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

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

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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.



4. Under **Enabled**, mark the checkbox for Application **Synchronize Contacts**. Select the 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**.

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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).

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