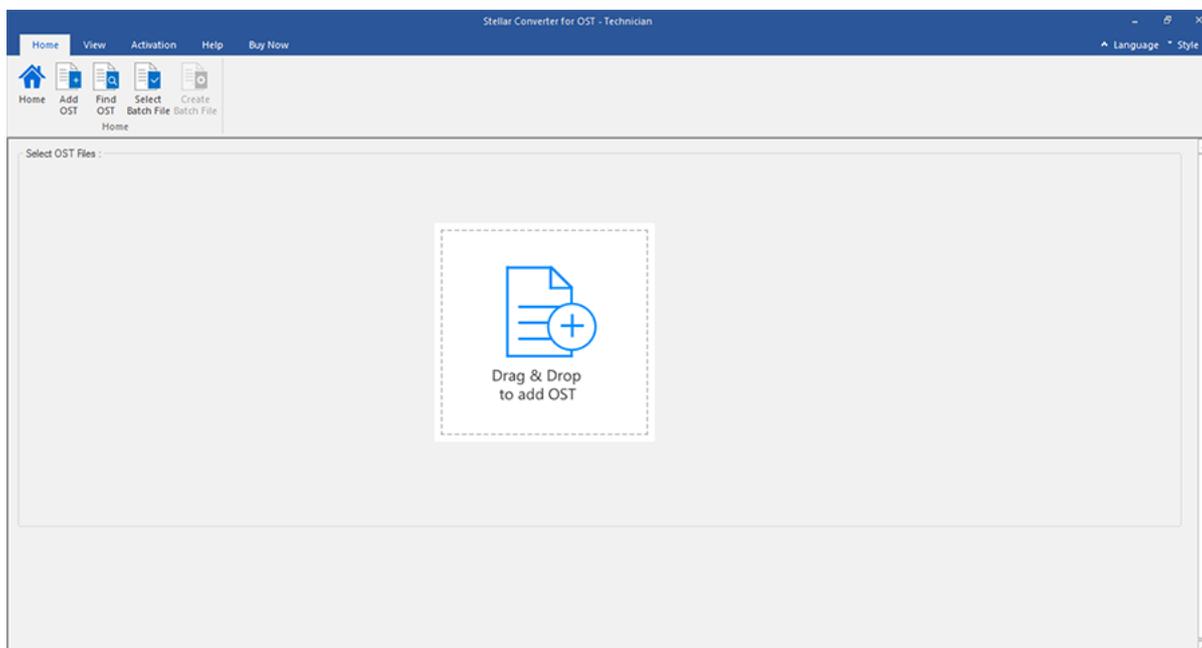
2. User Interface

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

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



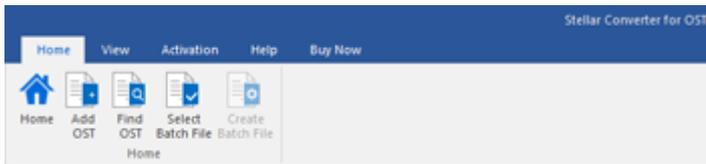
The main user interface of the Batch conversion module appears as shown below:



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

2.1. Ribbons

1. Home Ribbon



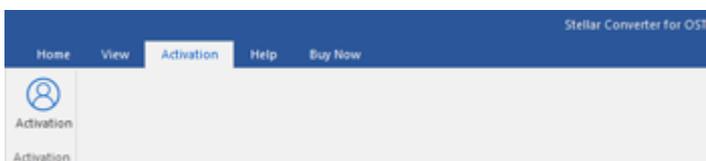
- **Home:** Use this option to go to the home screen of the software.
- **Add OST:** Use this option to add the OST files which you want to convert.
- **Find OST:** Use this option to search OST files from the system.
- **Select Batch File:** Use this option to select a batch file.
- **Create Batch File:**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

2. View Ribbon



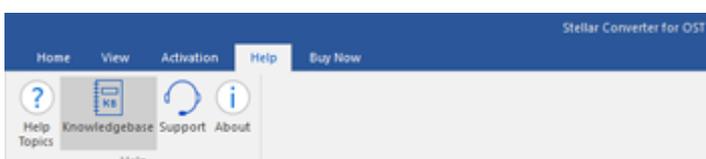
- **Log Report:** Use this option to view/save the log report.

3. Activation Ribbon



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

4. Help Ribbon



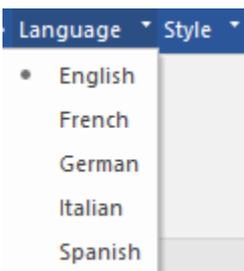
- **Help Topics:** Use this option to view the help manual for the software.
- **Knowledgebase:** Use this option to visit [Knowledgebase articles](#) of [stellarinfo.com](#)
- **Support:** Use this option view the [support page](#) of [stellarinfo.com](#)
- **About:** Use this option to read information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

5. Buy Now Ribbon



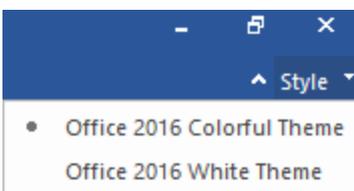
- **Buy Online:** Use this option to [buy Stellar Toolkit for Exchange](#).

6. Language Menu



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

7. Style Ribbon



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

2.2. Buttons

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

 Home	Click this button to go to the Home screen of the software.
 Add OST	Click this button to add the OST files which you want to convert and split.
 Find OST	Click this button to search OST files from the system.
 Select Batch File	Click this button to select a batch file.
 Create Batch File	Click this button to create a batch file to resume the conversion of selected OST files at a later stage.
 Log Report	Click this button to view/save the log report.
 Activation	Click this button to activate the software.
 Buy Online	Click this button to buy Stellar Toolkit for Exchange .

 <p>Support</p>	Click this button to view the support page of stellarinfo.com.
 <p>Help Topics</p>	Click this button to view the help manual for the software.
 <p>Knowledgebase</p>	Click this button to visit Knowledgebase articles at stellarinfo.com.
 <p>About</p>	Click this button to read information about the software.

3. Working with the software

3.1. Add OST Files

3.2. Find OST Files

3.3. Select Conversion Option

3.4. Create and Manage Batch Files

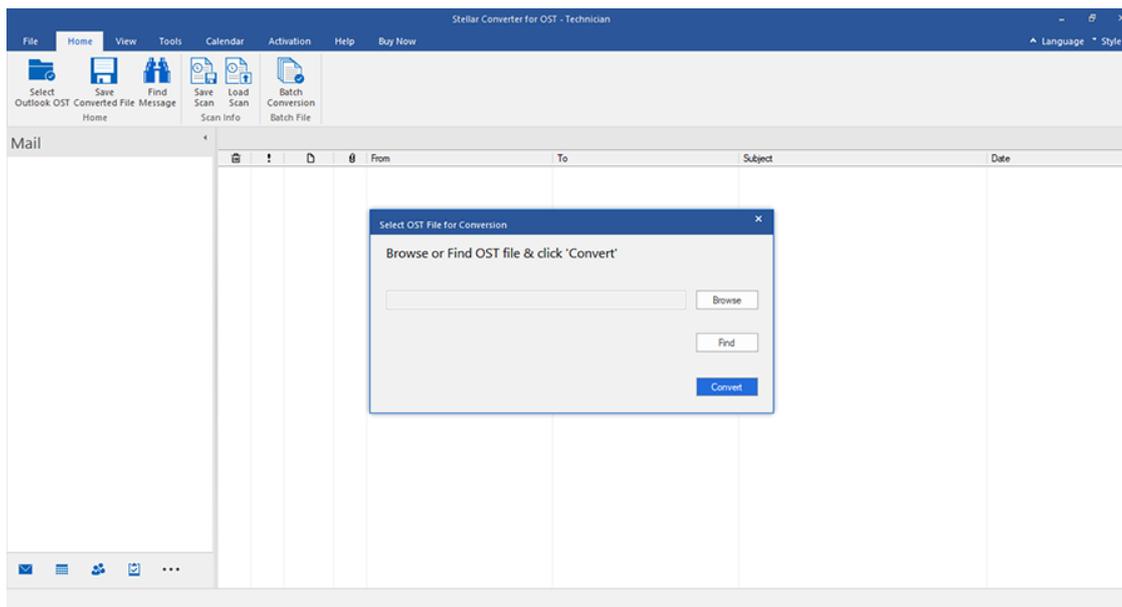
3.5. View and Save Log Report

3.1. Add OST Files

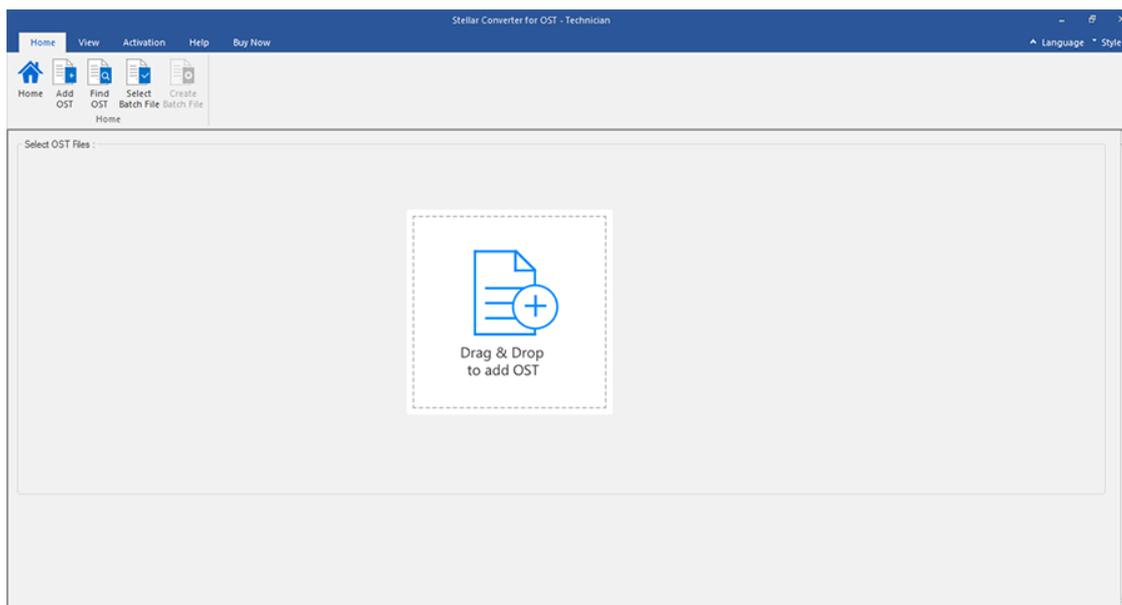
To start the conversion process, you have to add files to the Batch Conversion module of **Stellar Converter for OST - Technician**. You can add multiple files to the software.

Steps to add OST Files:

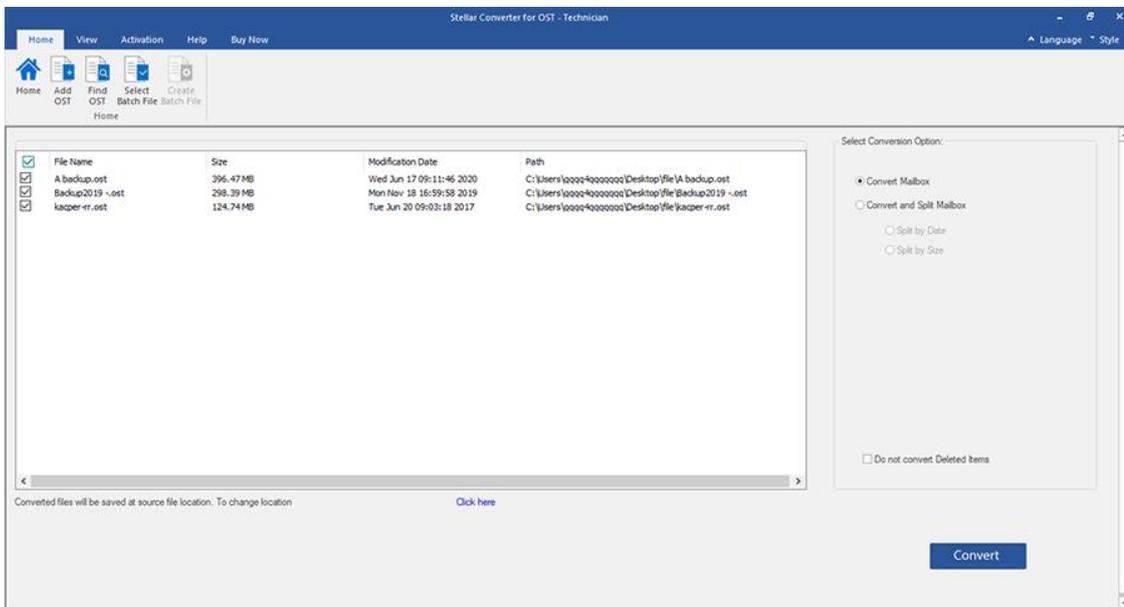
1. Run **Stellar Converter for OST - Technician**.
2. From **Home** ribbon, click **Batch Conversion** button.



3. The Batch Conversion module appears as shown below.



4. Click **Add OST** from **Home** ribbon of Batch Conversion module.
5. An **Open** window appears. Browse and select the desired OST files and then click **Open**.



Or,

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

Or,

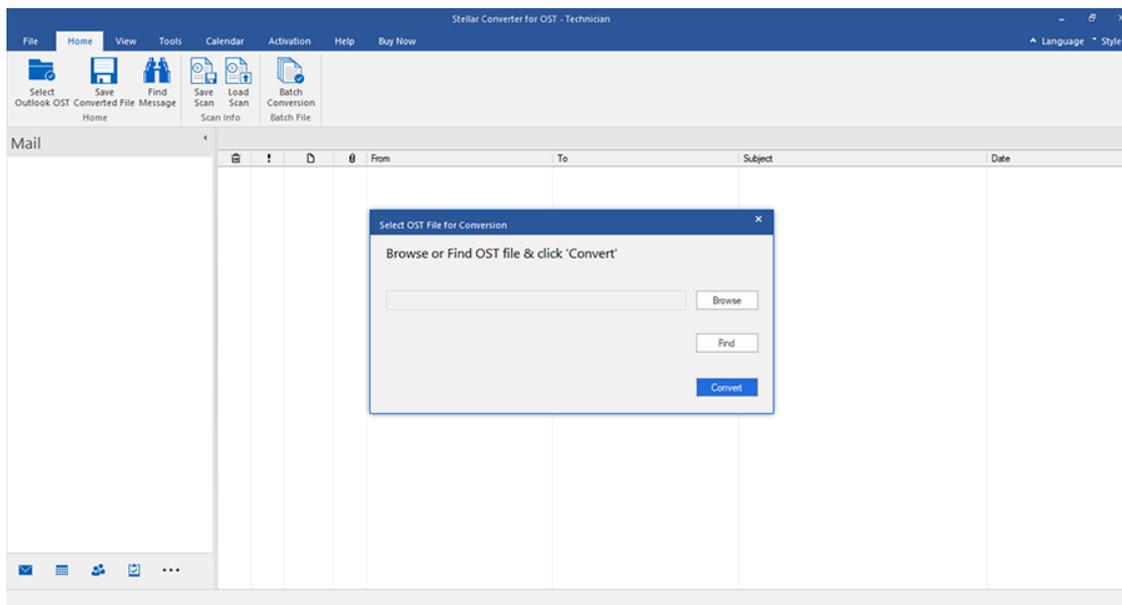
- Open Windows Explorer to Drag & Drop the desired files to the software.

3.2. Find OST Files

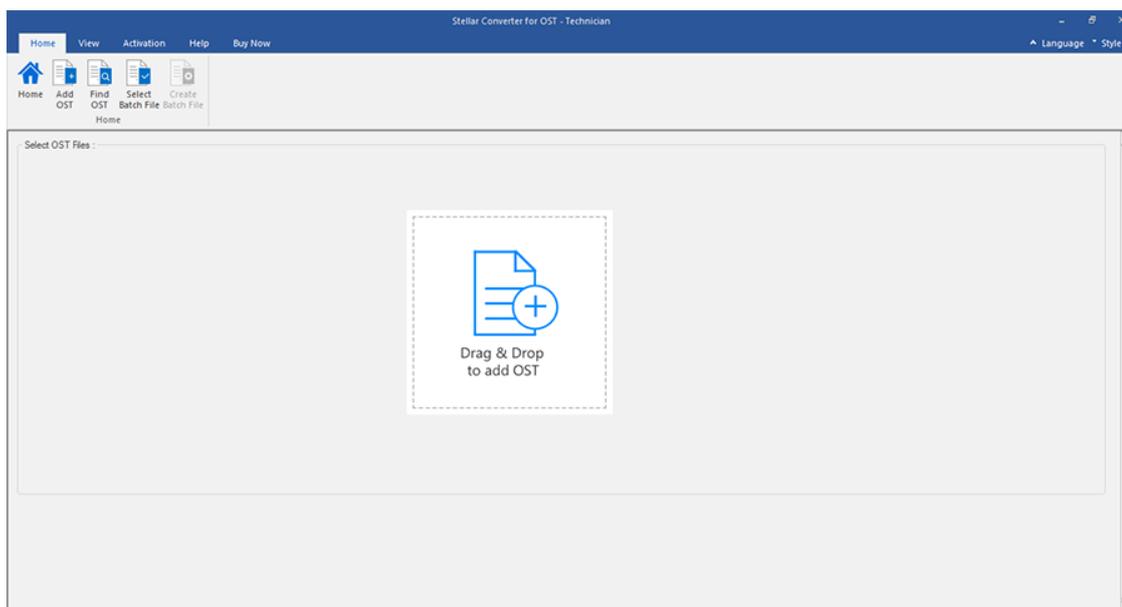
Stellar Converter for OST - Technician, allows you to find OST files on your computer's hard drive, in case you don't know their location. With the help of find OST option, you can find OST files in any folder, sub-folder, or in an entire volume on your system.

Steps to find an OST File:

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

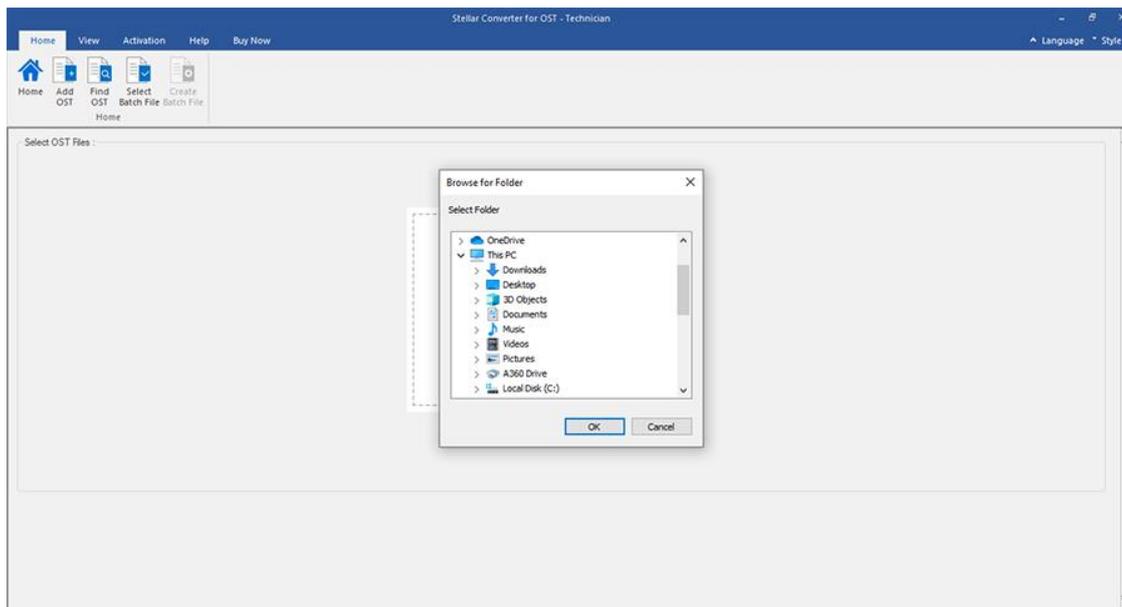


3. The Batch Conversion module appears as shown below.



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

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



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

3.3. Select Conversion Option

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

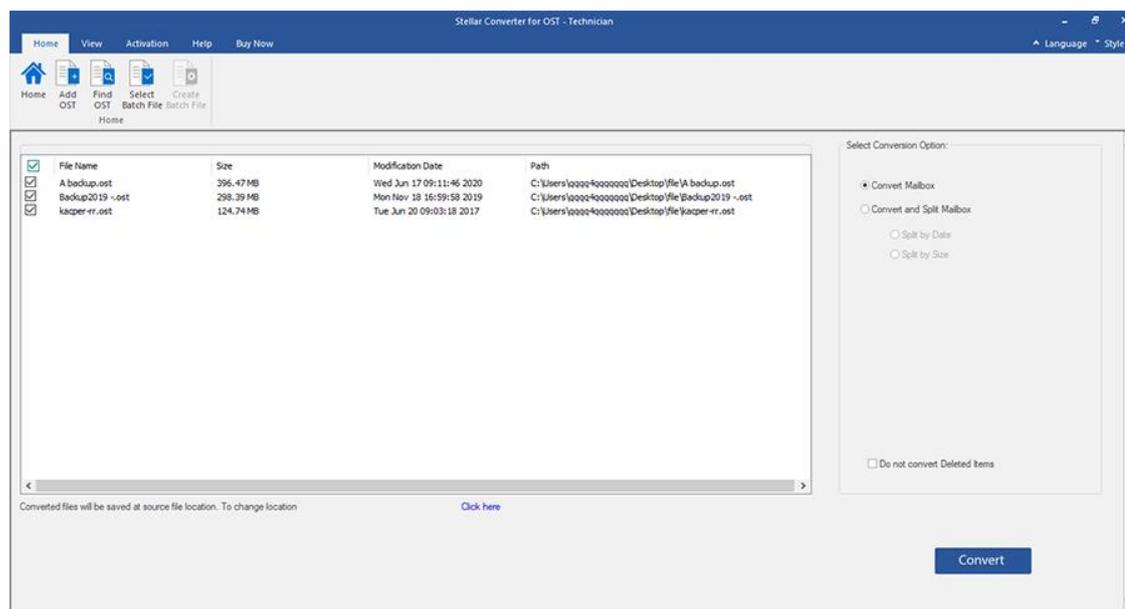
1. Convert Mailbox
2. Convert and Split Mailbox

3.3.1. Convert Mailbox

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

Steps to convert OST Files :

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



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

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

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

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

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

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

5. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**".

If you want to view the Log Report, click **View Log** or else click **Cancel**.

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

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

3.3.2. Convert and Split Mailbox

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

1. Split by Date
2. Split by Size

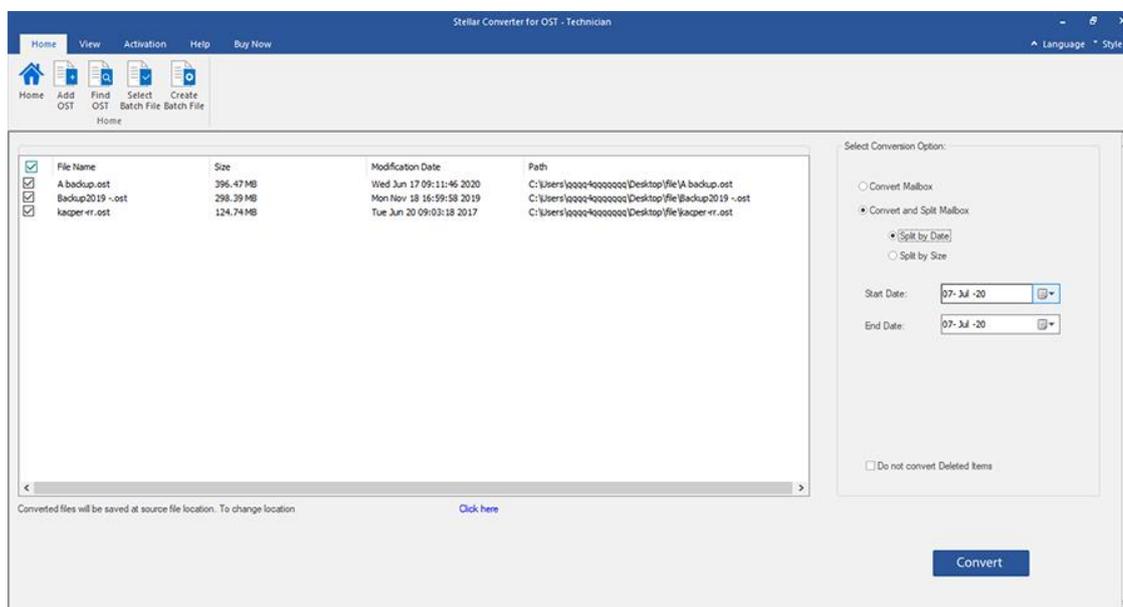
3.3.2.1. Split by Date

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

Steps to convert and split OST Files by Date:

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

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



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

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

5. Click **Convert**.

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

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

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

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

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

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

9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**".

If you want to view the Log Report, click **View Log** or else click **Cancel**.

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

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

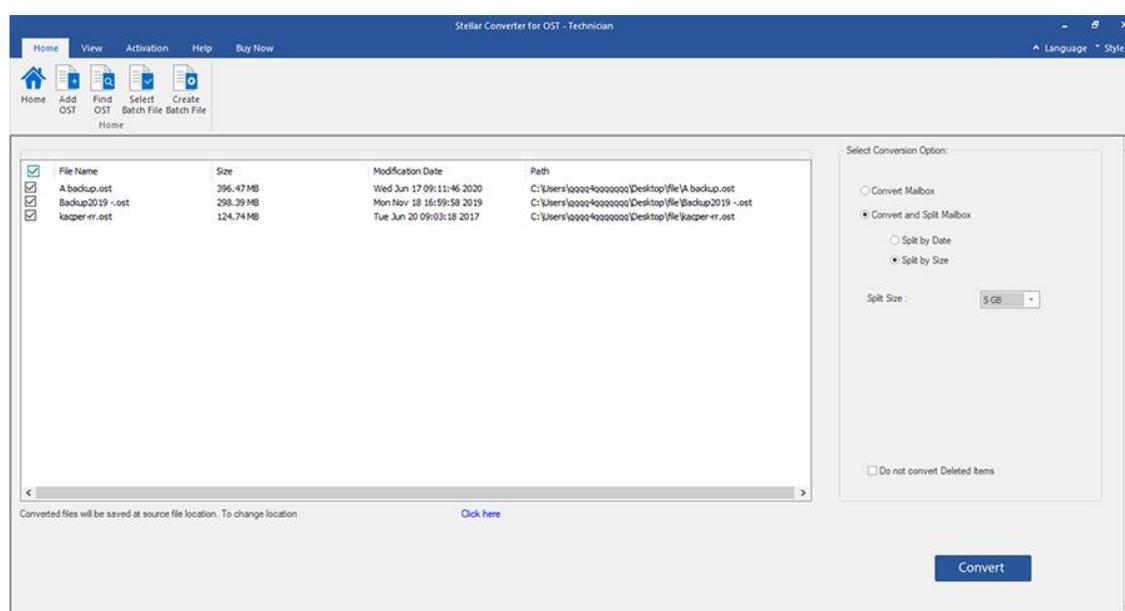
3.3.2.2. Split by Size

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

Steps to convert and split OST Files by Size:

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

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



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

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

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

Note: *For large files, Stellar Converter for OST - Technician automatically splits the new PST file in small sizes.*

The size of the split files will depend on the version of Outlook installed on your computer:

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

5. Click **Convert**.

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

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

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

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

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

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

9. After completion, a **Conversion Complete** dialog box appears with a message, "**Conversion process completed**".

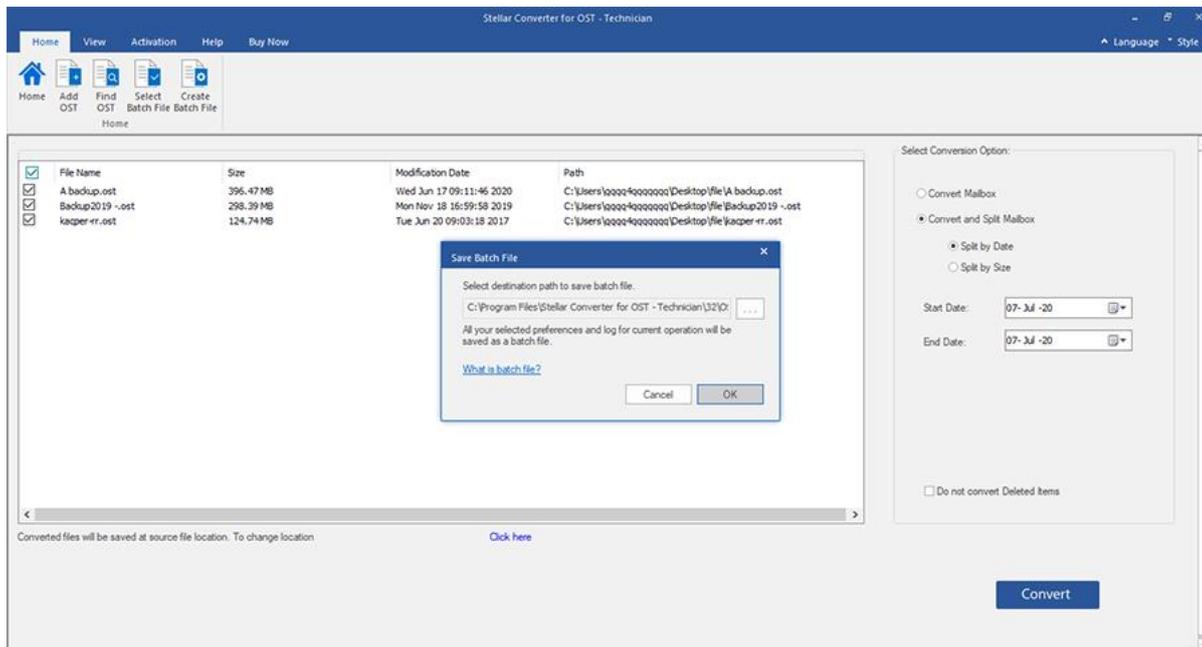
If you want to view the Log Report, click **View Log** or else click **Cancel**.

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

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

3.4. Create and Manage Batch Files

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



Steps to create Batch File:

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

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

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

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

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

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

Steps to select Batch Files:

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

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

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

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

Also new OST files cannot be added.

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

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

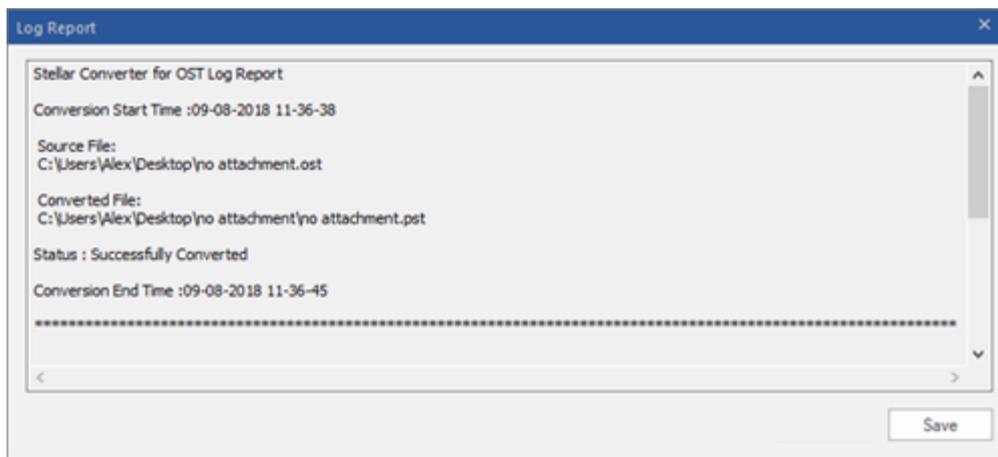
Note: *If the **Reset Selection** window opens, indicating that the action will clear currently added OST files. Click **YES** to proceed.*

3.5. View and Save Log Report

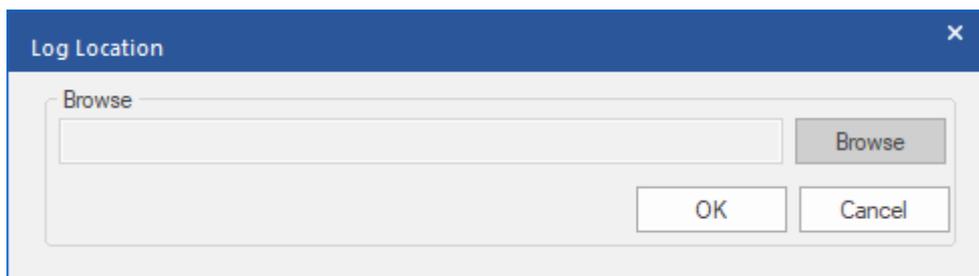
With **Stellar Converter for OST - Technician**, you can save the **Log Report** to analyze the conversion process at a later stage.

Steps to save Log Report:

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



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



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

4. Frequently Asked Questions (FAQs)

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

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

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

The batch file is saved in the setup folder located under Program files as **OST2PSTBatch_date_time_time/size.dat**.

3. If I select multiple files having the same name from different locations saved at a common destination path.

Then how would I recognize my converted file?

The converted file is saved to the destination path with the same name as that of the file along with the log report in case all the files have the same name is saved with format filename_0, filename_1, and so on.

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

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

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

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

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

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

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

7. What is an OST file?

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

8. What is a batch file?

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

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

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

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

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

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

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



Stellar Extrator for Exchange Backup

User guide 9.0

1. Overview

Stellar Extractor for Exchange Backup is an advanced Exchange mailbox extractor which extracts MS Exchange Database files (.EDB) from the windows backup files (BKF, VHDX and FD format). The software extracts all the content, such as e-mails, attachments, contacts, calendars, tasks and journals, of the offline mailboxes on the MS Exchange Backup (Exchange Database) and saves them in PST, Live Exchange, Office 365, MSG, EML, RTF, PDF, and HTML format.

Stellar Extractor for Exchange Backup can also extract EDB files from the corrupt backup files. The application is very user-friendly and does not require any prior technical skill to extract EDB files from the BKF / VHDX / FD files.

After extracting the EDB files, the software shows its original content. All mailboxes from the backup files are shown along with their content in a three-pane structure.

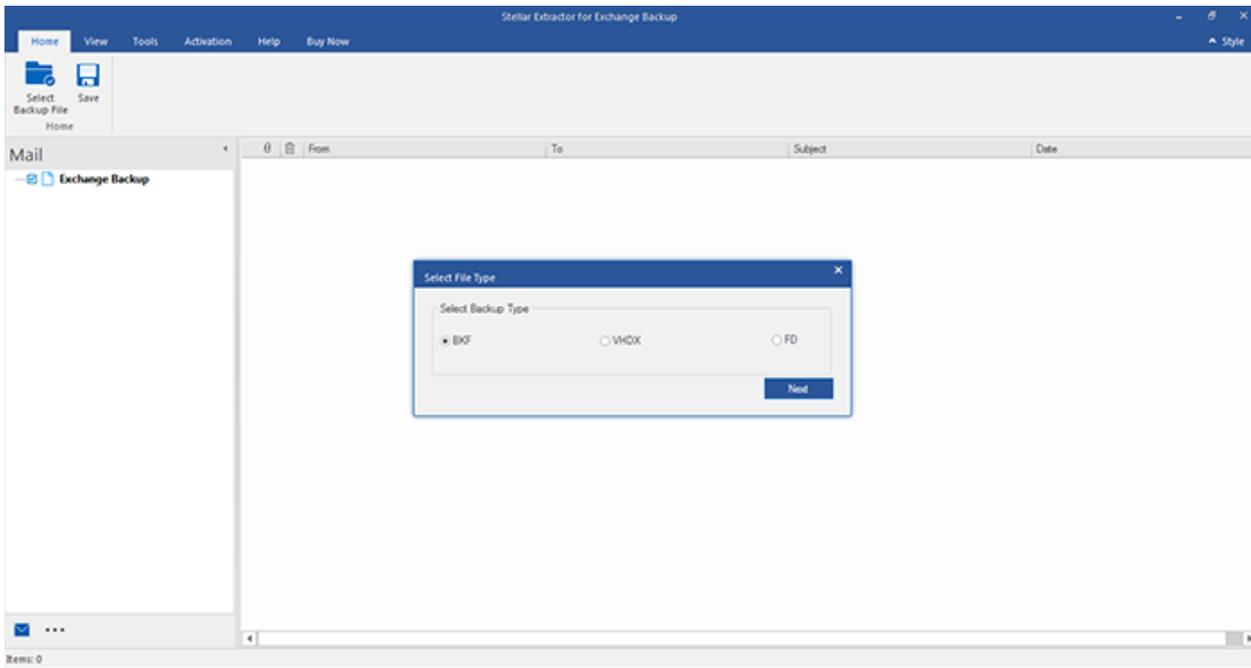
Key features of Stellar Extractor for Exchange Backup:

- Provides a rich graphical user interface.
- User-friendly and secure software.
- Extracts EDB files from BKF, VHDX and FD backup files.
- Extracts multiple EDB files.
- Saves extracted EDB files as PST, MSG, EML, HTML, RTF and PDF files.
- Export mailbox data to Live Exchange Server and Office 365.
- Supports save option for multiple mailboxes to Office 365 and Online Exchange Server.
- Provides preview of mailboxes and mailbox items.
- Provides preview for attachments.
- Offers to filter the scanned results before saving.
- Supports MS Office 2019, 2016, 2013, 2010, 2007, 2003.
- Supports MS Exchange Server 2016 / 2013 / 2010 / 2007 / 2003 / 2000 / 5.5.
- Compatible with Windows 10 / Windows 8.1 / 8 / Windows 7 / Windows Server 2016 / Windows Server 2012 / Windows Server 2008.

2. User Interface

Stellar Extractor for Exchange Backup software has a very easy to use Graphical User Interface. The user interface contains features required for extracting the EDB files from the backup files.

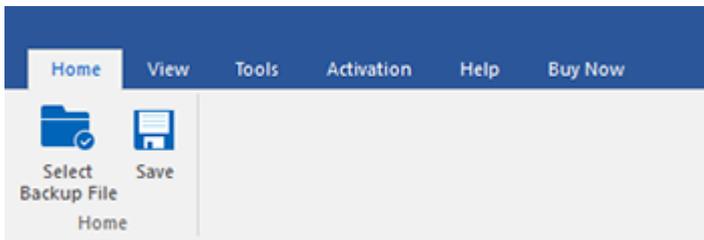
After launching the software, you will see the main user interface as shown below:



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

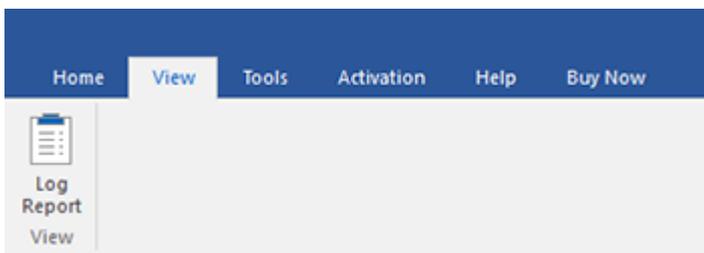
2.1. Ribbons

1. Home Ribbon



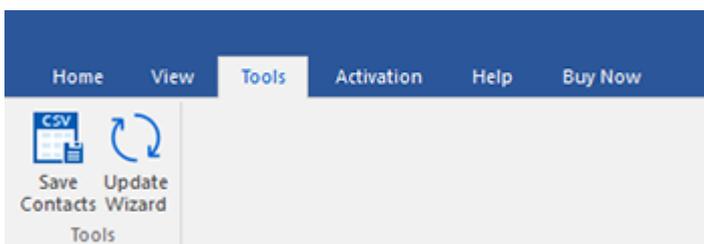
- **Select Backup File** : Use this option to select the backup file.
- **Save** : Use this option to save the extracted mailboxes.

2. View Ribbon



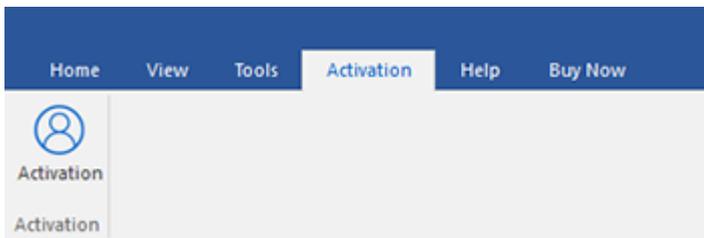
- **Log Report** : Software records all the events and activities performed by you in a detailed log file. Use this option to view the log report.

3. Tools Ribbon



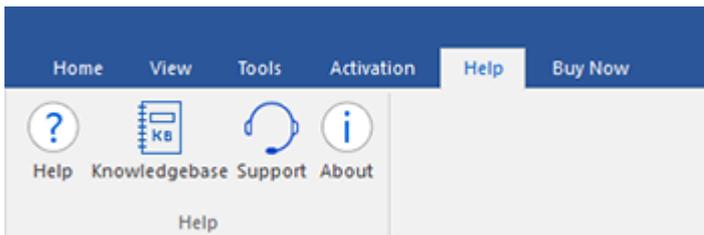
- **Save Contacts** : Use this option to save the contacts from the mailboxes in .CSV format.
- **Update Wizard** : Use this option to check for both, latest minor and major versions available online.

4. Activation Ribbon



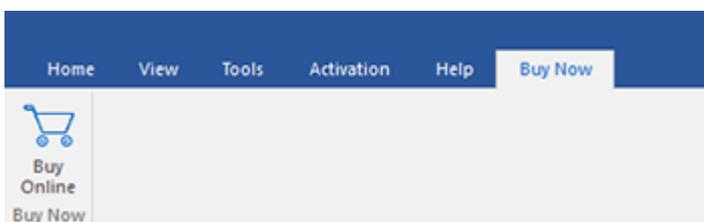
- **Activation** : Use this option to activate the software after purchasing.

5. Help Ribbon



- **Help** : 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.

6. Buy Now Ribbon



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

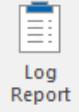
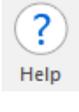
7. Style Ribbon



- **Style** : Use the upward arrow button to hide/ unhide the ribbon.

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

2.2. Buttons

 <p>Select Backup File</p>	Click this button to select the backup file.
 <p>Save</p>	Click this button to save the extracted mailboxes.
 <p>Log Report</p>	Click this button to view the log report.
 <p>Update Wizard</p>	Click this button to check for both, latest minor and major versions available online.
 <p>Save Contacts</p>	Use this option to save the contacts from the mailboxes in .CSV format.
 <p>Activation</p>	Click this button to activate the software after purchasing.
 <p>Help</p>	Click this button to view the help manual for the software.
 <p>Knowledgebase</p>	Click this button to visit Knowledgebase articles of stellarinfo.com.
 <p>Support</p>	Click this button view the support page of stellarinfo.com.
 <p>About</p>	Click this button to read information about the software.



Buy
Online

Click this button to buy **Stellar Toolkit for Exchange** software.

3. How To...

3.1. Select Backup File

3.2. Scan Backup File

3.3. Save Scanned Files

3.3.1. Export All Mailbox to Exchange Server

3.3.1.1. How to Create Mailbox?

3.3.2. Export Single Mailbox to Exchange Server

3.3.3. Export Mailbox in Office 365

3.3.4. Save Mailbox to PST, MSG, EML, HTML, RTF, PDF

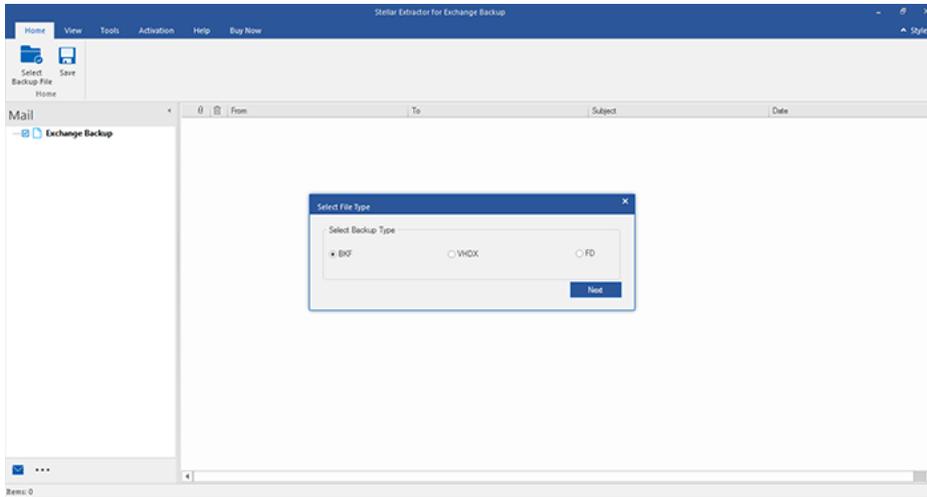
3.4. Import PST file in MS Outlook

3.5. View Log Report

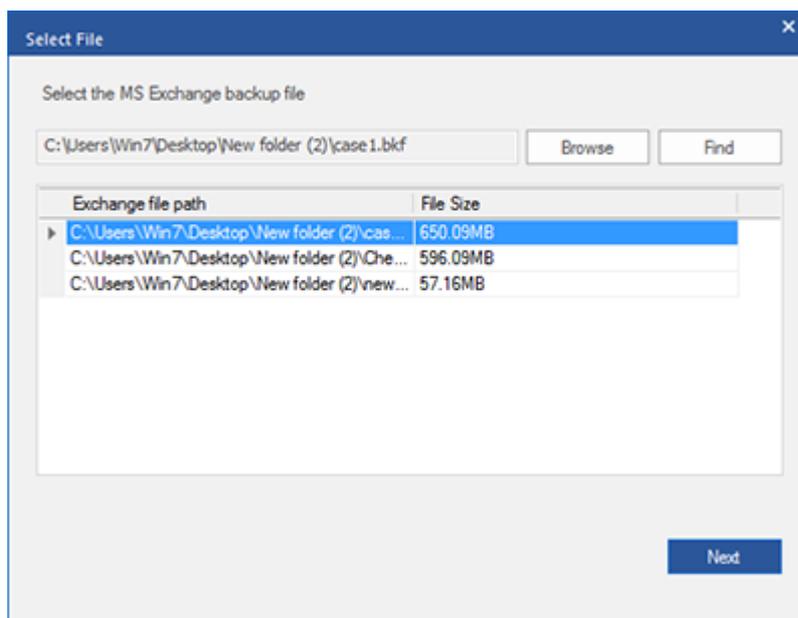
3.1. Select Backup File

3.1.1. To select a backup file:

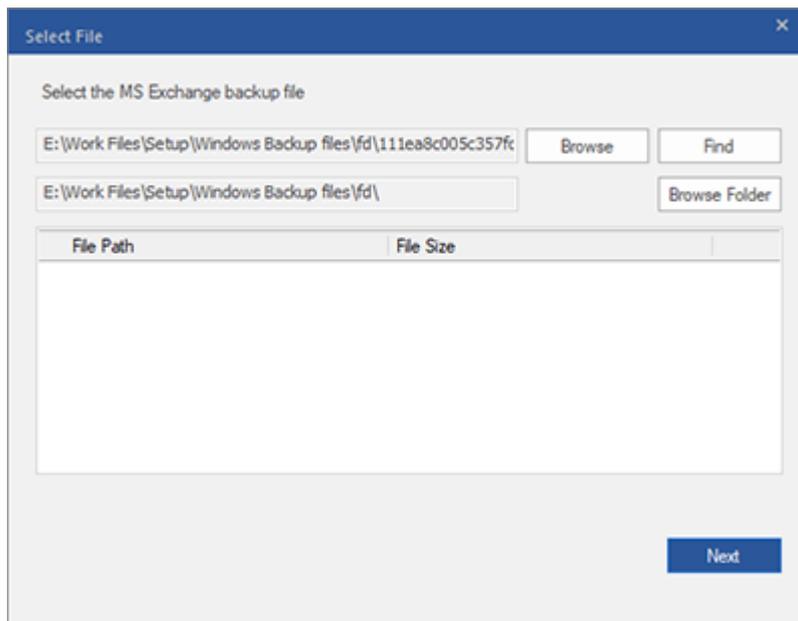
- Click **Select Backup File** from **Home Ribbon**. **Select File Type** dialog box opens.



- Select the **Backup Type File**. And Click **Next**.
- **Select File** dialog box opens.
- Click **Browse**. **Open** dialog box opens, select the backup file from which you want to extract the EDB files. Click **Next**



3.1.2. If you have backup in multiple FD files, to select the folder:



- Click on Browse Folder in Select File dialog box. The Select Folder dialog box opens.
- Select the specific folder containing the FD files and click Select Folder.
- If FD files are found, this will select the primary FD file and the path is displayed on the Select File dialog box. Click Next.
- If FD files are not found, the software will display “No FD file found.” message on the screen:

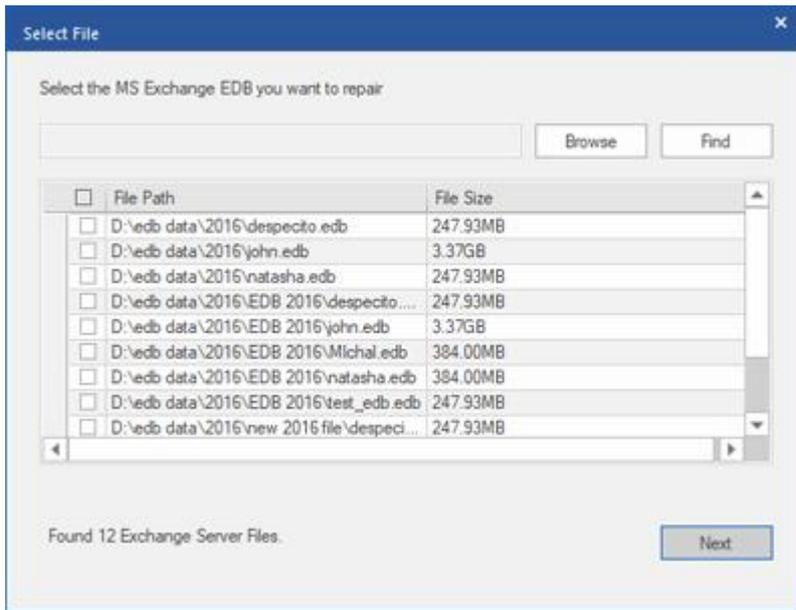


3.1.3. Stellar Extractor for Exchange Backup also allows you to find the backup files in your computer's hard drive, in case you don't know their location.

To Find a Backup File:

- Click **Find** in **Select File** dialog box. **Browse for Folder** dialog box opens.
- Select the drive / folder to search for the backup files and click **OK**.

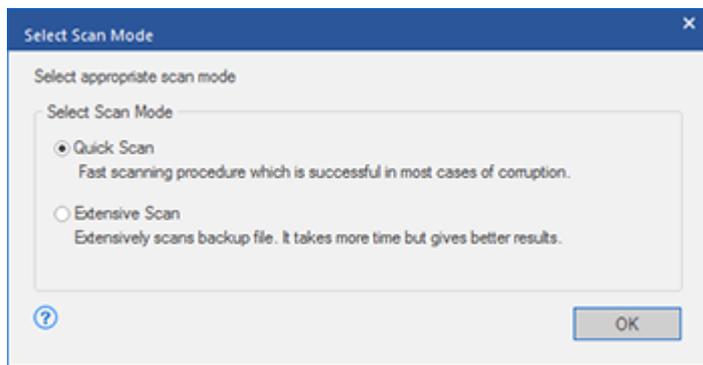
- After the search is complete, list of the backup files found in the selected drive / folder is shown in **Select File** dialog box as shown below:



- Select the backup file from which you wish to extract the EDB and click **Next**.

3.2. Scan Backup File

- After selecting the backup file, click **Next**. **Select Scan Mode** dialog box opens.

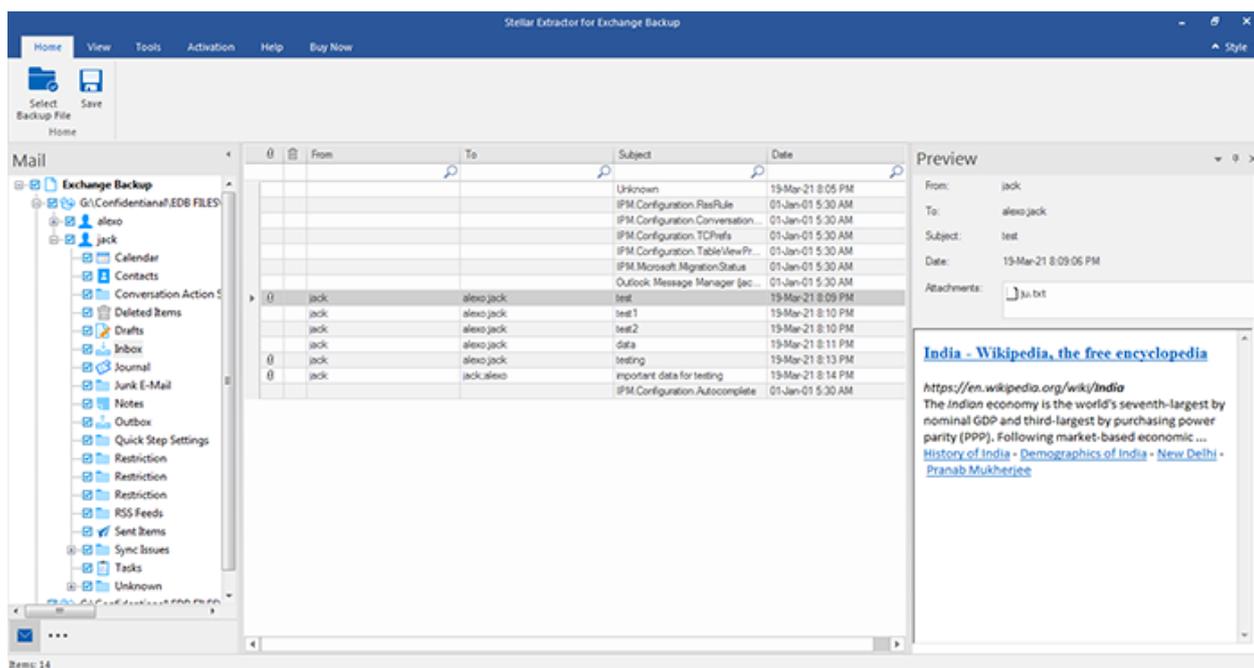


- If you want to quickly scan the backup file, select **Quick Scan**, which is a fast mode to scan and repair backup file. Or, If you want to scan the backup extensively for better results, select **Extensive Scan**. Click **OK** to start the scanning process.
- Once scanning is complete, you can preview the data of the scanned file.

Note : Information is displayed in the left pane in tree format. You can select and expand the tree to see further information.

Left pane displays the list of EDB files in a tree like structure while the middle pane displays the list of extracted mails.

Click on any mail in the middle pane to see its content, which is displayed in right pane as shown below:



3.3. Save Scanned Files

The extracted files can be exported/ saved to various formats.

3.3.1. Export All Mailbox to Exchange Server

3.3.1.1. How to Create Mailbox?

3.3.2. Export Single Mailbox to Exchange Server

3.3.3. Export Mailbox in Office 365

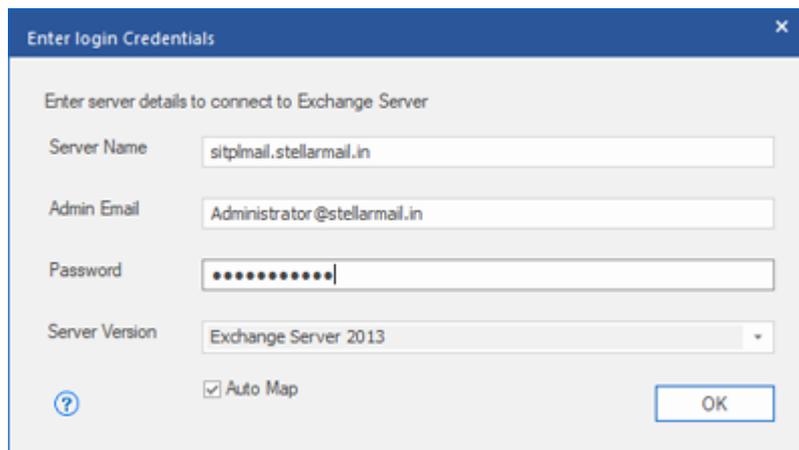
3.3.4. Save Mailbox to PST, MSG, EML, HTML, RTF, PDF

3.3.1. Export All Mailbox to Exchange Server

To export mails to Live Exchange Server:

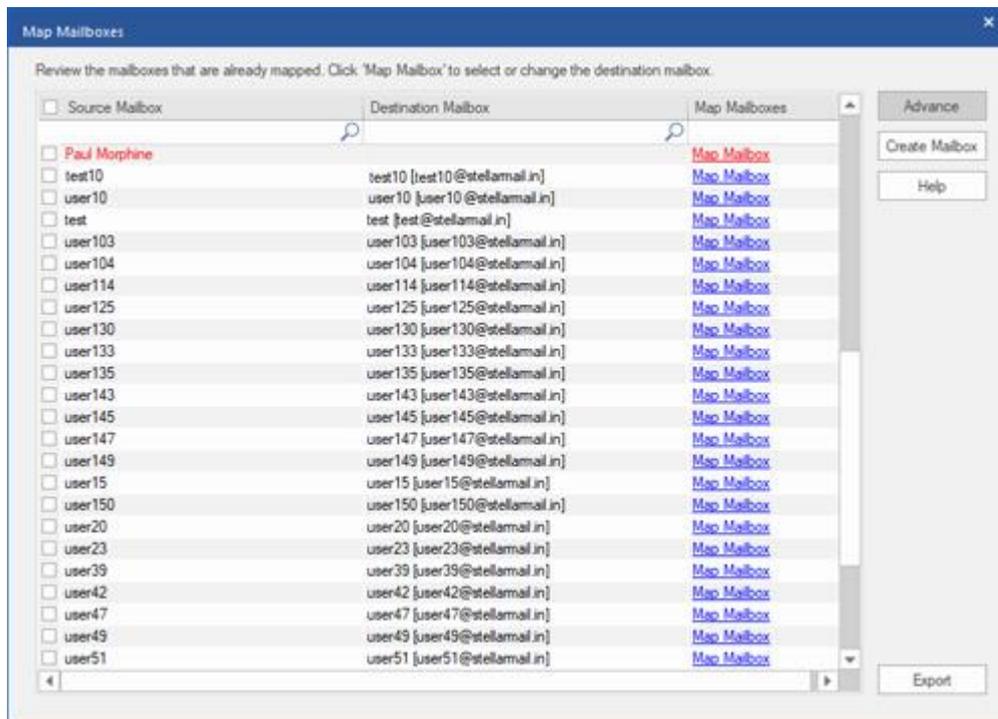
1. Click **Save** button in **Home Ribbon**. A dialog box opens.
2. Select **Live Exchange** checkbox and click **Next**. A **Enter Login Credentials** dialog box opens.
3. The dialog box requires the following fields:
 - **Server Name:** Enter the name of the Exchange Server.
 - **Admin Email ID:** Enter the administrator email id for the Exchange Server.
 - **Password:** Enter the password of the administrator login id of the Exchange Server.
 - **Server Version:** Select the Exchange Server version from the drop-down ribbon.

Click **OK** to continue.



4. **Map Mailboxes** dialog box opens displaying mapped and unmapped mailboxes. The dialog box consists of the following options:
 - **Source Mailbox:** Source Mailbox provides a list of scanned mailboxes from the extracted EDB file. You can search for a specific mailbox to be mapped to a particular destination mailbox.
 - **Destination Mailbox:** Destination Mailbox provides a list of scanned mailboxes on the Exchange Server. You can search for a specific mailbox that has been auto-mapped to a particular source mailbox.
 - **Advance:** Click Advance to filter the scanned results before saving.

- **Create Mailbox:** This option allows you to create a new mailbox to map any user. To know the steps to create a new user, click here.
- Click "**Map Mailbox**" in the dialog box to select/ change the destination mailbox.



Check/ Uncheck the desired user mailbox and click **Export** button to start exporting the data.

Note:

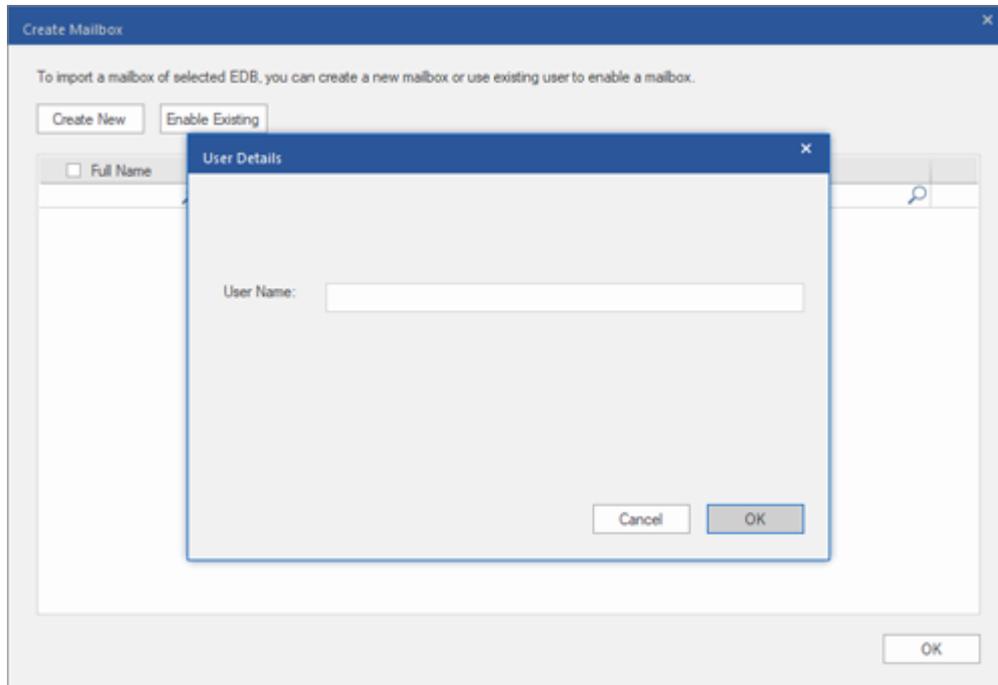
- Check the **Auto Map** checkbox if you want mapping to be done automatically. To map the mailboxes manually, uncheck the **Auto Map** checkbox. **Auto Map** automatically maps the source mailbox to destination mailbox, if found on the destination server with the same name.
- Click on **Map Mailbox** to select/ change the destination mailbox in Map Mailbox dialog box.
- The server version selected while logging to Live Exchange Server should be similar to that of the system on domain.
- Mailboxes in blue are mapped mailbox and mailboxes in red are unmapped.

5. The mapped and unmapped source EDB mailboxes are listed.

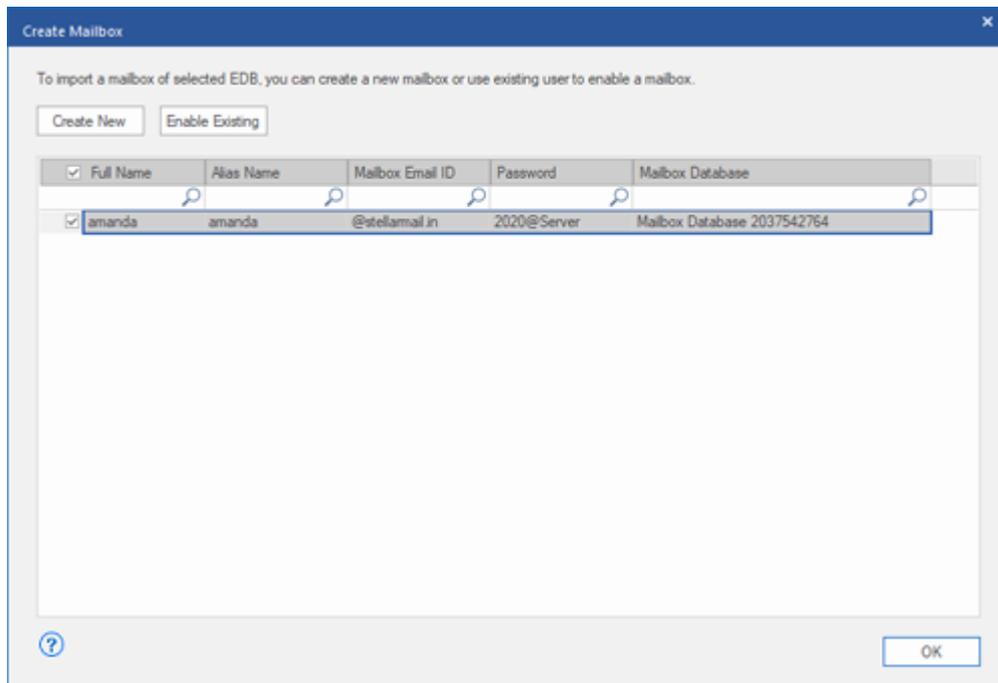
Note: Full-Mailbox permissions are mandatory for the user to whom the data is being exported.

3.3.1.1. How to Create Mailbox?

1. Click **Create Mailbox** to create a new mailbox for mapping.
2. Click **Create New**. Enter the **User Name** to be created. Click **OK**.

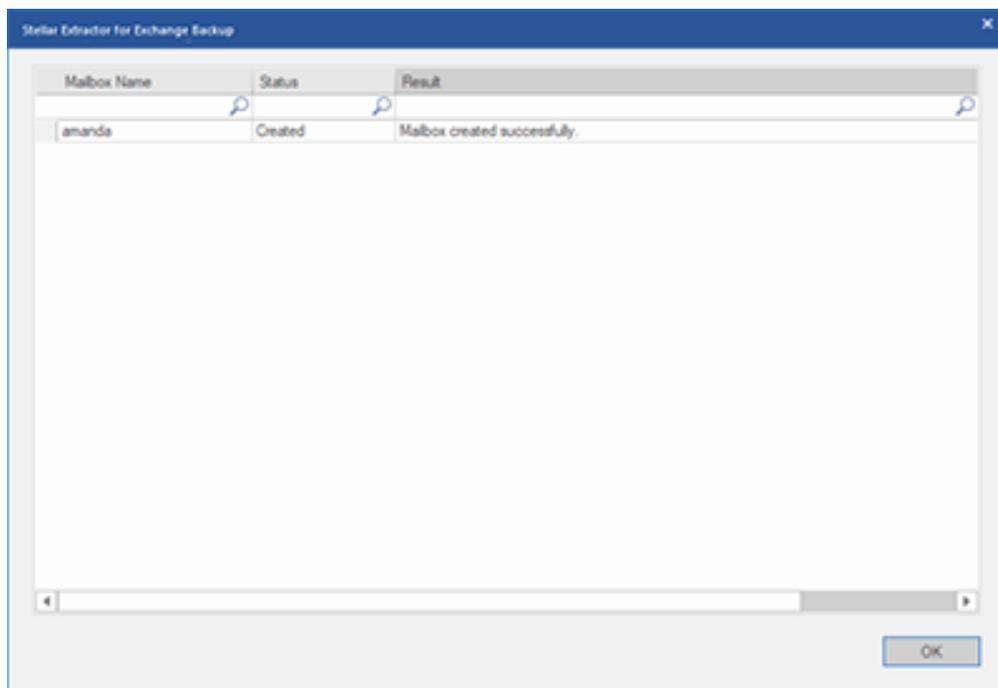


3. Select the desired users to be created. Click **OK**.



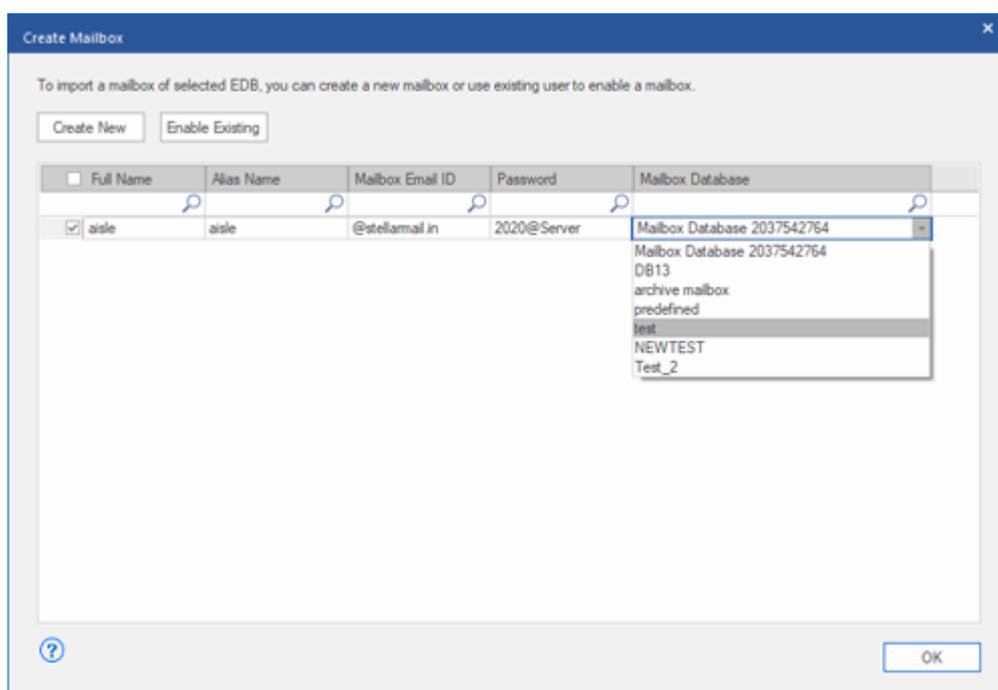
Note: In order to export data, the user should have the full data access rights.

4. The user's mailbox will be created successfully. Click **OK**.



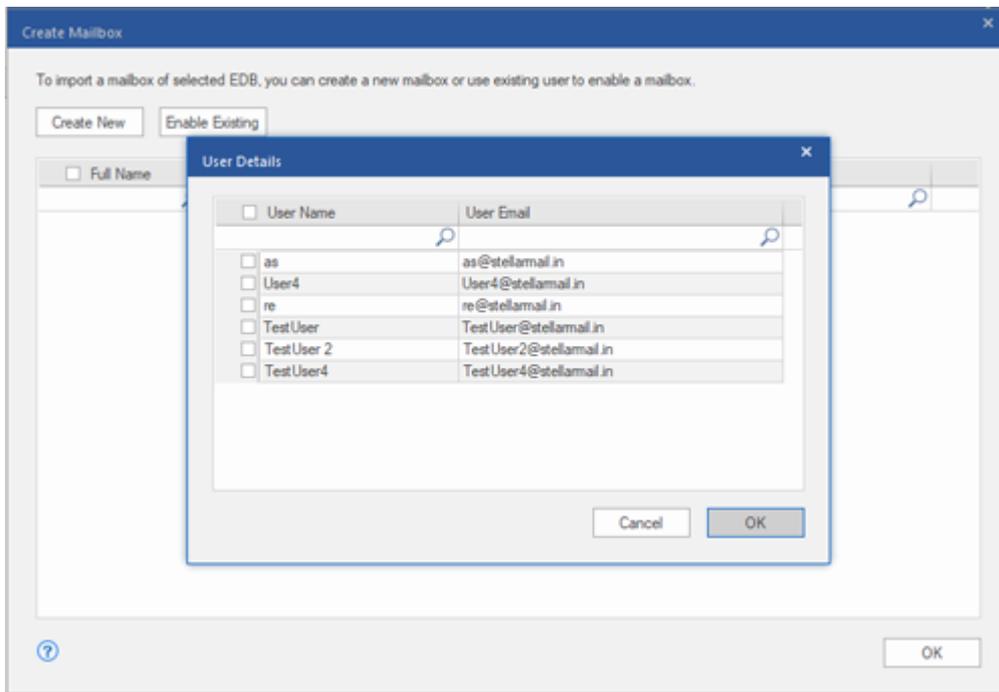
Note:

- The fields that can be edited are : Full Name, Alias Name, Password, and Mailbox Database.

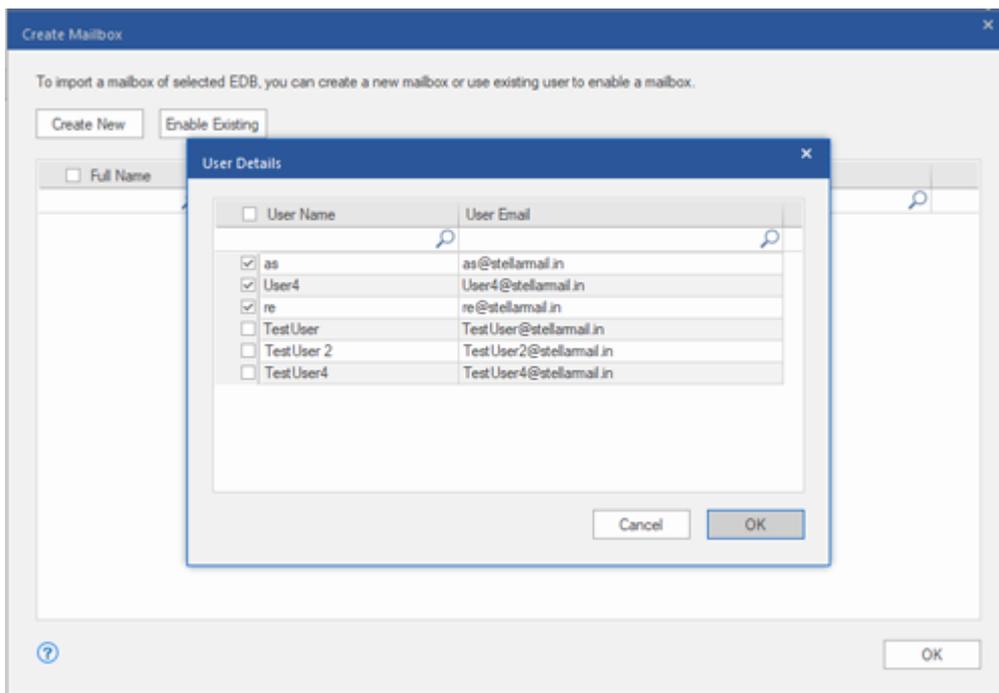


- The fields that can not be edited are : Mailbox Domain.

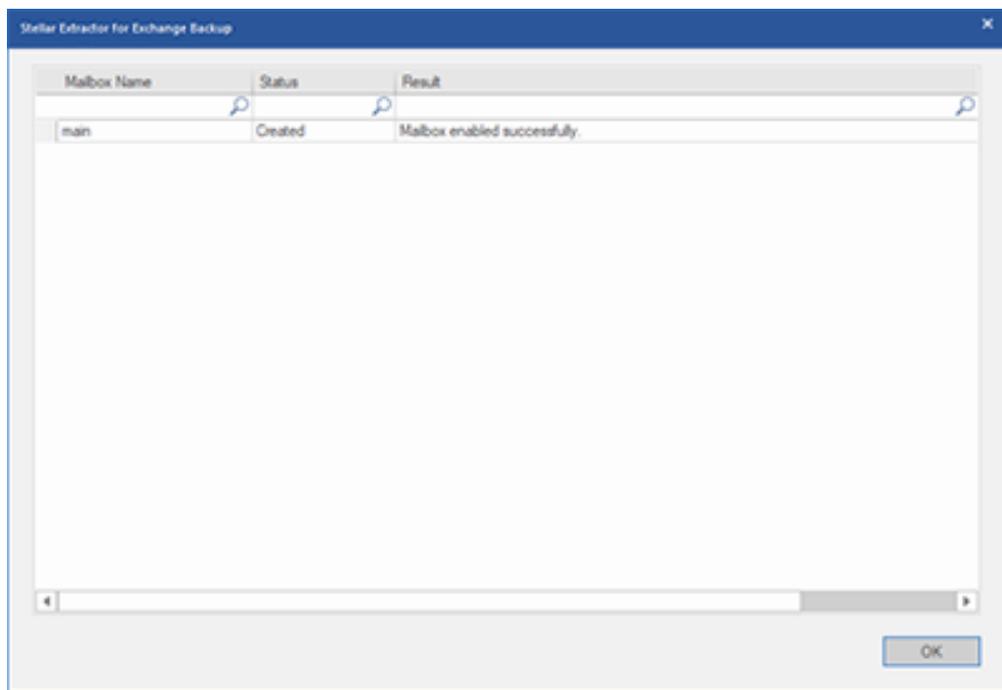
5. In order to enable the user's mailbox, click **Enable Existing**. Disabled users will be listed.



6. Check the users you want to enable again. Click **OK**.



7. Confirm the checked users and click **OK**. The selected users mailbox will be enabled successfully. Click **OK**.



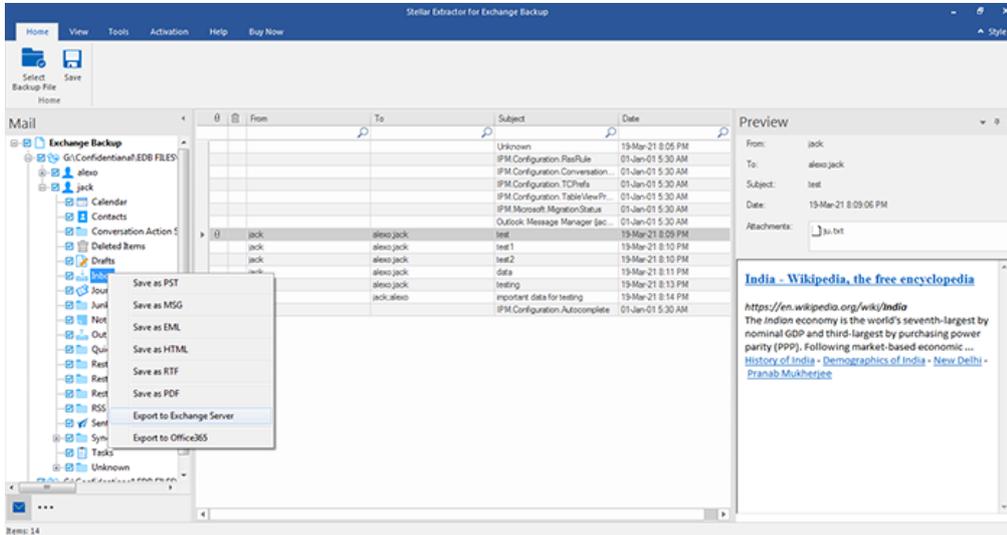
Note:

- **Enable Existing** is to be used when a specific user has been disabled before.
- In case of enabling an Existing mailbox only the Mailbox Database field can be changed (you can change the destination Mailbox Database) of the mailbox.

3.3.2. Export Single Mailbox to Exchange Server

To save extracted mails to a particular mailbox on Exchange Server:

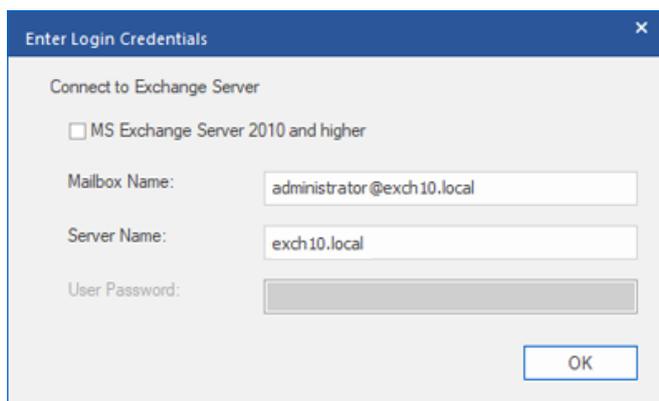
1. Right Click on the tree item which you want to export and select **Export to Exchange Server**.



2. In **Enter Login Credentials** dialog box, enter the **Mailbox Name** and **Server Name**. Click **OK**.

Note:

- By default, the **MS Exchange Server 2010 and higher** checkbox is unchecked.
- If you are using Exchange Server 2010 and higher, keep the **MS Exchange Server 2010 and higher** checkbox checked.

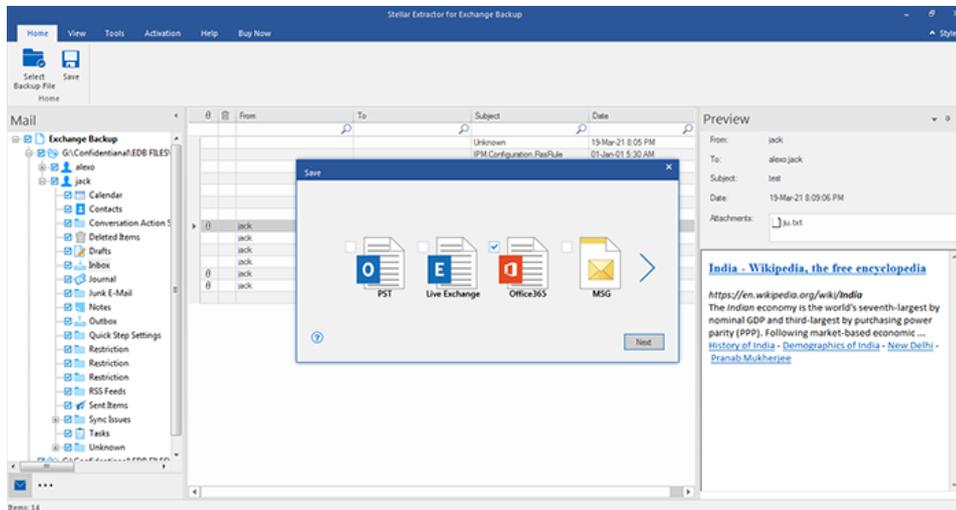


Note: In order to export data by right clicking on the mailbox, the local system should be in the domain of the Exchange server on which you are exporting the data.

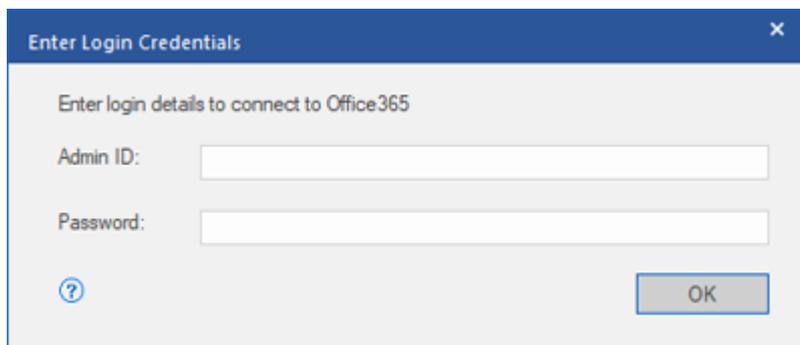
3.3.3. Export Mailbox to Office 365

To export mails to Office 365:

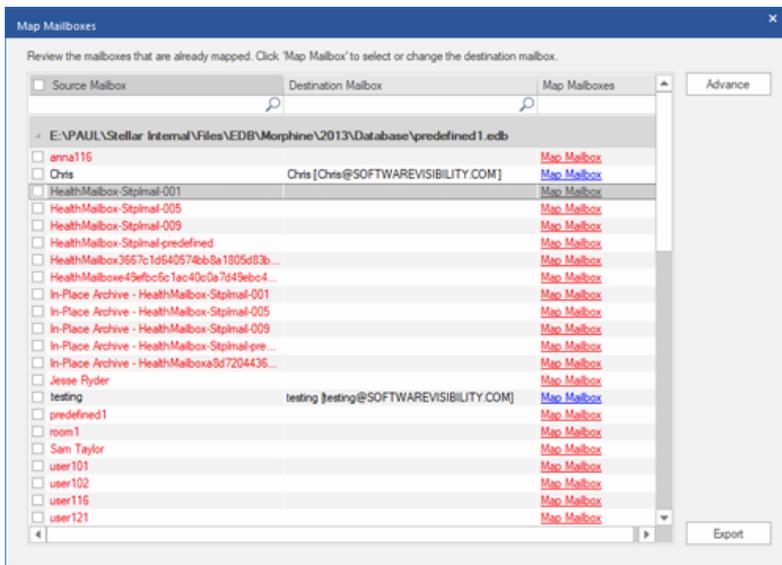
1. Click **Save** icon in **Home Ribbon**. **Save** dialog box opens.



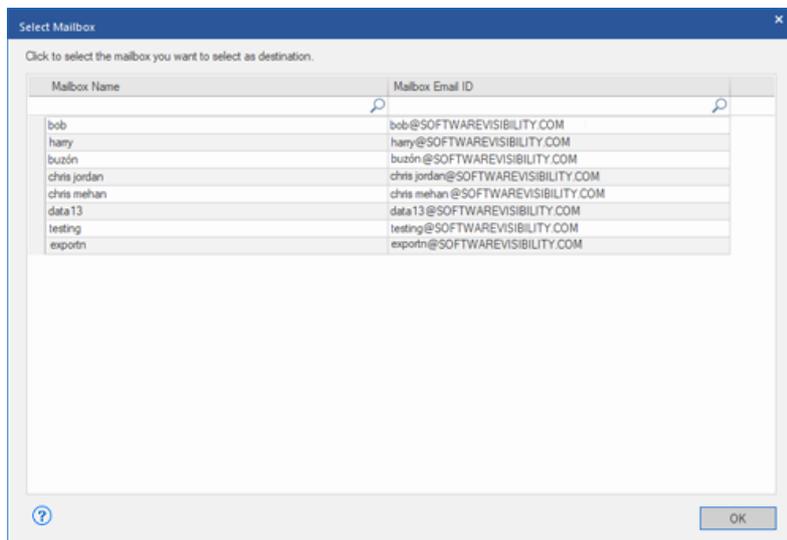
2. Select **Office 365** checkbox and click **Next**. A **Enter Login Credentials** dialog box opens.
3. Enter **Admin ID** (user having administrative rights) and **Password** in **Enter Login Credentials** dialog box. Click **OK** to continue.



4. The mapped and unmapped source EDB mailboxes are listed.



5. In order to manually map the mailbox or change the mapped mailbox, click on **Map Mailbox**. The screen displays all the Office 365 ids that can be mapped. Click **OK**.



Click **Advance** to filter the scanned results before exporting.

Note:

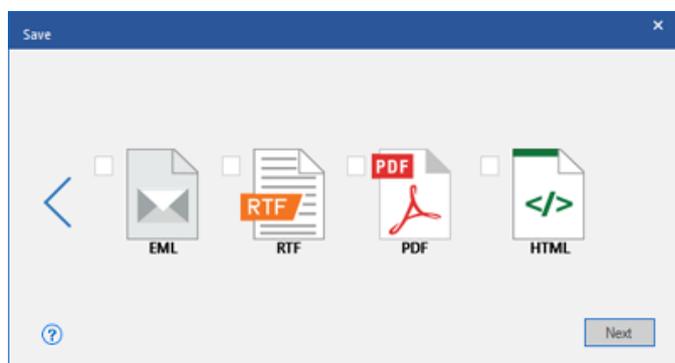
- You need to have a Microsoft Office 365 user account for exporting data to Office 365.
- To save mailbox data in Office 365 you need to install Office 2019 or Office 2016 or Office 2013 or Office 2010 with service pack 2.
- For Domain systems, you cannot export offline data to Office 365.
- After mapping, the list displays the E-Mail IDs, of the same domain that was used while logging.

3.3.4. Save Mailbox to PST, MSG, EML, HTML, RTF, PDF

Stellar Extractor for Exchange Backup allows you to save the extracted files in various formats like PST, MSG, EML, RTF, PDF, and HTML.

To save the extracted files:

1. Click **Save** from **Home Ribbon**.
2. Select the required format and click **Next**.
3. Browse the destination in the **Select Destination** dialog box where you want to save the file. Click **OK**.



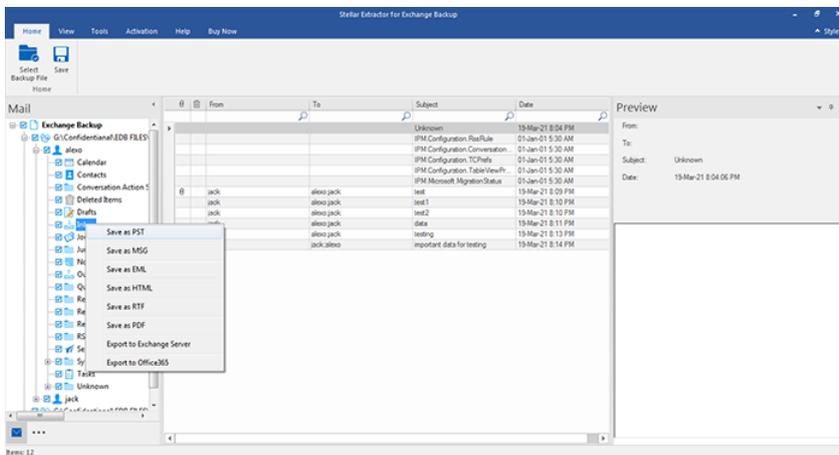
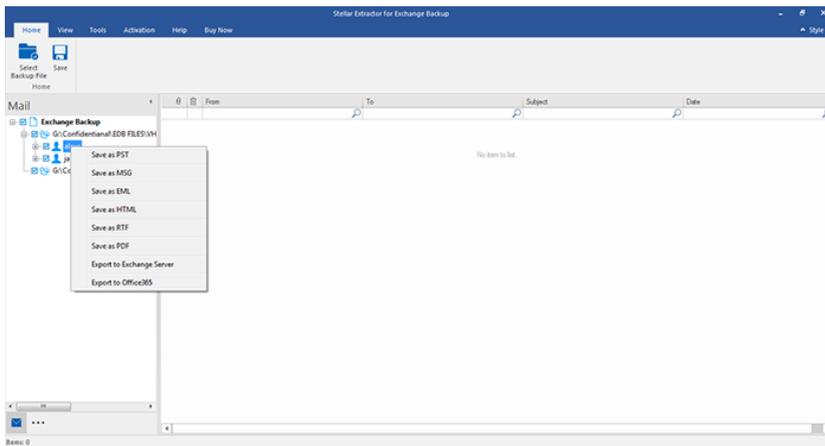
Click **Apply Filter** to filter the scanned results before saving.

Using **Stellar Extractor for Exchange Backup**, you can save individual mailboxes in either of the given formats.

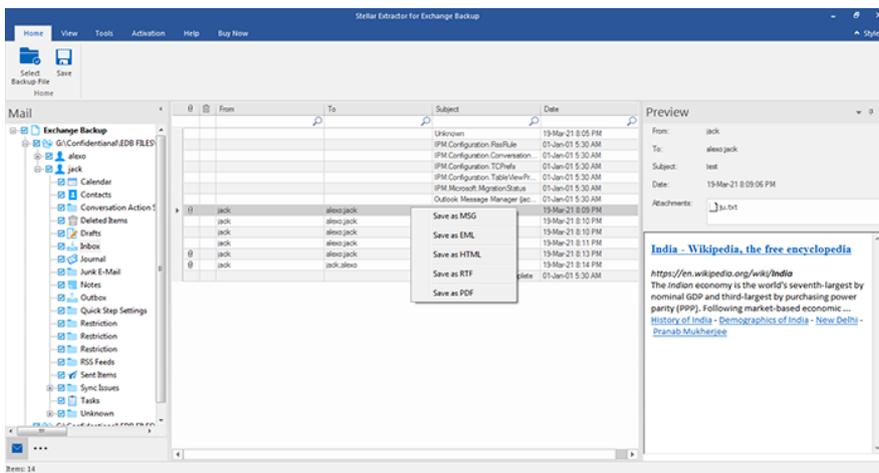
To save mailboxes or mailbox item individually from the tree in the left pane, simply right-click on it and:

- Select **Save as PST** to save the mailbox in PST format.
- Select **Save as MSG** to save the mailbox in MSG format.
- Select **Save as EML** to save the mailbox in EML format.
- Select **Save as HTML** to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as RTF** to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)
- Select **Save as PDF** to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible)

- Select **Export to Exchange Server** to export the mailbox to exchange server.
- Select **Export to Office 365** to export the mailbox to Office 365.



Note: You can also right click on a particular mail to save it individually in MSG, EML, HTML, RTF, and PDF format from the middle pane.



3.4. Import PST file in MS Outlook

To import PST file in Microsoft Outlook 2019:

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

To import PST file in Microsoft Outlook 2016 / 2013:

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

To import PST file in Microsoft Outlook 2010:

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

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

To import PST file in Microsoft Outlook 2007 / 2003:

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

3.5. View Log Report

With **Stellar Extractor for Exchange Backup**, you can view the Log Report to analyze the extracting process at a later stage.

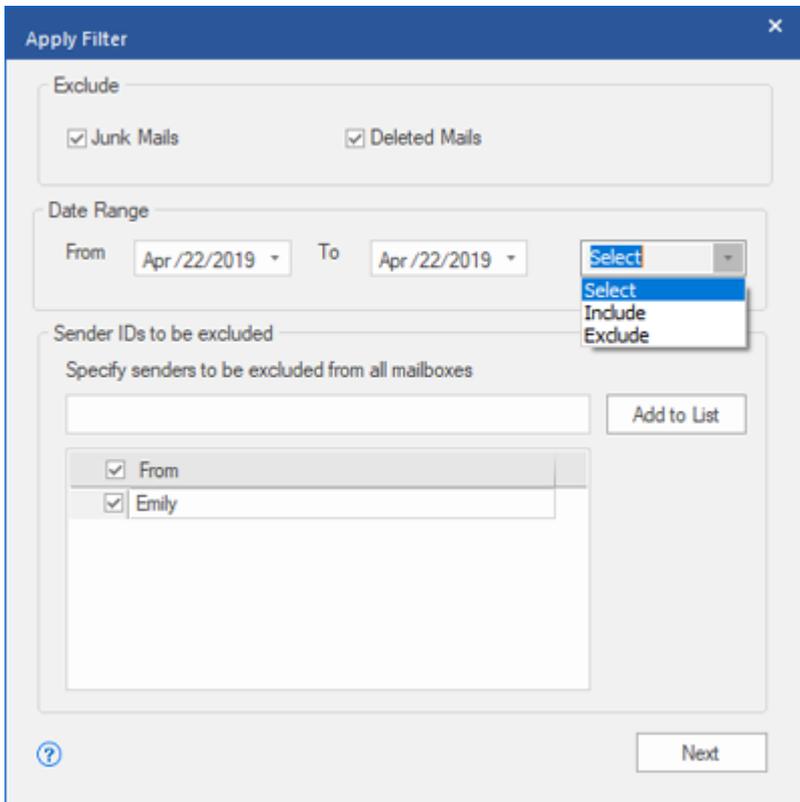
To view the log report:

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

Apply Filter

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

Apply Filter dialog box opens.



Stellar Extractor for Exchange Backup provides 3 filter options:

1. **Exclude:** This filter allows user to exclude mails from **Junk Mail Folder** and **Deleted Mail Folder**.
2. **Date Range:** This filter allows user to specify a starting and ending date for which the user wants to include/ exclude the mails for saving/ exporting.
 - **Include:** Select **Include** from the drop-down menu to convert the mails for the specified range and exclude the rest.
 - **Exclude:** Select **Exclude** from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.
3. **Sender IDs to be excluded:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail addresses of the sender and click on **Add to List**. The mentioned E-mail addresses will be listed in the E-mail addresses list box. Click **Next**.

4. FAQs

1. What is the difference between an BKF, VHDX and FD backup files ?

A BKF file is a backup file created using Windows 2003 / Windows 2000 / Windows XP backup utilities. A VHDX file is a disk image supported by the Windows 10 / Windows 8.1 operating systems. It extends the .VHD format with new capabilities, such as performance improvements, data corruption prevention mechanisms, and a 16TB maximum allowable size. FD files are backup files created using HP Data Protector backup utilities.

2. I am not able to find my backup file, how do I locate it?

Use Find Backup File option to search and locate the backup files.

3. I want to extract my Calendars and Contacts, how do I extract them using Stellar Extractor for Exchange Backup?

First you need to extract mailboxes from the backup file using the software, refer to How To... section of this guide. Then, you can save the Calendars and Contacts folder in the PST format for outlook, refer to the Save Mailbox to PST, MSG, EML, HTML, RTF, PDF section to know the steps.

4. What is difference between Quick Scan and Extensive Scan?

Quick Scan mode is a fast mode to scan and extract the backup file. If you are not satisfied with the **Quick Scan** mode, then you can try **Extensive Scan** mode. **Extensive Scan** mode of scanning a backup file is slow but more effective process. This mode is more powerful than **Quick Scan** mode. If you want to scan the backup extensively for better results, select **Extensive Scan**

5. Can I export the repaired mailbox to Live Exchange or Local Exchange Server?

Yes, you can export the repaired mailbox to an Exchange Mailbox. Refer to Save Scanned Files section for complete steps.

6. What is mapping of mailboxes?

Mapping is a feature that automatically loads/subscribe source mailbox to destination mailbox having full-mailbox permissions.

7. Can I save my contacts in CSV format?

Yes, you can save your contacts in CSV format using **Save Contact** button in **Tools** Ribbon.

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



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