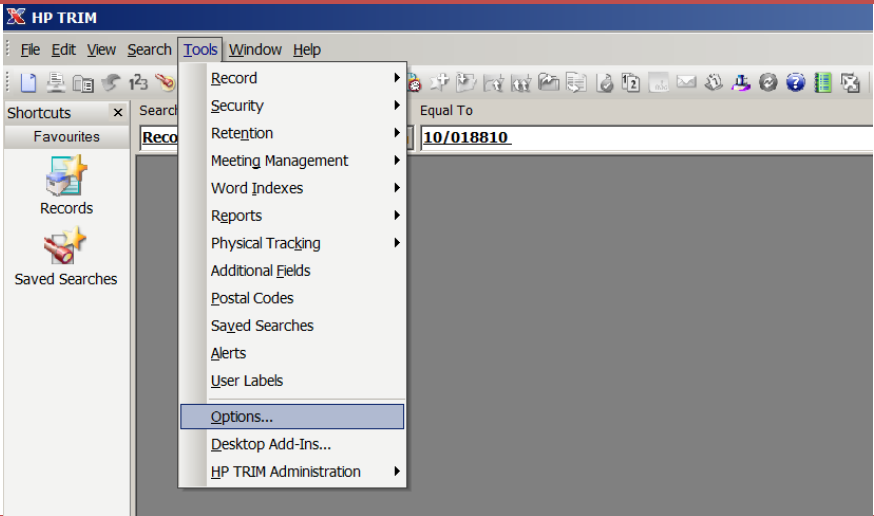
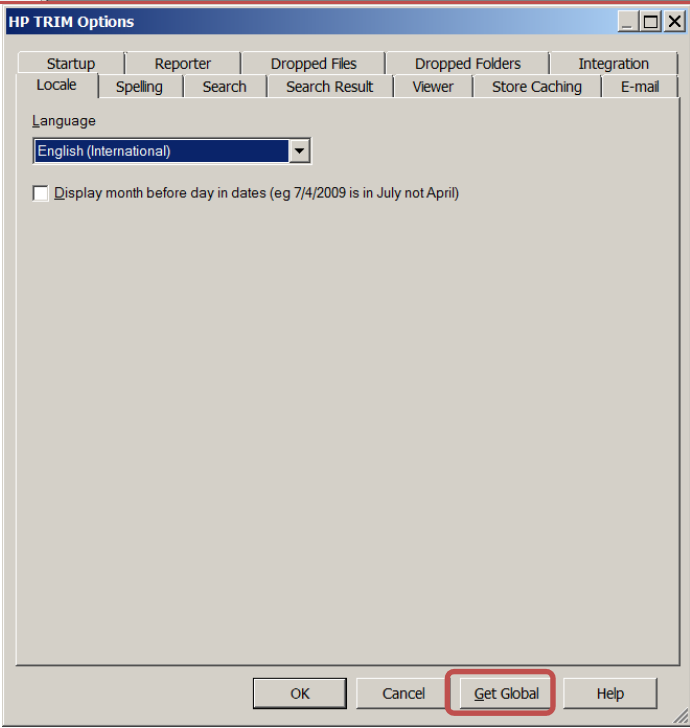


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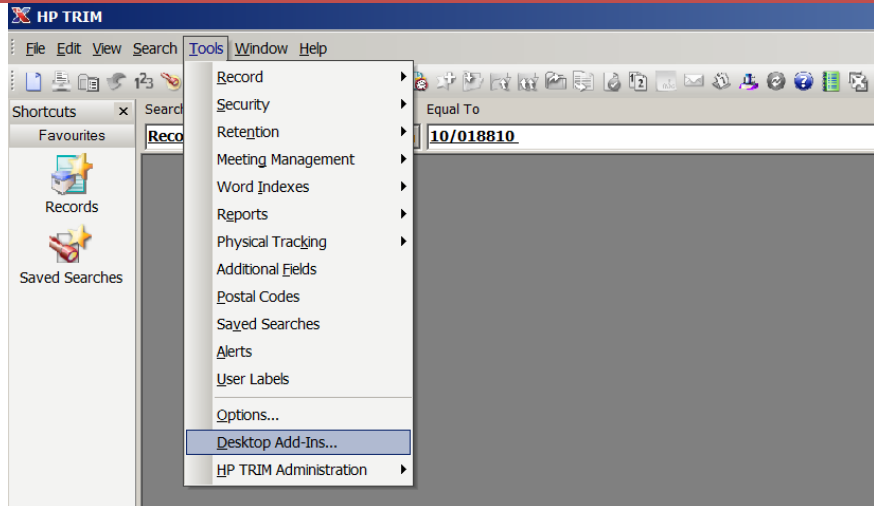
TRIM: Global Settings

Before you begin using TRIM it is recommended that you install the basic default settings.

<p>Open TRIM</p> <p>From the Tools menu</p> <p>Select Options</p>	
<p>Click Get Global</p> <p>Click OK</p>	

Again, from the **Tools** menu

Select **Desktop Add-Ins**



To ensure the **TRIM Toolbar** appears in Outlook

Tick the box **Microsoft Outlook**

If you wish to use TRIM directly with other Microsoft products, you can also tick the appropriate boxes

