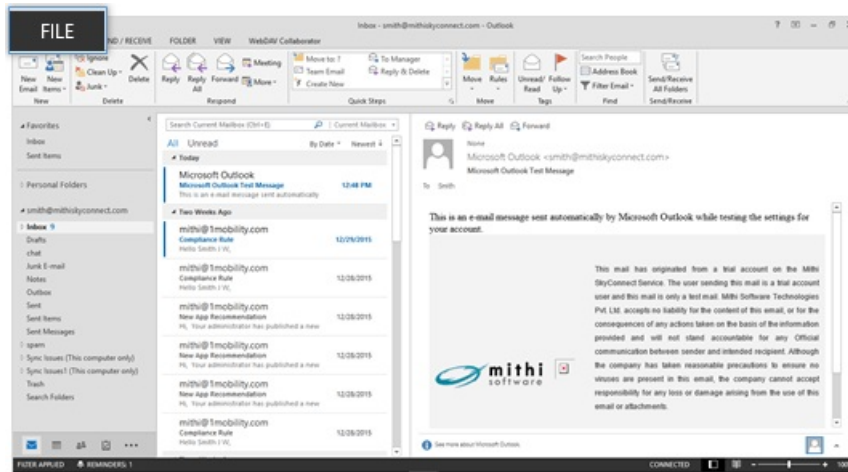


# Set Up Email Access in Outlook 2013

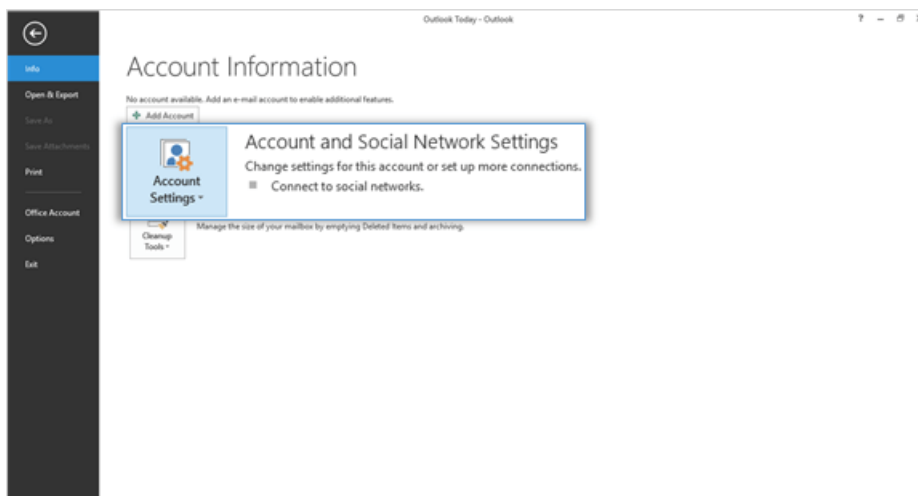
## Step 1: Create an LDAP type of account

Launch the Outlook 2013 application.

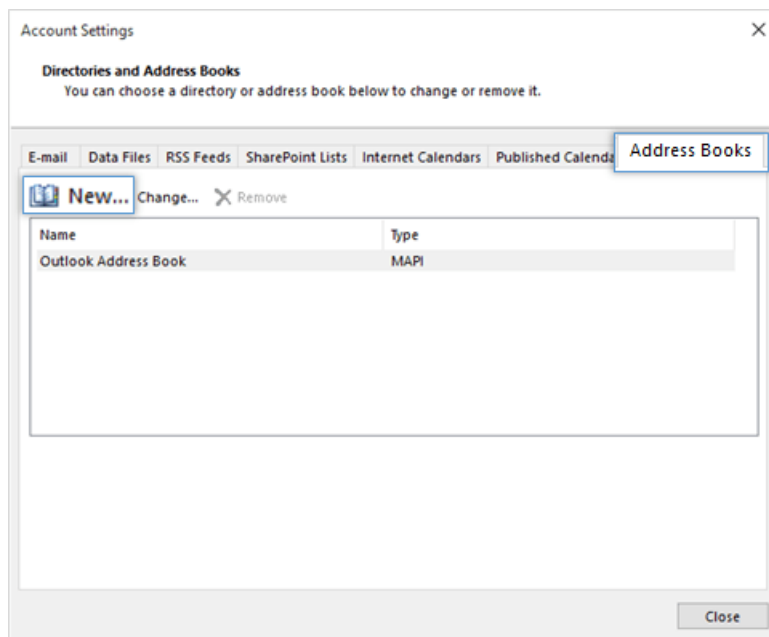
1. Go to the File menu.



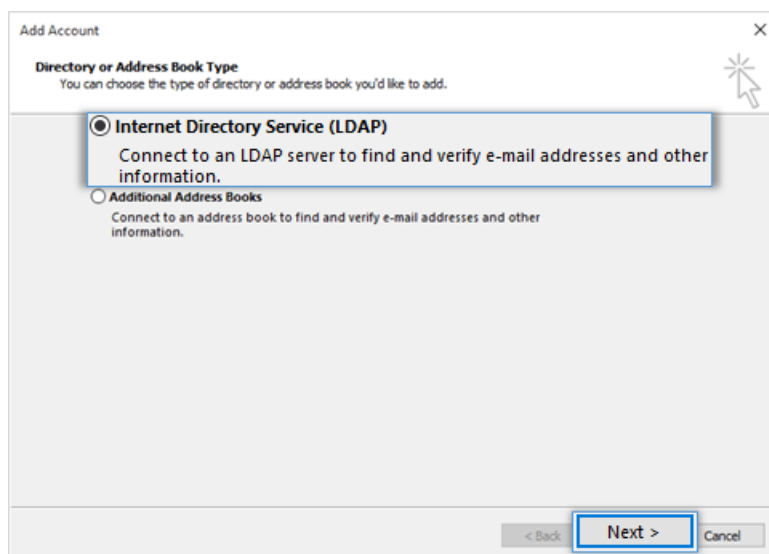
2. Choose the Account Settings option



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



4. 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=, 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 (LDAP) Settings**  
You can enter the required settings to access information in a directory service.

**Server Information**  
Type the name of the directory server your Internet service provider or system

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 ...

< 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 appears in the Address Book

SkyConnect Addressbook

**Connection Details**

Port: 636

Use Secure Sockets Layer ☒

OK   Cancel   Apply

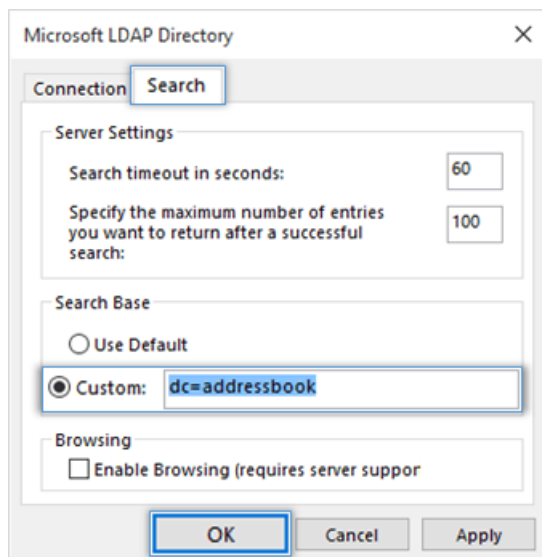
4. On the Search tab, Under **Server Settings**,

- 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.

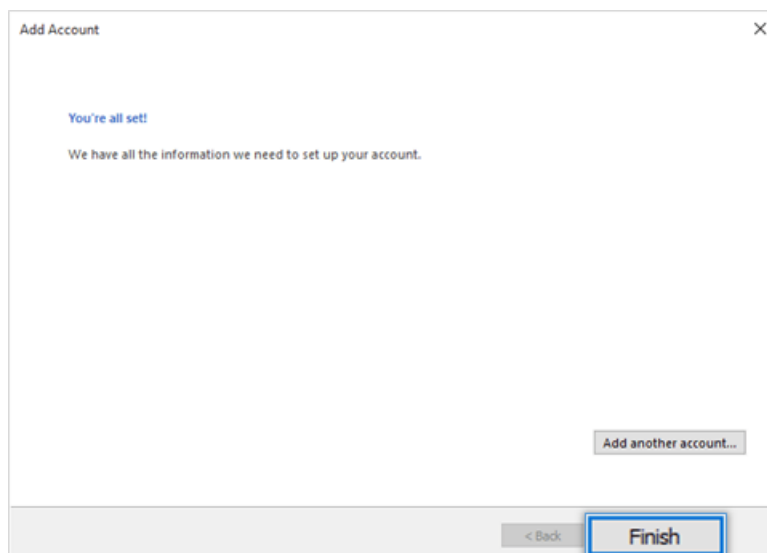
Under **Search Base**,

- Choose the **Custom** option
- Enter the string **dc=addressbook** without any space or a newline

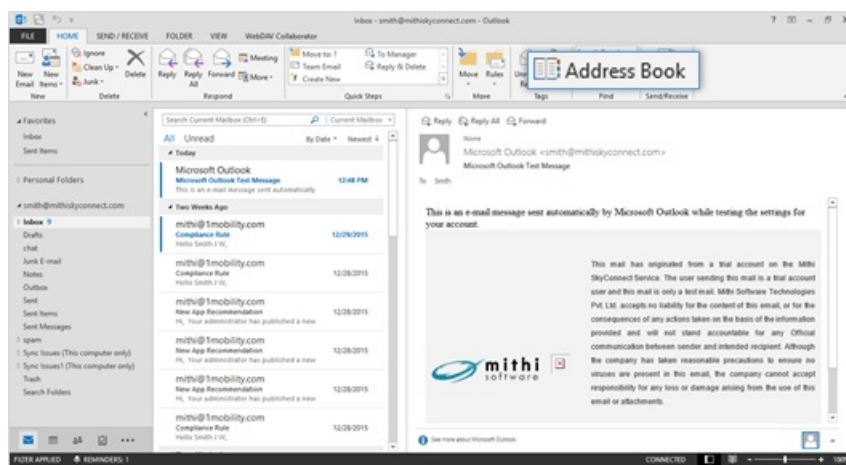
Click **Apply** then **OK**



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

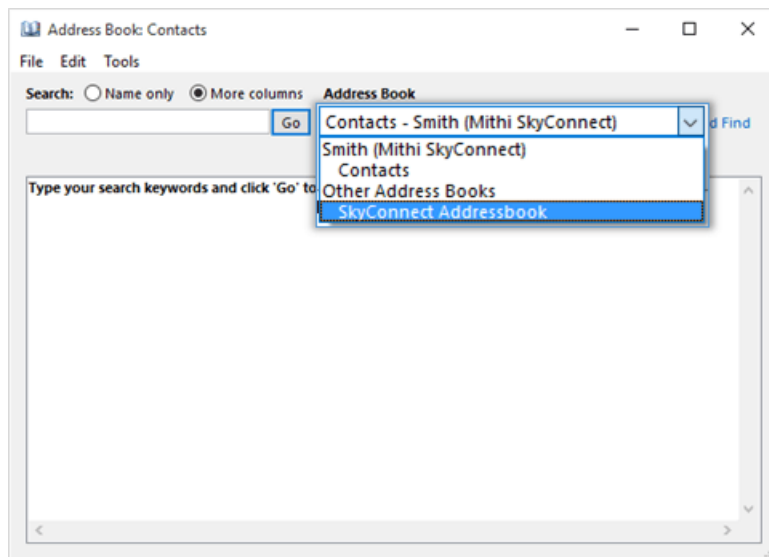


6. Restart Outlook

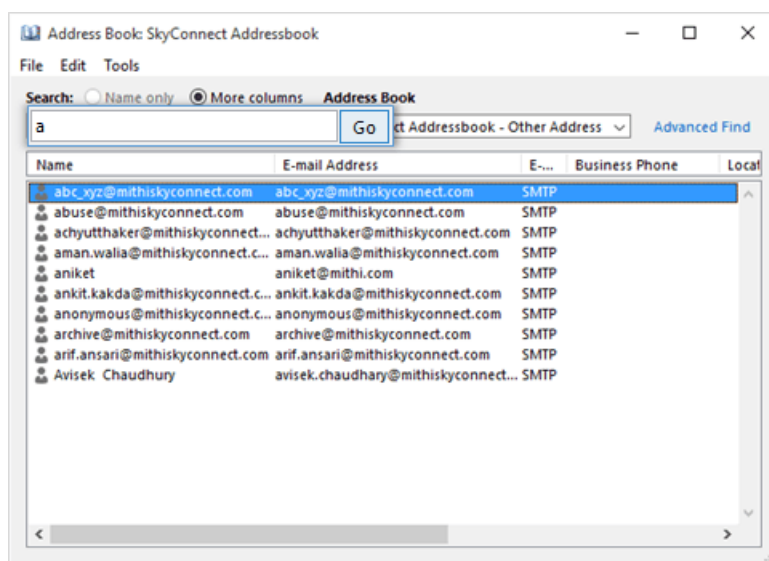


### Step 3: Search for required contacts on the server

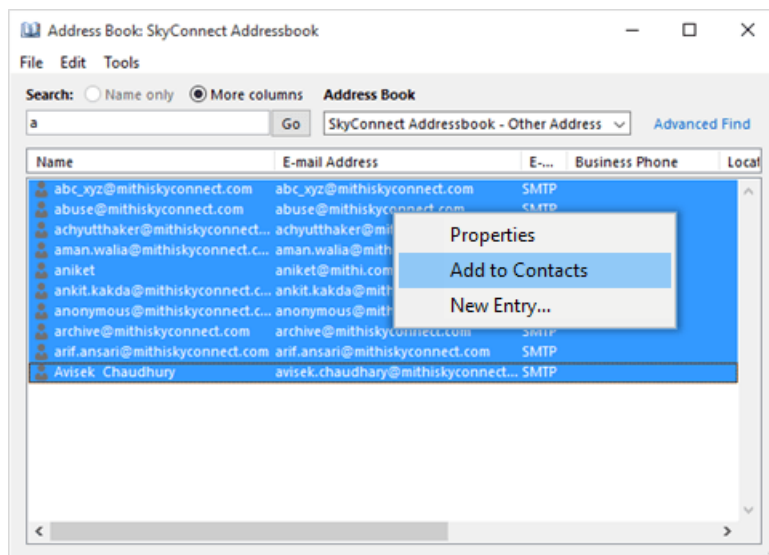
1. Go to **Address Book** => Select newly added address book.



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](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](#) ().