

# **Goldytools Outlook PST Viewer User Manual Guide Version 3.0**

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## About Goldytools Outlook PST Viewer

We appreciate your decision to use the efficient and potent email data recovery software, Goldytools Outlook PST Viewer. You may now immediately restore damaged PST files to retrieve deleted emails and their attachments, photos, and other data. Users of MS Outlook who need to recover lost data from corrupted, damaged, or virus-infected PST files can utilize the Goldytools Outlook PST Viewer software. The emails that have been permanently erased can also be recovered instantaneously using this software.

From the inaccessible PST files, it is simple to retrieve complete attachments, notes, tasks, journals, zipped attachments, contacts, sent items, draughts, junk emails, outbox items, decorated text, attached image files, email properties like From, To, Subject, CC, and Bcc, as well as every included object in the email.

You can save the restored messages using Goldytools Outlook PST Viewer in.pst. You can store the retrieved results using this tool at your convenience. Here is a summary of the factors that can cause emails or the PST file to become damaged:

- Emails accidentally deleted
- Virus assaults
- Corrupted media where emails are saved or backed up
- Corrupted PST file
- Corrupted Head structures of PST file
- Emails erased by using the CTRL + DELETE key

## Key Features

Key features of the Goldytools Outlook PST Viewer software are:

- Fixes corrupt MS Outlook PST files.
- Recovers deleted or missing email messages, tasks, appointments, calendar items, and folders.
- The recovered results are shown in a tree-like structure, making it simple to view the recovered email items.
- The software lets you save the recovered email items in PST (MS Outlook) format.
- Before storing the recovered emails to the computer's hard drive, users can preview them.
- The Goldytools Outlook PST Viewer software's GUI (Graphical User Interface) is user-friendly and simple to use.
- Delivers 24-hour technical support.
- Available as a demo for no cost.
- Compatibility with all Windows operating systems.

## 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 Windows 11, Windows10, 8.1, 8, 7, Vista, XP,2000 and2003 **(32/64bit Version)**
- **Supported MS Outlook platforms-** Supports Outlook 2000 to 2021 - All Editions **(32/64bit Version)**

## 2. Install Goldytools Outlook PST Viewer

### 2.1 Installation

**Your step-by-step tutorial to installing Goldytools Outlook PST Viewer Software:**

To be able to seamlessly install Goldytools Outlook PST 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 Outlook PST Viewer software from the website: <http://www.goldytools.com>
- You would then need to double-click on the Goldytools Outlook PST 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 Outlook PST Viewer.

### 2.2 Uninstallation

How to uninstall Goldytools Outlook PST Viewer Software?

There are two simple ways of uninstalling Goldytools Outlook PST Viewer 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 Goldytools Outlook PST Viewer 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 Outlook PST Viewer > Uninstall Goldytools Outlook PST 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 Outlook PST Viewer.

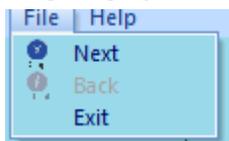
You would then be able to successfully uninstall Goldytools Outlook PST Viewer software from your computer system.

## 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 Outlook PST Viewer and then click on Remove.
- You would then see a warning message confirming the uninstallation of Goldytools Outlook PST Viewer Software.
- To confirm, simply click on the Yes button to uninstall the Goldytools Outlook PST Viewer Software.

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

## File Menu



## Help Menu

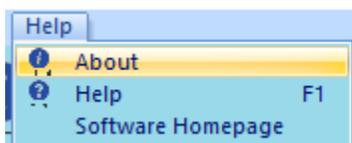
The commands for Repairing, Saving, and Closing Goldytools Outlook PST Viewer are managed through the File menu.

Menu Option	Description
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Next	Choose this choice ahead in the PST repairing process.
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Back	Choose this choice to return to the previous action.
------	--

Exit	Closes the software.
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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 Outlook PST Viewer, choose this option.
Help	To access the Goldytools Outlook PST Viewer user manual, choose this option.
Software Homepage	To access the software page on the Goldy website, choose this option.

## Toolbar

The Goldytools Outlook PST 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 Outlook PST Viewer User's Help Manual, click this button.

## Buttons Used

The following are the buttons used for Goldytools Outlook PST Viewer:

Buttons	Description
	Pick this choice to advance to the following step.
	To browse the PST file for Repair, choose this

	option.
	Choose this choice to return to the previous action.

## Step by Step Recovery

Repair Corrupted PST files quickly and efficiently allows you to retrieve emails, contacts, tasks, calendars, and other data.

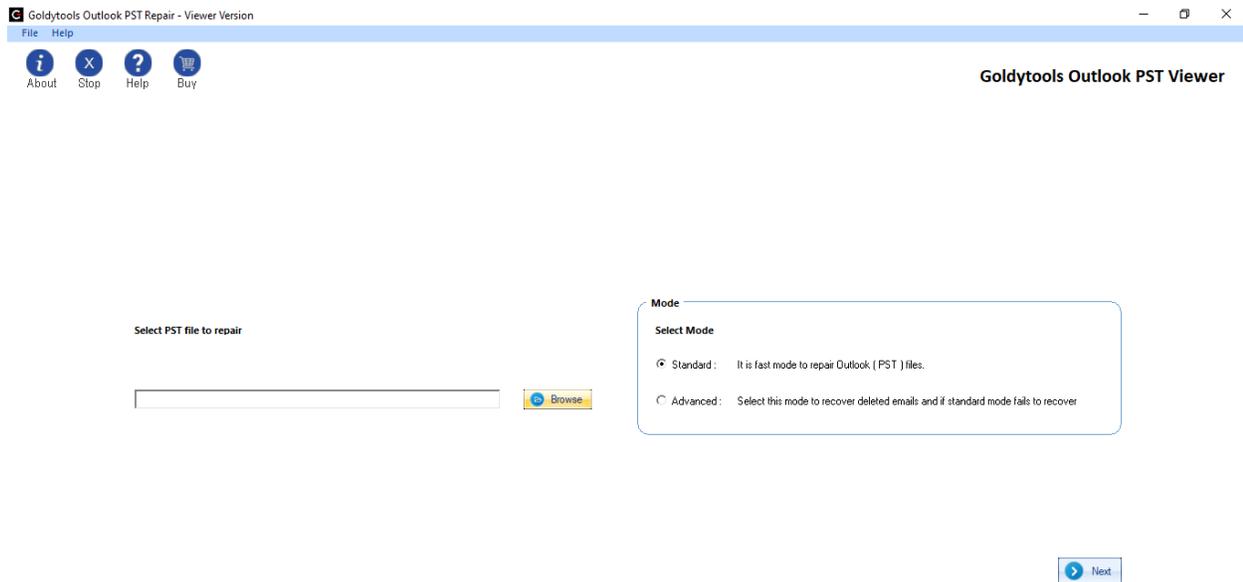
Two options are offered by Goldytools Outlook PST Viewer for scanning the Corrupted PST file and extracting email data from it:

- [Standard Mode](#)
- [Advance Mode](#)

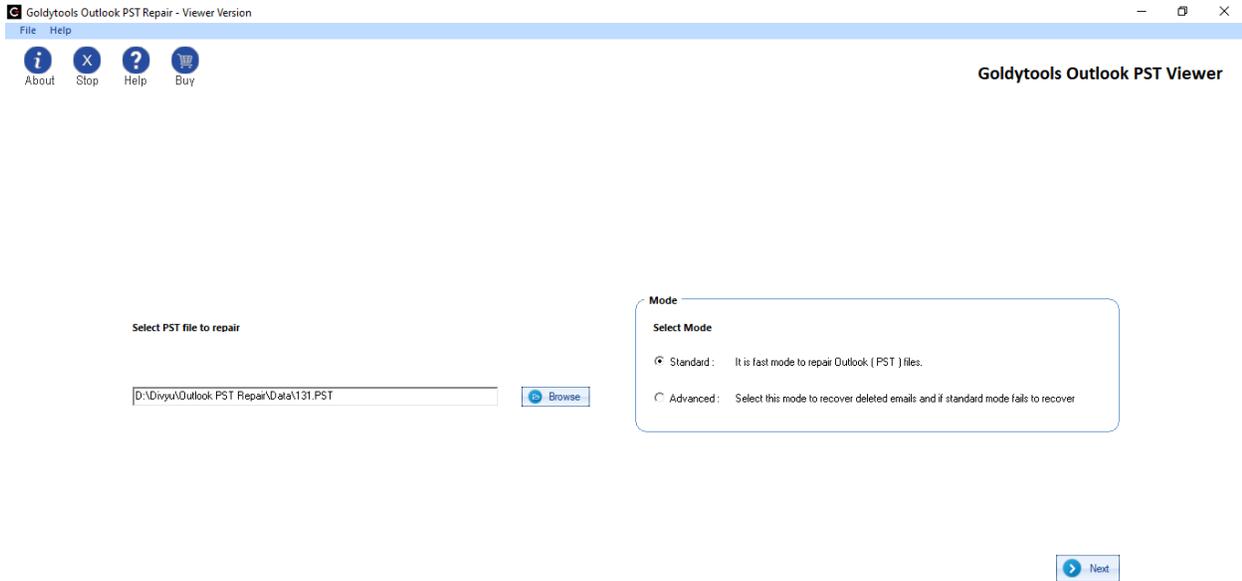
## Using Advance Mode

By using the Advance mode to convert the Goldytools Outlook PST Viewer, simple actions can be taken to recover emails from it.

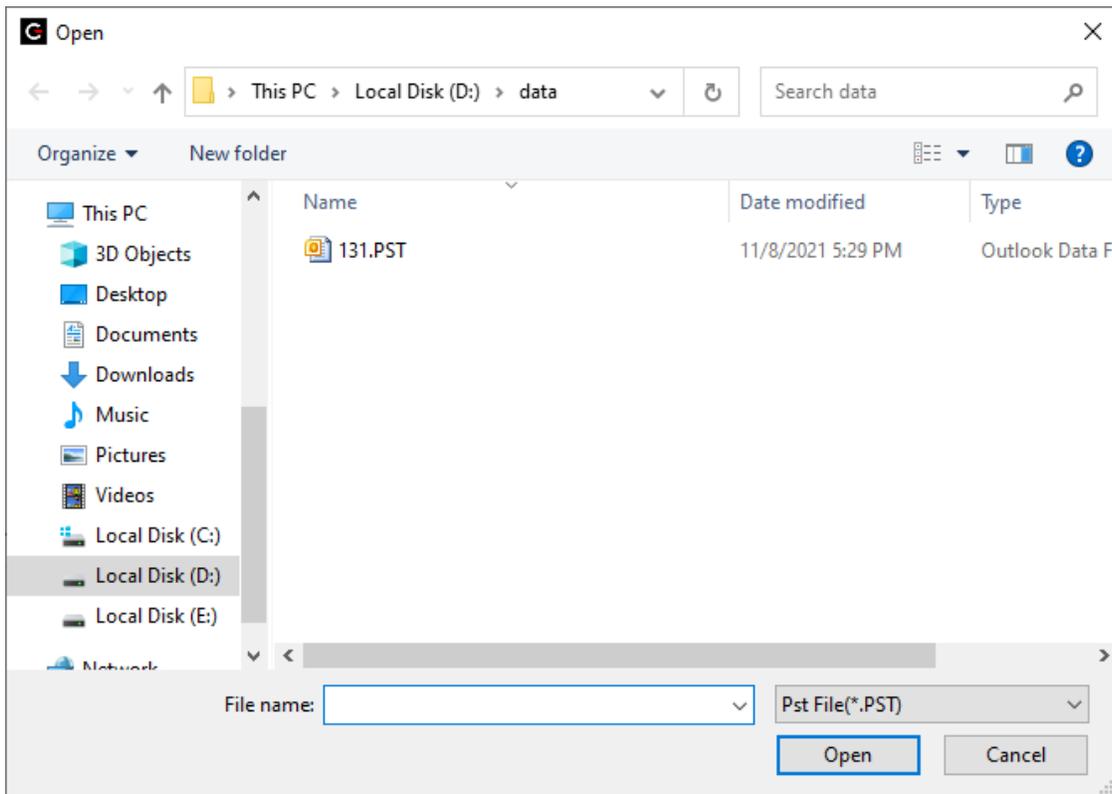
**Step 1:** Launch Goldytools Outlook PST Viewer. The window shown next will appear:



**Step 2:** Choose Standard Mode from the scanning options that are offered.

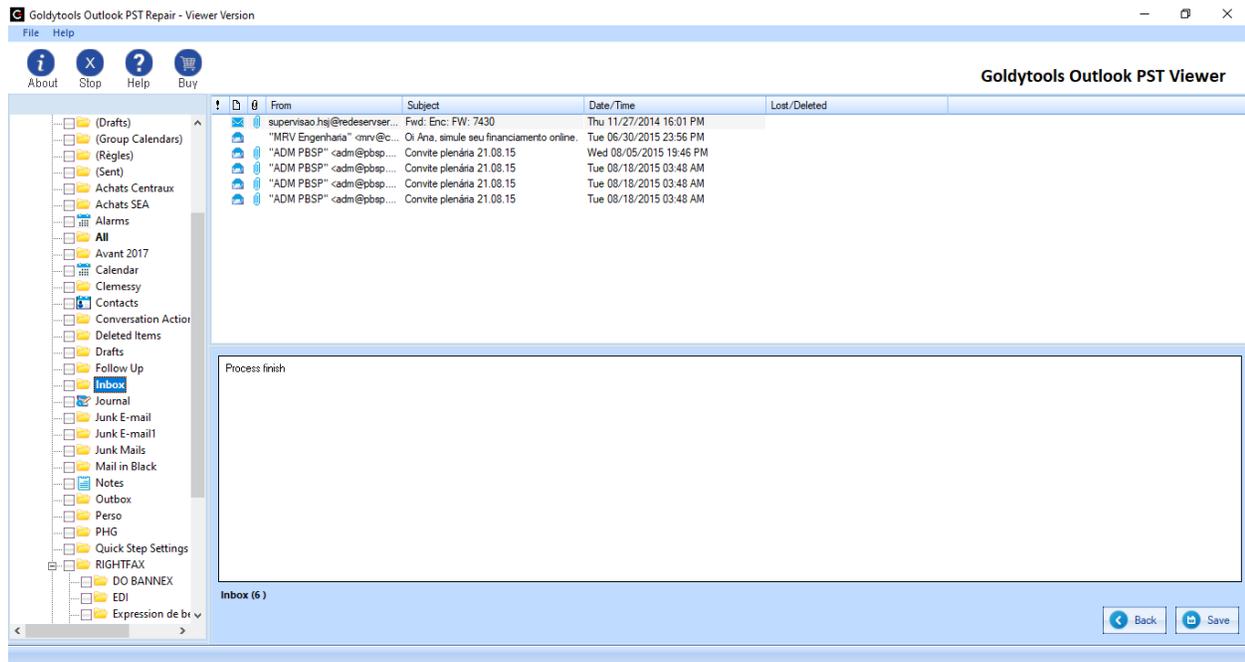


**Step 3:** To choose the PST file to Repair, click the Browse option. When choosing an PST file, the following dialogue will appear:

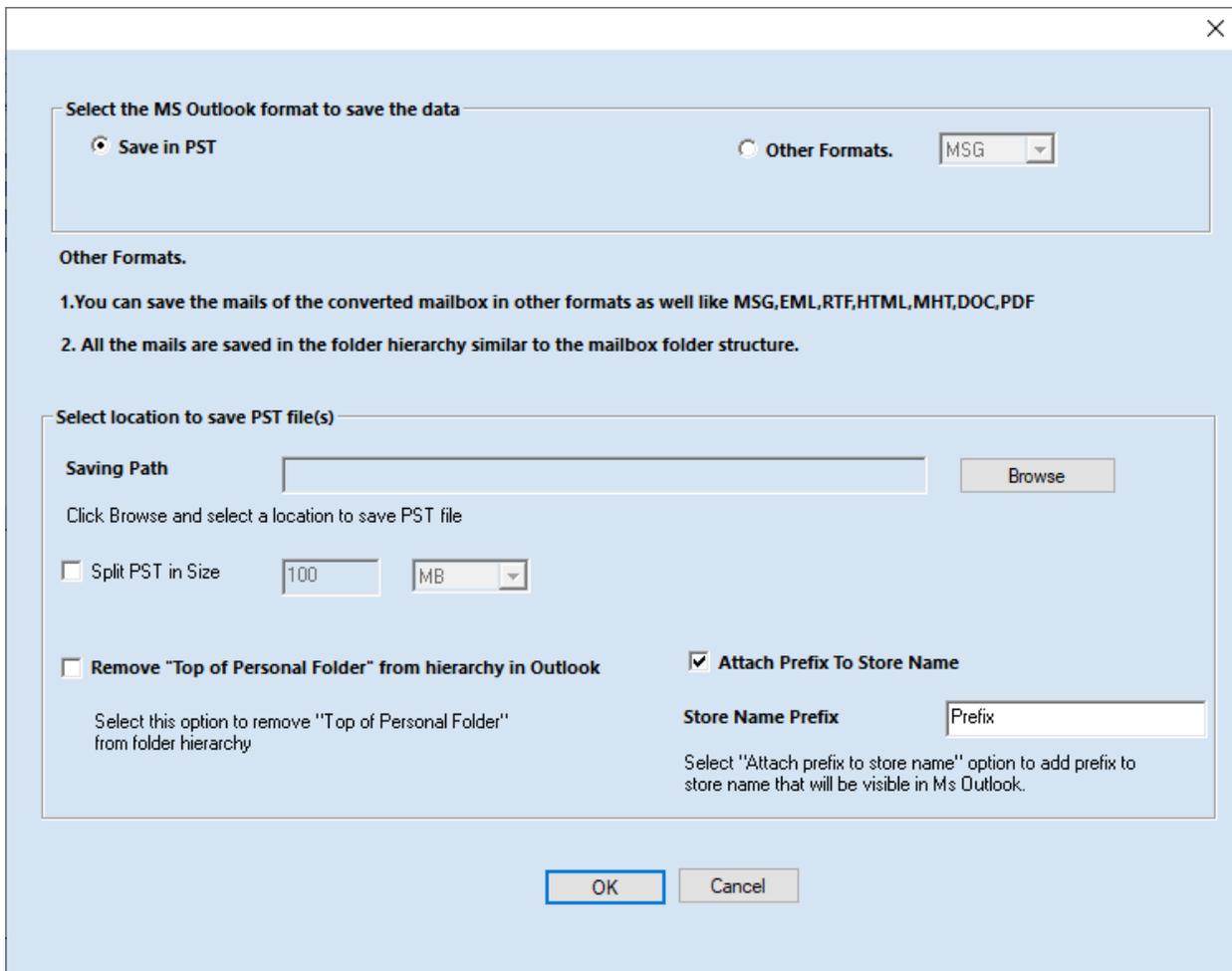


**Step 4:** Choose Next. The software will begin the scanning process, and when it is finished, it will

display all items from extracted PST 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:

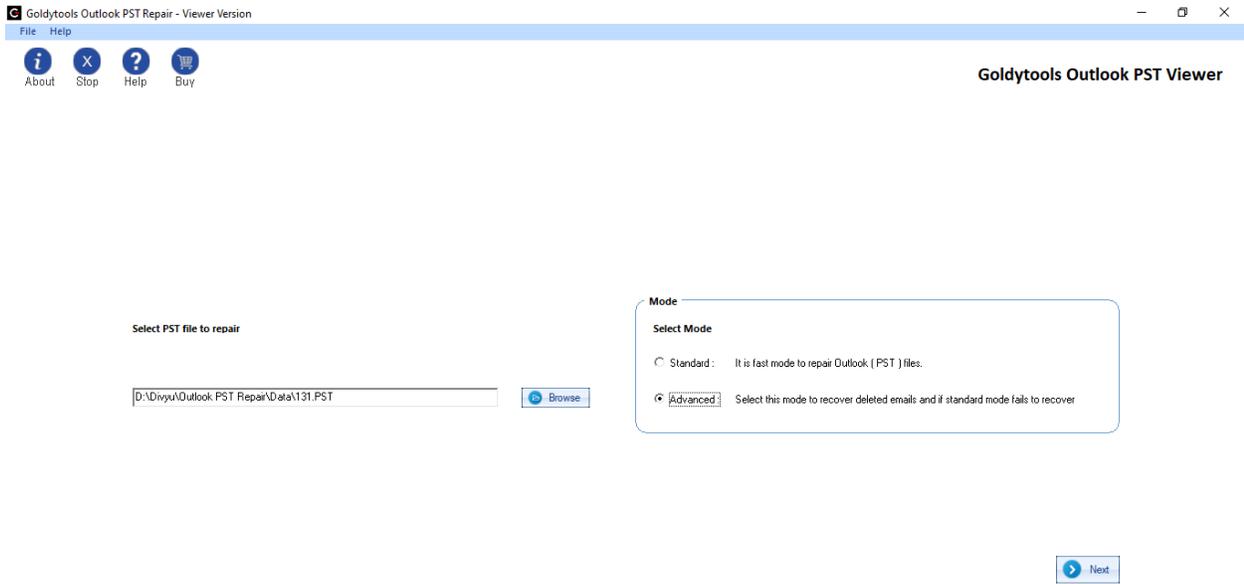
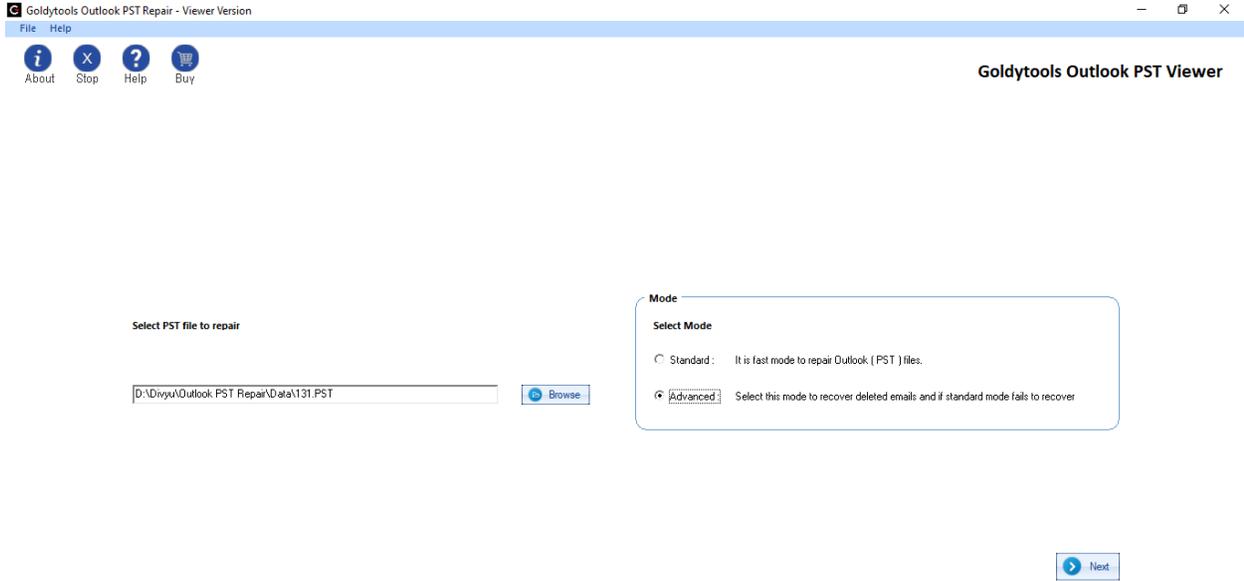


**Step 6:** Click OK after choosing a location to save the PST file.

### Using Advance Mode

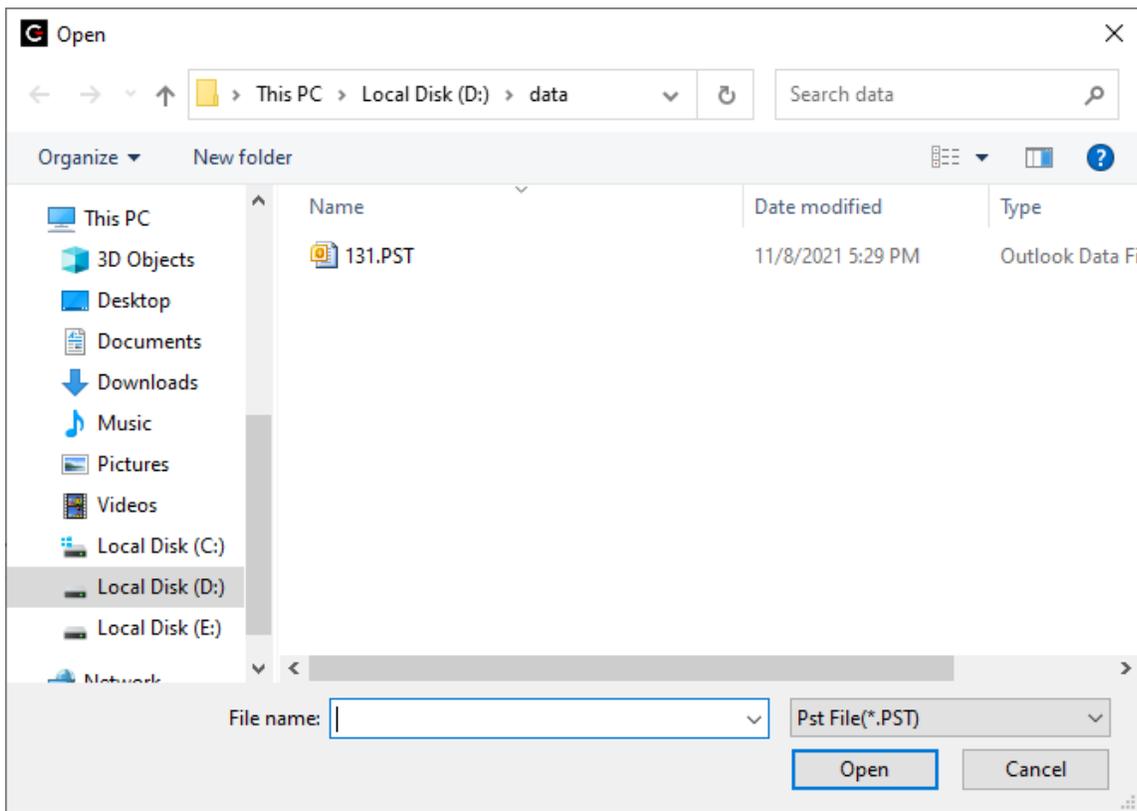
By using the Advance mode to Repair the **corrupted** PST, simple actions can be taken to recover emails from it.

**Step 1:** Start Goldytools Outlook PST Viewer now. The subsequent window will appear:

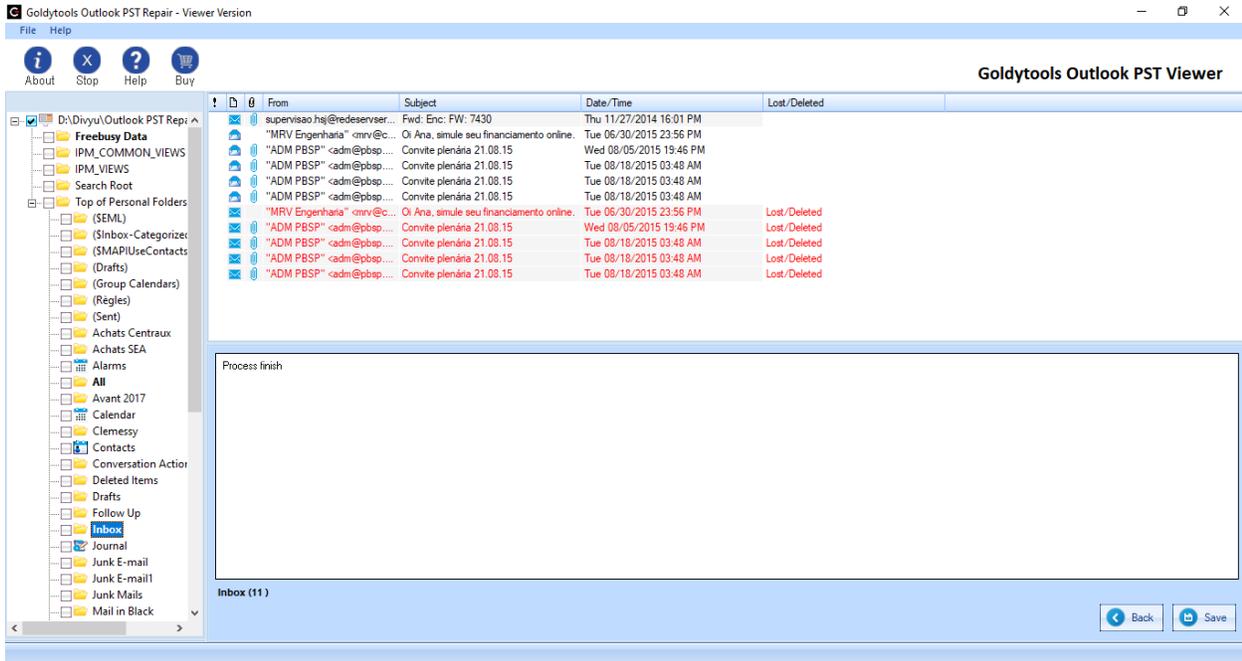


**Step 2:** Choose Advance Mode from the scanning options that are offered.

**Step 3:** To choose the PST file to repair, click the Browse option. When choosing an PST 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 PST 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:

Select the MS Outlook format to save the data

Save in PST  Other Formats. MSG

Other Formats.

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

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

Select location to save PST file(s)

Saving Path  Browse

Click Browse and select a location to save PST file

Split PST in Size 100 MB

Remove "Top of Personal Folder" from hierarchy in Outlook  
Select this option to remove "Top of Personal Folder" from folder hierarchy

Attach Prefix To Store Name  
Store Name Prefix Prefix  
Select "Attach prefix to store name" option to add prefix to store name that will be visible in Ms Outlook.

OK Cancel

**Step 6:** Click OK after choosing a location to save the Repair PST file.

## Save in Outlook

Follow these easy steps to save the data 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.

Select the MS Outlook format to save the data

Save in PST  Other Formats. MSG

**Other Formats.**

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

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

Select location to save PST file(s)

**Saving Path**  Browse

Click Browse and select a location to save PST file

Split PST in Size  MB

Remove "Top of Personal Folder" from hierarchy in Outlook  Attach Prefix To Store Name

Select this option to remove "Top of Personal Folder" from folder hierarchy

**Store Name Prefix**

Select "Attach prefix to store name" option to add prefix to store name that will be visible in Ms Outlook.

OK Cancel

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

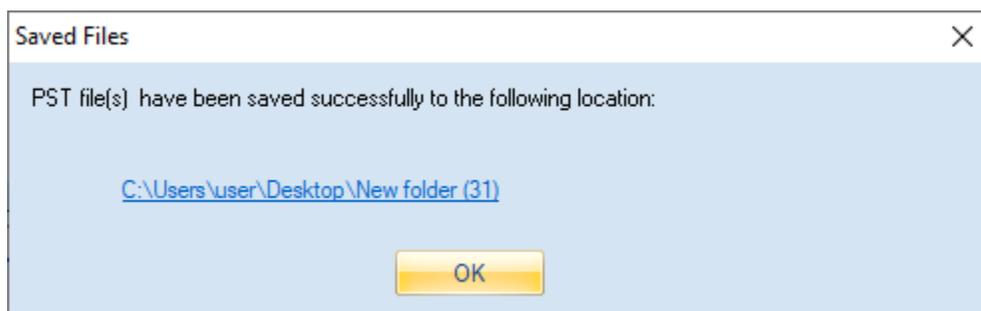
The software gives you the choice to split the PST file if you choose the Save as PST option. Several Split options can be used to divide a large PST file:

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 Outlook PST Viewer Software

It is advisable that you purchase the Goldytools Outlook PST Viewer software if you wish to save Repair emails messages.

## 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](mailto: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 Repair corrupt 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/pst-viewer.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 the ID [support@goldytools.com](mailto:support@goldytools.com) (for Support Queries)

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