Goldytools OST Viewer User Manual Guide Version 3.0

About Goldy Conversion from OST to PST

We appreciate your decision to use Goldy, a powerful OST to PST conversion tool!

The Goldytools OST Viewer conversion tool is efficient enough to convert Personal Storage Table (.pst) files from corrupt Offline Storage Table (.ost) files. The program extracts every email item from the Exchange OST file and converts it to PST format.

When an Exchange server crashes, emails become unavailable due to virus attacks, inadvertent deletion, storage media damage, staff sabotage, or hard drive crashes. Goldytools OST Viewer effectively fixes and recovers these emails.

The following items are successfully recovered by Goldytools OST Viewer: Emails, Notes, Contacts, Journals, Tasks, Calendar entries, Attachments, Zipped attachments, Images, Pictures, Folders, Sub-folders, Deleted emails, Drafts, Permanently deleted emails, and Email properties: To, CC, Bcc, From, Subject.

With its two scanning modes, Standard Mode and Advance Mode, Goldytools OST Viewer ensures flawless recovery of all OST file items. Additionally, the app offers the option of saving extracted information in Outlook. The software's recovery engine is strong, quick, and efficient at recovering deleted emails. The OST file's recovered emails are successfully converted to PST format, which may then be read with MS Outlook.

Key Features

The unique characteristics that set Goldytools OST Viewer apart from other OST recovery applications on the market.

- Fixes .ost files
- Converts .ost files into .pst files quickly.
- Available with Standard Mode and Advance Mode, two different scanning modes
- Recovers tasks, appointments, diaries, and notes in addition to corrupt and deleted emails from the Inbox, Sent Items, Drafts, and Deleted Items folders.
- Email attributes are recovered: Subject, To, From, CC, Bcc
- Recovers pictures, zipped files, and entire attachments
- Formatting of the retrieved emails is restored
- Provided with ways to save: In PST
- Recovered emails are shown in a structure that resembles a tree.

Pre-requisites & System Requirements

- Pentium Class Processor
- Minimum 512 MB RAM (More recommended)
- 50 MB for Software installation
- Disk Space - Enough space to store the recovered results

Supported Versions

Supported Operating Systems- Supports Windows10, 8.1, 8, 7, Vista, XP,2000 and2003 **(32/64bit Version)**

Supported MS Outlook platforms- Supports Microsoft Outlook 97, 98, 2000, XP, 2003, 2007, 2010 and 2013 **(32/64bit Version)**

2. Install Goldytools OST Viewer

2.1 Installation

Your step-by-step tutorial to installing Goldytools OST Viewer Software:

To be able to seamlessly install Goldytools OST Viewer Software on your computer, simply execute the steps given below:

- First and foremost, ensure that your host computer meets the minimum system requirements and has ample memory available.
- After that download Goldytools OST Viewer software from the website: http://www.goldytools.com
- You would then need to double-click on the Goldytools OST Viewer software installer.
- Simply, go through and follow the instructions as given on the screen. You would finally get to see the setup installation completion screen. Here, click on the Finish button which would then open the main screen of the Goldytools OST Viewer.

2.2 Uninstallation

How to uninstall Goldy Lotus Notes to Outlook Software?

There are two simple ways of uninstalling Goldy Lotus Notes to Outlook software from your computer system:

- Option 1: By using the Windows Start menu.
- Option 2: By using the Control Panel.

Kindly note: Be cautious about the fact that the Goldy for OST to PST Software is not running in the background of your computer.

Uninstalling using the Windows Start menu

- Go to your computer desktop and click on the Start button from the Windows menu.
- Go to All Programs > Goldytools OST Viewer > Uninstall Goldytools OST Viewer.
- You would see a warning message confirming the uninstallation of the software on your computer screen. To confirm, click on the Yes button to Uninstall the Goldytools OST Viewer.

You would then be able to successfully uninstall Goldytools OST Viewer software from your computer system.

Uninstalling using the Control Panel option

- Go to your computer desktop and click on the Start Menu > Control Panel and then double click the Add or Remove Programs icon. Choose the Goldytools OST Viewer and then click on Remove.
- You would then see a warning message confirming the uninstallation of Goldytools OST Viewer Software.
- To confirm, simply click on the Yes button to uninstall the Goldy tools for OST to PST Software.

You would then be able to successfully uninstall Goldytools OST Viewer software from your computer system.

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File Menu
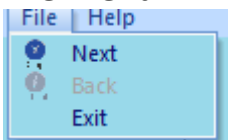
Help Menu

The commands for Repairing, Saving, and Closing Goldytools OST Viewer are managed through the File menu.

Menu Option	Description
Next	To advance to the following phase, choose this option.
Back	Choose this choice to return to the previous action.
Exit	Choose this choice to end Goldytools OST Viewer.
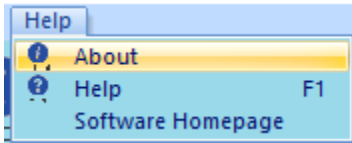
The commands for the Goldy software line's User's Help Manual, Software Purchase, and Version information are controlled by the Help menu.

Menu Option	Description
About	To read support and version information for Goldytools OST Viewer, choose this option.
Help	To access the Goldytools OST Viewer user manual, choose this option.
Software Homepage	To access the software page on the Goldy website, choose this option.
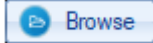
Toolbar

The Goldytools OST Viewer toolbar, which allows you to manage software features, is provided below.

Icon	Function	Description
	Takes you to the following step	To proceed to the following step, click this button.
	Brings you back to the prior stage.	To return to the previous step, click this button.
	The ongoing process is stopped	To halt the procedure that is now executing, click this button.
	Displays User's Guide	To view the Goldytools OST Viewer User's Help Manual, click this button.

Buttons Used

The following are the buttons used for Goldy OST to PST:

Buttons	Description
Next	Pick this choice to advance to the following step.
Browse	To browse the OST file for conversion, choose this option.
Back	Choose this choice to return to the previous action.

Step by Step Recovery

Converting OST files to PST files quickly and efficiently allows you to retrieve emails, contacts, tasks, calendars, and other data.
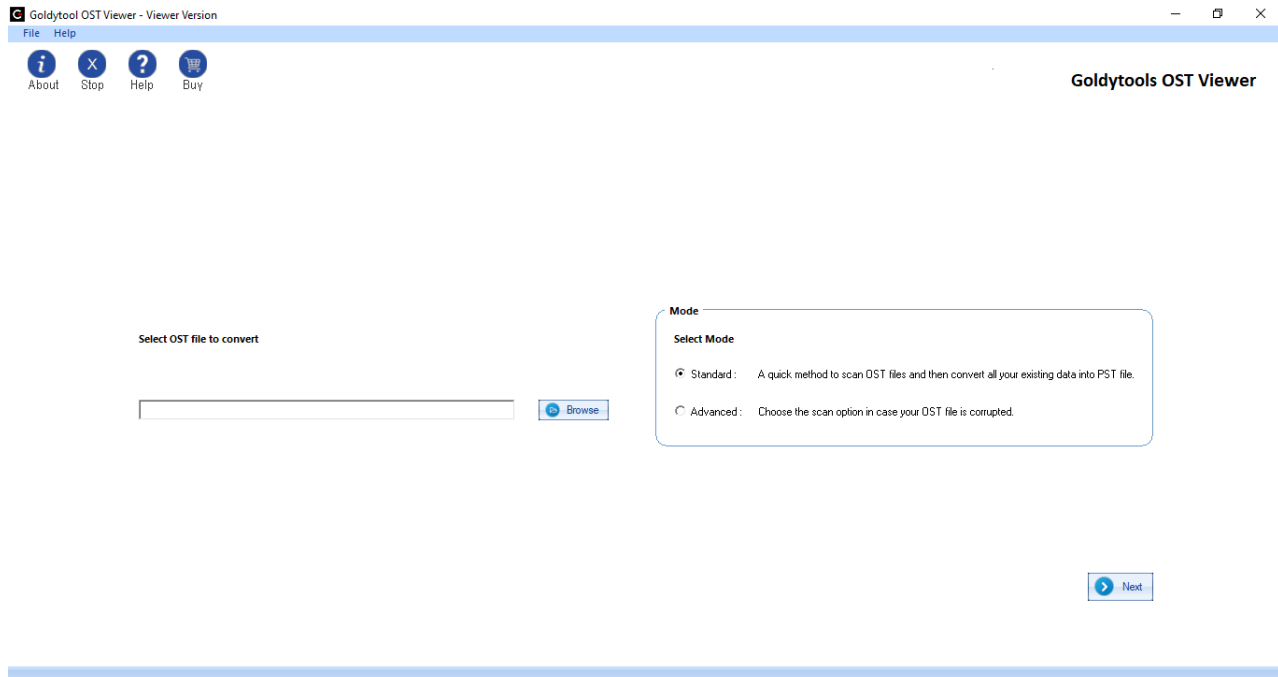
Two options are offered by Goldytools OST Viewer for scanning the unusable OST file and extracting email data from it:

- Standard Mode
- Advance Mode

Using Advance Mode

By using the Advance mode to convert the OST file to PST, simple actions can be taken to recover emails from it.
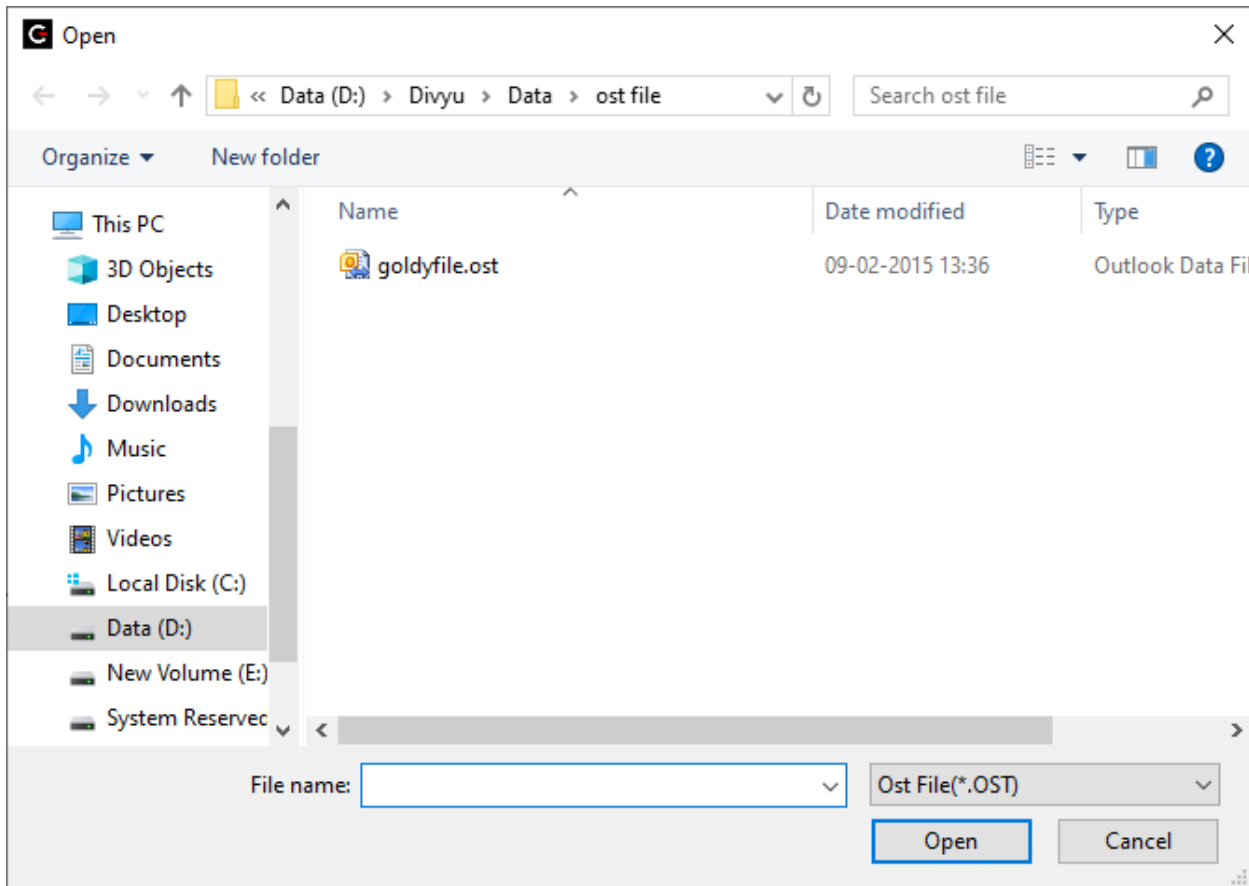
Step 1: Launch Goldytools OST Viewer. The window shown next will appear:

**Step 2:** Choose Advance Mode from the scanning options that are offered.
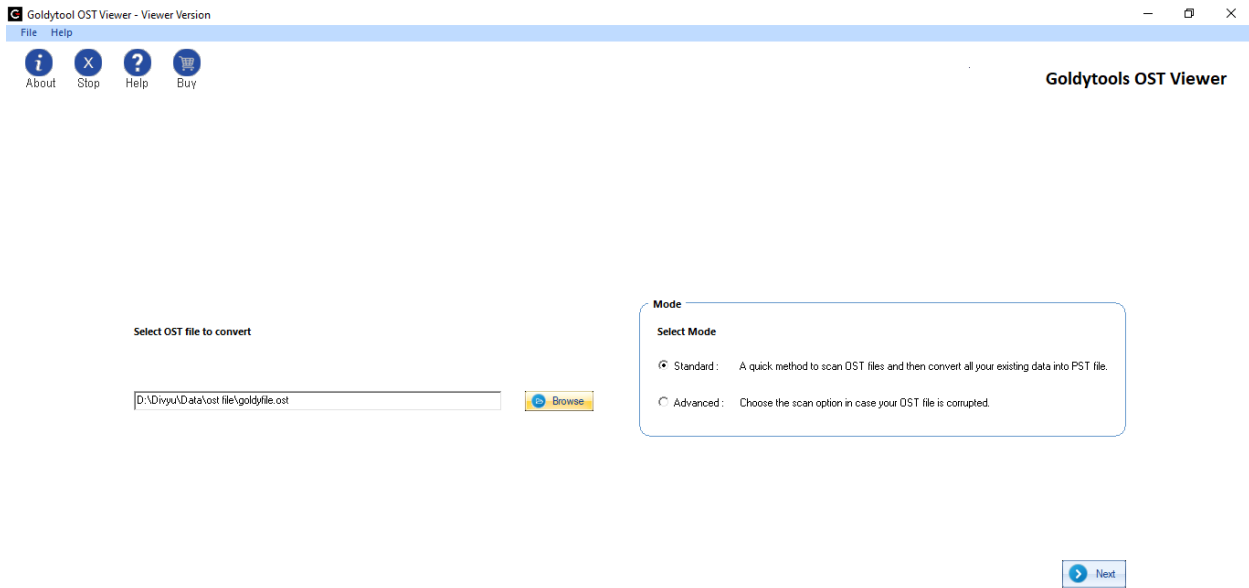
Step 3: To choose the OST file to convert, click the Browse option. When choosing an OST file, the following dialogue will appear:

Step 4: Choose Next. The software will begin the scanning process, and when it is finished, it will

display all items from extracted OST files that can be saved in Outlook format.
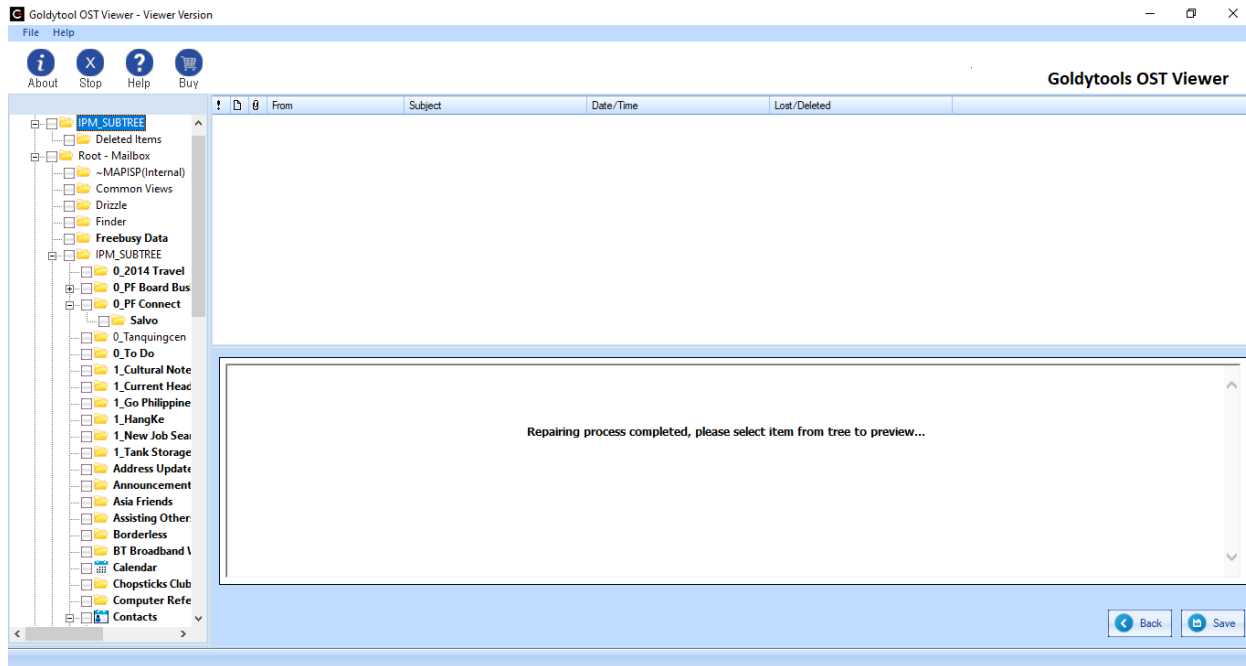
Step 5: Click the Next option after choosing the required or all folders to save to the PST file. The following box with saving options will then appear:

Select the MS Outlook format to save the data

○ **Save in PST**   ⦿ **Other Formats.**   [MSG ▼]

Save data int Other For | MSG |
                         | EML |
                         | HTML |
                         | MHT |
                         | RTF |
                         | DOC |
                         | PDF |

Other Formats.

1.You can save the mails of the converted mailbox in other formats as well like MSG,EML,RTF,HTML,MH

2. All the mails are saved in the folder hierarchy similar to the mailbox folder structure.

Select location to save MSG file(s)

Saving Path   [   ]   [Browse]

Click Browse and select a location to save MSG file(s)

☐ **Remove "IPM_SUBTREE" from hierarchy in Outlook**

Select this option to remove "IPM_SUBTREE" from
folder hierarchy

[OK]   [Cancel]

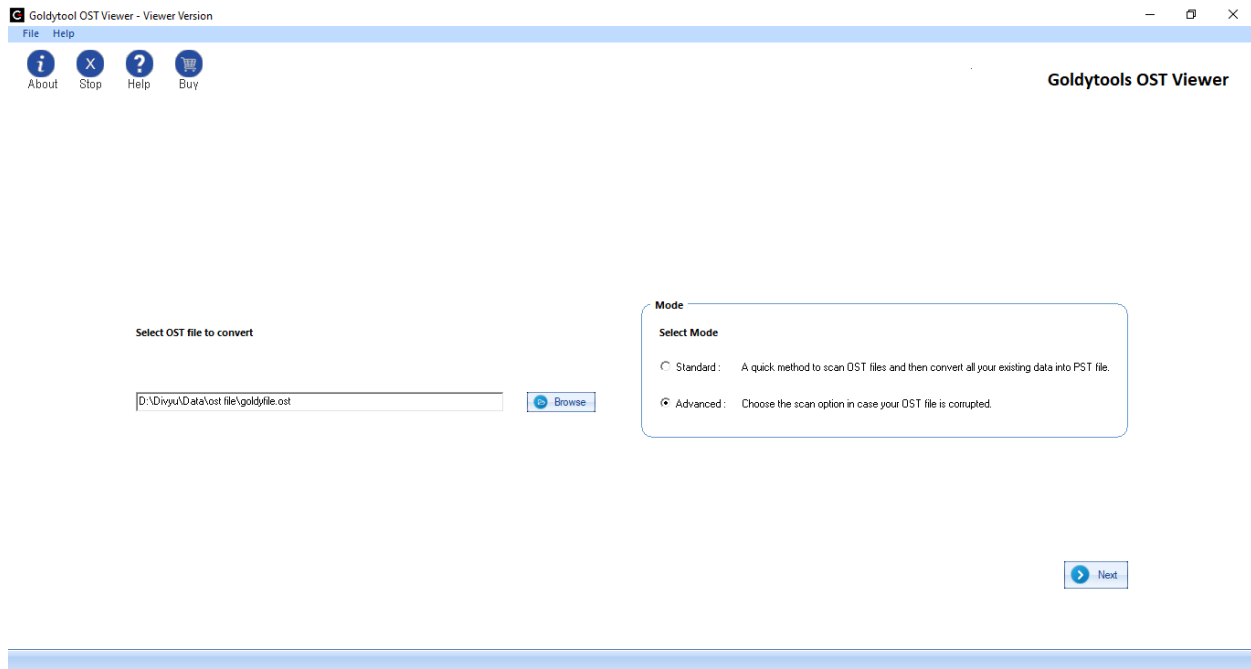**Step 6:** Click OK after choosing a location to save the converted OST file.

Using Advance Mode

By using the Advance mode to convert the OST file to PST, simple actions can be taken to recover emails from it.

**Step 1:** Start Goldytools OST Viewer now. The subsequent window will appear:
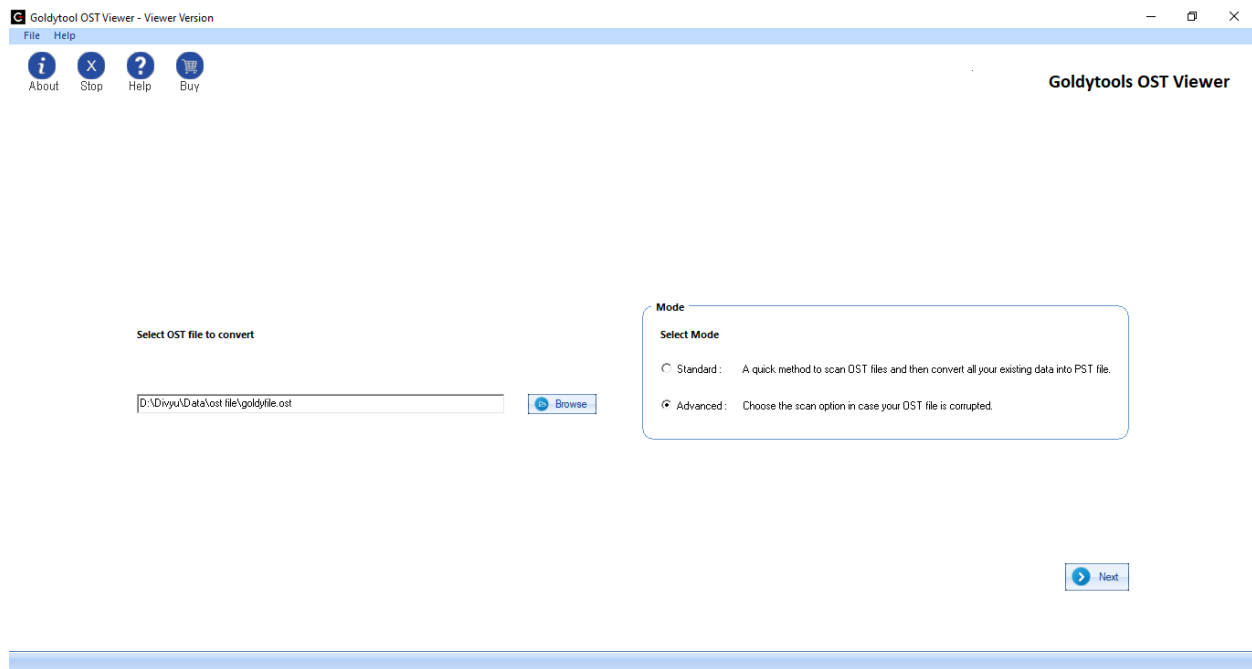
Step 2: Choose Advance Mode from the scanning options that are offered.

Step 3: To choose the OST file to convert, click the Browse option. When choosing an OST file, the following dialogue will appear:
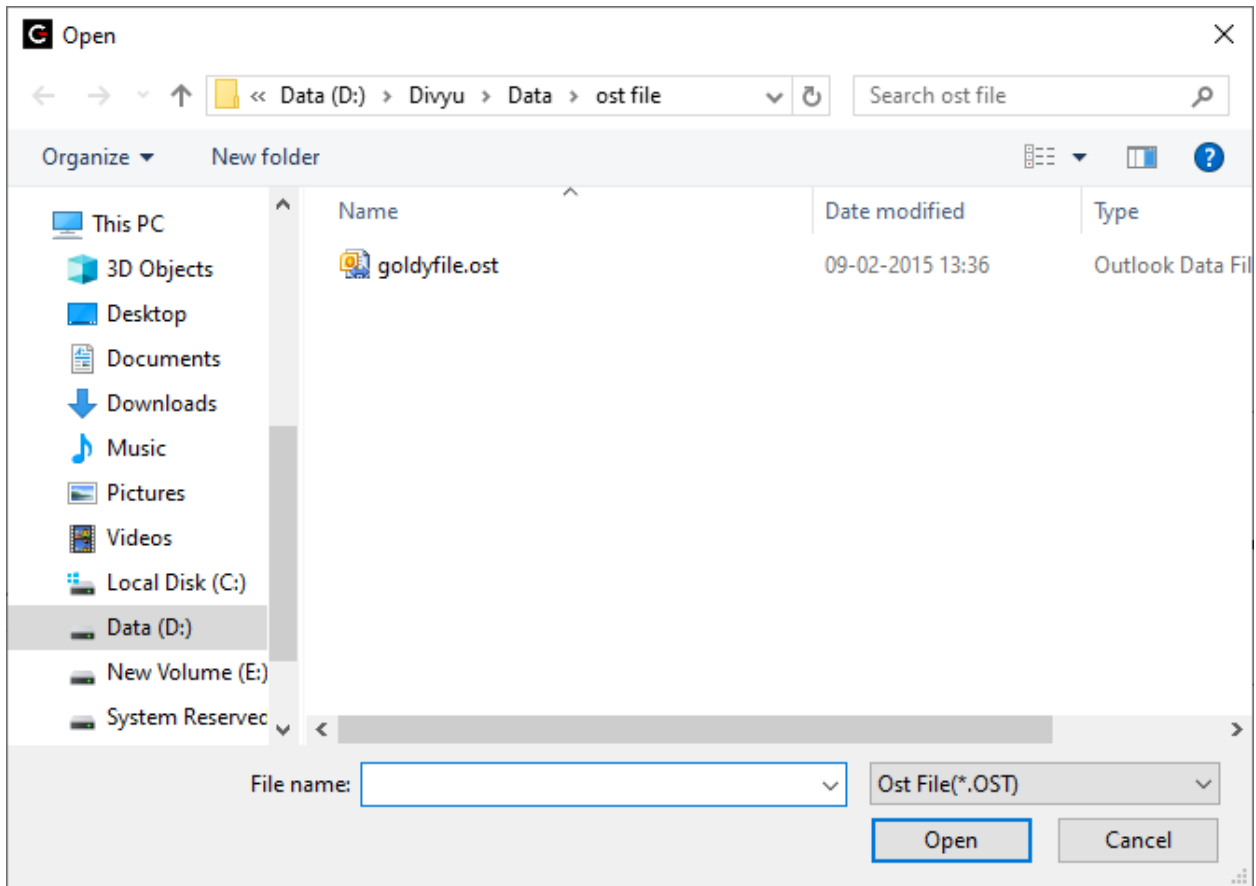
Step 4: Choose Next. The software will begin the scanning process, and when it is finished, it will display all items from extracted OST files that can be saved in Outlook format.
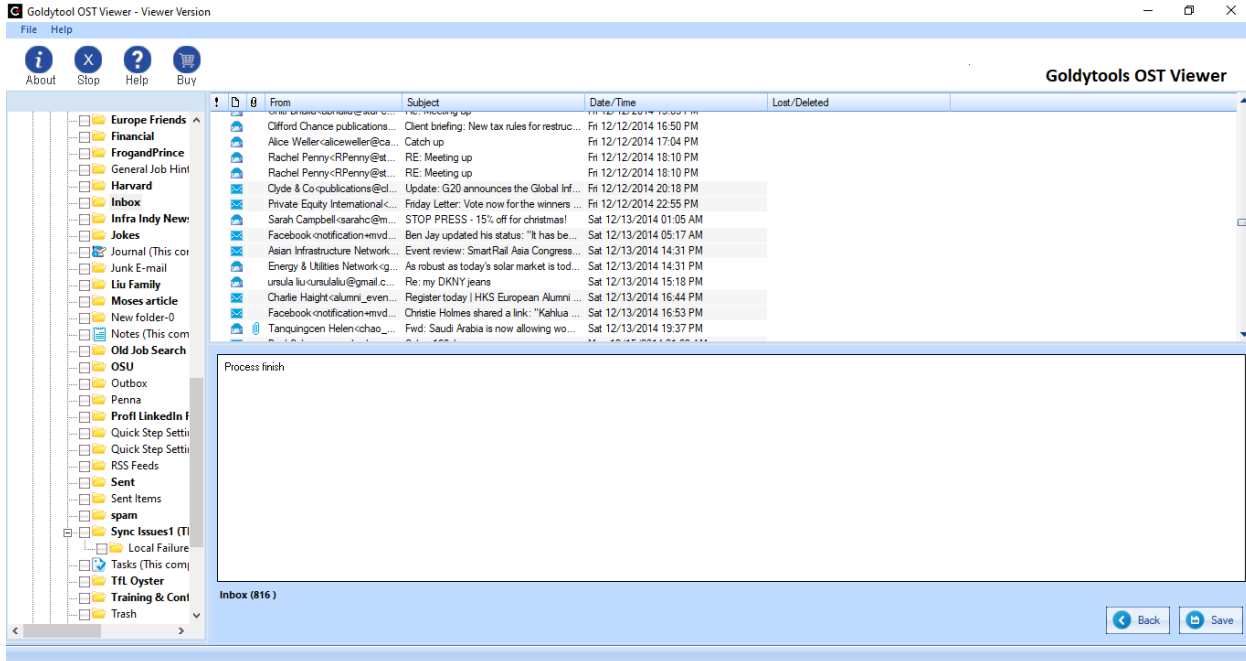
Step 5: To save all or specific folders to the PST file, choose them and then click the Next button. A popup with choices for saving will open after that:
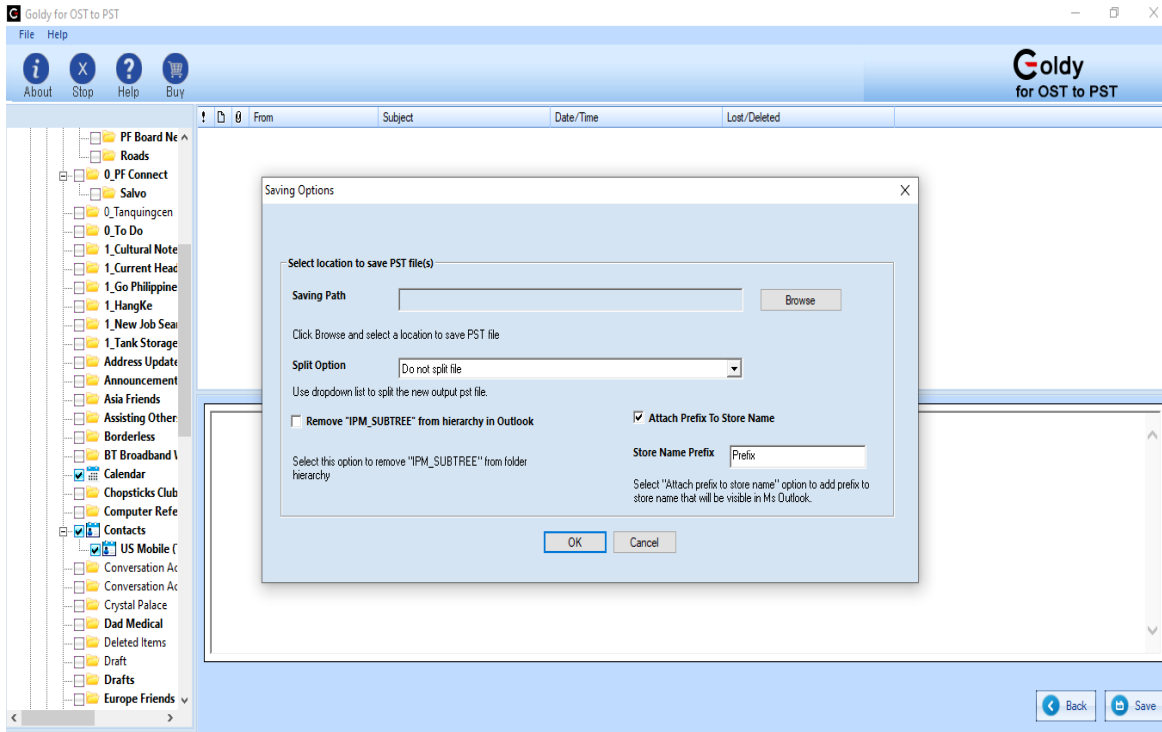
Step 6: Click OK after choosing a location to save the converted OST file.

Save in Outlook

Follow these easy steps to save the data from an OST file in Outlook:

Step One: Choose Save In Outlook from the list of choices. As soon as you choose the Save In Outlook option, you have the choice of choosing the MS Outlook format: Save in PST.

Step Two: Choose the Outlook format and provide a place for saving the email data.

The software gives you the choice to split the PST file if you choose the Save as PST option. Several Split options can be used to divide a large PST file:

Do not Split	If you wish to produce a single PST file, choose this option.
Split file after 1GB	To split the PST into equal 1 GB files, use this option. For instance, if you choose this option for a PST file that is 3.5 GB in size, you will receive four PST files: three of them will be 1 GB apiece, and the fourth will be 0.5 GB.
Split file after 1.5GB	To split the PST into equal 1.5 GB files, use this option.
Split file after 2GB	To split the PST into equal 2 GB files, use this option.

Split file after 2.5GB	To split the PST into equal 2.5 GB files, use this option.
Split file after 3GB	To split the PST into equal 3GB files, use this option.
Split file after 3.5GB	To split the PST into equal 3.5 GB files, use this option.

Additionally, there are options for prefixing the Store Name and adding the chosen folder to Outlook's IPM SUBTREE. The recovered Store name will display in Outlook with the given prefix if you enable the "Attach Prefix to Store Name" option and provide the necessary prefix in the Store name prefix text box. The folder hierarchy in Outlook will begin with IPM SUBTREE if the "Hierarchy starts from IPM SUBTREE in Outlook" option is enabled.

Step Three: To save the data in Outlook PST format, click OK after choosing the saving format, location, and necessary parameters. Following the completion of the saving process, the following notice and a link to the PST file's storage location will be shown:
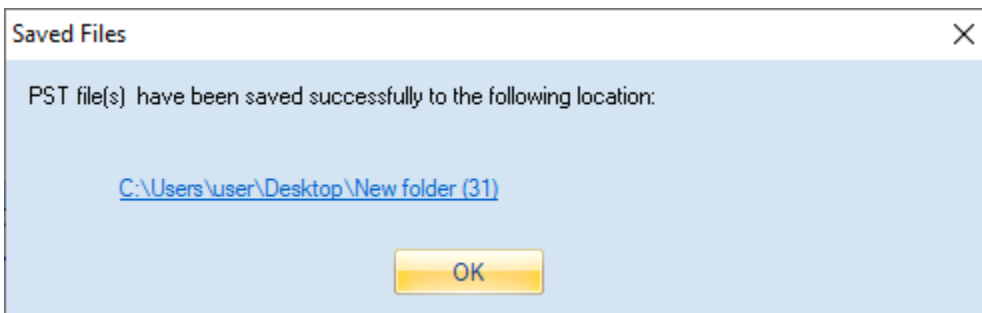
Buy the Goldytools OST Viewer Software

It is advisable that you purchase the Goldy Lotus Notes to Outlook software if you wish to save converted emails messages of Lotus Notes on your system.

Payment and Delivery
You can make a purchase by using a credit card. If you wish to make a purchase using some other method then please e-mail us on **sales@goldytools.com**

Once you have successfully purchased the licensed version, a registration key with URL to download the full version will be emailed on your registered email ID. You **can download the FULL version** of the Goldy software immediately once your order is placed and enjoy all the features

Conclusion

This User Guide has been developed to ensure that you can easily understand how to Convert OST to PST. It offers helpful tips and steps so that you have a seamless experience. To know more about the product and to experience its benefits please visit https://www.goldytools.com /lotus-notes-to-outlook.html

Support

For further support or if you wish to know more about our products then you can connect with us at https://www.goldytools.com/Contact.html and submit your query, or chat with one of our support team members.

Moreover, you can drop us an email by writing to us on any of the IDs given below:

• sales@ goldytools.com (for Sales Queries)
• support@ goldytools.com (for Support Queries)

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