

In everyday use, Contact details are stored on the PC in the personal address book, and Mail, Calendar and To Do data is stored on the server. The **Replication** process within Notes allows the two-way synchronisation of contact data, so that

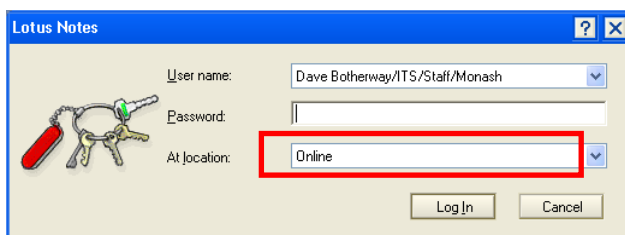
- contacts are available for user access via the Web Client (Domino Web Access), and
- contacts can be shared with other Notes users (who have delegate access).

Tip: To learn about setting up delegate access, refer to learning topic **Assigning Delegate Access (GE06)**.

Setting up Contacts Replication

Note: If other users will be modifying or creating contacts on your behalf, they must also have replication configured. This enables the changes to be replicated back to your Lotus Notes desktop and web clients.

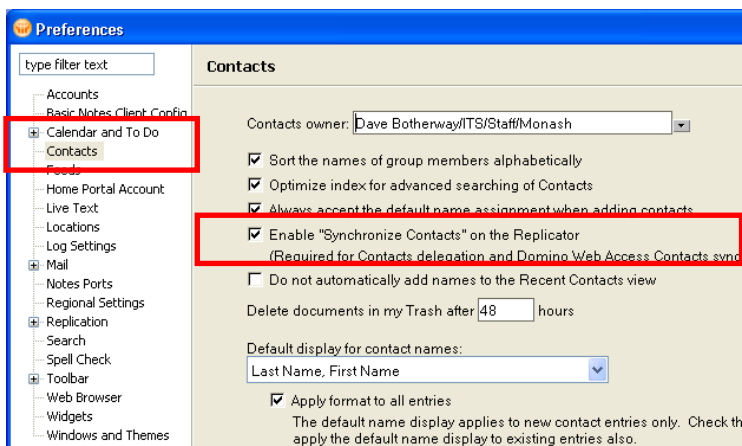
1. Open Lotus Notes, for location **Online**.



Tip: Alternatively, if already opened, check the location status shown in the bottom right of the screen.

2. Click on the **File** menu > **Preferences** > **Contacts**.

3. Ensure **Enable “Synchronize...”** is ticked.

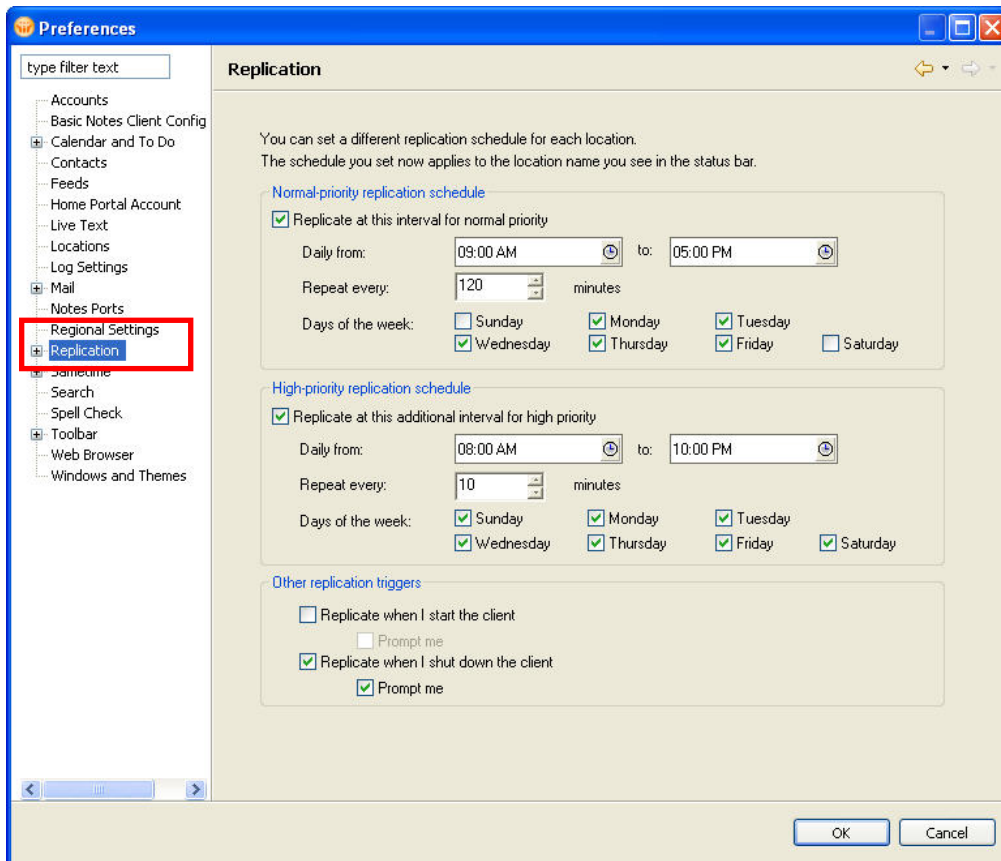


Setting up a replication schedule


4. Select the **File** menu > **Preferences** > **Replication**.
5. Select the time schedule for when you would like replication to occur.

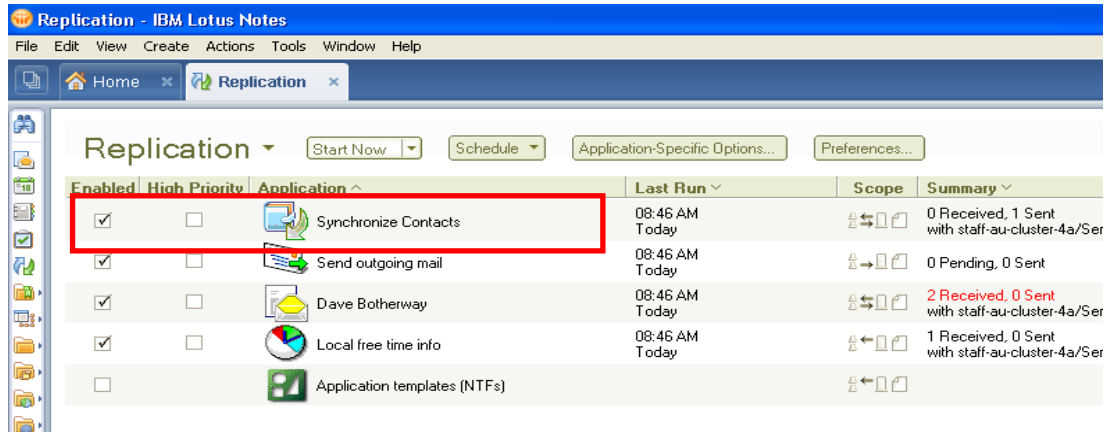
Tip: You may wish to initiate replication each time you shut down the client. This can be done by check boxing **Replicate when I shut down the client** under **Other replication triggers**.

6. Click **OK**.



Enabling the Contacts data to be replicated

1. Open the replication window by selecting **Replication** from the Open list. 
2. Ensure that “**Synchronize Contacts**” is enabled.



3. When replication is next run (either manually via the **Start Now** button or on a **Schedule**), the Contacts data will be copied from the PC to the Notes server and vice versa, ensuring that both the workstation and the web client have the same list of Contacts.

Tip: If you had previously created the same contacts in both the web and desktop client, you may experience some duplication of contacts after replication.
