

# Accessing the Plugin from an Email

Outlook Mail Connector is accessed directly from within an opened email in Microsoft Outlook via the Apps (Add-ins) menu.

To open the plugin:

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

Once opened, the plugin interface allows the user to link the current email to an existing record in the vtenext CRM.

The plugin can be used on both received and sent emails.

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