



Stellar Splitter for Outlook

Installation Guide

Version 6.0.0.1

Overview

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. Almost all the data that one stores in various Outlook folders goes in to the PST file linked with that profile. 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.

One of the major threats to Outlook PST is that of size limit being exceeded. This in turn can cause damage to the PST file. Outlook versions before Outlook 2003, had a size limit of 2GB for the PST files and if the file exceeds this size limit, it can instantly lead to a corruption in the PST file. Inbox Repair Tool or SCAN PST fails to work on such large files.

Some versions of Outlook do allow PST file size to grow up to 20 GB. Due to this, danger of PST file getting corrupted is less probable. Still large PST file will take a longer time to start up as well to switch folders or view mail folders. In fact, as the PST file grows larger in size, there is a gradual degradation in the performance of 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.

What's new in this version?

- Support for MS Outlook 2016

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.
- Supports MS Outlook 2003, Outlook 2007, Outlook 2010 and Outlook 2013.

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.

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:** Minimum 1 GB
- **Hard Disk:** 50 MB of Free Space
- **MS Outlook:** 2016, 2013, 2010, 2007, 2003

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.

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,

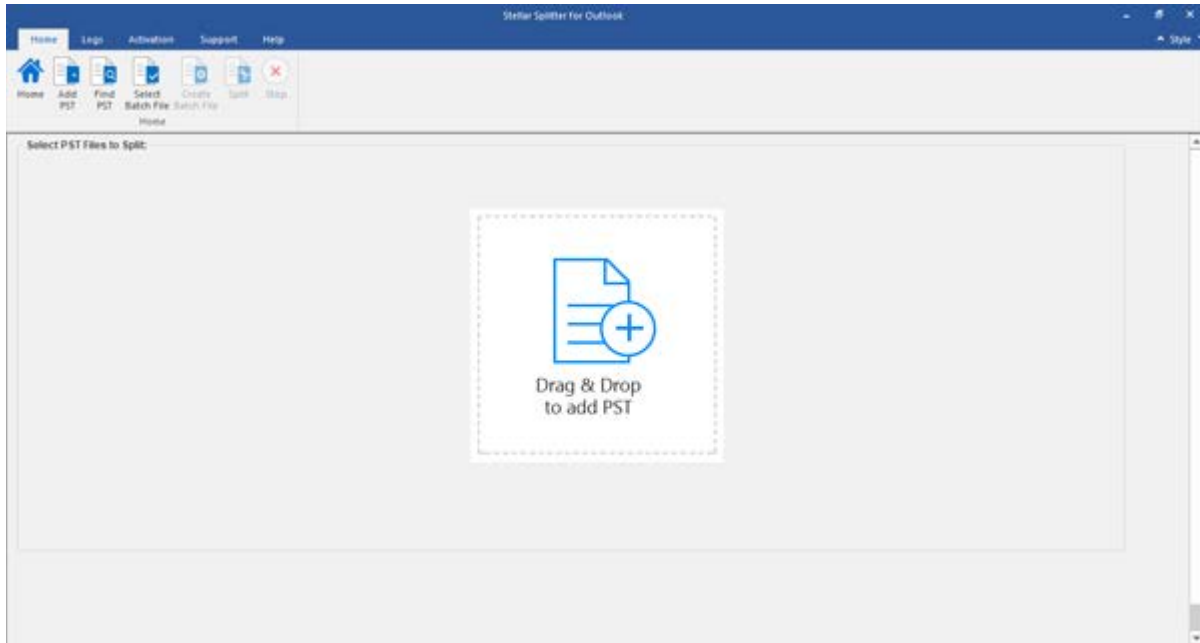
To launch Stellar Splitter for Outlook in Windows 7 / Vista:

- Click Start -> 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.

User Interface

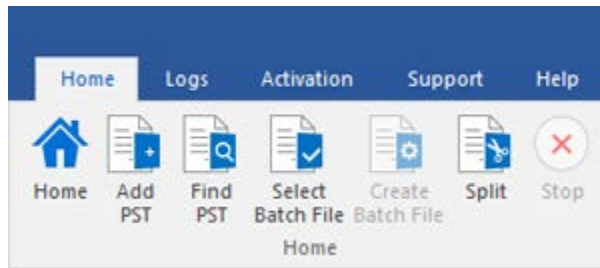
Stellar Splitter for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

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



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

Home Menu



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.

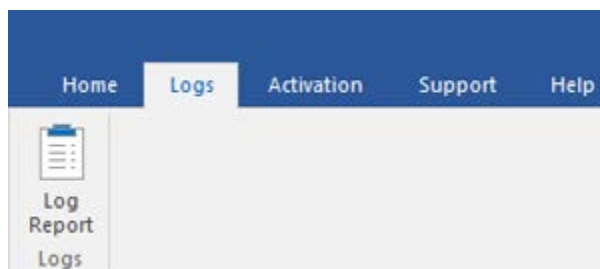
Split

Use this option to split single or multiple PST files.

Stop

Use this option to stop the split process.

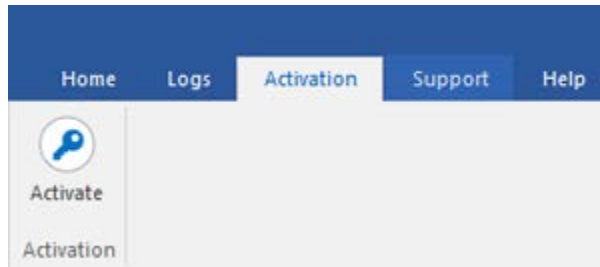
Logs Menu



Log Report

Use this option to view / save the log report.

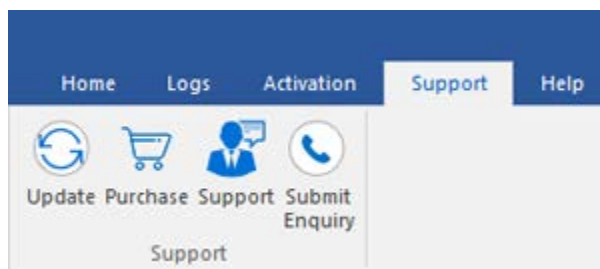
Activation Menu



Activate

Use this option to activate the software after purchasing.

Support Menu



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](#).

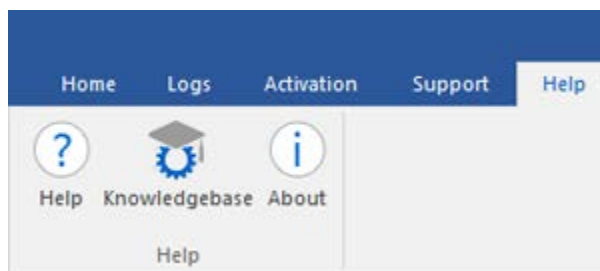
Support

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

Submit Enquiry

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

Help Menu



Help

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

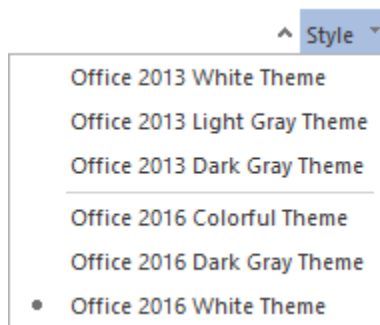
Knowledgebase

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

About

Use this option to read information about the software.

Style Menu



Style

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

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.



Update

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



Purchase

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



Support

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



Submit
Enquiry

Click this button to submit enquiry to stellarinfo.com.



Help

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



Knowledgebase

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



About

Click this button to read information about the software.

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.

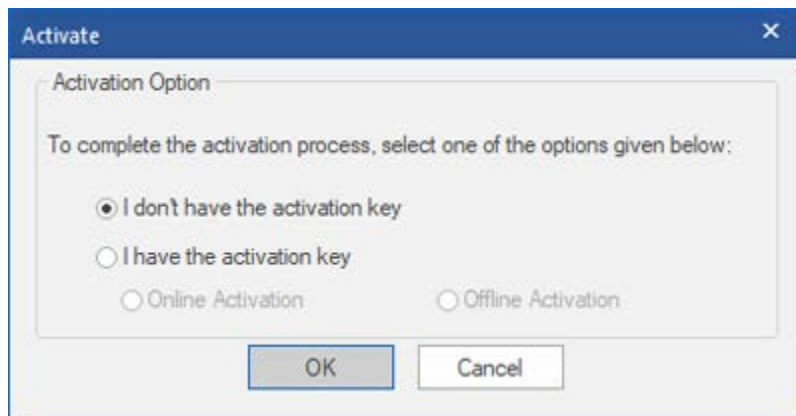
Once the order is confirmed, a registration key will be sent to you through e-mail, which would be required to activate the software.

Activating the Software

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

To activate the software:

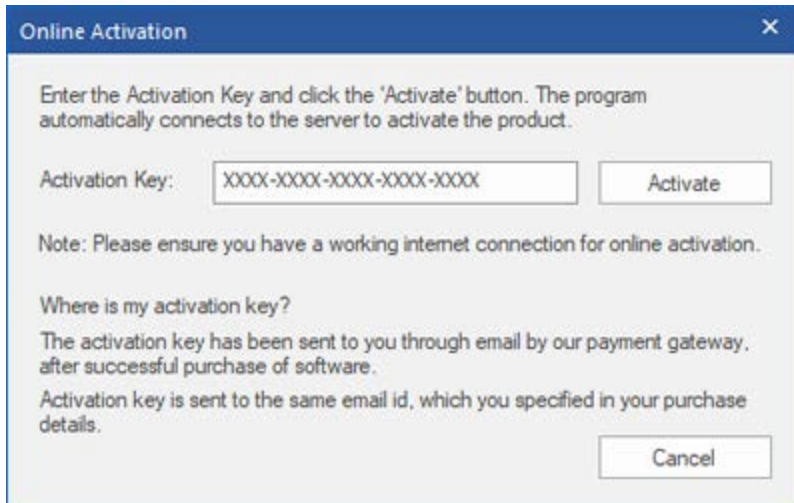
1. Run demo version of **Stellar Splitter for Outlook** software.
2. On **Activation** menu, click **Activate** option. *Register* window is displayed as shown below.



3. Choose 'I don't have the registration' key (Use this option if you have not purchased the product) or select 'I have the registration key' (Use this option if you have already purchased the product).

To register the software, when you do not have a registration key, follow the steps given below:

1. In the *Register* window, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, an Activation Key will be sent to the email provided at the time of purchase.
3. In the *Online Activation* window, type the **Activation Key** and click **Activate** button (Please ensure that you have an active Internet connection).



4. ' *Activation Completed* ' message is displayed after the process is completed successfully. Click **OK**.

To activate the software, when you have a key, follow the steps given below:

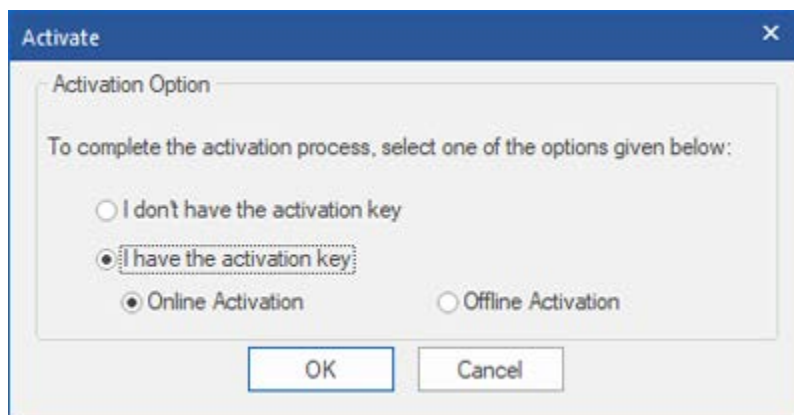
1. In the *Activation* window, select '**I have the activation key**' option.
2. You can choose either '*Online Activation*' (Use this option to register the software over Internet) or '*Offline Activation*' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection is unavailable).

- **Online Activation**

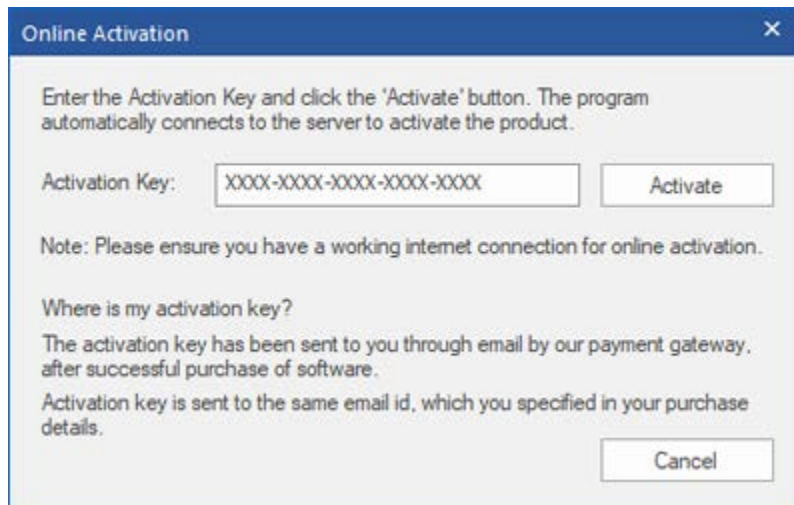
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activation* window, select **Online Activation**. Click **OK**.



2. An **Online Activation** dialog box will appear.
3. Type the **Activation Key** (received through email after purchasing the product) in the field of Activation Key. Click **Activate**.



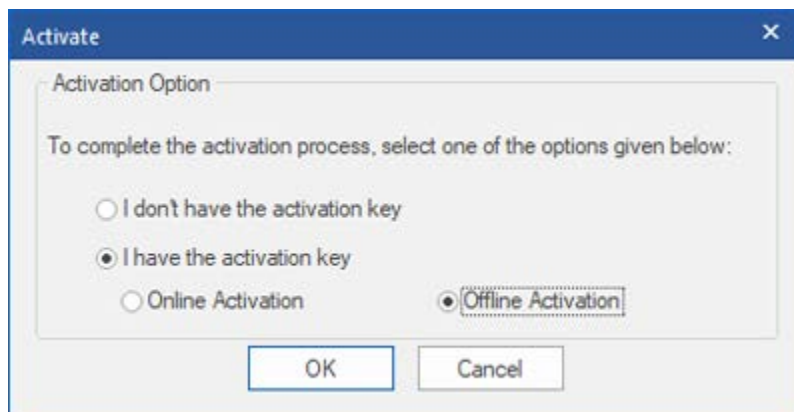
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **Offline Activation**

Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- o **To activate the software offline:**

1. From the *Activate* window, select **Offline Activation**. Click **OK**.



2. An **Offline Activation** dialog box will appear displaying **Activation ID** in its respective field.

Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: NVN-FVCQREDLNGBRVH55-HI6FOOP9G2UUH15L-432D

License Key:

Cancel Activate

3. To get your License Key, which is required to activate the software manually, you need to mail the listed **Activation ID** to support@stellarinfo.com.
4. A License Key will be sent to your email address after verifying the Activation ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Splitter for Outlook**. In *Activation* window, select '**I have the activation key**'.
6. Select **Offline Activation** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.

Offline Activation

You need to send below listed 'Activation ID' to Stellar Technical Support to get your 'License Key'.
If you have already received your 'License Key', enter it and click 'Activate' button to activate the product.

Activation ID: NVN-FVCQREDLNGBRVH55-HI6FOOP9G2UUH15L-432D

License Key: XXXX-XXXX-XXXX-XXXX-XXXX

Cancel Activate

8. Click **Activate** to activate the software. A confirmation message is displayed if a valid key is entered. Click **OK**.

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 a 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. This will check for both latest minor and major versions available online. 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 the running programs. Note that demo version of the software cannot be updated.

To update Stellar Splitter for Outlook:

- Click **Update** icon from **Support Menu**.
- **Stellar Update Wizard** window opens. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
- 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

Note: *If a major version is available, you need to purchase the software in order to upgrade it.*

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

Support Helpline Monday to Friday [24 Hrs. a day]	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders	orders@stellarinfo.com