

Adding Remote Address Books

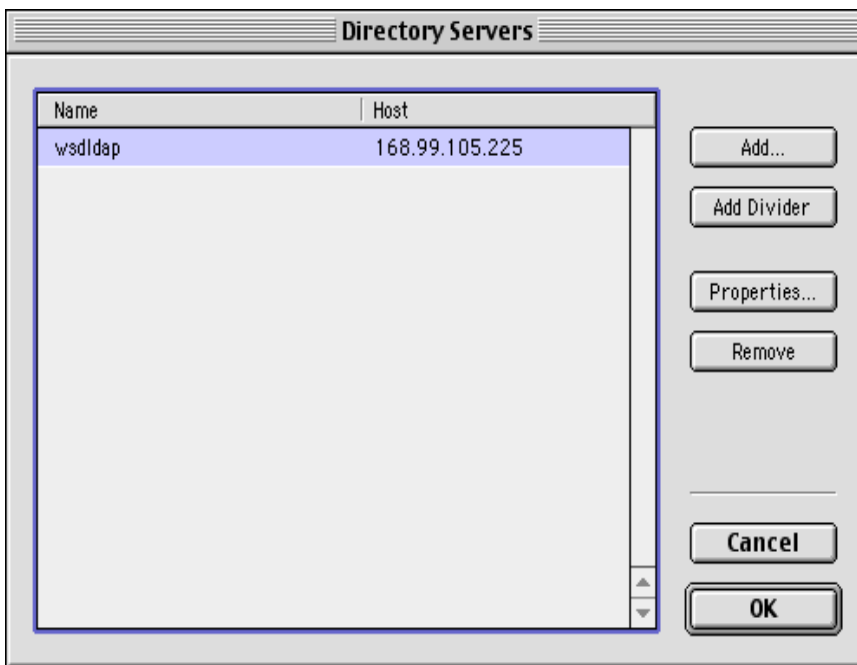
1



Click and hold the mouse on **Configure** and drag the mouse to **Directory Servers**.

If you are a new user...

2



Then your Directory Server is automatically added for you.

Proceed to Step 4:
Adding Address Books

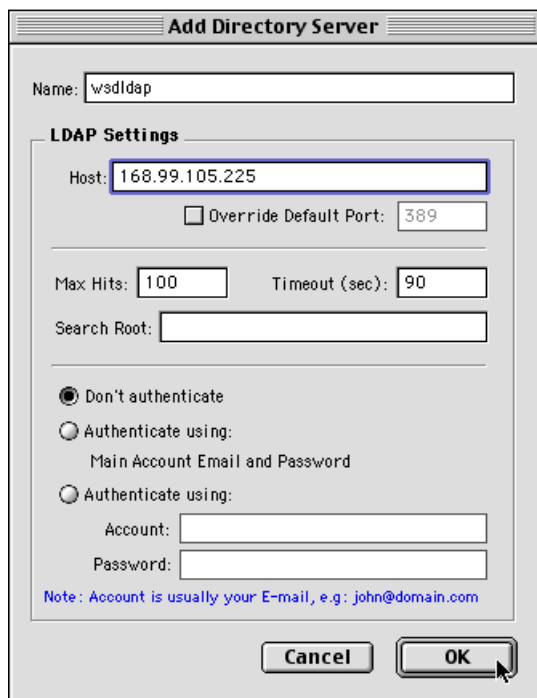
If you already have an account...



Click on the **Add** button

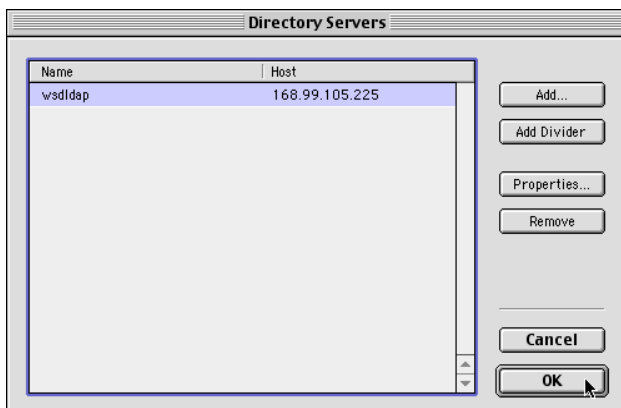
Click on the **Add Remote** button.

3



Type: **wslddap** into **Name**.
Type: **168.99.105.225** into **Host**.

Click **OK**



wslddap is now added to your directory server list.

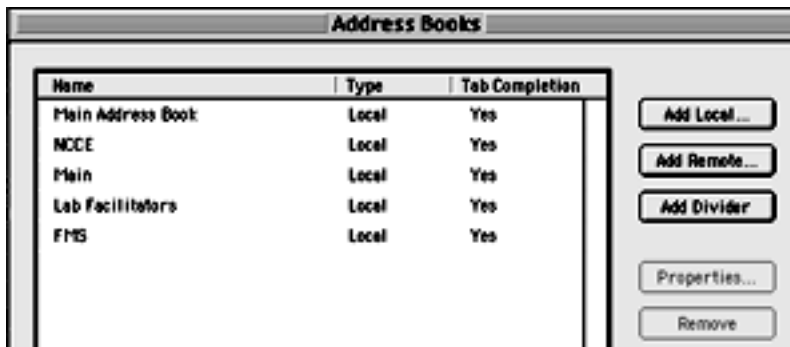
Proceed to Step 4:
Adding Address Books

4



Click and hold mouse on **Configure** and pull mouse to **Address Books...**

5



Click the mouse on the Add Remote... button.

Click OK

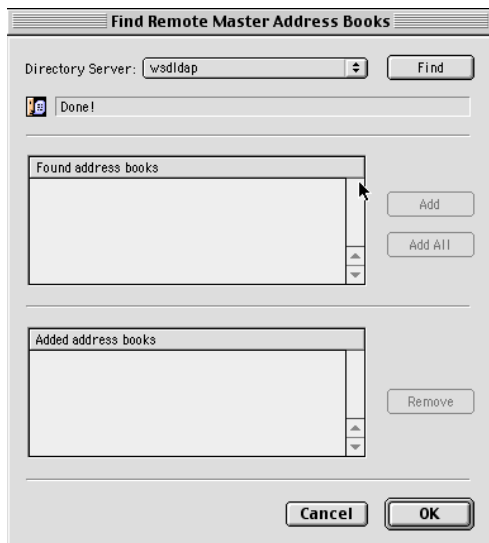
6



This Add Remote Address Book dialog box appears.

Click OK

7

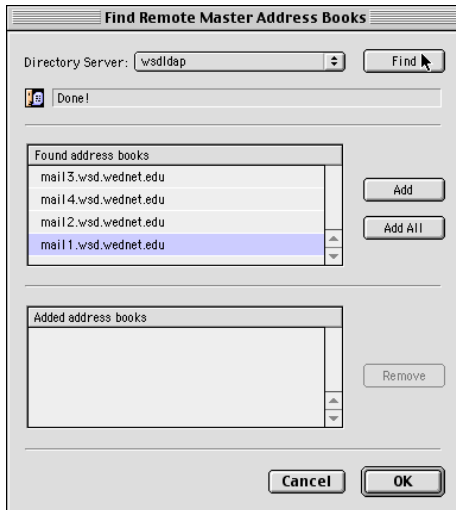


mail1.wsd.wednet.edu appears in the top box.

Click on the Find Button.

Adding the new address books

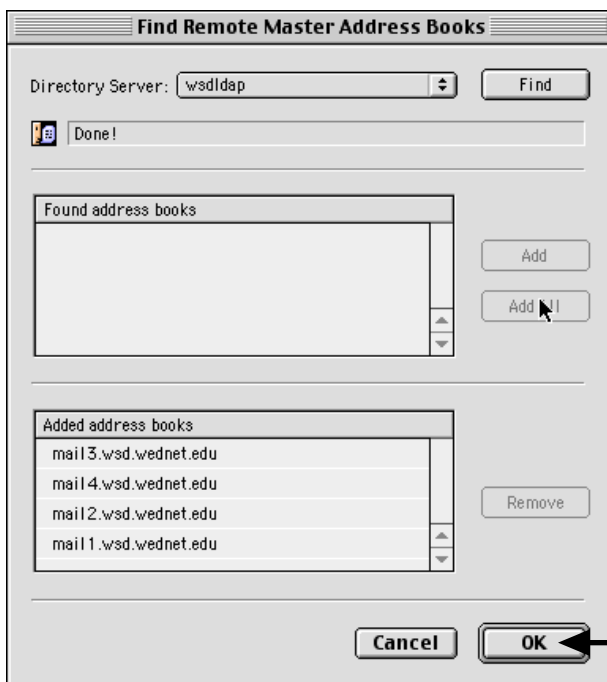
8



mail1., mail2, mail3, and mail4 appear in the top box.

Click the Add All... Button

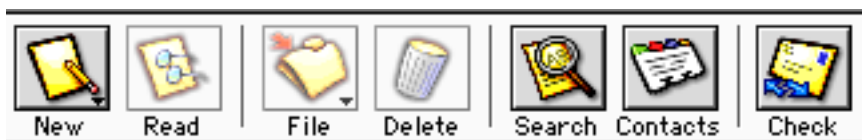
9



mail1., mail2, mail3, and mail4 appear in the added address books box.

Click OK

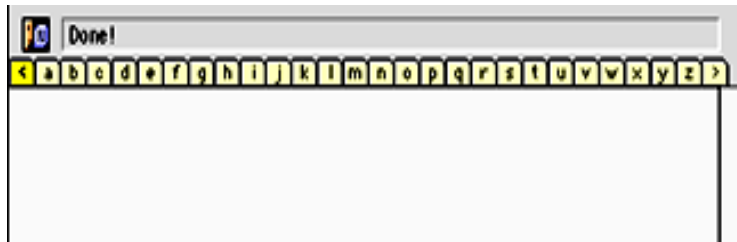
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Click on the **Contacts Button**--This opens your Address Books.

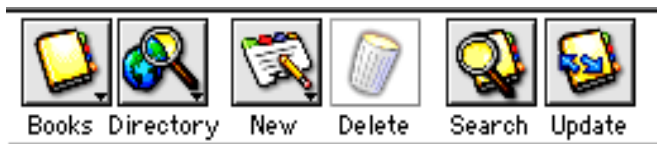
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Click and hold mouse on **Books** and select **mail4.wsd.wednet.edu** (or mail1, mail2, mail3)



An **empty Address Book** will now appear.

12



Click on the **Update Button**. All of the names that are in mail4. will now start filling your address book.



13

The mail4 address book will now contain all of the mail4 names that are contained on the remote server.

Repeat this process for the remaining mail servers. You will now have an address book for mail1, mail2, mail3, and mail4.