



# **Stellar Office 365 Extractor**

**Installation Guide**

**Version 2.0**

# 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.

## What's new in this version?

- Support for MS Outlook 2016

## 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:** Windows10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Vista / Windows Server 12 / Windows Server 8 (R2)
- **Memory:** Minimum 1 GB
- **Hard Disk:** 50 MB of Free Space
- **MS Outlook:** 2016, 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 10:

- Click Start icon -> All apps -> **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** tile on the home screen.

## To launch Stellar Office 365 Extractor in Windows 8.1 / 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:

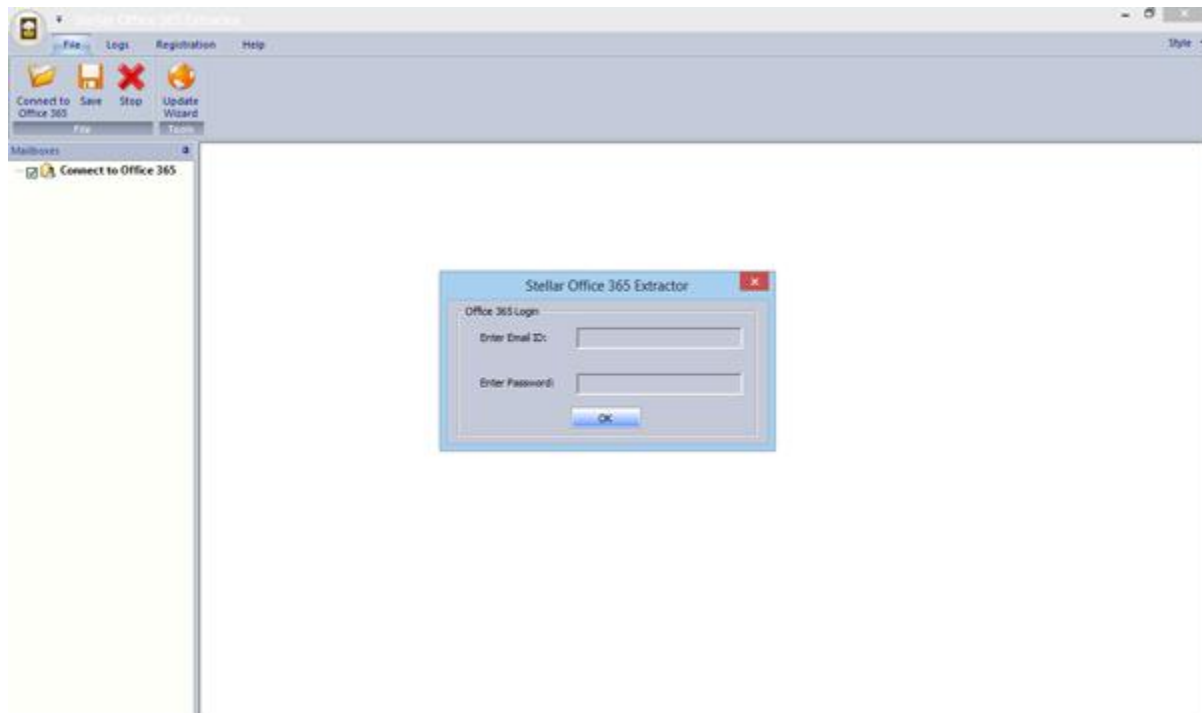
- Click Start -> Programs -> **Stellar Office 365 Extractor** -> **Stellar Office 365 Extractor**. Or,
- Double click **Stellar Office 365 Extractor** icon on the desktop. Or,
- Click **Stellar Office 365 Extractor** icon in Quick Launch.

# User Interface

**Stellar Office 365 Extractor** software has a very easy to use Graphical User Interface. The user interface contains features required for extraction.

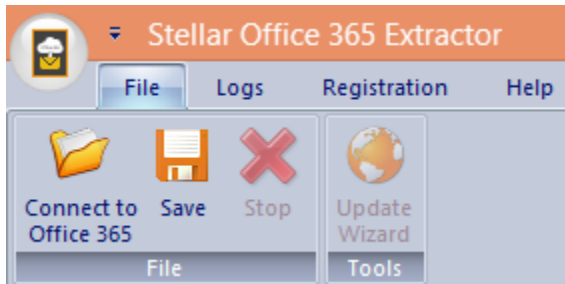
After launching the software, you will see the main user interface as shown below.

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.

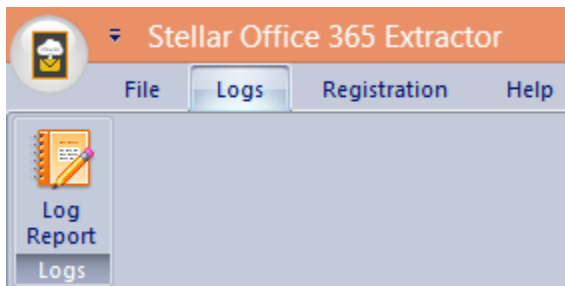
### Stop

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.

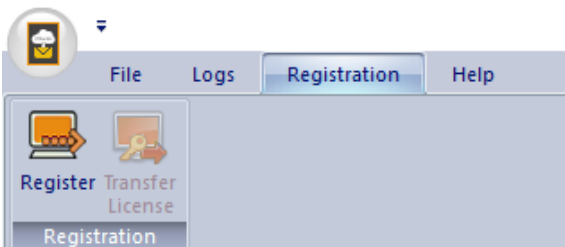
## Logs Menu



### Log Report

Use this option to view / save the log report.

## Registration Menu



### Register

Use this option to register the software after purchasing.

### Transfer License

Use this option to transfer the license of the

registered software to another computer.

## 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](#)

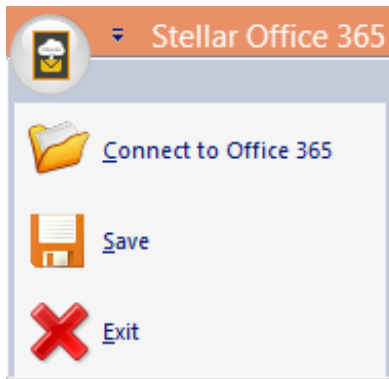
### Enquiry

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.

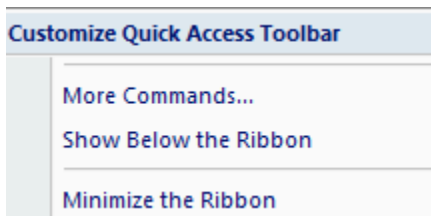
### **Save**

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**

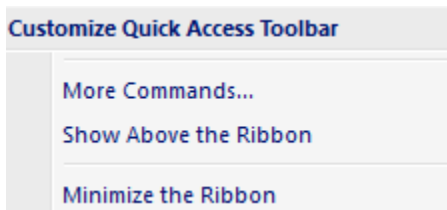
Use this option to move down the Customize Quick Access Toolbar.

### **Show Above the Ribbon**

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

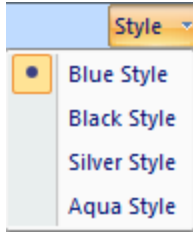
### **Minimize the Ribbon**

Use this option to minimize the ribbon.



## **Style Menu**





## Style

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.



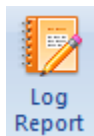
Click this button to save mailbox data in PST, MSG, EML, HTML, RTF and PDF format.



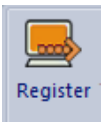
Click this button to stop the extraction process.



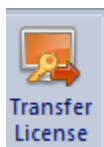
Click this button to check for both, latest minor and major versions available online.



Click this button to view / save the log report.



Click this button to register the software after purchasing.



Click this button to transfer the license of the registered software to another computer.



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.

# Ordering the Software

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

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

Alternatively, click **Purchase Stellar Office 365 Extractor** in **Help Menu** on **Menu Bar** to purchase the software online.

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

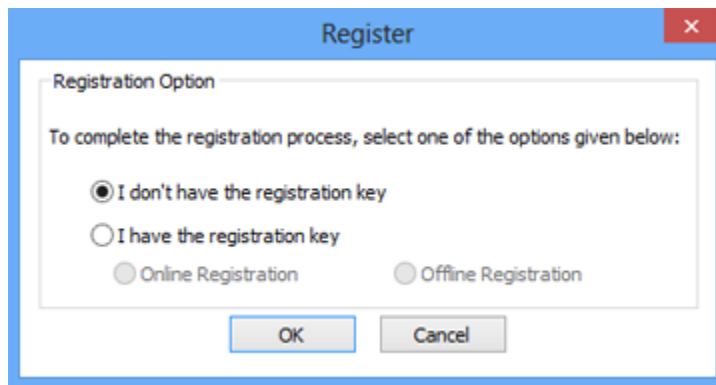
Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.

# Registering the Software

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

## To register the software:

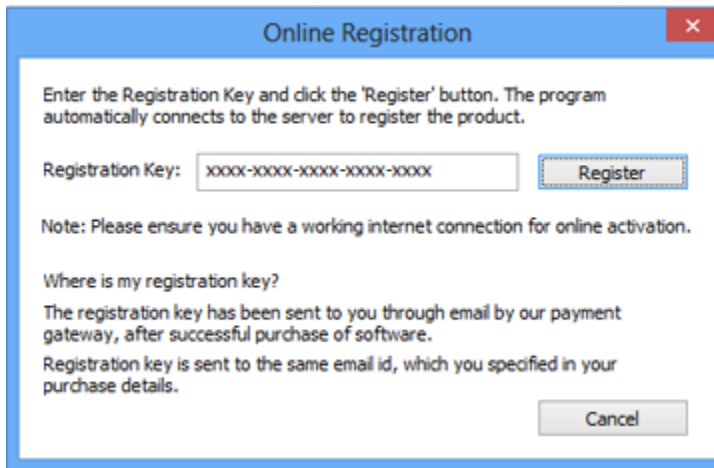
1. Run demo version of **Stellar Office 365 Extractor** software.
2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.



3. Choose 'I don't have the registration key' (Use this option if you have not purchased the product) or select 'I have the registration key' (Use this option if you have already purchased the product).

## To register the software, when you do not have a registration key, follow the steps given below:

1. In the *Register* window, select '**I don't have the registration key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Registration Key will be sent to the email provided at the time of purchase.
3. In the *Online Registration* window, type the **Registration Key** and click **Register** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

**To register the software, when you have a key, follow the steps given below:**

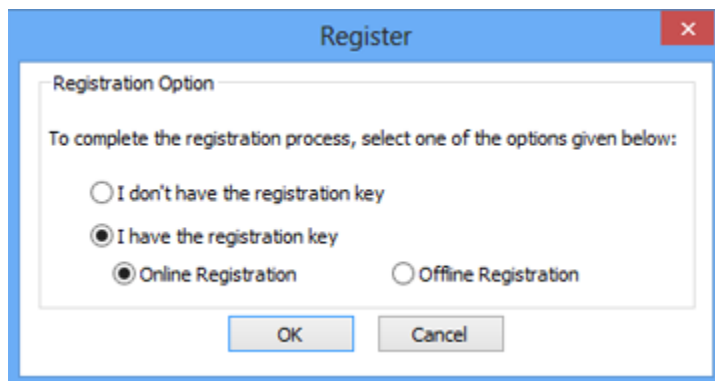
1. In the *Register* window, select '**I have the registration key**' option.
2. You can choose either 'Online Registration' (Use this option to register the software over Internet) or 'Offline Registration' (Use this option to register the software manually / through e-mail if for any reason, Internet connection is unavailable).

- **Online Registration**

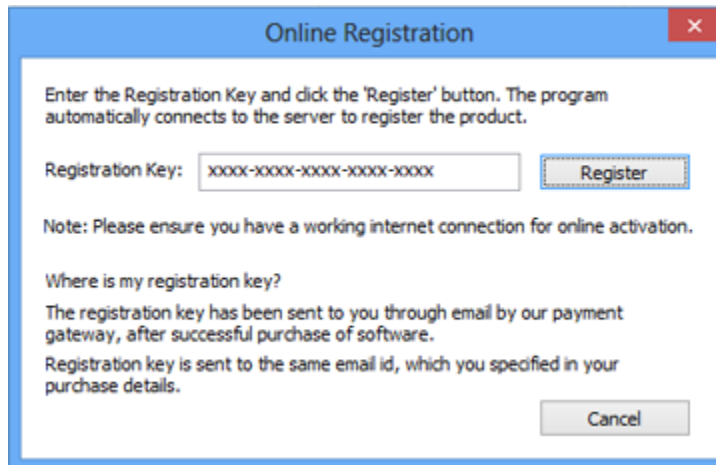
Online Registration is possible only when an active Internet connection is available.

- **To register the software online:**

1. From the *Register* window, select **Online Registration**. Click **OK**.



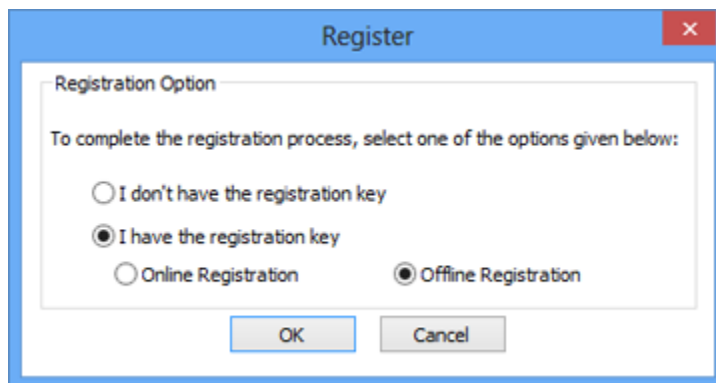
2. An **Online Registration** dialog box will appear.
3. Type the **Registration Key** (received through email after purchasing the product) in the field of Registration Key. Click **Register**.



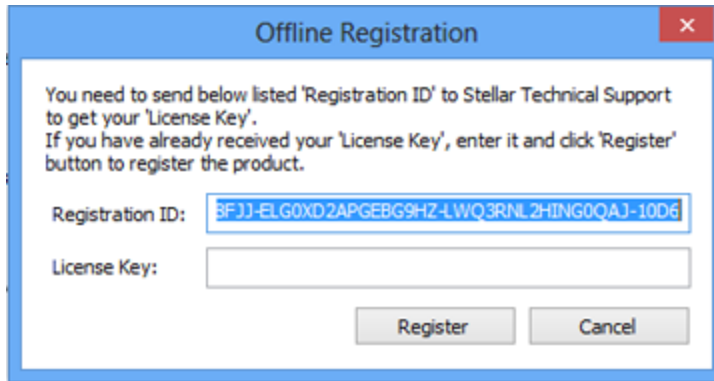
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be registered successfully.
- **Offline Registration**

Offline Registration enables you to register the product when your computer does not have an Internet connection.

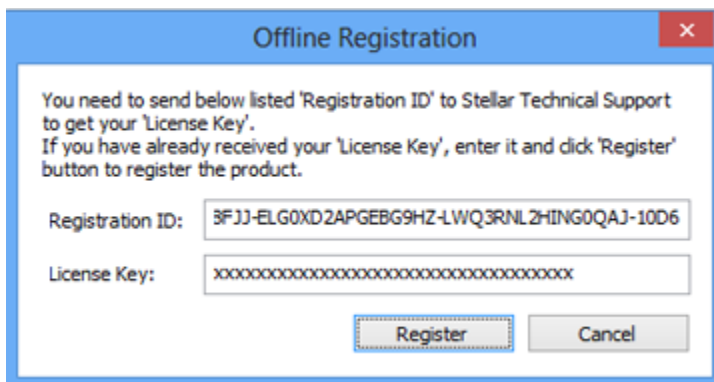
    - **To register the software offline:**
      1. From the *Register* window, select **Offline Registration**. Click **OK**.



2. An **Offline Registration** dialog box will appear displaying **Registration ID** in its respective field.



3. To get your License Key, which is required to register the software manually, you need to mail the listed **Registration ID** to [support@stellarinfo.com](mailto:support@stellarinfo.com).
4. A License Key will be sent to your email address after verifying the Registration ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Office 365 Extractor**. In *Register* window, select '**I have the registration key**'.
6. Select **Offline Registration** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.



8. Click **Register** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.



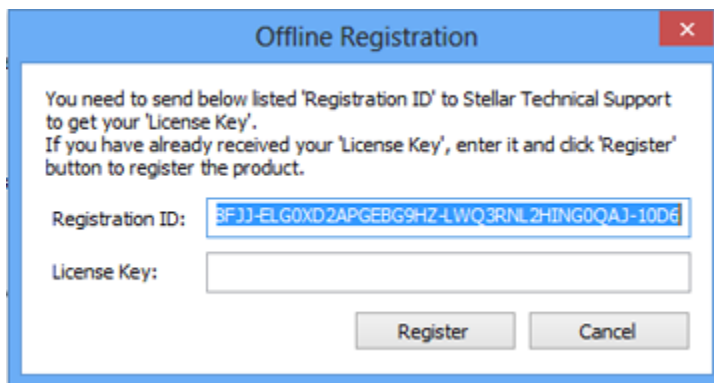
# Transfer License

**Stellar Office 365 Extractor** allows you to transfer the license of the registered software to another computer on which you want to run the software with full functionality. This operation deactivates the product on your current computer so it can be reactivated on the new computer.

**To transfer a software license from one computer to another, please follow the specific steps below:**

## On Target Computer:

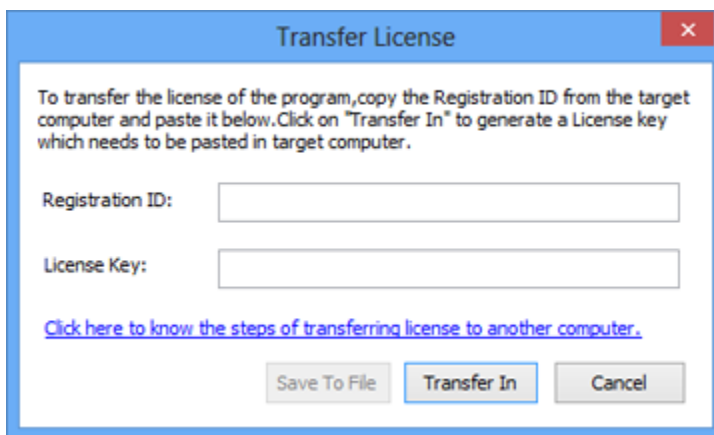
1. Run demo version of the software.
2. In **Registration** Menu on Menu Bar, click **Register**. A new dialog appears.
3. From the *Register* window, select **Offline Registration**. Click **OK**.
4. An **Offline Registration** dialog box will appear displaying **Registration ID** in its respective field.



The screenshot shows a dialog box titled "Offline Registration" with a close button (X) in the top right corner. The text inside reads: "You need to send below listed 'Registration ID' to Stellar Technical Support to get your 'License Key'. If you have already received your 'License Key', enter it and click 'Register' button to register the product." Below the text are two input fields: "Registration ID:" and "License Key:". The "Registration ID" field contains the text "BFJJ-ELG0XD2APGEBG9HZ-LWQ3RNL2HING0QAJ-10D6". At the bottom of the dialog are two buttons: "Register" and "Cancel".

## On Source Computer:

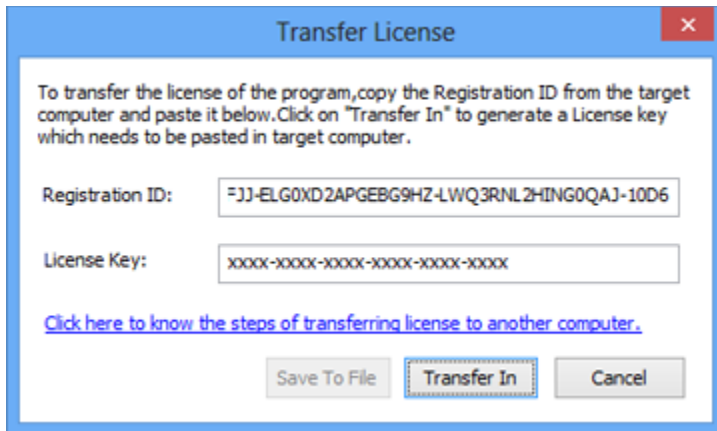
1. Run registered version of **Stellar Office 365 Extractor** software.
2. In **Registration** Menu on Menu Bar, click **Transfer License**.



The screenshot shows a dialog box titled "Transfer License" with a close button (X) in the top right corner. The text inside reads: "To transfer the license of the program, copy the Registration ID from the target computer and paste it below. Click on 'Transfer In' to generate a License key which needs to be pasted in target computer." Below the text are two input fields: "Registration ID:" and "License Key:". At the bottom of the dialog are three buttons: "Save To File", "Transfer In", and "Cancel". A blue hyperlink is present below the input fields: [Click here to know the steps of transferring license to another computer.](#)

3. Copy the **Registration ID** displayed on the Target Computer in the field of Registration ID on the Source Computer.

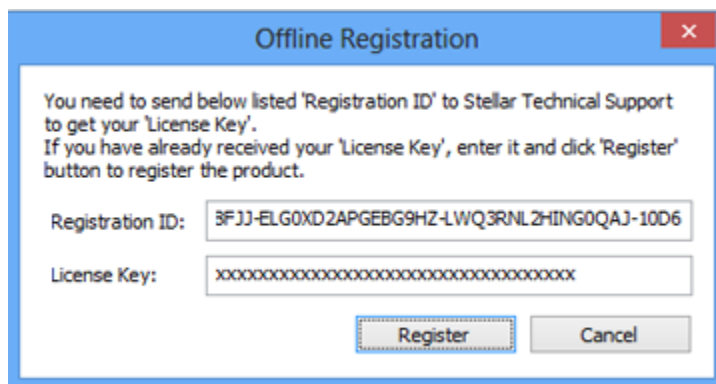
4. To get your License Key, click **Transfer In** button on Source Computer. This will generate a License Key.
5. You can also save the License Key generated on the source computer. Click **Save to File** button to save the Registration ID and the License Key. In **Browse for Folder** dialog box, select the location where you want to save the details. Click **OK**.
6. '*License Key has been saved successfully*' message is displayed after the saving process is completed successfully. Click **OK**.



This will deactivate the product on Source Computer and you will no longer be able to use the software anymore on this computer.

#### On Target Computer:

1. Type the **License Key** which you have generated on the Source Computer in the provided field of License Key.



2. Click **Register** to complete the activation process.
3. '*Activation Completed Successfully*' message is displayed after the process is completed successfully. Click **OK**.

# 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 <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](mailto:support@stellarinfo.com)

## Support Helpline

**Monday to Friday [ 24 Hrs. a day ]**

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