Stellar Deduplicator for Outlook

User Guide

Version 6.0.0.1

Overview

Duplicate items are often present in the Outlook mailbox. Multiple copies of a mail are saved when replies or forwarding is done to many persons. Duplicate mails can be present any where from Inbox or Outbox folder to Sent Items folder. These duplicate mails, unnecessarily increase the size of PST files. Your PST file can get oversized than its prescribed limit and get corrupted. Large sized PST files often slow the system.

Stellar Deduplicator for Outlook is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria. A wide range of comparison criteria is given in the software. You can compare and mark the mails as flagged, expired, copy or move the duplicate mails to a folder. you can also delete the duplicate mails to move them in deleted items folder or delete them permanently.

What's new in this version?

- Support for Windows 10
- Support for MS Outlook 2013, 2016

Key Features

- Simple and easy-to-use interface
- Removes duplicate MS Outlook items precisely
- Duplicate e-mail items can be flagged
- Duplicate e-mail items can be marked as expired
- Duplicate e-mail items can be Copied/Moved to folder
- Duplicate e-mail items can be moved to 'Deleted Items' folder
- Duplicate e-mail items can be permanently deleted
- Any number of mailbox e-mail folders can be selected at a time for detecting duplicates
- Time range of e-mails and other items can be set for finding duplicates items
- A number of duplicate matching criteria are provided

- Allows duplicate scanning criteria like text, subject, sender e-mail, sender name, receiver name, internet header, date and time of sending, and attachment files

- PST file size is reduced by removal of duplicate mails

- Support for MS Outlook 2016 / 2013 / 2010 / 2007 / 2003

Installation Procedure

Before installing the software, ensure that your system meets the minimum system requirements.

Minimum System Requirements

- **Processor**: Pentium
- **Operating System**: Windows 10 / 8.1 / 8 / 7 / XP
- **Memory**: 1 GB
- **Hard Disk**: 100 MB of free space
- **MS Outlook**: 2016 / 2013 / 2010 / 2007 / 2003

Note: To make use of full functionality of **Stellar Deduplicator for Outlook**, it is advisable to run **MS Outlook** as Administrator.

To install the software:

1. Double-click **StellarDeduplicatorforOutlook.exe** executable file to start installation. **Setup - Stellar Deduplicator for Outlook** dialog box is displayed.

2. Click **Next**. License Agreement dialog box is displayed.

3. Choose **I accept the agreement** option. Next button will be enabled. Click **Next**. Select Destination Location dialog box is displayed.

4. Click **Browse** to select the destination path where the setup files will be stored. Click **Next**. Select Start Menu Folder dialog box is displayed.

5. Click **Next**. Select Additional Tasks dialog box is displayed.

6. Select check boxes as per your choice. Click **Next**. Ready to Install dialog box is displayed.

7. Review your selections. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.

On completion of the installation process, Completing the Stellar Deduplicator for Outlook Setup Wizard window is displayed. Click **Finish**.

Ordering the Software

Click https://www.stellarinfo.com/email-repair/duplicate-outlook-remover.php to know more about **Stellar Deduplicator for Outlook**.

To purchase the software online, please visit https://www.stellarinfo.com/email-repair/duplicate-outlook-remover/buy-now.php

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 activated using the Activation Key which you will receive via email after purchasing the software.
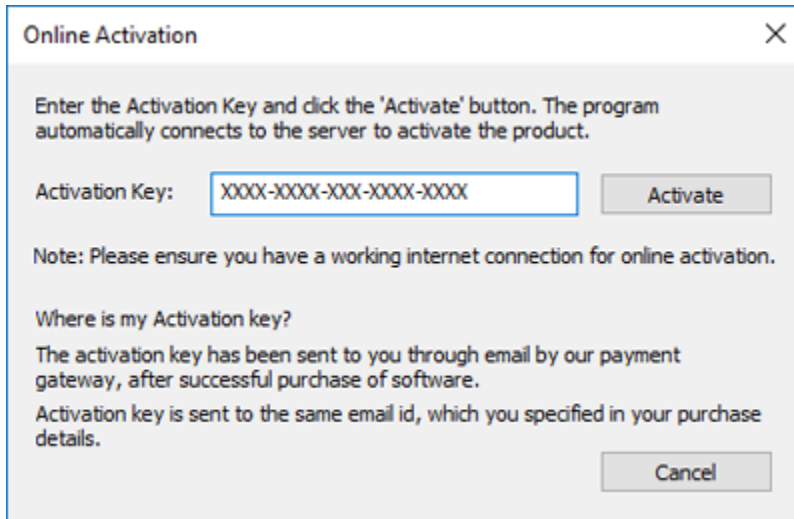
To activate the software:

1. Run demo version of the software.

2. Click **Activate** button. *Activate* dialog is displayed as shown below.
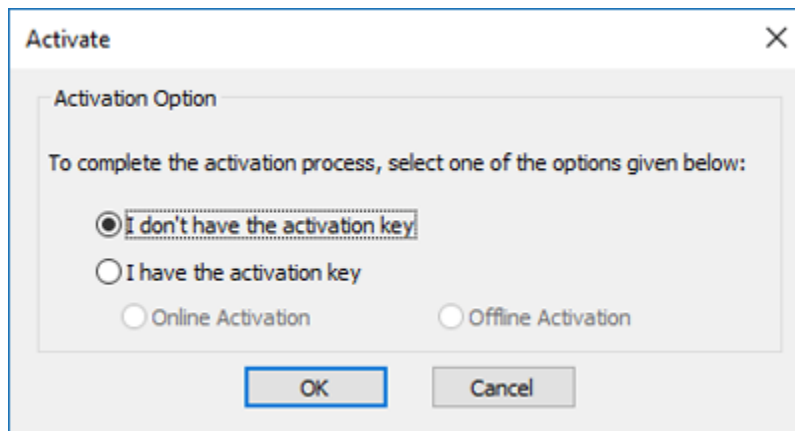
3. Choose 'I don't have the activation key' (Use this option if you have not purchased the product) or select 'I have the activation key' (Use this option if you have already purchased the product).

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

1. In the *Activate* dialog, select '**I don't have the activation key**' option. Click **OK**, to go online and purchase the product.

2. Once the order is confirmed, a Activation Key will be sent to the email provided at the time of purchase.

3. In the *Online Activation* dialog, type the **Activation Key** and click **Activate** 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 activate the software, when you have a key, follow the steps given below:

1. In the *Activate* dialog, select '**I have the activation key**' option.

2. You can choose either 'Online Activation' (Use this option to activate 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).
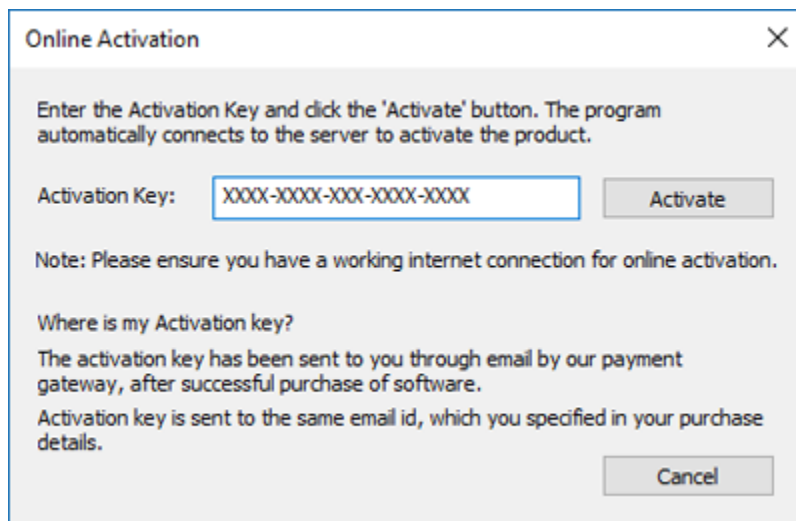
• **Online Activation**

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

o **To activate the software online**:

1. From the *Activate* dialog, select **Online Activation**. Click **OK**.
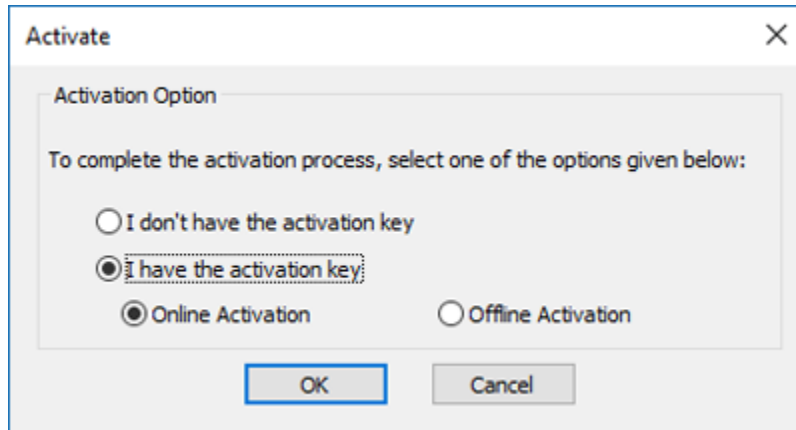
2. An **Online Activation** dialog box will appear.

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.
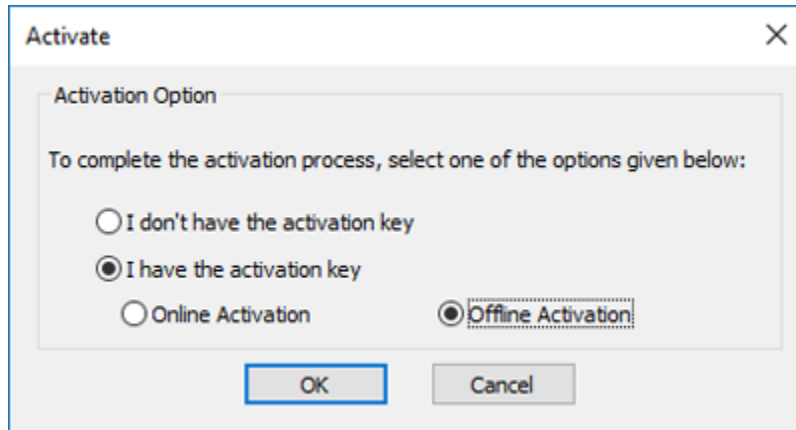
Offline Activation

Offline Activation enables you to activate the product when your computer does not have an Internet connection.
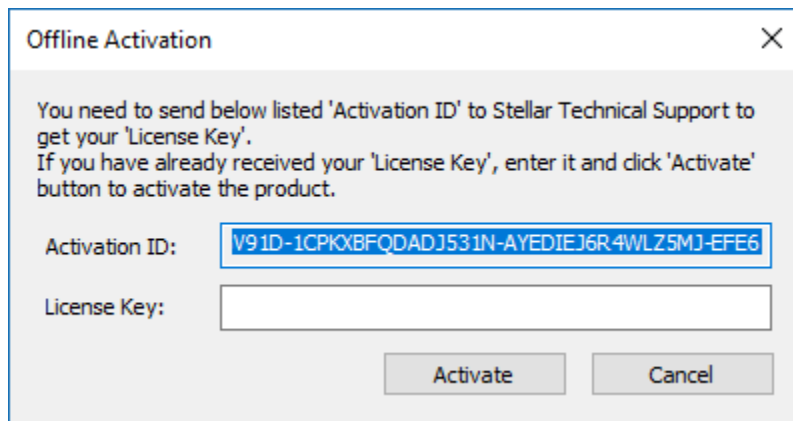
o   **To activate the software offline**:

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

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

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 Deduplicator for Outlook**. In *Activate* dialog, 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: V91D-1CPKXBFQDADJ531N-AYEDIEJ6R4WLZ5MJ-EFE6

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

[Activate]   [Cancel]

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

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/duplicate-outlook-remover/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

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

Features

Stellar Deduplicator for Outlook software is a powerful application to remove duplicate mails from Microsoft Outlook. It provides options for selecting mail folders, setting a scan criteria and executing preferred action on the duplicate mails. A log report is also provided to review the process at later stage. Its main features are:

- Works as Add Ins Application

- Time Span

- Comparison Criteria to Scan Duplicates

- Personalized Action on the Duplicates

Works as Add Ins Application

When **Stellar Deduplicator for Outlook** software is installed, no desktop icon or link in program file menu is added. A link button to the software is added to MS Outlook application tool bar, in the form of icon. Also, an option is added in MS Outlook **Tools** menu.

To start **Stellar Deduplicator for Outlook** application, follow these steps.
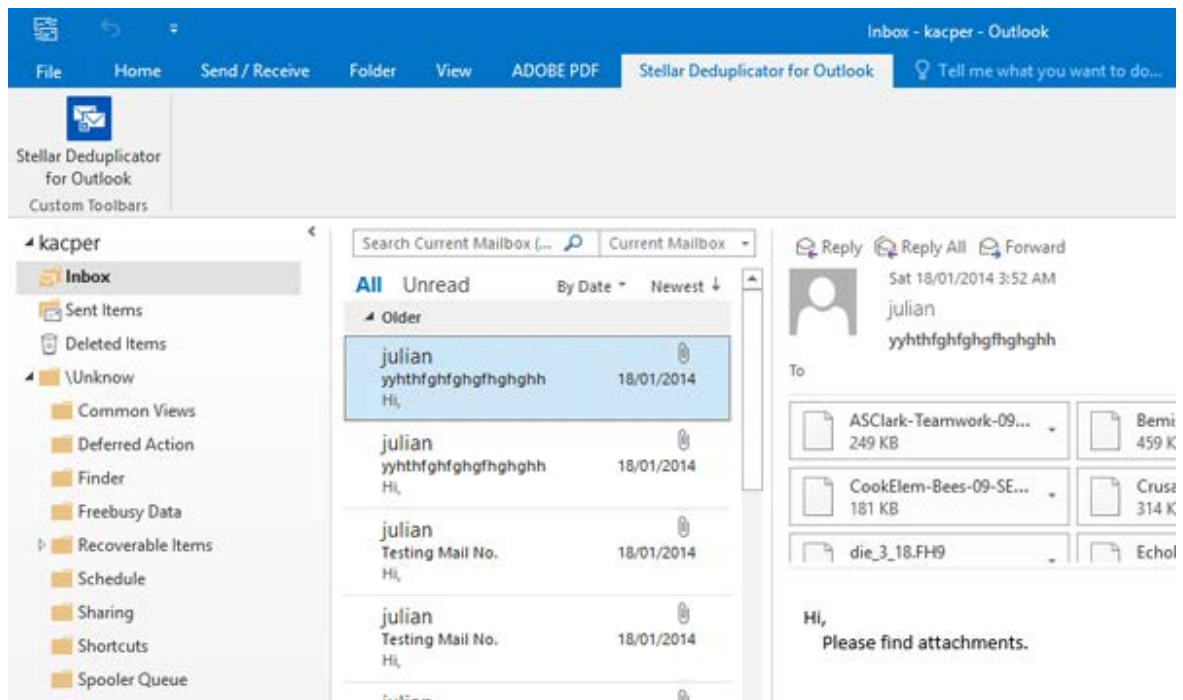
1. Start **MS Outlook** application,

    - Click on the **Stellar Deduplicator for Outlook** link in MS Outlook tool bar.
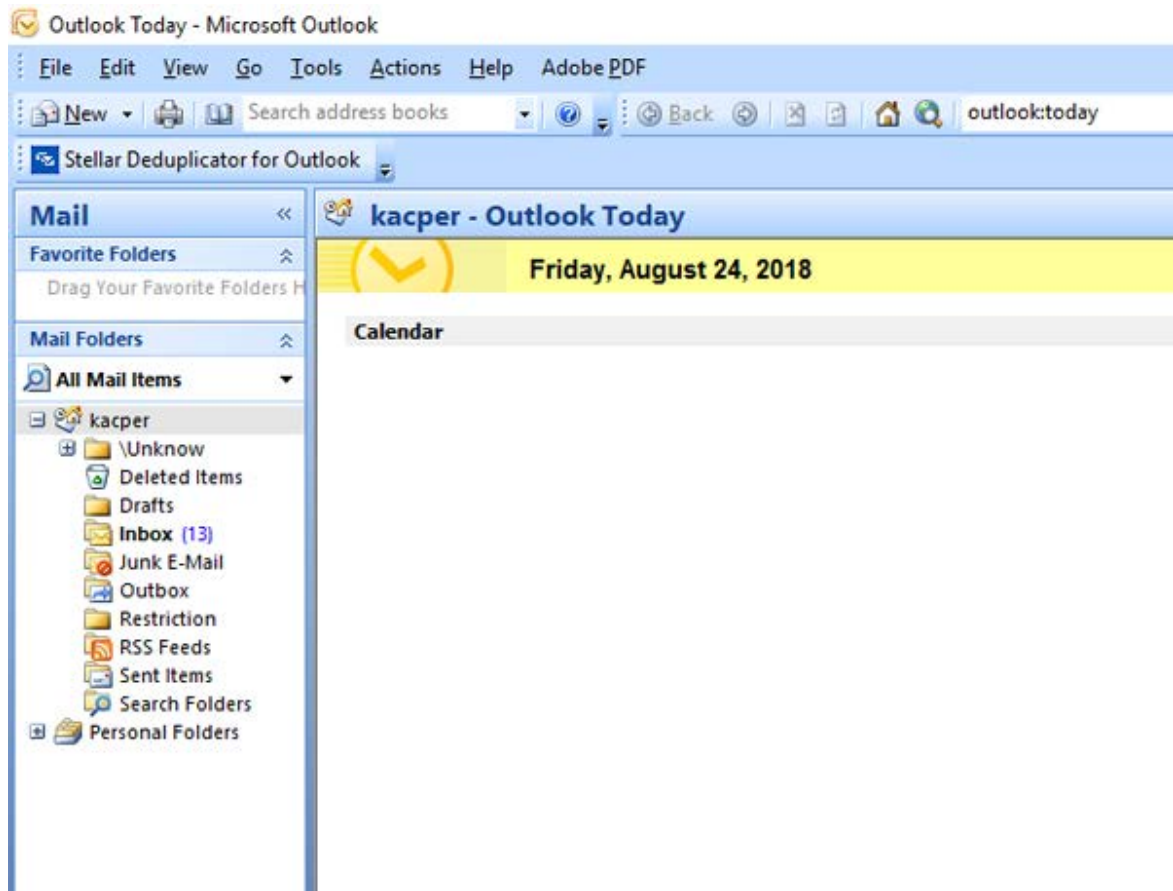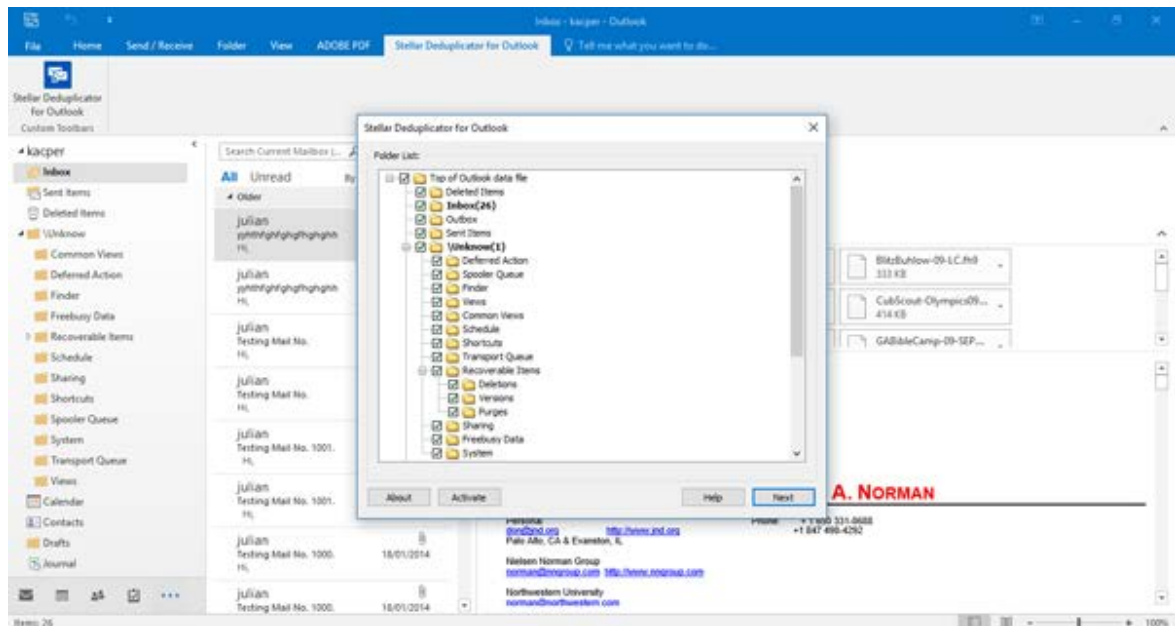

    - Or, on **Tools** menu, click **Stellar Deduplicator for Outlook** option.
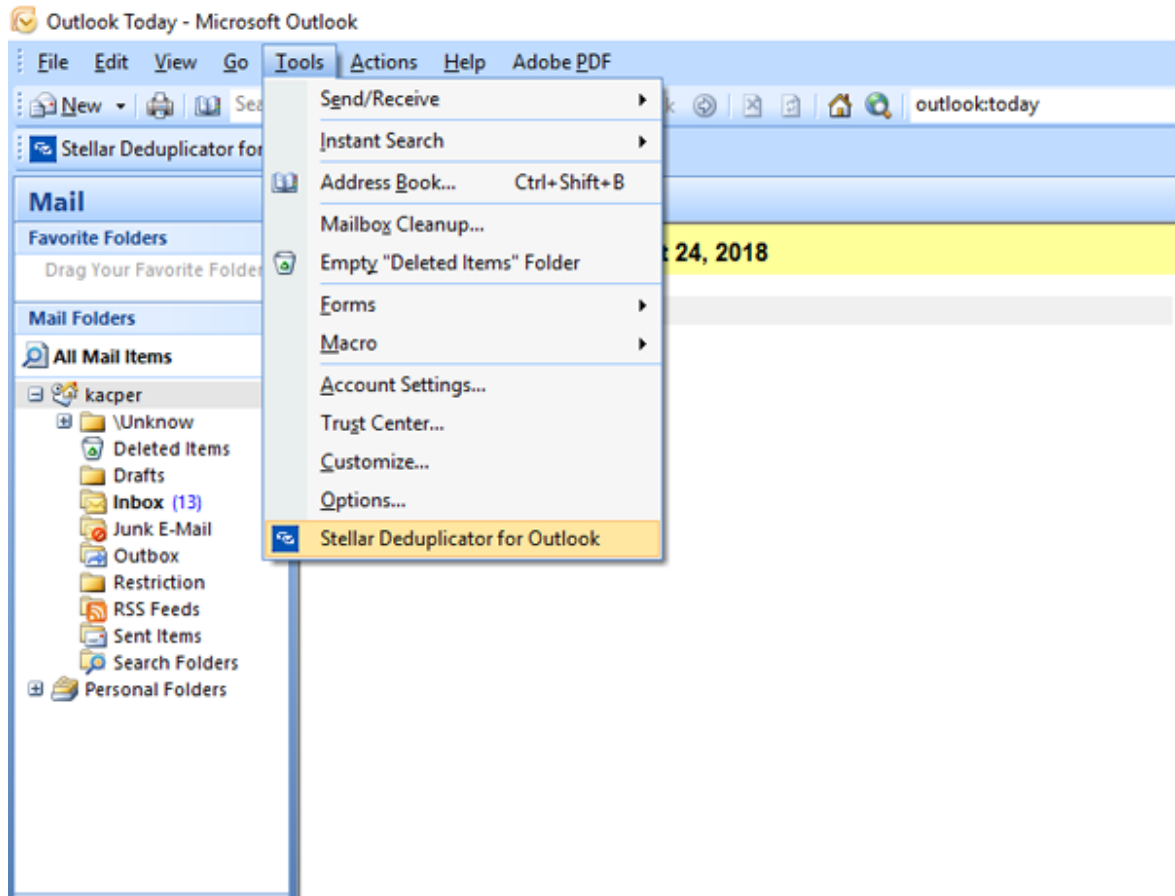
- Or, on **Stellar Deduplicator for Outlook** menu, click **Stellar Deduplicator for Outlook** icon.

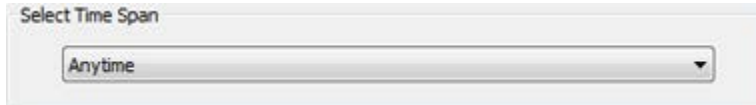- After launching the program, you will see the screen as shown below:

Stellar Deduplicator for Outlook makes use of the following buttons:

Button	Description
About	Click this button to read more information about the software.
Activate	Click this button to activate the software after purchasing.
Help	Click this button to open the help manual for **Stellar Deduplicator for Outlook**.
Next	Click this button to move to the next window of the application.
Run Process	Click this button to start the process.
Cancel	Click this button to move to the previous window of the application.
Save Log	Click this button to save the log report.
Close	Click this button to close **Stellar Deduplicator for Outlook** add-in.

Time Span

Stellar Deduplicator for Outlook allows its users to select a time range. Mail items falling within the selected time period will be checked for duplicates.

Select Time Span

Anytime
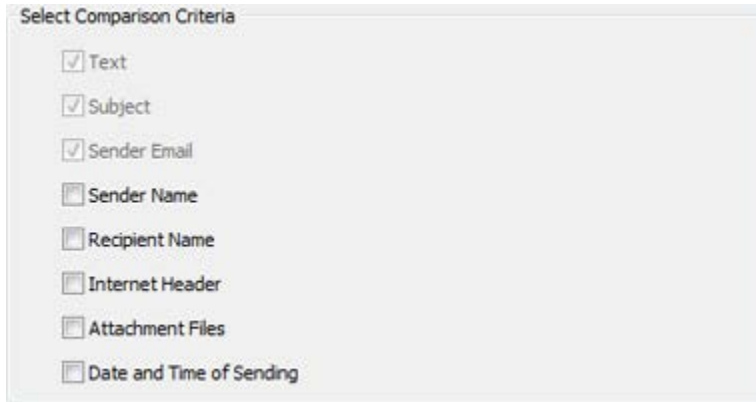
Time span options

- **Last Day**: Mail items sent or received on the last day (previous day) will be scanned for duplicates

- **Last 2 days**:Mail items sent or received in last 2 days will be scanned for duplicates

- **Last 5 days**: Mail items sent or received in last 5 days will be scanned for duplicates

- **Last 10 days**:Mail items sent or received in last 10 days will be scanned for duplicates

- **Last 20 days**:Mail items sent or received in last 20 days will be scanned for duplicates

- **Last 30 days**:Mail items sent or received in last 30 days will be scanned for duplicates

- **Last 50 days**:Mail items sent or received in last 50 days will be scanned for duplicates

- **Last 75 days**:Mail items sent or received in last 75 days will be scanned for duplicates

- **Last 100 days**:Mail items sent or received in last 100 days will be scanned for duplicates

- **Last year**:Mail items sent or received last year will be scanned for duplicates

- **Anytime**: All the Mail items sent or received will be scanned for duplicates

Comparison Criteria to Scan Duplicates

Stellar Deduplicator for Outlook gives various matching criteria options to find duplicate mail items. You can choose from a list of criteria available before scanning your mailbox.

Comparison Criteria

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

- **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.

- **Sender Name**: Two mails will be regarded as duplicate if their sender name is same.

- **Receiver 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.

Personalized Action on the Duplicates

After scanning of the mail items is over. You can set an action to be taken on the found duplicate mail items according to your choice.

Available Action

- **Mark with the Flag**: All the duplicate mails found will be marked as flagged

- **Mark as Expired**: All the duplicate mails found will be marked as expired

- **Copy to folder...**: All the duplicate mails found will be copied to a folder

- **Move to folder...**: All the duplicate mails found will be moved to a folder

- **Delete (move to Deleted Items folder)**: All the duplicate mails found will be moved to Deleted Items folder

- **Deleted permanently**: All the duplicate mails found will be permanently deleted and will not be recovered

Select Folder(s) to Scan for Duplicates

- Launch **Stellar Deduplicator for Outlook**.

- Folder List window appears as the home screen of the application. A list of all user mailboxes existing in MS Outlook is shown as a tree. Folder named **Top of Outlook data file** is the root node.

- Select any folder to select all the sub folders under that node. You can also individually select folders. Mail items in the selected folders will be matched for duplicates.
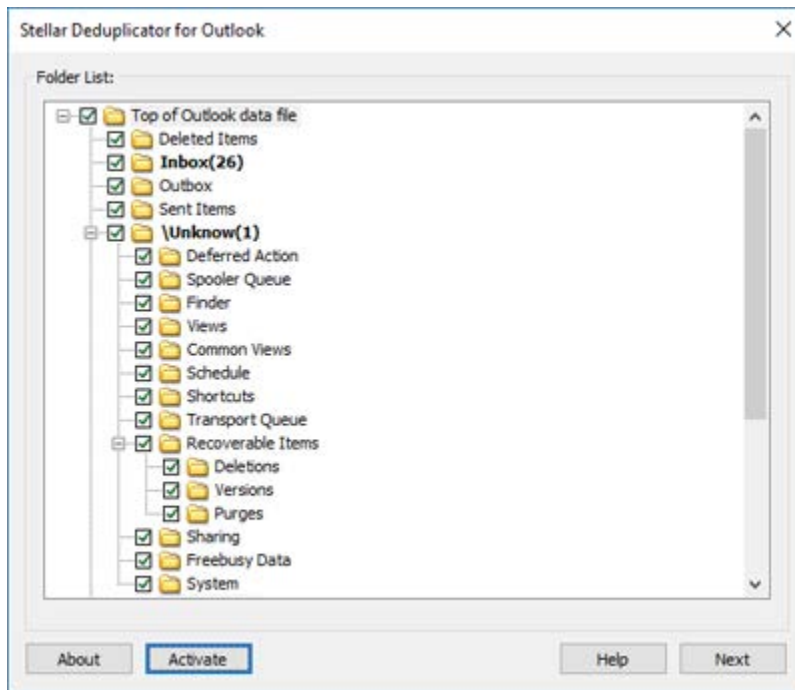
Remove Duplicate Mails

- Launch **Stellar Deduplicator for Outlook**.

- Select Folder(s) to Scan for Duplicates

- Click **Next** button.

- Select Time Span. This section lets you define the time range within which the software will check for duplicates in email items.

- Select **Any time** option in drop down list to include all the mail items

- Or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days, Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year).

- Select **Comparison Criteria** that will be used to match mails for duplicates.

- Select Action that will be executed on the found duplicate items.

- Click **Run Process** button to start removing duplicates from Outlook.

Save Log Report

Log report helps to analyze the process and activities executed by user and the application. **Stellar Deduplicator for Outlook** gives an option to save the log report of all its activities as text.

To save log report shown at end of the process, follow these steps:

- Click **Save Log** button in the application. **Save As** dialog box is displayed.

- Select location and type a name for the log file.
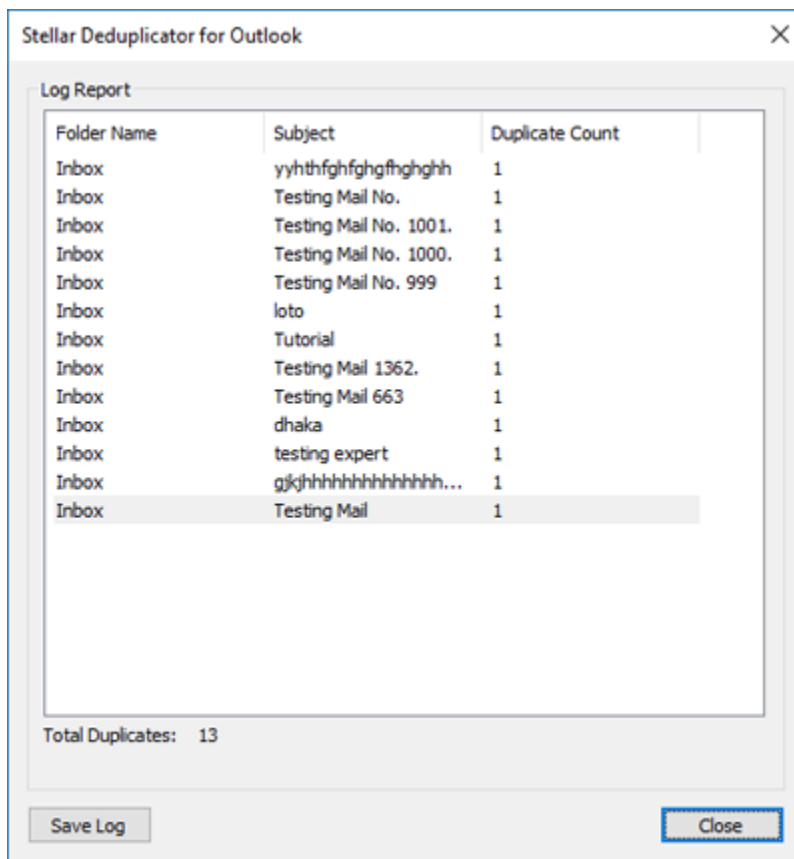
- Click **Save**. A message confirms the save process. Click **OK**.

- Click **Close** button to close the log window.

FAQs

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

   Demo version of the software is only for evaluation purpose. To use the full functionality, you need to purchase and register the product.

2. **What is Stellar Deduplicator for Outlook?**

   Stellar Deduplicator for Outlook is a powerful software to remove duplicate items from MS Outlook mailboxes. The application easily and precisely removes duplicates according to the set comparison criteria.

3. **What is need to find duplicate mails?**

   MS Outlook stores all the mail items in a PST file. Eventually this file becomes over sized with time. Oversized PST files are prone to corrupt so they must be compacted when ever oversized. Stellar Deduplicator for Outlook finds duplicates and prevents the files from over sizing.

4. **Can I extract all my duplicate mails in a separate folder?**

   Yes, you can move all mails in a separate folder. To do this, choose the **Copy to folder...** in **Select Action**.

5. **I don't remember the mail items I deleted last time. Is there any way to know it?**

   Yes, Stellar Deduplicator for Outlook gives an option to save the log report of all its activities as text. Open the log report and view the items deleted last time.

6. **I want to run the software on selected folders of PST files. Can I choose some selected mailbox folders in the application?**

   Yes, you can set the application to find duplicates from selected folders. To do this, select the folders in the **Select folders** dialog box and select the folders in which you want the application to find the duplicate mails.

7. **I have got mails from different people with same attachment. How to delete these mails with same attachment?**

   To find mails with same attachments, follow these steps:

Launch **Stellar Deduplicator for Outlook**.

Select Folder(s) to scan for duplicates

Click **Next** button

Select **Time Span**. This section lets you define the time range within which the software will check

for duplicates in email items.

Select **Any time** option in drop down list to include all the mail items

Or, select the appropriate time span from the list (Last day, Last 2 days, Last 5 days, Last 10 days,

Last 20 days, Last 30 days, Last 50 days, Last 75 days, Last 100 days, Last year)

Select **Attachment Files** in the **Comparison Criteria** section.

Select **Action** that will be executed on the found duplicate items.

Click **Run Process** button to start removing duplicates from Outlook.

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Stellar Deduplicator for Outlook

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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 >>

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