

Stellar Splitter for Outlook

Installation Guide 7.0

1.1. About Stellar Splitter for Outlook

Stellar Splitter for Outlook is a very powerful and robust application that helps you split large PST files into smaller files as per the criteria specified by you.

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. All the data stored in various Outlook folders goes in to the PST file. Outlook PST file, also known as Outlook Data File contains all items like emails, calendars, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

Key Features:

- Splits PST files on the basis of:
 - Date
 - Size
 - Mail ID
 - Folders
- Allows to split single or multiple files in one operation.
- Saves all your preferences to split files in a batch file.
- You can create your own batch file to automate splitting of multiple files.
- All activities of application are recorded in a log.
- Application doesn't make any changes in the original PST.
- Support for MS Office 2019, 2016, 2013, 2010 and 2007.


Note: Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

1.2. About the Guide

This user guide contains sequential steps to assist you through various **Stellar Splitter for Outlook** functions. Each function is explained in details, in the corresponding sections. The guide covers following major topics:

1. General Information
2. Getting Started
3. Working with the Software
4. Frequently Asked Questions (FAQ)

This guide has the following features for easy navigation and understanding:

- The navigation arrows  on the top right corner, below the header of each topic, can be used to navigate to the previous and next topic respectively.
- There are Notes and Tips in some topics of this guide for better understanding and ease of work. These Notes and Tips are given in italics style.

1.3. Stellar 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://www.stellarinfo.com/support/>

For price details and to place the order, click <https://www.stellarinfo.com/email-repair/pst-splitter/buy-now.php>

Chat Live with an **Online** technician at <http://www.stellarinfo.com/>

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

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

Send e-mail to **Stellar Support** at support@stellarinfo.com

1.4. Legal Notices

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Stellar Splitter for Outlook

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1.5. About Stellar

stellar is the world's foremost Data Care Corporation, with expertise in Data Recovery, Data Erasure, Mailbox Conversion, and File Repair software and services. Stellar has been in existence from past 25+ years and is a customer-centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost-effective solutions available for large corporate, SMEs & Home Users.

Stellar has a strong presence across USA, Europe & Asia.

Product Line:

Stellar provides a wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

Data Recovery

The 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!



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File Repair

The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.



[Know More -->](#)

Data Erasure

Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.



[Know More -->](#)

Email Repair & Converter

Robust applications to restore inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird, Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.



Database Repair

Professional and reliable software to repair corrupt or damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.



Email Backup Tools

Fully featured backup utilities that provides a comprehensive solution in case of any disaster. These software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.



[Know More -->](#)

Photo and Video Tools

Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.



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Utility Tools

A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for Windows and Password Recovery for Windows Server based systems



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Stellar Toolkits

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.



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For more information about us, please visit www.stellarinfo.com.

2.1. Installation Procedure

Before installing the software, check that your system meets the minimum system requirements:

Minimum System Requirements:

- **Processor:** Pentium Class
- **Operating System:** Windows 10 / 8.1 / 8 / 7
- **Memory:** 2 GB Minimum (4 GB Recommended)
- **Hard Disk:** 250 MB of Free Space
- **MS Outlook:** 2019, 2016, 2013, 2010, 2007

Note: For splitting the PST file you need to have MS Outlook installed in your system.

Note: For large files, it is recommended to have 64 bit Windows, 64 bit MS Outlook and 8 GB RAM.

To install the software, follow these steps:

- Double-click **StellarSplitterforOutlook.exe** executable file to start installation. **Setup - Stellar Splitter for Outlook** dialog box is displayed.
- Click **Next. License Agreement** dialog box is displayed.
- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next. Select Start Menu Folder** dialog box is displayed.
- Click **Browse** to provide path for program's shortcuts. Click **Next. Select Additional Tasks** dialog box is displayed.
- Choose the check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, **Completing the Stellar Splitter for Outlook Setup Wizard** window is displayed. Click **Finish**.

Note: Clear **Launch Stellar Splitter for Outlook** check box before clicking **Finish** to prevent the software from launching.

Note: If you have **Stellar Splitter for Outlook** application installed in your system and you have to reinstall MS Outlook/Office for any reason, in that case you need to reinstall the **Stellar Splitter for Outlook** as well.

2.2. Launching the Software

To launch Stellar Splitter for Outlook in Windows 10:

- Click **Start** icon -> **All apps** -> **Stellar Splitter for Outlook** -> **Stellar Splitter for Outlook** Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,
- Click **Stellar Splitter for Outlook** tile on the home screen.

To launch Stellar Splitter for Outlook in Windows 8.1 / 8:

- Click **Stellar Splitter for Outlook** tile on the home screen. Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,

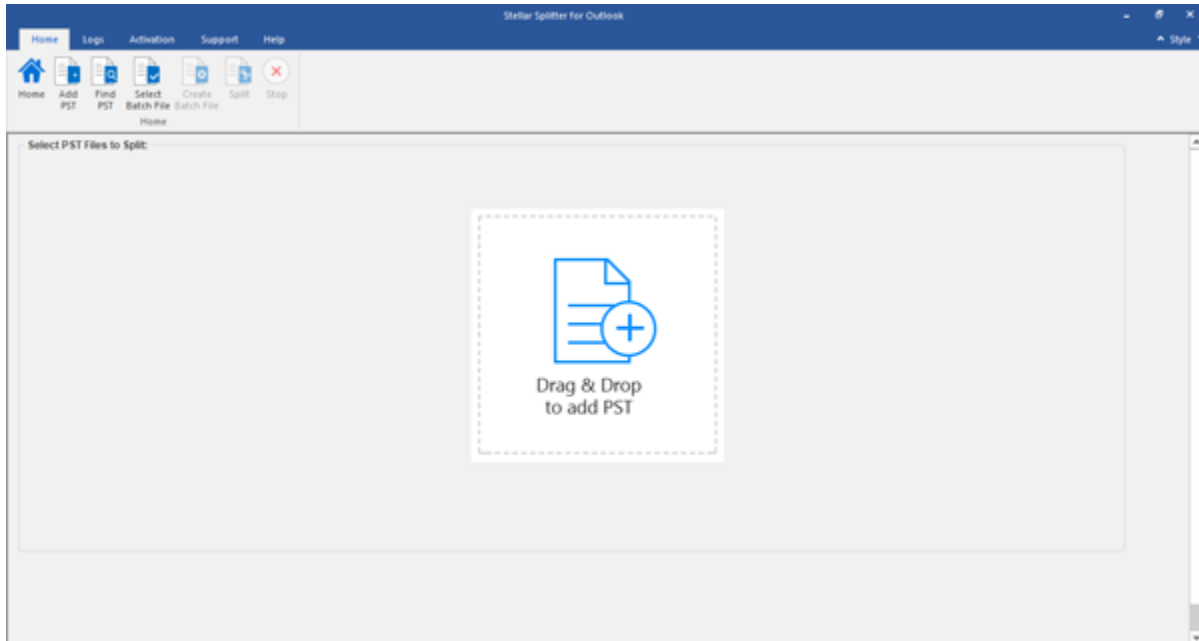
To launch Stellar Splitter for Outlook in Windows 7:

- Click **Start** -> **All Programs** -> **Stellar Splitter for Outlook** -> **Stellar Splitter for Outlook**. Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,
- Click **Stellar Splitter for Outlook** icon in Quick Launch.

2.3. User Interface

Stellar Splitter for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

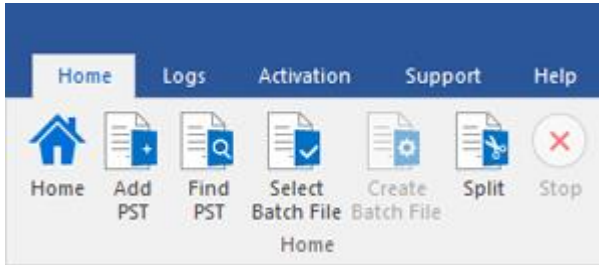
After launching the program, you will see the main user interface as shown below:



The user interface contains Ribbons and Buttons that let you access various features of the software with ease.

2.3.1. Ribbons

Home



Home

Use this option to go to the home screen of the software.

Add PST

Use this option to add the PST files which you want to split.

Find PST

Use this option to search PST files from the system.

Select Batch File

Use this option to select already created batch file from the system.

Create Batch File

Use this option to create your own batch file to automate splitting of multiple files.

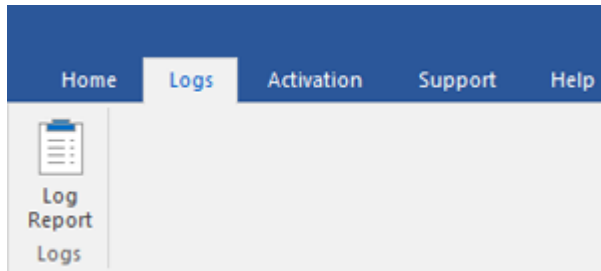
Split

Use this option to split single or multiple PST files.

Stop

Use this option to stop the split process.

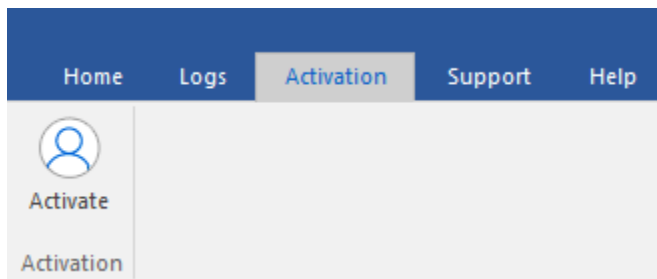
Logs



Log Report

Use this option to view / save the log report.

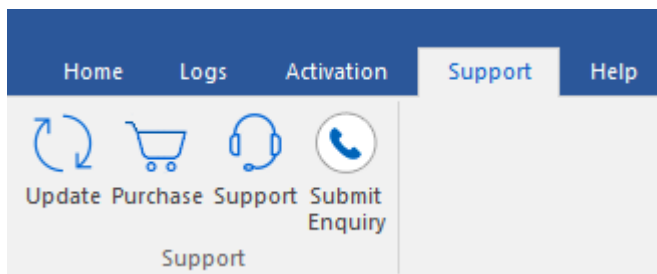
Activation



Activate

Use this option to activate the software after purchasing.

Support



Update

Use this option to check for both, latest minor and major versions available online.

Purchase

Use this option to [buy](#) Stellar Splitter for Outlook.

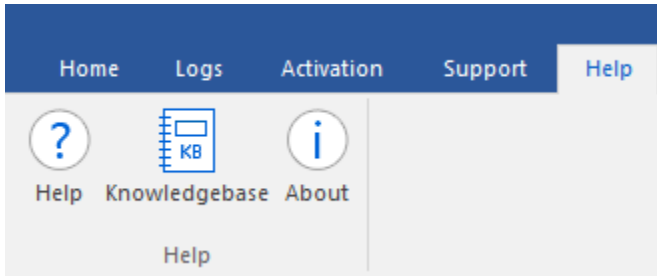
Support

Use this option view the [support page](#) of stellarinfo.com

Submit Enquiry

Use this option to [submit enquiry](#) to stellarinfo.com

Help



Help

Use this option to view the help manual for the software.

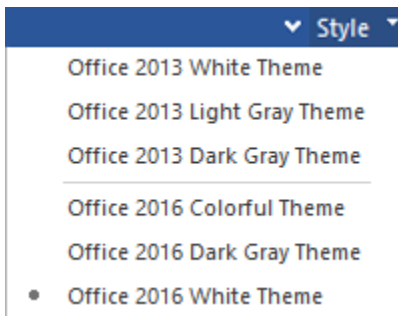
Knowledgebase

Use this option to visit [Knowledgebase](#) articles of stellarinfo.com

About

Use this option to read information about the software.

Style



Style

Use this option to switch between various themes for the software, as per your choice.

2.3.2. Buttons



Home

Click this button to go to the Home screen of the software.



Add
PST

Click this button to add the PST files which you want to split.



Find
PST

Click this button to search PST files from the system.



Select
Batch File

Click this button to select already created batch file from the system.



Create
Batch File

Click this button to create your own batch file to automate splitting of multiple files.



Split

Click this button to split single or multiple PST files.



Stop

Click this button to stop the split process.



Log
Report

Click this button to view / save the log report.

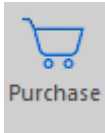


Activate

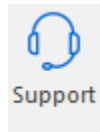
Click this button to activate the software after purchasing.



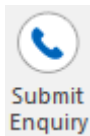
Click this button to check for both, latest minor and major versions available online.



Click this button to buy **Stellar Splitter for Outlook** software.



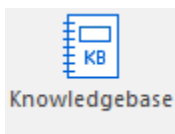
Click this button to view the support page of stellarinfo.com.



Click this button to submit enquiry to stellarinfo.com.



Click this button to view the help manual for the software.



Click this button to visit Knowledgebase articles of stellarinfo.com.



Click this button to read information about the software.

2.4. Ordering the Software

Click <https://www.stellarinfo.com/split-pst-file.php> to know more about **Stellar Splitter for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-repair/pst-splitter/buy-now.php>

Alternatively, click on **Purchase** icon in **Support Menu** on **Menu Bar** to purchase the software online.

Select either of the methods given above to purchase the software.

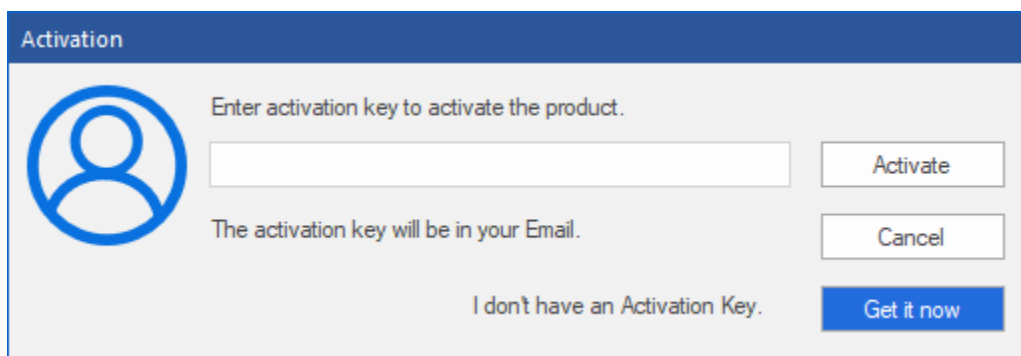
Once the order is confirmed, a registration key will be sent to you through e-mail, which would be required to activate the software.

2.5. Activating the Software

The demo version is just for evaluation purposes and must be eventually registered to use the full functionality of the software. The software can be registered using the Activation Key that you receive via email after purchasing the software.

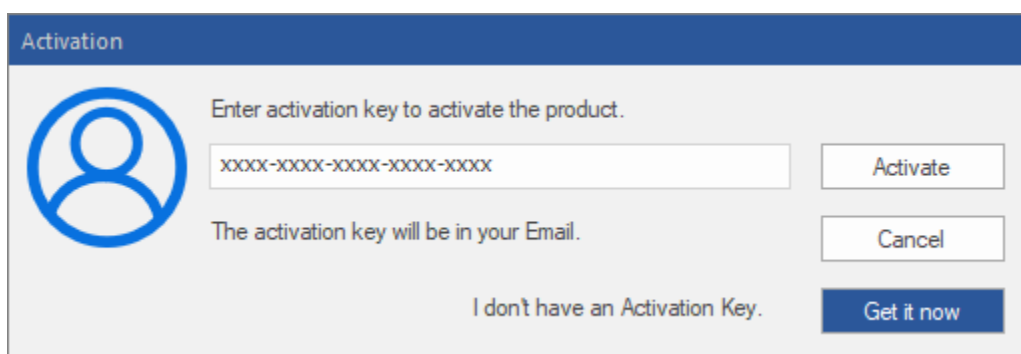
To activate the software:

1. Run the demo version of **Stellar Splitter for Outlook** software.
2. Go to the **Activation** Ribbon, click **Activate**. The **Activation** window is displayed as shown below:



The screenshot shows the 'Activation' dialog box. It has a blue header with the word 'Activation'. On the left is a blue circular icon of a person. To the right of the icon, the text reads 'Enter activation key to activate the product.' Below this is a white text input field. To the right of the input field are two buttons: 'Activate' and 'Cancel'. Below the input field, the text reads 'The activation key will be in your Email.' At the bottom of the dialog, there is a link 'I don't have an Activation Key.' and a blue button labeled 'Get it now'.

3. If you don't have the activation key, click the **Get it now** button in the window to go online and purchase the product.
4. Once the order is confirmed, an Activation Key will be sent to the email provided.
5. Type the **Activation Key** (received through email after purchasing the product) and click **Activate** button (Please ensure that you have an active Internet connection).



This screenshot is identical to the previous one, but the text input field now contains the placeholder text 'xxxx-xxxx-xxxx-xxxx-xxxx'.

6. The software will automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be registered successfully.

7. The '**Activation Complete**' message is displayed after the process is completed successfully.
Click **OK**.

2.6. Updating the Software

Stellar releases periodical software updates for **Stellar Splitter for Outlook** software. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. It checks for both latest minor and major versions available online. While updating the software, it's recommended to close all the running programs.

To update Stellar Splitter for Outlook:

1. Go to **Support** option in Ribbon Bar. Click **Update**.
2. **Update Wizard** window will open. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
3. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

- Internet connection failure.
- Updates are not available.
- Unable to download configuration files.
- Unable to locate updated files or version.
- Unable to locate executable file.