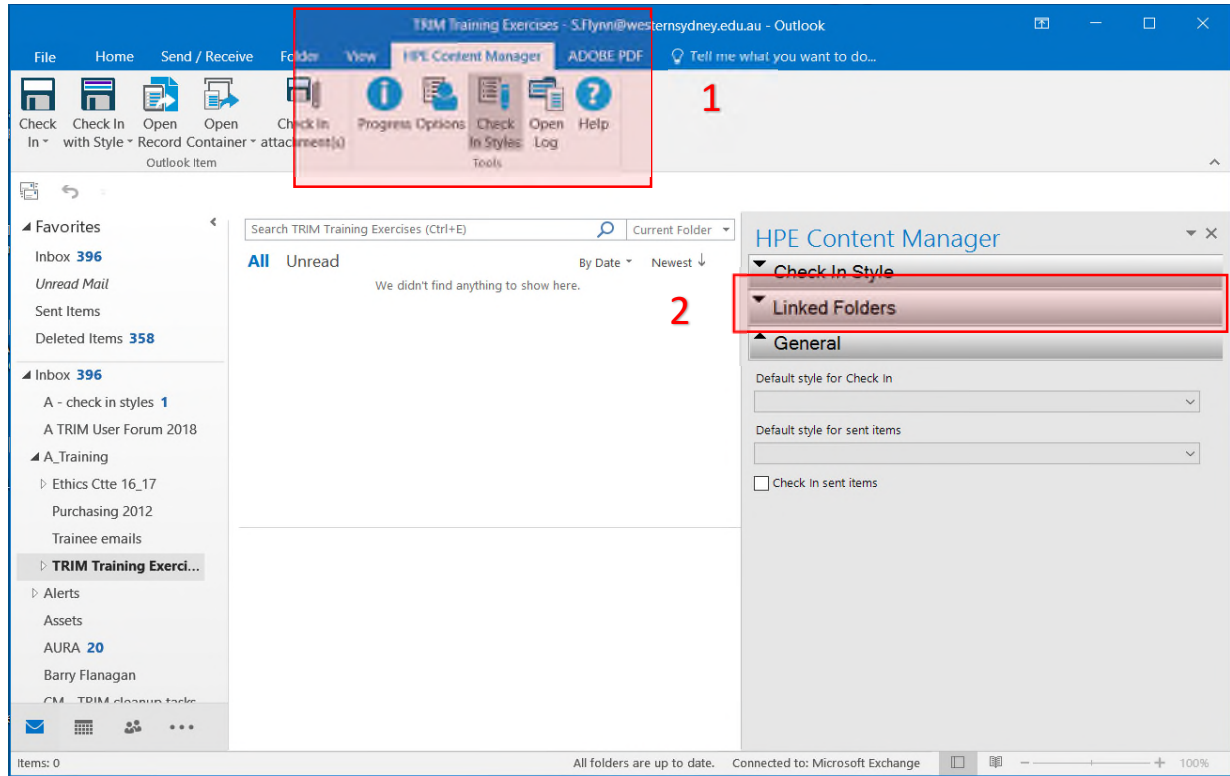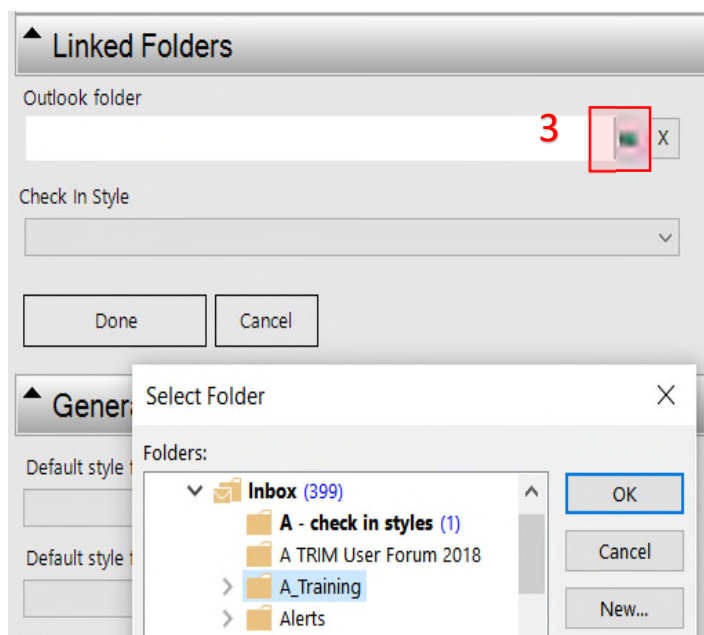# TRIM9 – Link Outlook folders to TRIM folders (June 2018)

If you currently use **Outlook folders** to organise email, you can link those folders to **TRIM folders** to enable you to automatically save emails to TRIM.

Before a link can be made, you must attach a **Check-in Style** to the **TRIM folder** see D18/783140

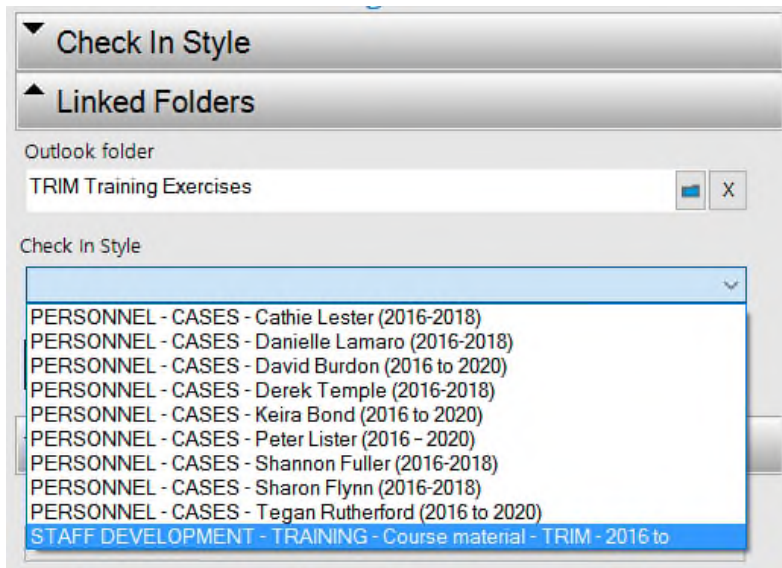Open **Outlook** and select **Check in Styles** from the **HPE Content Manager tab 1**

Click on **Linked Folders 2** and choose **3** the **Outlook folder** you want to link (if you have existing links, click ⊞ ✎ X to add, edit or remove).
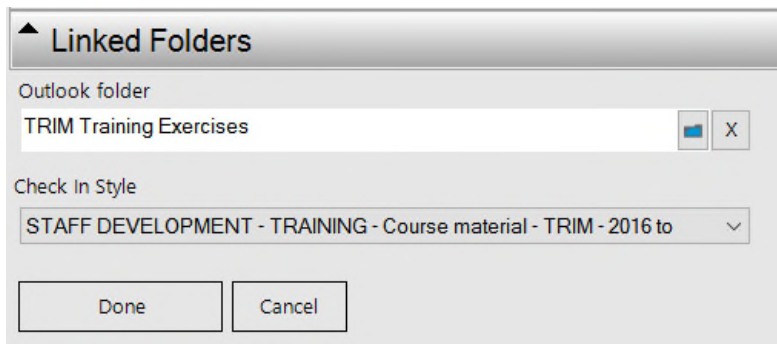
TRIM9 – Link Outlook folders to TRIM folders (June 2018)
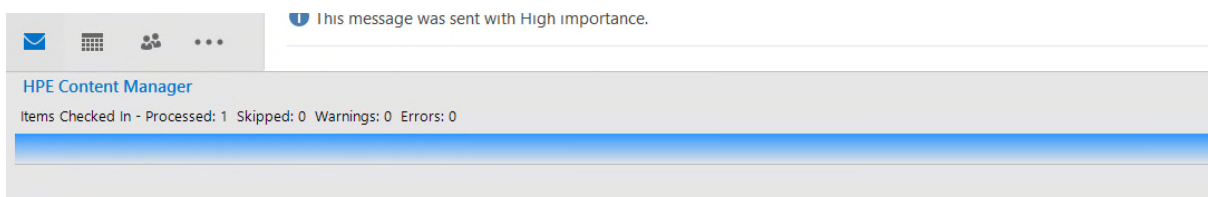
Click **OK** to select

Click **Done** to finish creating your link

Every time you move an email into your **Outlook** folder, it will be saved to the **TRIM** folder automatically

A processing bar will appear at the bottom of the screen.

It will remain there, and grow with each email you save, until you Click to deactivate the Progress button on the HPE Content Manager tab.