Integration with Outlook 2007/2010 and HP TRIM provides the end user with a range of options to enhance the ability to capture and search for information using Outlook.

To ensure that full integration with Microsoft Office functionality is achieved ensure that the following settings are in place. (Note: Your integration settings should be set as part of the default global settings.)

1. Check that you have turned on the integration from the Tools > Options > Integration tab:
2. Check that you have selected the following options in Tools > Options > Desktop Add-Ins:

![HP TRIM Desktop Add-Ins](image)

With these Options selected the following tool bars are available from Outlook if the correct integration settings have been selected. In Outlook 2010, these are available via the Add-Ins Tab.

- **Catalogue** – this means both the email and the attachments have some relevance in being captured, and will be captured into TRIM.

- **Catalogue Attachments only** - this means that the email itself may have no informational value of a corporate nature - only the attachment will be captured into TRIM.

- **Send Attachments to Offline Records** – this means you can place the attachments into your Offline Records. This option is not a preferred option.

- **Search – Find** – Allows you to search TRIM for records without having to open the application itself.
**TRIM** – Gives you a drop down list that allows additional functionality such as linked folders.

Refer to TCS33 Manual Catalogue of Email into TRIM using Outlook – INT09/2302.

Refer to TCS35 Attaching records from TRIM to an email message using Outlook – INT09/2348.