



# **Stellar Converter for NSF - Corporate**

**User Guide**

**Version 4.0**

# Overview

'**Stellar Converter for NSF**' converts 'IBM Notes' (formerly Lotus Notes) NSF files into 'Microsoft Outlook' PST files. In addition, the software provides an option to save the mail items folders as PST, MSG, EML, HTML, RTF, and PDF files. After conversion of 'IBM Notes' (NSF) files, you can preview the items of mailbox such as - 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', 'Discussion Note' and decide upon the mail items that you want to save as PST. '**Stellar Converter for NSF**' allows you to convert and save the mailbox to Office 365 as well. You can either append converted mailbox data to an existing Outlook Profile or to an existing Outlook PST.

## Key Features of Stellar Converter for NSF

- Converts 'IBM Notes' (formerly Lotus Notes) NSF files into 'Microsoft Outlook' PST files.
- Convert and save 'IBM Notes' (NSF) files as MSG and EML, HTML, RTF and PDF formats.
- Selective conversion of user mailbox items.
- New and enhanced GUI.
- You can select up to 4 NSF files and save them to a single PST after conversion. This is useful if you have Mails, Contacts, Journals, and Notes saved in different NSF files.
- Option to find NSF files within a specific folder/hard drive.
- Provides preview of 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', and 'Discussion Note'.
- Ensures accurate and reliable conversion.
- Generates 'Log Report' for further analysis.
- Compatible with Windows 10 / 8.1 / 8 / 7..
- Supports 'Lotus Notes' 10.0.1, 9.0.1, 9.0, 8.5, 8.0.2, 7.0, 6.5, 6.0.
- Supports MS Outlook 2016 / 2013 / 2010 / 2007 / 2003.

# Getting Started

Before installing and using '**Stellar Converter for NSF**', you need to understand the minimum system requirements to install and run the software. Also, the understanding of what the software does, and the steps to install & activate the software will enable you to use the software more efficiently.

- Installation Procedure
- Launching the software
- User Interface
- Ordering the Software
- Activating the Software
- Updating the Software
- How to Uninstall the Software?
- Stellar Support

# Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements to install 'Stellar Converter for NSF'.

## Minimum System Requirements

- **Processor** : Pentium Class (1 GHz or faster)
- **Memory** : Minimum 4 GB (Recommended 8 GB)
- **Hard Disk** : 250 MB of free space
- **Operating System**: Windows 10 / 8.1 / 8 / 7.
- **MS Outlook**: 2016 / 2013 / 2010 / 2007 / 2003
- **IBM Notes\***: 10.0.1, 9.0.1, 9.0, 8.5, 8.0.2, 7.0, 6.5, 6.0

**Note:** To connect to Office 365, **MS Office 2010 (Service Pack 2 and above)** must be installed.

*\*Formerly known as Lotus Notes.*

## To install the software:

1. Double-click **StellarConverterforNSF.exe** executable file to start the installation. **Setup - Stellar Converter for NSF** dialog box is displayed.
2. Click **Next. License Agreement** dialog box is displayed.
3. Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next. Select Start Menu Folder** dialog box is displayed.
5. Click **Browse** to provide a path for program's shortcuts. Click **Next. A Select Additional Tasks** dialog box is displayed.
6. Select check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
7. Review your selections. Click **Back** if you want to change them. Click **Install** to start that installation.  
The Installing window shows the installation process.
8. On completion of the installation process, **Completing the Stellar Converter for NSF Setup Wizard** window is displayed. Click **Finish**.

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

# Launching the Software

## To launch Stellar Converter for NSF in Windows 10:

- Click Start icon -> All apps -> **Stellar Converter for NSF**-> **Stellar Converter for NSF**. Or,
- Double click **Stellar Converter for NSF** icon on the desktop. Or,
- Click **Stellar Converter for NSF** tile on the home screen.

## To launch Stellar Converter for NSF in Windows 8.1 / Windows 8:

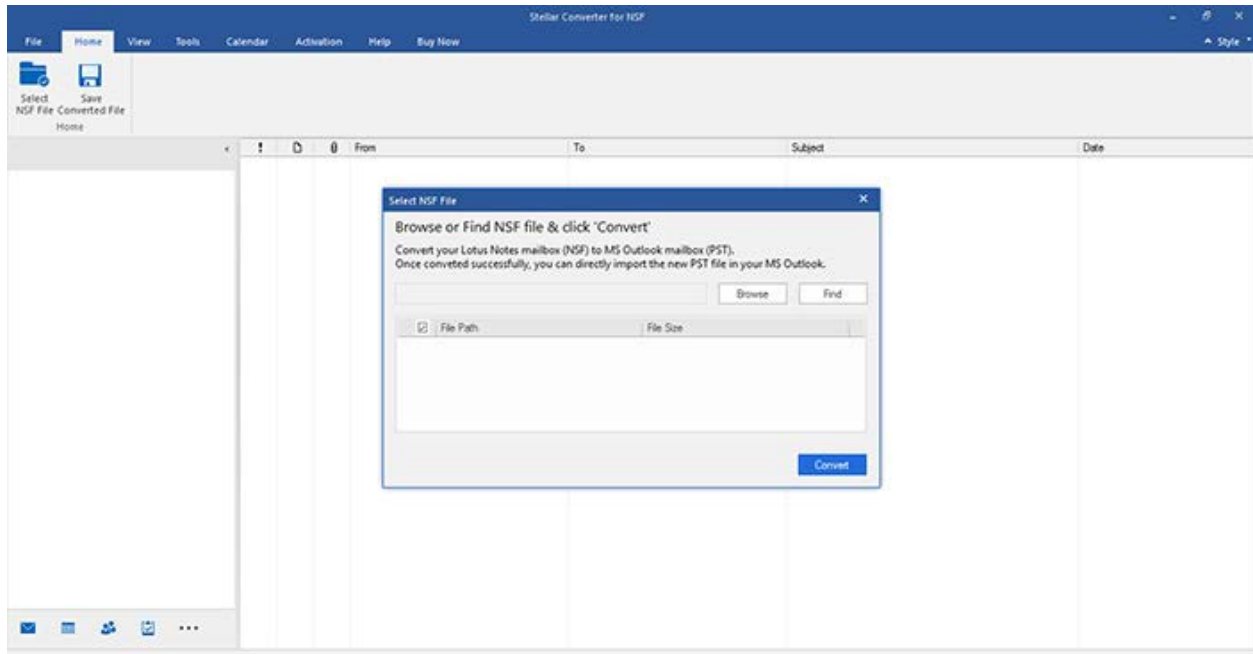
- Click Stellar Converter for NSF tile on the home screen. Or,
- Double click Stellar Converter for NSF icon on the desktop.

## To start the application, do one of the following in Windows 7:

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

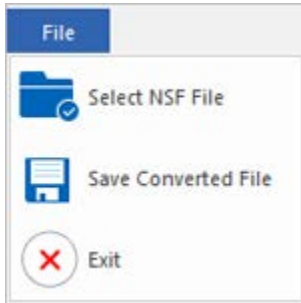
# User Interface

'Stellar Converter for NSF' has a simple and easy to use Graphical User Interface (GUI). The GUI of 'Stellar Converter for NSF' resembles the GUI of MS Office 2016.



With 'Ribbons' and 'Buttons' on the user interface, you can access its various features quite easily.

# Ribbons



## File Ribbon

### Select NSF File

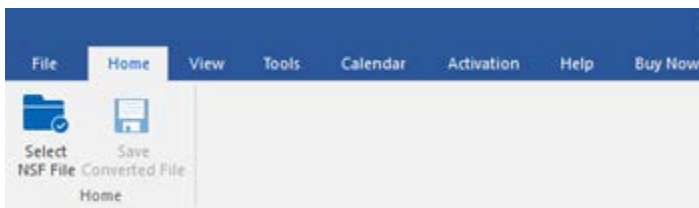
Use this option to select NSF file for the conversion process.

### Save Converted File

Use this option to save converted files.

### Exit

Use this option to exit the application



## Home Ribbon

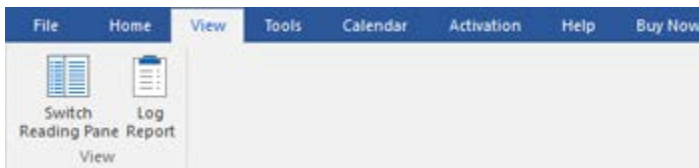
## Home Ribbon

### Select NSF File

Use this option to select NSF file for the conversion process.

### Save Converted File

Use this option to save the converted file.



## View Ribbon

## View Ribbon

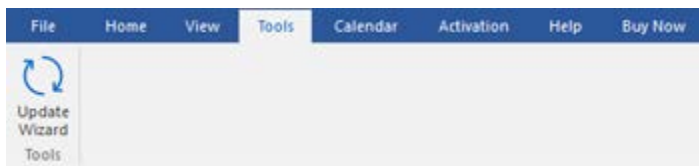
### Switch Reading Pane

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



## Log Report

Use this option to view/save the log report.

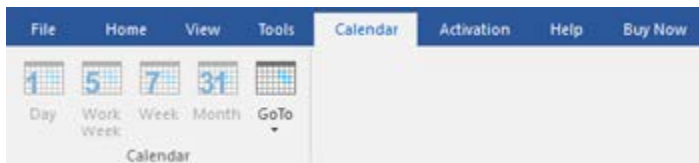


## Tools Ribbon

## Tools Ribbon

### Update Wizard

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



## Calendar Ribbon

## Calendar Ribbon

### Day

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

### Work Week

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

### Week

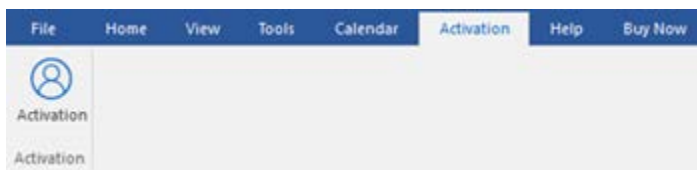
Use this option to list all the entries of a week (from Monday to Sunday).

## Month

Use this option to list all the entries of a particular month.

## GoTo

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



## Activation Ribbon

## Activation Ribbon

### Activation

Use this option to activate the software after purchasing the software.

## Help Ribbon

### Help

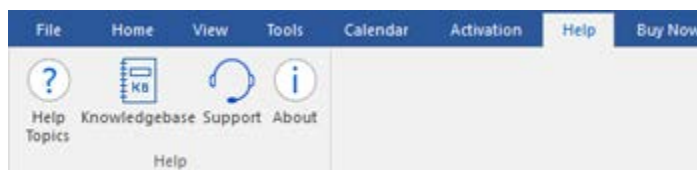
Use this option to view the help manual for the software.

### Knowledgebase

Use this option to visit [Knowledgebase](https://www.stellarinfo.com/knowledgebase) articles of [stellarinfo.com](https://www.stellarinfo.com).

### Support

Use this option to view the [support page](https://www.stellarinfo.com/support) of [stellarinfo.com](https://www.stellarinfo.com).



## Help Ribbon

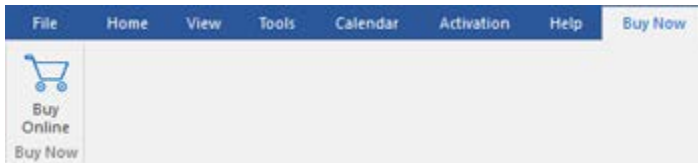
## About

Use this option to read information about the software.

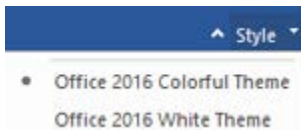
## Buy Now

## Buy Online

Use this option to [buy](#) Stellar Converter for NSF.



## Buy Now Ribbon

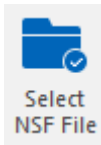


## Style Ribbon

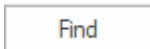
## Style Ribbon

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

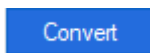
# Buttons



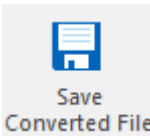
Click this button to select NSF file and convert it into PST file.



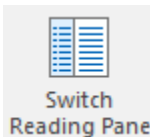
Click this button to search NSF files within a specific folder/hard drive.



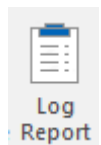
Click this button to initiate the conversion process.



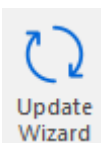
After scanning, click this button to save converted files.



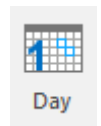
Click this button to switch between horizontal and vertical views of the reading pane. When you click on a folder in left-pane, by default, the right pane shows the details in horizontal columns position. You can click Switch Reading Pane icon to change the position to vertical columns.



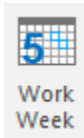
Click this button to view/save the log report.



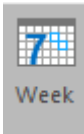
Click this button to update your software. Use this option to check for both, major and minor versions of the software.



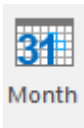
Click this button to list all the entries of one particular day from the calendar.



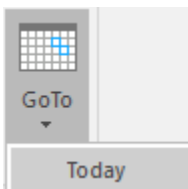
Click this button to list all the entries of a work week (from Monday to Friday).



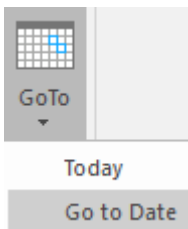
Click this button to list all the entries of a week (from Monday to Sunday).



Click this button to list all the entries of a particular month.



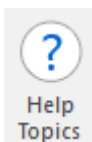
Click this button to list all the entries of the current date.



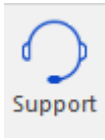
Click this button to list all the entries of a particular day (any single day except the current date).



Click this button to activate the software after purchase.



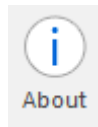
Click this button to view the help manual for the software.



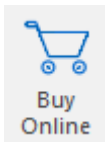
Click this button to view the support page of [stellarinfo.com](http://stellarinfo.com).



Click this button to visit Knowledgebase articles of [stellarinfo.com](http://stellarinfo.com).



Click this button to read information about the software.



Click this button to buy 'Stellar Converter for NSF' software.

# Ordering the Software

Click <https://www.stellarinfo.com/email-repair/nsf-pst-converter.php> to know more about '**Stellar Converter for NSF**'.

To purchase the software online, please visit <https://www.stellarinfo.com/email-repair/buy-now/nsf-to-pst.php>

Alternatively, click on Buy Online icon in Buy Now Menu on the Menu Bar to purchase the software online.

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

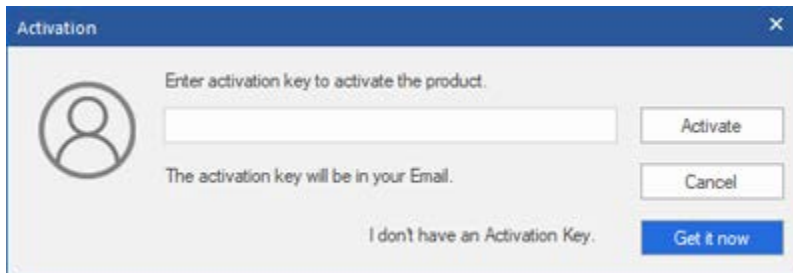
**Once the order is confirmed, a serial number will be sent to you through e-mail, which would be required to activate the software.**

# Activating the Software

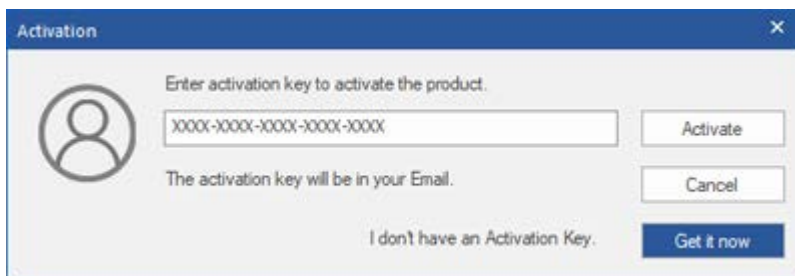
The demo version is just for evaluation purpose and must be eventually activated to use the full functionality of the software. The software can be activated using the Activation Key which you will receive via email after purchasing the software.

## To activate the software:

1. Run demo version of Stellar Converter for NSF software.
2. On **Activation** menu, click **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 go online and purchase the product.
4. Once the order is confirmed, an Activation Key is sent to the email address, provided while placing the order.
5. Type the **Activation Key** (received through an email after purchasing the product) and click the Activate button (**Please ensure that you have an active Internet connection**).



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



# Updating the Software

Stellar releases periodical software updates for Stellar Converter for NSF software. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for the latest updates. This will check for both latest the minor and major versions available online. You can easily download the 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.

## To update Stellar Converter for NSF:

1. Go to **Tools** option in **Menu Bar**. Click **Update Wizard**.
2. The **Update Wizard** window will open. Click **Next**. The wizard will search for the 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 the following reasons:

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

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

# How to Uninstall the Software?

In two ways you can Uninstall '**Stellar Converter for NSF**'.

Click '**Start**' -> '**All Programs**' -> '**Stellar Converter for NSF**' -> '**Uninstall Stellar Converter for NSF**'. Follow on screen instructions to completely remove the software, including registry entries from your computer.

Click '**Start**' -> '**Control Panel**' -> '**Add or Remove Program**'. Select '**Stellar Converter for NSF**' entry from the displayed list and click '**Change/Remove**'. Follow on-screen instructions to completely remove the software as well as registry entries from your computer.

# Stellar Support

Our 'Technical Support' professionals will give solutions to 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-repair/buy-now/nsf-to-pst.php>

Chat Live with an 'Online' technician at <http://www.stellarinfo.com/>.

Search in our extensive 'Knowledge Base' at <http://www.stellarinfo.com/support/kb/>.

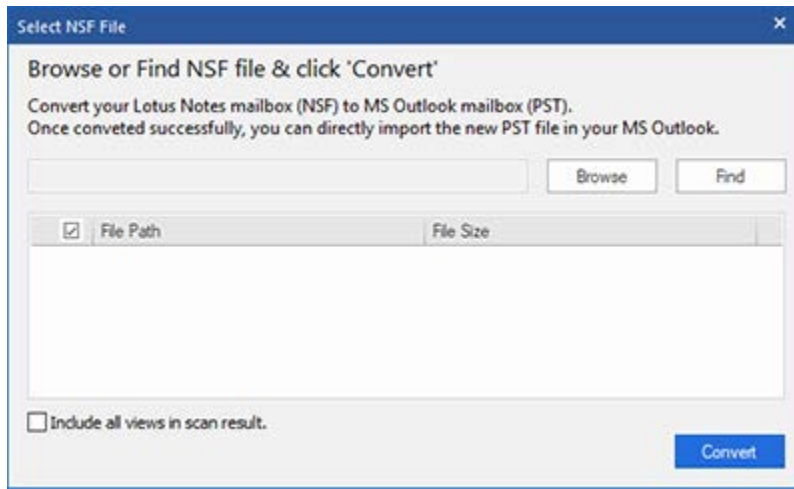
Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>.

E-mail to Stellar Support at [support@stellarinfo.com](mailto:support@stellarinfo.com).

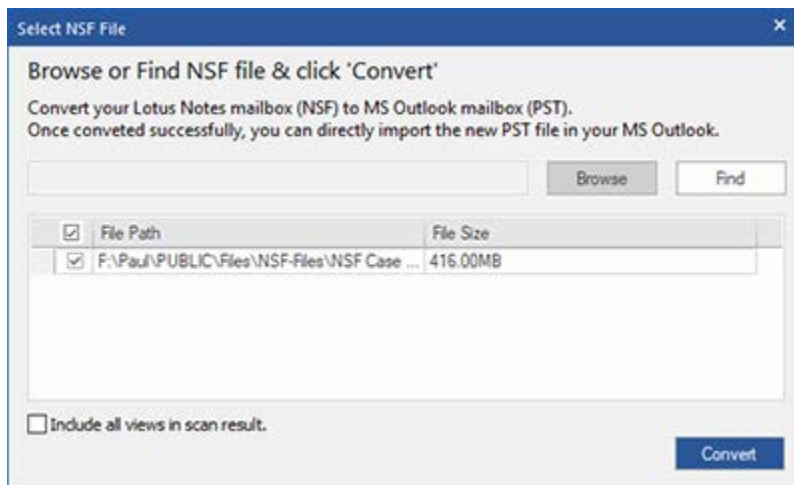
# Select and Convert NSF File

## To Select an NSF File:

- From the **File** Ribbon, click '**Select NSF File**'.
- In Select NSF File dialog box, click 'Browse' to select the NSF file that you want to convert.
- Select 'Include All Views in Scan Result' check box if you want to add views to your scan result. By default, this option is unchecked.



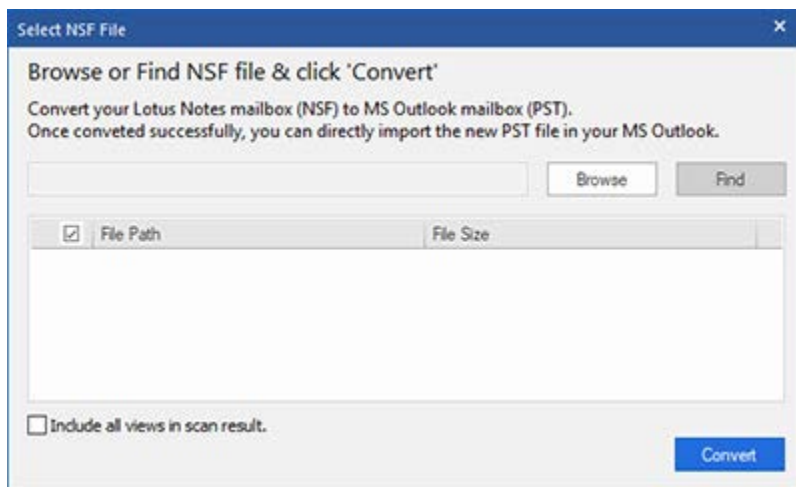
- Select the destination of the required NSF file and click '**Open**'.



'**Stellar Converter for NSF**' also allows you to search for NSF files in your computer's hard drive, in case you don't know their location. With the help of '**Find NSF**' option, you can search for NSF files in any folder, subfolder or an entire volume in your system.

## To Find an NSF File:

- Click **'Find'** in **Select NSF File** dialog box. **Browse for Folder** dialog box opens.
- From **Select Source** section, select the required drive and specific folder from where you want to search for NSF files.
- Click **'OK'** to start searching for NSF files.
- After the search is complete, **find complete** dialog box appears with the number of NSF files found. Click **OK**.
- The path and size of the found NSF files are listed in the list box.



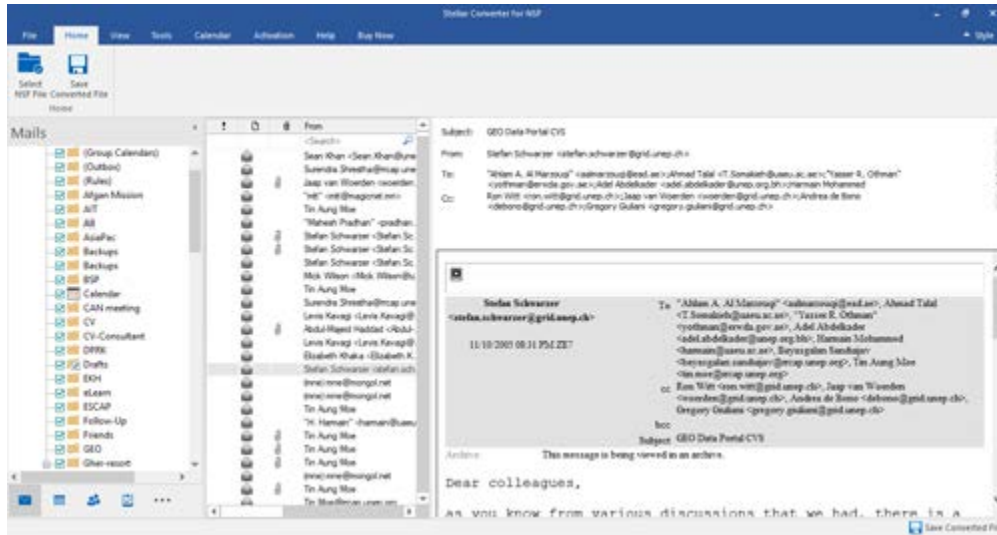
- Select file you wish to convert from the list and click **'Convert'**.

**Note:** You can select up to 4 NSF files and convert them to a single PST file at a time. This option ensures that you get a single PST mailbox, in case you have separate NSF files for your mails, contacts, journals and notes.

**Note:** To stop searching for NSF files at any point, click **'Stop'**.

# Preview Files

Once you select NSF file and press **Convert** button, the software starts the process of conversion. After the process is finished, a preview of the converted file is generated in a three-pane window. By default, all the items in the list are selected.



The left pane shows mail item folder such as 'Mails', 'Calendar', 'Contacts', 'To Do List', 'Personal Journal', and 'Discussion Note' in a tree view. The middle pane displays the list of items in a single mail item folder and the right pane shows the content of the selected individual item. To see the content of a mail item folder, simply click on it in the tree view.

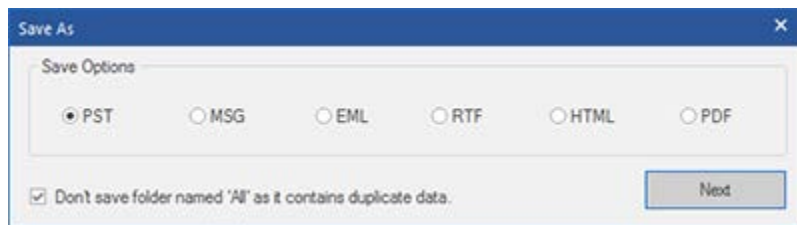
# Save Converted NSF File

'Stellar Converter for NSF' gives the user the option to save converted mail items of a single NSF file as

- New PST
- MSG files
- MSG files
- EML files
- RTF files
- HTML files
- PDF files

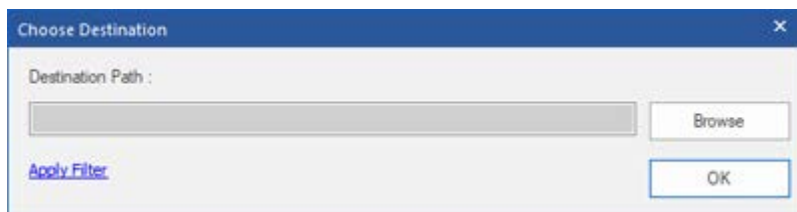
To save mail items as a new PST file:

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.



**Note :** Deselect the checkbox if you want to save the folder named '**All**' that contains duplicate data.

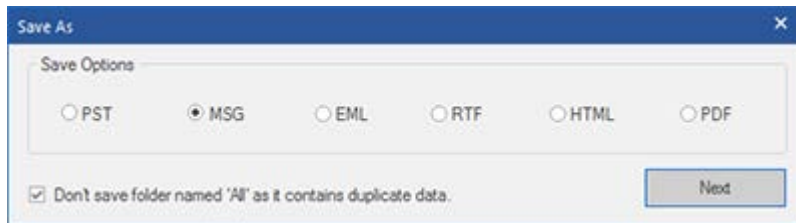
3. By default, the **PST** option is selected. Click '**Next**'.
4. A dialog box '**Choose Destination**' opens. Click Browse to go to the folder you want to save the converted mailbox items. You can apply filter to modify search results for conversion.



5. Click **Ok**.

## To Save mail items as MSG / EML / RTF HTML Or PDF

1. Click '**Save Converted File**' on the **File Menu**.
2. '**Save As**' dialog box opens as shown here.
3. Select either MSG or EML or RTF or PDF or HTML radio button. Click **Next**.



**Note :** Deselect the checkbox if you want to save the folder named '**All**' that contains duplicate data.

4. A dialog box '**Choose Destination**' opens. Click Browse to go to the folder where you want to save the converted mails. You can apply filter to modify search results for conversion.
5. click **Ok**



### Apply Filter

Apply Filter option in the save dialog box enables the user to make the converted results more precise. Choose the option if you want to filter the mail files to be converted

**Save Filter** dialog box opens

### Stellar Converter for NSF provides 2 filter options:

1. **Date Range:** This filter allows the user to specify a starting and ending date for which the user wants to include/ exclude the mails for conversion.
  - **Include:** Select Include from the drop-down menu to convert the mails for the specified range and exclude the rest.
  - **Exclude:** Select Exclude from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.



The image shows a 'Save Filter' dialog box with the following components:

- Date Range:** 'From' and 'To' dropdown menus are both set to 'Jan /23/2019'. A 'Select' dropdown menu is also present.
- Exclude Mails From Mailboxes:** This section includes the text 'Specify senders to be excluded from all mailboxes', a text input field, an 'Add to List' button, and a list box labeled 'Email Addresses'.
- OK:** A button at the bottom right of the dialog.

2. **Exclude Mails from Mailboxes:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail Addresses of the sender and click on Add to List. The mentioned E-mail Addresses will be listed in the E-mail addresses list box. Click **OK**.

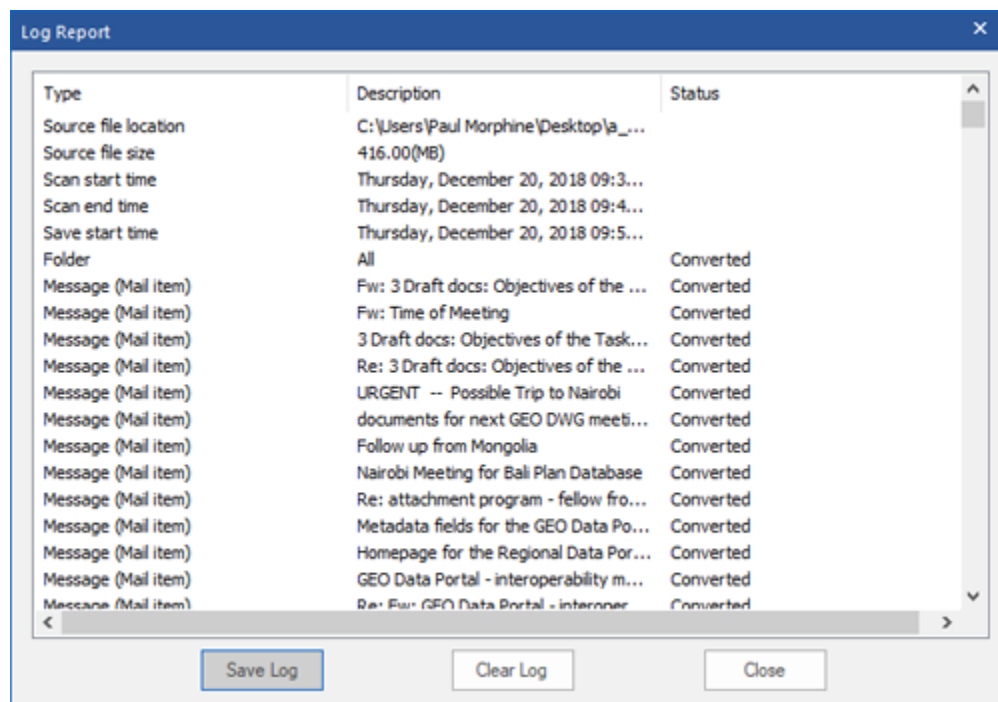
**Note :** For large files, **Stellar Converter for NSF** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

# View Log Report

'Stellar Converter for NSF' generates log report of the conversion process containing details such as the name of the source NSF file, its location, its size, the start time of the process. The User can view, clear, and save this log report. Log report is saved as a text file.

## To view and save 'Log Report':

- Click '**View**' Ribbon on the Menu bar, select '**Log Report**' option. A dialog box containing a log report opens as shown below:



- Click '**Clear Log**' to clear log report.
- Click '**Save Log**' and choose a location for saving log report in '**Save As**' dialog box. It will be saved at the specified destination.

# FAQs

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

Using the demo version of the software, you can preview the converted file and convert 10 items per folder. However, to access complete features, you will need to purchase and activate the software.

**2. What is the difference between NSF files and PST files?**

NSF files are supported by 'IBM Notes' of 'IBM Software Group' while PST files are supported by 'Microsoft Outlook'.

**3. Is it necessary that 'IBM Notes' and 'Microsoft Outlook' be installed on the computer for conversion of NSF file into PST?**

Yes, to successfully convert an NSF mailbox to an MS Outlook mailbox (PST), you need to install both IBM Notes and MS Outlook on the computer where you want to perform the conversion.

**4. Can I convert multiple NSF files simultaneously?**

You can only convert 4 NSF file at a time into a single PST.

**5. If the location of NSF files is not known, can I find them using 'Stellar Converter for NSF'?**

Yes, using **Find** option of the software, you can search for NSF Files in a specific drive of the computer. To know more, please refer to Select and Convert NSF File topic of this help manual.

**6. How can I save converted NSF files as MSG and EML files?**

To save converted NSF files as MSG / EML / RTF / HTML or PDF format follow these steps:

- Click '**Save Converted File**' button on the **File** Menu.
- '**Save As**' dialog box opens. Select either MSG or EML or RTF or PDF or HTML radio button.
- Click '**Browse**' to go to the folder where you want to save the converted mails and click '**OK**'.

**7. Can I modify search results?**

**Yes .. Stellar Converter for NSF** provides 2 filter options:

1. **Date Range:** This filter allows the user to specify a starting and ending date for which the user wants to include/ exclude the mails for conversion.

- **Include:** Select Include from the drop-down menu to convert the mails for the specified range and exclude the rest.
  - **Exclude:** Select Exclude from the drop-down menu to exclude the mails for conversion for the specified range and include the rest.
2. **Exclude Mails from Mailboxes:** This filter allows the user to exclude the mails from a list of specified senders. To exclude the mails, enter the complete E-mail Addresses of the sender and click on Add to List. The mentioned E-mail Addresses will be listed in the E-mail addresses list box. Click OK.
8. **I have an NSF file exceeding 50 GB of size, does the new PST file generated will have same size as that of source NSF file?**

For large files, Stellar Converter for NSF automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be splitted at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be splitted at approximately 45 GB to 48 GB of size.

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# About Stellar

**Stellar Data Recovery** is a global leader in providing data recovery, data migration and data erasure solutions for the past two decades. **Stellar Data Recovery** is a customer centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost effective solutions available for large corporates, SMEs & Home Users. Stellar Data Recovery is headquartered in New Delhi, India and has a strong presence across USA, Europe & Asia.

## 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 >>](#)

### Data Erasure



Stellar Data Erasure software under the brand BitRaser help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data erasure & generate erasure certificates for audit trail purpose.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

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