



## Kernel for Outlook Duplicates

“Remove Duplicate Items of MS Outlook.”

### PRODUCT GUIDE

# Table of Contents

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1.	About Kernel for Outlook Duplicates .....	4
1.1	Using this Manual .....	4
1.2	Introduction to Kernel for Outlook Duplicates .....	4
1.3	Key Features .....	5
1.4	System Requirements.....	5
2.	Understanding the User Interface.....	7
2.1	Task Panel.....	7
2.2	Display Panel .....	7
2.3	Buttons Used.....	7
3.	Install and Uninstall .....	9
3.1	Install.....	9
3.2	Uninstall.....	9
4.	Removing Duplicates.....	11
5.	Download Purchase and Register .....	23
5.1	Free Download.....	23
5.2	Purchase & Register.....	23
5.3	Support.....	23
6.	Troubleshooting .....	24
6.1	Common Issues .....	24
6.2	Frequently Asked Questions .....	24
7.	Legal Notices .....	25
7.1	Copyright .....	25
7.2	Trademark .....	25
7.3	Disclaimer .....	25
7.4	License Agreement .....	25

# Table of Figures

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Figure 2.1: Task Panel .....	7
Figure 2.2: Display Panel.....	7
Figure 4.1: Main Window .....	12
Figure 4.2: Task Creation Wizard.....	13
Figure 4.3: Duplicate Searching Mode .....	14
Figure 4.4: Select Folder(s).....	15
Figure 4.5: Select Time Span.....	16
Figure 4.6: Date Range Selection .....	17
Figure 4.7: Choose Action .....	18
Figure 4.8: Duplicate Comparison Criteria.....	19
Figure 4.9: Task Creation Confirmation .....	20
Figure 4.10: Running Selected Task .....	21
Figure 4.11: Duplicates Found.....	22

# 1. About Kernel for Outlook Duplicates

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Welcome to the user manual for Kernel for Outlook Duplicates, a wondrous and powerful tool to quickly remove Outlook duplicate emails items. It detects, manages and removes duplicate Outlook items in an accurate and concise manner.

This user manual comprises step by step guidelines on using Kernel for Outlook Duplicates.

## 1.1 Using this Manual

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This user manual is intended to guide users on using Kernel for Outlook Duplicates. We suggest that first time users should read this user manual completely and carefully before proceeding to use the software. However, if you are an experienced user, you can use the table of contents to find out information pertaining to the tasks that you need to perform by using Kernel for Outlook Duplicates. You can use the table of contents to navigate through different sections of this user manual. The table of contents lists all the sections that are contained in this user manual in chronological order. The user manual comprises the following sections:

- About Kernel for Outlook Duplicates
- Understanding the User Interface
- Install and Uninstall
- Removing Duplicates
- Download Purchase and Register
- Troubleshooting
- Legal Notices

## 1.2 Introduction to Kernel for Outlook Duplicates

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Kernel for Outlook Duplicates is a small but powerful tool to remove duplicate items from MS Outlook user mailboxes. Duplicates email items are ubiquitous and unnecessarily add to PST file size. By using Kernel for Outlook Duplicates, Outlook mailbox PST file is reduced to a large extent. Software eliminates labor of manual browsing and manual removing of duplicates from the mailbox one by one.

Kernel for Outlook Duplicates is helpful in the following scenario:

- Duplicates adding to the size of a PST file
- Lot of space is being wasted due to duplicate emails
- Outlook and system's speed is getting slow due to presence of duplicates
- Fear of crossing of PST files size limitation due to increase in size of mailbox

Kernel for Outlook Duplicates thoroughly searches for the duplicate items in MS Outlook folders and then process them as required by you. You can delete the duplicates permanently, mark them as expire, move to 'Deleted Items' folder, flag them up, copy to folder and move to another sub folder. Kernel for Outlook Duplicates is 'work made easy' software as it not only looks for duplicate email items but also act upon them as required by the user according to his flexibility.

## 1.3 Key Features

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Distinguished features of Kernel for Outlook Duplicates software are:

- Removes MS Outlook duplicate email items precisely and accurately
- Helps in reducing PST file size by removing duplicates
- Detects duplicate email items and allows user to deal with duplicates in number of ways
- Duplicate email items can be
  - ✓ Deleted permanently
  - ✓ Marked as expire
  - ✓ Moved to 'Deleted Items' folder
  - ✓ Flagged
  - ✓ Copied to sub folder
  - ✓ Moved to sub folder
- 'N' number of PST mailbox files can be selected at a time for detecting duplicates
- Provision of selecting time range of emails and other items for scanning and detection of duplicates
- Properties like text, subject, sender email, sender name, receiver name, internet header, date and time of sending, attachment files used to compare emails for duplicity
- Creation, importing and exporting of tasks for removing duplicates
- Provision of saving compared or duplicate results in .HTML format
- Easy-to-use wizard, very much simple to operate

## 1.4 System Requirements

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Make sure that your computer is appropriately configured to run Kernel for Outlook Duplicates. Following are the minimum system requirements for installing and running Kernel for Outlook Duplicates:

### 1.4.1 Basic System Requirements

- Pentium Class Processor
- 256 MB RAM
- 7 MB of free disk space for software installation

### 1.4.2 Supported Windows OS Platforms

- Windows 7
- Windows Vista
- Windows 2003
- Windows XP
- Windows 2000

### 1.4.3 Supported Outlook Platforms

- MS Outlook 2000 and above

## 2. Understanding the User Interface

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Now that you have understood the features and potential of Kernel for Outlook Duplicates, you are ready to get a hand on experience of the software.

### 2.1 Task Panel

---

With the launch of Kernel for Outlook Duplicates, on the top front you will see the Task Panel. It shows you the list of tasks you created and their respective descriptions. Tasks are created with the help of Add Task button as provided in the main window of software.

Task Name	Description
DELETE	Delete all duplicates
MOVE DUPLICATES	move to Deleted Items
FLAG	flag duplicates

Figure 2.1: Task Panel

### 2.2 Display Panel

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Display Panel at the lower half of main window gives you the complete detail of the selected task. Tasks are selected from Task Panel and their complete details like task name, task description, selected folders, process, operation, sub folder name(if any), comparison criteria gets displayed in the Display Panel.

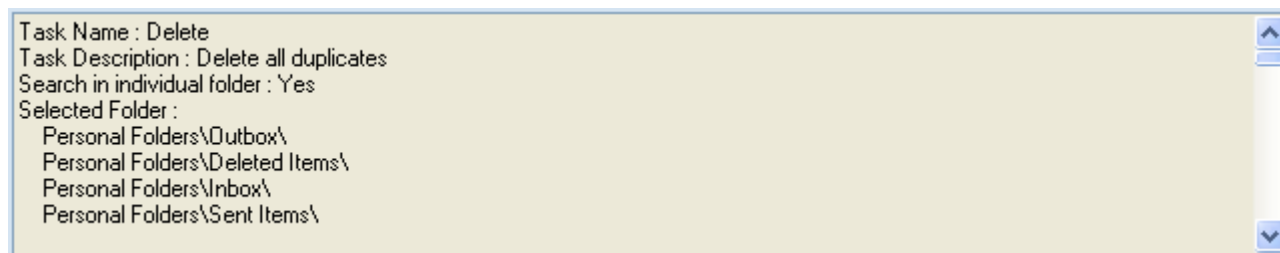
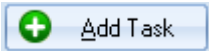


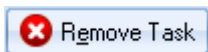
Figure 2.2: Display Panel

### 2.3 Buttons Used

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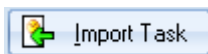
Following are the main buttons used for removing duplicates from MS Outlook mailbox folders:

Button	Button Name	Button Description
	Add Task	<b>Add Task</b> button to create task for searching and managing duplicates



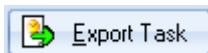
Remove Task

**Remove Task** button to remove any created task



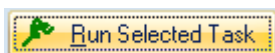
Import Task

**Import Task** button to import task(s) saved on hard disk



Export Task

**Export Task** button to save any created task at a safe location



Run Selected Task

**Run Selected Task** button to run the selected task

## 3. Install and Uninstall

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### 3.1 Install

---

For installing Kernel for Outlook Duplicates, follow the given simple steps:


1. Download the installer file for Kernel for Outlook Duplicates from the website.
2. Double-click the Kernel for Outlook Duplicates installer.
3. Follow the on-screen instructions.
4. The “**Setup Installation Complete**” message will be displayed.
5. Click **Finish** button to launch the software.

### 3.2 Uninstall

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To uninstall Kernel for Outlook Duplicates from your system, you can use any of the two methods described below:

1. Uninstall from Windows Start menu
2. Uninstall from Control Panel

 While un-installing, make sure that no component of Kernel for Outlook Duplicates software is running in the system background.

#### Uninstall from Windows Start Menu

To uninstall Kernel for Outlook Duplicates from Windows Start menu, follow these steps:

1. Click the **Start** button from the Windows menu.
2. Click **All Programs > Kernel for Outlook Duplicates > Uninstall Kernel for Outlook Duplicates**.
3. A warning message before un-installing will be displayed on the screen. Click '**Yes**' to uninstall the software.

Kernel for Outlook Duplicates is now successfully uninstalled from your computer system.

#### Uninstall from Control Panel

To uninstall Kernel for Outlook Duplicates from Control Panel, follow these steps:

1. Click the **Start Menu > Control Panel** and then double click the Add or Remove Programs icon.
2. Select **Kernel for Outlook Duplicates** and click **Remove**.

3. A warning message before un-installing the software will be displayed on the screen. Click '**Yes**' to un-install the software.

Kernel for Outlook Duplicates is now successfully uninstalled from your computer system.

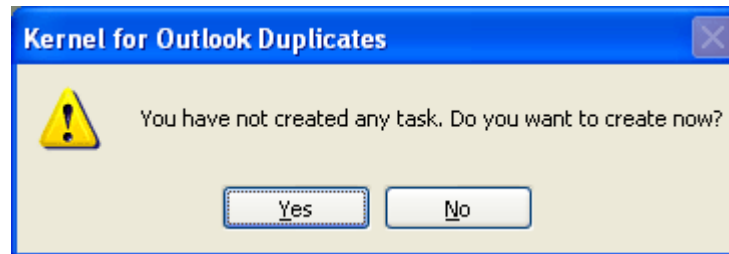
## 4. Removing Duplicates

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Kernel for Outlook Duplicates provides an easy way to remove Outlook email duplicates and to manage them as required. Given below are the steps that a user needs to follow for searching and managing the email items duplicates.

1. Launch Kernel for Outlook Duplicates.

At the time of first launch, software directly prompts you to create task. The following dialog-box appears:



Click **Yes** button to directly go to Task Creation Wizard, otherwise click **No** button to remain with the main window of Kernel for Outlook Duplicates.

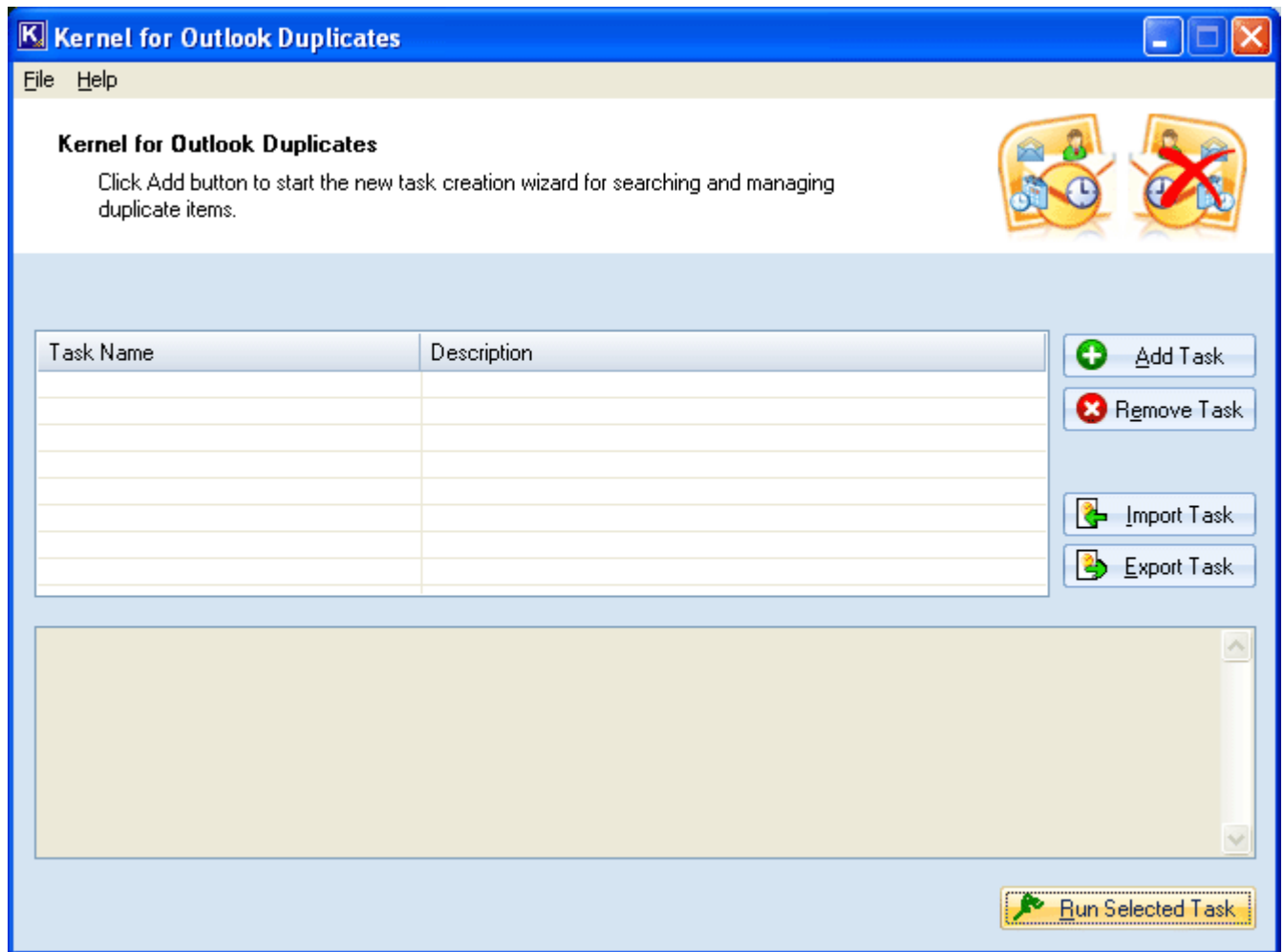


Figure 4.3: Main Window

 You can create tasks at start-up or even later on. It's completely your choice.

2. Click the **Add Task** button. Wizard named '**Task Creation Wizard**' appears. In this wizard, first section is of '**Task Name**'. Provide task name and task description in 'Task Name' and 'Task Description' fields respectively as per your requirement. Then click the **Next** button.

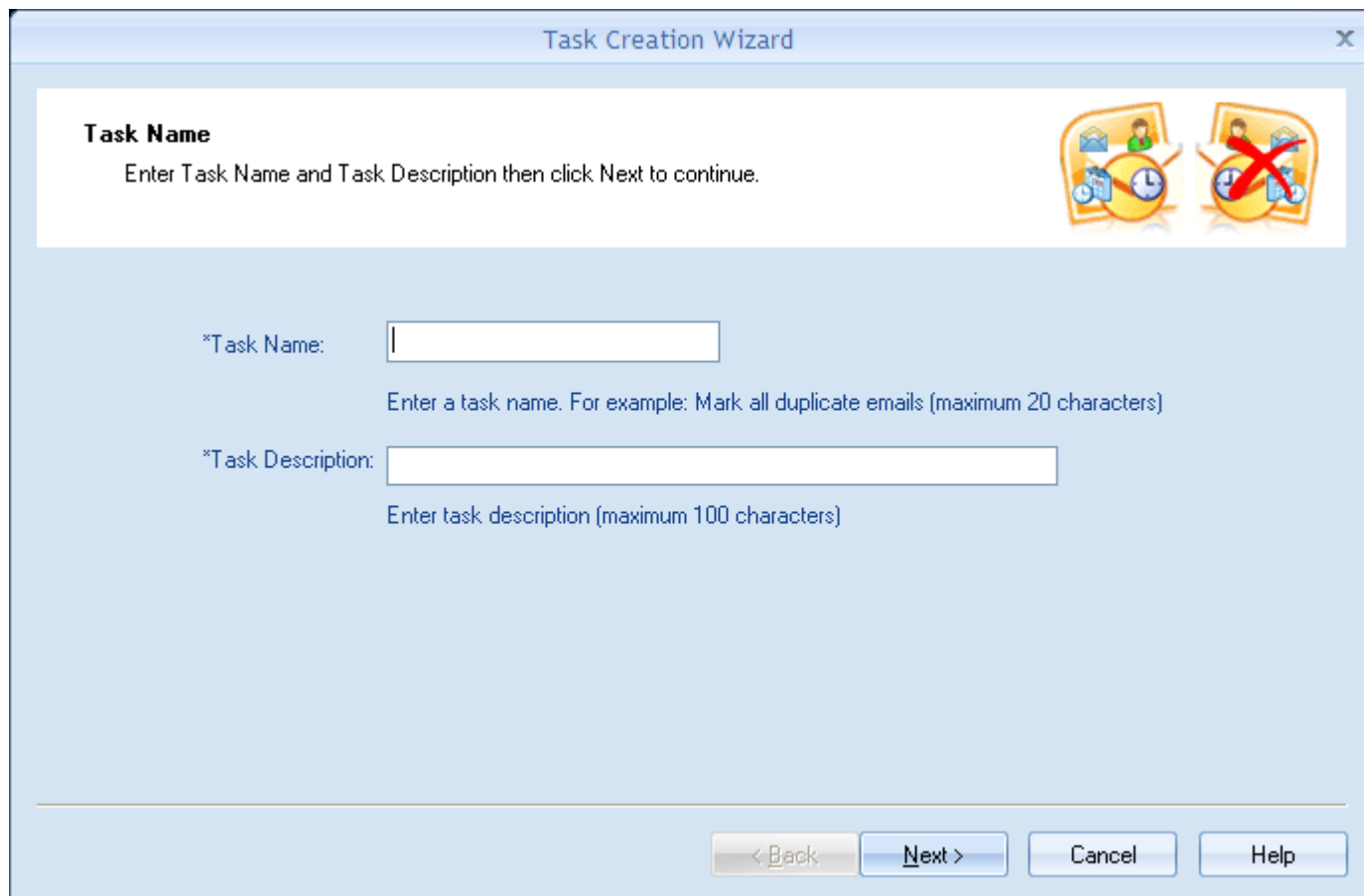


Figure 4.2: Task Creation Wizard

3. On clicking the Next button, '**Duplicate Searching Mode**' section follows. In this section, choose **Standard Mode** option, if you want the software to look for duplicates in the same folder i.e. it searches duplicates in each and every selected individual folder separately.

Choose **Advanced Mode** option, if you want the software to search for duplicates in all the selected folder items as a whole. After choosing the desired mode, click the **Next** button.

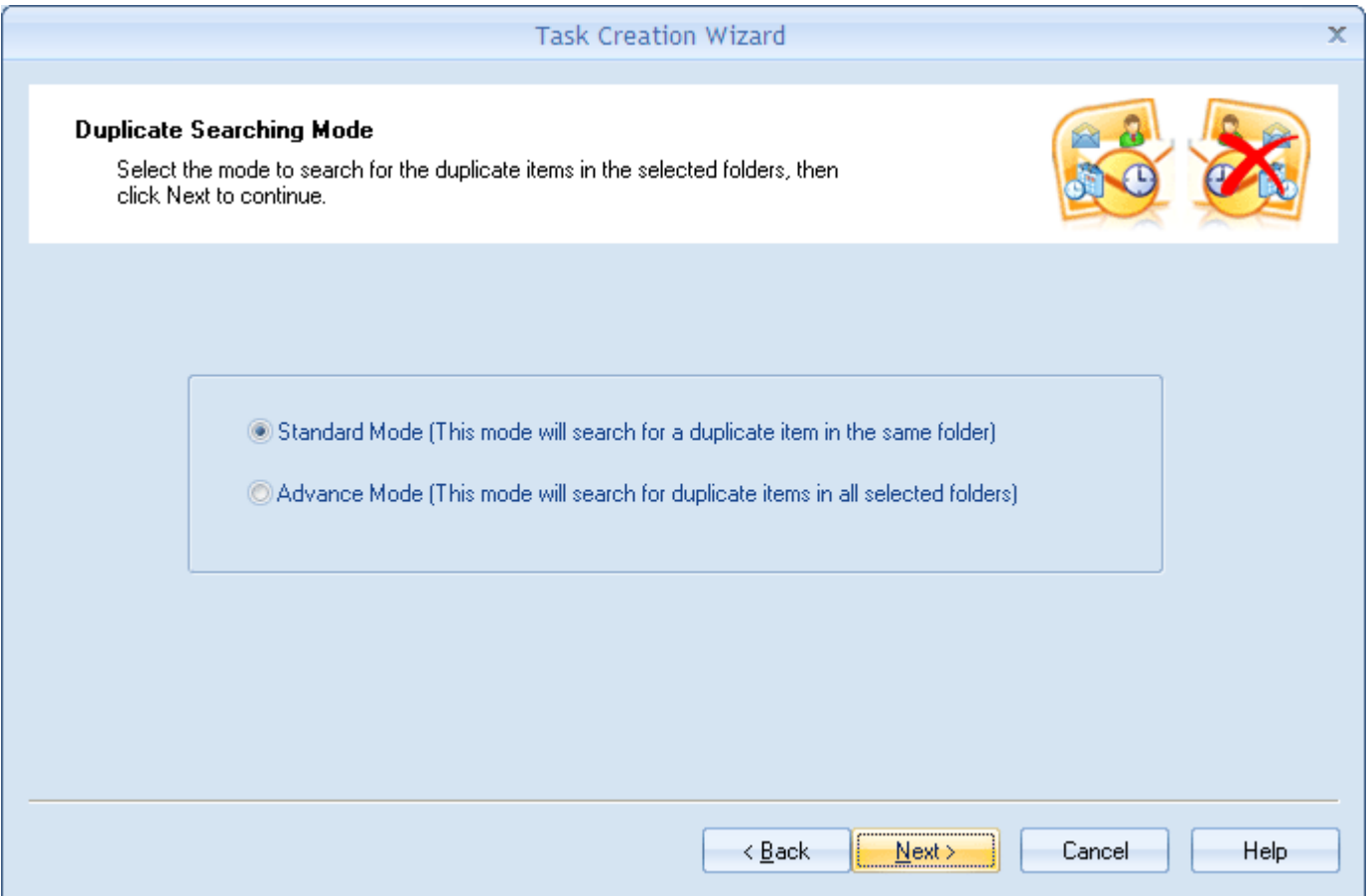


Figure 4.3: Duplicate Searching Mode

4. Next section named '**Select Folder(s)**' follows. On the left side of this section, you get list of all user mailboxes existing in MS Outlook. Clicking **Select All** button at the top selects all of the personal folders listed in all mailboxes. You can also choose the folders as per your choice by individually checking their respective check boxes. All the selected folders get listed in the right hand side pane under '**Selected Store Folder Name**' box.

**Up** and **Down** buttons on the top let you set priority of the selected mailbox folder items for searching duplicates. Like, the folder that needs to be scanned first for duplicates can be placed on the top and so on. You can use these buttons to set the folder position as required. After selecting the folders, click the **Next** button.

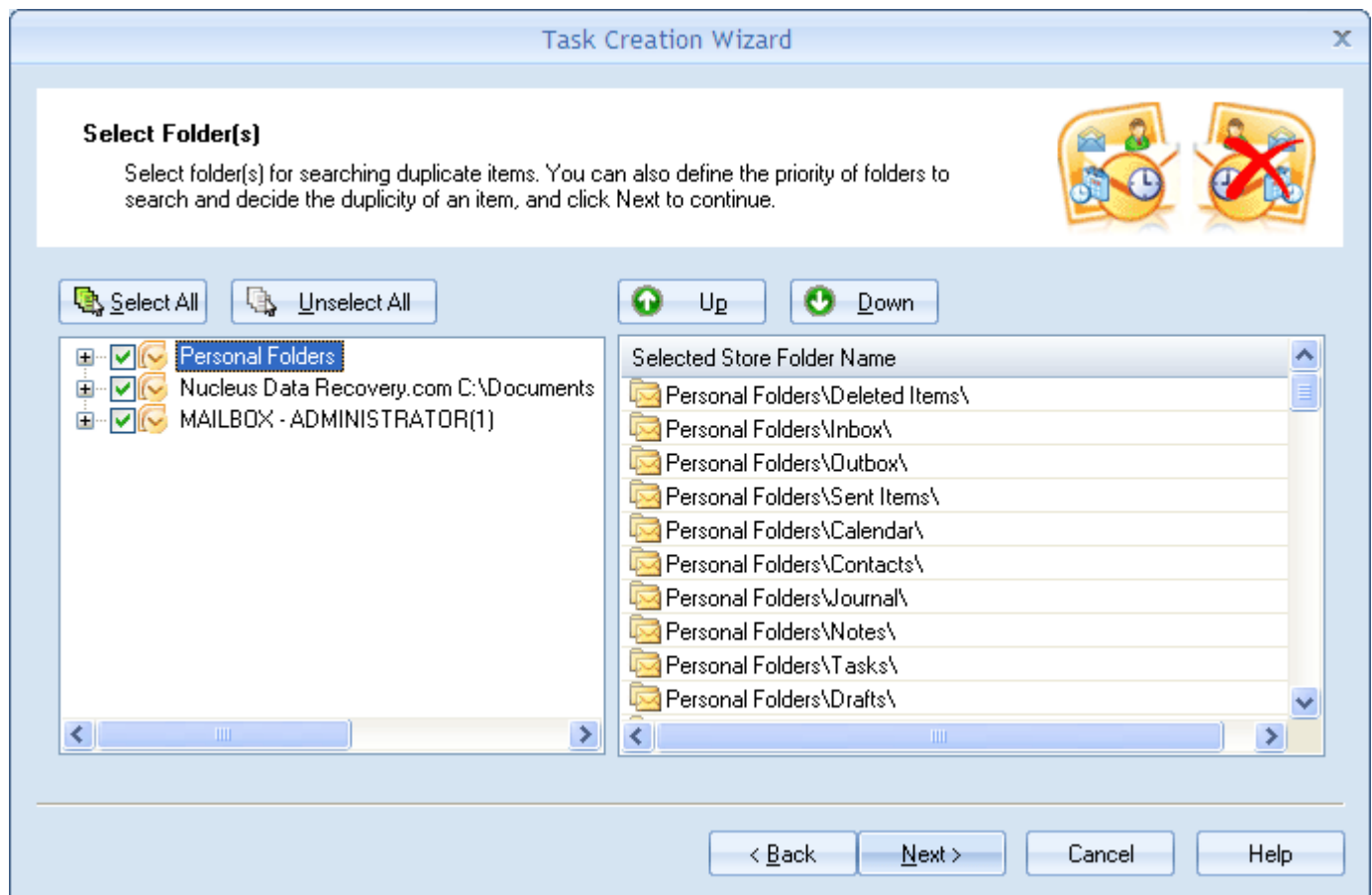



Figure 4.4: Select Folder(s)

 You can deselect all the mailboxes folders using **Unselect All** button at the top of left hand side pane.

5. Now '**Select Time Span**' section appears. It has two options: *Select Predefined Period* and *Specify Time Period Manually*.

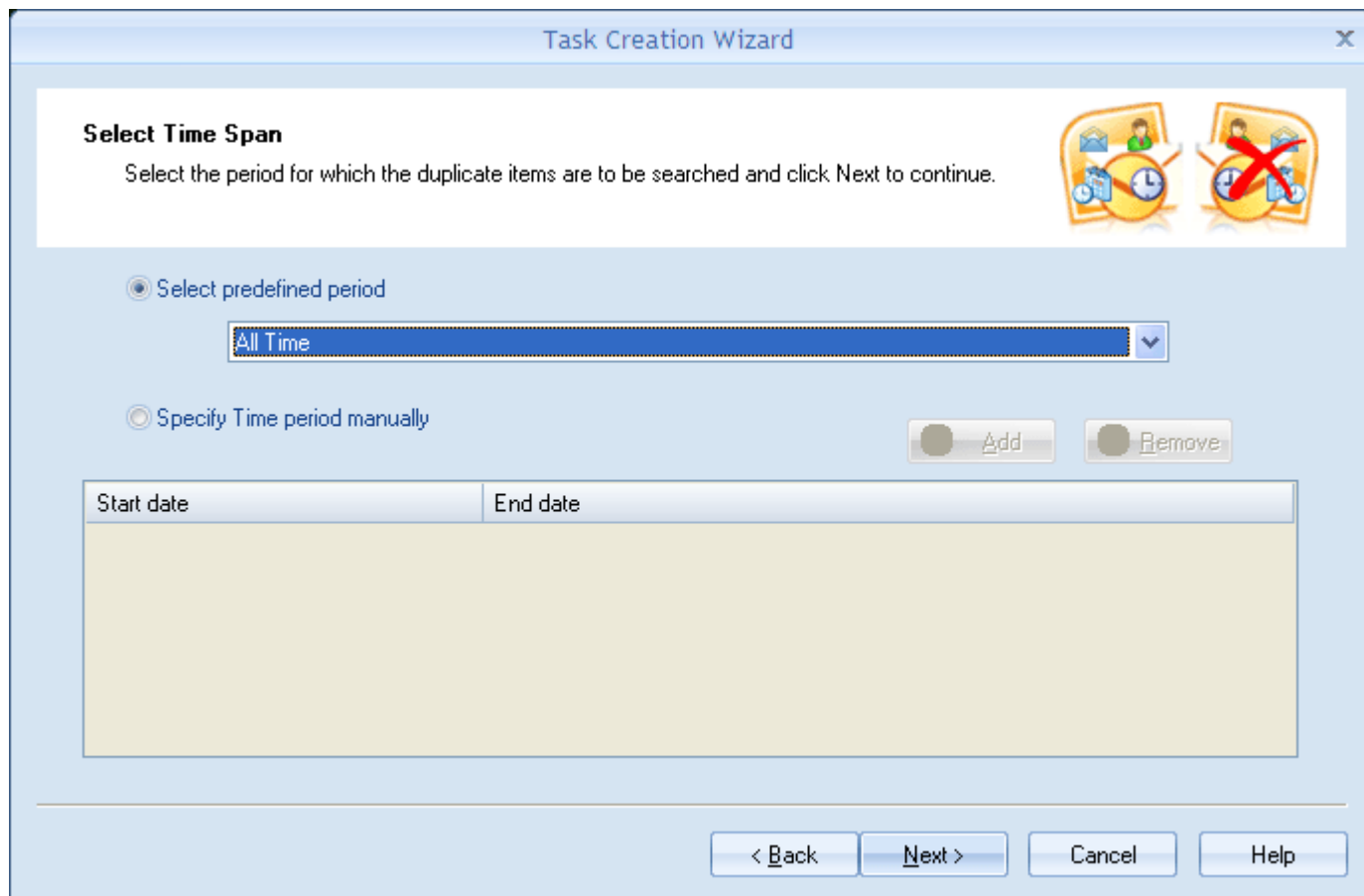


Figure 4.5: Select Time Span

Choose **'Select Predefined Period'** option to choose time ranges that are predefined. Choose **'Specify Time Period Manually'** option to provide time range manually.

6. If you choose **'Specify Time Period Manually'**, Add and Remove buttons get enabled. With clicking of **Add** button, **'Date range selection'** dialog-box opens, in which you can manually choose desired date range, specifying start date and end date. Provide desired start date and end date, and then click the **OK** button. Date you entered get listed in Start date and End date columns. After choosing desired action, click the **Next** button.

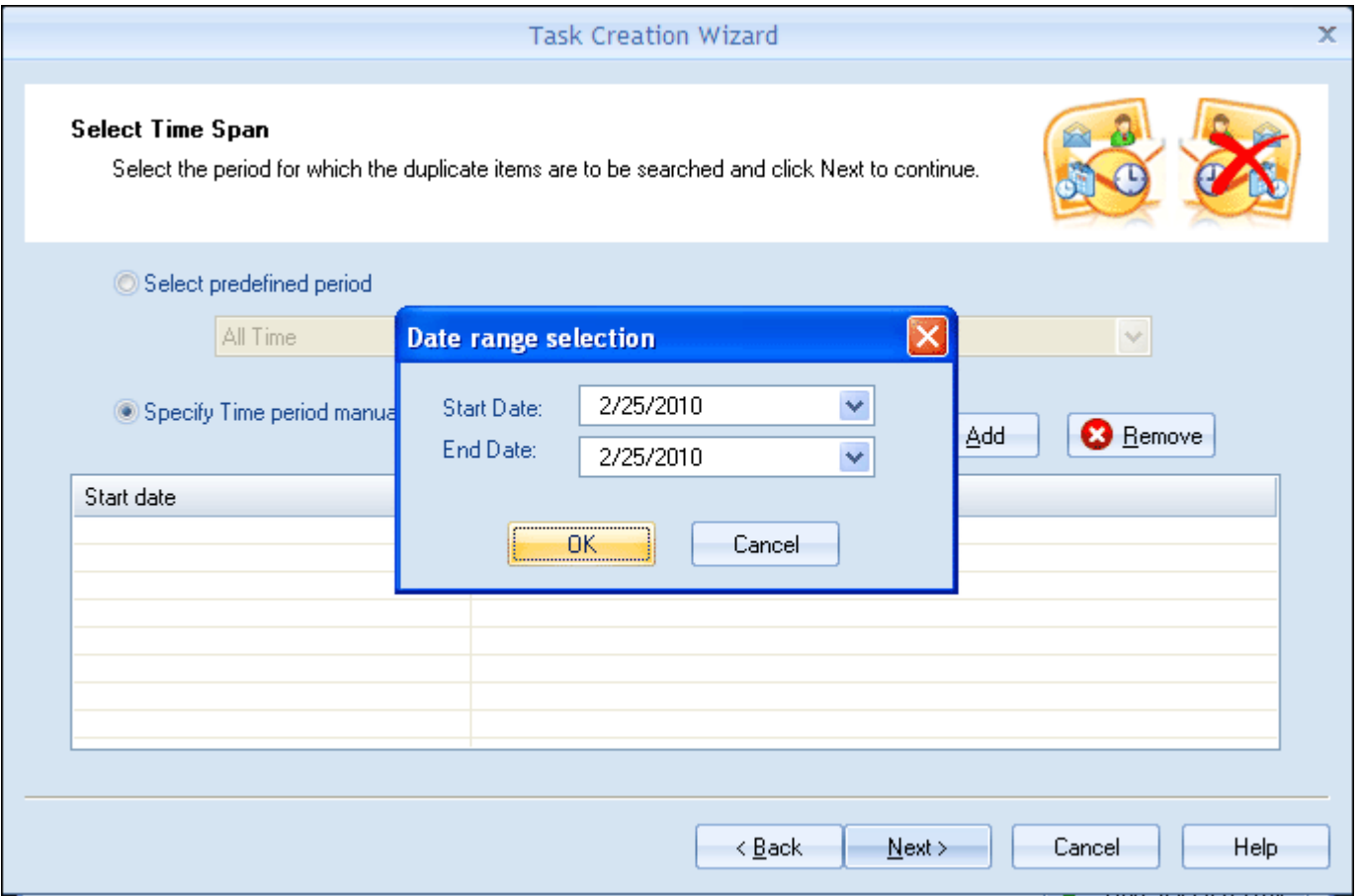


Figure 4.6: Date Range Selection

7. Now the new section named '**Choose Action**' follows. This section allows you to manage the found duplicates. It provides the following options:
- Delete permanently
  - Mark as expire
  - Move to Deleted folder
  - Put flag
  - Copy to sub folder - in this you will be required to provide the name of sub folder
  - Move to sub folder - in this you will be required to provide the name of sub folder

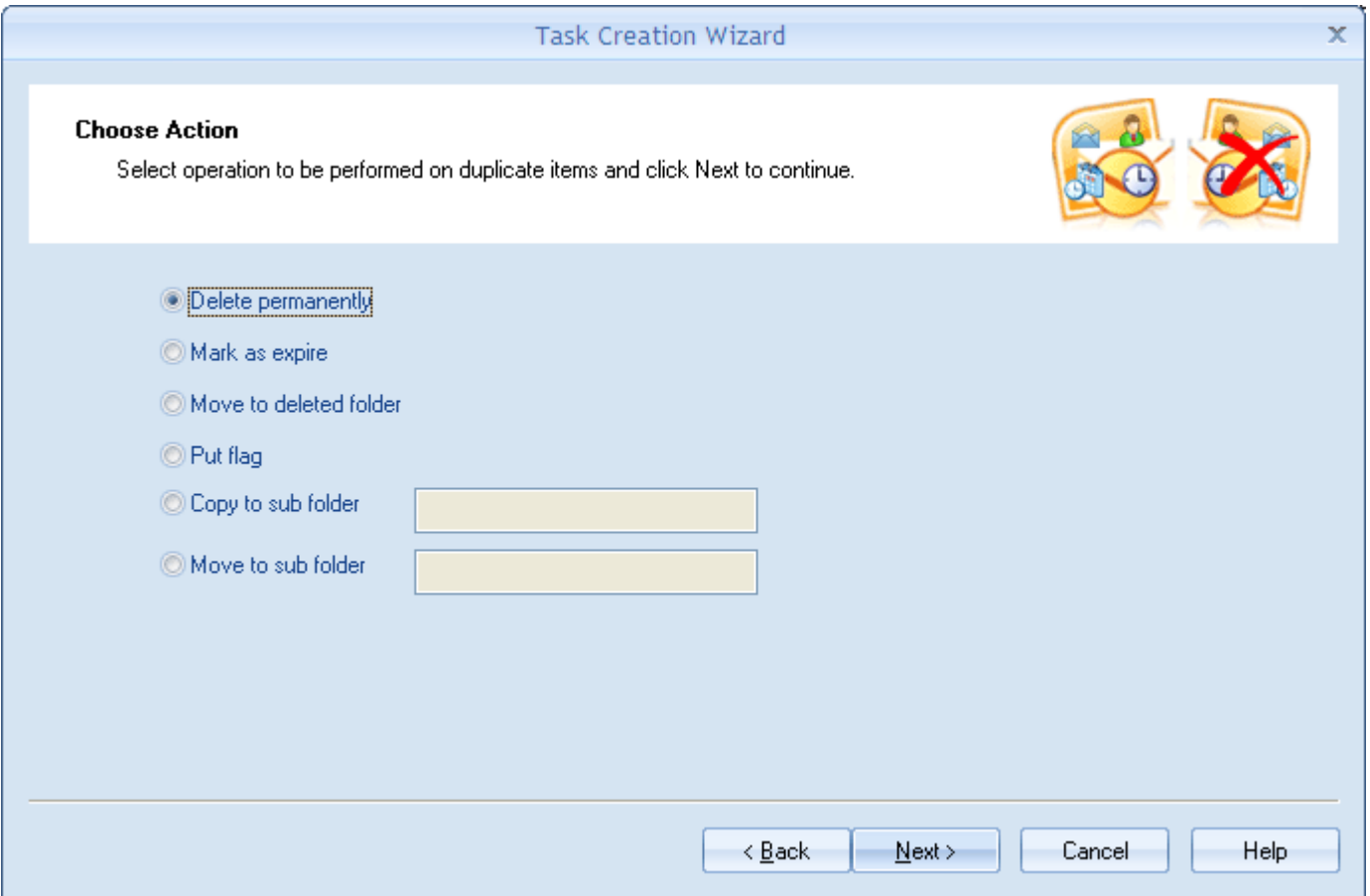


Figure 4.7: Choose Action

After choosing the desired action, click the **Next** button.

8. Now '**Duplicate Comparison Criteria**' section follows. Choose the comparison criteria for duplicates. You can select any one or all of the following options:
  - Sender Name
  - Receiver Name(s)
  - Internet Header
  - Date and time of sending
  - Attachment Files

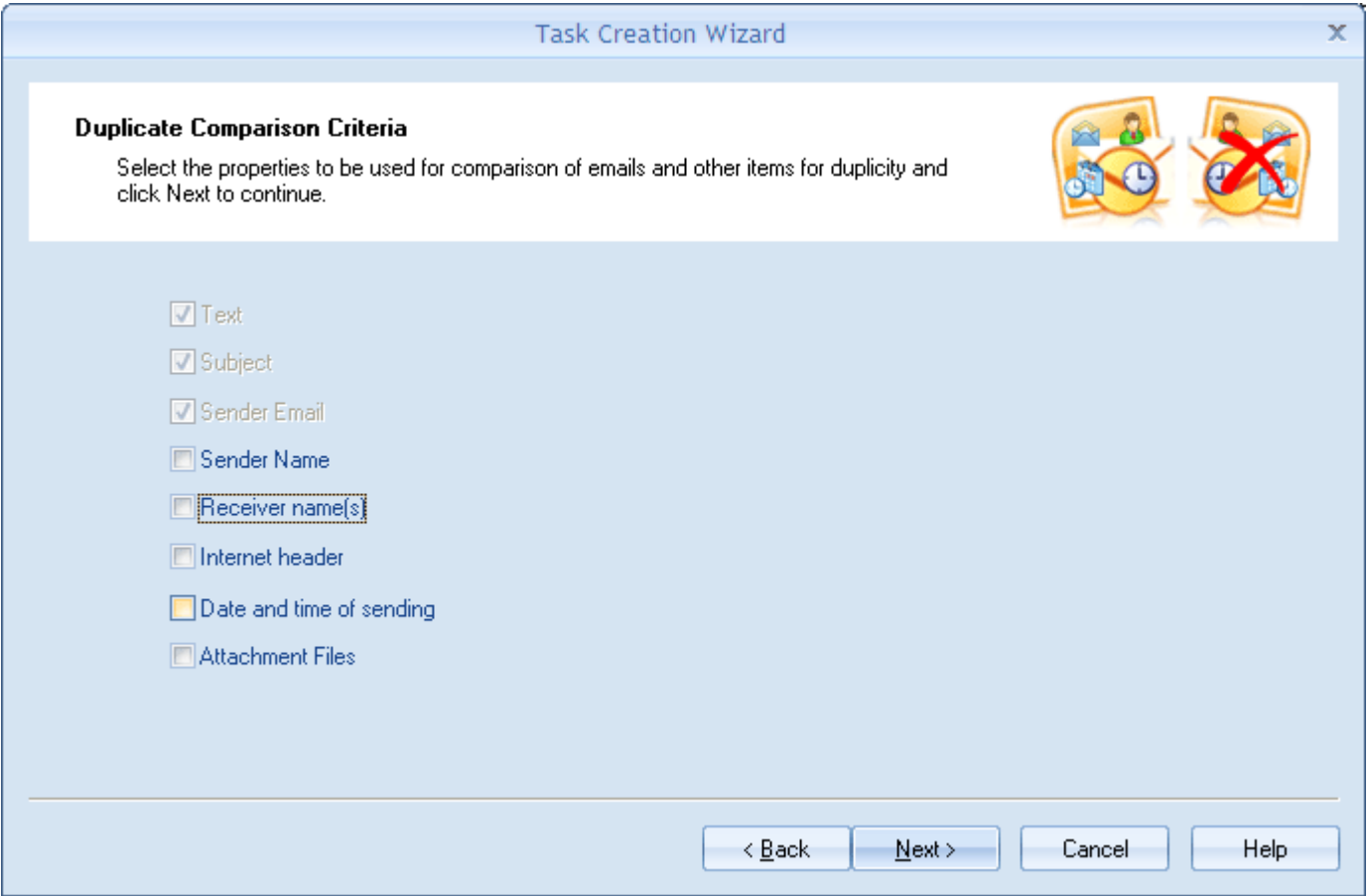


Figure 4.8: Duplicate Comparison Criteria

After selecting the desired comparison criteria, click the **Next** button.

9. '**Task Creation Confirmation**' section follows, which is the last step of defining a task. Just review the task summary and then click the **Finish** button. This will create the task for searching and managing the duplicates.

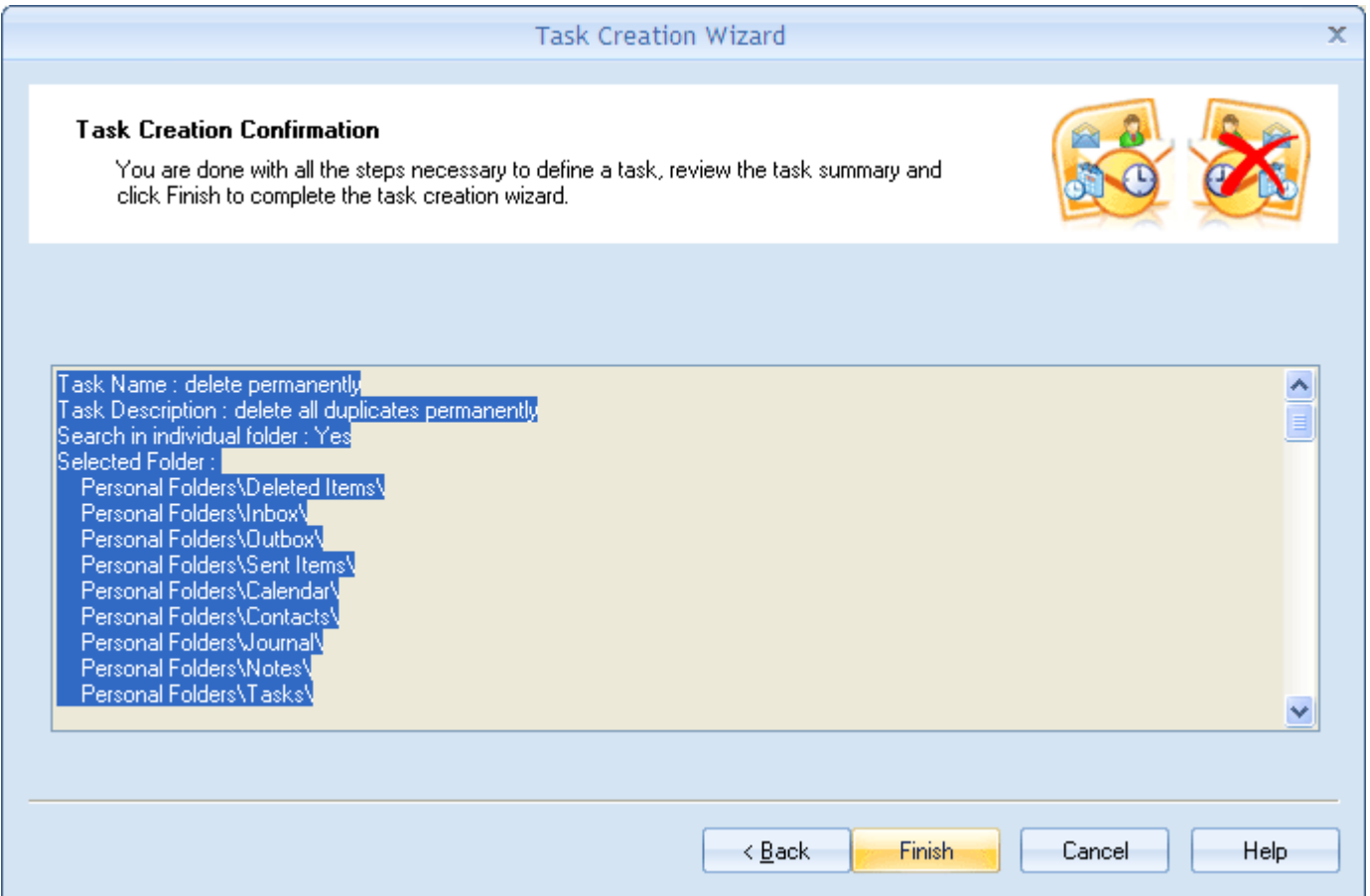


Figure 4.9: Task Creation Confirmation

10. On clicking the **Finish** button, software gives the confirmation message. Click the **OK** button.
11. Now you are again with main window of Kernel for Outlook Duplicates. Select the task you want to run from the task panel and then click **Run Selected Task** button.

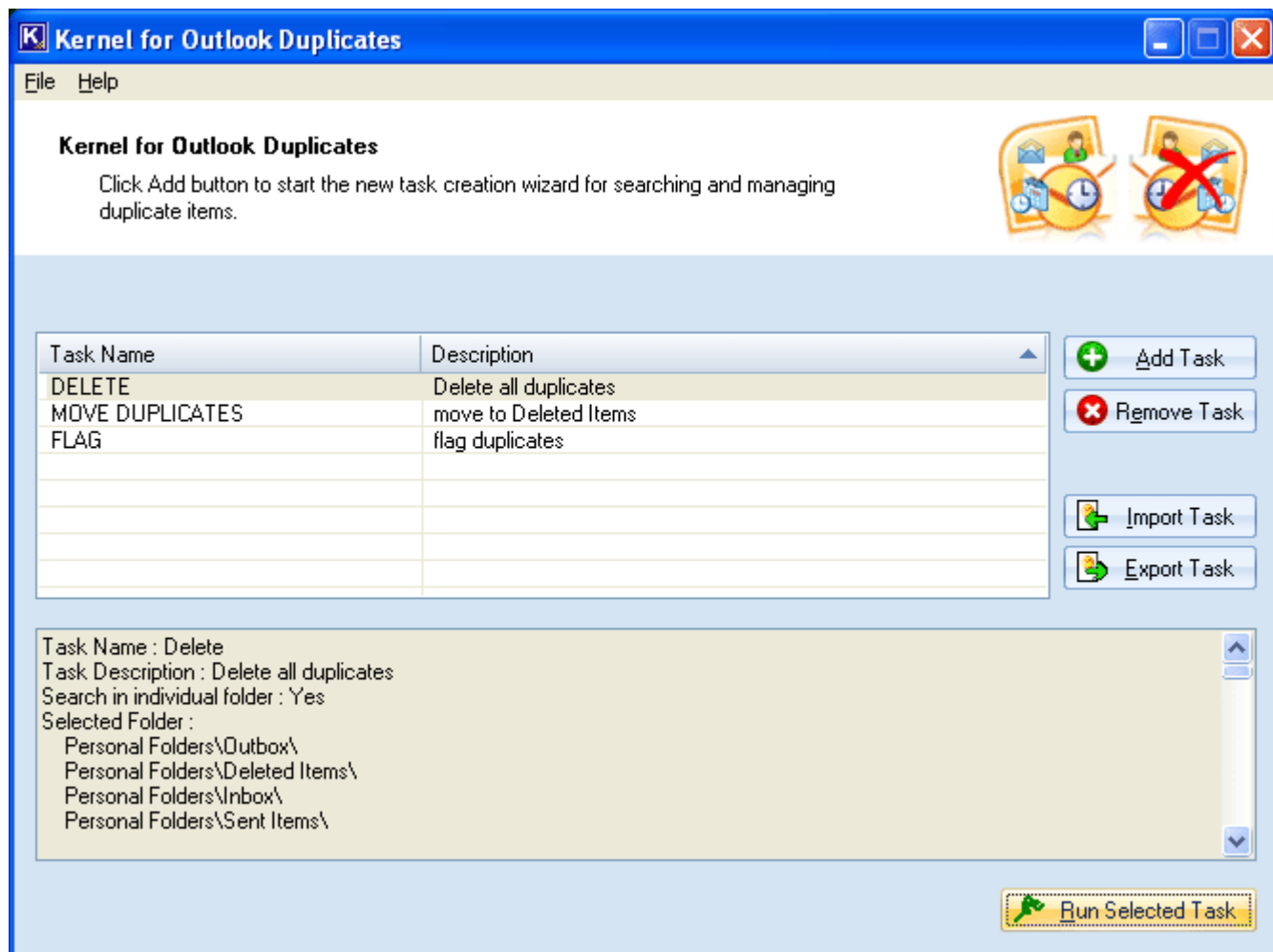


Figure 4.10: Running Selected Task

12. Use **Export Task** button to save the created task with .NUTX file extension on your disk for future reference.  
With **Import Task** button, you can import any already saved task file .NUTX from the disk to the software.
13. On running the task, you get the dialog window showing all the duplicates found with all respective details like, Folder Name, Task Progress status and number of duplicate email found.
14. Once the searching gets complete, you get a confirmation message (Click OK to confirm) and lower half of dialog-box highlights store name in which duplicates are found, with complete detail of those email items, like From, Subject, To, Created, Received, and Size.

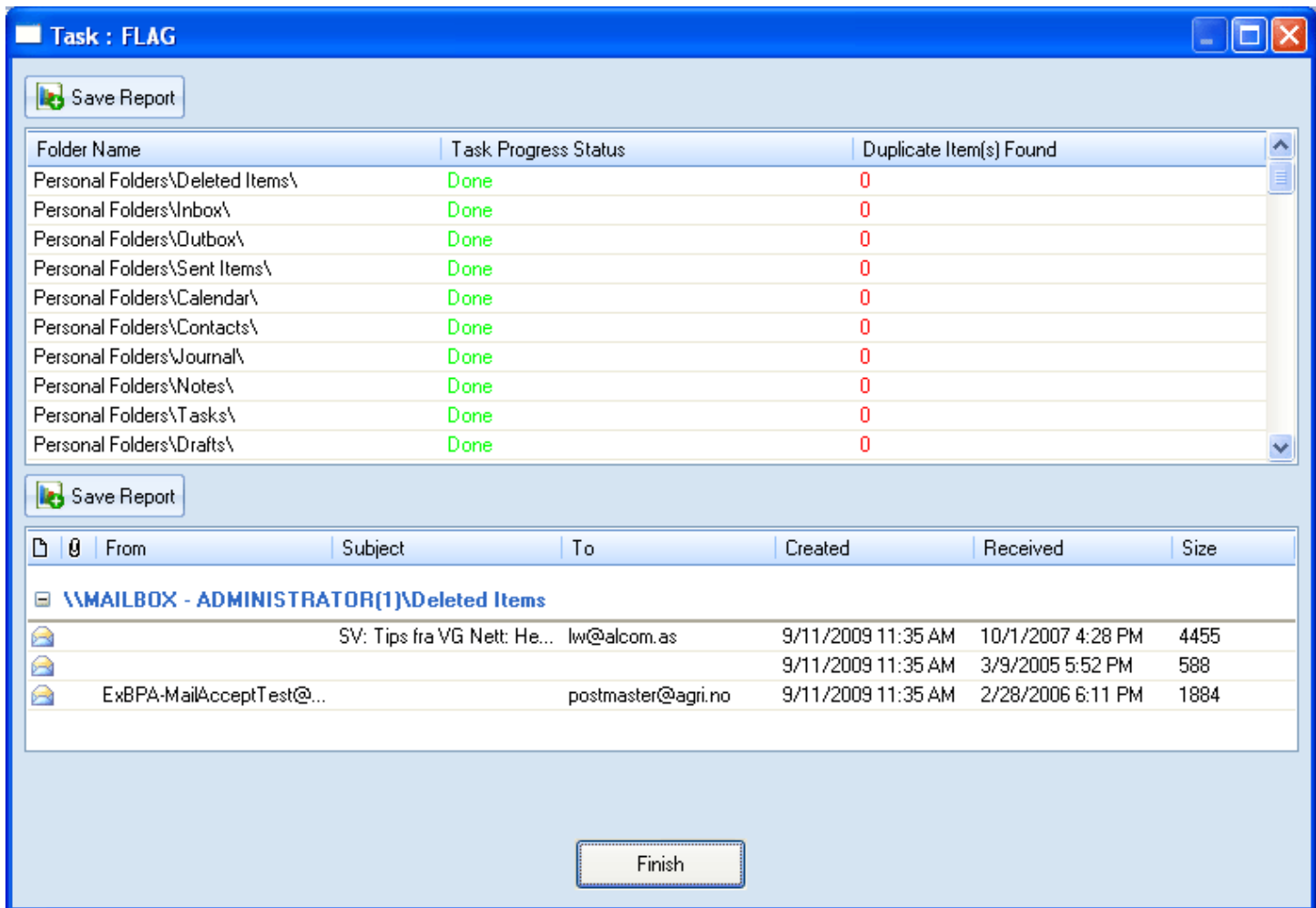


Figure 4.11: Duplicates Found

15. Click **Save Report** button to save the compared result in .HTML file format.
16. After saving the report, click Finish button.
17. Then quit the software by clicking the **Close** button.

# 5. Download Purchase and Register

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## 5.1 Free Download

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Kernel for Outlook Duplicates is available for FREE download and comes with 30-day free trial. The trial version searches for only 10 duplicate items (if existing) per mailbox folder. However, to overcome this limitation, user needs to purchase the software for searching and removing unlimited duplicate items. Also, after 30 day user needs to buy full version of Kernel for Outlook Duplicates, which is available at an affordable price.

Free version of Kernel for Outlook Duplicates can be downloaded from our website:

<http://www.nucleustechnologies.com>

## 5.2 Purchase & Register

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To purchase Kernel for Outlook Duplicates software or to convert evaluation version in Full version you need to have an authentication code. This authentication code is provided to you when you make the purchase payment and receive an order number from our authorized reseller.

As soon the purchase transaction with our resellers gets completed, our sales team will send you an email comprising activation details of the software.

You can purchase the software through Nucleus Data Recovery website: [Buy Kernel for Outlook Duplicates](#) (encrypted and secure site).

## 5.3 Support

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Nucleus Data Recovery.Com provides round the clock support for its product range to solve technical and software queries.

### **Telephone Support**

+91-9818725861

1-866-348-7872 (Toll Free for USA/CANADA)

### **Email Support**

[sales@nucleustechnologies.com](mailto:sales@nucleustechnologies.com) for Sales

[support@nucleustechnologies.com](mailto:support@nucleustechnologies.com) for Support

[contact@nucleustechnologies.com](mailto:contact@nucleustechnologies.com) for General Queries

# 6. Troubleshooting

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This section deals with your generic and specific queries pertaining to using Kernel for Outlook Duplicates.

## 6.1 Common Issues

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### **Why does Kernel for Outlook Duplicates have limitations in evaluation copy?**

The free evaluation version of Kernel for Outlook Duplicates is intended to enable you to experience the capabilities of the software.

## 6.2 Frequently Asked Questions

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### **How to Buy Kernel for Outlook Duplicates?**

You can buy Kernel for Outlook Duplicates online at <http://www.nucleustechnologies.com/Buy-Data-Recovery-Software.html>

### **I have lost my full version for Kernel for Outlook Duplicates. Can you help me?**

Please email us at [sales@nucleustechnologies.com](mailto:sales@nucleustechnologies.com). Please include your name, address, email address, and order confirmation number (if you have it). We will be happy to help you.

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