

Manage Tasks And Appointments In Infusionsoft Sync For Gmail🔗

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

1. Select the person you want to add a task or appointment for.
 2. Click the **Add a task** link under the Pending tasks & appointments header.
 3. Choose **Task** or **Appointment**.
 4. Fill out the Task or Appointment details and click the **Save** button.
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