

NCMail: Microsoft Outlook 2003 LDAP Configuration Guide



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This document covers configuration of Directory services (LDAP) for Microsoft Outlook 2003 for use with the NCMail email system.

The syntax used in this document is as follows:

Boldface = Names of input fields such as text and check box names.

Boldface and Italics = Input expected from user.

If you have any questions please direct them to your local Customer Service Center, Helpdesk or Local NCMail administrator

If your questions cannot be answered by your local contact, your local contact can open a ticket with the ITS Customer Service Center by telephone at 919.754.6000 or 1-800-722-3946 or email at ITS.incidents@ncmail.net.

Our staff will be happy to answer any of your questions.

Configuring Directory Service (LDAP)

The email addresses of NCMail users are available to you within Outlook 2003. Follow the instructions below to setup LDAP to work correctly.

Open Outlook 2003

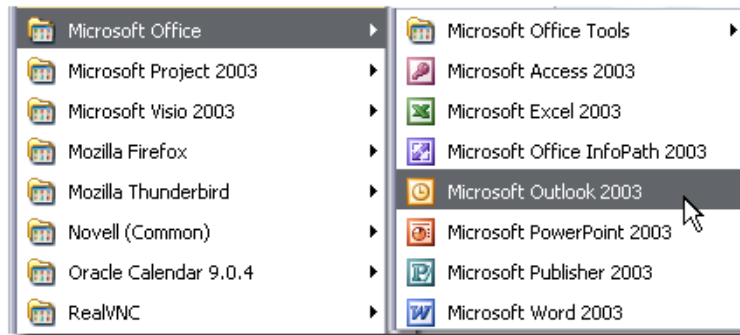


Figure 1

Once you are in Outlook click on **Tools, Email Accounts** as shown in Figure 2.

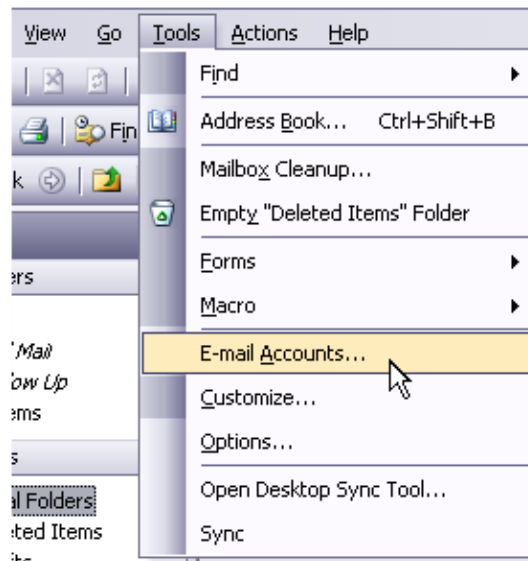


Figure 2

Click on “**Add a new directory or address book**” then click **Next** as shown in Figure 3.

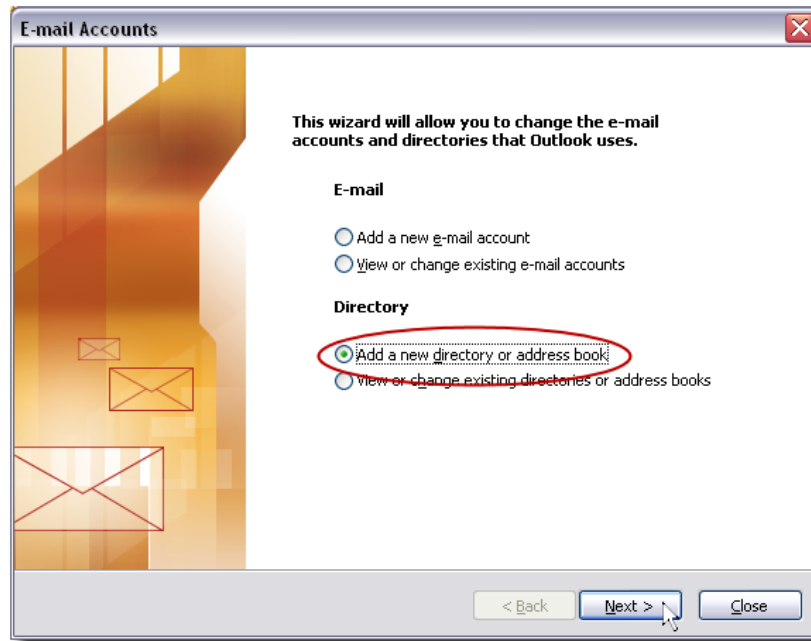


Figure 3

Choose the “**Internet Directory Service (LDAP)**” radio button as shown in Figure 4.

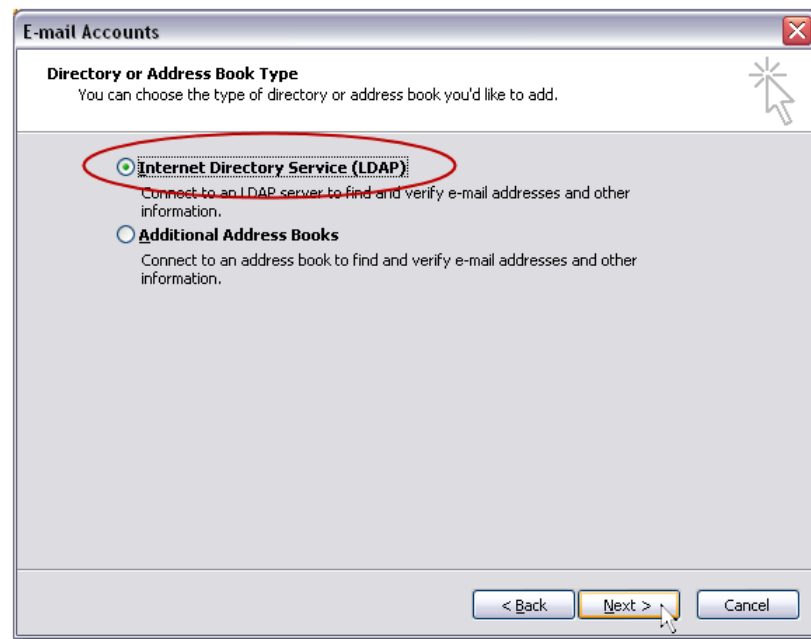


Figure 4

The **Directory Service (LDAP) Settings** screen should appear. For the Server Name: type in *lds.ncmail.net* as shown in Figure 5.

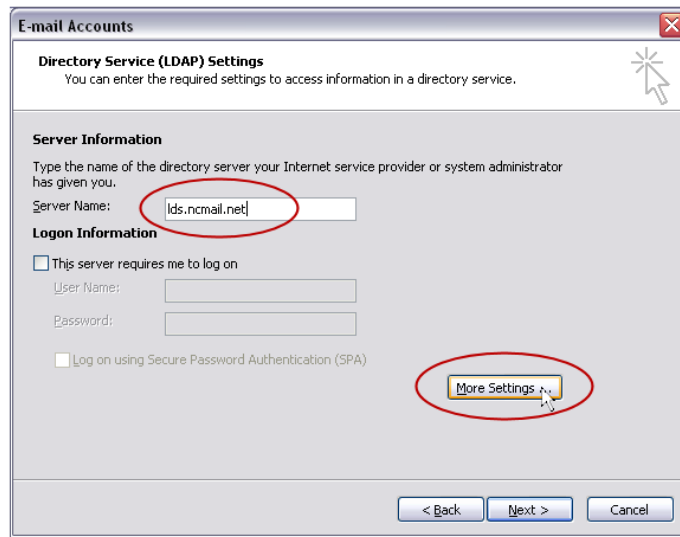


Figure 5

Click on the **More Settings** button then the **Search** tab as shown in Figure 6.

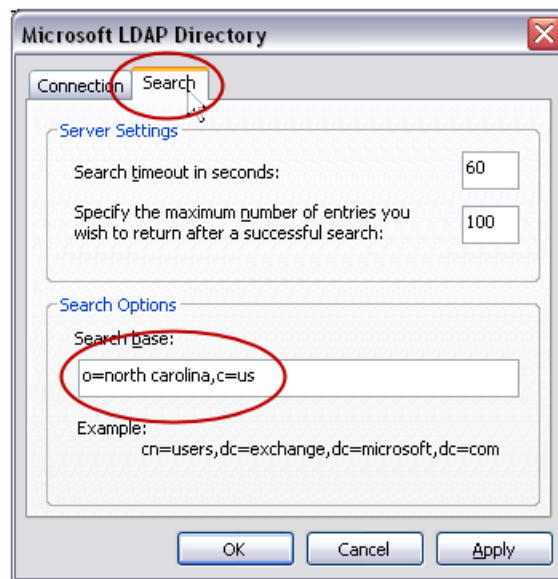


Figure 6

For the **Search Base** enter *o=north carolina,c=us*. Please note the only space is between *north* and *carolina*. Click on **OK**. This will return you to the **Directory Service (LDAP) Settings** screen as shown in Figure 5. Click the **Next** button and the final setup screen will appear as shown in Figure 7 where you can then click on the **Finish** button.

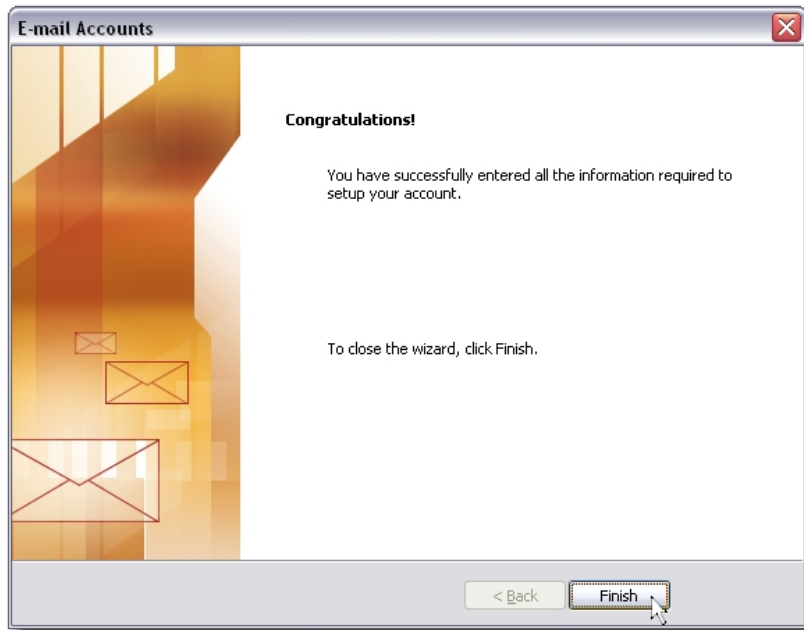


Figure 7

Confirming Directory Service (LDAP)

Now let's confirm that you have setup the directory service correctly.

Open Outlook 2003

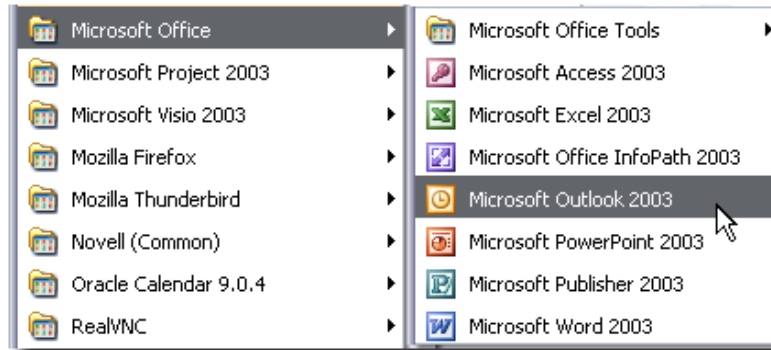


Figure 8

Click on the “**New**” button to compose a new email message as shown in Figure 9.

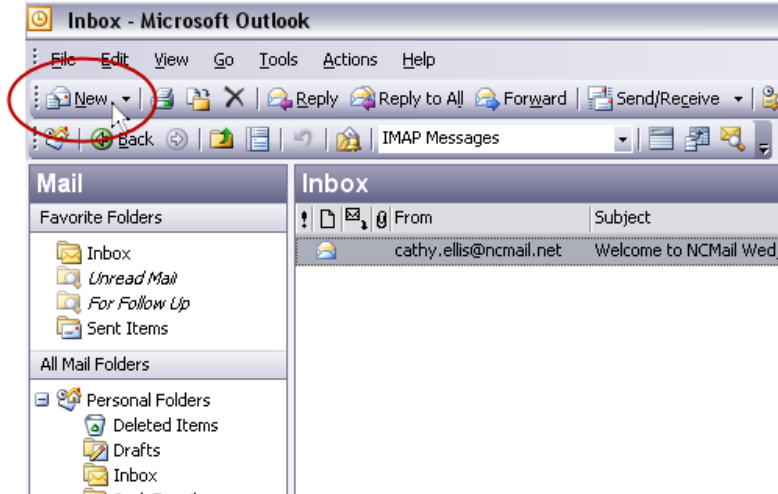


Figure 9

Click the **To** button as shown in Figure 10.

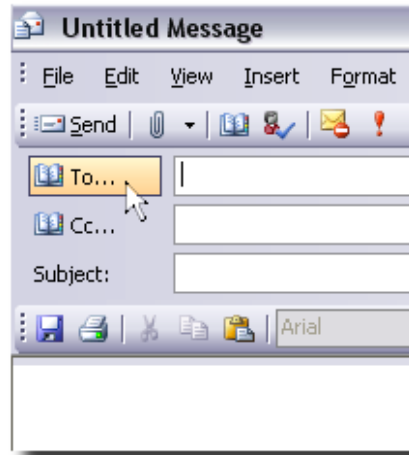


Figure 10

The **Select Names** screen is then presented. You may begin typing the person you are looking for in the **Type Name** box. In Figure 11 we are looking for a user named **Test User1** therefore we started typing the user's name (**test**) in the box. As we type the LDAP will start narrowing the search. Once the email address is shown in the results box, we can double click the address to select it. Then click **OK**. This will place the address into the **To:** field and you are now ready to compose and send your email.

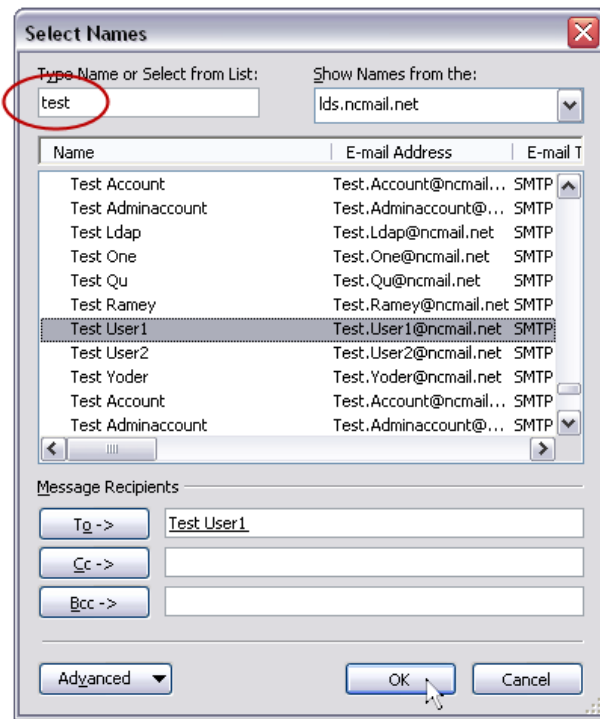


Figure 11