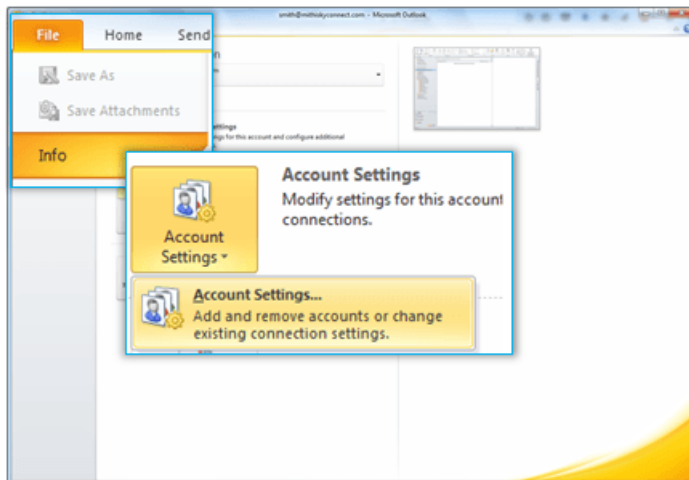


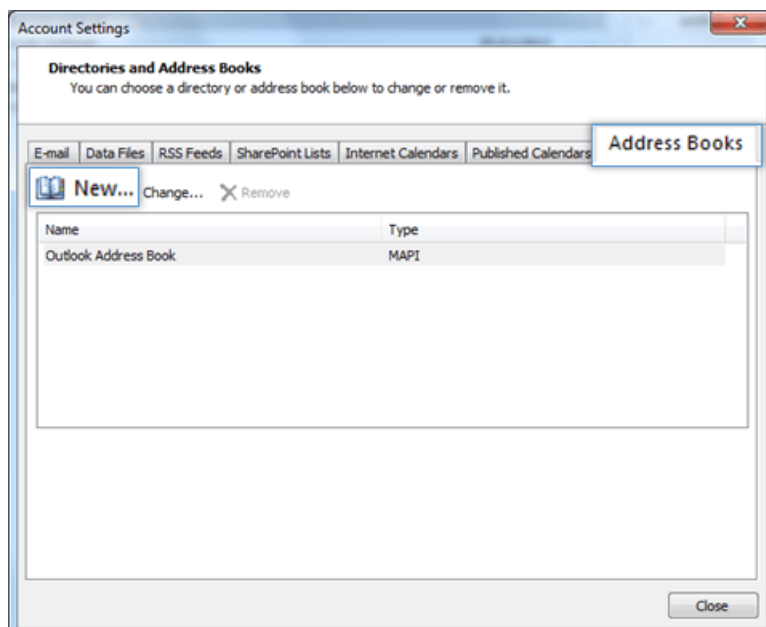
Access Contacts in Outlook 2010 on Desktop

Step 1: Create an LDAP type of account

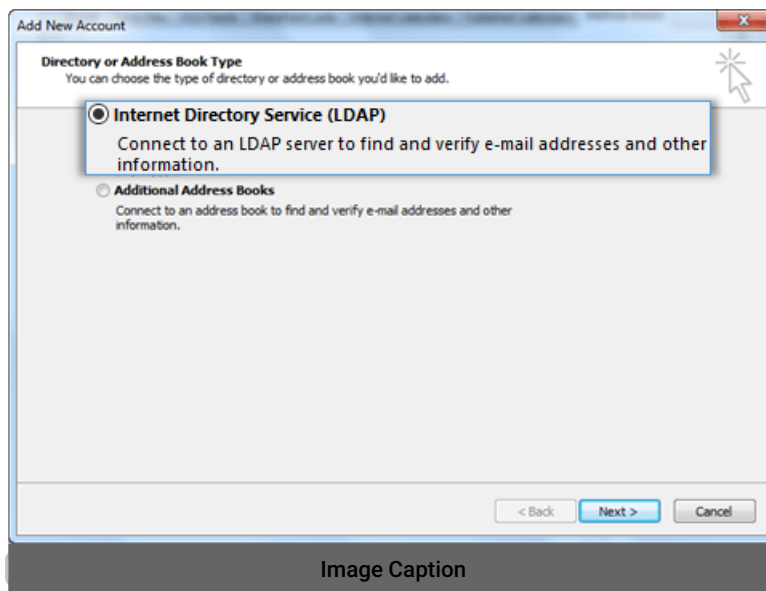
1. Launch the **Outlook 2010** application.
2. Go to the **File** menu.
3. Choose the **Account Settings** option



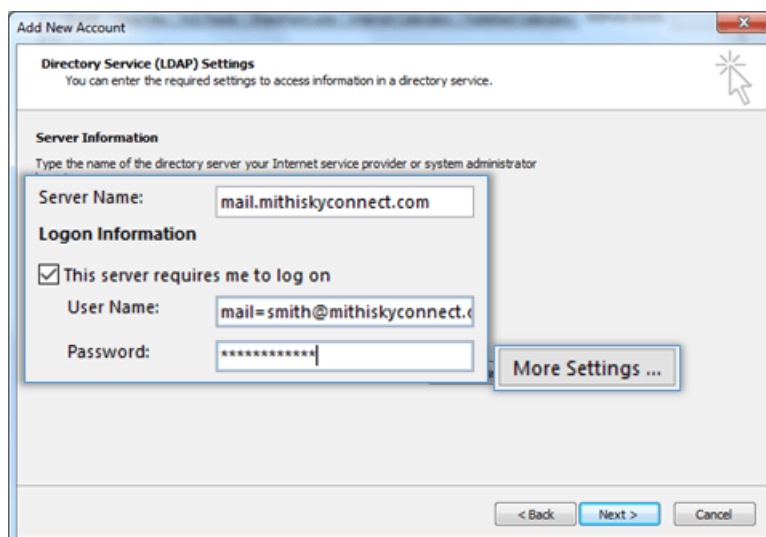
4. Select the **Address Books** tab. Choose to create **New** address book.



5. Choose the **Internet Directory Service (LDAP)** option and click **Next** to proceed.



Step 2: Provide Account Details

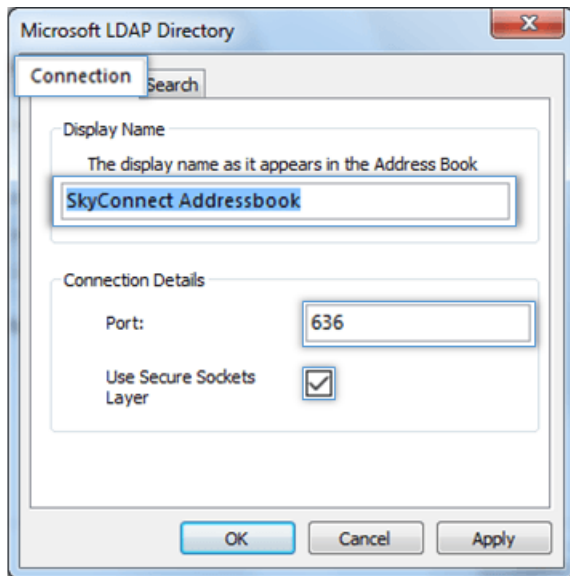


1. Provide your account details, In the **Server Name** box, type the name of the server.

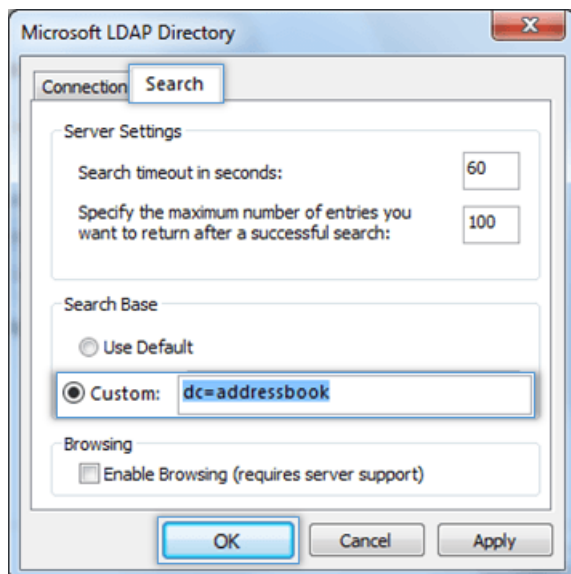
Don't know your server name? [Access the online help](https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) (<https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client->) to know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

2. Select the **This server requires me to log on** check box, and then provide user name and password.
 - **User Name:** Enter the string mail={user id}, dc=addressbook without any space or new line For Example: mail=smith@mithiskyconnect.com, dc=addressbook
 - **Password:** Password associated with the account
3. Click the **More Settings** button to configure server settings.
 - On the **Connection** tab,
 - Under **Display Name**, type the name for the LDAP address book to identify it easily. For example, Mithi SkyConnect Address Book.
 - Under **Connection Details**, - Select the **Use Secure Socket Layer** box for secured connection to the

server. - Enter the port number 636 on which the LDAP service is running.



- On the **Search** tab, Under **Server Settings**,
 - The search time-out setting specifies the number of seconds that Outlook spends searching the LDAP directory to resolve names in a message.
 - You can also limit the number of names listed in the Address Book that are returned from a successful search.
- Under **Search Base**,
 - Choose the **Custom** option
 - Enter the string "dc=addressbook" without any space or a newline
- Click **Apply** then **OK**



- Click **Finish** to complete the set up.

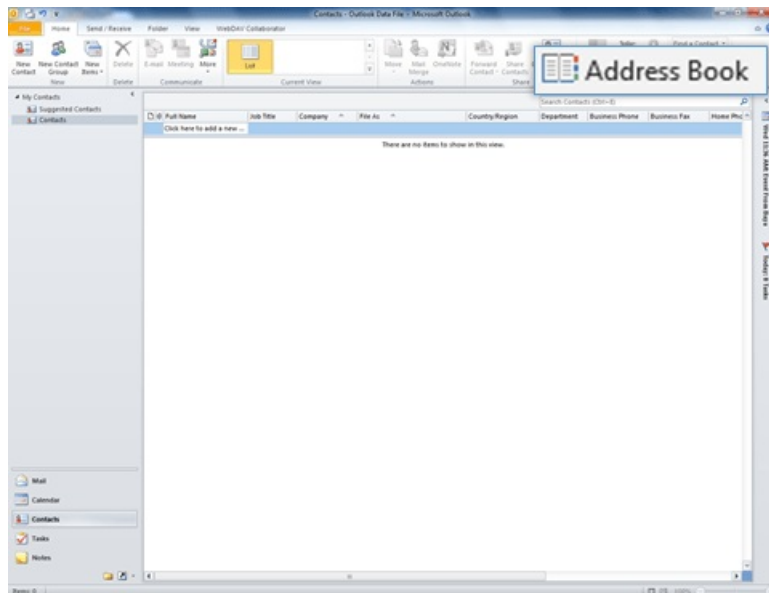
The screenshot shows the 'Add New Account' wizard window. The title bar says 'Add New Account'. The main heading is 'Directory Service (LDAP) Settings' with a subtext: 'You can enter the required settings to access information in a directory service.' Below this, there are two sections: 'Server Information' and 'Logon Information'. In 'Server Information', there is a text box for 'Server Name' containing 'mail.mithiskyconnect.com'. In 'Logon Information', the checkbox 'This server requires me to log on' is checked. Below it, the 'User Name' text box contains 'mail=smith@mithiskyconnect.com' and the 'Password' text box contains eight asterisks. There is an unchecked checkbox for 'Require Secure Password Authentication (SPA)' and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- **Restart Outlook**

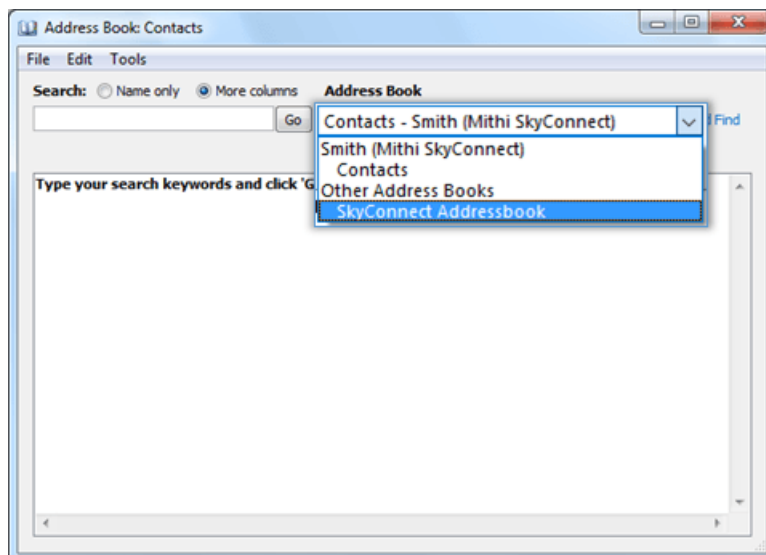
The screenshot shows the 'Add New Account' wizard window at the 'Congratulations' step. The title bar says 'Add New Account'. The main heading is 'Congratulations!' with subtext: 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' On the left side, there is a decorative graphic with three envelope icons. At the bottom right, there is a button 'Add another account...'. At the bottom, there are two buttons: '< Back' and 'Finish'.

Step 3: Search for required contacts on the server

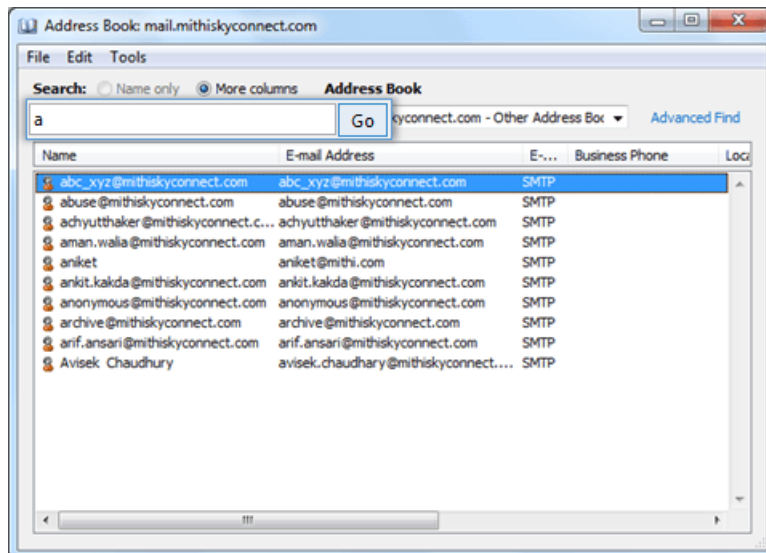
1. Go to **Address Book** => Select newly added address book.



2. Provide the search criteria and click the Go button. All the matching addresses display on the screen.



3. You can select required/all the addresses and right-click to add contacts in the local contacts directory.



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) (<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-46c1-90c7-b549b8f3c5f8#ID0EAACAAA=Outlook_on_the_web) (https://support.office.com/en-us/article/import-contacts-to-Outlook-bb796340-b58a-46c1-90c7-b549b8f3c5f8#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](#) ().