Calendar Sync
Outlook

salesnexus

www.salesnexus.com

Chat with Us Here!

Overview

The screen shot below is of the SalesNexus calendar. On this screen, there will be a button that you can click to sync your SalesNexus calendar with your Outlook calendar once you have it set up.

To set up the sync

Go to Settings > User Admin > Calendar Sync Settings

You will have the ability to specify times during a 24-hour period when the sync will occur. However, we suggest a limit of no more than hourly as you want to make sure the sync is completed before the next one is occurs.

You will need to have the details of the email address, user name, password, and the server connection. You will want to make sure you have the appropriate information from your IT staff. For Exchange you will need:

- Email Address

- User Name

- Password

- Web Services URL

You can specify more than one auto-sync per day as in this example

salesnexus
Target, Connect, Convert