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.

Account Settings		-	×
Directories and Address Books You can choose a directory or address book b	below to change or remo	ove it.	
E-mail Data Files RSS Feeds SharePoint Lists	Internet Calendars F	Published Calendars	Address Books
Mew Change X Remove			
Name	Type		
Outlook Address Book	MAPI		
L			Close

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



Step 2: Provide Account Details

Add New Account Directory Service (LDA) You can enter the requ	P) Settings uired settings to access information in a directory service.	× ×
Server Information Type the name of the direct	ory server your Internet service provider or system administrator	
Server Name:	mail.mithiskyconnect.com	
This server requ	uires me to log on	
Password:	mail=smith@mithiskyconnect.c	n
L	More Settings	
	< Back Next >	Cancel

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-inskyconnect#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.

Mic	crosoft LDAP Directory	X
Co	onnection Search	
	Display Name	
	The display name as it app	ears in the Address Book
	SkyConnect Addressboo	<mark>)k</mark>
	Connection Details	
0	Port:	636
	Use Secure Sockets Layer	
	ОК	Cancel Apply

- 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

Microsoft LDAP Directory
Connection Search
Server Settings
Search timeout in seconds: 60
Specify the maximum number of entries you want to return after a successful search:
Search Base
Browsing Enable Browsing (requires server support)
OK Cancel Apply

• Click Finish to complete the set up.

Server Information Type the name of the directory server your Internet service provider or system administrator has given you. Server Name: mail.mithiskyconnect.com Logon Information Image: This server requires me to log on User Name: mail.mithiskyconnect.com Password: ************************************	h
Type the name of the directory server your Internet service provider or system administrator has given you. Server Name: mail.mithiskyconnect.com This server requires me to log on User Name: mail=smith@mithiskyconnect.com Password: *********** Require Secure Password Authentication (SPA) More Settings	
Server Name: mail.mithiskyconnect.com Logon Information This server requires me to log on User Name: mail=smith@mithiskyconnect.com Password: Require Secure Password Authentication (SPA) More Settings	
Logon Information This server requires me to log on User Name: mail=smith@mithiskyconnect.com Password: Require Secure Password Authentication (SPA) More Settings	
This server requires me to log on User Name: mal =smith@mithiskyconnect.con Password: Require Secure Password Authentication (SPA) More Settings	
User Name: mail =smith@mithiskyconnect.con Password: Require Secure Password Authentication (SPA) More Settings	
Password: ************************************	
Require Secure Password Authentication (SPA) More Settings	
Require Secure Password Authentication (SPA) More Settings	
More Settings	

• Restart Outlook

Add New Account	
	Congratulations! You have successfully entered all the information required to setup your account.
	To close the witzard, click Finish.
	Add another account
	< Back 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.

Go Contacts - Smith (Mithi SkyConnect) Smith (Mithi SkyConnect) Contacts Type your search keywords and click 'G Other Address Books SkyConnect Addressbook	Find
Type your search keywords and click 'G Other Address Books SkyConnect Addressbook	
Type your search keywords and click 'G Other Address Books SkyConnect Addressbook	- 1
SkyConnect Addressbook	_
Skyconnect Addressbook	

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

Search: Name only More co	umns Address Book	ner Address Boc 👻 Advance	ed Find
Name	E-mail Address	E Business Phone	Lo
abc_xyz@mithiskyconnect.com abuse@mithiskyconnect.com	abc_xyz@mithiskyconnect.com abuse@mithiskyconnect.com	SMTP SMTP	
S achyutthaker@mithiskyconnect.c. S aman.walia@mithiskyconnect.com	achyutthaker@mithiskyconnect.com aman.walia@mithiskyconnect.com	SMTP	
S anket S ankit.kakda@mithiskyconnect.com	aniket@mithi.com ankit.kakda@mithiskyconnect.com	SMTP	
anonymous@mithiskyconnect.com archive@mithiskyconnect.com	anonymous@mithiskyconnect.com archive@mithiskyconnect.com	SMTP	
S arif.ansari@mithiskyconnect.com Avisek Chaudhury	arif.ansari@mithiskyconnect.com avisek.chaudhary@mithiskyconnect	SMTP SMTP	
			-

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 ().