## Configure LDAP settings in Outlook for Mac and Apple Mail.

## LDAP in Outlook

Under Tools menu, select "Accounts..."



Open your user account. Press the Advanced button to see the below screen.



Go to the Directory service section.

In the Server field type "ldap.umb.edu" (Sans quotation marks). Uncheck any boxes in that section. In the Search base field type "dc=umassb;dc=net" (Sans quotation marks).

Press OK.

Close the Accounts window.

## **LDAP in Mail**

Under Mail menu, select "Preferences..."



Go to the Composing tab.

00	Composing	
General Accounts RSS Junk	Mail Fonts & Colors	Rules
Composing:		
Message Format:	Rich Text 🗘	
Check spelling	as I type 🗘	
Automatically	Cc:	
Addressing:		
Automatically complete addresses Configure LDAP		
Vhen sending to a group, show all member addresses		
Mark addresse	s not ending with @apple.com, @me.com	
Send new messages	from: Account of selected mailbox	\$
Create not	tes in: Account of selected mailbox	¢
Responding:		
Use the same message format as the original message Respond using Rich or Plain Text		
✓ Quote the text of the original message ✓ Increase quote level		
When quoting text in replies or forwards:		
O Include all of the original message text		
<ul> <li>Include select</li> </ul>	ed text, if any; otherwise include all text	?

Check the box to "Automatically complete addresses".

Close the window.

If asked, save changes.