



# **Stellar Merge PST**

**Installation Guide**

**Version 6.0**

# Overview

**Stellar Merge PST** is an easy to use application designed to merge multiple Outlook PST files into a single file without modifying contents of the original Outlook PST files. This software can be used to merge Email, Calendars, Contacts, Journal, Notes, To-Do and Tasks folders from different PST files created in different Outlook versions. PST files can be joined, creating multiple folder hierarchies within one PST file, or they can be merged where matching folders are combined within a new or into an existing PST file. The user can also merge only specified data from the PST file such as, Calendars, Contacts or any other folder from the specified PST file without the need to merge all PST files.

The software supports removing the duplicate items and excluding deleted items from new PST file during the merging process.

## Key Features

- Merge and Join multiple outlook files.
- Provides Merge and Join PST saving options (New PST, Existing PST, Outlook Profile, Office 365, Exchange Server).
- Maintains the integrity of the original PST files while merging them.
- Allows saving the new PST file at user defined location.
- Supports password protected PST files.
- Option to exclude Duplicate Items while merging PST files.
- Option to Exclude Deleted Items and Junk Items.
- Supports MS Outlook 2003, 2007, 2010, 2013, 2016.
- Compatible with Windows 7, Windows 8, Windows 8.1 and Windows 10.
- Option to Drag and Drop PST files.
- Filter items to provide more space.

# 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 / Vista / Windows Server 12 / Windows Server 8
- **Memory:** Minimum 1 GB
- **Hard Disk:** 50 MB of Free Space
- **MS Outlook:** 2016, 2013, 2010, 2007, 2003 / Office 365

## To install the software, follow these steps:

- Double-click **StellarMergePST.exe** executable file to start installation. **Setup- Stellar Merge PST** 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 Merge PST Setup Wizard** window is displayed. Click **Finish**.

**Note:** Clear **Launch Stellar Merge PST** check box before clicking **Finish** to prevent the software from launching.

# Launching the Software

## To launch Stellar Merge PST in Windows 10:

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

## To launch Stellar Merge PST in Windows 8.1 / 8:

- Click **Stellar Merge PST** tile on the home screen. Or,
- Double click **Stellar Merge PST** icon on the desktop.

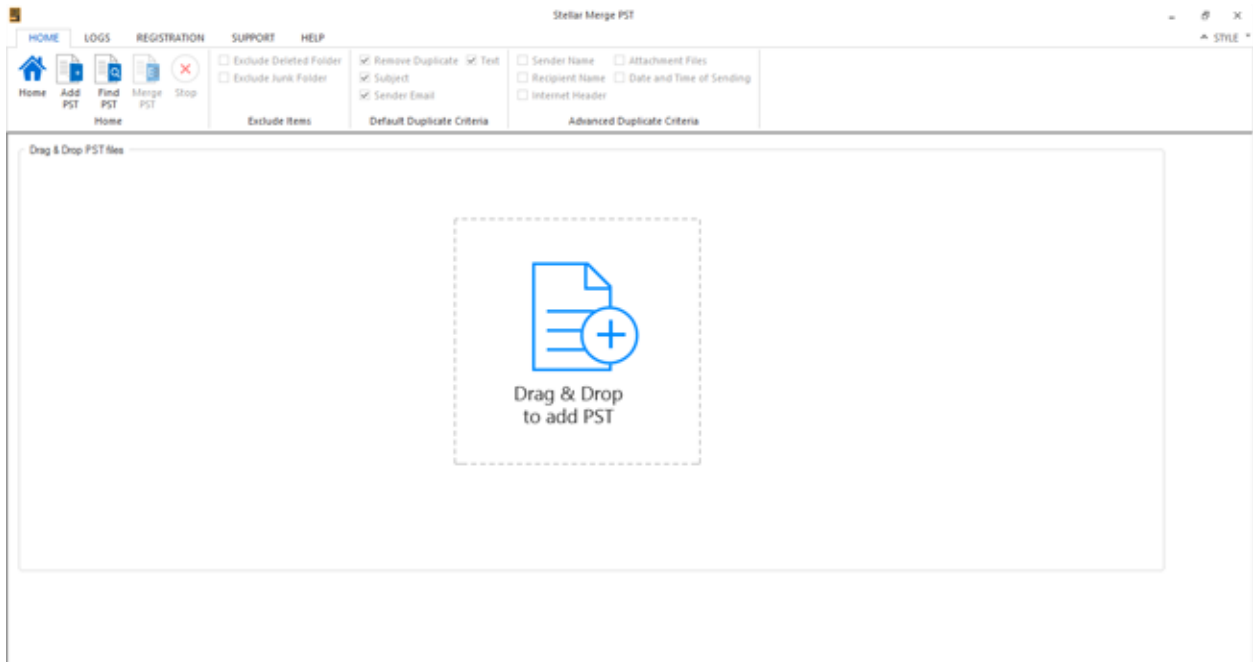
## To launch Stellar Merge PST in Windows 7 / Vista:

- Click Start -> Programs -> **Stellar Merge PST** -> **Stellar Merge PST**. Or,
- Double click **Stellar Merge PST** icon on the desktop. Or,
- Click **Stellar Merge PST** icon in Quick Launch.

# User Interface

**Stellar Merge PST** software has a very easy to use Graphical User Interface. The user interface contains features required for merging/ joining Outlook PST files.

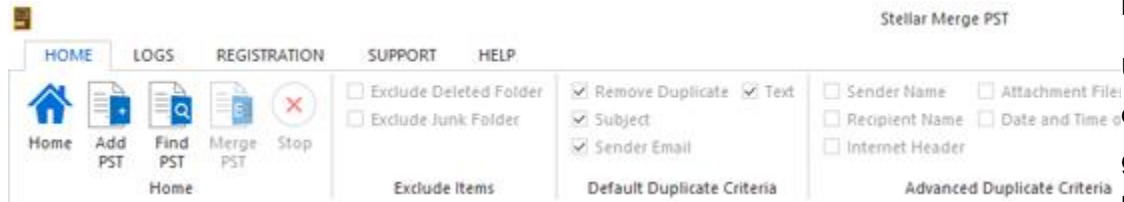
After launching the program, you will see the main user interface as shown below:



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

# Menus

## 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 merge.

### Find PST

Use this option to search PST files from the system.

### Merge PST

Use this option to merge all folders of selected

PST files  
in a new or  
existing  
PST file.

### **Join PST**

Use this  
option to  
join PST  
files by  
creating  
new folder  
for each  
selected  
PST file.

### **Stop**

Use this  
option to  
stop the  
merge  
process.

### **Exclude Deleted Folder**

Click this  
option to  
exclude  
deleted  
items.

### **Exclude Junk Folder**

Click this  
option to  
exclude

junk email  
folder.

**Remove  
Duplicate**

Click this  
option to  
remove  
the  
duplicate  
items from  
a PST file  
during  
merging  
process.

**Subject:**

Two mails  
will be  
regarded  
as  
duplicate if  
their  
subject is  
same. This  
is checked  
by default.

**Sender**

**Email:**

Two mails  
will be  
regarded  
as  
duplicate if  
they are  
sent by  
same  
Email ID.



This is checked by default.

**Text:** Two mails will be regarded as duplicate if their content is same. This is checked by default.

**Sender**

**Name:**

Two mails will be regarded as duplicate if their sender name is same.

**Recipient**

**Name:**

Two mails will be regarded as duplicate if their receiver name is same.

**Internet****Header:**

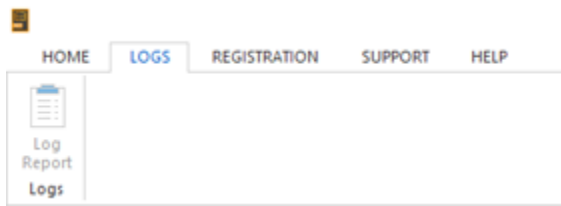
Two mails will be regarded as duplicate if their internet header is same.

**Attachment Files:**

Two mails will be regarded as duplicate if they have same attachment.

**Date and Time of Sending:**

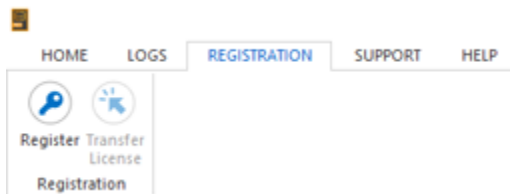
Two mails will be regarded as duplicate if their date and time of sending is same.



## Log Report

Use this option to view / save the log report.

## Registration Menu



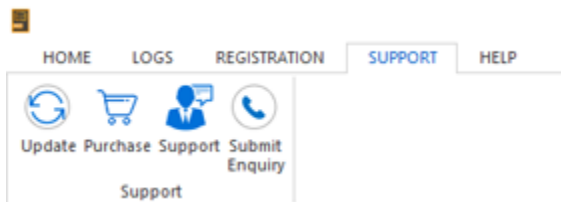
## Register

Use this option to register the software after purchasing.

## Transfer License

Use this option to transfer the license of the registered software to another computer.

## Support Menu



## Update

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

## Purchase

Use this option to [buy Stellar Merge PST](#).

## Support

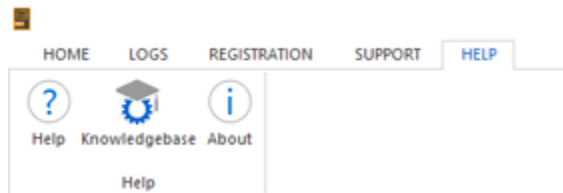
Use this option view the [support page](#) of [stellarinfo.com](#)

## Submit Enquiry

Use this option to [submit enquiry](#) to

[stellarinfo.com](http://stellarinfo.com)

## Help Menu



### Help

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

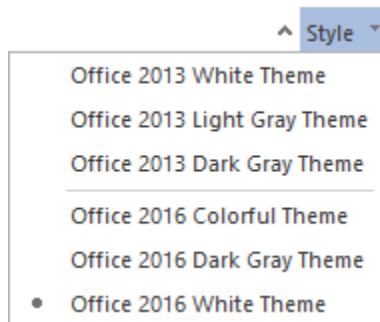
### Knowledgebase

Use this option to visit [Knowledgebase](http://stellarinfo.com) articles of [stellarinfo.com](http://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 merge.



Find  
PST

Click this button to search PST files from the system.



Merge  
PST

Click this button to merge all folders of selected PST files in a new or existing PST file.



Join  
PST

Click this button to join PST files by creating new folder for each selected PST file.



Stop

Click this button to stop the merge process.



Log  
Report

Click this button to view / save the log report.



Register

Click this button to register the software after purchasing.



Transfer  
License

Click this button to transfer the license of the registered software to another computer.



Update

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



Purchase

Click this button to [buy](#) **Stellar Merge PST** 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 <http://www.stellarinfo.com/merge-outlook-pst-files.php> to know more about **Stellar Merge PST**.

To purchase the software online, please visit <http://www.stellarinfo.com/email-utilities/merge-outlook-pst-files/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 serial number will be sent to you through e-mail, which would be required to activate the software.

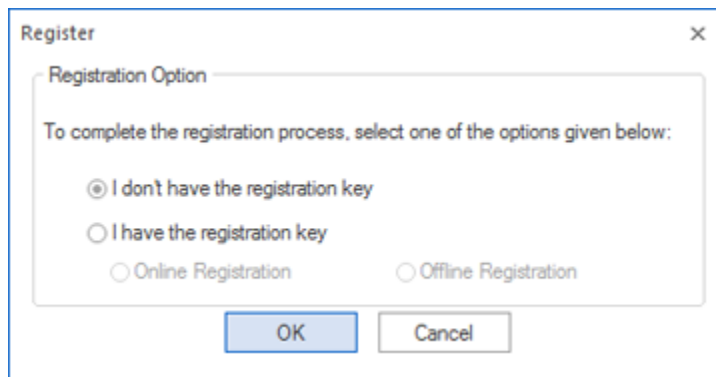
# Registering the Software

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

**Note:** In demo version of the software, you will be able to see mail body and attachments only. Fields such as *From*, *To*, *CC*, *BCC*, and *Subject* display '**Demo**'. To view complete mailbox, you need to purchase and register the software.

## To register the software:

1. Run demo version of **Stellar Merge PST** software.
2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.

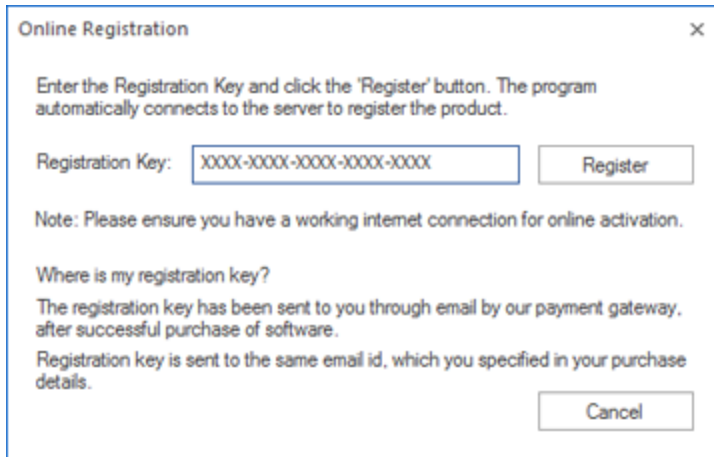


3. Choose '[I don't have the registration key](#)' (Use this option if you have not purchased the product) or select '[I have the registration key](#)' (Use this option if you have already purchased the product).

## 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 registration key**' option. Click **OK**, to go online and purchase the product.
2. Once the order is confirmed, a Registration Key will be sent to the email provided at the time of purchase.
3. In the *Online Registration* window, type the **Registration Key** and click **Register** button (Please ensure that you have an active Internet connection).





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

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

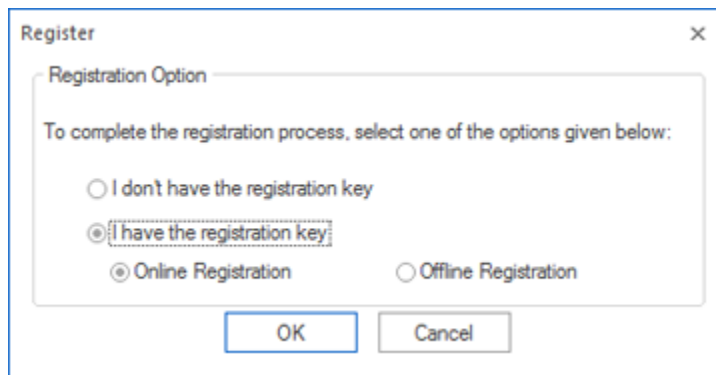
1. In the *Register* window, select '**I have the registration key**' option.
2. You can choose either '[Online Registration](#)' (Use this option to register the software over Internet) or '[Offline Registration](#)' (Use this option to register the software manually / through e-mail if for any reason,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

- **Online Registration**

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

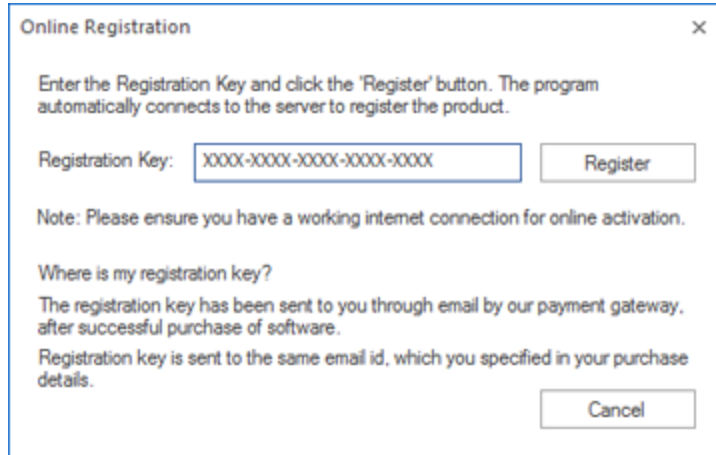
- **To register the software online:**

1. From the *Register* window, select **Online Registration**. Click **OK**.



2. An **Online Registration** dialog box will appear.

3. Type the **Registration Key** (received through email after purchasing the product) in the field of Registration Key. Click **Register**.



Online Registration

Enter the Registration Key and click the 'Register' button. The program automatically connects to the server to register the product.

Registration Key:  Register

Note: Please ensure you have a working internet connection for online activation.

Where is my registration key?  
The registration key has been sent to you through email by our payment gateway, after successful purchase of software.  
Registration key is sent to the same email id, which you specified in your purchase details.

Cancel

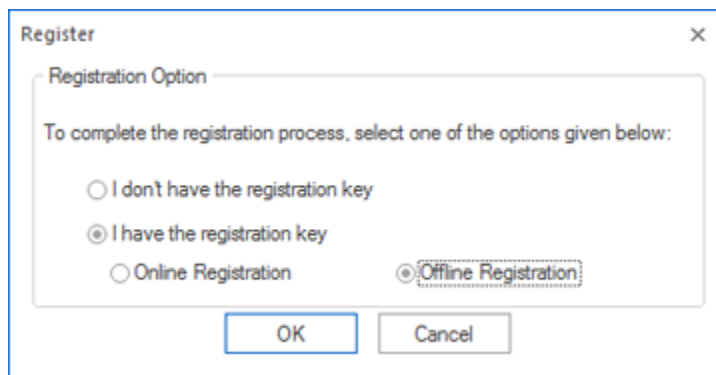
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be registered successfully.

- **Offline Registration**

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

- **To register the software offline:**

1. From the *Register* window, select **Offline Registration**. Click **OK**.



Register

Registration Option

To complete the registration process, select one of the options given below:

I don't have the registration key  
 I have the registration key  
 Online Registration  Offline Registration

OK Cancel

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

Offline Registration

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

Registration ID: CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109

License Key:

Cancel Register

3. To get your License Key, which is required to register the software manually, you need to mail the listed **Registration ID** to [support@stellarinfo.com](mailto:support@stellarinfo.com).
4. A License Key will be sent to your email address after verifying the Registration ID and purchase details by *Stellar Technical Support*.
5. After receiving the License Key, open **Stellar Merge PST**. In *Register* window, select '**I have the registration key**'.
6. Select **Offline Registration** and click **OK**.
7. Enter the **License Key** received through email in the field of License Key.

Offline Registration

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

Registration ID: CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109

License Key: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Cancel Register

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

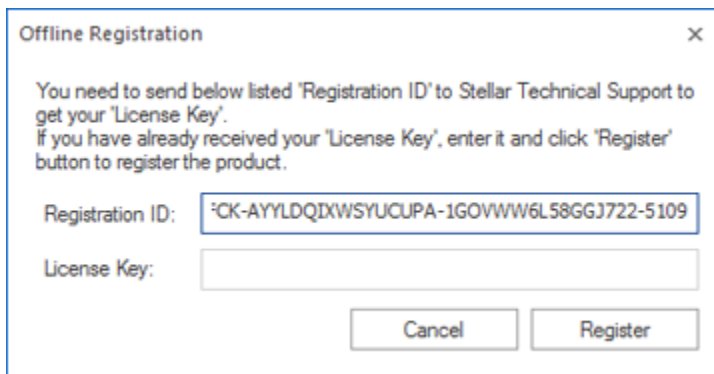
# Transfer License

**Stellar Merge PST** allows you to transfer the license of the registered software to another computer on which you want to run the software with full functionality. This operation deactivates the product on your current computer so it can be reactivated on the new computer.

**To transfer a software license from one computer to another, please follow the specific steps below:**

## On Target Computer:

1. Run demo version of the software.
2. In **Registration** Menu on Menu Bar, click **Register**. A new dialog appears.
3. From the *Register* window, select **Offline Registration**. Click **OK**.
4. An **Offline Registration** dialog box will appear displaying **Registration ID** in its respective field.



Offline Registration

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

Registration ID: CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109

License Key:

Cancel Register

## On Source Computer:

1. Run registered version of **Stellar Merge PST** software.
2. In **Registration** Menu on Menu Bar, click **Transfer License**.



Offline Registration ×

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

Registration ID:

License Key:

2. Click **Register** to complete the activation process.
3. ' *Activation Completed Successfully* ' message is displayed after the process is completed successfully. Click **OK**.

# Updating the Software

Stellar releases periodical software updates for **Stellar Merge PST** 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 Merge PST:

- 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 <http://www.stellarinfo.com/email-utilities/merge-outlook-pst-files/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](mailto:support@stellarinfo.com)

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