

# How outlook profiles isn't a big deal. stellar

[Business](#), [Management](#)



How to repair, split, compact, merge your Outlook Personal Folder (.pst file) | Article| JPMS Outlook is globally accepted email client that manage your personal or business email accounts. It comprises with some useful components like contacts, calendars, notes, tasks, email-attachments, journals and many more.

It equally works with Microsoft Exchange Server, SharePoint Server to disseminate information piled in it. Sometime, you experience that the PST files may get corrupted or misbehaves even after setting a limit, or when you require a backup for your all mails. In this article we would tell you how to find a solution for your all technical glitches at one place. Let's start to find out a tool for handling your Outlook comprehensively and smartly.

As a technical writer, I prefer and suggest an easy to use, well-suited and a resourceful tool that will organize their favorite email client Microsoft Outlook for big organizations and home users. Even though numerous tools have been designed which are free and paid too, still not every tool offers a complete Outlook management. During my research on this topic, I came across Stellar Outlook Toolkit as a better alternative for professionals or personal users.

Stellar Outlook Toolkit as a whole Outlook Email Toolkit follows company's resources, finances, tasks and optimizes its Outlook profile. It's also coupled with an interactive interface and optimized tools, so administrating multiple Outlook profiles isn't a big deal. Stellar Toolkit runs with suitable algorithms and easily performs regular functions of the MS Outlook profile.

Some of them are repairing the damage or corrupt PST files, splitting PST files, merge PST files, compressing a large PST file, clearing duplicate mails, retrieving a lost password linked to Outlook Account or so. Stellar Outlook Toolkit is a wonderful package for professionals, specially designed as a bundle of 6 tools enfolded altogether. Very first, download Stellar Outlook Toolkit program and run it. Steps to Find and Repair Personal folder in Outlook: 1.

Choose PST file and it asks you to select PST with Browse and Find OptionIf you know the file location " Click on Browse" either " Click on Find" if you don't know its location. 2. After choosing PST, hit Repair button. The Software scans the corrupt PST file.

Scanning Time may increase or decrease as per the size of PST. 3. Get the preview of Scanned PST. Go for Folder, Click " Saved Repaired File" button from the File menu.

Multiple saving options will be here, chooseSelect saving format as PST. Browse the location and select where you wish to save the recovered PST. Click on OK button. Your repaired Personal folder in Outlook is saved at the desired location. Compact the Repaired File: Choose Compact and Save PST option from Advanced Options in the menu. The dialog box is appeared with many options in Compact Options section, choose one of them below available: •Compress all attachments in new PST•Extract and save attachments to a folder •Extract, compress, and save attachments to a folder •Remove all attachments to new PSTGo to Other Options button and

click on desired option between Empty Junk E-mail folder and Empty ' Deleted Items' folder.

Exit from the existing dialog box by Clicking on OK and go back to the screen. For Selecting the storage location for the resultant file, hit the Browse option in the destination path. Click on OK button to save it on choosen location. A pop up will show the status of the compact process. Hitting on Stop option will end this process. On the success of this procedure, a message box will become visible sharing the location path of Compacted PST file. Click on OK to complete the procedure.

Under Advanced Options section, select Split and Save PST optionIn the then appeared Split PST File dialog box, you can either select to split the PST sizeSplit by Mail IDSplit by Date RangeBy SizeAlternatively, you can select to split the PST files by all their alternates. Split by Mail ID: By selecting this option, you can split the PST file as per email IDs. This will help organize the email messages in a managed way. Alternatively, you can click on Select All or Unselect All button to select or unselect all the email ids existing within.

Split by Date Range: You can select to split the PST file by dates the emails are received. Under this option, there are two different ways to split data into; that includes ' in the last' and ' between' options. In the last: This option will split PST file as per month details provided by the userBetween: This option will split the PST file according to the specific time period being mentioned by the userBy Size: This option enables splitting the PST files by volume predefined by the user. You can select to divide the data into given options that include 500 MB, 1000 MB, 1500 MB, and 2000 MB. Next, click on

<https://assignbuster.com/how-outlook-profiles-isnt-a-big-deal-stellar/>

Apply Settings button to go back to the previous window  
In Destination Path section, click on the Browse button to specify the location for saving the resultant split files  
Once the destination location is specified, click on the OK button