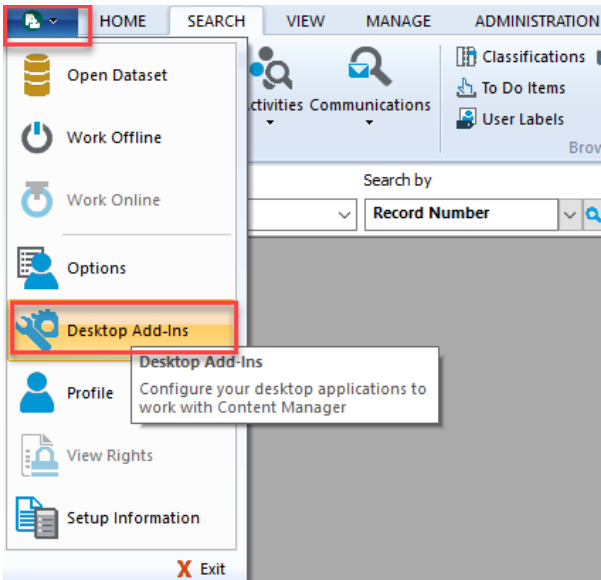
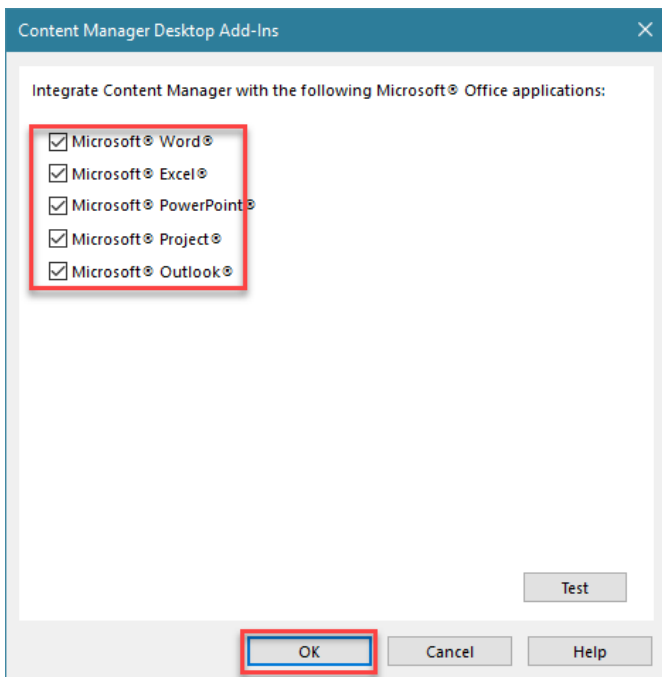


## Installing Content Manager (TRIM) add-ins to Outlook profile

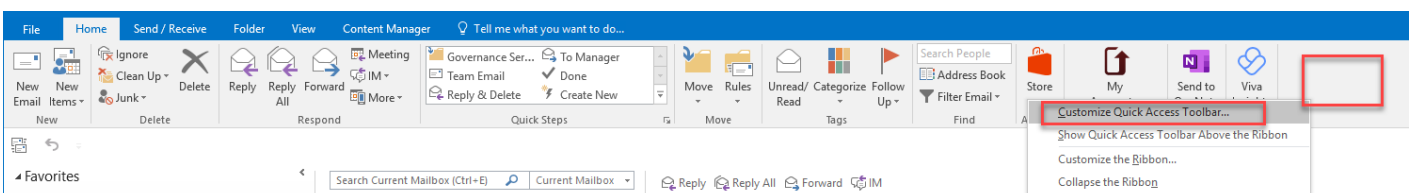
1. Open Content Manager
2. Click the file tab (green button beside the home tab) and select 'Desktop Add-ins'



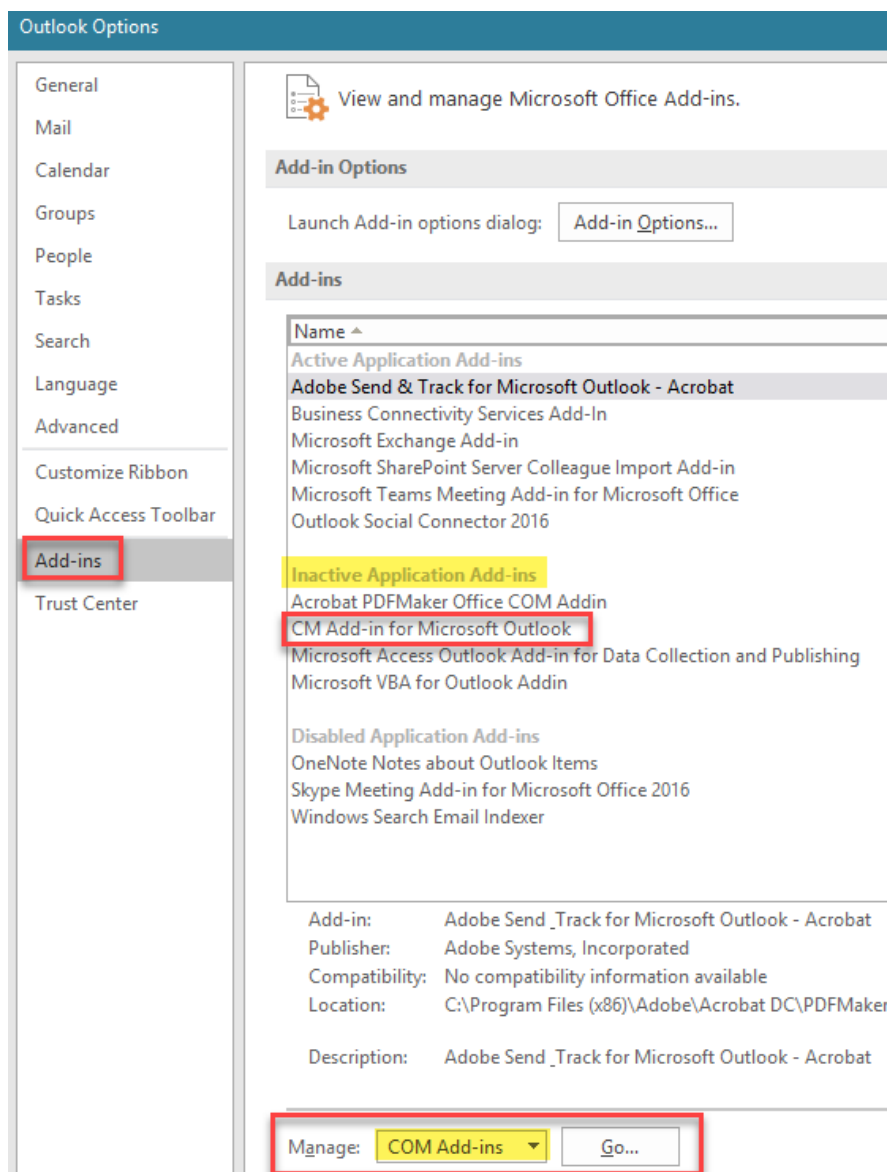
3. Tick all Microsoft program options including the Microsoft Outlook option and click OK



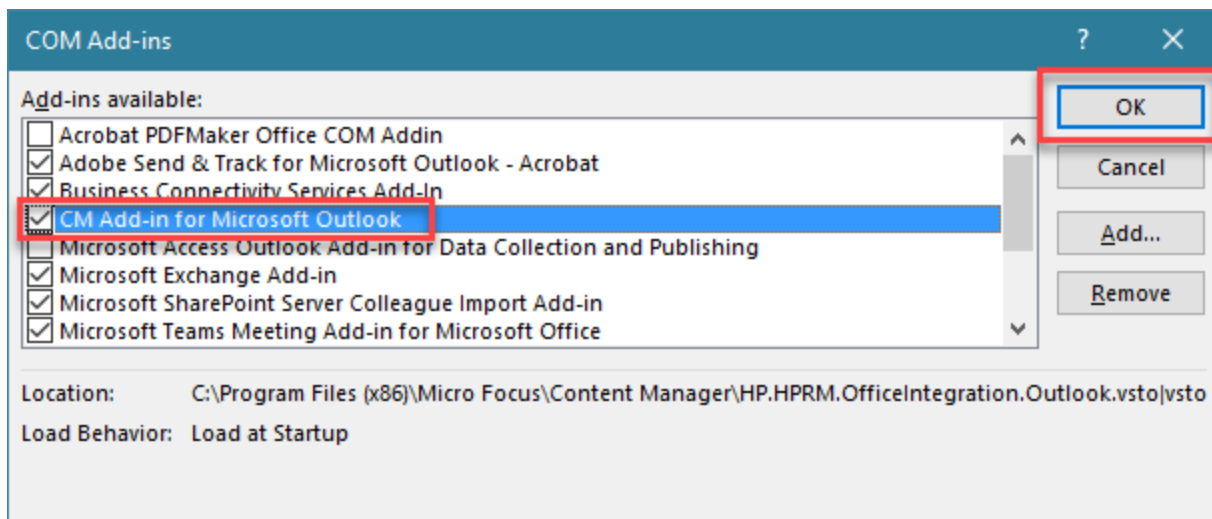
4. Open Outlook and right click on the blank grey space in the top ribbon, then select 'Customize Quick Access Toolbar...'



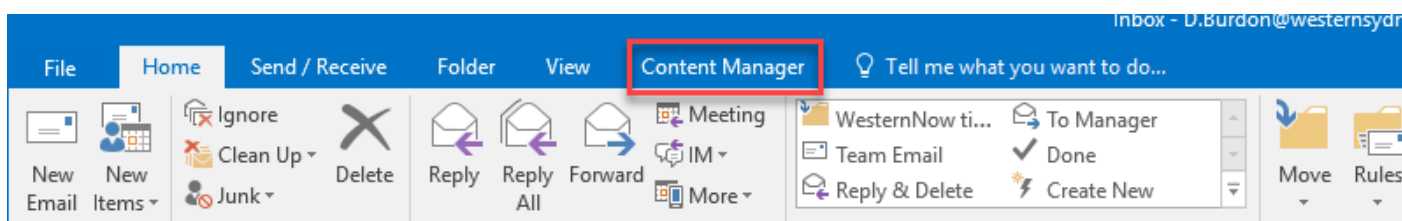
5. Select the Add-ins option in the left hand navigation menu, If 'CM Add-in for Microsoft Outlook' is listed in the **Inactive Application Add-ins list**, highlight the 'CM Add-in for Microsoft Outlook' option and click the GO button below. Ensure that the Manage drop down option is set to 'COM Add-ins', if it isn't, use the drop down arrow to select 'COM Add-ins'.



6. Tick the 'CM Add-in for Microsoft Outlook' option and click OK



7. If the Content Manager add-in doesn't appear in your Outlook tabs section after a minute of completing the above step, close Outlook and Content Manager and reopen Outlook. The Add-in should appear.



8. If the Add-Ins still don't appear, please email [rams@westernsydney.edu.au](mailto:rams@westernsydney.edu.au) or the Records Support Officer that supports your business unit for further assistance.