Stellar Office 365 Extractor

Stellar Office 365 Extractor

User Guide

Version 1.0

Overview

Stellar Office 365 Extractor extracts mailbox data from office 365 account. It allows you to preview mailbox items directly by entering login credentials. The software also provides you with the ease of saving mailbox data into PST, MSG, EML, HTML, RTF and PDF formats.

Key Features:

- Option to connect with Office 365 account and extract mailbox.
- Option to preview mailbox items.
- Option to save mailbox data in PST, MSG, EML, HTML, RTF and PDF formats.
- Option to save individual folders of mailbox (including sub folders) in PST, MSG, EML, HTML, RTF and PDF format.
- Option to save an individual mail in MSG,EML,HTML,RTF and PDF format.

Installation Procedure

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

Minimum System Requirements

- **Processor:** Pentium Class

- **Operating System:** Windows 8 / Windows 7 / Windows Server 12 / Windows Server 8 (R2)

- **Memory:** Minimum 1 GB

- **Hard Disk:** 50 MB of Free Space

- **MS Outlook:** 2013, 2010 (with Service Pack 2)

Steps to install Stellar Office 365 Extractor

- Double-click **StellarOffice365Extractor.exe** executable file to start installation. **Setup- Stellar Office 365 Extractor** 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 Menu 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 Office 365 Extractor Setup Wizard** window is displayed. Click **Finish**.

*Note: Clear **Launch** Stellar Office 365 Extractor check box before clicking **Finish** to prevent the software from launching.*

Launching the Software

To launch Stellar Office 365 Extractor in Windows 8:

- Click **Stellar Office 365 Extractor** tile on the home screen. Or,

- Double click **Stellar Office 365 Extractor** icon on the desktop.

**To launch Stellar Office 365 Extractor in Windows 7 / Vista:**

- Click Start -> Programs -> **Stellar Office 365 Extractor** -> **Stellar Office 365 Extractor**. Or,

- Double click **Stellar Office 365 Extractor** icon on the desktop. Or,

- Click **Stellar Office 365 Extractor** icon in Quick Launch.

User Interface

Stellar Office 365 Extractor software has a very easy to use Graphical User Interface. The user interface contains features required for extraction.
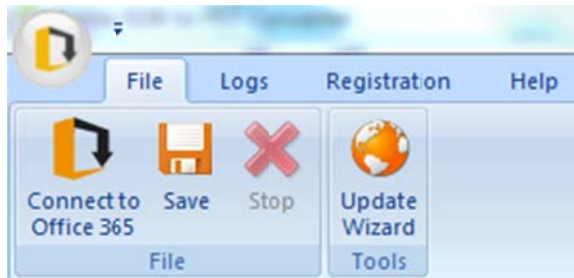
After launching the software, you will see the main user interface as shown below.

The user interface contains Menus and Buttons that let you access various features of the software with ease.
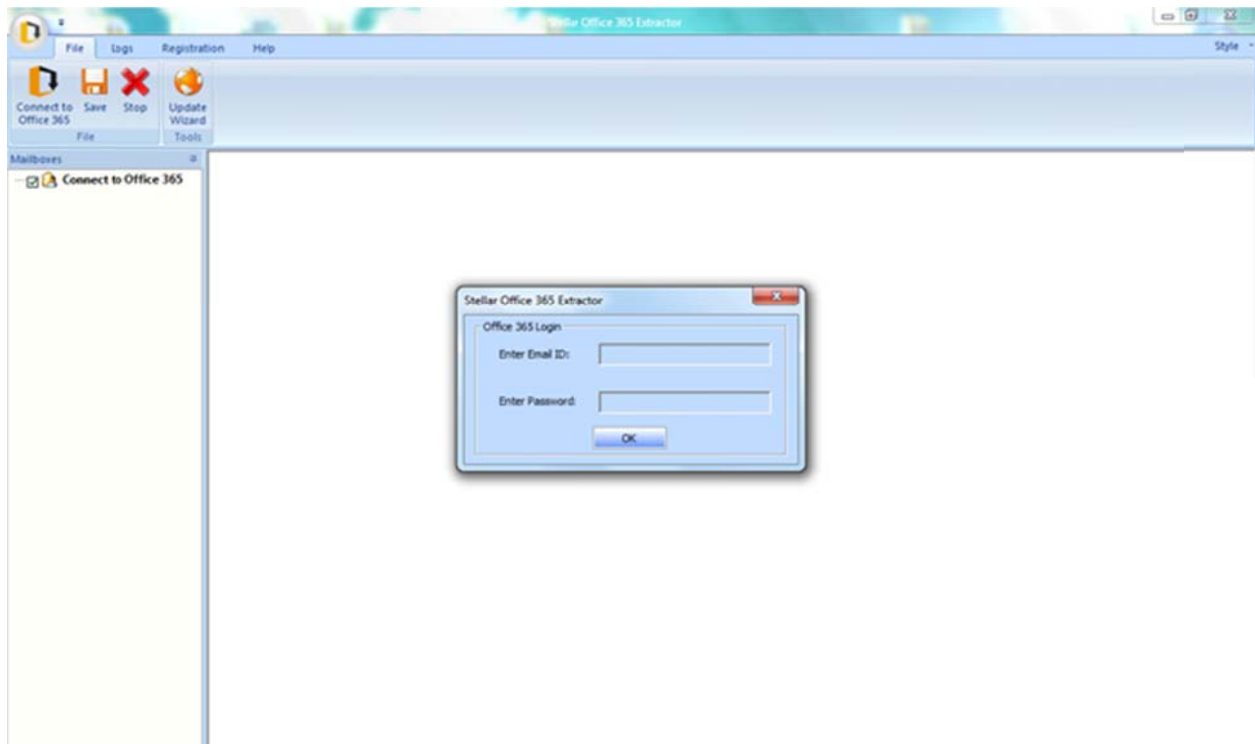
Menus

File Menu

Connect to Office 365

Use this option to connect to Office 365 account.

Save

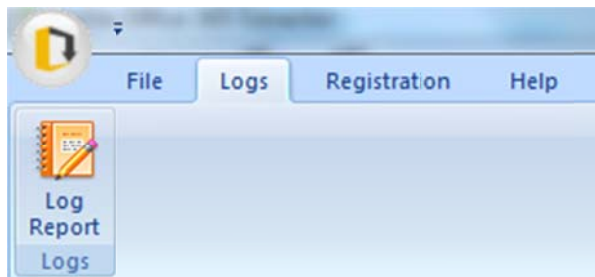Use this option to save the extracted data.

Stop

Use this option to stop the currently running process.

Update Wizard

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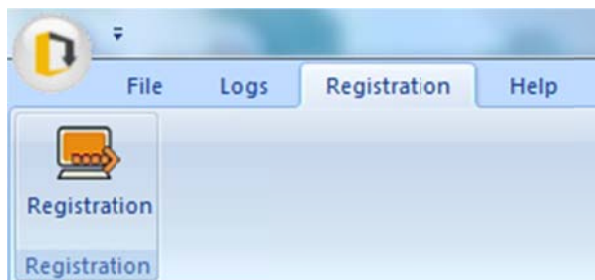
Logs Menu

Log Report

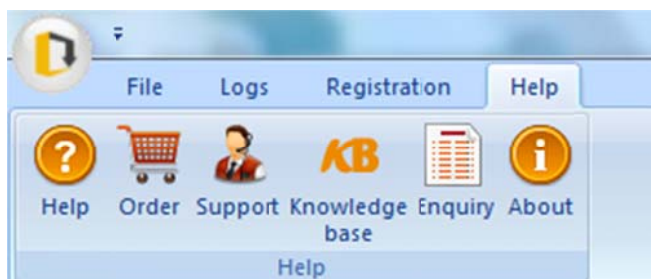Use this option to view / save the log report.

Registration Menu

Registration

Use this option to register the software after purchasing.

Help Menu

Help

Use this option to view the help manual for the software.

Order

Use this option to **buy** **Stellar Office 365 Extractor** software.

Support

Use this option to view the support page of stellarinfo.com

Knowledgebase

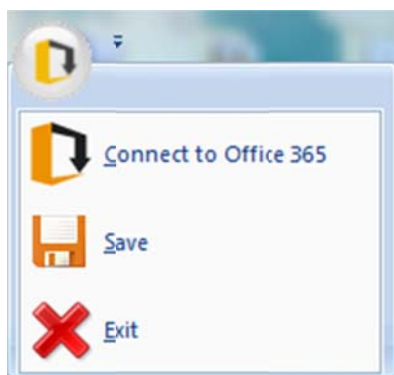Use this option to visit Knowledgebase articles of stellarinfo.com

Enquiry

Use this option to submit enquiry to stellarinfo.com

About

Use this option to read information about the software.

Application Menu

Connect to Office 365

Use this option to connect to Office 365 account.

Save

Use this option to save the extracted data.

Exit

Use this option to exit application.

Customize Quick Access Toolbar Menu

More commands

Use this option to add a command to toolbar for quick access.

Show Below the Ribbon

Use this option to move down the Customize Quick Access Toolbar.
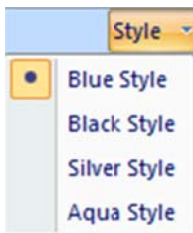
Show Above the Ribbon

Use this option to move the Customize Quick Access Toolbar to upper left area of application (default location).
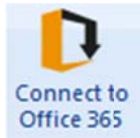
Minimize the Ribbon

Use this option to minimize the ribbon.

Style Menu

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

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 stop the extraction process.

Click this button to check for both, latest minor and major versions available online.
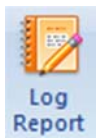
Click this button to view / save the log report.

Click this button to register the software after purchasing.

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

Click this button to buy **Stellar Office 365 Extractor** software.

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

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

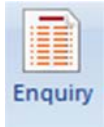Click this button to submit enquiry to stellarinfo.com.

Click this button to read information about the software.

Order and Register

Order Stellar Office 365 Extractor

You can purchase the software online. For price details and to place the order, please visit http://www.stellarinfo.com/email-tools/office-365-to-outlook/buy-now.php

Once your order is confirmed, an activation code will be sent to you through e-mail, which would be required to activate the software.

Registering the software

- Click **Registration** from the **Registration** menu.
- The activation window shown below will appear, enter user name and activation code (received through email after purchasing the product) and click **OK**.
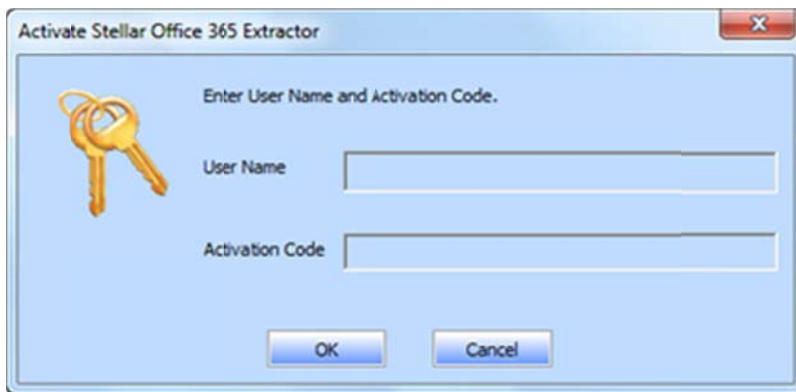
- If the activation is successful, following window will appear.

Updating the Software

Stellar releases periodical software updates for **Stellar Office 365 Extractor** 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 version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all the running programs. Note that demo version of the software cannot be updated.

To update Stellar Office 365 Extractor:

- Click Update Wizard icon from **File Menu**.

- **Stellar 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

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

Stellar Support

Our Technical Support professionals will give solutions for all your queries related to Stellar Products.
You can either **Call Us** or **Go Online** to our support section at http://stellarinfo.com/support/

For **price details** and to **place an order**, click http://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

Support Helpline

Monday to Friday [24 Hrs. a day]

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

Connect to Office 365 Account

Stellar Office 365 Extractor enables you to connect with office 365 mailbox account by simply entering login credentials.

To get connected with office 365 account

1. Run **Stellar Office 365 Extractor**.
2. **Stellar Office 365 Extractor** dialog box opens.
    Or,

    Click **Connect to Office 365** icon from **File Menu** to open **Stellar Office 365 Extractor** dialog box.
    Or,

    Click **Connect to Office 365** icon from **Application Menu** to open **Stellar Office 365 Extractor** dialog box.
    Or,

    Double click **Connect to Office 365** from left pane of application.
3. Enter Email ID and Password in Office 365 Login. Click **OK** to continue.


4. Stellar Office 365 Extractor will start connecting to the Office 365 account and once the connection is established, entire mailbox data will be listed in a tree view in left pane of application.
5. You can preview mailbox items by clicking on the desired folder.

Preview Mailbox Items

Once **Stellar Office 365 Extractor** establishes a connection with Office 365, a window displays mailbox and its items.

Left pane displays selected mailbox under Root node in a tree like structure while the Middle pane displays the list of mails. Click on any mail in the middle pane to see it's content, which is displayed in right pane as shown below.
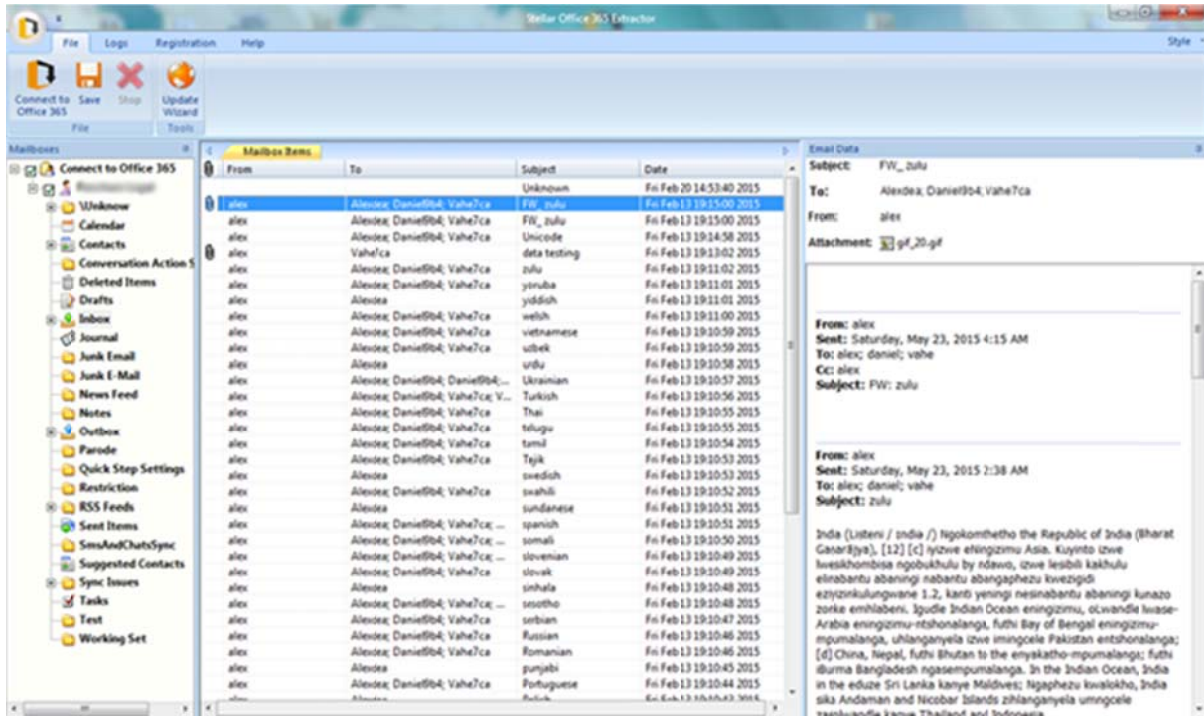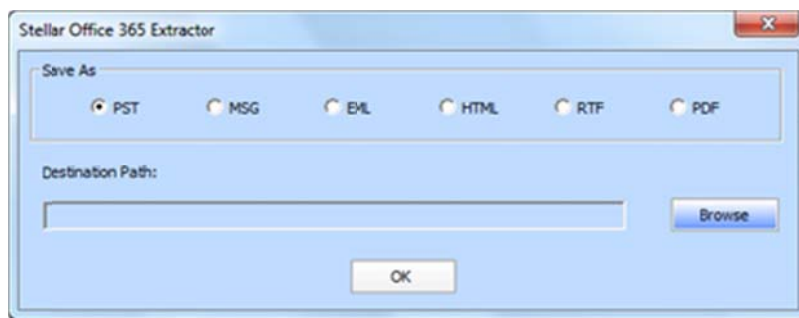
Extract & Save Data

Stellar Office 365 Extractor allows you to save the extracted data in various formats like PST, MSG, EML, HTML, RTF and PDF.

To save the extracted data:

- Click **Save** from **File Menu** or **Application Menu**.

- Select the required format and then select the destination where you want to save the file. Click **OK**.

Using **Stellar Office 365 Extractor**, you can save individual folder from mailbox in either of the given formats.

To save extracted items, simply right-click on desired folder and:

- Select Save as PST to save the mailbox in PST format.

- Select Save as MSG to save the mailbox in MSG format.

- Select Save as EML to save the mailbox in EML format.

- Select Save as HTML to save the mailbox in HTML format. (Attachments cannot be saved, however, their names are visible)

- Select Save as RTF to save the mailbox in RTF format. (Attachments cannot be saved, however, their names are visible)

- Select Save as PDF to save the mailbox in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible).
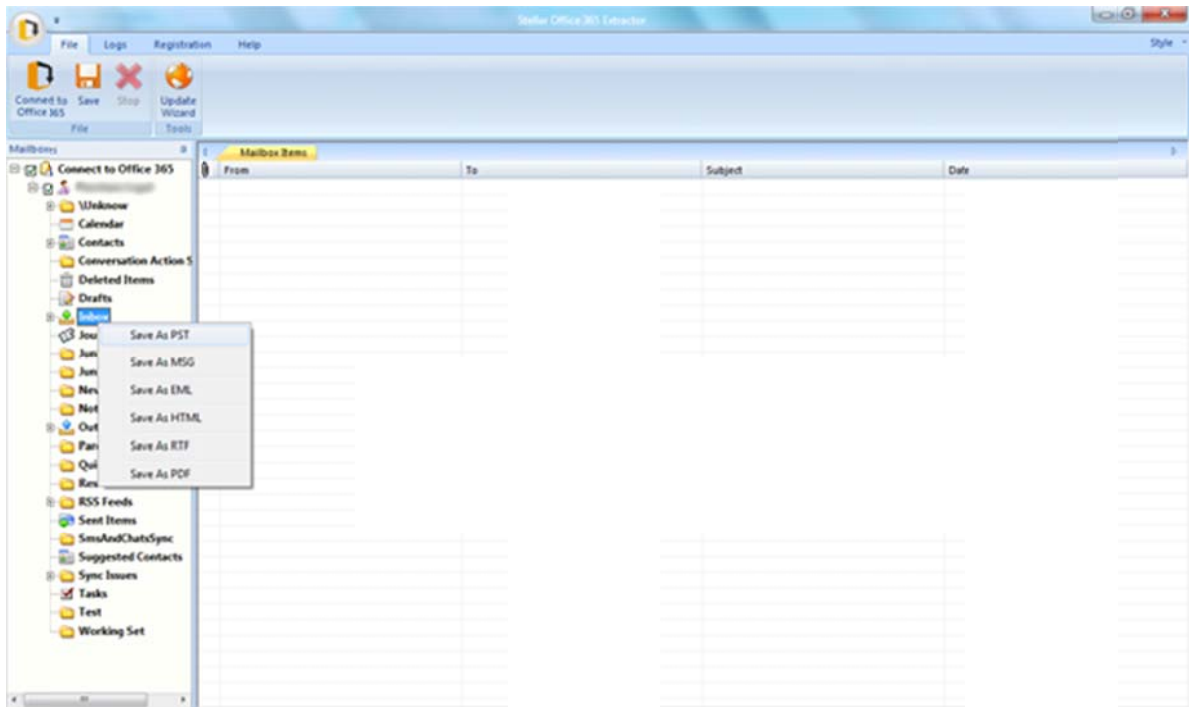
To save an individual mail, simply right-click on desired mail and:

- Select Save as MSG to save the mail in MSG format.

- Select Save as EML to save the mail in EML format.

- Select Save as HTML to save the mail in HTML format. (Attachments cannot be saved, however, their names are visible)

- Select Save as RTF to save the mail in RTF format. (Attachments cannot be saved, however, their names are visible)

- Select Save as PDF to save the mail in PDF format. (CC of the mails is not shown and attachments cannot be saved, however, their names are visible).
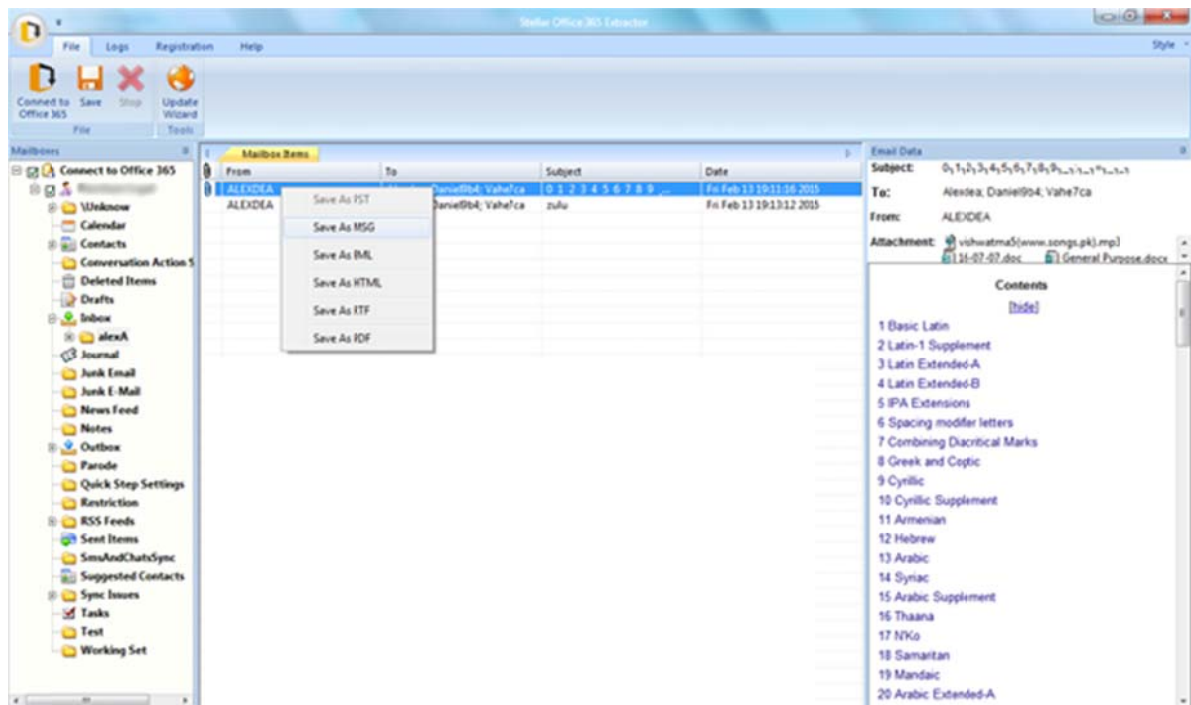
Note: You can save an individual mail in all provided formats **except PST**.

Note: To save mailbox data in PST, MSG, EML, HTML, RTF and PDF format you need to install office 2013 / 2010 (with Service Pack 2).

Save Log Report

With **Stellar Office 365 Extractor**, you can save the **Log Report** to analyze the connection status at a later stage.

To save the log report

- Select **Log Report** from **Logs** menu.

- A **Log Report** dialog box appears. click **Save Log** button to save the status (connected / disconnected).
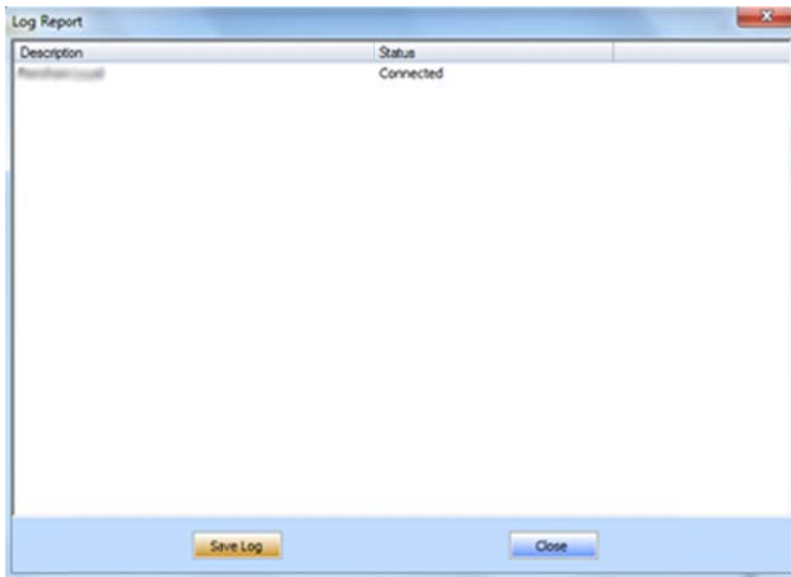
- In **Save As** dialog box, specify the location where you want to save the log file. Click **Save**.

FAQs

1. **What does the demo version of the software do?**

   Using demo version of the software you can only preview your mailbox data but cannot save it. To save your mailbox data you need to purchase and register **Stellar Office 365 Extractor.**

2. **Can I connect with multiple Microsoft Office 365 account at a single instance?**

   Stellar Office 365 Extractor allows you to connect only with one Microsoft Office 365 account at a single instance.

3. **Why do I require to extract my Microsoft Office 365 data?**

   Microsoft Office 365 account needs an online connectivity to access your data. But once an connection is established using **Stellar Office 365 Extractor**, you can extract your mailbox data and access it offline.

4. **I am unable to access my ongoing data when Stellar Office 365 Extractor is in succession?**

   The application only extracts mailbox data of your Microsoft Office 365 account which was synchronized successfully before the connection got established.

5. **Can I save selective mail or folder from my office 365 mailbox?**

   Yes, the application allows you to save data selectively. Users can:

   - Take complete backup of Microsoft Office 365 account.
   - Save data of individual folder (including sub-folders).
   - Extract & save an individual mail.

6. **In which formats can i save my extracted data?**

   You can save your extracted files in various formats like PST, MSG, EML, HTML, RTF and PDF.

7. **Is the process of extracting and saving Microsoft Office 365 data is similar for server and local machine?**

   Yes, the process of extracting and saving Microsoft Office 365 data is same for both server & local machine. After establishing the connection, you can start the process of extraction and conversion. To know how to connect to mailbox, see Connect to Office 365 Account.

8. **I want to extract my Calendars and Contacts, how do I extract them using Stellar Office 365 Extractor tool?**

   First you need to extract and save the mailbox into PST file using the software. Then, import the PST file in Outlook and check your calendars and contacts.

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About Stellar

Stellar Information Technology Private Limited is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

Product Line:

Data Recovery

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

File Recovery

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

E-mail Recovery

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

Data Protection

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

Data Sanitization

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

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