



# **Stellar Converter for OST**

**User Guide 10.0**

# 1.1. About Stellar Converter for OST

**Stellar Converter for OST**, 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-repair/convert-ost-pst/buy-now.php>

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

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

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

Send e-mail to **Stellar Support** at [support@stellarinfo.com](mailto:support@stellarinfo.com)

## 1.4. Legal Notices

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# License Agreement - Stellar Converter for OST

## Stellar Converter for OST

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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

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*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!*



[Know More -->](#)

#### File Repair

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*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.*



[Know More -->](#)

#### Data Erasure

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*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.*



[Know More -->](#)

#### Email Repair & Converter

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*Robust applications to restore inaccessible mailboxes of MS*

#### Database Repair

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*Professional and reliable software to repair corrupt or*

#### Email Backup Tools

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*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.*



[Know More -->](#)



[Know More -->](#)



[Know More -->](#)

## Photo and Video Tools

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*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.*



[Know More -->](#)

## Utility Tools

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*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*



[Know More -->](#)

## Stellar Toolkits

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*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.*



[Know More -->](#)

For more information about us, please visit [www.stellarinfo.com](http://www.stellarinfo.com).

## 2. Getting Started

**Stellar Converter for OST** converts OST files and saves them to your preferred location as a PST file. It shows the content of the converted OST file in a three-pane structure. After the scanning process, all the converted emails, notes, journals, tasks, calendar entries and contacts get displayed in **Stellar Converter for OST** 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.exe** executable file to start the installation. **Setup - Stellar Converter for OST** dialog box is displayed.
2. Click **Next. License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files get stored. Click **Next. Select Start Menu Folder** dialog box is displayed.
5. Click **Browse** to provide a path for program's shortcuts. Click **Next. Select Additional Tasks** dialog box is displayed.
6. Select check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start the installation. The Installing window shows the installation process.
8. On completion of the installation process, **Completing the Stellar Converter for OST Setup Wizard** window is displayed. Click **Finish**.

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

**Note:** *If you have **Stellar Converter for OST** 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** as well.*

## 2.2. Launching the Software

### To launch Stellar Converter for OST in Windows 10:

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

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

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

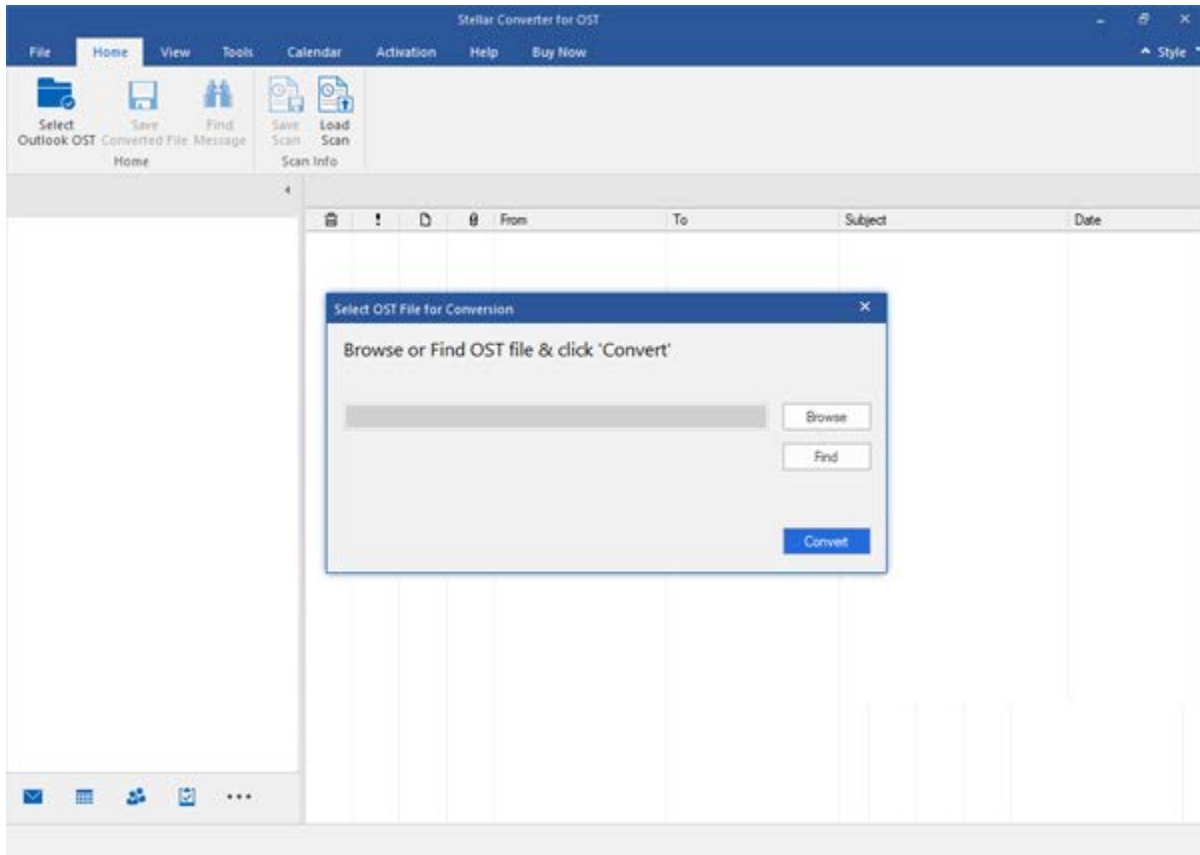
### To launch Stellar Converter for OST in Windows 7:

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

## 2.3. User Interface

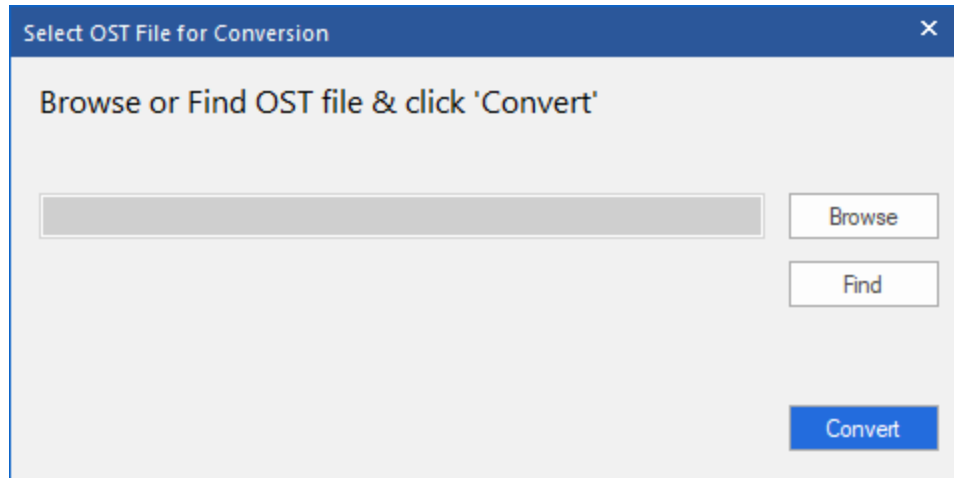
**Stellar Converter for OST** has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar Converter for OST resembles the GUI of MS Office 2016.

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**, 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 **Convert** to initiate the conversion process.

**Stellar Converter for OST** 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** menu.



## 2.3.1. Ribbons

### File

#### Select Outlook OST

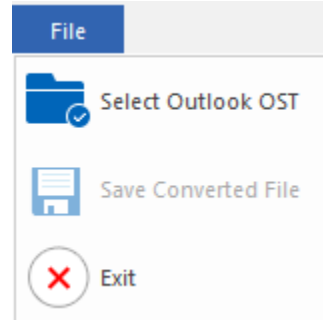
Opens **Select OST File for Conversion** dialog box, using which you can select/search for OST files.

#### 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

Open **Select OST File for Conversion** dialog, using which you can select/search for OST files.

#### Save Converted File

It Saves the converted file at your specified location

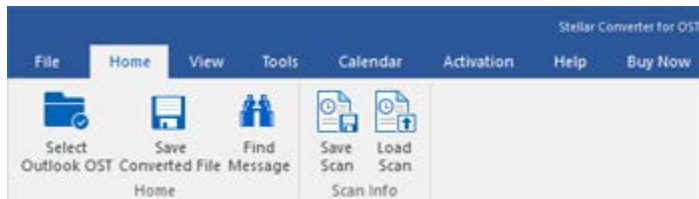
#### Find Message

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

#### Save Scan

Use this option to save the scanned information of file.

#### Load Scan



**Home Ribbon**

Use this option to load the saved scan file.

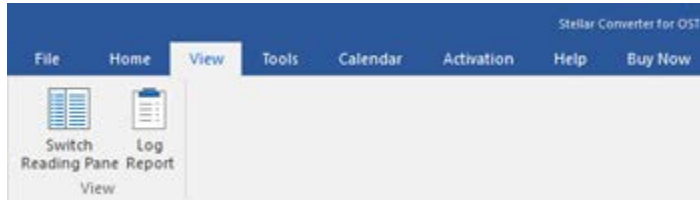
## View

### 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.

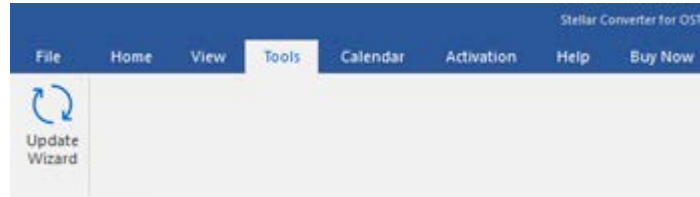


**View Ribbon**

## Tools

### Update Wizard

Use this option update your software



**Tools Ribbon**

## Calendar

### Day

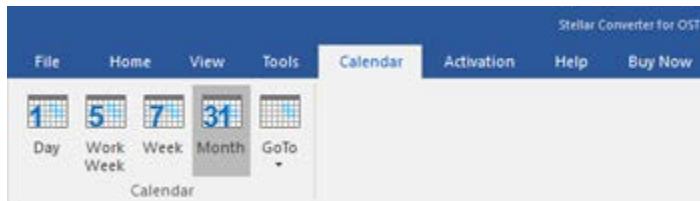
Use this option to list all the entries of a particular day from the list of the scanned emails.

### 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).



**Calendar Ribbon**

## Month

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

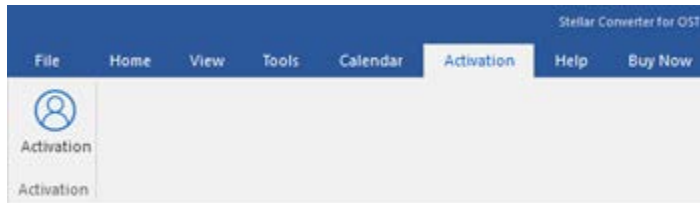
## GoTo

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

## 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

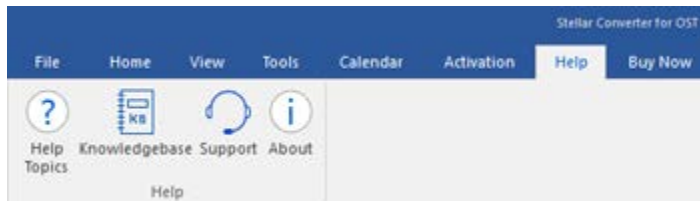
Use this option to visit the [Knowledgebase stellarinfo.com](http://stellarinfo.com) articles of

### Support

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

### About

Use this option to read information about the software.



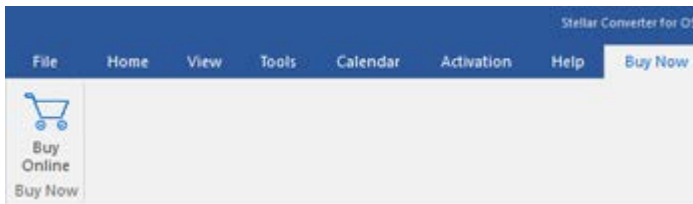
**Help Ribbon**

## Buy Now

## Buy Online

Use this option to [buy](#) Stellar

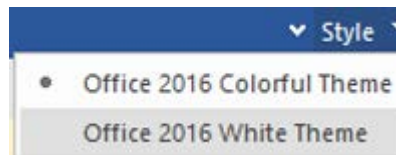
Converter for OST



## Buy Now Ribbon

## Style

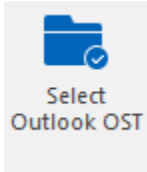
Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST** offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



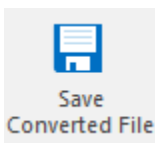
## Style Ribbon

## 2.3.2. Buttons

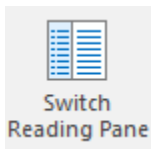
Stellar Converter for OST toolbar has following buttons/options:



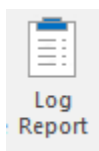
Click this button to open **Select OST File for Conversion** file dialog box.



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

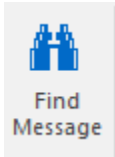


Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.

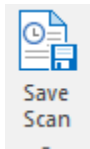


Click this button to view the **Log Report**, which contains the details of the

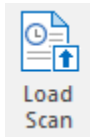
conversion  
process.



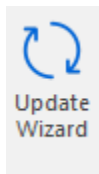
Click this button to open **Find Message** dialog box, using which you can search for specific emails using sender's email, recipient's email, subject or date.



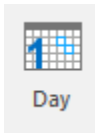
Click this button to save scanned information of files.



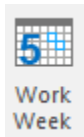
Click this button to load the saved scan files.



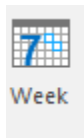
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



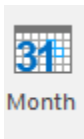
Click this button to list all the entries of one particular day from the list of the scanned emails.



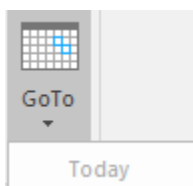
Click this button to list all the entries of a work week (from Monday to Friday).



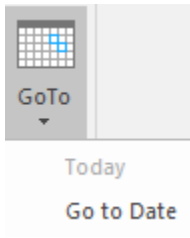
Click this button to list all the entries of a week (from Monday to Sunday).



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



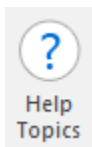
Click this button to list all the entries of the current date.



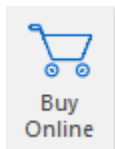
Click this button to list all the entries on a particular day (any single day except the current date).



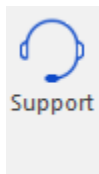
Click this button to activate the software after purchase.



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

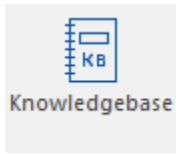


Click this button to purchase the software.

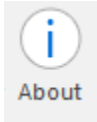


Click this button to open Stellar Information Technology Private Limited online support website.





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



Click this button to read more information about the software.

## 2.4. Ordering the Software

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

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

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

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

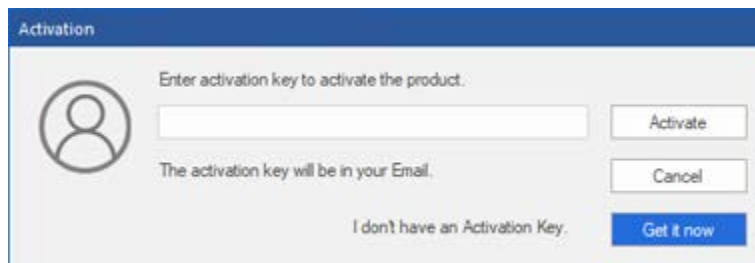
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

## 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.

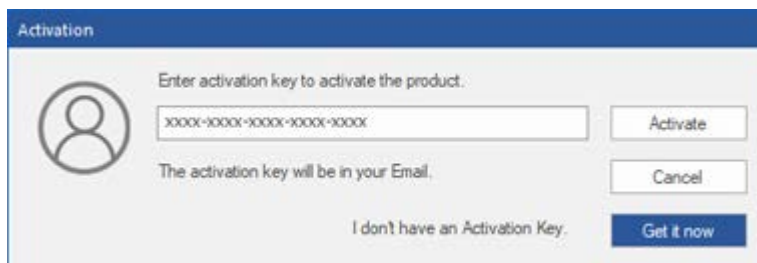
### To activate the software:

1. Run demo version of Stellar Converter for OST software.
2. On **Activation** menu, click **Activation** button. *Activation window is displayed as shown below:*



The screenshot shows a dialog box titled "Activation". On the left is a user icon. The main text says "Enter activation key to activate the product." Below this is a text input field. To the right of the input field are two buttons: "Activate" and "Cancel". Below the input field, it says "The activation key will be in your Email." At the bottom left, there is a link that says "I don't have an Activation Key." and a blue button labeled "Get it now".

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**).



This screenshot is identical to the previous one, but the text input field now contains a placeholder activation key: "xxxx-xxxx-xxxx-xxxx-xxxx".

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

### To update Stellar Converter for OST:

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

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

- Internet connection failure.
- Updates are not available.
- Unable to download configuration files
- Unable to locate updated files or version
- Unable to locate executable file

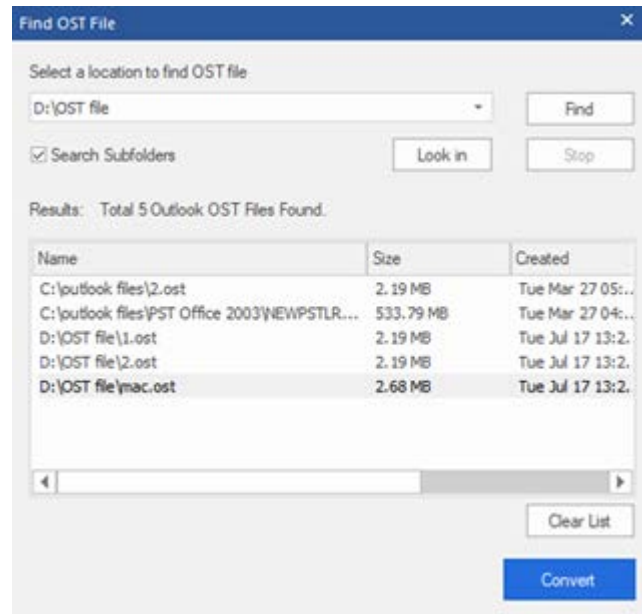
**Note:** *If a major version is available, you need to purchase the software to upgrade it.*

## 3.1. Find OST Files

Stellar Converter for OST 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**. **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 **Results** section.



### Find OST Files

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.

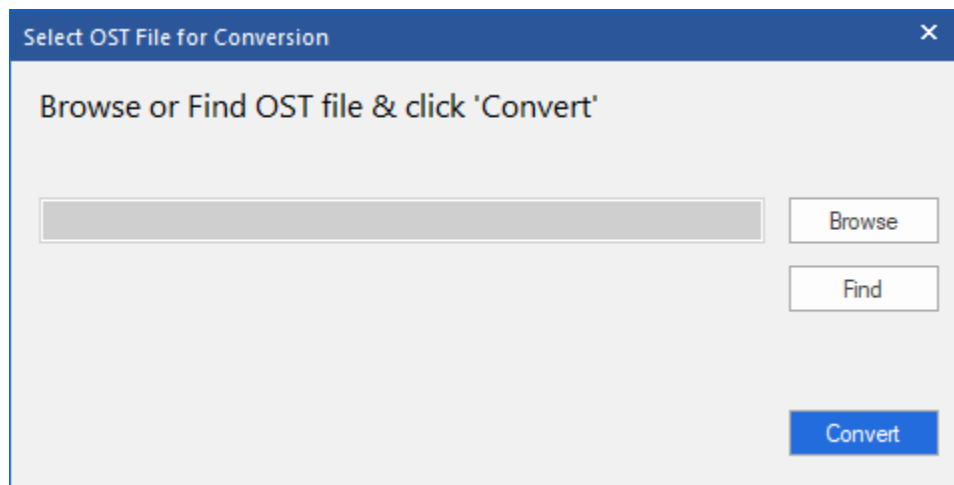
**Note:** *Click Clear List button to clear the search result.*

## 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** software.

### To convert OST files:

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

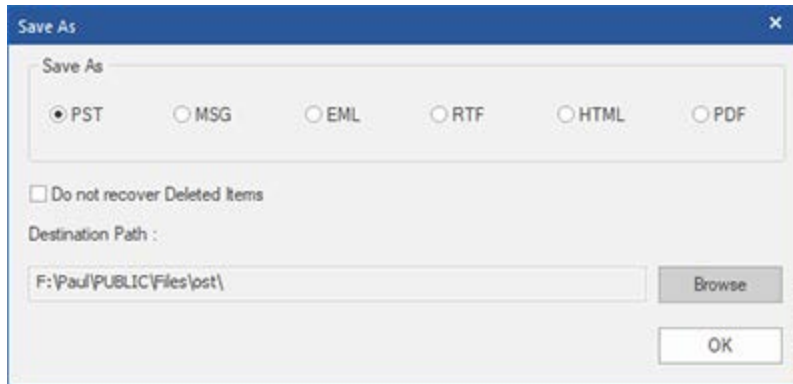


3. After completion of the conversion process, **Stellar Converter for OST** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

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** 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:

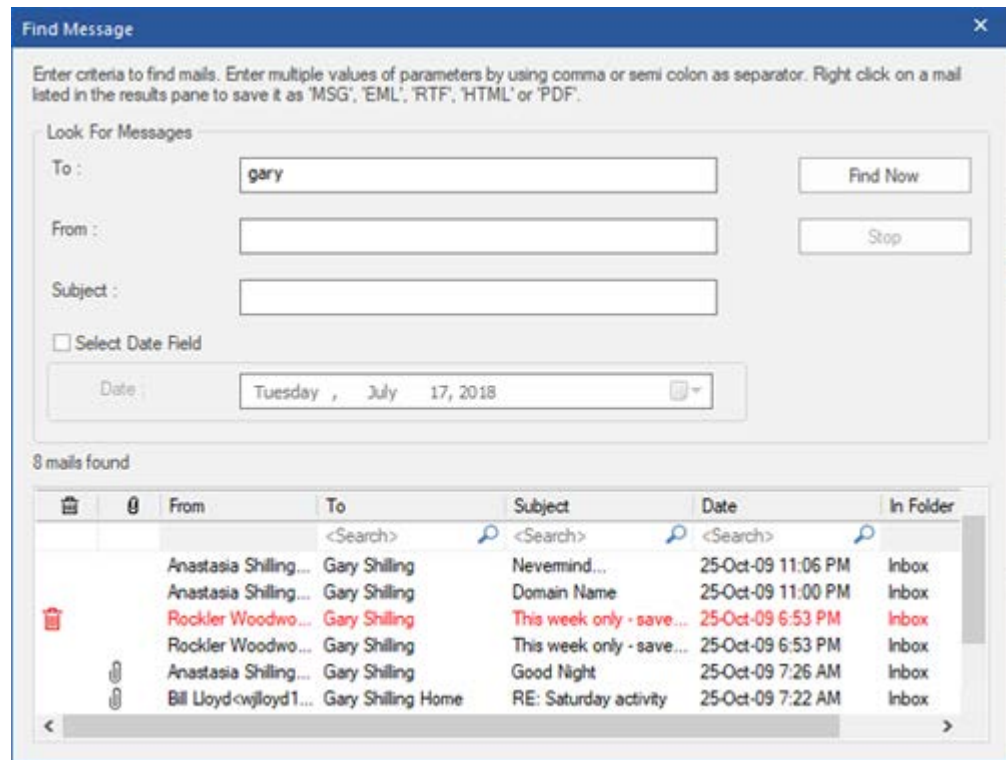
1. Click on **Find Message** icon in **Home Ribbon**. **Find Message** dialog box opens.

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



Find Message

be  
separate  
d 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:

- Select **Save as MSG** to save the message in MSG format.
- Select **Save as EML** to save the message in EML format.
- Select **Save as RTF** to save the message in RTF format.
- Select **Save as HTML** to save the message in HTML format.
- Select **Save as PDF** to save the message in PDF format.

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

**Note:** *Demo version allows you to save partial records only. You need to register the software to save complete data.*

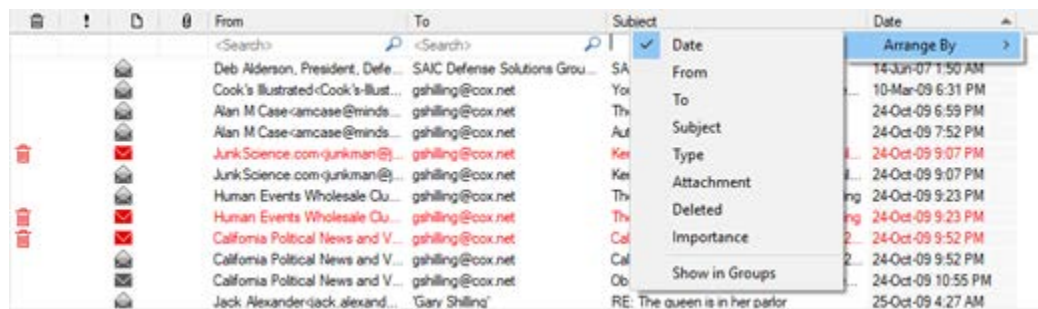
## 3.4. Arrange Scanned Emails

**Stellar Converter for OST** allows you to arrange converted 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 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**.
2. Select the OST file that needs conversion.
3. After scanning, the application will list all the emails from the converted 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 converted 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** application.
2. Select the OST file that needs conversion.
3. After scanning, the application will list all the emails converted 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.

		From	To	Subject	Date
		<Search>	<Search>	<Search>	<Search>
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Nevermind...	25-Oct-09 11:06 PM
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Domain Name	25-Oct-09 11:00 PM
		Rockler Woodworking and Ha...	Gary Shilling	This week only - save 20% on one item!	25-Oct-09 6:53 PM
		Rockler Woodworking and Ha...	Gary Shilling	This week only - save 20% on one item!	25-Oct-09 6:53 PM
		word@m-w.com<word@m-w.c	gshilling@cox.net	natant: M-W's Word of the Day	25-Oct-09 4:21 PM
		word@m-w.com<word@m-w.c	gshilling@cox.net	natant: M-W's Word of the Day	25-Oct-09 4:21 PM
		WSJ.com Editors<access@int...	gshilling@COX.NET	On The Editorial Page	25-Oct-09 2:30 PM
		lmvolz@cox.net<lmvolz@cox...	gshilling@cox.net	Are you online?	25-Oct-09 1:18 PM
		Anastasia Shilling<zarkinprinc...	Gary Shilling	Good Night	25-Oct-09 7:26 AM
		Bill Lloyd<wjloyd10@hotmail.c	Gary Shilling Home	RE: Saturday activity	25-Oct-09 7:22 AM
		California Political News and V...	gshilling@cox.net	NJ Guv Corzine Gave \$500,000 to Know...	25-Oct-09 6:20 AM
		California Political News and V...	gshilling@cox.net	NJ Guv Corzine Gave \$500,000 to Know...	25-Oct-09 6:20 AM

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** Menu, select **Open & Export**.
- Select **Import / Export** option from the right pane.
- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
- In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.
- Click **Browse** to locate the PST file that needs to 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** Menu, select **Open -> Import**. (For MS Outlook 2013, select Open and Import from File Menu)
- 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 in Microsoft Outlook. Click **Finish**.

### To import PST file to Microsoft Outlook 2007:

- Open **Microsoft Outlook**. From the **File** menu, select **Import and Export**.
- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
- In **Import a File** dialog box, select **Personal Folder File (PST)**, click **Next**.
- Click **Browse** to locate the PST file that needs to 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:**

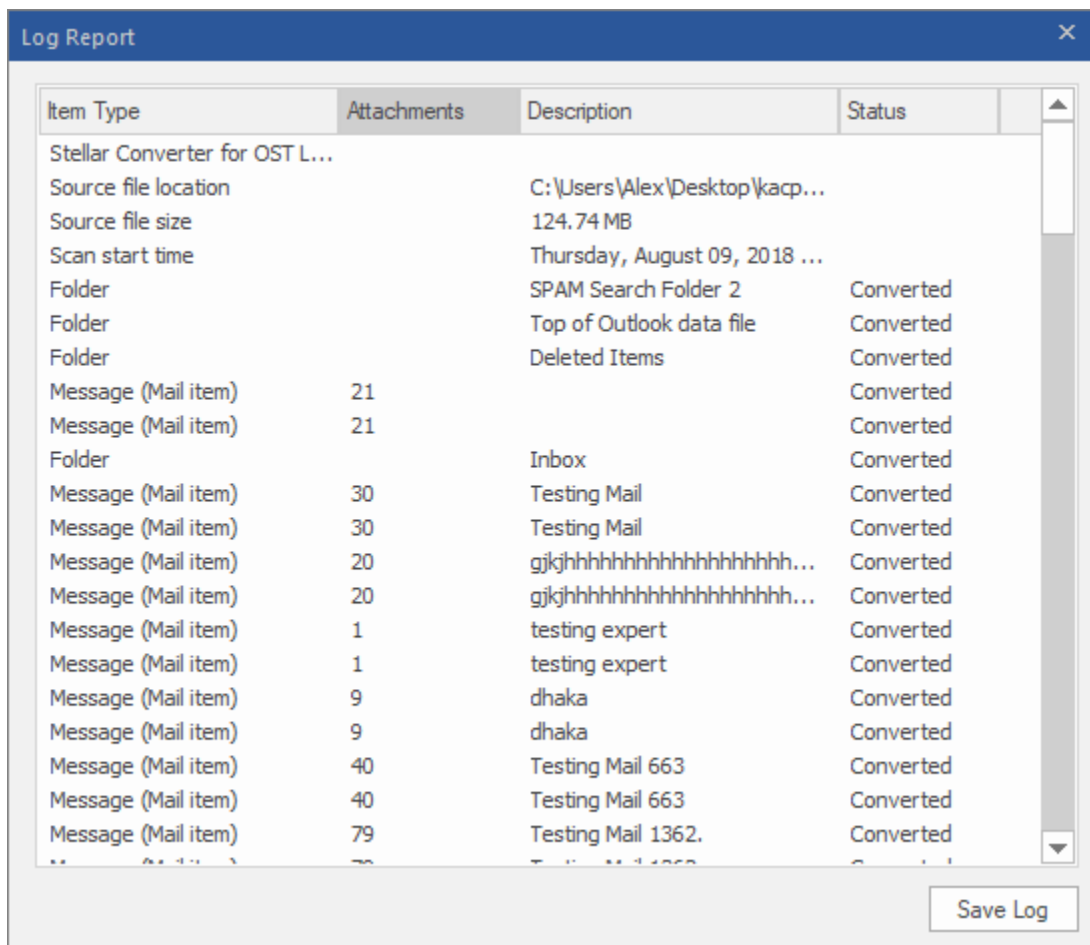
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

## 3.7. Save Log Report

With **Stellar Converter for OST**, 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**.



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

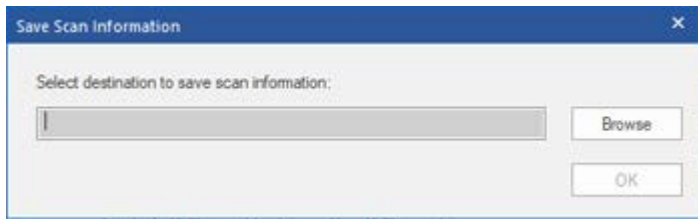


## 3.8. Save and Load Scan Information

This option allows you to save the scanned information of files using "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**, click **Save Scan Info**.



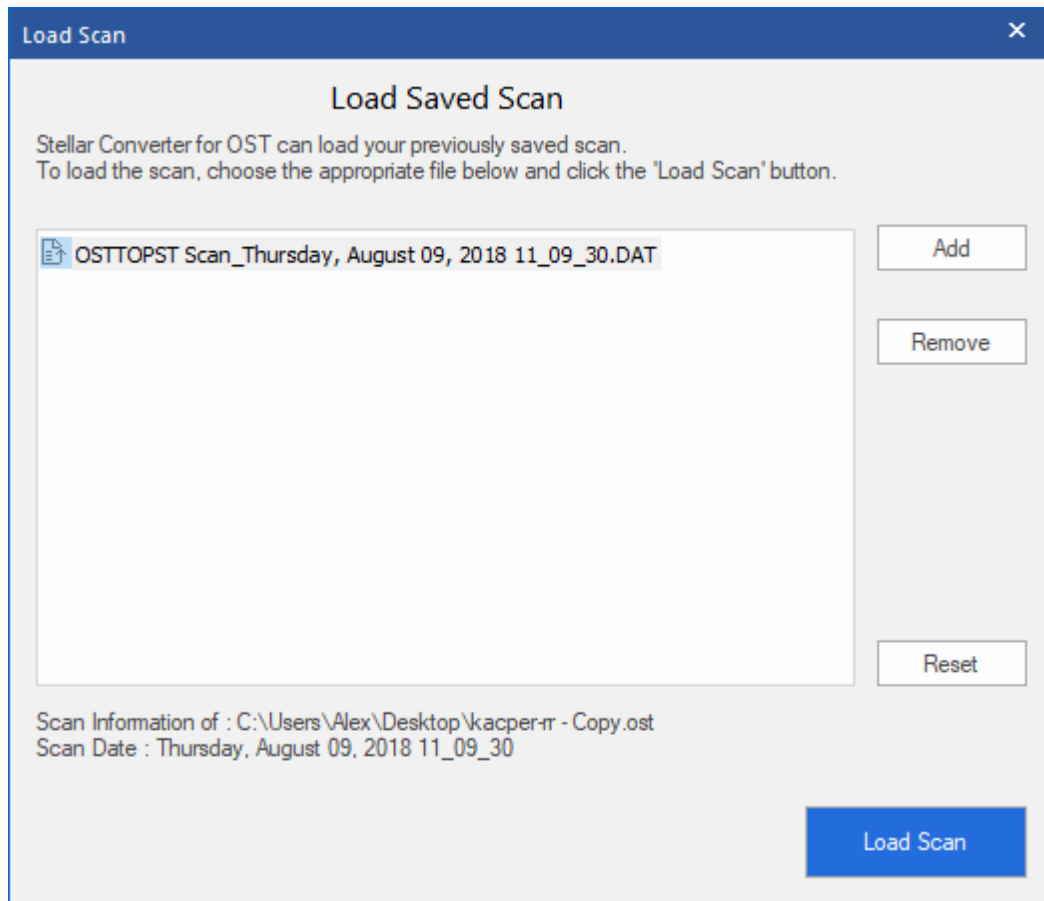
2. **Save Scan Information** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved as .DAT file format.
3. A message box appears, click **OK**.

### **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** menu.



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 convert OST files to any other format?

**Stellar Converter for OST** converts OST files to PST mailbox. You can also save individual emails in **MSG, EML, PDF, RTF** or **HTML** formats.

### 2. 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** option in the application to locate the OST file.

### 3. How much time Stellar Converter for OST 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.

### 4. 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.

### 5. I have converted my OST file to PST. How can I import it in MS Outlook?

Please follow the link for steps to Import a PST file in MS Outlook.

### 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. 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. 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** 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.