

Add Contacts In Infusionsoft Sync For Outlook

1. Select the email in your Outlook inbox. If an email address doesn't exist for the person in Infusionsoft, you can click the **Add to Infusionsoft** button.
2. Fill out the contact details of this person
3. Click the **Add to Infusionsoft** button

Locate in Infusionsoft. If the contact record exists in Infusionsoft under a different email, you can click the Locate in Infusionsoft button and either replace the email in Infusionsoft or add the email to a secondary email address field.

1. Click the **Locate** in Infusionsoft button
 2. Search for the contact record in Infusionsoft
 3. Either replace the Infusionsoft email with the new one or add it to a secondary email address field.
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