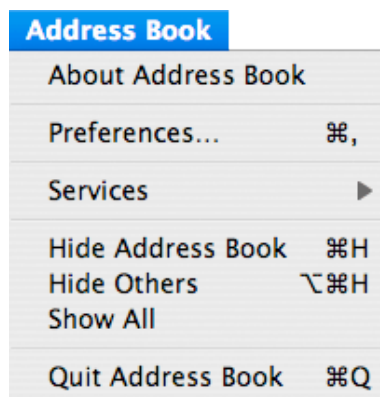


CONFIGURING AND USING MAC OS X ADDRESS BOOK WITH THE UH EXCHANGE GLOBAL ADDRESS LIST

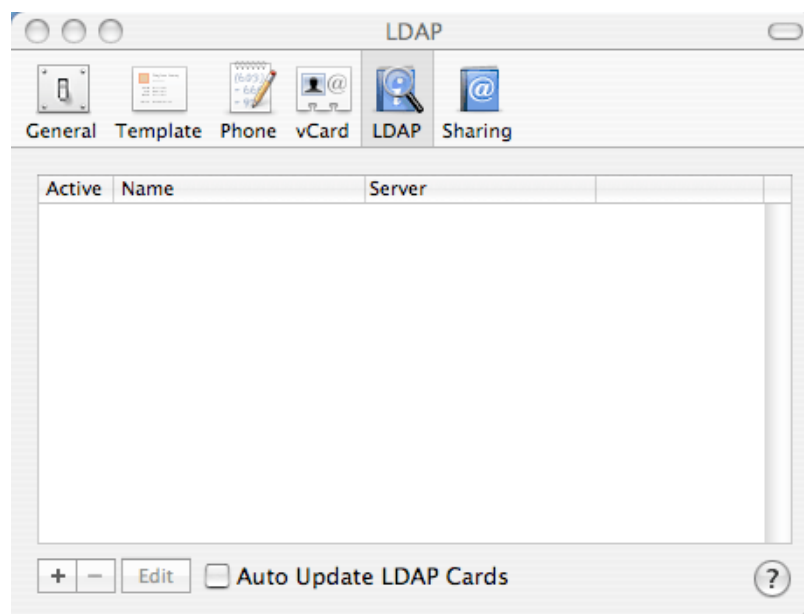
Up until recently, Mac users wanting to use the UH Exchange Global Address List (GAL) had very few options. The only real option in place was to use Microsoft Entourage by composing a new email message and search for a name. Even the address book feature in Entourage didn't give Mac users an interface to search for UH people. After doing much research, there are now options in place that will allow Mac users to use the built-in Mac OS X Address Book application to search for UH people without having to rely on using Microsoft Entourage.

CONFIGURING ADDRESS BOOK

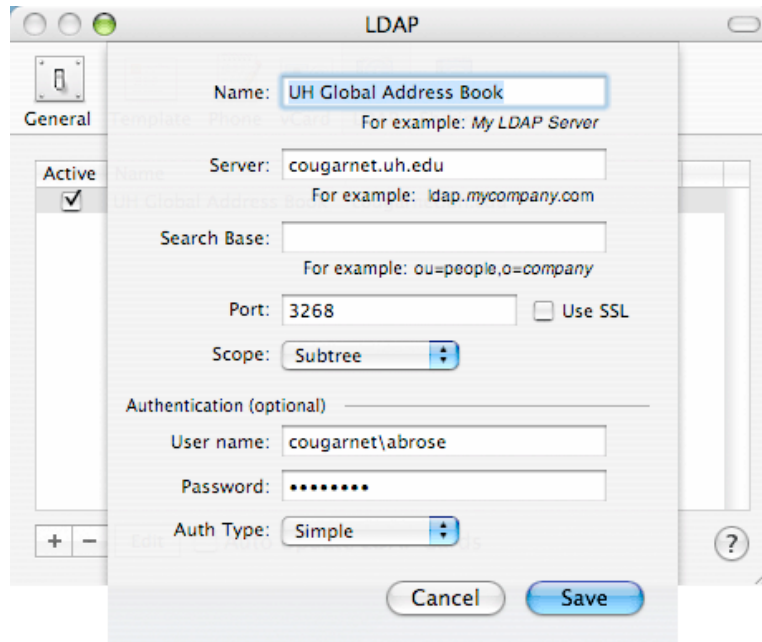
Configuring the Mac OS X Address Book is very easy and straight forward. To start, open up the Address Book application, which is located in the Applications Folder on your hard drive. Once Address Book is open, go under the Address Book Menu in the upper-left corner and select Preferences:



From there, you should now see a settings window. To configure Address Book to read the UH Global Address List (GAL), click on the LDAP icon:



This window should be blank. To add a LDAP server, click on the + button. A new settings window should appear with blanks to fill in the proper LDAP information. You will want to configure the LDAP settings exactly like below:

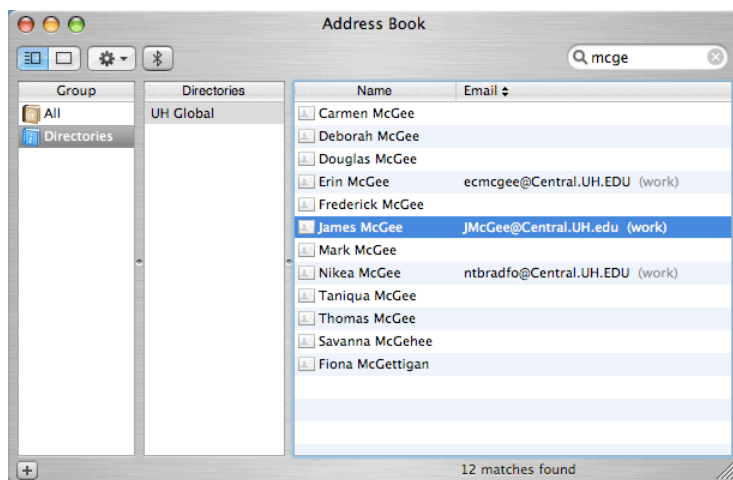


*** Be sure to note that the Search Base area is blank, SSL is not checked, and be sure to use your COUGARNET username instead of the one given in the example. Also, change the Auth type to Simple in order to enter your username and password.

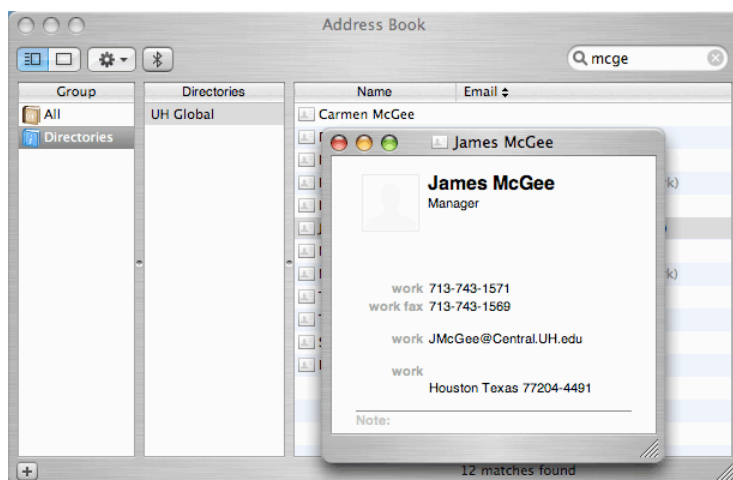
After the settings are correctly configured, click on the Save button and then quit out of the Address Book application. Re-open the Address Book application and the new LDAP configuration will become active.

SEARCHING FOR ADDRESSES

Now that you have Address Book configured on your machine and running, you will see the standard Address Book window present. From there, click on the Directories icon in the Group column on the left side. You will now see "UH Global Address List (GAL)" appear in the middle Directories column. Click on the "UH Global Address List (GAL)" listing to make it active and you will now be able to search for anyone in the UH Global Address List (GAL). Just type in a name or a part of a name in the search blank in the upper right corner of the window and Address Book will automatically search for the name or part of a name:



In the above example, we wanted to find information for Jim McGee. As you can see, the Address Book automatically searched before the last name was completely entered. Once you find the person that you are looking for, just double-click on the name and you will be able to get more information:



Now that Address Book is properly configured, we can also use it the Mail application that comes with Mac OS X. For instructions on configuring and using Mac OS X Mail, please see the “Using Mail for UH Exchange Accounts” document.

INFORMATION AND SUPPORT

If you have any questions and or comments about using the UH Global Address List (GAL) with the built-in Mac OS X Address Book, submit all discussion to the UH Mac Users Email List. The email address for the list is uh-mac-users@listserv.uh.edu . For information on subscribing to the list, please read the below instructions:

- 1) Submit the request using the E-Mail account you wish to have LISTSERV messages sent to.
- 2) The request should be sent to: LISTSERV@LISTSERV.UH.EDU
- 3) Leave the Subject line empty.
- 4) Format the body of the message as follows:

SUBSCRIBE UH-MAC-USERS

*** Make sure that you do not have an automatic email signature in the body of the message. Having one enabled will cause problems with the subscription request.

For all additional questions related to your COUGARNET account, or any other matter, please submit them to the IT Support Center at 713-743-1411 or via email at support@uh.edu .

created by abr on 6/21/05, Modified 5/26/10