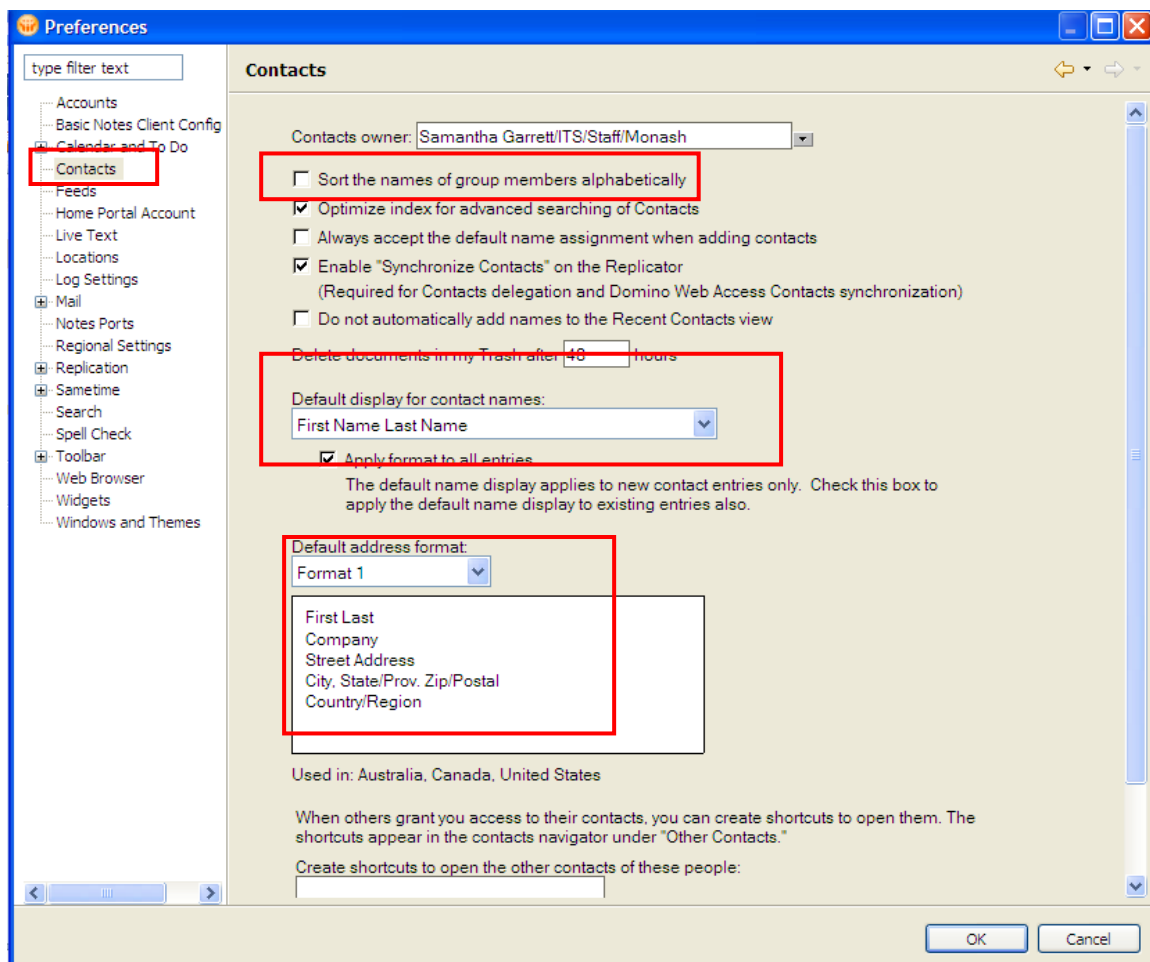


In Lotus Notes 8 you can customise or set your preferences for the Contact view. For example, you can set the default type of sorting for groups, when documents are deleted from the Trash, how to display contact names and the default address format.

- Click on **File** menu > **Preferences**. Click on **Contacts** to view the options available.
- To always sort your groups alphabetically, tick the check box for Sort Groups Alphabetically.
- You can also set the **Default display for contact names**. To do so, select one the following options; **First name, Last Name** or **Last name, First Name**.
- You can also change the **Default address format**. **Format 1** is used in Australia, Canada and the United States.



- Click on the **OK** button to complete your action.
- Lotus Notes 8 will now index your contacts and groups with your new preferences.