## <u>Brief- of KDETools PST Splitter tool to Split Oversize</u> <u>Large PST File into smaller PST files - Works</u>?

Step by Step procedure to Split large PST file to small PST file by Size, Date, Year, Emails and Folders etc

Step 1: Download , install and run **PST Splitter**. | Click on the **Browse** button to load the PST file.



Step 2:

• After selecting the PST file you can check the **Folder Structure**, in the left panel. and Click on **"NEXT"** button



## Step 3:

- Click on the [Split] "option" to Split PST by Size.
- Click on "NEXT" button

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| Outlook PST Split Options :                            |  |
| Spit PST by Sze  |  |
| PST File Size : MB                                     |  |
| Message Filter Between Two Dates                       |  |
| Start Date : Thursday , March 19, 2020                 | End Date Thursday , March 19, 2020           |
| Message Filter :- Contain By :                         |  |
| Message Contain : 🔍                                    |  |
|  | Select Split Option - Then Click Next Button |
|  |  |
|  |  |
|  | Back 巛 Next >>                               |
|  |  |

Step 4: Select a **Split Message** option to Select a particular **Date**, **Year**, **Month to Split data**. and Click on "NEXT"

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| Outlook PST S                          | Split Options :   |  |
| Split PST by Size                      |   |  |
| PST File Size :                        | 1024 MB   |  |
| Start Date : Thursday , March 19, 2020 | Inursday March 19, 2020   | End Date Thursday , March 19, 2020           |
| Message Filter :- 0                    | Sun Mon Tue Wed Thu Fri Sat   |  |
| Message Contain                        | 23 24 25 20 27 26 29<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21 | ]  |
|  | 22 23 24 25 26 27 28<br>29 30 31 1 2 3 4<br>Today: 3/19/2020                        | Select Split Option - Then Click Next Button |
|  |   |  |

**Step 5:** Select a **Message Filter** Option to select a certain option. [Email ID], From, To, Cc, Bcc, Subject and Click on "NEXT"

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| Outlook PST Split Options :                            |  |
| Split PST by Size                                      |  |
| PST File Size : 1024 MB                                |  |
| Message Filter Between Two Dates                       |  |
| Start Date : Thursday , March 19, 2020                 | End Date Thursday , March 19, 2020           |
| Message Filter - Contain By :                          |  |
| Message Contain : V maina@kdetools.com                 |  |
| lo<br>Ce<br>Boc<br>Subject                             | Select Split Option - Then Click Next Button |
|  |  |
|  | Back 巛 Next 📎                                |
|  |  |

Step 6: Click on "Browse" button **Destination Path** to Save the splitting PST file's.

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| 🔊 Split PST 🔮 Help Manual                         | 🕜 About  🎰 Buy Online 🔀 | Close |                          |         |
| Select Destination Folder :<br>Destination Path : | Browse For Folder       | X     |                          | Browse  |
|   |                         |       | Back 巛                   | Next >> |
|   |                         |       |                          |         |

Step 7:Now click on the **Start Split** button to begin the splitting process.

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| split PST 🕺 Help Manual 🥜 About 🎰 Buy Online 🔀 Close                                      |                          |
| Split Progress Status:  |                          |
| Destination Path :  |                          |
| C:\Users\KDETOOLS\Desktop\splt\KdeTools3-19-2020 31244 PM\                                |                          |
| Current Folder :  |                          |
| Top of Personal Folders∖Share-t   |                          |
| Moved items : 2/3   |                          |
| Re: Unable to received payment/order notification Order: REF# 518974473 (KMM63441168V3693 | 3LOKM)                   |
| Overall Progress :  |                          |
|   | Abort Process            |
|   | Back 巛 Next 📎            |
|   |                          |

## Step 8:

• Wow, Great, Splitting process has been Completed and click on finsh button closed the app and open the folders.