

Synchronizing Contacts in the Lotus Notes Client

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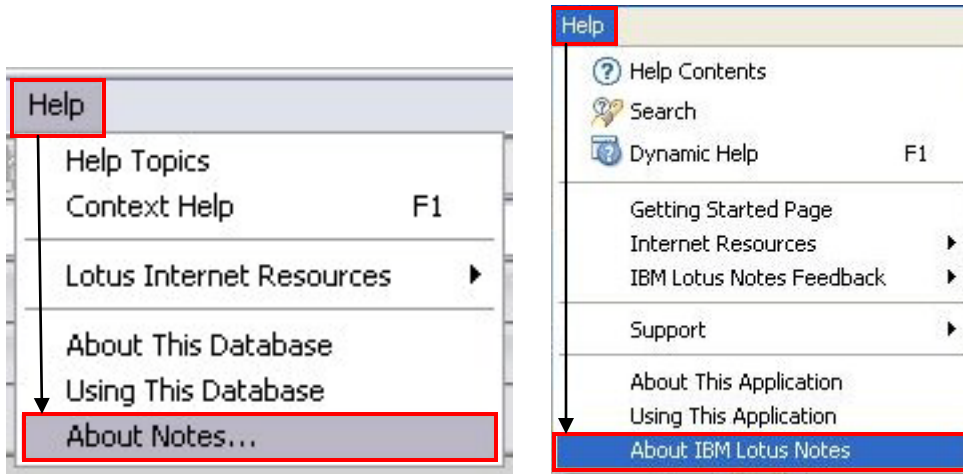
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Important Points

- You only need to perform a synchronization if you have contacts in your local Lotus Notes address book.
- If you *only* use Lotus iNotes (email through the portal) you *do not* need to perform a synchronization.
- You must perform the synchronization *before* the day of your scheduled email migration.
- If you have personal groups created in your contacts, they *cannot* be migrated to Outlook

Determining what version of Lotus Notes you're using

1. Open Lotus Notes, and go to your Inbox.
2. On the top toolbar, choose "Help" and then "About Notes..." / "About IBM Lotus Notes". See the following examples; your version will look like one of the following images.

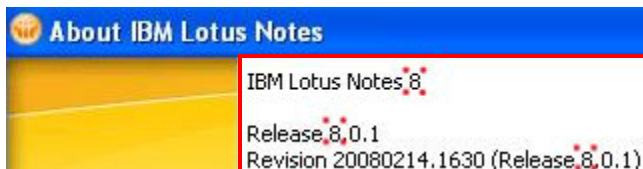


3. On window that appears next, you will be able to determine which version of Lotus Notes you are using. Please refer to the examples below.

Lotus. Notes **7**

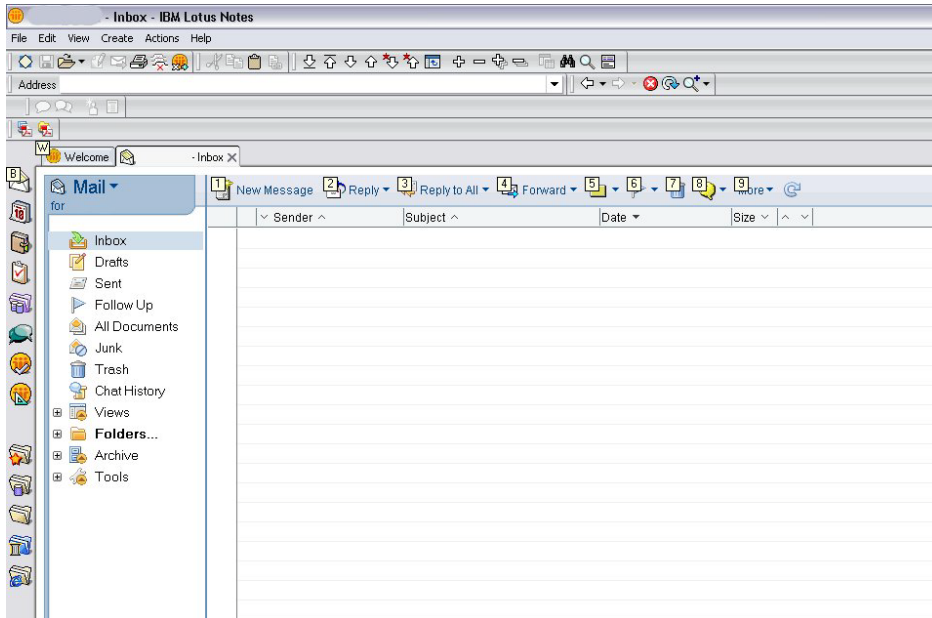


Release **7.0.1**

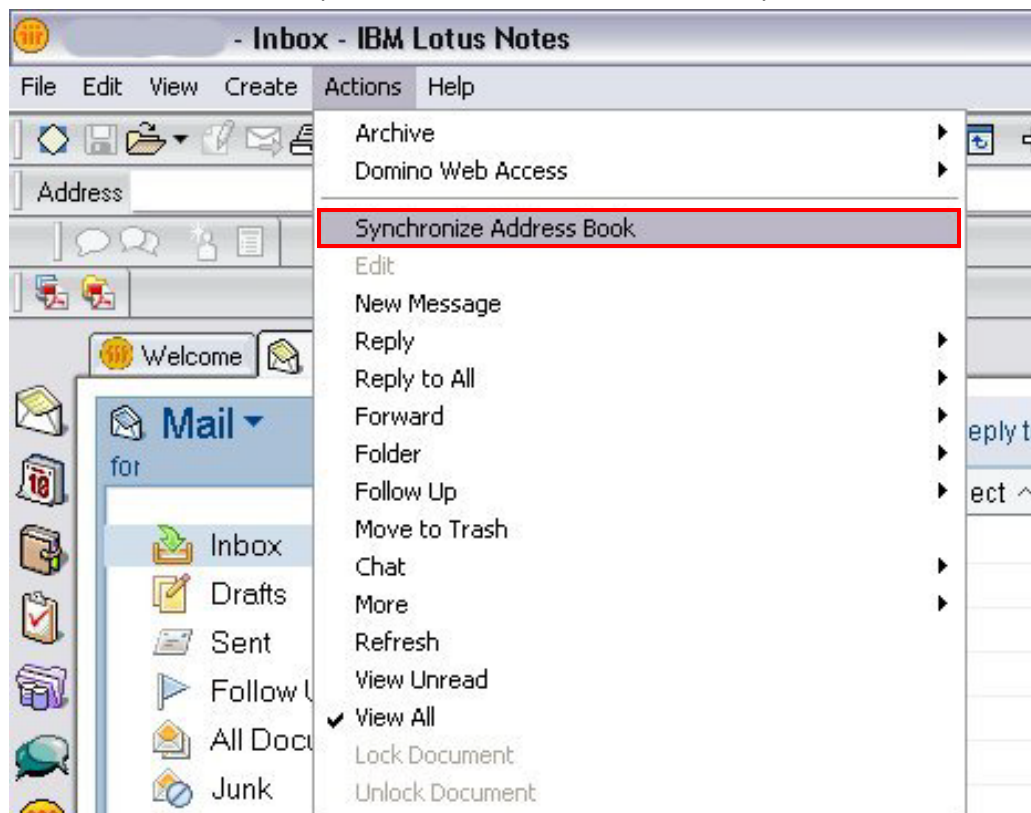


To Synchronize your Contacts/Address Book in Lotus Notes 7x

1. Open Lotus Notes, and go to your Inbox.

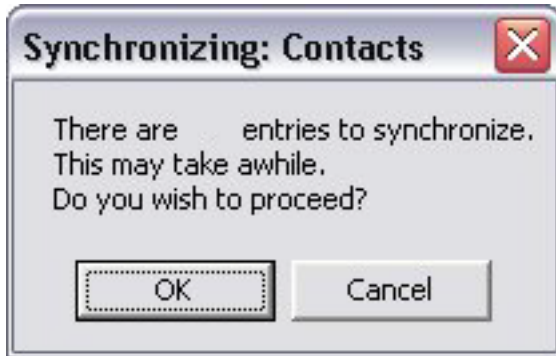


2. Click on "Actions" at the top of the window, and then choose "Synchronize Address Book".



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3. Click "OK" if prompted with a message similar to the following:



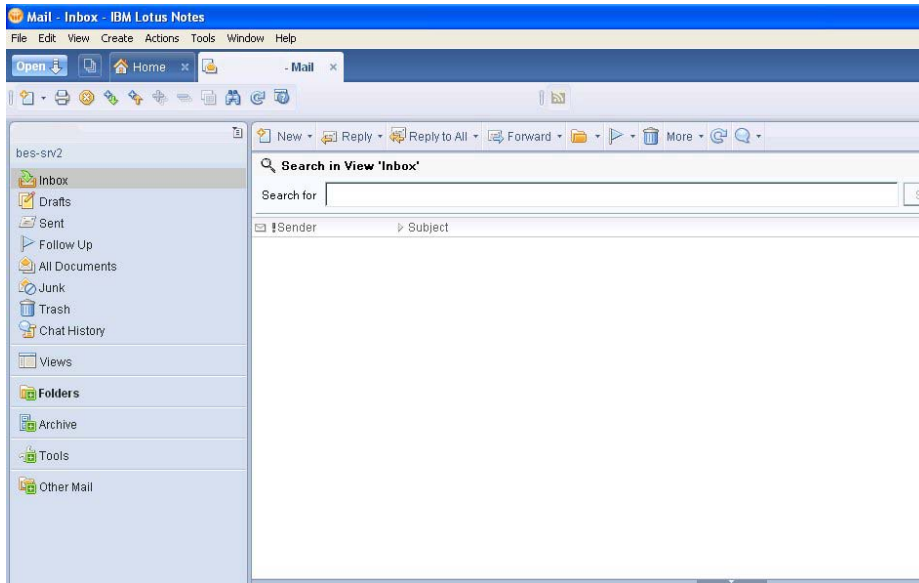
4. When synchronization is complete, you will receive a message similar to the following, however your message will include real numbers instead of zeroes:



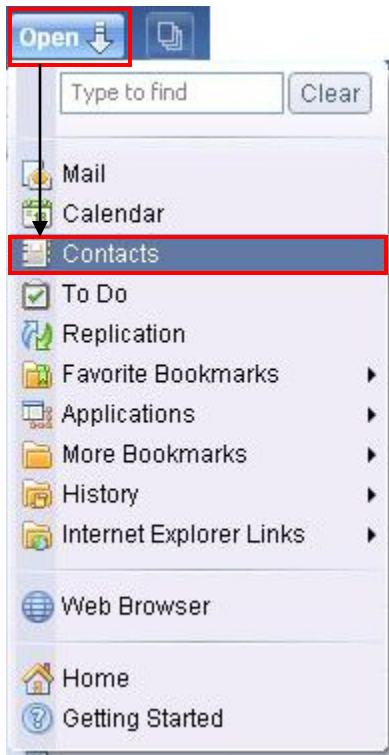
Congratulations, you have successfully synchronized your contacts!

To Synchronize your Contacts/Address Book in Lotus Notes 8x

1. Open Lotus Notes.



2. Click "Open" on the top-left corner of the screen, and then choose "Contacts" from the list.



Synchronizing Contacts in the Lotus Notes Client

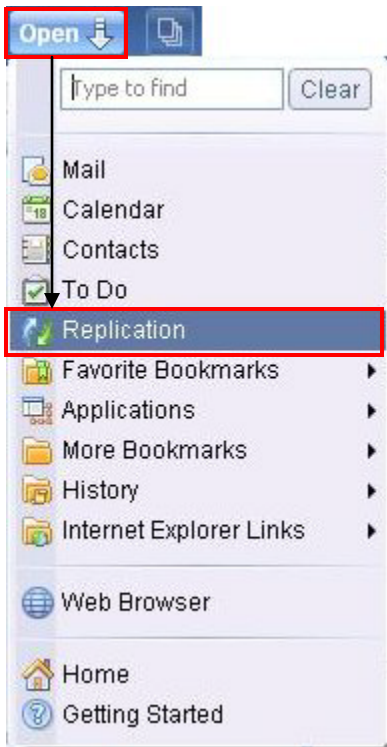
3. Within your Contacts screen, choose “More”, and then “Preferences”.



4. Ensure that the box is checked next to “Enable ‘Synchronize Contacts’ on the Replicator”. Then click “OK”.

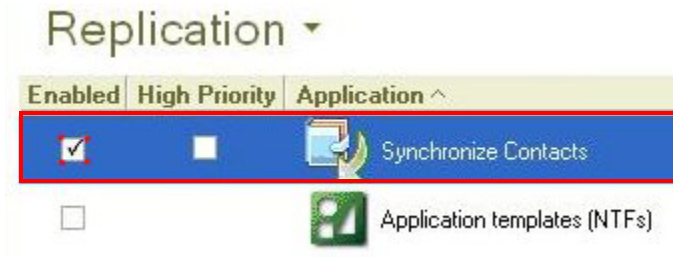


5. Click “Open” on the top-left corner of the screen, and then choose “Replication” from the list.



Synchronizing Contacts in the Lotus Notes Client

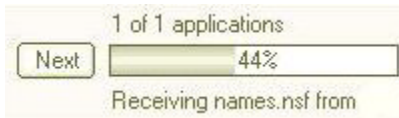
6. On the Replication screen, ensure the box for Enabled is checked next to “Synchronize Contacts”.



7. Click the button titled “Start Now”.



8. As your address book is synchronizing, you will see an image similar to the one below in the bottom left corner of your screen.



9. When your address book is done synchronizing, you will see the following message in the bottom left corner of your screen.



Congratulations, you have successfully synchronized your contacts!