How To Use & Setup the BloomU LDAP Address Book

Microsoft Outlook LDAP Address Book

This guide will aid you in setting up Microsoft Outlook to use Bloomsburg University’s Faculty, Staff, and Student Directory.

**Step 1:**
Open Microsoft Outlook, Click on the ‘Tools’ menu and select ‘Email accounts…’.
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Step 2:
Select ‘Add a new directory or address book’, then click on ‘Next >’.

Step 3:
Select ‘Internet Directory Service (LDAP)’ then click ‘Next >’. 
Step 4:
In the ‘Server Name:’ Field, Type: `surveyor.bloomu.edu` then click ‘More Settings...’.

Click ‘OK’ if this dialog box pops up:

Then click ‘More Settings …’
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Step 5:
Click on the ‘Search’ Tab at the top of this window.

Step 6:
In circle number 1, type: **300** In circle number 2, type: **dc=bloomu,dc=edu** Then click ‘Next >’
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Step 7:
Click ‘Next >’

Step 8:
Click ‘Finish’ and you are done.