

# 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.

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