

Plugin Installation

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Outlook Mail Connector is available free of charge in the Microsoft Store as a Microsoft Outlook add-in under the name:

vtenext Mail Connector

To install the plugin:

1. Open Microsoft Outlook (desktop or web).
2. Access the **Add-ins / Apps** section.
3. Search for **vtenext Mail Connector** in the Store.
4. Select the add-in and proceed with the installation.

Alternatively, the add-in page can be accessed directly through a link provided by your vtenext partner or CRM consultant.

“ **Important note:**

For the plugin to function correctly, the corresponding component must also be installed on the vtenext CRM side.

This component installs the required extensions for email linking and enables the license management module.

The CRM-side installation is typically handled by the official vtenext partner or consultant.

- “ Installing the Outlook add-in alone does not activate the plugin.
CRM-side activation is always required (see Chapter 4).

Installation and First Access

Once the **vtenext Mail Connector** add-in has been installed in Outlook, the plugin becomes available within the email interface.

To access the plugin:

1. Open an email in Microsoft Outlook.
2. Access the **Apps / Add-ins** menu associated with the email.
3. Select the **vtenext Mail Connector** icon.

When opening the plugin for the first time, authentication to the vtenext CRM will be required (see Chapter 5 — Login and Configuration).

The plugin can be accessed in the same way across Outlook Desktop, Outlook Web, and mobile versions.