

# EDRMS TRIM Tip

## Linked Outlook Folders & Calendar Notes

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**Primary audience:** All users

Calendar notices that are placed in a email folder **prior** to it being linked to a TRIM folder will not be catalogued when you use 'clear backlog' to file the records in the newly linked email folder.

Instead, you will have to catalog these calendar notices individually.

Calendar notices added to an email folder **after** the link is established will be catalogued automatically.