Contacts Quick Reference Guide for IBM Lotus Notes 8.5.3

IBM

Add tabs for other languages

See more buttons

View contacts whose names begin with a certain letter

Click the arrow to create a contact or group

View contacts with whom you have recently emailed, chatted, or met

Show or hide the preview panel

Basics Tasks

Task	Action
Open Contacts	Click **Open ▶ Contacts.**
Search for a name in the **My Contacts**	Type the first few letters of a contact or group name.
Add a contact	From the **My Contacts** view, click **New.** To add someone from a public directory, click **Browse for Contacts** above the contacts list.
Move a contact from **Recent Contacts** to **My Contacts**	Open Contacts. Click **Recent Contacts.** Select one or more contacts, and then click **Move to My Contacts.**
Choose the primary email, address, or phone number for a contact	The primary email, address, or phone number is the one that appears when you print contacts or view your Contacts as business cards. 1. While creating or editing a contact, click the **E-mail, Addresses,** or **Phone Numbers** link. 2. At the bottom of the dialog box, select a primary email, address, or phone number.
Add custom fields to a contact	While adding or editing a contact, click the **Other Information** link. Edit any of the custom fields at the bottom of the dialog box.

Adding and editing groups

Task	Action
Create a group from existing contacts	Open **Contacts,** and then select the names you want in the group. Click **More ►Copy Into New Group.**
Sort group members alphabetically	• To sort the members in one group, select the group entry, click **Edit,** and then click **Sort Member List.** • To sort the members in all groups, click **File ► Preferences** (Macintosh OS X users: Click **Lotus Notes ► Preferences**), and then click **Contacts.** Select Sort the names of group member alphabetically. Setting this preference does not sort existing groups.

Changing your settings

Task	Action
Change the address format for business cards, previewing, and printing	To change the address format for all contacts, click **File ► Preferences** (*Macintosh OS X users:* Click **Lotus Notes ► Preferences**), and then click **Contacts.** Select an address format under Default address format. To change the address format for one contact, open the contact you want to modify, and click **Select Address Format.** Setting this field for a contact entry overrides the Contacts preference.
Select how you want names display in your Contacts (First Name, Last Name or Last Name, First Name)	1. Click File ► **Preferences.** *Macintosh OS X users:* Click **Lotus Notes ► Preferences.** 2. Click **Contacts.** 3. Select an option for **Default display for contact names.**
Set the format for contact names with three parts, such as George De Marco	If you add a contact whose name has three parts, such as George De Marco, a Name Helper displays so that you can specify "De Marco" as the last name. To suppress the Name Helper and always accept the default, click **Lotus Notes ► Preferences** (*Macintosh OS X users:* Click **Lotus Notes ► Preferences**), and then click **Contacts.** Select **Always accept the default name assignment when adding contacts.** If the default is incorrect for a contact, open the contact, and click the **Contact Name** link to correct it.