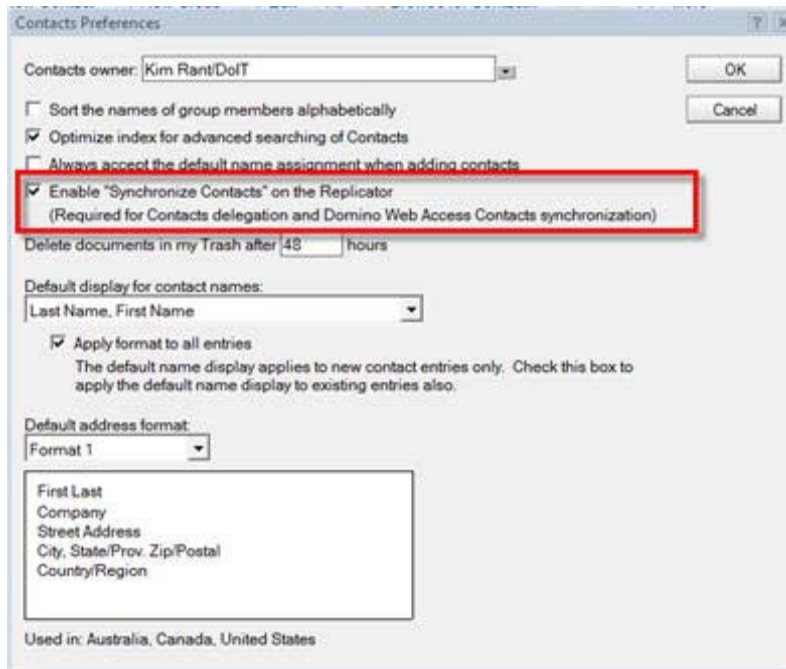


Synchronize Contacts

Your **Contacts** file (names.nsf) is stored on your computer's hard drive. You can "synchronize" this file so that a copy is stored on the server and you can access it from Notes on the Web.

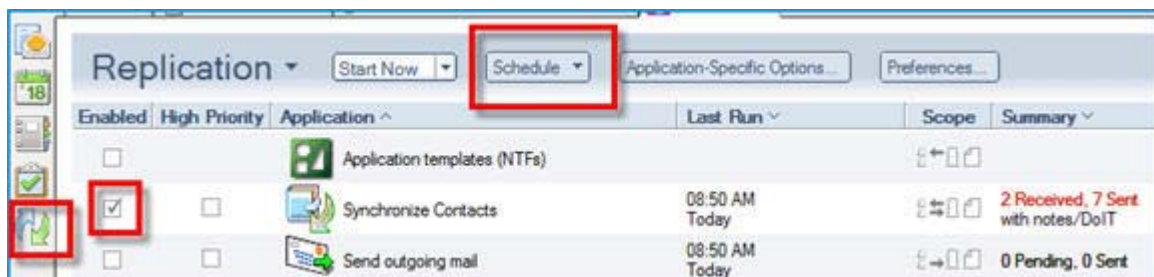
First, enable it in your Preferences:

- Open **Contacts**
- Click the **More** action and choose **Preferences**
- Select the option **Enable "Synchronize Contacts" on the Replicator** on the Replicator
- Click **OK**



Next, enable it in Replication:

- Open the **Replication** view
- Click the **Enable** checkbox next to **Synchronize Contacts**



Last, set up a schedule for replication:

How often you replicate your contacts/groups will depend upon how often you update them. If, everyday you add/remove/edit your contacts or groups then you should schedule replication for every day and you may even want to set repeat options throughout each day.

- Click the **Schedule** button

Replication Schedule for location Office (Network)

You can set a different replication schedule for each location.
The schedule you set now applies to the location name you see in the status bar.

Normal-priority replication schedule

Replicate at this interval for normal priority

Daily from: 08:00 AM to: 10:00 AM

Repeat every: 60 minutes

Days of the week: Sunday Monday Tuesday
 Wednesday Thursday Friday Saturday

High-priority replication schedule

Replicate at this additional interval for high priority

Daily from: 08:00 AM to: 10:00 PM

Repeat every: 60 minutes

Days of the week: Sunday Monday Tuesday
 Wednesday Thursday Friday Saturday

Other replication triggers

Replicate when I start the client
 Prompt me

Replicate when I shut down the client
 Prompt me

OK Cancel

Under **Normal priority replication schedule** select the days of the week, times and repeat options

Or, under **Other replication triggers** select **Replicate when I start the client** and **Replicate when I shut down the client**

Click **OK**