



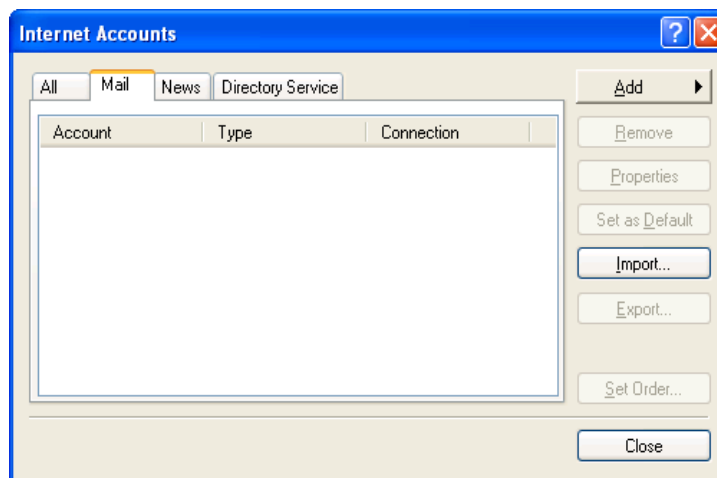
# Outlook Express

## How to Add the Lake Directory

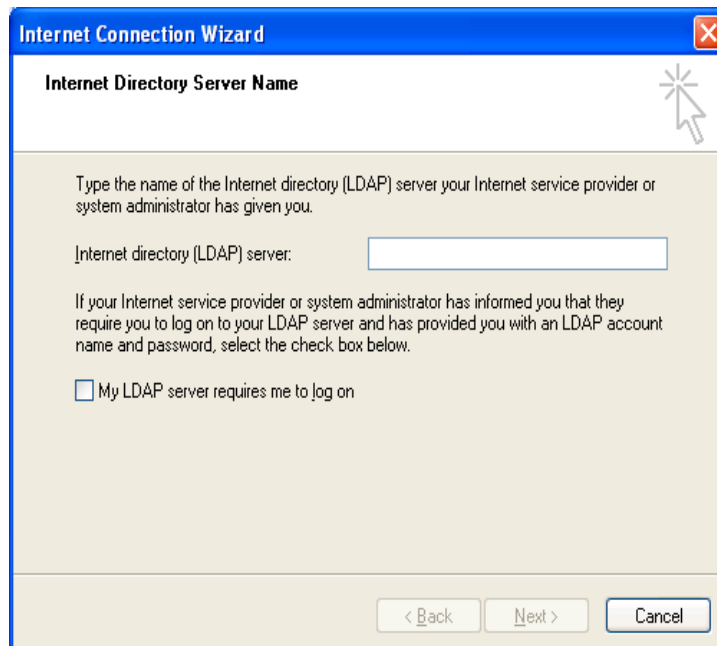


**\*\*The purpose of the Lake Directory is to allow users to find other district staff throughout the district. You only need to know their first or last name to find them.\*\***

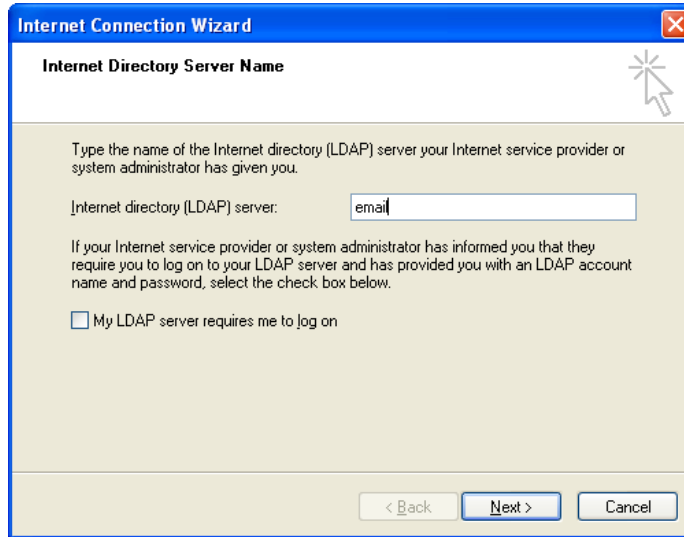
1. Open Outlook Express. Click on the **Tools** menu, and select **Accounts**. You will get a window similar to this:



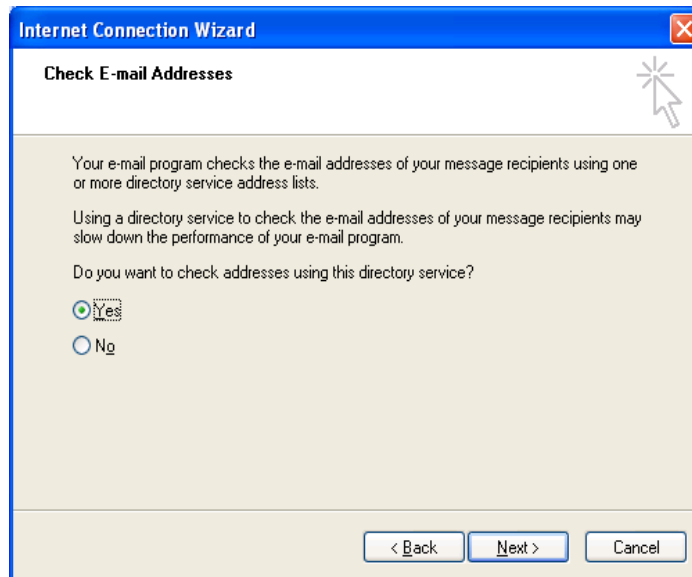
2. Click on the **Directory Service** tab. Click on **Add** button and choose **Directory Service**. This will bring up the following window:



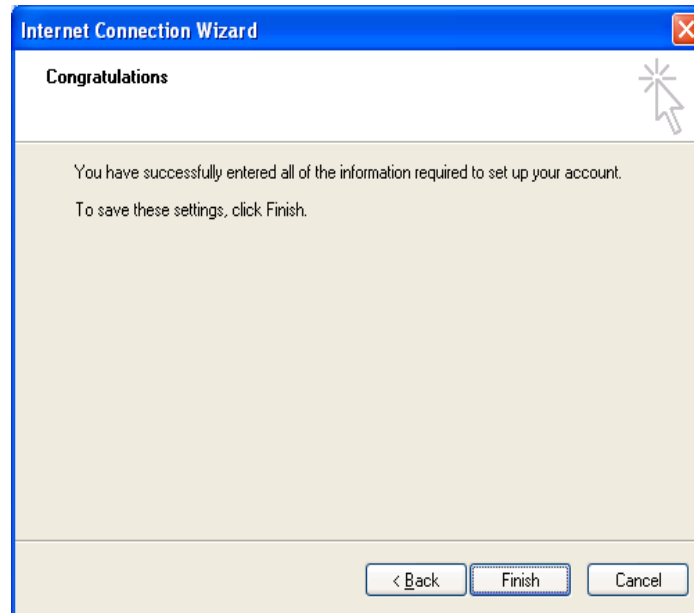
2. In the **Internet directory (LDAP) server** block enter **email** so that it looks like this:



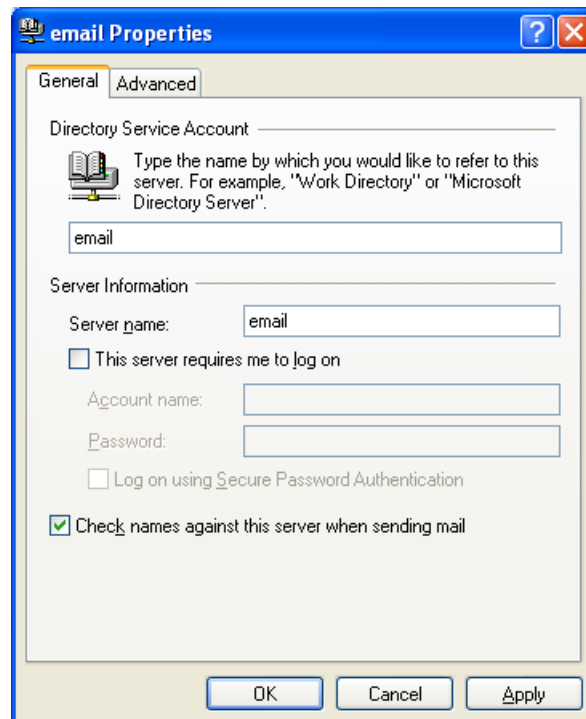
3. Click **Next** which will bring up a new window. Click the **Yes** radial button so that it looks like this:



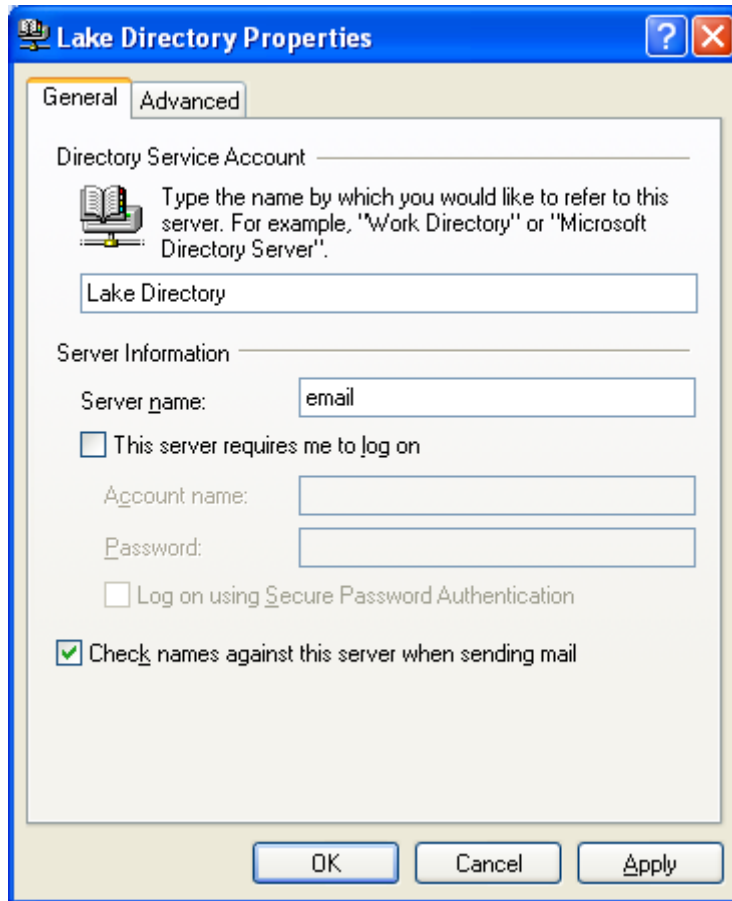
4. Click **Next** which will bring up another new window. Click the **Finish** button. It looks like this:



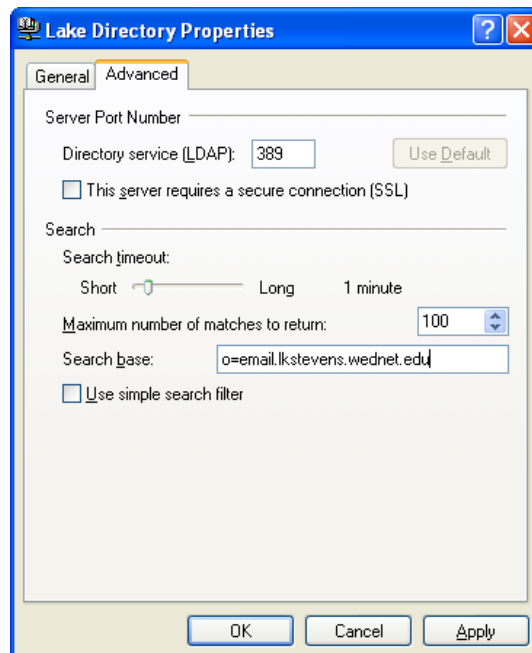
5. You will now be back to the Internet Accounts window. Click on the newly created account **email** to highlight it and click on the **Properties** button. This will bring up this window:



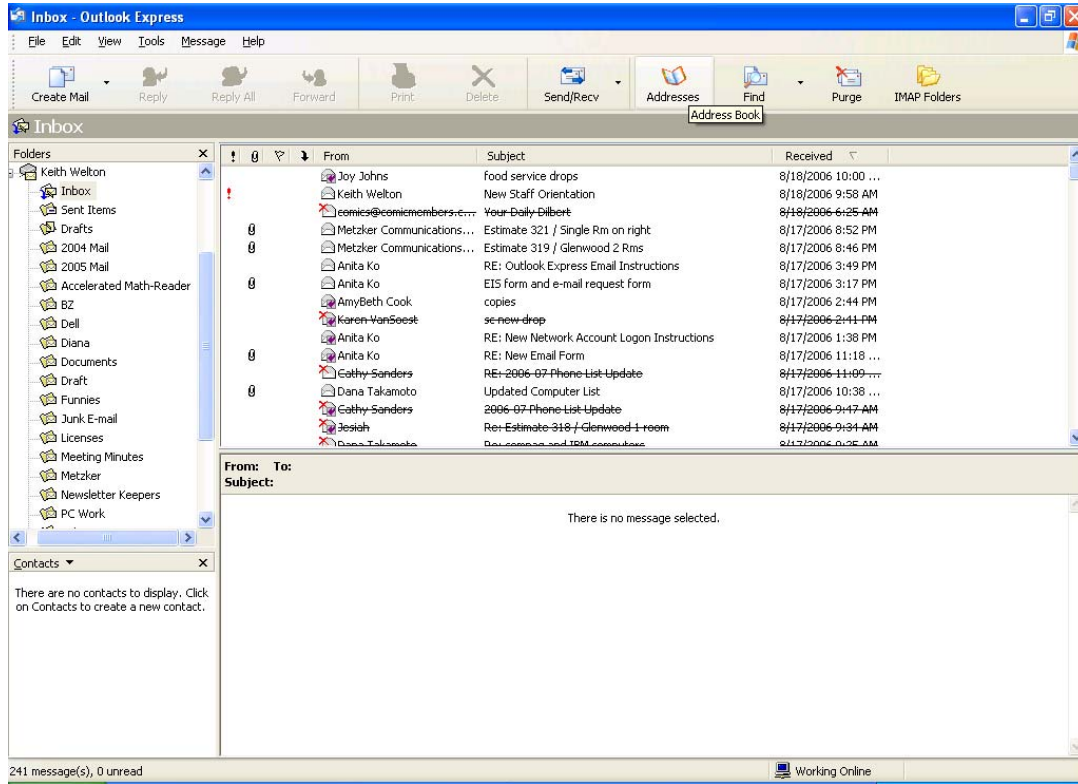
6. Begin typing **Lake Directory** in the **Directory Service Account** block so that it looks like this:



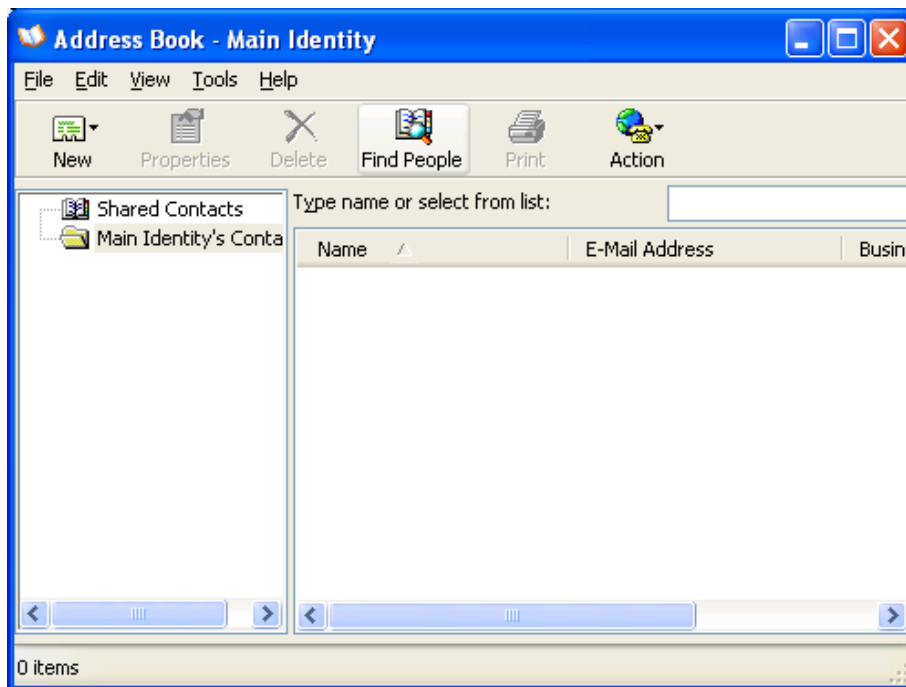
7. Click on the **Advanced** tab. In the **Search base** block enter **o=email.lkstevens.wednet.edu** (the first character is the letter 'o' and not a zero), so that it looks like this:



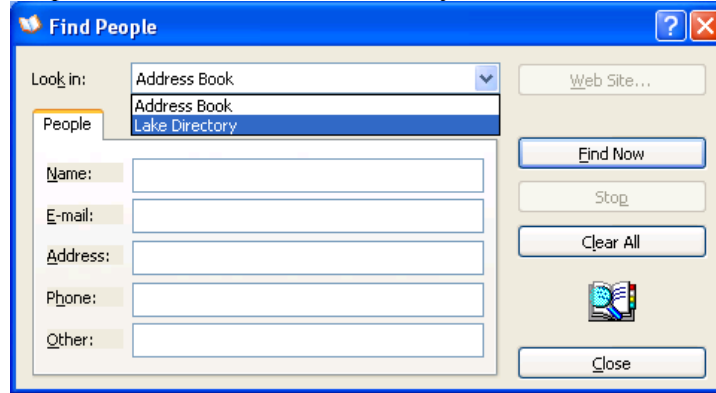
8. Click the **OK** button. Click the **Close** button to exit out of Internet Accounts. This configuration is complete.
9. To use this feature, click on the **Addresses** icon on the toolbar like below:



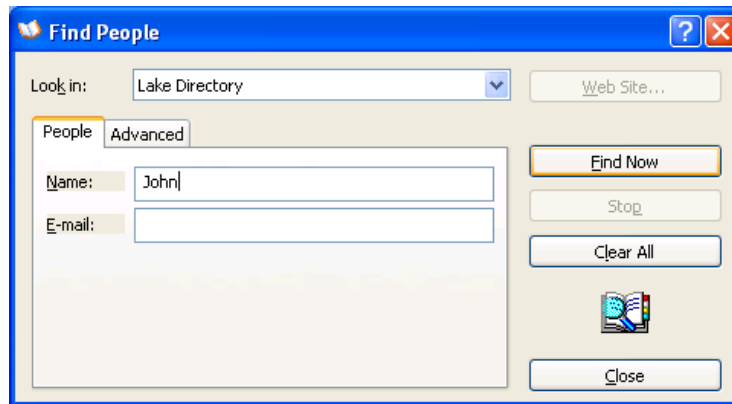
10. This will bring up your address book. Click the **Find People** icon on the toolbar.



11. Click the **Look in** drop box and choose **Lake Directory**.



12. Now in the **Name** block enter in a name, either first or last of someone you are trying to find. Then click the **Find Now** button.



13. Now you'll see a list like this with a listing for all district staff with a name relating to what you entered. You have successfully configured and used the Lake Directory!

