



Stellar Merge Mailbox for Outlook

Installation Guide

Version 6.0.0.1

Overview

Stellar Merge Mailbox for Outlook 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 **StellarMergeMailboxforOutlook.exe** executable file to start installation. **Setup-Stellar Merge Mailbox 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 Merge Mailbox for Outlook Setup Wizard** window is displayed. Click **Finish**.

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

Launching the Software

To launch Stellar Merge Mailbox for Outlook in Windows 10:

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

To launch Stellar Merge Mailbox for Outlook in Windows 8.1 / 8:

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

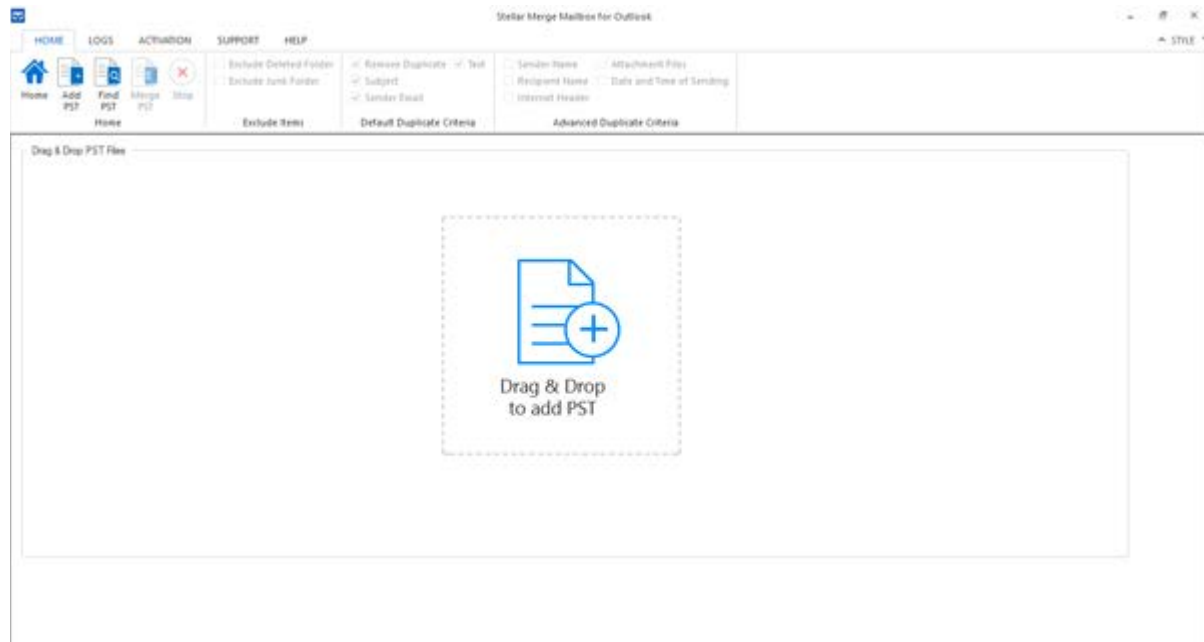
To launch Stellar Merge Mailbox for Outlook in Windows 7 / Vista:

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

User Interface

Stellar Merge Mailbox for Outlook 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.

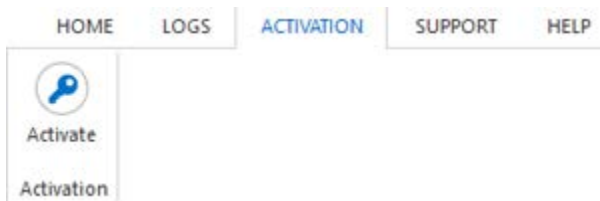
Date and Time of Sending: Two mails will be regarded as duplicate if their date and time of sending is same.



Log Report

Use this option to view / save the log report.

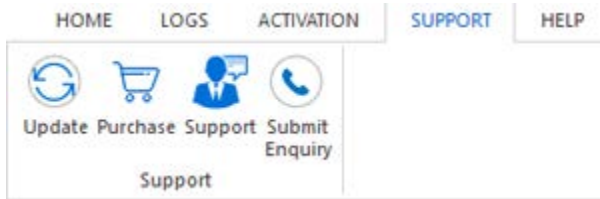
Activation Menu



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 Merge Mailbox for Outlook](#).

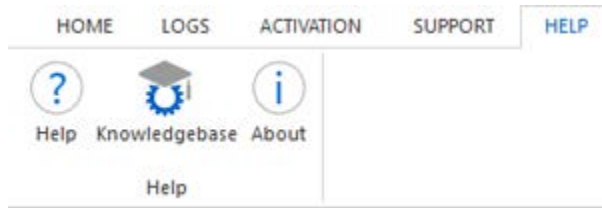
Support

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.

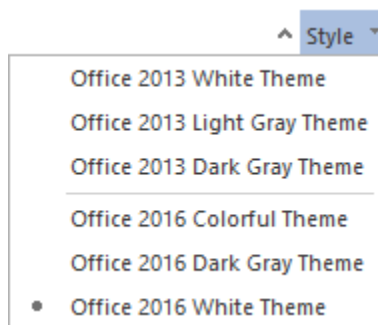
Knowledgebase

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 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.



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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/merge-outlook-pst-files.php> to know more about **Stellar Merge Mailbox for Outlook**.

To purchase the software online, please visit <https://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.

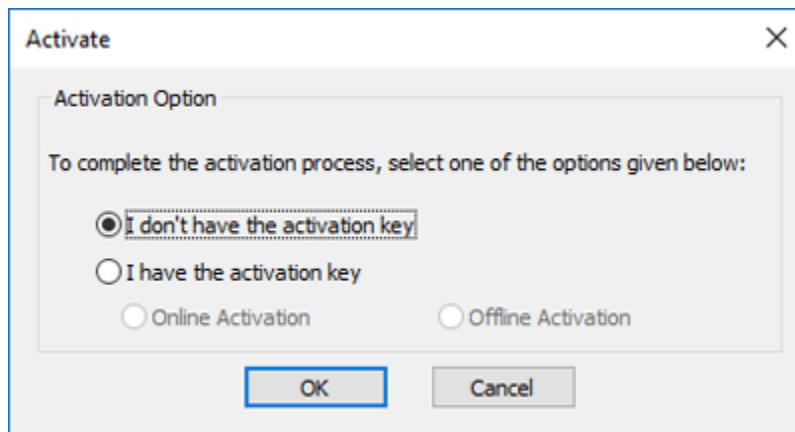
Activating the Software

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.

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 activate the software.

To activate the software:

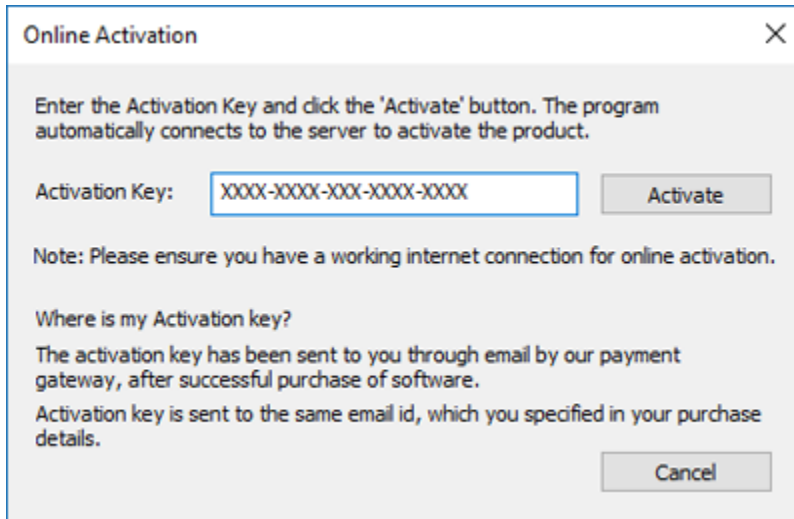
1. Run demo version of the software.
2. On **Activation** menu, click **Activate** option. *Activate* window is displayed as shown below.



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* 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, a 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 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:

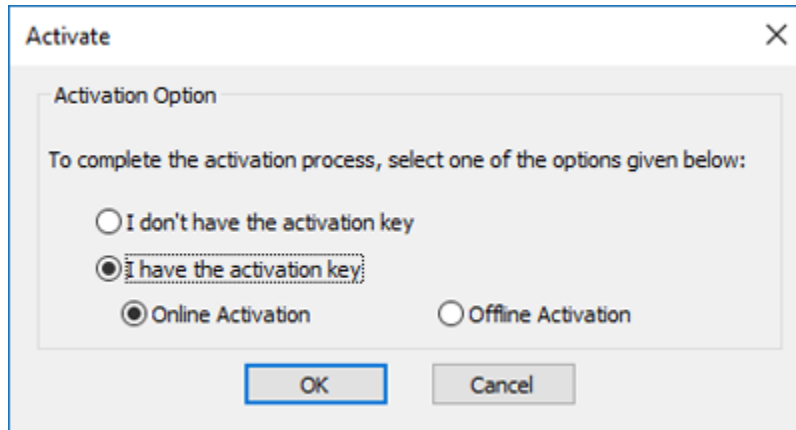
1. In the *Activate* window, select '**I have the activation key**' option.
2. You can choose either 'Online Activation' (Use this option to activate the software over Internet) or 'Offline Activation' (Use this option to activate the software manually / through e-mail if for any reason, Internet connection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

- **Online Activation**

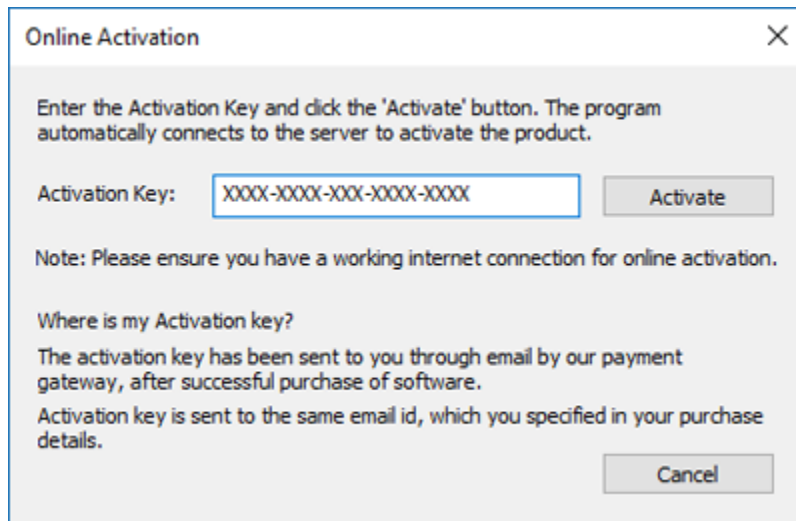
Online Activation is possible only when an active Internet connection is available.

- **To activate the software online:**

1. From the *Activate* 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**.



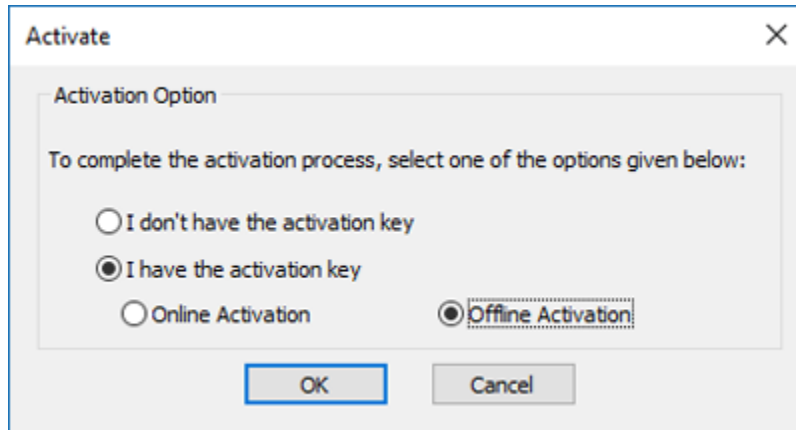
4. The software would automatically communicate with the license server to verify the entered key. If the key you entered is valid, software will be activated successfully.

- **Offline Activation**

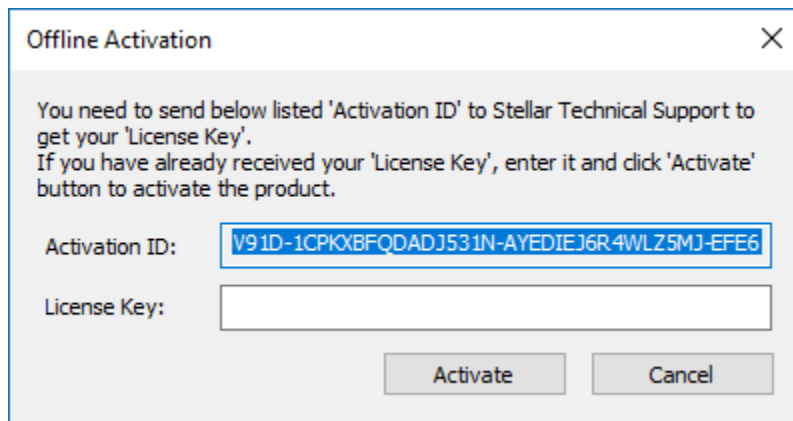
Offline Activation enables you to activate the product when your computer does not have an Internet connection.

- **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.



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 Merge Mailbox for Outlook**. In *Activate* 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:

License Key:

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 Merge Mailbox 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 Merge Mailbox 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-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] | |
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