How do I get rid of Outlook duplicate emails?

This article will show you how to eliminate duplicate Emails in Outlook, including email messages, contacts, tasks, and other objects. I also discussed the best way to eliminate duplicate emails in Outlook. Most significantly, I will explain a tried-and-true approach for removing duplicate emails with Email Duplicate Remover.

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Why is Outlook Duplicate Email Removal Necessary?

Duplicate emails use additional space in the data file, storage, and server. The massive size of the Outlook PST file might cause corruption, causing Outlook to freeze. A large number of duplicates slow down Outlook's performance.

Some leading causes of Microsoft Outlook Duplicate Email Issue:

Duplicate emails in Outlook can be sent or received for a variety of reasons. The main explanations, broken down into individual causes, are mentioned below.

- Many Outlook users utilize the same Outlook profile on different platforms, such as desktops, laptops, tablets, and smart phones, resulting in multiple duplicates of emails.
- Microsoft Outlook creates a duplicate for each Send/Receive cycle due to account settings; the checkbox **Leave a copy of the message on the server** is activated.
- Another typical cause of duplicate emails in Outlook is the use of several folders to store communication. For instance, if you have an Inbox and a Sent Items folder and you send an email, a duplicate message is saved in both folders. This might cause duplicates to display in your inbox when you examine your emails from either collection.
- Emails are archived to PST files for backup or export purposes. Importing PST files into the same Outlook profile from which they were exported will duplicate entire mailbox data items.
- Duplicate Outlook emails can also arise when Outlook is configured to archive messages automatically. When you receive a new email in Outlook, a copy of the message is stored in an archive file. If you browse through your email archive from the inbox, you can notice duplicates.

A Process to Remove Duplicate Email in Outlook Manually:

Outlook also has an integrated ability to eliminate duplicate emails, known as the Clean Up tool. Please follow the procedures outlined below:

- Open **Outlook** and choose a **Mailbox folder.**
- Open **Home**, and then **Clean Up**.
- Select **Clean up Conversation** to remove and transfer duplicate emails from the specific discussion to the deleted items folder.
- Select **the Clean Up** folder to eliminate duplicate emails from the chosen folder.
- Select **Clean Up folder** and **Subfolders** to remove duplicate folders and subfolders.
- To permanently remove the emails, **right-click** the **Deleted Items** folder and select **Empty folder**.

Why should we always Avoid Manual Approaches?

- Time-consuming process.
- The user must have technical knowledge to manage these approaches.
- Manual approaches are complicated to carry out.
- The actual quantity of duplicate emails is difficult to establish with this technique.

An ideal expert way to get rid of duplicate emails in Outlook:

As you can see, there are better options than a manual method. As a consequence, we recommend that you use the **[Shoviv Outlook Duplicate Remover](#)** Tool, which was developed by Shoviv and is one of the most popular applications for removing duplicate emails from Outlook. This duplicate email remover application allows you to remove duplicate emails. It enables users to erase Outlook emails from numerous files in one step. The software can eliminate duplicate emails from Outlook, calendars, tasks, journals, and notes.

This is a short, straightforward instruction on how to use the tool to remove duplicate items from Outlook.

- Firstly, Download and **open** the Duplicate Remover Tool.
- Click the **Add/Search** option to add the PST file.
- After adding the file, click on the **Next** button.
- Now, click the **Browse** button in the **Target** folder to choose the desired target location for the resulting PST file anywhere on the disk.
- Then, In **Comparison criteria,** Click the **Duplicate Items Criteria** button to compare and detect items across Emails, Contacts, Calendars, Tasks, Notes, and Distribution Lists.
- Click the **Next>** button after you've selected the target folder and applied the obligation-specific comparison criteria.
- Click the OK button once the "**Process Completed Successfully**" message box appears.
- To end the process, click on the **Finish** button.

Outlook Duplicate Remover Tool: Features

- It offers a simple GUI that anyone, including non-technical users, can use.
- In batch mode, it eliminates duplicate emails from several files at once.
- This tool coordinates with both ANSI and UNICODE PST files.
- The tool supports all MS Outlook email client editions and the Windows Operating System.
- This tool offers a demo version where you can process the first 50 items per folder for free**.**

Conclusion:

Dealing with duplicate emails in Outlook is critical for improving performance and reducing stuff. Manual ways exist inside Outlook, but they are time-consuming and difficult. Instead, specialist applications such as Shoviv Outlook Duplicate Remover provide a more practical

approach. Its simple UI and batch processing capabilities make removing duplicate emails from various files easier, resulting in a more seamless Outlook experience.