



Stellar
OST to PST Converter 8.0
Installation Guide

Overview

Stellar OST to PST Converter offers a complete solution to convert OST files to Microsoft Outlook Personal Storage (PST) files. It also gives you an option to save emails in other formats.

The software converts a complete OST file to PST mailbox including contents such as e-mails, attachments, contacts, calendars, tasks, and journals. You can also save emails in any one of the five following formats:

- MSG
- EML
- PDF
- HTML
- RTF

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

Stellar OST to PST Converter also ensures recovery of accidentally deleted e-mails that you have emptied from the deleted items folder. After converting an OST file, the software shows its original content. All folders from the original OST file gets displayed along with their content in a three-pane structure.

What's New in this Version?

- Support for MS Office 2016.
- New and enhanced GUI.
- Option to save and load scan information.

Key features:

- Enables you to view messages in a 3-view format.
- It has a Selective conversion of emails
- Find option to search emails faster.
- Converts e-mails, calendar entries, contacts, notes, tasks and journals from OST files.
- It restores formatting from RTF and HTML messages.
- The Software Supports conversion of encrypted OST files.

- The converted mailbox will get saved as a new PST file on any drive (including network drives) visible to host computer
- Can save single mail messages in MSG, EML, RTF, HTML and PDF format.
- Enhanced preview feature for calendars, tasks, journals, and contacts.
- Support to transfer the license of the registered software to another computer.
- Option to save partial records in demo version.
- Support for MS Office 2016, 2013, 2010 (both 32 and 64-bit versions).
- New GUI - look and feel matches MS Office 2016 GUI.
- Right-click option to save emails in any one of the following formats from preview section itself - MSG, EML, RTF, HTML, and PDF.
- Option to arrange scanned emails and messages as per Date, From, To, Subject, Type, Attachment, and Importance. You can also arrange scanned emails in the form of groups.

Installation Procedure

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

Minimum System Requirements

- **Processor:** Pentium Class
- **Operating System:** Windows 10 / Windows 8 / Windows 7 / Windows Vista
- **Memory:** 1 GB
- **Hard Disk:** 100 MB of free space
- **MS Outlook:** 2016 / 2013 / 2010 / 2007.
- **Internet Explorer:** Version 7.0 or later

To install the software:

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

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

Launching the Software

To launch Stellar OST to PST Converter in Windows 10:

- Click Start icon -> All apps -> **Stellar OST to PST Converter** -> **Stellar OST to PST Converter** . Or,
- Double click **Stellar OST to PST Converter** icon on the desktop. Or,
- Click **Stellar OST to PST Converter** tile on the home screen.

To launch Stellar OST to PST Converter in Windows 8.1 / 8:

- Click **Stellar OST to PST Converter** tile on the home screen. Or,
- Double click **Stellar OST to PST Converter** icon on the desktop.

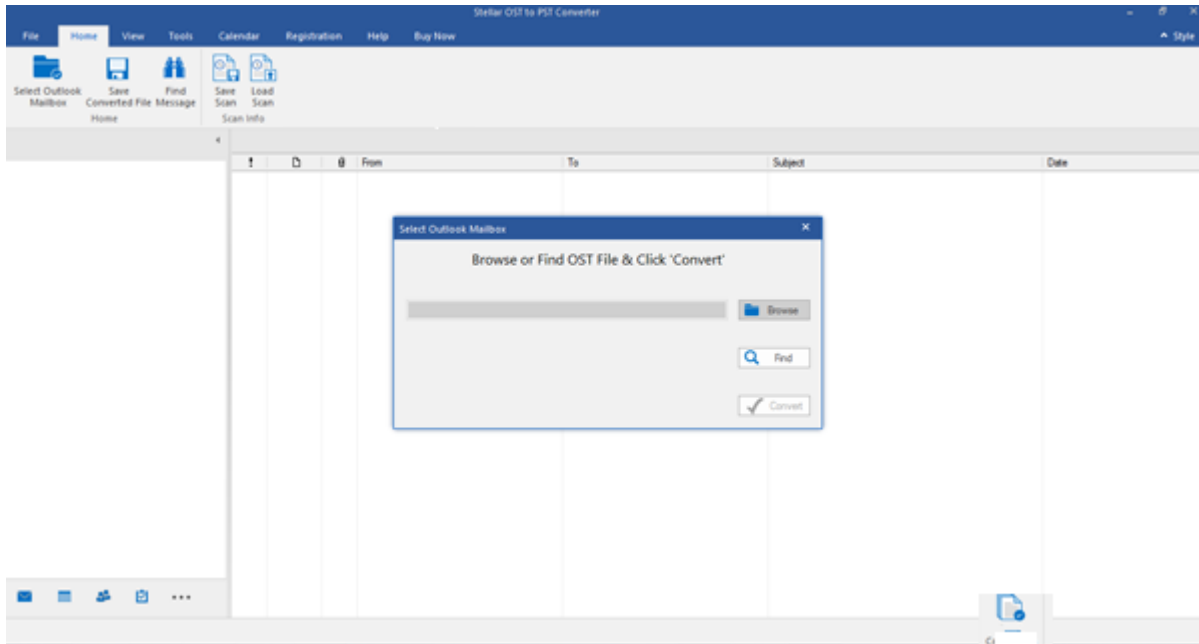
To launch Stellar OST to PST Converter in Windows 7 / Vista :

- Click Start -> Programs -> **Stellar OST to PST Converter** -> **Stellar OST to PST Converter**. Or,
- Double click **Stellar OST to PST Converter** icon on the desktop. Or,
- Click **Stellar OST to PST Converter** icon in Quick Launch.

User Interface

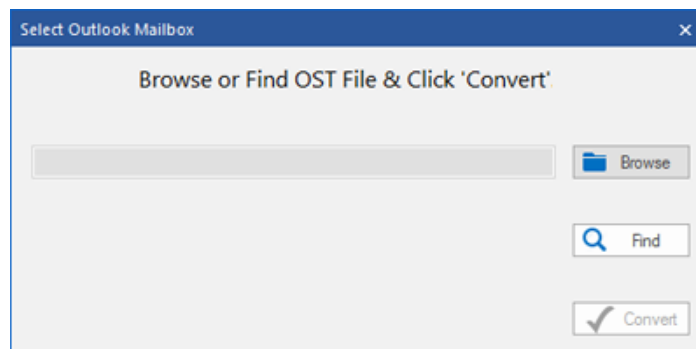
Stellar OST to PST Converter has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar OST to PST Converter resembles the GUI of MS Office 2016.

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



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

When you start **Stellar OST to PST Converter**, the **Select Outlook Mailbox** dialog box opens as shown below:



To select an OST file, click on **Browse** button. Select the OST file that needs to be converted and then click **Convert** to initiate the conversion process.

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

Note: *We can view **Select Outlook Mailbox** dialog box by selecting **Select Outlook Mailbox** in the **File** menu.*

Menus

File

Select Outlook Mailbox

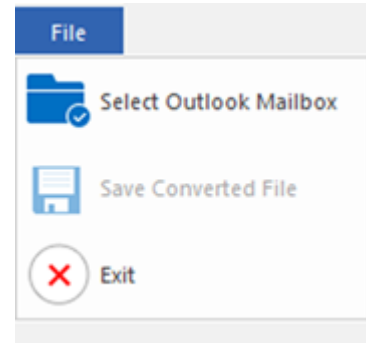
Opens Select Outlook Mailbox dialog box, using which you can select/search for OST files.

Save Converted File

It saves the converted file at your specified location.

Exit

Use this option to close the application.



File Menu

Home

Select Outlook Mailbox

Open Select Outlook Mailbox dialog, using which you can select/search for OST files.

Save Converted File

It Saves the converted file at your specified location

Find Message

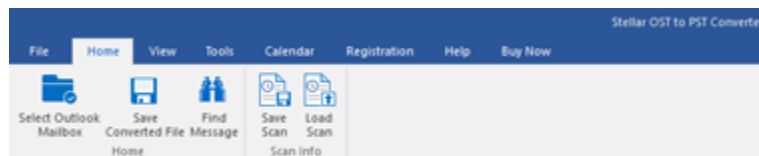
Use this option to search for specific emails and messages from the list of the scanned emails.

Save Scan

Use this option to save the scanned information of file.

Load Scan

Use this option to load the



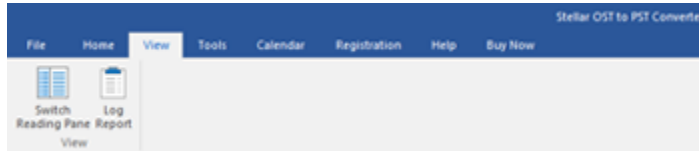
Home Menu

saved scan file.

View

Switch Reading Pane

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



View Menu

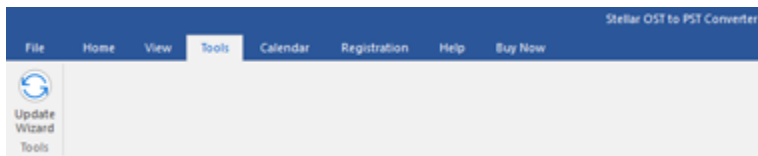
Log Report

Use this option to view the log report.

Tools

Update Wizard

Use this option update your software

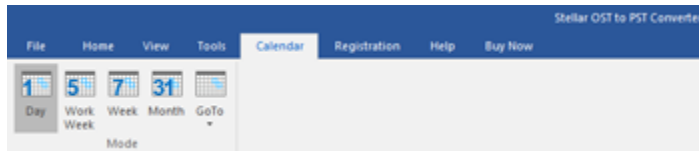


Tools Menu

Calendar

Day

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



Calendar Menu

Work Week

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

Week

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

Month

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

GoTo

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

Registration

Register

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

Transfer License

Use this option to transfer the license of the registered software to another computer.

Help

Help Topics

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

Support

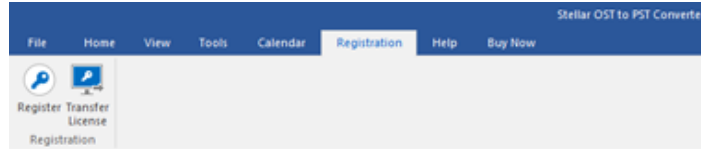
Use this option to visit the [support page](http://stellarinfo.com) of stellarinfo.com

Knowledgebase

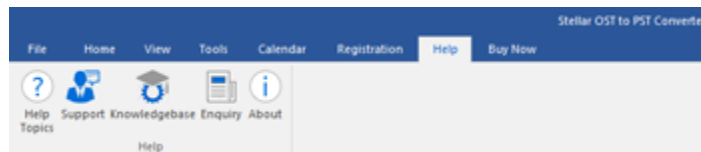
Use this option to visit the [Knowledgebase](http://stellarinfo.com) articles of stellarinfo.com

Enquiry

Use this option to [submit enquiry](http://stellarinfo.com) to stellarinfo.com



Registration Menu



Help Menu

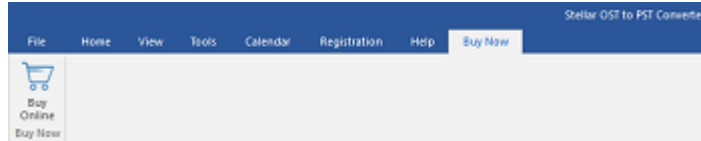
About

Use this option to read information about the software.

Buy Now

Buy Online

Use this option to [buy](#) **Stellar OST to PST Converter** to PST Converter.

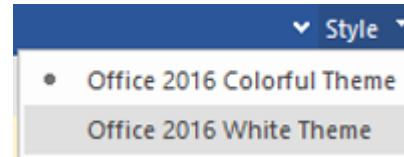


Buy Now Menu

Style

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

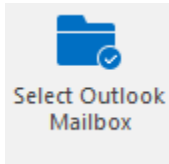
Stellar OST to PST Converter offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



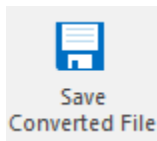
Style Menu

Buttons

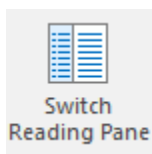
Stellar OST to PST Converter toolbar has following buttons/options:



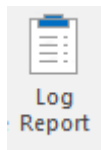
Click this button to open **Select Outlook Mailbox** file dialog box.



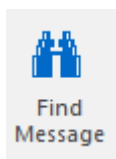
Click this button to save the converted file to a location of your choice.



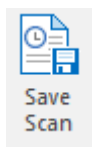
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



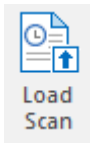
Click this button to view the **Log Report**, which contains the details of the conversion process.



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



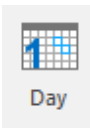
Click this button to save scanned information of files.



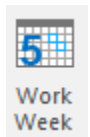
Click this button to load the saved scan files.



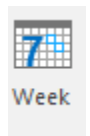
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



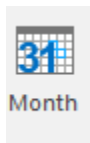
Click this button to list all the entries of one particular day from the list of the scanned emails.



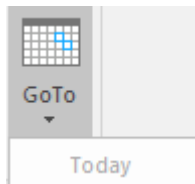
Click this button to list all the entries of a work week (from Monday to Friday).



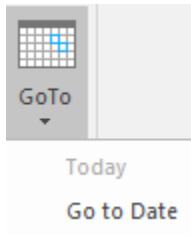
Click this button to list all the entries of a week (from Monday to Sunday).



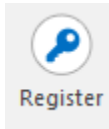
Click this button to list all the entries for a particular month.



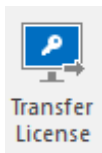
Click this button to list all the entries of the current date.



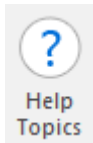
Click this button to list all the entries on a particular day (any single day except the current date).



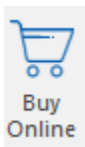
Click this button to register the software after purchase.



Click this button to transfer the license of the registered software to another computer.



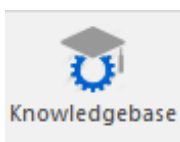
Click this button to open the help manual for **Stellar OST to PST Converter**.



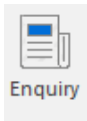
Click this button to purchase the software.



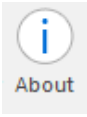
Click this button to open Stellar Information Technology Private Limited online support website.



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



Click this button to submit an enquiry to stellarinfo.com



Click this button to read more information about the software.

Ordering the Software

To know more about **Stellar OST to PST Converter**, click [here](#).

To purchase the software online, please visit <https://www.stellarinfo.com/email-repair/convert-ost-pst/buy-now.php>

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

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

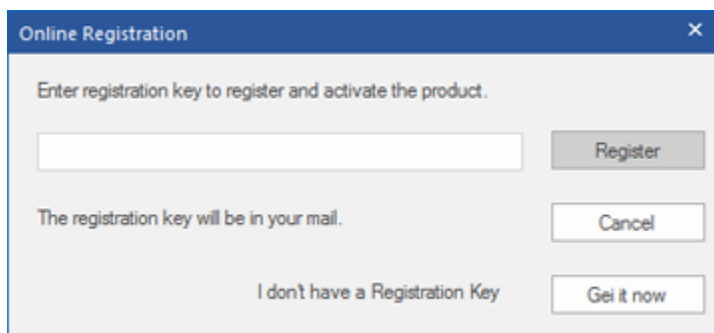
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Registering the Software

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

To register the software:

1. Run demo version of **Stellar OST to PST Converter - Technician** software.
2. On **Registration** menu, click **Register** option. *Online Registration window is displayed as shown below:*



Online Registration

Enter registration key to register and activate the product.

Register

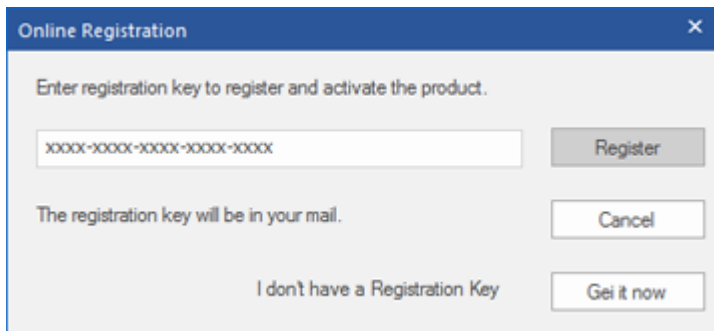
The registration key will be in your mail.

Cancel

I don't have a Registration Key

Get it now

3. If you don't have the registration key, click **Get it now** button in the window to go online and purchase the product.
4. Once the order is confirmed, a Registration Key gets sent to the email provided.
5. Type the **Registration Key** (received through email after purchasing the product) and click **Register** button (**Please ensure that you have an active Internet connection**).



Online Registration

Enter registration key to register and activate the product.

Register

The registration key will be in your mail.

Cancel

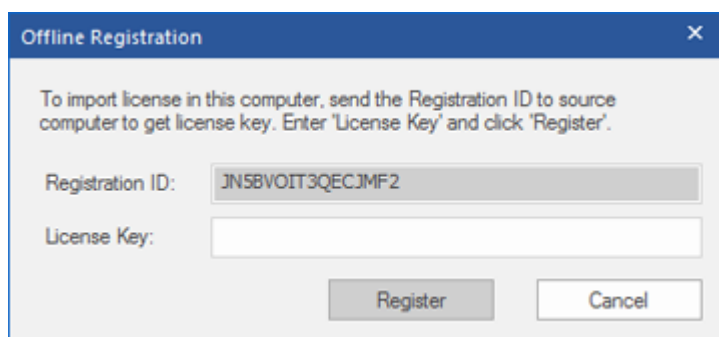
I don't have a Registration Key

Get it now

6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be registered successfully.
7. 'Activation Completed Successfully' message is displayed after the process gets completed successfully. Click **OK**

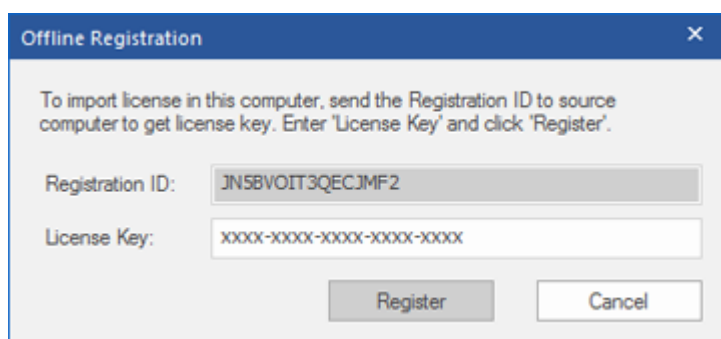
To register the software offline: (When you don't have active Internet connection)

1. Run demo version of **Stellar OST to PST Converter - Technician** software.
2. On **Registration** menu, click **Transfer License** option. An Offline Registration dialog box will appear, displaying **Registration ID** in its respective field.



The screenshot shows a dialog box titled "Offline Registration" with a close button (X) in the top right corner. The text inside reads: "To import license in this computer, send the Registration ID to source computer to get license key. Enter 'License Key' and click 'Register'." Below this text are two input fields: "Registration ID:" containing the text "JNSBVOIT3QECJMF2" and "License Key:" which is currently empty. At the bottom of the dialog are two buttons: "Register" and "Cancel".

3. To get your License Key, which is required to register the software manually, you need to mail the listed **Registration ID** to support@stellarinfo.com.
4. A License Key gets transferred to your email address after verifying the Registration ID and purchase details from *Technical Support*.
5. You get a License key to the email that you provide at the time of purchase.
6. Enter the received License key in Offline Registration dialog box. Click **Register**.



The screenshot shows the same "Offline Registration" dialog box as above. The "Registration ID:" field still contains "JNSBVOIT3QECJMF2". The "License Key:" field now contains the placeholder text "XXXX-XXXX-XXXX-XXXX-XXXX". The "Register" and "Cancel" buttons remain at the bottom.

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

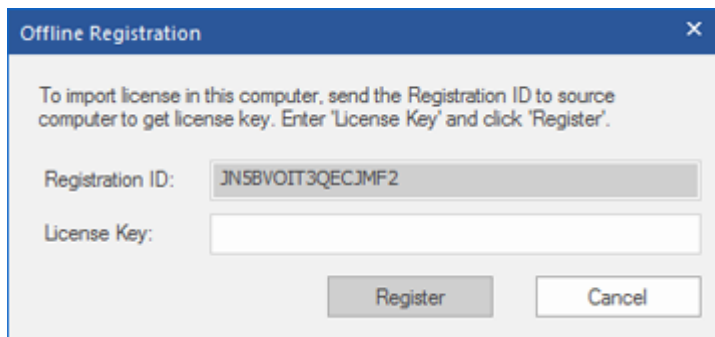
Transfer License

Stellar OST to PST Converter - Technician, allows you to export the license of the registered software to another computer on which you want to run the software with full functionality. This operation deactivates the product on your current computer, so it gets reactivated on the new computer.

To export a software license from one computer to another, please follow the specific steps below:

On Target Computer:

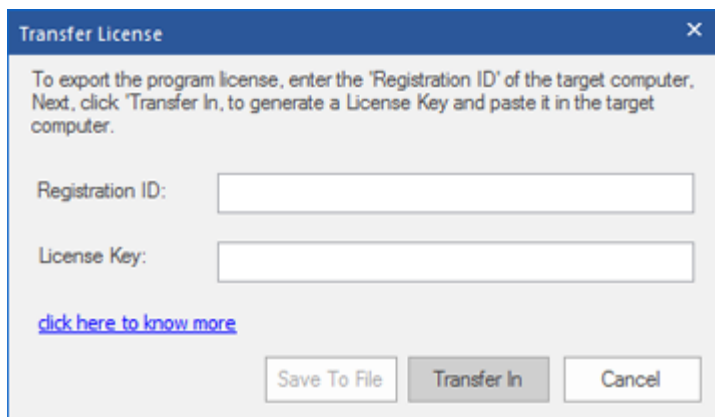
1. Run demo version of the software.
2. In **Registration** Menu on Menu Bar, click **Register**.
3. An **Offline Registration** dialog box will appear, displaying **Registration ID** in its respective field.



The screenshot shows a dialog box titled "Offline Registration" with a close button (X) in the top right corner. The text inside reads: "To import license in this computer, send the Registration ID to source computer to get license key. Enter 'License Key' and click 'Register'." Below the text, there are two input fields: "Registration ID:" with the value "JNSBVOIT3QECJMF2" and "License Key:" which is empty. At the bottom, there are two buttons: "Register" and "Cancel".

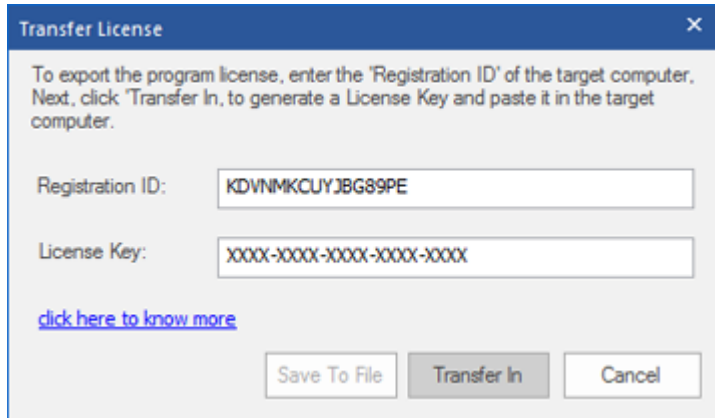
On Source Computer:

1. Run registered version of **Stellar OST to PST Converter - Technician** software.
2. In **Registration** Menu on Menu Bar, click **Transfer License**.



The screenshot shows a dialog box titled "Transfer License" with a close button (X) in the top right corner. The text inside reads: "To export the program license, enter the 'Registration ID' of the target computer. Next, click 'Transfer In', to generate a License Key and paste it in the target computer." Below the text, there are two input fields: "Registration ID:" which is empty and "License Key:" which is empty. Below the input fields, there is a blue hyperlink that says "click here to know more". At the bottom, there are three buttons: "Save To File", "Transfer In", and "Cancel".

3. Copy the **Registration ID** displayed on the Target Computer in the field of Registration ID on the Source Computer.
4. To get your License Key, click the **Transfer In** button on Source Computer. It will generate a License key.

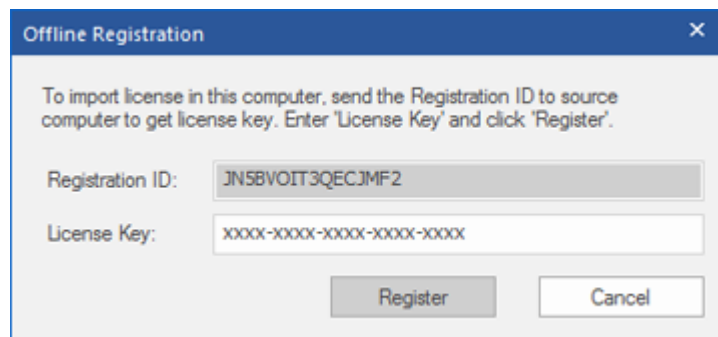


5. You can also save the License Key generated on the source computer. Click **Save to File** button to save the Registration ID and the License Key. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
6. Message ' License Key has been saved successfully ' gets displayed after the saving process gets completed successfully. Click OK.

The process will deactivate the product on Source Computer, and you will no longer be able to use the software anymore on this computer

On Target Computer:

1. Type the **License Key** which you have generated on the Source Computer in the provided field of License Key.



2. Click **Register** to complete the activation process.

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

Updating the Software

Stellar releases periodical software updates for **Stellar OST to PST Converter** software. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. It check for both latest minor and major versions available online. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar OST to PST Converter:

1. Go to **Tools** option in **Menu Bar**. Click **Update Wizard**.
2. **Stellar Update Wizard** window will open. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
3. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to 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

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

Stellar Support

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

You can either call us or go online to our support section at <http://stellarinfo.com/support/>

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

Chat Live with an **Online** technician at <http://www.stellarinfo.com/>

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

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

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

Support Helpline	
Monday to Friday [24 Hrs. A day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders	orders@stellarinfo.com