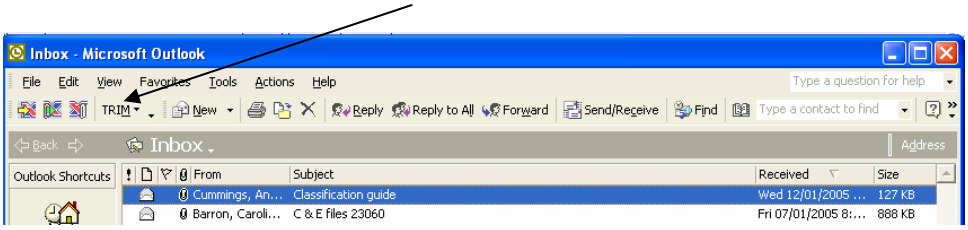
## Creating a link from Outlook folders to TRIM folders

**Caution:** Do **NOT** link your Inbox to TRIM. If you do, all of the e-mail you receive will be captured in TRIM as official records.

## Steps:

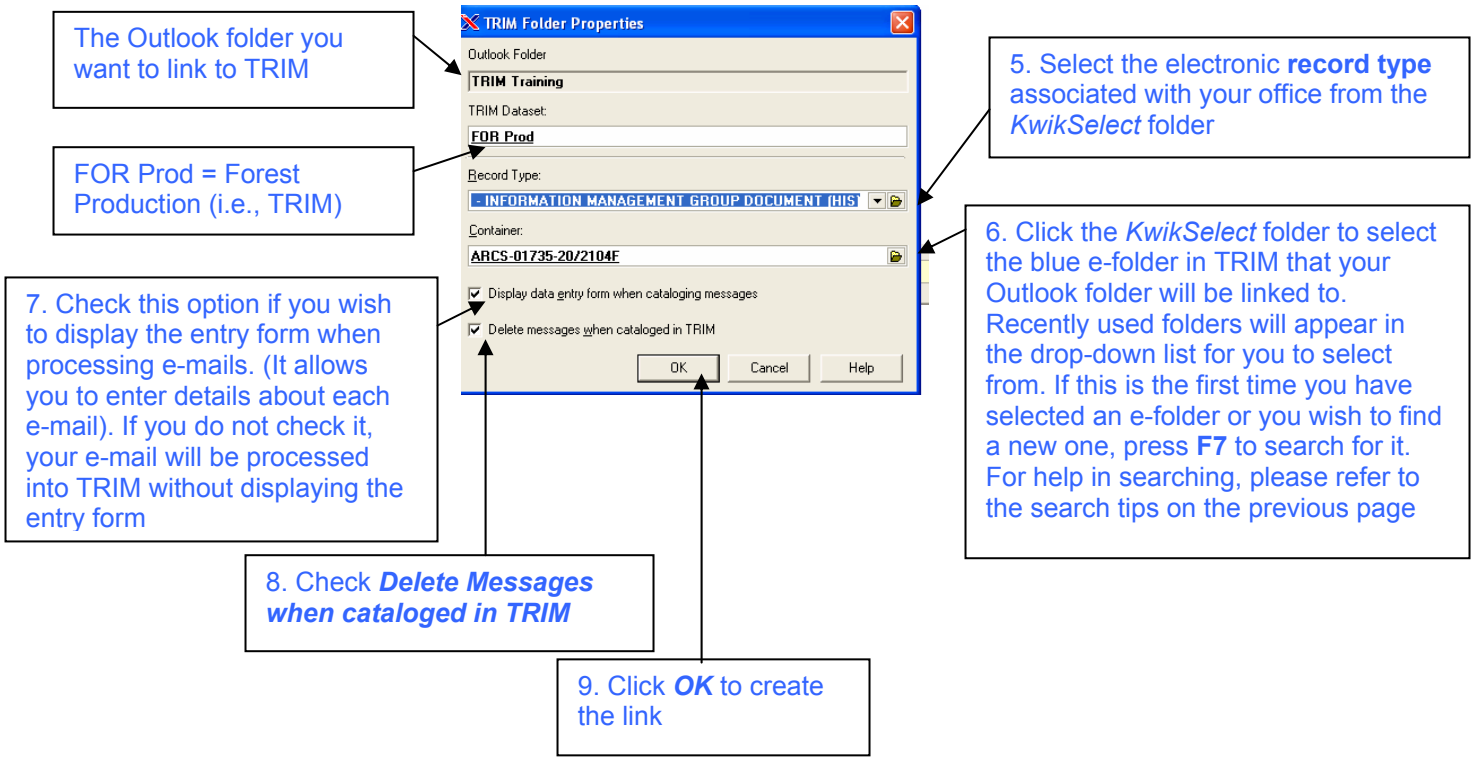
1. In Outlook, select the folder you wish to link to TRIM by highlighting it

2. On the Outlook toolbar, click ***Trim***




3. From the ***Trim*** menu, choose **Current folder>Create Link** (the folder name you highlighted will appear as the current folder)

4. The *TRIM Folder Properties* dialogue box will open:



## Sending the contents of linked Outlook folders to TRIM

**Specific folders:**

- In Outlook, select the e-mail folder by highlighting it
- On the Outlook toolbar, click ***TRIM***
- From the ***TRIM*** menu, choose **Linked Folder>Clear Backlog** (the folder name you highlighted will appear as the linked folder)

**All folders:**

- On the Outlook toolbar, click ***TRIM***
- From the ***TRIM*** menu, select **Clear Backlogs.** The contents of all of your linked Outlook folders will be sent to TRIM.

For more information, please refer to the ***TRIM Electronic Records User Guide for Ministry of Forests End Users*** available on the intranet at http://gww.for.gov.bc.ca/his/edrms.