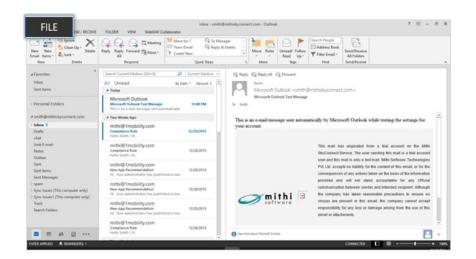
Set Up Email Access in Outlook 2013

Step 1: Create an LDAP type of account

Launch the Outlook 2013 application.

1. Go to the File menu.



2. Choose the Account Settings option



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

mail Data File		Internet Calendars	Published Calenda	Address Book
Name		 Туре		
Outlook Addres	s Book	MAPI		

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

Add Account	×
ind Account	
Directory or Address Book Type You can choose the type of directory or address book you'd like to add.	2
h	2
Internet Directory Service (LDAP)	
Connect to an LDAP server to find and verify e-mail addresses and other information.	
O Additional Address Books	
Connect to an address book to find and verify e-mail addresses and other information.	
ni vinavon	
< Back Next > Cancel	

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-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=, dc=addressbook without any space or new line For Example: mail=smith@mithiskyconnect.com, dc=addressbook
 - Password: Password associated with the account
 - Click the More Settings button to configure server settings.

Add Account		×
Directory Service (LDA You can enter the requ	P) Settings ired settings to access information in a directory service.	×
Server Information		
Type the name of the direc	tory server your Internet service provider or system	
Server Name:	mail.mithiskyconnect.com	
Logon Information		
This server require	s me to log on	
User Name:	mail=smith@mithiskyconnect.c	
Password:	******	
Require Secure Pass	word Authentication (SPA)	
	More Settings	
	< Back Next >	Cancel

- 3. 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.

Microsoft LDAP Directory	×
Connection Search	
Display Name The display name as it SkyConnect Addressb	appears in the Address Book
Connection Details	
Port:	636
Use Secure Sockets Layer	
ОК	Cancel Apply

- 4. 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,

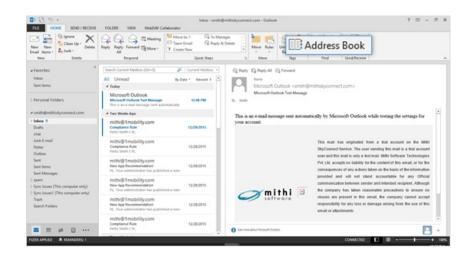
- Choose the Custom option
- $\circ~$ Enter the string dc=addressbook without any space or a newline
- Click Apply then OK

Microsoft LDAP	Directory	×
Connection S	earch	
Server Setting	gs	
Search time	out in seconds:	60
	maximum number of entries o return after a successful	100
Search Base	ault	
Custom:	dc=addressbook	
Browsing Enable E	Browsing (requires server supp	or
[OK Cancel	Apply

5. Click Finish to complete the set up.

Add Account			×
You're all set!			
We have all the information we need to set up your account.			
		Add another account	
I	< Back	Finish	

6. Restart Outlook



Step 3: Search for required contacts on the server

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

Address Book: Contacts		-		\times
File Edit Tools				
Search: OName only More column	Address Book			
	 Contacts - Smith (Mithi SkyConr 	nect)	~ d	Find
	Smith (Mithi SkyConnect) Contacts			
Type your search keywords and click 'G				^
	SkyConnect Addressbook			
				~
<				>

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

а	Go	ct Addressbook - Other Ad	Idress V Advance	d Find
Name	E-mail Address	E	Business Phone	Loca
aman.walia@mithisl aniket ankit.kakda@mithisl anonymous@mithisl archive@mithiskycou	skyconnect achyutthaker@mit cyconnect.c aman.walia@mith aniket@mithi.con kyconnect.c ankit.kakda@mitl kyconnect.c anonymous@mit nnect.com archive@mithisky connect.com arif.ansari@mithi	ithiskyconnect.com SMTP hiskyconnect.com SMTP hiskyconnect.com SMTP hiskyconnect.com SMTP connect.com SMTP		

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

Name E-mail Address E Business Phone Loc abc.yz@mithiskyconnect.com abc.yz@mithiskyconnect.com SMTP abuse@mithiskyconnect.com SMTP abuse@mithiskyconnect.com abuse@mithiskyconnect.com SMTP Properties anan.wala@mithiskyconnect.com SMTP anan.wala@mithiskyconnect.com aman.wala@mithiskyconnect.com aman.wala@mithiskyconnect.com Add to Contacts Add to Contacts ankit.kakda@mithiskyconnect.com anchrwelemithiskyconnect.com anchrwelemithiskyconnect.com antit.asari@mithiskyconnect.com SMTP ard.ansari@mithiskyconnect.com archwelemithiskyconnect.com SMTP Add to Contacts Arif.ansari@mithiskyconnect.com archwelemithiskyconnect.com SMTP				ssbook - Of			
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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 ().