



Enabling contacts sync for a Lotus Notes 8.x mail file

Enabling contacts sync keeps your mail file contacts and device contacts up-to-date. Before you can sync your contacts, you must set a contacts preference that enables sync.

1. Open your mail file with your IBM Lotus Notes client. The next steps you take depend on the client you use.
2. If you use Lotus Notes 8 Standard, follow these steps:
 - a. Click **File -> Preferences**.
 - b. Click **Contacts**.
 - c. Select **Synchronize Contacts on the Replicator** and click **OK**.
 - d. Click **Open -> Replication**.
 - e. Make sure that **Synchronize Contacts** is selected.
 - f. Click **Start Now**.
3. If you use Lotus Notes 8 Basic, follow these steps:
 - a. Click  in the bookmark bar to open your local contacts file (names.nsf).
 - b. Click **Actions -> More -> Preferences**.
 - c. Select **Enable "Synchronize Contacts" on the Replicator** and click **OK**.
 - d. Click  in the bookmark bar.
 - e. Make sure that **Synchronize Contacts** is selected.
 - f. Click **Start Now**.