



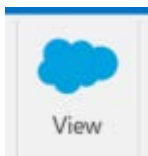
Using Salesforce Lightning for Outlook

Version 1.212.0.0

Sync emails/Contacts with Salesforce

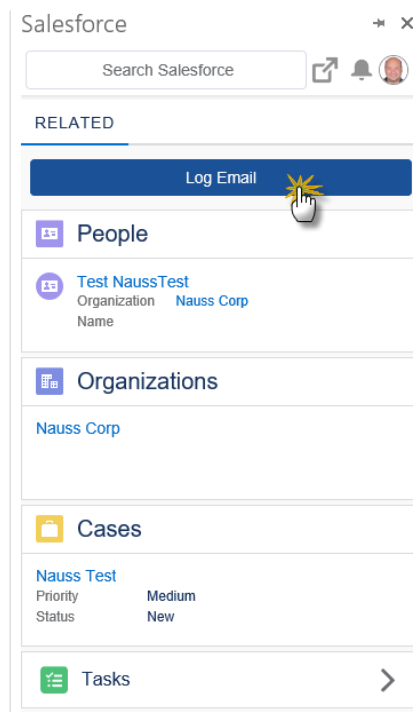
Use the below steps to sync your outlook content with Salesforce

1. Open the email you received/sent to a contact that you need to sync with Salesforce
2. Click on the blue cloud icon in your ribbon



Salesforce sync bar will appear on the right side of your email

3. Click on “**Log Email**” button



4. Select the record (contact, org .. etc) you want to sync with
5. Make sure to select “**Include Attachments**” if you need to sync attachments as well



Salesforce ✕ ✕

✕ Log Email

People
Select one or more people records.

☐ None

☒ Test NaussTest
Organization **Nauss Corp**
Name

☐ Sherif Nauss
Company **ITA**
Name

Other
Select an object to associate the email with or None to associate the email with the selected people records.

☐ None

☐ Nauss Corp

☐ Nauss Test
Priority **Medium**
Status **New**

☒ > Include attachments (1/1)

Cancel Save

6. Click **"Save"**

7. Your record has been synced now with the record (contact, org .. etc) you selected.