Stellar Converter for OLM - Technician

Installation Guide for Version 4.0

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1. Overview

Stellar Converter for OLM - Technician converts **Outlook for Mac Data file (OLM 2011, 2016, and 2019)** to **Microsoft Outlook data file (PST)**. The application scans and converts the selected OLM file to a PST file. After scanning, the software shows preview of mails, calendar, contacts, tasks, and notes.

Key features:

- New and enhanced GUI.

- Converts **Outlook for Mac Data file (OLM 2011, 2016, and 2019)** to **Microsoft Outlook data file (PST)**.

- Supports Microsoft Outlook 2019, 2016, 2013, 2010, 2007, 2003.

- Find feature to search for OLM files on your computer.

- Selective conversion of user mailboxes to PST file(s).

- Provides preview of mails, calendar, contacts, tasks, and notes.

- Option to save converted OLM files in PST, MSG, EML, RTF, PDF, Office 365, or HTML format.

- Filter the scanned results before saving.

- Option to view and save Log Report to analyze the conversion process.

2.1. Installing the Software

Before beginning the installation procedure, make sure that the computer meets the minimum system requirements.

Minimum System Requirements

- **Processor :** Pentium Class (1 Ghz or faster)

- **Operating system :** Windows 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Vista

- **MS Outlook :** 2019 / 2016 / 2013 / 2010 / 2007 / 2003

- **Hard Disk :** 250 MB of free disk space

- **RAM :** 2 GB minimum (4 GB recommended)

To install the software, follow the steps:

1. Double-click **StellarConverterforOLM-Technician.exe**. **Setup** dialog box is displayed.

2. Click **Next** to continue. **License Agreement** dialog box is displayed.

3. Select **I accept the Agreement** option. Click **Next**.

4. Specify the location where the installation files are to be stored. Click **Next**.

5. Select the folder where the files are to be stored. A default folder is suggested in the box. Click **Browse** to select a different location. Click **Next**.

6. In the **Select Additional Tasks** dialog box, select check boxes as per your choice. Click **Next**.

7. Review your selections. Click **Back** if you want to make any change. Click **Install** to start installation. The Installing window shows the installation process.

8. After completion of the process, Completing the **Stellar Converter for OLM - Technician Setup Wizard** window opens. Click **Finish**.

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

2.2. Launching the Software

To launch Stellar Converter for OLM - Technician in Windows 10:

- Click Start icon -> All apps -> **Stellar Converter for OLM - Technician** -> **Stellar Converter for OLM - Technician** Or,

- Double click **Stellar Converter for OLM - Technician** icon on the desktop. Or,

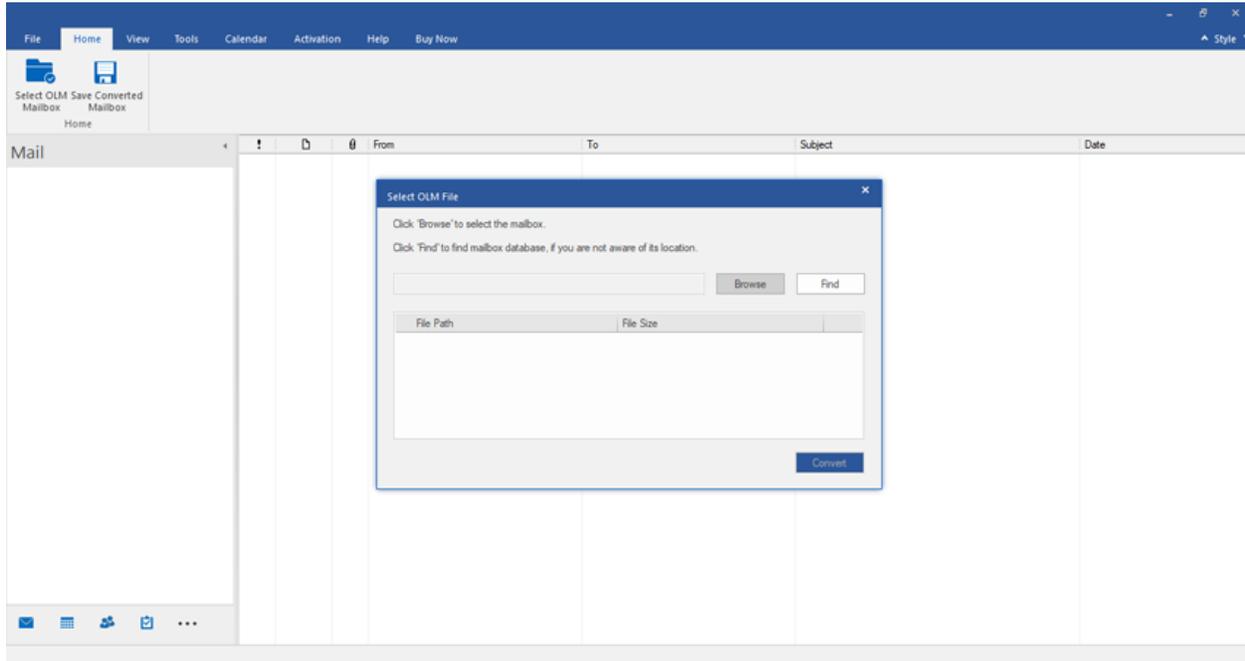- Click **Stellar Converter for OLM - Technician** tile on the home screen.

To launch Stellar Converter for OLM - Technician in Windows 8.1 / 8:

- Click **Stellar Converter for OLM - Technician** tile on the home screen. Or,

- Double click **Stellar Converter for OLM - Technician** icon on the desktop.

To launch Stellar Converter for OLM - Technician in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Converter for OLM - Technician** -> **Stellar Converter for OLM - Technician**. Or,

- Double click **Stellar Converter for OLM - Technician** icon on the desktop. Or,

- Click **Stellar Converter for OLM - Technician** icon in Quick Launch.

2.3. User Interface

Stellar Converter for OLM - Technician software has a very easy to use Graphical User Interface. The user interface contains features required for conversion.

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

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

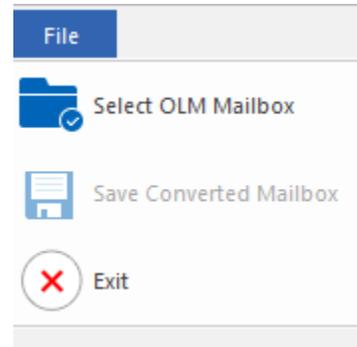# 2.3.1. Ribbons

File Ribbon

    Select OLM Mailbox

    Use this option to open **Select Mailbox** dialog

    box.

    Save Converted Mailbox

    Use this option to save converted files.

    Exit

    Use this option to exit **Stellar Converter for**
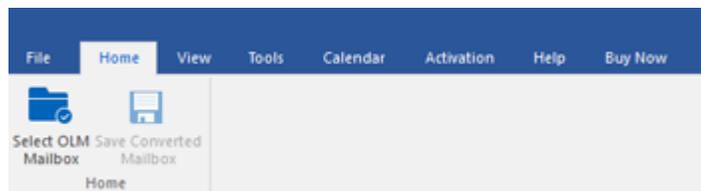
    OLM - Technician.

Home Ribbon

    Select OLM Mailbox

    Use this option to open **Select Mailbox**

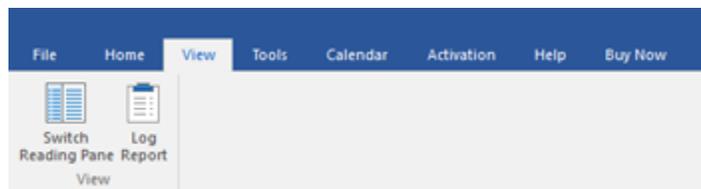   dialog box.

    Save Converted Mailbox

    Use this option to save converted files.

View Ribbon

    Switch Reading Pane

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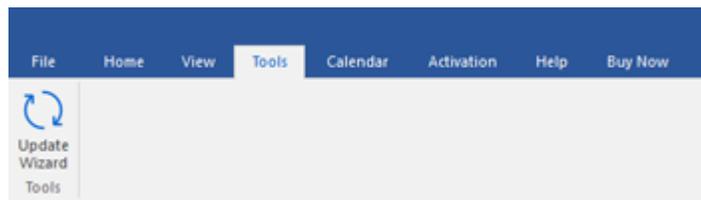   horizontal and vertical views of the
    reading pane.

Log Report

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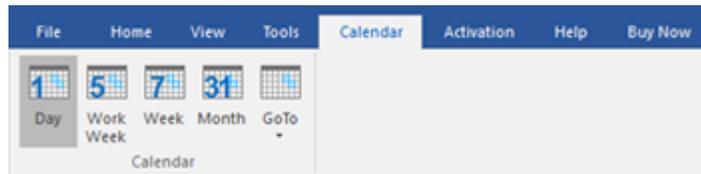
Tools Ribbon

Update Wizard

Use this option to check for both, major

and minor updates to the software

available online.

Calendar Ribbon

Day

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

Work Week

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

Week

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

Month

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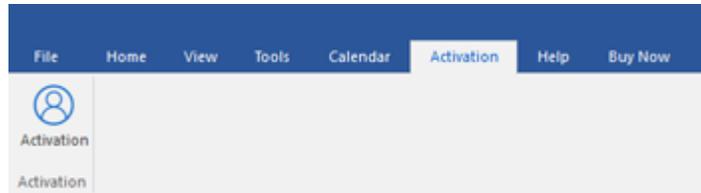for a particular month.

GoTo

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

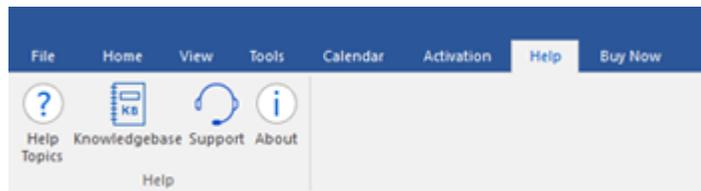## Activation Ribbon

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
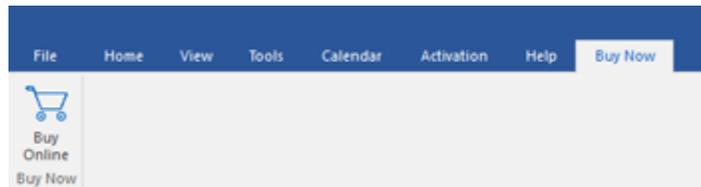
Use this option to read   information about the software.
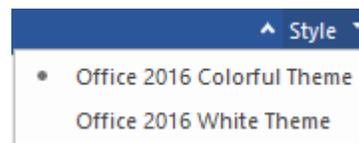
Buy Now Ribbon

Buy Online

Use this option to buy **Stellar Converter for OLM - Technician** software.

Style Ribbon

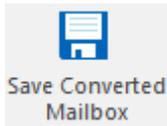Use the upward arrow button to hide/ unhide the ribbon.

Stellar Converter for OLM - Technician, 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.
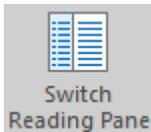
2.3.2. Buttons

Click this button to open Select Mailbox dialog box.

Click this button to save the converted files.

Use this button to close the application.

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 vertical columns position. You can click Switch Reading Pane icon to change the position to horizontal columns.

Click this button to view/save the log report.

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

Click this button to activate the software after purchasing.

Click this button to open the Help Manual for the software.

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

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

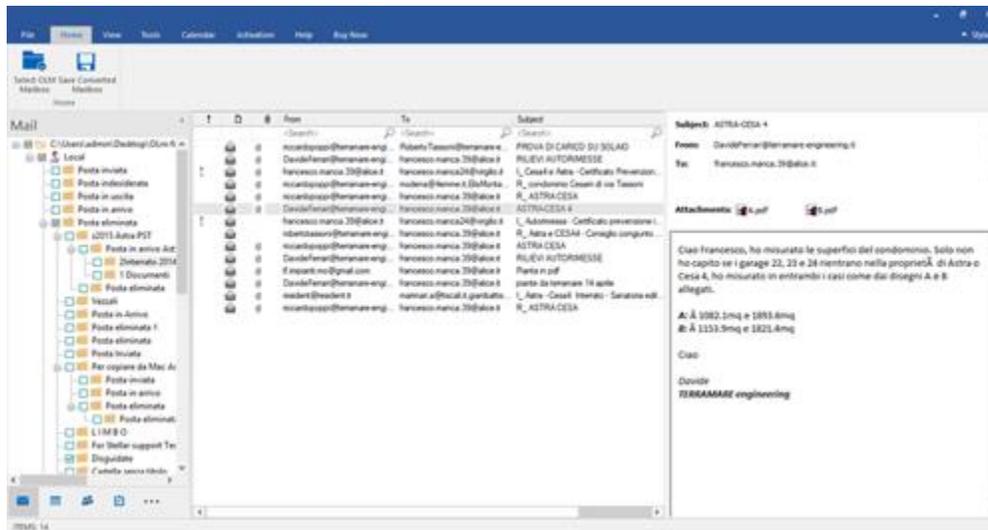Click this button to read more information about the software.

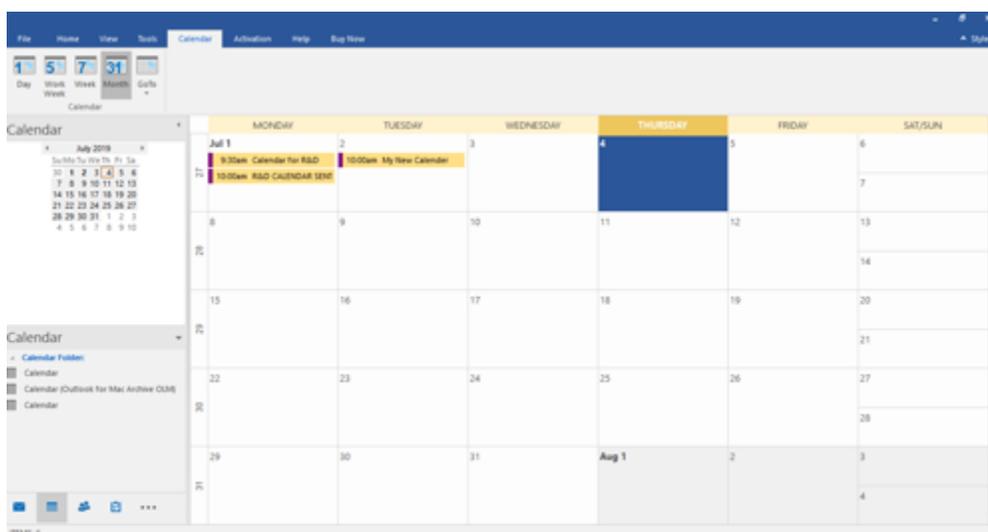Click this button to buy **Stellar Converter for OLM - Technician.**

2.3.3. Preview Tabs

Stellar Converter for OLM - Technician provides options to navigate between **Mails, Calendar, Contacts, Tasks, and Notes** views at the bottom of the left pane. It also allows to reset/ modify the **Navigation Pane Options**.
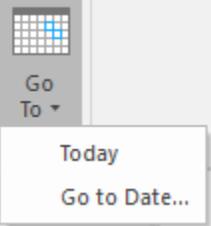
- Click on **Mail** ![icon] icon to view the mails of the scanned mailbox.
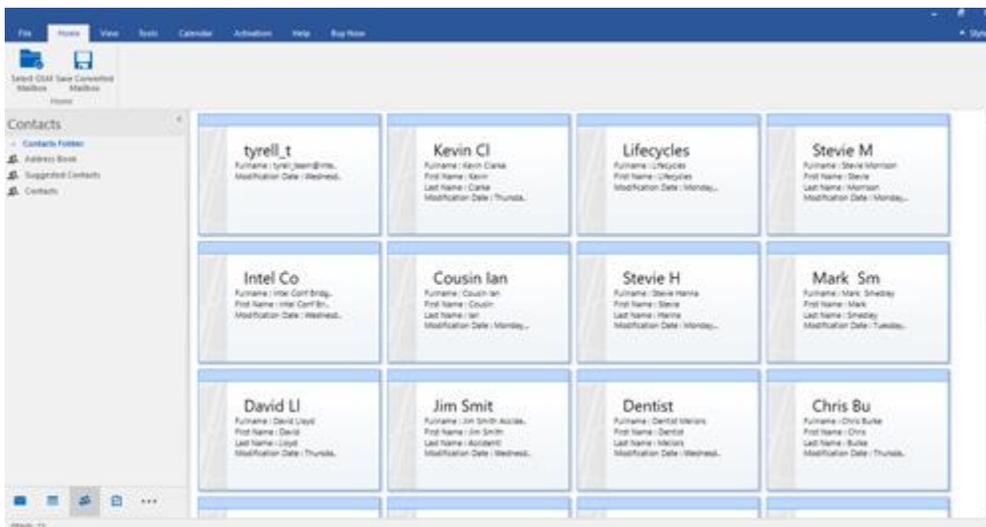

- Click on **Calendar** ![icon] icon to view the Calendar functions scanned mailbox. It displays the schedules in an organized and efficient manner.
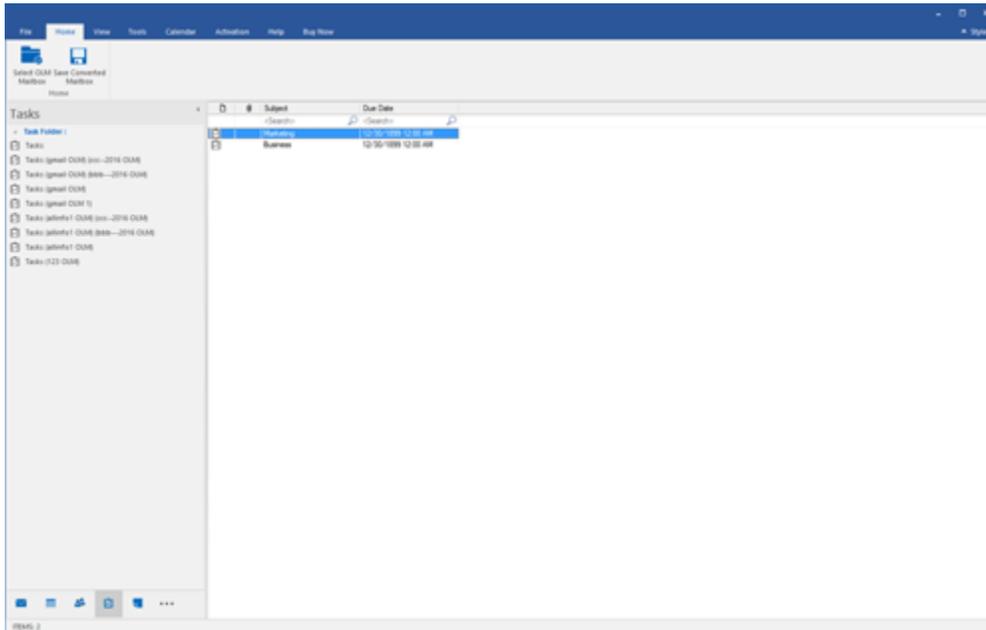
Calendar function also allows to efficiently display the schedule for a day, work week, week, or month.

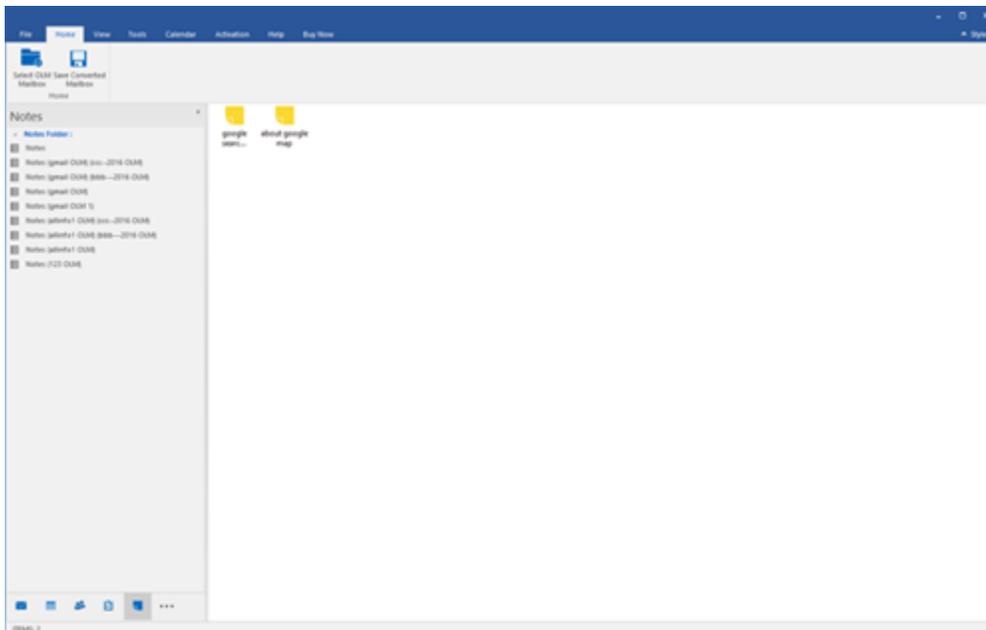|	
Day	Click this button to list all the entries of one particular day from the calendar.
Work Week	Click this button to list all the entries of a work week (from Monday to Friday).
Week	Click this button to list all the entries of a week (from Monday to Sunday).
Month	Click this button to list all the entries of a particular month.
Go To ▼ Today Go to Date...	Click this button to list all the entries of the current date, or of a particular day (any single day except the current date).

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

- Click on **Tasks** icon to view the tasks of the scanned mailbox.
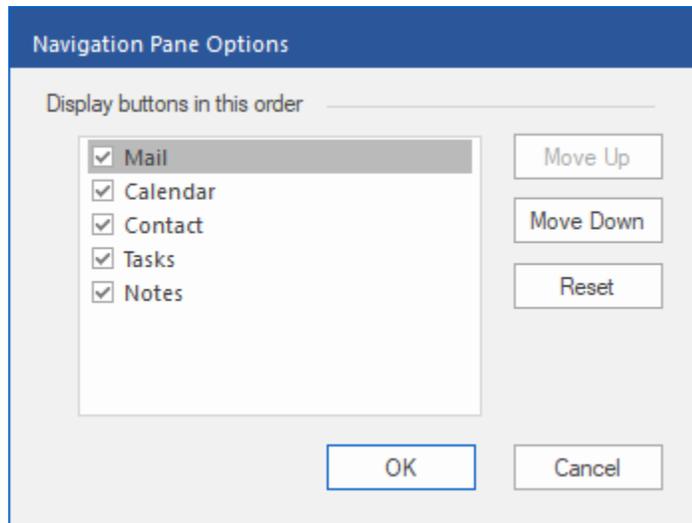

- Click on **Notes** icon to view the notes of the scanned mailbox.

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

To modify/ reset the navigation pane options:

- o   Check/ uncheck the preview tab that you want to add/ remove from the list.

- o   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.

- o   Click **Reset** to go back to the default list of preview tabs.

- o   Click **OK** to save the changes.

2.4. Ordering the Software

Order Stellar Converter for OLM - Technician

Click https://www.stellarinfo.com/email-tools/olm-to-pst-converter.php to know more about **Stellar**

Converter for OLM - Technician.

The software can be purchased online. For price details and to place an order,

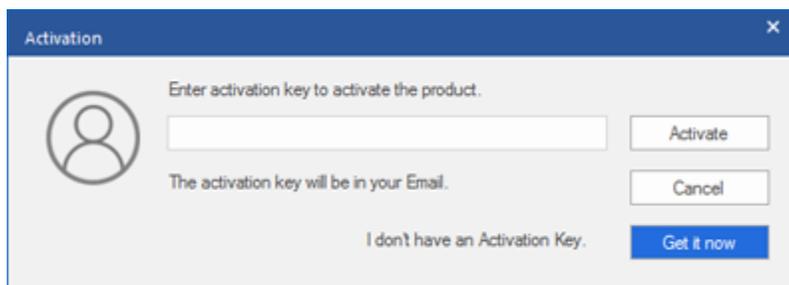https://www.stellarinfo.com/email-tools/olm-to-pst-converter/buy-now.php

Once the order is confirmed, a pre-paid activation key will be sent through e-mail, which would be

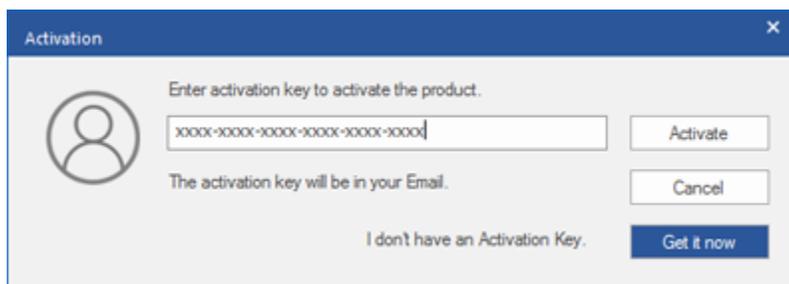required to activate the software.

2.5. Activating the Software

The demo version is for evaluation purpose only. You need to activate the software to use it's full functionality. Use the Activation Key received via email after purchasing the software to activate it.

To activate the software:

1. Run **Stellar Converter for OLM - Technician**.

2. Click the **Activation** button. Activation window is displayed as shown below:

3. If you don't have the activation key, click **Get it now** button in the window to purchase the software.

4. Once the order is confirmed, an Activation Key is sent to the e-mail that you have provided while purchasing the software.

5. Paste or type the **Activation Key** (received through e-mail after purchasing the product) and click **Activate** button (**Please ensure an active Internet connection**).

6. **Stellar Converter for OLM - Technician** automatically communicates with the license server to verify the entered key. If the entered key is valid, activation is completed successfully.

7. *'Activation Completed Successfully'* message is displayed. Click **OK.**

2.6. Updating the Software

Stellar releases periodical software updates for **Stellar Converter for OLM - Technician** 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. This will check for both latest minor and major versions available online. You can easily download minor and major version from the update wizard. While updating the software, it's recommended to close all the running programs.

To update Stellar Converter for OLM - Technician:

1. Click **Update Wizard** icon on the toolbar.
2. **Update** window opens. 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

2.7. 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://www.stellarinfo.com/support/

- For price details and to place the order, click https://www.stellarinfo.com/email-tools/olm-to-pst-converter/buy-now.php

- Chat Live with an Online technician at https://www.stellarinfo.com/

- Search in our extensive Knowledgebase at http://www.stellarinfo.com/support/kb/

- Submit enquiry at https://www.stellarinfo.com/support/enquiry.php

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