

# Synchronize Gmail Emails And Appointments With Infusionsoft

Gmail Sync is no longer available. Please use the [Email Sync tool](#) that automatically syncs Gmail and Microsoft accounts to your Infusionsoft app.

Infusionsoft Sync for Gmail allows you to sync sent or received emails with contact records in Infusionsoft. You need to enable the email sync feature from the **My Settings** area. Once the email sync feature is enabled, all emails will be saved inside of Infusionsoft. The email sync setting gives you the ability to specify email addresses and domains to sync. The calendar sync feature allows you to create events from Infusionsoft appointments and opportunity actions. Calendar syncs appointments, notes, pending tasks, and/or completed tasks 2 months out in the future by default. You can choose to sync up to 6 months in advance if you wish. You can also share your Google calendars with other team members. You can automatically save a copy of all sent or received emails to a specific contact record in Infusionsoft.

1. Click on the **gear icon** in the Sync for Gmail pane (not the gear icon to the left of the panel) and select **My Settings**.
  2. Enable **Email and Calendar sync**.
-