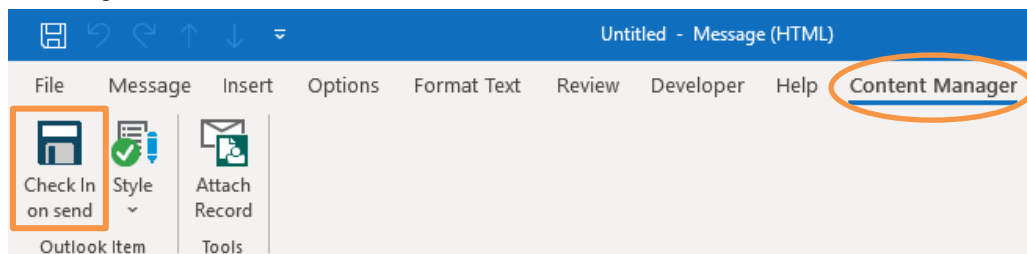


## HOW TO STOP THE 'CHECK IN SENT ITEMS' WINDOW APPEARING IN OUTLOOK

### Content Manager – Check In Sent Items Window

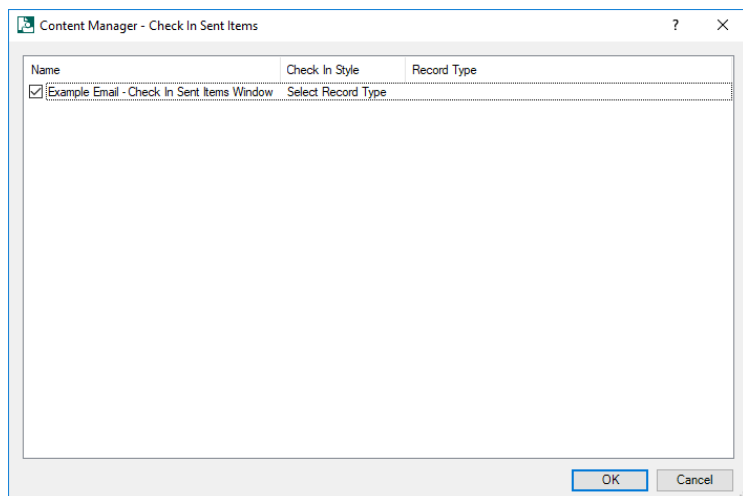
When sending an email, you can choose to check it into TRIM at the time of sending. This is done by selecting the '**Content Manager**' tab in your new email message, then selecting the **Check In on send** button:



When you click **Send**, you will be presented with the 'Select from Record Types' window. To save this new email into TRIM you would need to:

- Select the **EMAIL** record type
- Complete the '**New EMAIL**' record entry form when it displays
- Select **OK** on the record entry form to save the sent email to TRIM.

However, if the process of saving your new sent email to TRIM is interrupted (e.g. you change your mind and cancel the creation of the email in TRIM), then the next time you open Outlook a '**Content Manager – Check In Sent Items**' window will display (refer below):

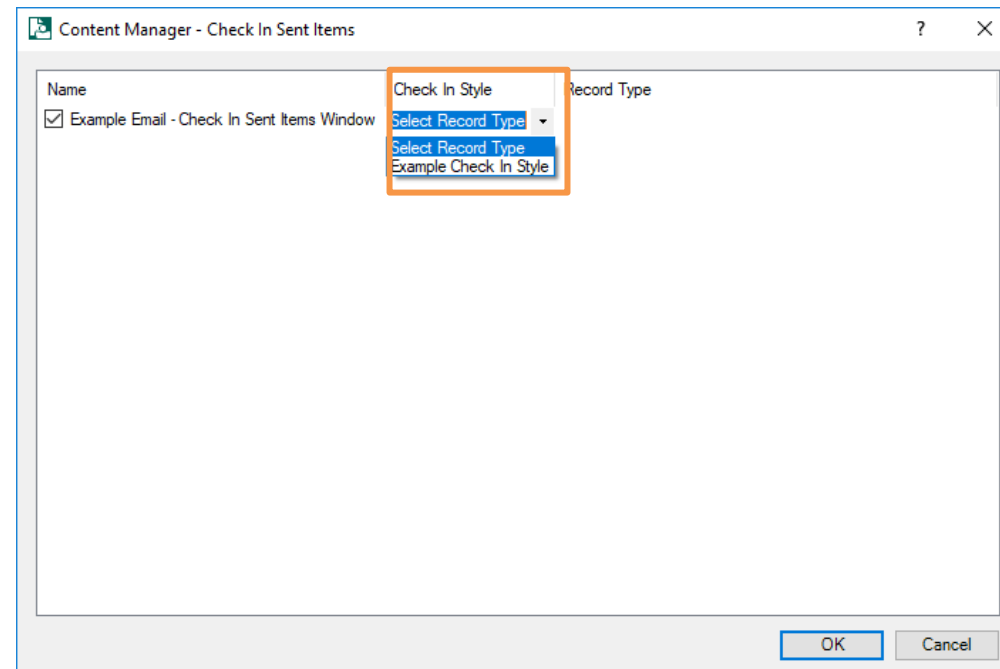


If you click **Cancel** in this '**Content Manager – Check In Sent Items**' window, this window will continue to present itself each time you open Outlook. Therefore, to stop this window from being displayed each time you open Outlook, you have two options:

- Check the sent email into TRIM if that is appropriate/required (see [A](#)) instructions below)
- Don't put the sent email into TRIM, but instead move it into your Outlook 'Sent Items' folder (see [B](#)) instructions on page 3).

### A) - Instructions for if you want to Check the Sent Email into TRIM

1. The 'Check In Style' column is populated with the **Select Record Type** option by default. If you have previously created a Check In Style which you want to use, click on **Select Record Type** to display a drop-down arrow. Click on the **drop-down arrow** and choose your required option. If you don't have any Check In Styles or don't want to use a Check In Style, just leave this column populated with **Select Record Type**:



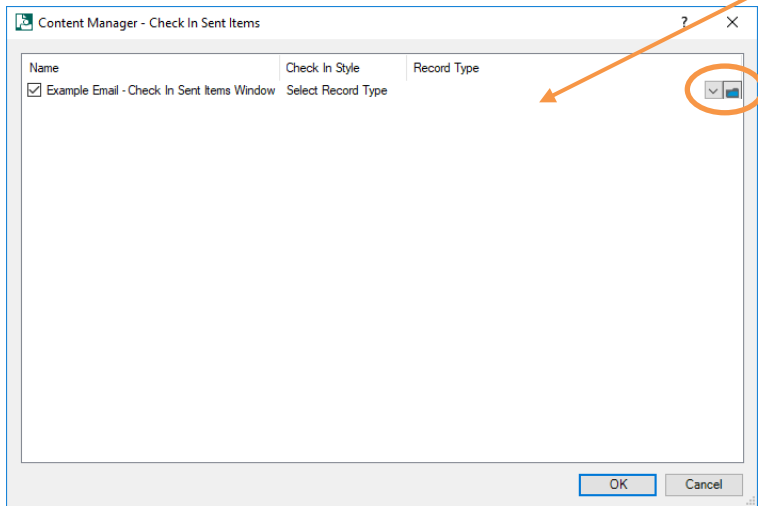
# HOW TO STOP THE 'CHECK IN SENT ITEMS' WINDOW APPEARING IN OUTLOOK

- If you selected a Check In Style in Step 1, you can now click **OK** to process the email as per the settings in your selected Check In Style:





Once processed, the 'Content Manager – Check In Sent Items' window should no longer appear when you open Outlook.

However, if you left the 'Check In Style' column populated with **Select Record Type**, you will now need to populate the 'Record Type' column. Click in the 'Record Type' column to display a drop-down arrow and Kwik-Select folder:



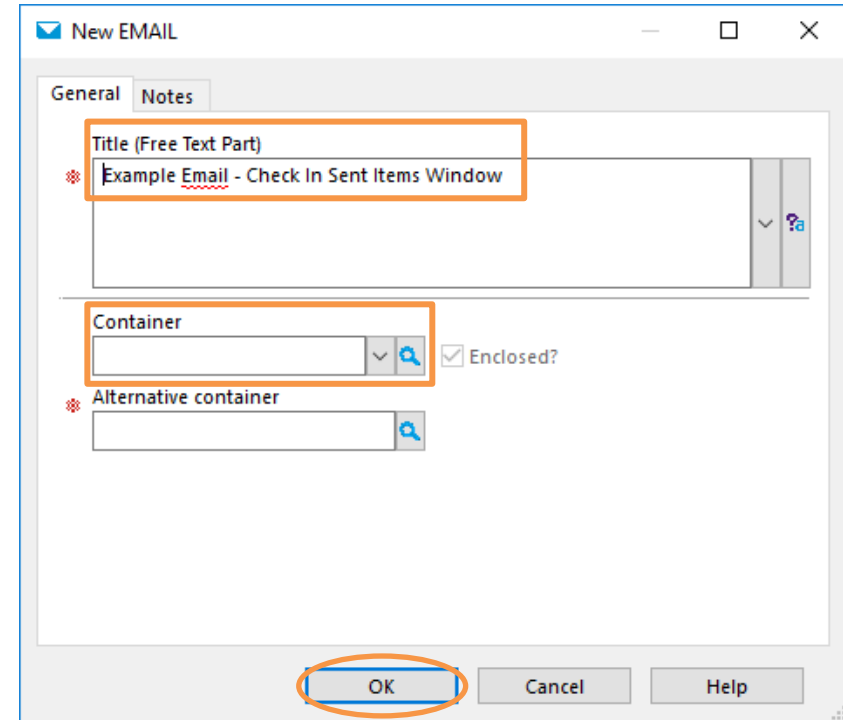
**Hint:**

The **drop-down arrow**  will display any record type you have used previously in this window.  
The **Kwik-Select folder**  will display all TRIM record types able to be populated in this field.

Populate the 'Record Type' column with **EMAIL**, then select **OK**:



- Complete the 'Title (Free Text Part)' and 'Container' fields on the 'New EMAIL' record entry form that appears, then select **OK**:



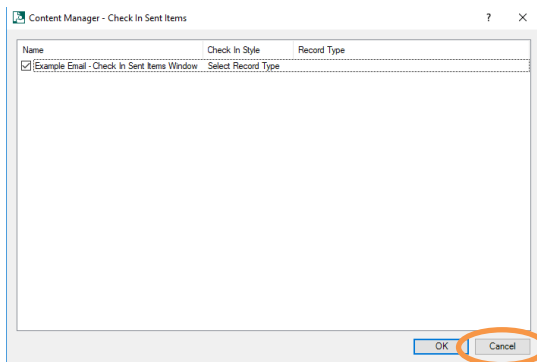
The 'Content Manager – Check In Sent Items' window should now no longer appear when you open Outlook.

# HOW TO STOP THE 'CHECK IN SENT ITEMS' WINDOW APPEARING IN OUTLOOK

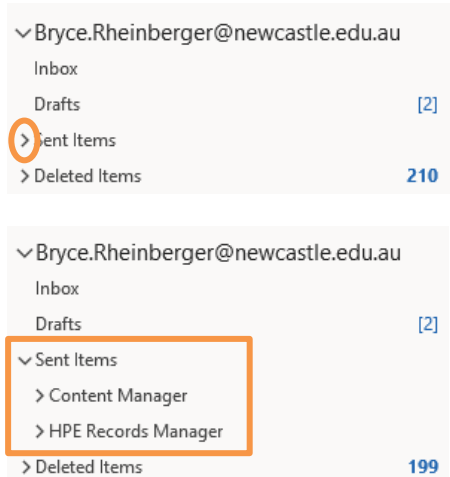
## B) - Instructions for if you DON'T want to put the Sent Email into TRIM

If you don't want to put the sent email into TRIM, you will need to move it to your Outlook 'Sent Items' folder to stop the '**Content Manager – Check In Sent Items**' window from appearing:

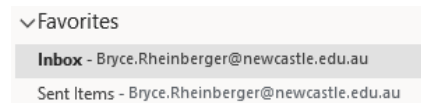
1. Click **Cancel**:



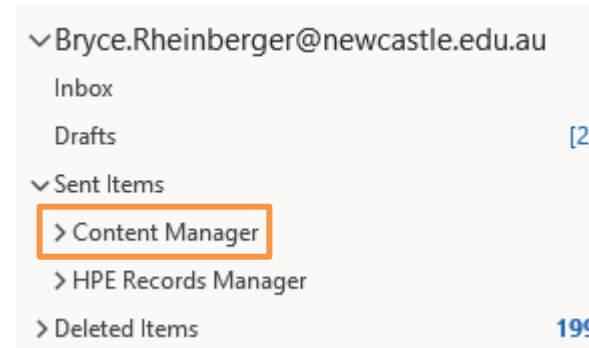
2. In Outlook, locate your 'Sent Items' folder, and expand it by clicking on its **arrow**:



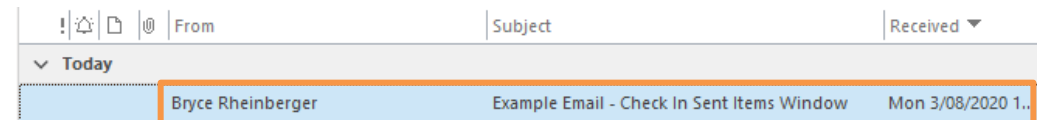
**Hint:** If you don't see the 'Sent Items' arrow, make sure you're not looking in your **Favorites**, as the arrow does not appear in this section of your Outlook folder structure:



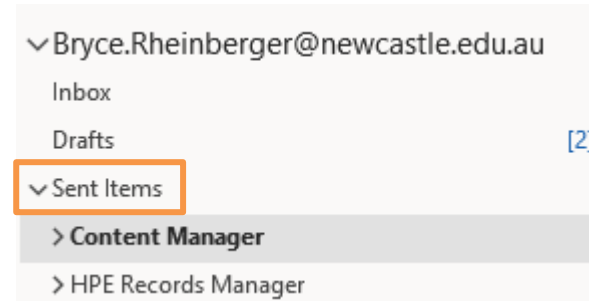
3. Click on the **Content Manager** Outlook folder which displays under your 'Sent Items':



4. The email which keeps appearing in the '**Content Manager – Check In Sent Items**' window should display. Click on it:



5. Then drag and drop it to your Outlook 'Sent Items' folder:



The '**Content Manager – Check In Sent Items**' window should now no longer appear when you open Outlook.