

SysTools

EXPORT NOTES

Lotus Notes to Outlook Email Migration Software

Help Manual

SysTools Export Notes ™

Powerful Lotus Notes Conversion Tool to Migrate Lotus Notes to Outlook

Lotus Notes NSF File



MS Outlook PST File

SysTools Export Notes v8.2 - Full Version	
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Help Read about Systools Export Notes tool and its usage	SysTools Access Recovery 3.2
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Lotus Notes to Outlook Email Migration Software

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Lotus Notes to Outlook Email Migration Software

Overview of SysTools Export Notes

SysTools Export Notes software is an email conversion tool for transferring data from Lotus Notes NSF files to Microsoft Outlook PST format. After converting the email data from Notes to Outlook, it is possible to view all the Lotus Notes mailbox contents (emails, contacts, calendars, tasks, to-do lists, journals etc) in Outlook PST files.



Key Features of Export Notes

- Lotus Notes/Domino to Microsoft Outlook/Exchange migration
- Convert Lotus Notes emails to Outlook
- Convert Lotus Notes Address Book contacts i.e. names.NSF file to MS Outlook contacts
- Convert Lotus Notes items such as calendars, to-do lists, tasks, journals and other mailbox items to Outlook
- Convert corrupt attachments also from Lotus Notes to Outlook
- Complete solution to exports all email text and attachments
- No damage or corruption is caused to email attachments during their migration from Lotus Notes to Outlook PST
- Convert encrypted NSF files & encrypted NSF emails too from Lotus Notes to Microsoft Outlook
- Recurrence calendar conversion from NSF to PST also supported
- Doc links and HTML also supported
- Conversion of Lotus Notes items to PST at the rate of 129 mb/min
- Lotus Notes 8.5, 8.0, 7.0, 6.5 & 5.0 supported
- Same folder structure is re-created in Outlook mailbox as it was there in Lotus Notes database
- If the PST file migrated from NSF file is exceeding 20 GB storage limit, then software creates a new PST file.
- Software checks the disk space before starting the migration; if there is not enough disk space, then user is prompted with appropriate message
- Folder mapping feature helps users to map folders (for example user can map inbox folder in NSF with inbox folder in PST). Also, folder name can also be changed (for example, a German user wants some other name for Inbox, so he can map inbox folder in NSF with some self-named folder in PST)

Retain the following information during Notes to Outlook migration:

- Text of the emails
- All email attachments
- Lotus Notes folders and subfolders
- Meta data information or the email properties like to, from, cc, bcc, sent/receive dates and times
- Calendar items, task items, notes, to-do lists and other mailbox items
- Lotus Notes Contacts/Groups
- Encrypted NSF emails and even attachments.

Related Pages

- What are the limitations of Demo version?
- Purchase SysTools Export Notes
- Product Homepage



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Lotus Notes to Outlook Email Migration Software

System Requirements of Export Notes Software

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Before installing SysTools Export Notes, go through the installation pre-requisites for the software, so that it can be assured that your computer is appropriately configured to run the software.

Important Note - Lotus Notes is REQUIRED to run SysTools Export Notes successfully. How to Install & Configure Lotus Notes?

Installation Pre-requisites

Instructions

- Lotus Notes should be installed.
- Microsoft Outlook should be installed.
- Lotus Notes SHOULD NOT be connected to Domino Server.
- Microsoft Outlook SHOULD have a POP3 profile configured as default profile.
- Microsoft Outlook SHOULD NOT be connected to Microsoft Exchange Server.

Mentioned below are the various pre-requisites for installing and running SysTools Export Notes:

Supported Lotus Notes Versions

Lotus Notes 5.0, 6.0, 6.5, 7.0, 8.0 & 8.5

Supported Microsoft Outlook Versions

Microsoft Outlook 2000, 2002, 2003, 2007 & 2010 (32-bit)

Supported Windows Operating System

Windows 7, Vista, XP, 2008, 2003, 2002, 2000

Basic System Requirements

Pentium Class Processor

64MR RAM (128 recommended)

10MB for Software installation

Disk Space - Enough space to store the recovered results



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Lotus Notes to Outlook Email Migration Software

Installation of Export Notes Software

To install SysTools Export Notes into your computer system, perform the following steps:

SysTools

- First make sure that the installation computer meets the entire system requirements and has sufficient memory available.
- Download the latest software setup of SysTools Export Notes from the website: http://www.systoolsgroup.com/export-notes.html
- Double click the SysTools Export Notes setup (systools-export-notes.exe).
- Follow the on-screen instructions. The setup install completion screen will be displayed.
- Click on Finish , the main window of the SysTools Export Notes will be launched.



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Lotus Notes to Outlook Email Migration Software

Uninstallation of Export Notes Software

You can uninstall SysTools Export Notes from your computer in two ways:

SysTools

- From the Windows Start menu
- From the Control Panel

Important Note: To uninstall the software, first make sure that SysTools Export Notes is not running in the background.

Uninstall using Windows Start menu

- Click the Start button from the Windows menu.
- Click All Programs > SysTools Export Notes > Uninstall SysTools Export Notes
- A warning message before un-installing will be displayed on the screen. Click Yes to Uninstall the software. After this SysTools Export Notes will successfully uninstalled from the computer system.

Uninstall using Control Panel

- Click the Start Menu > Control Panel and then double click the Add or Remove Programs icon.
- Select the SysTools Export Notes and click Remove .
- A warning message before un-installing the software will be displayed on the screen. Click Yes to un-install the software. After this SysTools Export Notes will successfully uninstalled from the computer system.



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Lotus Notes to Outlook Email Migration Software

Steps to Convert Lotus Notes to Outlook

Step 1 - Open SysTools Export Notes & Select NSF File

SysTools

Open SysTools Export Notes.

Go to Start menu » Programs » SysTools Export Notes » SysTools Export Notes. Software will display the Check for Pre-requisites screen as shown below:

Component	Status	
Lotus Notes	<	
Outlook	✓	
Outlook Component	✓	
Lotus Notes Component	✓	
Outlook Profile Configured	✓	
Access To File System	✓	
	()	

• Click OK to proceed. Now software will display its initial screen as shown below:



• Click the Migration from the toolbar to start the Lotus Notes to Outlook Migration process as shown below in the red marked area:



• After doing so, Software will display the following screen:

SysTools Expo	rt Notes v8.2 - Full Version		
ctions Help			
SOFT	TOOLS WARE LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE		
Home 🙈 M	ligration		
ep 1: Select L	otus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.		
Sele	ect Lotus Notes (.osf) file :		
1			Browse
	figrate Contacts into single pst file.		
Sele	ict names.nst file :		Browse
(Allo	ws only names.nsf file to be added.)		bronse
Se	lect MS Outlook Version		
0	MS Outlook 2000/2002/XP (ANSI Format)		
۲	MS Outlook 2003/2007 (UNICODE Format)		
Not	e: Outlook and Lotus Notes must be Installed on the System and Lotus Notes		
SILO	ula not de connectea to Domino Server.		
		New S	famed

• Now select the NSF file, click the Browse button as shown below in the red marked area:

_			
Migrate Contac Select names.nsf	ts into single pst file. file :		
			Browse
(Allows only names.	nsf file to be added.)		
Select MS Outlook	Version		
O MS Outlook 20	00/2002/XP (ANSI Format)		
 MS Outlook 20 	03/2007 (UNICODE Format)		

• After clicking the Browse button, you will see the following screen:

Look jn:	🚞 dcostell		*	G 🦻	• 🖭 🥙	
My Recent Documents	dcostell.nsf					
b Ay Documents						
My Computer						
	File <u>n</u> ame:	dcostell.nsf			~	<u>O</u> pen
	Files of tupe:	NCE Eilee (* net)				Cancel

• Select the NSF file and click the Open button. After selecting the NSF file, software will display following screen:

3331000	Export Notes v8.2 - Full Version	
ctions	Help	
S b	SOFTWARE SysTools LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE	
Home	A Migration	
p 1: Se	lect Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.	
	Select Lotus Notes (.nsf) file :	
	C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf	 Browse
	Migrate Contacts into single pst file.	
	Select names.nsf file :	
		Browse
	(Allows only names.nsf file to be added.)	
	Select MS Outlook Version	
	O MS Outlook 2000/2002/XP (ANSI Format)	
	MS Outlook 2003/2007 (UNICODE Format)	
	Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes	
	should not be Connected to Domino Server.	

• Now if you want to convert Lotus Notes contacts into a separate PST file, then choose the "Migrate Contacts into single pst file " option as shown below in the red marked area:



- After choosing the "Migrate Contacts into single pst file " option, another Browse button will get activated.
- Select Names.nsf file by clicking the new Browse button as shown below:

C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf	Brow
✓ Migrate Contacts into single pst file.	
Select names.nsf file :	
	Brow
(Allows only names.nsf file to be added.)	
Select MS Outlook Version	
O MS Outlook 2000/2002/XP (ANSI Format)	
MS Outlook 2003/2007 (UNICODE Format)	

• After clicking the Browse button, you will see the following screen:

Look <u>i</u> n:	🚞 dcostell			*	3 🦻 🖻 🛙	∷ -
My Recent Documents Desktop	dcostell.ns	f	Names.nsf			
My Documents						
My Computer						
	File <u>n</u> ame:	Names.	nsf		*	<u>O</u> pen
Mu Network	Files of type:	NSF File	es (*.nsf)		~	Cancel

• Select the Names.nsf file and click the Open button. After selecting the Names.nsf file, software will display following screen:

SysTool	s Export Notes v8.2 - Full Version		
tions	Help		
S b	SYSTOOLS SOFTWARE LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE		
Home	A Migration		
p 1: S	elect Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.		
	Select Lotus Notes (.nsf) file :		Browse
	C:\Documents and Settings\kaministrator\Desktop\dcosteii\dcosteii.nsr		Browse
	✓ Migrate Contacts into single pst file.		
	Select names.nsf file :		
	C:\Documents and Settings\Administrator\Desktop\dcostell\Names.nsf		Browse
	(Allows only names.nsf file to be added.)		
	Select MS Outlook Version		
	O MS Outlook 2000/2002/XP (ANSI Format)		
	MS Outlook 2003/2007 (UNICODE Format)		
	Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server.		
		Mault 2	Cancal

• After selecting the NSF files, you have to choose the MS Outlook version in which you want to convert your Lotus Notes NSF files. Choose the appropriate version of MS Outlook as shown below:

is Export Notes v8.2 - Full Version	
Help	
SYSTOOLS SOFTWARE LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE	
e 😂 Migration	
elect Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.	
Select Lotus Notes (.nsf) file : C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf Migrate Contacts into single pst file. Select names.nsf file : C:\Documents and Settings\Administrator\Desktop\dcostell\Names.nsf (Allows only names.nsf file to be added.)	Brows
Select MS Outlook Version	
O MS Outlook 2000/2002/XP (ANSI Format)	
MS Outlook 2003/2007 (UNICODE Format)	
Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server.	
	Next > Cance

Important Note - If MS Outlook 2000/20002/XP (ANSI Format) is installed in your machine, then choose "MS Outlook 2000/20002/XP" else choose "MS Outlook 2003/2007 (UNICODE Format) " Option in case your machine is having MS Outlook 2003, 2007 & 2010 (32-Bit) installed in it.

• After choosing all the appropriate option, click the Next button to proceed to the next step as shown below:

Help SYSTOOLS SOFTWARE SUSTION SOFTWARE SUSTION Select Lotus Notes (.nsf) file to migrate into Microsoft Dutlook (.pst) file. Select Lotus Notes (.nsf) file to migrate into Microsoft Dutlook (.pst) file. Select Lotus Notes (.nsf) file : C:\Documents and Settings\Administrator\Desktop\docstell\vdostell.nsf Select names.nsf file : C:\Documents and Settings\Administrator\Desktop\docstell\Wames.nsf (Allows only names.nsf file to be added.) Select MS Outlook 2000/2002/XP (ANSI Format) MS Outlook 2000/2002/XP (ANSI Format) MS Outlook 2003/2007 (UNICODE Format) Note: Dutlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server.	Help SYSTOOLS SOFTWARE Software Migration Select Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.	
SysTeols SOFTWARE SysTeols Lotus Notes to OUTLOOK EMAIL MIGRATION SOFTWARE C Migration Select Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file. Select Lotus Notes (.nsf) file : C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf Phigrate Contacts into single pst file. Select names.nsf file : C:\Documents and Settings\Administrator\Desktop\dcostell\Mames.nsf (Allows only names.nsf file to be added.) Select MS Outlook Version MS Outlook 2003/2007 (UNICODE Format) Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server. Next >	SYSTOOLS SysTools Export Notes Lotus Notes to OUTLOOK EMAIL MIGRATION SOFTWARE Migration : Select Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.	
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elect Lotus Notes (.nsf) file to migrate into Nicrosoft Outlook (.pst) file. Select Lotus Notes (.nsf) file : C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf Migrate Contacts into single pst file. Select names.nsf file : C:\Documents and Settings\Administrator\Desktop\dcostell\Wames.nsf (Allows only names.nsf file to be added.) Select MS Outlook Version MS Outlook 2003/2007 (UNICODE Format) Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server. Next >	: Select Lotus Notes (.nsf) file to migrate into Microsoft Outlook (.pst) file.	
Select Lotus Notes (.nsf) file : C:\Documents and Settings\Administrator\Desktop\dcostell\dcostell.nsf Image: C:\Documents and Settings\Administrator\Desktop\dcostell\Names.nsf Brow Select names.nsf file : C:\Documents and Settings\Administrator\Desktop\dcostell\Names.nsf C:\Documents and Settings\Administrator\Desktop\dcostell\Names.nsf Brow (Allows only names.nsf file to be added.) Brow Select MS Outlook Version MS Outlook 2000/2002/XP (ANSI Format) Image: MS Outlook 2003/2007 (UNICODE Format) Note: Outlook and Lotus Notes must be Installed on the System and Lotus Notes should not be Connected to Domino Server. Next > Image: Description of the System and Lotus Notes		
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Next >	should not be Connected to Domino Server.	
Next > Land		
Next >		
Next > Tanc		
	Next >	ancel

• Proceed to next step to provide all the required email filters for successful Lotus Notes to Outlook Migration.





Lotus Notes to Outlook Email Migration Software

Step 2 - Provide Filters for Lotus Notes to Outlook Migration

SysTools

• After selecting the NSF file, software will provide you to select Filter Options for converting Lotus Notes mailboxes to Outlook PST file as shown below:

SOFTWARE	Systools Expo LOTUS NO	TES TO OUTLOOK EMAIL MIGRATION SOFTWARE
🔿 Home 😂 Migration		
itep 2: Select Criteria		
Select Categories	Contacts	Calendars Tasks Journals
Email Filters		
Received On Interval	From :	Wednesday, December 29, 2010 🛛 To: Tuesday , March 29, 2011 🔍
Exclude Folder(s)		Excluding selected dates Enter comma separated folder names (For ex : Folder1, Folder2)
Exclude Deleted Items		Exclude Sent Items
Advance Settings These options may slow the ove HTML Formatting Remove Encryption	rall migrati	on performance.
Calendar Filters		
Start From	From :	Wednesday, December 29, 2010 V To: Tuesday , March 29, 2011 V Excluding selected dates
To Do Filters		
Start From	From :	Wednesday, December 29, 2010 V To: Tuesday , March 29, 2011 V Excluding selected dates

- Now next step is to select categories from where you want to remove duplicates like *Mails, Contacts, Calendars, Tasks, Journals etc.*
- Choose categories for Lotus Notes to Outlook migration as shown below:

		DITE NOTES	
🔿 Home 😂 Migration			
Step 2: Select Criteria			
Select Categories	Contacts	Calendars Tasks Journals	
Email Filters			
Received On Interval	From :	Excluding selected dates	
Exclude Folder(s)			
		Enter comma separated folder names (For ex : Folder1, Folder2)	
Exclude Deleted Iten	15	Enter comma separated folder names (For ex : Folder1, Folder2)	
Exclude Deleted Iten Advance Settings These options may slow the HTML Formatting	15 e overall migrati	Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Sent Items ion performance.	
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Exclude Deleted Iten Advance Settings These options may slow the HTML Formatting Remove Encryption Calendar Filters Start From To Do Filters	15 e overall migrati From :	Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Sent Items ion performance. Wednesday, December 29, 2010 To : Tuesday , March 29, 2011 Excluding selected dates	
Exclude Deleted Iten Advance Settings These options may slow the HTML Formatting Remove Encryption Calendar Filters Start From Start From Start From	15 e overall migrati From : From :	Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Sent Items Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V Excluding selected dates Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V Excluding selected dates	

- Now next step is to choose Email Filters for Lotus Notes to Outlook migration. Software provides you with following Email filters:
 - Recieved On Interval If you want to convert Lotus Notes items on interval basis. If you want to convert Lotus Notes items recieved on particular date, then choose Recieved On Interval filter
 - Exclude Folders Choose this filter to exclude folders during conversion. If you want to exclude few email folders, then type name of such folders, software will ignore those folders and will not include such folders in new Outlook PST file.
 - Exclude Deleted I tems If you do not want to include Deleted Items, choose the Exclude Deleted I tems fiter to exclude Deleted I tems folder.

- Exclude Sent I tems If you do not want to include Sent Items, choose the Exclude Sent Items fiter to exclude Sent Items folder.
- Apply all the required Email Filters as shown below:

Systools Systools Export Notes Lotus Notes to OUTLOOK EMAIL MIGRATION SOFTWARE Home Migration Step 2: Select Criteria Select Categories Y Y Mails Y Contacts Calendars Tasks Journals Email Filters Y Y Received On Interval From: Wednesday, December 29, 2010 To: Tuesday March 29, 2011 Y Exclude Folder(s) Drafts, Eddle Enter comma separated folder names (For ex : Folder1, Folder2) Y Exclude Sent Items Advance Settings Exclude Sent Items Advance Settings Excluding selected dates HTHL Formatting Remove Encryption Calendar Filters Start From Start From From: Wednesday, December 29, 2010 To: To: Tuesday , March 29, 2011 Excluding selected dates To: To bo Filters Excluding selected dates Start From From: Wednesday, December 29, 2010 To: <th>Actions help</th> <th></th>	Actions help	
Home A Migration Step 2: Select Criteria Select Categories ✓ ✓ ✓ ✓ Mails ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Exclude Folders ✓ ✓ ✓ Exclude Sent Items ✓ Excluding selected dates To be Filters ✓ Start From From: Wednesday, December 29, 2010 × To : ✓	SOFTWARE SOFTWARE	rools port Notes is notes to outlook email migration software
Step 2: Select Criteria Select Categories Y Contacts Y Contacts Contacts Calendars Tasks Journals Email Filters To: Tuesday , March 29, 2011 * Parts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2) Y Exclude Folder(s) Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2) Y Exclude Sent Items Advance Settings From timpation performance. HTNL Formatting Remove Encryption Calendar Filters Start From Erculuding selected dates To Do Filters From : Wednesday, December 29, 2010 * To : Tuesday , March 29, 2011 * Excluding selected dates To : Tuesday , March 29, 2011 *	🔿 Home 😂 Migration	
Select Categories ✓	Step 2: Select Criteria	
Email Filters </th <th>Select Categories</th> <th>cts Calendars Tasks Journals</th>	Select Categories	cts Calendars Tasks Journals
✓ Received On Interval From: Wednesday, December 29, 2010 ▼ To: Tuesday, March 29, 2011 ▼ ✓ Exclude Folder(s) Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2) ✓ Exclude Deleted Items ✓ Exclude Sent Items Advance Settings These options may slow the overall migration performance. HTNL Formatting Remove Encryption Calendar Filters Start From From: Wednesday, December 29, 2010 ▼ To: Tuesday , March 29, 2011 ▼ Excluding selected dates	Email Filters	
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- Now choose the Advanced Settings for successful Lotus Notes migration. Software provides you with following advanced settings:
 - HTML Formatting This option lets you to maintain all HTML formatting of emails during the process of conversion
 - Remove Encryption This option is helpful in cases when you have encryption in your NSF file. Selecting this option will help you remove encryption from your NSF file.
- Choosing these options will slow down the overall migration process. choose any of the above option as shown below:

Actions Help SysTools Export Notes Lotus Notes to OutLook EMAIL MIGRATION SOFTWARE Turs Notes to OutLook EMAIL MIGRATION SOFTWARE Mails Select Criteria Select Criteria Select Criteria Select Criteria Select Criteria Select Criteria Select	SysTools Export Notes v8.	2 - Full Versi	on			🗐 🗖 🔀
Systaols Support Notes Lots Notes to OutLook EMAIL MIGRATION SOFTWARE In Hame Migration Select Categories Image: Select Criteria Select Categories Image: Select Criteria Received in Interval From: Wednesday, December 29, 2010 To: Tuesday , March 29, 2011 Email Filters Received in Interval From: Wednesday, December 29, 2010 To: To: Tuesday , March 29, 2011 Exclude Folder(s) Drafts, Eddle Enter comma separated folder names (For ex: Folder1, Folder2) Exclude Folder(s) Drafts, Eddle Enter comma separated folder names (For ex: Folder1, Folder2) Exclude Folder(s) Drafts, Eddle Enter comma separated folder names (For ex: Folder1, Folder2) Remove Encryption Calendar Filters Start From From: Yednesday, December 29, 2010 To: To: Tuesday , March 29, 2011 × Excluding selected dates Excluding selected dates	Actions Help					
Store 2: Select Criteria Select Categories 	SOFTWARE	SysTools Expo LOTUS NO	IT NOTES	TWARE		
Select Categories Mails Contacts Calendars Tasks Journals Email Filters Contacts Calendars Tasks Journals Received On Interval From : Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V Received On Interval From : Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V Exclude Folder(s) Drafts, Eddle Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Deleted Items Image: Exclude Sent Items Advance Settings Exclude Sent Items These options may slow the overall migration performance. Image: With the overall migration performance. HTHL Formatting Excluding selected dates Start From From : Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V Excluding selected dates Excluding selected dates To : Tuesday , March 29, 2011 V Excluding selected dates	Step 2: Select Criteria					
Wails Contacts Calendars Tasks Journals Email Filters	Select Categories					
Email Filters Received On Interval From : Wednesday, December 29, 2010 To : Tuesday , March 29, 2011 Exclude Folder(s) Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Deleted Items Advance Settings These options may slow the overall migration performance. HTPIL Formatting Remove Encryption Calendar Filters Start From From : Wednesday, December 29, 2010 To : Tuesday , March 29, 2011 Excluding selected dates Calendar Filters Start From From : Wednesday, December 29, 2010 To : Tuesday , March 29, 2011 Excluding selected dates Cancel	♥ 🍎 ♥ Mails	Contacts	Calendars	Tasks	Journals	
Excluding selected dates Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2) Exclude Deleted Items Exclude Settings These options may slow the overall migration performance. HTNL Formatting Remove Encryption Calendar Filters Start From From : Wednesday, December 29, 2010 × To Do Filters Start From From : Wednesday, December 29, 2010 × To : Tuesday , March 29, 2011 × Excluding selected dates Verticut From From : Wednesday, December 29, 2010 × To : To be Filters Start From Start From From : Start From From : Verticuting selected dates Coor Filters Cancel	Email Filters	From :	Wednesday, December 29, 2010 💌	To: Tuesday	y , March 29,2011 💌	
 Exclude Deleted Items Exclude Sent Items Advance Settings These options may slow the overall migration performance. HTHL Formatting Remove Encryption Calendar Filters Start From From : Wednesday, December 29, 2010 v To : Tuesday , March 29, 2011 v Excluding selected dates To Do Filters 	Exclude Folder(s)		Excluding selected dates Drafts, Eddie Enter comma separated folder names (F	or ex : Folder1, Fo	ilder2)	
Advance Settings These options may slow the overall migration performance. HTML Formatting Remove Encryption Calendar Filters Start From Excluding selected dates To Do Filters Start From Excluding selected dates Cancel Cancel	Exclude Deleted Items		Exclude Sent Items			
Calendar Filters Start From From : Wednesday, December 29, 2010 ♥ To : Tuesday , March 29, 2011 ♥ Excluding selected dates Start From From : Wednesday, December 29, 2010 ♥ To : Tuesday , March 29, 2011 ♥ Start From Excluding selected dates To : Tuesday , March 29, 2011 ♥ Cancel Cancel	Advance Settings These options may slow the o HTML Formatting Remove Encryption	verall migrati	on performance.			
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To Do Filters Start From From : Wednesday, December 29, 2010 ♥ To : Tuesday , March 29, 2011 ♥ Excluding selected dates To : Tuesday , March 29, 2011 ♥	Start From	From :	Wednesday, December 29, 2010 💌 Excluding selected dates	To : Tuesday	y , March 29,2011 🗸	
Start From From : Wednesday, December 29, 2010 ▼ To : Tuesday , March 29, 2011 ▼ Excluding selected dates Cancel	To Do Filters					
< Previous Export > Cancel	Start From	From :	Wednesday, December 29, 2010 V Excluding selected dates	To : Tuesday	r , March 29,2011 ⊻	
				< P	revious Export >	Cancel

• Choose Calendar Filters & To Do Filters to convert Lotus Notes calendars and to do lists from specific date to Outlook PST file from the red marked area as shown below:

SysTools Export Notes v8	3.2 - Full Versi	ion 🔚 🗖 🔁
Actions Help		
SYSTOOLS SOFTWARE	SysTools Expo LOTUS NO	TES TO OUTLOOK EMAIL MIGRATION SOFTWARE
ton 2 Calact Criteria		
step 2: Select Uniteria		
Select Categories	Contacts	Calendars Tasks Journals
Email Filters		
Received On Interval	From :	Wednesday, December 29, 2010 💌 To : Tuesday , March 29, 2011 💌 Excluding selected dates
Exclude Folder(s)		Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2)
Exclude Deleted Item	5	✓ Exclude Sent Items
Advance Settings These options may slow the ITML Formatting	overall migrati	on performance.
Calendar Filters		
Start From	From :	Wednesday, December 29, 2010 V To: Tuesday, March 29, 2011 V Excluding selected dates
To Do Filters		
🗹 Start From	From :	Wednesday, December 29, 2010 💌 To : Tuesday , March 29, 2011 💌 Excluding selected dates

• Apply all the required filters and options and click the Export button to select the destination folder as shown below:

SysTools Export Notes v8.2	- Full Version	
Actions Help		
SOFTWARE	Systools Export Notes Lotus notes to outlook email migration software	
🕢 Home 😂 Migration		
Step 2: Select Criteria		
Select Categories		
☑ 🍊 🛛 🗹		
Mails	Contacts Calendars Tasks Journals	
Email Filters		
Received On Interval	From : Wednesday, December 29, 2010 💌 To : Tuesday , March 29, 2011 💌 Excluding selected dates	
✓ Exclude Folder(s)	Drafts, Eddie Enter comma separated folder names (For ex : Folder1, Folder2)	
Exclude Deleted Items	Exclude Sent Items	
Advance Settings These options may slow the ov ITAL Formatting	erall migration performance.	
C Remove Eneryption		
Calendar Filters		
Start From	From : Wednesday, December 29, 2010 💉 To : Tuesday , March 29, 2011 💌	
To Do Eilters	Excluding selected dates	
Start From	From : Wednesday, December 29, 2010 V To : Tuesday , March 29, 2011 V	
	Excluding selected dates	
	< Previou Export >	Cancel

• Proceed to next step to choose saving location and to initiate the Lotus Notes to Outlook Migration process.





Step 3 - Start the Lotus Notes to Outlook Migration Process

• After clicking the Export button, you will see the following screen:



- Choose a location where you want to save the new PST files and click the OK button.
- After selecting the location, the software will start the process as shown below:
| Name | Mails | 0 | ontacts | Calendars | Tas | ks | Journals |
|----------------|-------|----------|-----------|-----------|----------|----------|----------|
| Names | * | | * | Pending | Pen | ding | Pending |
| Final Deport - | | | | | | | |
| Name | Mails | Contacts | Calendars | Tasks | Journals | Size | Duration |
| dcostell | 0 | 0 | 0 | 0 | 0 | 45.59375 | . 15 sec |
| | | | | | | | |

• After converting the Lotus Notes (NSF file) to Outlook (PST File), the software will display following box:

Exported NSF File(s) successfully!!	
OK	

• Proceed to next step to know how to load, open & view converted Outlook PST file into Outlook.



Lotus Notes to Outlook Email Migration Software

Step 4 - Load the Converted PST File into Outlook

SysTools

• Open MS Outlook, right-click the Outlook Mailbox, choose Open Outlook Data File as shown below:

Outlook Toda	ay - Microsof	ft Outlook		
Eile Edit Vier	w <u>G</u> o <u>T</u> ool:	s <u>A</u> ctions <u>H</u> elp		
🗄 🔂 <u>N</u> ew 🕞 🎒	楶 Find 🗓	Type a contact to find	🔹 🕜 💂 🤅 🚱 <u>B</u> ack 📀	🖄 🔄 🛛 🚮 🔍 🛛 outlook:today
Mail		Personal Folde	rs - Outlook Today	
Favorite Folders			Monday, March 28, 2011	1
🔄 Sent Items		Calendar		Tasks
All Mail Folders				
Persor	Open			
int i Int	Int Send Link to This Folder			
	OL Advanced Find			
🖃 Se aje	I⊒ Se i Rename "Personal Folders"			
New Folder				
Add to Favorite Folders				
Open Outlook Data <u>Fi</u> le				
22				
	Sh <u>a</u> ring			
📄 Mail 🖆	Propert <u>i</u> es for	"Personal Folders"		
		1		

• After clicking the Open Outlook Data File , you will see the following screen:

Open Outlook Look jn:	Data File		- 🖻 Q, X 🚅 🗔	• Tools •
Desktop Desktop My Documents My Computer My Network Places	dcostell	dcostell.pst		
	File name:		~	ОК
	Files of type: p	Personal Folders Files (*.pst)	*	Cancel

- Go to the saving location, choose the PST file and then click as shown above in the figure.
- After doing so, Outlook will open the selected PST file in the Favourite Folder list as shown below:







Lotus Notes to Outlook Email Migration Software

How to Solve "Lotus Notes NOT installed/configured properly." Error?

While using Export Notes software, user may face this error: "Lotus Notes NOT installed/configured properly."

There are four reasons for this, which are as follows:

- Lotus Notes not installed on conversion machine.
- Lotus Notes Client configured for Domino Server
- NSF File is copied from another machine and is encrypted with .ID file.

SysTools

• Lotus Notes Client has been upgraded from previous version.

If Lotus Notes Client is not installed on conversion machine then follow these steps:

- If not installed, install & configure Lotus Notes in a conversion machine. Lotus Notes should be stand alone or it should not be connected with Domino Server. How to install & configure Lotus Notes?
- If installed, then try to open NSF file by double clicking. If this does not work, then check whether it is connected with Domino Server.

If Lotus Notes Client Configured for Domino Server

• SysTools Export Notes requires the Lotus Notes client to be working in an I sland Mode i.e. *not connected to Domino Server at the time of conversion*.

If NSF File is copied from another machine and is encrypted with .ID file.

- Configure a new machine with Lotus Notes client (not connected with Domino Server) and Outlook for the successful conversion process. and copy the .I D file associated with the NSF file in a new machine.
- Then open Lotus Notes, go to File -> Security -> Switch ID .
- Locate the .I D file and enter password.
- And then you will be able to open the NSF file on the conversion machine.
- Launch the SysTools Export Notes and perform migration.

Lotus Notes Client has been upgraded from previous version, then follow the below steps:

- Search for the nlsxbe.dll.
- Open the Run window and type the following command regsvr32
- Confirmation for successful registration will come.

Then run the Export Notes software to convert the NSF file to Outlook PST file.





Lotus Notes to Outlook Email Migration Software

How to Install & Configure Lotus Notes Client?

SysTools

Installing & Configuring Lotus Notes Client includes 2 steps as follows:

- Step 1 Installing Lotus Notes
- Step 2 Configuring Lotus Notes

Step 1: Installing Lotus Notes

- For downloading Lotus Notes email client, you can search for the FREE trial downloads online from the IBM website.
 If, however, you are unable to locate any such download link, then we suggest you to visit this website (http://iptde.boisestate.edu/notes.nsf) for free trial download of Lotus Notes 7.0 version.
- After downloading, run the setup.exe
- Click Next.



• On the License Agreement screen, checkmark <u>I accept the terms in the license agreement</u> and click Next.

International Program License Agreement
Part 1 - General Terms
ROGRAM YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ACCEPTING THESE TERMS ON BEHALF OF ANOTHER PERSON OR A COMP NR OTHER LEGAL ENTITY, YOU REPRESENT AND WARRANT THAT YOU F 'ULL AUTHORITY TO BIND THAT PERSON, COMPANY, OR LEGAL ENTITY THESE TERMS. IF YOU DO NOT AGREE TO THESE TERMS,
I accept the terms in the license agreement I do not accept the terms in the license agreement

• Type your name and organization name and click Next> button

Customer Information Please enter your information.		
User Name:		
Ron		
Organization:		
Dept of IPT		
Install this application for: Only for me (Single User Insta Anyone who uses this compute	il) er (Multi-User Install)	
	<back next=""> Cance</back>	el 📄

• Click Next> to accept the default destination folders.

Installation Path Selection:		2	
Click the Change button to change	the default path		
Install program files to:			
C:\Program Files\Jotus\notes\			
Change			
Install data files to:			
C:\Program Files\Jotus\notes\J	data\		
Change			
	< Back	Next > Ca	ncel

• Click Next> to accept the default features



• Make sure that the box Make Notes my default email program is unchecked. Click Install to begin installation.

Ready to Install the Program The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your in exit the wizard.	stallation settings, click Back. Click Cancel to
Make Notes my default email program.	

• The installation of Lotus Notes begins. After installation is complete, click Finish .



Step 2: Configuring Lotus Notes Client

• Launch Lotus Notes by selecting Start > Programs > Lotus Applications > Lotus Notes . You will have a screen that looks like the one below.

|--|

• Click Next> (Note: If you see a different screen, it may be because you have installed a previous version of Lotus Notes before or this is not the first time you attempt to install Lotus Notes 6 on your computer).

Lotus Notes Client Conf	figuration ? 🗙
Domino	User Information
	Depending on how you will use Notes, you may only need to enter your name and the Domino server you will use.
	Your name
	John Doe
	For example: Mary Smith
	Domino server
Lotus Domino.6	For example: Maple/IBM
	I want to connect to a Domino server.
	< Previous Next > Cancel

- Type in your name in the Your name box, and uncheck the I want to connect to a Domino server box. Click Next> .
- After doing so, following screen appears:

otus Notes Client Cor	nfiguration ? 🗙
Internet	Additional Services
	Please select the services you would like to configure:
	Internet mail servers (POP or IMAP, SMTP)
	Newsgroup server (NNTP)
	Directory server (LDAP)
	Connection type: 🕼 LAN C Modern
Internet	Internet Proxy servers
memer	Replication settings for sending and receiving mail
	Previous Next Finish

- Make sure that none of the boxes are checked and click Next> .
- Click OK when the Notes setup is complete.

	Lotus Notes Notes setup is complete! OK	
	< ►	
Copyright 20	11 SysTools Software All Rights are Reserved.	



Lotus Notes to Outlook Email Migration Software

How to Install & Configure MS Outlook Client?

SysTools

While using Export Notes software, you may face this error: "Outlook NOT installed/configured properly."

There are following reasons for this as follows:

- Outlook not installed
- Outlook is not configured for POP3 account
- Outlook is configured for IMAP
- Outlook is configured for Exchange
- You have deleted the PST files from system without closing them from Outlook

If you are facing any of the above situation, then you must configure a new POP3 Outlook profile .

How to Configure New POP3 Profile in Outlook?

- To begin, you need to get into Mail Setup.
- To do this, go to Start -> Settings -> Control Panel, then double click on Mail icon , then following window will appear:

E-mail Acc	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files		
2	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles
rofiles –		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		⊆lose

- Click on the Show Profiles button.
- Then screen shows the different profiles configured on your machine. You may already have a profile installed automatically by Windows. You can ignore this. You want to click on the Add button to begin to create a new profile.

1	Mail	X
	The following profiles are set up on this computer:	
	default	
	Add Remove Properties Copy When starting Microsoft Outlook, use this profile:	
	C Prompt for a profile to be used	
	Always use this profile	
	default	
	OK Cancel <u>A</u> pply Help	

• Outlook will now ask you to give the profile a name. Type your first initial and last name here and click OK

Create New Profile OK Cancel Profile Name:
Profile <u>N</u> ame:
jdoe

• Click Add a new e-mail account and then Next .

E-mail Acco	wints	~
You can d	hange the e-mail accounts and directories that Outlook uses.	<u>Se</u>
	E-mail	
	Add a new g-mail account	
	C View or change existing e-mail accounts	
	Directory	
	C Add a new girectory or address book	
	C View or change existing directories or address books	
	Red Marth	Close
	< Book Gews	

• Select the POP3 button and click Next .

You can choose the type of server your new e-mail acount will work with.	Conner Turne	~
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize malbox folders. HITP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize malbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	You can choose the type of server your new e-mail acount will work with.	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	C Microsoft Exchange Server	
 POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	Connect to an Exchange server to read e-mail, access put share documents.	blic folders, and
 IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	Connect to a POP3 e-mail server to download your e-mail.	
 HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	Connect to an IMAP e-mail server to download e-mail and mailbox folders.	synchronize
Connect to another workgroup or 3rd-party mail server.	C HTTP Connect to an HTTP e-mail server such as Hotmail to down synchronize mailbox folders.	nload e-mail and
	Connect to another workgroup or 3rd-party mail server.	
	. For	

• Fill out all the required information. Either give your email account address or give any dummy email account

address like we have used a dummy account (jdoel@test.com) and a dummy POP3 incoming/outgoing mail server as test.com.

Each of these	ail Settings (POP3) a settings are required to get	your e-mail account working.	\$
User Informa	tion	Server Information	
Your Name:	John Doe	Incoming mail server (POP3):	test.com
E-mail Address:	jdoel@test.com	Outgoing mail server (SMTP):	test.com
Logon Inform	ation	Test Settings	
User Name:	jdoe	After filing out the information recommend you test your accord	on this screen, we unt by clicking the button
Password:	++++++	below. (Requires network conn	ection)
	Remember password	Test Account Settings .	
Authenticat) Secure Password on (SPA)		More Settings
		< <u>B</u> ack	Next> Cance

• In this window, you may wish to enter a different reply E-mail address. If not, leave it as your Test E-mail address. When you are done, click on the Advanced tab.

Internet E-mail Se	ttings	<u>? ×</u>
General Outgoin	g Server Connection Advanced	
Mail Account —		
Type the <u>n</u> ame account. For e	e by which you would like to refer to this example: "Work" or "Microsoft Mail Server"	
Test		
Other User Infor	mation	
Organization:	UNH	
<u>R</u> eply E-mail:	jdoe@test.com	
	OK Ca	ncel

• In this tab, make sure your settings match those pictured in the example. Click OK . This will return you to your main settings window.

General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): III Use Defaults Incoming server (POP3): III Use Defaults Outgoing server (SMTP): 25 Incoming server (SMTP): 25 This server requires a segure connection (SSL) Server Jimeouts Income 1 minute Short - Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 10 days days Remove from server when deleted from 'Deleted Items' OK Cancel	Internet E-mail Settings	? ×
Server Port Numbers Incoming server (POP3): Image: Imag	General Outgoing Server Connection Advanced	
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Remove from server when deleted from 'Deleted Items'	🗖 Remove from server after 10 📑 days	
OK Cancel	Remove from server when deleted from 'Deleted Iten	ns'
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• When all the settings have been entered, and the test completed, this window will appear alerting you that your account has finished being set up. Click Finish from the following screen:

ngratulations!	
You have successfully entered all the information required to setup your account.	
To close the wizard, click Finish.	
< <u>B</u> ack Finish	

• When you are returned to this window, make sure the button, Always use this profile is selected and the name of the new profile, (jdoe in this example), is shown in the field at the bottom of the window. Click OK .

Mail		×	1
General			
The follow	ing pr <u>o</u> files are set up on this	computer:	
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ОК	Cancel <u>A</u> pply	Help	





Lotus Notes to Outlook Email Migration Software

How to Convert Encrypted NSF Files?

While using Export Notes you may face errors like: "Lotus Notes NOT installed/configured properly."

In this case, We will suggest you to open your NSF file by double clicking so as to check if your NSF file is encrypted or not. So, while opening the NSF file by double clicking it, you may get errors like:

"You are not authorized to access that database." Or "Local Access Protection"

SysTools

Then your NSF file is said to be encrypted.

In the case of "Local Access Protection" error, you will require .id file associated and the password and we will suggest you to follow the steps below:

- Open Lotus Notes, go to File -> Security -> Switch ID.
- Locate the .ID file and enter password and you will be able to access the NSF file in Lotus Notes.

Then run the Export Notes software to convert the NSF file to Outlook PST file.





Lotus Notes to Outlook Email Migration Software

How to Correct Corrupt Views in Lotus Notes NSF File?

SysTools

If there is an issue with NSF file such as data corruption or views corruption then, you have to create new REPLICA of the NSF file. Below are the steps to create the new replica:

- Open Lotus Notes/NSF files.
- Go to File -> Replication -> New Replica .





Lotus Notes to Outlook Email Migration Software

How to Create Local Replicas That Are Not Encrypted?

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While using Export Notes, you may face errors like: "Lotus Notes NOT installed/configured properly."

In this case, we will suggest you to open your NSF file by double clicking so as to check if your NSF file is encrypted or not. So, while opening the NSF file by double clicking on it, you get errors like:

"You are not authorized to access that database."

OR

"Local Access Protection"

Then your NSF file is said to be encrypted.

To create local replicas of the NSF file that are not encrypted follow the below mentioned steps :

- Click the the File menu.
- Choose Security --> User Security --> Notes Data --> Databases .
- Select "Do not locally encrypt " (Do not use the default option "Locally encrypt using") --> click OK





Lotus Notes to Outlook Email Migration Software

Difference Between Demo & Full version of Export Notes

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Demo Version of SysTools Export Notes Software

This is where we bring a transparency and lucidness in the purchase of Export Notes software. Users love it no doubt as they get to see the software before they buy it finally. This is a great program model, wherein, you get to test the tool and see clearly what its features and conversion process is all about. Check by converting first 15 email items per folder of your Lotus Notes mailbox using this FREE trial and evaluation version.

Full Licensed Version of SysTools Export Notes Software

This is a saleable model of the tool with no boundaries or limitations defined on the amount of conversion you perform. Any number of items you can take from your Lotus Notes NSF file and move them easily to Outlook PST format using this fully operative model of Export Notes software.




Lotus Notes to Outlook Email Migration Software

Purchase License of SysTools Export Notes

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With fully operational full licensed version of SysTools Export Notes software, you can perform end-to-end messaging platform migration from Lotus Notes to MS Outlook. This program acts as a one-stop solution to convert the complete array of Lotus Notes mailbox items from NSF to PST format making you view entire email data in Outlook after the comprehensive conversion.

- Go to our Secure Order Page from the given link: http://www.systoolsgroup.com/export-notes/order-now.html
- Choose the required license type
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- Now choose the payment gateway mode (2Checkout, ShareIt & PayPal)
- Click the 'Buy Online' link and enter ordering information
- After making the payment, user will receive FULL version Download Link via email





Lotus Notes to Outlook Email Migration Software

Online Support for SysTools Export Notes

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Web Support

FAQs Database :

If you have queries relating to the use of SysTools Export Notes, you can visit our online FAQs to have some more clarification to the usage of the software.

Online Help: http://www.systoolsfaqs.com Visit Our Website: http://www.systoolsgroup.com

Chat Support :

You can also get the help of our experts online by visiting our chat support section. You can communicate directly to our experts online.

Chat Support: http://messenger.providesupport.com/messenger/evan.html

Knowledgebase :

Visit our knowledgebase section for SysTools range of products: Click to visit

Email Support

For Sales: sales@systoolsgroup.com

For Support: support@systoolsgroup.com

Note - FREE chat and email support service is limited for a period of 1 year if you purchase the Personal License of SysTools Export Notes. However, if you purchase the Business or Enterprise License of SysTools Export Notes, then this FREE chat and email support service is unlimited for an unlimited period of time.





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