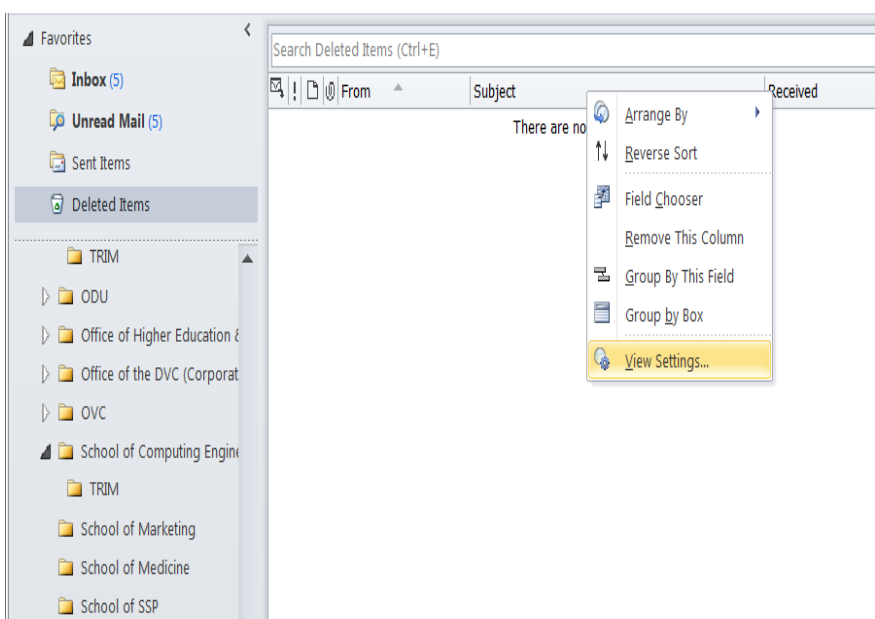
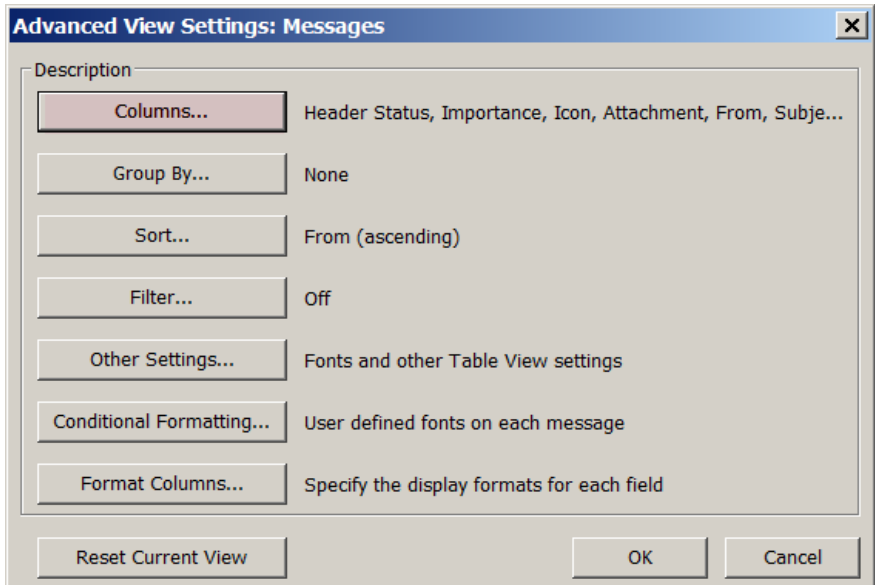


WESTERN SYDNEY UNIVERSITY



TRIM: Showing TRIM Record Number Outlook

Having the TRIM record number visible in an Outlook column indicates an email has been saved to TRIM

<p>In <i>Outlook</i>, open the mailbox you wish to add the column to</p> <p>For example</p> <ul style="list-style-type: none">- Inbox- Sent Items- Deleted Items <p>Right click on the column headings</p> <p>Select: View Settings</p>	
<p>Click: Columns ...</p>	

Select:
HP TRIM Record Number

Click:
Add ->

Show Columns

Maximum number of lines in compact mode: 2

Select available columns from:
User-defined fields in folder

Available columns:
HP TRIM Record Number
TRIM Dataset
TRIM Record Number
TRIM Record URI

Show these columns in this order:
Header Status
Importance
Flag Status
Icon
Attachment
To
Subject
Sent
Size
Categories

Buttons: Add ->, <- Remove, New Column..., Properties, Delete, Move Up, Move Down, OK, Cancel

To adjust position

Click:
Move Up or Move Down

Click:
OK

Click:
OK again

Show Columns

Maximum number of lines in compact mode: 2

Select available columns from:
User-defined fields in folder

Available columns:
TRIM Dataset
TRIM Record Number
TRIM Record URI

Show these columns in this order:
Header Status
Importance
Flag Status
Icon
Attachment
To
Subject
Sent
Size
HP TRIM Record Number
Categories

Buttons: Add ->, <- Remove, New Column..., Properties, Delete, Move Up, Move Down, OK, Cancel

The TRIM Record Number column is now showing ...

