

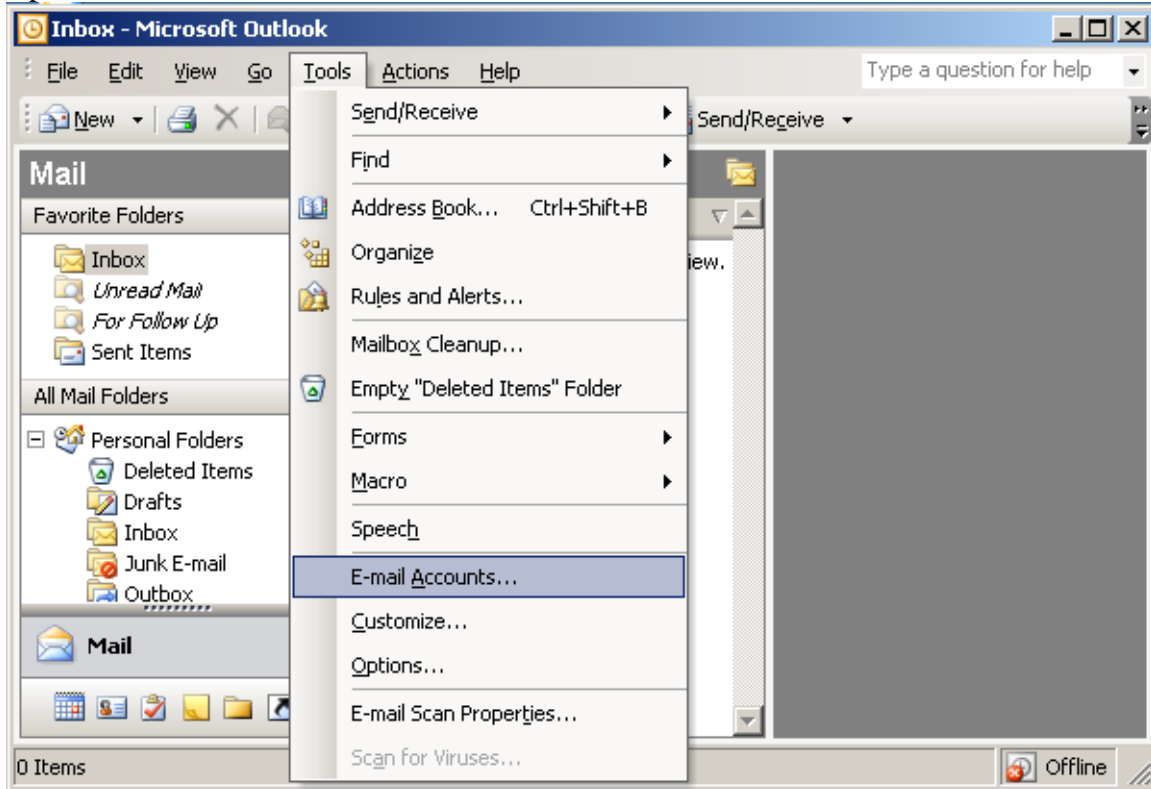
How To Use & Setup the BloomU LDAP Address Book

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 >'.



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Step 4:

In the 'Server Name:' Field, Type: **surveyor.bloomu.edu** then click 'More Settings...'

The screenshot shows the 'E-mail Accounts' dialog box with the 'Directory Service (LDAP) Settings' tab selected. The 'Server Information' section has 'Server Name' set to 'surveyor.bloomu.edu'. The 'Logon Information' section has the checkbox 'This server requires me to log on' unchecked. At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

Click 'OK' if this dialog box pops up:

The screenshot shows the 'Add E-mail Account' dialog box overlaid on the 'E-mail Accounts' dialog box. The 'Add E-mail Account' dialog box has an information icon and the text: 'The E-mail Account you have just added will not start until you choose Exit from the File menu, and then restart Microsoft Outlook.' There is an 'OK' button in the center. The 'E-mail Accounts' dialog box is partially visible behind it, showing the 'Password:' field and 'More Settings ...' button.

Then click 'More Settings ...'

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Step 5:

Click on the 'Search' Tab at the top of this window.



The screenshot shows the 'Microsoft LDAP Directory' window with the 'Search' tab selected. The 'Display Name' field contains 'surveyor.bloomu.edu'. The 'Port' field is set to '389'. The 'Use Secure Sockets Layer' checkbox is unchecked. The 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

Step 6:

In circle number 1, type: **300** In circle number 2, type: **dc=bloomu,dc=edu** Then click 'Next >'



The screenshot shows the 'Microsoft LDAP Directory' window with the 'Search' tab selected. The 'Search timeout in seconds' field is set to '60'. The 'Specify the maximum number of entries you wish to return after a successful search:' field is set to '300', which is circled in black and labeled with a handwritten '1'. The 'Search base:' field is set to 'dc=bloomu,dc=edu', which is circled in black and labeled with a handwritten '2'. The 'Example:' field shows 'cn=users,dc=exchange,dc=microsoft,dc=com'. The 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

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Step 7:

Click 'Next >'



The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. The main heading is 'Directory Service (LDAP) Settings' with a subtext: 'You can enter the required settings to access information in a directory service.' Below this, there are three sections: 'Server Information' with a text box for 'Server Name' containing 'surveyor.bloomu.edu'; 'Logon Information' with a checkbox 'This server requires me to log on' (unchecked) and text boxes for 'User Name' and 'Password'; and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 8:

Click 'Finish' and you are done.



The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar reads 'E-mail Accounts'. The main heading is 'Congratulations!' with a subtext: 'You have successfully entered all the information required to setup your account.' Below this, there is another line of text: 'To close the wizard, click Finish.' At the bottom, there are two buttons: '< Back' and 'Finish'.