

NCMail: Microsoft Outlook Express 6 LDAP Configuration Guide



Revision 1.0
03/21/2007

This document covers configuration of Directory services (LDAP) for Microsoft Outlook Express 6 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 Services (LDAP)

The email addresses of NCMail users are available to you within Outlook Express 6. Follow the instructions below to setup LDAP to allow these addresses to work correctly.

Open Outlook Express 6

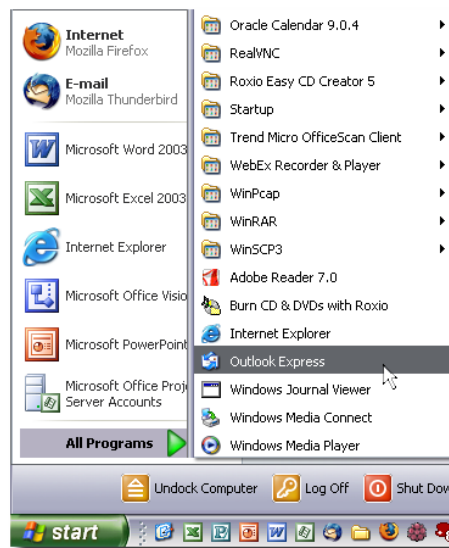


Figure 1

Once you are in Outlook Express 6 click on **Tools, Accounts** as shown in Figure 2.

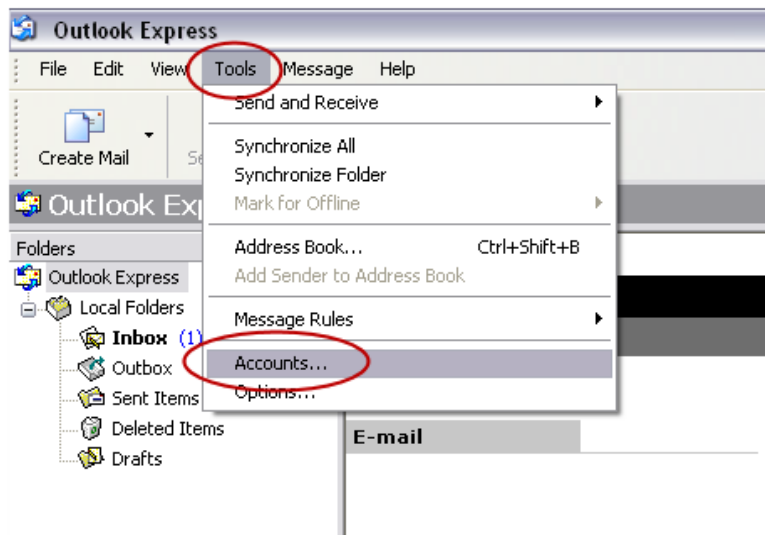


Figure 2

The **Internet Accounts** window should appear. Click on the directory **Service** tab, click the **Add** button then click the **Directory Service** menu item as shown in Figure 3.

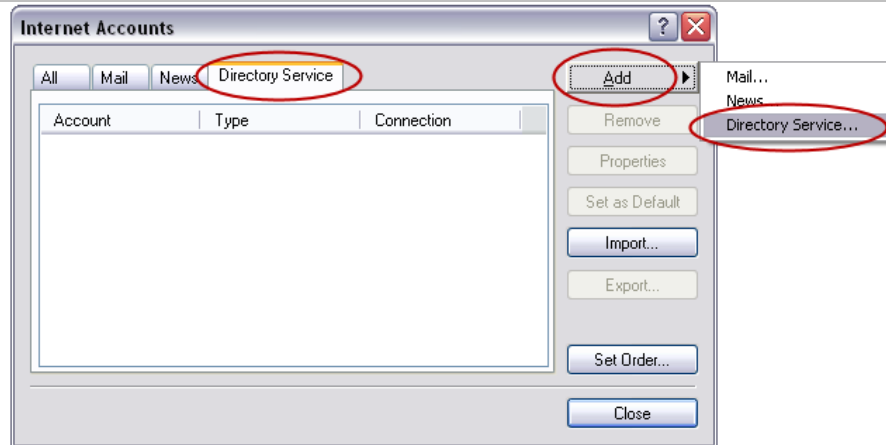


Figure 3

The **Internet Directory Server Name** screen should appear. Enter ***lds.ncmail.net*** into the **Internet directory (LDAP) server** text box. Click the **Next** button as shown in Figure 4.

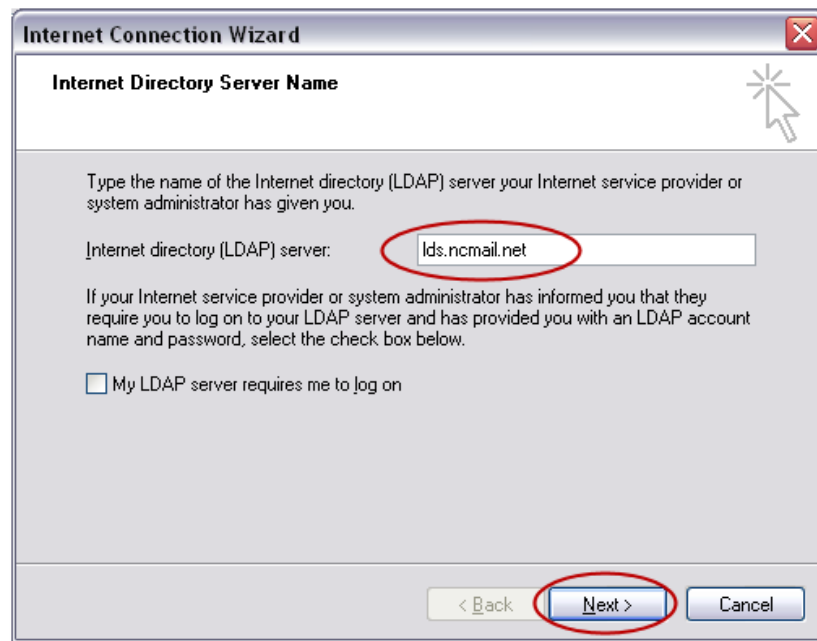


Figure 4

Click **Yes** then the **Next** button on the **Check E-mail Addresses** screen shown in Figure 5.



Figure 5

Click the **Finish** button to complete the wizard as shown in Figure 6.



Figure 6

This should return you to the **Internet Accounts** screen. Click on the account you just created then click on the **Properties** button as shown in Figure 7.

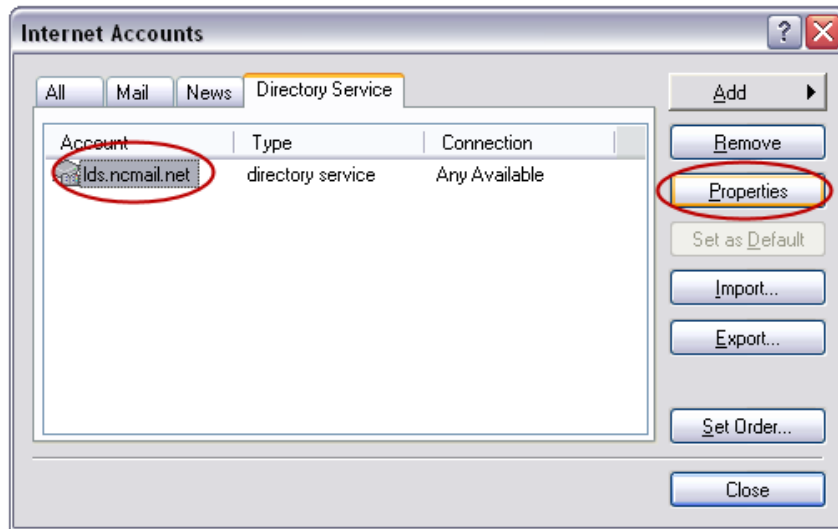


Figure 7

Click on the **Advanced** tab. Enter ***o=north carolina,c=us*** into the **Search base** text box as shown in Figure 8. Please note, this entry is all lowercase and the only space is between ***north*** and ***carolina***. Click the **OK** button. This will return you to the **Internet Accounts** screen as shown in Figure 7. Click the **Close** button.

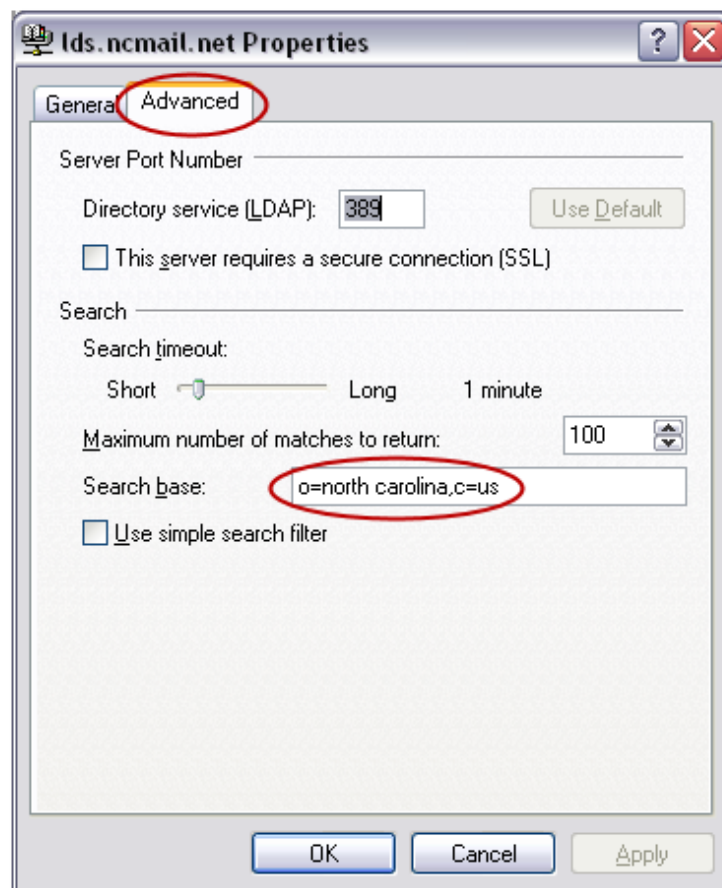


Figure 8

Confirming Directory Service (LDAP)

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

Open Outlook Express 6

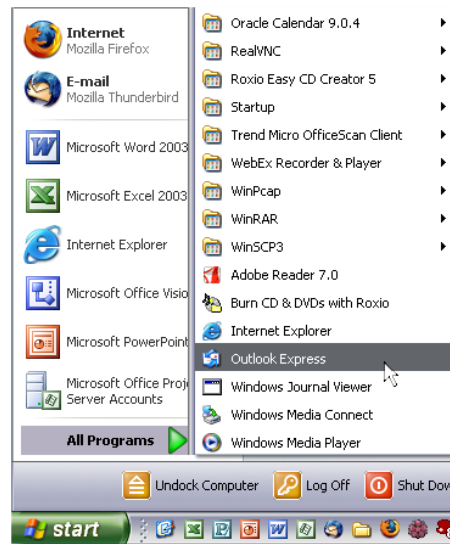


Figure 9

Click on the **Create Mail** button to compose a new email message as shown in Figure 10.

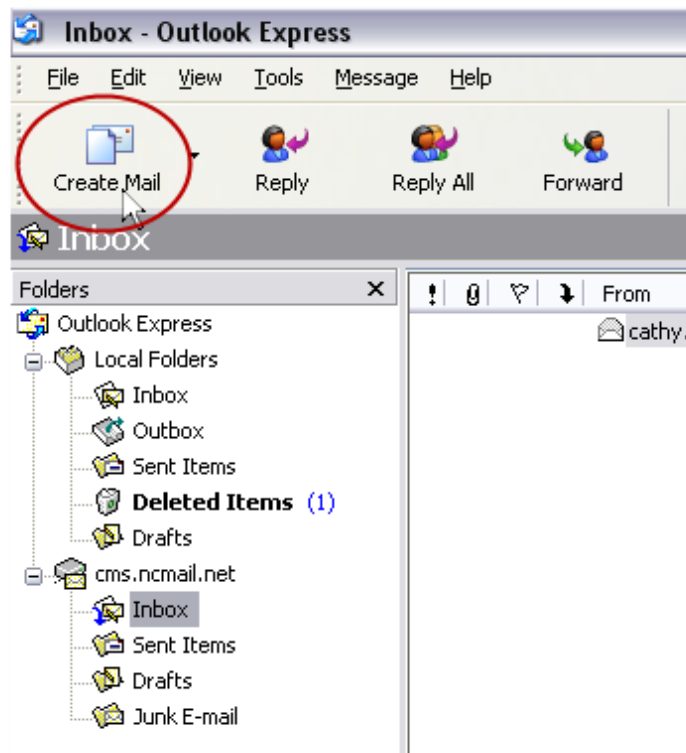


Figure 10

In this test we will search for a user named Test User2. Begin by typing in at least the first name and a few letters of the user's last name in the **To:** text box. This will help narrow down the search and keep from returning too many users. Once you have entered this information click the **Check** button as shown in Figure 11.

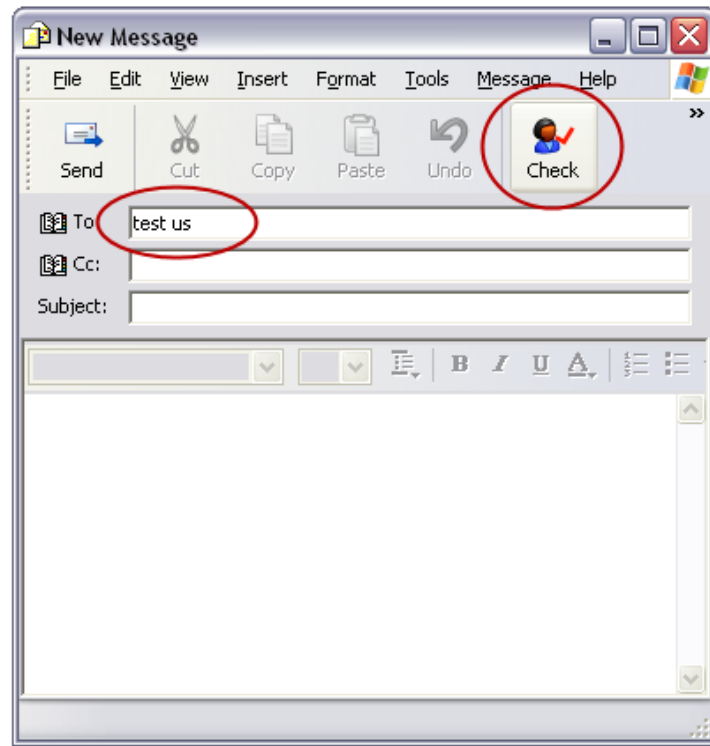


Figure 11

This will then display a list of users who match your search criteria. You may double-click the one you are looking for or single-click it then click on **OK** as shown in Figure 12. This will place the user's name and email address into the **To:** field of your email. You would then be ready to search for more names or compose and send your email.

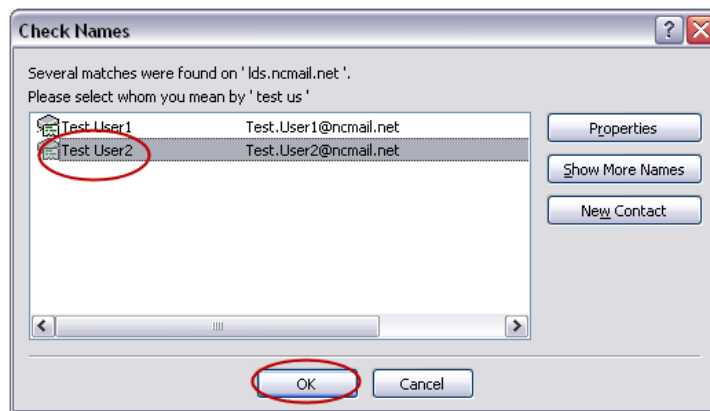


Figure 12