

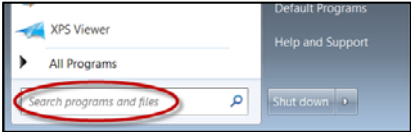
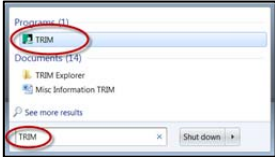
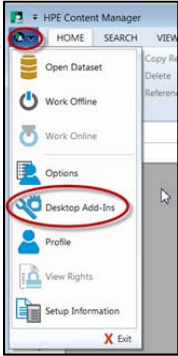
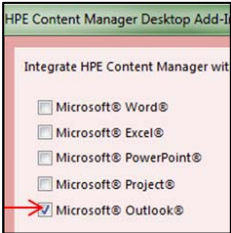


Install TRIM Add-In for Office 365 Outlook

Description In order to save documents from Outlook to TRIM, the TRIM Add-in must be enabled in Office 365 Outlook. This document will cover the following:

- Enable the Microsoft Outlook Add-in from TRIM
- Set-up TRIM in Microsoft Outlook toolbar
- Options to enable Add-in for TRIM in toolbar if it does not automatically load

Guidelines Submit a request to the helpdesk for the **Outlook Client** to be installed. The TRIM Add-in can't be installed to the standard Outlook.

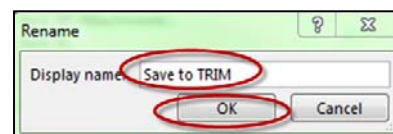
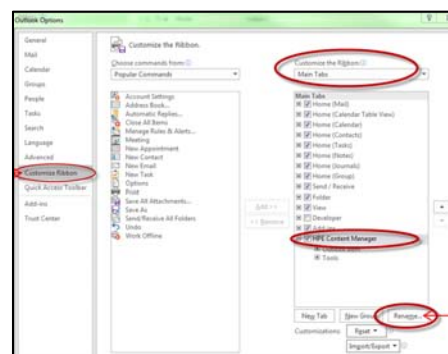
Step	Action	
1	Follow the steps from your PC or laptop:	
	<div>Enable Microsoft Outlook Add-In from TRIM</div> <div>a. From the Windows desktop click the Start Button  in the lower left corner.</div> <div>b. Type 'TRIM' in the Search for programs and files search bar</div> <div>c. Select TRIM under Programs</div> <div>d. Select the triangle  display the drop down box</div> <div>e. Select Desktop Add-ins from list</div> <div>f. Check box by Microsoft Outlook, uncheck any other applications</div> <div>g. Select OK</div> <div>h. Exit from HPE Content Manager (TRIM) program</div>	<div></div> <div></div> <div></div> <div></div>

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Set up TRIM on Toolbar in Microsoft Outlook

Step	Action
1	<p>Make sure you have exited HPE Content Manager (TRIM).</p> <ol style="list-style-type: none"> Open Microsoft Outlook Client, if it was already open, exit and re-start Confirm HPE Content Manager displays on the top ribbon on the main inbox screen <p>Note: If HPE Content Manager (TRIM) does not show make sure it is closed and restart Outlook.</p> <p>Note: If HPE Content Manager (TRIM) still does not show after restarting Outlook, follow the instructions on page three of this document or call the Help Desk.</p>
2	<p>If HPE Content Manager does show:</p> <ol style="list-style-type: none"> Select File > Options to open Outlook Options Select Customize Ribbon Confirm Main Tabs is showing Highlight HPE Content Manager Select Rename Type Save to TRIM in the Display name box Select OK The Outlook ribbon should now display Save to TRIM, instead of HPE Content Manager.

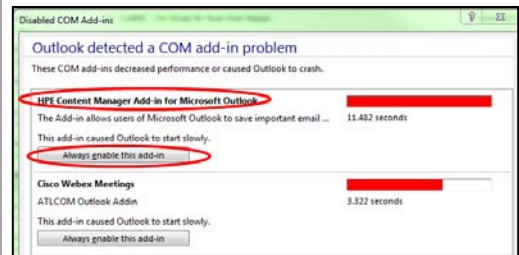
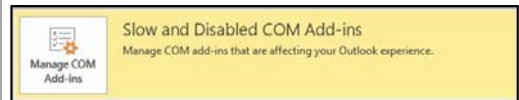
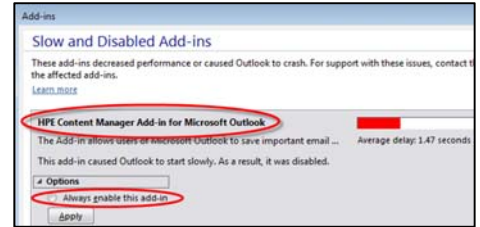
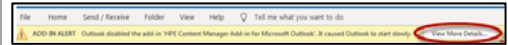


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Enable HPE Content Manager (TRIM)

Step	Action
3	<p>Option One:</p> <p>If HPE Content Manager (TRIM) does not load in the toolbar but the ADD-IN ALERT message appears when you open Outlook Client follow these instructions:</p> <ol style="list-style-type: none"> Select View More Details Select Always enable this add-in Select Apply
4	<p>Option Two:</p> <p>If HPE Content Manager (TRIM) does not load in the toolbar and the ADD-IN ALERT message does NOT appear when you open Outlook Client, follow these instructions:</p> <ol style="list-style-type: none"> Select File from the Outlook toolbar Select Manage COM Add-in Find HPE Content Manager Add-in for Microsoft Outlook Select Always enable this add-in

**Contact**For help, please contact support@discounttire.com.