

# SysTools For Outlook Duplicates Remover Tool

Best tool to Remove Outlook Duplicates to Reduce Mailbox Size and Increase MS Outlook Performance with Work Efficiency.

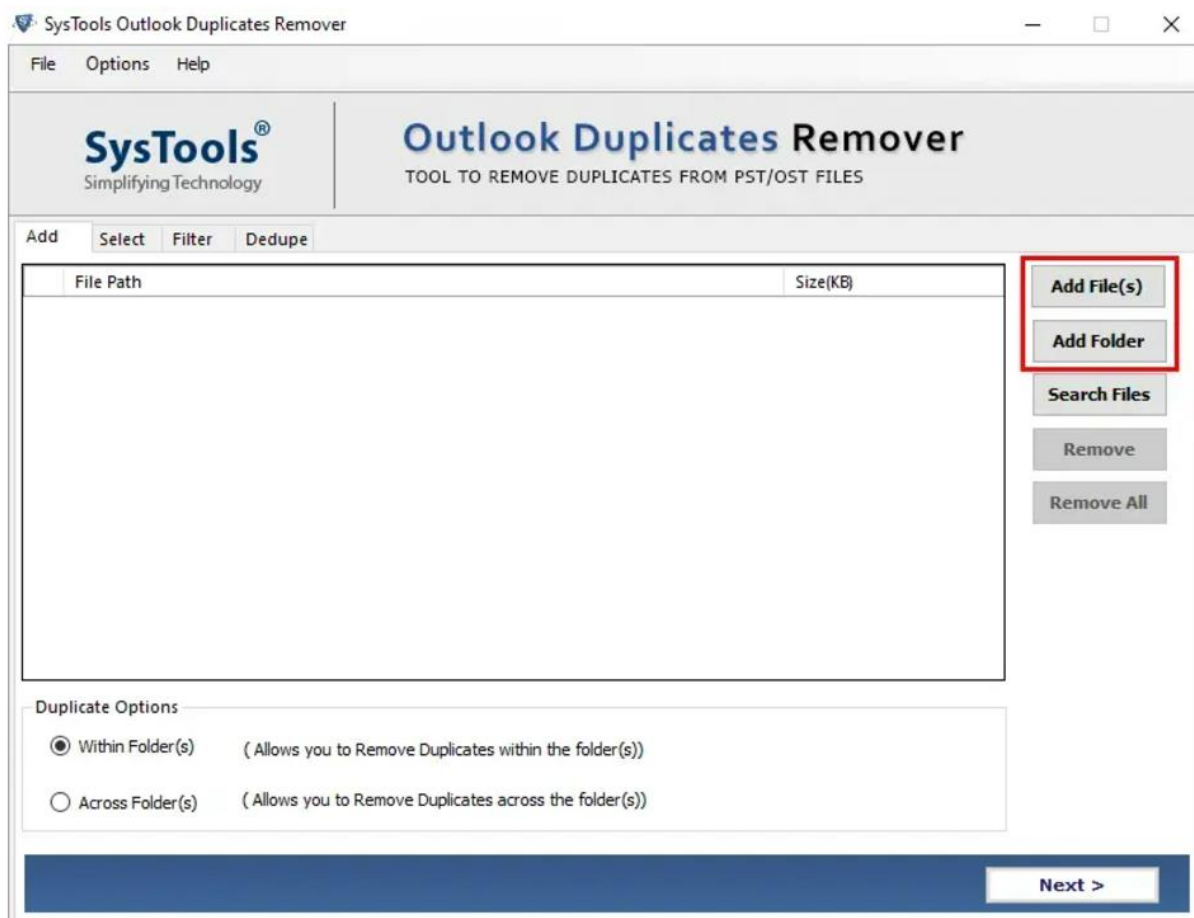
SysTools Outlook Duplicates Remover Tool is a professional utility designed to efficiently eliminate duplicate items from Microsoft Outlook PST files. The tool identifies and removes duplicates from emails, contacts, calendars, tasks, notes, and journals, ensuring a clutter-free and optimized Outlook experience. Compatible with all versions of Outlook, it helps users reclaim storage space and improves application performance.

**Visit:** Official webpage of [SysTools Outlook Duplicate Remover Tool](#)

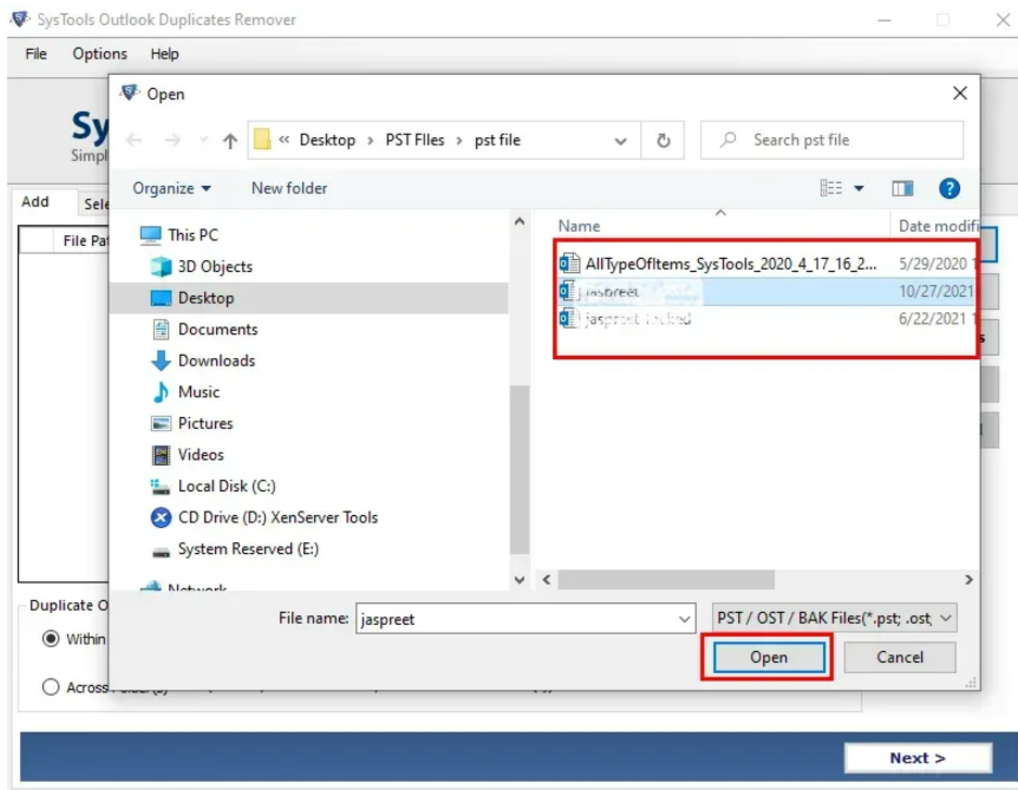
## Steps to Remove Duplicate Items from Outlook Mailbox Using SysTools Software

All the instructions are listed below, simply follow, and remove duplicate items from Outlook mailbox. Visit official webpage and download the utility and then install.

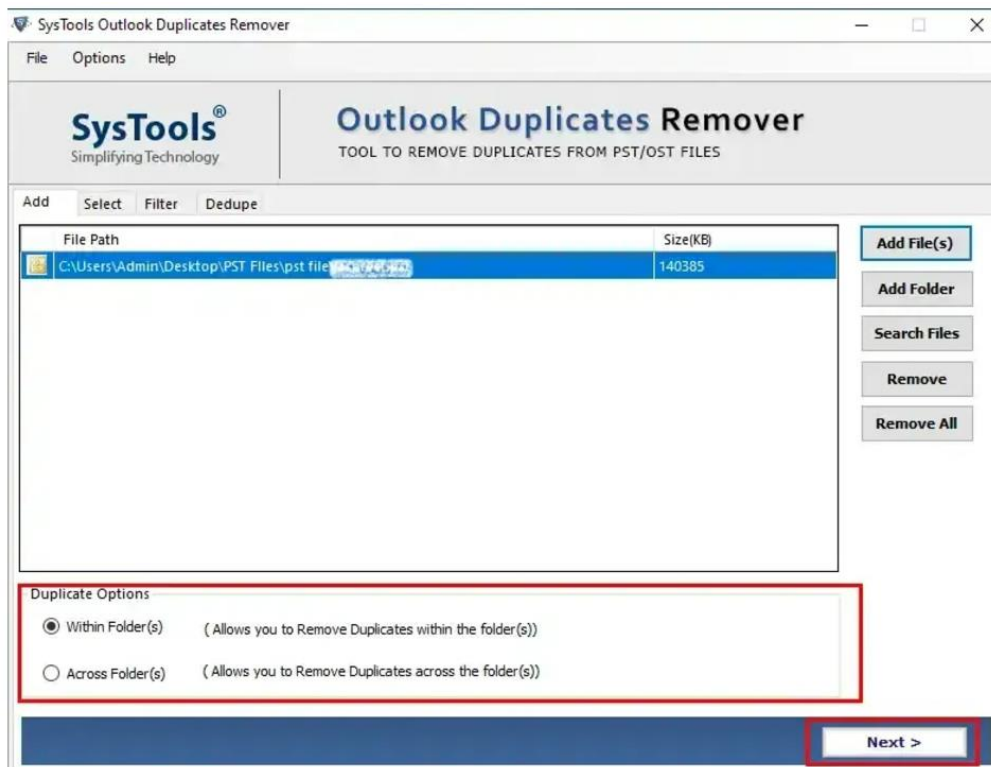
**Step-1:** First, download and launch the **SysTools Outlook Duplicates Remover**. The initial interface of the software is as follow. Now, to add the PST files click on the **Add File(s)** or **Add Folder** button.



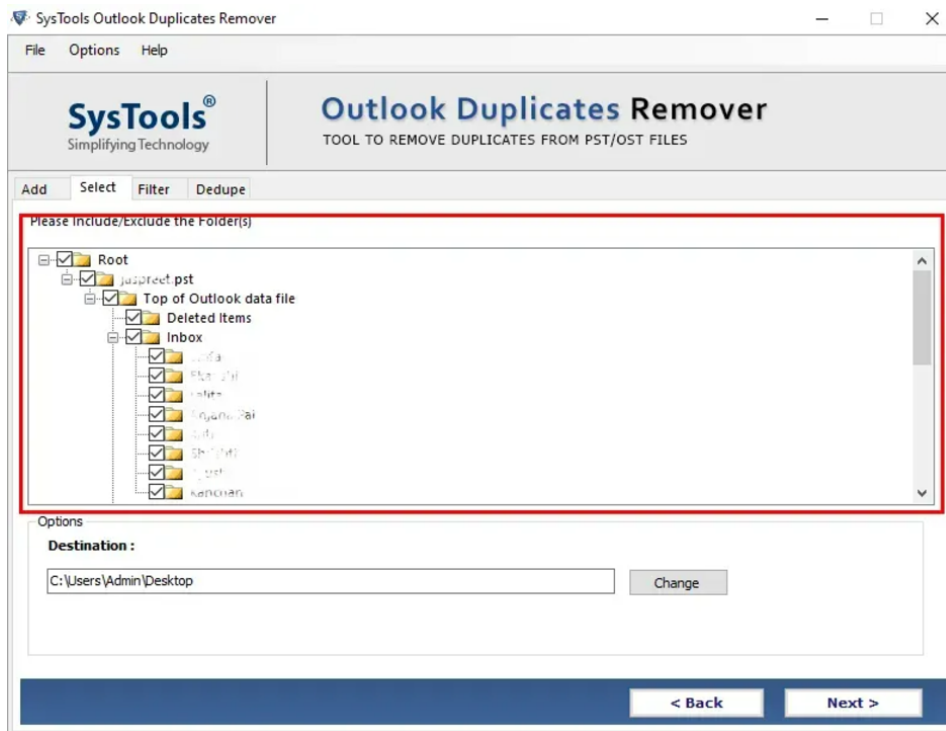
**Step-2:** Now, after clicking on the Add Files or Add Folder, then will get the following screen. click on **Open** to add the selected PST files.



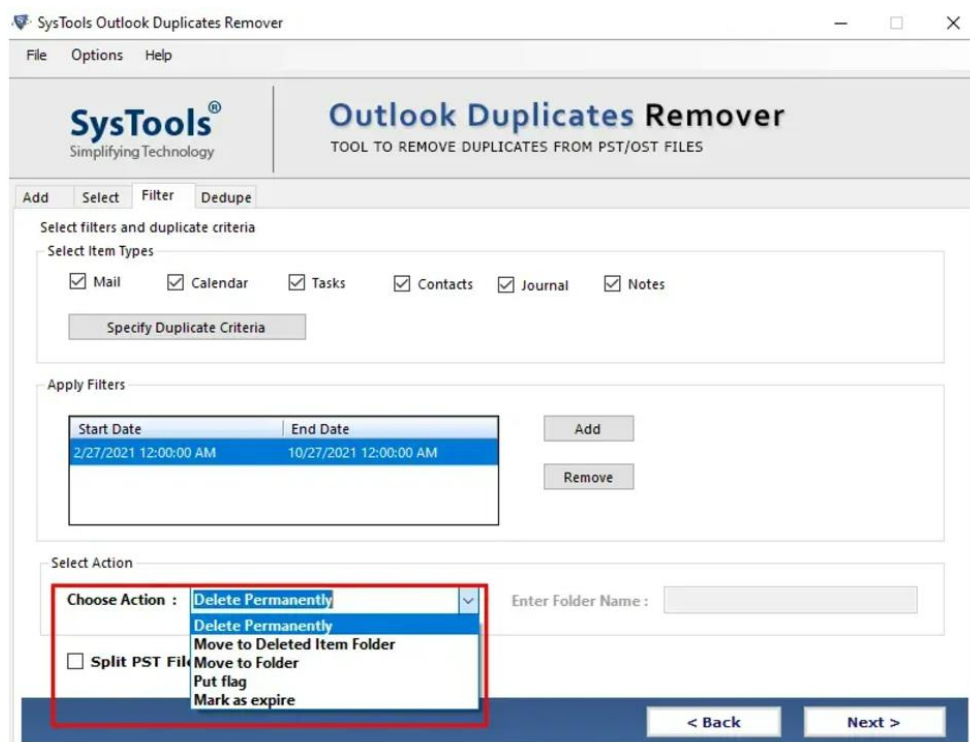
**Step-3:** After that, either select the first radio button to remove duplicates **Within Folder(s)** independent of other PST files or the second radio button to remove duplicates **Across Folder(s)**. And then click on the Next button.



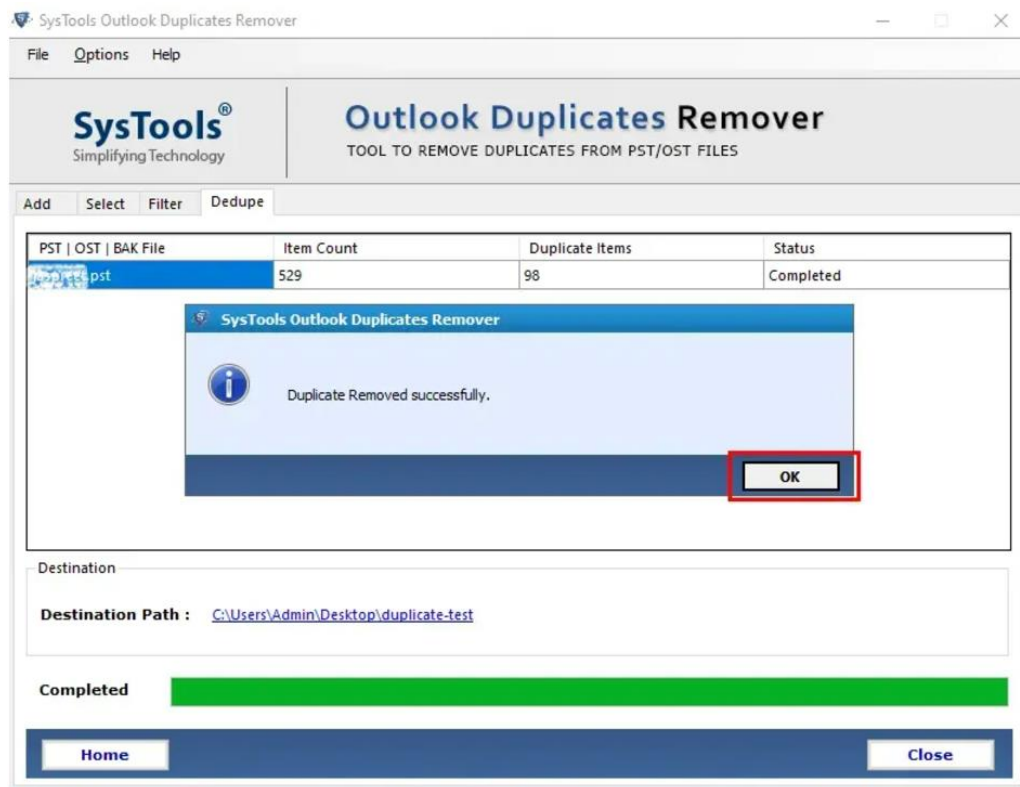
**Step-4:** Once the PST file is added, then you will be able to see all the folders in it. From here you can easily select and deselect the folder. Now, click on the **Destination** option to choose the desired destination location to save the resultant files.



**Step-5:** Tick the checkboxes provided in the **Select Item Types** section for removing duplicate data, from emails, contacts, calendars, journals, tasks, & notes. Now, click on the **Specify Duplicate Criteria** option to find and remove duplicates via email fields. After choosing the date filter, the next step is to select the action that you want to apply to duplicate items, like **"Delete Permanently," "Move to Deleted Item Folder," "Move to Folder, Put flag, and "Mark as Expire"**.



**Step-6:** Once the de-duplication process is over click on the **OK** button to complete the task.



## Final Points

- **Efficient Deduplication:** Removes redundant items, saving storage space and improving Outlook's efficiency.
- **Customizable Options:** Offers user-defined deduplication rules for tailored results.
- **Batch Processing:** Handles multiple PST files at once for faster execution.
- **Preserve Data Integrity:** Ensures no data loss and maintains the original folder hierarchy.
- **Wide Compatibility:** Supports all major versions of Outlook and Windows operating systems.
- **User-Friendly:** Easy-to-navigate UI makes the deduplication process seamless for all users.

SysTools Outlook Duplicates Remover Tool is the ideal solution for anyone looking to streamline their Outlook mailbox by removing unnecessary duplicates efficiently and effortlessly. Whether you are an individual or an organization, this tool will help optimize your email workflow and improve productivity.