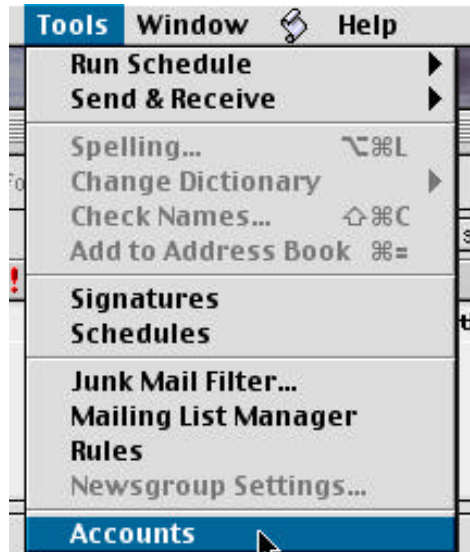


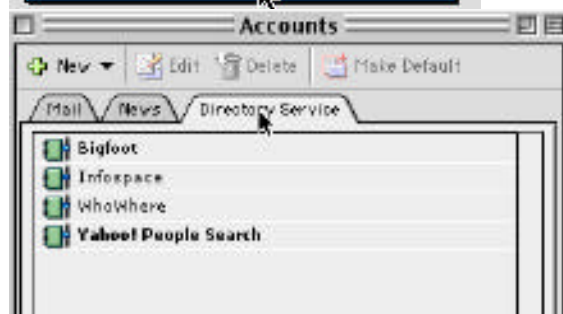
# Address Book in Outlook 5

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1. Open Outlook.
2. Go to the Tools menu and Select Accounts.

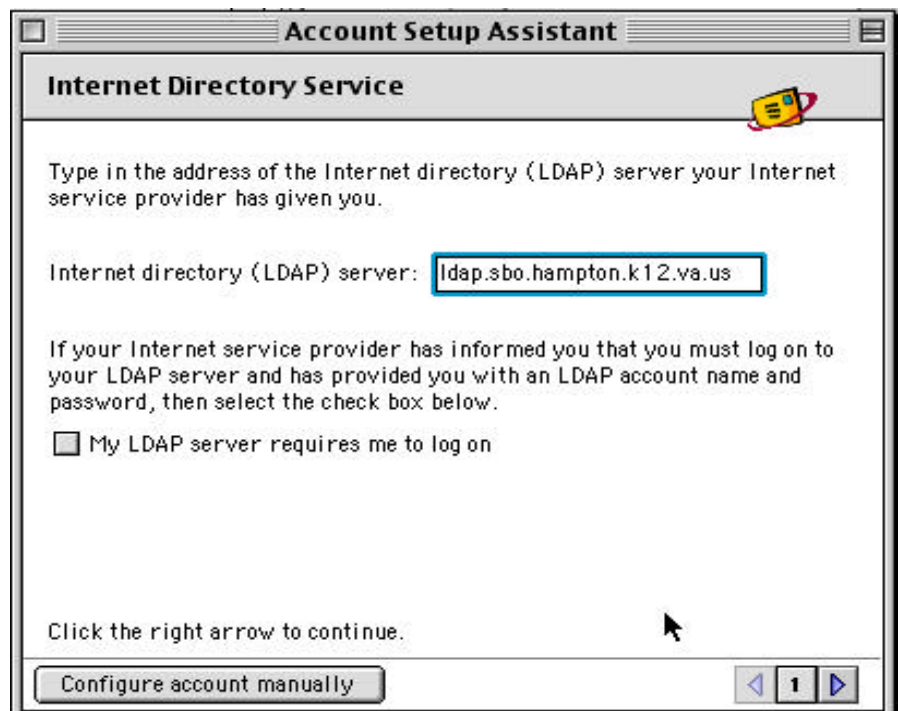


3. Click Directory Services and click on new.



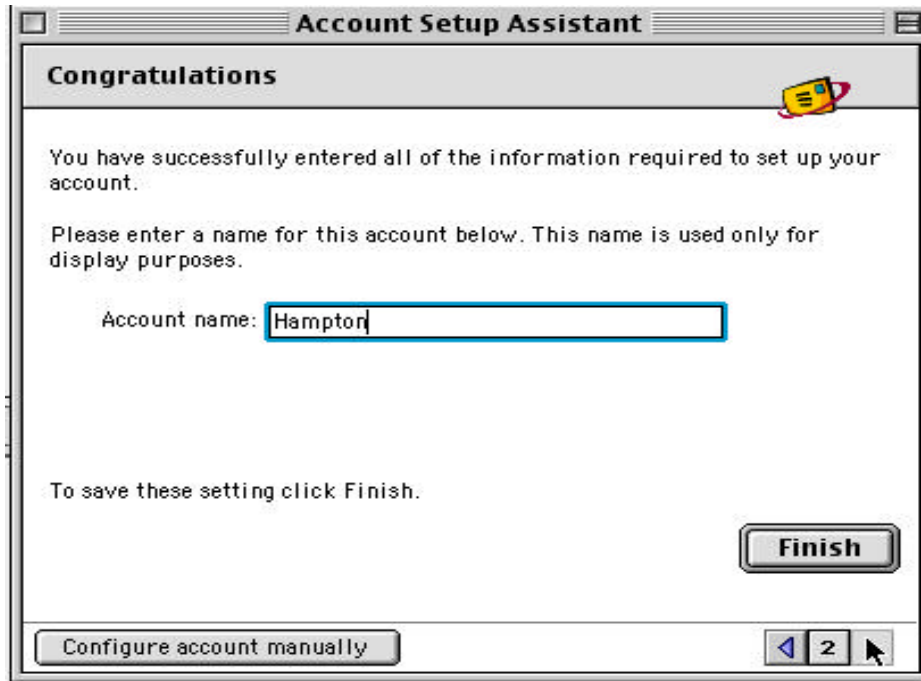
4. This will bring up the Account Setup Assistant. Type in your ldap server into the box labeled LDAP server and hit the right arrow button.

Example: At the time of this writing Hampton's was ldap.sbo.hampton.k12.va.us



5. Type in what this account is for in the Account Name box and hit Finish.

Example: Hampton

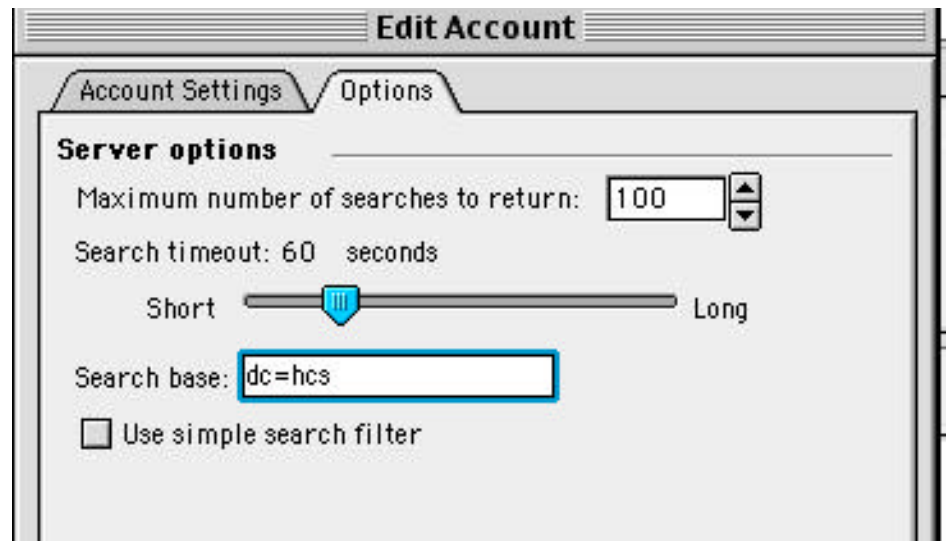


6. Find and click on the account you just created and hit edit account.

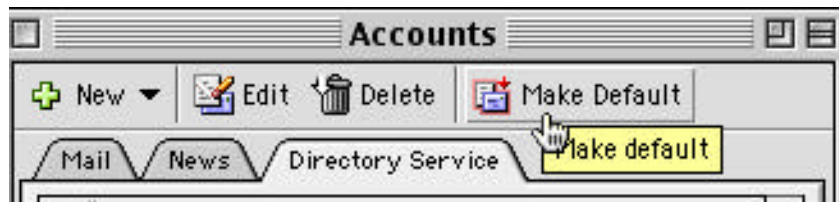


- Hit options and type in your search base in the search base box and hit ok.

Example: At the time of this writing Hampton's was dc=hcs.

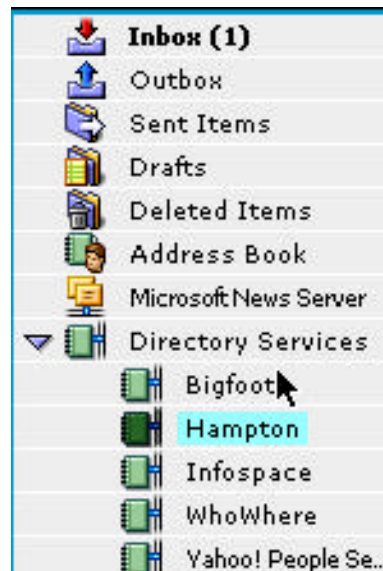


- Click on Make Default and click the close box.



Now you have the address book. To use it do the following:

- Click on the account you created under the directory services on the left frame.



2. On the right frame type on the name you are looking for and hit find.  
Example: Pearson

Hampton Search for Name:  Find  
E-mail:   
Display names containing:

Name	E-mail Address	Home Phone	Work Phone
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3. Hold down the control key and click on the name of the person you want to add to your address book. Select add to address book to add. Or if you want to just send a message to them select new message to.

Hampton Search for Name: pearson Find  
E-mail:   
Display names containing:

Name	E-mail Address	Home Phone	Work Phone
Linda Pearson	lpearson@sbo.hampt...		757-850-5079
Monique Pearson	mpearson@sbo.ham...		727-1071
Sean J Pearson	spearson@sbo.ham...		757-727-1071

- Outlook Express Help
- Open Contact
- Add To Address Book**
- New Message To
- Execute Script ▶

4. Click on the address book button to check and see if it is in there. Or if you selected send a new message to a new message should pop up.