

# Steps to Split PST file

**Step 1:** From the Home screen, select the PST Split option.

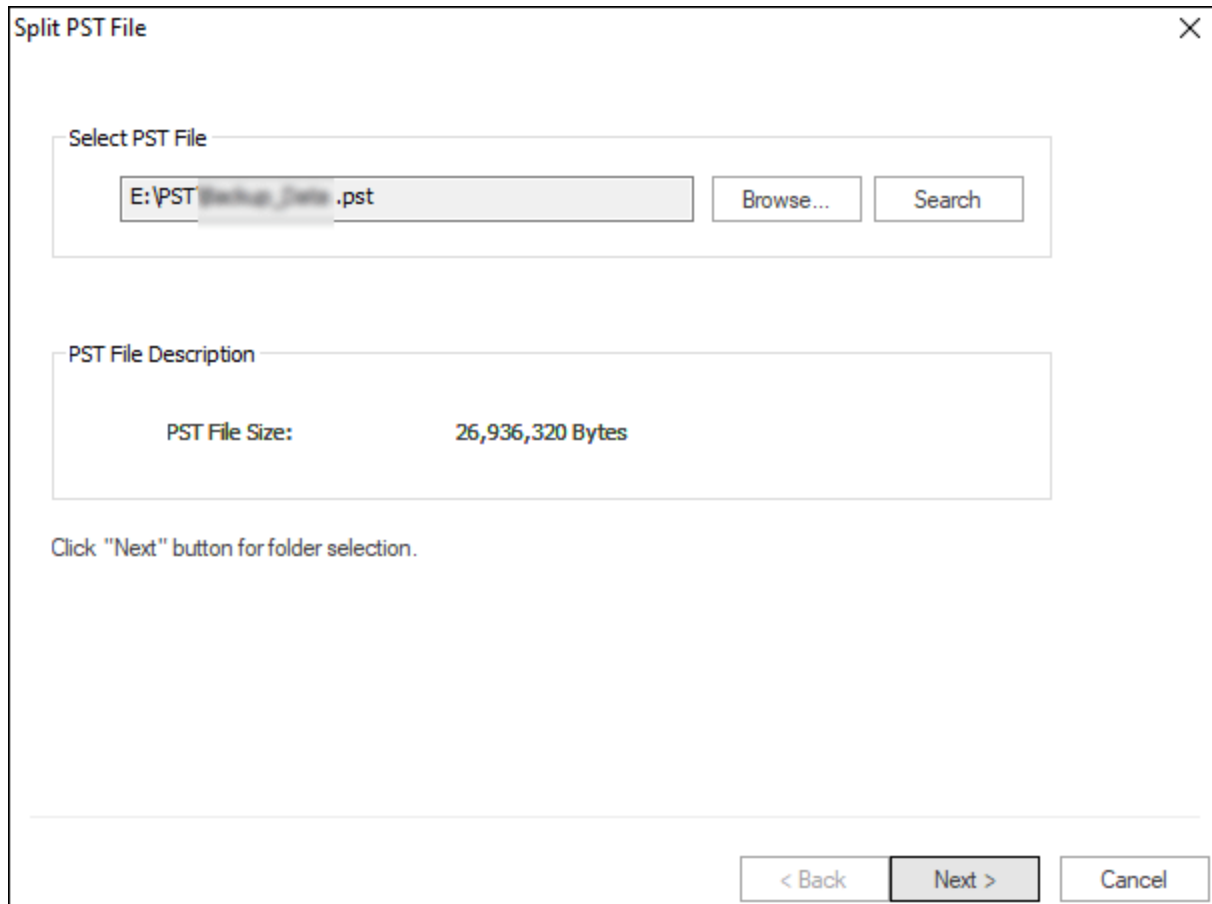


**Step 2:** To Select PST file, you can use the Browse or Search button

**Browse:** If you know the PST file location, you can use the Browse button to select the PST file.

**Search:** If you do not know the exact location of the PST file, then you can use the search button. It will automatically find the PST file location, and then you can select the PST file.

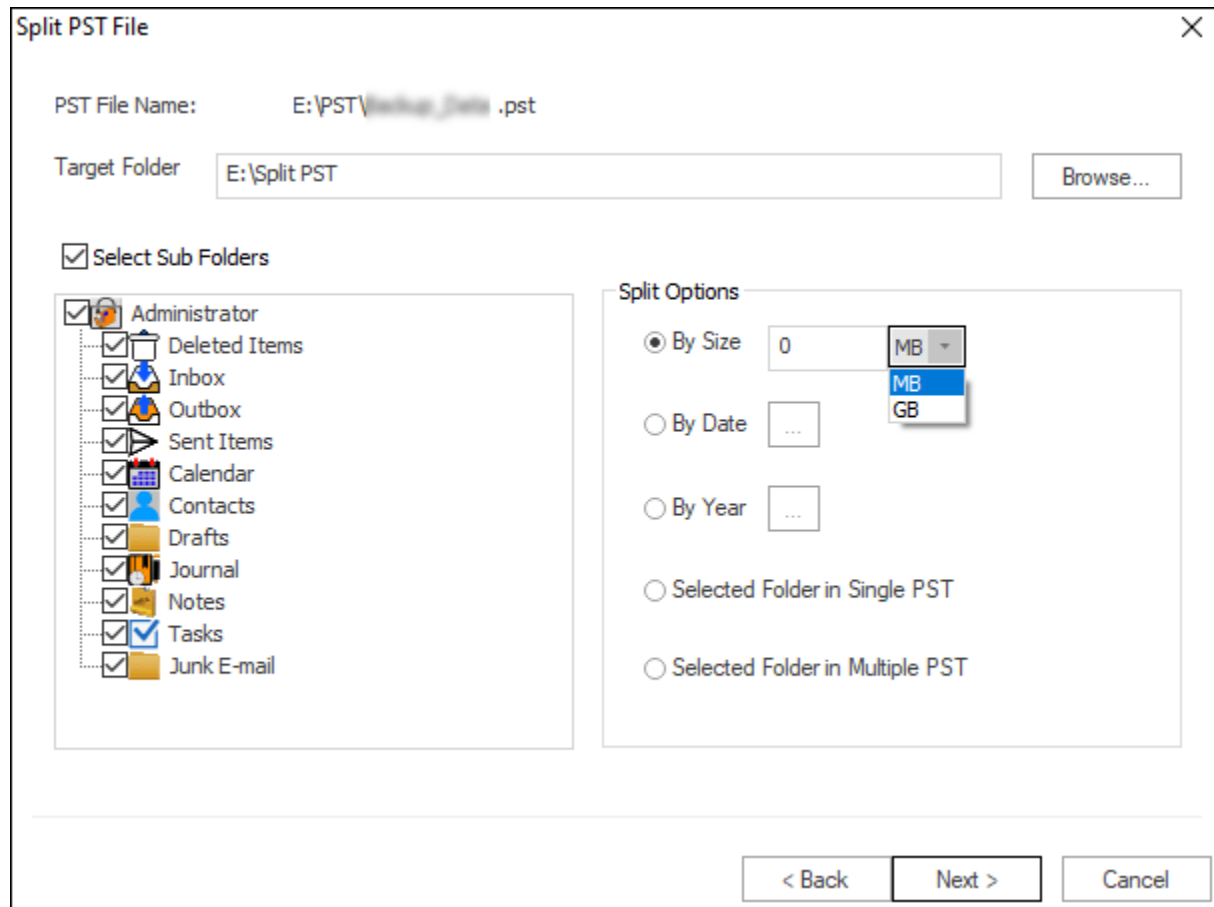
After selecting the PST file, click on the Next button.



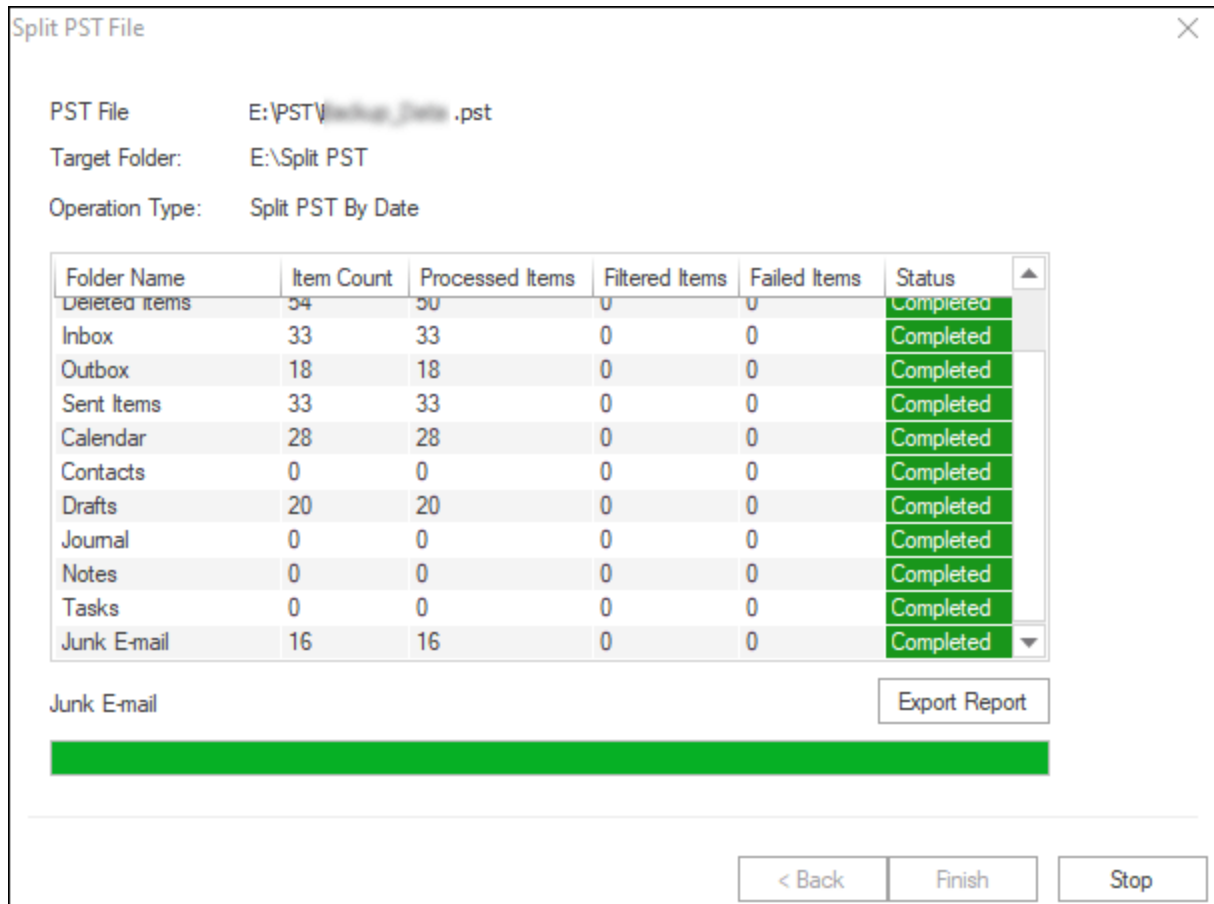
**Step 3:** To split the PST file, you can use the following option as per your requirement.

1. Select Target Folder: Click on the Browse button and provide a location to save the resulting PST files.
2. Select folder tree: From the folder tree, select the folders you want to split
3. Choose Split Option: Based on the size, date, year, Selected folder in single PST and Selected folder in Multiple PST option, you can split PST file.
4. By Size: If you want to split PST by size, then this option will help you. Using this option, you can specify PST size to split PST.
5. By Date: Using this option, you can split PST by date range
6. By Year: This option allows you to split the PST by year.
7. Selected folder in single PST: Using this option, you can create a PST file that contains selected folders from the tree view.
8. Selected folder in multiple PST: With the help of this option, you can create a separate PST for each selected folder.

Click on the Next button to start the process.

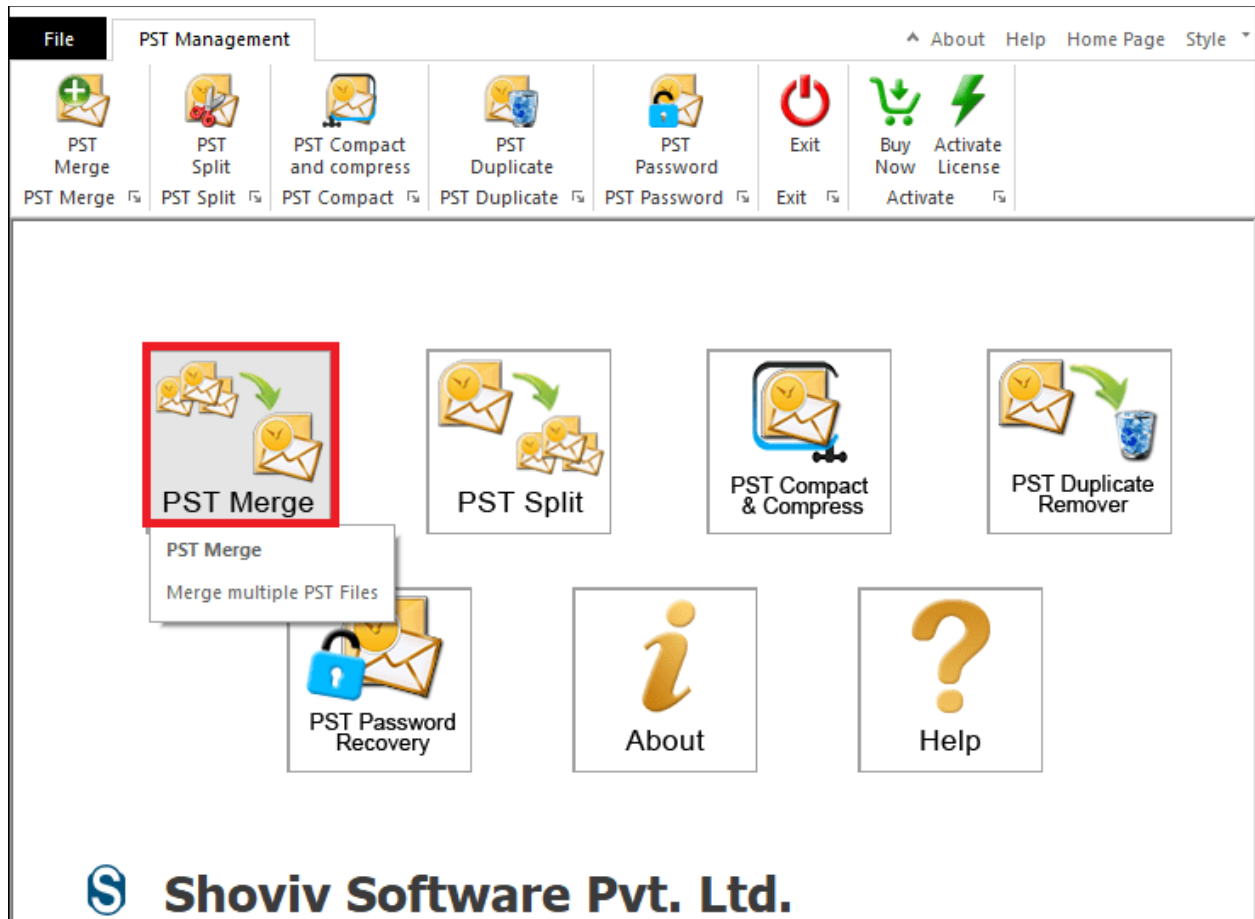


**Step 4:** In the Status section, you can see the current status of the process. Once the process is complete, click on the Finish button.



## Steps to Merge PST Files

**Step 1:** From the Home screen, select the PST Merge option.

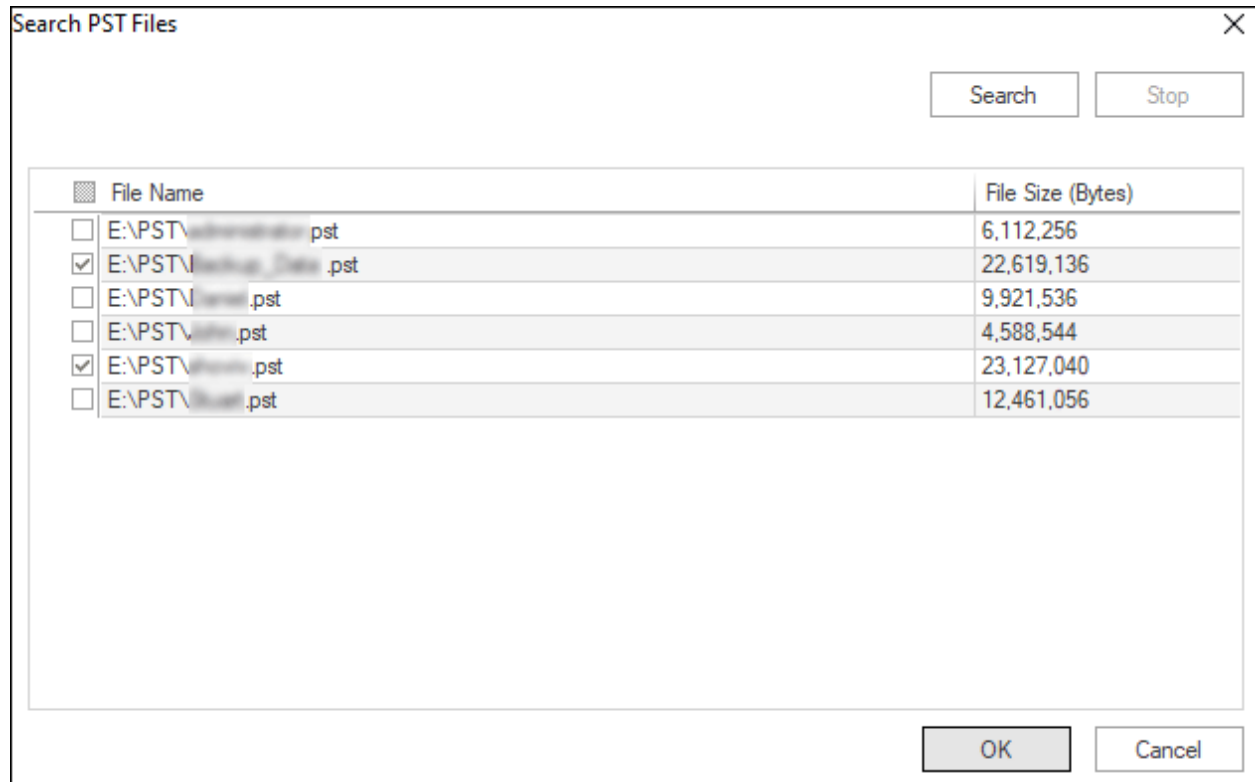


**Step 2:** To Select PST file, you can use the Add or Search button

**Add:** If you know the PST location, you can use the Add button to select the PST file.

**Search:** If you don't know the exact location of PST files, you can use the Search button. It will automatically find the location of PST files. After that, you can select the PST files.

After selecting PST files, click on the Next button.



**Step 3:** To merge PST files, you can use the following option as per your requirement.

1. Select Target Folder: Click the Browse button and provide a location to save the resulting PST files.
2. File Name: Enter a filename for the new PST file
3. Join PST Files: Using this option, you can join two or more PST files into one PST. But this option will create a different folder hierarchy.
4. Merge PST Files: With the help of this option, you can merge two or more PST files into one PST file. This option will merge items of similar name folders into one folder.

Click on the Next button to start the process.

Merge PST Files ✕

Target Folder

C:\Users\welcome\merge PST files Browse...

PST Options

File Name

Store Name

Join PST Files

Merge PST Files

Merge Contacts

Exclude Duplicate Items

Exclude Deleted Items

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< Back Next > Cancel

**Step 4:** In the Status section, you can see the current status of the process. Once the process is complete, click on the Finish button.

Merge PST Files

Source Folder	Target Folder	Item Count	Processed It...	Filtered It...	Failed Items	Status
Outbox	Outbox	18	18	0	0	Completed
Sent Items	Sent Items	72	50	0	0	In demo v...
Calendar	Calendar	50	50	0	0	Completed
Calendar\amy	Calendar\amy	2	2	0	0	Completed
Calendar\Birthd...	Calendar\Birth...	40	40	0	0	Completed
Calendar\Unite...	Calendar\Unite...	50	50	0	0	Completed
Contacts	Contact					Completed
Drafts	Drafts					Completed
Journal	Journa					Completed
Notes	Notes					Completed
Tasks	Tasks					Completed
Junk E-mail	Junk E					Completed
(\$All)	(\$All)					In demo v...
A receber	A rece					In demo v...

Shoviv PST Management Suite

 PST files have been merged successfully.

OK

Target PST: E:\merge PST files\...\_Merge.pst

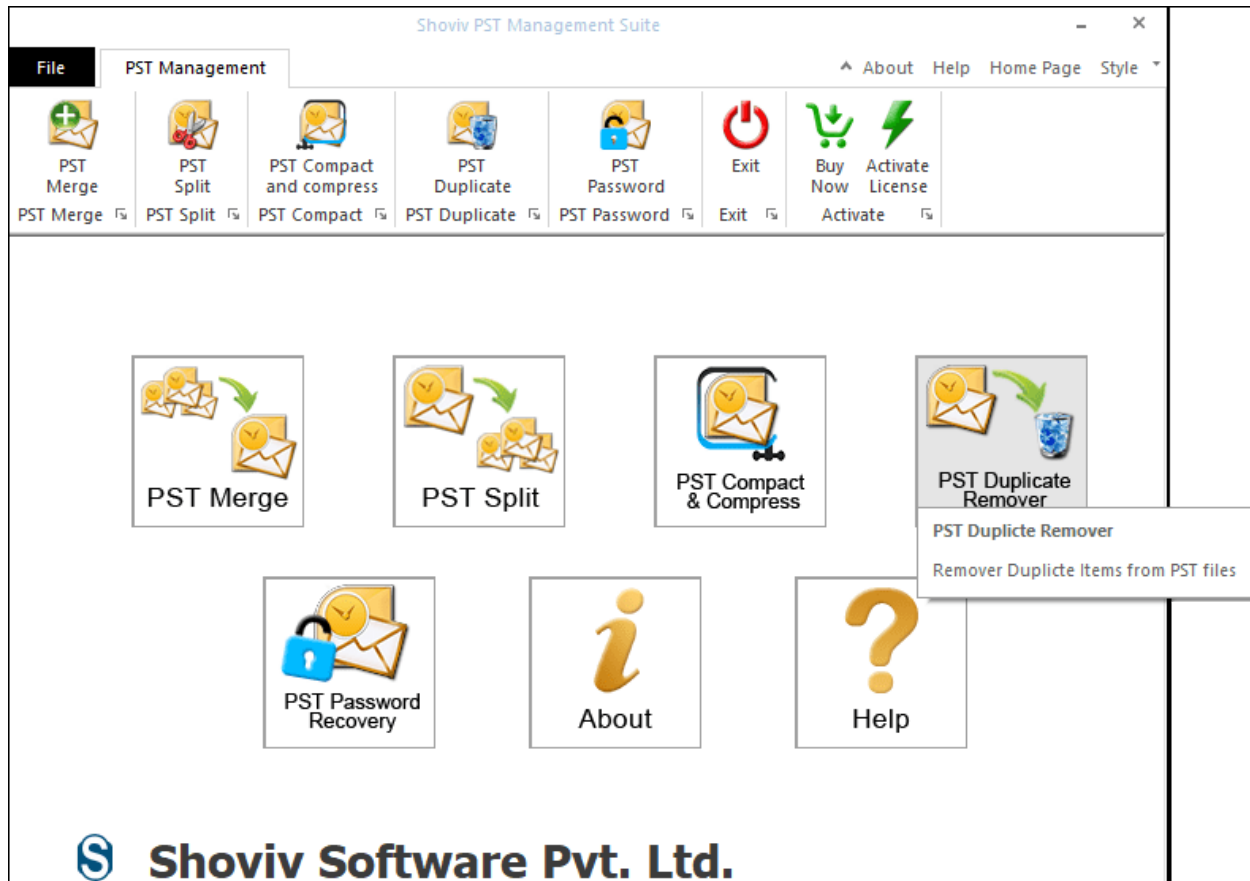
Export Report

< Back   Finish   Stop

## Steps to Remove Duplicate Items from Outlook

**Step 1:** From the Home screen, select the PST Duplicate Remover option.



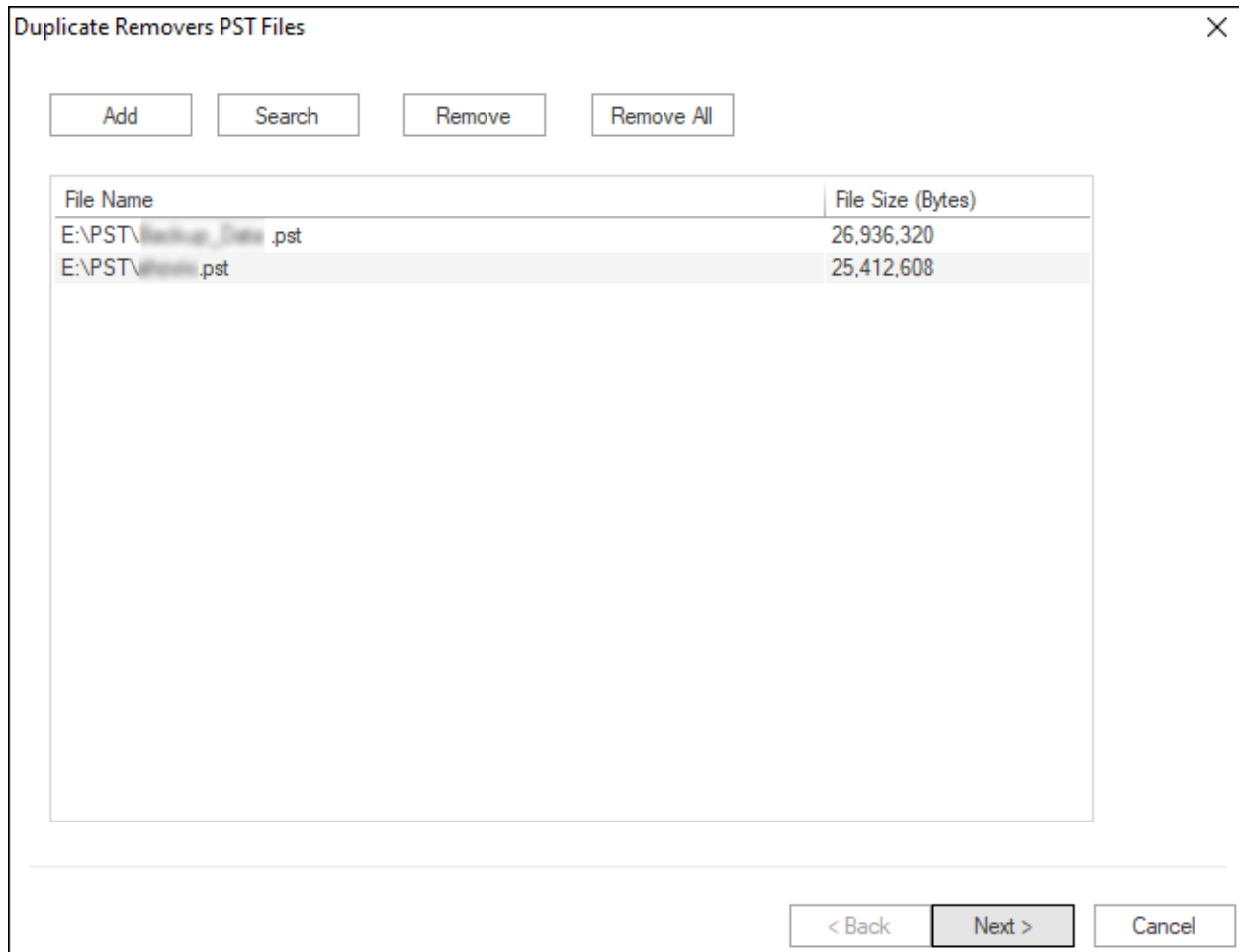


**Step 2:** To select the PST file, you can use the Add or Search button

**Add:** If you know the PST file location, you can use the Add button to select the PST file.

**Search:** If you don't know the PST file location, you can use the search button. It will automatically find the PST file location, and then you can select the PST file.

After selecting the PST file, click on the Next button.



**Step 3:** Select the target folder where you want to save the output PST files.

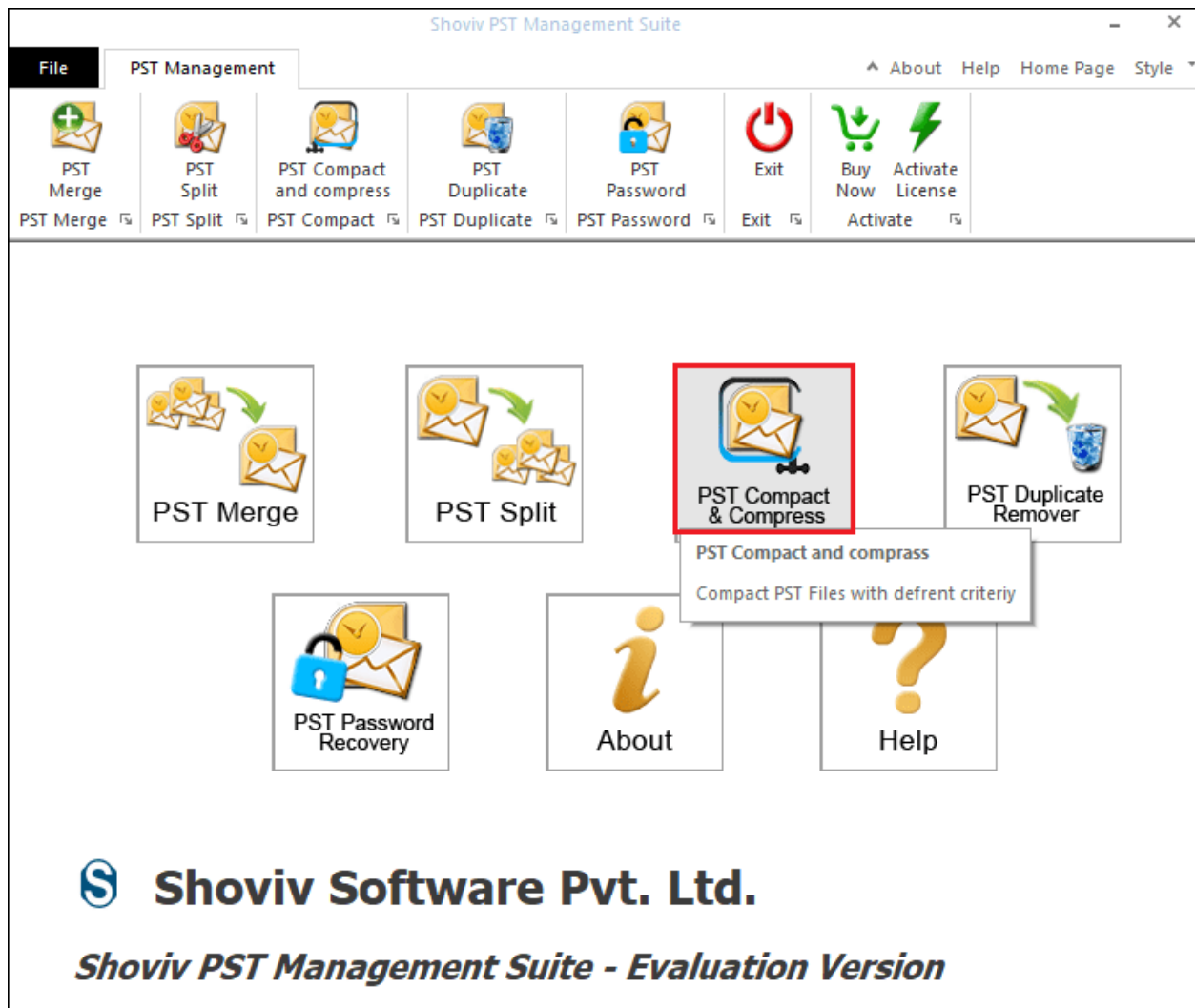
**Step 4:** Select comparison criteria such as Subject, Sender Name, Sender Email, Receive Name, Sending Date Time, Body Text, or Attachment Name to find duplicate items

**Step 5:** If you want to remove duplicate items from a folder, you can select the Search Duplicate items within the folder option. You can also use Search Duplicate Items Across the Folders to remove all duplicate items from all folders. Once done, click on the Next button to start the process.

**Step 6:** In the Status section, you can see the current status of the process. Once the process is complete, click on the Finish button.

## Steps to Compress PST

**Step 1:** From the Home screen, select the PST Compact & Compress option.



**Step 2:** To select the PST file, you can use the Add or Search button

**Add:** If you know the PST file location, you can use the Add button to select the PST file.

**Search:** If you don't know the PST file location, you can use the search button. It will automatically find the PST file location, and then you can select the PST file.

After selecting the PST file, click on the Next button.

**Attachment Options:** It gives you two options for attachments.

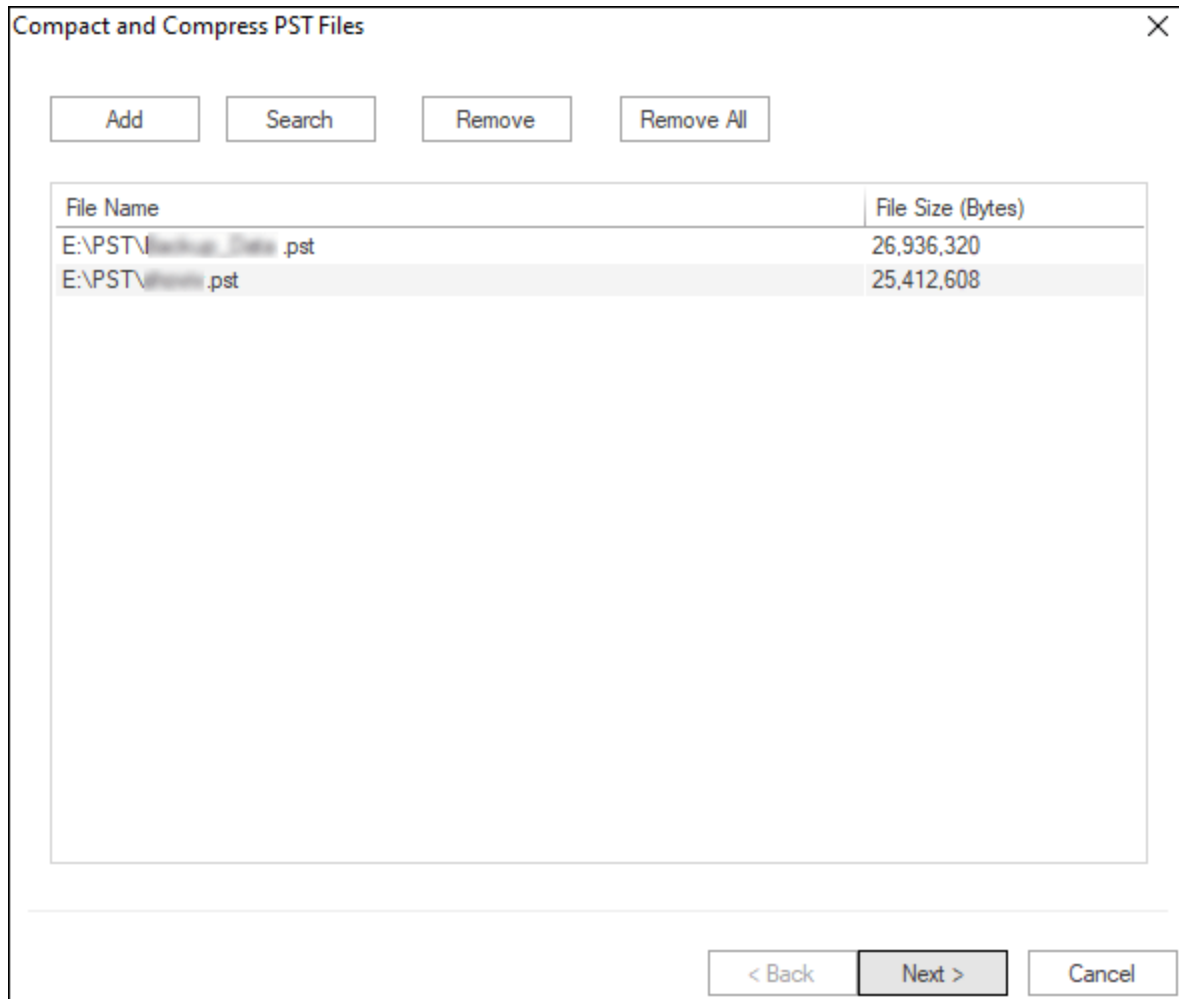
**Remove all Attachments:** With the help of this option, you can remove all the attachments from the PST file with certain conditions.

- **Backup attachment in the target folder:** Using this option, you can save all the attachments inside a folder.
- **Backup and leave a text attachment:** This option will create a folder, and it will store text attachments in place of the actual attachment, which will contain the metadata of the actual attachment file.

**Replace Attachments with archive attachments:** This option will make your attachment file an archive file and then replace all your attachments with an archive file. It also provides two options.

- **Backup attachment in the target folder:** Using this option, you can save all the attachments inside a folder.
- **Archive Password:** With the help of this option, you can set the password for the archive attachment.

Click on the Next button to start the process.



**Step 4:** In the Status section, you can see the current status of the process. Once the process is complete, click on the Finish button.

## Steps to Recover PST Password

**Step 1:** From the Home screen, select the PST Password Recovery option.

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



Add  
Add PST file(s) to Recover, remove and change Password



**Step 2:** Click on the Add icon, select the PST file, and click on the OK button.

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



PST File Name
E:\PST\...pst
E:\PST\...pst
E:\PST\...pst
E:\PST\...pst
E:\PST\...pst
E:\PST\...pst



**Step 3:** After adding the PST file, click on the Recover Password button

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



PST File Name

E:\PST\administrator.pst  
E:\PST\Backup\_Data.pst  
E:\PST\Calendar.pst  
E:\PST\Contacts.pst  
E:\PST\Tasks.pst



Recover Password

Recover the password of all listed PST file(s)



Remove Password



Set New Password

**Step 4:** After the process, the software will give you three passwords. Apply those passwords to access the PST file.



Status Report ✕

PST File(s) Name	Password 1	Password 2	Password 3	Status
E:\PST\administrator.pst	2024/	2024/06	2024/06	Password Rec...
E:\PST\Backup_Data.pst	2024/	2024/06	2024/06	Password Rec...
E:\PST\Carol.pst	2024/	2024/06	2024/06	Password Rec...
E:\PST\chris.pst	2024/	2024/06	2024/06	Password Rec...
E:\PST\David.pst	2024/	2024/06	2024/06	Password Rec...

Save and open the status report and copy recovered PST file(s) password from it.

## Steps to Remove PST Password

**Step 1:** From the Home screen, select the PST Password Recovery option.

**Step 2:** Click on the Add icon, select the PST file and click on the OK button to load the PST file.

**Step 3:** Click on the remove password button to remove the PST password.

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



PST File Name

E:\PST\administrator.pst  
E:\PST\Backup\_Data.pst  
E:\PST\David.pst  
E:\PST\Helen.pst  
E:\PST\Ivan.pst



Recover  
Password



Remove  
Password



Set New  
Password

Remove Password

Remove the Password of all listed PST  
File(s)

## Steps to Set New Password

**Step 1:** From the Home screen, select the PST Password Recovery option.

**Step 2:** Click on the Add icon, Select PST file and click on the OK button

**Step 3:** Click on the set new password button to add a password

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



PST File Name
E:\PST-administrator.pst
E:\PST-Backup_Data.pst
E:\PST-Client.pst
E:\PST-Admin.pst
E:\PST-Client.pst



Set New Password

Set New Password in all listed PST file(s)

**Step 4:** Enter the new password and confirm the password

# Shoviv Outlook Password Recovery



Add PST files after that click on Recovery Password, Remove Password or set new Password button. You are using Demo version. Demo version support only 500 MB file size.



PST File Name

E:\PST\administrator.pst  
E:\PST\Backup\_2009  
E:\PST\David.pst  
E:\PST\John.pst  
E:\PST\Susan.pst

**New Password** ✕

Password

Confirm Password

**New Password Will Apply on All Added PST File(s)**



**Step 5:** Finally, click on the OK button