

# Manage Preferences In Infusionsoft Sync For Outlook

Click the gear icon to access your settings.

## Login

This section allows you access to your sign in information. You can also customize proxy settings if your network requires it.

## Dates

Use this to change the date format to the one used by your Infusionsoft application.

## E-Mail

These settings allow you to choose your attachment preferences.

## Person

If you have changed the phone types in Infusionsoft, you can enter them here.

## Sidebar

This allows you to hide the sidebar from Outlook and change the location of the sidebar.

## Sync

This allows you to enable syncing appointments and tasks between Outlook and Infusionsoft

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