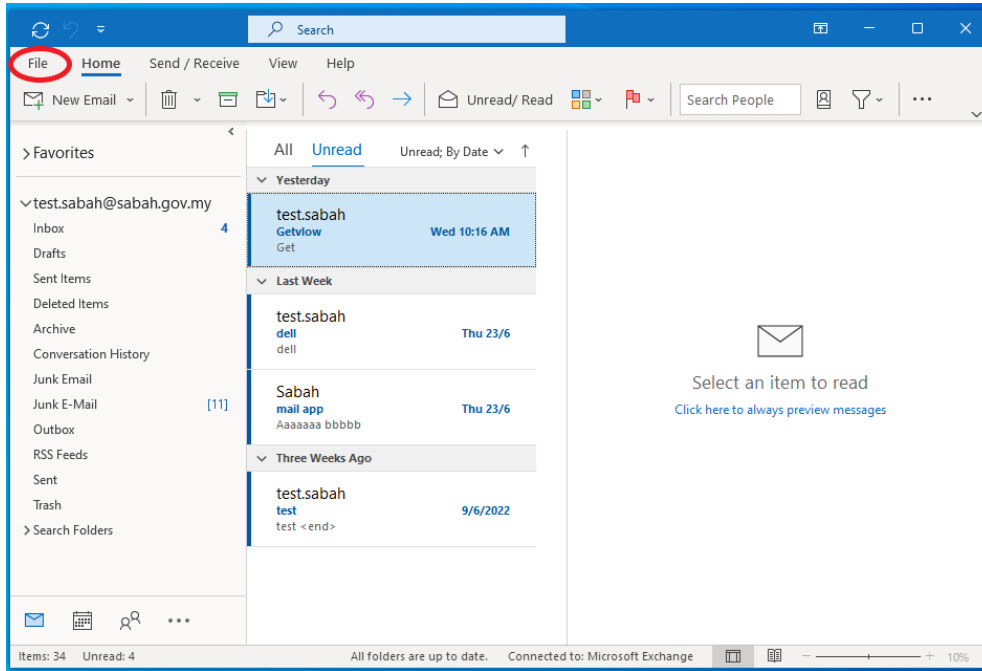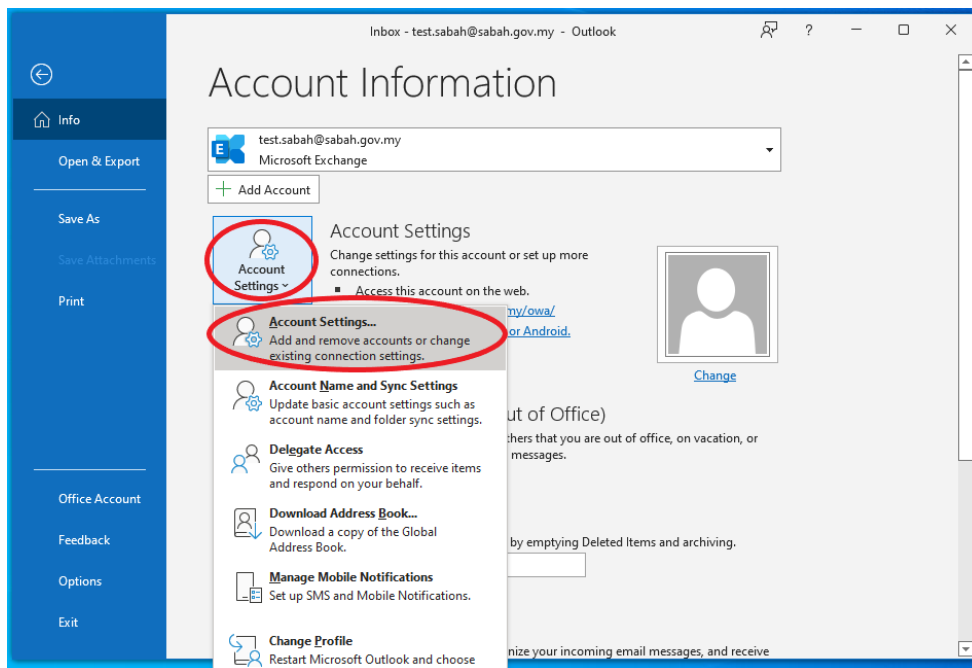# LDAP
User's Guide
Microsoft Outlook

Configuring Contact Directory (LDAP)
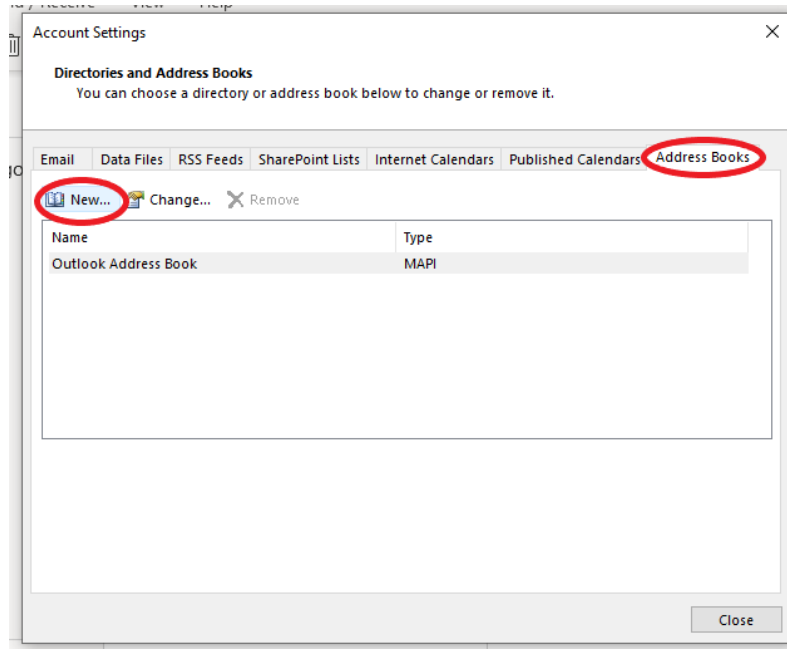
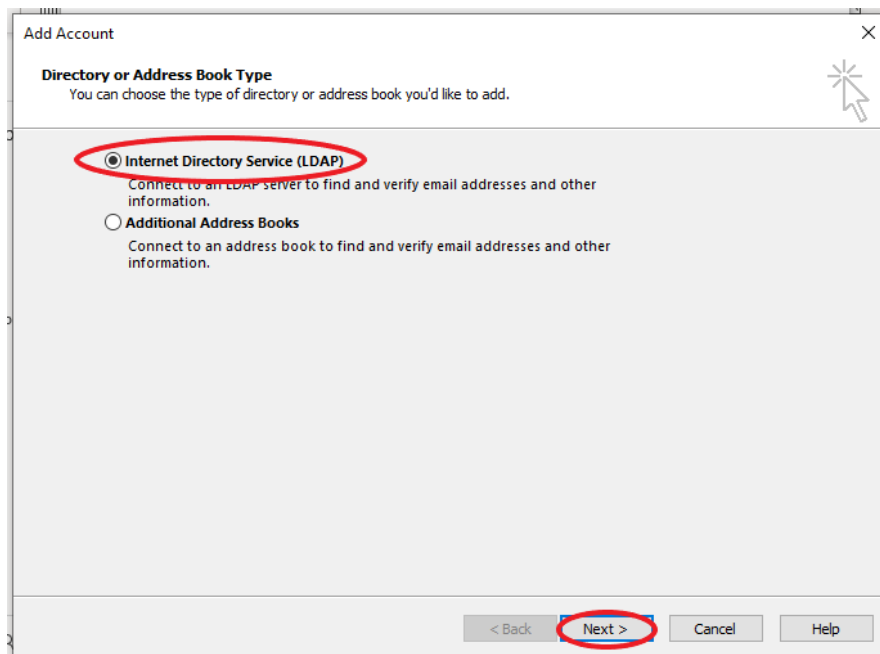**1.** Go to File Tab on the upper left corner.

2. Click **Account Settings** and select **Account Settings..**

3. Select **Address Books** tab and click **New..** to create new Internet directory service

4. Select **Internet Directory Service (LDAP)** and click **Next**

5. Enter Server Name: **dir.sabah.gov.my** > Tick **This server requires me to log on**, type in your **Sabah Gov email** and **password** in the field below and click **More Settings…**

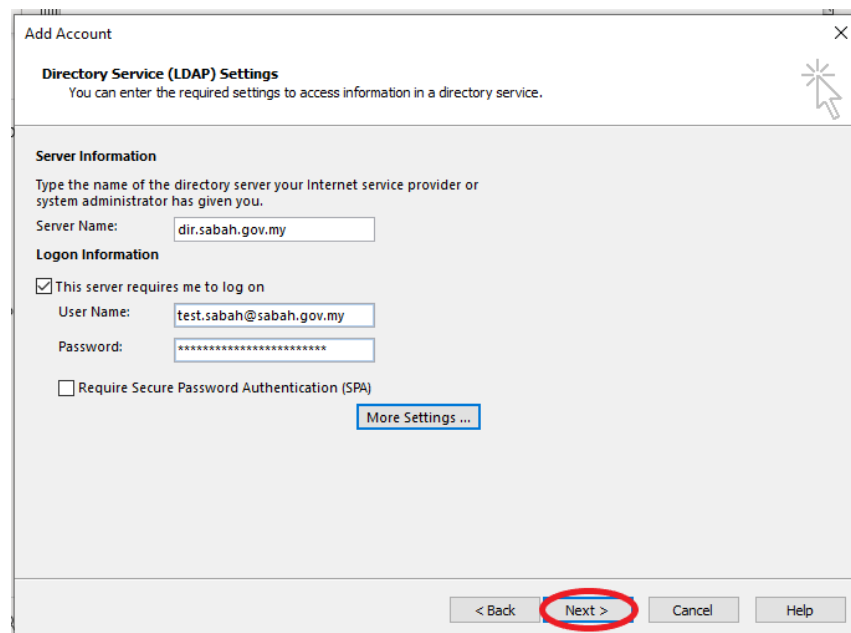**6.** Click **OK,** do not restart Outlook first.

7. Click the **Search** tab and click on **Custom** and enter
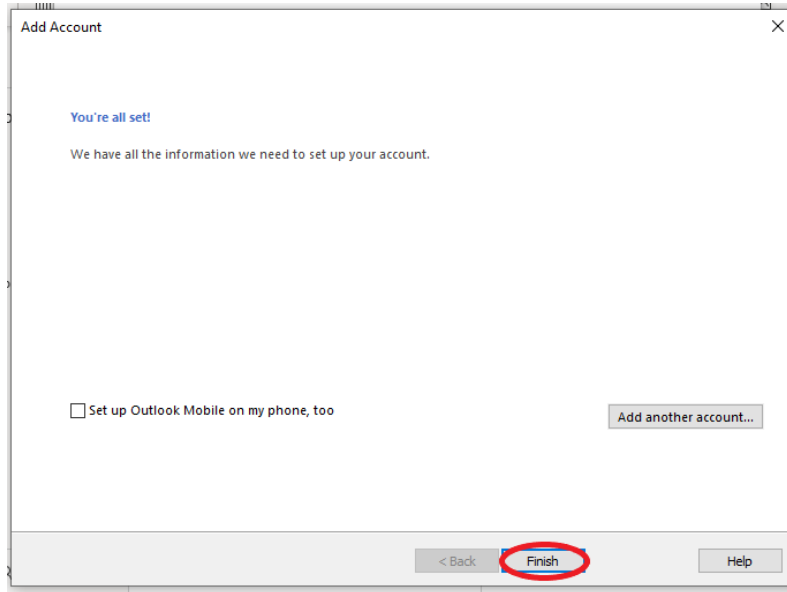
OU=Groups,OU=Sabah,DC=sabah,DC=gov,DC=my

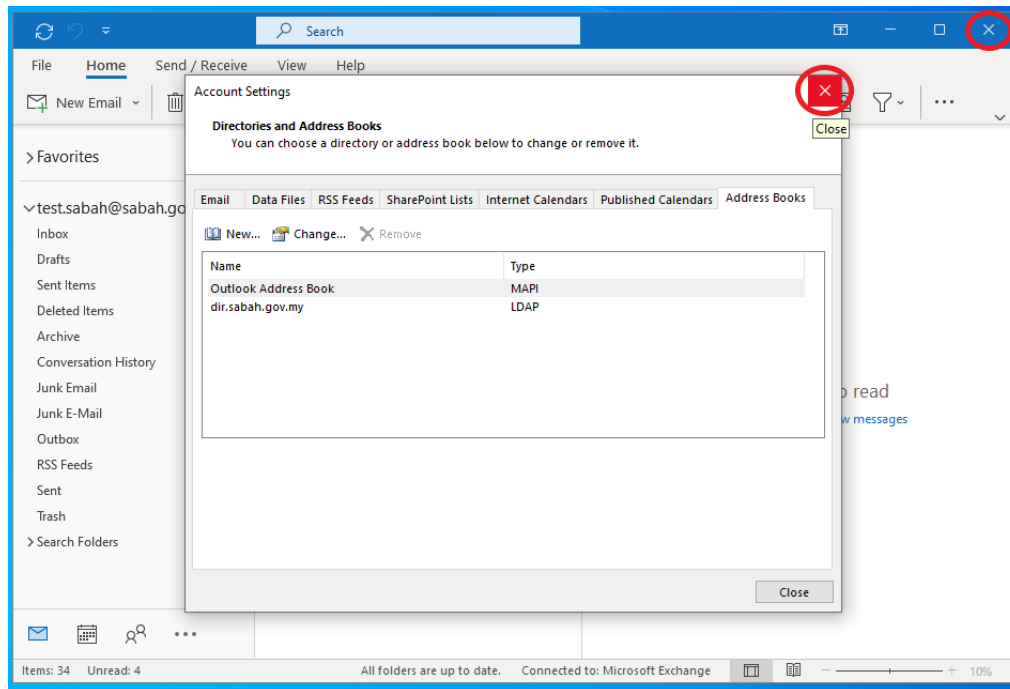Tick **Enable Browsing.** Then click **Apply** first then **OK**
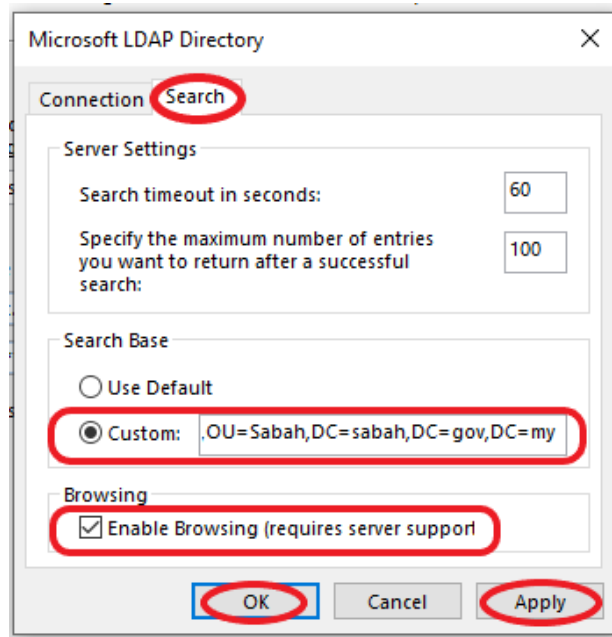
8. Click **Next**

9. Then click **Finish**

10. **Restart** your Outlook to make for these changes to take effect.

- end -