

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.

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