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Quick Getting Started Guide

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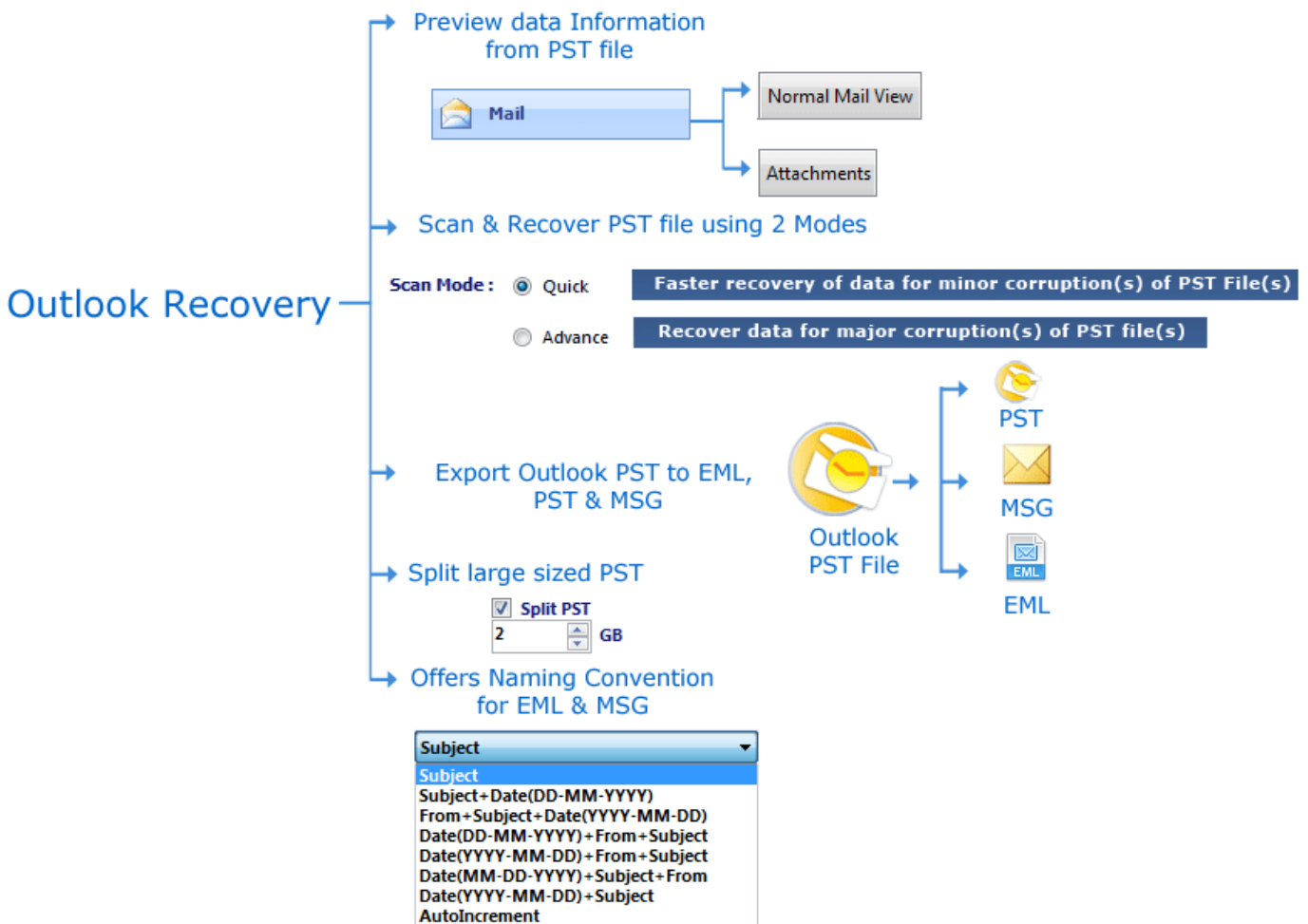
Disclaimer



SysTools Outlook Recovery

SysTools Outlook Recovery is a tool to recover corrupted PST files & convert **PST** in **PST, EML & MSG** file format. User can access their PST Mailbox items in Outlook as well as EML & MSG supported email clients like *Windows Mail Vista, Windows Live Mail, Outlook Express & Thunderbird*.

The Contacts, Calendars, To-do List, Notes etc. are also exported to EML, PST & MSG file type.



Along this help manual you will come to know about:

- Software Overview

- Minimum System Requirements to Run Software
- Software Features and GUI
- Quick Getting Started Guide
- Software Purchase and Support



Welcome to SysTools Outlook Recovery

SysTools Outlook Recovery helps to recovers corrupted Outlook PST file and save them in PST, MSG & EML. The software execute flawless conversion of PST mail items (Calendar, Task, Journal, Contacts etc.) to EML, PST & MSG. The key features described below.

Key Features of SysTools Outlook Recovery

- Software recover corrupted PST file & convert in EML, MSG & PST file type.
- Items like Email, Task, Calendar, Contacts, Notes, Journal are also converted by Outlook Recovery software.
- A large size of PST file can be easily splitted into desired size.
- It offers naming convention to save EML & MSG emails.
- The software assures no alteration in email properties like To, Bcc, Cc etc.
- All Outlook email client versions are supported by **SysTools Outlook Recovery** software like; **2013 (32 bit & 64 bit), 2010 (32 Bit & 64 bit), 2007, 2003, 2002, 2000** etc.



System Requirements for SysTools Outlook Recovery:

For proper working of software, it's very necessary that it's all requirements should be fulfilled and below mentioned is list of some requirements that you need to fulfill to get proper results with this software.

Minimal System Software Specifications

- Windows 8 (32-bit or 64-bit)
- Windows 7 (32-bit or 64-bit)
- Windows Vista
- Windows XP

Additional Requirement

- MS Outlook (2013/2010/2007/2003/2002/2000/97) should be installed and it should not be connected with Exchange server

Basic Hardware Requirements

- **Processor** - 1 GHz processor (2.4 GHz is recommended)
- **Memory** - 1 GB RAM
- **Disk Space** - Around 7.5 MB for installation



Software as mentioned requires Windows PC platform for its execution. The installation of software requires some simple steps. User need to just move with the instructions given by the software.

Software requires no efforts on your part when comes to uninstall of same. Hassle free uninstall **SysTools Outlook Recovery** by commonly known Windows uninstall methodologies.

More to Come

- [Install SysTools Outlook Recovery](#)
- [Uninstall SysTools Outlook Recovery](#)



Installation of SysTools Outlook Recovery

You can install **SysTools Outlook Recovery** properly on your computer system by performing the following steps:

→ Download **SysTools Outlook Recovery** latest version from the website:
<http://www.systoolsgroup.com/outlook-recovery.html>

→ Double click on downloaded **SysTools Outlook Recovery** (setup-outlook-recovery.exe). Click on the **Run** option.

→ Once you will double click on set up, the setup will ask, **Do you want to run this file** and you have to click on **Run** to proceed in installation.

→ After this, when you will click on **Run**, you will get welcomed in **SysTools Outlook Recovery** setup, you have to click on **Next** in that setup to proceed.



→ After clicking on **Next**, the set up will offer you a License agreement and you have to **accept** that agreement to proceed. Once you will accept the agreement, the **Next** option will automatically get activated for you and you have to click on that to proceed.

→ When you will click on **Next**, you will be asked to select destination location for installation of software. By default, the software will get installed on this location *C:\Program Files\SysTools Outlook Recovery* but, if you wish then, you can also select a different destination location by clicking on **Browse** button. (Once you will select the destination location, you have to click on **Next** to proceed).

→ After doing this, you have to select the **Start Menu** Folder in which the shortcuts of program needs to be placed and click **Next**.

→ After selection of Start Menu folder, the set up will ask you to perform Additional Tasks like **Creating Desktop Icon** or **Creating a Quick Launch Icon**. You have to perform additional tasks as per your need and proceed.

→ After this, the set up will give you a message saying that software is ready to install on computer system. (You have to click on **Install** button in that Message Window to move to the last step of installation process)

→ At last, you will get a confirmation message saying that setup process is complete, do you want to Launch **SysTools Outlook Recovery**. You have to click on **Finish** in that Message Window to launch

the software successfully after installation.



Un-Installation of SysTools Outlook Recovery Software

You can uninstall SysTools Outlook Recovery software in two ways:

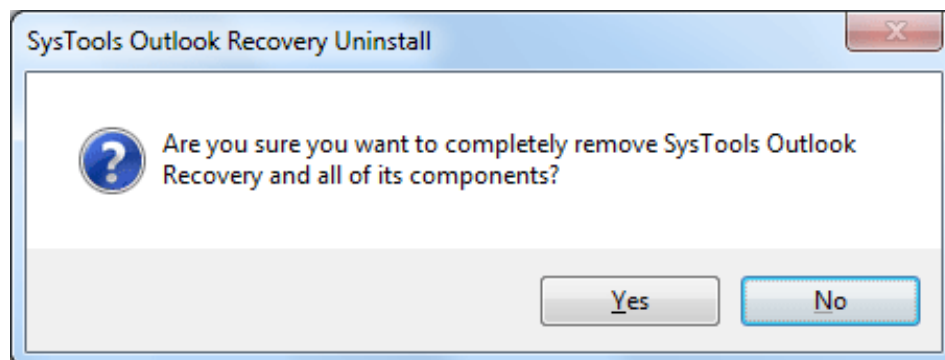
- From the Windows Start menu
- From the Control Panel

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

Uninstall using Windows Start menu

Click **Start** button from the Windows menu. Click **All Programs » SysTools Outlook Recovery » Uninstall SysTools Outlook Recovery**.

→ A **Warning message** before un-installing will be displayed on the screen. Click **Yes** to uninstall the software:



→ After this step, **SysTools Outlook Recovery** Software setup will start the process of *uninstalling* the software from the computer system.

→ After this **SysTools Outlook Recovery** Software will be successfully *uninstalled* from the computer system. Click on **OK** to close the window.

Uninstall Using Control Panel

→ Another alternative described here for software uninstall is through Windows **Control Panel** which holds and maintains all system settings. This alternative is described here just for sake of

completeness. You can easily skip this step if done with prior uninstall process.

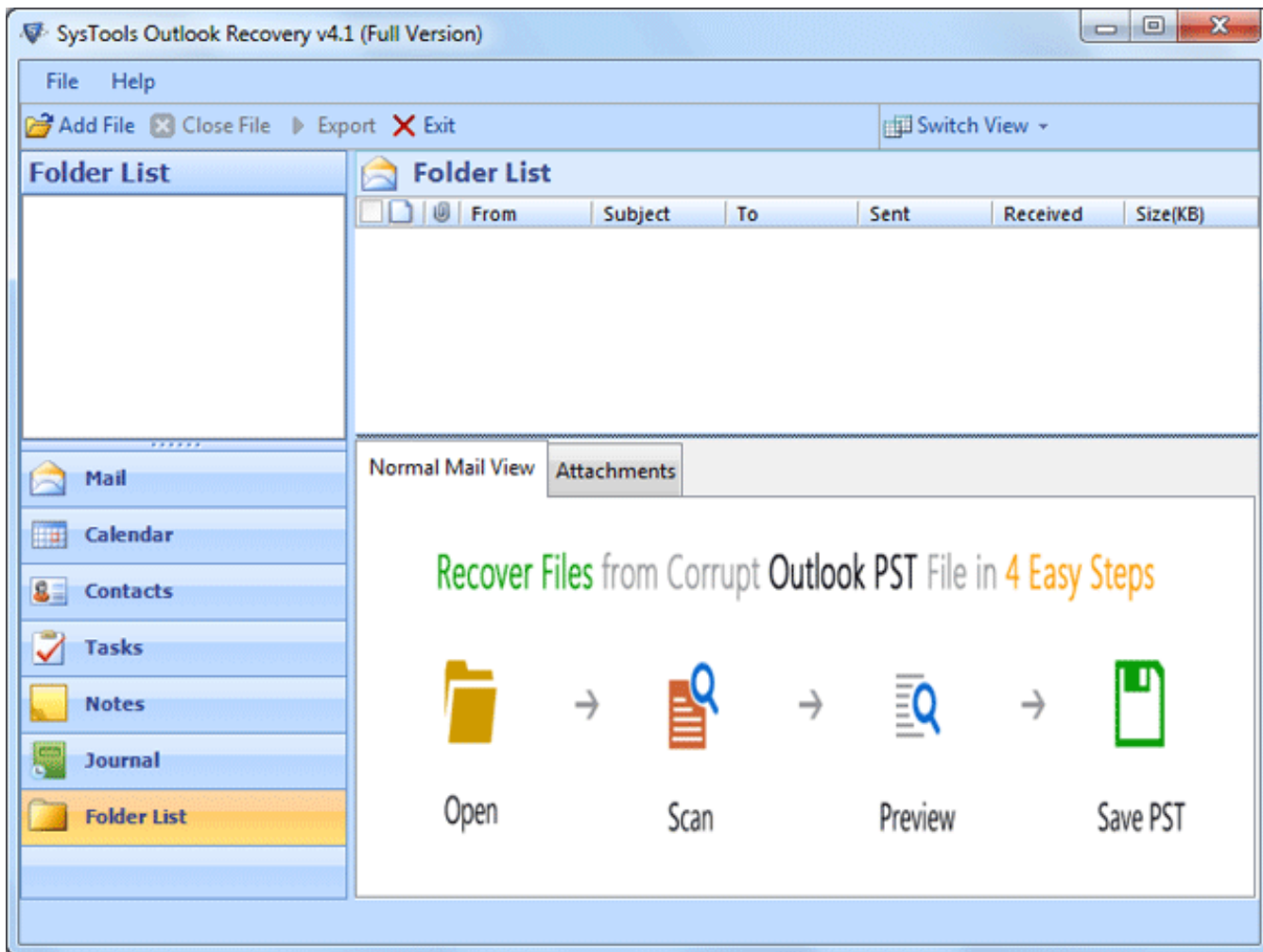
→ Click **Start** and look for **Control Panel** in start menu appears before you. Find **Add and Remove Programs** within **Control Panel**. **Add and Remove Program** generates comprehensive listing of all binaries presently installed on Windows. Find out **SysTools Outlook Recovery** and double click on it to start with it's uninstall procedures.

→ Software prompts you either you like to **remove SysTools Outlook Recovery** and all of its related components. Go for **Yes**.

→ Click **OK** to message describing successful uninstall of **SysTools Outlook Recovery**.



The User Interface of the **SysTools Outlook Recovery** Software looks like the below screenshot. You can visualize the steps of Recovery of PST File in simple 4 steps:



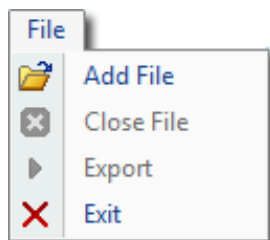
More to Come

- Software Menu Options
- Software Navigation Options



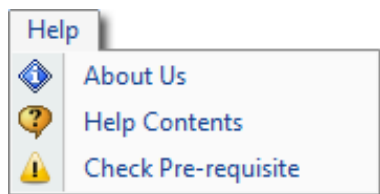
The first menu bar from top consist Software menu options. **SysTools Outlook Recovery** consists of two menus which are divided into several other menu items, are explained below:

File Menu



Option	Description
Add File	Add Outlook PST File
Close	Close the Current PST file
Export	Start the Conversion Process from PST to PST, EML & MSG
Exit	Close the Application

Help Menu

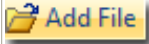
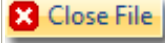




Option	Description
About Us	Display the Contact & other details of SysTools Product
Help Content	Open Help Manual of SysTools Outlook Recovery
Check Pre-requisite	Examine the pre-requirement of the software



The software has direct Navigation options which let you perform operations directly, like:

- Add File
- Close File
- Export
- Exit

Option	Description
	Add Outlook PST File
	Close the current PST File
	Start the Conversion Process from PST to PST, EML & MSG
	Close the Application



SysTools Outlook Recovery software helps user to recover & export PST file. Thus user can save the PST files into Outlook PST, Outlook MSG file & EML file type after the recovery process.

Steps to Recover Outlook PST Files

Step 1 – Open & Scan PST Files

To start the recovery of Outlook PST file, open corrupted PST file & scan it into the application. [Read more...](#)

Step 2 – Preview Emails & Attachments

Select items to view Email, Attachments, Contacts, Calendar, Notes, Tasks in application. [Read more...](#)

Step 3 – Export Options

Now explore the export options through which you can export recovered PST file into PST, EML & MSG. [Read more...](#)

Step 4 – Preview the Result

In this step you can verify the result after recovery. [Read more...](#)

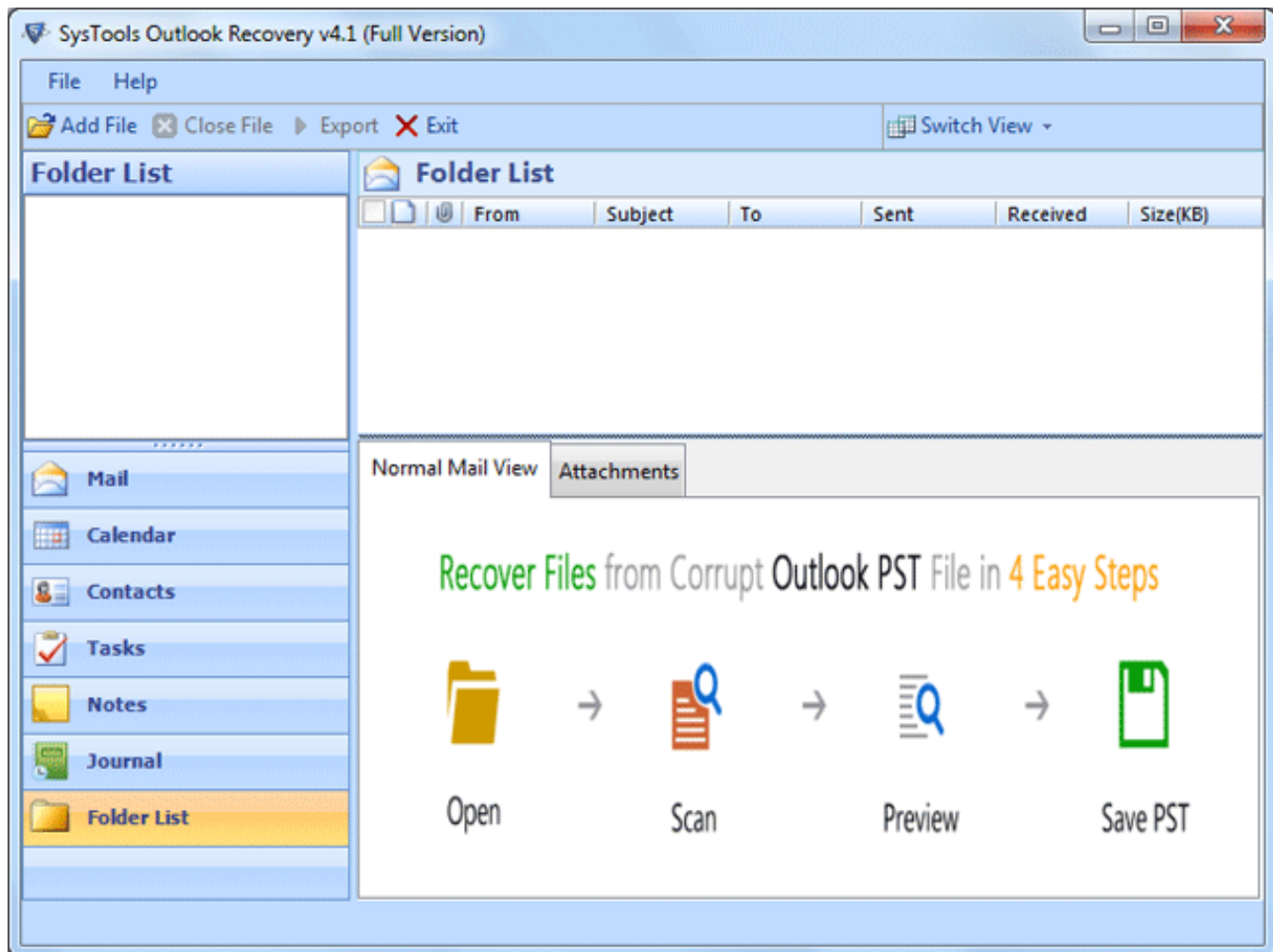
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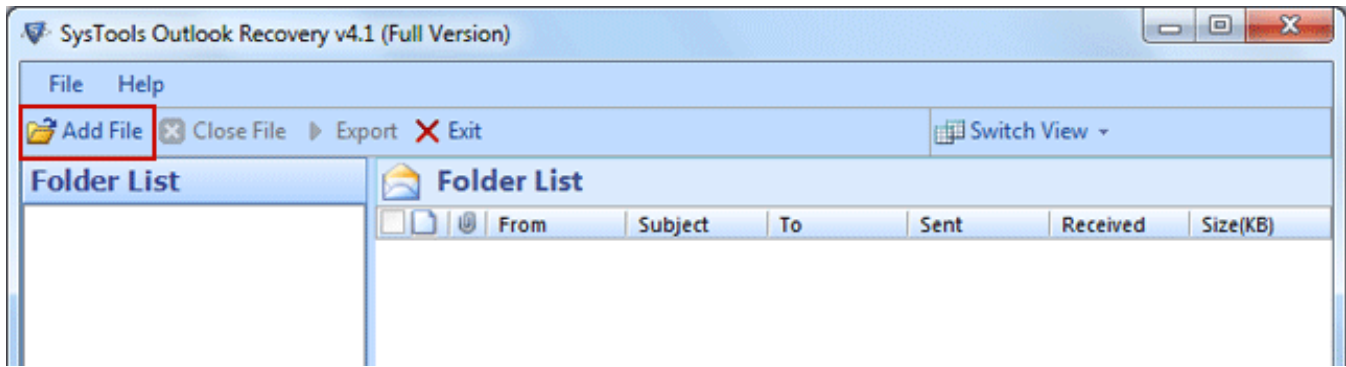
Add Outlook PST file

Download the software, install it and to run it follow the path as:

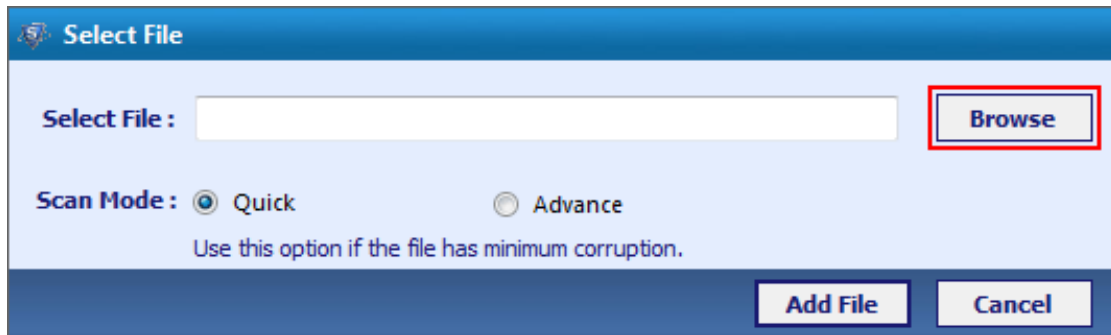
- Go to **Start » All Programs » SysTools Outlook Recovery » SysTools Outlook Recovery**. First window of the software appears as shown below:



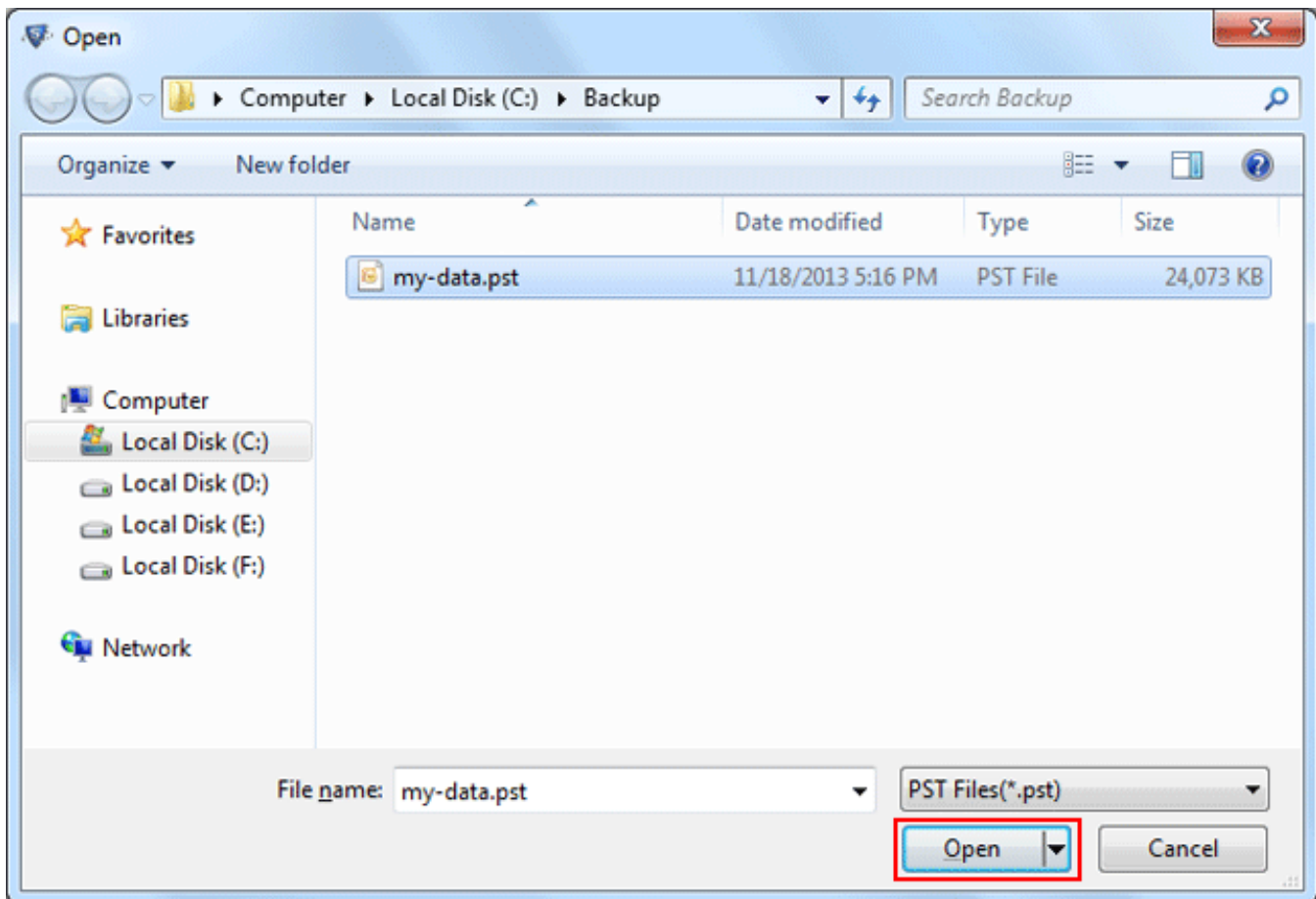
- Click **Add File** to add .pst file from the machine:



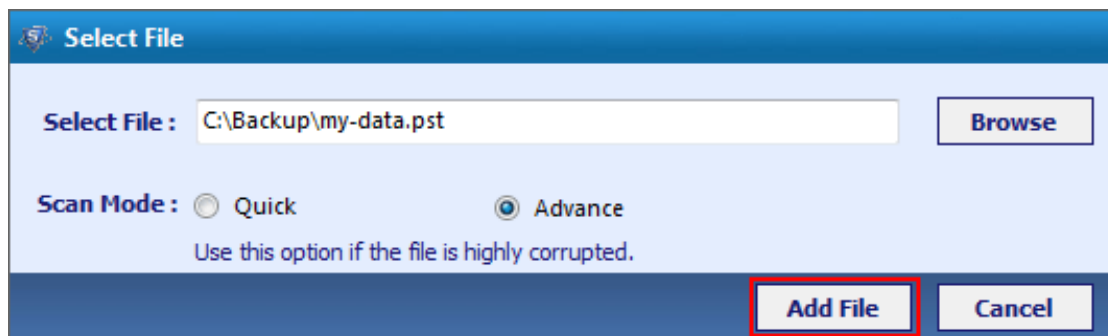
- Click **Browse** button in order to browse .pst file from the machine:



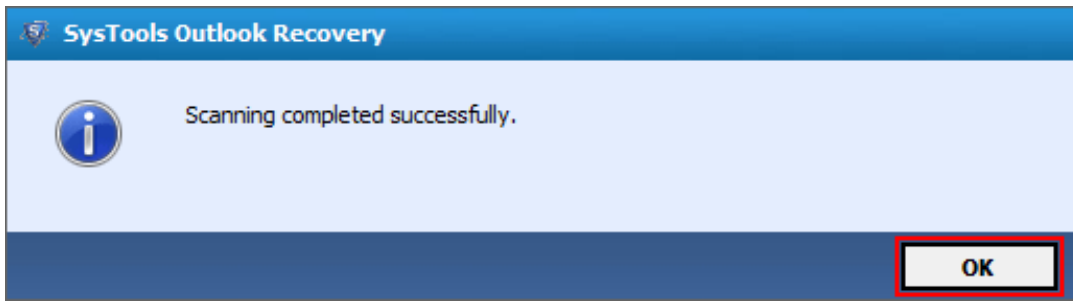
- Select the PST file & click **Open** button:



- Select the scanning mode.
 - **Quick Scan**: Allow scanning of minimum corrupted PST file.
 - **Advance Scan**: Allow scanning of highly corrupted PST file.
- Click **Add File** to initiate the Scanning process:



- Successful notification confirms the scanning process. Click **OK**:

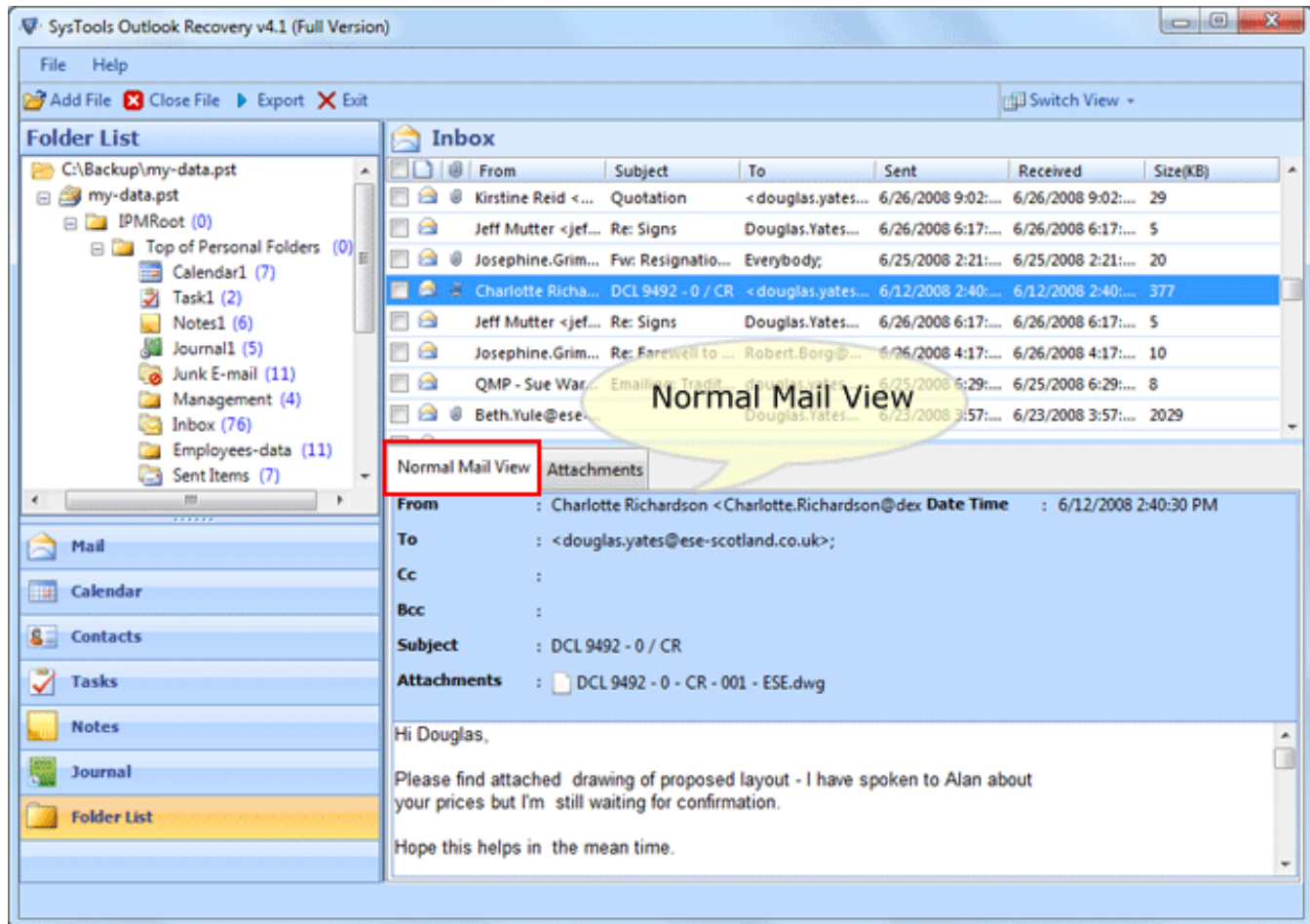


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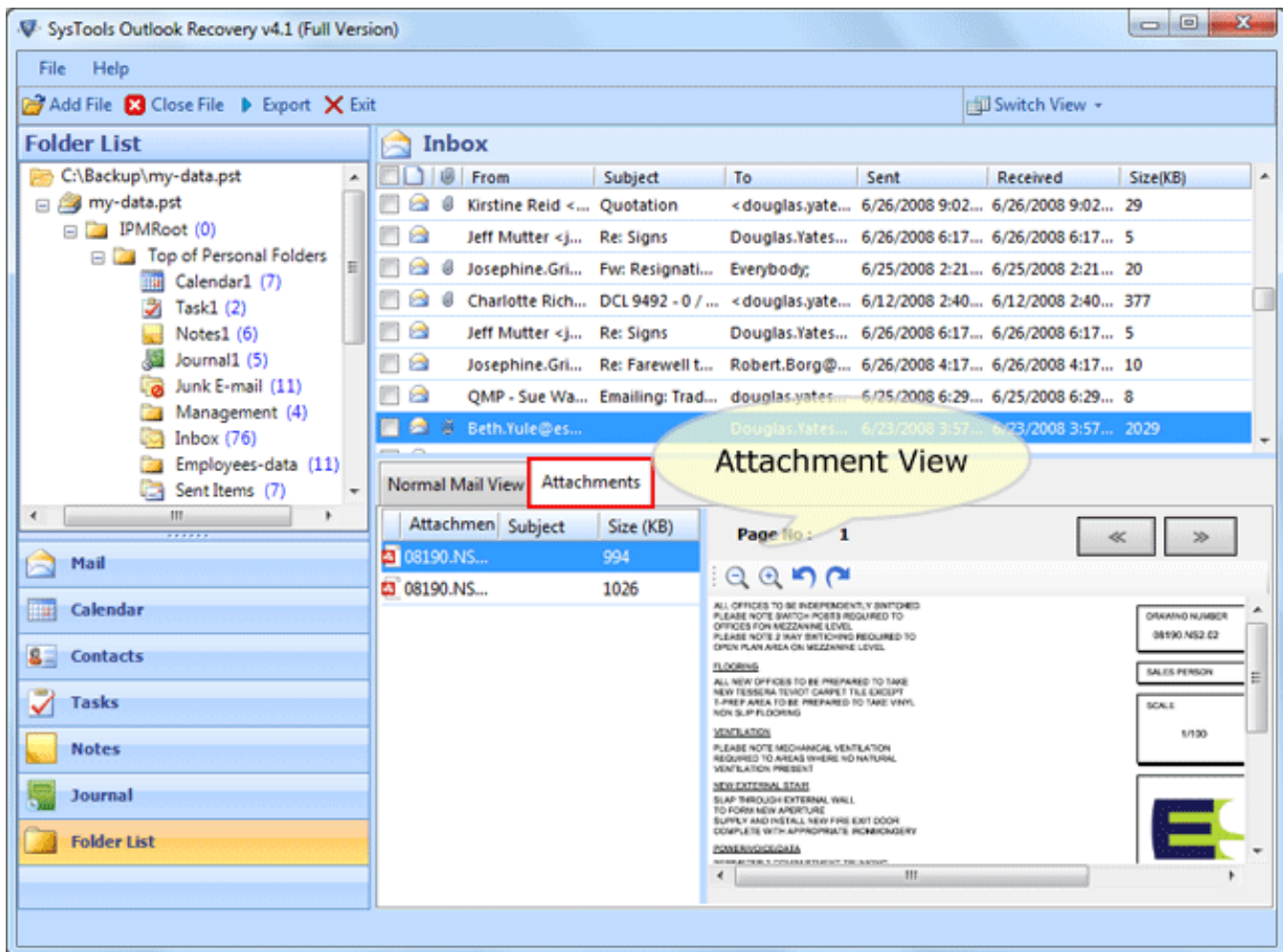


Preview Emails & Attachments

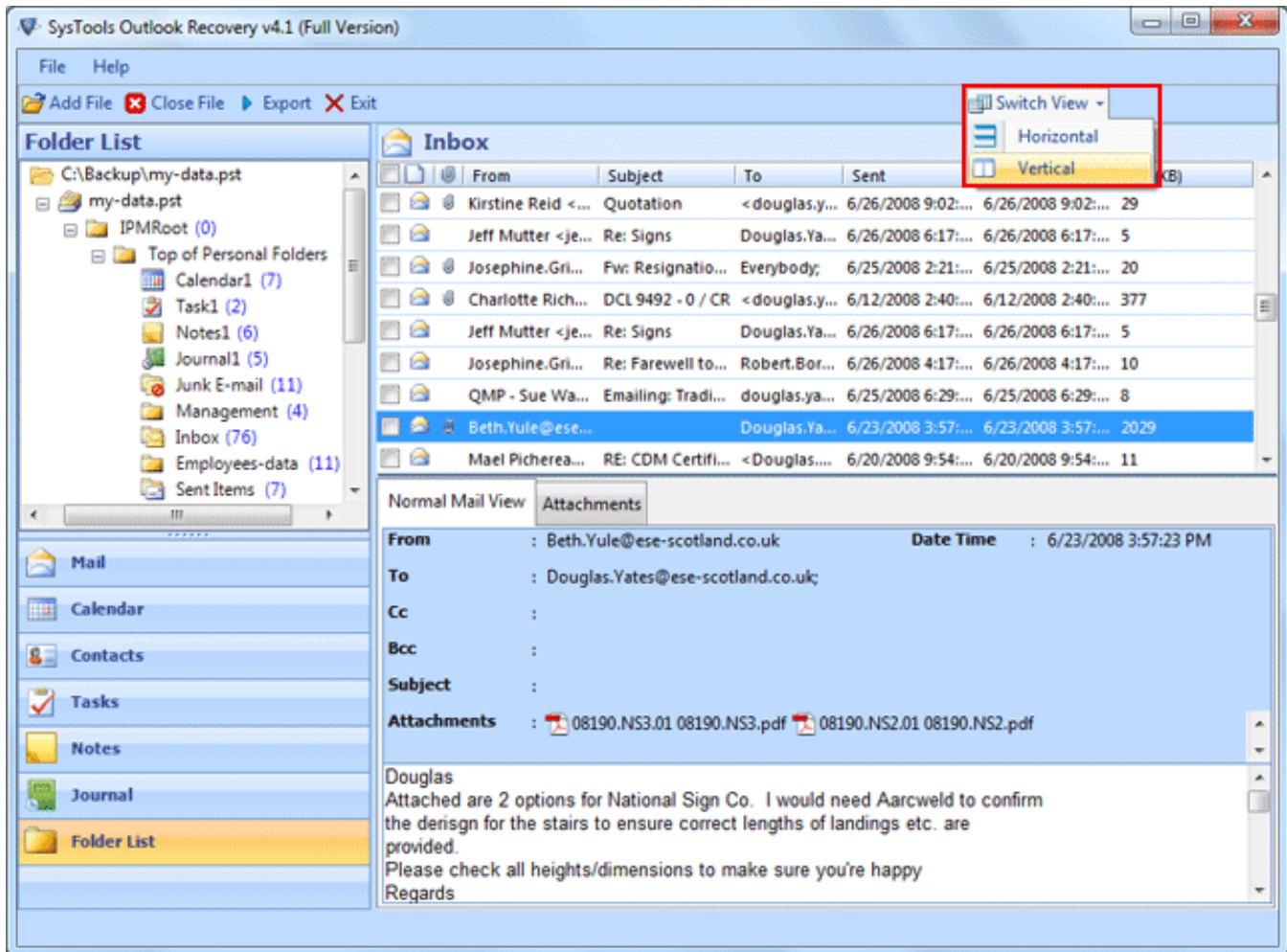
- After complete scanning of PST file, you can preview the Email in application:



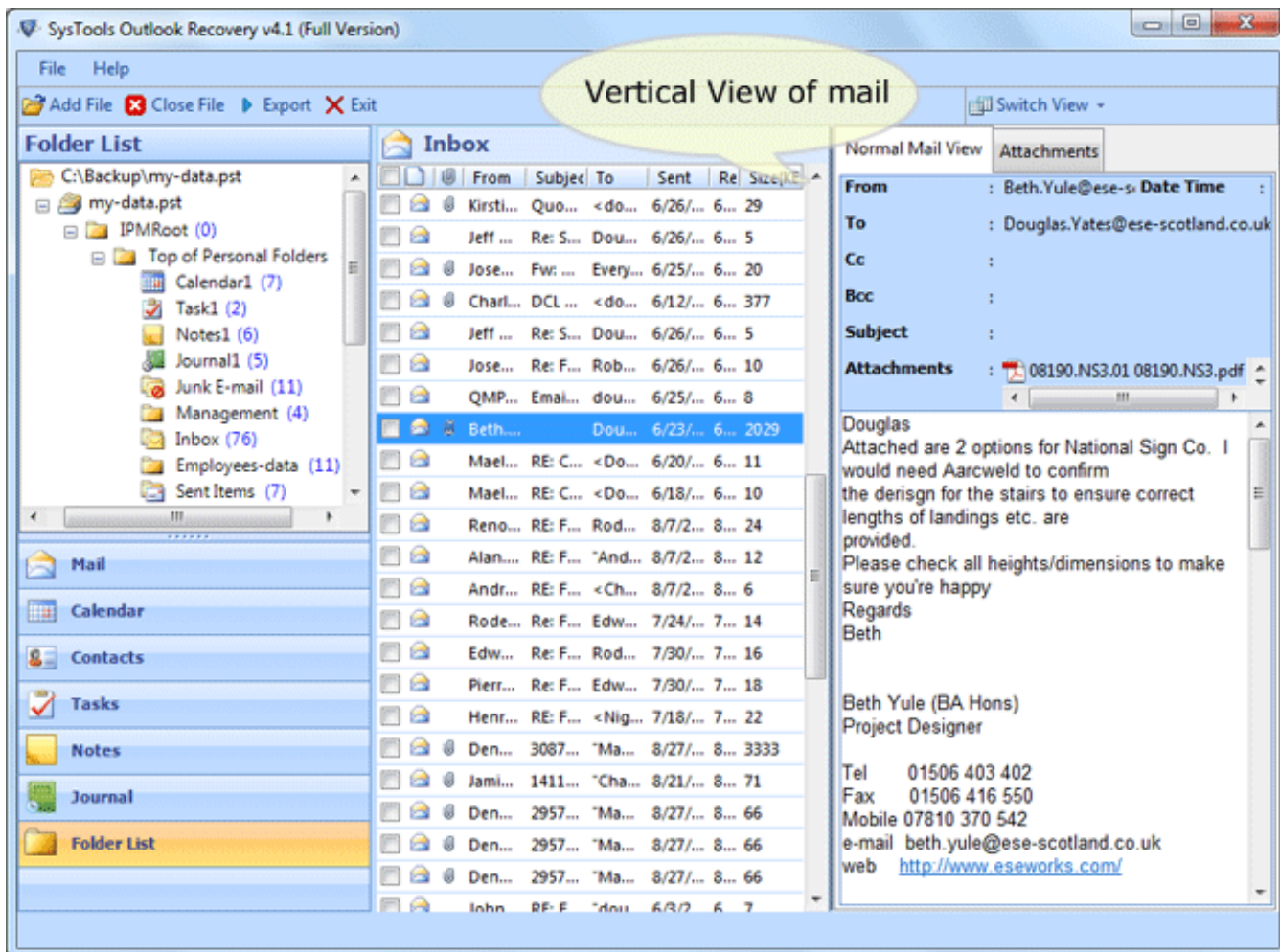
- Attachment is also viewed under the application:



- You can switch from **Horizontal View** to **Vertical View**:



- This is the **Vertical View** of mails:

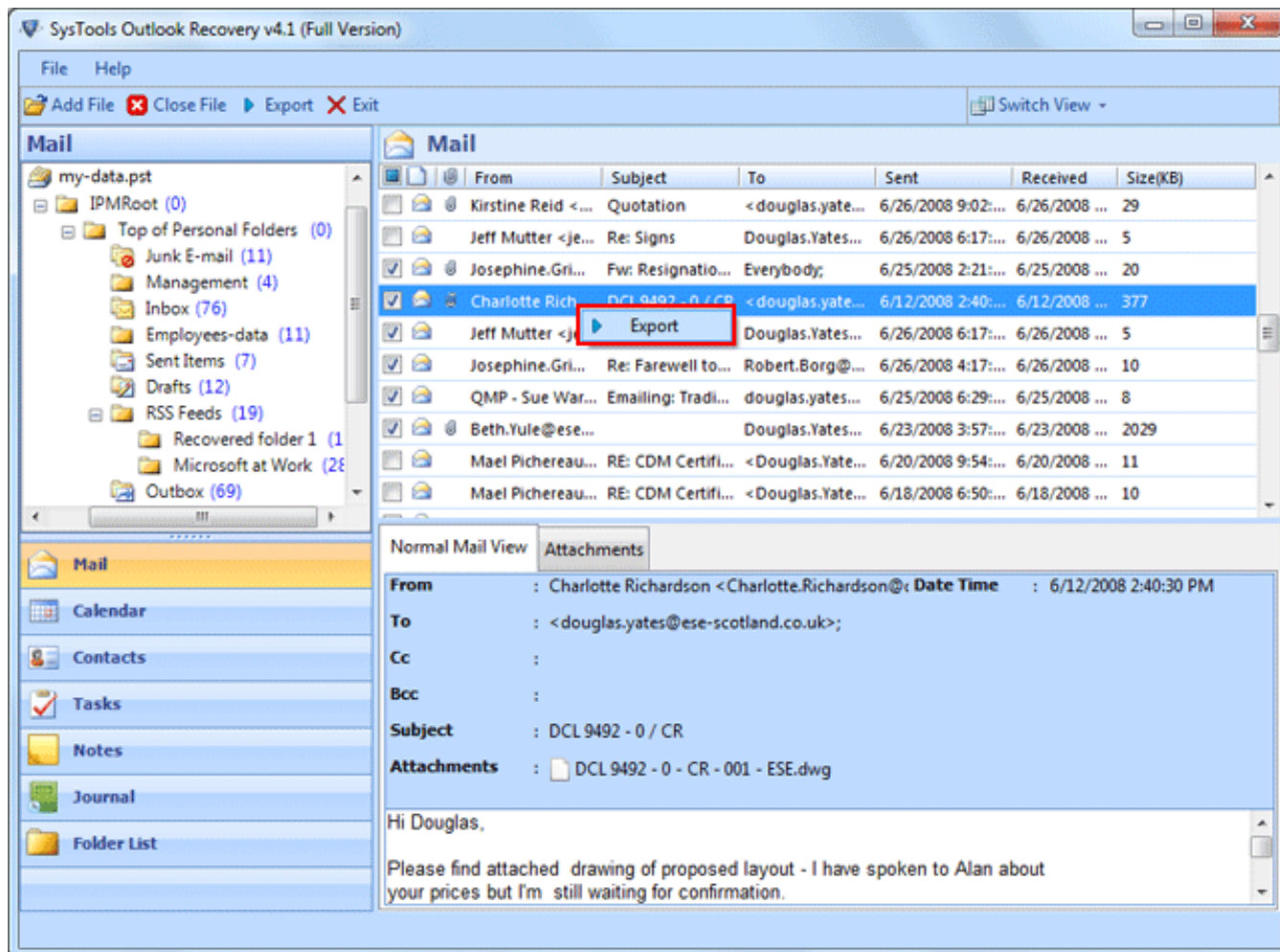


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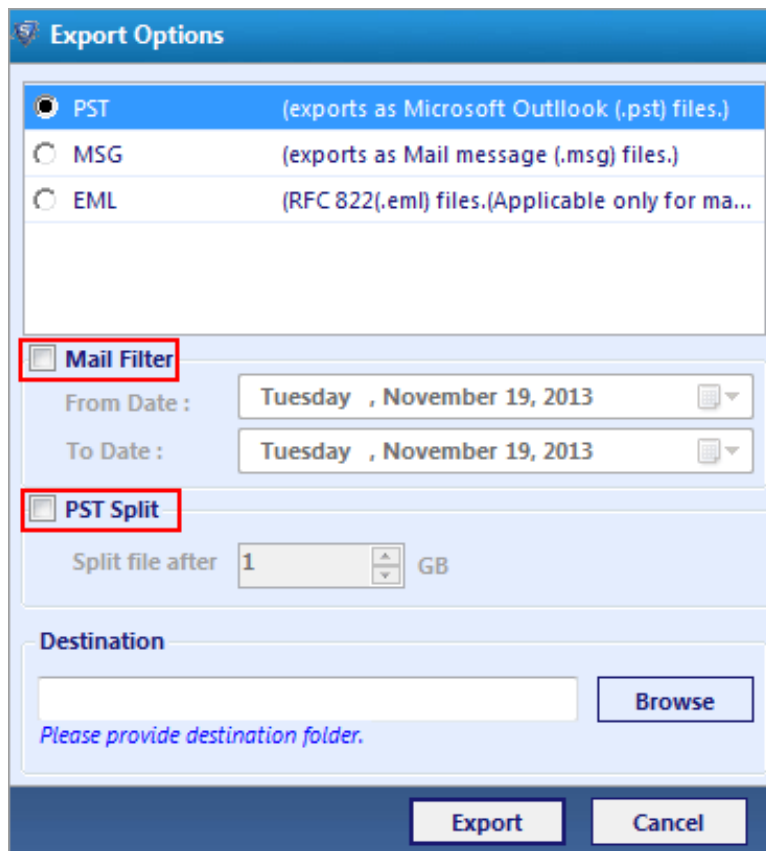


Export Selected Emails

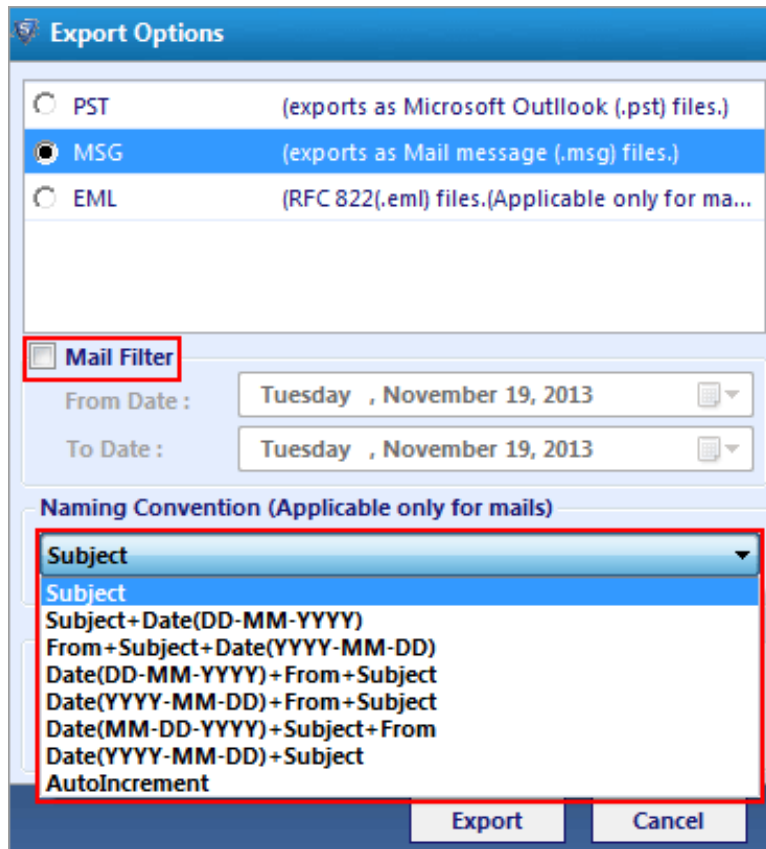
- Select the emails which you want to export & right click then select the **Export** option:



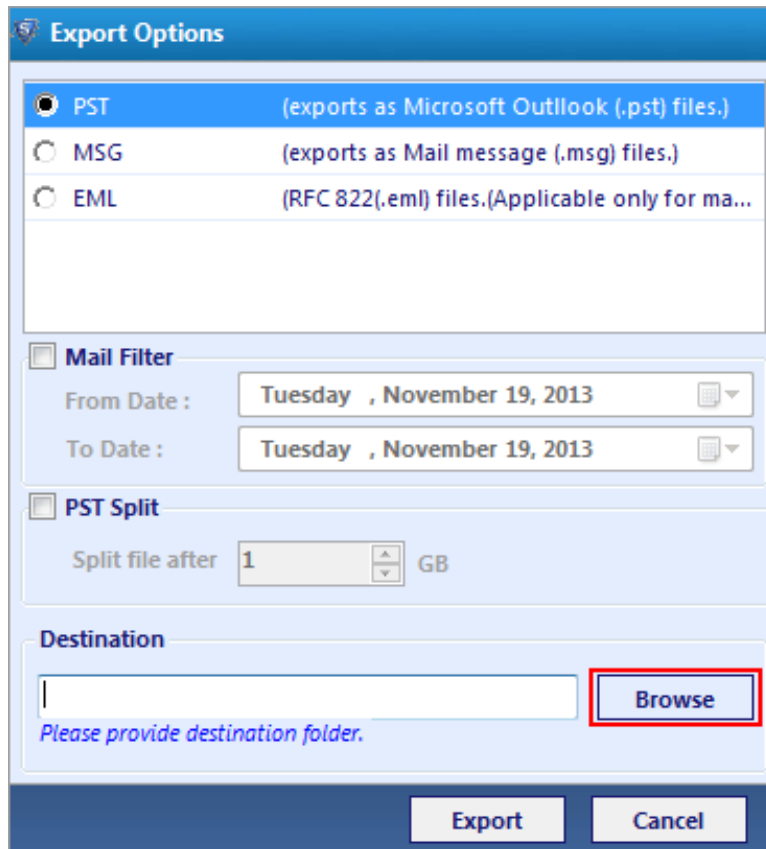
- Now select the file type in which you want to export your PST file. If you select PST option then you can convert Outlook PST in its native format:
 - **Mail Filter** option allow exporting emails of specified interval
 - **Split PST** option allow breaking large sized PST file



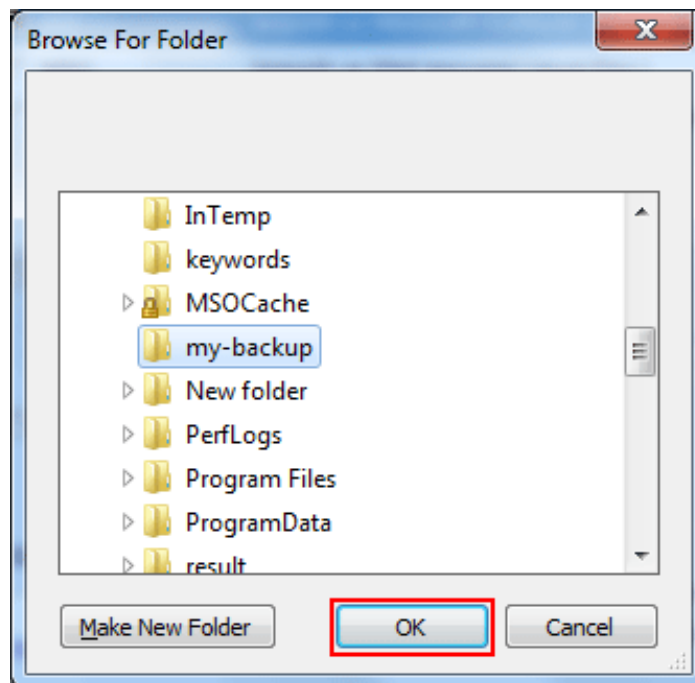
- If you export PST file to **MSG** or **EML** file type then you can also apply **Mail Filters & Naming Convention**:



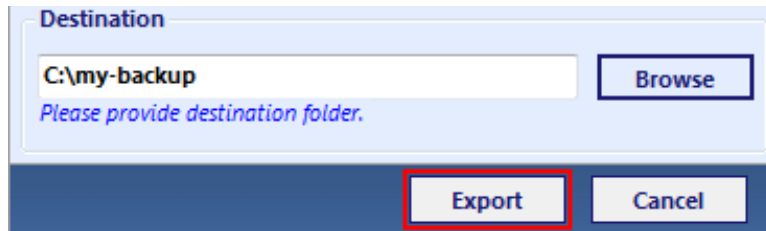
- Browse destination location by clicking **Browse** button



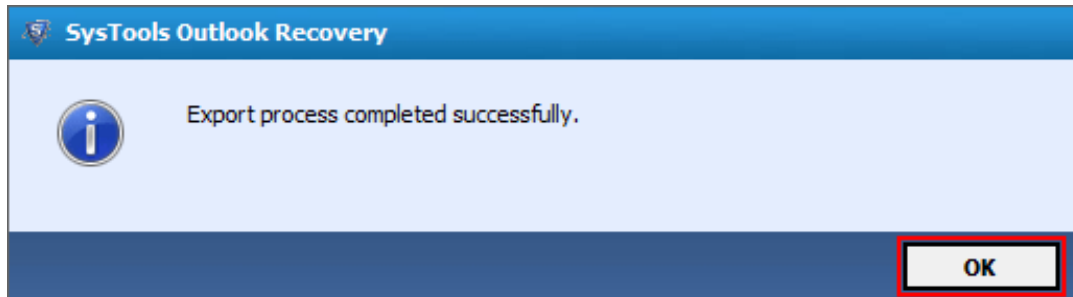
- Select saving location. Click **OK**:



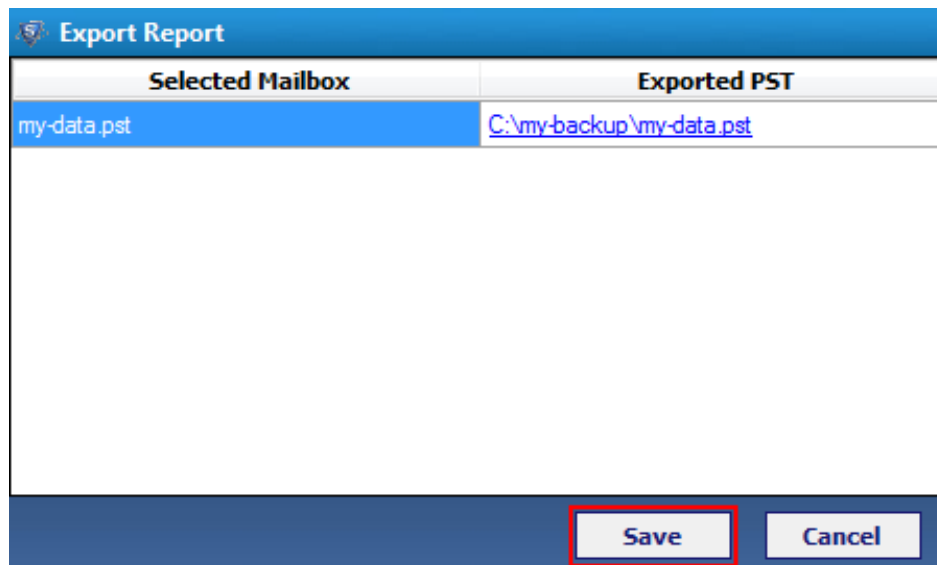
- Click **Export** to begin the export process:



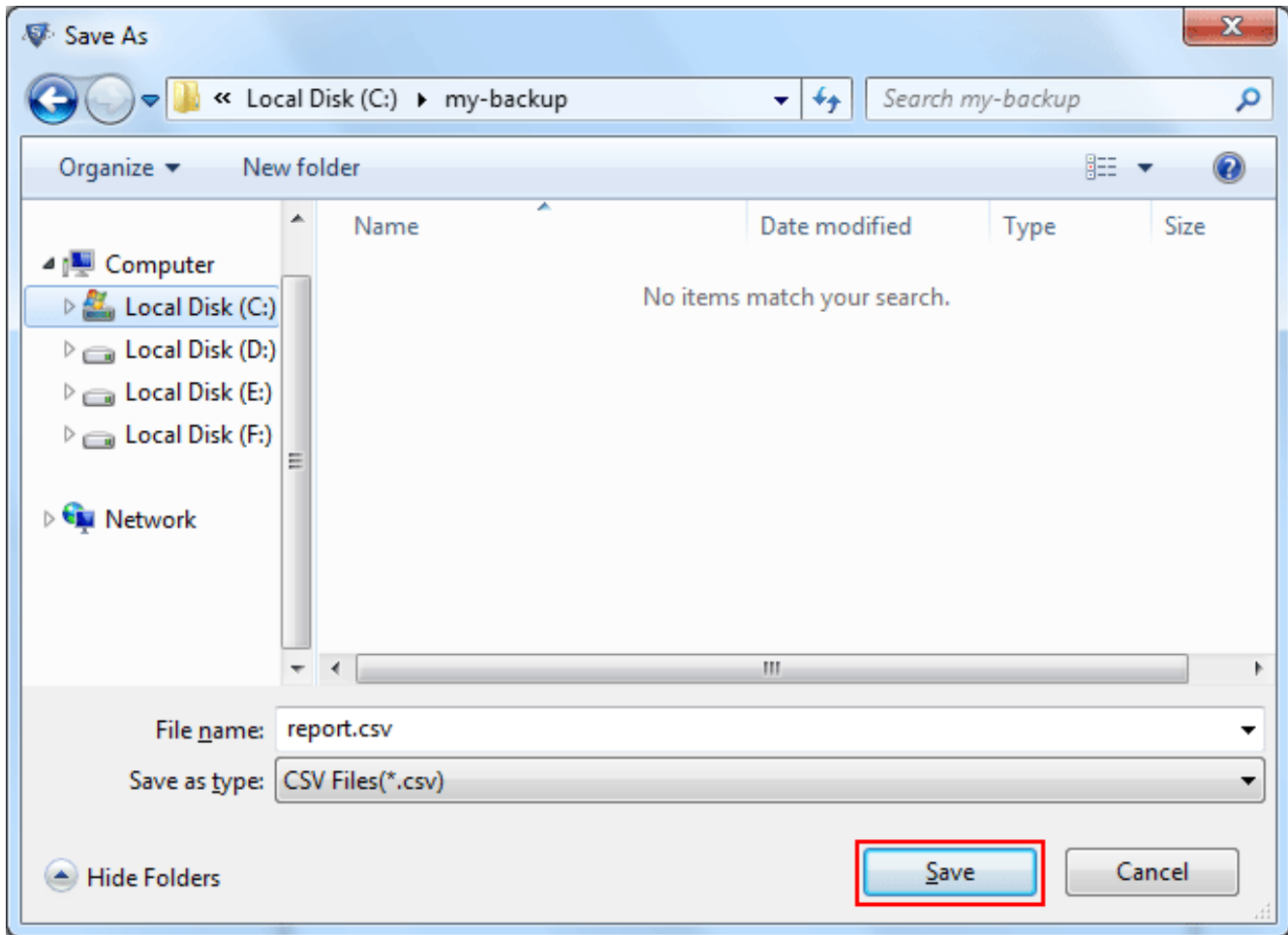
- Successful Export notification confirm the export process. Click **OK**:



- You can save the export report by clicking **Save** button:



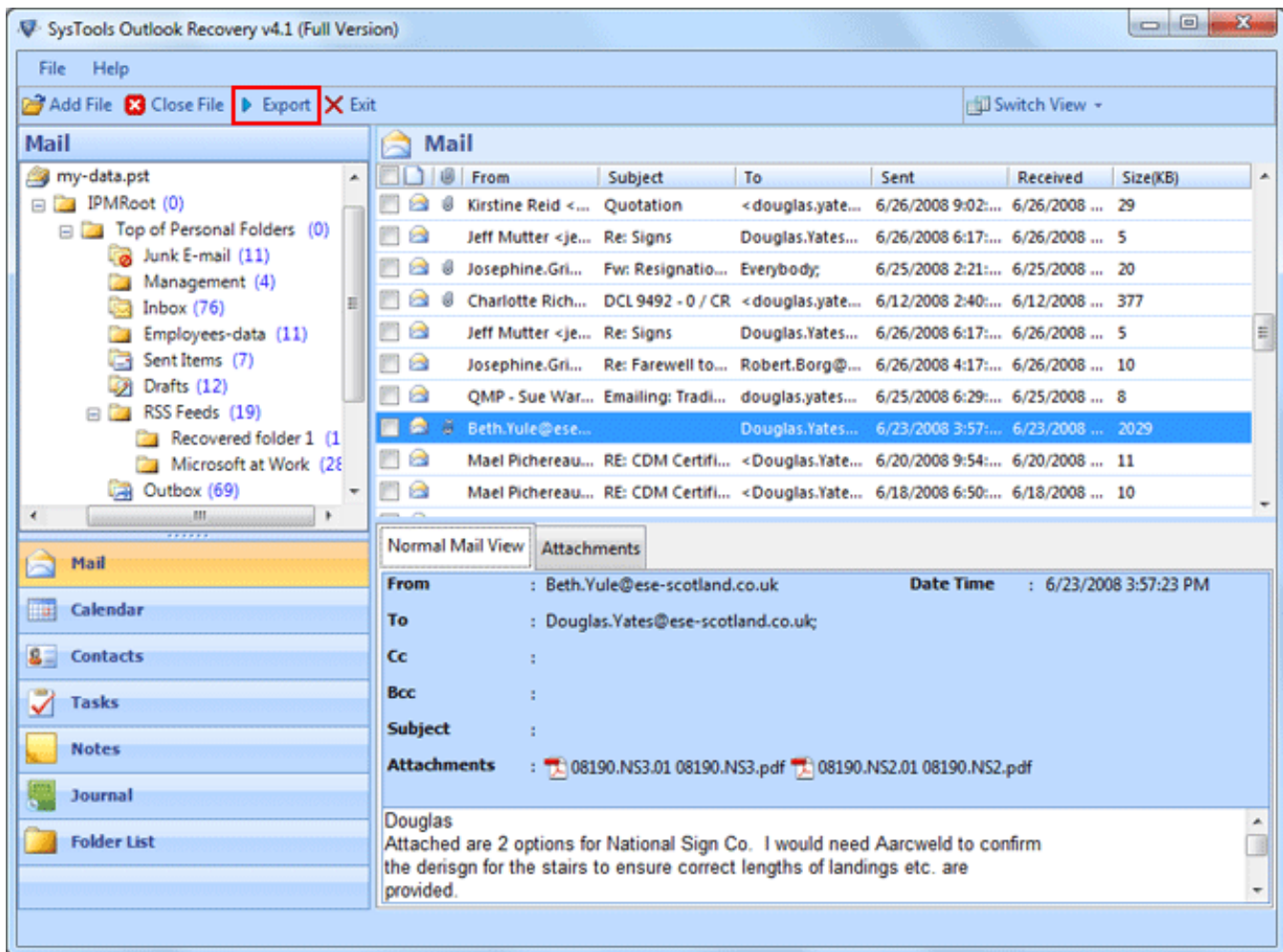
- Enter the name to save the report. Click **Save**:



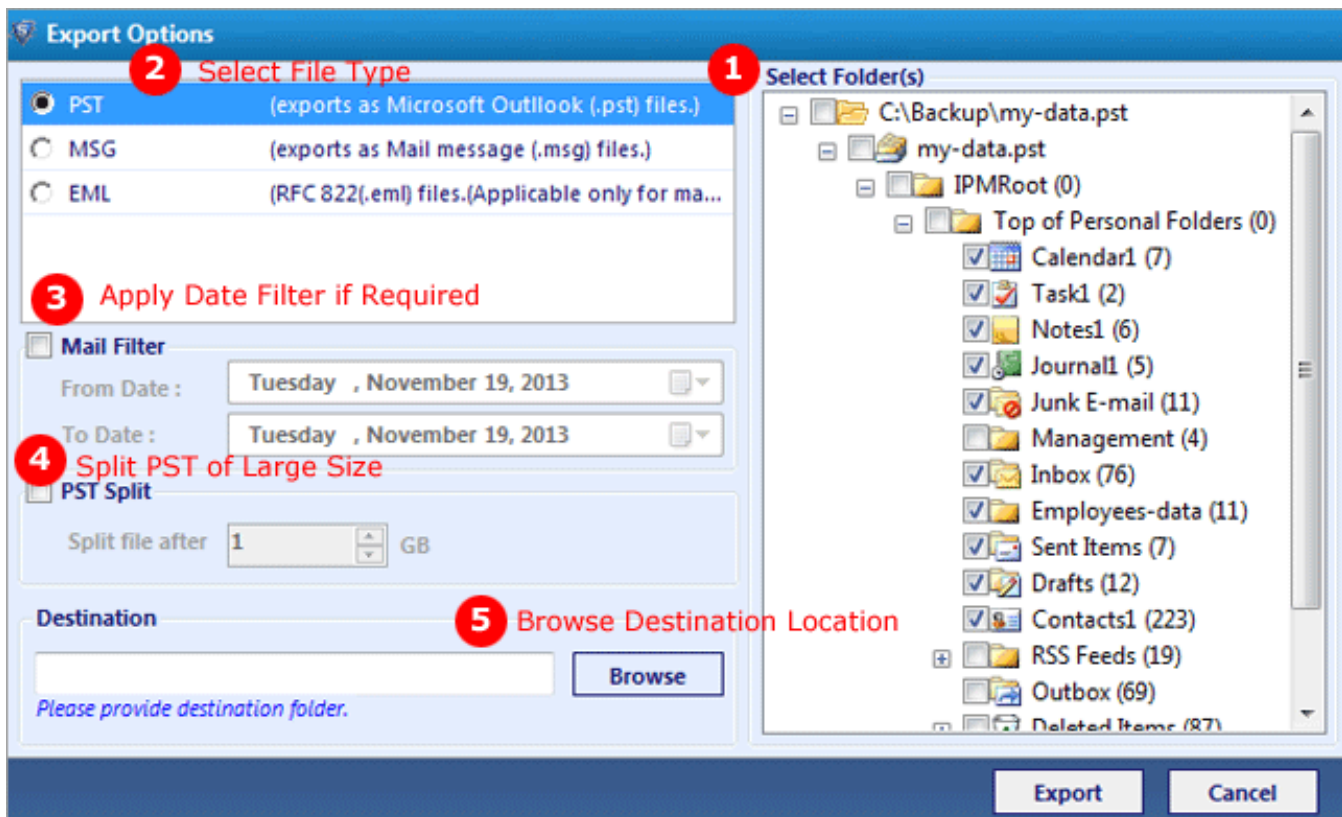
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Export Selected Folder

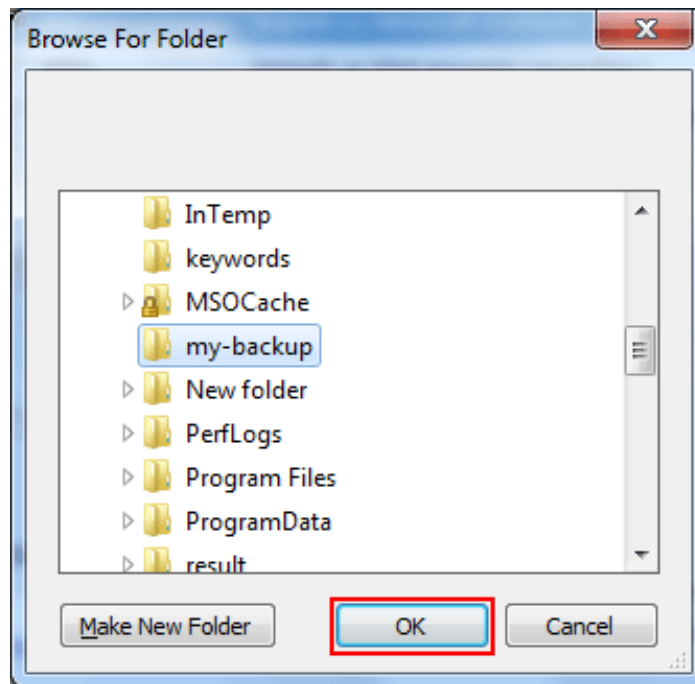
- If you desire to export the selected folders click **Export** button from navigation bar:



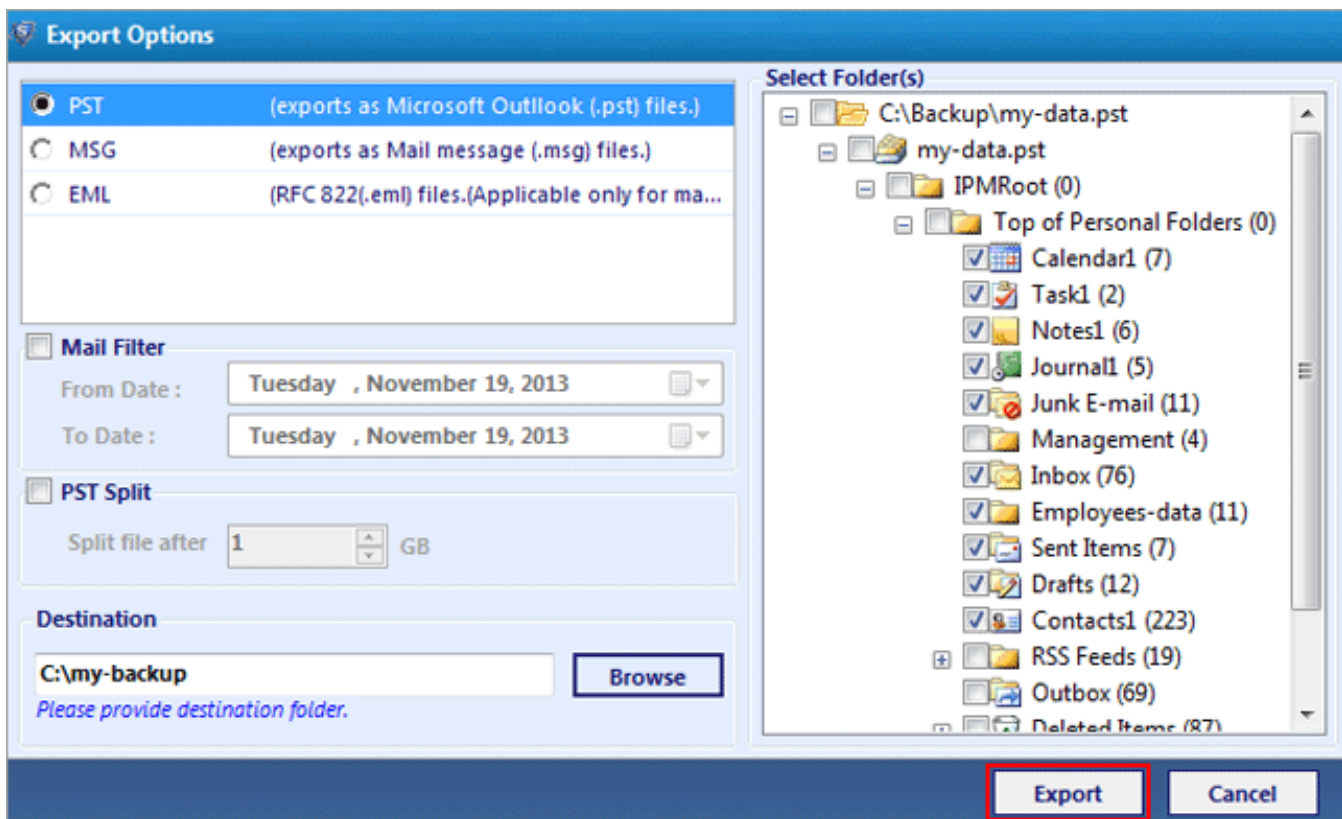
- Now follow the steps for exporting folders:



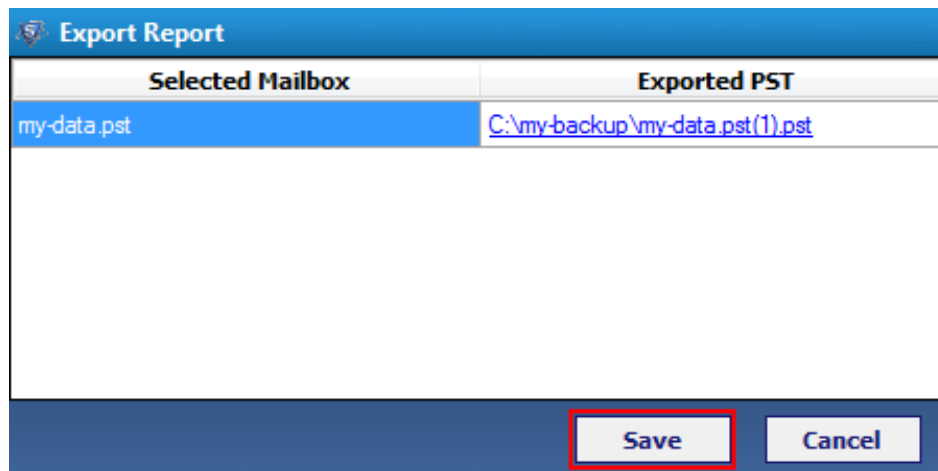
- **Select Folder:** Select the folder (mails, contact, calendar etc.) which is required to export.
- **Export As:** Select from the file type (PST, EML & MSG) to export from PST file.
- **Mail Filter:** Apply Mail Filter for Exporting specified dated emails.
- **Split PST:** For exporting if the PST is selected then large sized PST file can be splitted with this option.
 - **Naming Convention:** Select naming convention for saving the name of mails accordingly (Applies to EML & MSG only)
 - **Browse Destination:** Select destination location for saving the exported files.
- Select saving location. Click **OK**:



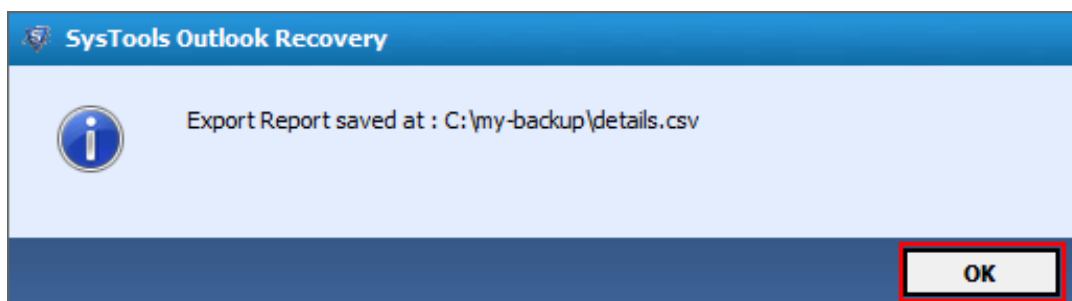
- Click **Export** to initiate the process:



- You can save the export report in CSV format by clicking **Save** button:



- Export Report saved successfully at given path. Click **OK**:

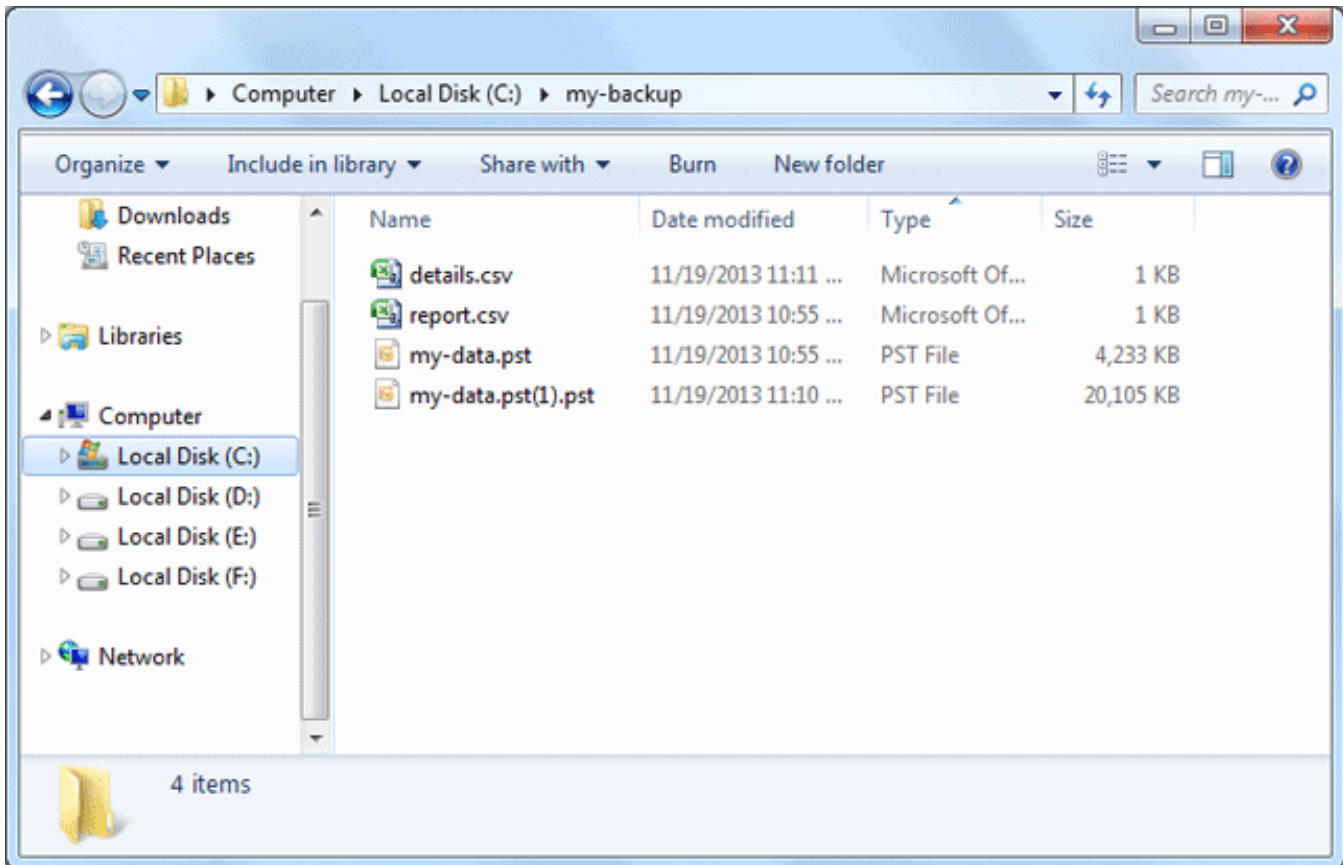


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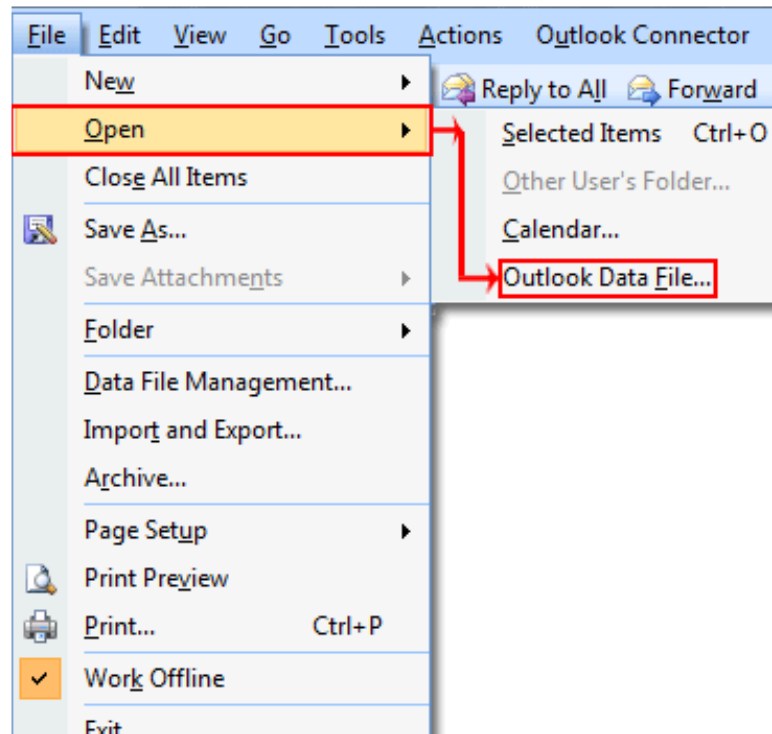


Preview the Results

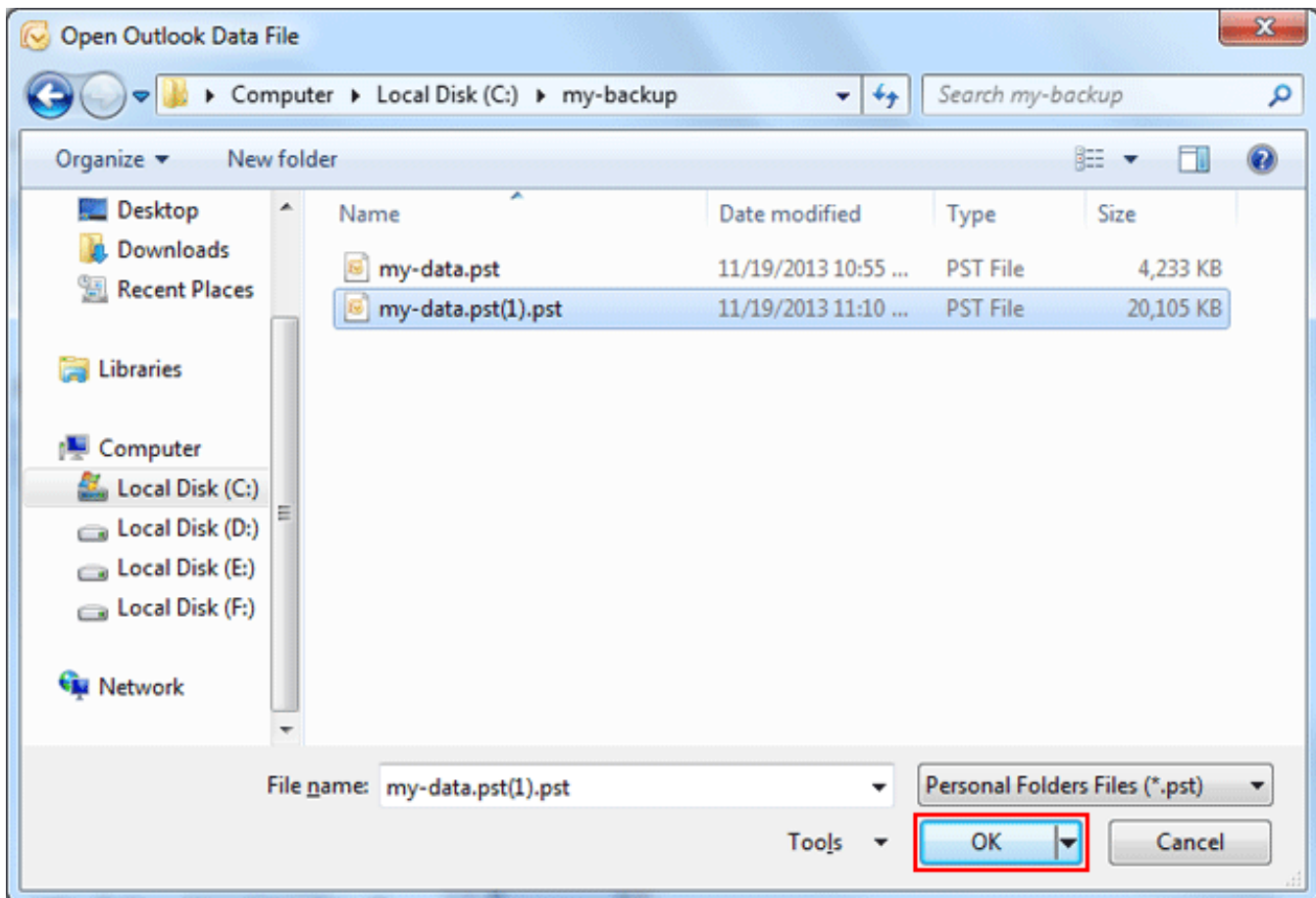
Now you can verify the items exported after using Outlook Recovery software. Navigate to the location where you have saved the PST file. Open the PST file in MS Outlook:



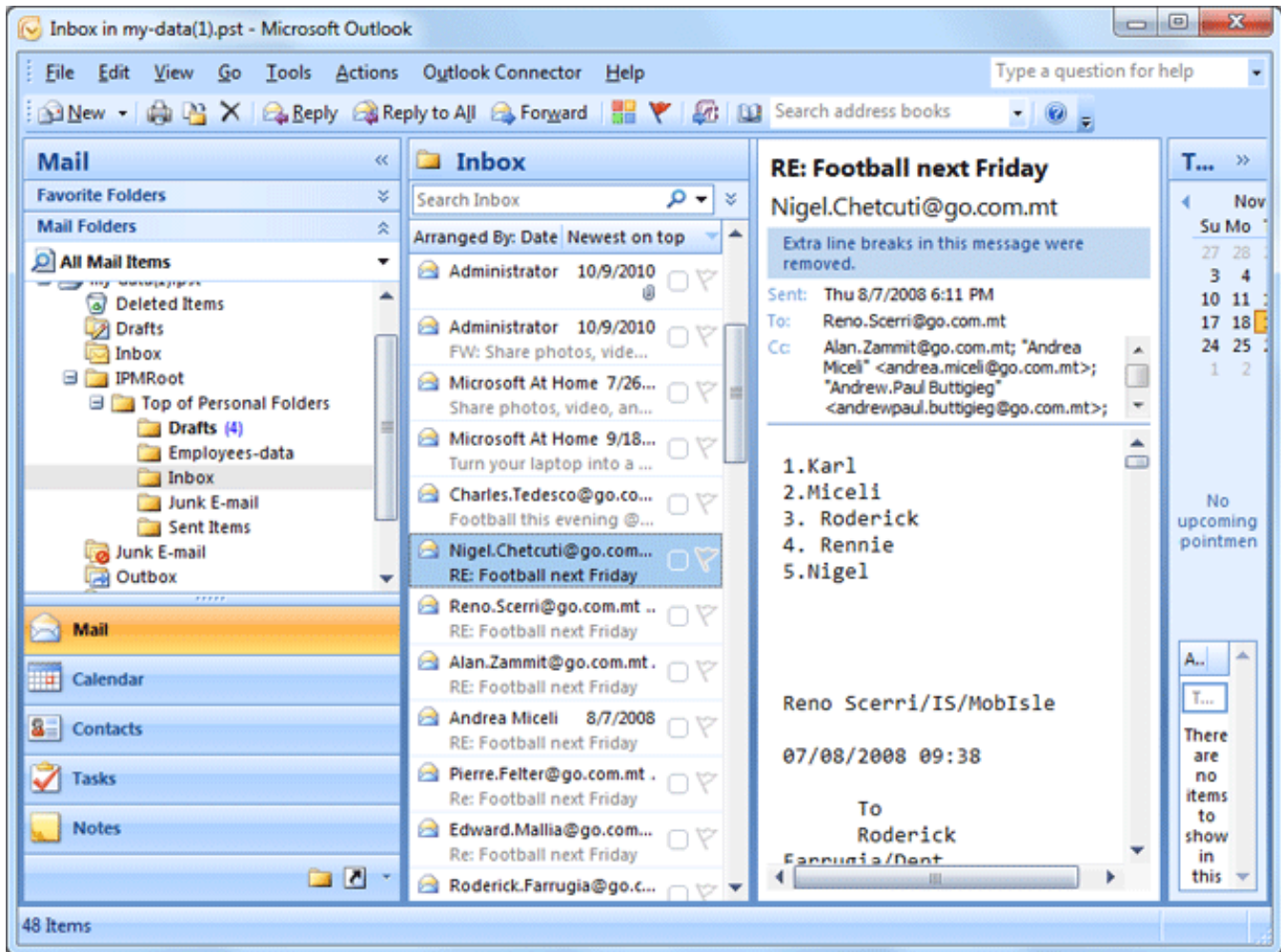
- First open Outlook in your machine. Then Go to **File Menu » Open » Outlook Data File...**



- This will open a browsing window through which you can view the PST file. Select the PST file you desire to view & Click **OK** button:



- Thus you can view the healthy PST file in MS Outlook after the recovery of Outlook PST file:



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Software comes free in evaluations to procure its functionality first, further inducing you for its licensed purchase. All the same, avail **24x7** online chat assistance facilities, direct from the benches of technical support team.

More to Come

- [Free Demo](#)
- [Purchase](#)
- [Support](#)



The SysTools Outlook Recovery software comes with a free of cost demo version that allows the users to user to convert **25 items per folder**. For unlimited export move for the purchase of full version.

SysTools Official Site to download demo from: <http://www.systoolsgroup.com/outlook-recovery.html>



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Avail Online Support on SysTools Outlook Recovery

Ask your queries related to Outlook Recovery direct to our software support team available **24x7** at your service. Get comprehensive online chat ancillaries upon software and other platform interoperability related issues free.

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

Visit online FAQs or switch to software help manual for primary assistance on software functioning before leveraging technical support.

Online Help: <http://www.systoolsfaqs.com>

Visit Our Website: <http://www.systoolsgroup.com>

SysTools Knowledgebase: <http://www.systoolskb.com/>

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For Sales: sales@systoolsgroup.com

For Support: support@systoolsgroup.com



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