



Stellar Splitter for Outlook

User 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,

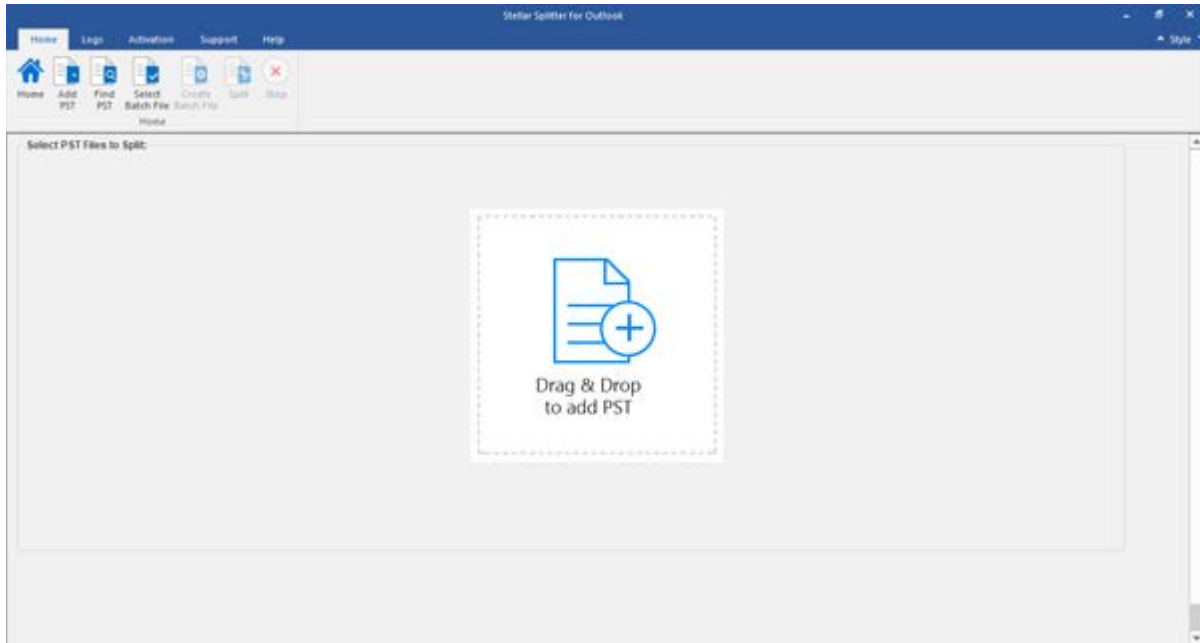
To launch Stellar Splitter for Outlook in Windows 7 / Vista:

- 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

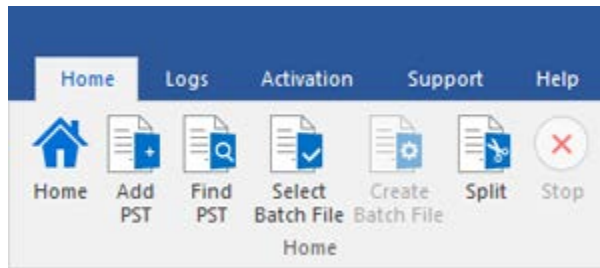
Stellar Splitter for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

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.

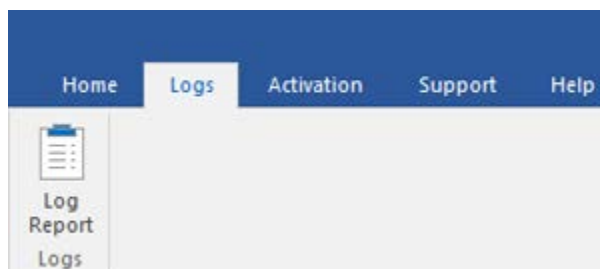
Split

Use this option to split single or multiple PST files.

Stop

Use this option to stop the split process.

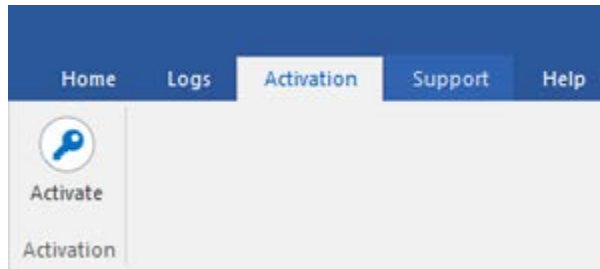
Logs Menu



Log Report

Use this option to view / save the log report.

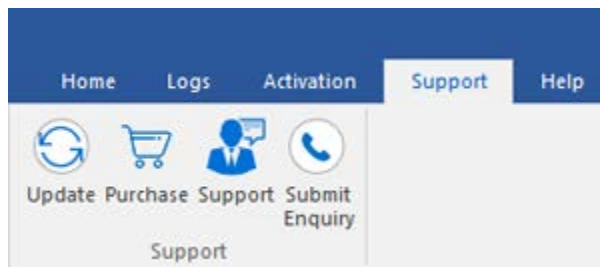
Activation Menu



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](#).

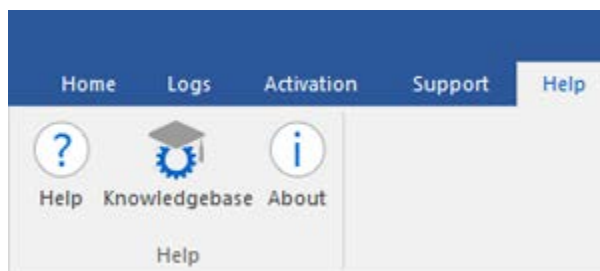
Support

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.

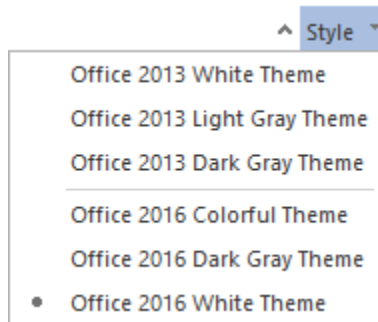
Knowledgebase

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.

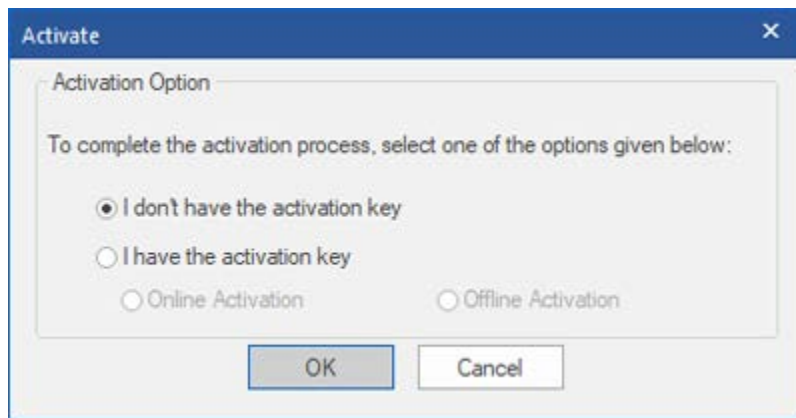
Once the order is confirmed, a registration key will be sent to you through e-mail, which would be required to activate the software.

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:

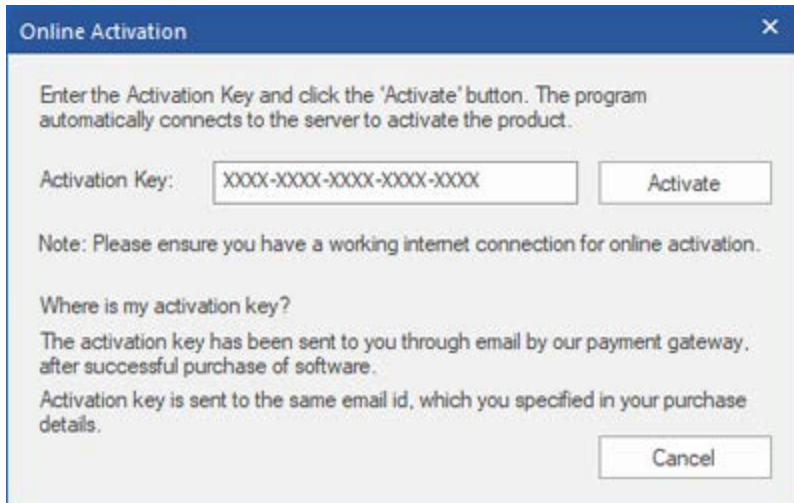
1. Run demo version of **Stellar Splitter for Outlook** software.
2. On **Activation** menu, click **Activate** option. *Register* window is displayed as shown below.



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:

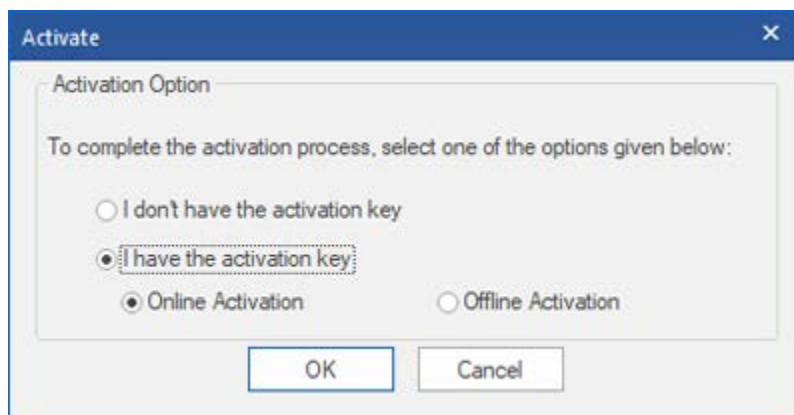
1. In the *Activation* window, select '**I have the activation key**' option.
2. You can choose either '*Online Activation*' (Use this option to register the software over Internet) or '*Offline Activation*' (Use this option to activate the software manually / through e-mail if for any reason, Internet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

- **Online Activation**

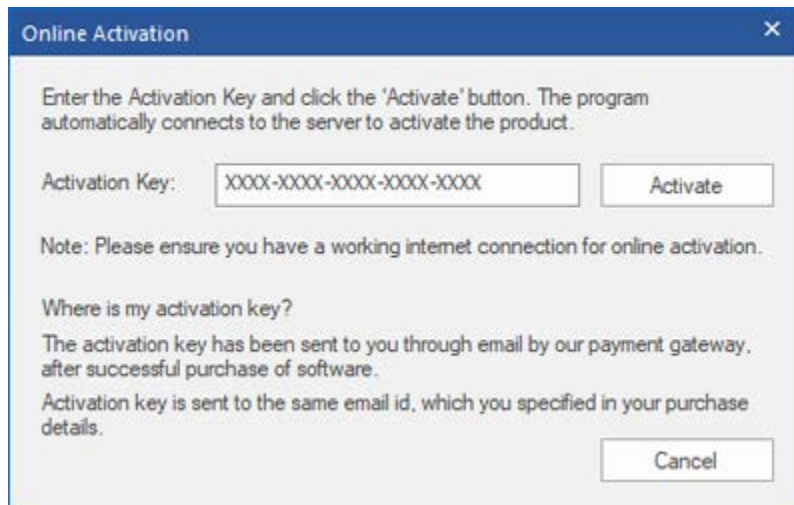
Online Activation is possible only when an active Internet connection is available.

- **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**.



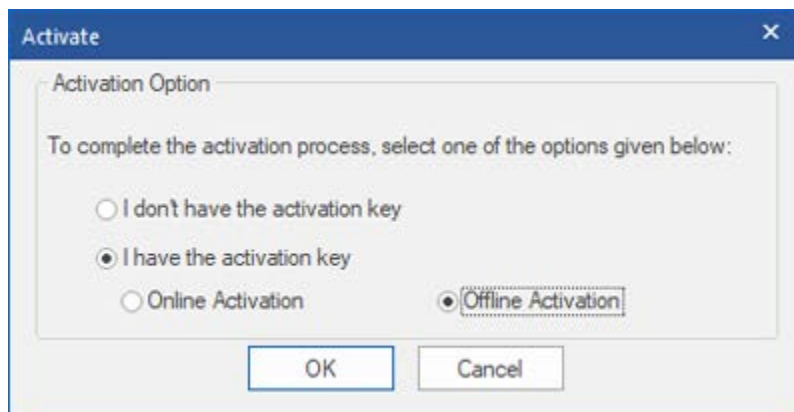
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **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

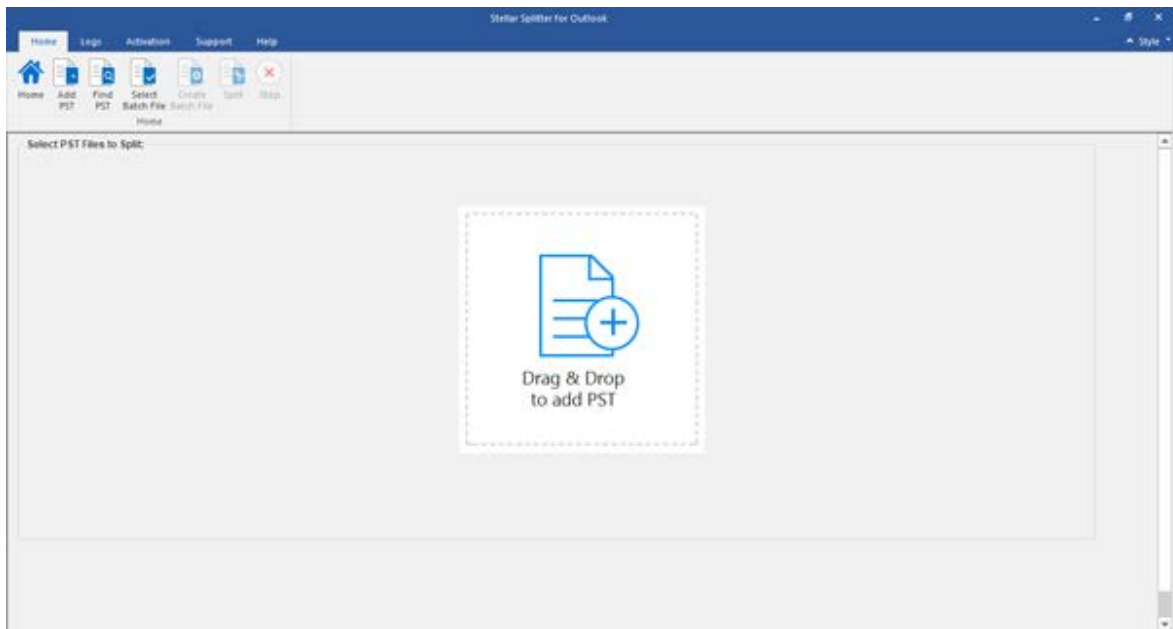
Support Helpline Monday to Friday [24 Hrs. a day]	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Add PST Files

To start the split process, you need to add files to the **Stellar Splitter for Outlook** software. You can add a single file or multiple files to the software.

To add PST files:

- Run **Stellar Splitter for Outlook**.
- From the **Home** menu, click **Add PST** icon. *Open* dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

- Click **Drag & Drop to add PST** button on the main interface. An *Open* dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,

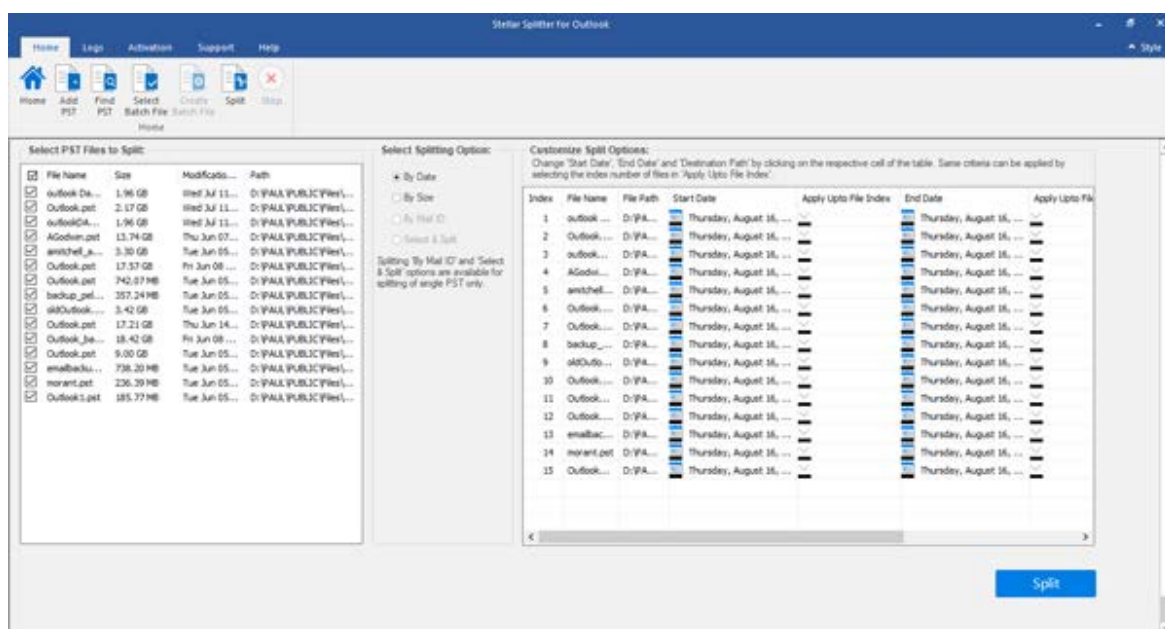
- Open Windows Explorer to Drag & Drop the desired file(s) to the application.

Find PST Files

Stellar Splitter for Outlook allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of 'Find PST' option, you can find PST files in any folder, subfolder or an entire volume in your system.

To Find a PST File:

- Run **Stellar Splitter for Outlook** application.
- From the **Home** Menu, click **Find PST**.
- In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
- After the search is finished, a list of PST files found in the selected drive or folder is shown on the left side of the screen.



- Select files you wish to split from this list.
- From the middle pane of the screen, specify the criteria based on which you want to split your PST.

Splitting Options

Stellar Splitter for Outlook provides you different features to split your large PST file into smaller PSTs. Each option is described below, in detail. 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.

- **Split Single PST File**
- **Split Multiple PST Files**

Split Single PST File

Split Single File: This option allows you to split single large PST file into smaller files. It gives 4 different options to select from, based on which a file can be split:

Select Splitting Option:

By Date
 By Size
 By Mail ID
 Select & Split

Choose Destination :

- **Split By Date**

Split By Date option is used when user wants to split a PST file based on a date range specified by user. User can specify to create a new PST file of all mails sent or received in last 'x' number of months or mails sent or received in a specified date range.

[Click here to know how to split single file based on date range.](#)

- **Split By Size**

You can create small PST files of a large PST file according to the size specified in this option. For example a 5 GB PST file can be split into five smaller PST files of 1 GB each.

[Click here to know how to split single file based on size.](#)

- **Split By Mail ID**

This option creates a new PST file with all the mails having a specified Mail ID in either 'To', 'CC' or 'BCC' field.

[Click here to know how to split single file based on Email ID.](#)

- **Select & Split**

User can select one or more folders and a new PST is created comprising only the folders that were selected by the user.

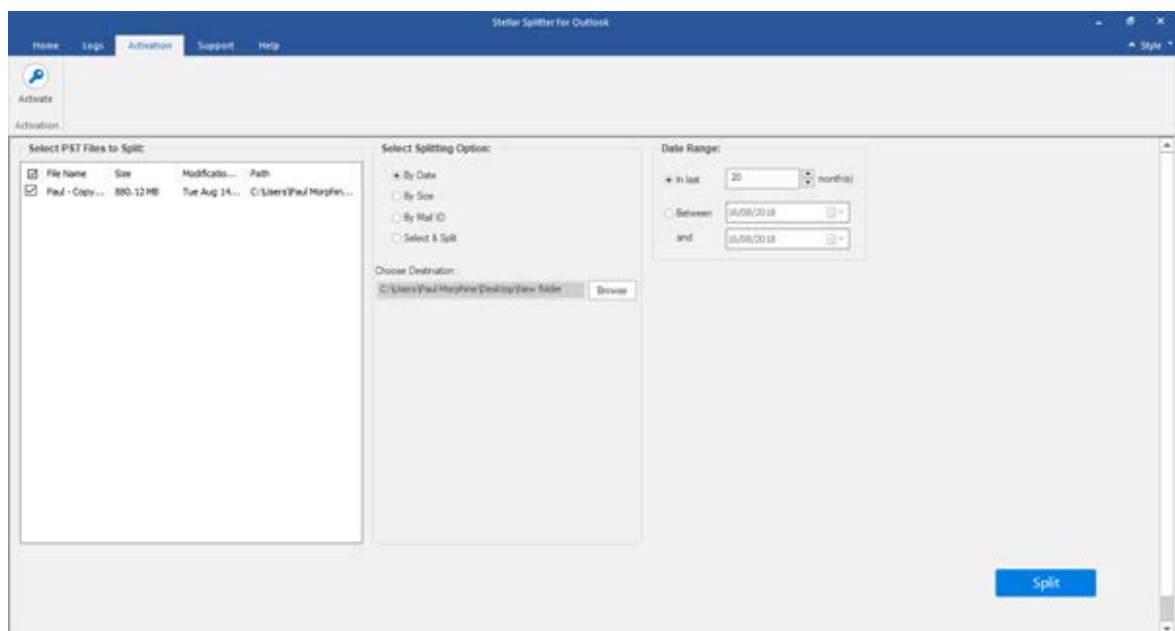
[Click here to know how to split single file based on folder selection.](#)

Split Single PST By Date Criteria

To split single PST file by date criteria, please follow the procedure as described below:

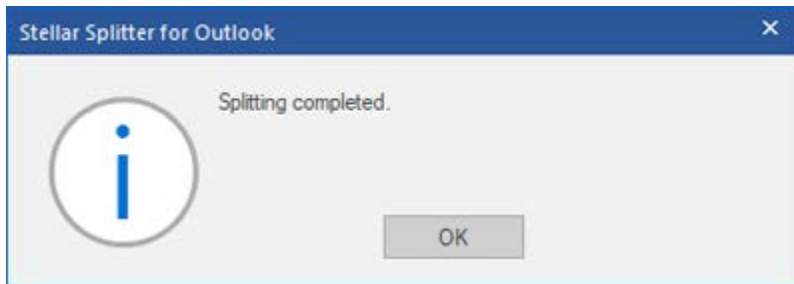
- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- From '**Date Range**' section in the right pane of the screen,
 - Select **In last** radio option if you want to split the PST file according to months. All e-mails that are send and received in the specified months will be stored in the splitted PST file.
 - Select **Between** radio option if you want to split the PST file according to a specific time period. All e-mails from the specific time period will be stored in the splitted PST file. Select the start and end date from the list boxes.

User can specify to create a new PST file of all mails sent or received in last 'x' number of months or mails sent or received in a specified date range.



- Onwards this click on '**Split**' to start the process.

- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



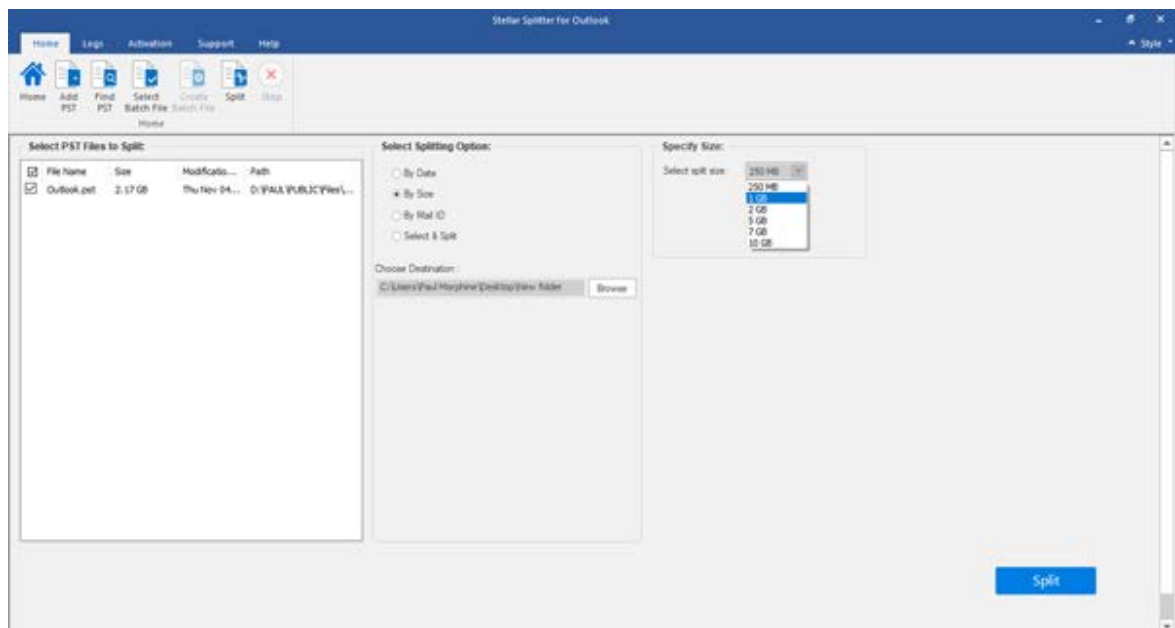
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Split Single PST By Size

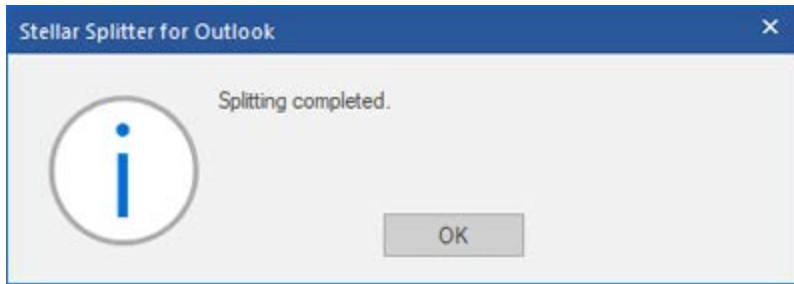
Split By Size option allows you to create small PST files of your bigger PST by specifying the size of each PST file. The size of PST file can be between 1 GB to 10 GB.

To split single PST file by size, please follow the procedure as described below:

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- From '**Specify Size**' section in the right pane of the screen, specify size of each PST slice that you want to create from larger PST. Size range can be from 1 GB to 10 GB.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



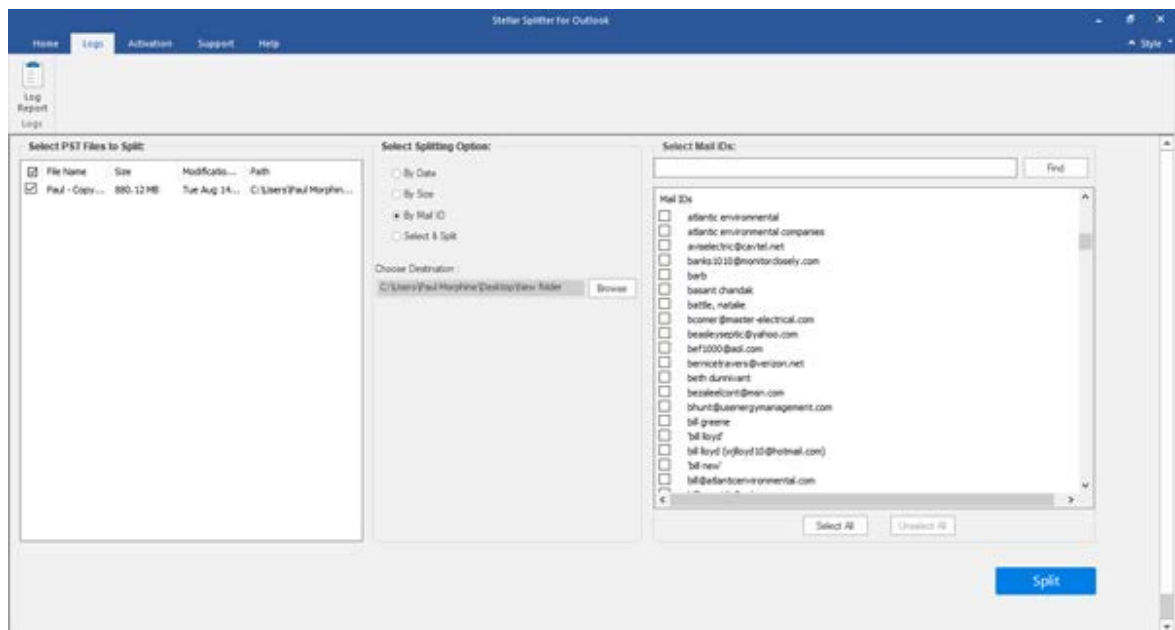
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Note: In demo version of the software, the size of the splitted PST file will not be more than 250 MB.

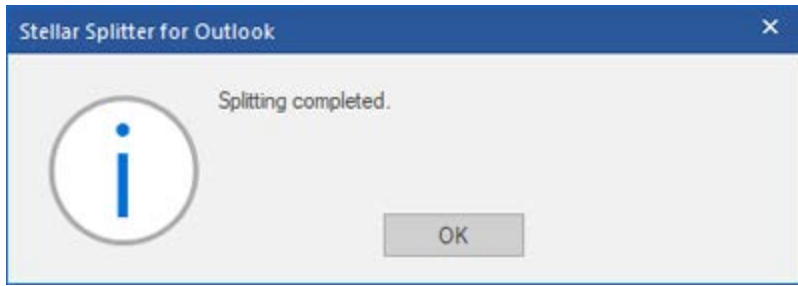
Split Single PST By Mail ID

To split single PST file by mail id, please follow the procedure as described below:

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Mail ID** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all mail ids found in the file in the right pane of the screen.
- Select e-mail ids under Mail IDs scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the Select All / Unselect All buttons to select / unselect all the email ids.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

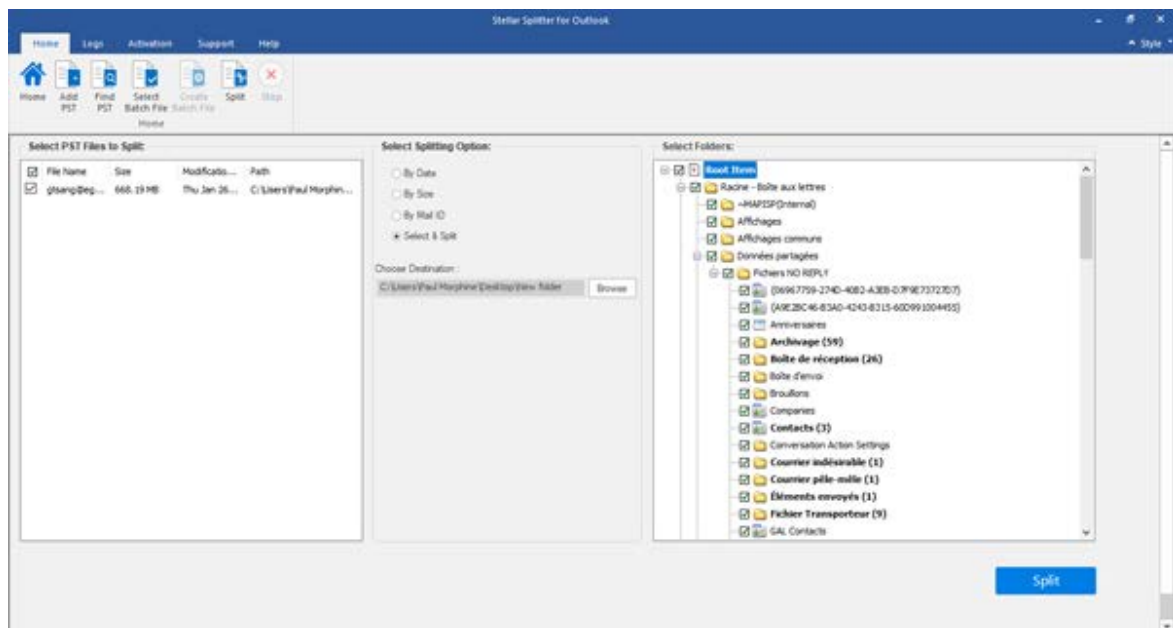


- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

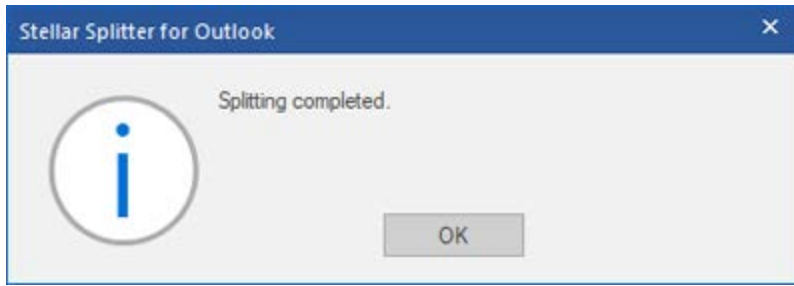
Split Single PST By Selecting Folders

You can select one or more mail folders and create a new PST consisting of selected items only. To split single PST file by extracting selected items, please follow the procedure as described below.

- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, click **Select & Split** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all folders found in the file in the right pane of the screen.
- From '**Select Folders**' section in the right pane of the screen, select the folders that you want to be used as split criteria for the file.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Split Multiple PST Files

Split Multiple Files: Multiple PST files can be split in a single operation. User can add PST files saved at multiple locations or can add a folder with multiple files stored in that folder. A batch file can also be selected to start split operation. It gives two different options to split a group of PST files:

Select Splitting Option:

- By Date
- By Size
- By Mail ID
- Select & Split

Splitting 'By Mail ID' and 'Select & Split' options are available for splitting of single PST only.

- **Split By Date**

This option allows you to split multiple PST files based on specified time duration. You can select multiple PST files saved at different locations or select a folder containing multiple PST files. [Click here to know how to split multiple files based on date range.](#)

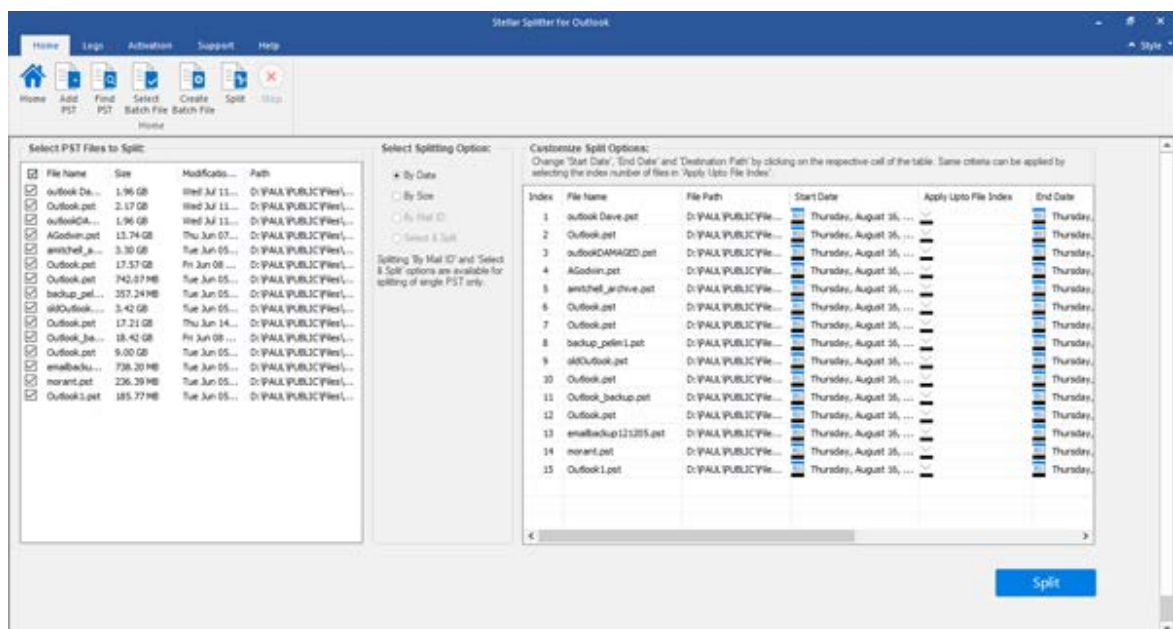
- **Split By Size**

This option allows you to split multiple PST files based on specified size. You can select multiple PST files saved at different locations or select a folder containing multiple PST files. [Click here to know how to split multiple files based on size.](#)

Split Multiple PST Files By Date

You can select and split multiple PST files stored in a folder. To split multiple PST files, please follow the procedure as described below.

- Start **Stellar Splitter for Outlook** application.
- Add PST File(s) which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.



- '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Start Date, End Date, Apply Upto File Index and Destination Path.
- You can specify date range and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- Specify the start date of the date range by clicking on '**Start Date**' column. You can apply the same start date to other files by selecting the index number in '**Apply Upto File Index**' column. For example if same start date is to be applied upto third file in the list then select the value 3 in 'Apply Upto File Index' column.

Customize Split Options:
Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Start Date	Apply Upto File Index	End Date
1	a.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56	3	Friday, February 17, 2017 11:00:56
2	Outlook Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56		Friday, February 17, 2017 11:00:56
3	task2 Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56		Friday, February 17, 2017 11:00:56
4	task2.pst	D:\Pub...	Friday, February 17, 2017 11:00:56		Friday, February 17, 2017 11:00:56

Split

- Specify the end date of the date range by clicking on 'End Date' column. You can apply the same end date to other files by selecting the index number in 'Apply Upto File Index' column. For example if same end date is to be applied upto second file in the list then select the value 2 in 'Apply Upto File Index' column.

Customize Split Options:
Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

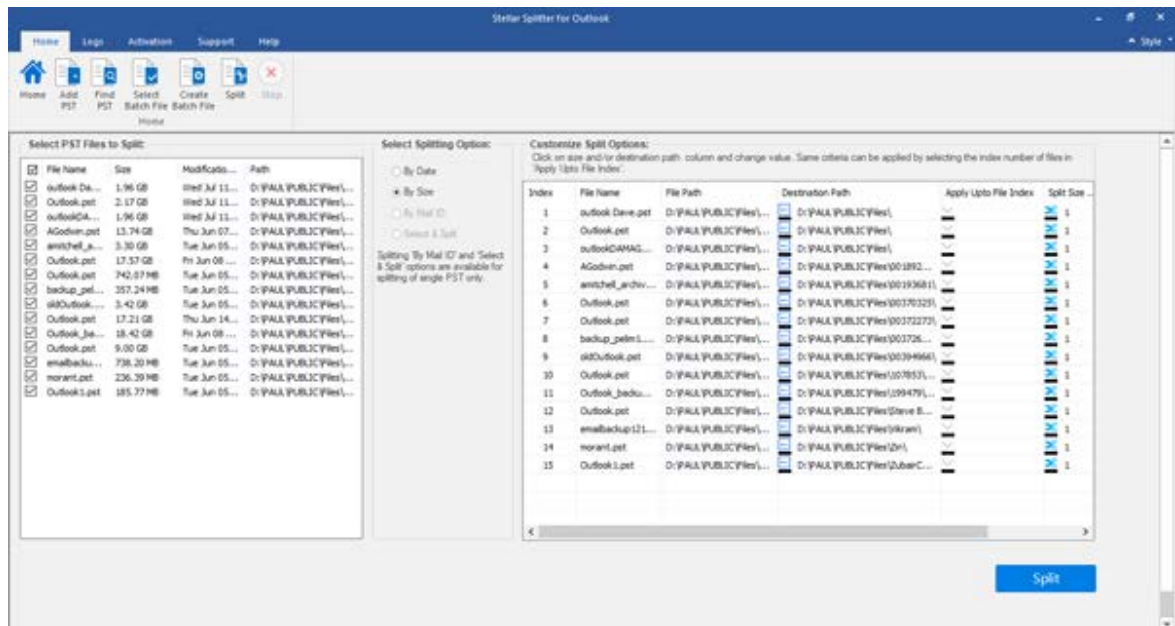
Apply Upto File Index	End Date	Apply Upto File Index	Destination Path	Appl
	Sunday, January 31, 2010 11:00:56	2	D:\Public\	
	Sunday, January 31, 2010 11:00:56		D:\Public\	
	Wednesday, February 15, 2017 11:00:56		D:\Public\	
	Friday, February 17, 2017 11:00:56		D:\Public\	

Split

- If you want to change destination location of a file then click on the 'Destination Path' column and select a new destination. You can select the same destination path for a group of files by selecting the index number in 'Apply Upto File Index', column. For example if same destination

Split Multiple PST Files By Size

- Start **Stellar Splitter for Outlook** application.
- Add PST File(s) which you want to split.
- **Stellar Splitter for Outlook** application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.



- '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Apply Upto File Index, Split Size and Destination Path.
- You can specify size and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- Specify the size of the new PST files by clicking on '**Split Size**' column. You can apply the same size criteria to other files by selecting the index number in '**Apply Upto File Index**' column. For example if same size of new PST files are to be created from upto third file in the list then select the value 3 in 'Apply Upto File Index' column.

Customize Split Options:
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size (GB)	Apply Upto File Index
1	My Outlook Data 2.49....	D:\Public\...	D:\Public\		2	3
2	Outlook8.pst	D:\Public\...	D:\Public\		2	
3	Personal Folders(CDC)...	D:\Public\...	D:\Public\		2	
4	Personal Folders(1).pst	D:\Public\...	D:\Public\		1	

Split

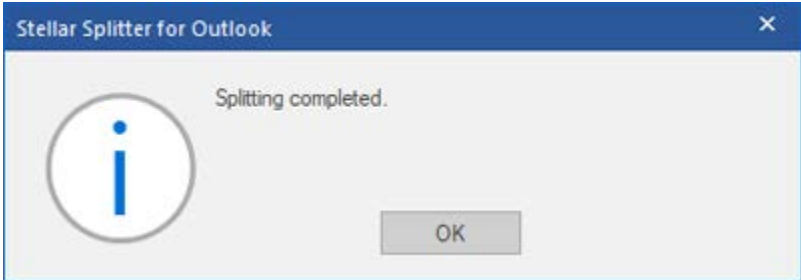
- If you want to change destination location of a file then click on the **'Destination Path'** column and select a new destination. You can select the same destination path for a group of files by selecting the index number in 'Apply Upto File Index', column. For example if same destination path is to be selected for all files in the list then select the value 4 in 'Apply Upto File Index' column.

Customize Split Options:
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size (GB)
1	My Outlook Dat...	D:\Public\My Outlook D...	D:\Internal\New folder (2)\	4	1
2	Outlook8.pst	D:\Public\Outlook8.pst	D:\Internal\New folder (2)\	<	1
3	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\	<	1
4	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\	<	1

Split

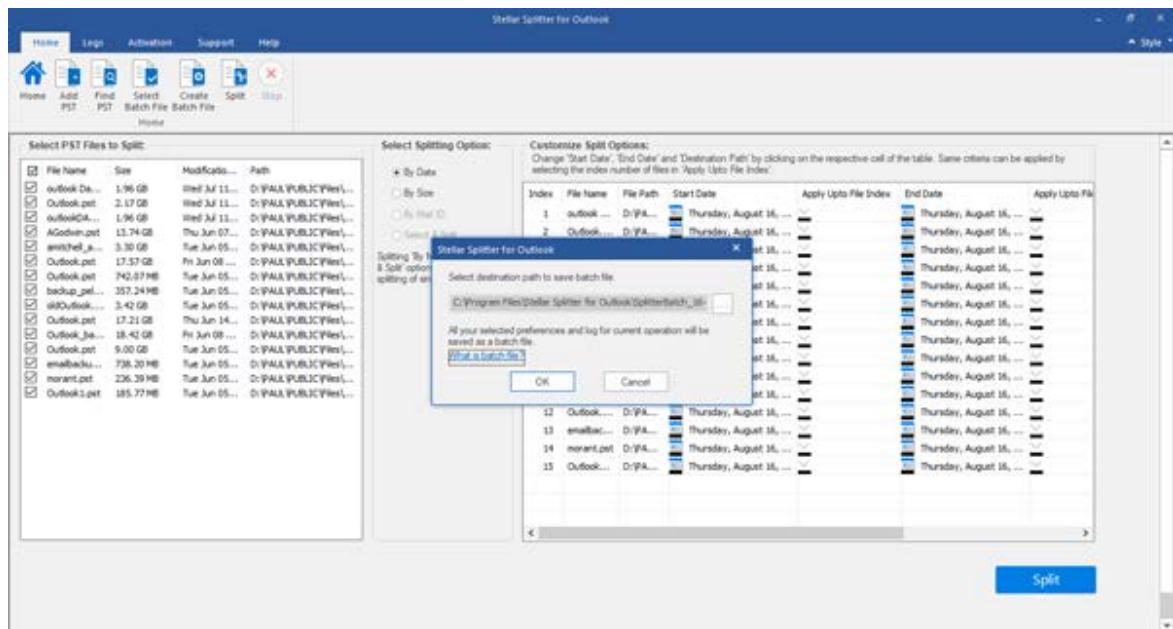
- Onwards this click on **'Split'** to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



Create and Manage Batch Files

Stellar Splitter for Outlook provides you an option to create a batch file. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process. It can be used as input file once it has been created either by user or by the application. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the application itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the application then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**



To create a batch file for time based splitting

Follow the steps mentioned below to create a batch file for time based split operation:

- Open Notepad.exe
- Create a structure as given below:

First file source path;First file output destination path;First file start date;First file end date;Second file source path;Second file output destination path;Second file start date;Second file end date;

- Date must be in MM/DD/YYYY format.
- Example: `C:\PST1\Test1.pst;E:\Split_Destination1\;03/23/2000;09/05/2009;D:\PST File2\Test2.pst;D:\Split Destination2\;11/02/2001;05/28/2008;`

Note: There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.

To create a batch file for size based splitting

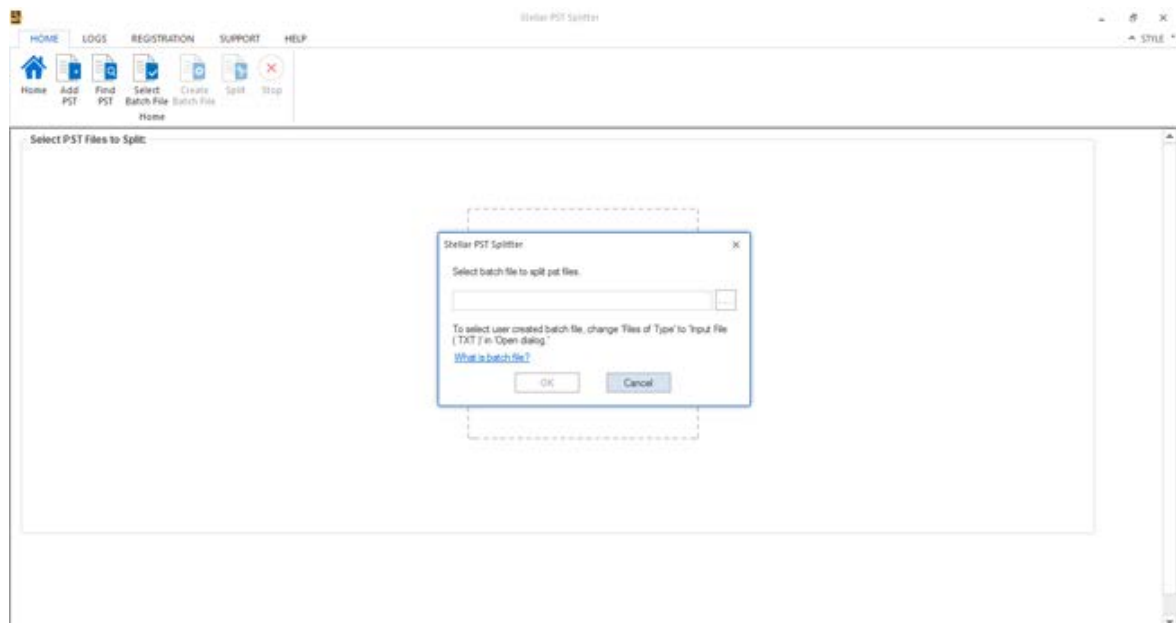
Follow the steps mentioned below to create a batch file for size based split operation:

- Open Notepad.exe
- Create a structure as given below:
First file source path;First file output destination path;First file split size;Second file source path;Second file output destination path;Second file split size;
- Size must be in GB and no fraction in size is accepted. Size should be greater than 1 GB and can have a value of 2, 5, 7 and 10 GB.
- Example: C:\PST1\Test1.pst;E:\Split_Destination1\;2;D:\PST2\Test2.pst;D:\Split_Destination2\;7;

Note: There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.

To use already created batch file to split PST files

Already created batch file can be used to split multiple PST files that are either saved at different locations or are stored in a folder.



A batch file created for time based splitting can be used to split:

- Multiple PST files at different locations.
- Multiple PST files with multiple date ranges.
- Multiple PST files located in a folder.

A batch file created for size based splitting can be used to split:

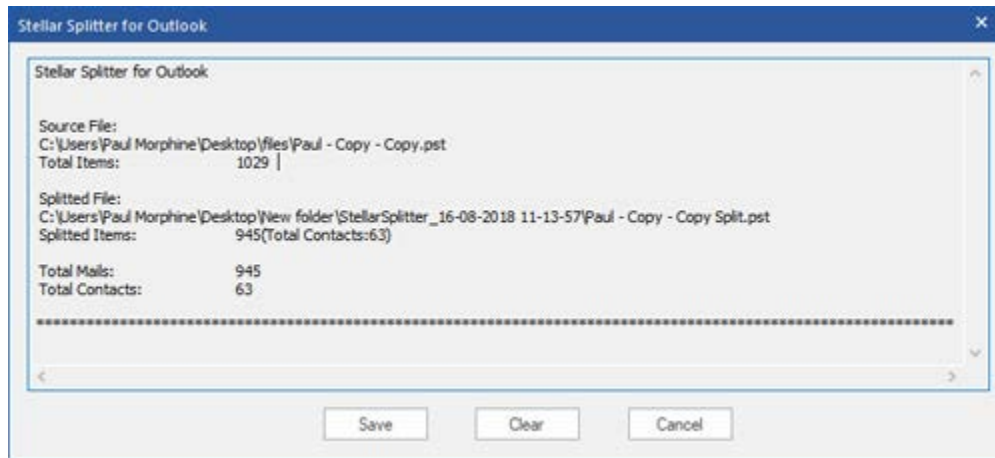
- Multiple PST files at different locations.
- Multiple PST files located in a folder.

View and Save Log Report

With **Stellar Splitter for Outlook**, you can save the Log Report to analyze the split process at a later stage.

To save log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the splitted file(s).



- Click **Save** button.
- In **Save Log** dialog box, click **Browse** and select the location where you want to save the log report. Click **OK**.

To clear log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the splitted file(s).
- Click **Clear** button.

FAQs

1. Which version of MS Outlook is supported by the software?

The software supports PST Files made with MS Outlook 2003, 2007, 2010, 2013, 2016.

2. Does the software maintain the integrity of the original PST files while splitting them?

Yes, the software maintains the integrity of the original PST files while splitting them.

3. Is it necessary to have MS Outlook installed on to the system where I want to split my PST file?

This application requires MS Outlook installed on to the system where PST file is being split.

4. How can Stellar Splitter for Outlook help me search for the location of PST file in the computer?

You can search for PST file in a specific drive or folder using **Find PST** option of the software. For more details, please refer Find PST Files topic of the help manual.

5. Can I split multiple PST files stored at different locations on the basis of date?

You can split multiple file stored at different locations. Click here to check step by step procedure to split multiple files at different locations based on date range.

6. Can I split multiple files stored at different locations on the basis of size?

You can split multiple file stored at different locations. Click here to check step by step procedure to split multiple files at different locations based on size criteria.

7. Can I split PST file on the basis of a mail id?

Yes, you can split a single PST file according to e-mail ids. For more details, please refer Split Single PST By Mail ID topic of the help manual.

8. Can I split my contacts & Calendars?

When a PST file is split using date range, all contacts and calendar items are added to the newly created PST file.

In case where PST file is split using size criteria, contact and calendar items are added to any one of the PST file. You can find out this by checking the log of split operation.

9. What is a batch file?

A batch file keeps all the settings and inputs of user for splitting multiple files. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process.

It can be used as input file once it has been created. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the application itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the application then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**

The default location of batch file will be in Installation folder of the application.

10. How can I create my own batch file?

Creating a batch file makes splitting task very easy to follow. [Click here](#) to know step by step procedure to create a batch file.

11. Can I create another PST file of one or more folders from my original PST file?

It is possible to create a new PST file having only selected folders from original PST file. [Click here](#) to know step by step procedure to create PST file with one or more folders in How To section of this manual.

12. What is "Apply Upto File Index" and how to use it?

"**Apply Upto File Index**" is a very useful option that allows you to select same value of a criteria for multiple files. This saves you from selecting the value for every individual file separately. You can read the complete procedure of splitting PST files based on **Apply Upto File Index** in Split Multiple PST Files section of this manual.

13. Can we save process log?

Yes, **Stellar Splitter for Outlook** gives you option to save log report of the process.

To save log report:

- From **Logs** Menu, select **Log Report**.
- In **Save Log** dialog box, select the location where you want to save the log report. Click **OK**.

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