How Do I access the UCLA LDAP directory through Outlook 2003?

1) To access the UCLA directory, open Outlook and select Tools – Email Accounts.

2) Select the option "Add a new directory or address book."

3) On the next menu, select "Internet Directory Service (LDAP)"

4) On the Settings menu for the Server name type in: ldap.ucla.edu.

5) Click on More Settings and click on the Search tab.

6) For the Search options type in exactly: ou=person,dc=ldap,dc=ucla,dc=edu

7) Click OK, click Next and click Finish.

8) Close and reopen Outlook.

9) To access the UCLA directory, compose a new email and click on the To button.

10) From the "Show Names from the" select ldap.ucla.edu.

11) Click on Advanced on the bottom left and select Find.

12) Fill in as many fields, typically First and Last and click OK.

13) Search results will appear based on the fields you filled.

14) Select the user you are trying to email and click on the To, CC, or BCC and click OK.