

Synchronizing Contacts

By default, your Contacts file (usually names.nsf) is stored locally on your machine. But you can also store a copy of your Contacts on the web. Then, to make sure that the copy stored in your mail file remains up-to-date with the copy on your local machine, you synchronize the two files.

Before you begin

Before you can synchronize your Contacts, you must enable Contacts synchronization by setting the Contacts preference **Enable "Synchronize Contacts" on the Replicator**.

Click on File – Preferences – Contacts and check mark Enable Synchronized Contacts on the Replicator.

About this task

When you allow someone else to manage your Contacts for you, the copy that you give them access to is the copy stored in your mail file. Synchronizing your Contacts ensures that they have the most current copy.

Additionally, if you use the IBM® Lotus® iNotes® mail client as well as the Lotus Notes® client, then synchronizing your contacts from the Notes® client assures that both contacts lists are the same.

Note: **Storing your Contacts in your mail file impacts your mail file quota.**

1. **Click** Open > Replication and Sync.
2. **Make sure** Synchronize Contacts **is enabled (there should be a check in the Enabled column).**
3. **Click** Start Now.

Replication and sync schedules

You can set up a schedule to do this so you don't have to remember to click on Start Now every time you add a contact or group to your contacts.

1. **Click** Open > Replication and Sync.
2. **Make sure** Synchronize Contacts **is enabled (there should be a check in the Enabled column).**
3. **Click on the pull down arrow next to Schedule.**
4. **Select Set Replication/Sync Schedule**
5. **Set your schedule or select "when I start the client" or "when I shut down the client".**
6. **Click OK**

Note – If you sync your contacts to the web AND delegate your **calendar** to other people, by default, these people can also see your contacts. You can mark contacts private **ONLY** on the web, and they will be hidden on both client and web.