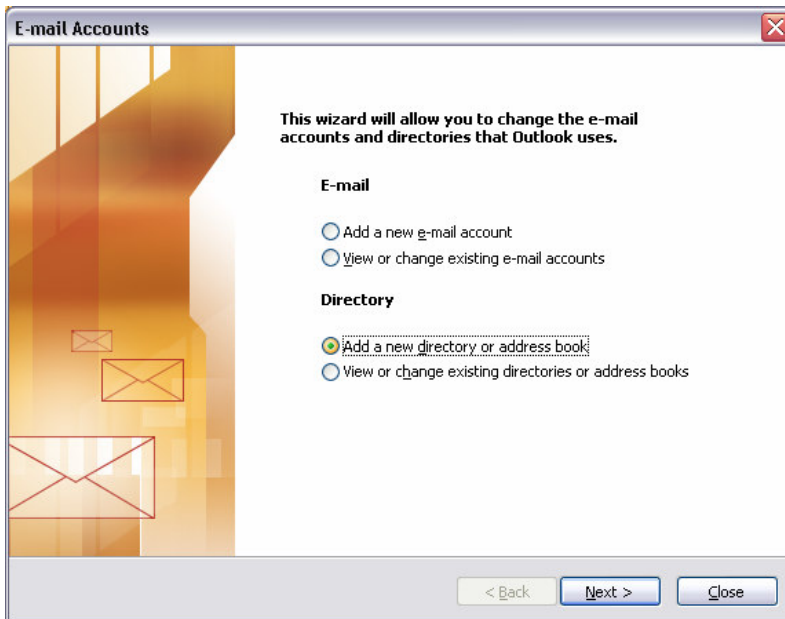
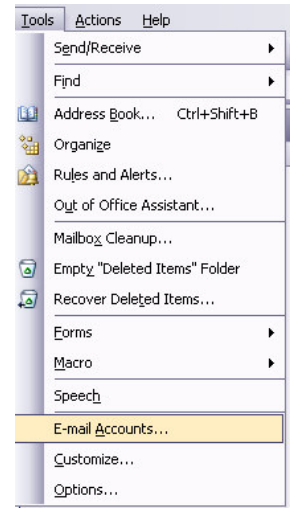


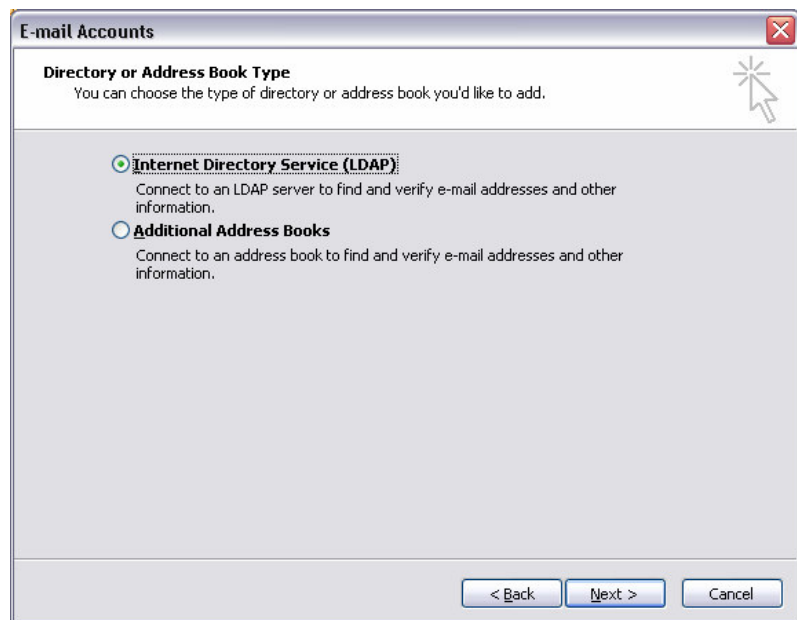
Adding Purdue Directory (directory.purdue.edu) to Your Address Book

1. From within Outlook, go to the **Tools** menu and then select **Email Accounts**

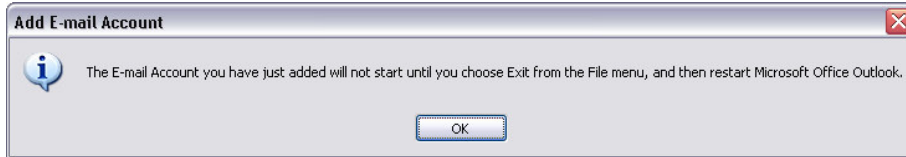
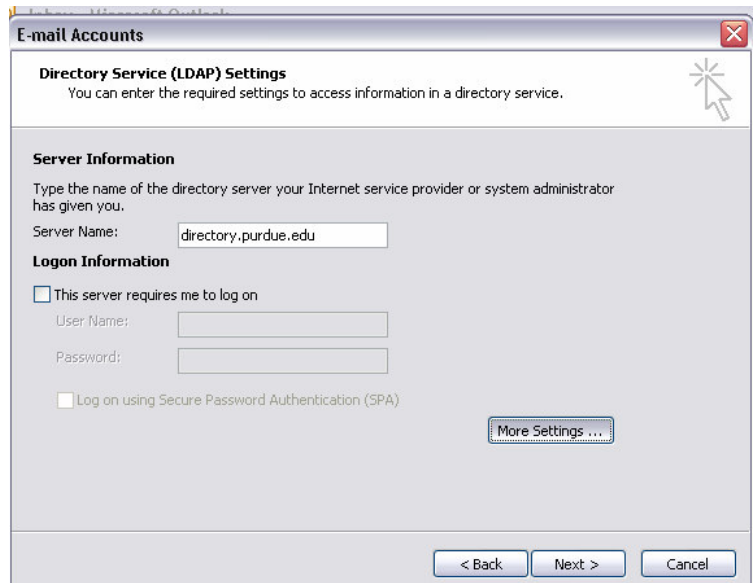


2. Under the **Directory** heading, select **Add a new directory or Address Book** and click **Next**

3. **Internet Directory Service (LDAP)** should already be selected and click **Next**

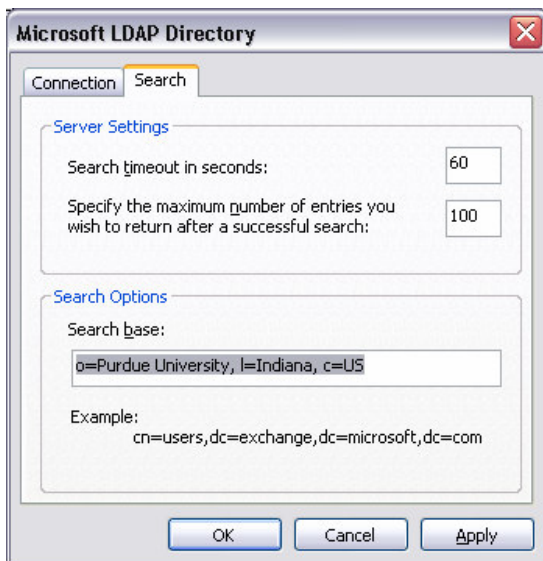


4. In the **Server Name** box type "**directory.purdue.edu**" and click **More Settings**



5. You will receive a Pop-up box, click **OK**

6. Type **Purdue Directory** in the **Display Name** field



7. Click the **Search** tab above and enter "**o=Purdue University, l=Indiana, c=US**" in the **Search base** field

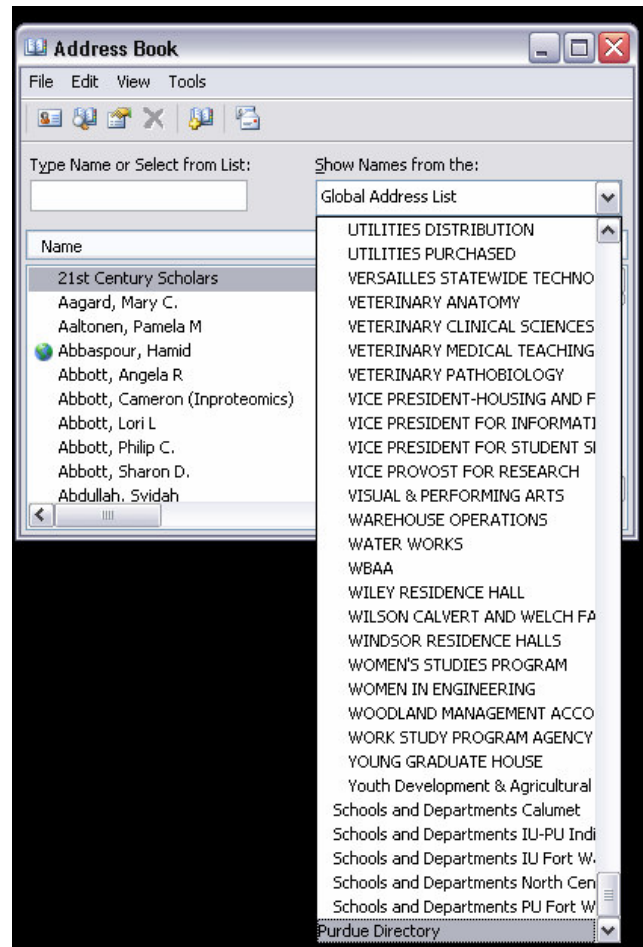
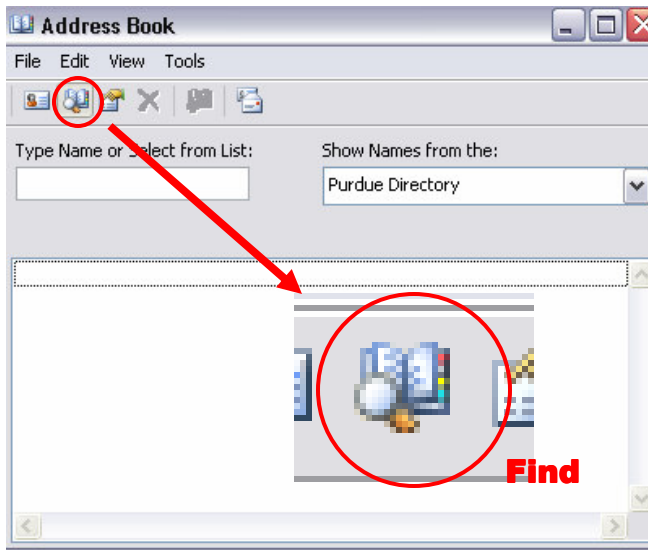
Note: o is the lower case letter O for Organization and l is the lower cased letter L for Locality. If you do not type this line exactly it will not work.

8. Click **OK**, then **Next**, and finally **Finish**

9. To use the Purdue Directory, you will now have to close Outlook and then reopen it.

10. To search the Purdue Directory when composing an email, open the Address Book.

11. In the **Show Names from the:** drop down menu, select **Purdue Directory**. It should be at the very bottom.



12. Now click the **Find** button and enter your search criteria

