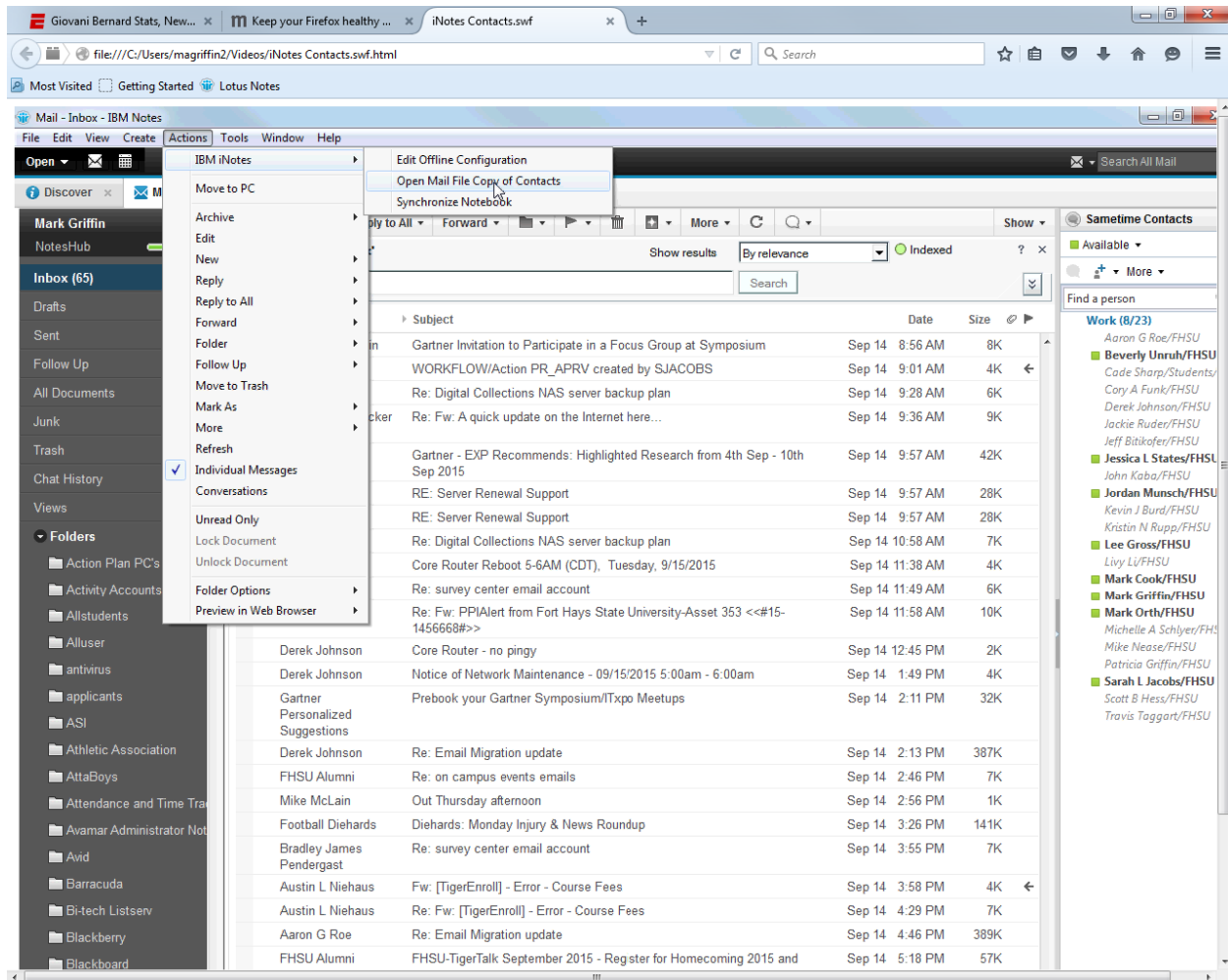
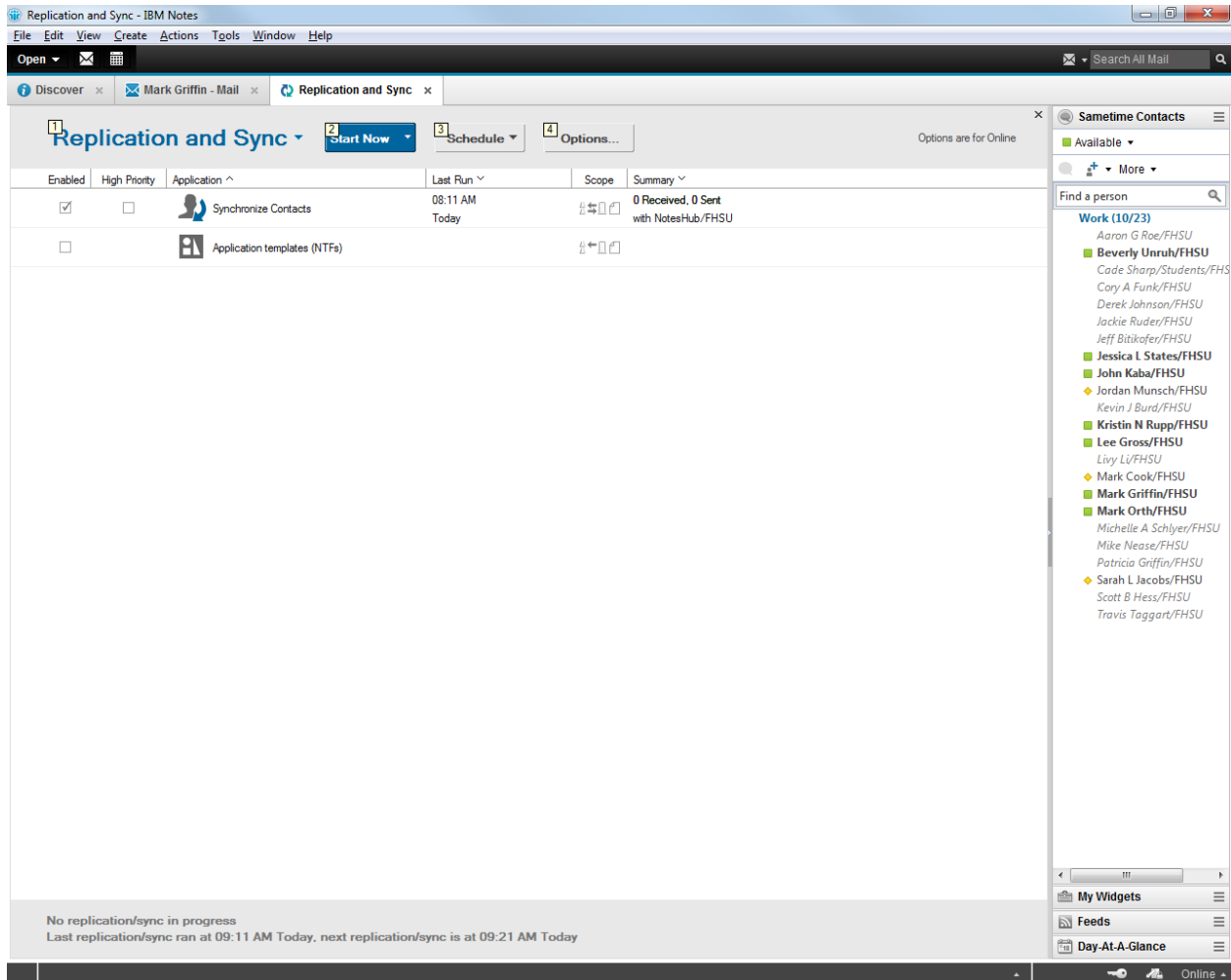


Preparing to move contacts from Lotus Notes to Outlook

The migration of contact information requires that Lotus Notes users have replicated their contacts to iNotes. In many cases, this has already been setup on your computer, but it is possible that this has not been setup yet. The way that you can check this is by opening your Lotus Notes client software, opening your mail, then click Actions → IBM iNotes (or Lotus iNotes) → Open Mail File Copy of Contacts (like the screenshot below).



Once you have the Mail File Copy of Contacts open, check to see that this has the same entries as your Contacts in the Lotus Notes client. If so, then your contacts are ready for migration. If not, then click Open → Replication and Sync and you will see a window similar to this:



Make sure that Synchronize contacts is Enabled, and then click Start Now. This should replicate your Lotus Notes client contacts with your iNotes contacts. Once this completes, you are ready to have your contacts migrated to Outlook.

If you encounter problems or have questions, please send Mark Griffin an email detailing the issue at mgriffin@fhsu.edu.