



Stellar Phoenix Compact PST
User Guide
Version 1.0

Overview

Microsoft Outlook data is stored in personal folders file that ends with PST extension. Almost all the data, one stores in various MS Outlook folders, goes in to PST file linked with that profile. Outlook PST file, also known as Outlook Data File contains all items like e-mails, 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 file is its becoming oversized. PST files can be compressed to recover from this situation. Stellar Phoenix Compact PST is designed to compact the size of PST files using powerful algorithms. The application performs deep scan of the PST file and compacts all the e-mails, calendar, contacts, tasks, and notes.

Key Features

- Stellar Phoenix Compact PST is a 100% result-oriented tool to compact Outlook PST files.
- Software can extract the attachments and saves them in a new folder. Interlinking of the compacted PST file and attachments is preserved.
- Software extracts the attachments, compresses them in zipped file (.zip file) and saves them in a new folder. Interlinking of compacted PST file and attachments is preserved.
- Software can compact PST file with out saving the attachments. This option will remove all attachments in the compacted PST file.
- Application can compact any PST file of MS Outlook 2000/XP/2003/2007.
- Application can empty Deleted Items folder while performing any compaction option.
- Application can empty Junk E-mail folder while performing any compaction option.
- Application also removes unused space.
- Update Wizard to download latest updates of the application.
- Log report to view performed compaction process.



Note: The software never deletes or modifies data in original PST file. It creates a new PST file. Stellar Phoenix Compact PST can compact only working PST file.

Installation Procedure

Before installing the software, check that your system meets the minimum system requirements:

Minimum System Requirements

- Processor: Pentium Class
- RAM: 256 MB minimum (512 recommended)
- Operating System: Windows 2000/2003/XP/Vista/Windows 7
- Hard Disk: 50 MB of free space
- MS Outlook: 2000, 2002 (XP), 2003, 2007, 2010(Beta)
- Internet Explorer: Version 4 or later


To install the software, follow these steps.

- Double-click 'StellarPhoenixCompactPST.exe' executable file to start installation. 'Setup - Stellar Phoenix Compact PST' dialog box is displayed.
- Click 'Next' button. 'License Agreement' dialog box is displayed.
- Choose 'I accept the agreement' option. 'Next' button will be enabled. Click 'Next' button. 'Select Destination Location' dialog box is displayed.
- Click 'Browse' button to select the destination path where the setup files will be stored. Click Next. 'Select Start Menu Folder' dialog box is displayed.
- Provide the path for program's shortcuts by using 'Browse' button. Click 'Next' button. 'Select Additional Tasks' dialog box is displayed.
- Choose the check boxes as per your choice. Click 'Next' button. '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 screen shows the installation process.
- After completing the process, 'Completing the Stellar Phoenix Compact PST Setup Wizard' window is displayed. Click Finish.

How to Order?

The software can be purchased by making payments online. Please visit [our website](#) for more information and to place an order.

If you have the demo version or an older version and you want to buy the latest version available on the internet, then:

- Run application.
- Click on the purchase () icon in the application. 'Place an Order' window is displayed.
- Click on 'Buy Now' link.



You can find various offers available at the site to buy the software.

For evaluation, you can also download the latest demo version of the software from the web site. This demo version does not has all the functionality of the software. You have to register the demo software after buying to enable all its functions.

How to Register?

Stellar Phoenix Compact PST software should be a registered or full version to use it. To register the software you should have a valid serial number supplied by our company. You can also buy full version of this software from our web site.

Demo version of Stellar Phoenix Compact PST can be downloaded from Stellar's web site. Demo version is just for evaluation purpose and must be eventually registered to use it with all functionalities. To register demo application, follow these steps.

- Start the demo version of application.
- Click on Activation () button in standard tool bar of application. Activation dialog box is displayed.
 - Or, click on About () button. 'About Stellar Phoenix Compact PST' dialog box is displayed.
 - Click on the 'Register' link. Activation dialog box is displayed.



- Fill the details sent to you on your e-mail ID, Click 'OK' button.



- A confirmation dialog box is displayed after successful completion of registration process.
- 'Register' link in 'About' dialog box disappears, other information is updated, and the 'Activate' button on standard tool bar is disabled.

How to Update?

There are periodical software updates provided by Stellar Information Systems Ltd. for Stellar Phoenix Compact PST software. Software updates should be done to keep the software up-to-date. Updates can be a newly added functionality, new feature, new service or any other information that can be important for improvement. Stellar Phoenix Compact PST software can be updated over internet. Note that, demo version can not be updated. To update the application, follow these steps.

- Start application. Click on 'About' () icon. 'About Stellar Phoenix Compact PST' dialog box is displayed.



- Click on 'Check for Updates' link. 'Update Wizard' dialog box is displayed.



- Click 'Next' button. A busy timer shows that updates are being searched. If it finds any new version, a message indicates the availability.



- If a message is displayed that no updates are available. Click 'Cancel' button to close wizard.

- Click 'Next'. The software will start downloading the update files from the server. When the process is complete, software will upgrade to latest version.

Features

Stellar Phoenix Compact PST software is a powerful application to compress Microsoft outlook PST file. It provides four options for compacting PST files. Compaction of PST file can be done with or without separating attachments .Extracted attachments can be saved into a new folder either in original form or in compressed zip files. The application also gives options to delete contents of the 'Deleted Items' and Junk E-mail' folder in compacted Outlook PST file.

- Compact Options
- Advance Compact Options

Compact Options

E-mails in the MS Outlook PST file may have attachments in them. Stellar Phoenix Compact PST gives four options for attachments that can be set while compacting a PST file. Stellar Phoenix Compact PST allows to extract attachments from PST file and save them in a new folder either in original form or in compressed zip format. Options to remove all attachments while compacting PST file are also available. Four compact options available in the application are:

- Compress all attachments in new PST file
- Extract and save attachments to a folder (no interlinking is lost)
- Extract, compress and save attachments to a folder (no interlinking is lost)
- Remove all the attachments in new PST file

Advance Compact Options

When e-mails are deleted in MS Outlook, the space occupied by them remains allocated. This space can grow up to large size in short span of time. Over sized PST files are more likely to corrupt than normal sized files. So, unused space must be released. Stellar Phoenix Compact PST application helps in removing unused space while compacting PST file. It also provides an option to remove deleted items and junk mails from their respective folders. Three advanced compact options available in the application are as follows:

- Remove Unused Space.
- Empty Deleted Items folder.
- Empty Junk E-mail folder.

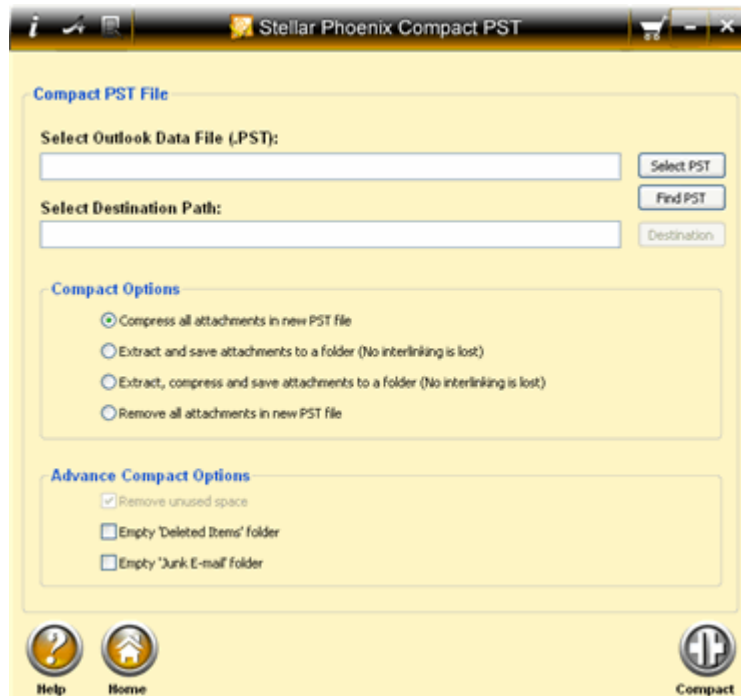
Select PST file

To select a PST file, follow these steps.

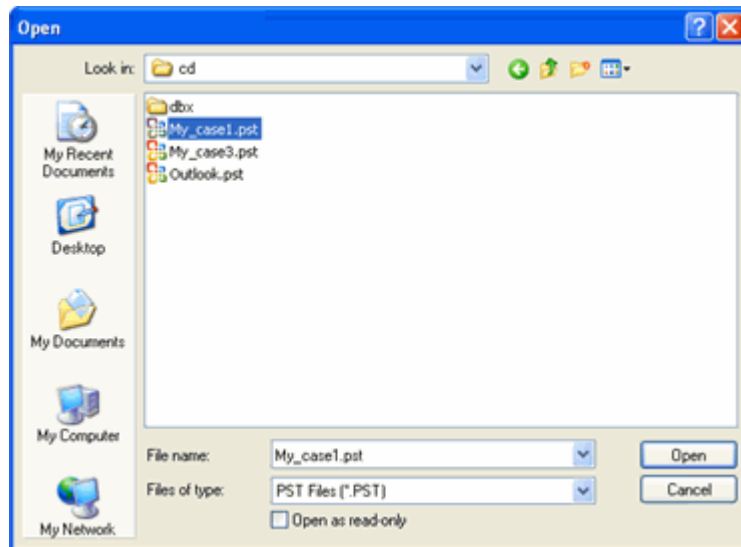
- Start 'Stellar Phoenix Compact PST' application.



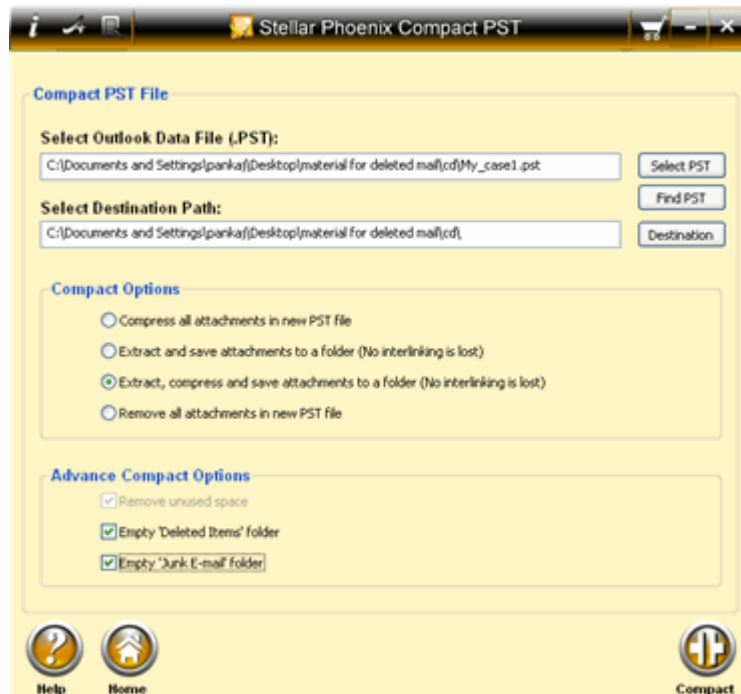
- Click on 'Compact PST File' icon.



- Click 'Select PST' button. 'Open' dialog box is displayed.



- Browse for file location, select file and Click 'Open' button.



- Click 'Destination'. Select the location where compact file will be saved. Default destination path is same as source path.
- Choose any of the 'Compact Options' to compress PST file.
- Choose 'Advance Compact Options' to remove items.
- Click on 'Compact' button to continue.

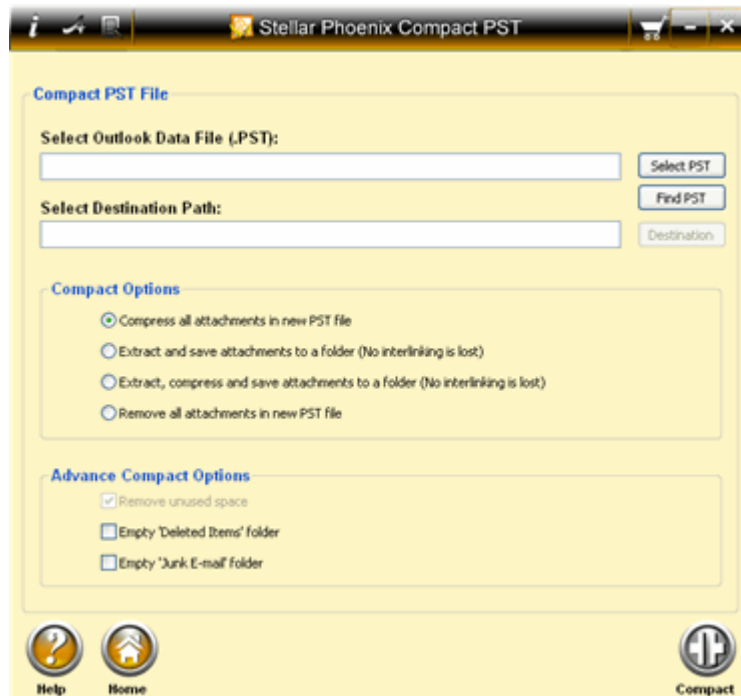
Find PST files

Stellar Phoenix Compact PST software gives an option to search a drive volume or a specified folder. All PST files available at that place are shown. Any of these files can be selected for recovering. To search a drive or a folder, follow these steps.

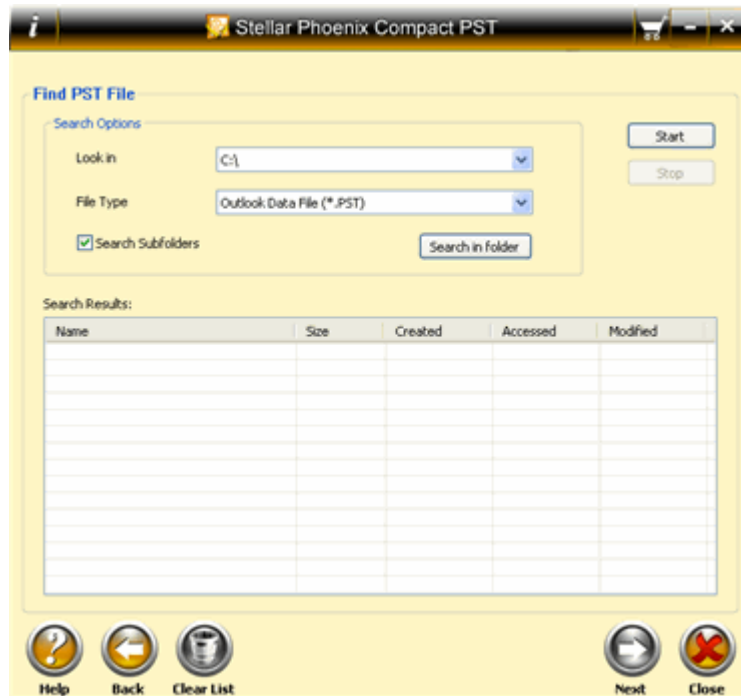
- Start 'Stellar Phoenix Compact PST' software application.



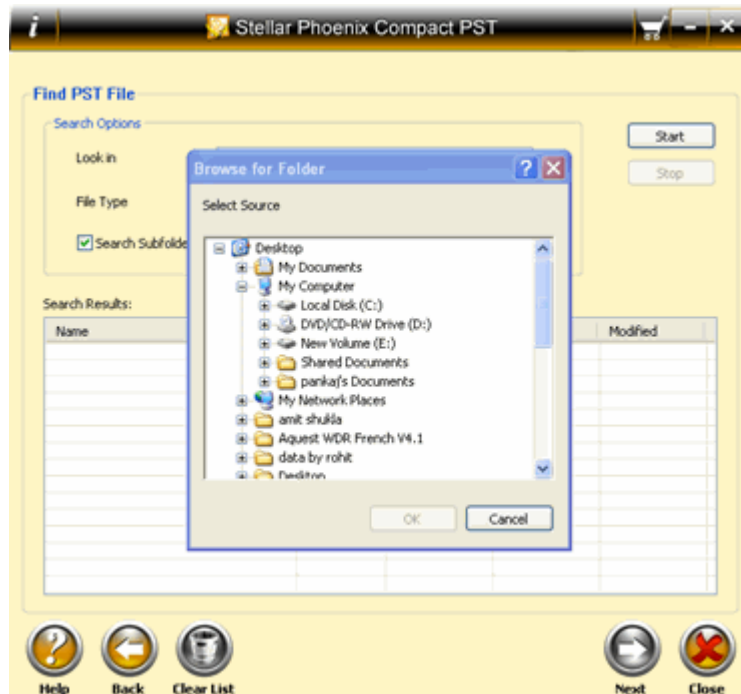
- Click on 'Compact PST File' icon.



- Click on 'Find PST' button. 'Find PST File' dialog box is displayed.



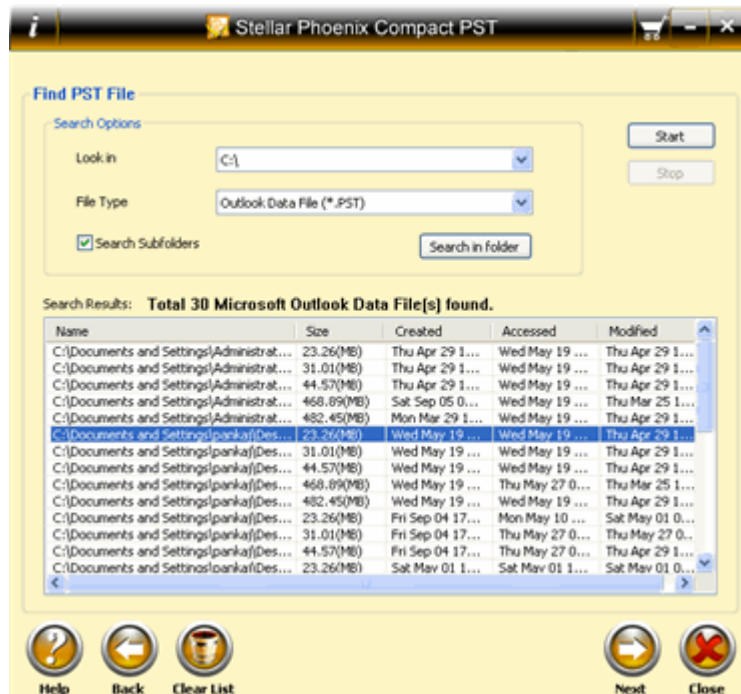
- Click on 'Search in folder' button, 'Browse for Folder' window is displayed.



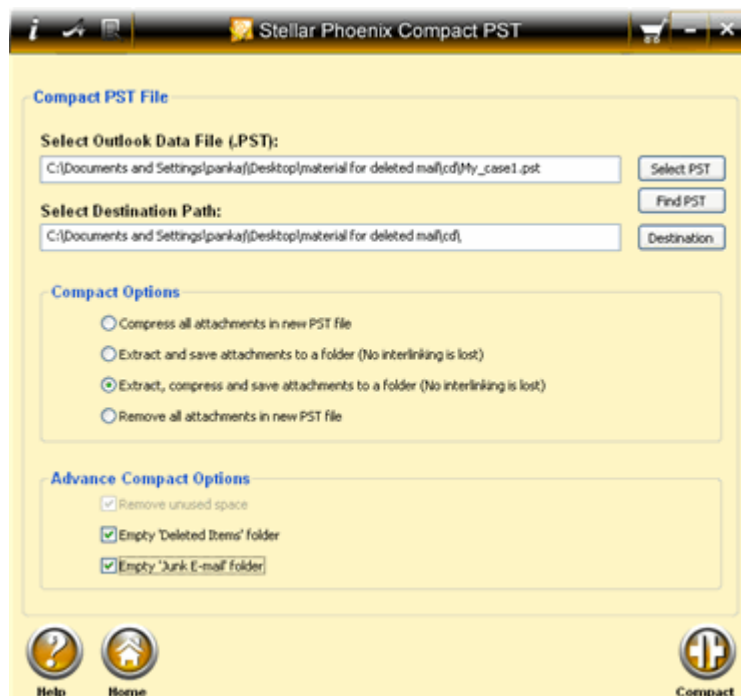
- Select the folder in which search is to be done and then click 'OK'. Path of source file is displayed in the 'Look in' list box.
- Deselect 'Search in Sub folder' option to stop application from searching sub folders of the selected folder.
- Click 'Start' button to start searching files. A message box is displayed showing the number of files found.



- Click 'OK' to close the message box. PST files are displayed in the Search Results.



- PST file can be searched in logical drives. To search PST file in logical drive, select the drive and click 'Start' button.
- Click on the file that is to be compressed. Click 'Next' button. File path is displayed in the 'Select Outlook Data File (.PST)' box.



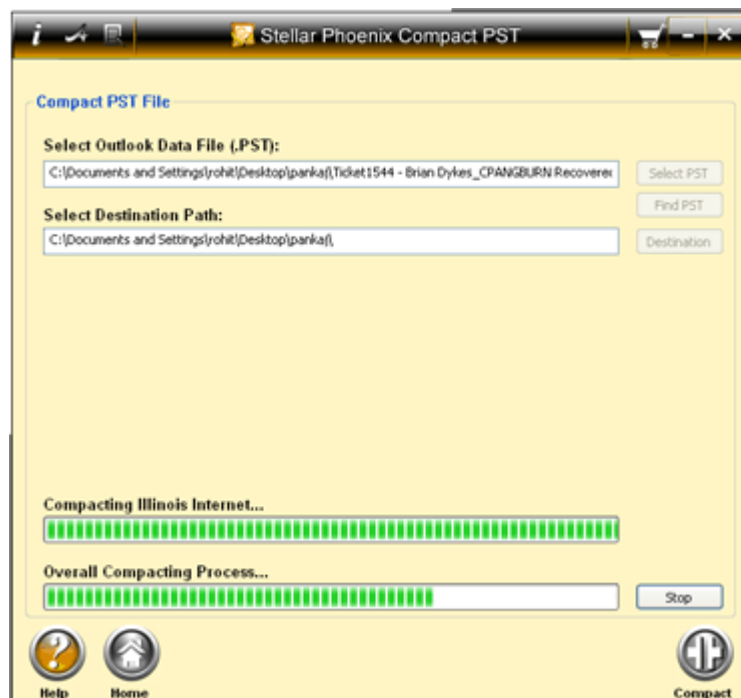
- Choose any of the 'Compact Options' to compress, save, or remove attachments of e-mails in selected PST file.

- Choose 'Advance Compact Options' to set options for deleted and junk mails.
- Click on 'Compact' button to continue.

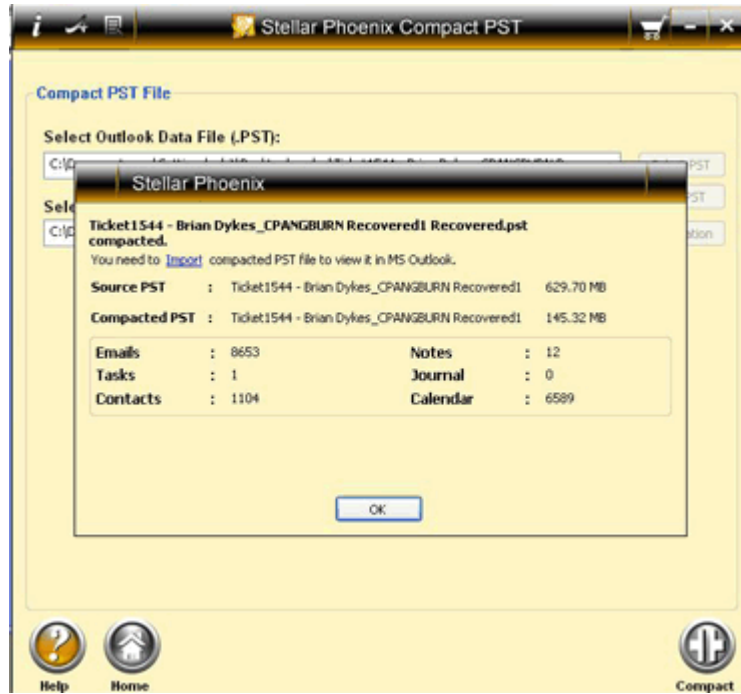
Compact PST files

Stellar Phoenix Compact PST software compresses the PST files and decrease the size acquired by them in the disk. This enhances greater use of memory and also saves PST files from being corrupted. To compact a PST file, follow these steps.

- Select the PST file. If do not know the path of your file, then you can search it by ['Find PST'](#) option of the application.
- Click on 'Destination' button to specify the location where the compressed file will be saved. By default it is at same location as the source PST file.
- Choose any of the ['Compact Options'](#) available for attachments.
- Choose any of the 'Advance Compact Options' as per your preference.
- Click on Compact button to start the compression process. A progress bar shows the advancement of the process.



- On completion of process a summary dialog box is displayed that shows the details of the compacted file. The compact file name is same as the source file suffixed with Compact [serial number].



- Move to the destination folder to import the compacted PST files.

Import PST files

To import PST file in Microsoft Outlook:

1. Open Microsoft Outlook. On the File menu, select Import and Export.
2. In the Import and Export Wizard, select Import from another program or file, click Next.
3. In the Import a File box, select Personal Folder File (PST), click Next.
4. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click Next.
5. In the Import Personal Folders dialog box, select the folders that should be imported in Microsoft Outlook. Click Finish.

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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
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Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-921-395-5509
Skype Id	stellarsupport
Email Orders	orders@stellarinfo.com

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- Search in our extensive [Knowledge Base](#)
- [Submit Enquiry](#) (If our Knowledge Base does not answer your question)

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 >>](#)

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 >>](#)

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

FAQs

1. What is Stellar Phoenix Compact PST?

Stellar Phoenix Compact PST is a software application that helps in reducing the size of MS Outlook PST files. It has various options for attachments of mails that can be selected for compaction. Unused space taken by deleted items can also be wiped by help of this application.

2. What is need to compact PST files?

MS Outlook stores all the data i.e. e-mails, personal data, calendar, tasks, etc. in a PST file. Eventually this file becomes over sized with time. Also, when we delete items in any of the folders of a PST file, space allocated to them is kept intact. Hence, there is no difference to size. Oversized PST files are prone to corrupt so they must be compacted when ever oversized. Stellar Phoenix Compact PST compacts size and deletes unused space of PST files.

3. Can I extract all my attachments in a separate folder while compacting the PST file?

Yes, you can extract the attachments in a separate folder. To do this, choose the Extract and save attachments to a folder option in the **Compact Option** before starting the compact process. Interlinking of the attachments and PST file is preserved after compaction.

4. Can I get a PST file after compaction that has only the messages and no attachments?

Yes, You can get it by choosing the **Remove all the attachments in new PST file** option in the **Compact Option** before starting the compact process. The compacted PST file will have only messages and other items but no attachments.

5. I do not want any item in my Deleted items folder after compacting the PST file? How to do this?

You can empty Deleted Items folder in the compacted PST file. To do this, select the **Empty Deleted Items folder** option in the **Advance Compact Option** before starting the compact process.

6. Can I delete all the junk items in my compacted PST file?

Yes, you can empty the Junk Items folder in PST file. Choose **Empty Junk E-mail folder** option in **Advance Compact Option** to do this.

7. How to import the compacted PST file in MS Outlook?

Import the PST file in MS Outlook application to view it. To do this,

1. Open Microsoft Outlook. On the File menu, select Import and Export.
2. In the Import and Export Wizard, select Import from another program or file, click Next.

3. In the Import a File box, select Personal Folder File (PST), click Next.
4. Click Browse to locate the PST file that needs to be imported. In the options box, select an appropriate option. Click Next.
5. In the Import Personal Folders dialog box, select the folders that should be imported in Microsoft Outlook. Click Finish.