APPENDIX 2 - MAPPING AN OUTLOOK FOLDER TO A RECORDS EXPLORER FOLDER

Create/locate the relevant folder in Records Explorer. Copy the Record Number.

Open Outlook.

Create/locate a folder in your inbox for the relevant matter. Ensure it is highlighted.

Select the TRIM button in your menu bars > Current Folder > Create Link.

A TRIM Folder Properties dialogue box will pop up:

Select Document using the down arrow.

Paste the Record Number in the Container field.
Leaving **Display data entry form when cataloguing messages** ticked will ensure that a spell check is run and that you can double check that the document is being contained in the correct folder. You can uncheck this if you would rather not go through that step.

Click **OK**.

You can now drag emails into that Outlook folder and they will be catalogued into TRIM.