

# WESTERN SYDNEY UNIVERSITY



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## TRIM: Saving an Email Attachment

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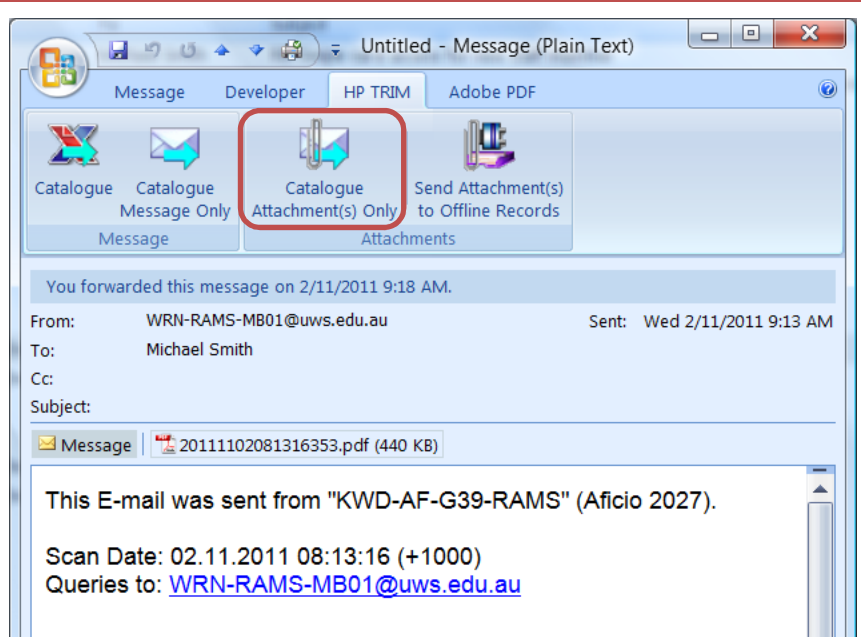
To save an email attachment separately to an email (including scanned documents)

Open Outlook

Double Click the email.

Open the HP TRIM tab.

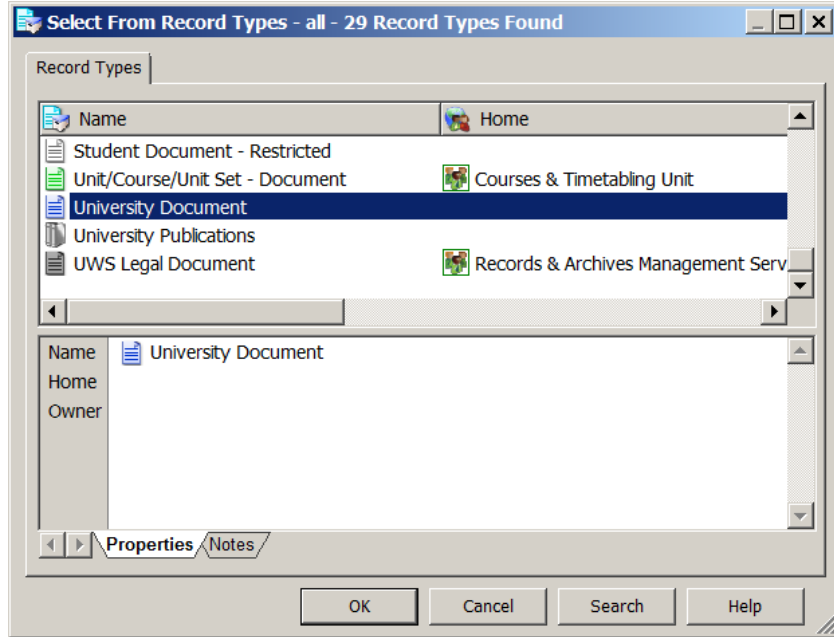
Click:  
*Catalogue Attachment(s) Only*



Select a **Record Type** from the list.

Click:  
OK

**Note:** The record type can be set as a default in Outlook – contact RAMS for assistance.



Enter data in the fields as necessary.

The following fields are mandatory:

- **Title**
- **File Number**
- **Date Created**

Click:  
OK

