

## Regain Excel to PST Converter Working Guideline

**Regain Excel to PST Converter** is a specialized software tool designed to convert Excel files (XLS, XLSX) into PST (Personal Storage Table) format, which is used by Microsoft Outlook. This tool is particularly useful for users who need to migrate or export data stored in Excel spreadsheets into Outlook, typically for contacts, tasks, and calendar entries that are organized in Excel.

### Step-by-Step Working of Regain Excel to PST Converter:

1. **Download and Install:**
  - Download and install [Regain Excel to PST Converter](#) on your computer.
2. **Launch the Software:**
  - Open the software once the installation is complete.
3. **Add Excel File:**
  - Click on the "**Add Excel File**" button to browse and select the Excel file (XLS, XLSX) that you want to convert into PST format.
4. **Preview Excel File Data:**
  - The software will scan the selected Excel file and display a preview of its contents (contacts, calendar entries, tasks, etc.). You can review the data to ensure you're converting the correct information.
5. **Map Excel Data to PST Fields:**
  - The software will prompt you to map the data fields from the Excel file (such as name, email, phone number, etc.) to the corresponding Outlook PST fields (such as Contacts or Calendar). This ensures that the data is correctly placed in Outlook after conversion.
6. **Select Output Format (PST):**
  - Choose **PST** as the desired output format. This format will allow you to import the data into Microsoft Outlook.
7. **Choose Destination Folder:**
  - Select the folder where you want to save the converted PST file on your computer.
8. **Start Conversion:**
  - After confirming the data mapping, output format (PST), and destination folder, click on the "**Convert**" button to begin the conversion process.
9. **Monitor Conversion Progress:**
  - The software will start converting the Excel file to PST format. You can monitor the progress during the conversion process.
10. **Completion Notification:**
  - Once the conversion is complete, you will receive a notification. The converted PST file will be saved in the destination folder you selected earlier.
11. **Finish the Process:**
  - After the conversion, you can open the converted PST file in Microsoft Outlook to access your contacts, tasks, or calendar entries.

## Key Features of Regain Excel to PST Converter:

- **Convert Excel Data to Outlook PST:** The software allows users to convert Excel data (such as contacts, tasks, and calendar entries) directly into the Outlook PST format.
- **Data Mapping:** It offers an option to map Excel columns to the correct Outlook fields (e.g., name, email, phone number, etc.), ensuring accurate conversion.
- **Preview Feature:** The [Excel to Outlook Converter](#) tool allows users to preview the Excel data before converting it, ensuring that the correct data is selected for conversion.
- **Batch Conversion:** It supports batch conversion, enabling users to convert multiple Excel files into PST format simultaneously.
- **Preserve Data Integrity:** The software ensures that all data is accurately preserved, including special characters and formatting.
- **Compatible with Outlook:** Works seamlessly with all versions of Microsoft Outlook, including Outlook 2021, 2019, 2016, 2013, and earlier versions.
- **User-Friendly Interface:** The software is designed with an intuitive and easy-to-use interface, making it accessible to users without technical expertise.

**Regain Excel to PST Converter** is a reliable tool for users who need to import data from Excel spreadsheets into Microsoft Outlook, particularly for organizing contacts, tasks, and calendar entries. Whether you're moving contact information from an Excel sheet into Outlook or migrating other data, this tool ensures a smooth and accurate conversion process.