

How to Synchronize Lotus Notes Client Contacts with iNotes (using Client version 8 or 8.5)


1) Open your **Lotus Notes Client**. Click on your **Contacts** application.



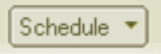
2) Click on **More** -> **Preferences**



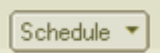
3) Check the box to **Enable "Synchronize Contacts" on the Replicator**. Click **OK**, then **Exit** out of your Contacts.

4) On the left side of your Lotus Notes window, you should see an icon with two arrows (one pointing up, the other pointing down).  If you mouse over it, it should say **Replication and Sync**. Go into this application. Make sure that the checkbox is selected to **Enable "Synchronize Contacts"**.

5) Then, you can click on  to do the first synchronization.

6) (OPTIONAL) If you want to set up a synchronization schedule, you will also want to click on **Schedule** , and then choose **Set Replication Schedule**.

Set the **Normal Priority Schedule** for the contacts to sync. Once per hour should be plenty often, you might only want to do it every couple hours or so. After your schedule is set up, click **OK**. Your schedule will be enabled automatically.

If you want to disable your replication schedule, click on **Schedule** , and choose **Disable Scheduled Replication**.