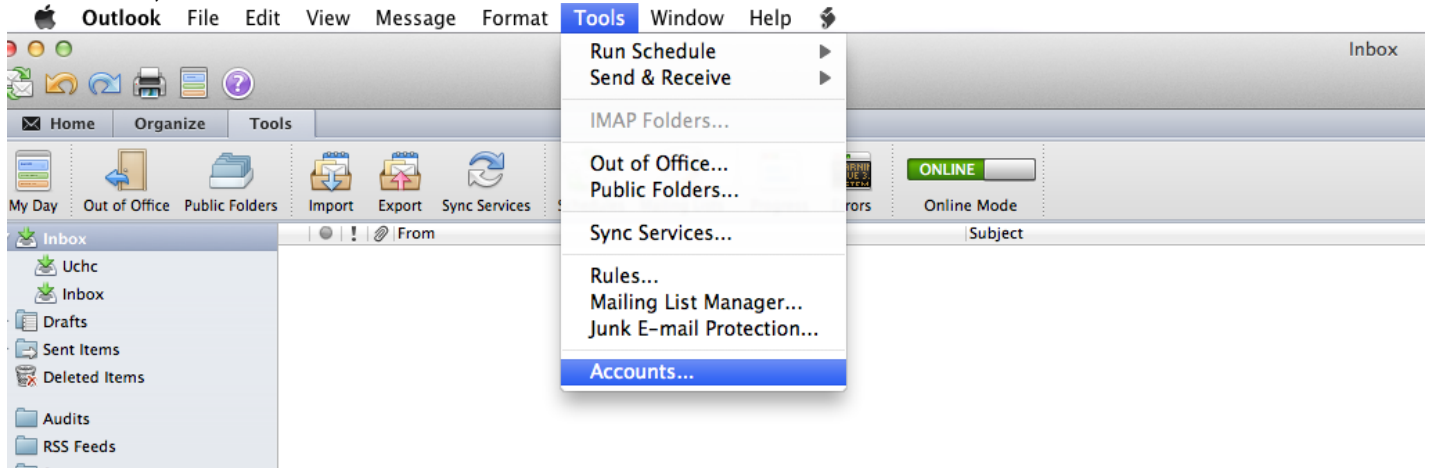


## E-mail Health Center recipients in Exchange using Outlook 2011 on a Macintosh Computer

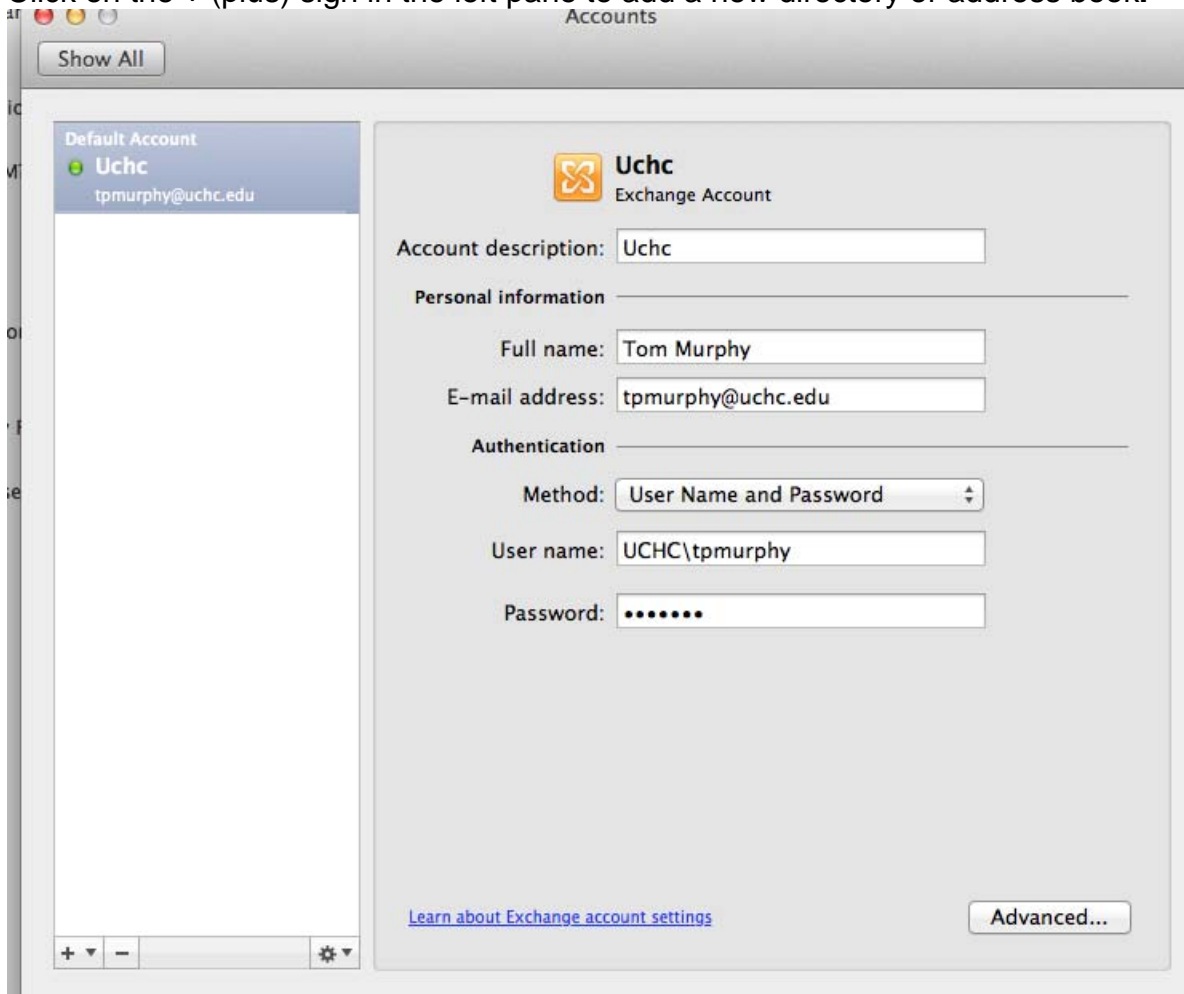
UConn Health Center employees and students are not in our directory, however you can still search for them by setting up an additional **Directory Service** in Outlook.

Follow the steps below to add the full UConn Health Center directory to Outlook:

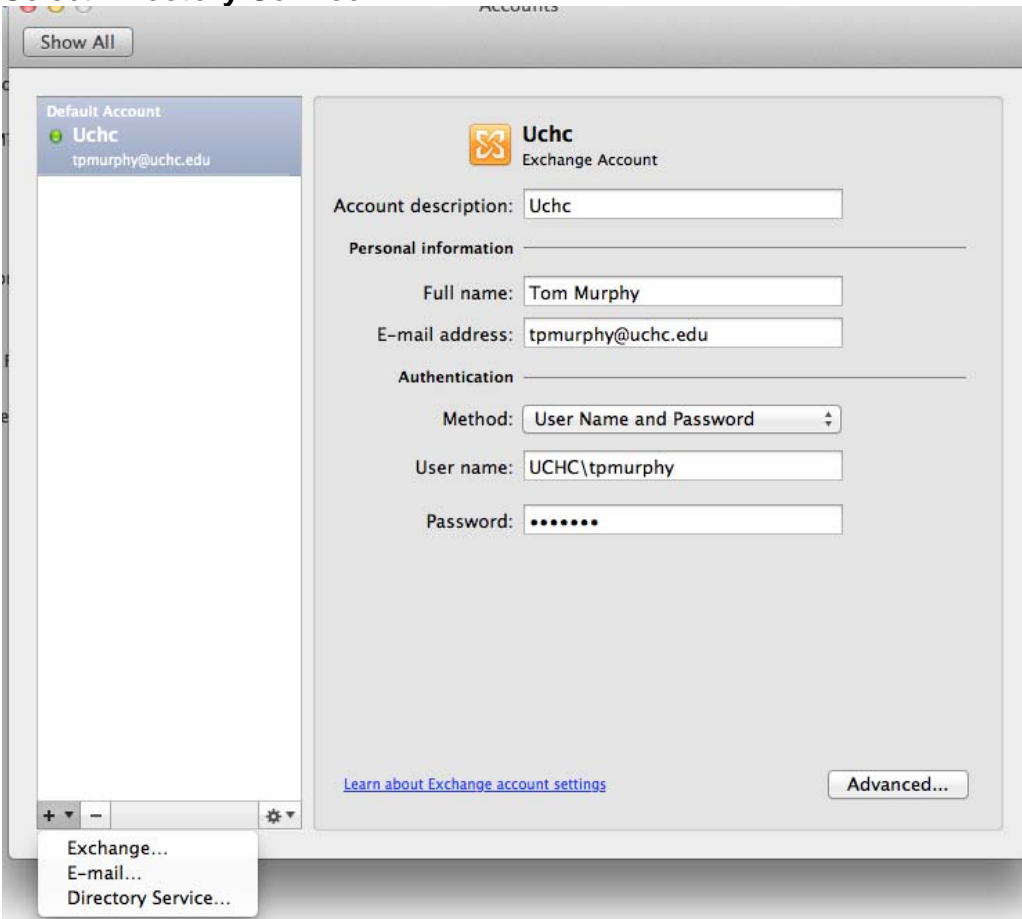
1. In Outlook, click on the **Tools** menu and choose **Accounts**



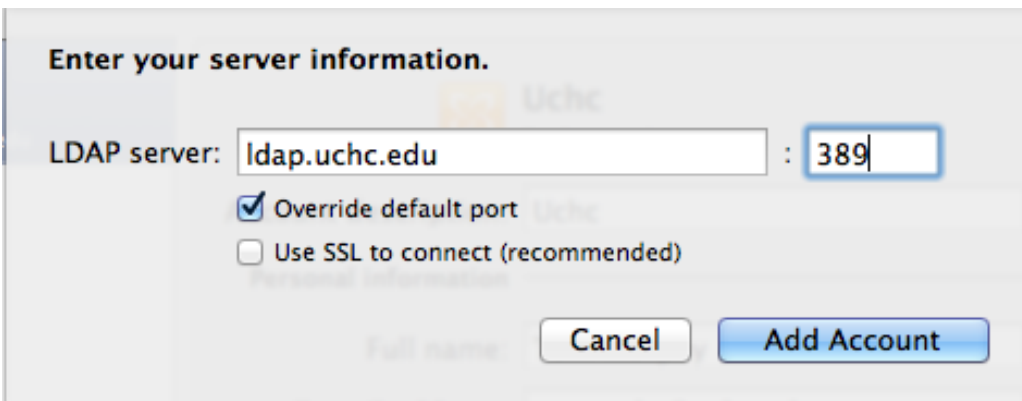
2. Click on the + (plus) sign in the left pane to add a new directory or address book.



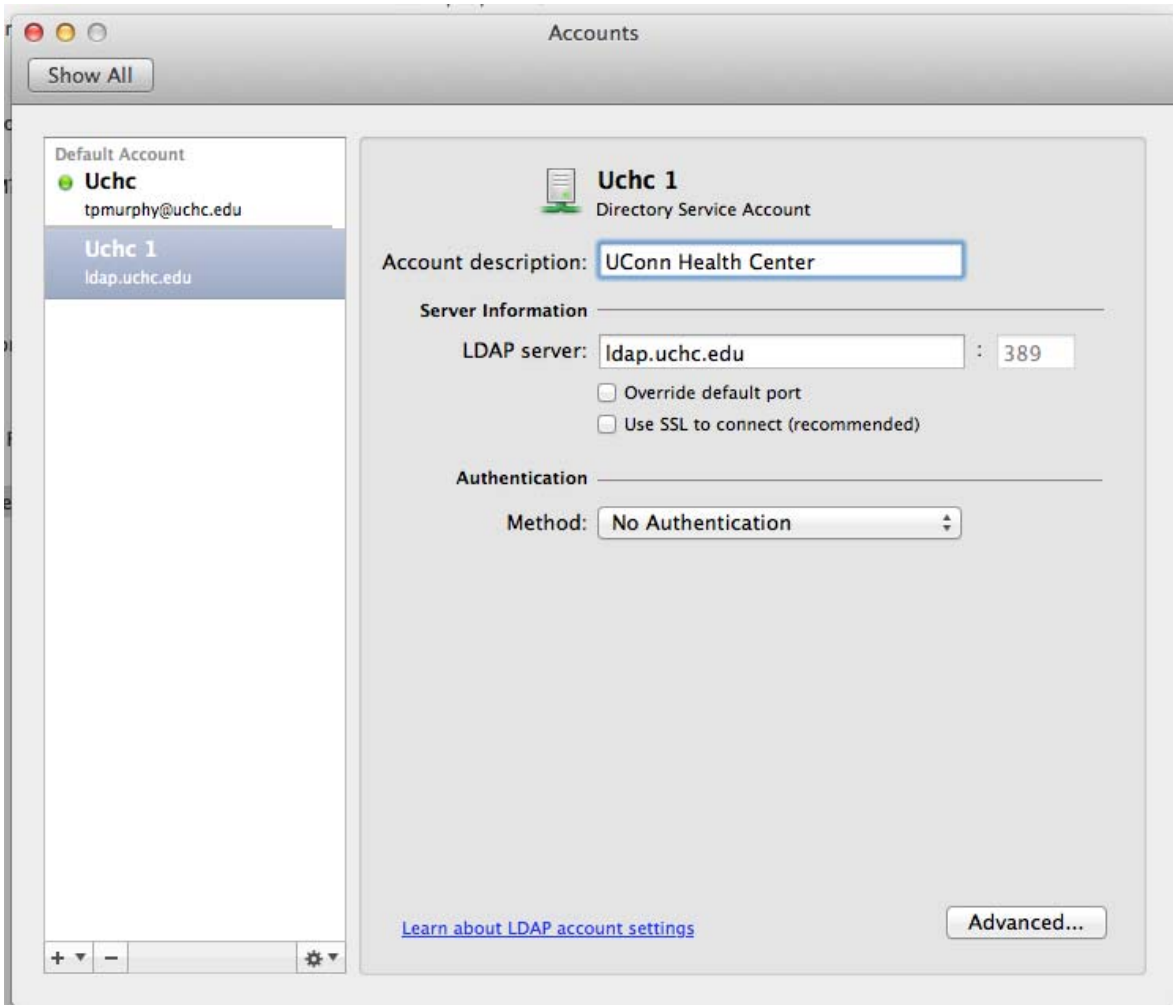
### 3. Select Directory Service.



4. Enter **ldap.uchc.edu** for Server Name, then
  - a) place a check mark next to "Override default port"
  - b) remove the check mark next to "Use SSL..."
  - c) type "389" in the port number box



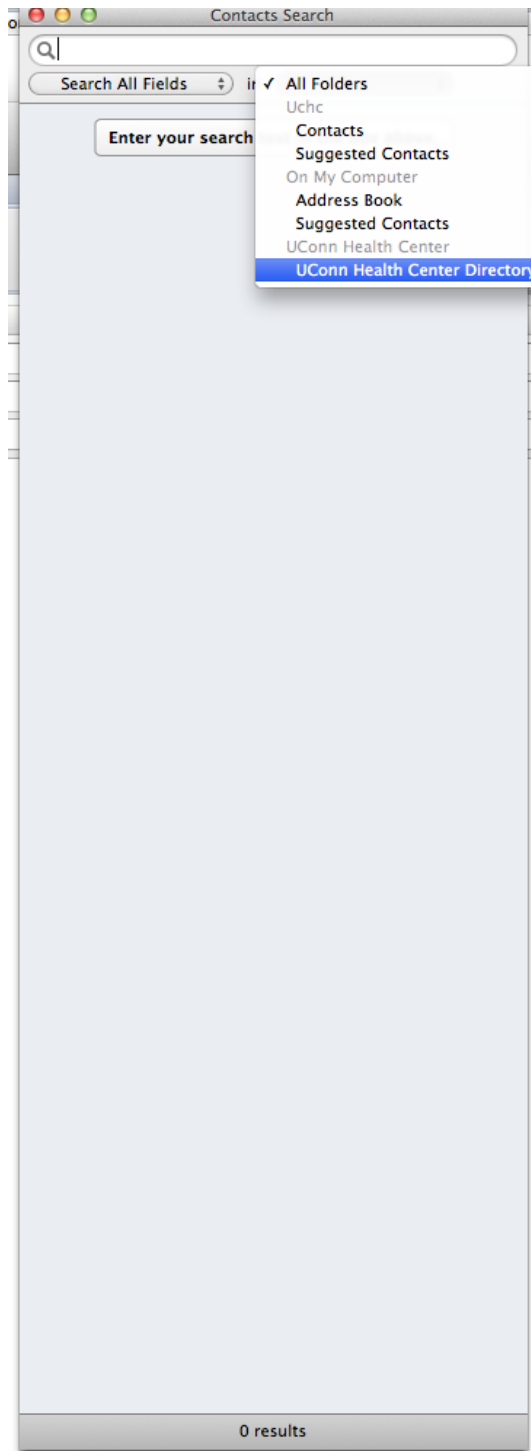
5. Change the Account Description to **UConn Health Center**.



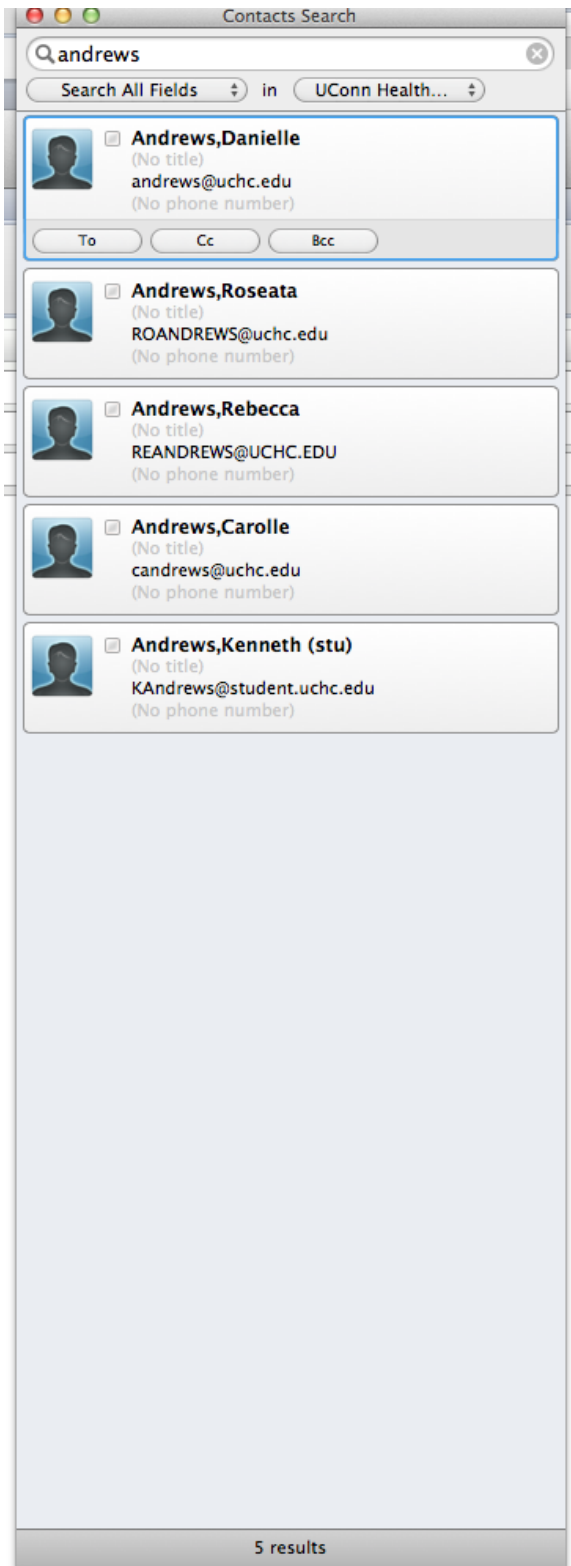
6. Click on **Advanced** tab
  - a) Add a zero to the "**Maximum number of results to return**" box
  - b) Enter Search Base: **dc=uchc,dc=edu** (include comma and no spaces)
  - c) Click "**OK**"
7. Close the Accounts window

Outlook 2011 Mac is now set up to search for all people at the UConn Health Center, including students. Follow these steps to use Outlook to send to UCHC Employees and Students:

1. Create a new e-mail message and click the **To** button
2. In the **Contacts Search** window select the **UConn Health Center Directory**



3. Type in the person's last name, highlight them, and click **To**:



4. Click **OK**.

5. Compose and click **Send** to send the e-mail.