How to Schedule 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.

![Image showing More button and Preferences option]

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.

![Image showing Access & Delegation settings]

3. From the Discover tab, open the Replication and Sync option located on the left-hand side menu bar of IBM Notes.

![Image showing Discover tab and Replication and Sync option]
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4. Under **Enabled**, mark the checkbox for Application **Synchronize Contacts**. Select **Set Replication/Sync Schedule for location Online**. In the dialog window shown, enable the **Replicate/Sync at this interval for normal priority** checkbox, set the schedule, and click **OK**.

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).