Stellar Mail Backup

User Guide
Version 2.0

Overview

'Stellar Mail Backup' is a complete backup solution software for all email accounts configured in **'MS Outlook'**, **'Outlook Express'** and **'Windows Mail'** email clients on your system. It is developed in such a way that it takes care of every possible aspect of email backup.

It takes backup of emails and other items such as contacts, calendar and journal entries, mail accounts, tasks, notes, RSS feeds, junk email lists and signatures. It restores mail backup and schedules mail backup. In addition, it can take mail backup on network and external drive also. It mounts a virtual drive on your computer to enable you to view mailboxes without restoring backup image.

Key Features:

- Takes mail backup for multiple email profiles on your system

- Restores mail backup

- Schedules mail backup tasks

- Mounts / Unmounts virtual drive on computer

- Takes mail backup on network and external drive

- Simple and user friendly software

- Supports **MS Outlook** / **Outlook Express** XP,2003, 2007, 2010,2013 and **Windows Mail**

- Supports **Windows** XP / Vista / 7 / 8

Installation Procedure

Before installing the software, ensure that your system meets the minimum system requirements.

Minimum System Requirements

- **Processor**: Pentium
- **Operating System**: Windows 8 / Windows 7 / Windows Vista / Windows XP
- **Memory**: 1 GB
- **Hard Disk**: 50 MB of free space
- **MS Outlook**: 2013 / 2010 / 2007 / 2003

To install the software:

1. Double-click **StellarMailBackup.exe** executable file to start installation. Setup - Stellar Mail Backup dialog box is displayed.

2. Click **Next.** License Agreement dialog box is displayed.

3. Choose **I accept the agreement** option. Next button will be enabled. Click **Next**. Select Destination Location dialog box is displayed.

4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. Select Start Menu Folder dialog box is displayed.

5. Click **Next.** Select Additional Tasks dialog box is displayed.

6. Select check boxes as per your choice. Click **Next**. Ready to Install dialog box is displayed.

7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.

On completion of the installation process, Completing the Stellar Mail Backup Setup Wizard window is displayed. Click **Finish**.

- Click **'Create Backup'** to take backup of mails

- Click **'Minimize'** to minimize **'Stellar Mail Backup'** screen

- Click **'Exit'** to remove **'Stellar Mail Backup'** icon from Taskbar

Clear Launch Stellar Mail Backup check box to prevent the software from launching automatically.

Stellar Phoenix Update Wizard

Update feature available in **'Stellar Mail Backup'** allows you to check the latest updates. This will help you to keep your application up-to-date. You can easily download minor version through the update wizard. However, the major version, if available, has to be purchased. While updating the software, it's recommended to close all running programs.

For getting updates,

- Click **'About'** icon on the main user interface. A window opens. Click '**Check for Updates**'.

- '**Stellar Phoenix Update Wizard**' window pops up. Click **'Next'** to proceed.

- The wizard will start searching for latest updates and if it finds any new version, you get the update screen and follow the next step. Else, you get a message that *'Application has all the latest updates. Click cancel to close the window'*.

- Click '**Next'**, the software will start downloading update files from the server. When the process is complete, the software will upgrade to latest version.

- After installing the latest available version, restart **'Stellar Mail Backup'**.

Live Update may not happen due to following reasons:

- Internet connection is not available.

- There are no updates available on the update site

User Interface

'Stellar Mail Backup' has a very simple and nice looking interface having all the options required for taking backup of emails/other items, restoring emails/other items and managing backup tasks.

Upon launching the program, you get a window as shown below:

Technical Support

Our Technical Support professionals will give solutions for all your queries related to Stellar products.

You can either call us or go online to our support section at http://stellarinfo.com/support/

For price details and to place the order, click http://www.stellarinfo.com/email-repair/backup-mail/buy-now.php

Chat Live with an Online technician at http://www.stellarinfo.com/Livezilla/chat.php

Search in our extensive Knowledgebase at http://www.stellarinfo.com/support/kb/

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

E-mail to Stellar Support at support@stellarinfo.com

Support Help line

Monday to Friday [24 Hrs. a day]

USA (Toll free Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Netherlands Pre & Post-Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Australia & Asia Pacific	+61-280-149-899
E-mail Orders	orders@stellarinfo.com

How to Order?

'Stellar Mail Backup' can be purchased by making payments online using a credit card. Please visit http://www.stellarinfo.com/email-repair/backup-mail/buy-now.php for more information and to place an order.

Or, if you have demo version installed on your computer, it can be registered. To register the demo version, click **'About'** ⓘ icon on the main user interface. A window will open.
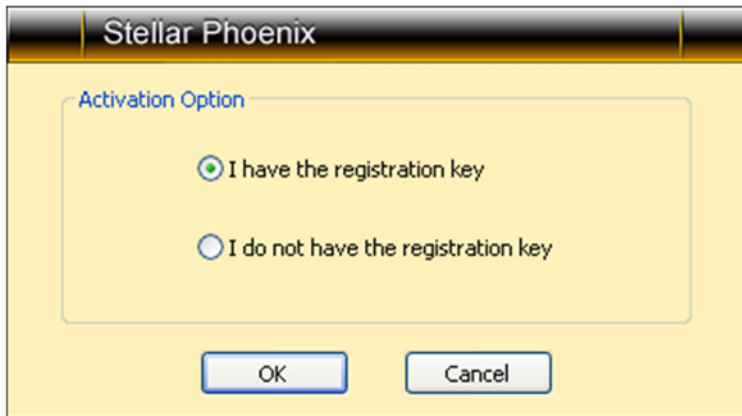
Click **'Buy Now'** button. You will be sent to 'Stellar' website from where you purchase the product.

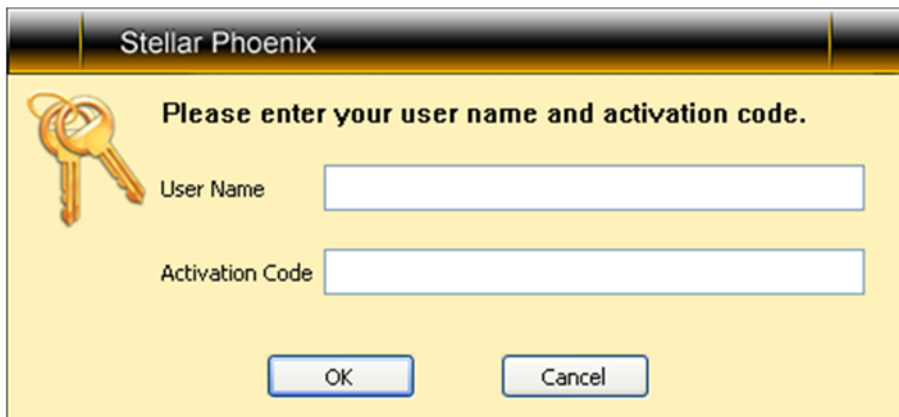|	You can also get *'Buy Now'* link by choosing *'I do not have a registration key'* option in **'Activation'** dialog box.

How to Register?

'User Name' and 'Activation Code' you have received after purchasing the product are required for registering the software. To register the software, click 'Unlock' 🔒 button on the main User interface. The following dialog box will open.

Click '**OK**' and enter 'User Name' and 'Activation Code' in the dialog box that opens.

Click '**OK**'. A confirmation message is displayed if a valid key is entered.

Selecting '**I do not have a registration key**' option will take you to website to purchase the product.

Features

'Stellar Mail Backup' has a long list of useful features that makes taking backup of your mailboxes and other items quite an easy task.

Comprehensive Backup: It enables user to take backup of almost everything in **'MS Outlook'** & **'Outlook Expres'** or **'Windows Mail'** including emails, contacts, calendar and journal entries, mail accounts, tasks, notes, RSS feeds, junk email lists and signatures.

Simple and user friendly: Its simple wizard based working style guides user through all the steps of taking backup or restoring process.

Password Protection: Backup image can be password protected to prevent unauthorized access.

Mail Notification: If you wish, you can set **'Stellar Mail Backup'** to send you an email notification after completion of job.

Incremental/Differential/Full Backup: You can choose type of backup according to your preference.

Saves data anywhere: It enables you to backup your **'Outlook'** data on any location without any additional software. You are free to backup **'Outlook' to** local hard drive, save it to USB flash drive or store in remote computer using LAN.

Restores mailboxes as PST, MSG or EML files: It saves mailboxes as PST or MSG files for Microsoft Outlook. and as EML file for Outlook Express' .

Backup on a schedule: With **'Stellar Mail Backup'** internal scheduler you can schedule backup to be taken according to your preferences (daily, weekly, or monthly).

Manage Tasks: This feature enables you to change settings associated with a backup image according to your choice or preference.

Mount Image: This lets you view mails on the go without having to restore backup image by mounting a virtual drive on your computer .

Recovery Log: Log is generated during the recovery process and helps users to analyze the process in detail. User can also save this log report to analyze recovery process at a later stage.

Take Backup

'Backup' option on the main user interface helps you create backup of mails and other items. When you click this option, **'Welcome to create backup wizard'** opens and through multiple steps, takes you towards completion of process.

The steps are:
- Opening of Wizard

- Searching and displaying mail items

- Selecting destination

- Providing Backup 'Image/Task' name

- Providing Password, Mail Notification, Image Consolidation and validation

- Scheduling Backup

- Processing

Clicking **'Backup'** option opens *'Welcome to create backup wizard'*.

Click **'Next'**.

The wizard starts searching for the mail items and after finishing the search, displays list of mail clients, accounts, mailboxes and folders in a tree like structure.
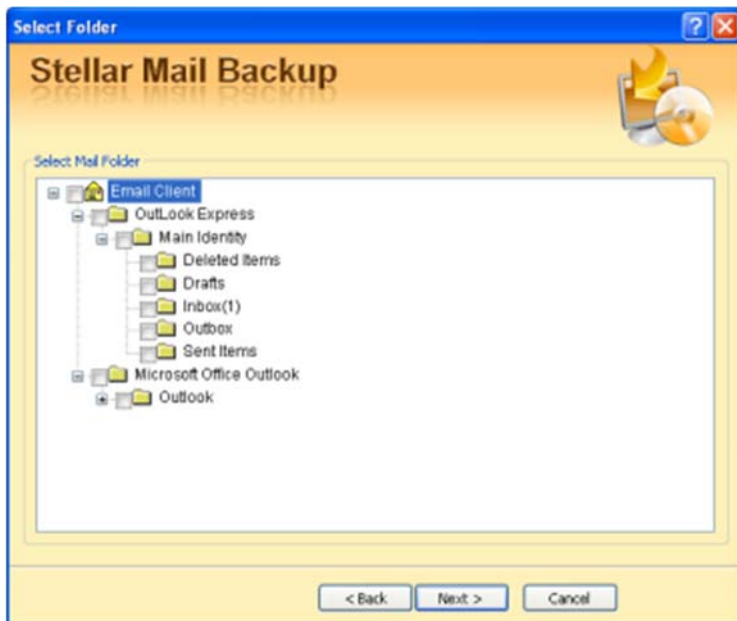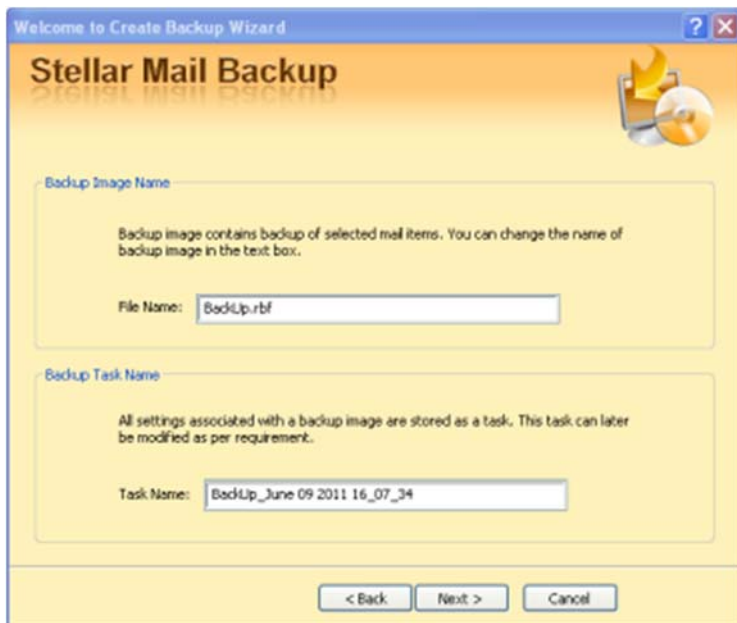

Select items you need to take backup of and click **'Next'**.

'Select destination path' windows opens up. Choose the location for saving backup image.
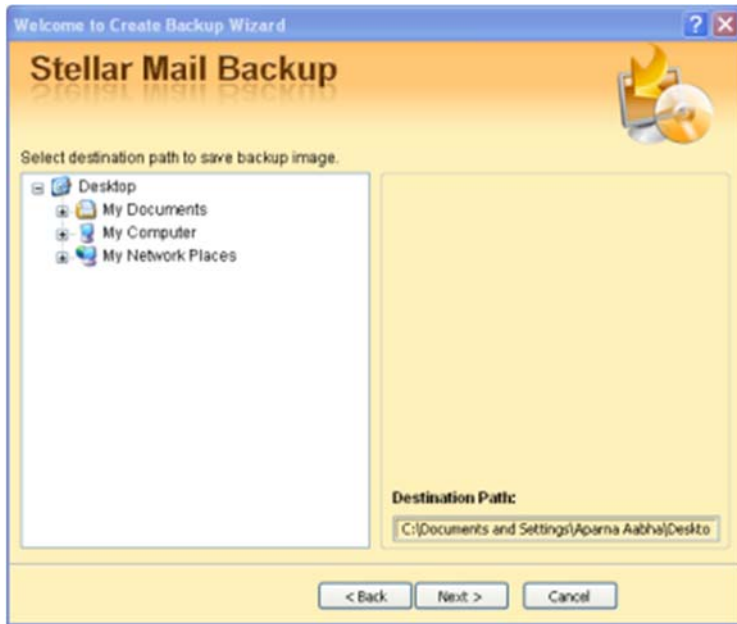
Click **'Next'**.

Now you need to give backup image and task name in next window. Click **'Next'**.

Next window provides you with the following options:

You can make your backup image password protected to prevent unauthorized access through **'Set Password'** option.

You can direct application to send you mail after completion of process by choosing **'Send email'** option.

You can check correctness of backup image by selecting **'Image Validation'**.

You can set number of incremental/differential backup to be taken before taking a full backup using **'Select Range'** option.

After filling in the required information, click **'Next'**.

Next window has options for scheduling backup **'Now'** or **'Later'**.

Schedule Now:

Clicking **'Next'** in *'scheduling window'* opens following window

Decide whether backup should be taken **'Once'**, **'Everyday'**, **'Every Week' or 'Every Month'**. Also set start date and time for the process to start. Click **'Next'** to go to next window.

Select whether you need Full/Incremental/differential backup. Also select level of compression you require.

Schedule Later:

If you choose to schedule your backup later, following window will appear:

Select Compression level and click **'Next'**.

After you have scheduled your backup, click **'Next'** to bring a window with summary of information you have filled in till now.

Click **'Process Now'** to start the process. After successful completion of the process, **'Backup successfully completed'** message is displayed. Click **'OK'** to close the application.

> The task bar too shows the progress and completion of the process.

Schedule Backup

'**Schedule Backup'** option on the user interface lets you schedule your backup tasks according to your preferences. This includes setting type of backup (full, incremental, differential), specifying frequency(daily, weekly, monthly), setting time to start backup, modifying or deleting existing backup tasks.

When you click **'Schedule Backup'** option, **'Welcome to schedule task wizard'** window opens.

Click **'Next'**. Next window has 3 options in it:

- Manage an existing task

    Choosing this option, you can change settings associated with a particular backup task.

    - Click down arrow at far right in *'Manage existing tasks'* box and select task to be modified from the drop down list.

- Click **'Next'** and select mail items.

- Select location to save backup image.

- If you desire, 'Set password', 'Mail notification', 'Image consolidation' and 'Validation'. Click **'Next'**.

- Select backup type and compression level. Click **'Next'**.

- Set frequency and time for the process and click **'Process Now'** button.

- You will get a message - 'Task modified successfully'. Click **'OK'** to close **'Schedule Task'** window and to return to main user interface.

- **Remove task**

To remove an existing task, select this option and click at far right down arrow to see list of existing tasks. Select the task you need to remove and click **'Next'**.

- This brings up a '*Summary'* window. Click **'Process Now'**.

- You will be asked whether you really want to delete the task.

- Click **'Yes'** to delete task.

- After successful deletion, a message **'Task deleted successfully'** appears.

- Click **'OK'** to close **'Schedule task'** window and to return to main user interface.

- **Schedule new task**

Choosing this option lets you create new task.

- Give 'New task name in the space provided and click **'Next'**.

- The wizard starts searching for the mail items and after finishing the search, displays list of mail clients, accounts, mailboxes and folders in a tree like structure.
- Select items you need to take backup of and click **'Next'**.
- Choose the location for saving backup image. Click **'Next'**.
- If you desire, 'Set password', 'Mail notification', 'Image consolidation' and 'Validation'. Click **'Next'**.

- Select backup type and compression level. Click **'Next'**.

- Set frequency and time for the process and click **'Process Now'** button.

- You will get a message **'Task created successfully'**.

- Click **'OK'** to close **'Schedule task'** window and to return to main user interface.

Restore Backup

'Restore' option on the main user interface helps you restore backup image to your preferred location. When you click this option, **'Welcome to restore data wizard'** opens.
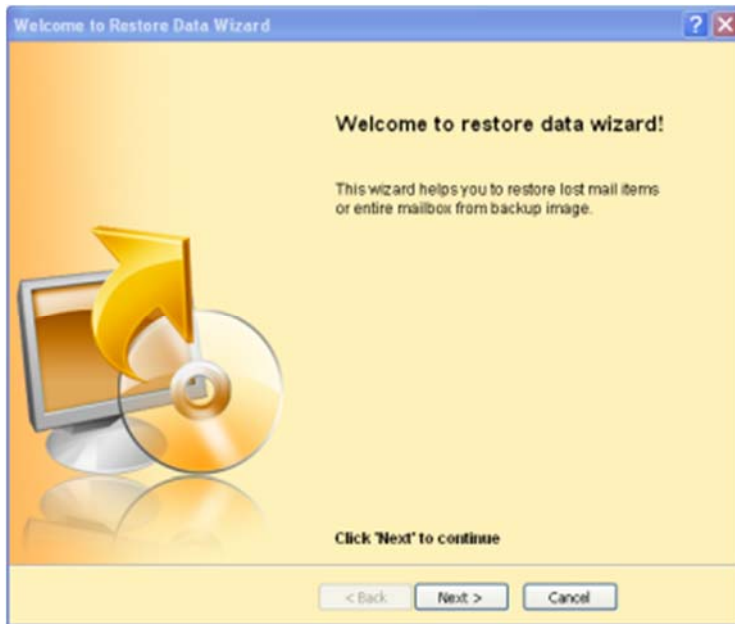
When you click **'Next'** to continue, the wizard starts analyzing mail items and *'Select Stellar Backup Image'* window opens.
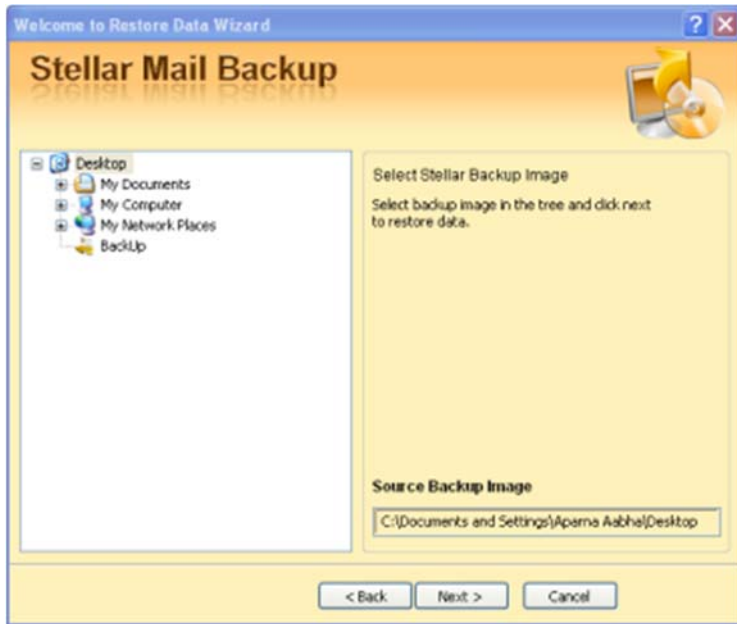
Select backup image to be restored and click **'Next'**. In the next window that opens,
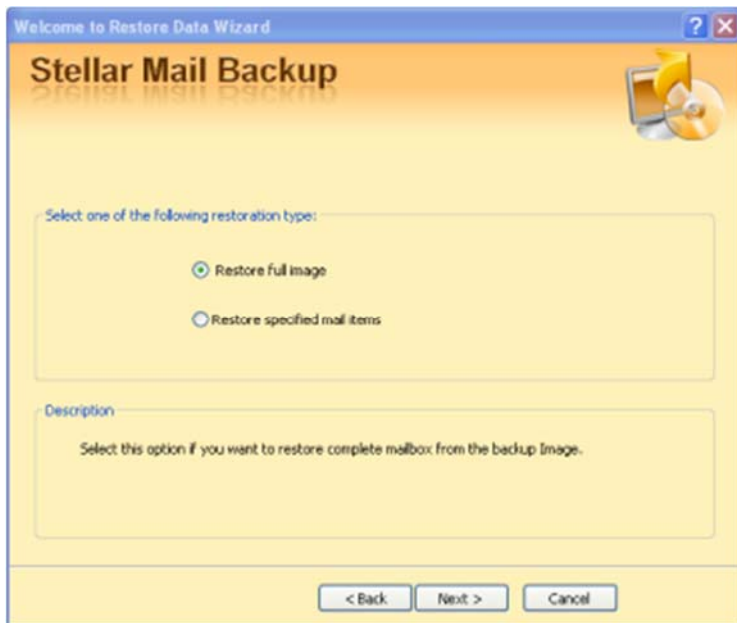
Select whether to restore

- Full image

- Specified mail items

  This option lets you select items of your choice to restore. You can select items in left pane of the window and see its content in the right pane.

After you made up your choice, you will be prompted to select restore location

- **'Original Place'** option restores backup image at its source location.

- **'New Place'** option lets you specify two things

    1. It lets you select destination for saving backup image

    2. And helps you choose if mailboxes should be saved as PST, MSG or Eml files.

When you click 'Next', after making your choice, a window with summary of information you have filled in till now opens. Click **'Process Now'** to start the restoration process. After successful restoration, a message to this effect will be displayed. Click 'OK' to return to main user interface.

Shortcut

You can also restore backup image using the following shortcut method:

- Navigate to the location of saved backup image.

- Right click backup image icon. Choose **'Restore'** from the drop down menu.

Mount Image

This option helps you create a virtual drive which you can use to view your mails and other items without having to go through restoration process if you are in a hurry. Click this option on main user interface to open **'Welcome to the Mount Image Wizard'**.
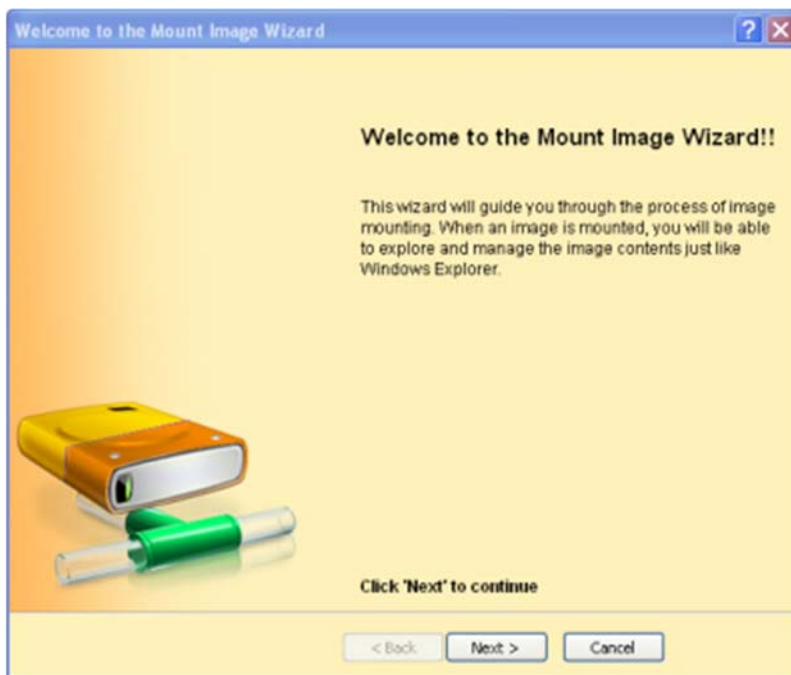
When you click 'Next', the wizard starts analyzing partitions and *'select image'* window opens up. Select backup image you wish to mount and click **'Process Now'** button in **'Summary'** window**.** After the process is finished**, 'Virtual drive created successfully'** message is displayed.

You will see the newly created virtual drive in **'My computer'** folder.
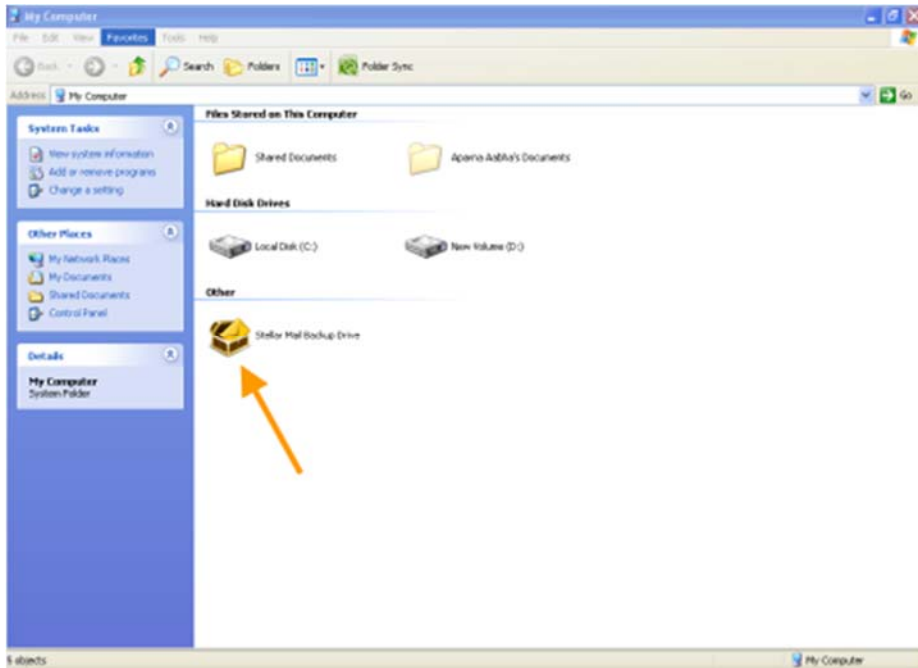
Double click **'Stellar Mail Backup Drive'** to view your mails.

Shortcut

You can also mount virtual drive using these two shortcut methods:

1.)

- Navigate to the location of saved backup image.

- Right click backup image icon. Choose **'Mount Stellar Backup Image'** from the drop down menu.

2.)

- Navigate to the location of saved backup image.

- Double click backup image icon. **'Welcome to Mount Image Wizard'** comes up and starts creating a virtual drive.

- After successful creation of virtual drive, you get a message, *'Virtual drive created successfully'*.

- Click **'OK'** to close this wizard.

Unmount Image

Use this option to remove **'Stellar Mail Backup Drive'** from your computer. Clicking **'Unmount Image'** option on main user interface opens **'Welcome to unmount image wizard'**.

- Click **'Next'**. After Wizard finishes analyzing virtual drive, **'Summary'** window opens.

- Click **'Process Now'** button. Unmounting process starts and after the virtual drive is removed, *'Virtual drive unmounted successfully'* message is displayed.

- Click **'OK'** to return to main user interface.

Shortcut

You can also unmount virtual drive by using this shortcut method.

- Right click **'Stellar Mail Backup Drive'**.

- Select **'Unmount Drive'**.

View and save Log Report

'**Log Report'** option on main user interface helps you do tasks related to log report. Log window contains details such as date, time, source, destination, backup type and messages for different processes you have run using the application. With **'Stellar Mail Backup'**, you can view, save or delete Log Report.

When you click '**Log Report'** icon, following window opens up:
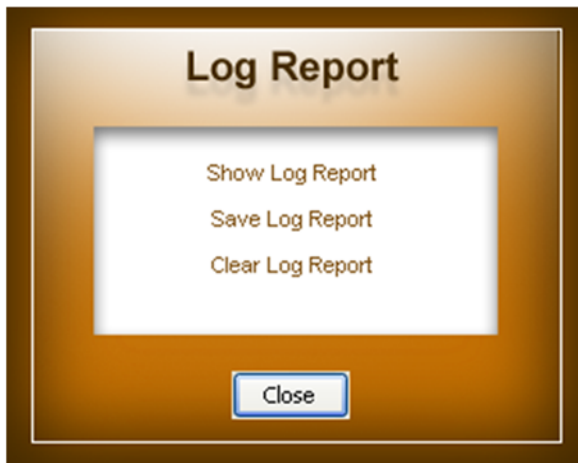
- To view Log Details, click **'Show Log Report'**. This opens **'Stellar Mail Backup Log Report'** window.

- Click **'Save Log Report'** to save Log Report. Enter file name and choose destination in '*Save As'* dialog box that opens.

- Click **'Clear Log Report'** button to delete Log Report. You will be asked for confirmation. If you choose 'Yes', Log Report will be deleted and a message to this effect will be displayed.

Uninstall the application

In two ways you can uninstall **'Stellar Mail Backup'**.

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

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

FAQ's

1. What is Backup task?

While taking backup, a lot of things are taken into consideration, such as assigning password, setting email notification, deciding whether to take incremental/differential or full backup, scheduling frequency, setting compression level etc. When combined, these settings associated with a particular backup make a backup task.

2. How is backup task helpful?

You can use the concept of backup task to differentiate between most important and not so important mails. Suppose you have some important official mails loss of which can put you into serious trouble and some general mails loss of which is irksome but not troublesome. You can associate a backup task with most important mails in such a way that **'Stellar Mail Backup'** backs up these mails everyday at a particular time while for less important mails, associate a backup task with a backup frequency of every week or every month.

3. What are full, incremental and differential backup?

As the name suggest, full backup is a backup of every file on a file system whether that file has changed or not. It is the most time-consuming, space-intensive and the least flexible.
Incremental backup is a backup of only data that have changed since last backup (full or incremental).
A differential backup is a backup of only those files that have changed since the last full backup.

4. Does the 'Stellar Mail Backup virtual drive' works in the same way as other drives on my computer?

Yes. You can open it, explore it in **'Windows Explorer'** it and create shortcut for it. Just right click it to see all these options in drop down menu.

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Stellar Mail Backup

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Stellar Information Technology Private Limited is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

Product line:

Data Recovery

A widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!. More Info >>

File Recovery

The most comprehensive range of file undelete and unerase software for Windows and MS office repair tools. More Info >>

Email Recovery

A wide range of mail recovery, mail repair and mail conversion applications for MS Outlook, MS Outlook Express and MS Exchange useful in instances of data loss due to damages and corruption of Email. More Info >>

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