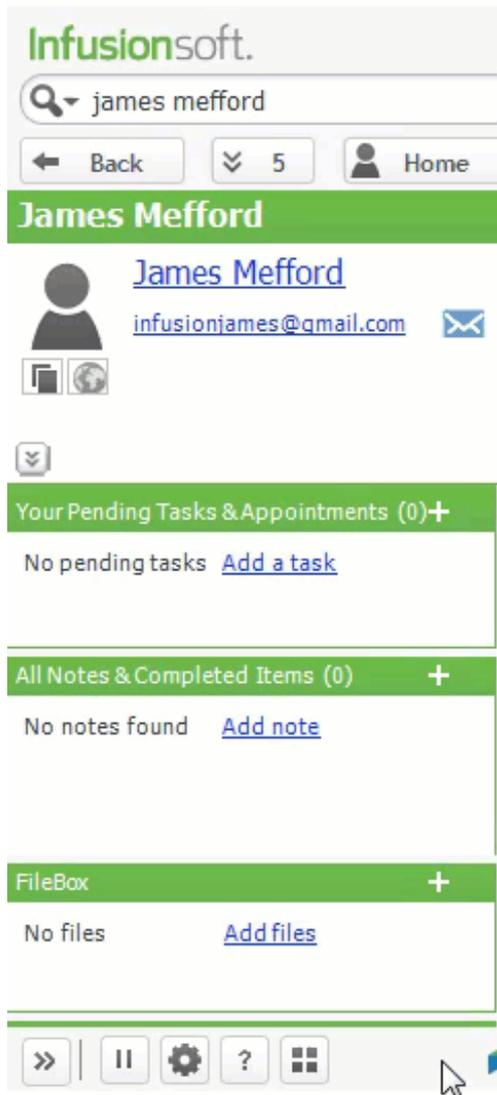


# Add A Task Or Appointment In Infusionsoft Sync For Outlook

1. Click the **Add a task** link under the Your Pending Tasks & Appointments section.



2. Choose either a task or appointment and populate the fields.

Infusionsoft.

🔍 james mefford

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### Add a new item

 **Add task/appointment**  
Add a task or appointment

 James Mefford

Task    Appointment

Description  
Call at 9am

Notes  
Customer has requested a 9am call

Task Date  
7/19/2017   9:00 AM

Completed Date

Action Type  
Call

Priority  
2. Essential

For User  
James Mefford

 Add to Infusionsoft    Cancel

» | || ⚙️ ? ☰

3. Click Add to Infusionsoft

🔍 james mefford

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For User

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+ Add to Infusionsoft

⊘ Cancel