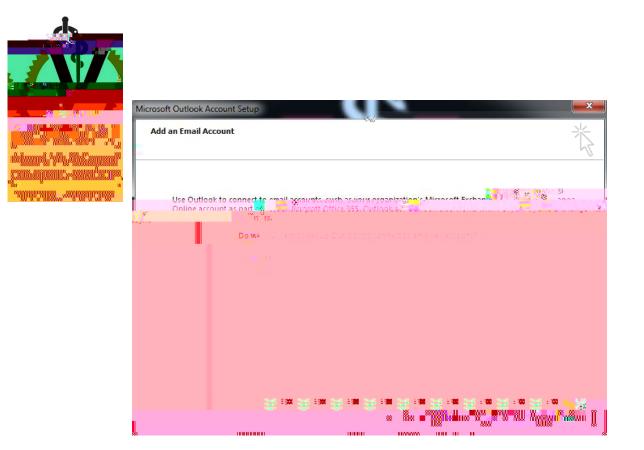


The following article will guide you through the steps to configure your VCOM email address in Outlook 2013. You will need to know your VCOM email address and password in order to proceed.

1. Launch Outlook by clicking the Start Button, then All Programs, then Microsoft Office, then Microsoft Outlook 2013.



4. Next, make sure the "E-mail Account" button is selected and hit Next:

	up ² matically configure many email accounts.	
E-mail Account		
Your Name:	Your name	
	Figmple: Ellen Adams	
E-mail Address:		
	Example: ellen@contoso.com	
assword, Decemende		
etype Password: ********	****	
	the password your Internet service provider has given you.	
lani <mark>na.</mark> 🥵 👘 🚡 🕅	a server types	

5. By hitting next, you trigger the auto-discovery function. This may take several minutes, so please be patient and allow it to finish. You may also see a pop-up box requesting your password. If so, enter it now.

