



## Stellar Phoenix PST File Splitter

Version 2.0

**User Guide**

## Overview

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. Almost all the data that one stores in various Outlook folders goes in to the PST file linked with that profile. Outlook PST file, also known as Outlook Data File contains all items like emails, alerts, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

One of the major threats to Outlook PST is that of size limit being exceeded. This in turn can cause damage to the PST file. Outlook versions before Outlook 2003, had a size limit of 2 GB for the PST files and if the file exceeds this size limit, it can instantly lead to a corruption in the PST file. Inbox Repair Tool or SCANPST fails to work on such large files.

Some versions of Outlook do allow PST file size to grow up to 20 GB. Due to this, danger of PST file getting corrupted is less probable. Still large PST file will take a longer time to start up as well to switch folders or view mail folders. In fact, as the PST file grows larger in size, there is a gradual degradation in the performance of Outlook.

Stellar Phoenix PST File Splitter is a very powerful and robust application that helps you split large PST files into smaller files as per the criteria specified by you.

### Key Features

- Splits PST files on the basis of:
  - Date
  - Size
  - Mail ID
  - Folders
- All activities of application are recorded in a log.
- Application doesn't make any changes in the original PST.
- Supports MS Outlook 2000, Outlook 2002 (XP), Outlook 2003 & Outlook 2007

### Limitation

- You can't split corrupted PST files using Stellar Phoenix PST File Splitter. Though you can repair corrupt PST file using [Stellar Phoenix Outlook PST Repair](#).



**Note:** Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus Stellar Phoenix PST File Splitter never causes any damage to your invaluable original PST file.

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## Getting Started

Stellar Phoenix PST File Splitter provides you different options to split your large PST file into smaller PST files. This results in better management of data and enhanced performance of Microsoft Outlook.

- [Installation Procedure](#)
- [How to Order](#)
- [How to Register](#)

# Installation Procedure

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

## [Minimum System Requirement](#)

- **Processor:** Pentium Class
- **Operating System:** Windows NT4(SP6)/2000/XP/2003/Vista
- **Memory:** Minimum 256 MB (512 MB recommended)
- **Hard Disk:** 15 MB of free space
- **MS Outlook:** 2000, 2002 (XP), 2003, 2007
- **Internet Explorer:** Version 6 or later

## Steps to install Stellar Phoenix PST File Splitter

- Double-click **StellarPhoenixPSTFileSplitter.exe** file to start setup process. The Setup - Stellar Phoenix PST File Splitter dialog box opens. Click **Next**.
- In the License Agreement screen, select '**I accept the agreement**' option. Next button will be enabled. Click **Next**.
- In the 'Select Additional Tasks' screen, mark required check boxes. Click **Next**.
- In the 'Select Destination Location' screen, specify the path by using Browse button where the setup files will be stored. By default it takes the folder 'Program Files' of OS drive to save application files. Click **Next**.
- In the Start Menu Folder screen, provide the path by using Browse button where the program's shortcuts will be stored. Click **Next**.
- In the Ready to Install screen, review the settings. Click **Back** to change settings. After confirming the settings click **Install**. The Installing screen shows the installation process.
- After completing the process, the Completing the Stellar Phoenix PST File Splitter Setup Wizard screen opens. Click **Finish**.

## How to Order

The software can be purchased by making payments online. Please visit <http://www.stellarinfo.com/email-repair/outlook-pst-repair/buy-now.php?Order> for more information and to place an order.

Alternatively, if demo version is installed then select **Order Stellar Phoenix PST File Splitter** icon




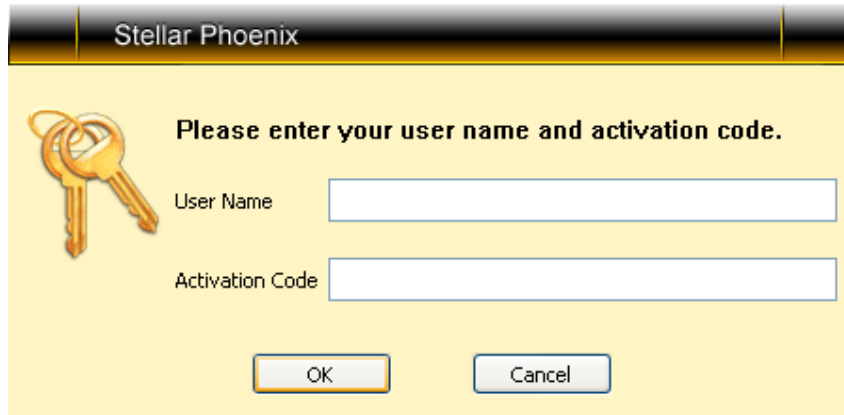
on the toolbar. This will open the home page of Stellar Phoenix PST File Splitter from where you can purchase the software.

## How to Register

you will receive the 'User Name' and 'Activation Code', after your purchase has been successfully processed. This serial number is required to register the software. The serial number will be verified during the registration process and it is valid then software will be registered.

Please follow the steps mentioned below to successfully register your copy of software:

- Click on the activation icon  on the title bar. A new dialog as shown below, is displayed:



Stellar Phoenix

**Please enter your user name and activation code.**

User Name

Activation Code

OK Cancel

- Enter the 'User Name' and 'Activation Code' and click 'OK'
- A dialog box will be prompted after successful validation of 'User Name' and 'Activation Code'.

## Split PST Files

Stellar Phoenix PST File Splitter provides you different features to split your large PST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus Stellar Phoenix PST File Splitter never causes any damage to your invaluable original PST file.

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

### *Split By Date*

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

### *Split by Size*

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

### *Split By Mail ID*

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

### *Select & Split*

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

## Log

Stellar Phoenix PST File Splitter saves all activities in a log file and saves the log at a location specified by user. Log file helps user to identify total number of different items in source file and number of items in new PST file created after split operation.

For example, if a PST has been split on the basis of date range then log file records total number of different items such as Contacts, Mails, Calendar in source PST and number of these items in newly created PST file.

## How To

This section defines how different tasks are performed as per the requirement of splitting single PST or multiple PST files. It also elaborates importance of creating a batch file and how batch files are helpful in splitting large PST files into smaller ones.

Split Single PST By Date Criteria

Split Single PST By Size

Split PST File By Mail ID

Extract Folders

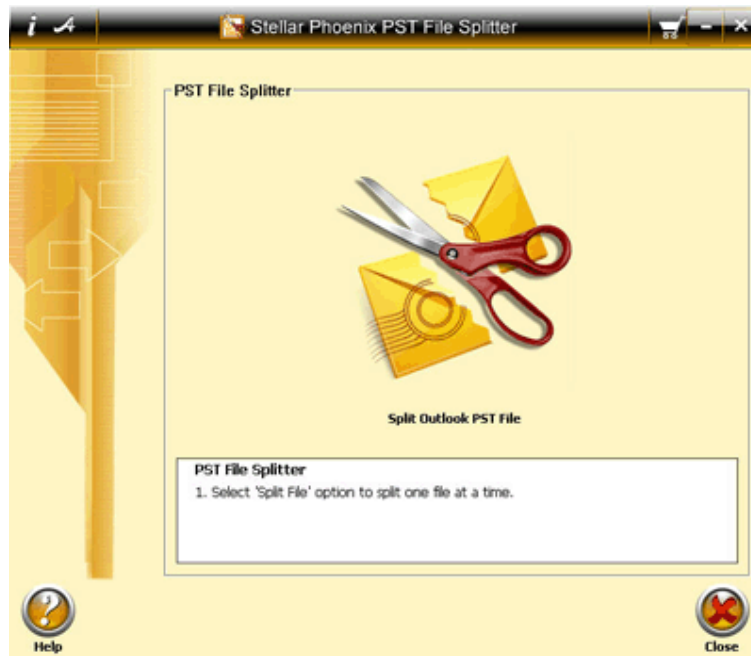
## Split Single PST By Date Criteria

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

- Start Stellar Phoenix PST File Splitter either by clicking the application icon on the desktop



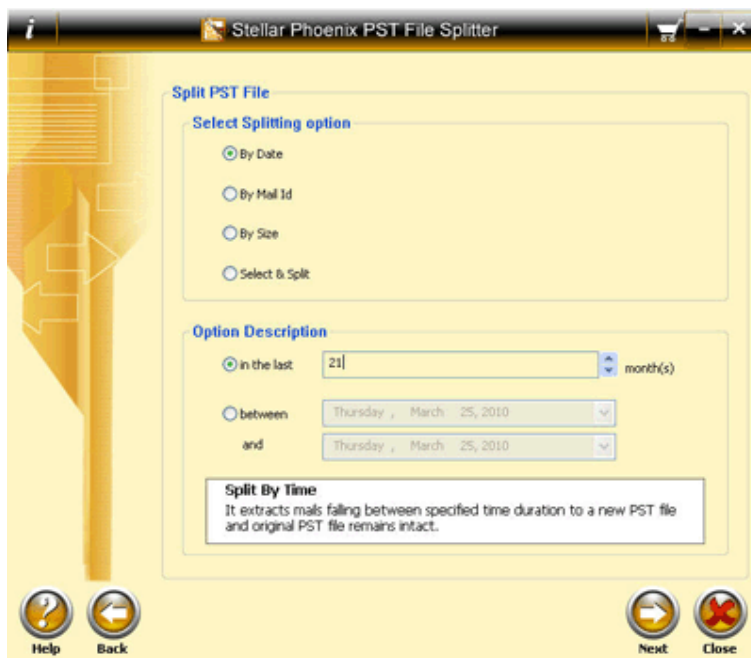
or by clicking 'Start->Programs->Stellar Phoenix PST File Splitter'. Once the application starts, following screen is shown on the desktop:



- Click on the button 'Split Outlook PST File' and a new screen, as shown below, is displayed that allows you to select the file that you want to split.



- If you are not aware of the location of the file that you want to split then 'Find PST File' option becomes handy to search for the file.
- Change the destination path if you wish to save the newly created PST file to a location other than the default one. By default new file is saved to the same location where source file is saved.
- Once you are through with the selection of source file and destination selection, click on 'Split PST File'. This will show you the next screen where you need to specify the criteria based on which you want to split your PST. Next screen is displayed below:



- Since you want to split your PST file based on time criteria, select the first option 'By Date' and also specify your preference in the section 'Option Description'. Onwards this click on 'Next' to start the process.

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

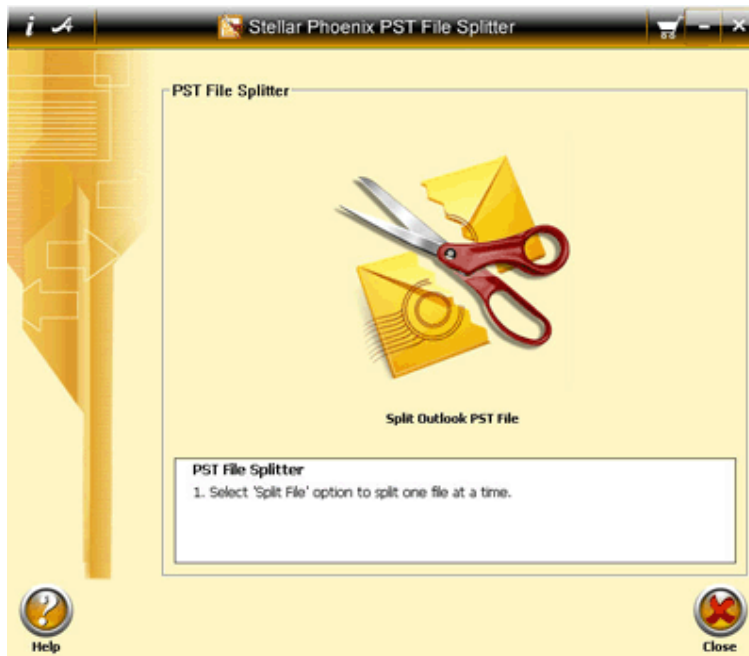
## Split Single PST By Size

You can create slices of your bigger PST by specifying the size of each slice. The slice can be between 200 MB to 2 GB. To split single PST file by size, please follow the procedure as described below

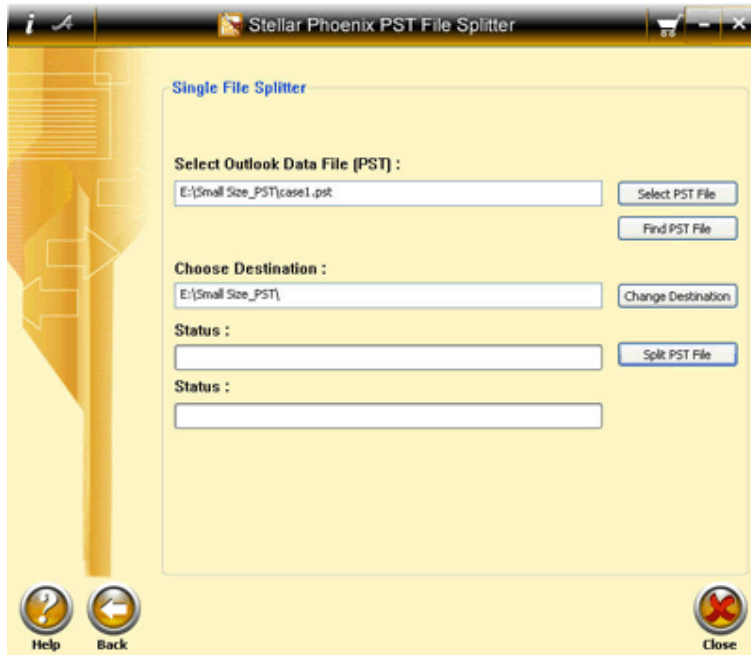
- Start Stellar Phoenix PST File Splitter either by clicking the application icon on the desktop



or by clicking 'Start->Programs->Stellar Phoenix PST File Splitter'. Once the application starts, following screen is shown on the desktop:



- Click on the button 'Split Outlook PST File' and a new screen, as shown below, is displayed that allows you to select the file that you want to split.



- If you are not aware of the location of the file that you want to split then 'Find PST File' option becomes handy to search for the file.
- Change the destination path if you wish to save the newly created PST file to a location other than the default one. By default new file is saved to the same location where source file is saved.
- Once you are through with the selection of source file and destination selection, click on 'Split PST File'. This will show you the next screen where you need to specify the criteria based on which you want to split your PST. Next screen is displayed below:



- Since you want to split your PST file based on size criteria, select the option 'By Size' and also specify your preference in the section 'Option Description'. You can specify size of each PST slice that you want to create from larger PST. Size range can be from 200 MB to 2 GB. Onwards this click on 'Next' to start the process.

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

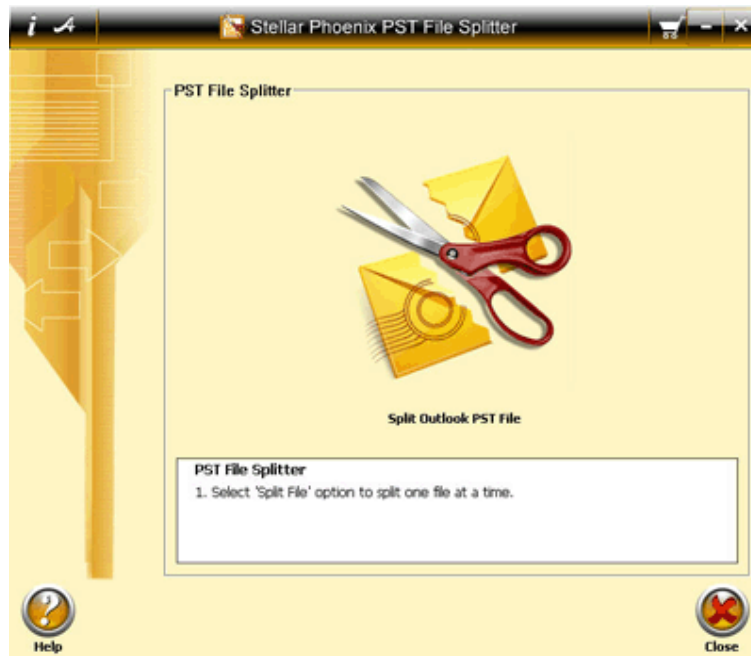
## Split Single PST By Mail ID

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

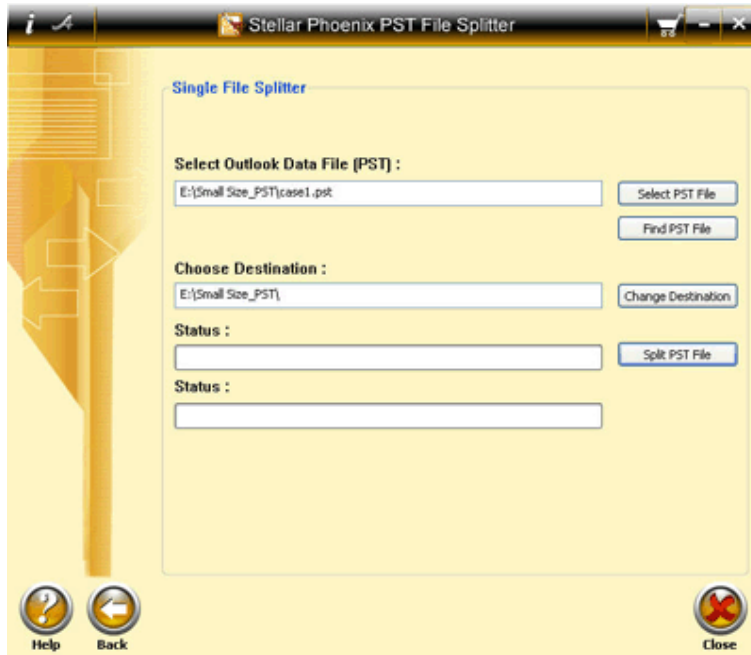
- Start Stellar Phoenix PST File Splitter either by clicking the application icon on the desktop



or by clicking 'Start->Programs->Stellar Phoenix PST File Splitter'. Once the application starts, following screen is shown on the desktop:



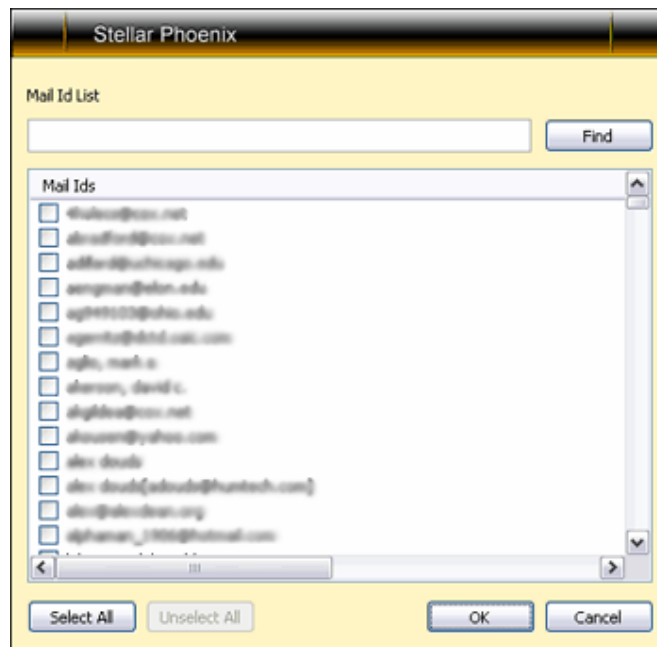
- Click on the button 'Split Outlook PST File' and a new screen, as shown below, is displayed that allows you to select the file that you want to split.



- If you are not aware of the location of the file that you want to split then 'Find PST File' option becomes handy to search for the file.
- Change the destination path if you wish to save the newly created PST file to a location other than the default one. By default new file is saved to the same location where source file is saved.
- Once you are through with the selection of source file and destination selection, click on 'Split PST File'. This will show you the next screen where you need to specify the criteria based on which you want to split your PST. Next screen is displayed below:



- Since you want to split your PST file based on mail id criteria, select the option 'By Mail Id'. Onwards this click on 'Next' to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all mail ids found in the file.



- Select the id that you want to be used as split criteria for the file and click 'OK'.
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

## Extract Folders

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

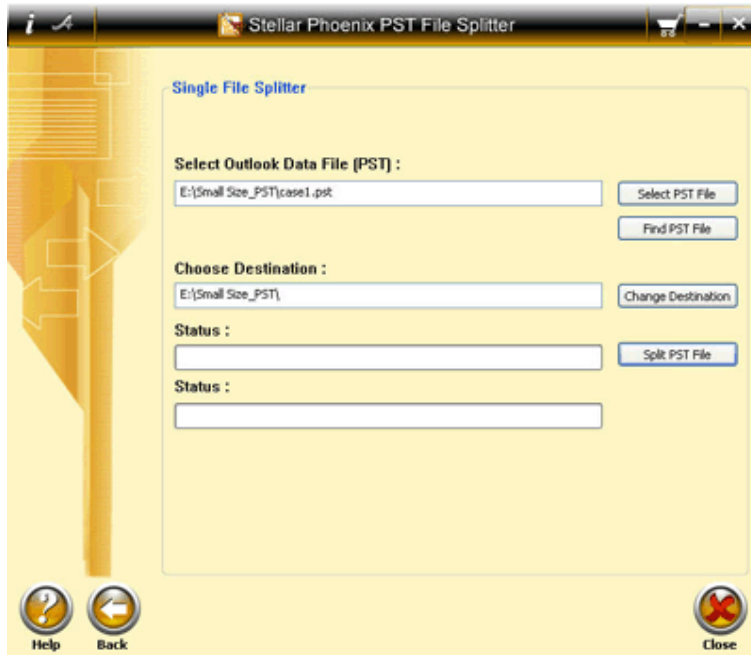
- Start Stellar Phoenix PST File Splitter either by clicking the application icon on the desktop



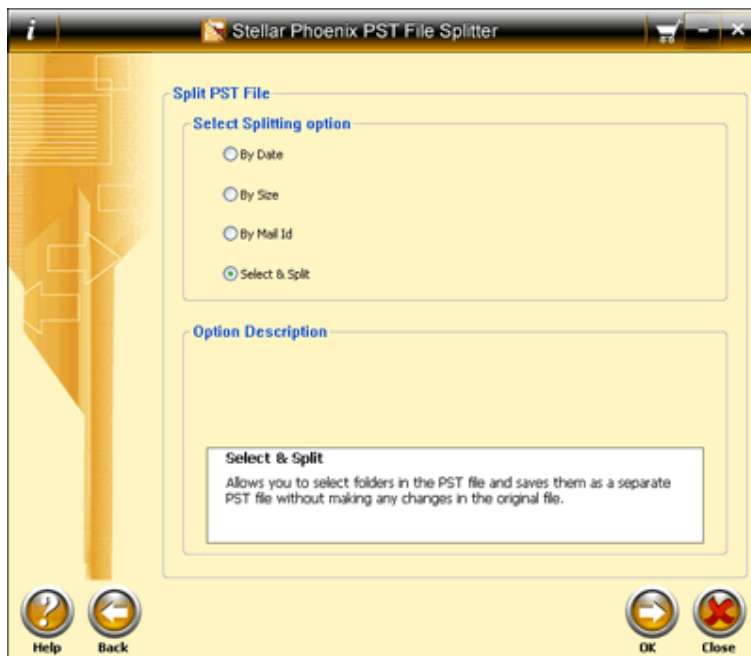
or by clicking 'Start->Programs->Stellar Phoenix PST File Splitter'. Once the application starts, following screen is shown on the desktop:



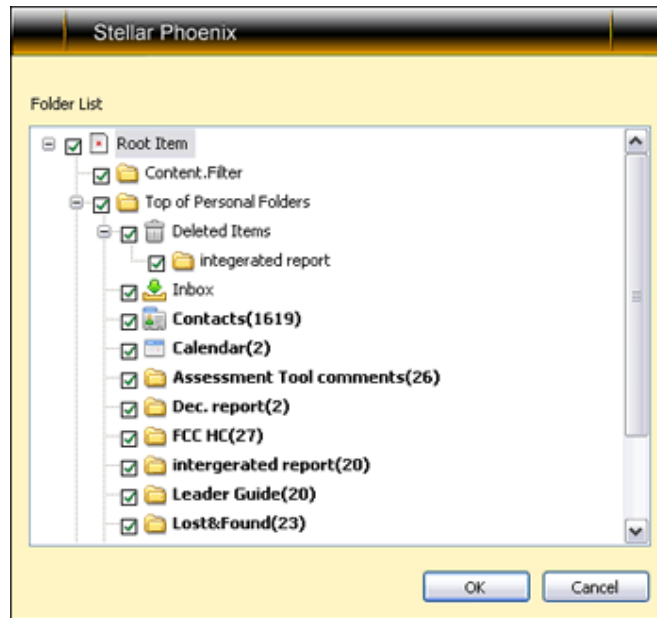
- Click on the button 'Split Outlook PST File' and a new screen, as shown below, is displayed that allows you to select the file that you want to split.



- If you are not aware of the location of the file that you want to split then 'Find PST File' option becomes handy to search for the file.
- Change the destination path if you wish to save the newly created PST file to a location other than the default one. By default new file is saved to the same location where source file is saved.
- Once you are through with the selection of source file and destination selection, click on 'Split PST File'. This will show you the next screen where you need to specify the criteria based on which you want to split your PST. Next screen is displayed below:



- Since you want to split your PST file by selecting specific folders, select the option 'Select & Split'. Onwards this click on 'Next' to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all folders found in the file.



- Select folders that you want to be used as split criteria for the file and click 'OK'.
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

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Stellar Phoenix PST File Splitter

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# Technical 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 <http://stellarinfo.com/esupport/users/kb.php>

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## Support Helpline

### Monday to Friday [ 24 Hrs. a day ]

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USA (Toll free - Pre Sales Queries)	1-866-554-2512
USA (Post Sales Queries)	1-315-220-6245
UK (Europe)	+44-207-993-2293
Germany	+49-180-110-105-0051
Worldwide	+91-921-395-5509
Skype Id	stellarsupport
Email Orders	<a href="mailto:orders@stellarinfo.com">orders@stellarinfo.com</a>

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## Online Help

- [Chat Live](#) with an Online technician
- Search in our extensive [Knowledge Base](#)
- [Submit Ticket](#) (If our Knowledge Base does not answer your question)
- Login and view [Ticket Status](#) (If you already have a valid Ticket with you)
- [Download Documents](#) on Product Usage ( For Registered members only, i.e, user with login ID. If you are an unregistered user, [click here](#) to create login ID)

## About Stellar

Stellar Information Systems Ltd. is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

### 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 >>](#)

#### Email 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 Email. [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 >>](#)  
For more information about us, please visit [www.stellarinfo.com](http://www.stellarinfo.com)