



Stellar Converter for Office365

Installation Guide

Version 3.0.0.0

1.1. About Stellar Converter for Office365

Stellar Converter for Office365 provides complete solution to convert Microsoft Office 365 mailbox data to various other formats. It allows you to fetch data from single or multiple mailboxes as an individual user or as an administrator respectively. Using Stellar Converter for Office365, you can preview all mailbox items and then convert the data into PST, MSG, EML, HTML, RTF and PDF format.

Key features of Stellar Converter for Office365:

- Converts all mailbox data such as mails, attachments, contacts, calendars, tasks and journals.
- Converts multiple Office 365 users mailbox data if you have logged in as an Administrator.
- Option to save mailbox data in PST, MSG, EML, HTML, RTF and PDF formats.
- Option to filter the scanned results before saving.
- Provides preview of mailboxes and mailbox items such as - Mails with Attachments and Contacts.
- Option to save contacts data in CSV format.
- Maintains and provide a log report of all the user activities.
- Supports Microsoft Outlook 2019, 2016, 2013 and 2010 (Outlook 2010 with Service Pack 2).
- Compatible with Windows 10, Windows 8.1, Windows 8 and Windows 7.

1.2. 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/office-365-to-outlook/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>

E-mail to Stellar Support at support@stellarinfo.com

2.1. System Requirements

Before installing the software, check that your system meets the minimum system requirements:

Minimum System Requirements:

- **Processor:** Intel Pentium Class
- **Operating System:** Windows 10 / 8.1 / 8 / 7
- **Memory:** 2 GB minimum (4 GB recommended)
- **Hard Disk:** 250 MB of Free Space
- **Microsoft Outlook:** 2019 / 2016 / 2013 / 2010 (Outlook 2010 with Service Pack 2)

Note: For converting Office 365 mailbox to a PST file, you need to have Microsoft Outlook installed in your system.

- **Other Prerequisites:** You must have an active internet connection (High speed internet recommended to process the mailbox data faster).

2.2. Installation Procedure

To install the software, follow these steps:

- Double-click **StellarConverterforOffice365.exe** executable file to start installation. **Setup - Stellar Converter for Office365** dialog box is displayed.
- Click **Next. License Agreement** dialog box is displayed.
- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next. Select Start Ribbon Folder** dialog box is displayed.
- Click **Browse** to provide path for program's shortcuts. Click **Next. Select Additional Tasks** dialog box is displayed.
- Choose the check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, **Completing the Stellar Converter for Office365 Setup Wizard** window is displayed. Click **Finish**.

Note: Clear **Launch Stellar Converter for Office365** check box before clicking **Finish** to prevent the software from launching.

2.3. Launching the Software

To launch Stellar Converter for Office365 in Windows 10:

- Click **Stellar Converter for Office365** tile on the home screen. Or,
- Double click **Stellar Converter for Office365** icon on the desktop.

To launch Stellar Converter for Office365 in Windows 8.1 / 8:

- Click **Stellar Converter for Office365** tile on the home screen. Or,
- Double click **Stellar Converter for Office365** icon on the desktop.

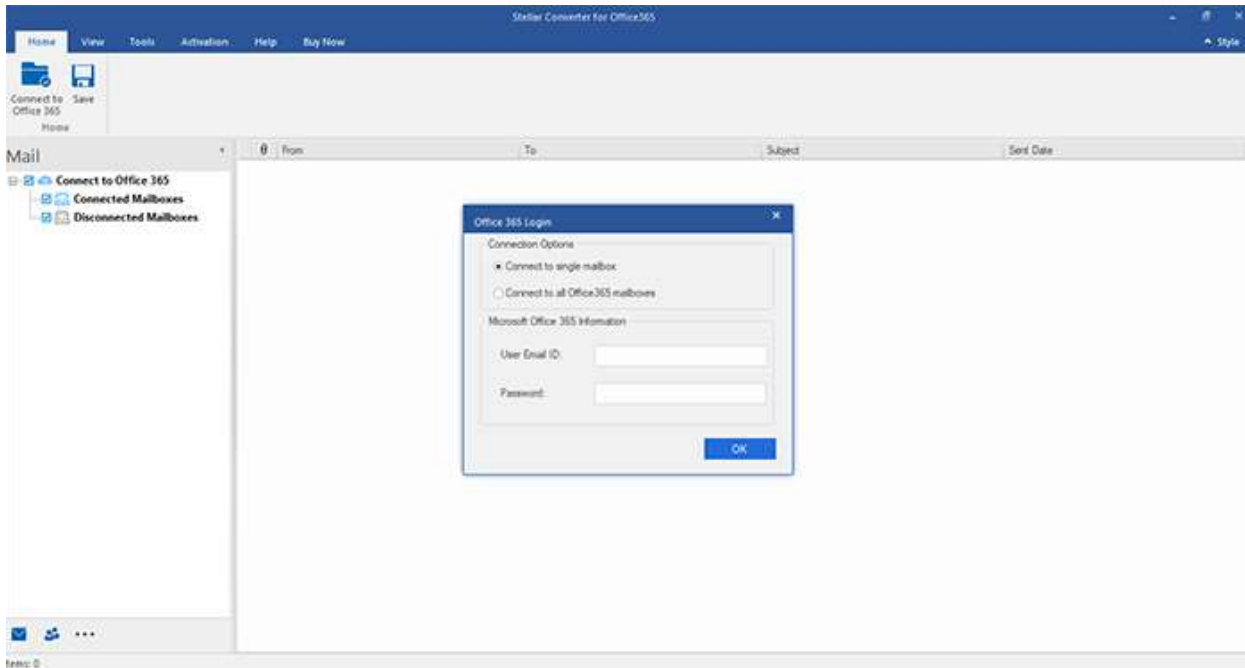
To launch Stellar Converter for Office365 in Windows 7:

- Click **Start -> Programs -> Stellar Converter for Office365 -> Stellar Converter for Office365**. Or,
- Double click **Stellar Converter for Office365** icon on the desktop. Or,
- Click **Stellar Converter for Office365** icon in Quick Launch.

2.4. User Interface

Stellar Converter for Office365 software has a very easy to use Graphical User Interface. The user interface contains features required for converting Office365 files.

After launching the software, you will see the main user interface as shown below:



The user interface contains Ribbons, Buttons and Preview Tabs options that let you access various features of the software with ease.

2.4.1. Ribbons

Home Ribbon



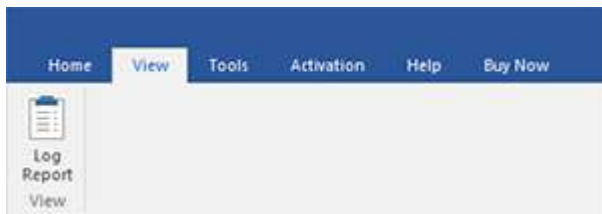
Connect to Office 365

Use this option to connect to Office 365 account.

Save

Use this option to save the extracted data.

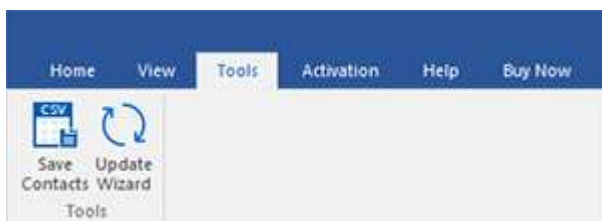
View Ribbon



Log Report

Software records all the events and activities performed by you in a detailed log file. Use this option to view the log report.

Tools Ribbon



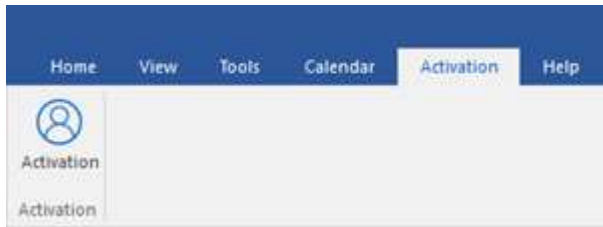
Save Contacts

Use this option to save the repaired contacts from the mailbox in .CSV format.

Update Wizard

Use this option to check for both, latest minor and major versions available online.

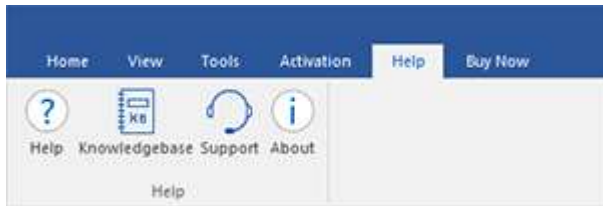
Activation Ribbon



Activation

Use this option to activate the software after purchasing.

Help Ribbon



Help

Software is accompanied by a descriptive help document. Use this option to view the help manual for the software.

Knowledgebase

Frequently asked questions and other common queries are available as knowledgebase for your reference and to help you use the software to get the best outcome. Use this option to visit Knowledgebase articles of stellarinfo.com

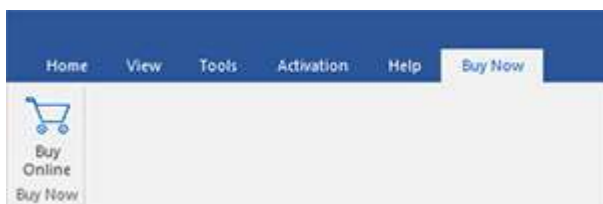
Support

In case you don't find any related content in the help document or on the knowledgebase page that resolves your query, use this option to view the support page of stellarinfo.com and contact the Stellar customer support.

About

Use this option to read information about the software.

Buy Now Ribbon



Buy Online

Use this option to buy **Stellar Converter for Office365** software.

Style Ribbon



Use the upward arrow button to hide/ unhide the ribbon.

Stellar Converter for Office365, offers the following themes: **Office 2016 Colorful Theme**, **Office 2016 White Theme**. Use this option to switch between various themes for the software, as per your choice.

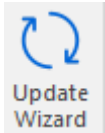
2.4.2. Buttons



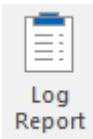
Click this button to connect to Office 365 account.



Click this button to save mailbox data in PST, MSG, EML, HTML, RTF and PDF format.



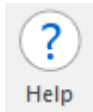
Click this button to check for both, latest minor and major versions available online.



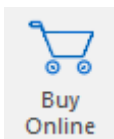
Click this button to view the log report.



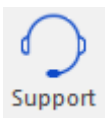
Click this button to activate the software after purchasing.



Click this button to view the help manual for the software.



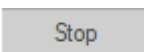
Click this button to buy **Stellar Converter for Office365** software.



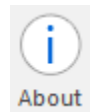
Click this button view the support page of stellarinfo.com.



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



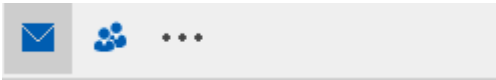
Click this button to stop the current running process.




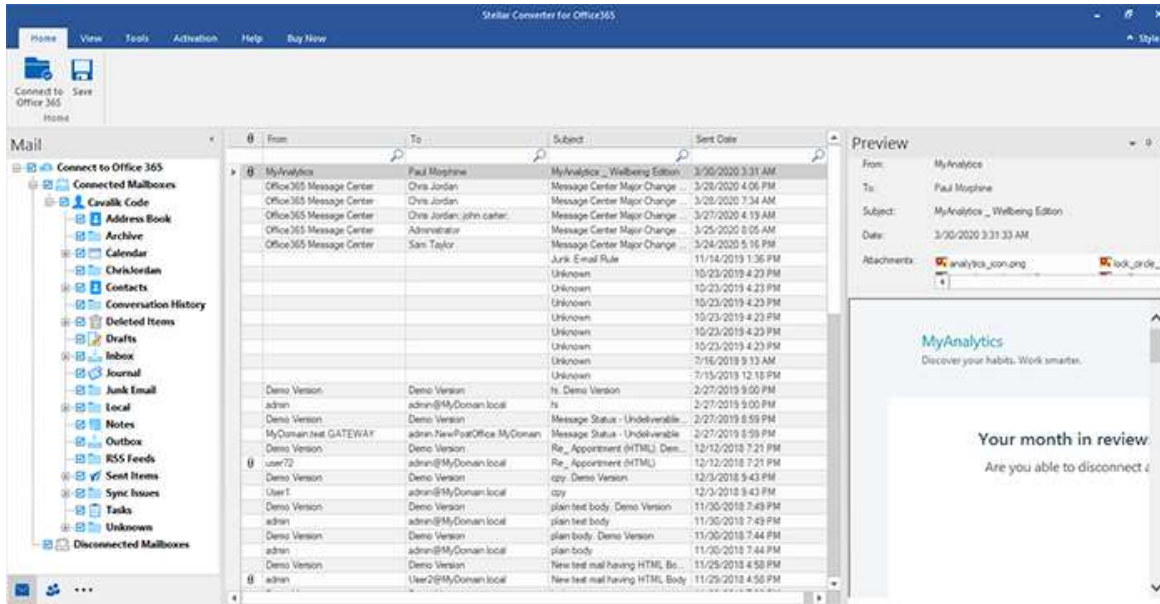
Click this button to read information about the software.


2.4.3. Preview Tabs

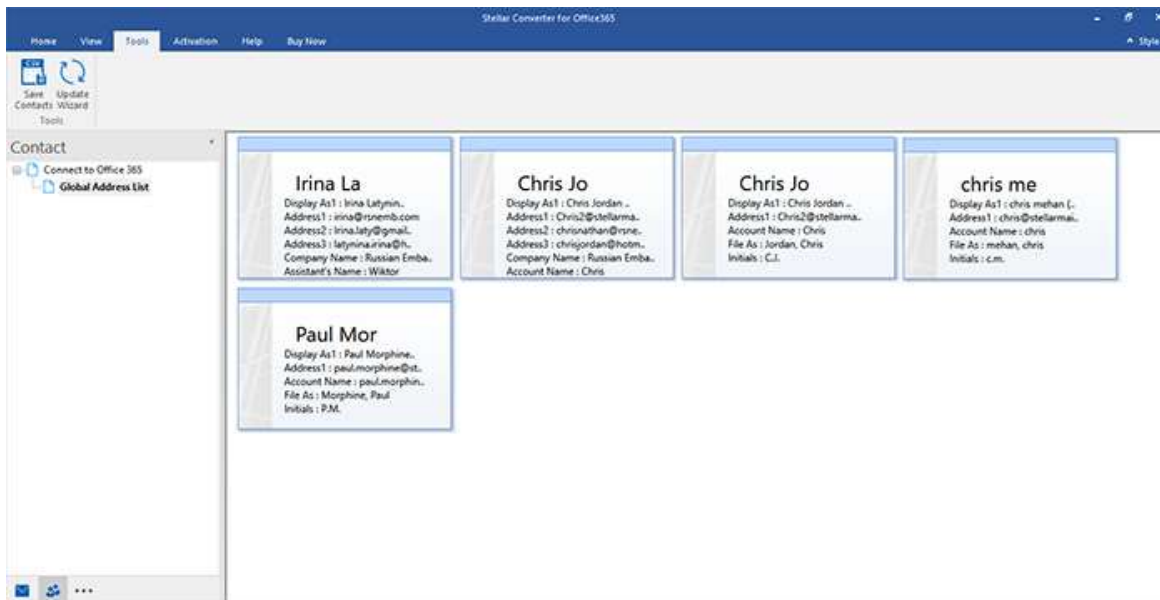
Stellar Converter for Office365 provides options to view the data in **Mails and Contacts** of the scanned mailbox. They are located at the bottom of the left pane. It also allows to reset/ modify the **Navigation Pane Options**.




- Click on **Mail**  icon to view the scanned mailbox folder.

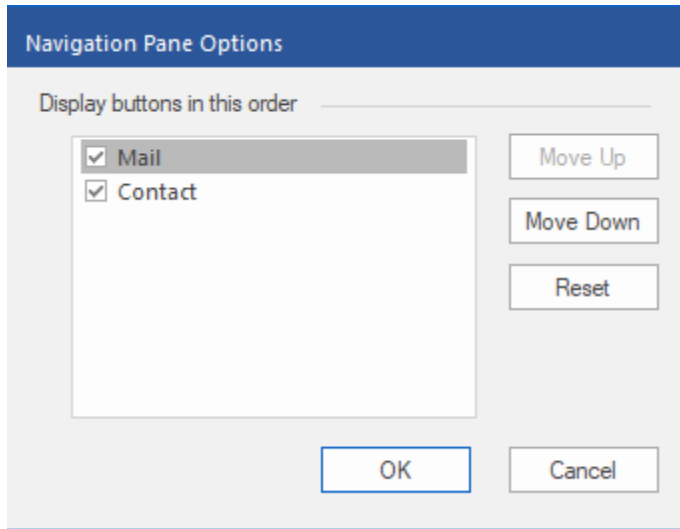


- Click on **Contacts**  icon to view the contacts of the scanned mailbox.



- Click on  and select **Navigation Pane Options**. This will open the **Navigation Pane Options** dialog box.

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

Click <https://www.stellarinfo.com/email-tools/office-365-to-outlook.php> to know more about **Stellar Converter for Office365**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-tools/office-365-to-outlook/buy-now.php>

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

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

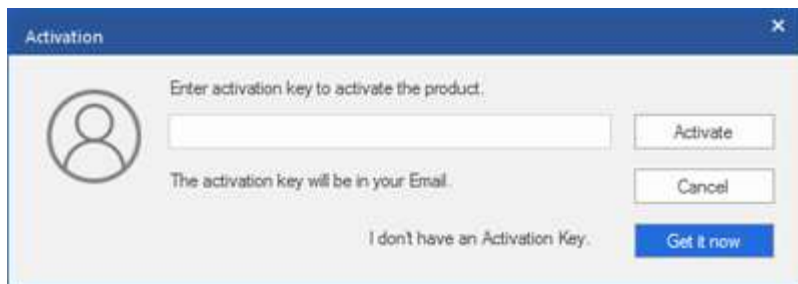
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

2.6. Activating the Software

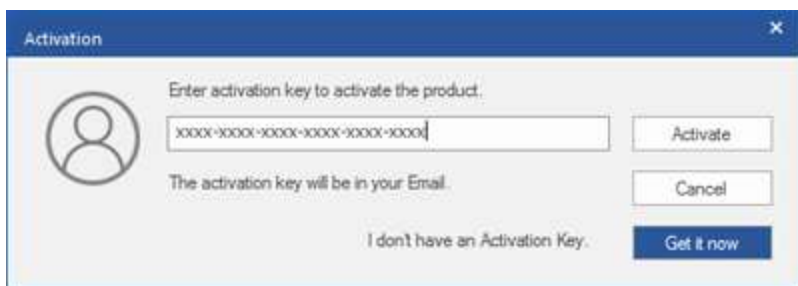
The demo version is just for evaluation purposes and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key that you receive via email after purchasing the software.

To activate the software:

1. Run the demo version of **Stellar Converter for Office365** software.
2. On the main user interface, click the **Activation** button in **Activation** ribbon icon. The **Activation** dialog is displayed as shown below:



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



6. The software will 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. The '**Activation completed successfully**' message is displayed after the process gets completed successfully. Click **OK**.

2.7. Updating the Software

Stellar releases periodical software updates for **Stellar Converter for Office365** software. You can update the software to keep it up-to-date. These updates can add a new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. While updating the software, it's recommended to close all the running programs.

To update Stellar Converter for Office365:

- Click **Update Wizard** icon from **Tools Ribbon**.
- **Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

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

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1.3 "**Computer**" means a virtual or physical device that accepts information in digital or similar form and manipulates it for a specific result based on a sequence of instructions, including without limitation desktop computers, laptops, tablets, mobile devices, telecommunication devices, Internet-connected devices, and hardware products capable of operating a wide variety of productivity, entertainment, or other software applications.

1.4 "**Customer**" means you and any legal entity that obtained the Software and on whose behalf it is used; for example, and as applicable, your employer.

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1.6 "**Software**" means (a) all of the information with which this agreement is provided, including but not limited to: (i) all software files and other computer information; (ii) any proprietary scripting logic embedded within exported file formats (iii) images, sounds, clip art, video and other works bundled with Stellar software or made available by Stellar on Stellar's website for use with the Stellar software and not obtained from Stellar through a separate service (unless otherwise noted within that service) or from another party ("Content Files"); (iv) related explanatory written materials and files ("Documentation"); and (v) any modified versions and copies of, and upgrades, updates, and additions to, such

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4. SOFTWARE SUPPORT.

Support will only be provided to only license customer for a period of 1 Year from the date of purchase. Queries regarding the installation and use of the software should be submitted by e-mail which get responded usually within 24 Business Hours.

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10.1 Automatic Connections to the Internet. The Software may cause Customer's Computer, without notice, to automatically connect to the Internet and to communicate with Stellar website or Stellar domain for purposes such as license validation and providing Customer with additional information, features, or functionality. Unless otherwise specified in Sections 10.2 through 10.5, the following provisions apply to all automatic Internet connections by the Software:

10.1.1 Whenever the Software makes an Internet connection and communicates with a Stellar website, whether automatically or due to explicit user request, the Privacy Policy shall apply. Stellar Privacy Policy allows tracking of website visits and it addresses in detail the topic of tracking and use of cookies, web beacons, and similar devices.

10.1.2 Whenever the Software connects to Stellar over the Internet, certain Customer information is collected and transmitted by the Software to Stellar pursuant to the Stellar Online Privacy Policy available at <https://www.stellarinfo.com/> under Privacy Policy section.

10.1.3 If Customer accesses Stellar Online Service or activates or registers the Software, then additional information such as Customer's ID, user name, and password may be transmitted to and stored by Stellar pursuant to the Privacy Policy and additional terms of use related to such Stellar Online Service.

10.1.4 Stellar, unless barred under applicable law, may (a) send Customer transactional messages to facilitate the Stellar Online Service or the activation or registration of the Software or Stellar Online Service, or (b) deliver in-product marketing to provide information about the Software and other Stellar products and Services using information including but not limited to platform version, version of the Software, license status, and language.

10.2 **Updating.** The Software may cause Customer's Computer, without additional notice, to automatically connect to the Internet (intermittently or on a regular basis) to (a) check for Updates that are available for download to and installation on the Computer and (b) notify Stellar of the results of installation attempts.

10.3 **Activation.** The Software may require Customer to (a) obtain Stellar Software Activation Key, (b) activate or reactivate the Software, (c) register the software, or (d) validate the Ownership. Such requirement may cause Customer's Computer to connect to the Internet without notice on install, on launch, and on a regular basis thereafter. Once connected, the Software will collect and transmit information to Stellar. Software or Customer may also receive information from Stellar related to Customer's license, subscription, or Ownership. Stellar may use such information to detect or prevent fraudulent or unauthorized use not in accordance with a valid license, subscription, or Ownership. Failure to activate or register the Software, validate the subscription or Ownership, or a determination by Stellar of fraudulent or unauthorized use of the Software may result in reduced functionality, inoperability of the Software, or a termination or suspension of the subscription or Ownership.

10.4 Use of Online Services. The Software may cause Customer's Computer, without additional notice and on an intermittent or regular basis, to automatically connect to the Internet to facilitate Customer's access to content and services that are provided by Stellar or third parties. In addition, the Software may, without additional notice, automatically connect to the Internet to update downloadable materials from these online services so as to provide immediate availability of these services even when Customer is offline.

10.5 Digital Certificates. The Software uses digital certificates to help Customer identify downloaded files (e.g., applications and/or content) and the publishers of those files. For example, Stellar uses digital certificates to help Customer identify the publisher of Stellar applications. Customer's Computer may connect to the Internet at the time of validation of a digital certificate.

11. LIMITATION OF LIABILITY

In no event shall Stellar or its suppliers be liable for any special, incidental, indirect, or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use the software product or the provision of or failure to provide support services, even if Stellar has been advised of the possibility of such damages. In any case, Stellar's entire liability under any provision shall be limited to the amount actually paid by you for the software product or a sum of US Dollars Five whichever is higher.

12. TERMINATION

If Customer breaches this EULA, and fails to cure any breach within 30 calendar days after request from Stellar, Stellar may terminate this EULA, whereupon all rights granted to Customer shall immediately cease including but not limited to the license granted to the customer to use the software which shall also stand revoked. Furthermore, upon termination, Customer shall return to Stellar all copies of the Licensed Software, or verify in writing that all copies of the Licensed Software have been destroyed and failure of the customer to do so would entitle Stellar to sue for relief in equity and damages.

13. JURISDICTION AND LAW

13.1 This EULA is subject to, and will be governed by and construed in accordance with the substantive laws applicable to the state of Delhi (India). Courts at Delhi, India alone shall have the jurisdiction to entertain any dispute arising out of the terms and conditions of this EULA and you consent to such jurisdiction of the courts at Delhi, India.

13.2 This EULA will not be governed by the conflict of law rules of any jurisdiction, or the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded.

14. GENERAL

14.1 This License is the complete statement of the agreement between the parties on the subject matter and merges and supersedes all other or prior understandings, purchase orders, agreements and arrangements.

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14.5 There are no third party beneficiaries of any promises, obligations or representations made by Stellar herein.

14.6 Any waiver by Stellar of any violation of this License by you shall not constitute nor contribute to a waiver by Stellar of any other or future violation of the same provision or any other provision of this License.

14.7 This EULA constitutes the entire agreement between you and Stellar and it supersedes all prior or contemporaneous representations, discussions, undertakings, communications, agreements, arrangements, advertisements, and understandings regulating the Licensed Software. This EULA is binding on and made for the benefit of the parties and their successors and permitted assigns.

14.8 This EULA may only be modified, supplemented or amended by a writing signed by an authorized officer of Stellar.

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4. About Stellar

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

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

Product Line:

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

Data Recovery

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

Database Repair

Professional and reliable software

Email Backup Tools

Fully featured backup utilities that

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.



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.



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



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.



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.



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