

# Email Preferences

## EMAIL & CALENDAR INTEGRATION

Connect your email and calendar to send and receive emails from within AMPED. Connecting your email allows you to track conversations and activities. Enter your credentials to get started.



Gmail



Microsoft Outlook

After [integrating your email](#), you will have access to the **Email Preferences** section in **My Preferences**.

To find Email Preferences: **Click on the Avatar icon in the right-hand corner of the window, select your profile > scroll down to the “Email Preferences” section.**

### Do Not Sync

Adding an email address to the "Do Not Sync" list will no longer sync future incoming and outbound emails on the record(s) associated with this mail or assigned to you. This feature removes irrelevant communications so you can focus on your customers.

EMAIL PREFERENCES

Do Not Sync

Adding an email address to the "Do Not Sync" list will no longer sync future incoming and outbound emails on the record(s) associated with this mail or assigned to you.

Type an email address below to remove syncing

+

Emails removed from Syncing:

ampedsupport@vantage.com

✕

### Adding an Email Address to the Do Not Sync List

To add an email address to the do not sync list, enter the email address that you do not want to sync emails into Messages. After the address is entered, click on the pink plus [+] button.

The email address is now added to the list of emails not to sync into Messages.

### Removing an Email Address from the Do Not Sync List

To remove an email address from the do not sync list, click on the trashcan icon next to the respective email address. A pop-up message will ask you to confirm the removal of the email address from this list. Click on the pink [Yes] button to confirm.

This will remove the email address from the list and future emails will be synced into Messages.