These instructions will assist you in adding the TAMU LDAP address book directory to Microsoft Outlook 2010.

Adding the address book for all TAMU System employees

1. To add an address book in Outlook 2010 that contains contact information for all employees within the Texas A&M University System, do the following from Outlook:
   a. Go to the file menu then to Account Setting then Account Settings...

2. Then click on Address Books, then New...
3. Select the **Internet Directory Service (LDAP)** selection, click **Next >**.

4. In the next screen where it asks for server name, put in: **operator.tamu.edu** then click **More Settings**.

****Note that when you click **More Settings**... You will need to click **Ok** button.
5. In the **Search** tab, make the time out setting read 15 seconds. Then click **Ok**.

6. Click the **Next>** button to continue.
7. The last step will be to click the **Finish** button.

8. A new window will appear, click the **Close** button.
Note – You must restart Outlook at this point to use this new search feature.

9. To do a search, create a New email. Select the Address Book icon in the new email window.

10. When the Global Address Book List appears; select the operator.tamu.edu selection.
11. To search, type in the last name of the person you wish to find & select Go.