Stellar Converter for OST - Technician

User Guide 10.0

1.1. About Stellar Converter for OST – Technician

Stellar Converter for OST - Technician, offers a complete solution to convert OST files to multiple formats with all its mailbox content such as e-mails, attachments, contacts, calendars, tasks, notes and journals. The software also supports compression and splitting of the PST files before saving.

After converting the 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.

Key features:

- **Supported Output Formats** - Option to save in Live Exchange Server, Office 365, Outlook Profile, new PST, 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 option to only save selected emails as per requirement.
- **Encrypted Files Support** - Supports conversion of encrypted OST files.
- **Recover Deleted E-mails** - Supports preview and conversion of deleted items.
- **Find Option** - Provides search option to find emails faster.
- **Resume Function** - Option to save scanned information to resume the process at a later stage.
- **Compress and Split PST files** - Option to compress or split the files and save in PST file format.
- **Preview Before Saving** - Provides a preview of converted mail items in a 3-pane structure.
- **Save Contacts** - Option to save all contacts in CSV file format.
- **Quick Save Option** - Right-click and save emails in MSG, EML, RTF, HTML, and PDF from preview section itself.
- **Source OST File Support** - Supports MS Outlook 2019, 2016, 2013, 2010 and 2007 OST files.
- **MS Office Support** - Supports MS Office 2019, 2016, 2013, 2010 and 2007.
- **Operating System** - Compatible with Windows 10, Windows 8.1, Windows 8 and Windows 7.

1.3. 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-tools/ost-converter/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

1.4. Legal Notices

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Stellar Converter for OST - Technician

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1.5. About Stellar

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

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

Product Line:

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

Data Recovery	File Repair	Data Erasure
The widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!	*The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.*	*Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.*
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Email Repair & Converter	Database Repair	Email Backup Tools
Robust applications to restore inaccessible mailboxes of MS	*Professional and reliable software to repair corrupt or*	*Fully featured backup utilities that provides a*

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

damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.

comprehensive solution in case of any disaster. These software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.

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Photo and Video Tools

Utility Tools

Stellar Toolkits

Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.

A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for Windows and Password Recovery for Windows Server based systems

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.

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For more information about us, please visit www.stellarinfo.com.

2. Getting Started

Stellar Converter for OST - Technician, converts OST files to PST files and saves them at a location of your choice. It shows the content of converted OST file in a three-pane structure. After the scanning process, all the emails, notes, journals, tasks, calendar entries and contacts get displayed in **Stellar Converter for OST - Technician** window.

2.1. Installation Procedure

2.2. Launching the Software

2.3. User Interface

2.4. Ordering the Software

2.5. Activating the Software

2.6. Updating the Software

2.1. Installation Procedure

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

Minimum System Requirements

- **Processor**: Pentium Class

- **Operating System**: Windows 10 / Windows 8.1 / Windows 8 / Windows 7.

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

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

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

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

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

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

To install the software:

1. Double-click **StellarConverterforOST-Technician.exe** executable file to start the installation. **Setup - Stellar Converter for OST - Technician** dialog box gets 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 Converter for OST - Technician Setup Wizard** window gets displayed. Click **Finish**.

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

*Note: If you have **Stellar Converter for OST - Technician** application installed in your system and you have to reinstall MS Outlook/Office for any reason, in that case you need to reinstall the **Stellar Converter for OST - Technician** as well.*

2.2. Launching the Software

To launch Stellar Converter for OST - Technician in Windows 10:

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

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

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

To launch Stellar Converter for OST - Technician in Windows 8.1 / 8:

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

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

To launch Stellar Converter for OST - Technician in Windows 7:

- Click **Start** -> **Programs** -> **Stellar Converter for OST - Technician** -> **Stellar Converter for OST - Technician**. Or,

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

- Click **Stellar Converter for OST - Technician** icon in Quick Launch.

2.3. 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 2016.

After launching the software, the main user interface appears as shown below:
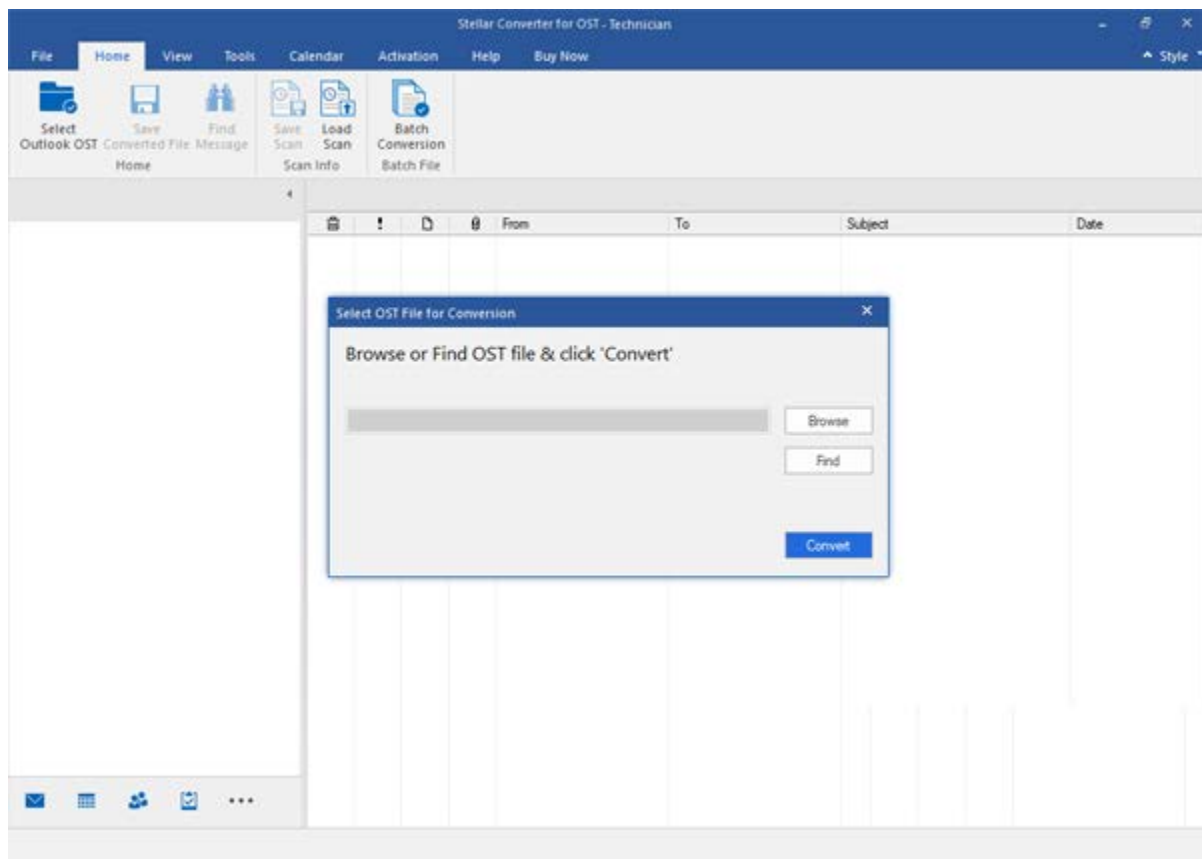
The user interface contains ribbons and buttons that allow you to access various features of the software with ease.

When you start **Stellar Converter for OST - Technician**, the **Select OST File for Conversion** dialog box opens as shown below:
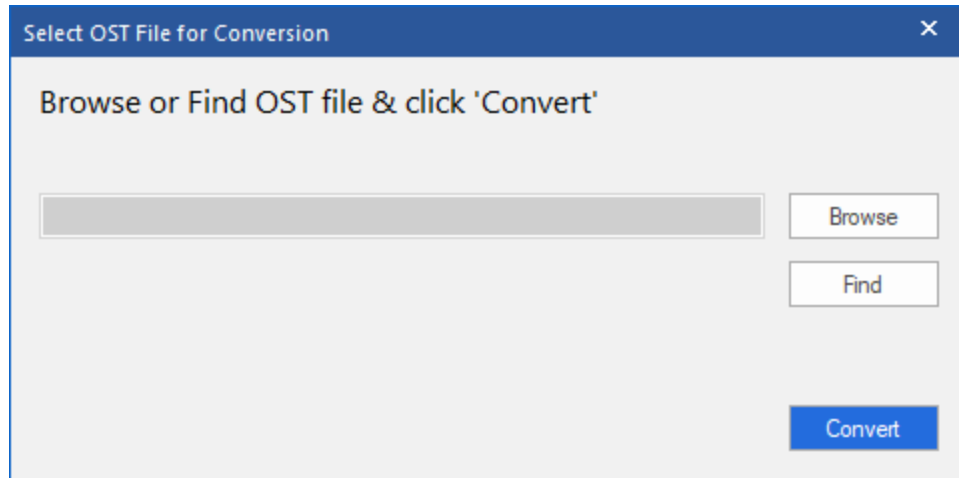
To select an OST file, click on **Browse** button. Select the OST file that needs to be converted and then click C**onvert** to initiate the conversion process.

Stellar Converter for OST - Technician 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 OST File** 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 OST File for Conversion** dialog box by selecting **Select Outlook OST** in the*

***File** ribbon.*

2.3.1. Ribbons

File

Select Outlook OST

Opens **Select OST File for Conversion** 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.
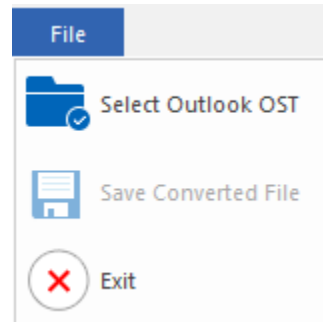
File Ribbon

Home

Select Outlook OST

Opens **Select OST File for Conversion** dialog box, 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.
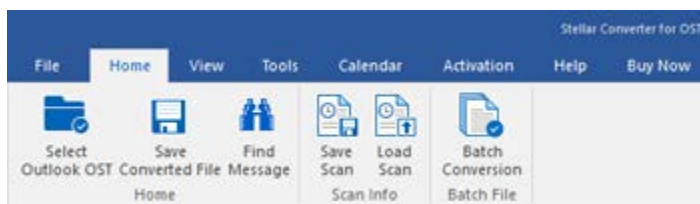
Save Scan

Use this option to save the scanned information of file.

Home Ribbon

Load Scan

Use this option to load the saved scan file.

Batch Conversion

Use this option to convert multiple **OST** files to **PST** files.

View

Switch Reading Pane

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

Log Report

Use this option to view the log report.
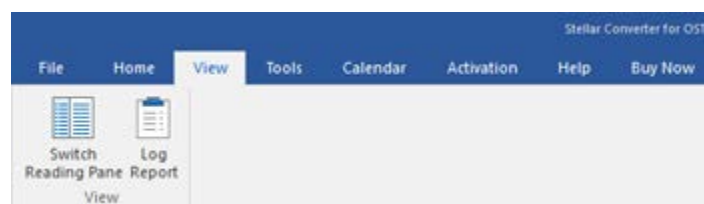
View Ribbon

Tools

Save All Contacts as CSV

Use this option to save all contacts in CSV file format.

Update Wizard

Use this option update your software.
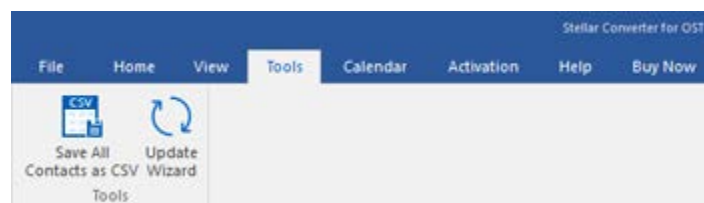
Tools Ribbon

Calendar

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 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.
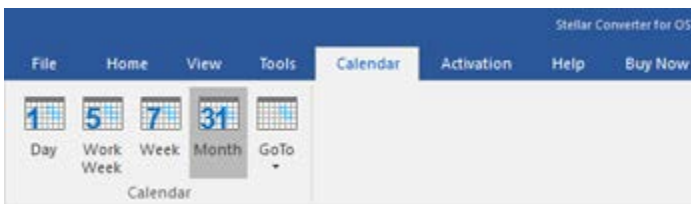
Calendar Ribbon

Activation

Activation

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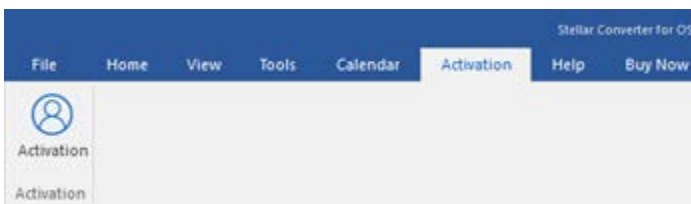
Activation Ribbon

Help

Help Topics

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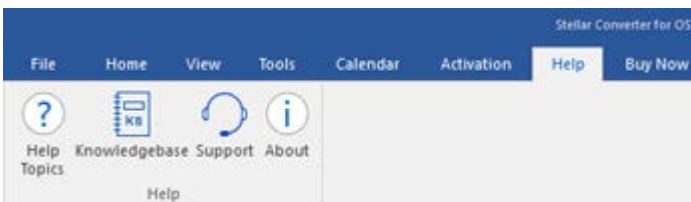
Knowledgebase

Help Ribbon

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

Support

Use this option to visit the support page of stellarinfo.com

About

Use this option to read information about the software.

Buy Now

Buy Online

Use this option to **buy** **Stellar Converter for OST - Technician**
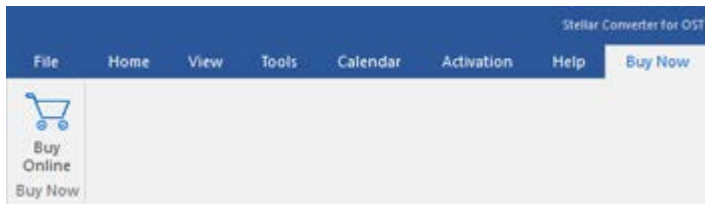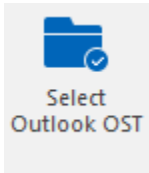

Buy Now Ribbon

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.**
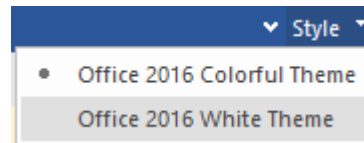
Style Ribbon

2.3.2. Buttons

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

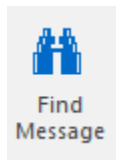Click this button to open **Select OST File for Conversion** dialog box.
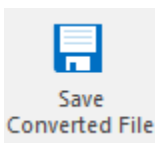
Click this button to save the converted file to a location of your choice.
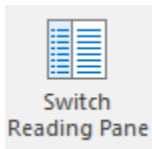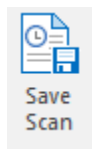
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns position. You can click **Switch Reading Pane** icon to change the position to vertical columns.
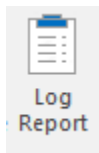
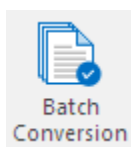|	
Log Report	Click this button to view the log report, which contains the details of the conversion process.
Find Message	Click this button to open Find Message dialog box, using which you can search for specific emails using sender's email, recipient's email, subject, or date.
Save Scan	Click this button to save scanned information of files
Load Scan	Click this button to load the saved scan files.
Batch Conversion	Click this button to go to Batch Conversion Module.

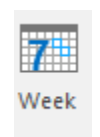Click this button to save all contacts in CSV file format.
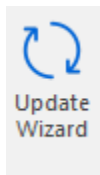
Click this button to update your software. Use this option to check for both, major and minor versions of the software.
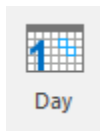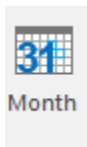

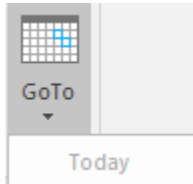Click this button to list all the entries of one particular day from the calendar.
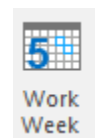
Click this button to list all the entries of a work week (from Monday to Friday).

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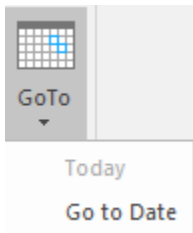
Month	Click this button to list all the entries for a particular month.
GoTo / Today	Click this button to list all the entries of the current date.
GoTo / Today / Go to Date	Click this button to list all the entries on a particular day (any single day except the current date).
Activation	Click this button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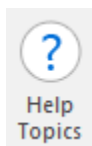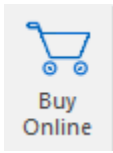
Buy Online	Click this button to purchase the software.
Support	Click this button to open Stellar Information Technology Private Limited online support website.
Knowledgebase	Click this button to visit the knowledgebase articles of stellarinfo.com
About	Click this button to read more information about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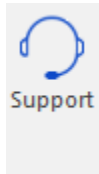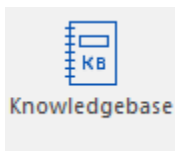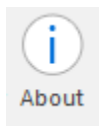
2.4. Ordering the Software

To know more about **Stellar Converter for OST - Technician**, click here.

To purchase the software online, please visit https://www.stellarinfo.com/email-tools/ost-converter/buy-now.php

Alternatively, click on **Buy Online** icon in **Buy Now Ribbon** on **Ribbon** 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.

2.5. Activating the Software

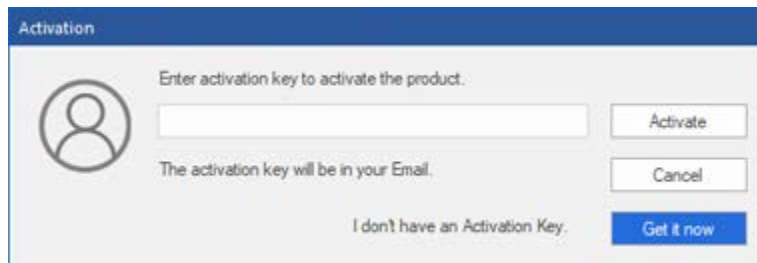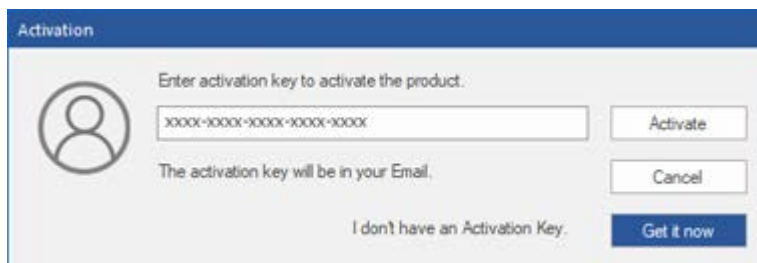The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

To activate the software:

1. Run demo version of **Stellar Converter for OST - Technician** software.

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

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

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

5. Type the **Activation Key** (received through email after purchasing the product) and click **Activate** button (**Please ensure that you have an active Internet connection)**.

6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.

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

2.6. Updating the Software

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

To update Stellar Converter for OST - Technician:

- Click **Update Wizard** icon from **Tools Ribbon**.

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

- 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 in order to upgrade it.

3. Working with the Software

3.1. Find OST Files

3.2. Convert OST files

3.3. Find, View and Save a Single Message

3.4. Arrange Scanned Emails

3.5. Import PST File in Microsoft Outlook

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

3.7. Export PST files to Live Exchange Server

3.8. Export PST files to existing Outlook profile

3.9. Compact and Save PST Files

3.10. Save Files to Office 365 format

3.11. Save Files using Naming Convention

3.12. Save all contacts as CSV

3.13. Relink Attachment Folder

3.14. Split and Save PST Files

3.15. Save Log Report

3.16. Save and Load Scan Information

3.1. Find OST Files

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

To find OST files in drives:

1. Open **Stellar Converter for OST - Technician.** **Select OST File for Conversion** dialog box will appear.

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

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

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

5. After the search is finished, a list of OST files found in the selected drive is shown in the
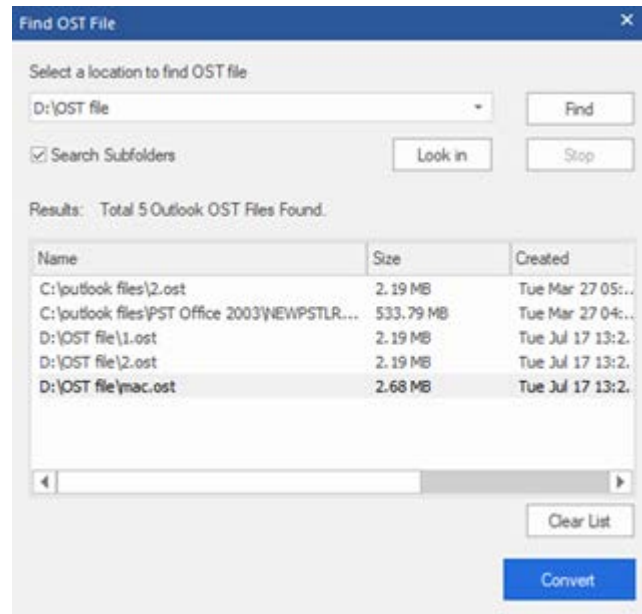
Find OST Files

Results section.

6. Select the file you want to convert and click **Convert** button to start the conversion process.

To find OST files in folders and subfolders:

1. From **Home ribbon**, click on **Select Outlook OST** icon to open **Find OST File** dialog box.

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

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

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

5. Click **Find** button.

6. After the search is finished, list of OST files found in the selected drive is shown in the **Results** section.

7. Select the file you want to convert and click **Convert** button to start the conversion process.

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

3.2. Convert OST Files

If you know the location of OST files, then you can directly specify the location and start converting OST file to PST file. If you do not know the location, then you can search for OST file by using the **Find** option of **Stellar Converter for OST - Technician** software.

To convert OST files:

1. Run **Stellar Converter for OST - Technician** software. From the **Select OST File for Conversion** dialog box, select / find the OST files that you want to convert. Click **Convert** to initiate conversion of the selected OST file.

2. The time required for conversion depends on the size of selected OST file. You can stop the conversion process by clicking **Stop** button, that appears during the conversion of selected OST file.
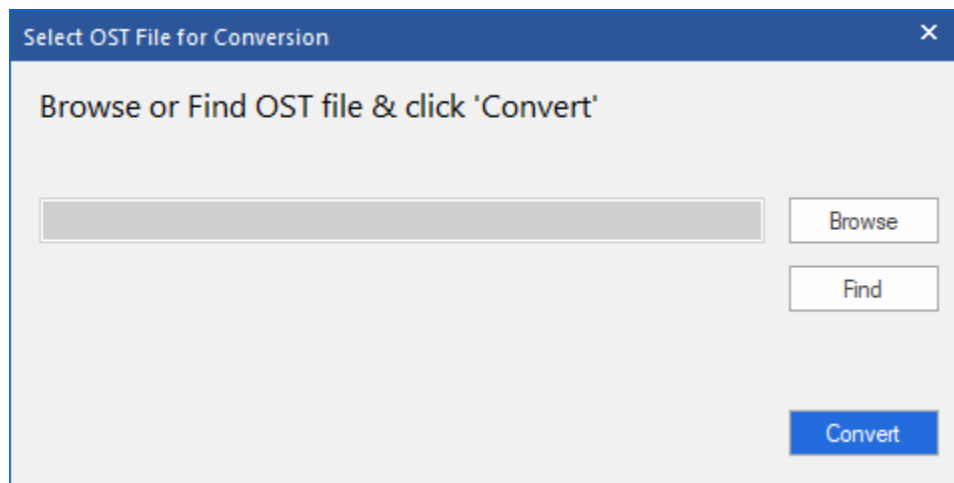

3. After completion of the conversion process, **Stellar Converter for OST - Technician** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

    All mailbox folders will get listed in the left-pane, under the root node. Click on a folder to view its items. Click an email to view its content. We can also view Emails, calendar, contacts, tasks, notes, and journals by clicking on respective folders or buttons.

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

4. To save the converted OST file, click **Save Converted File** button in **Home Ribbon**. **Save As** dialog box opens. Click **Browse.**

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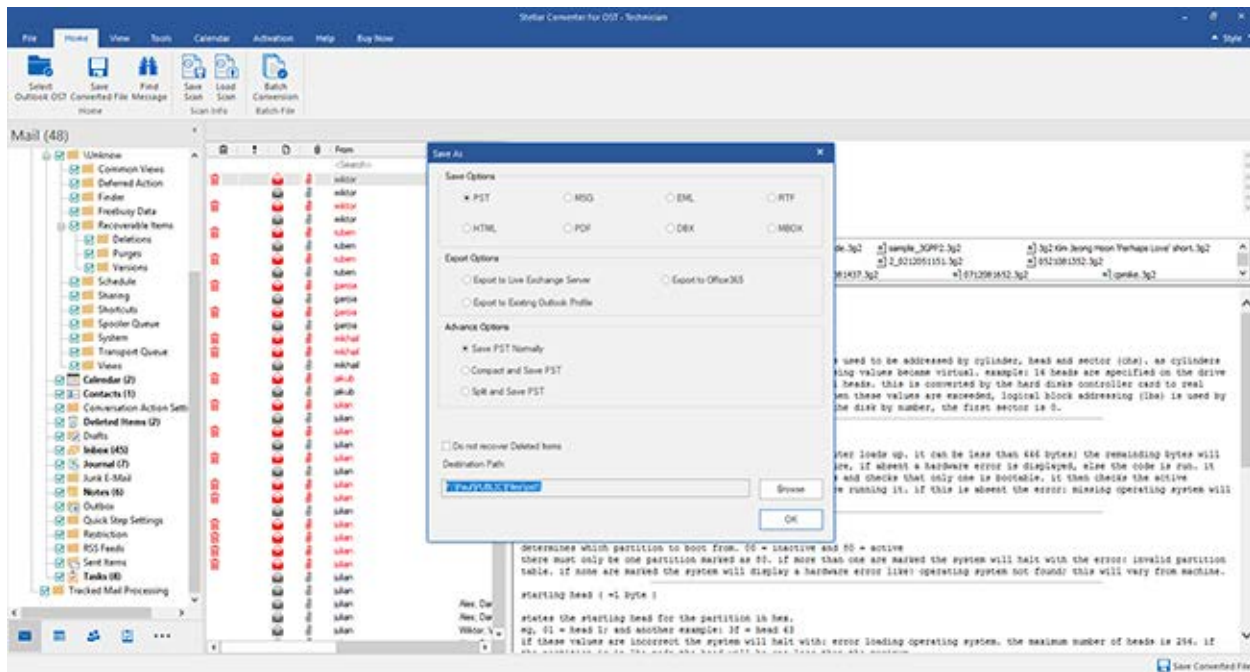
6. The converted file (PST) get saved at your specified location. You will need to import the PST file to **Microsoft Outlook** to use it.

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

Note: You can stop the scan and conversion process individually. If you stop the scanning process, then no files will be converted. If you stop the conversion process, then those files will be shown, which got converted until the process had stopped. Also, Microsoft Outlook should get closed before saving the converted OST file

3.3. Find, View and Save a Single Message

Stellar Converter for OST - Technician allows you to find a particular message from the converted PST file. The software offers a **Find Message** feature, which helps you narrow the search using various search options. You can save a message directly from the search result in MSG, EML, RTF, HTML or PDF format.

To find messages:

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

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

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

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

Find Message

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, simply right-click on it and:

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

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

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

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

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

You need to import the PST file to MS Outlook to view it.

3.4. Arrange Scanned Emails

Stellar Converter for OST - Technician, allows you to arrange emails as per date, from, to, subject, type, attachment, Deleted and Importance. This feature helps you to sort and organize the messages into pre-defined groups.

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

To arrange scanned email and messages:

1. Run **Stellar Converter for OST - Technician**.

2. Select the OST file from which you want to arrange the scanned emails.

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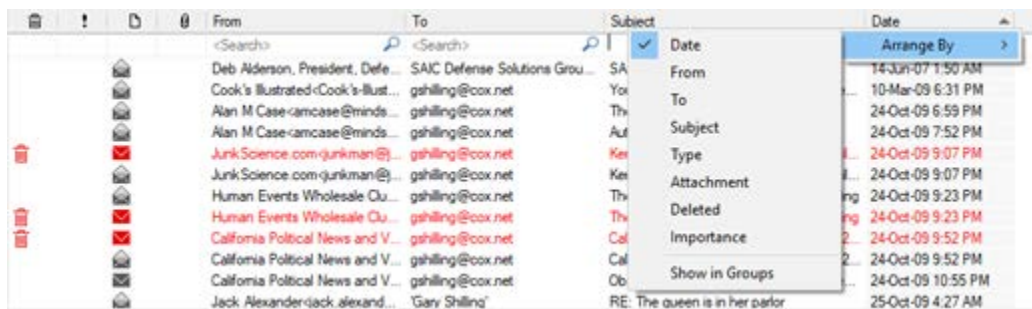
4. Right-click on email grid column headers and you will get the **Arrange By** option.

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

o **Date**

o **From**

o **To**

o **Subject**

o **Type**

o **Attachment**

o **Deleted**

o **Importance**

o **Show in Groups**

Search e-mails option at mail grid

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

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

1. Run **Stellar Converter for OST - Technician** application.

2. Select the OST file from which you want to search for emails.

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

4. Enter search text in any of mail grid search box. You can enter text in **From**, **To**, **Subject**, and **Date** mail grid column headers only.

5. The application will show all the emails and messages fulfilling the search criteria.

3.5. Import PST file in MS Outlook

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

- Open **Microsoft Outlook**. From **File Ribbon**, select **Open & Export**.

- Select **Import / Export** option from the right pane.

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

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

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

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

To import PST file in Microsoft Outlook 2010:

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

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

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

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

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

To import PST file to Microsoft Outlook 2007:

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

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

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

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

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

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

To read an e-mail saved as an MSG file:

1. Navigate to the location where MSG file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as an EML file:

1. Navigate to the location where EML file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file as a regular e-mail in MS Outlook window.

To read an e-mail saved as an RTF file:

1. Navigate to the location where RTF file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file in Wordpad.

To read an e-mail saved as an HTML file:

1. Navigate to the location where HTML file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file in your default browser.

To read an e-mail saved as a PDF file:

1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.

2. Double-click to open the file in a PDF file reader.

3.7. Export PST file to Live Exchange Server
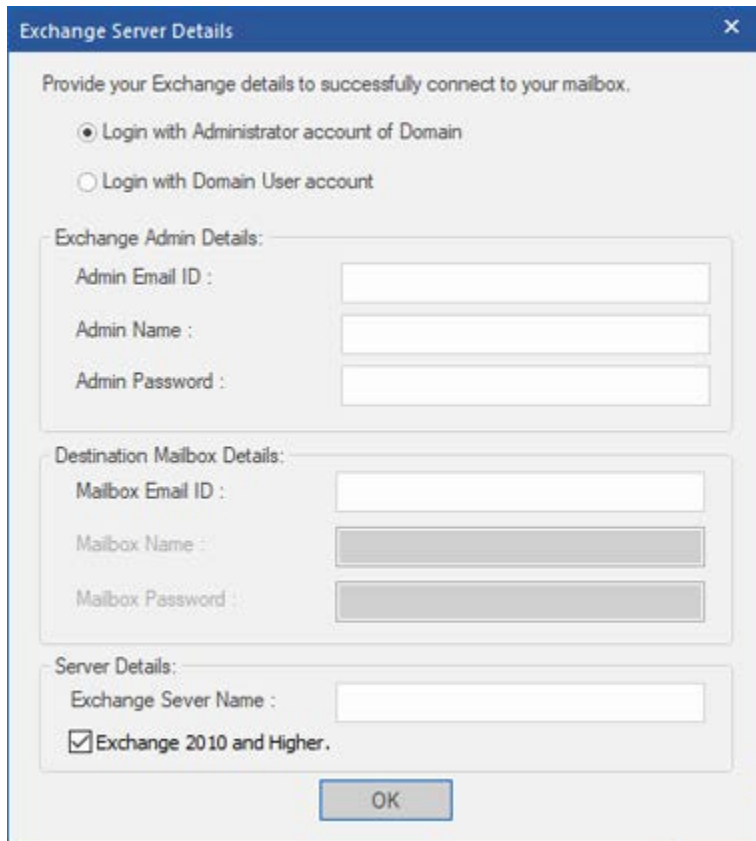
Using **Stellar Converter for OST - Technician** you can export the converted PST files to a live exchange server.

To export PST files to live Exchange Server:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

4. From **Export Options** section, choose **Export to Live Exchange Server** option.
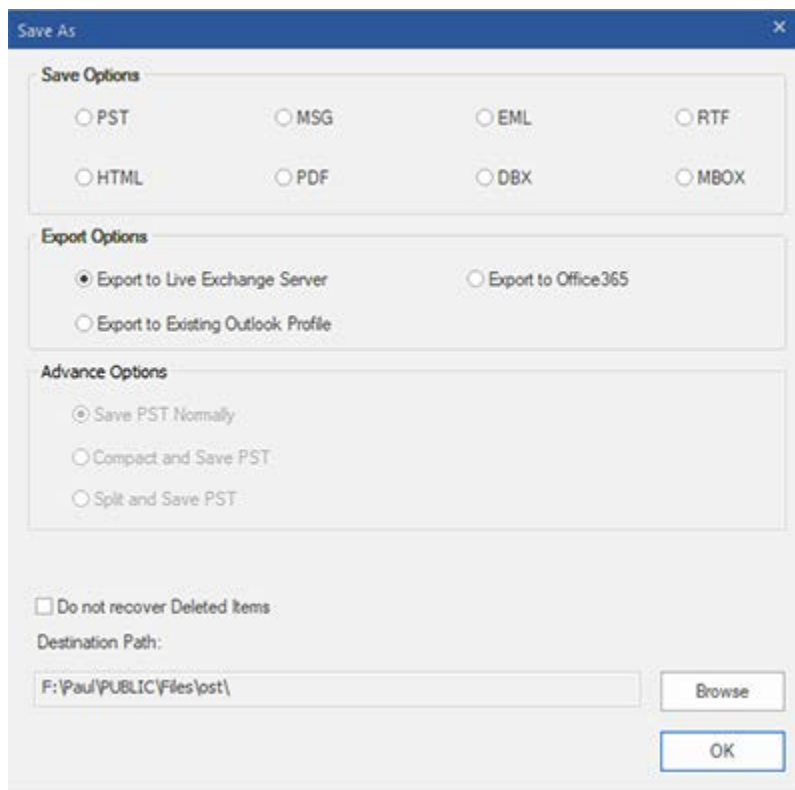
5. **Exchange Server Details** dialog box opens.

6. Enter the required Exchange Mailbox details in their respective fields to connect to your mailbox on the exchange server.

7. Click **OK**.

Note: The system, from which you want to export PST files to the exchange server, must be a member of the server domain.

3.8. Export PST file to Existing Outlook Profile

To export PST files to Existing Outlook profile:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

4. From **Export Options** section, choose **Export to Existing Outlook Profile** option.
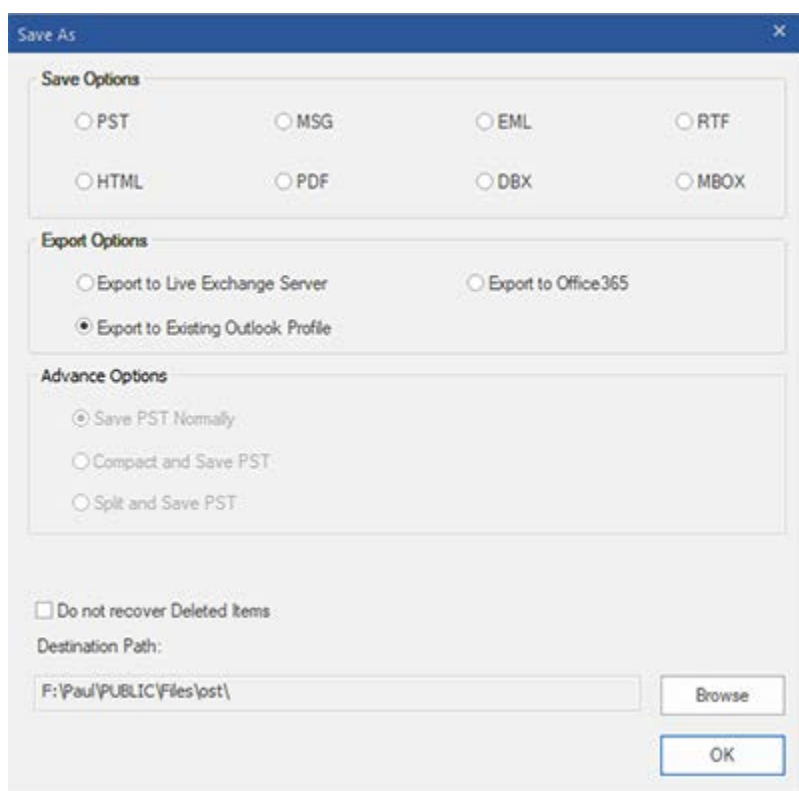
5. An **MS Outlook Profiles** dialog box is displayed. Select an Outlook profile from the list of MS Outlook profiles shown.
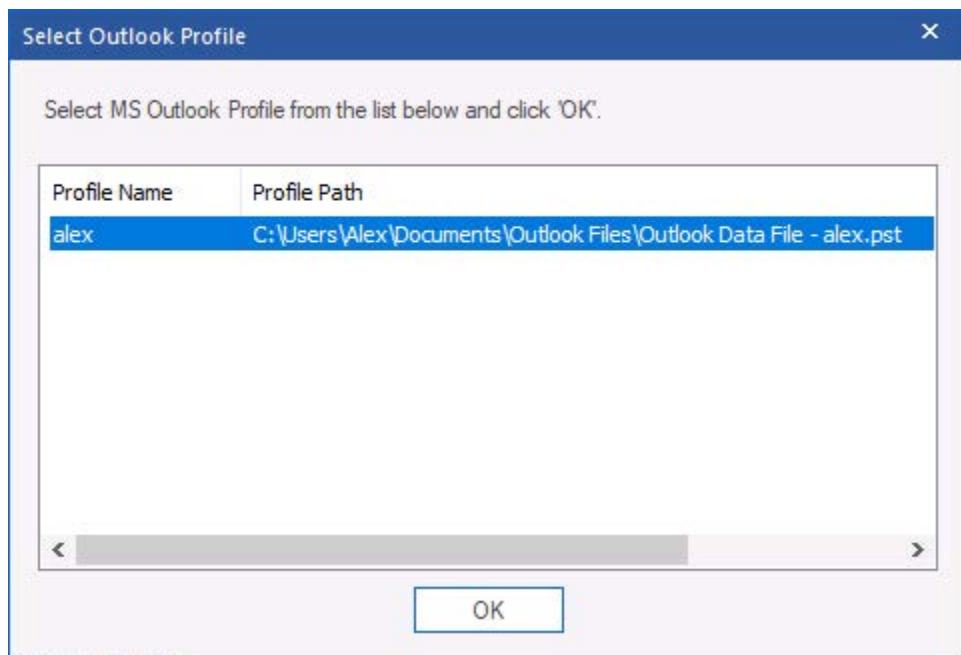
6. Click **OK**.

3.9. Compact and Save PST File

Stellar Converter for OST - Technician software compresses the new PST files and decreases the size acquired by them in the disk. It enhances the greater use of memory and also saves PST files from being corrupted.

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

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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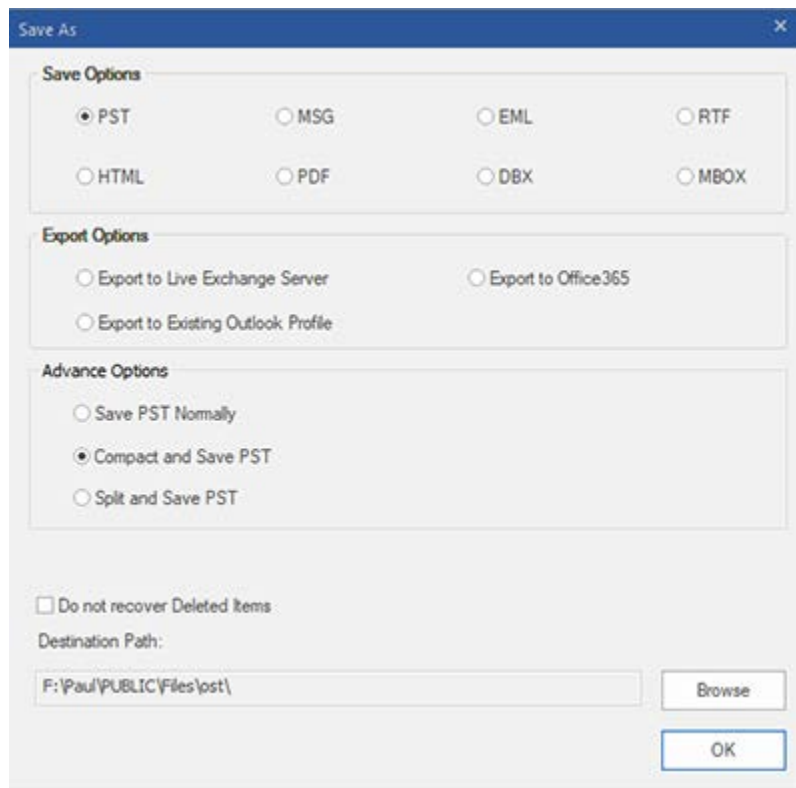
5. From **Compact Options** section of the dialog box, select any one from the following four options:

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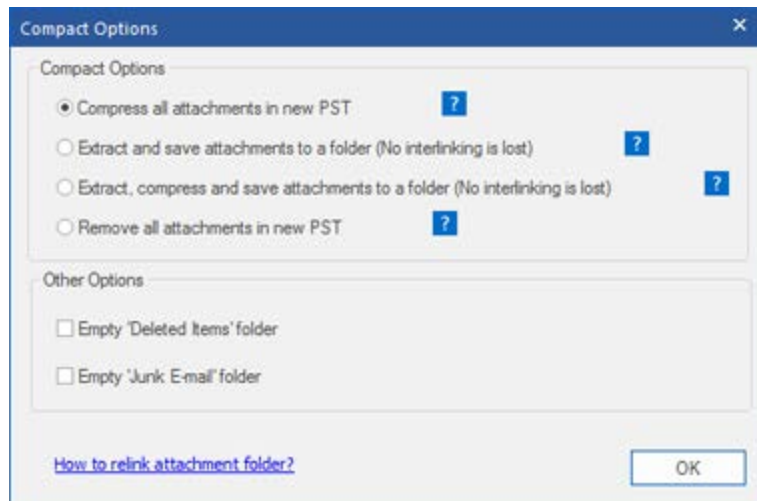
You can use this option to compress all the attachments of the emails in the new PST file. The compressed attachments get remained in the PST file.

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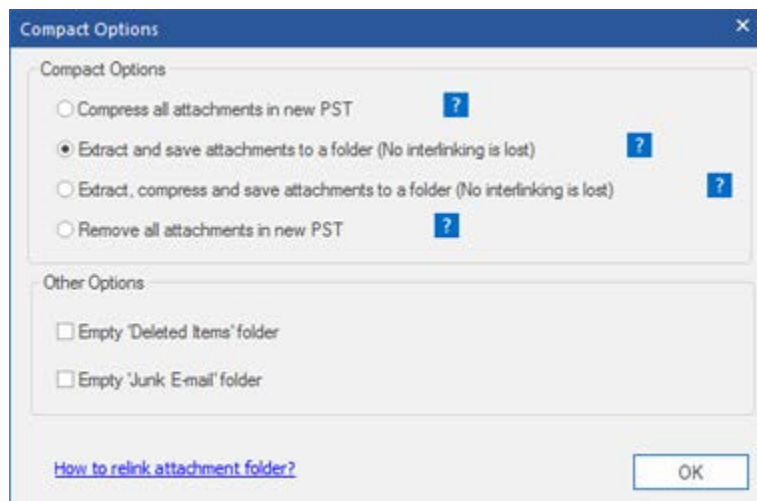
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments gets remained in the PST file. This option will extract attachments to a new folder without making any changes to the content or the attachments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

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

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

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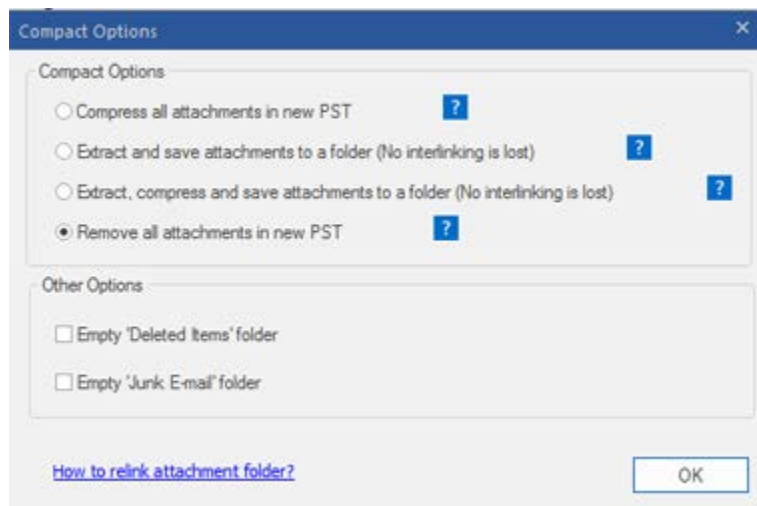
You can use this option to remove all the attachments from the PST file. This option retains only the mail but not any of its attachments. No changes get required to the original file.

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

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

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

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

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

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

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

3.9.1. 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 get remained in the PST file.

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

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

4. From **Advance Options** section, choose **Compact and Save PST** option. Another dialog box will open.
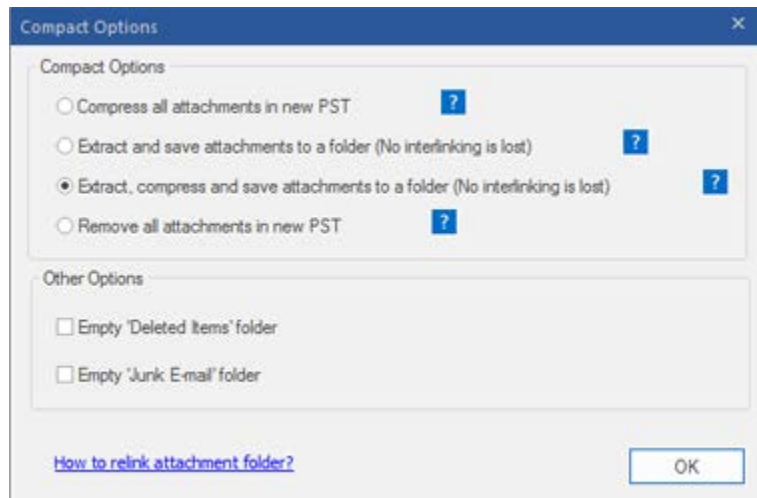
5. From **Compact Options** section of the dialog box, select **Compress all attachments in new PST** option,

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

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

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

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

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

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

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

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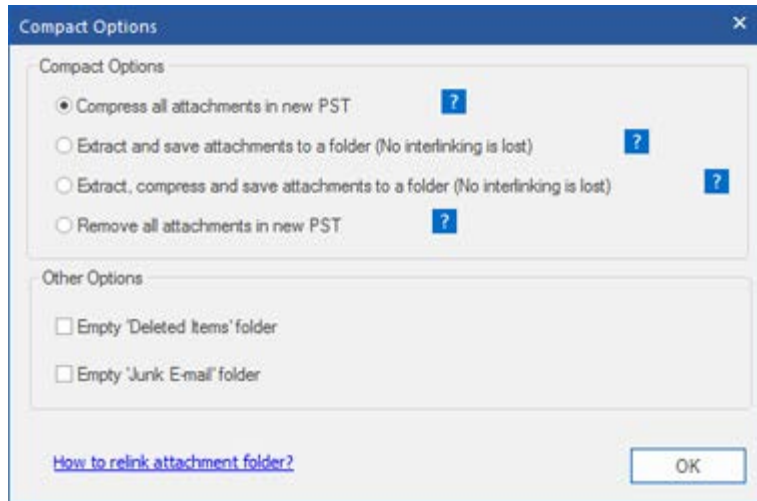
You can use this option to extract attachments from the PST file and then save them in a new folder in their original form. A shortcut to the extracted attachments gets remained in the new PST file. This option will extract attachments to a new folder without making any changes to the content or the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

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

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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

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

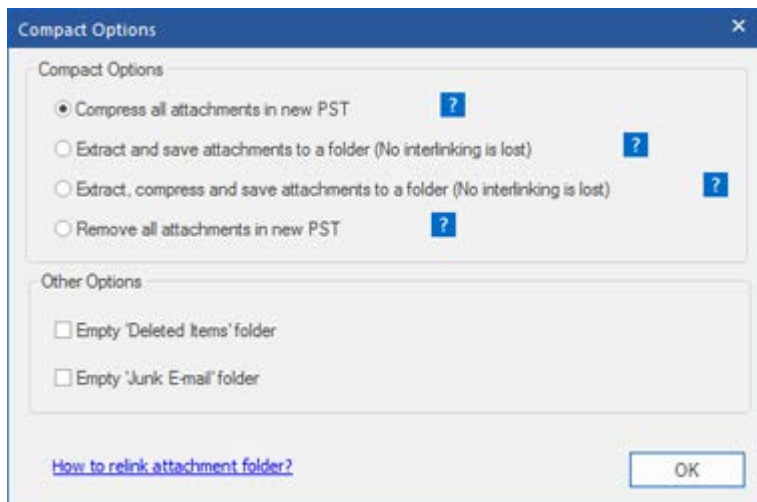6. From **Other Options** section of the dialog box, select

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

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

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

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

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

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

3.9.3. Extract, compress and save attachments to a folder (No interlinking gets lost)

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

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

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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

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

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

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

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

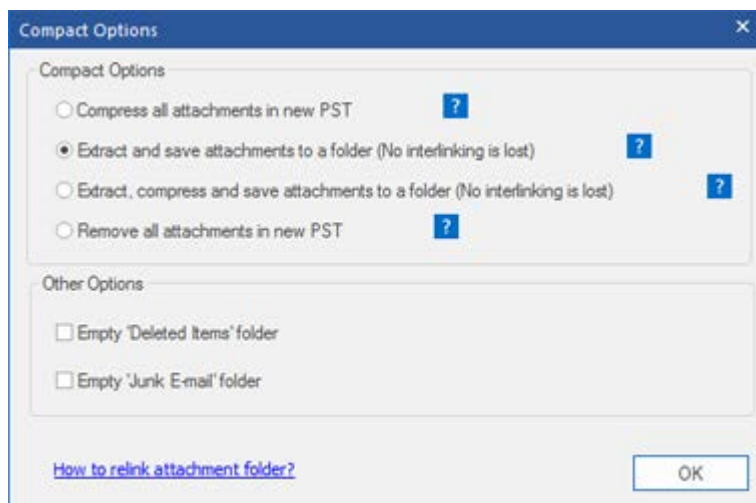7. Click **OK,** and you will go back to the previous dialog box.

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

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

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

3.9.4. Remove all attachments in new PST

You can use this option to remove all the attachments from the new PST file. This option retains only the mail but not any of its attachments. No changes get required made to the original PST file.

To remove all attachments from the new PST file, follow the steps given below:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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

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

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

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

   - **Empty 'Junk E-mail' folder** check box - If you want to delete all the emails permanently from the **Junk E-mail** folder.
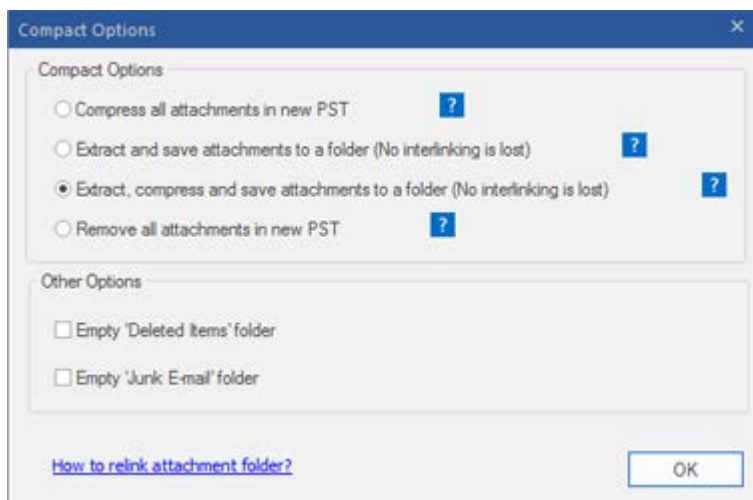
7. Click **OK** and you will go back to the previous dialog box.

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

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

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

3.10. Save Files to Office 365 format

To save PST file to Office 365 format:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

3. After all the folders and their items are listed, click on **Save Converted File** button from the **File Ribbon.** A dialog box with various saving option appears.
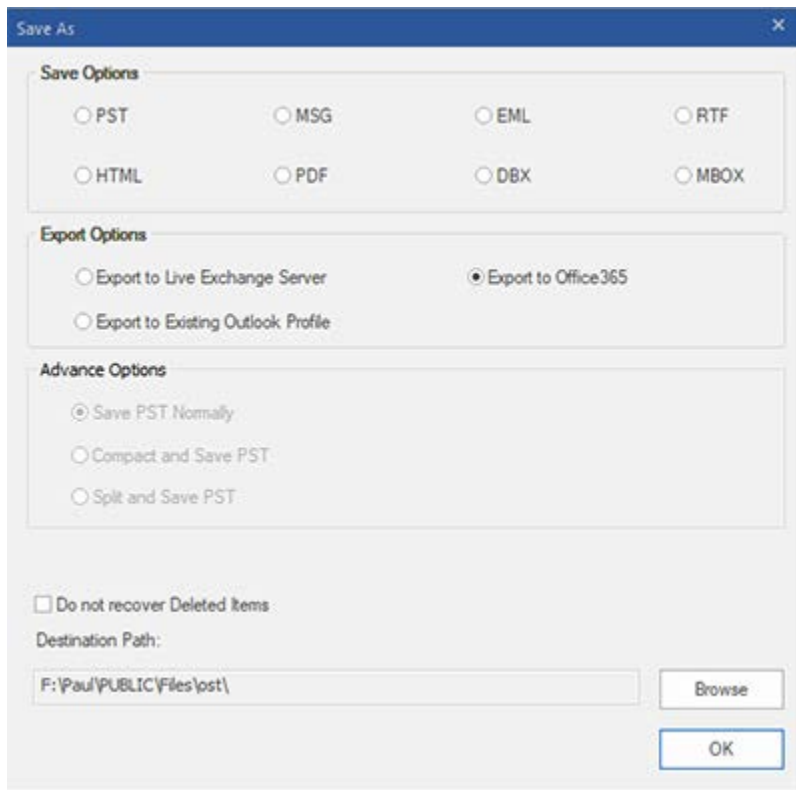
4. From the **Export Option**s section select **Export to Office 365** radio button and click **OK**. An **Office 365** Details dialog box opens.

5. Enter Mail ID and Password in **Office 365 Details** dialog box. Click **OK** to continue.

Note:

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

- *To save mailbox data in office 365 format, you need to install MS Office. MS Office 2013 and MS Office 2010 should get installed with service pack2*

- *For Domain systems, you cannot export offline data to office 365.*

- *Online mailbox data cannot get exported to office 365. You can only export your offline mailbox data to office 365.*

3.11. Save Files using Naming Convention

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

To save the repaired files:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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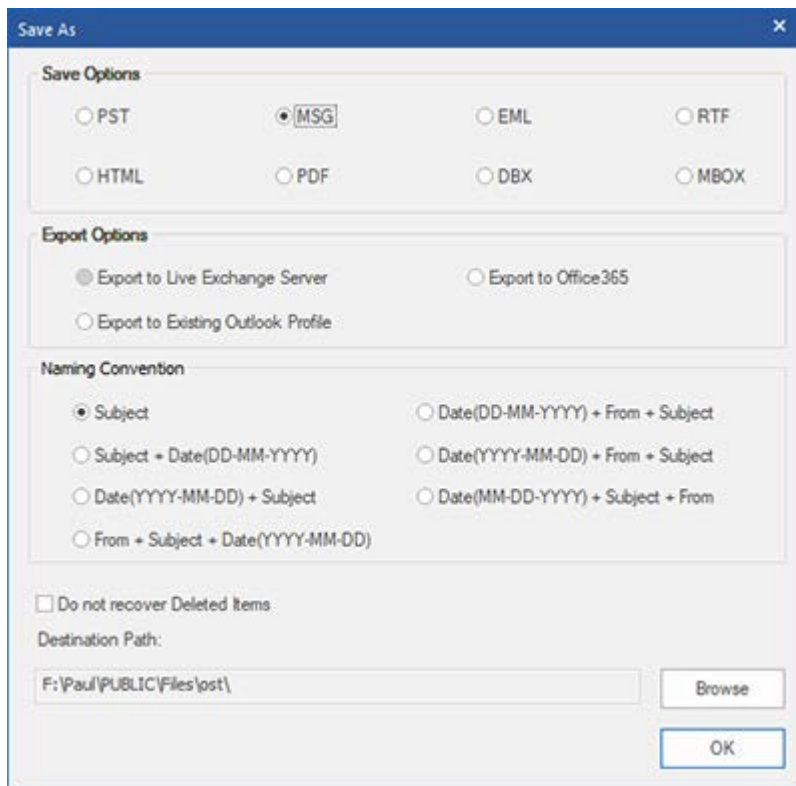
5. From **Naming Convention** section, select any one from the following options:

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

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

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

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

- **Date(MM-DD-YYYY) + Subject + From -** The converted file will get 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**.

3.12. Save all contacts as CSV

To save all contacts in CSV file:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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.
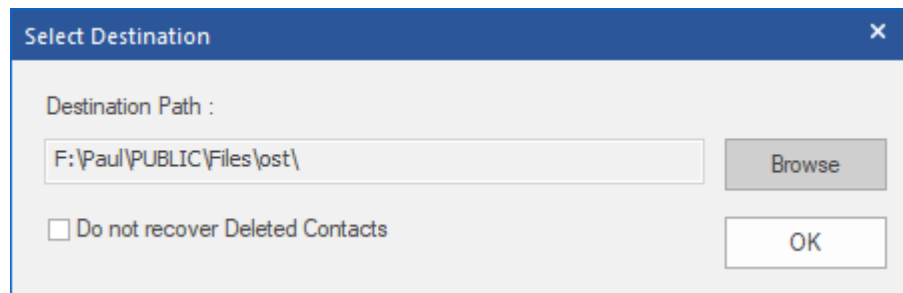
   5. Click **OK**. The file will get saved in the desired format.

Note : You can also exclude the deleted contacts by selecting the check in button

3.13. Relink Attachment Folder

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

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

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

Follow the steps given below to update the attachment links of the converted emails:

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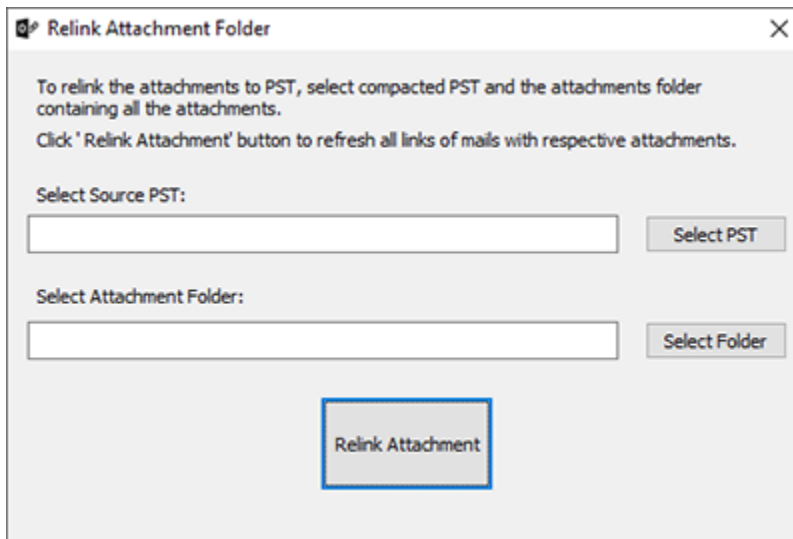
2. Click on Select PST and Select Folder button to browse and select the new PST file, and its attachment folder

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

3.14. Split and Save PST Files

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

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

To Split PST files:

1. Run **Stellar Converter for OST - Technician** software.

2. Select an Outlook OST file and click **Convert**.

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

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

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

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

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

     o 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 new PST file

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

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

Note: *For large files,* **Stellar 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.*

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

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

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

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

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

3.15. Save Log Report

With **Stellar Converter for OST - Technician**, you can save the **Log Report** to analyze the conversion process at a later stage.

To save log report:

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

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

Log Report				✕
Item Type	Attachments	Description	Status	
Stellar Converter for OST L...				
Source file location		C:\Users\Alex\Desktop\kacp...		
Source file size		124.74 MB		
Scan start time		Thursday, August 09, 2018 ...		
Folder		SPAM Search Folder 2	Converted	
Folder		Top of Outlook data file	Converted	
Folder		Deleted Items	Converted	
Message (Mail item)	21		Converted	
Message (Mail item)	21		Converted	
Folder		Inbox	Converted	
Message (Mail item)	30	Testing Mail	Converted	
Message (Mail item)	30	Testing Mail	Converted	
Message (Mail item)	20	gjkjhhhhhhhhhhhhhhhhhhh...	Converted	
Message (Mail item)	20	gjkjhhhhhhhhhhhhhhhhhhh...	Converted	
Message (Mail item)	1	testing expert	Converted	
Message (Mail item)	1	testing expert	Converted	
Message (Mail item)	9	dhaka	Converted	
Message (Mail item)	9	dhaka	Converted	
Message (Mail item)	40	Testing Mail 663	Converted	
Message (Mail item)	40	Testing Mail 663	Converted	
Message (Mail item)	79	Testing Mail 1362.	Converted	

Save Log

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

3.16. Save and Load Scan Information

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

To save scan information of the OST file, follow the steps given below:

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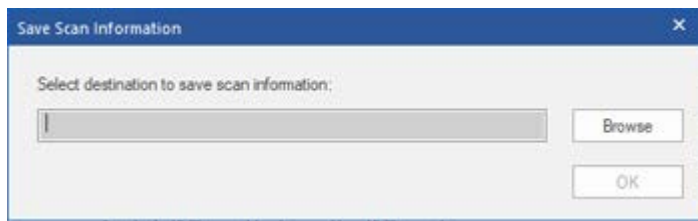
2. **Save Scan Information** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK.** The information gets saved in .DAT file format.

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

Load Scan Information

This option is used to start conversion procedure from a 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**.
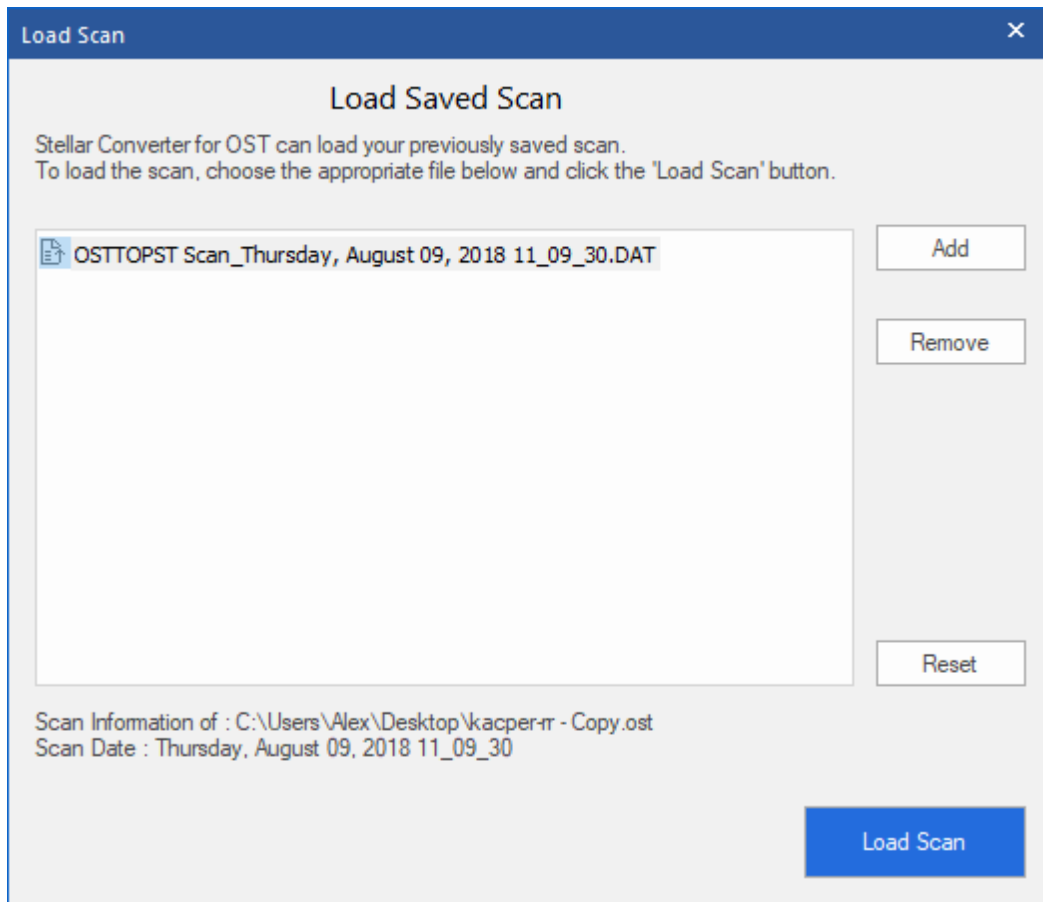
2. **Load Scan** dialog box will appear. This dialog displays a list of saved scan information file existing in the system.

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

4. Click **Open**.

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

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

7. Click **Load Scan** button.

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

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

4. FAQs

1. **Can I save the converted OST files in any other format?**

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

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

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

3. **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 after you are satisfied with the results, you should decide on making the purchase and saving your converted files

4. **I converted my OST file, but I'm unable to open my Outlook file after the conversion. How can I solve this problem?**

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

   - Open Windows -> **Control Panel**.

   - Double-click **Mail**. In **Mail Setup** dialog box, select **E-mail Accounts** to configure your email account.

   - After configuring, close the dialog box and open **MS Outlook**.

   - To view the newly created PST file, you can either select **Open** -> **Outlook Data File** from **File Ribbon** or, Import the PST file in MS Outlook.

5. **How much time will Stellar Converter for OST - Technician software take to convert an OST file?**

   The scanning time depends on the size of the OST file. If the process is running, that means that software is still scanning the OST file and you have to wait for this scanning process to complete. Once scanning gets completed, you will be able to save the converted file at the desired location.

6. **Can we exclude the deleted items from the converted mailbox while saving?**

    Yes, select the checkbox "Do not Recover Deleted Items" to exclude the deleted items from the converted file.

7. **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 converted OST file (the 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.

8. **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 which get converted into this tool.

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

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

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

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

10. **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** application helps in reducing the size of converted OST files (that is, the PST file) and attachments on MS

Exchange Server. It has various options for attachments of emails that get selected for compaction and extraction.

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

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

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

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

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

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

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

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

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

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

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

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

- o 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 new PST file

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

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

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

16. **What is an OST File?**

If you use Outlook as an Exchange Server client and do not use PST file to store your data (instead of store your data on the Exchange Server), OST file allows you to work offline. OST file acts essentially as an offline copy of your data store on the Exchange Server. When you're working offline, all changes that you make to contacts, messages, and other Outlook items and folders occur in the offline store. When you go online again, Outlook synchronizes the changes between offline store and your Exchange Server store.

17. **I have an OST file exceeding 50 GB of size, does the new PST file generated will have 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.

18. **Can I convert multiple OST files into PST files?**

Yes, you can convert multiple OST files into PST files using **Batch Module** from **Home** ribbon. This feature is not available in the demo version.

Stellar Converter for OST – Technician

Batch Conversion Module

User Guide 10.0

1.1. About Stellar Converter for OST – Technician

Stellar Converter for OST - Technician, has a **Batch Conversion Module** which is an effective solution to convert Multiple Offline Outlook Data File (OST) files to Microsoft Outlook Personal Storage (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 files 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** - Convert 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 application doesn't make any changes to the original files.

- **Source OST File Support** - Supports MS Outlook 2019, 2016, 2013, 2010 and 2007 OST files.

- **MS Office Support** -Supports MS Office 2019, 2016, 2013, 2010 and 2007.

1.3. 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-tools/ost-converter/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

1.4. Legal Notices

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1.5. About Stellar

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

Product Line:

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

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

<div align="center">

Know More -->

Know More -->

Know More -->

</div>

Email Repair & Converter

Robust applications to restore inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird, Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.

[Know More -->](#)

Database Repair

Professional and reliable software to repair corrupt or damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.

[Know More -->](#)

Email Backup Tools

Fully featured backup utilities that provides a comprehensive solution in case of any disaster. These software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.

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Photo and Video Tools

Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.

Utility Tools

A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for Windows and Password Recovery for Windows Server based systems

Stellar Toolkits

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.

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For more information about us, please visit www.stellarinfo.com.

2.1. 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 2016.
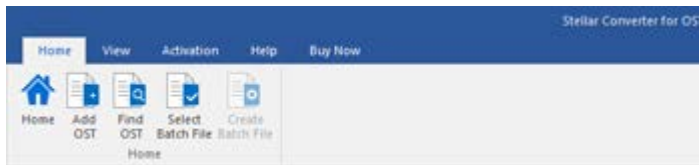
After launching the software, Click **Batch Conversion** button from the **Home** Ribbon.

The Main user interface of **Batch conversion** module appears as shown below:
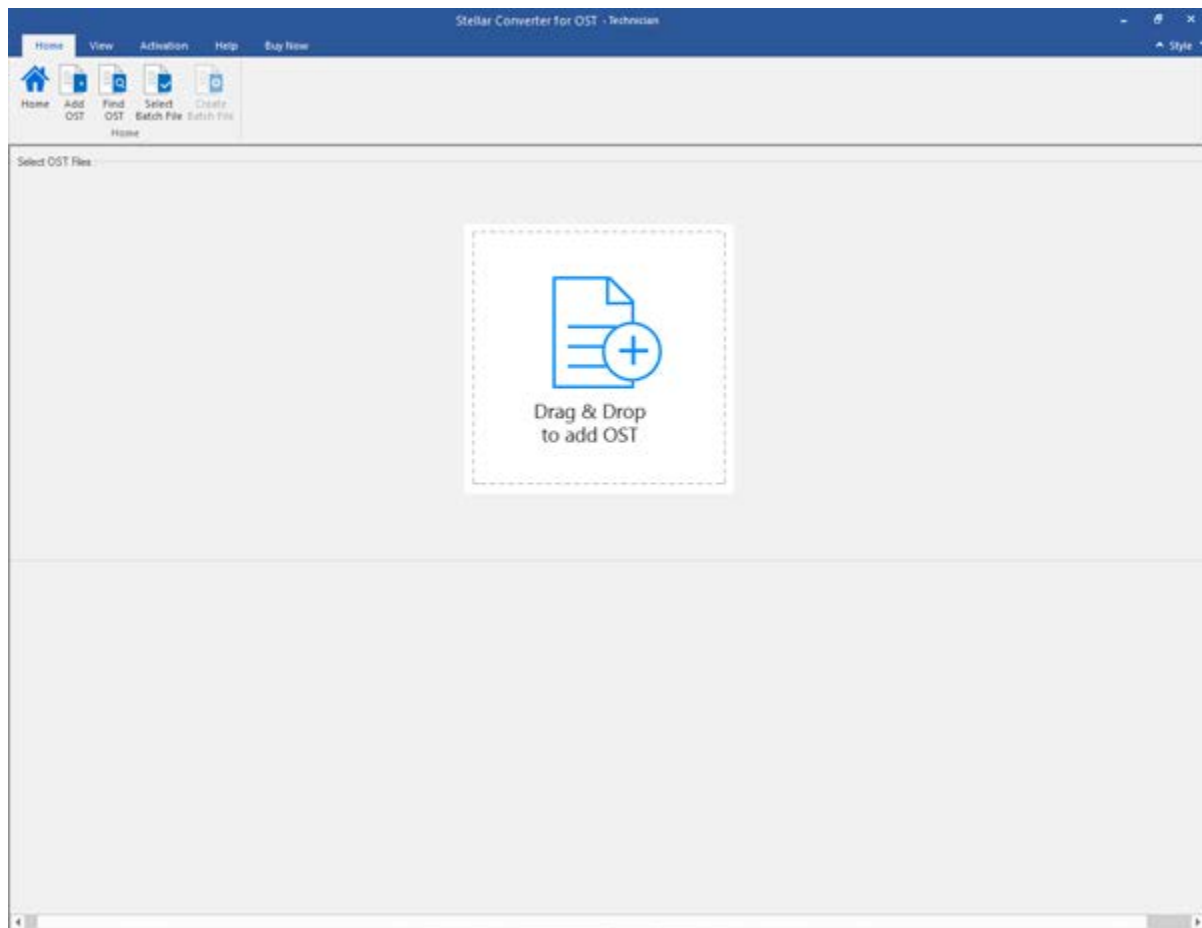
The user interface contains Ribbon and buttons that allow you to access various features of the software with ease.

2.1.1. Ribbons

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 already created a batch file from the system.

Create Batch File

Use this option to create your batch file to automate converting and splitting of multiple files.
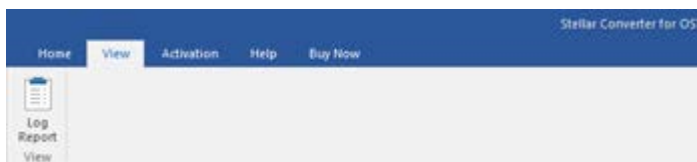
View Ribbon

Log Report

Use this option to view/save the log report.
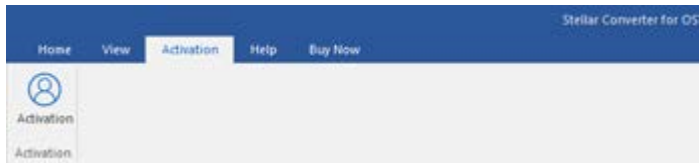
Activation

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

Activation 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.

Help Ribbon
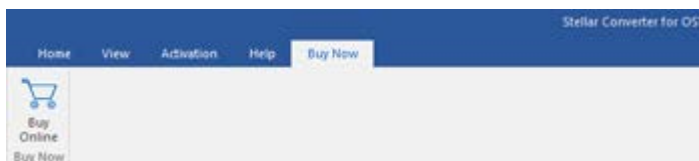
Buy Online

Use this option to buy **Stellar Converter for OST - Technician.**

Buy Now Ribbon
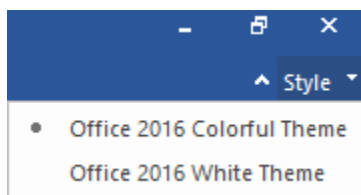
**Style
Ribbon**

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.**
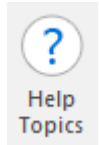
2.1.2. Buttons

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

Click this button to go to the Home screen of the software.

Click this button to add the OST files which you want to convert and split.

Click this button to search OST files from the system.

Click this button to select already created a batch file from the system.

Click this button to create your batch file to automate, converting and splitting of multiple files.

Click this button to view/save the log report.

Click this button to activate the software after purchase.

Click this button to buy **Stellar Converter for OST - Technician** software.
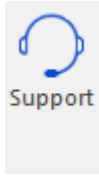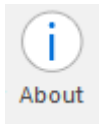
Support	Click this button to view the support page of stellarinfo.com.
Help Topics	Click this button to view the help manual for the software.
Knowledgebase	Click this button to visit Knowledgebase articles at stellarinfo.com.
About	Click this button to read information about the software.

2.2. Ordering the Software

To know more about **Stellar Converter for OST - Technician**, click here.

To purchase the software online, please visit https://www.stellarinfo.com/email-tools/ost-converter/buy-now.php

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

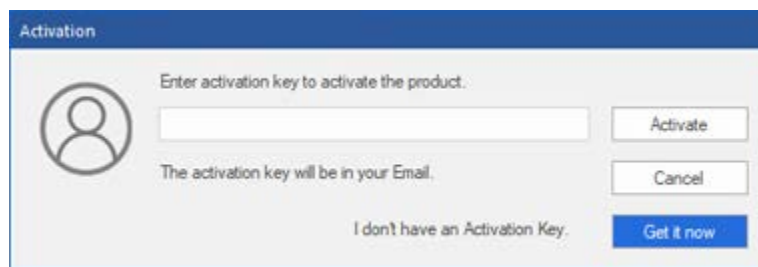Select either of the methods given above to purchase the software.

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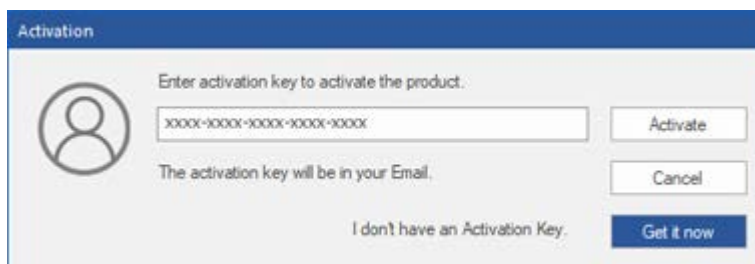
2.3. Activating the Software

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

To activate the software:

1. Run demo version of **Stellar Converter for OST - Technician** software.

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

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

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

5. Type the **Activation Key** (received through email after purchasing the product) and click Activate button (**Please ensure that you have an active Internet connection)**.

6. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be activated successfully.

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

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** software. You can add a single file or multiple files to the software.

 To add OST files:

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from **Home** Ribbon, Now **Batch Conversion** window will open.

- From the **Home** Ribbon, click **Add OST** icon. An *Open* dialog box will appear. Browse and select the desired file and then click **Open**.

Or,

- Click **Drag & Drop to add OST** button on the main interface. An *Open* dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,
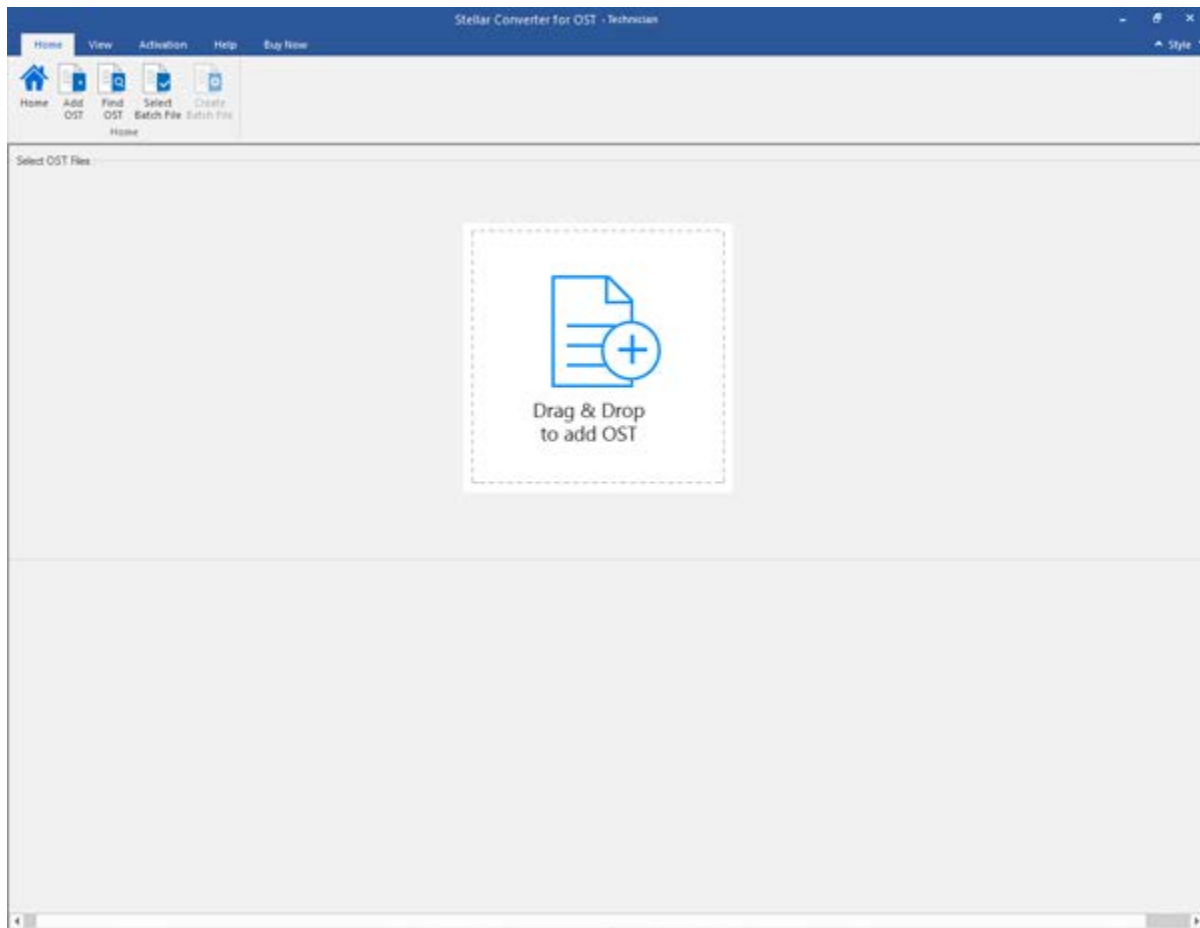
- Open Windows Explorer to Drag & Drop the desired files to the application.

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 an entire volume in your system.

To Find an OST File:

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from **Home** Ribbon, Now **Batch Conversion** window will open.

- From the **Home** Ribbon, click **Find OST.**

- In **Browse for Folder** dialog box, select the drive or folder you want to search for OST files. Click **OK**.
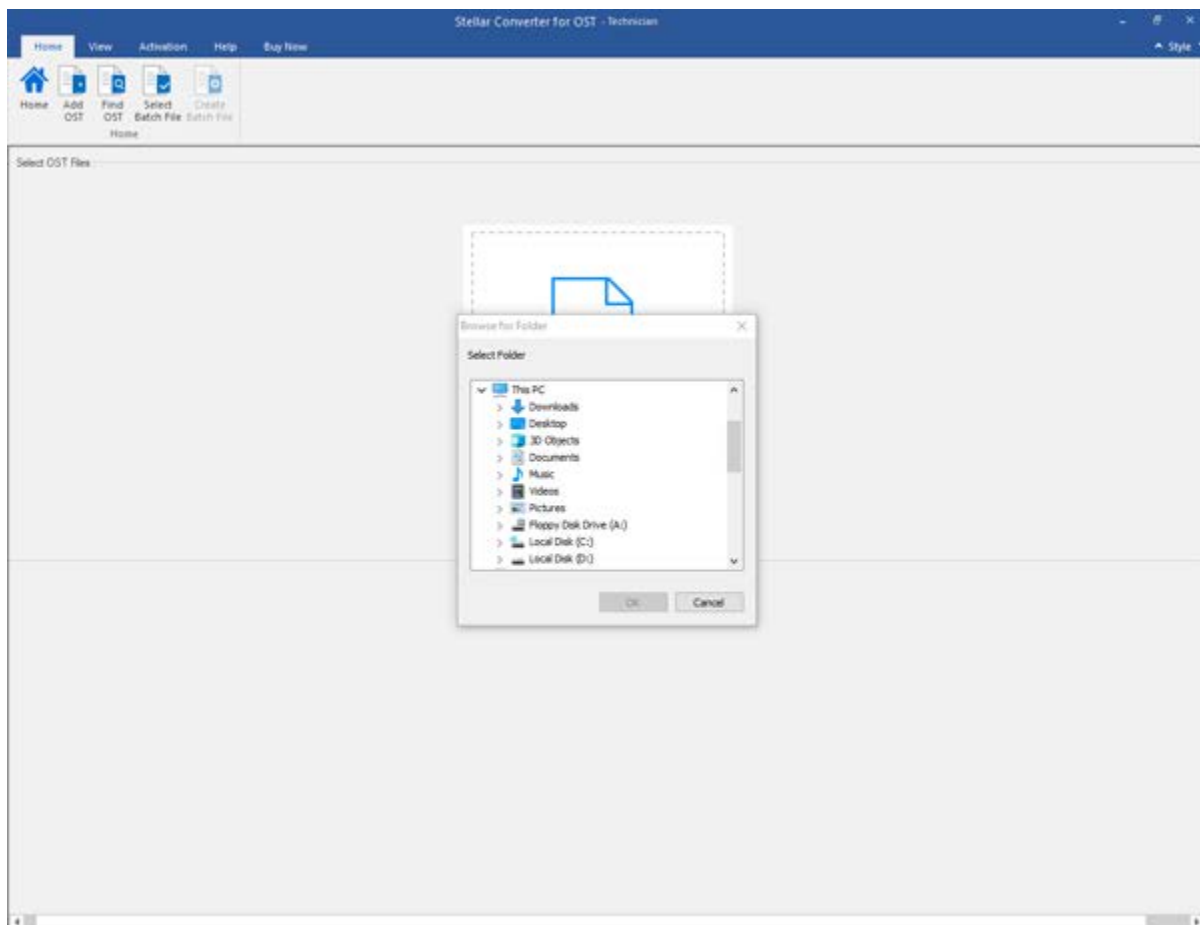
- After the search gets finished, a list of OST files found in the selected drive or folder gets displayed on the screen.

- By Default, the listed OST files get selected in the left pane of the screen. You can also select files you wish to convert from this list.
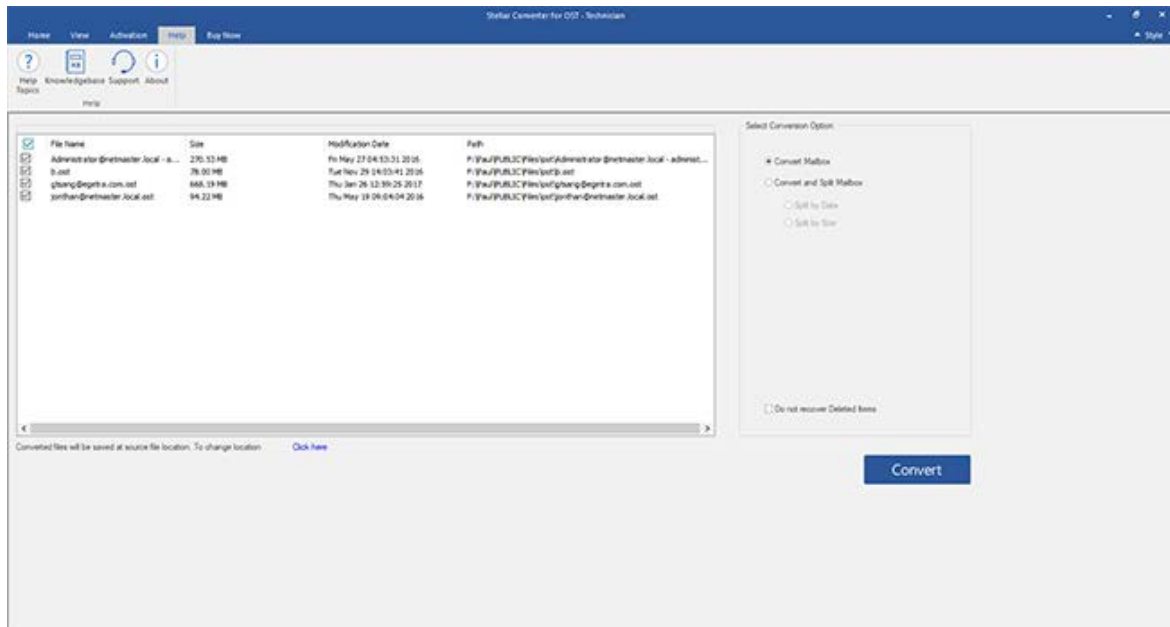
- Select one of the Conversion Options and click the **Convert** button.

- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.

- You can change the destination path by clicking on **'Click here**' link.

- By clicking '**Reset**' link the path get reset on the source location of files.

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 gets performed, a new PST file gets created without altering the contents and structure of the original file. Thus **Stellar Converter for OST - Technician** never causes any damage to your invaluable original file.

3.3.1. Convert Mailbox

3.3.2. Convert and Split Mailbox

3.3.1. Convert Mailbox

Convert Mailbox is one of the conversion methods to convert Multiple OST files to PST files.

To convert OST files:

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from Home Ribbon. **Batch Conversion** window will open

- From the **Home** Ribbon, click **Add** OST icon. An open dialog box will appear. Browse and select the desired file and then click **Open**.

Or,

- Click **Drag & Drop to add OST** button on the main interface. An *Ope*n dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,
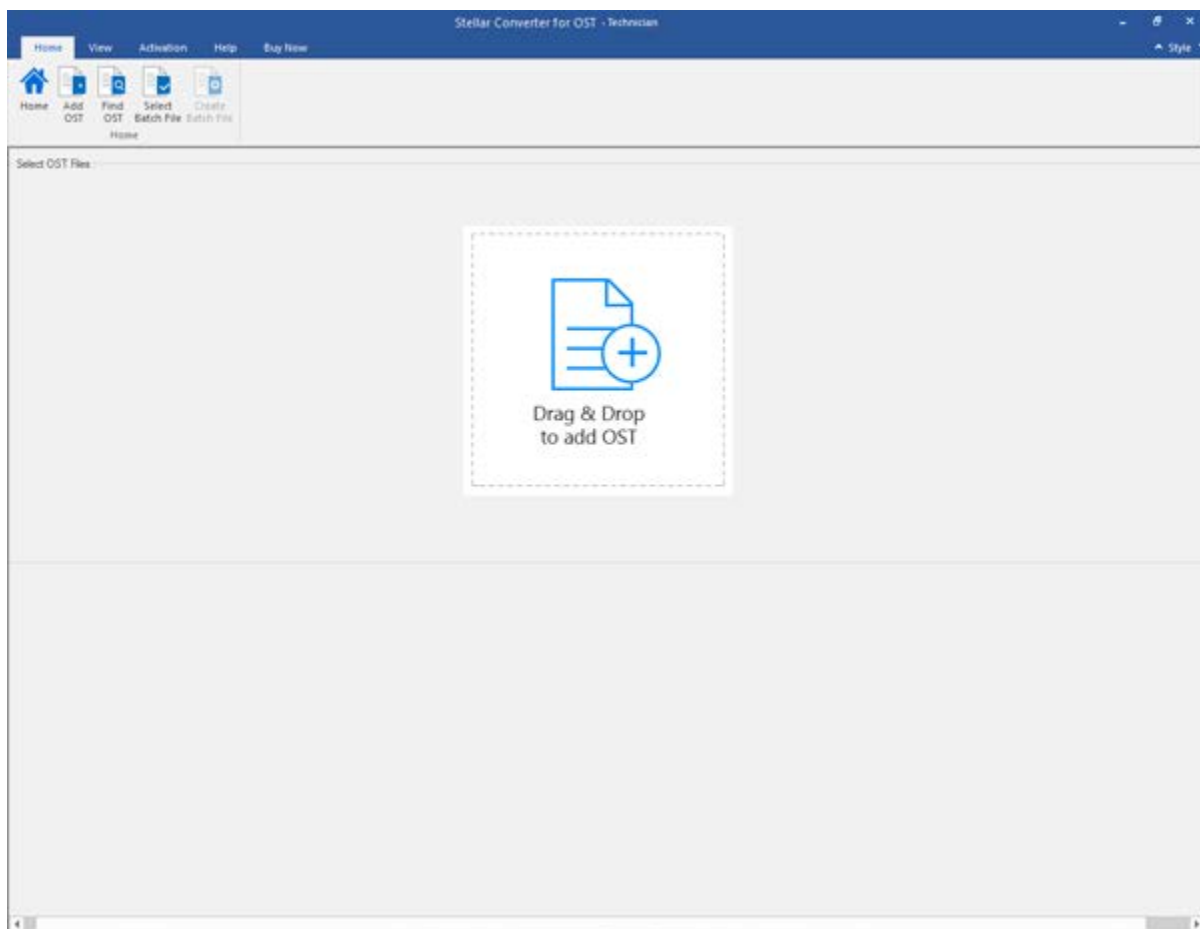
- Open Windows Explorer to Drag & Drop the desired files to the application.

Or,

- 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 an entire volume in your system.
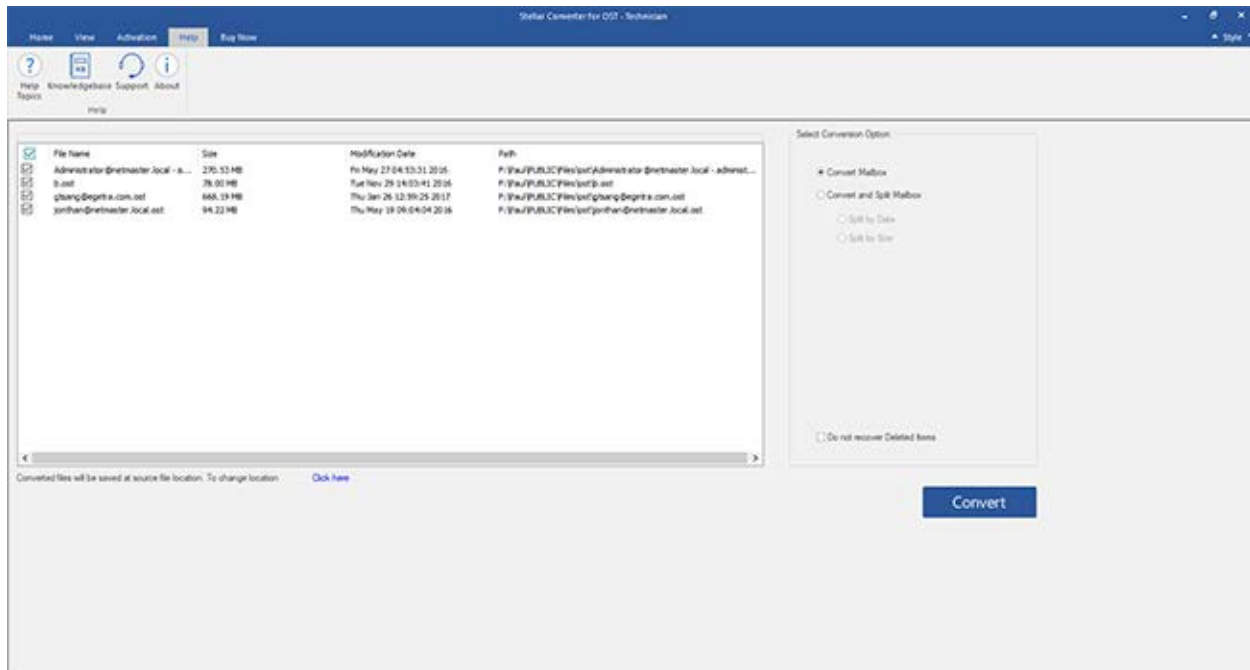

- Select **Convert Mailbox** conversion option to convert your OST files to PST files.

- Click **Convert** Button. The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.

- You can change the destination path by clicking on '**Click here**' link.

- By clicking '**Reset**' link the path get reset on the source location of files.

Note: Select the checkbox "Do not Recover Deleted Items" to exclude the deleted items from the converted 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 to select from, based on which a file can get split:

3.3.2.1. Split by Date.

3.3.2.2. 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.

To convert and split OST files by date, please follow the procedure as described below:

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from **Home** Ribbon, Now **Batch Conversion** window will open.

- **Stellar Converter for OST - Technician** application window shows a two-pane window. There are files which get auto-selected by the system; the selection can get changed as per your requirement.

- Add OST Files which you want to convert and split.

- The added File will get listed in the left-pane.

- From '**Select Conversion Option**' section in the right pane of the screen, select **Split By Date** option.
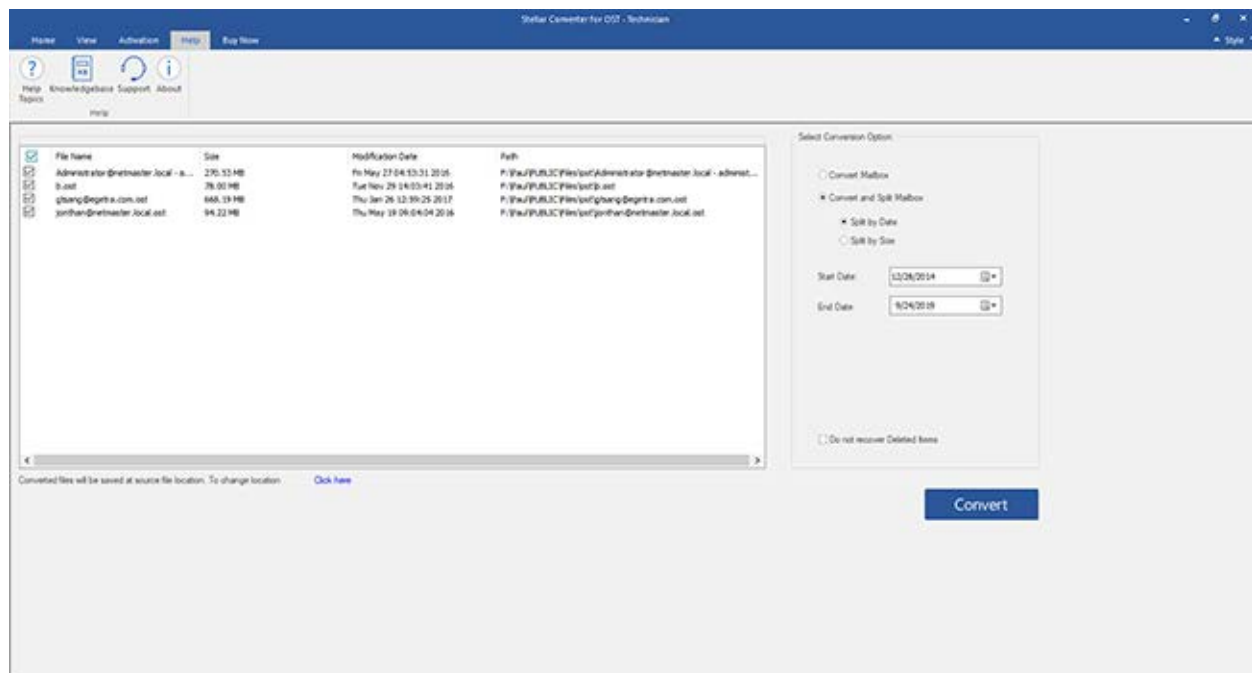
- You can specify a date range for a selected file by clicking on '**Start Date**' option. Specify the end date of the date range by clicking on '**End Date**' option.

- Click **Convert** Button. A dialog box opens to save the batch file where the user can change the location of the batch file followed by starting of the conversion process.

- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.

- You can change the destination path by clicking on '**Click here**' link.

- By clicking '**Reset**' link the path get reset on the source location of files.

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

To convert and split OST files by size, please follow the procedure as described below:

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from **Home** Ribbon, Now **Batch Conversion** window will open.

- **Stellar Converter for OST - Technician** application window shows a two-pane window.

- Add OST Files which you want to convert and split.

- The added File will get listed in the left-pane.

- From '**Select Conversion Option**' section in the right pane of the screen, select **Split By Size** option.
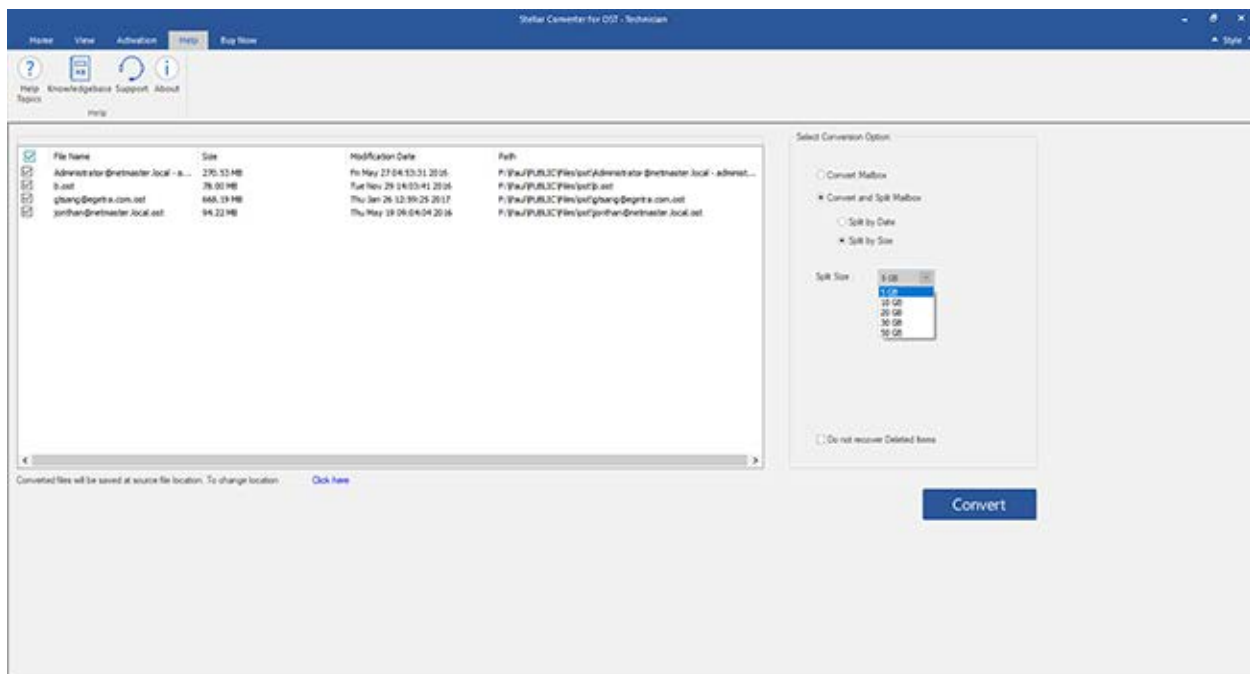
- You can specify a size for selected files by clicking on '**Split size**' column.

- Click **Convert** Button. A dialog box opens to save the batch file where you can change the location of the batch file followed by starting of the conversion process. Select the Destination path where you want to save the converted file.

- The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file.

- You can change the destination path by clicking on '**Click here**' link.

- By clicking '**Reset**' link the path get reset on the source location of files.

Note: All the selected OST files get split-up into the same size scale as selected by you.

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

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.

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 files 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 selected files.
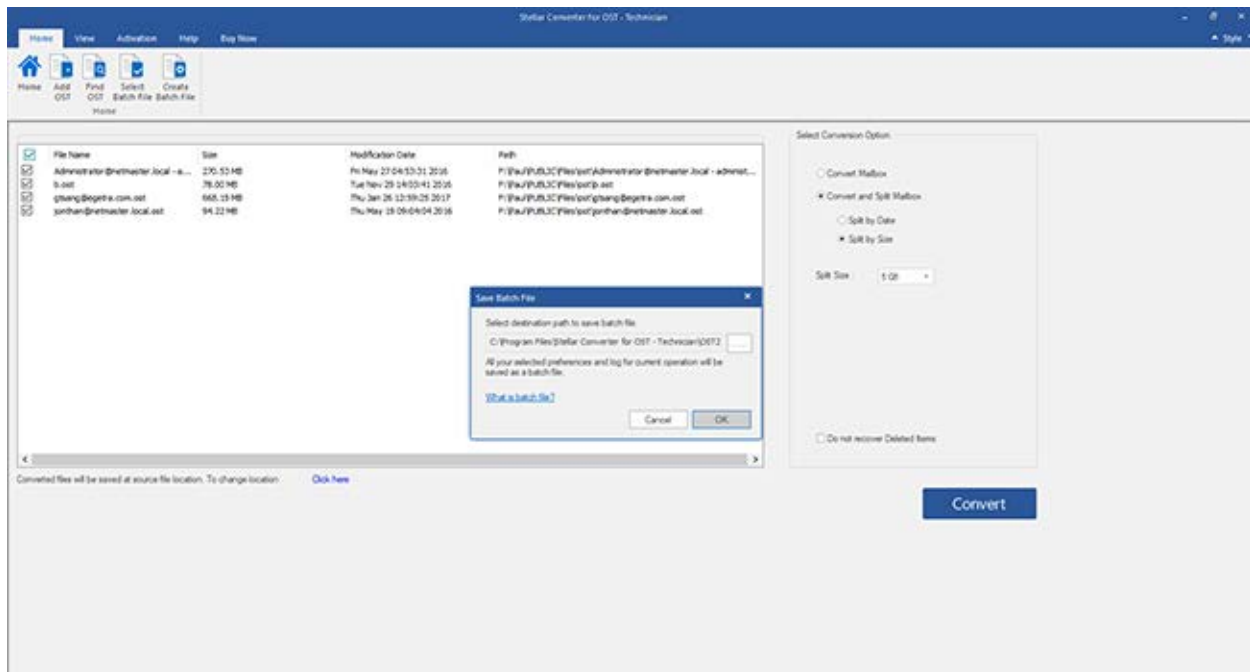
To create Batch files :

- Run **Stellar Converter for OST - Technician**.

- Click on **Batch Conversion** Button from **Home** Ribbon, Now **Batch Conversion** window will open.

- From the **Home** Ribbon, click **Add OST** icon. An *Open* dialog box will appear. Browse and select the desired file and then click **Open**.

- **Select Conversion Option** as **Convert and Split Mailbox** on the right pane of the screen

  Note : You can create batch file only when you select 'Convert and Split Mailbox' as conversion option.

- Click on **Convert.**

  Note : Close MS Outlook to run the application.

- **'Save Batch File'** dialog box will appear.

Note : Alternatively, you can click on **Create Batch File** to open **'Save Batch File'** dialog box

- Select the destination path to save the batch file. Click **OK**.

- **'Batch file'** dialog box appears showing the batch file has been created successfully. Click **OK**.

To Load Batch files :

- Click on **Select Batch File** Button from **Home** Ribbon.

  Note : If **Reset Selection** window opens, indicating that the action will clear currently added OST files. Click Yes to proceed.
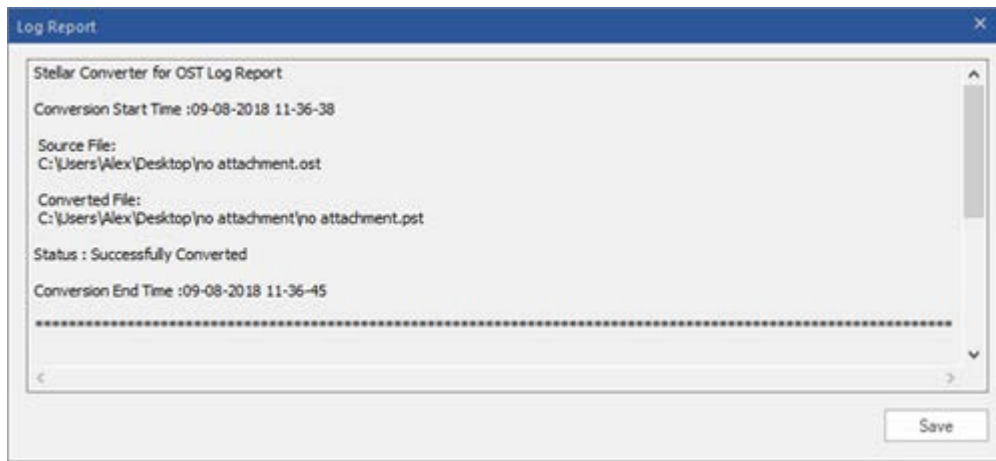
- **Select Batch File** dialog box will open. Select the location of the Batch file you want to split and convert. Click **OK**.

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.

To save Log Report:

1. From **View** Ribbon, click **Log Report**.

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

3. **Log location** dialog box prompts, Click on Browse and select destination to save the Log Report. Click **Ok**.

To view Log Report:

Click on Log Report icon in **View Menu** on the **Menu Bar** to view the **Log Report**

Or,

The Log report generated with the converted file gets saved in the source file location/ selected destination, and it includes all the necessary details of converted files.

4. FAQs

1. **Where does converted file gets saved if I select files from select batch option?**

    The converted file gets saved automatically at the source file location with the same name as that of the file along with the log report in case we do not change the location of the converted file**.**

2. **Where does my Batch file gets saved if I don't change its path?**

    The Batch file gets 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 location saved at a common destination path. Then how would I recognize my converted file.?**

    The converted file gets 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 it gets 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 application?**

    Of course, you can search for OST files in a specific drive or folder. Click **Find OST File** option in the application 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 scanning time depends on the size of OST file. While the process is running, you have to wait for the conversion process to complete. Once the process is complete, you can save the newly created PST mailbox at the specified location.

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

    Yes, the application gives you an option to save the log report as a text file that you can view at a later stage.

7. **What is an OST File?**

    If you use Outlook as an Exchange Server client and do not use PST file to store your data (instead of store your data on the Exchange Server), OST file allows you to work offline. OST file acts essentially as an offline copy of your data store on the Exchange Server. When you're working offline, all changes that you make to contacts, messages, and other Outlook items and folders occur in the offline store. When you go online again, Outlook synchronizes the changes between offline store and your Exchange Server store.

8. **What is a batch file?**

A batch file keeps all the settings and inputs of the user for converting and splitting 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 input file once it has gets created. It can also be used to review the number of files processed or to get information about selected files.

A batch file gets created by the application itself before the initiation of the process to use the batch file as input to convert and split process. When a batch file gets created by the application, then it has a file extension .DAT.

The default location of batch file will be in Installation folder of the application

9. I have an OST file exceeding 50 GB of size, does the new PST file generated will have 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.