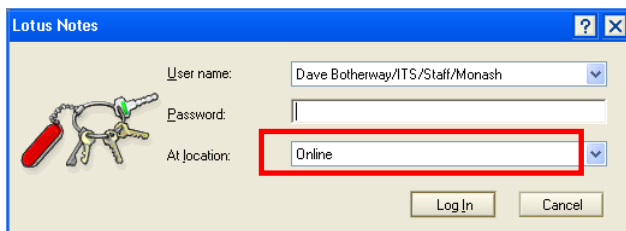


In everyday use, Contact details are stored on the PC in the personal address book, and Mail, Calendar and To Do data is stored on the server. The **Replication** process within Notes allows the two-way synchronisation of this data, so that:

- Contacts are available for user access via the Web Client (Domino Web Access) when remote.
- Contacts can be shared with other Notes users (via delegate options).
- A User (e.g. on a laptop) can operate Email, Calendar and To Do's disconnected (Offline) from Monash servers.

### Setting up Contacts Replication

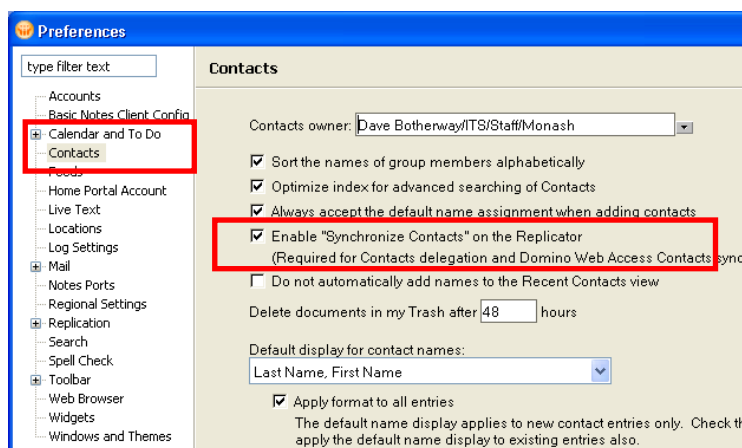
1. Open Lotus Notes. Ensure your location is **Online**.



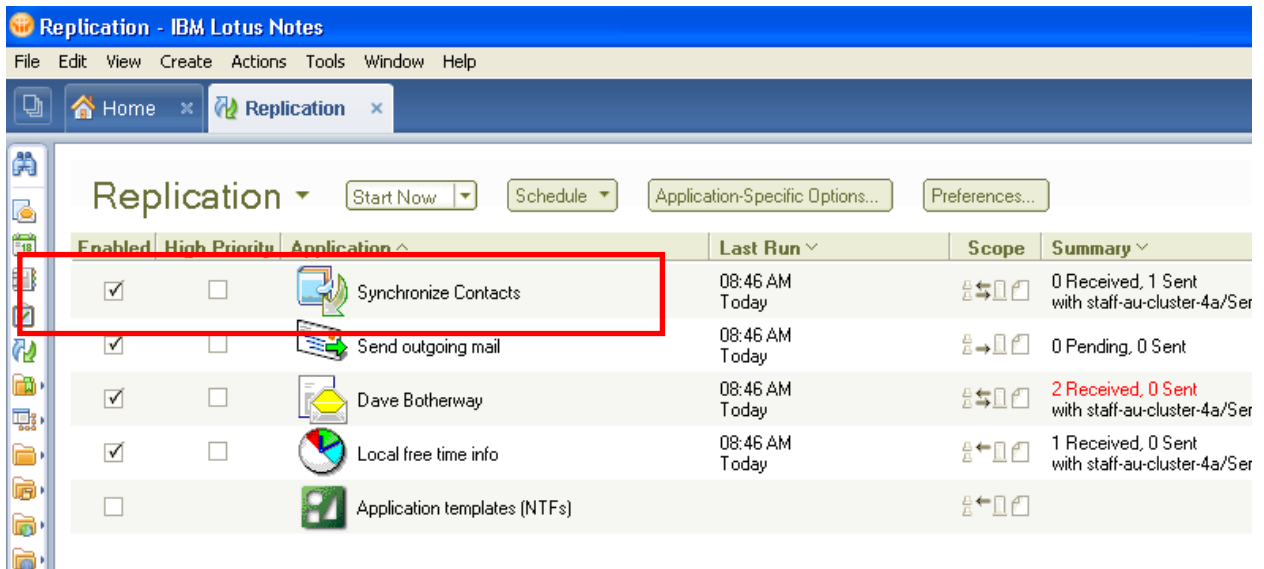
**Tip:** Alternatively, if already opened, check the location status shown in the bottom right of the screen.

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

4. Ensure **Enable “Synchronize Contacts” on the Replicator** is ticked. Click **OK**.



5. Open the Replication window by selecting the **Replication** button from the Open list. Ensure that “Synchronize Contacts” is enabled. The check box should contain a tick.



6. Click the **Start Now** button to initiate the replication process manually, or

7. Click on the **Schedule** button and **Set Replication Schedule** to set-up a schedule to ensure the replication process occurs automatically.

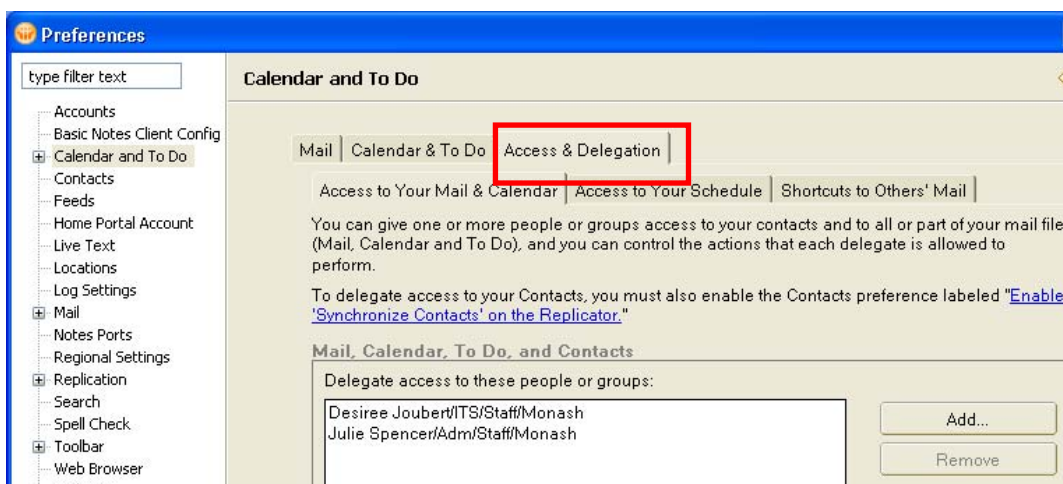
**Tip:** On completion of the replication process the Contacts data on the workstation and the Notes server will match.

## Sharing Contacts

To enable sharing of your contacts the appropriate access needs to be given.

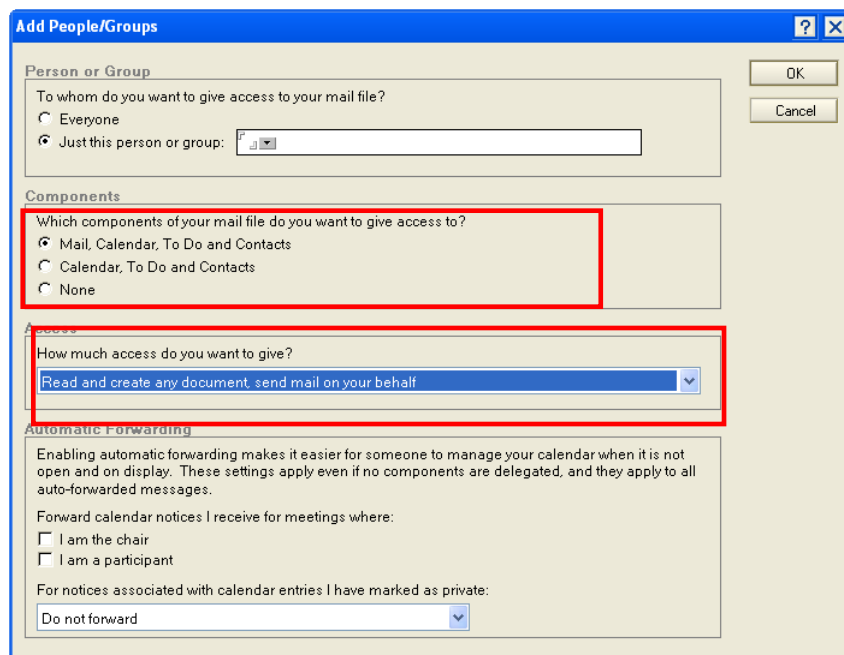
1. Click on the **File** menu > **Preferences** > **Calendar and To Do**.

2. Click on **Access & Delegation**.



3. Click on the **Add** button.
4. Select the nominated person from either the personal or Monash Directory.
5. Select either **Mail, Calendar, To Do and Contacts** or **Calendar, To Do and Contacts** from the **Components** section.
6. Select **Read, create any document, send mail on your behalf** within the Access section.

**Tip:** These options need to be selected if you wish the nominated person/s to have the ability to send a mail message from your contacts.

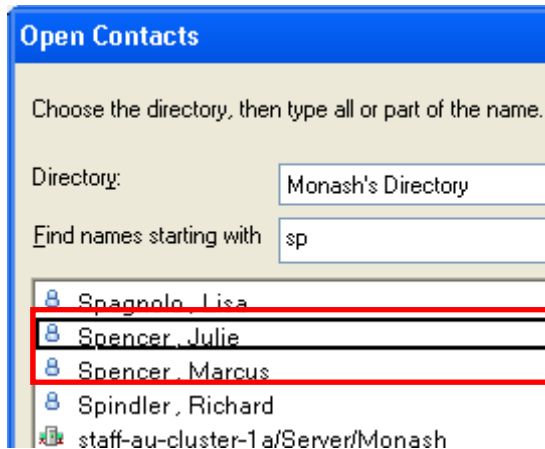


### Accessing another person's contacts

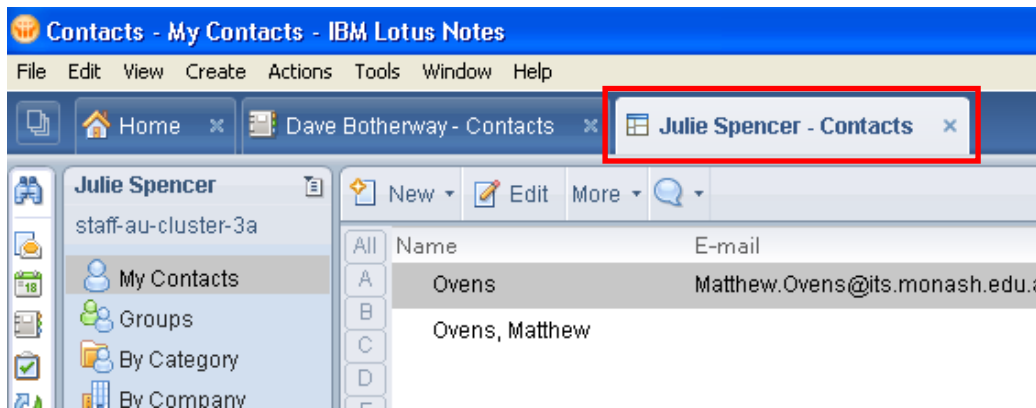
1. Open Notes and then open your Contacts tool.
2. Select **Other Contacts > Open Other Contacts**.



3. Open your personal or Monash Directory to find the desired person, and then click **OK**.



The Contact details for the selected person should then be available in a new tab.



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**Tip:** You can only open another person's contact list if they have uploaded their contacts to the server using the replication process and they have assigned you the appropriate delegate access.

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