



## Kernel for Notes Calendar to Outlook

“Convert and View Notes Calendar Items  
with MS Outlook or MS Excel”

### PRODUCT GUIDE

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# 1. Introduction to Kernel for Notes Calendar to Outlook

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Welcome to the user manual for Kernel for Notes Calendar to Outlook, the most effective and convenient Lotus Notes Calendar Items migration tool to migrate/export Notes Calendars to MS Excel and MS Outlook. This user manual comprises step by step guidelines on using Kernel for Notes Calendar to Outlook software.

## 1.1 Using this Manual

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This user manual is intended to guide users on using Kernel for Notes Calendar to Outlook. We suggest that first time users should read this user manual completely and carefully before proceeding to use the software. However, if you are an experienced user, you can use the table of contents to find out information pertaining to the tasks that you need to perform by using Kernel for Notes Calendar to Outlook.

You can use the table of contents to navigate through different sections of this user manual. The table of contents lists all the sections that are contained in this user manual in chronological order. The user manual comprises the following sections:

- Introduction
- Getting Started
- Software Interface
- Converting Calendar items from .NSF file
- Converting Calendar Items from Lotus Domino Server Mailbox
- Saving Converted Files
- Full Version
- Support
- Troubleshooting
- Legal Notices

Certain abbreviations have been used throughout this manual. For clear understanding of the contents of this user manual, please go through the list of abbreviations mentioned below, before reading the manual.

### 1.1.1 List of Abbreviations

MS: Microsoft

NSF: Notes System File

XLS: Excel sheet

PST: Personal Storage File

RAM: Random Access Memory

MB: Mega-Byte

GB: Giga-Byte

## 1.2 About Kernel for Notes Calendar to Outlook

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Kernel for Notes Calendar to Outlook is a Lotus Notes Calendar Items migration tool to migrate/export Notes Calendars to .XLS or .PST files.

Easily export calendar entries of Lotus Notes .NSF files or through Lotus Domino Server. Kernel for Notes Calendar to Outlook directly gets connected to the User mailbox on Lotus Domino Server and lets you select and convert .nsf file. Calendar items created and saved in any folder are converted easily by the software.

## 1.3 Salient Features

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Salient features of Kernel for Notes Calendar to Outlook include:

- Converts unlimited calendar entries at once
- Supports migration of Calendar items direct from Lotus Domino Server
- Saves converted calendar items in PST or Excel files
- Free evaluation software allows to save first 10 Calendar items
- Supports every version of Lotus Notes, MS Outlook, Lotus Domino Server and MS Excel for conversion

## 1.4 Who Should Use this Software?

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The capability of Kernel for Notes Calendar to Outlook to convert calendar items to Outlook and display calendar items of Lotus Notes with MS Outlook and MS Excel makes it the preferred choice of Organizations/Companies/Individuals, who need to export the calendar items of their employees from their Notes User mailboxes to other viewable medium like MS Outlook or MS Excel worksheet.

## 2. Getting Started

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Now that you have understood the features and potential of Kernel for Notes Calendar to Outlook, you are ready to get hands on experience of the software. To start conversion process, you will first need to download and install Kernel for Notes Calendar to Outlook.

It is strongly recommended that before installing Kernel for Notes Calendar to Outlook, you should go through the installation pre-requisites for the software to ensure that your computer is appropriately configured to run the software.

### 2.1 Installation Pre-requisites

---

Kernel for Notes Calendar to Outlook works on all Windows-based computers. Following are detailed installation pre-requisites for the host Computer:

#### 2.1.1 Hardware Requirements:

The hardware requirements for installing the software are as follows:

- Pentium Class Processor
- Minimum 64MB RAM (128 MB recommended)
- 10MB for Software installation

#### 2.1.2 Software Requirements:

The software requirements for installing the software can further be grouped into two categories – Operating system requirements, Lotus Notes, Lotus Domino Server version requirements.

The requirements are as follows:

##### 2.1.2.1 Operating System Requirements

Supported Operating Systems:

- Windows Vista
- Windows XP
- Windows 2000
- Windows 2003

##### 2.1.2.2 Lotus Notes Version Requirements

Supported Lotus Notes versions:

- Lotus Notes 8.0
- Lotus Notes 7.0
- Lotus Notes 6.5

### **2.1.2.3 Lotus Domino Server Version Requirements**

Supported Lotus Domino Server versions:

- Lotus Domino Server 8.0
- Lotus Domino Server 7.0
- Lotus Domino Server 6.5

### **2.1.2.4 MS Outlook Version Requirements**

Supported MS Outlook versions:

- MS Outlook 97
- MS Outlook 98
- MS Outlook 2000
- MS Outlook 2002
- MS Outlook 2003
- MS Outlook 2007

### **2.1.2.5 MS Excel Version Requirements**

Supported MS Excel versions:

- MS Excel 97
- MS Excel 98
- MS Excel 2000
- MS Excel 2002
- MS Excel 2003
- MS Excel 2007




## 2.2 Downloading Kernel for Notes Calendar to Outlook for the First Time

---

After checking your computer with the prescribed system requirements for Kernel for Notes Calendar to Outlook, you can download and install the software on your computer. You can buy the full version of the software from any one of our authorized resellers – Element5, Asknet and 2CO.

If you want to try using Kernel for Notes Calendar to Outlook before buying it, you can download the evaluation version from the following link:

<http://www.nucleustechnologies.com/download-notes-calendar-to-outlook.php>

 You can convert Notes Calendar from .NSF File saved on your system or directly from the Lotus Domino Server by using the evaluation version of Kernel for Notes Calendar to Outlook; however, you will not be able to save every converted calendar entry until you purchase the full version of the software.

## 2.3 Install Kernel for Notes Calendar to Outlook

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After downloading the installer file for Kernel for Notes Calendar to Outlook, you can install the software by running the file. To install Kernel for Notes Calendar to Outlook,

1. Double-click the **Kernel for Notes Calendar to Outlook** installer. Follow the on-screen instructions. The **Setup Installation Complete** screen will be displayed.
2. Click **Finish** to launch the software.

## 2.4 Start Kernel for Notes Calendar to Outlook

---

To start Kernel for Notes Calendar to Outlook:

Click the **Start → All Programs → Kernel for Notes Calendar to Outlook**

Alternatively, you can launch Kernel for Notes Calendar to Outlook by double-clicking the shortcut icon available on the Desktop and Quick Launch section.

## 2.5 Uninstall Kernel for Notes Calendar to Outlook


---

You may need to uninstall Kernel for Notes Calendar to Outlook. To uninstall Kernel for Notes Calendar to Outlook:

1. Click the **Start → All Programs → Kernel for Notes Calendar to Outlook → Uninstall Kernel for Notes Calendar to Outlook**

A warning message will be displayed.

2. Click **Yes** to uninstall Kernel for Notes Calendar to Outlook.

 Before proceeding to uninstall Kernel for Notes Calendar to Outlook, you must ensure that the software is not running on your system.

You can alternatively uninstall Kernel for Notes Calendar to Outlook from the **Control Panel** by performing the following steps:

1. Click the **Start Menu → Control Panel** and then double click the **Add or Remove Programs** icon.
2. Select **Kernel for Notes Calendar to Outlook** and click **Remove**. A warning message will be displayed.
3. Click **Yes** to uninstall Kernel for Notes Calendar to Outlook.

## 3. Software Interface

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Now that Kernel for Notes Calendar to Outlook has been installed on your computer, you can start using the software after getting acquainted with the software interface.

### 3.1 Menu-bar

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The menu-bar of Kernel for Notes Calendar to Outlook comprises two main menus – File and Help.

#### 3.1.1 File Menu

The **File** menu comprises four menu items.

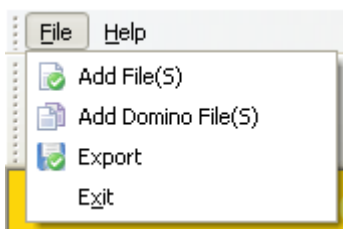


Figure 3.1: File Menu

Menu items in the **File** menu:

Field Name	Field Description
Add File(s)	Opens the Open window to select and list the .NSF file
Add Domino File(s)	Opens Lotus Domino Server file selection window
Export	Opens the Save Options window
Exit	Close Kernel for Notes Calendar to Outlook

#### 3.1.2 Help Menu

The **Help** menu comprises three menu items.

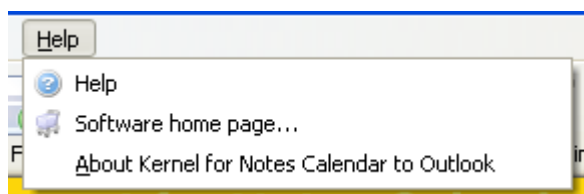





Figure 3.2: Help Menu

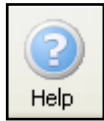
Menu items in the **Help** menu:

Field Name	Field Description
Software Help	Displays the user manual of Kernel for Notes Contacts to Outlook
Software Homepage	Select to visit software homepage on our website
About Kernel for Notes Calendar to Outlook	Select to view version-related and support information of Kernel for Notes Calendar to Outlook

## 3.2 Tool-bar

The tool-bar in Kernel for Notes Calendar to Outlook is displayed below the menu-bar. The tool-bar provides a convenient and user-friendly method to perform certain actions that can also be performed by using the menu-bar. Read the information in the table below to find out about the tool-bar buttons:

Button	Button Name	Button Description
	Select File(s)	Opens the Open window to select and list the .nsf file from your system
	Add Domino File(s)	Opens the Lotus Domino Server file selection window
	Export	Opens the Save options window



Help

Displays User Manual of Kernel for Notes  
Calendar to Outlook



Buy Online

Purchase the software online from the website

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### 3.3 Status-bar

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Status bar is displayed at the bottom of the software window. The text 'www.nucleustechnologies.com' is displayed on the status bar when you open the software.

Text on the status bar changes according to the actions which are performed with the tool bar buttons. The Status bar also displays the text 'CAP', 'NUM', 'SCRL' which respectively correspond to the Caps Lock, Num Lock, and Scroll Lock keys on your keyboard. If any of these keys are pressed, the color of the corresponding text will turn blue/black.



Figure 3.3: Status Bar

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### 3.4 Customize User Interface

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You can add or remove toolbar buttons by clicking:



→ **Add or Remove Buttons** → **Standard** in the toolbar and selecting appropriate buttons.


## 4. Converting Calendar Items from .NSF File

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Now that you have complete familiarity of the user interface of Kernel for Notes Calendar to Outlook, you are ready to convert calendar items from NSF file.

To convert items from .NSF file:

1. Launch Kernel for Notes Calendar to Outlook.
2. Click the **Add File** button. Open window to select the .nsf files will appear.
3. Select the .nsf file and click the **Open** button to list the file in software.
4. Click the **Preview** button to view preview of the calendar items existing in the .nsf file before saving them or click the **Export** button to save the converted calendar items in .PST or .XLS file.
5. When you click the Preview button, software displays preview of the converted calendar items before saving them.
6. Click the **Export** button to view the Save Options window.
7. Kernel for Notes Calendar to Outlook provides two saving options to save the converted calendar items: Save in PST or Save in Excel File.
  - **Save in PST:** Saves the calendar entries to new or existing PST file.
  - **Save in Excel File:** Saves the calendar entries to new .XLS file.

 **Export Calendar to single file** (Applicable only if you are exporting multiple NSF files): Check this checkbox when you want to save calendar items of multiple .nsf files in to single PST or XLS file.

# 5. Converting Calendar Items from Lotus Domino Server Mailboxes

Kernel for Notes Calendar to Outlook software enables the administrators to convert calendar items directly from the NSF file from mailboxes on Lotus Domino Server. Access Domino server with the help of Kernel software and convert the Calendar Items of Notes to Outlook or Excel file.

1. Launch Kernel for Notes Calendar to Outlook software.
2. Click the **Add Domino File** button. Domino Server File Selection window will appear to define the Domino Server settings.

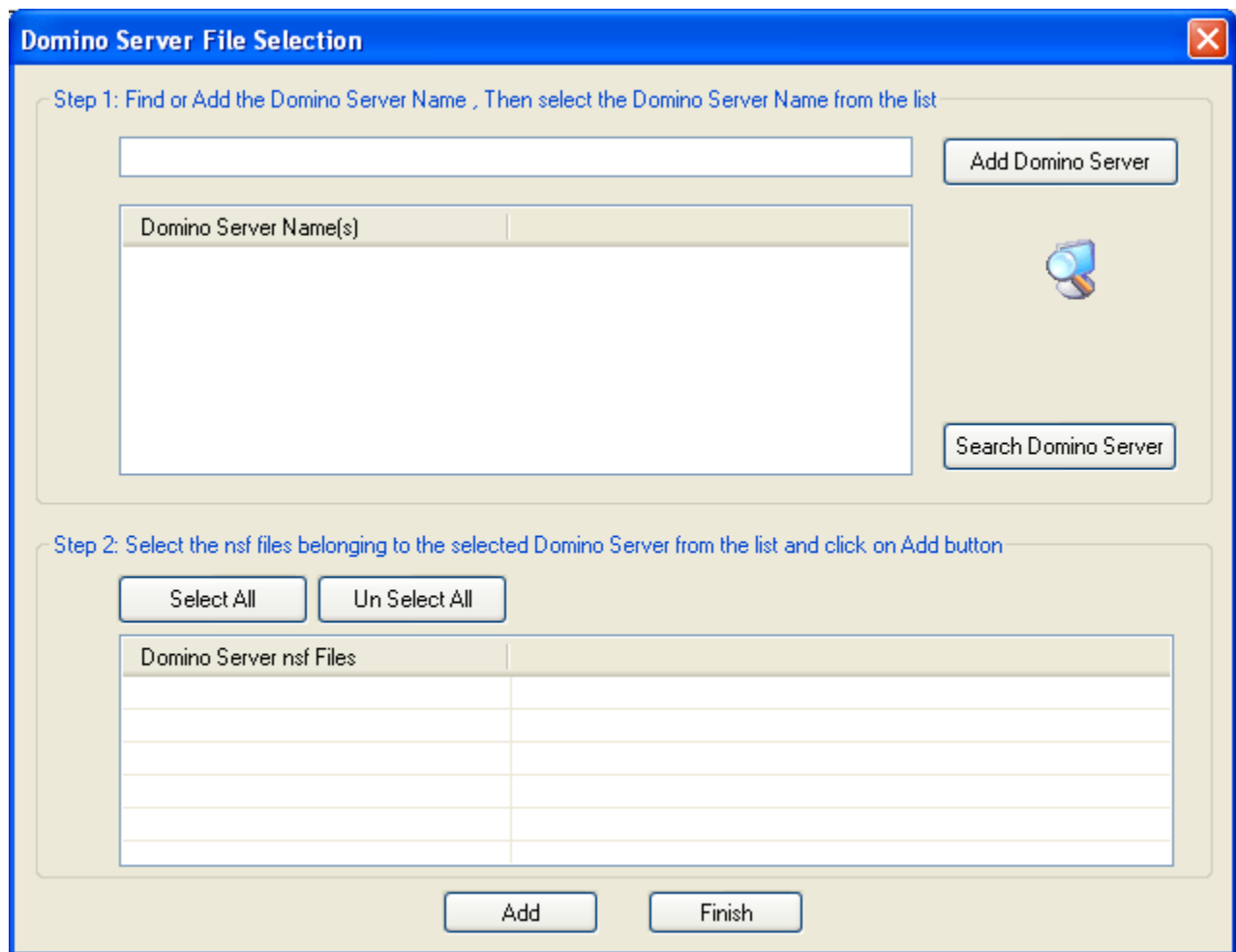


Figure 5.1: Domino Server File Selection

3. Click the **Add Domino Server** button to define the Domino Server name.
4. Click the **Search Domino Server** button to search for available domino server (s) in network.

- Domino server file selection window appears when button to search Domino Server is clicked.
- Kernel software asks for the ID file password to access the Domino server user mailbox. Provide the password to Kernel software and click the **OK** button.

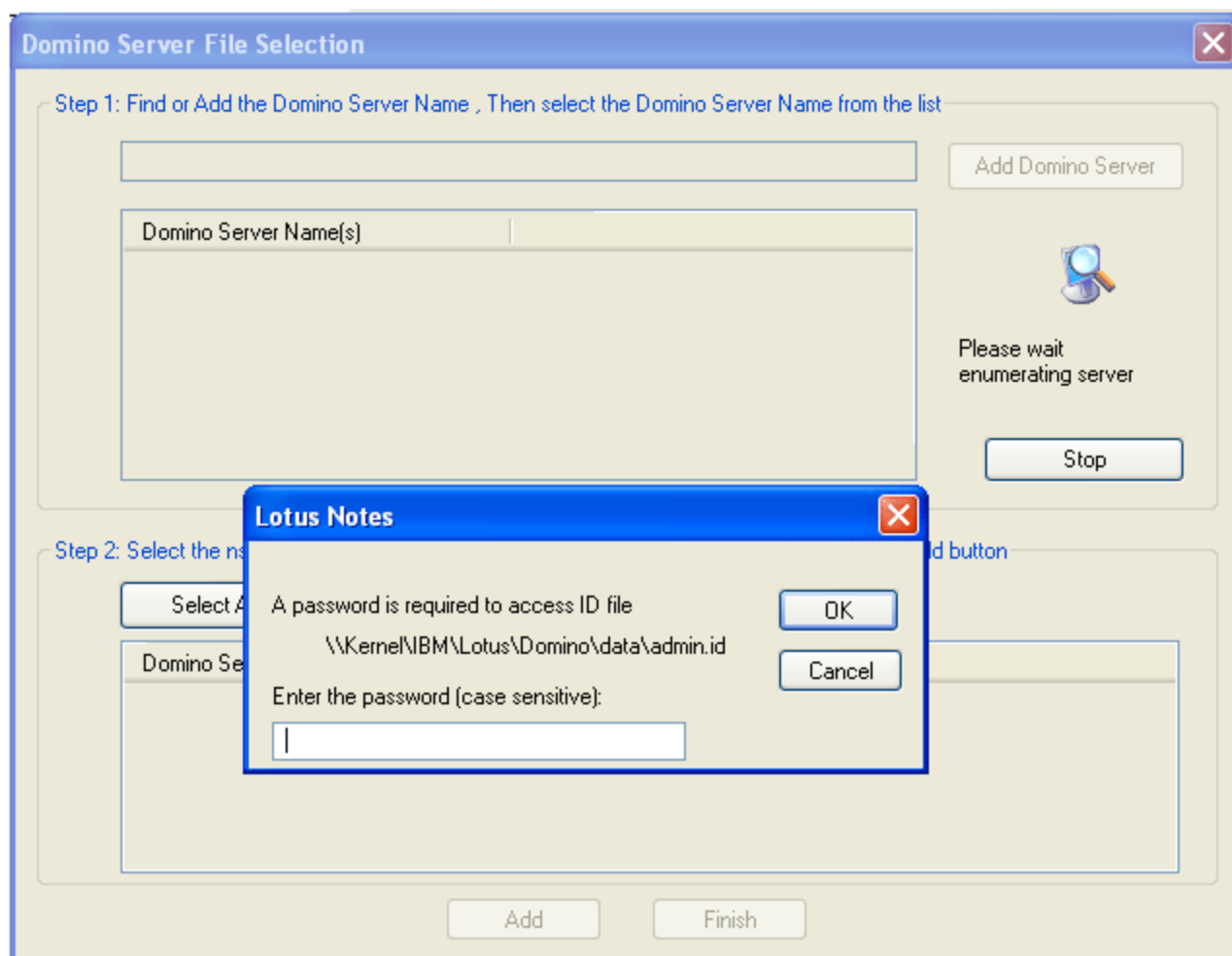


Figure 5.2: Domino Server File Selection

- Domino server name will get listed in the software.



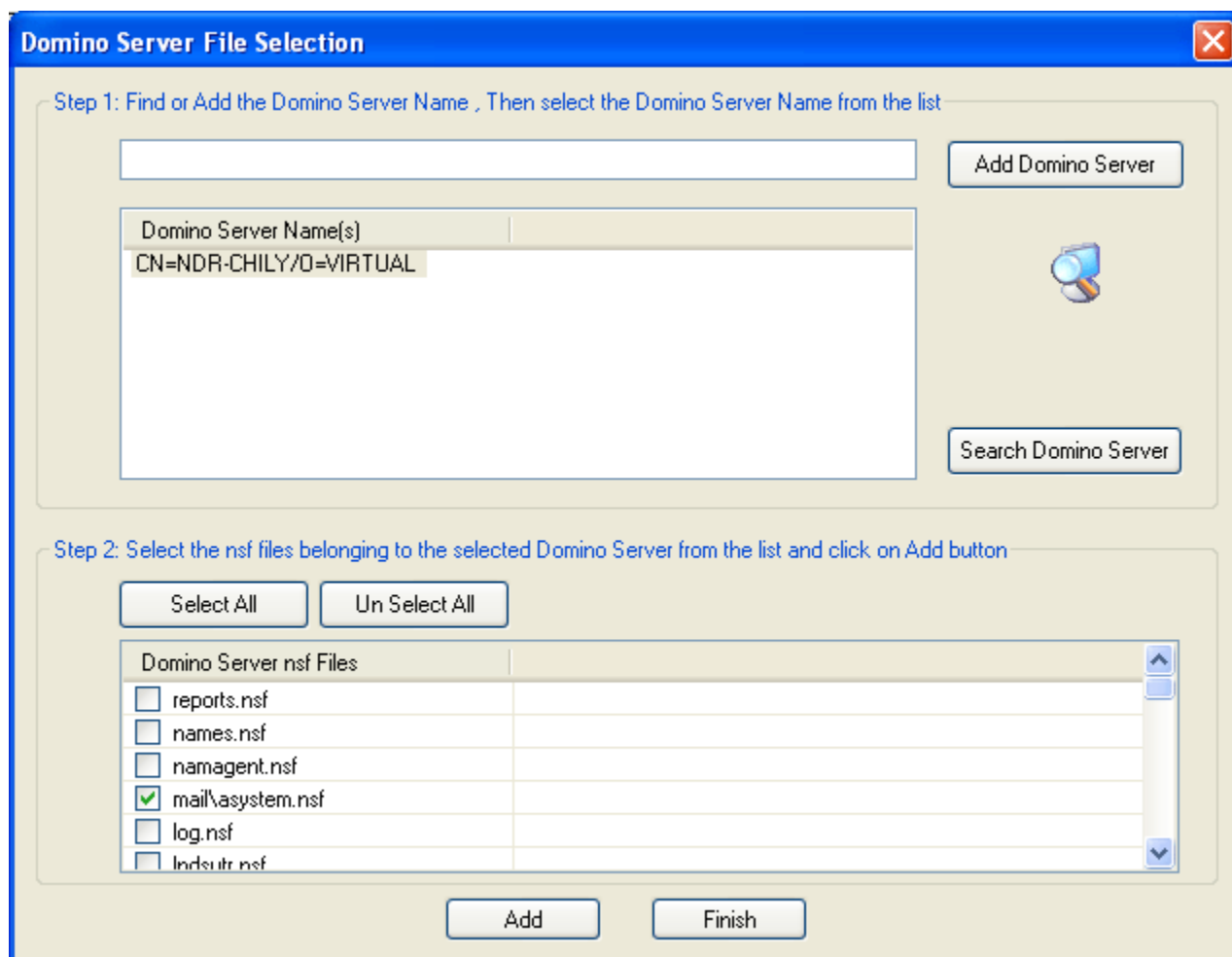



Figure 5.3: Domino Server File Selection

8. Select the user-mailbox.nsf file and click the **Add** button to list the files in software and click the **Finish** button to close the window.
9. Select the file which you want to save and click the **Export** button to continue with the saving process. Kernel software will display the Save Options window and ask to define the save options: PST or Excel.
10. Kernel for Notes Calendar to Outlook provides two saving options to save the converted calendar items.
  - 10.1 **Save in PST:** Saves the calendar entries to new or existing PST file.
  - 10.2 **Save in Excel File:** Saves the calendar entries to new .XLS file.

 **Export Calendar to single file** (Applicable only if you are exporting multiple nsf files): Check this checkbox when you want to save calendar items of multiple .nsf files in single PST or XLS file.

## 6. Saving Converted Files

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Once all the calendar entries are extracted by Kernel for Notes Calendar to Outlook, you are ready to save the extracted calendar entries.

### 6.1 Save in PST

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To save the file in pst, follow these simple steps:

- Click the **Save in PST** radio button.
- Define the PST file settings.

**Save in New File:** If you want to save the converted items in any new PST file, you need to define these fields:

1. **PST Folder Path:** The PST file path location where you want to save the file on your hard drive.
2. **PST File Name:** The name of the PST files which you are saving.

**Save in Existing File:** If you want to save the converted items in any existing PST file, define the path of the existing PST file, where you want save the file.

- Kernel for Notes Calendar to Outlook will start the saving process. After successful saving process, Kernel software will display a “**saving complete**” message.

### 6.2 Save in Excel

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To save in Excel file, follow these simple steps:

- Click the **Save in Excel File** radio button on Save Options Window.
- Define Excel folder path and Excel file name.
- Kernel for Notes Calendar to Outlook will start the saving process. After successful saving process, Kernel software will display a “saving complete” message.

## 7. Full version

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Although you can use Kernel for Notes Calendar to Outlook evaluation version for free and experience capabilities of the software, there are certain features that are not available in the evaluation version.

### 7.1 Requirement of Full Version

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The free to evaluate demo version of Kernel for Notes Calendar to Outlook software is fully functional in its conversion capabilities. It will convert your notes calendar to .PST file and .XLS and will show preview of the converted calendar items with data. But due to demo limitations, Kernel for Notes Calendar to Outlook converts single .nsf file and saves only first 5 calendar items per folder, which exists in the nsf file.

For complete saving of calendars, you will need to buy full version of the software.

### 7.2 Purchasing Full Version

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You can buy the full version of Kernel for Notes Calendar to Outlook from any one of our authorized resellers – Element5, Asknet and 2CO.

As soon the purchase transaction with our resellers gets completed, our Sales team will send you an email comprising the URL to download the full version of Kernel for Notes Calendar to Outlook and activation details of the software.

## 8. Support

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We have an extensive and efficient support system in place to assist our customers with all issues related to using Kernel for Notes Calendar to Outlook. The software comes with an embedded help manual that can be accessed by clicking **Help→Software Help** in the menu-bar. You can also press the F1 key on the keyboard of your computer to access the embedded help of Kernel for Notes Calendar to Outlook.

You can access the online help for Kernel for Notes Calendar to Outlook at <http://www.nucleustechnologies.com/Online-Helps.html>

View Animated Working demo of the software to get an overview of all the features and functions of the software:

[http://www.nucleustechnologies.com/Animated\\_Demo\\_Notes\\_Calendar\\_to\\_Outlook.html](http://www.nucleustechnologies.com/Animated_Demo_Notes_Calendar_to_Outlook.html)

We also have live support wherein you can chat with our software experts at <http://www.nucleustechnologies.com/Support.html> .

To talk on phone with our software experts call:

**Help line:**

+91-9818725861

1-866-348-7872 (Toll Free for USA/CANADA)

You can also email us about your queries at;

[sales@nucleustechnologies.com](mailto:sales@nucleustechnologies.com) for Sales

[support@nucleustechnologies.com](mailto:support@nucleustechnologies.com) for Support

[contact@nucleustechnologies.com](mailto:contact@nucleustechnologies.com) for General Queries

# 9. Troubleshooting

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This section deals with your generic and specific queries pertaining to using Kernel for Notes Calendar to Outlook.

## 9.1 Common Issues

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### **Why does Kernel for Notes Calendar to Outlook have limitations in evaluation copy?**

The free evaluation version of Kernel for Notes Calendar to Outlook is intended to enable you to experience the capabilities of the software. With demo version of the software, you can convert calendar items of single .nsf file and save first five calendar items per folder which exists in the .nsf file. You will need to buy the software to perform complete conversion and saving.

## 9.2 Frequently Asked Question

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### **How to Buy Kernel for Notes Calendar to Outlook?**

You can buy Kernel for Notes Calendar to Outlook online at <http://www.nucleustechnologies.com/buy-notes-calendar-to-outlook.php>

### **I have lost my full version for Kernel for Notes Calendar to Outlook. Can you help me?**

Please email us at [sales@nucleustechnologies.com](mailto:sales@nucleustechnologies.com). Please include your name, address, email address, and order confirmation number (if you have it). We will be happy to help you.

# 10. Legal Notices

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This section comprises the legal specification about Kernel for Notes Calendar to Outlook and the company NUCLEUS DATA RECOVERY.COM PRIVATE LIMITED

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