



Stellar Undelete Email for Outlook

User Guide 9.0

1.1. About Stellar Undelete Email for Outlook

Stellar Undelete Email for Outlook successfully recovers accidentally deleted and lost emails, folders, calendars, appointments, meeting requests, contacts, tasks, task requests, journals, notes as much as possible which minimize the loss of corruption.

It is a powerful software to recover deleted mails either from PST and OST files, created by MS outlook. All the message, calendar events, notes, etc. are discovered. You can also save emails in any one of the six following formats:

- PST
- MSG
- EML
- PDF
- HTML
- RTF

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

Key features:

- Support for MS Office 2019, 2016, 2013, 2010 and 2007.
- New and enhanced GUI.
- Option to save and load scan information.
- Option to recover Mailbox from OST and PST files.
- Recover all your accidentally/intentionally deleted mails, even after emptying the 'Deleted Items' folder.
- Recover deleted mails and all other objects even from password protected files
- Recovers all types of deleted attachments such as Excel Worksheets, Word documents, images and so on.
- Enables you to view messages in a 3-view format.
- Find option to search emails faster.
- Recovers e-mails, calendar entries, contacts, notes, tasks and journals from outlook mailbox files.

- The recovered 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.
- 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, deleted and Importance. You can also arrange scanned emails in the form of groups.

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/deleted-email/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

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Stellar Undelete Email for Outlook

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1.5. About 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

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

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

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

Database Repair

Email Backup Tools

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



[Know More -->](#)

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



[Know More -->](#)

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.



[Know More -->](#)

Photo and Video Tools

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



Utility Tools

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



Stellar Toolkits

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



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

2.1. 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
- **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 recovering the Outlook mailbox 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 **StellarUndeleteforOutlook.exe** executable file to start the installation. **Setup - Stellar Undelete Email for Outlook** 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 Undelete Email for Outlook Setup Wizard** window is displayed. Click **Finish**.

Note: Clear Launch **Stellar Undelete Email for Outlook** check box to prevent the software from launching automatically.

Note: If you have **Stellar Undelete Email for Outlook** 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 Undelete Email for Outlook** as well.

2.2. Launching the Software

To launch Stellar Undelete Email for Outlook in Windows 10:

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

To launch Stellar Undelete Email for Outlook in Windows 8.1 / 8:

- Click **Stellar Undelete Email for Outlook** tile on the home screen. Or,
- Double click **Stellar Undelete Email for Outlook** icon on the desktop.

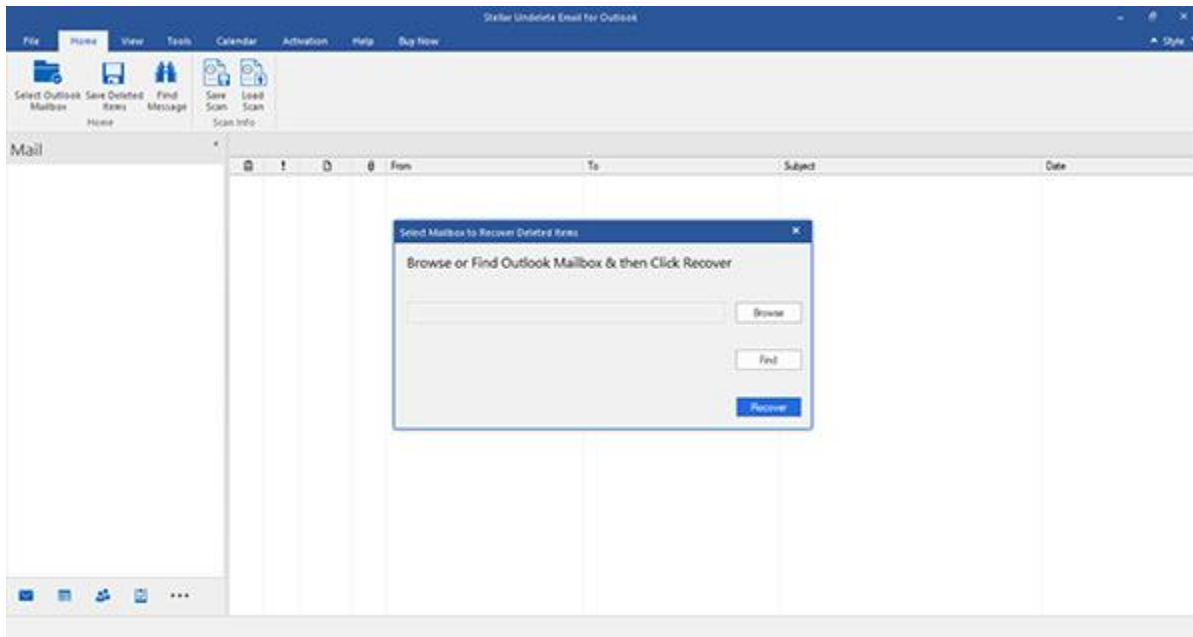
To launch Stellar Undelete Email for Outlook in Windows 7:

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

2.3. User Interface

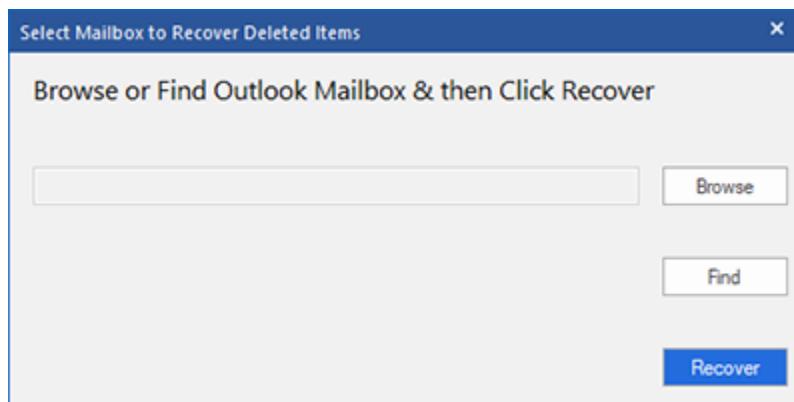
Stellar Undelete Email for Outlook has a simple and easy to use Graphical User Interface (GUI). The GUI of **Stellar Undelete Email for Outlook** resembles the GUI of MS Office 2016.

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 Undelete Email for Outlook**, the **Select Mailbox to Recover Deleted Items** dialog box opens as shown below:



To select an outlook mailbox file, click on **Browse** button. Select the outlook mailbox file that needs to be recovered and then click **Recover** to initiate the recovery process.

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

Note: *We can view **Select Mailbox to Recover Deleted Items** dialog box by selecting **Select Outlook Mailbox** in the **File** ribbon.*

2.3.1. Ribbons

File

Select Outlook Mailbox

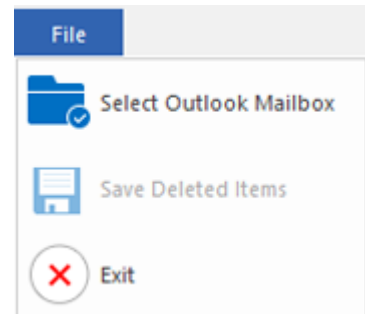
Opens Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.

Save Deleted Items

It saves the recovered deleted items of mailbox file at your specified location.

Exit

Use this option to close the application.



File Ribbon

Home

Select Outlook Mailbox

Open Select Mailbox to Recover Deleted Items dialog box, using which you can select/search for Outlook Mailbox files.

Save Deleted Items

It saves the recovered deleted items of mailbox file at your specified location.

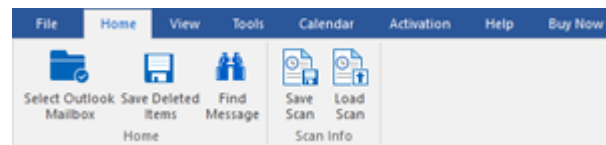
Find Message

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



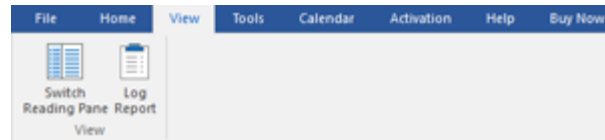
Home Ribbon

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

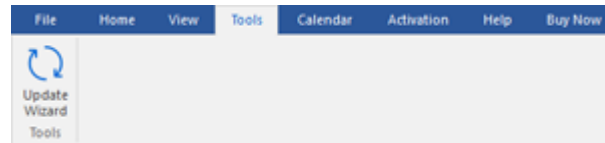
Use this option to view the log report.

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.

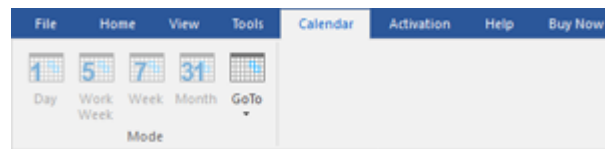
Work Week

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).

Month



Calendar Ribbon

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

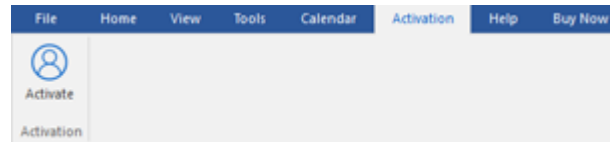
GoTo

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

Activation

Activate

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



Activation Ribbon

Help

Help Topics

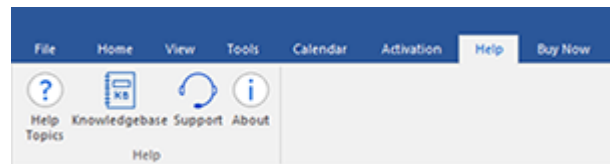
Use this option to open the help manual of the software.

Knowledgebase

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

Support

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



Help Ribbon

About

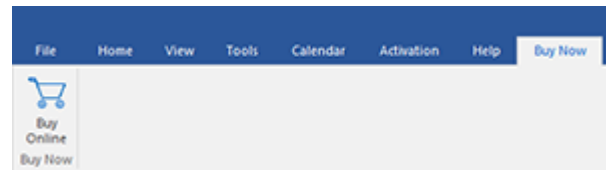
Use this option to read information about the software.

Buy Now

Buy Online

Use this option to [buy](#) **Stellar Undelete**

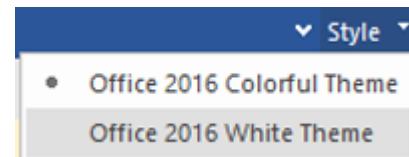
Email for Outlook.



Buy Now Ribbon

Style

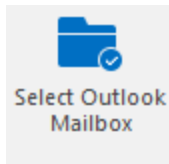
Use this option to switch between various themes for the software, as per your choice. **Stellar Undelete Email for Outlook** offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**.



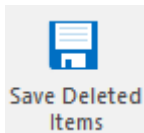
Style Ribbon

2.3.2. Buttons

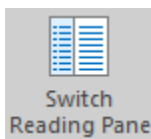
Stellar Undelete Email for Outlook toolbar has following buttons/options:



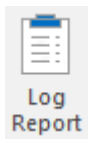
Click this button to open **Select Mailbox to Recover Deleted Items** dialog box.



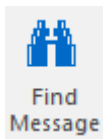
Click this button to save the recovered file to a location of your choice.



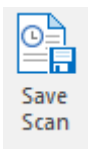
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns. Click **Switch Reading Pane** button to change the position to vertical columns.



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



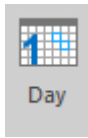
Click this button to save scanned information of files.



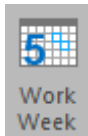
Click this button to load the saved scan files.



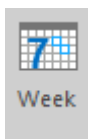
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



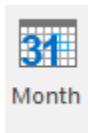
Click this button to list all the entries of one particular day from the list of the scanned emails.



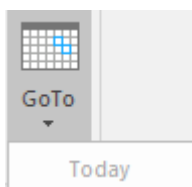
Click this button to list all the entries of a work week (from Monday to Friday).



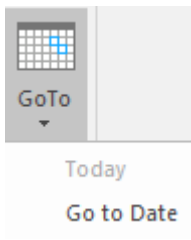
Click this button to list all the entries of a week (from Monday to Sunday).



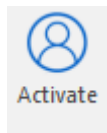
Click this button to list all the entries for a particular month.



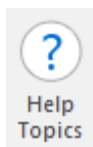
Click this button to list all the entries of the current date.



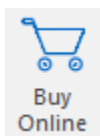
Click this button to list all the entries on a particular day (any single day except the current date).



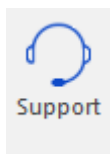
Click this button to activate the software after purchase.



Click this button to open the help manual for **Stellar Undelete Email for Outlook**.



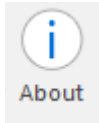
Click this button to purchase the software.



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 Undelete Email for Outlook**, click [here](#).

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

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

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

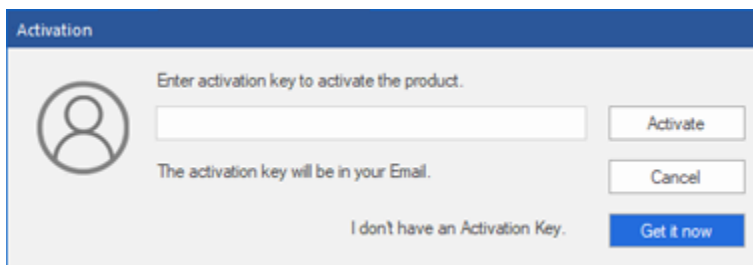
Once the order is confirmed, you receive a registration key through e-mail. You require this key to activate the software.

2.5. Activating the Software

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

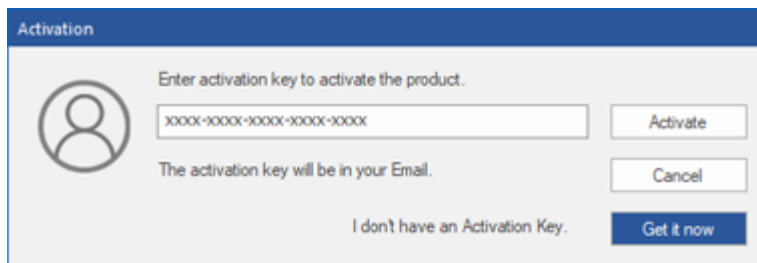
To activate the software:

1. Run demo version of **Stellar Undelete Email for Outlook** software.
2. On **Activation** ribbon, click **Activate** option. *Online Activation window is displayed as shown below:*



The screenshot shows a window titled "Activation" with a blue header bar. On the left is a circular icon containing a person silhouette. To the right of the icon, the text "Enter activation key to activate the product." is displayed above a white text input field. Below the input field, the text "The activation key will be in your Email." is shown. At the bottom left, there is a link that says "I don't have an Activation Key." To the right of the input field are two buttons: "Activate" and "Cancel". At the bottom right, there is 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, a 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 the example 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 Undelete Email for Outlook** 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 Undelete Email for Outlook:

1. Go to **Tools** option in **Ribbon 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.*

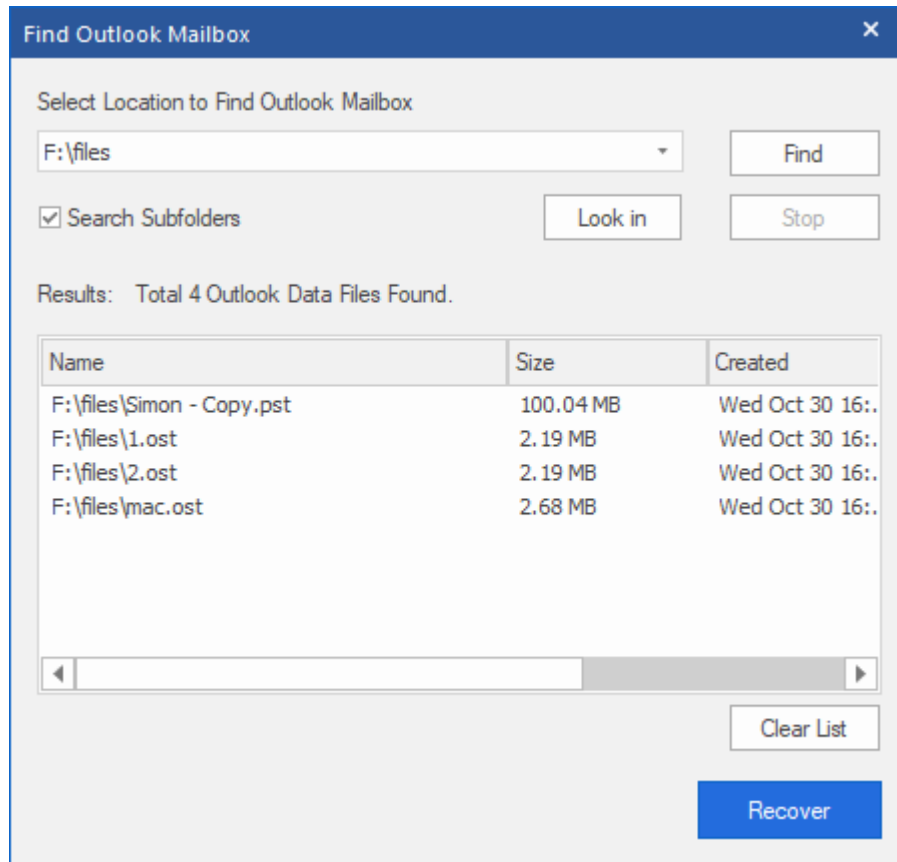
3.1. Find Outlook Mailbox Files

Stellar Undelete Email for Outlook allows you to recover your lost or deleted data from your Outlook Mailbox File. Using the Find option, you can search for Outlook mailbox files in your computer's drives, folders, and subfolders. However, you can only select one drive at a time to search for Outlook Mailbox files.

To Find Outlook Mailbox Files in drives:

1. Open **Stellar Undelete Email for Outlook. Select Mailbox to Recover Deleted Items** dialog box will appear.

2. Click **Find** button. **Find Outlook Mailbox** dialog box opens.



Find Outlook Mailbox Files

3. Select the drive you want to search for **Outlook Mailbox** 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 mailbox files found in the selected drive is shown in the **Results** section.
6. Select the file you want to recover and click **Recover** button to start the recovery process.

To find Outlook Mailbox files in folders and subfolders:

1. From **Home ribbon**, click on **Select Outlook Mailbox** icon to open **Select Mailbox to Recover Deleted Items** dialog box.
2. Click **Find** button. **Find Outlook Mailbox dialog** box opens.
3. In **Find Outlook Mailbox** dialog box, select the drive you want to search for mailbox files.
4. Click **Look in** button and select the folder from which you want to search mailbox 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 mailbox file found in the selected drive is shown in the **Results** section.
7. Select the file you want to recover and click **Recover** button to start the recovery process.

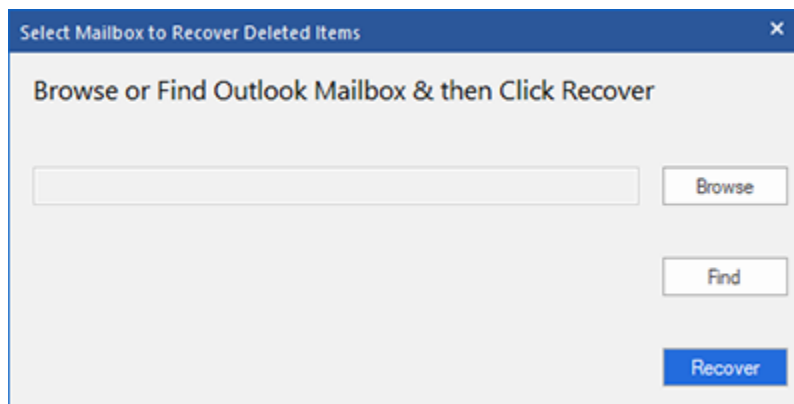
Note: Click *Clear List* button to clear the search result.

3.2. Recover Deleted Items of a Mailbox

If you know the location of outlook mailbox files, then you can directly specify the location and start recovering outlook mailbox file to PST file. If you do not know the location, then you can search for outlook mailbox file by using the **Find** option of **Stellar Undelete Email for Outlook** software.

To recover Outlook mailbox files:

1. Run **Stellar Undelete Email for Outlook** software. From the **Select Outlook Mailbox** dialog box, select / find the Outlook Mailbox files that you want to recover. Click Recover to initiate recovery of the selected Outlook Mailbox file.
2. The time required for recovery depends on the size of selected Outlook Mailbox file. You can stop the recovery process by clicking **Stop** button, that appears during the recovery of selected Outlook Mailbox file.

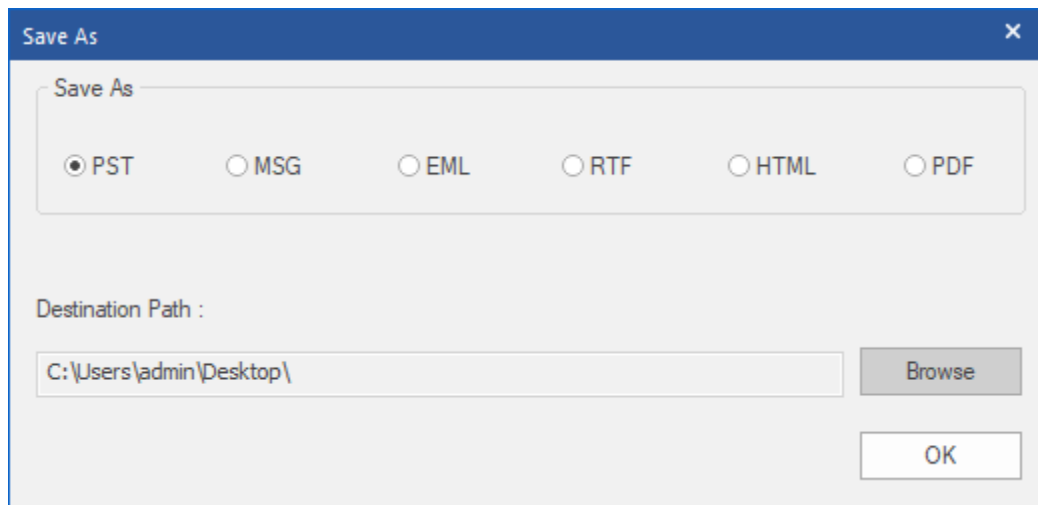


3. After completion of the recovery process, **Stellar Undelete Email for Outlook** application window shows the preview of the Outlook Mailbox file. The recovered file, along with its original content is shown in a three-pane structure.

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 recovered Outlook Mailbox file, click **Save Deleted Items** 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 recovered 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 recovery process individually. If you stop the scanning process, then no files will be recovered. If you stop the recovery process, then those files will be shown, which got recovered until the process had stopped. Also, Microsoft Outlook should get closed before saving the recovered outlook mailbox file

3.3. Find, View and Save a Single Message

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

To find messages:

1. Click on **Find Message** icon in **Home Ribbon**. **Find Message** dialog box opens.
2. Specify the search criteria in **Find Message** dialog box.

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

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

#	From	To	Subject	Date	In Folder
	Angel Mehta (S...	Mary Gallagher	[SQSPAM] - Th...	12/13/07 21:45...	Deleted Items
	Cavin Owens	Mary Gallagher ...	RE: Oops...1 sc...	12/19/07 23:37...	Deleted Items
	Charles Ballaro	Robin Dunaway...	RE: It's time to ...	12/20/07 20:15...	Deleted Items
	Hewlett-Packard	Mary Gallagher	Getting Started...	12/24/07 23:22...	Deleted Items
	shandesty@corp...	Mary Gallagher	[SQSPAM] - Ha...	12/26/07 07:41...	Deleted Items
	Grace W. Ueng	Mary Gallagher...	Chop House Grill	01/06/08 00:08...	Deleted Items
	Grace W. Ueng	Mary Gallagher...	RE: Chop Hous...	01/06/08 01:44...	Deleted Items
	Ariel King	Stacy Symes:sp...	Next Book Club ...	01/09/08 21:10...	Deleted Items

Find Message

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.

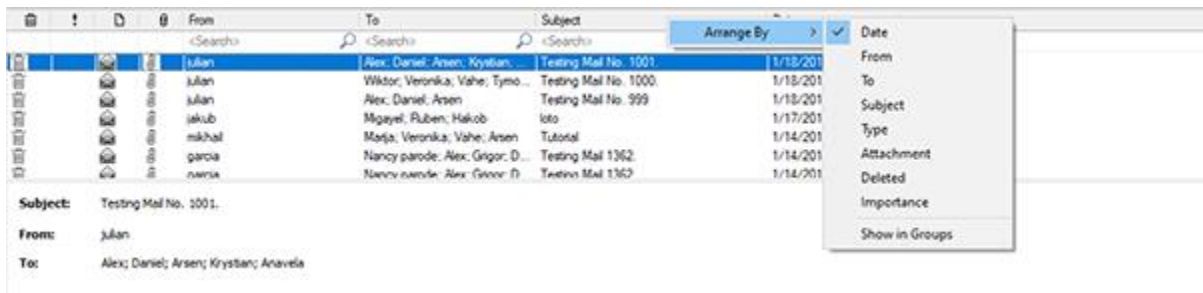
3.4. Arrange Scanned Emails

Stellar Undelete Email for Outlook allows you to arrange recovered 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 Undelete Email for Outlook**.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails from the recovered Outlook Mailbox 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**
 - **Deleted**
 - **Importance**
 - **Show in Groups**

Search e-mails option at mail grid

You can search for specific emails from preview pane itself. Once the recovered Outlook Mailbox 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 Undelete Email for Outlook** application.
2. Select the Outlook Mailbox file that needs recover.
3. After scanning, the application will list all the emails recovered from the Outlook Mailbox 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
	Julian	Alex, Daniel, Arsen, Kyril...	Testing Mail No. 1001	1/18/2014 2:33 AM
	Julian	Wiktor, Veronika, Vahé, Tymo...	Testing Mail No. 1000	1/18/2014 2:29 AM
	Julian	Alex, Daniel, Arsen	Testing Mail No. 999	1/18/2014 2:20 AM
	Jakub	Miguel, Ruben, Hakob	lots	1/17/2014 2:11 AM
	Michal	Marja, Veronika, Vahé, Arsen	Tutorial	1/14/2014 9:43 PM
	garcia	Nancy parode, Alex, Gigor, D...	Testing Mail 1362	1/14/2014 2:09 AM
	nwnix	Nancy parode, Alex, Gigor, D...	Testing Mail 1362	1/14/2014 2:09 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** ribbon, select **Open & Export**.
- Select **Import / Export** option from the right pane.
- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
- In **Import a File** dialog box, select **Outlook Data File (.pst)**, click **Next**.
- Click **Browse** to locate the PST file that needs to get imported. In the options box, select an appropriate option. Click **Next**.
- In **Import Outlook Data File** dialog box, select the folders that should get imported into Microsoft Outlook. Click **Finish**.

To import PST file in Microsoft Outlook 2010:

- Open **Microsoft Outlook**. From **File** ribbon, select **Open -> Import**. (For MS Outlook 2013, select Open and Import from File Ribbon)
- 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** ribbon, select **Import and Export**.
- From **Import and Export Wizard** window, select **Import from another program or file**, click **Next**.
- In **Import a File** dialog box, select **Personal Folder File (PST)**, click **Next**.
- Click **Browse** to locate the PST file that needs to get imported. In the options box, select an appropriate option. Click **Next**.
- In **Import Personal Folders** dialog box, select the folders that should get imported into Microsoft Outlook. Click **Finish**.

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

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

1. Navigate to the location where MSG file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file as a regular e-mail in MS Outlook window.

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

1. Navigate to the location where EML file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file as a regular e-mail in MS Outlook window.

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

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

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

1. Navigate to the location where HTML file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in your default browser.

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

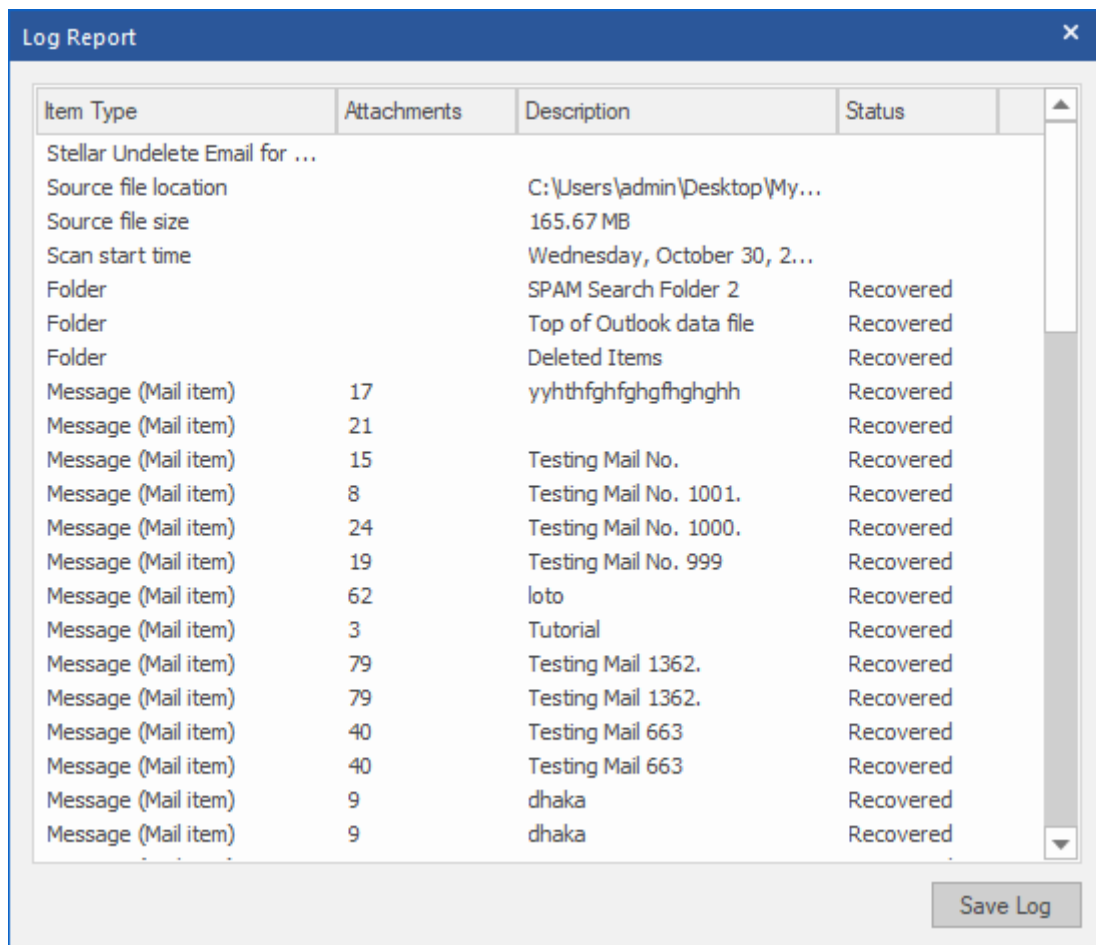
1. Navigate to the location where PDF file is saved or click on the link displayed in success message dialog box.
2. Double-click to open the file in a PDF file reader.

3.7. Save Log Report

With **Stellar Undelete Email for Outlook**, 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**.



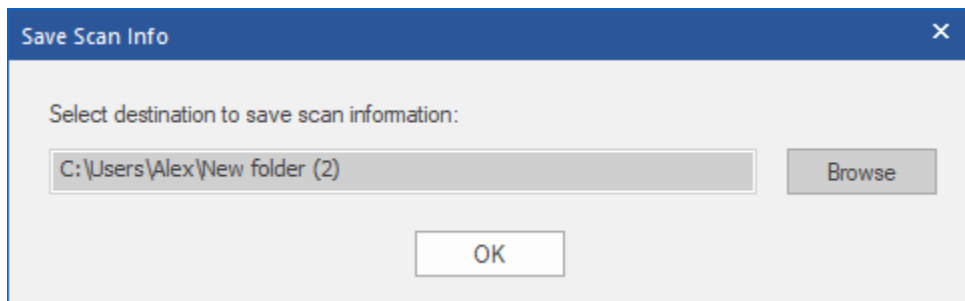
3. In **Save As** dialog box, specify the location where you want to save the log file. Click **Save**.

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 Outlook Mailbox file again.

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

1. From the **Home** ribbon, click **Save Scan** button.



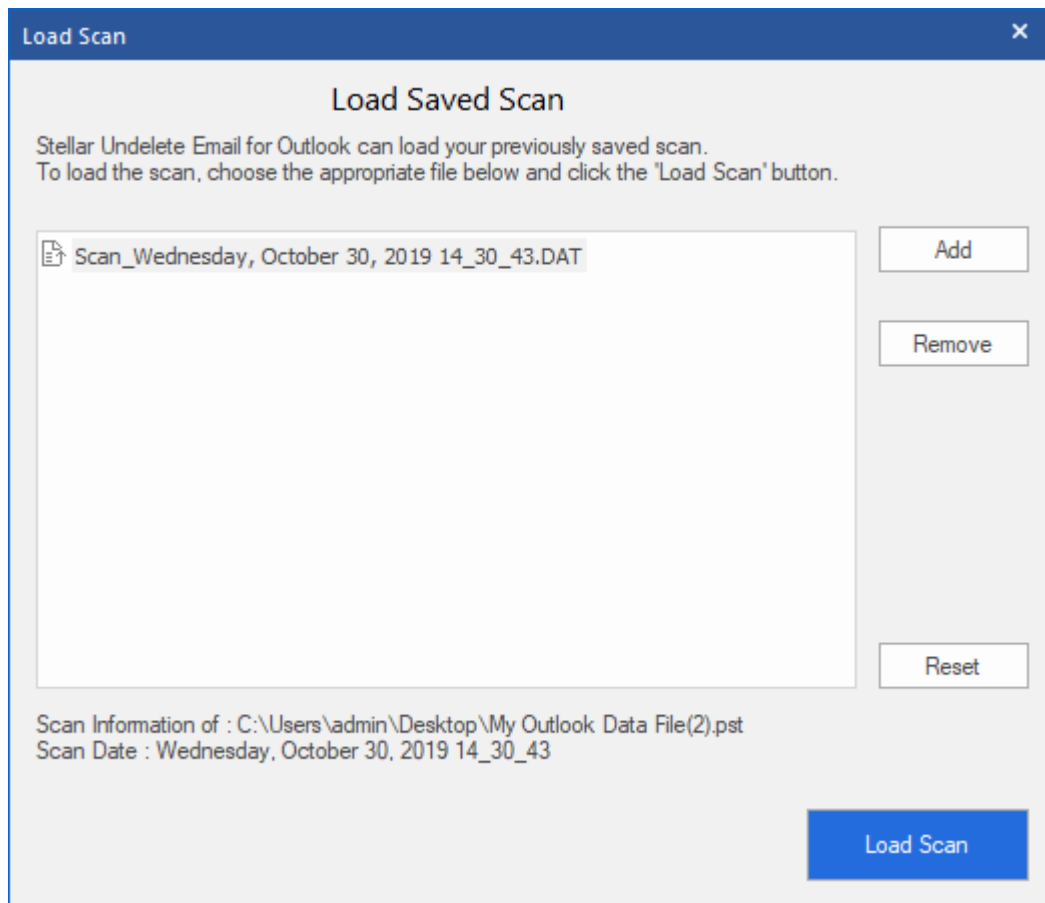
2. **Save Scan Info** dialog box will open. **Browse** to the folder where you want to save the scan information and click **OK**. The information gets saved as. DAT file format.
3. A message box appears, click **OK**.

Load Scan Information

This option is used to start recovery procedure from a saved scan information or.DAT file.

To load the scan information of the Outlook Mailbox file, follow the steps given below:

1. To load the scan information, click on **Load Scan** option from the **Home** ribbon.



2. **Load Scan** dialog box will appear. This dialog displays a list of saved scan information file existing in the system.
3. In case the file you need is not in the list, click **Add** button and select the needed .DAT file.
4. Click **Open**.
5. The file you added gets displayed in the load scan dialog box. Click **Remove** button if you want to remove the save scan (.DAT) file.
6. Click **Reset** button to reset the load scanned list.
7. Click **Load Scan** button.
8. A message box appears, click **OK**.

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

FAQs

1. What is Stellar Undelete Email for Outlook used for?

Stellar Undelete Email for Outlook software is used to recover mails that are knowingly or accidentally deleted from Outlook Mailbox.

2. Does the software recovers deleted e-mails in password protected/secured files?

Yes, the software recovers deleted mails even in the password protected files.

3. Should MS Outlook be installed on the system before executing the recovery process?

Yes, MS Outlook should be installed before executing the recovery process.

4. Can the software recover deleted Calenders/Contacts/Tasks/Journals/Notes folders in the e-mail?

Yes, the software recovers these items efficiently.

5. Can I recover a corrupt Outlook Mailbox file of size more than 2 GB?

Absolutely yes, this tool is capable of recovering Outlook Mailbox file that are more than 2 GB. Please download the demo version and scan your Outlook Mailbox file. You can preview all emails and other mailbox items which can be recovered through this tool.

6. Can the software recover the deleted attachments from the mailbox?

Yes, the software recovers the deleted attachments from the mailbox.

7. Does the software recover Deleted mails from both OST and PST files?

Yes, the software recovers the deleted mails from both OST and PST files.

8. I have forgotten the path of my Outlook Mailbox file. Can this application search it for me?

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

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

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

On View ribbon, select view 'Log Report'.

In log report dialog box, click 'Save Log' and save it at a desired location for viewing it anytime.

10. I have an Outlook Mailbox file exceeding 50 GB of size, does the new PST file generated will have same size as that of source Outlook Mailbox file?

For large files, **Stellar Undelete Email for Outlook** 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.