



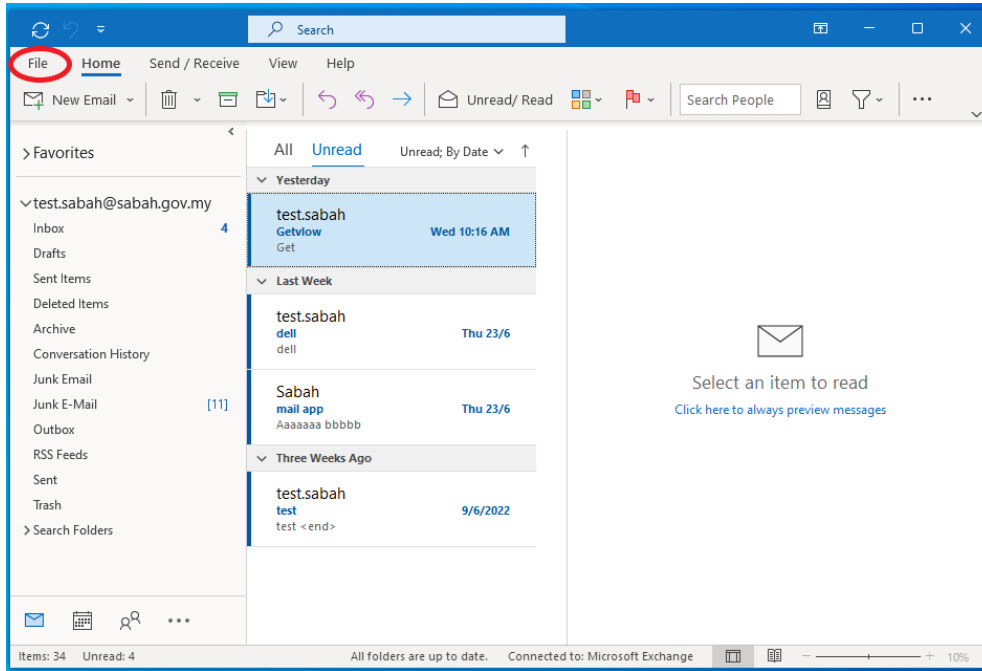
LDAP

User's Guide

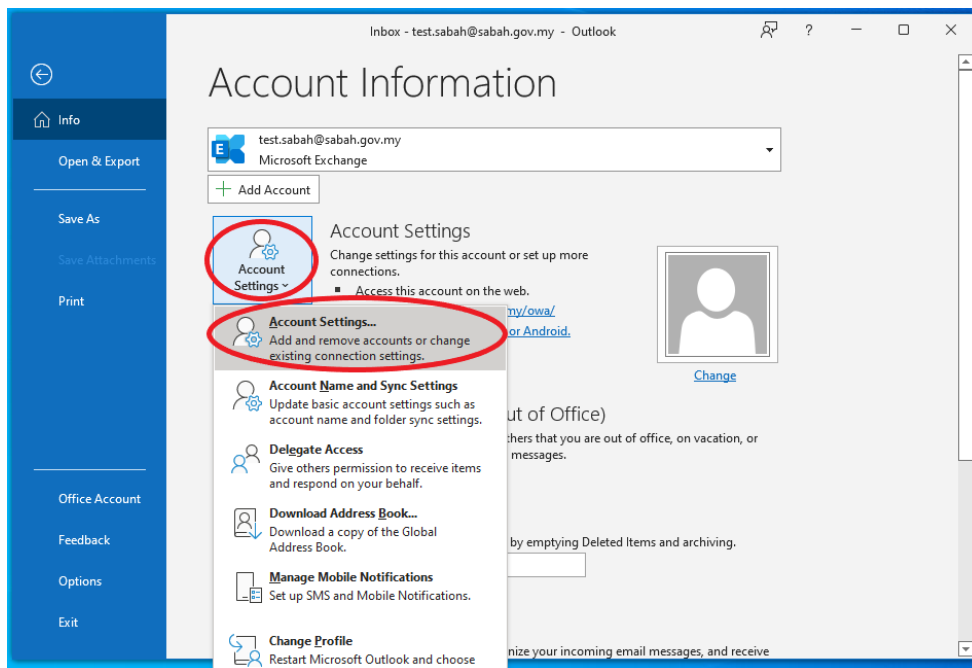
Microsoft Outlook

Configuring Contact Directory (LDAP)

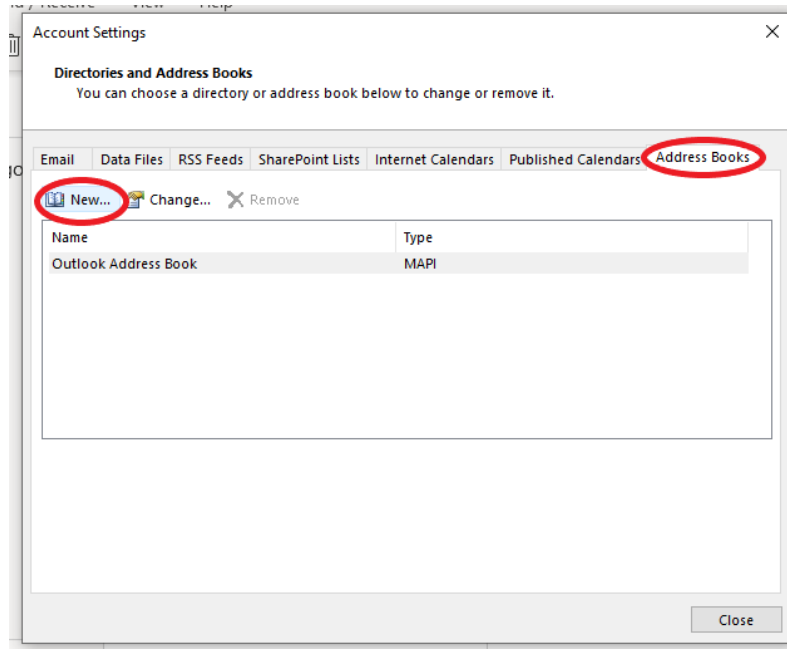
1. Go to File Tab on the upper left corner.



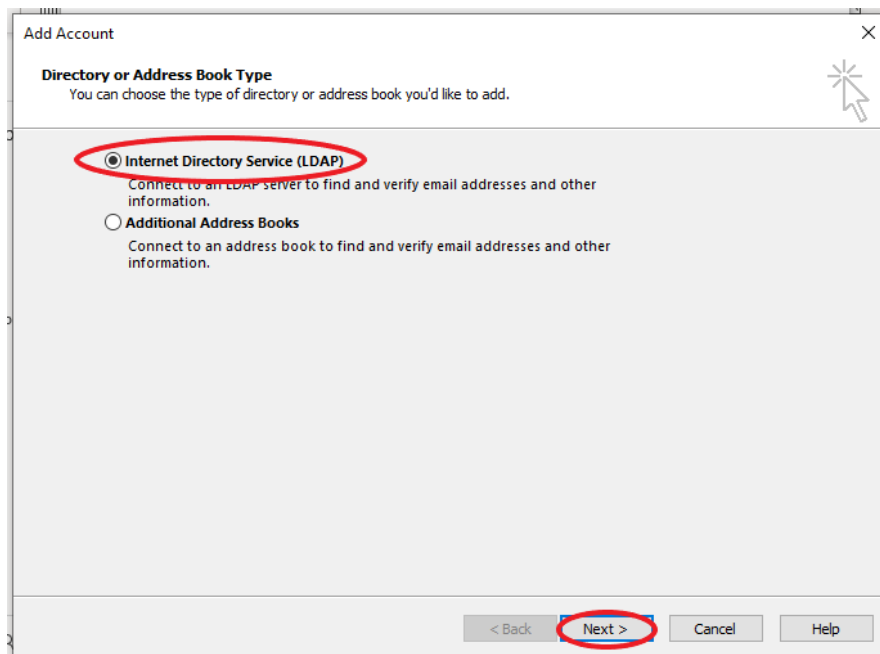
2. Click **Account Settings** and select **Account Settings**..



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...**

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 administrator has given you.

Server Name:

Logon Information

This server requires me to log on

User Name:

Password:

Require Secure Password Authentication (SPA)

[More Settings ...](#)

< Back Next > Cancel Help

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

Add Email Account

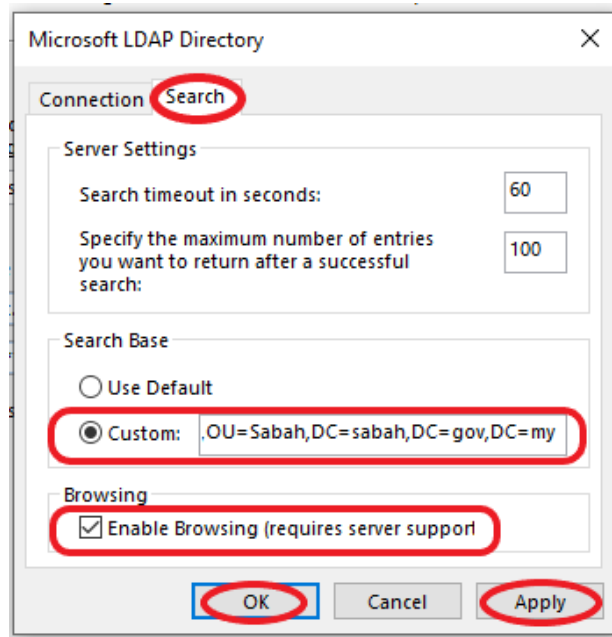
i You must restart Outlook for these changes to take effect.

OK

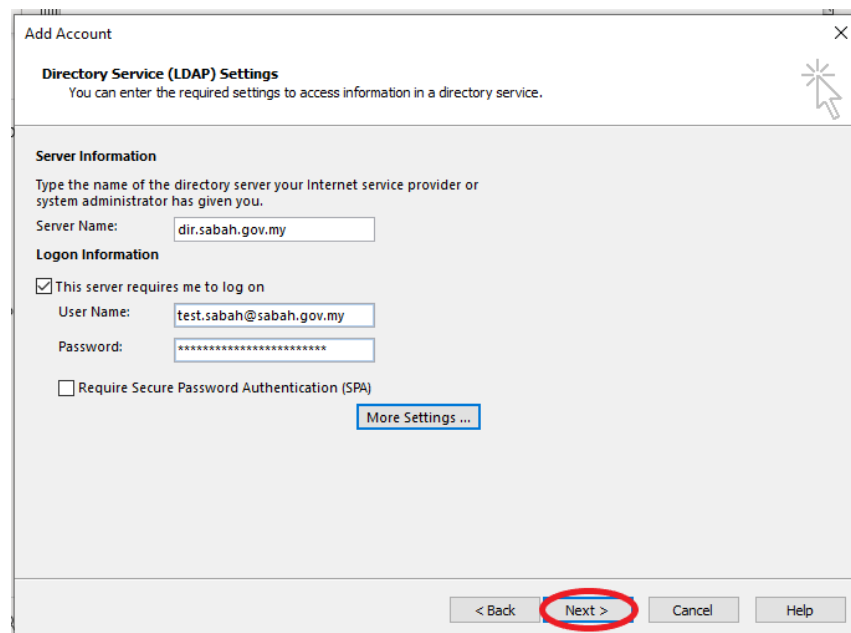
7. Click the **Search** tab and click on **Custom** and enter

OU=Groups,OU=Sabah,DC=sabah,DC=gov,DC=my

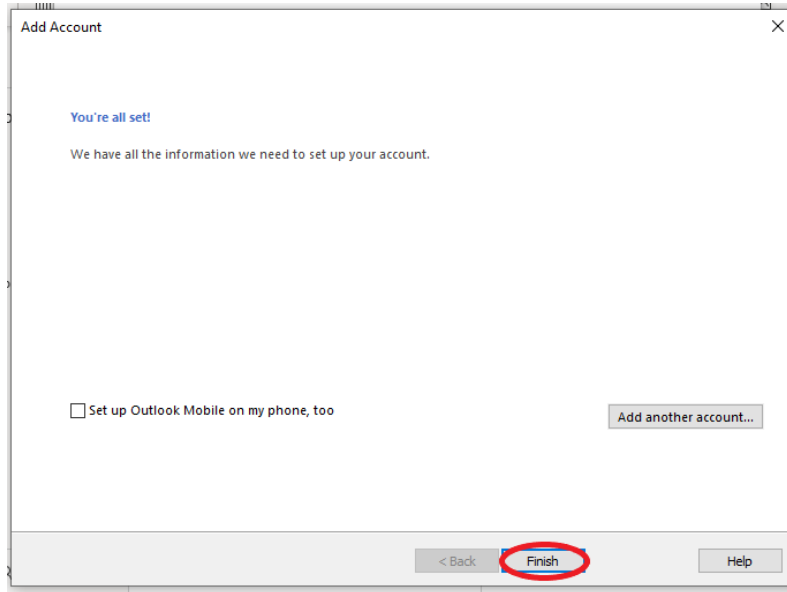
Tick **Enable Browsing**. Then click **Apply** first then **OK**



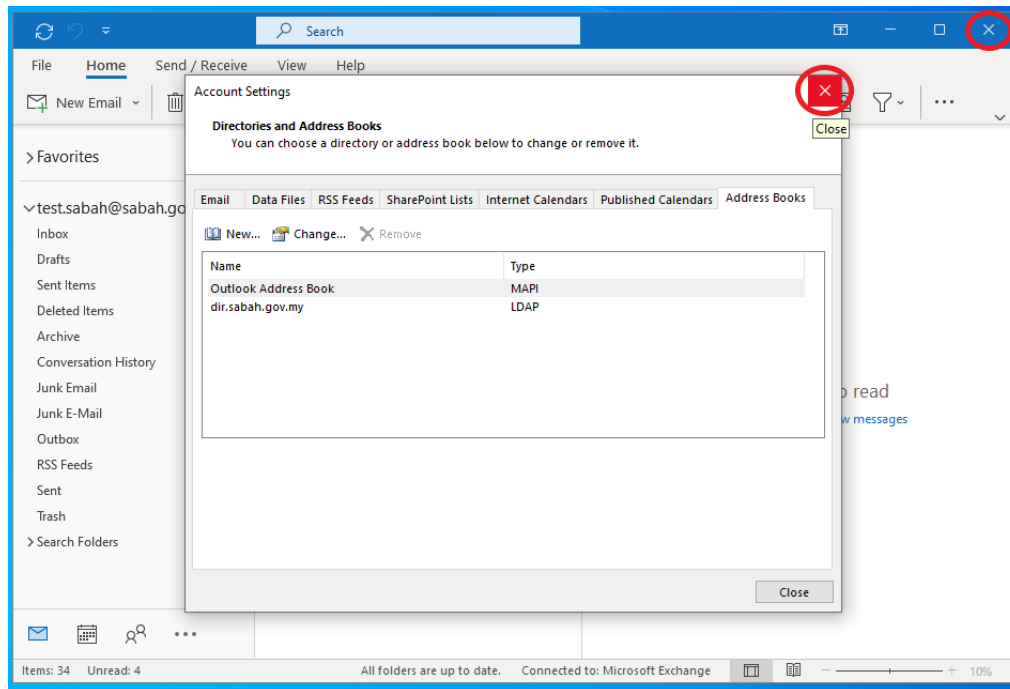
8. Click **Next**



9. Then click Finish



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



- end -