

CompanionLink for Google updated for Gmail Tasks App

The new Gmail integrates Tasks, and CompanionLink synchronizes Google Tasks, Calendar and Contacts to Microsoft Outlook

PORTLAND, OR, UNITED STATES, April 27, 2018 /EINPresswire.com/ -- CompanionLink Software has updated [CompanionLink for Google](#) to provide full support for the new Gmail Tasks App. Google has long provided tasks as a part of Google Calendar. This week Google updated Gmail to provide drag and drop support for tasks based on email. This integration makes it easy to make an incoming email into a task, which has a due date and reminder.

“Business people are eager to learn email management techniques, whether that be Franklin Covey, Mind Your Own Business or 4-Hour Work Week,” says Wayland Bruns, CTO for CompanionLink. “A key lesson is to treat incoming emails like tasks, triage the ones that need work, and then place them in priority order. My day starts with running through the 30-40 emails I receive overnight, sorting and responding. Within 30 minutes, I have it down to 7-10 emails that need actual work, which I handle during the day. A key feature of Outlook is that you can drag and drop an email into your task list. It’s taken a decade, but Google has finally figured out that this is a great thing.”

In Gmail, you turn on the new Task interface by selecting Settings, and then “Try the new Gmail.” This puts a new sidebar, so you can easily drag and drop an email into the task list. For Android phones, go to the Google Play store and download Tasks by “Google, LLC” to get



CompanionLink for Google



Automatically Sync Outlook to Google
Contacts, Calendar and Tasks

CompanionLink for Google

a new interface. I don't see Google Tasks on the Apple Store yet, but presumably it will be there soon.

To manage tasks, you need categories and priorities. If you sync your tasks into Outlook you can add Category and Priority there, and this also provides an easy way to complete tasks from your desktop PC. CompanionLink for Google is one of the few Outlook to Google Sync Apps that supports Tasks.

Google Tasks allow for Sub-Tasks and CompanionLink will be supporting these with an update shortly. This gives full end-to-end task management from your Gmail mailbox to your PC and phone.

CompanionLink for Google is \$49.95 one-time purchase, or \$14.95 for a 3-month subscription. It runs on Windows Desktop PCs and synchronizes Tasks, Calendar and Contacts to Gmail from

Outlook 2016, Outlook 2013, Outlook 2010 and Outlook 2007. CompanionLink for Mac is also \$49.95 one-time, or \$14.95 3-month subscription, runs on Mac OS X and synchronizes Outlook for Mac Tasks, Calendar and Contacts to Gmail. Both products have a free fully operational 14-day trial. The setup guide is here: https://www.companionlink.com/support/kb/CompanionLink_for_Google_-_Outlook_to_Google_Sync_Setup_Guide

CompanionLink offers a [RunStart™](#) service for \$49, and [Premium Support](#) for \$129, for busy executives who want a remote tech to set up their Google Sync. For more information, please visit www.companionlink.com/google.

About CompanionLink Software

CompanionLink® Software, Inc. is a pioneering developer of data synchronization solutions for mobile phones and CRM software and services. They also develop a DejaOffice® for Outlook® App which runs on Android™, iPhone®, iPad®, Windows Phone®, and BlackBerry® devices. For 31 years, CompanionLink has helped mobilize information across devices, computers, applications, and web-based services. For more information, please visit www.companionlink.com and www.dejaoffice.com.

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