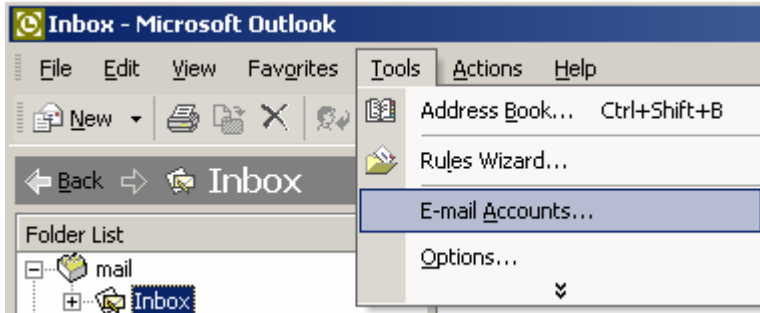


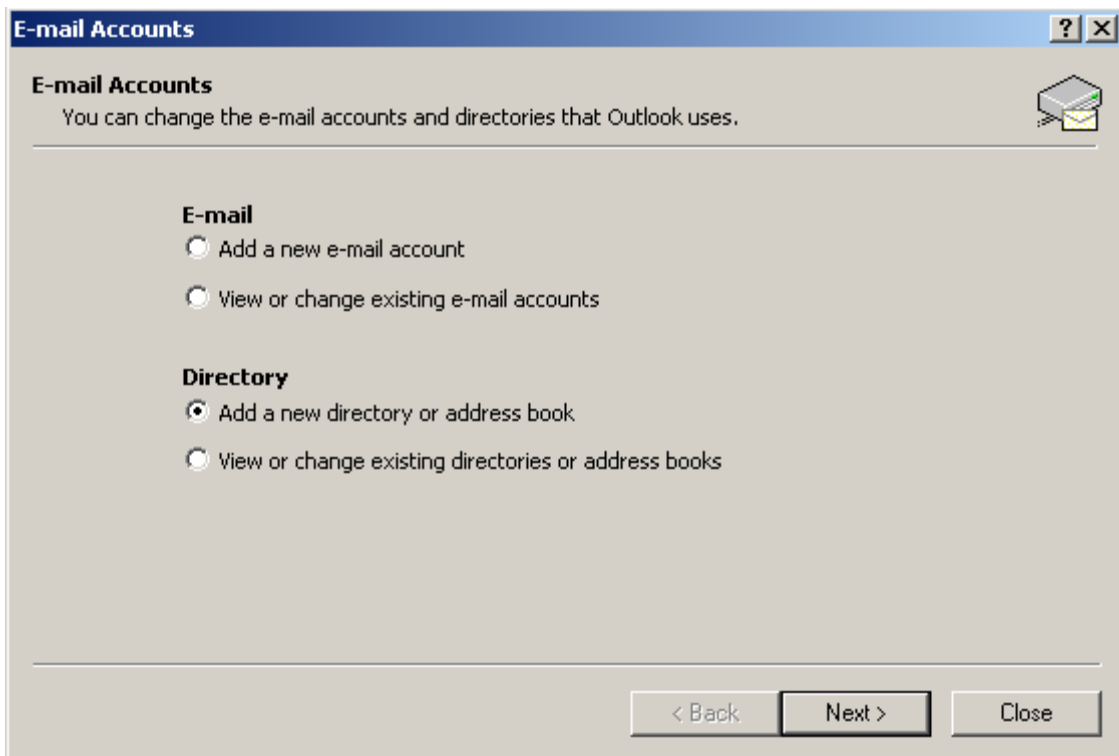
# Outlook 2002 - Setting Up Directory Service

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1. From the **Desktop**, click the **Microsoft Outlook** icon.
2. From the **Tools** menu bar, click **Tools...E-mail Accounts**.



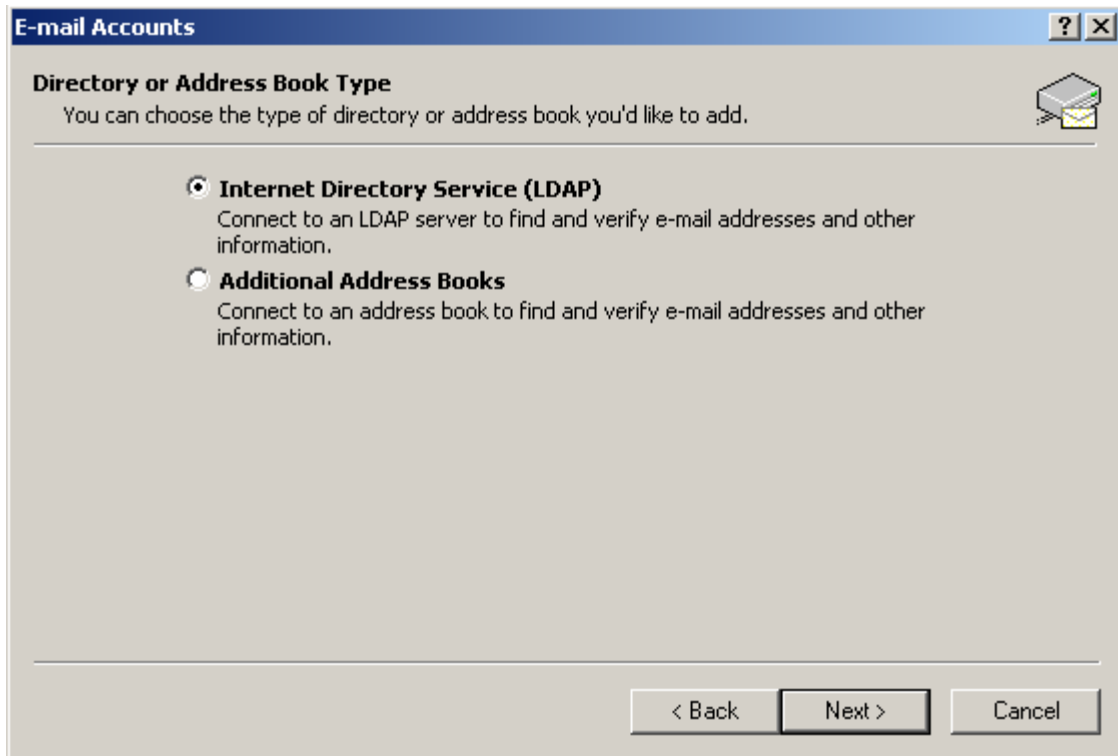
3. From the **E-mail Accounts** dialog box, click the radio button next to **Add a new directory or address book**.
4. Click the **Next>** button.



# Outlook 2002 - Setting Up Directory Service

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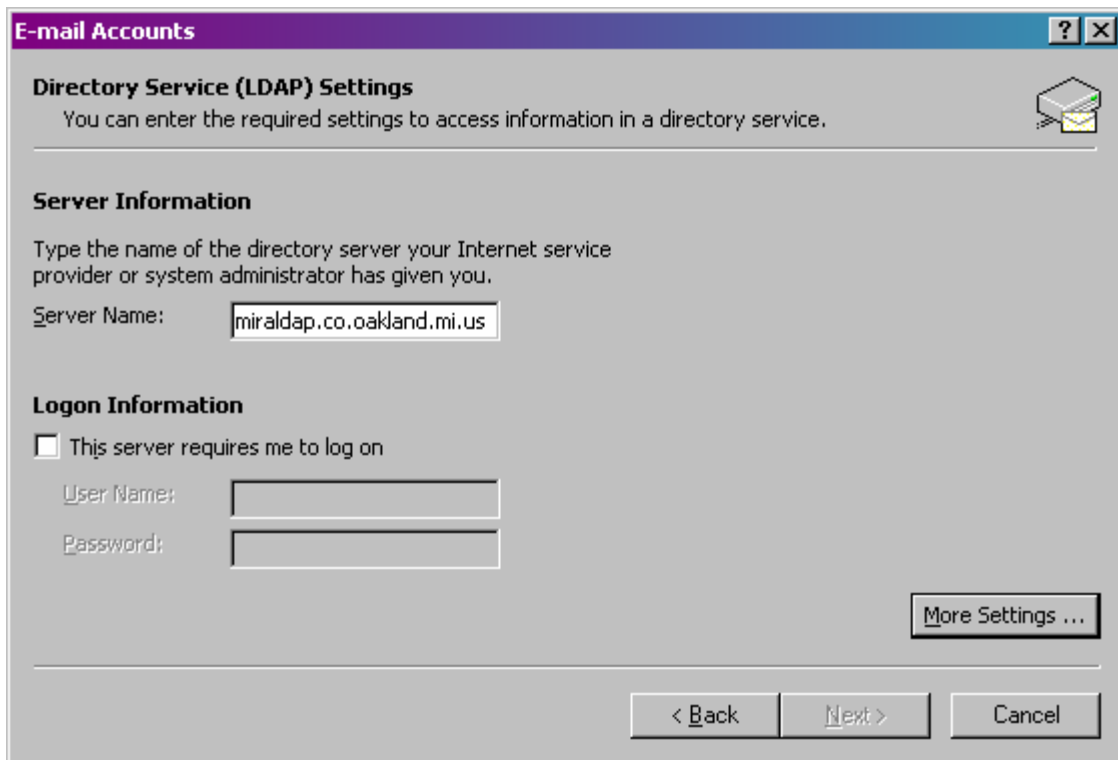
5. From the **E-mail Accounts - Directory or Address Book Type** dialog box, click the radio button next to **Internet Directory Service (LDAP)**.
6. Click the **Next>** button.



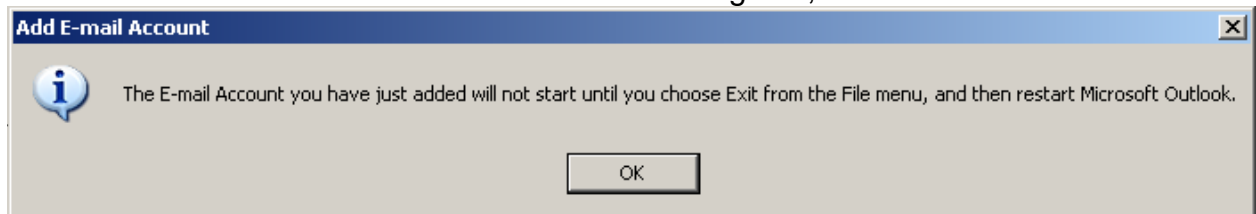
# Outlook 2002 - Setting Up Directory Service

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7. From the **E-mail Accounts - Directory Service (LDAP) Settings** dialog box, type **miraldap.co.oakland.mi.us** in the **Server Name** text box.



8. Click the **More Settings** button.
9. From the **Add E-mail Account - Connection** dialog box, click the **OK** button.

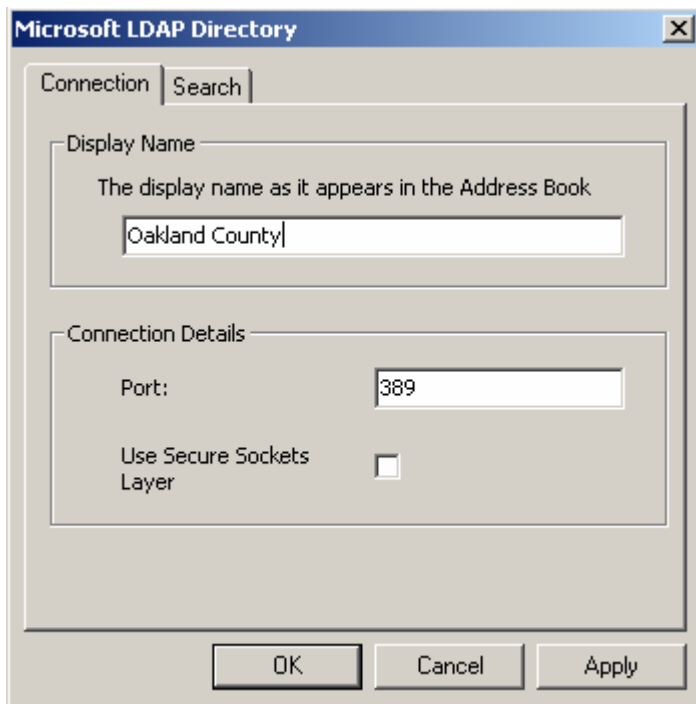


10. From the **Microsoft LDAP Directory** dialog box, **Connection** tab, type **Oakland County** in the **Display Name** text box.

# Outlook 2002 - Setting Up Directory Service

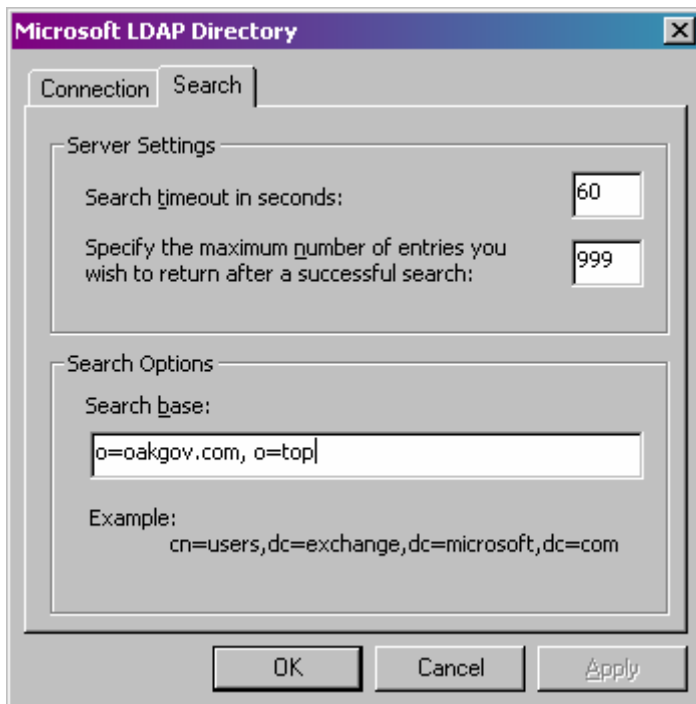
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11. Click the **Search** tab.



12. In the **Search** tab of the **Microsoft LDAP Directory** dialog box, type **o=oakgov.com, o=top** in the **Search base** text box.

13. Click the **OK** button.



# Outlook 2002 - Setting Up Directory Service

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14. From the **E-mail Accounts - Directory Service (LDAP) Settings** dialog box, click the **Next>** button.

**E-mail Accounts** ? X

**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 administrator has given you.  
Server Name:

**Logon Information**  
 This server requires me to log on  
User Name:   
Password:

More Settings ...

< Back   Next >   Cancel

15. Click the **Finish** button.

**E-mail Accounts** ? X

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish

# ***Outlook 2002 - Setting Up Directory Service***

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**████████████████████**

You are now ready to use Microsoft Outlook 2002. If you have any problems setting up your Directory Service, please call the IT Service Center at (248) 858-8812.

xpdirsetup.pdf  
8/3/2006