# Setting Up Microsoft Outlook 2013

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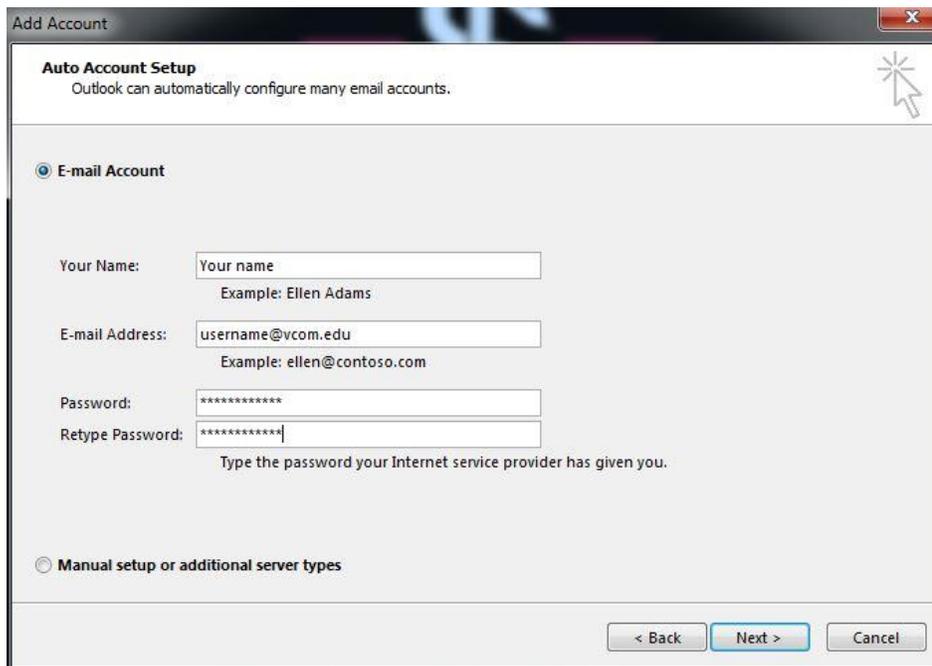
1. Launch Outlook by clicking the Start Button, then All Programs, then Microsoft Office, then Microsoft Outlook 2013.

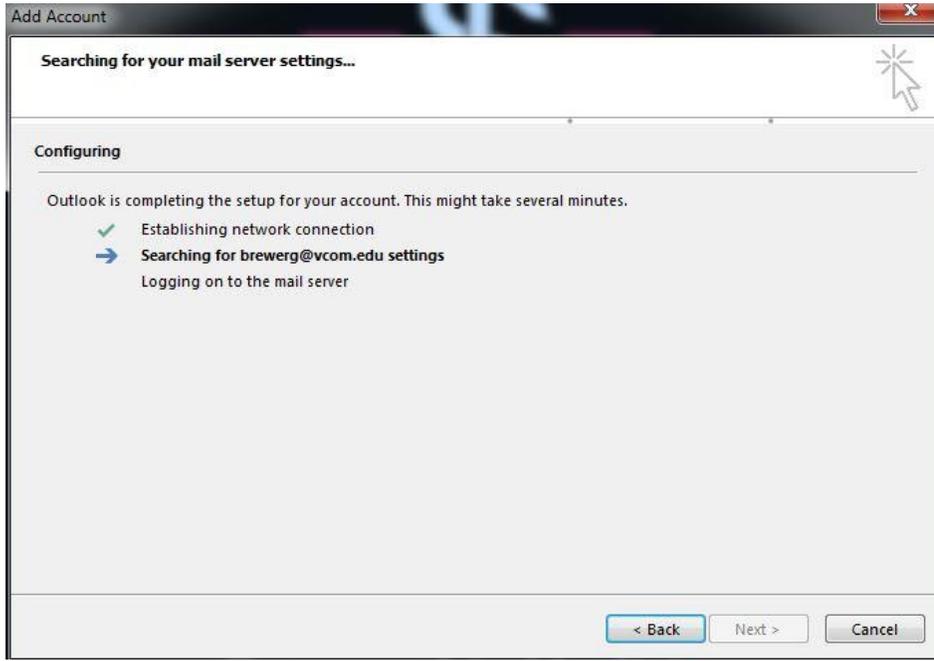2. On the Outlook 2013 Startup box click Next.
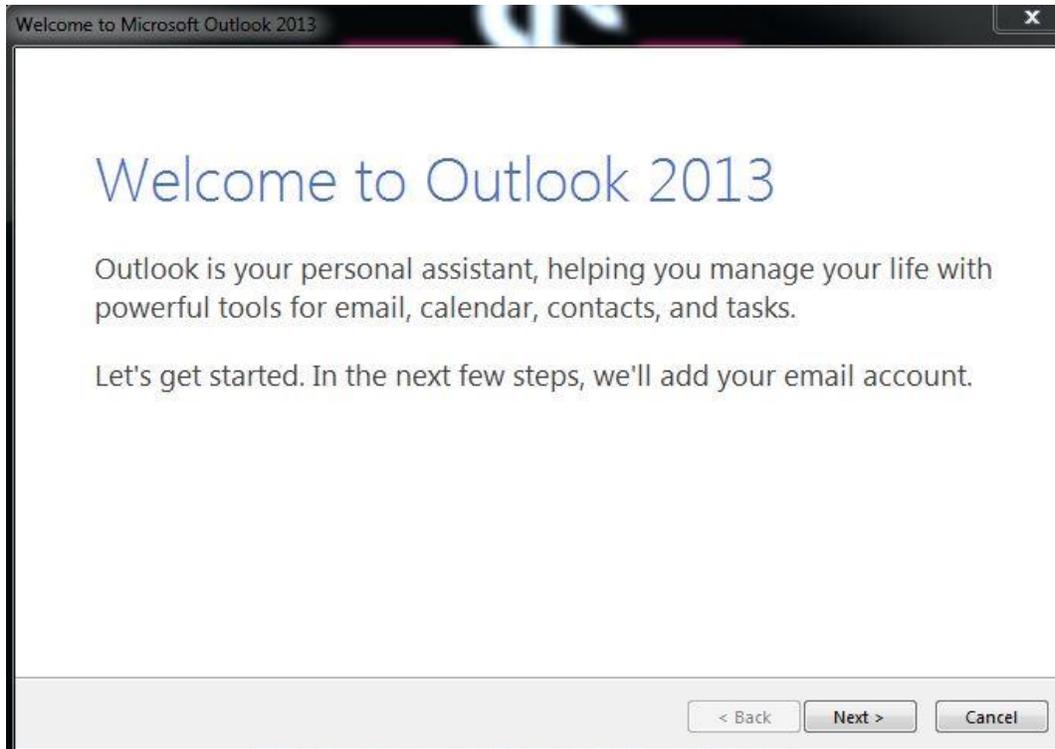
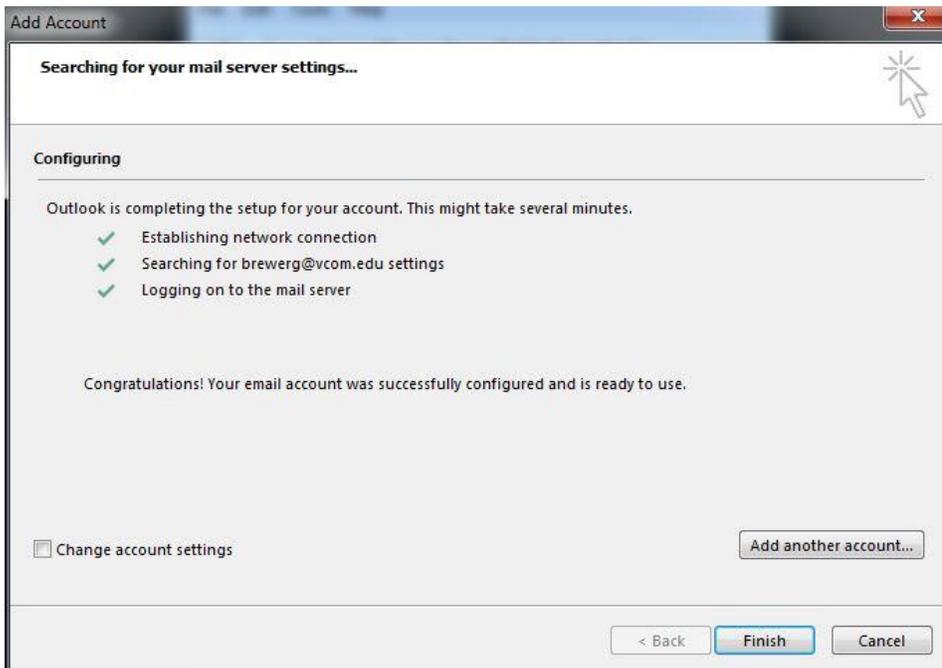3. On the Account Configuration box click next.
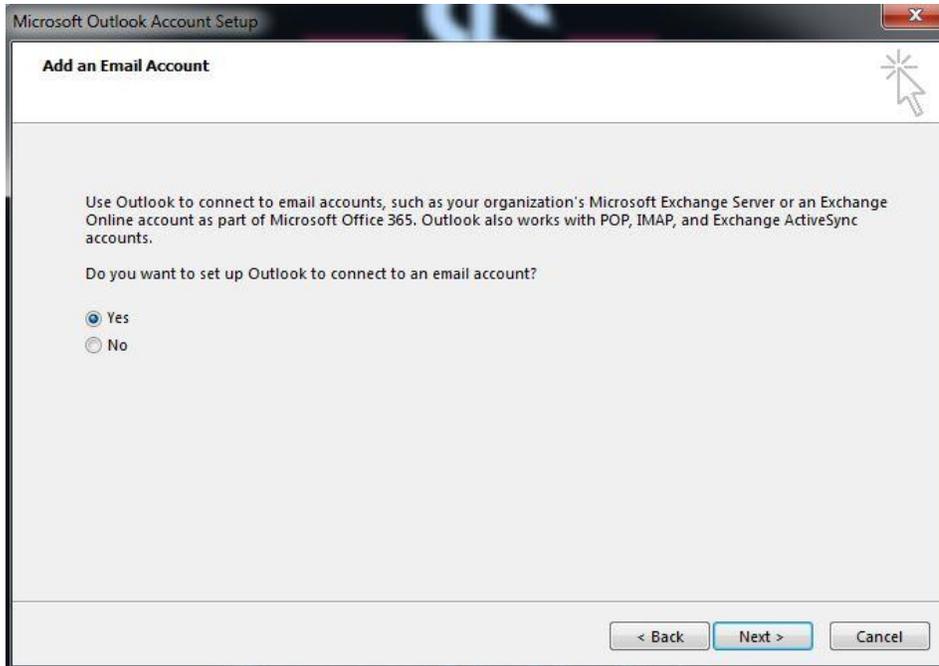
4.   Next, make sure the "E-mail Account" button is selected and hit Next:

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.

6. Hit finish

7. At this point you have successfully set up Microsoft Outlook 2013 and the program will now open and begin building your Outlook profile.