



Stellar Converter for OST

Installation Guide

1. About Stellar Converter for OST

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

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

Key features:

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

2.1 System Requirements

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

Minimum System Requirements:

- **Processor:** Intel-compatible (x86, x64)
- **Operating System:** Window 10 / Windows 8.1 / Windows 8 / Windows 7
- **Memory:** 8 GB (recommended) 4 GB (minimum)
- **Hard Disk:** 250 MB for installation files
- **MS Outlook:** Office 365 / 2019 / 2016 / 2013 / 2010 / 2007

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

2.2. Installation Procedure

To install the software, follow these steps:

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

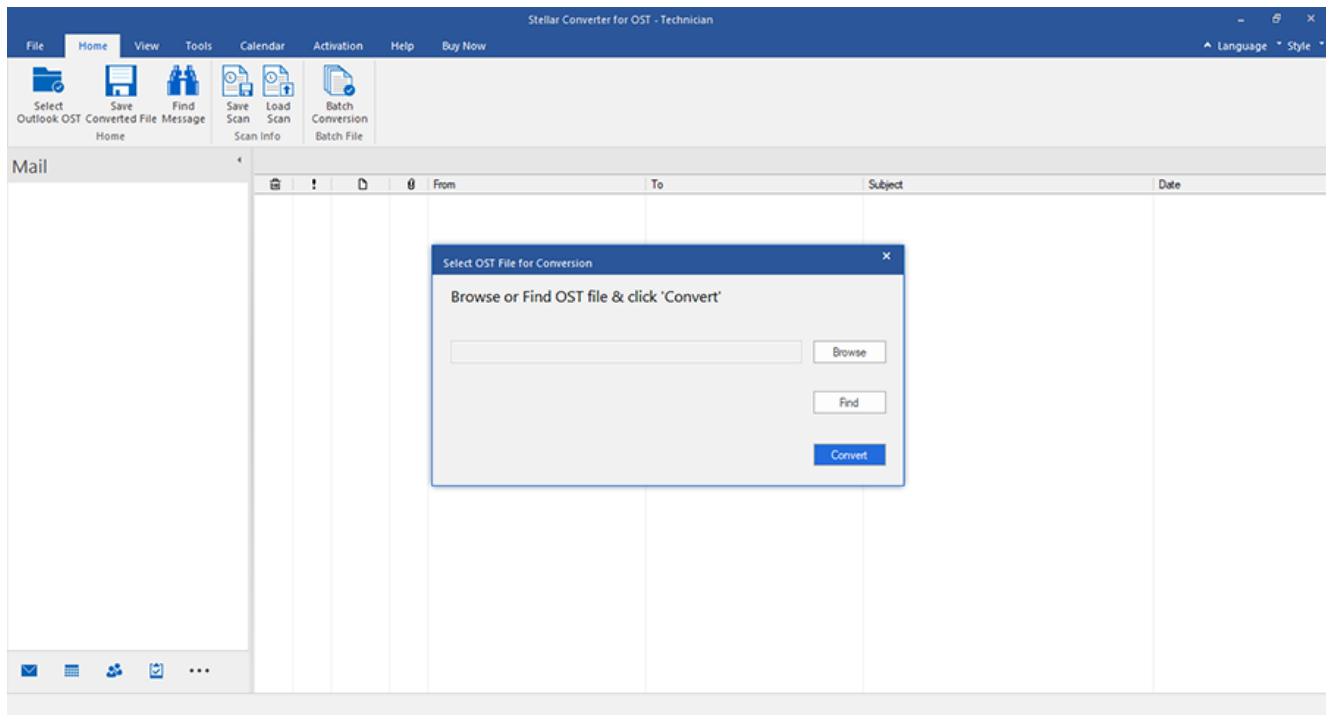
Note: Clear **Launch Stellar Converter for OST** check box to prevent the software from launching automatically.

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.

2.3. 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.

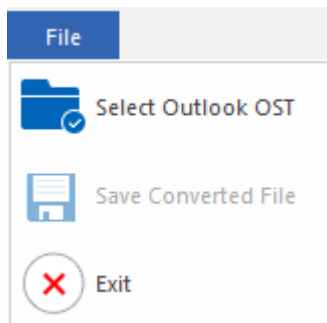
After launching the software, the main user interface appears as shown below:



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

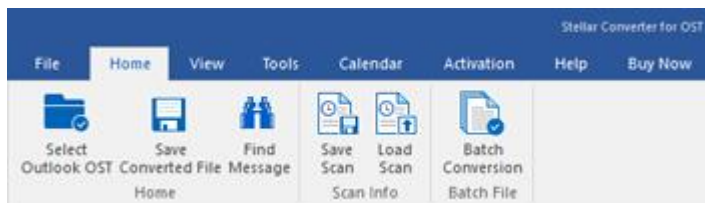
2.3.1. Ribbons

1. File Ribbon



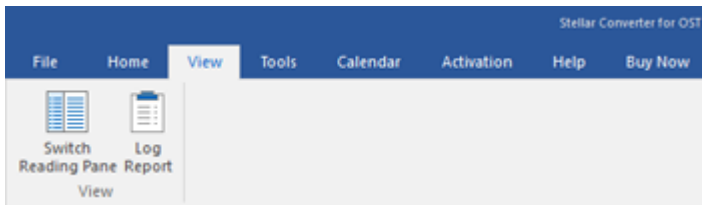
- **Select Outlook OST:** Use this option to select/search for the OST file.
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Exit:** Use this option to close the software.

2. Home Ribbon



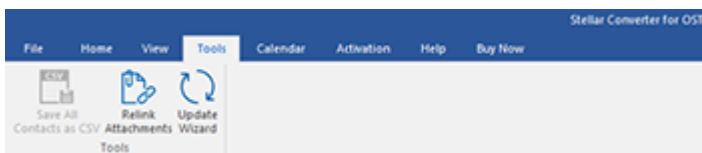
- **Select Outlook OST:** Use this option to select/search for the OST file.
- **Save Converted File:** Use this option to save the converted OST file at your specified location.
- **Find Message:** Use this option to search for specific emails and messages from the list of the scanned emails.
- **Save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

3. View Ribbon



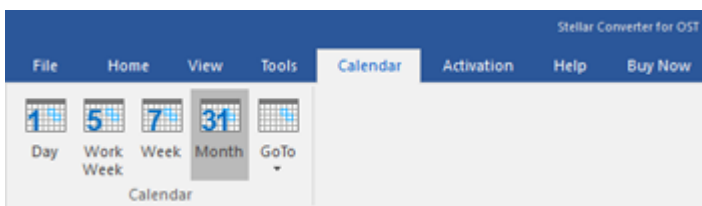
- **Switch Reading Pane:** Use this option to switch between horizontal and vertical views of the reading pane.
- **Log Report:** Use this option to view the log report.

4. Tools Ribbon



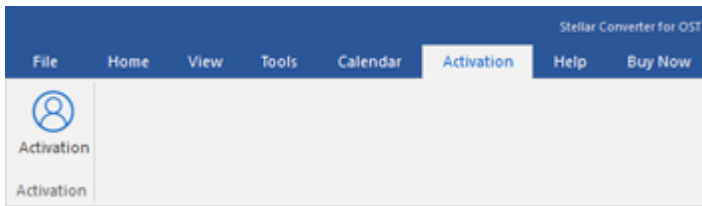
- **Save All Contacts as CSV:** Use this option to save all contacts in CSV file format.
- **Relink Attachments:** Use this button to relink the attachment folder.
- **Update Wizard:** Use this option to update the software.

5. Calendar Ribbon



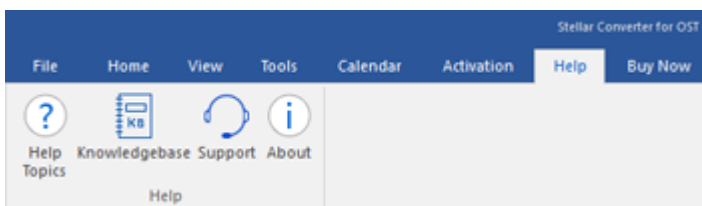
- **Day:** Use this option to list all the entries of a particular day from the list of the scanned emails.
- **Work Week:** Use this option to list all the entries of a workweek.
- **Week:** Use this option to list all the entries of a week.
- **Month:** Use this option to list all the entries for a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

6. Activation Ribbon



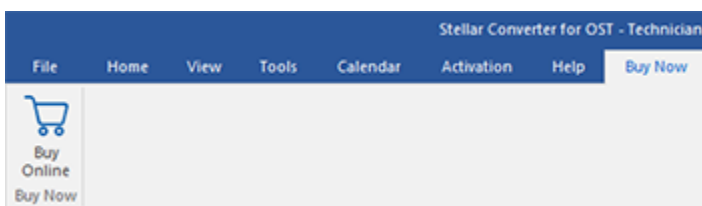
- **Activation:** Use this option to activate the software after purchasing.

7. Help Ribbon



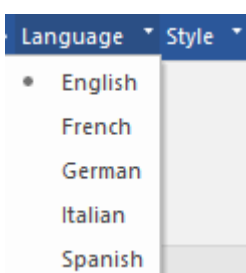
- **Help Topics:** Use this option to open the help manual of the software.
- **Knowledgebase:** Use this option to visit the Knowledgebase articles of stellarinfo.com.
- **Support:** Use this option to visit the [support](http://support.stellarinfo.com) page of stellarinfo.com.
- **About:** Use this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

8. Buy Now Ribbon



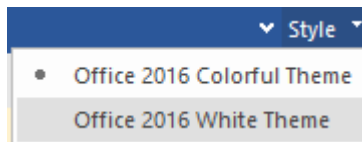
- **Buy Online:** Use this option to buy **Stellar Converter for OST**.

9. Language Menu



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

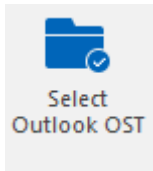
10. Style Ribbon



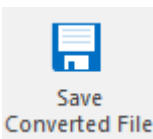
- **Style:** Use this option to switch between various themes for the software, as per your choice. **Stellar Converter for OST - Technician** offers the following themes: **Office 2016 Colorful Theme** and **Office 2016 White Theme**.

2.3.2. Buttons

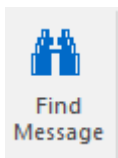
Stellar Converter for OST - Technician toolbar has following buttons/options:



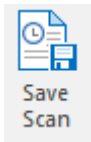
Click this button to open **Select OST File for Conversion** window.



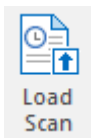
Click this button to save the converted file to a location of your choice.



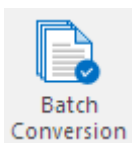
Click this button to open **Find Message** dialog box, using which you can search for specific emails using the sender's email, recipient's email, subject, or date.



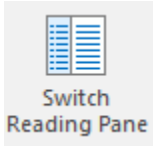
Click this button to save scanned information of files.



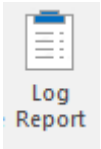
Click this button to load the saved scan files.



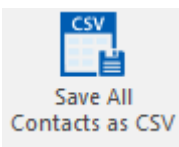
Click this button to go to the **Batch Conversion Module**.



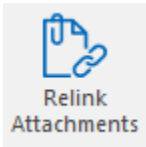
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in the left-pane, by default, the right pane shows the details in the horizontal columns position. You can click **Switch Reading Pane** icon to change the position to vertical columns.



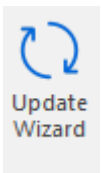
Click this button to view the **log report**, which contains the details of the conversion process.



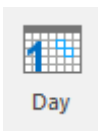
Click this button to save all contacts in CSV file format.



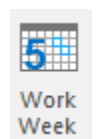
Use this button to relink the attachment folder.



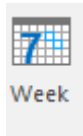
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



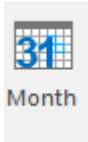
Click this button to list all the entries of one particular day from the calendar.



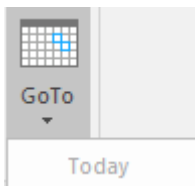
Click this button to list all the entries of a workweek.



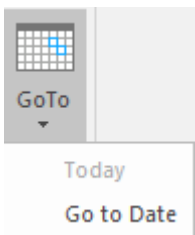
Click this button to list all the entries of a week.



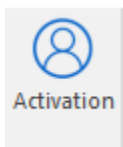
Click this button to list all the entries for a particular month.



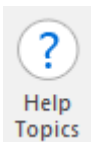
Click this button to list all the entries of the current date.



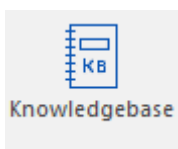
Click this button to list all the entries on a particular day (any single day except the current date).



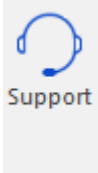
Click this button to activate the software.



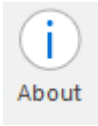
Click this button to open the help manual for **Stellar Converter for OST - Technician.**



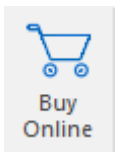
Click this button to visit the knowledgebase articles of stellarinfo.com



Click this button to open stellarinfo.com online support website.



Click this button to read more information about the software.




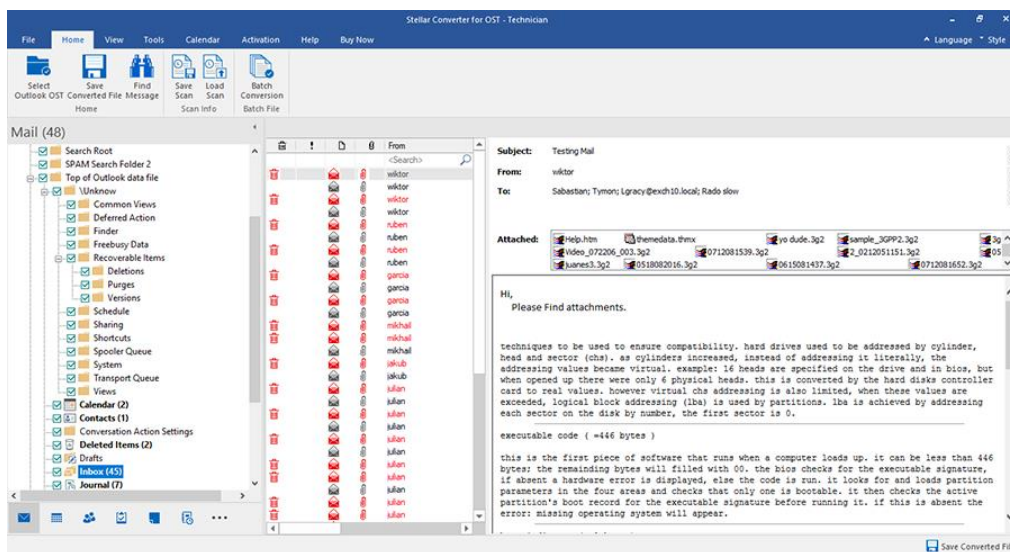
Click this button to purchase the software.


2.4. Preview Tabs

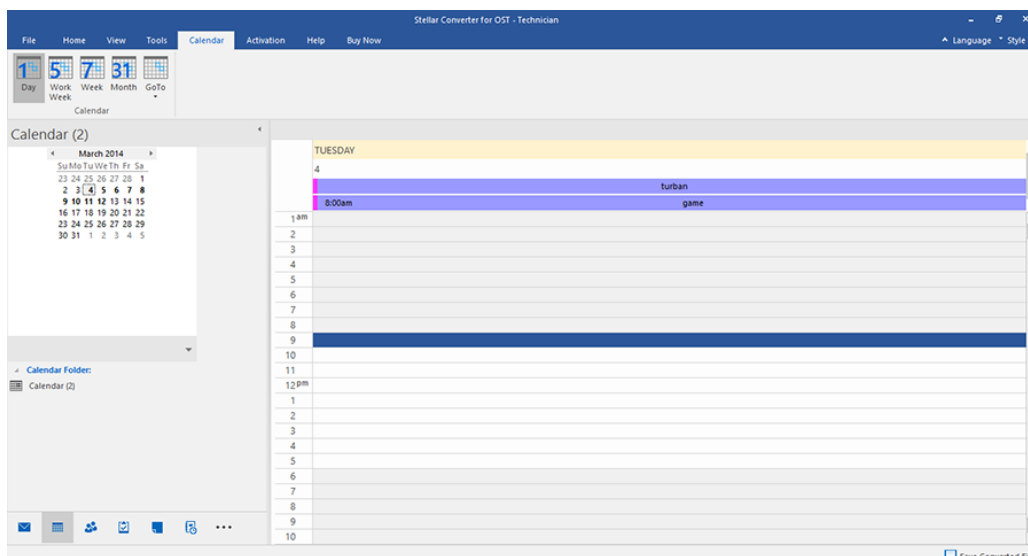
Stellar Converter for OST - Technician provides options to navigate between **Mails**, **Calendar**, **Contacts**, **Tasks**, **Notes** and **Journal** views at the bottom of the left pane. It also allows you to reset/modify the **Navigation Pane Options**.



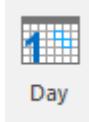
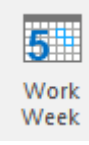
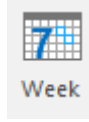
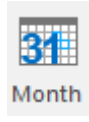
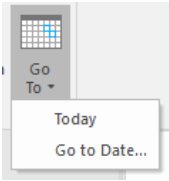
- Click **Mail**  icon to preview all the emails saved in the selected mailbox.




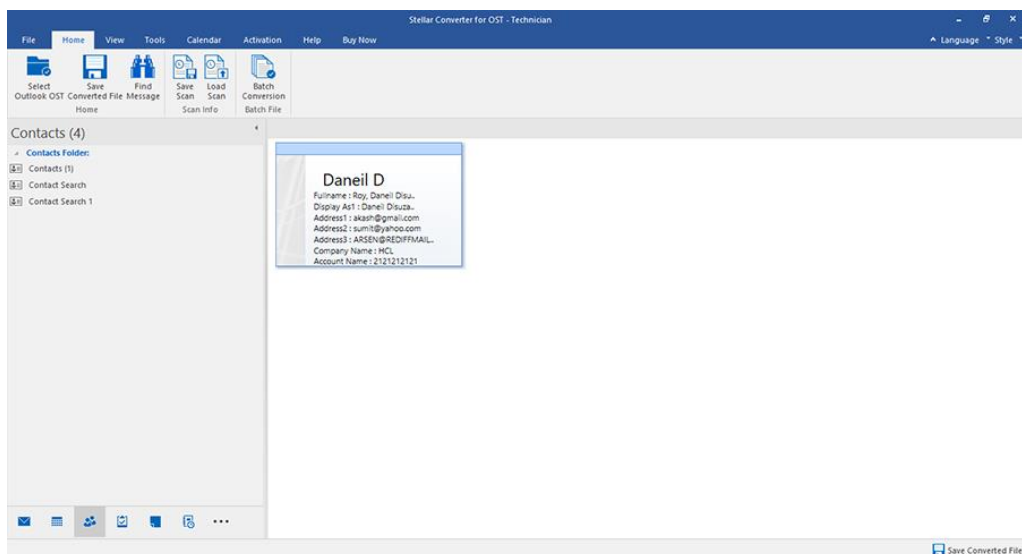
- Click **Calendar**  icon to preview the calendar saved in the selected mailbox. It displays the schedule in an organized and efficient manner.




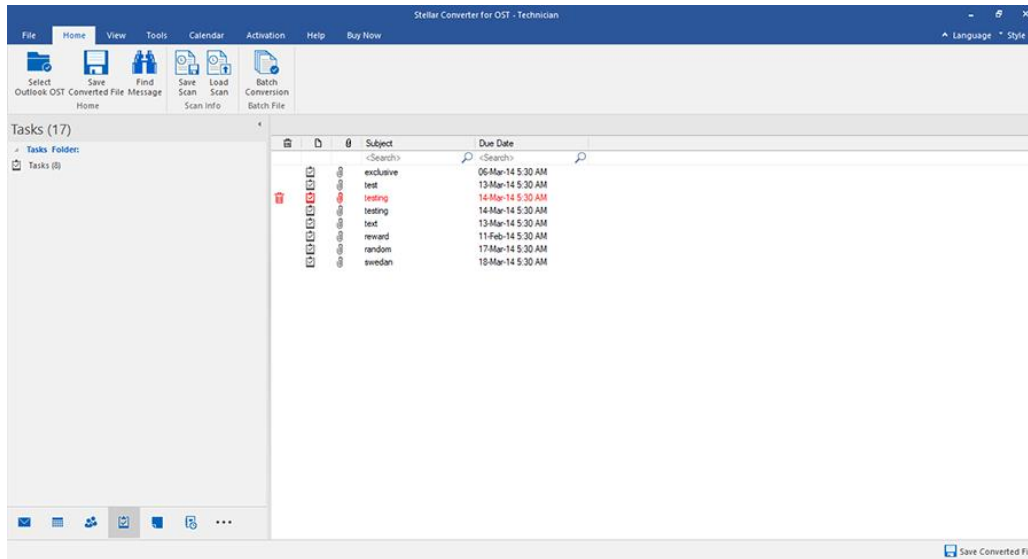
Calendar window displays the schedule created in the selected mailbox.


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

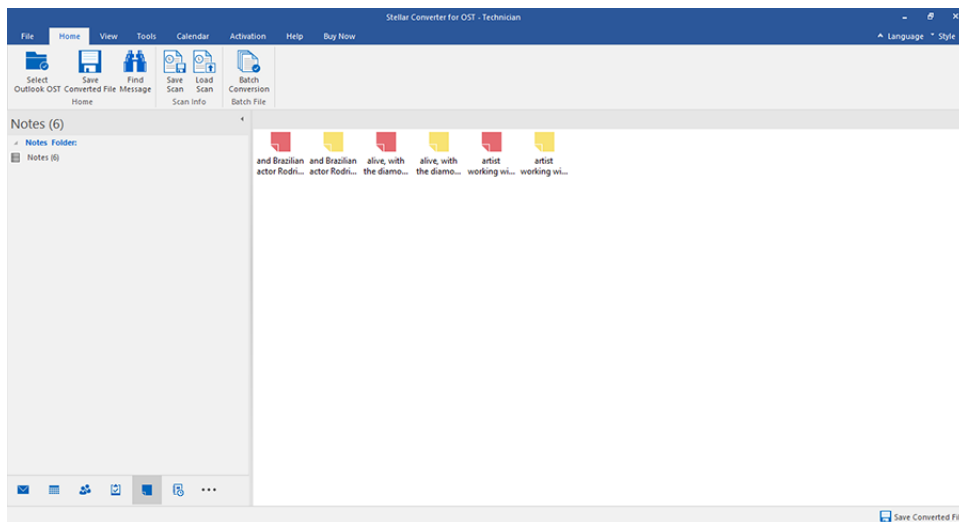
- Click **Contacts**  icon to preview all the contacts saved in the selected mailbox.




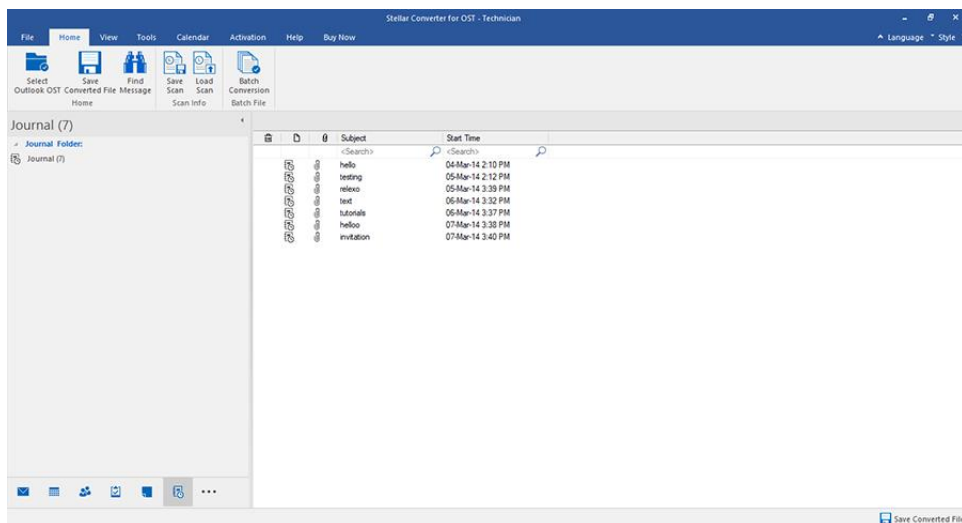
- Click **Tasks**  icon to preview all the tasks saved in the selected mailbox.



- Click **Notes**  icon to preview all the notes saved in the selected mailbox.

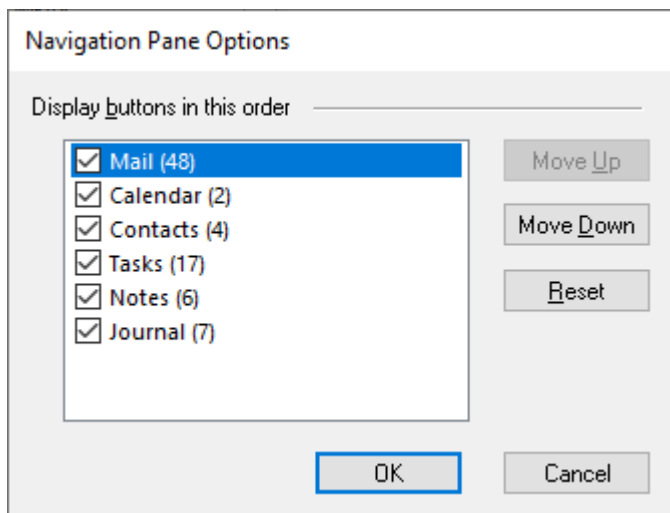


- Click **Journal**  icon to preview all the created journal entries saved in the selected mailbox.



- Click  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** window.

To modify/reset the navigation pane options:



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

2.5. 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 menu bar to purchase the software online.

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

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

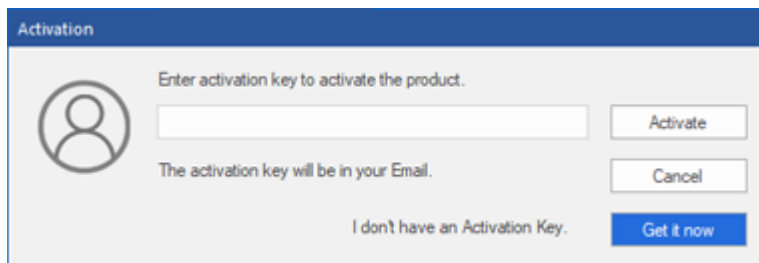
2.6. Activating the Software

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

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

Steps to activate the software:

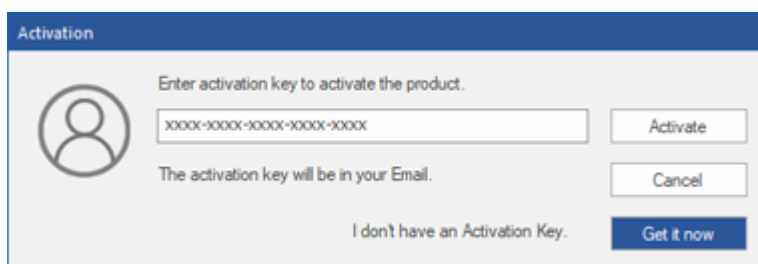
1. Run **Stellar Converter for OST**.
2. Click the **Activation** button on the **Buy Now** ribbon. A window, as displayed below, pops up on the screen.



Note:

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

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



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

2.7. Updating the Software

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

To update Stellar Converter for OST:

Automatic Update:

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

Manual Update:

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

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

Live Update may not happen due to following reasons:

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

- Unable to locate executable file

2.8. 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://stellarinfo.com/support/>
- Search in our extensive Knowledgebase at <https://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

3. Legal Notices

Copyright

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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

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!



File Repair

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.



Data Erasure

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.



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.



Database Repair

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



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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