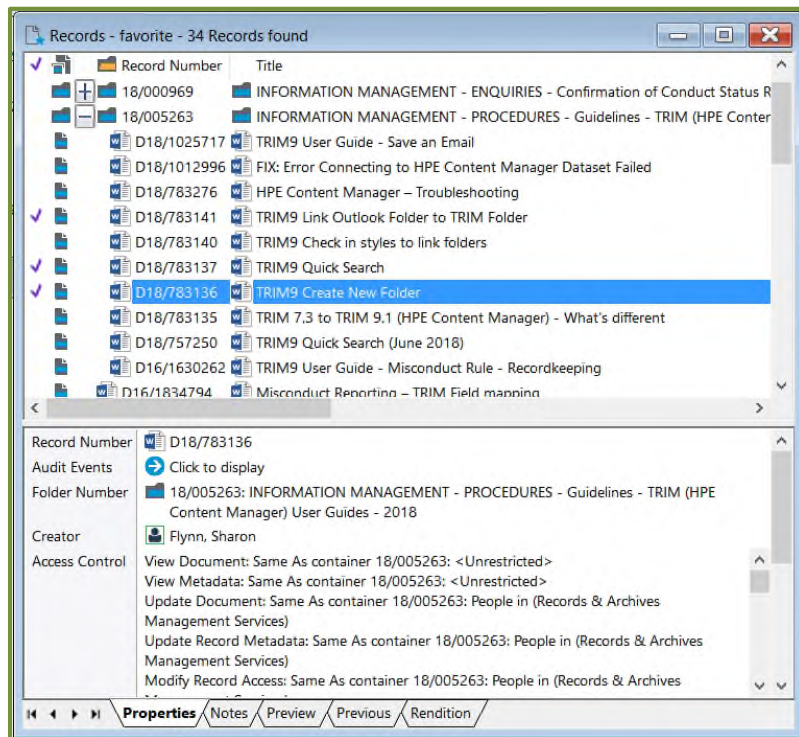


TRIM9 – Email a record from TRIM

Once saved to TRIM, a record can be shared by attaching it to an email.

Open *TRIM*

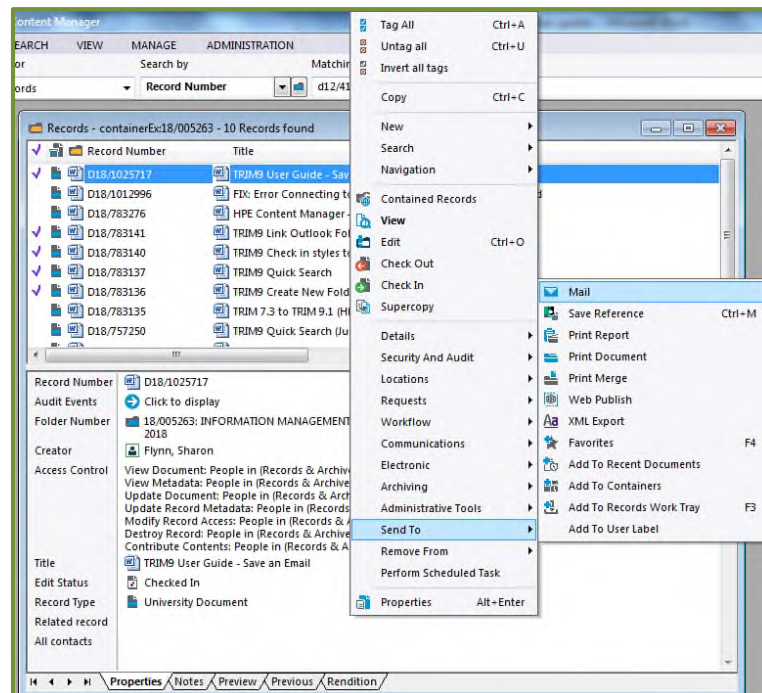
Tag the records/s to send as email attachment/s

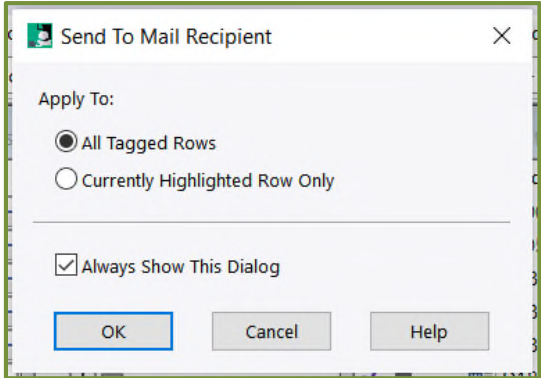
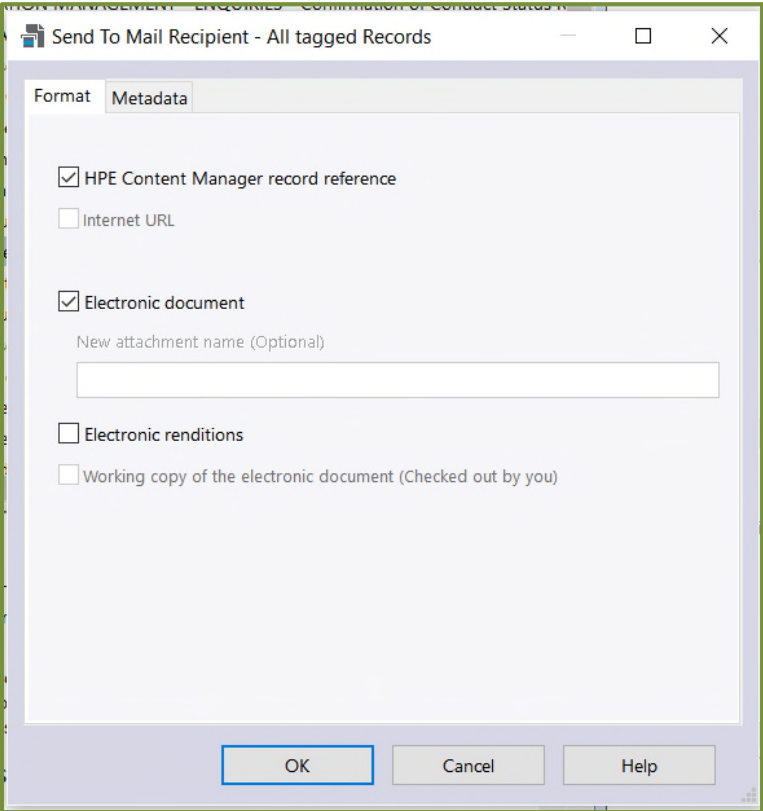
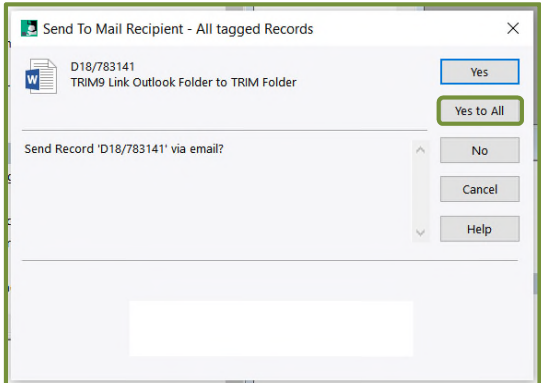


Right click on one of the documents

Select:

Send To
> Mail



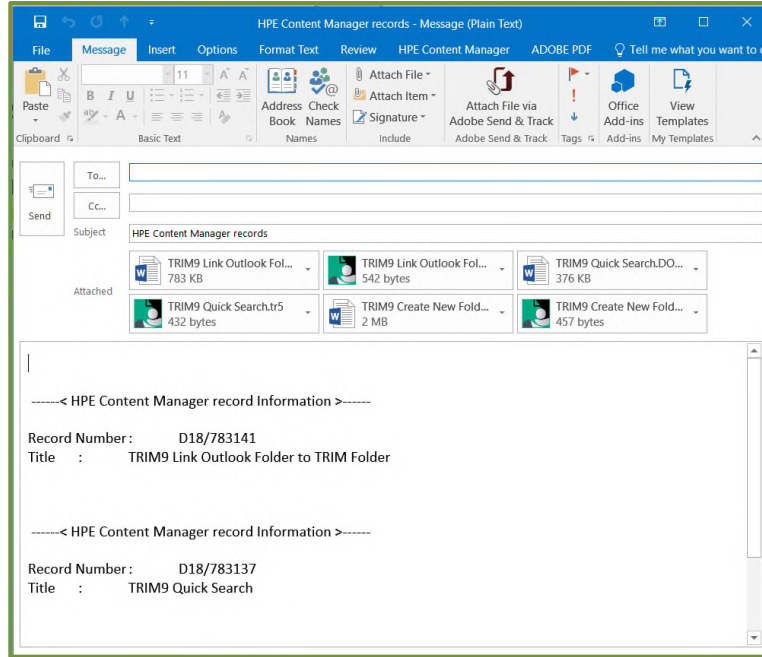
<p>Select: All Tagged Rows</p> <p>Click: OK</p>	
<p>Tick to select what is being attached</p> <p>HP TRIM Record Reference (if recipient has access to the record in TRIM)</p> <p>or</p> <p>Electronic Document (if recipient doesn't have access to the record in <i>TRIM</i>)</p> <p>Click: OK</p>	
<p>Click: Yes To All</p>	
<p>Outlook will open, you will see the document and/or TRIM Reference attached</p>	

Address the email

Send the email, it will now appear in your **Sent Items**

If you receive a document sent from **TRIM**

Double click:
TRIM Reference Icon



If you receive a document sent from **TRIM**

Double click:
TRIM Reference Icon

TRIM will open showing the received record

