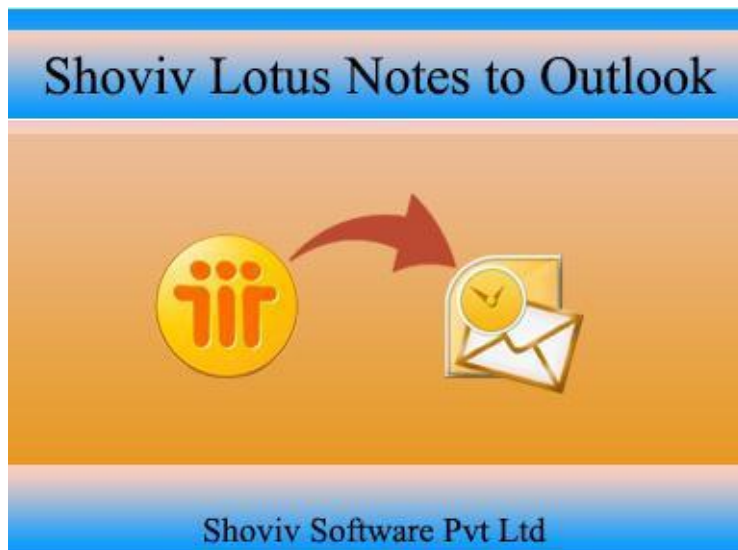




## Shoviv Lotus Notes to Outlook





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## Introduction to Shoviv Lotus Notes to Outlook

Shoviv Lotus Notes to Outlook is a complete solution to migrate NSF Files into Outlook PST file. The software has excellent features which support you to save items from NSF Files to eml and msg formats. It also has item filter feature which allows you to filter items by date wise, item type wise.

- Add NSF Files to preview email folder, items, and attachment.
- It explores Email items body, Item preview, Recipient, and Attachment.
- Export single NSF Files to Outlook PST File.
- Export Multiple NSF Files to Outlook PST Files.
- Save item in the Email formats like eml and msg.



## Key Features

1. Add NSF Files no size limit.
2. Preview folders, email, calendar events, contacts, tasks, notes, drafts etc.
3. Save selected single or multiple items from item view panel and save into format like msg and eml.
4. Save multiple folder items in format msg, eml.
5. Export single NSF Files into the Outlook mailbox.
6. Export NSF Files into Outlook PST file.
7. Supports Outlook 2003/2007/2010/2013/2016.
8. Supports both 32 bit and 64-bit outlook version.



## System Requirements

### Basic System Requirements:

- Pentium Class Processors
- 128 MB RAM
- 100 MB free space for software installation

**Supported Operating Systems (32/64-bit version) :** Supports Windows XP, Vista, 7, 8, 8.1, 10.

**Virtual Environments Supports :** 1.0x, 2.x, v6.0x, 2007, ESX4.0, ESXi.

**MS Outlook Platforms Supports -** Supports Microsoft Outlook 97, 98, 2000, XP, 2003, 2007, 2010, 2013, and 2016 (32/64 bit versions).

### Outlook supported with Outlook version:

- For Microsoft® Outlook 2000 and Microsoft® Outlook 2003 (Microsoft Outlook 2000 or higher version of outlook is required).
- For Microsoft® Outlook 2007(Microsoft Outlook 2003, Outlook 2007, or Outlook 2010 is required).
- For Microsoft® Outlook 2010(Microsoft Outlook 2003 or Outlook 2007 or outlook 2010 is required).



## Install The Software

To install the software first make sure that the software installer file is available on your computer. If the file is not available then you can download the file from our website - <https://www.Shoviv.com/>

**Following are the steps to install the software.**

- Double-click the Shoviv Lotus Notes to Outlook installer file.
- Follow the instructions. When the installation process completes then setup install completion screen will appears on the software installation screen.
- Click the Finish button to launch the software.



## Uninstall The Software

There are two methods to Uninstall Shoviv Lotus Notes to Outlook Software:

- Uninstall from Windows Start Menu
- Uninstall from Control Panel

### Uninstall from Windows Start Menu

- Click Start -> All Programs -> Shoviv Lotus Notes to Outlook Software -> Uninstall Shoviv Lotus Notes to Outlook Software. A warning message will be displayed.
- Click the Yes button to continue uninstalling the Shoviv Lotus Notes to Outlook Software. The **“Shoviv Lotus Notes to Outlook Software was successfully removed from your computer”** message will be displayed.
- Click the OK button to complete the Shoviv Lotus Notes to Outlook Software un-installation process.

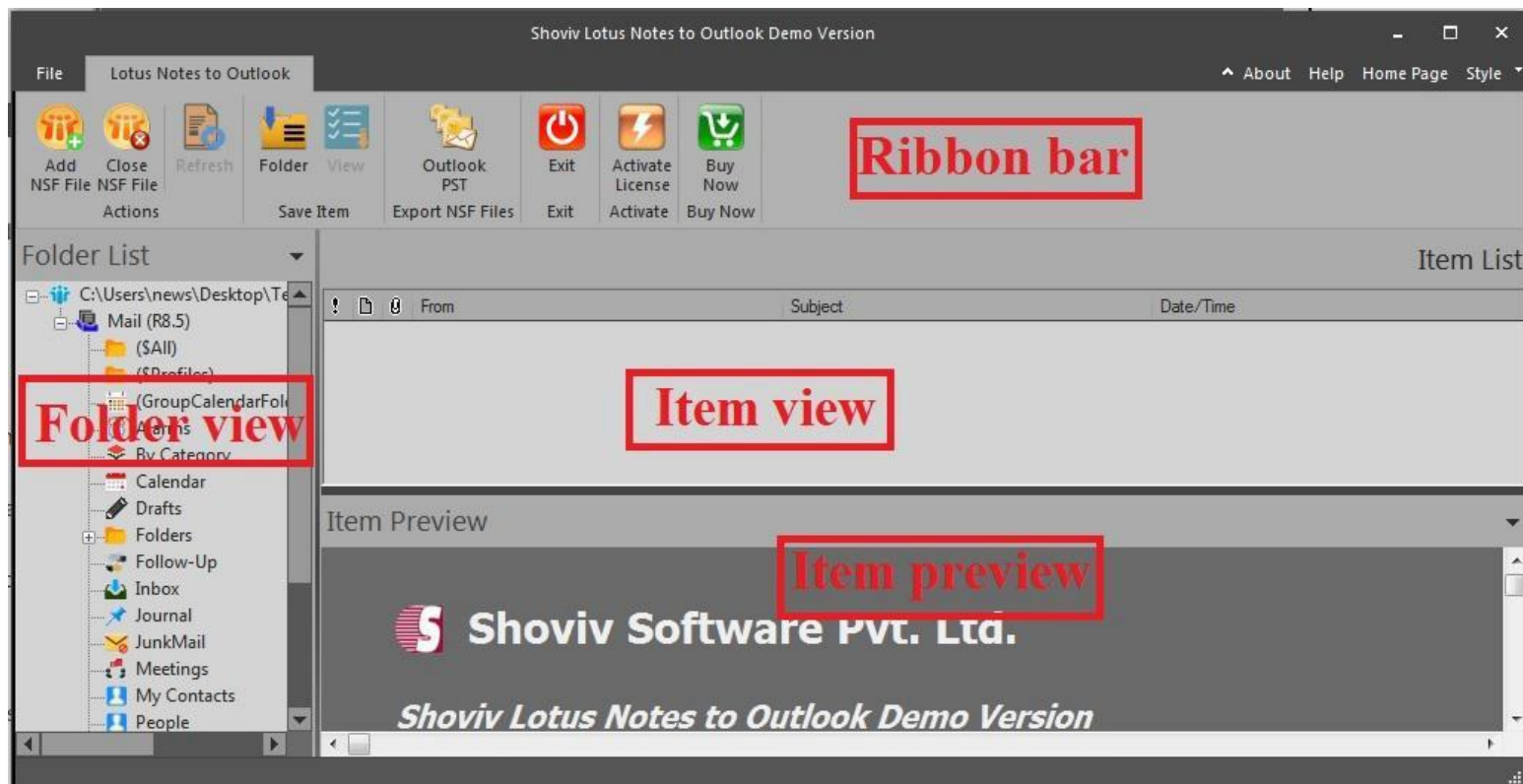
### Uninstall from Control Panel

- Click Start -> Control Panel. The Control Panel window appears.
- Double-click the Add or Remove Programs icon. A list of the programs installed on your computer appears.
- Select Shoviv Lotus Notes to Outlook Software and click the Remove button. A warning message will be displayed.
- Click the Yes button to continue uninstalling the Shoviv Lotus Notes to Outlook Software. The **“Shoviv Lotus Notes to Outlook Software was successfully removed from your computer”** message will be displayed.
- Click the OK button to complete the Shoviv Lotus Notes to Outlook Software un-installation process.



## Introduction

User Interface of Shoviv Lotus Notes to Outlook contain three sections



### 1. Folder View

- Display the folders of added NSF Files.
- Folder contains option Add NSF File, Close NSF File, Refresh, Save and Export NSF File/Folder.

### 2. Item View

- Display the items of NSF File.
- Item view contains two options Save Item, Select All.
- Click an item to view the item and its property into preview panel.

### 3. Item Preview

- Display the message of the item, Item Property, Recipient, Attachments.



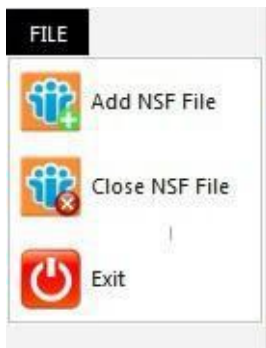


## Menu Bar

Menu bar Contents two menus

### 1. File

- **Add NSF file** : Add NSF Files for further process.
- **Close NSF File** : Close the NSF Files.
- **Exit** : Exit software.



### 2. Lotus notes Migration

#### Actions

1. **Add NSF file** : Add NSF File(s) for further process.
2. **Close NSF file** : Close NSF File(s).
3. **Refresh**

#### Save Item

1. **Folder** : Save items from folder
2. **View** : Save items from Item View

#### Export NSF Files

1. **Outlook PST** : Export NSF Single Mailboxes into Outlook PST file

#### Exit

1. **Exit** : Exit The Software.



## Activate

1. **Activate License** : Activate the license for this software.

## Buy Now

1. **Buy Now** : Buy Lotus Notes Outlook.



## 3. Ribbon Button

Ribbon buttons which are located on the right side of the ribbon bar.

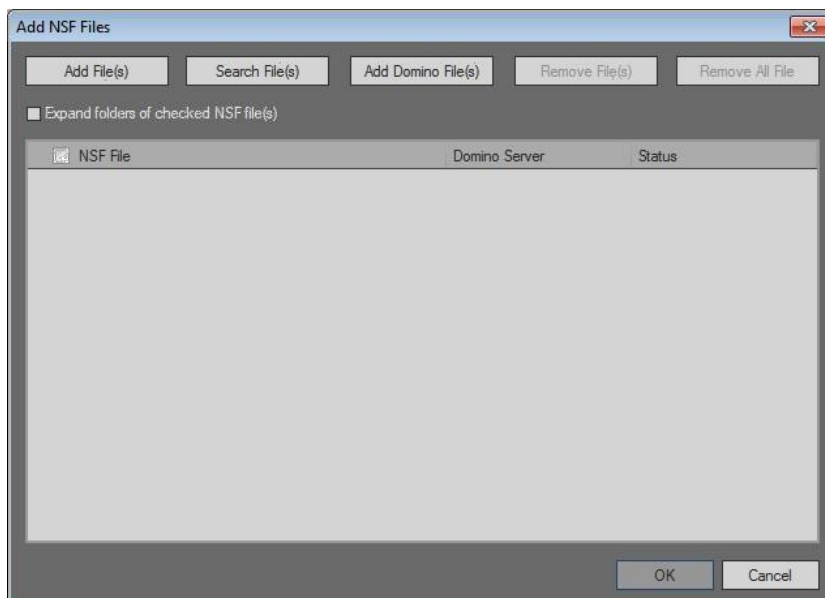
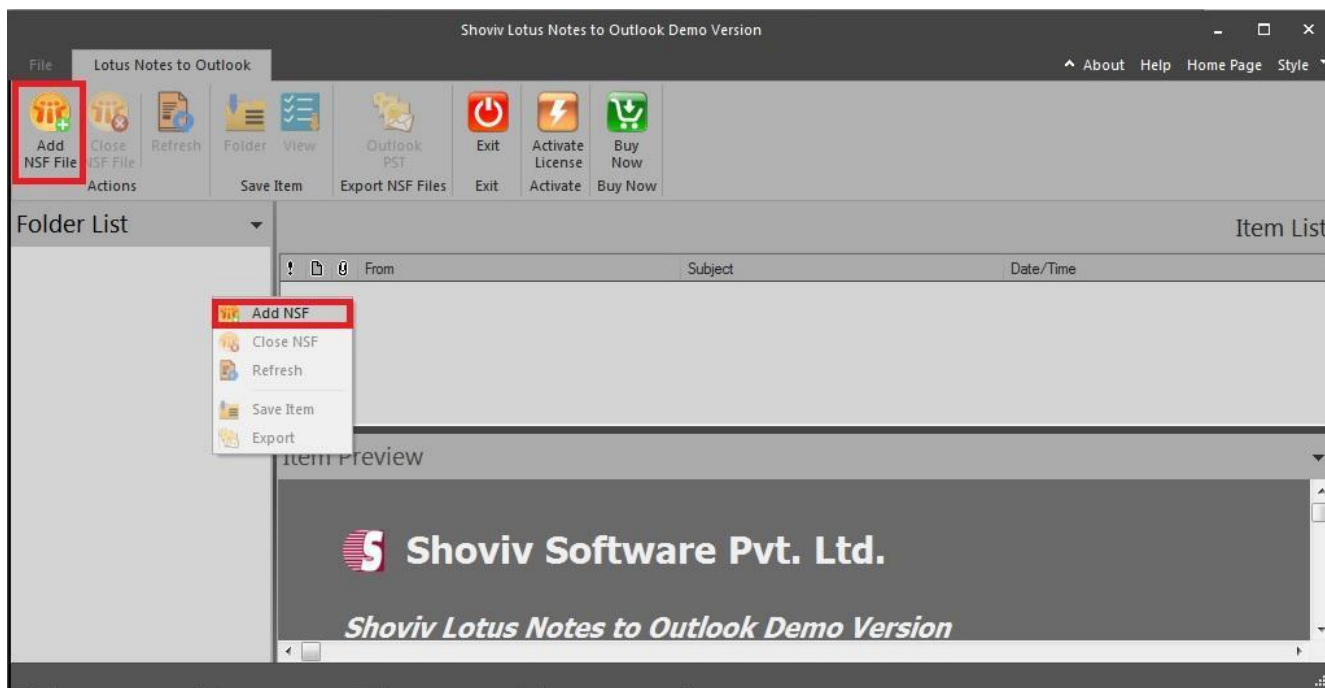
- **About** : About the Software.
- **Help CHM** : Opens help CHM File.
- **Home Page** : Go to home page of our website.
- **Style** : Customize the theme of the software.



## Add NSF Files

There are Two ways to add NSF Files.

- **First Option** : Go to the tool bar and click on the Add NSF Files option.  
**Add Domino File(s)**:- In this we can add the NSF Files that are in the Domino Server by using Server Name/IP Address.
- **Second Option** : Go to the menu bar folder menu click on the Add NSF Files option.

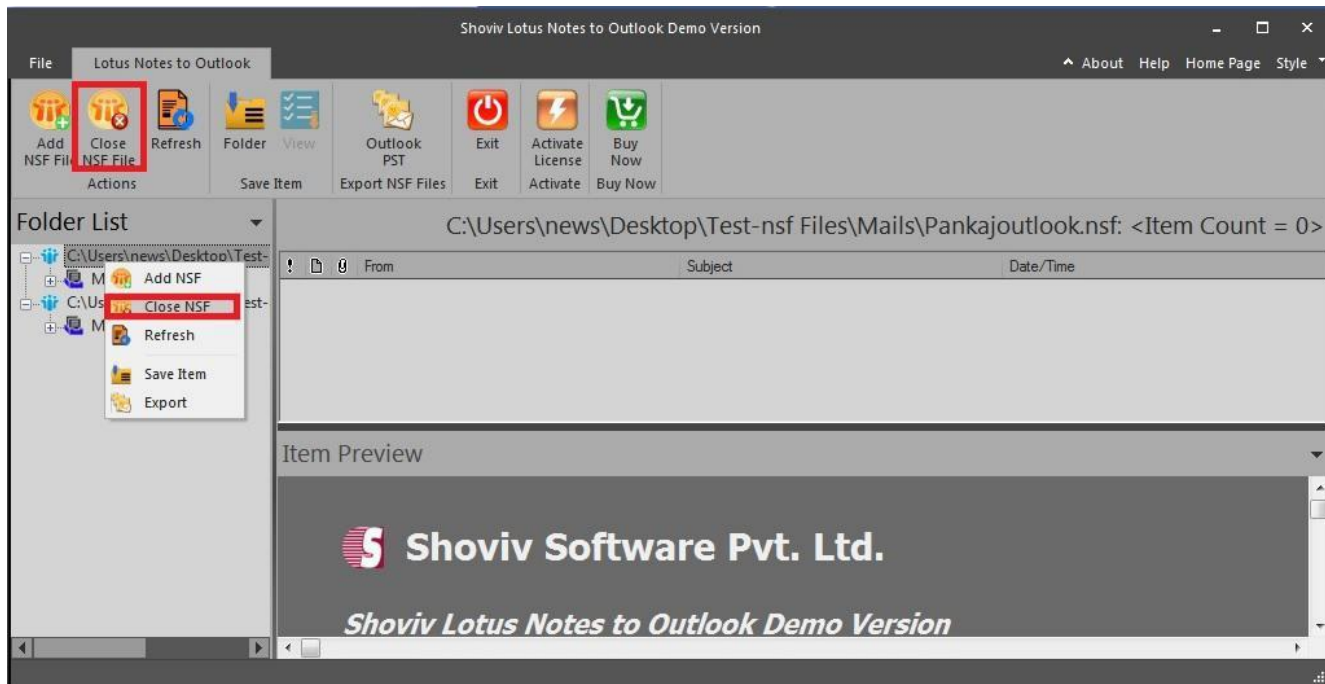




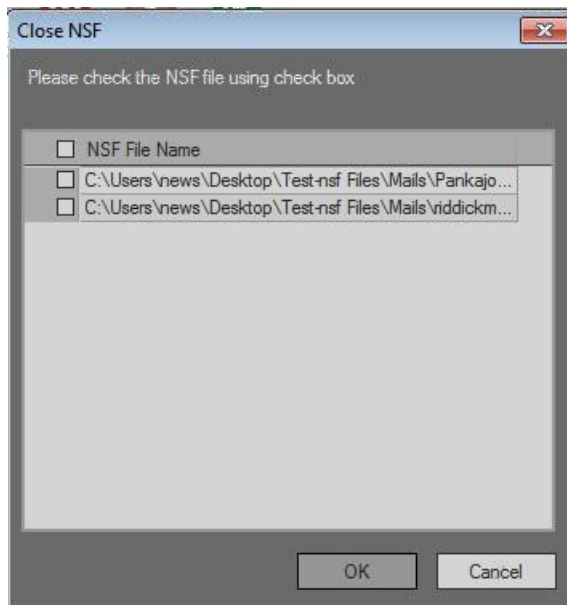
## Close NSF Files

There are two ways to close NSF Files and Folders.

- **First Option** : -Go to the tool bar and click on the **Close NSF Files** option.
- **Second Option** : Go to the folder view and right click from there choose on the **Close NSF Files** option.



Next step is to check the NSF files which you want to close by checking the check box in front of it.





## Save From Item View

There are two ways to save items from item list.

- **First option** : Go to the ribbon bar and click "**View**" under the "**Save Item**" option.
- **Second option** : Go to the Item view, then right click and then save item.

After select save item option Target page will be shown.

There are three sections of file options which are-

### Select Target

Select the target folder using browse button where you want to save.

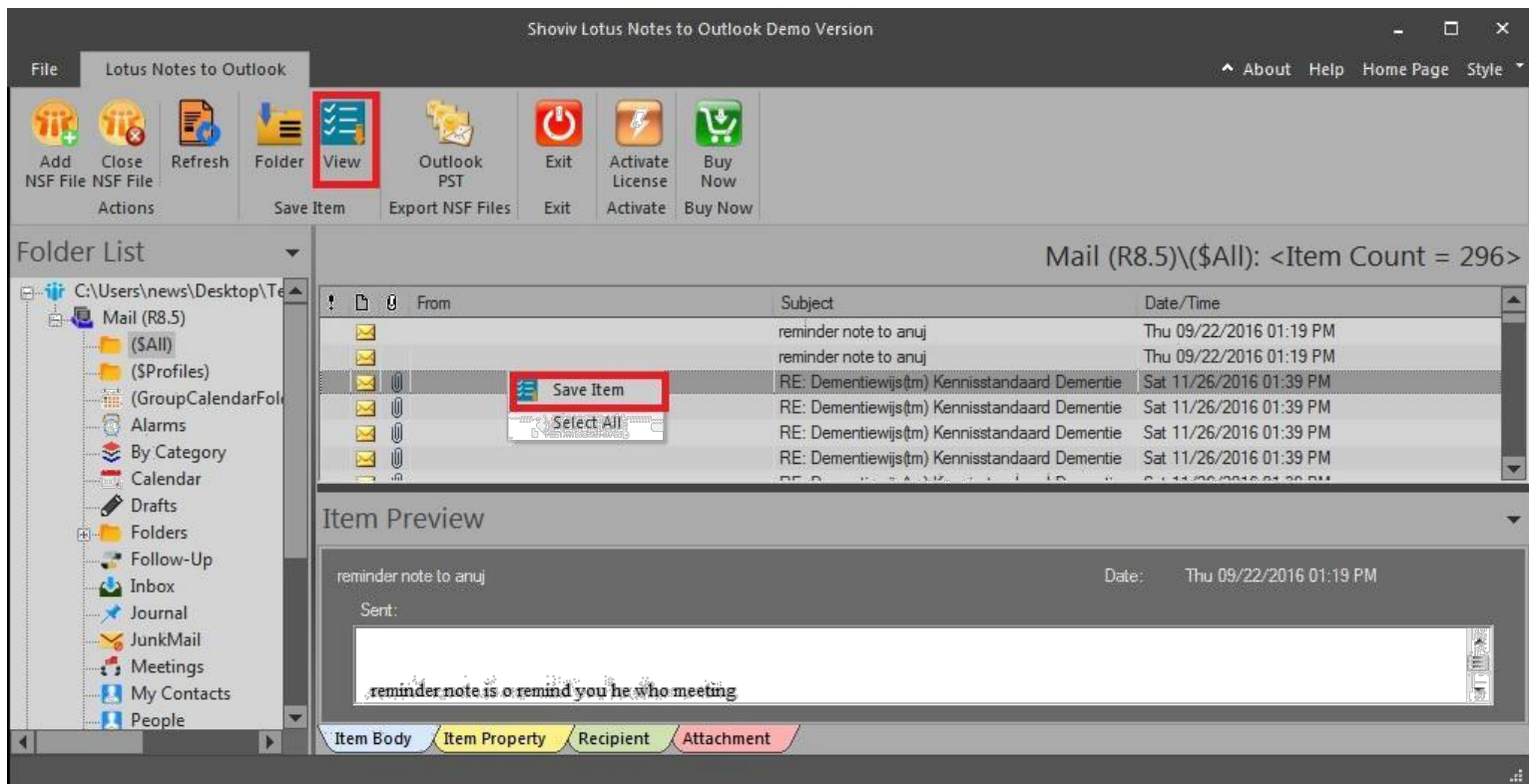
### Create Folder Hierarchy

If you want to create folder hierarchy then select this option.

- **Folder Name** : Create the folder hierarchy by folder Name.
- 
- **Message Date** : Create the folder hierarchy by Message Date.
- 

### Save Type

Select desire save type like .eml, .msg.

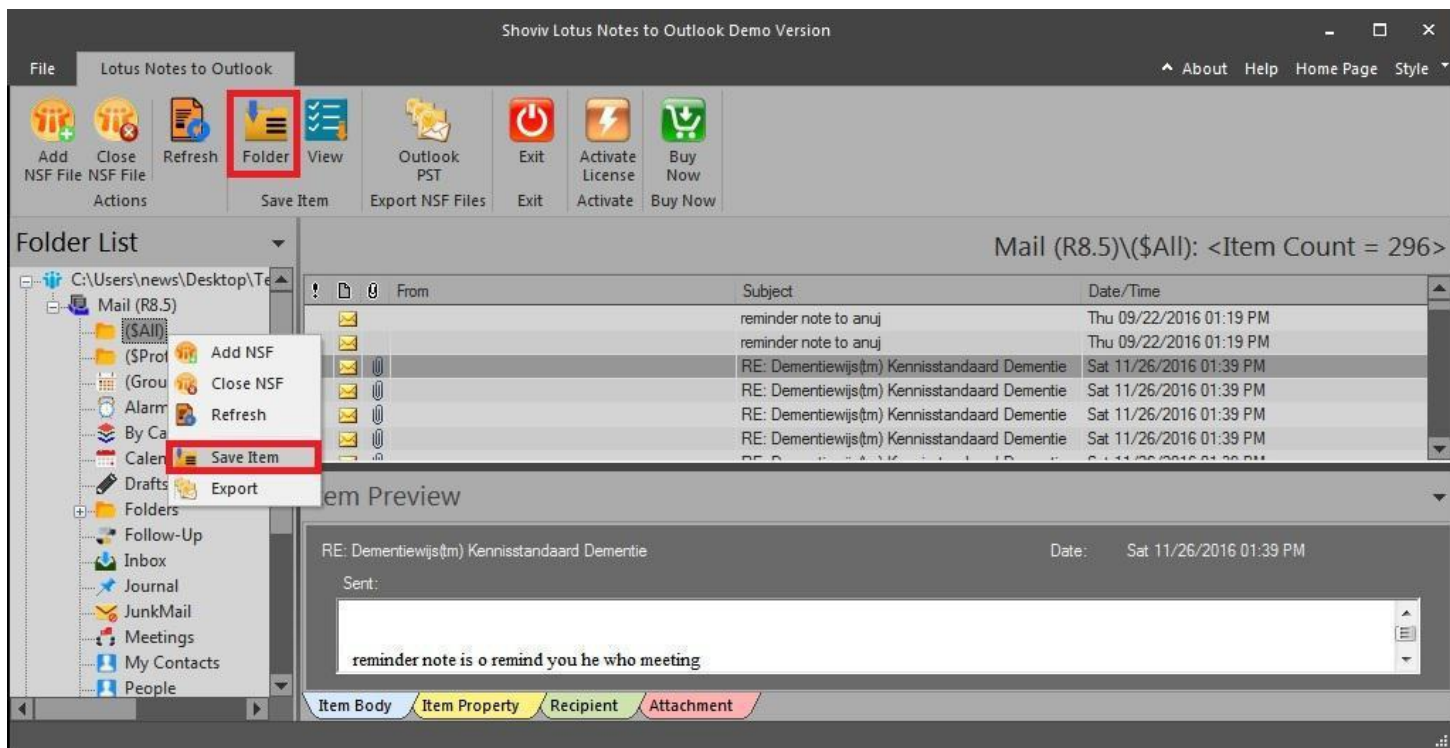




## Save From Folder View

### 1. There are two ways to save items from item list.

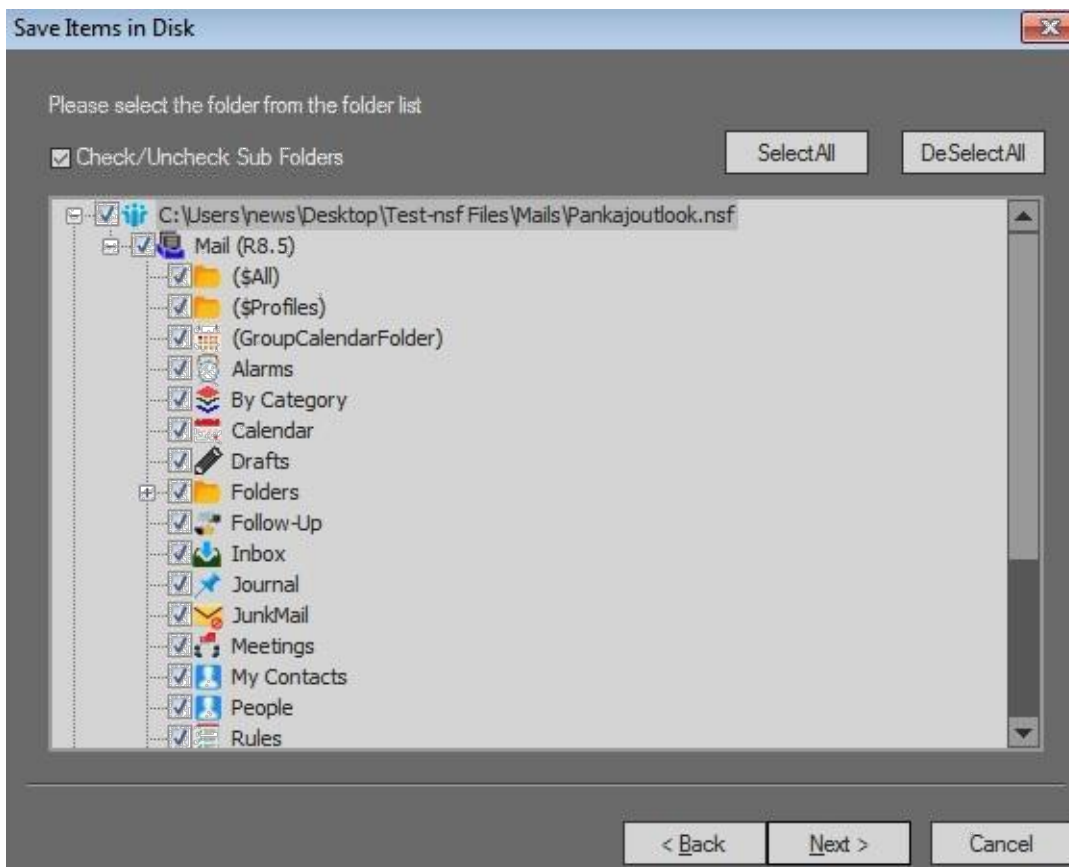
- **First option** : Go to the ribbon bar and click on the "**Folder**" under the **Save Item** option.
- **Second option** : Right click on folder list and click the **Save Item** option.



### 2. After click on save item option wizard will be shown.

- **Check/Uncheck Sub Folders** : When you check this option click on any checkbox in folder list then all child folder automatically will be selected or unselected.
- **Select All** : In this, we can select all the NSF files or folders instantly.
- **Deselect All** : In this, we can deselect all selected files and folders instantly.





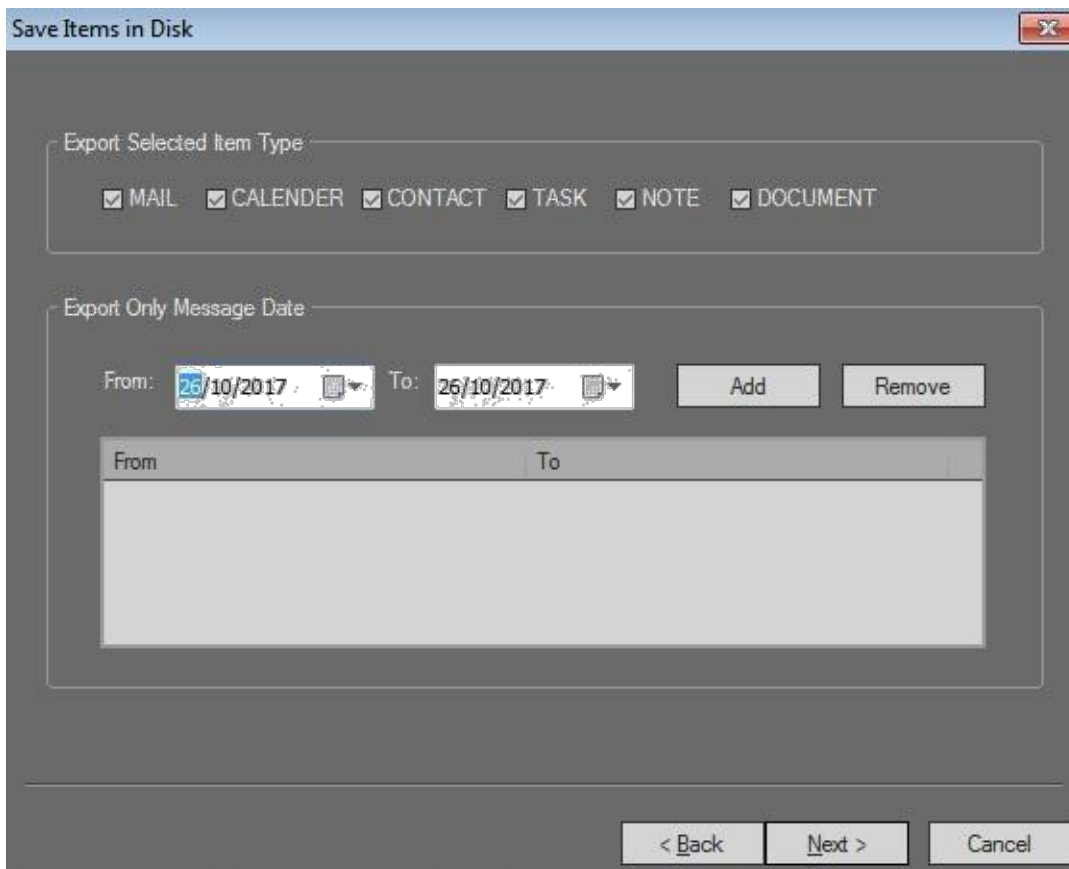
**3. After click on next button the Filter page will be shown. There are two options in Filter item.**

**3.1 Export Selected Item Type :** Check Item type which you want to export, by default all type of items will be selected you can check - uncheck them according to your need.

**3.2 Export Oly Message Date :** If you want to Message Filter according to date then select Date Filter.

There are six ways to Filter date as mention below :

- o Last 7 days
- o Last 30 days
- o Date equal to
- o Date before
- o Date after
- o Date between



#### 4. After click on next button Target page will be shown.

**4.1 Select Target :** Select the target folder using browser button where you want to save item.

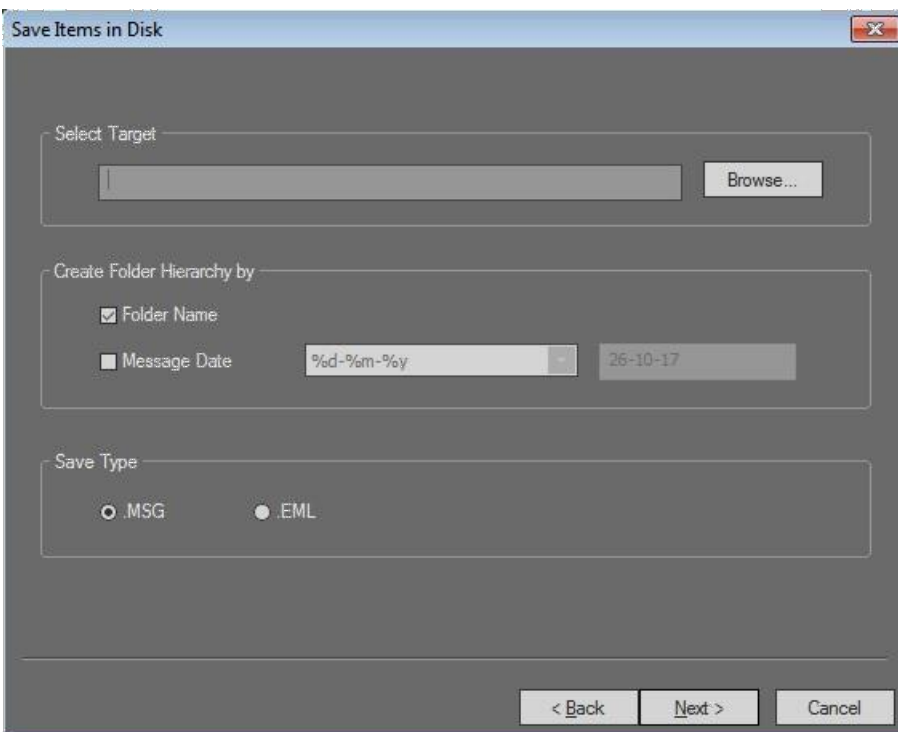
**4.2 Create Folder Hierarchy By :** If you want to create folder hierarchy by folder name then select **Folder Name** option or if you want create folder hierarchy by Message date then select **Message Date**.

**4.3 Save Type :** Save type allows you to save item into two different file type (**.MSG**, **.EML**)choose according to your need.





# Shoviv Lotus Notes to Outlook

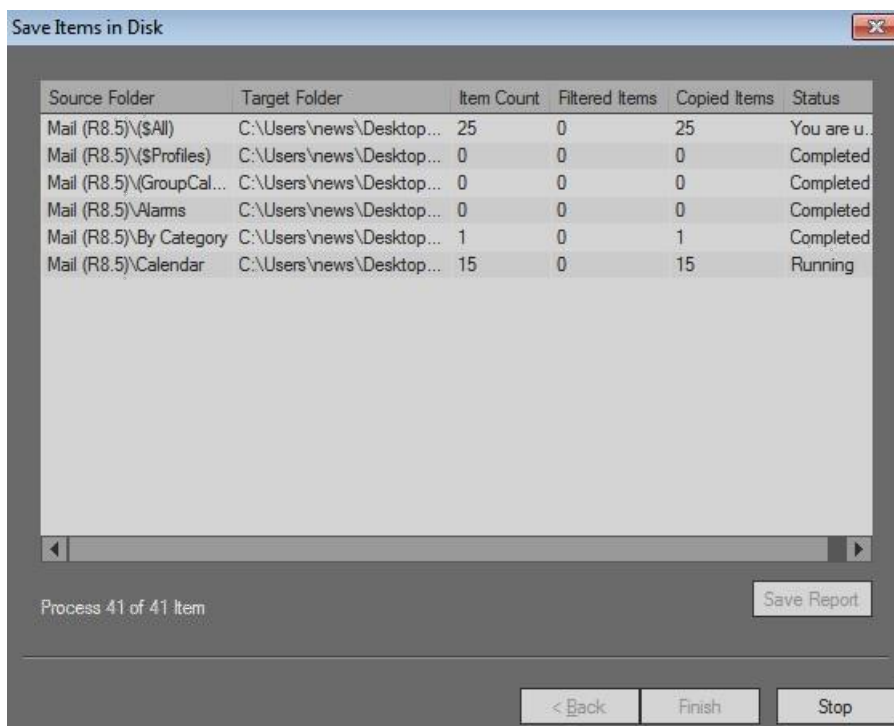


5. After click on next button Status will be shown.

*The Status wizard shows Source Folder, Target Folder, Item Count, Filtered Items, Copied Items and Process Item in this report.*

**5.1 Cancel/Stop button :** If you click on cancel/stop button all process will be stopped.

**5.2 Save Report :** This option allows you to save process report into HTML file.

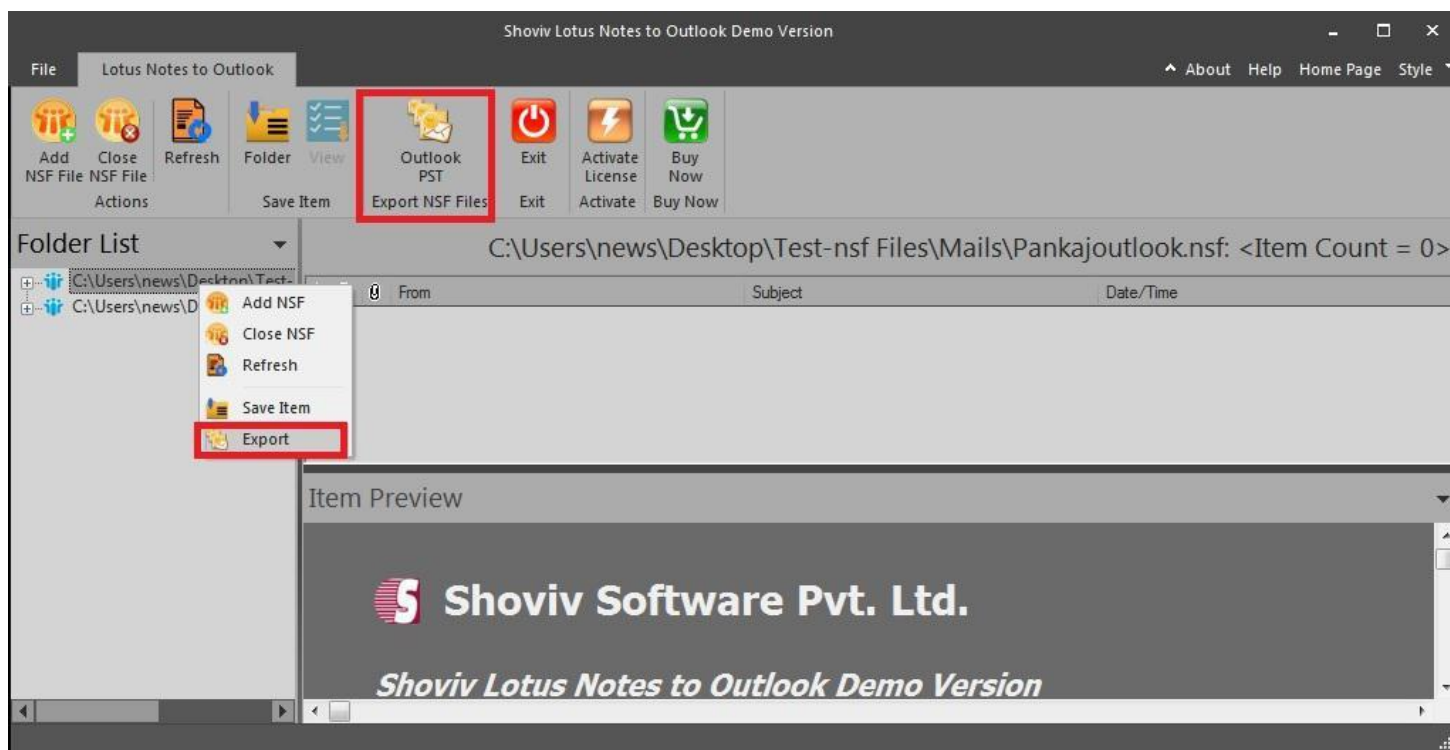




## Export Single NSF file In Outlook PST

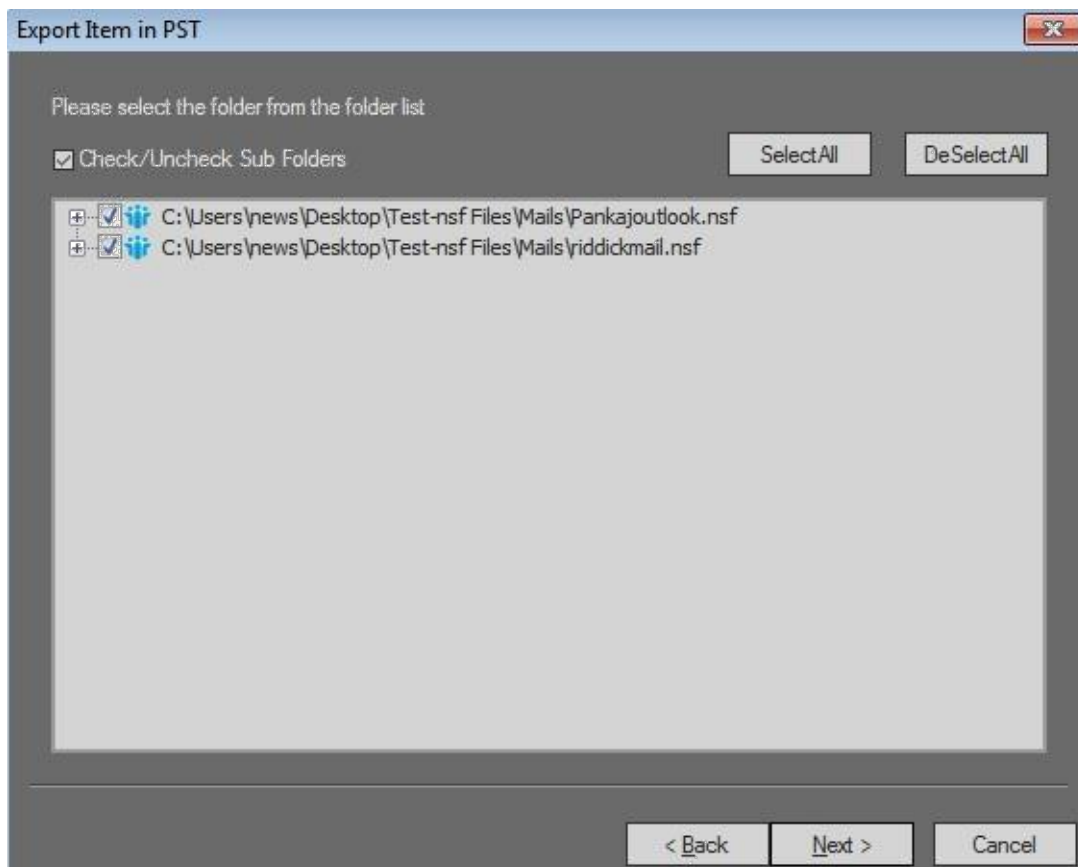
1. There are two ways to export Single NSF Files into Outlook PST.

- **First Option** : Go to the Ribbon Bar and click on the Outlook PST under "**Export NSF Single mailbox**".
- **Second Option** : Right click on folder list and select "**Export in Outlook PSt**" and then **Single NSF Files**.



2. After click on Outlook PST option wizard will be open.

- **Check/uncheck Sub Folders** : When you check this option, clicking on any checkbox in folder list will automatically select all sub-folder of that folder.
- **Select all** : This option will select all the nsf folders instantly.
- **Deselect all** : This option will deselect all the selected folders instantly.



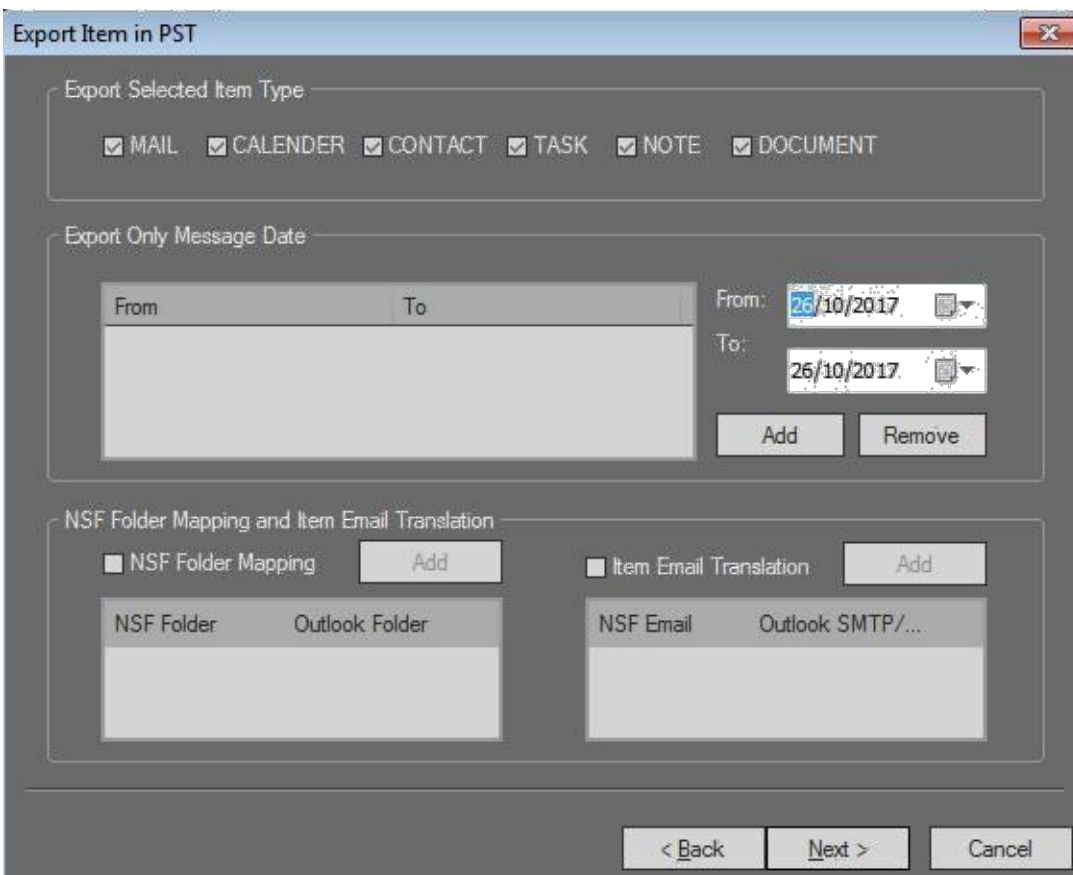
**3. After clicking on next button the Filter page will be shown. There are three options in Filter item.**

**Export Selected Item Type :** Select the Item type which you want to export by default all the item type will be selected you need to customize it in order to get the desired output.

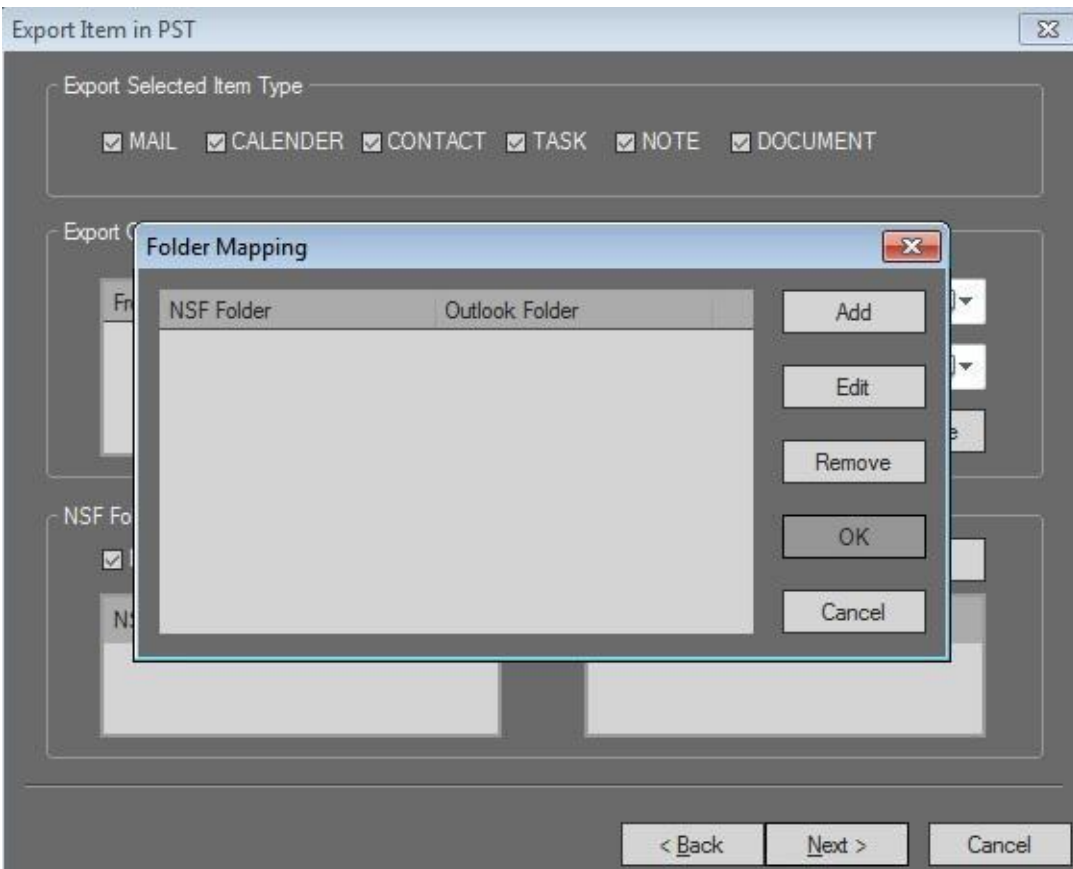
**Export Only Message Date :** This option allows you to select the date option of the items. Simply select the date range and add it to list using "**add**" button.



# Shoviv Lotus Notes to Outlook

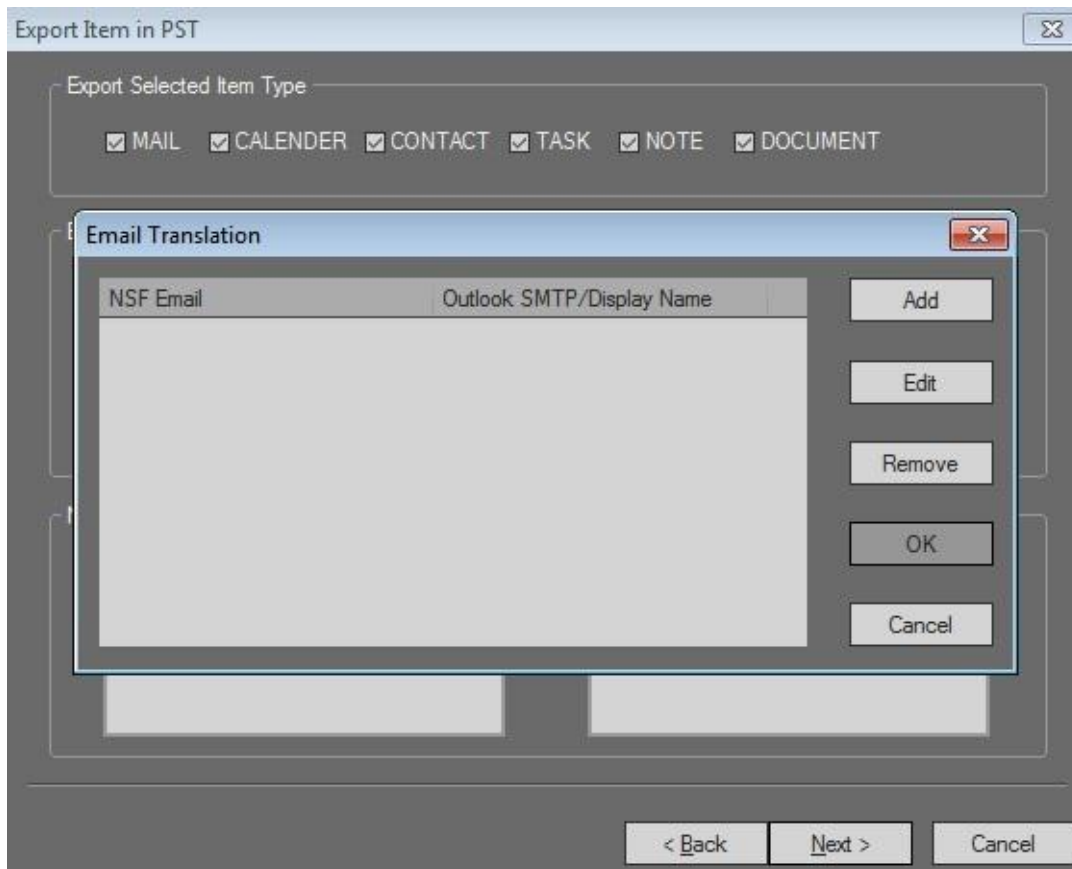


**NSF Folder Mapping :** This option allows you to Map the source folders with destination folder or you can create a new custom folder for any given source folder.



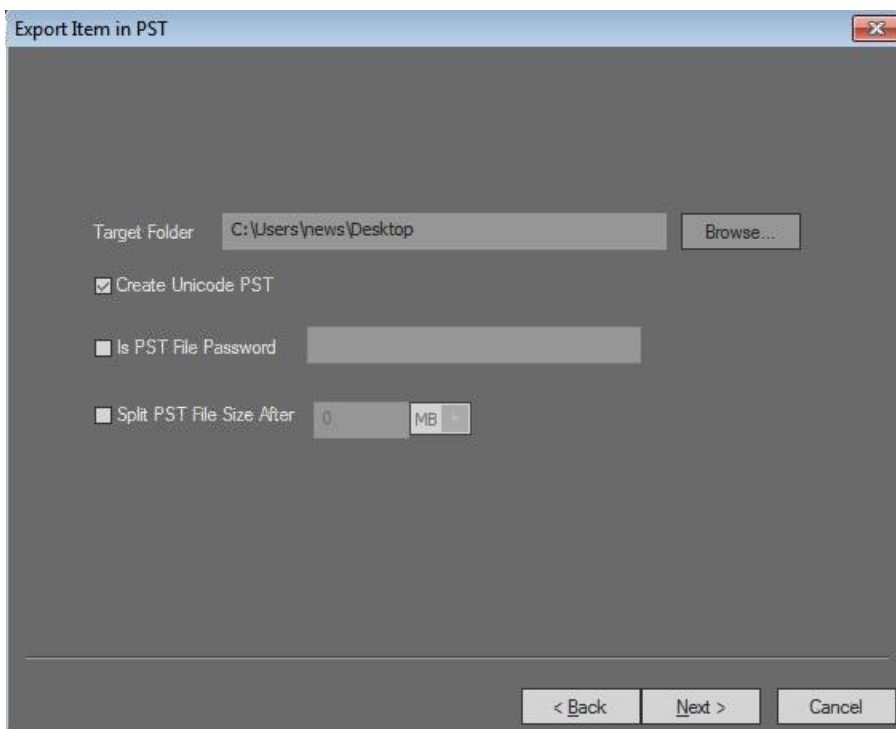


**Item Email Translation :** This option allows you to change the source folders email address with new desire email address which will show on new exported email items.



#### 4. After click on next button Export page will be shown.

- If you want to export item in PST by creating new PST file then check **Export and Create New PST** File option.
- You can create Unicode/non-Unicode PST file.
- Apply password to protect PST file.
- Split PST file size between 100 MB and 51200 MB or 1 GB to 50 GB.

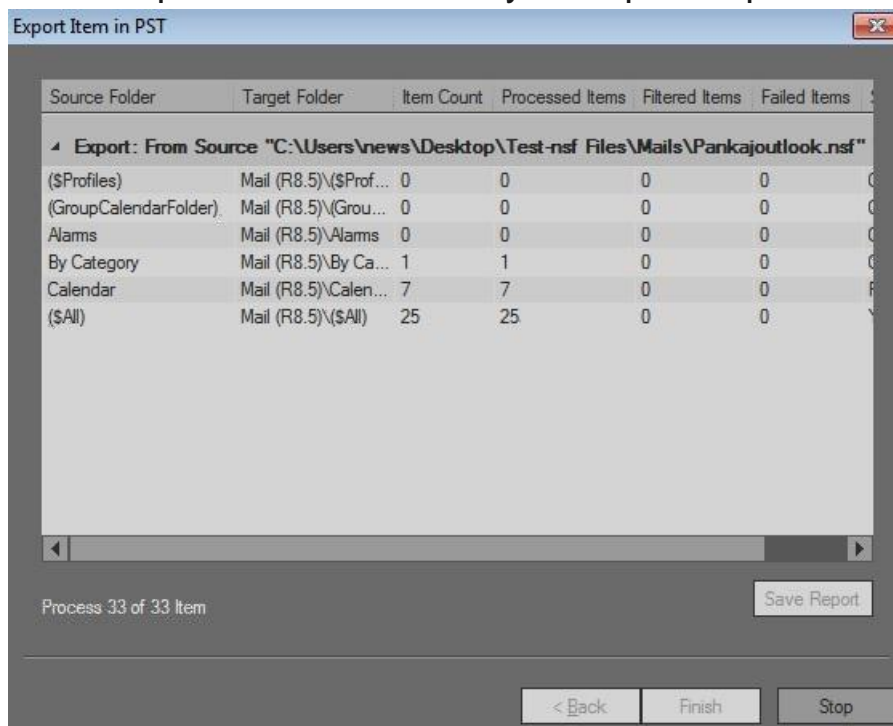


5. After click on next button Status will be shown.

*The Status wizard shows Source Folder, Target Folder, Item Count, Filtered Items, Process Item, Failed Items and status in this report.*

**7.1 Cancel/Stop button** - If you click on cancel/stop button all process will be stopped. After complete processing finish button will be activated.

**7.2 Save Report** : This option allows to save your report of process into **HTML** file.





## About Lotus Notes to Outlook

More effective version 17.10 of Shoviv Lotus Notes to Outlook has arrived, embedded with new features and look.

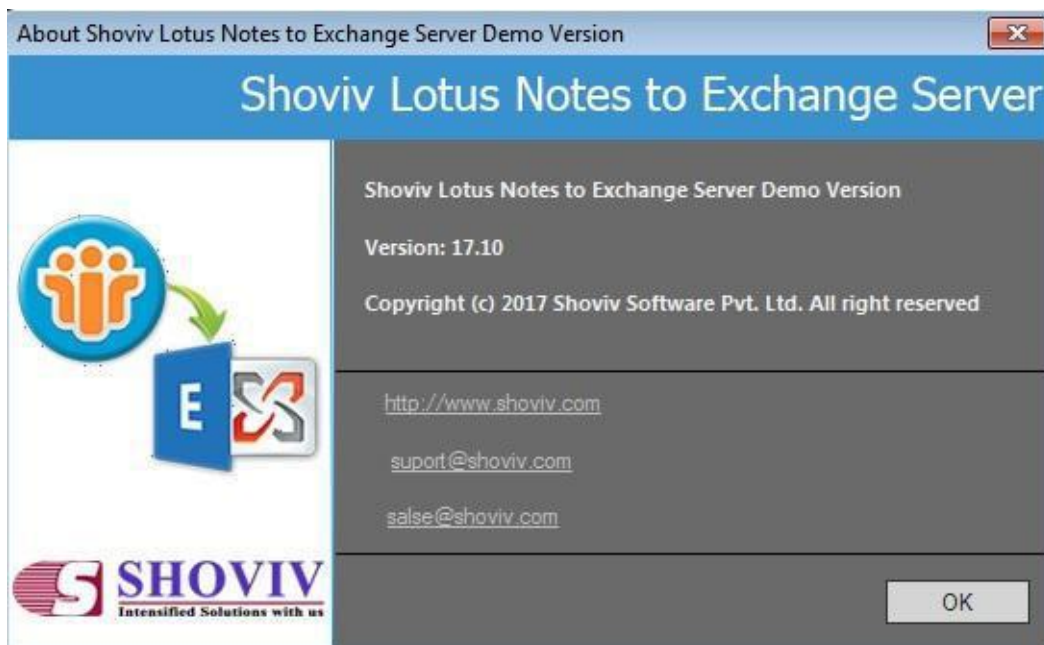
Shoviv Lotus Notes to Outlook allows you to migrate NSF file into Microsoft Outlook, Outlook mailbox and Outlook PST.

It also save item from NSF file to email and msg format.

If you want to see website then click on : <http://www.Shoviv.com>

If you have any problem about software then you can contact : [support@Shovivsoftware.com](mailto:support@Shovivsoftware.com).

And if you have any problem about sales then you can contact : [sales@Shovivsoftware.com](mailto:sales@Shovivsoftware.com).





## Visit Homepage

We have an efficient support system to assist our customers with all issues related to using **Lotus Notes to Outlook**. The software comes with an embedded help manual that can be accessed by clicking Help > Software Help in the menu-bar.

Visit Our Official website at <http://www.shoviv.com>

You can access the online help for Lotus Notes to Outlook Software at [support@Shovivsoftware.com](mailto:support@Shovivsoftware.com)

We also have live support where in you can chat with our software experts at [support@Shovivsoftware.com](mailto:support@Shovivsoftware.com)





## Activate License

**Activation** - You can activate Shoviv product by two methods.

1. **Online Activation**
2. **Offline Activation**

### 1. Online Activation

When purchase or buy to Shoviv product/software then you will receive an email. Which will have an order number and activation key. By using this option you can activate this product online.

The screenshot shows a window titled 'Activation'. It has two tabs: 'Online Activation' and 'Offline Activation'. The 'Online Activation' tab is active. Inside the window, there are two text input fields: 'Order Number' and 'Activation Key'. At the bottom of the window, there are two buttons: 'Online Activate' and 'Cancel'.

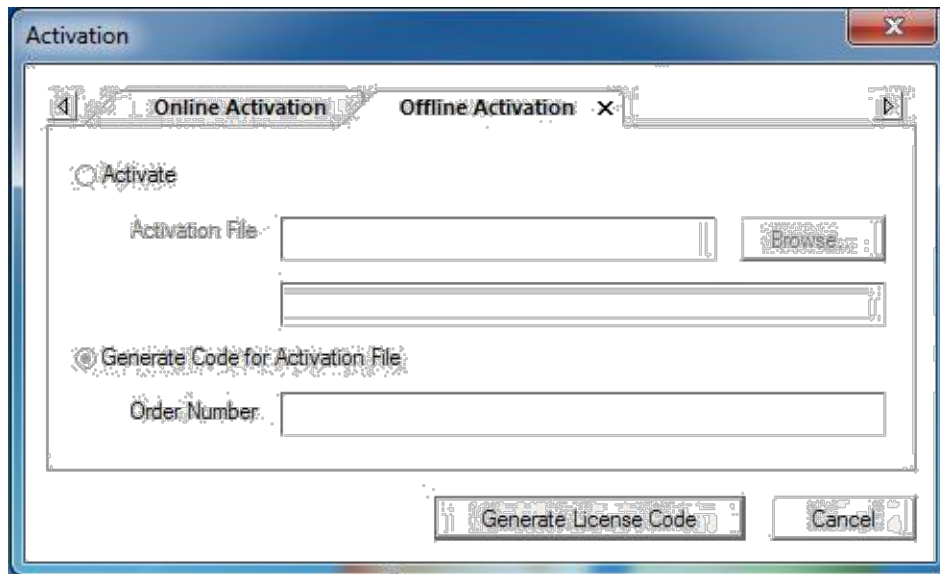
### 02. Offline Activation

If online activation failed or due to some technical reason you aren't abling to activate product then you can use offline activation method. Offline activation has two steps.

1. **Generate Code for activation file**
2. **Activate**

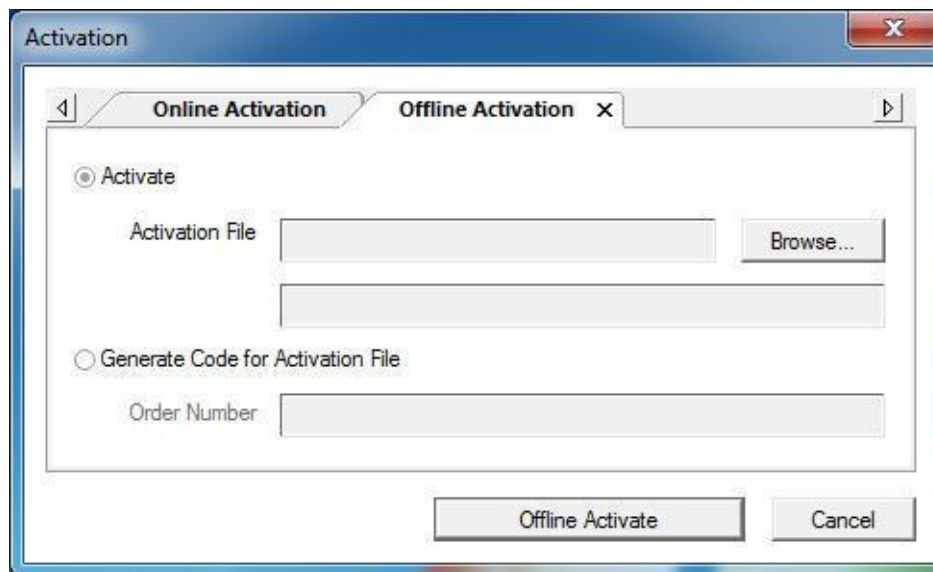
#### 1. Generate Code for activation file

You need to enter order number in order number field and then click on generate license code button. a text file will generate on your desktop, you need to send that file to [sales@shoviv.com](mailto:sales@shoviv.com) by using this file we will generate activation file and send it to you on your registered email address within few minutes after receiving email/request.



## 02. Activate

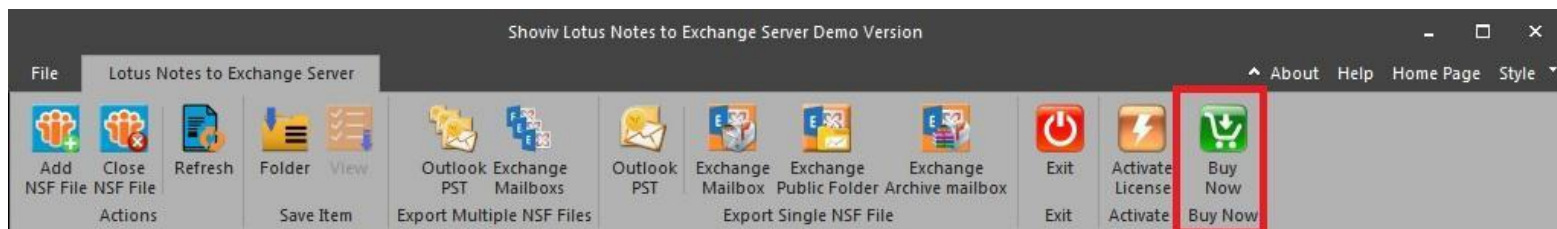
After receiving activation file sent by Shoviv Software Pvt. Ltd. all you need to do is go to offline activation and browse activation file and hit the Offline Activate button.





# Shoviv Lotus Notes to Outlook

You must buy the full version of Shoviv Lotus Notes to Outlook software allows you to migrate NSF file into Microsoft Outlook, Outlook mailbox and Outlook PST because the trial version of Shoviv Lotus Notes to Outlook Software allows you to export only 25 items per folder from Lotus Notes to Outlook Files.



You can purchase the software through Shoviv Software website: <http://www.Shoviv.com/>

For any other details related to purchase process, software activation process, email us at: [sales@Shoviv.com](mailto:sales@Shoviv.com)



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This term refers to a program installed and used only by a single user on a single computer at a time. The Program must not be installed, distributed, shared or used on multiple computers.

### **Multiple workstation programs**

This term refers to a program installed, used, specified no. of computer at a time. Program must not be installed, shared, distribute or used by no. of computers exceed to the authorized limit.

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The Publisher and licensor reserve all cerebral asset's rights associated to multimedia files that may be given with the program images, audio, video files. License holder can use this file only for personal purpose excluding commercial or any other intended purpose.



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To activate the Shoviv Lotus Notes to Outlook we provide you an Online Activation key and Order number in purchase package, if you face any problem in online activation than we will provide you an offline activation key on request. The Online and offline Activation key is the Publisher's exclusive asset that it is strictly confidential information and must not be shareable with third party. The user commit for the protection of confidentiality of activation key.

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## **Legality statement**

The program which is licensed to you is absolutely legal and you are the legal owner of the entire file or data you are going to recover through using this software . You have the permission from legitimate owner to perform these acts.

Any illegal use of Shoviv Lotus Notes to Outlook will be solely your responsibility.

You further attest that recovered data, password or files will not be used for any illegal purpose.

Be aware that password recovery, unauthorized data encryption, illegally obtained file may constitute theft or other wrongful action may result in your civil and criminal prosecution.



## About

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