Add LDAP Directory to Outlook 2013
Click HERE to learn how to Search the LDAP Directory

1. Click the **Start Menu**, and select **Control Panel**.

2. Click the Mail (32-bit) application.

3. Click **E-mail Accounts**.

4. Select the **Address Books** tab on the right side, and click **New**.

5. Choose **Internet Directory Service (LDAP)**, and click **Next**.
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6. Type ldap.med.cornell.edu in the Server Name field, and click More Settings.

7. In the Connection tab, type WCMC/NYP LDAP for the display Name.

8. In the Search tab, enter 999 for the maximum number of entries, and a custom search base of "ou=people, o=med.cornell.edu."

9. Click Apply, then click Next.

10. You have successfully added the LDAP directory to your Outlook account. Close and restart Outlook for the changes to take effect.
Search the LDAP Directory

1. Click **Address Book** in the right corner of the Outlook Ribbon.

2. Click **Tools**, and select **Options**.

3. Select the **Custom** radio button, and use the arrows to move **WCMC/NYP LDAP** to the top of the directory list.

4. Select **WCMC/NYP LDAP** from the dropdown menu at the bottom, and click **OK**.

5. Create a new email.
Search the LDAP Directory

6. Select **Address Book** from the middle of the Message Ribbon.

7. Click **Advanced Find**.

8. Enter the name of the NYP contact (you can use the first name, last name, or both), and click **OK**.

9. Select the name you want, and click the **To** button at the bottom of the window.

   **NOTE:** To save the name to your address book, right-click the name and select **Add to Contacts**.

10. Click **OK**.