

LDAP User's Guide Microsoft Outlook



Configuring Contact Directory (LDAP)

1. Go to File Tab on the upper left corner.



2. Click Account Settings and select Account Settings..





- Account Settings Directories and Address Books You can choose a directory or address book below to change or remove it. The mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Name Change... Remove Name Outlook Address Book MAPI Cutlook Address Book Control Co
- 3. Select Address Books tab and click New .. to create new Internet directory service

4. Select Internet Directory Service (LDAP) and click Next

Add Account	×
Directory or Address Book Type You can choose the type of directory or address book you'd like to add.	×
Internet Directory Service (LDAP) Connect to an LDAP server to find and verify email addresses and other information.	
 Additional Address Books Connect to an address book to find and verify email addresses and other information. 	
< Back Next > Cancel	нер



5. Enter Server Name: dir.sabah.gov.my > Tick This server requires me to log on, type in your Sabah Gov email and password in the field below and click More Settings...

Add Account	×
Directory Service (LDAP) Settings You can enter the required settings to access information in a directory service.	×
Server Information	
Type the name of the directory server your Internet service provider or system administrator has given you.	
Server Name: dir.sabah.gov.my	
Logon Information	
This server requires me to log on	
User Name: test.sabah@sabah.gov.my	
Password: ************************************	
Require Secure Password Authentication (SPA)	
More Settings	
< Back Next > Cancel He	۱p

6. Click OK, do not restart Outlook first.





7. Click the **Search** tab and click on **Custom** and enter

OU=Groups,OU=Sabah,DC=sabah,DC=gov,DC=my

Tick Enable Browsing. Then click Apply first then OK

Microsoft LDAP Directory	×	
Connection Search		
Server Settings		
Search timeout in seconds:	60	
Specify the maximum number of entries you want to return after a successful search:	100	
Search Base		
OU=Sabah,DC=sabah,DC=go	v,DC=my	
Browsing		
OK Cancel	Apply	

8. Click Next

You can ente	the required settings to access information in a directory service.	1
Server Informatio	n	
Type the name of system administra	the directory server your Internet service provider or tor has given you.	
Server Name:	dir.sabah.gov.my	
Logon Informatio	n	
This server req	uires me to log on	
User Name:	test.sabah@sabah.gov.my	
Password:	********	
Require Se	ure Password Authentication (SPA) More Settings	



9. Then click Finish

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
Set up Outlook Mobile on my phone, too	Add another account
< Back Finish	Help

10. **Restart** your Outlook to make for these changes to take effect.

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File Home Send	/ Receive View Help	_
🏹 New Email 👻 🛍	Account Settings	7-
> Favorites	You can choose a directory or address book below to change or remove it.	2
∨test.sabah@sabah.go	Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Inbox	🛄 New 🚰 Change 🗙 Remove	
Drafts	Name Type	
Sent Items	Outlook Address Book MAPI	
Deleted Items	dir.sabah.gov.my LDAP	
Archive		
Conversation History		
Junk Email		read
Junk E-Mail		w messages
Outbox		
RSS Feeds		
Sent		
Trash		
> Search Folders		
	Close	
🗹 🖩 x ^q		
Items: 34 Unread: 4	All folders are up to date. Connected to: Microsoft Exchange 🔲 💷 –	+ 10%