



Stellar
OST to PST Converter 8.0
User Guide

Overview

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

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

- MSG
- EML
- PDF
- HTML
- RTF

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

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

What's New in this Version?

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

Key features:

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

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

Installation Procedure

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

Minimum System Requirements

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

To install the software:

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

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

Launching the Software

To launch Stellar OST to PST Converter in Windows 10:

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

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

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

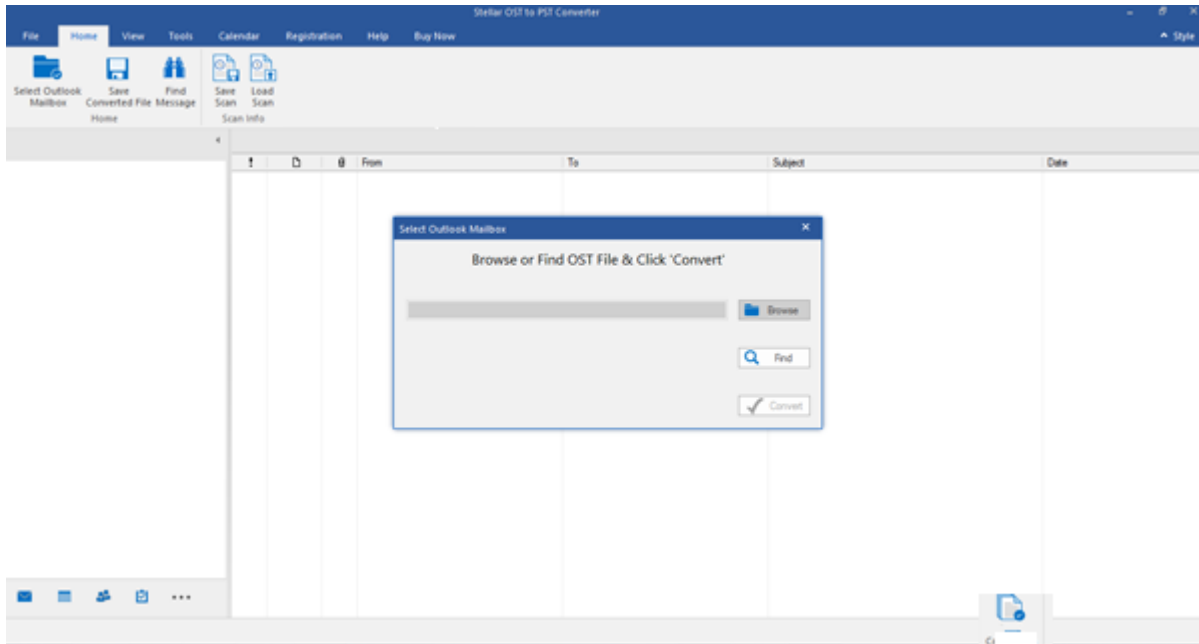
To launch Stellar OST to PST Converter in Windows 7 / Vista :

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

User Interface

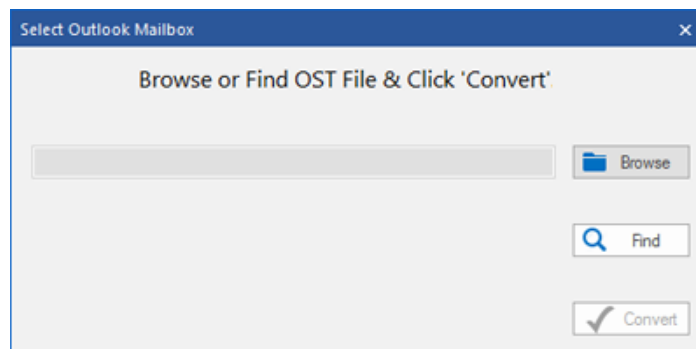
Stellar OST to PST Converter has a simple and easy to use Graphical User Interface (GUI). The GUI of Stellar OST to PST Converter resembles the GUI of MS Office 2016.

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



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

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



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

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

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

Menus

File

Select Outlook Mailbox

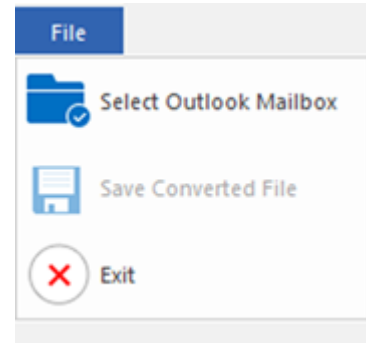
Opens Select Outlook Mailbox dialog box, using which you can select/search for OST files.

Save Converted File

It saves the converted file at your specified location.

Exit

Use this option to close the application.



File Menu

Home

Select Outlook Mailbox

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

Save Converted File

It Saves the converted file at your specified location

Find Message

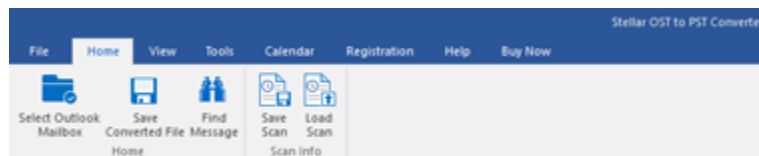
Use this option to search for specific emails and messages from the list of the scanned emails.

Save Scan

Use this option to save the scanned information of file.

Load Scan

Use this option to load the



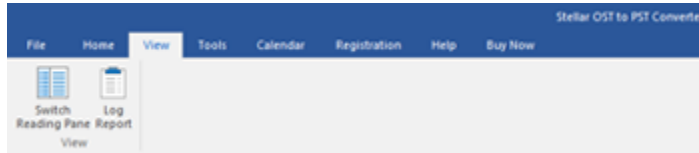
Home Menu

saved scan file.

View

Switch Reading Pane

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



View Menu

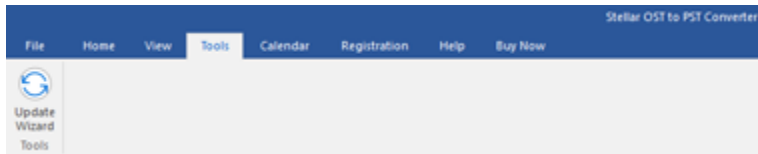
Log Report

Use this option to view the log report.

Tools

Update Wizard

Use this option update your software

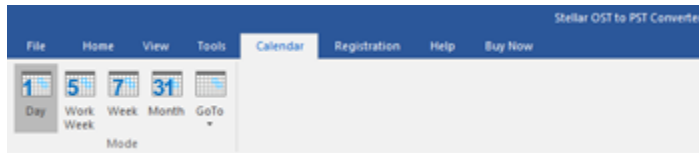


Tools Menu

Calendar

Day

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



Calendar Menu

Work Week

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

Week

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

Month

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

GoTo

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

Registration

Register

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

Transfer License

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

Help

Help Topics

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

Support

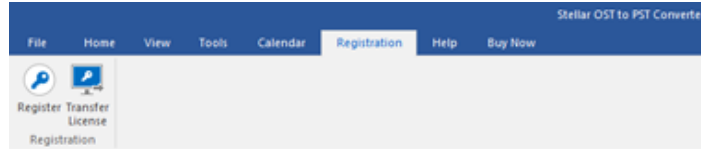
Use this option to visit the [support page](#) of [stellarinfo.com](#)

Knowledgebase

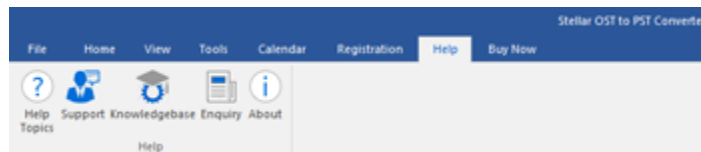
Use this option to visit the [Knowledgebase](#) articles of [stellarinfo.com](#)

Enquiry

Use this option to [submit enquiry](#) to [stellarinfo.com](#)



Registration Menu



Help Menu

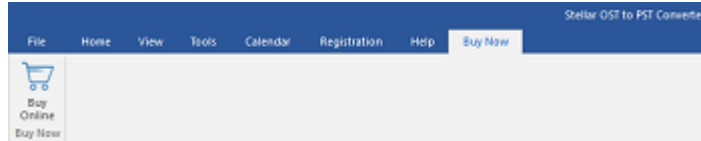
About

Use this option to read information about the software.

Buy Now

Buy Online

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

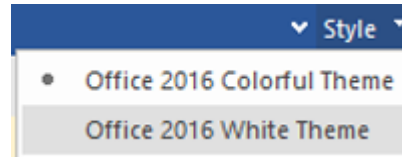


Buy Now Menu

Style

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

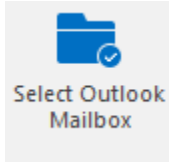
Stellar OST to PST Converter offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



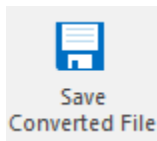
Style Menu

Buttons

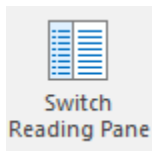
Stellar OST to PST Converter toolbar has following buttons/options:



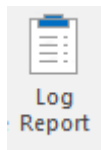
Click this button to open **Select Outlook Mailbox** file dialog box.



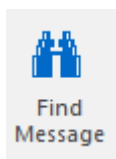
Click this button to save the converted file to a location of your choice.



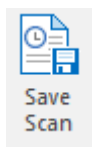
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



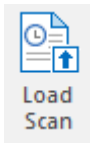
Click this button to view the **Log Report**, which contains the details of the conversion process.



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



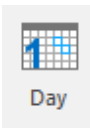
Click this button to save scanned information of files.



Click this button to load the saved scan files.



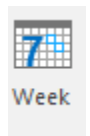
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



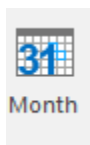
Click this button to list all the entries of one particular day from the list of the scanned emails.



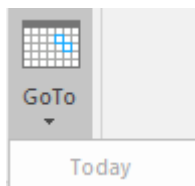
Click this button to list all the entries of a work week (from Monday to Friday).



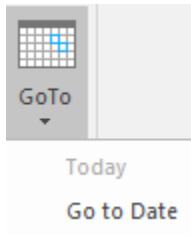
Click this button to list all the entries of a week (from Monday to Sunday).



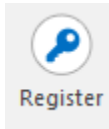
Click this button to list all the entries for a particular month.



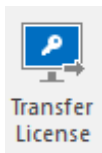
Click this button to list all the entries of the current date.



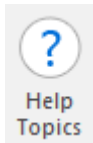
Click this button to list all the entries on a particular day (any single day except the current date).



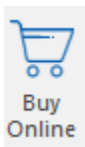
Click this button to register the software after purchase.



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



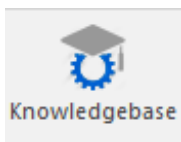
Click this button to open the help manual for **Stellar OST to PST Converter**.



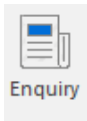
Click this button to purchase the software.



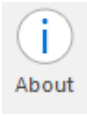
Click this button to open Stellar Information Technology Private Limited online support website.



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



Click this button to submit an enquiry to stellarinfo.com



Click this button to read more information about the software.

Ordering the Software

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

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

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

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

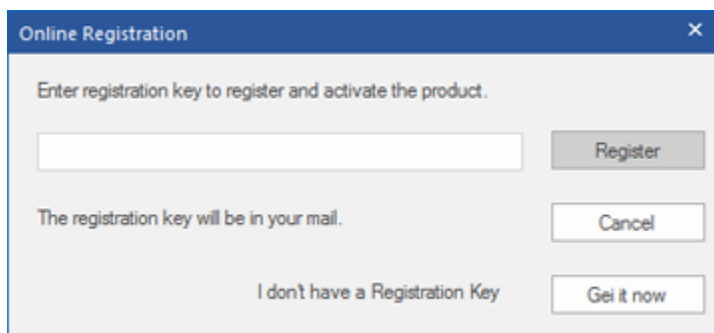
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

Registering the Software

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

To register the software:

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



Online Registration

Enter registration key to register and activate the product.

Register

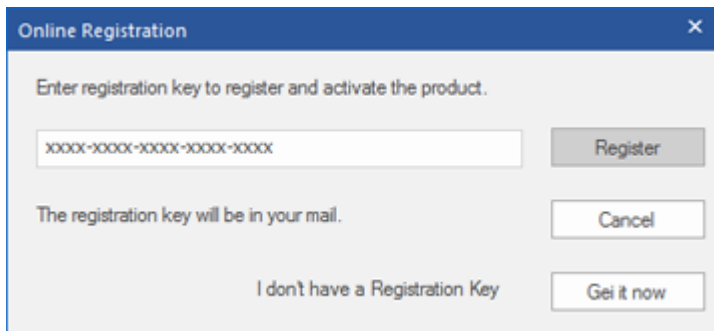
The registration key will be in your mail.

Cancel

I don't have a Registration Key

Get it now

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



Online Registration

Enter registration key to register and activate the product.

Register

The registration key will be in your mail.

Cancel

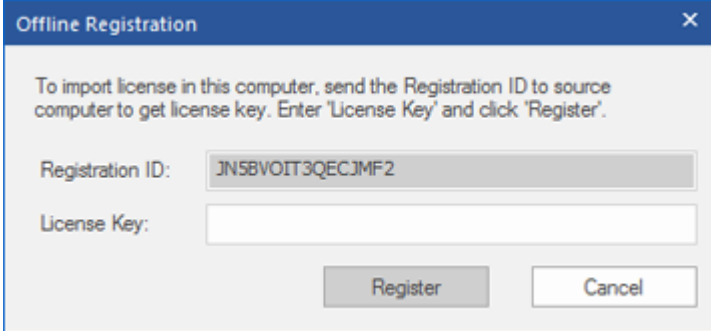
I don't have a Registration Key

Get it now

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

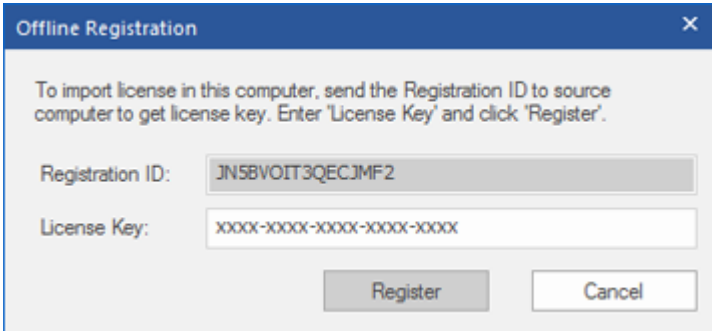
To register the software offline: (When you don't have active Internet connection)

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



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

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



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

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

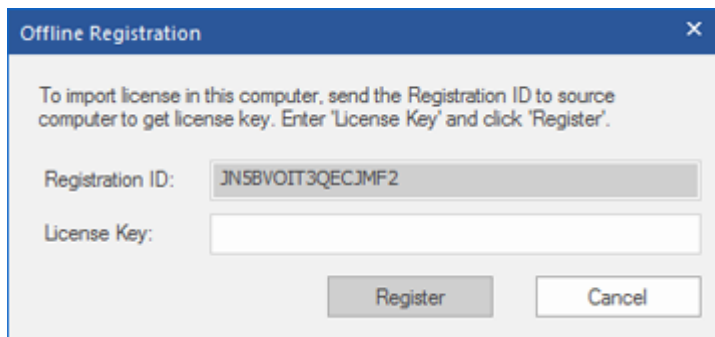
Transfer License

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

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

On Target Computer:

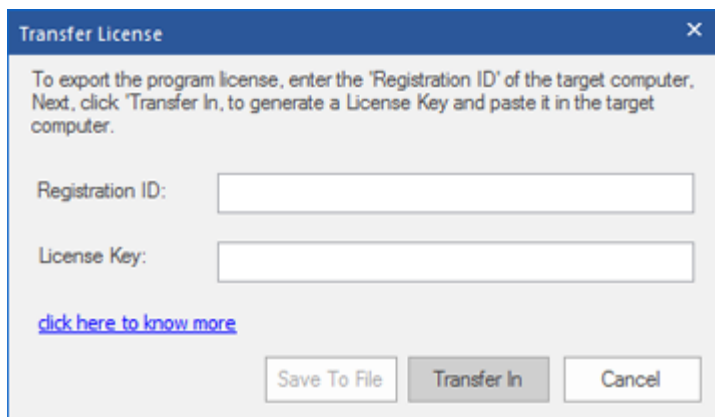
1. Run demo version of the software.
2. In **Registration** Menu on Menu Bar, click **Register**.
3. An **Offline Registration** dialog box will appear, displaying **Registration ID** in its respective field.



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

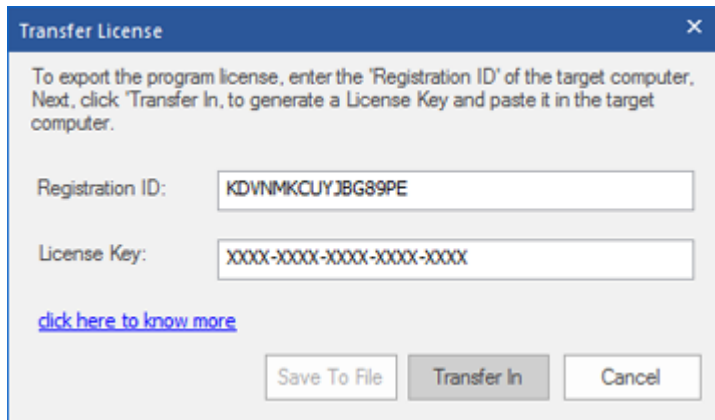
On Source Computer:

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



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

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

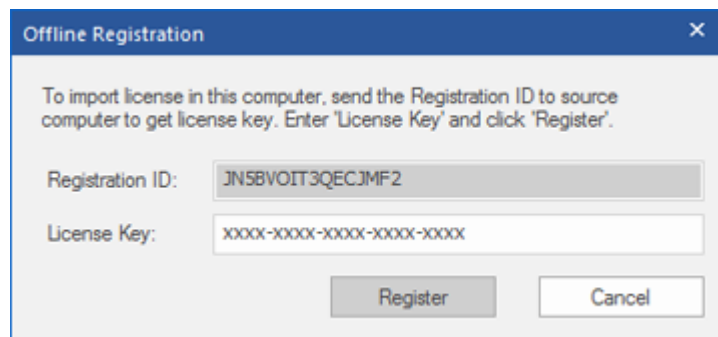


5. You can also save the License Key generated on the source computer. Click **Save to File** button to save the Registration ID and the License Key. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
6. Message ' License Key has been saved successfully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

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

On Target Computer:

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



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

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

Updating the Software

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

To update Stellar OST to PST Converter:

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

Live Update may not happen due to following reasons:

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

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

Stellar Support

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

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

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

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

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

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

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

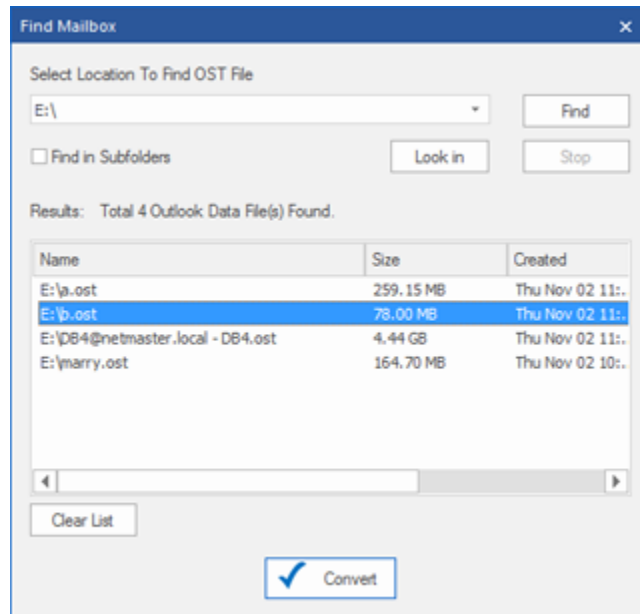
Support Helpline	
Monday to Friday [24 Hrs. A day]	
USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Find OST Files

Stellar OST to PST Converter 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 OST to PST Converter**. **Select Outlook Mailbox** dialog box will appear.
2. Click **Find** button. **Find Mailbox** 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.
6. Select the file you want to convert and click **Convert** button to start the conversion process.



Find OST Files

To find OST files in folders and subfolders:

1. From **Home** menu, click on **Select Outlook Mailbox** icon to open **Select Outlook Mailbox** dialog box.
2. Click **Find** button. **Find Mailbox** dialog box opens.
3. In **Find Mailbox** 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 **Find in 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.

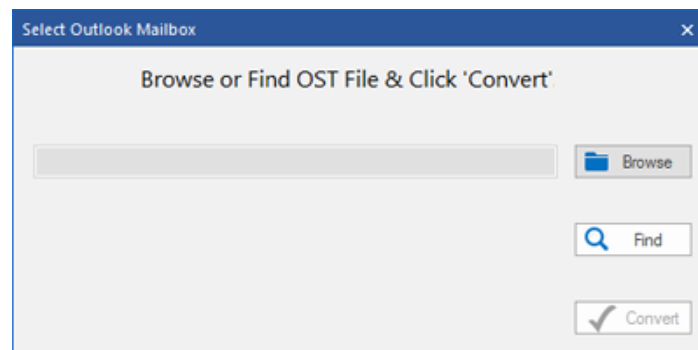
Note: *Click Clear List button to clear the search result.*

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 OST to PST Converter** software.

To convert OST files:

1. Run **Stellar OST to PST Converter** software. From the **Select Outlook Mailbox** 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.

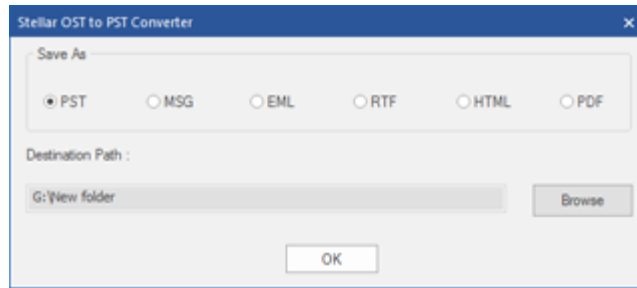


3. After completion of the conversion process, **Stellar OST to PST Converter** application window shows the preview of the OST file. The converted file, along with its original content is shown in a three-pane structure.

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 Menu**.

4. To save the converted OST file, click **Save Converted File** button in **Home Menu**. **Stellar OST to PST Converter** 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.

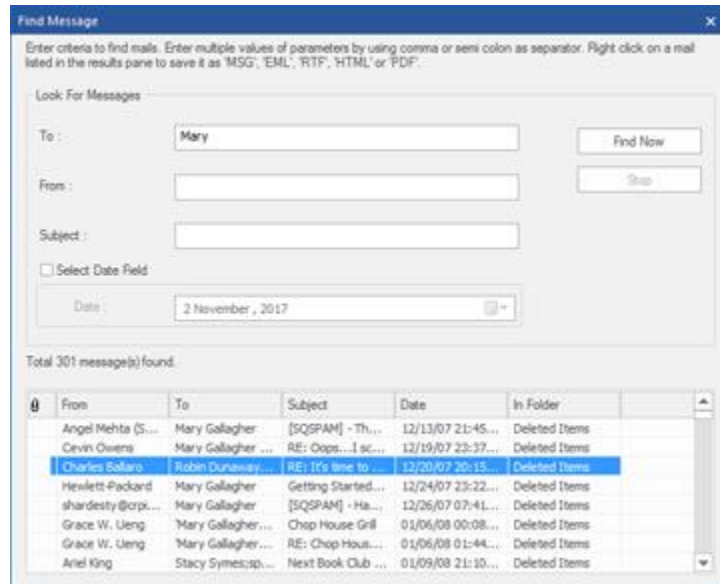
Note: *You can stop the scan and conversion process individually. If you stop the scanning process, then no files will be converted. If you stop the conversion process, then those files will be shown, which got converted until the process had stopped. Also, Microsoft Outlook should get closed before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

Find, View and Save a Single Message

Stellar OST to PST Converter 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 Menu**. **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 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.



Find Message

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.*

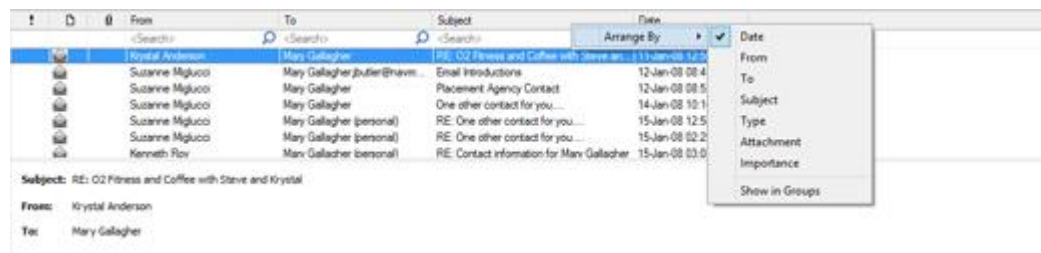
Arrange Scanned Emails

Stellar OST to PST Converter allows you to arrange converted emails as per date, from, to, subject, type, attachment, 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 OST to PST Converter**.
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.



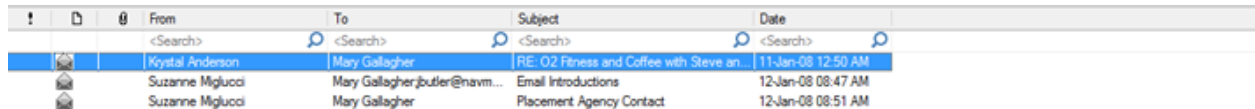
4. Right-click on email grid column headers and you will get the **Arrange By** option.
5. Select either of the following properties from the **Arrange By** list to list the emails as per the selected criteria:
 - **Date**
 - **From**
 - **To**
 - **Subject**
 - **Type**
 - **Attachment**
 - **Importance**
 - **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 OST to PST Converter** 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.



The screenshot shows a table with four columns: From, To, Subject, and Date. Each column has a search box above it. The first row is highlighted in blue. The second and third rows are also visible.

	From	To	Subject	Date
	<Search>	<Search>	<Search>	<Search>
	Kyristal Anderson	Mary Gallagher	RE: O2 Fitness and Coffee with Steve an	11-Jan-08 12:50 AM
	Suzanne Migliucci	Mary Gallagher, butler@navm...	Email Introductions	12-Jan-08 08:47 AM
	Suzanne Migliucci	Mary Gallagher	Placement Agency Contact	12-Jan-08 08:51 AM

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

Import PST file in MS Outlook

To import PST file to Microsoft Outlook 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**.

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:

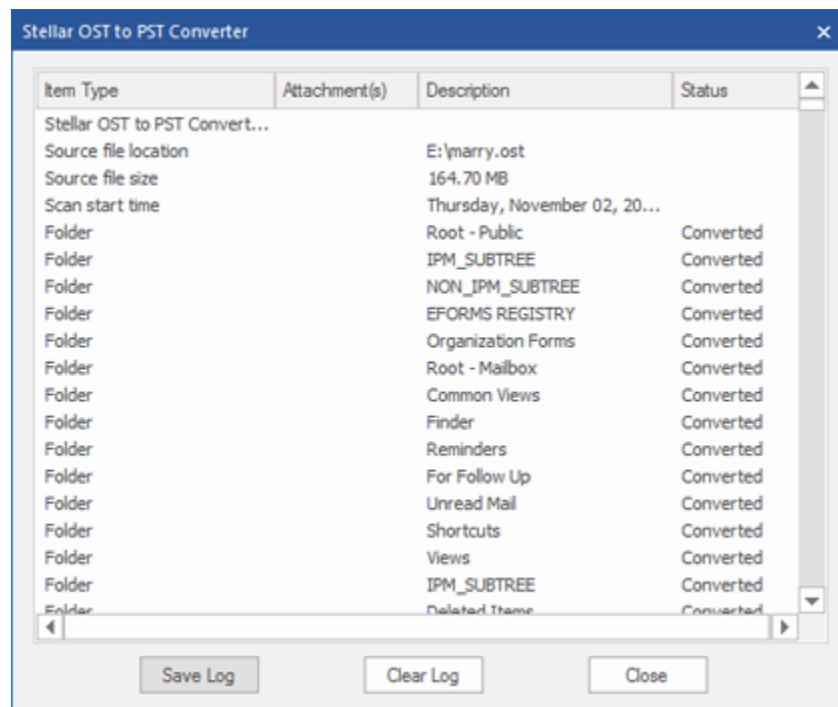
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

Save Log Report

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

To save Log Report:

1. From **View** menu, select **Log Report**.
2. In **Stellar OST to PST Converter** dialog box, click **Save Log**.



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

To clear Log Report:

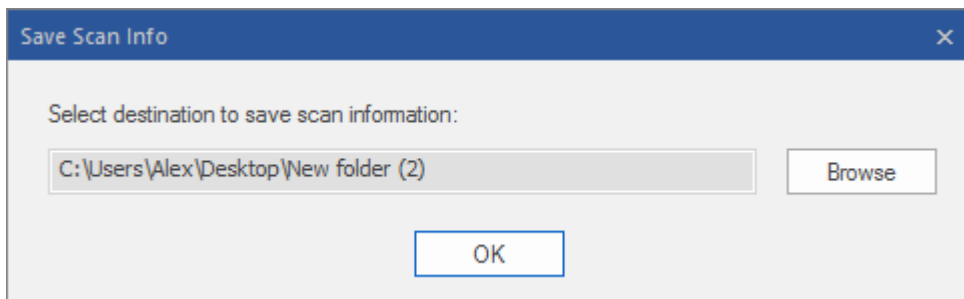
1. From **View** menu, select **Log Report**.
2. In **Stellar OST to PST Converter** dialog box, click **Clear Log**.

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** menu, click **Save Scan Info**.



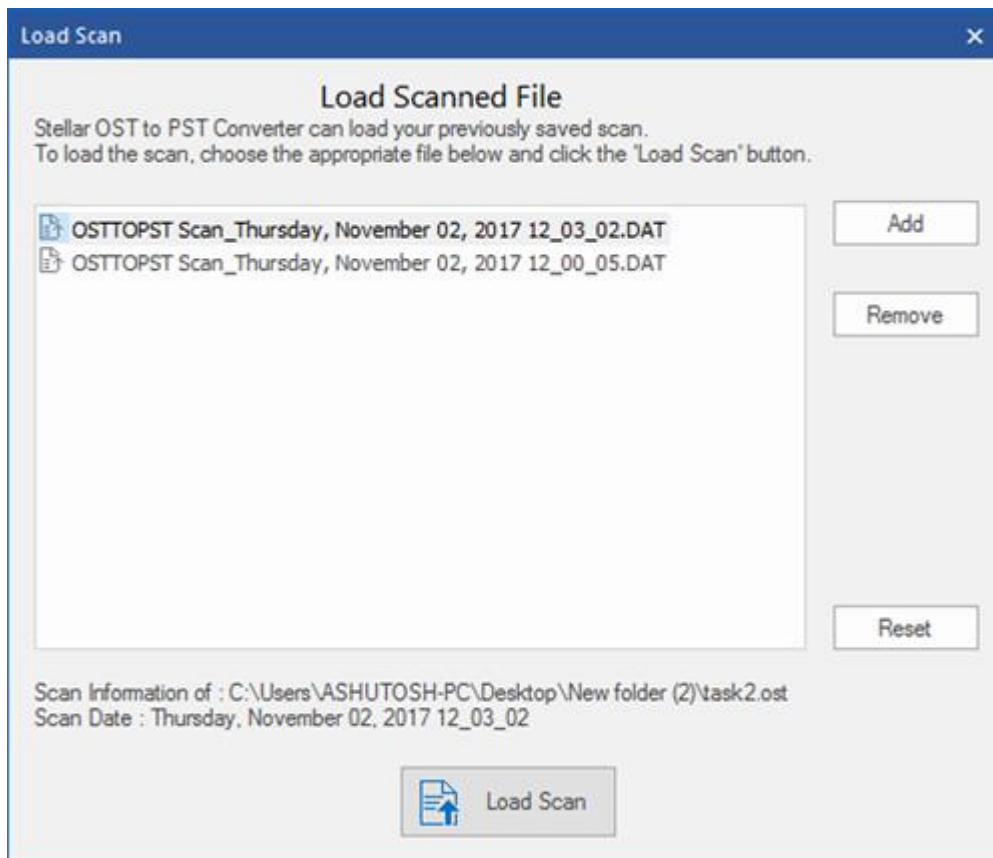
2. **Save Scan Info** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved as. DAT file format.
3. A message box appears, click **OK**.

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.

FAQs

1. Can I convert OST files to any other format?

Stellar OST to PST Converter 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 OST to PST Converter 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. 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.

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Product line:

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

File Recovery

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

E-mail Recovery

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

Data Protection

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

Data Sanitization

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

Data Erasure

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

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