



CONFIGURING LDAP @ ENTERGROUP

In this tutorial you will learn how to manage your LDAP Directories within your EnterGroup account. We will walkthrough how to setup your directories and access them with your email client.



What is LDAP?

LDAP is an acronym for Lightweight Directory Access Protocol, it is an Internet Protocol used by e-mail clients to lookup contact information from servers.

An LDAP Directory is not designed to replace your current local address book, but to allow you to search & view a collection of contacts and easily import them to your address book.



Getting Started with LDAP

SETTING UP YOUR DIRECTORY

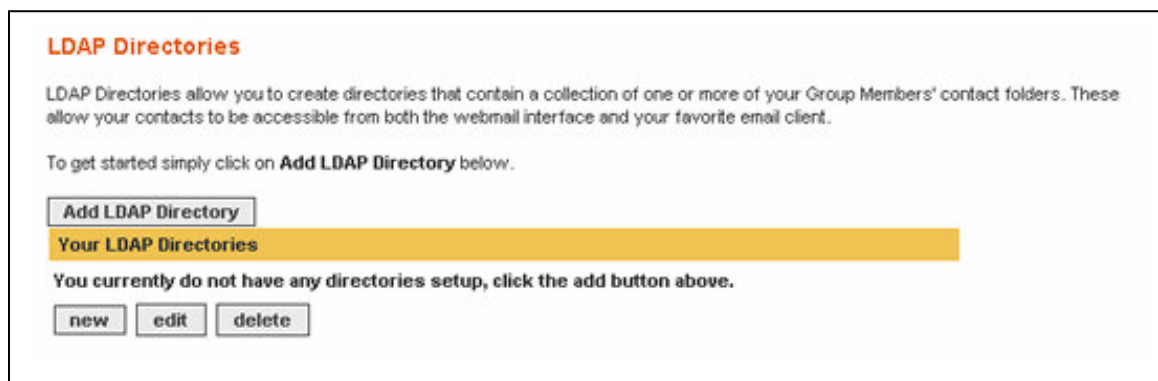
1. Using the **Navigation Bar**, Click on **Settings**



2. To the right is a picture of the EnterGroup **Settings Bar** which lists the different pages of setting options you can change. On the **Settings Bar**, click **LDAP Directories**.




3. This will display the **LDAP Directories List** in the main window area.



4. Click on the **Add LDAP Directory** button and this will display another screen:

5. Enter the name of the Directory in the **Directory Name** field. In this

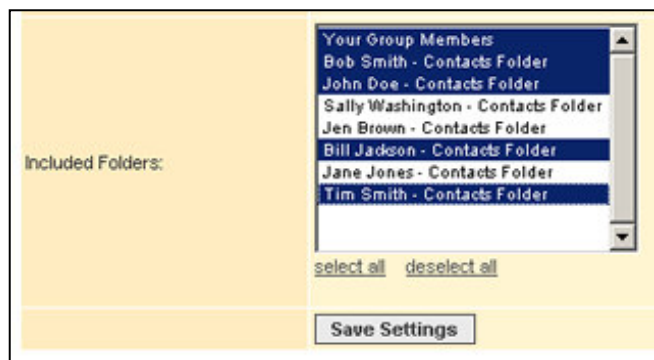


The screenshot shows a yellow header with the text "Your LDAP Directory Settings". Below the header is a form with a label "Directory Name:" and a text input field containing the text "Business Contacts".

example, we want to create a directory called 'Business Contacts'.

6. Next we need to select which of our Group Members contact folders we would like to include:

You can select folders by clicking on them once with your mouse which will cause them to become highlighted. You may also use the **select all** link to quickly select all the folders.



The screenshot shows a yellow background with the text "Included Folders:" on the left. On the right is a scrollable list box containing the following items: "Your Group Members", "Bob Smith - Contacts Folder", "John Doe - Contacts Folder", "Sally Washington - Contacts Folder", "Jen Brown - Contacts Folder", "Bill Jackson - Contacts Folder", "Jane Jones - Contacts Folder", and "Tim Smith - Contacts Folder". Below the list box are two links: "select all" and "deselect all". At the bottom right is a "Save Settings" button.



The **Your Group Members** option allows you to add all your group's members to your LDAP Directory.

7. Finally to complete your LDAP Directory, click the **Save Settings** Button.

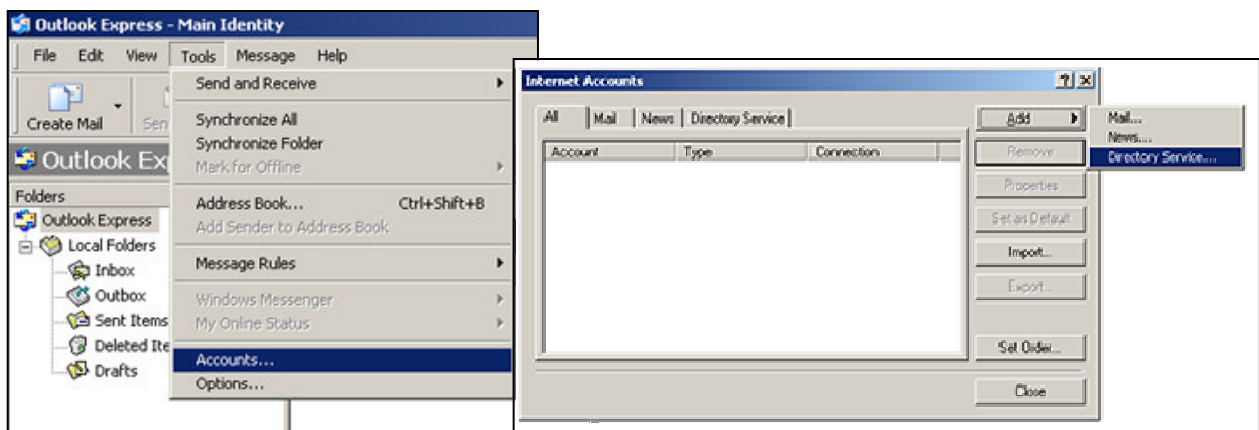


Accessing your LDAP Directories

Once you have setup an LDAP Directory, you will be able to access your Contacts from your favorite e-mail client. We have included instructions for setting up Outlook, Outlook Express & Thunderbird.

Setting up Outlook Express

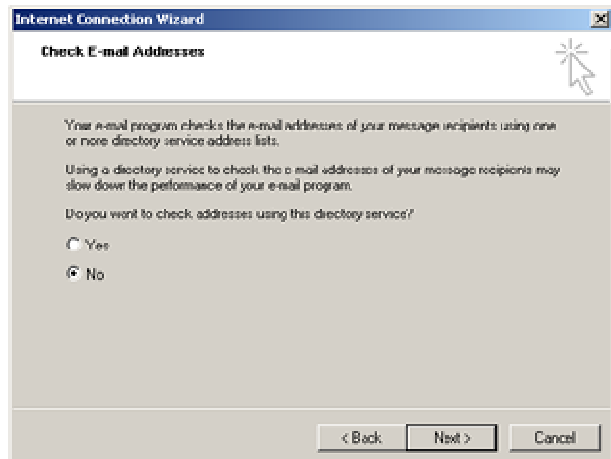
1. Select **Tools** from the menu bar then click **Accounts**. Then the Internet Accounts screen will appear. From there you will need to select **Add** then **Directory Service...**



2. Enter your Internet directory (LDAP) server, which will be **ldap.mailanyone.net**, and click **Next**.

3. On the next screen you will want to select **No** to check addresses against this directory service, and click **Next**.

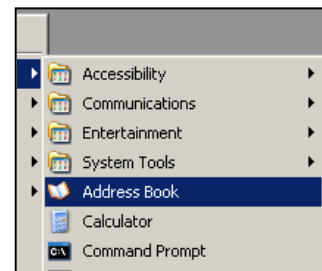
4. On the final screen you will just need to click **Finish**.



5. One change will need to be made to the advanced settings to allow you to access your directory. You should still see the Internet Accounts window. If not already selected, click the **Directory Service** tab, and you will see your new directory labeled **ldap.mailanyone.net**. Open its properties windows by double clicking the account name (you can also click the account once to highlight and then click the **Properties** button).
6. To access your directory you will need to supply a **Search Base**, this is the container for your contacts, without it, your directory would contain no contacts. Your Search Base can be found on the LDAP Directory Listings page in your EnterGroup Settings. For information on finding this page refer to steps 1-3 above in "Getting Started with LDAP". We recommend copying & pasting the Search Base to avoid any typing mistakes.
7. All other settings can be left as is. Click **OK**, then you can **Close** the Internet Accounts window and you are ready to start using your new LDAP Directory.

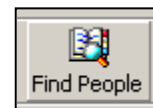
Using your LDAP Directory in Outlook Express

1. Your LDAP Directories are accessible using your Address Book, which you can access by clicking the **Addresses** button in Outlook Express, or by selecting **Tools**, then **Address Book**. (This Address Book is most likely your default Windows Address Book which can be accessed via your **Accessories** menu in Windows.)



Your LDAP Directory contacts are not automatically loaded into your address book due to the possible overwhelming size of the directory. Instead these directories are designed to be searched allowing you to import the frequently used contacts. This is the case in most e-mail clients and address books.

2. In your address book you will find a **Find People** button, click this to start searching your directory(s).



3. From this screen you can search the directory. Start by confirming that you have the right directory selected in the **Look in** drop down.

Then enter a query in the **Name** or **E-mail** fields, and click on **Find Now** and your search results will be displayed in the window. Now you can double click each result or click the **Add to Address Book** to import the contact to your address book.

