



Stellar Merge PST

User 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.

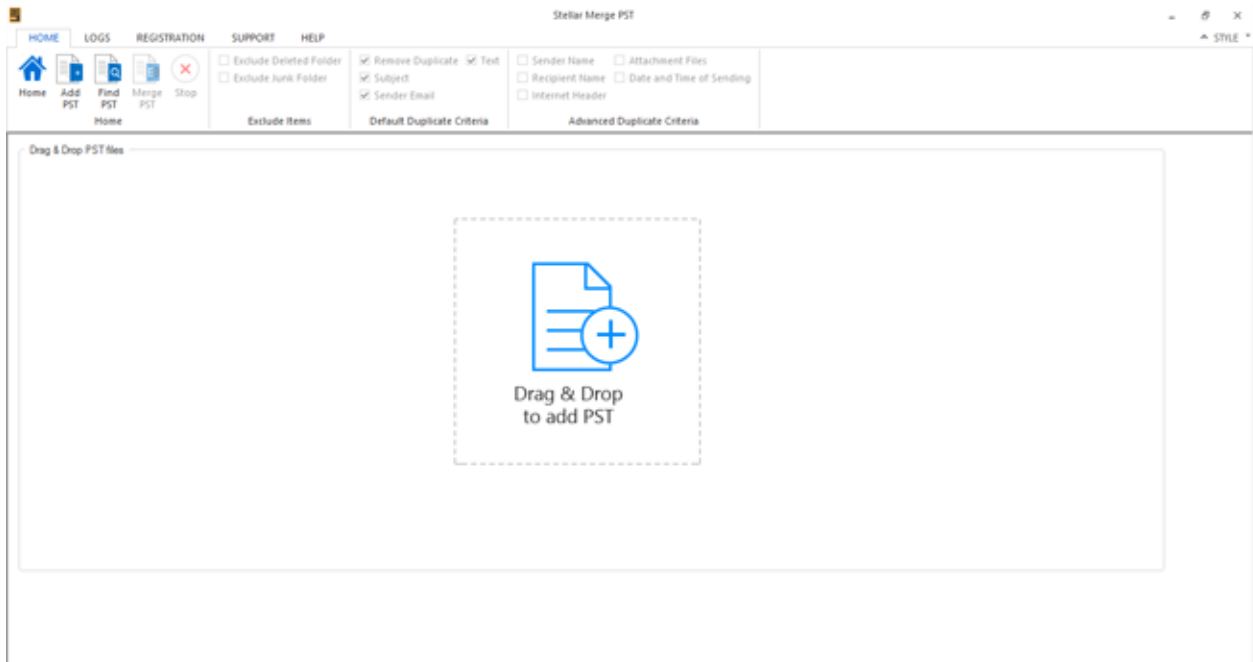
To launch Stellar Merge PST in Windows 7 / Vista:

- 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.

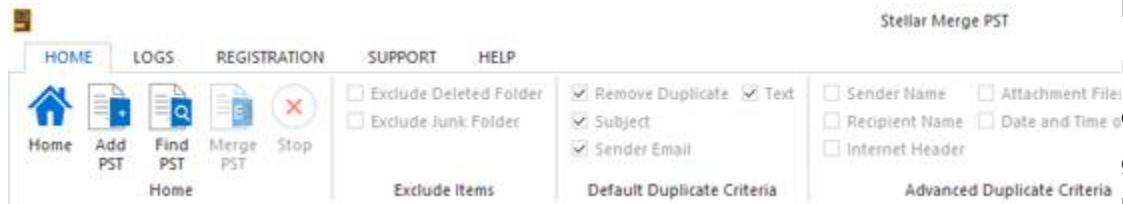
After launching the program, you will see the main user interface as shown below:



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:**

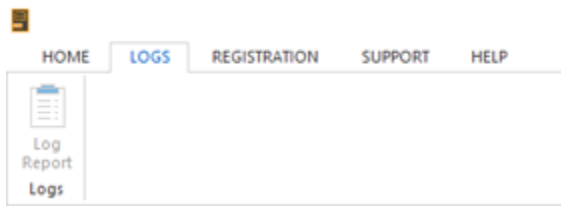
Two mails
will be
regarded
as
duplicate if
their
internet
header is
same.

Attachment Files:

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

**Date and
Time of
Sending:**

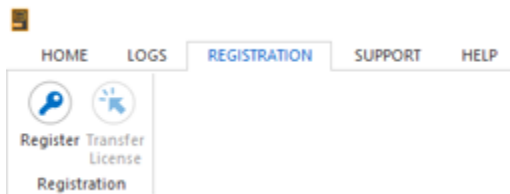
Two mails
will be
regarded
as
duplicate if
their date
and time
of sending
is same.



Log Report

Use this option to view / save the log report.

Registration Menu



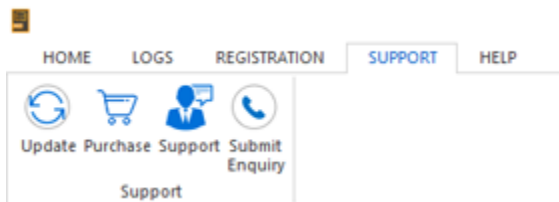
Register

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

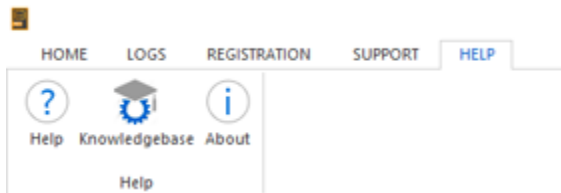
Use this option view the [support page](#) of [stellarinfo.com](#)

Submit Enquiry

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

stellarinfo.com

Help Menu



Help

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

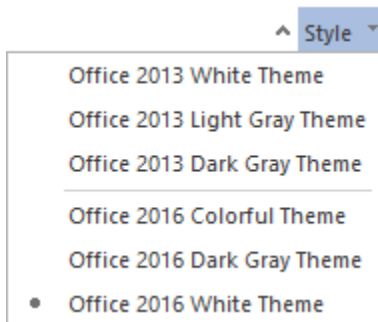
Knowledgebase

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

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.

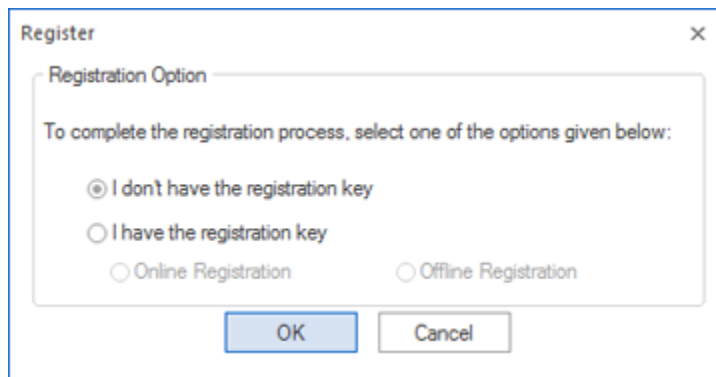
Registering the Software

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:

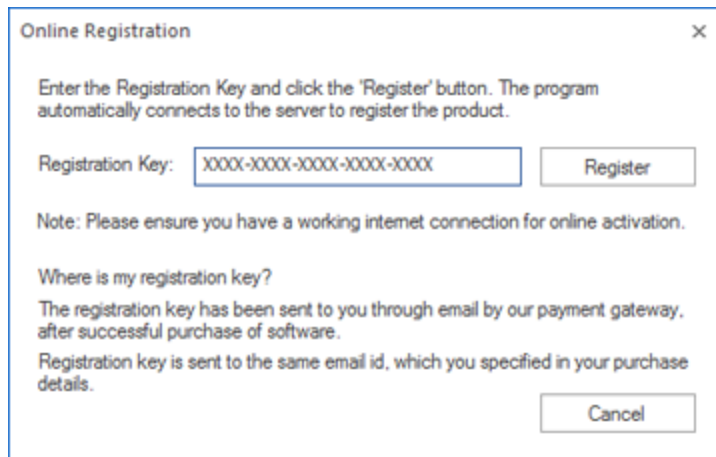
1. Run demo version of **Stellar Merge PST** software.
2. On **Registration** menu, click **Register** option. *Register* window is displayed as shown below.



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:

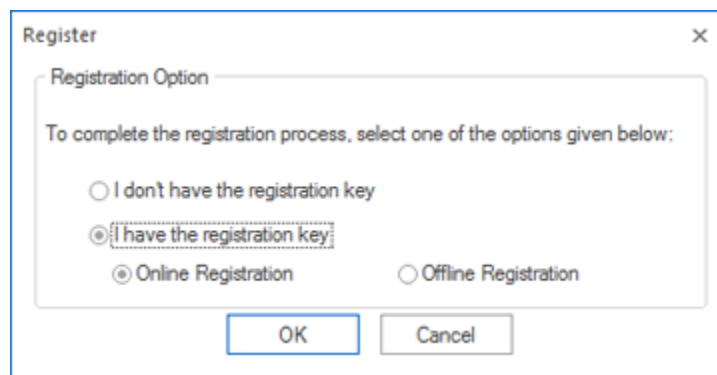
1. In the *Register* window, select '**I have the registration key**' option.
2. You can choose either '[Online Registration](#)' (Use this option to register the software over Internet) or '[Offline Registration](#)' (Use this option to register the software manually / through e-mail if for any reason,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

- **Online Registration**

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

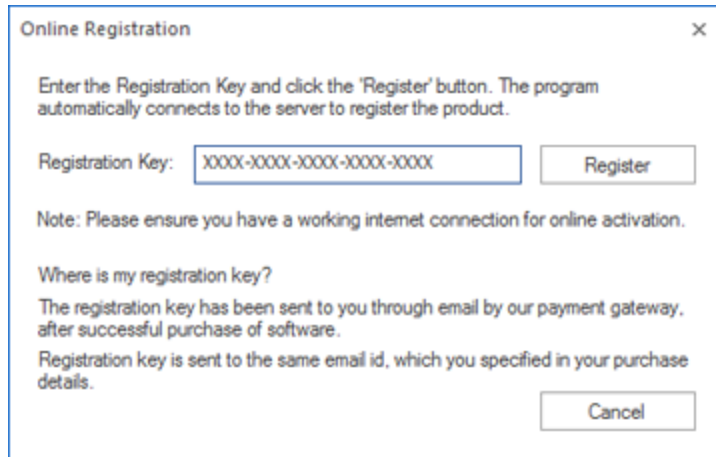
- **To register the software online:**

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:

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.

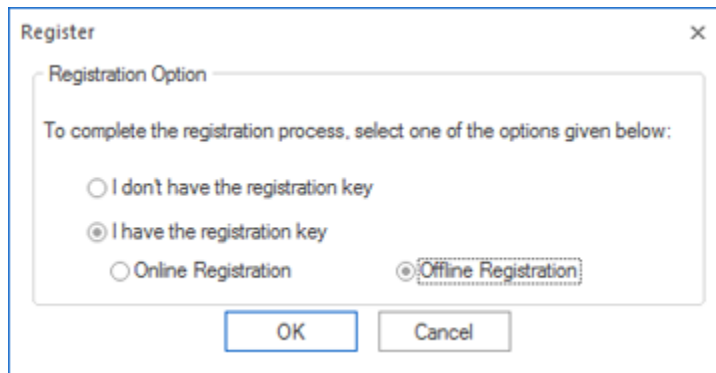
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be registered successfully.

- **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**.



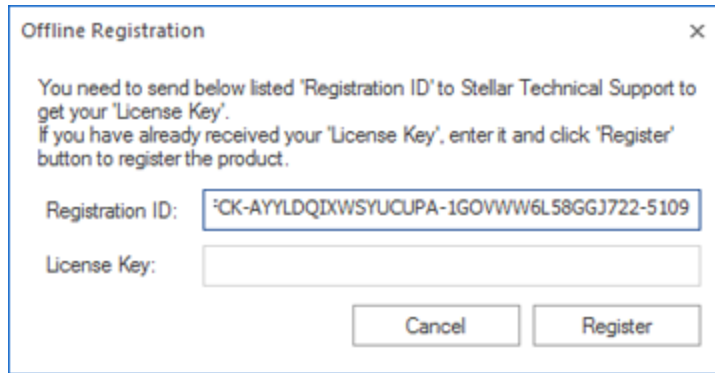
Register

Registration Option

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

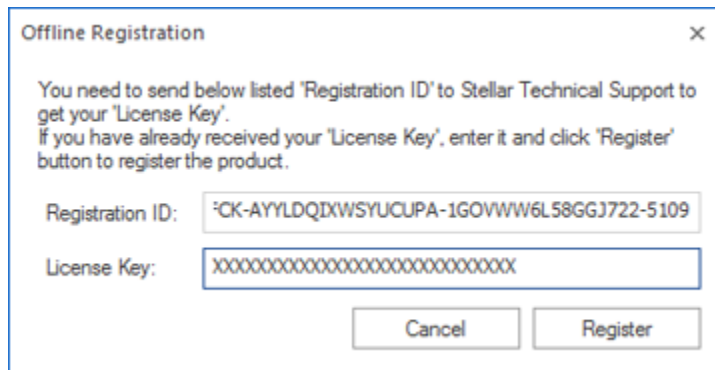
☐ I don't have the registration key
☒ I have the registration key
☐ Online Registration ☒ Offline Registration

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



The dialog box is titled "Offline Registration" with a close button (X) in the top right corner. It contains the following text: "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." Below the text, there are two input fields. The first is labeled "Registration ID:" and contains the text "CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109". The second is labeled "License Key:" and is currently empty. At the bottom right, there are two buttons: "Cancel" and "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.
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.



This dialog box is identical to the one above, but the "License Key:" input field now contains a series of 'X' characters: "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX". The "Registration ID:" field remains the same, and the "Cancel" and "Register" buttons are still at the bottom right.

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

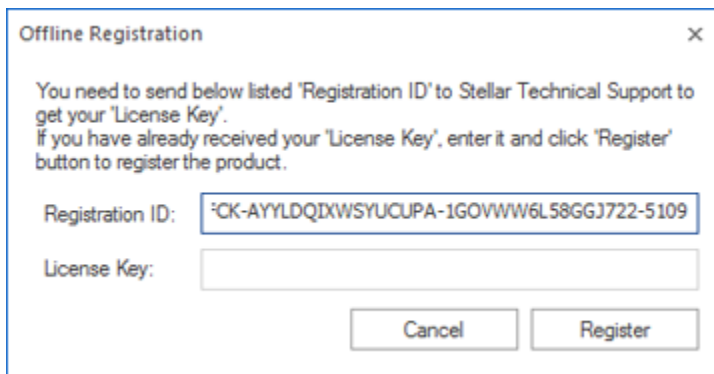
Transfer License

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.

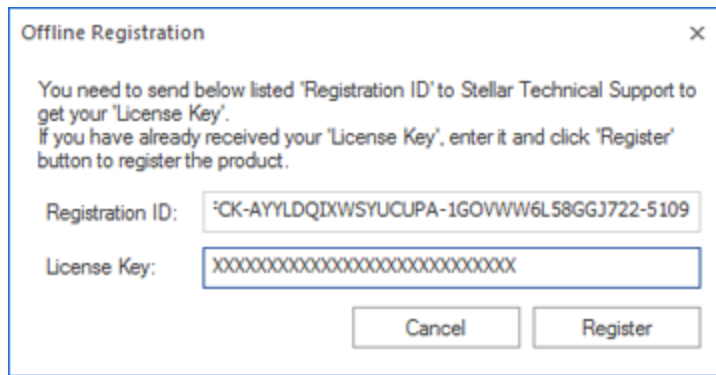
Registration ID: CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109

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**.



The image shows a dialog box titled "Offline Registration" with a close button (X) in the top right corner. The text inside the dialog box reads: "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." Below the text, there are two input fields. The first is labeled "Registration ID:" and contains the text "CK-AYYLDQIXWSYUCUPA-1GOVWW6L58GGJ722-5109". The second is labeled "License Key:" and contains a series of "X" characters. At the bottom of the dialog box, there are two buttons: "Cancel" and "Register".

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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Cancel Register

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

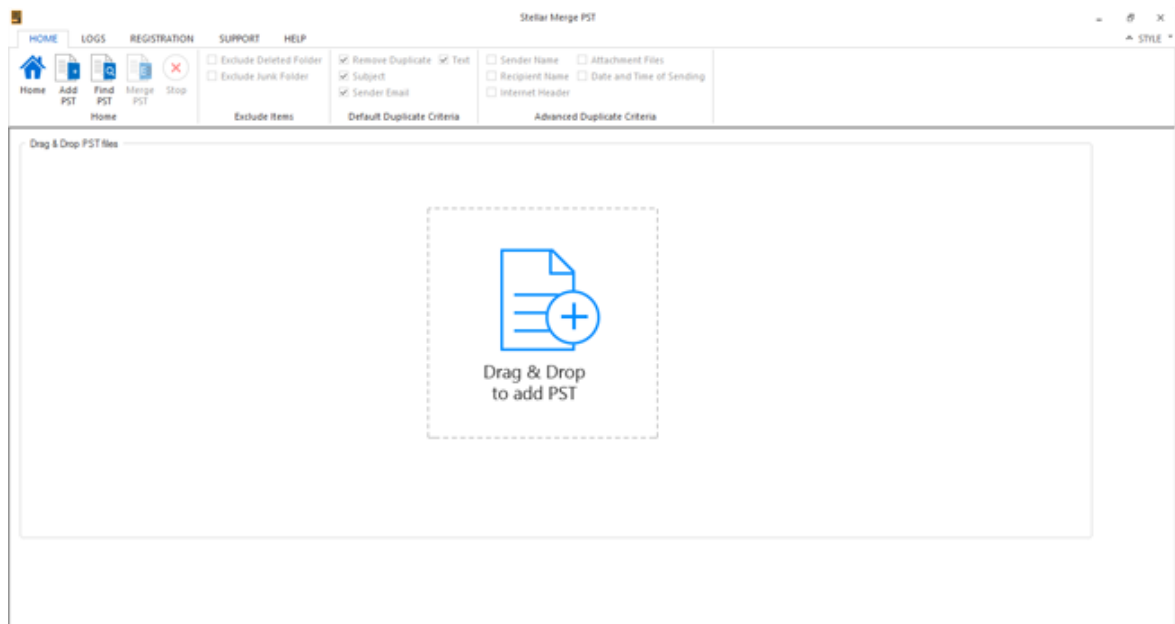
Support Helpline Monday to Friday [24 Hrs. a day]	
USA (Tollfree- Pre Sales Queries)	+1-877-778-6087
USA (Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280-149-899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-124-432-6777
Email Orders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

Add PST Files

To start the merge process, you need to add files to the **Stellar Merge PST** software. You can add a single file or multiple files to the software.

To add PST files:

- Run **Stellar Merge PST**.
- 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,

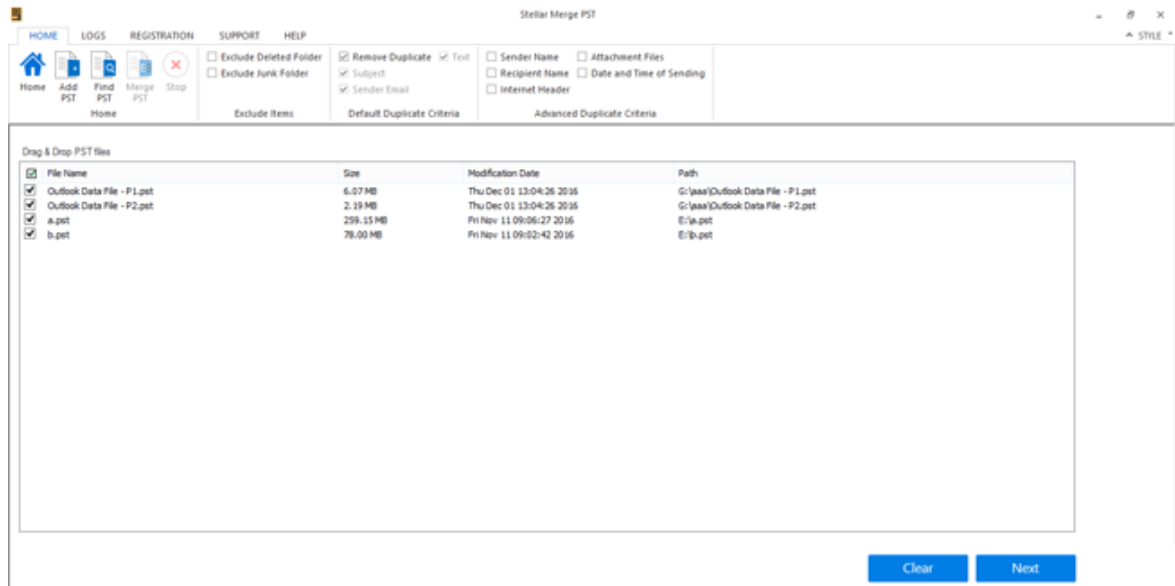
- Open Windows Explorer to Drag & Drop the desired file(s) to the application.
-

Find PST Files

Stellar Merge PST 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 Merge PST** 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.



- Select files you wish to merge from this list and click **Next** button to proceed to the merging process.

Saving Options

Stellar Merge PST software provides you with merge/join saving options where 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.

Merge PST Files

Merge PST option allows to merge all folders of selected PST files in a new PST file. The different merging options are described below:

- Merge to new PST File
- Merge to existing PST File
- Merge to Outlook Profile
- Merge to Office 365
- Merge to Exchange Server

Saving Options

☒ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select destination to save PST :

C:\Users\Administrator.TS-D10\Desktop **Browse**

Join PST Files

Join PST option allows you to join PST files by generating multiple root folders to accommodate new child folders from separate PST files. The different joining options are described below:

- Join to new PST File
- Join to existing PST File
- Join to Outlook Profile
- Join to Office 365
- Join to Exchange Server

Saving Options

☐ Merge PST

☒ Merge to new PST File

☐ Merge to Office 365

☐ Merge to existing PST File

☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File

☐ Join to Office 365

☐ Join to existing PST File

☒ Join to Exchange Server

☐ Join to Outlook Profile

Select destination to save PST :

C:\Users\Administrator.TS-D10\Desktop

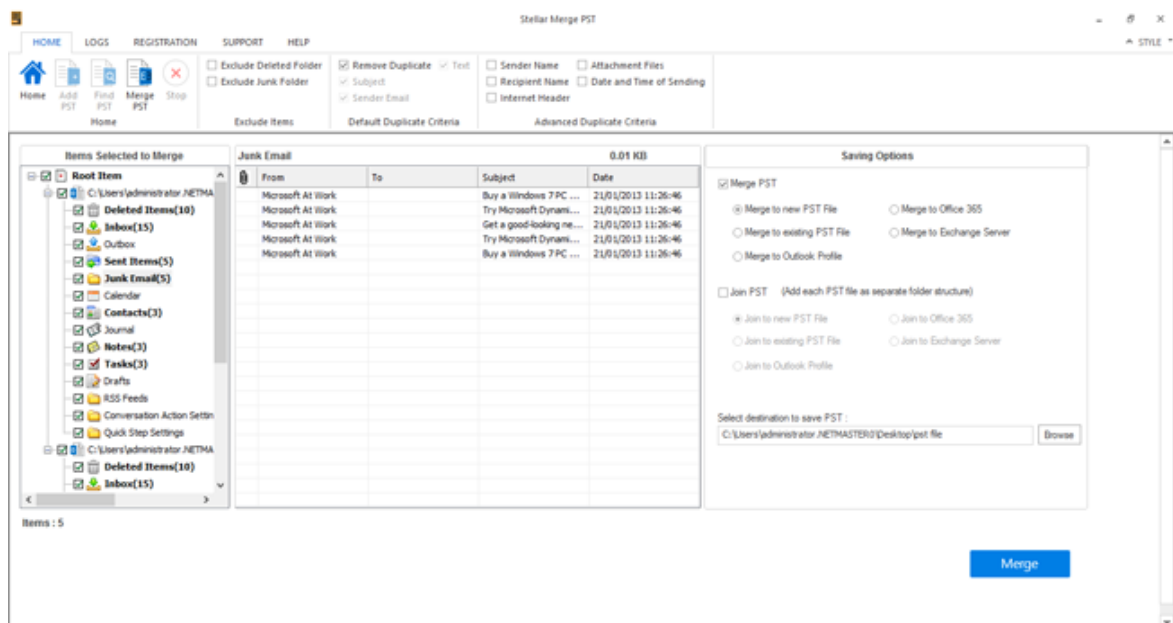
Browse

Merge PST Files

Stellar Merge PST allows you to merge similar folders of selected PST files into a single PST file. It creates a new output PST file without making any changes into the original data or folder of an existing PST. With this application, users can use the option to include or exclude Deleted/Junk Items folder from an Outlook PST file.

To Merge PST Files:

1. **Add PST Files** which you want to merge.
2. **Stellar Merge PST** application window shows a three-pane window. All folders with number of items in them will be listed in the left-pane, under the root node. Click on a folder to view its content in the middle pane.



3. From the root node, select the folders which you want to merge. Make a check on the root node to automatically select complete mailbox / all the folders.
4. From the **Home** menu, select desired options from **Exclude Items**, **Default Duplicate Criteria** and/or **Advanced Duplicate Criteria** to remove duplicate items.



Advanced Duplicate Criteria is enabled only when you select Default Duplicate Criteria.

5. From **Saving Options** section in the right pane of the screen, select the desired option.

- **Merge to new PST File:** You can select this option when you want to merge contents into a new PST file.

- Select **Merge to new PST File** option.
- Click **Browse** and select the location where you want to save the PST file. Click **OK**.

Saving Options

☒ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select destination to save PST :
C:\Users\Administrator.TS-D10\Desktop **Browse**

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to existing PST File:** You can select this option when you want to merge contents into an already existing PST file.
 - Select **Merge to existing PST File** option.
 - Click **Browse** and locate the PST file into which you want to merge. Click **Open**.

Saving Options

☒ Merge PST

☐ Merge to new PST File ☐ Merge to Office 365

☒ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select PST file:

C:\Users\Administrator.TS-D10\Desktop\Stellar\Outlook.pst **Browse**

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to Outlook Profile:** You can select this option when you want to merge contents into an Outlook profile.
 - Select **Merge to Outlook Profile** option.
 - Select the desired Outlook Profile.

Saving Options

☒ Merge PST

☐ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☒ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File ☐ Join to Office 365

☐ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Outlook profile: Outlook ▼

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

Note: In case of **Merge to new PST File**, **Merge to existing PST File** and **Merge to Outlook Profile**, if the size of the merged PST file exceeds the **MS Outlook file size limit** then the contents of merged PST file will split accordingly.

- **Merge to Office 365** : You can select this option when you want to merge contents into Office 365 profile.
 - Select **Merge to Office 365** option.
 - Login by entering the **Office 365 ID** and **Password**.

Note: Make sure you have entered correct Office 365 ID and Password.

Saving Options

☒ Merge PST

☐ Merge to new PST File
 ☒ Merge to Office 365
 ☐ Merge to existing PST File
 ☐ Merge to Exchange Server
 ☐ Merge to Outlook Profile

☐ Join PST (Add each PST file as separate folder structure)

☒ Join to new PST File
 ☐ Join to Office 365
 ☐ Join to existing PST File
 ☐ Join to Exchange Server
 ☐ Join to Outlook Profile

Connection Option

Office 365 ID:

Password:

- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Merge to Exchange Server:** You can select this option when you want to merge the mailboxes on Exchange Server.
 - Select **Merge to Exchange Server** option.
 - From **Exchange Connection Option** select (either **Administrator Domain** or **User Domain**) and then enter Microsoft Exchange Server Information details.
 - Enter **Admin Email ID**, **Password**, **Mailbox Email Id** and **Server Name** (for MS Exchange 2007, 2010, 2013, 2016) and check the checkbox for Exchange Server 2010 or higher.

The screenshot shows the 'Stellar Merge PST' dialog box. Under the 'Exchange Connection Option' section, the 'Administrator Domain' radio button is selected. The fields are filled with: Admin Email ID: administrator@example.com, Password: (masked with dots), Mailbox Email ID: john@example.com, and Server Name: PC10. The checkbox 'MS Exchange Server 2010 or higher' is checked. The 'OK' button is highlighted with a blue border.

If you have selected **User Domain** option, then enter **Mailbox Email ID**, **Password**, **Mailbox Name** and **Server Name**. Click **OK** button.

Note: Make sure you have entered correct **MS Exchange Server** details.

The screenshot shows the 'Stellar Merge PST' dialog box. Under the 'Exchange Connection Option' section, the 'User Domain' radio button is selected. The fields are filled with: Mailbox Email ID: john@example.com, Password: (masked with dots), Mailbox Name: John Richards, and Server Name: PC10. The checkbox 'MS Exchange Server 2010 or higher' is checked. The 'OK' button is highlighted with a blue border.

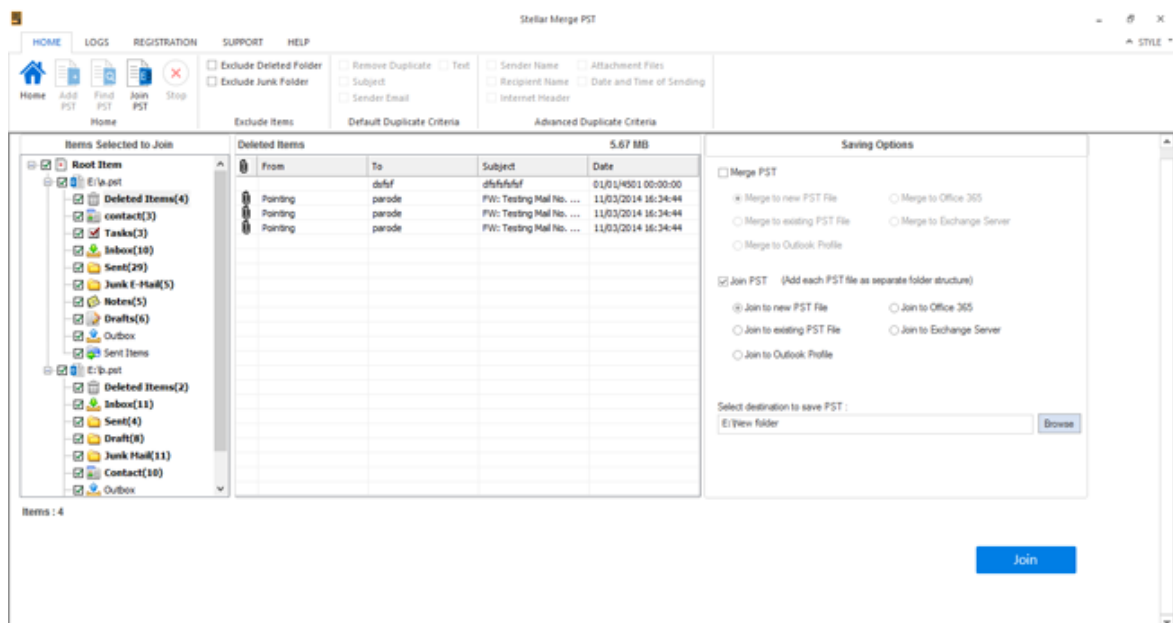
- Click **Merge**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

Join PST Files

Stellar Merge PST allows you to join PST files by generating multiple root folders to accommodate new child folders from separate PST files. It creates a new Outlook PST file without making any changes into the original data or folder of an existing PST. With this application, users can use the option to include/exclude Deleted and Junk Items folder from an Outlook PST file.

To Join PST Files:

1. **Add PST Files** which you want to join.
2. **Stellar Merge PST** application window shows a three-pane window. All folders with number of items in them will be listed in the left-pane, under the root node. Click on a folder to view its content in the middle pane.



3. From the root node, select the folders which you want to join. Make a check on the root node to automatically select complete mailbox / all the folders.
4. From the **Home** menu, select desired options from **Exclude Items**.

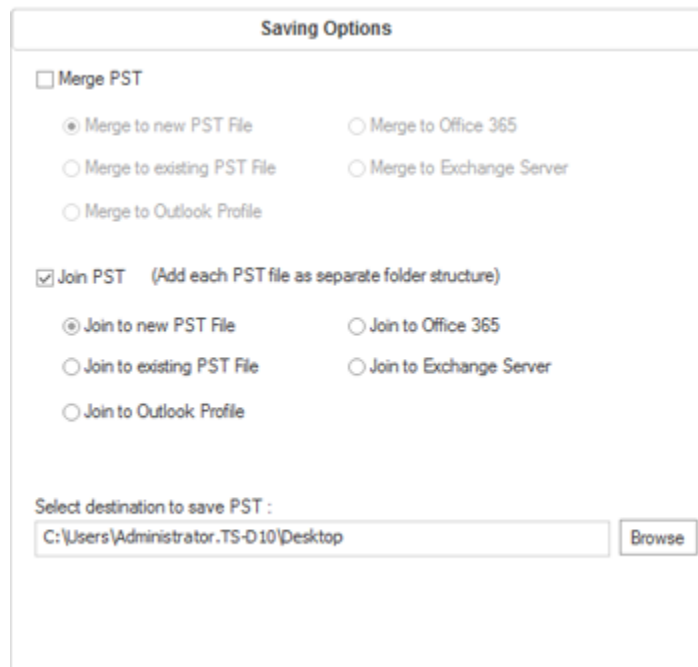


In case of Join PST, Advanced Duplicate Criteria and Default Duplicate Criteria both are disabled.

5. From **Saving Options** section in the right pane of the screen, select the desired option.

- **Join to new PST File:** You can select this option when you want to join contents into a new PST file.

- Select **Join to new PST File** option.
- Click **Browse** and select the location where you want to save the PST file. Click **OK**.



The screenshot shows a 'Saving Options' dialog box. It has two main sections: 'Merge PST' and 'Join PST'. The 'Join PST' section is selected with a checkmark. Below it, the option 'Join to new PST File' is selected with a radio button. At the bottom, there is a text box labeled 'Select destination to save PST :' containing the path 'C:\Users\Administrator.TS-D10\Desktop', and a 'Browse' button to its right.

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to existing PST File:** You can select this option when you want to join contents into an already existing PST file.
- Select **Join to existing PST File** option.
 - Click **Browse** and locate the PST file into which you want to join. Click **Open**.

Saving Options

☐ Merge PST

☒ Merge to new PST File ☐ Merge to Office 365

☐ Merge to existing PST File ☐ Merge to Exchange Server

☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File ☐ Join to Office 365

☒ Join to existing PST File ☐ Join to Exchange Server

☐ Join to Outlook Profile

Select PST file:

C:\Users\Administrator.TS-D10\Desktop\Stellar\Outlook.pst **Browse**

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to Outlook Profile:** You can select this option when you want to join contents into an Outlook profile.
 - Select **Join to Outlook Profile** option.
 - Select the desired Outlook Profile.

Saving Options

☐ Merge PST

☒ Merge to new PST File
 ☐ Merge to Office 365
☐ Merge to existing PST File
 ☐ Merge to Exchange Server
☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File
 ☐ Join to Office 365
☐ Join to existing PST File
 ☐ Join to Exchange Server
☒ Join to Outlook Profile

Outlook profile: Outlook ▼

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

Note: In case of **Join to new PST File**, **Join to existing PST File** and **Join to Outlook Profile**, if the size of the joined PST file exceeds the **MS Outlook file size limit** then the contents of the joined PST file will split accordingly.

- **Join to Office 365 :** You can select this option when you want to join contents into Office 365 profile.
 - Select **Join to Office 365** option.
 - Login by entering the **Office 365 ID** and **Password**.

Note: Make sure you have entered correct Office 365 ID and Password.

Saving Options

☐ Merge PST

☒ Merge to new PST File
 ☐ Merge to Office 365
☐ Merge to existing PST File
 ☐ Merge to Exchange Server
☐ Merge to Outlook Profile

☒ Join PST (Add each PST file as separate folder structure)

☐ Join to new PST File
 ☒ Join to Office 365
☐ Join to existing PST File
 ☐ Join to Exchange Server
☐ Join to Outlook Profile

Connection Option

Office 365 ID:

Password:

- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.
- **Join to Exchange Server:** You can select this option when you want to join the mailboxes on Exchange Server.
 - Select **Join to Exchange Server** option.
 - From **Exchange Connection Option** select (either **Administrator Domain** or **User Domain**).
 - Enter **Admin Email ID**, **Password**, **Mailbox Email ID** and **Server Name** (for MS Exchange 2007, 2010, 2013, 2016) and check the checkbox for Exchange Server 2010 or higher.

The screenshot shows the 'Stellar Merge PST' dialog box. Under the 'Exchange Connection Option' section, the 'Administrator Domain' radio button is selected. The fields are filled with: Admin Email ID: administrator@example.com, Password: (masked with dots), Mailbox Email ID: john@example.com, and Server Name: PC10. The checkbox 'MS Exchange Server 2010 or higher' is checked. The 'OK' button is highlighted with a blue border.

If you have selected **User Domain** option, then enter **Admin Email ID**, **Password**, **Mailbox Email Id** and **Server Name**. Click **OK**.

Note: Make sure you have entered correct **MS Exchange Server** details.

The screenshot shows the 'Stellar Merge PST' dialog box. Under the 'Exchange Connection Option' section, the 'User Domain' radio button is selected. The fields are filled with: Mailbox Email ID: john@example.com, Password: (masked with dots), Mailbox Name: John Richards, and Server Name: PC10. The checkbox 'MS Exchange Server 2010 or higher' is checked. The 'OK' button is highlighted with a blue border.

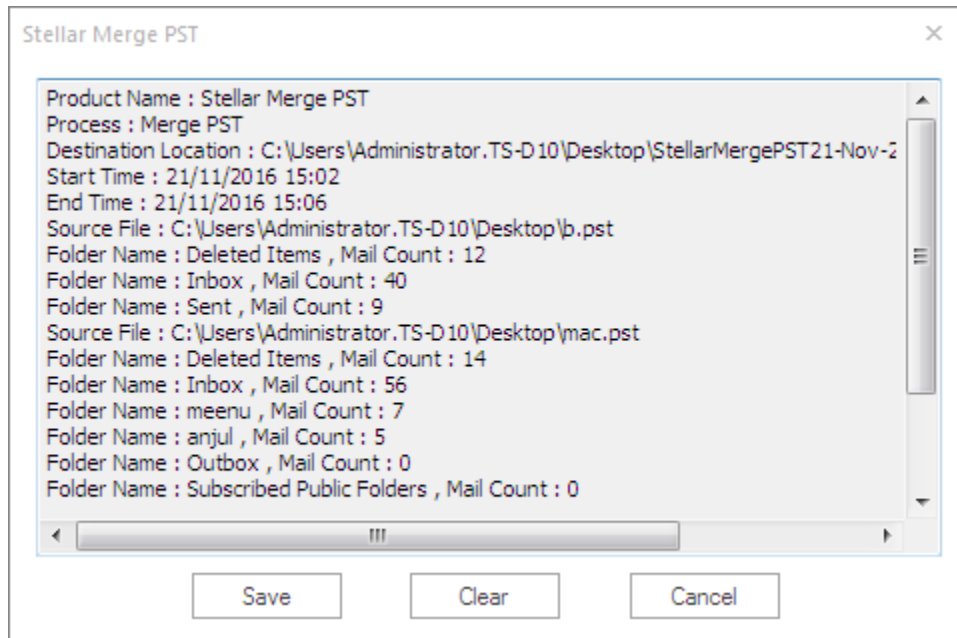
- Click **Join**. '**Process completed**' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

View and Save Log Report

With **Stellar Merge PST**, you can save the Log Report to analyze the merging 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 merged folders.



- 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 merged folders.
- Click **Clear** button.

FAQs

1. What does the demo version of the software do?

The demo version of the software allows you 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.

2. How can Stellar Merge PST 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.

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

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

4. How much time Stellar Merge PST software takes to merge/join PST mailbox?

The time for the merge/join process depends upon the size of PST file. While the process is running, you have to wait for process to complete. Once the process is complete you can save the newly created PST mailbox at the specified location.

5. Does the software merge password protected PST Files?

Yes, this tool is capable of merging PST files that are password protected. You need to enter the password for that PST File.

6. Does the software maintain the integrity of the original PST files while merging them?

The software merges multiple Outlook PST files into a single file without modifying contents of the original Outlook PST files.

7. Can we save process log?

Yes, **Stellar Merge PST** 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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Stellar Data Recovery is a global leader in providing data recovery, data migration and data erasure solutions for the past two decades. Stellar Data Recovery is a customer centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost effective solutions available for large corporates, SMEs & Home Users. Stellar Data Recovery is headquartered in New Delhi, India and has a strong presence across USA, Europe & Asia.

Product line:

Data Recovery

A 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!. [More Info >>](#)

File Recovery

The most comprehensive range of file undelete and unerase software for Windows and MS office repair tools. [More Info >>](#)

E-mail Recovery

A wide range of mail recovery, mail repair and mail conversion applications for MS Outlook, MS Outlook Express and MS Exchange useful in instances of data loss due to damages and corruption of E-mail. [More Info >>](#)

Data Protection

A wide range of Prevent Data Loss, Data backup and Hard Drive Monitoring Applications to ensure complete data protection against hard drive crash. [More Info >>](#)

Data Sanitization

Data cleanup and file eraser utility can delete selected folders, groups of files, entire logical drives, System Traces & Internet traces. Once the data have been removed using Stellar Wipe - Data File eraser utility, it is beyond recovery limits of any Data Recovery Software or utility. [More Info >>](#)

Data Erasure

Stellar Data Erasure software under the brand BitRaser help businesses & consumers permanently erase confidential data beyond the scope of data recovery. You can perform high speed bulk data erasure & generate erasure certificates for audit trail purpose.

BitRaser supports 24 International data erasure standards. [More Info >>](#)

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