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WinPST Outlook Duplicate Remover

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## Introduction

### Welcome to WinPST Outlook Duplicate Remover

**WinPST Outlook Duplicate Remover** provides you an effective organization of the Outlook data. It aims at searching and processing the Outlook duplicate data, such as duplicate Contacts, Notes, Calendar, Journal Items, Tasks and E-mail.

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### General Features of WinPST Outlook Duplicate Remover:

- 1. Search for duplicates stored in the same folder as the original.**  
It will help you to get rid of unnecessary duplicates in one or more folders. You may find this mode helpful in a situation when your Internet connection was terminated when loading a great number of objects (e.g., folder synchronization with WinPST Server), and some objects were loaded repeatedly upon reconnection.
- 2. Search for duplicates when original and its copy are stored in different folders.**  
It will help you to get rid of objects created just in case, which you don't need any more. This mode offers you a wider searching area.
- 3. Enables you to select properties for comparison.**  
In order to correctly search and process the duplicates, you can select the properties for comparison which will be the base when Duplicate Remover decides whether the objects are duplicates.

## Install and Uninstall

### Installing WinPST Outlook Duplicate Remover

1. Download the latest version of [WinPST Outlook Duplicate Remover Installation package](#) from our site;
2. Double-Click the **WinPST Outlook Duplicate Remover.exe** to launch the installation;
3. Follow the **WinPST Outlook Duplicate Remover setup wizard** to complete the installation;
4. Click on **Finish**, the main window of the **WinPST Outlook Duplicate Remover** will be launched.

### Uninstalling WinPST Outlook Duplicate Remover

1. There are three ways to uninstall WinPST Outlook Duplicate Remover:
  - Click **Start -> All Programs -> WinPST Outlook Duplicate Remover**, and then select the **Uninstall** item;
  - Go to **Control Panel -> Add or Remove Programs**, find **WinPST Outlook Duplicate Remover**, and then click the **Change/Remove** button;
  - Locate **WinPST Outlook Duplicate Remover Installation Directory**, and then run the **uninst.exe** application.
2. Follow the Uninstallation wizard to complete the uninstallation.

## Operating Guide

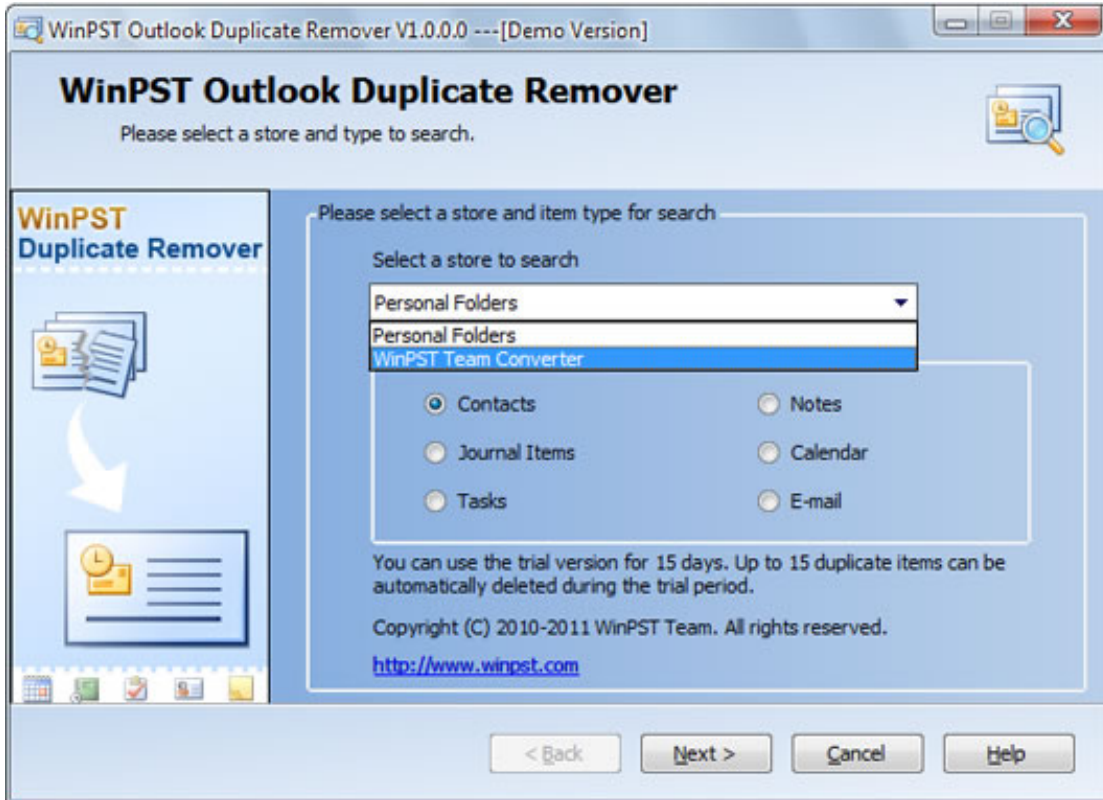
To start a duplicates search job, please make sure **WinPST Outlook Duplicate Remover** is installed and double click its icon on your desktop.



- [Step 1](#): Select a store and type to search.
- [Step 2](#): Select a folder to search.
- [Step 3](#): Select a process mode to determine what the application will act after finding the same items.
- [Step 4](#): Select a desired matching rule, which will effect the search result.
- [Step 5](#): Perform the search process and list the search result.

## Step 1

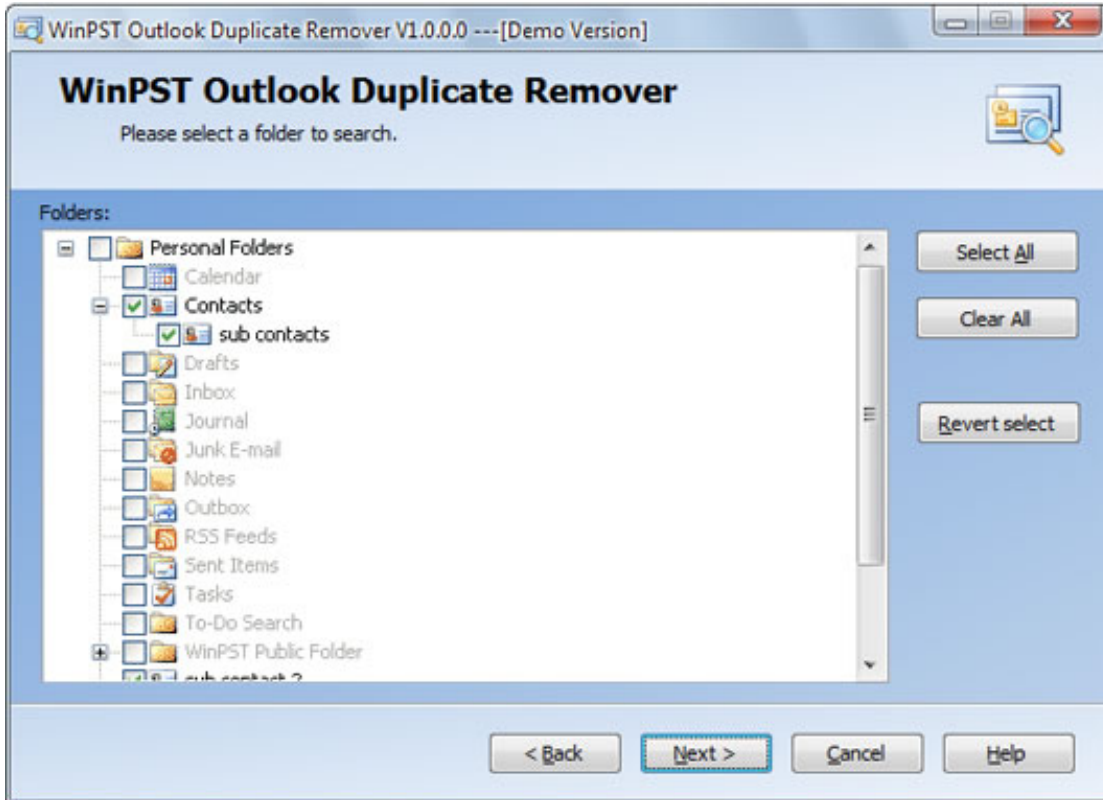
### Select a store and type to search



In this step, you need to choose the folder where the duplicate items to be searched for. Also, select the type of item to be search for. WinPST Outlook Duplicate Remover can process duplicate Contacts, Notes, Calendar, Tasks and E-mail.

## Step 2

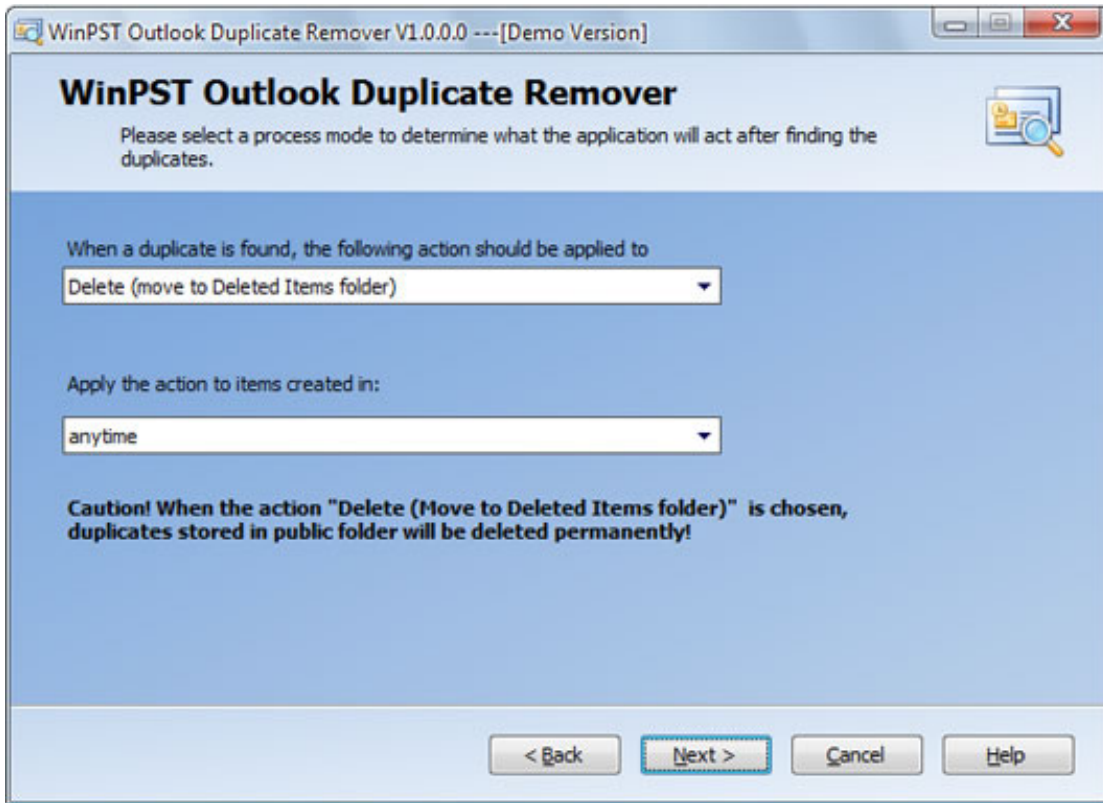
### Select a folder to search



Select one or more folders where you want to search the duplicate items.

## Step 3

Select a process mode to determine what the application will act after finding the same items.



- **Action over a duplicate**

WinPST Outlook Duplicate Remover can do the following actions over a found duplicate:

- **Delete (move to Deleted Items folder):** Duplicate will be moved to the Deleted Items folder.
- **Delete permanently:** Duplicate will be deleted permanently (bypassing the Deleted Items folder).

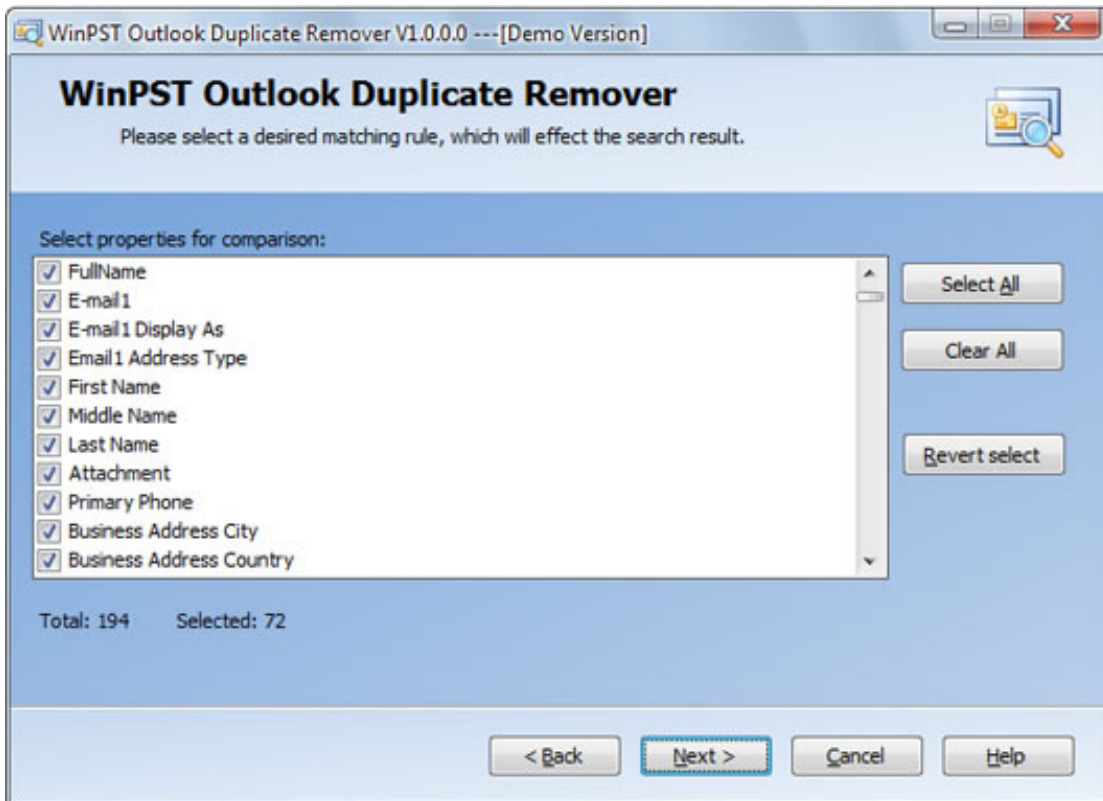
- **Limiting the action by selecting the items' creating time range**

If necessary, you can set a time range, so that the actions were only applied to items created within that range.

**Note:** When the action “ **Delete (Move to Deleted Items folder)**” is chosen, duplicates stored in public folder will be deleted permanently!

## Step 4

Select a desired matching rule, which will effect the search result.

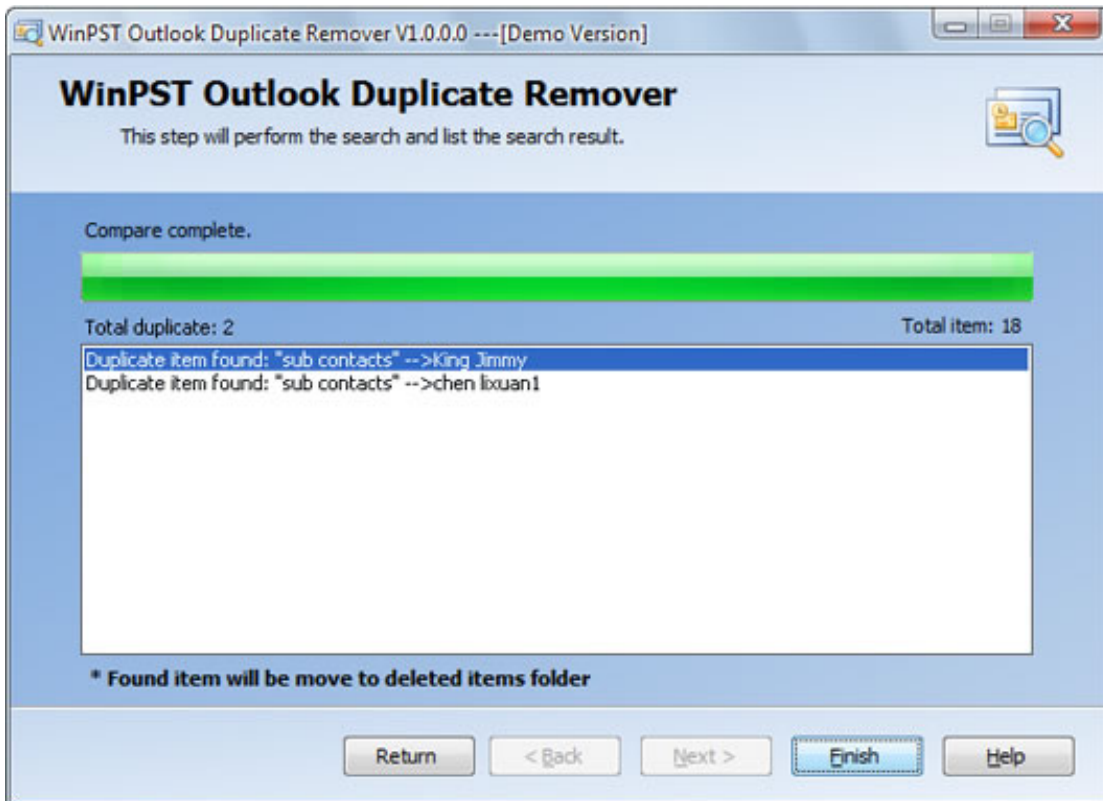


- **Select properties for comparison.**  
In the list, most important information about an item is presented. You can select several properties which will be the base for the comparison when WinPST Outlook Duplicate Remover is deciding whether the items are duplicates or not.
- **Examples:** if only Name is chosen for contacts, all contacts with similar name will be treated as duplicates contacts.



## Step 5

Perform the search process and list the search result.

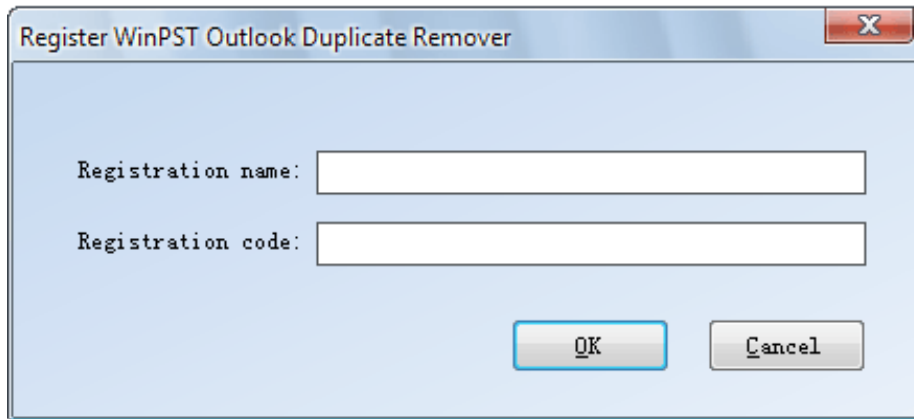


- In this step, you can know the process of the searching and finally get the search result telling you which duplicates are deleted.
- Click **Finish** to close WinPST Outlook Duplicate Remover.

## Registration

To register WinPST, please follow the steps below:

- **Step 1:** Launch WinPST Outlook Duplicate Remover.



The image shows a standard Windows-style dialog box titled "Register WinPST Outlook Duplicate Remover". It features a close button (X) in the top right corner. The main area contains two text input fields. The first is labeled "Registration name:" and the second is labeled "Registration code:". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

- **Step 2:** Enter Registration Name and Registration Code.

**Note:** Only Registration Codes with the same Registration Name are allowed to be entered.

- **Step 3:** Click **OK** to finish the Registration.

**Note:** To purchase the Registration Code, please visit our website: <http://www.winpst.com>.