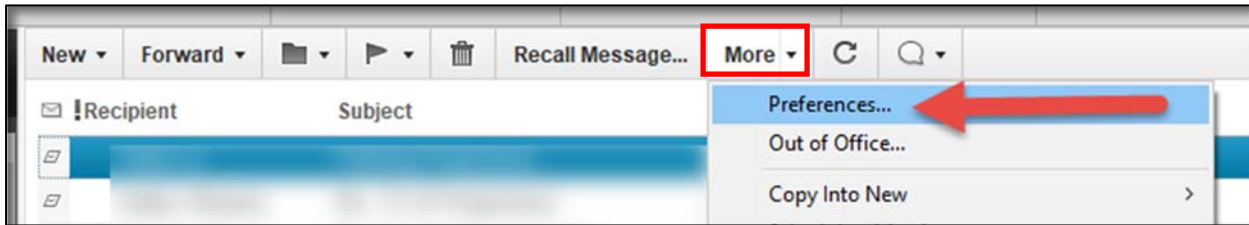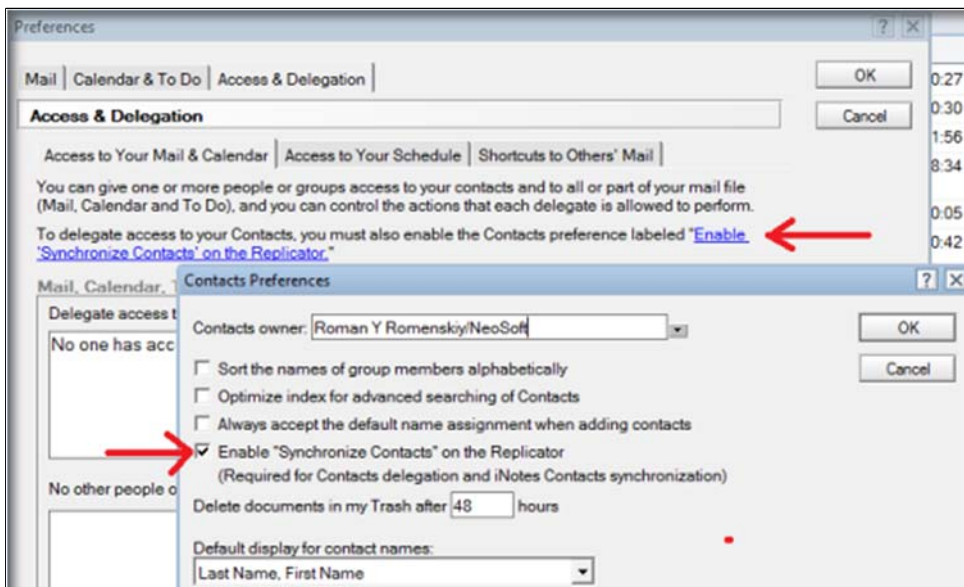# How to Enable Contact Sync in Lotus Notes

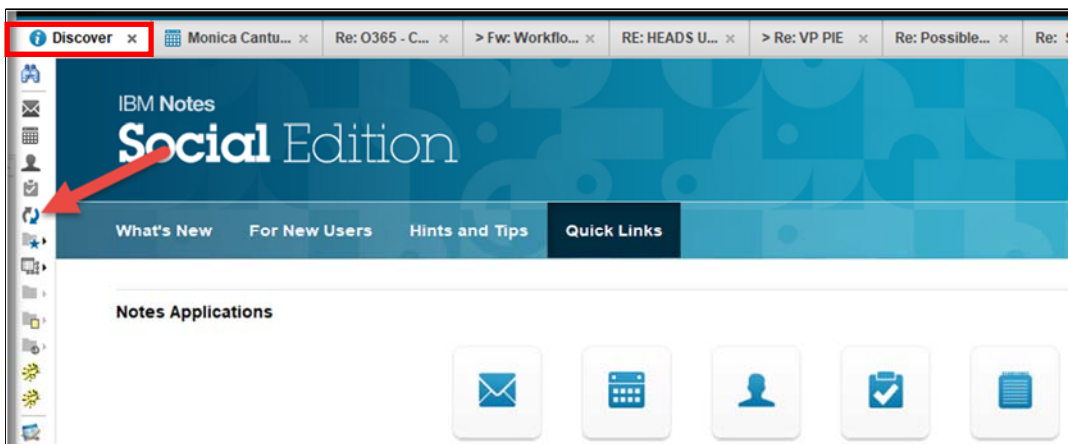To enable the contacts sync between your local and server contacts, please follow the steps below.

1. From mail, go to **More -> Preferences**.



2. Switch to the **Access & Delegation** tab, and click the link **Enable 'Synchronize Contacts' on the Replicator**. In the dialog window shown enable the corresponding checkbox and click **OK**.
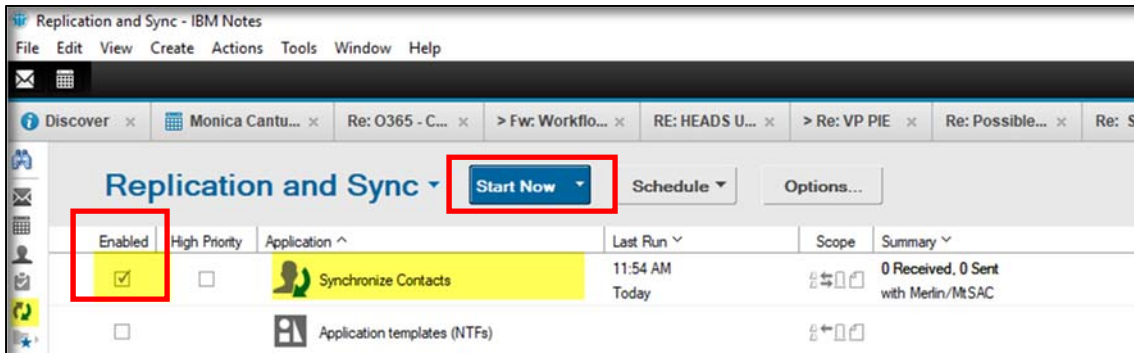


3. From the Discover tab, open **the Replication and Sync** option located on the left-hand side menu bar of IBM Notes.
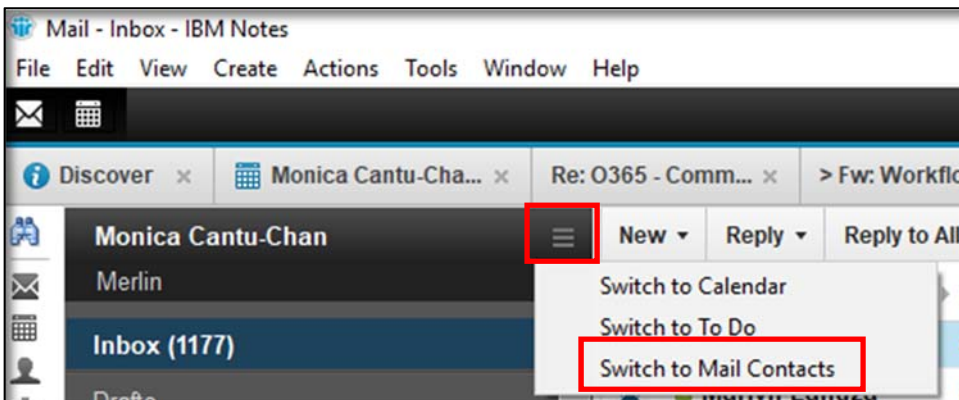
# How to Enable Contact Sync in Lotus Notes

4. Under **Enabled**, mark the checkbox for Application **Synchronize Contacts**. Select the [Start Now ▼] option.



5. To verify a copy of your contacts has been saved to the server, return to your mailbox.

6. Click on the small menu to the right of your name and select **Switch to Mail Contacts**.



7. When the address book opens, the mail server name will be displayed below your name. Any contacts you see in that address book are on the server. If you see **Local** displayed below your name, your address book (contacts) are on your hard drive (not the server).