Outlook 2007 on desktop

Table of Contents

Configure an LDAP account in Outlook 2007 Set up SkyConnect address book as default Import Contacts in Outlook Export Contacts from Outlook

Configure an LDAP account in Outlook 2007

1. On the Tools menu, click the Account Settings option.

Bit Send Recting Bit Provide Folders At Mail Rends Bit At Mail Rends Bit Coparting Bit Presonal Folders Bit Bit Presonal Folders Bit Presonal Folders Bit Bit Presonal Folders Bit Bit Bit Bit <	Support in deeba@acme	corp.co.in - Microsoft Outlook		Account Settings	P
Friends Macro Sun 12 Highfriendry Account Settings Sun 12 Presentations Customize Sun 12 Sent Rens Customize Setted e mail account delivers new e mail messages to the following location: Mail Setted e mail account delivers new e mail messages to the following location: Mail Image: Comparison of the set of the	Inbox in deepa@acmecorp.co.in - Milling. Co.in - Mil	Corp.com - Microsoft Outbook Tools Advisos Belo Spad.Receive - Jackart Search - Jackart Search - Jackart Search - Grapanize Rejes and Aletts Maillog Cleanup Empty "Deleted Rems" Folder	r Sun 12	Account Settings E-mail Accounts You can select an account and change its settings. E-mail Accounts You can select an account and change its settings. E-mail Data Files IRSS Fleeds ShareFront Lists Internet Calendars Published Calendars Address Books Were Provide the Provide State Calendars Address Books Were Provide the Provide State Calendars Address Books Name Type Response Provide State Calendars Published Calendars Name Type Response Provide State Name Type Respons	
Mail deepa@scmecorp.co.in/lnbox Image: Second Sec	Priends HighPriority Meetings (2) Presentations Sent Items (3) span	Macro Account Settings Trugt Center Qustomize Qptions	Sun 12	Selected e-mail account delivers new e-mail messages to the following location:	
	Itens	20.		deepa@acmecorp.co.in\Inbox in data Ne C1,\Acmedeepa@acmecorp.co.in-00000005.pst	

2. On the Account Settings window, select the Address Books tab and then click the New icon.

Account Settings	×			
Directories and Address Books You can choose a directory or address book below to change or remove it.				
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books				
Name Type				
Outlook Address Book MAPT	-			
Close				

3. Click to choose the Internet Directory Service (LDAP) option and then click the Next button.

Add New E-mail 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 e-mail addresses and other information. Additional Address Books Connect to an address book to find and verify e-mail addresses and other information. 	
< Back Next >	Cancel

- 4. Enter required settings to access information in the directory service.
 - In the Server Name box, type the name of the server.

Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-webclient-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.

- Click to select the **This server requires me to log on** check box, and then type your user name and password.
 - i. User Name: Enter the string "mail={user id}, dc=addressbook" mail=deepa@acmecorp.co.in, dc=addressbook
 - ii. Password : Password associated with the user id
- 5. Click the More Settings button to set server settings.

Add New E-mail A	Account	X
Directory Servi You can enter	ce (LDAP) Settings r the required settings to access information in a directory service.	×,
Server Informat	ion	
Type the name of t has given you.	he directory server your Internet service provider or system administrator	
Server Name:	acmecorp.co.in	
Logon Informati	ion	
🗹 This server requ	uires me to log on	
User Name:	mail=deepa@acmecorp.co.in, dc	
Password:	****	
Require Sec	ure Password Authentication (SPA)	
	More Settings	
	< Back Nex	t > Cancel

6. A warning message is displayed. Click the Ok button to proceed further.



7. On the Connection tab of Microsoft LDAP Directory dialog box,

Microsoft LDAP Directory	
Connection Search	
Display Name	
The display name as it app	pears in the Address Book
Acmecorp Address Boo	ĸ
Connection Details	389
Use Secure Sockets Layer	
ОК	Cancel Apply

- i. Under **Display Name**, type the name for the LDAP address book to identify it easily. For example, Mithi SkyConnect Address Book.
- ii. Under **Connection Details**, enter the port number on which the LDAP service is running. The default value of port number is **389**.
- 8. Click the Search tab to change the search settings. Under Server Settings, Under Search Base,

Microsoft LDAP Directory	×			
Connection Search				
Server Settings 60 Specify the maximum number of entries you want to return after a successful search: 100				
Search Base O Use Default O Custom: dc=addressbook				
Browsing Enable Browsing (requires server support)				
Cancel Apply				

- i. The search time-out setting specifies the number of seconds that Outlook spends searching the LDAP directory to resolve names in a message.
- ii. You can also limit the number of names listed in the Address Book that are returned from a successful search.
- iii. Choose the Custom option
- iv. Enter the string "dc=addressbook" without any space or a newline
- 9. Click OK => Next => Finish to complete the set up. The newly added address book is displayed in the Address Books tab of the Account Settings window.
- 10. Restart MS Outlook 2007 => Go to Address Book > Select newly added address book and search for contacts.

💷 Address Book: Acmecorp A	ddress Book		
File Edit Tools			
Search: 🔿 Name only 💿 More o	olumns Address Book		
5	Go Acmecorp Address Book	~	Advanced Find
Name	E-mail Address	E	Business Phone
💈 Aditi Shinde / acmecorp	aditi@acmecorp.co.in	SMTP	
🤱 John Smith /	john.smith@acmecorp.co.in	SMTP	
8 neeta sawant / acmecorp	neeta@acmecorp.co.in	SMTP	
Sakshi apte / acmecorp	sakshi@acmecorp.co.in	SMTP	
Seema Pawar / acmecorp	seema@acmecorp.co.in	SMTP	
Shekade / acmecorp	praveen@acmecorp.co.in	SMTP	
Sidharth sathe / acmecorp	sidharth@acmecorp.co.in	SMIP	
Sunny desnpande / acmecorp	sunny@acmecorp.co.in	SMIP	
			~
<			>

Set up SkyConnect address book as default

To pop up contacts (auto complete) from the address book configured, you need to set it as a default address book. Click here (https://support.office.com/en-us/article/change-default-address-book-53b3ce7a-9d35-4e27-9e37-57979778fe5b)to know the steps.

Import Contacts in Outlook

To access contacts when you are offline i.e not connected to internet, you can import contacts in Outlook. Follow the steps mentioned in here (https://support.office.com/en-us/article/import-contacts-to-Outlook-bb796340-b58a-46c1-90c7b549b8f3c5f8#ID0EAACAAA=Outlook_on_the_web).

Export Contacts from Outlook

When you export your contacts from Outlook, a **copy of your contacts** is saved to a CSV file, or other file type. You can then use this file to import your contacts to another email account.

Follow the steps mentioned here (https://support.office.com/en-us/article/export-contacts-from-outlook-10f09abd-643c-4495-bb80-543714eca73f).