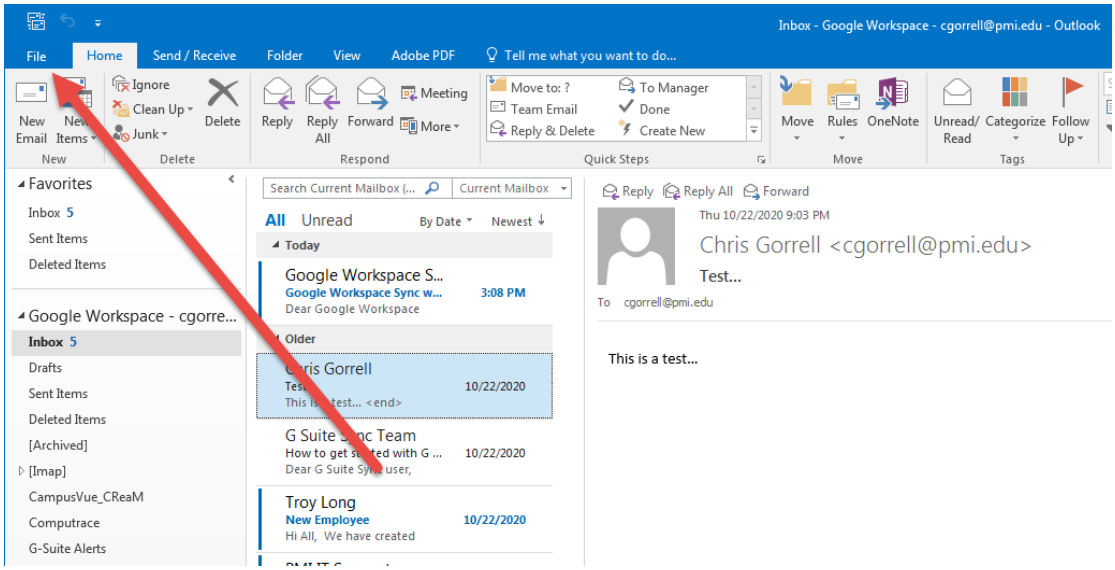
Updating the LDAP Address Book Password

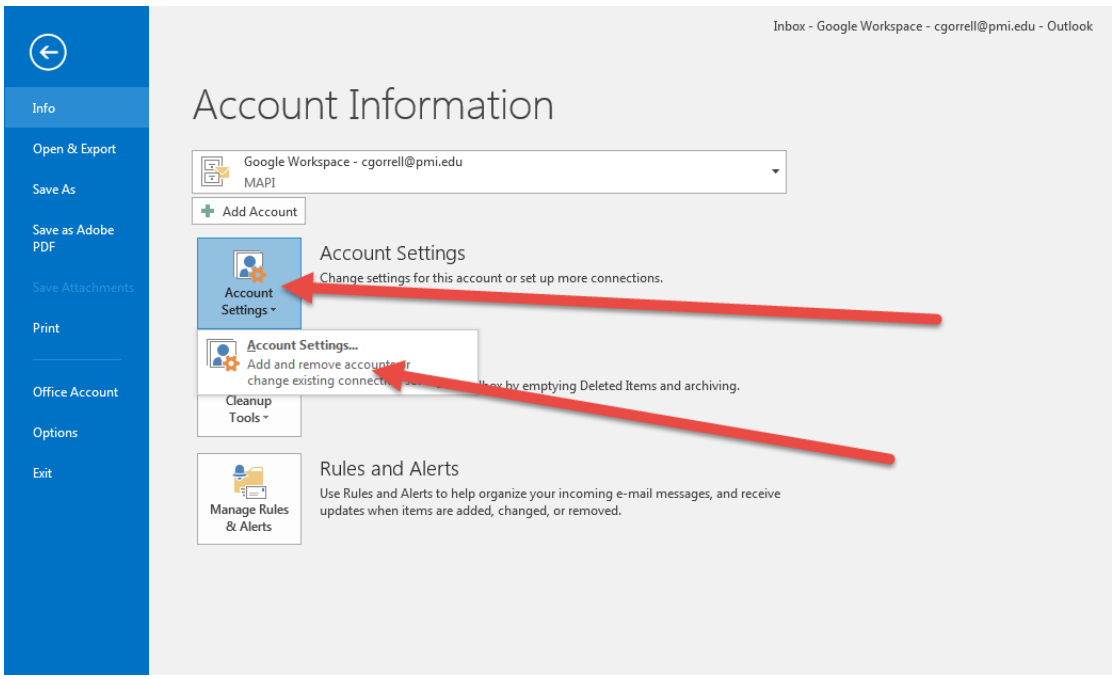
Chris Gorrell - 2023-01-31 - Public

To perform this work, you'll need to open Outlook, update the password, save the new password, then check the Address Book area from the toolbar button to ensure the LDAP Address List is working.

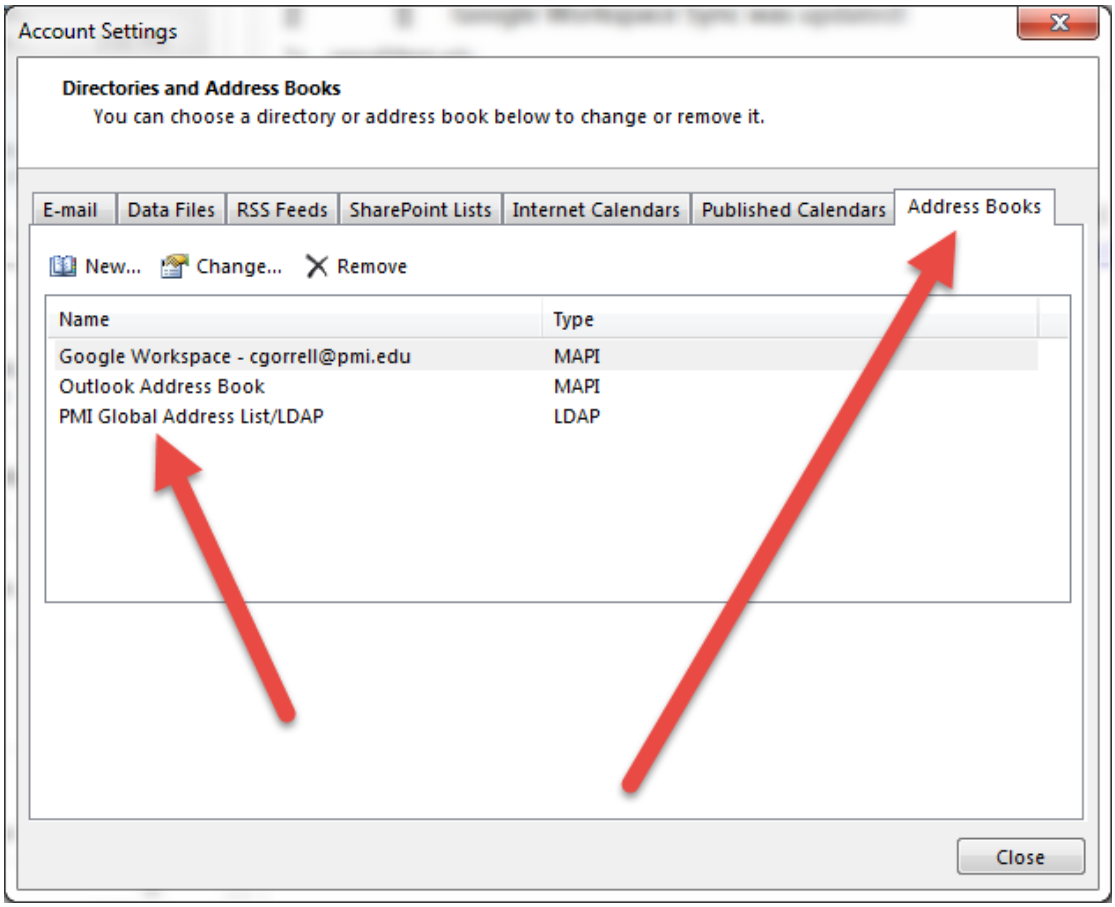
First, open Outlook then click on the File Tab at the top left -



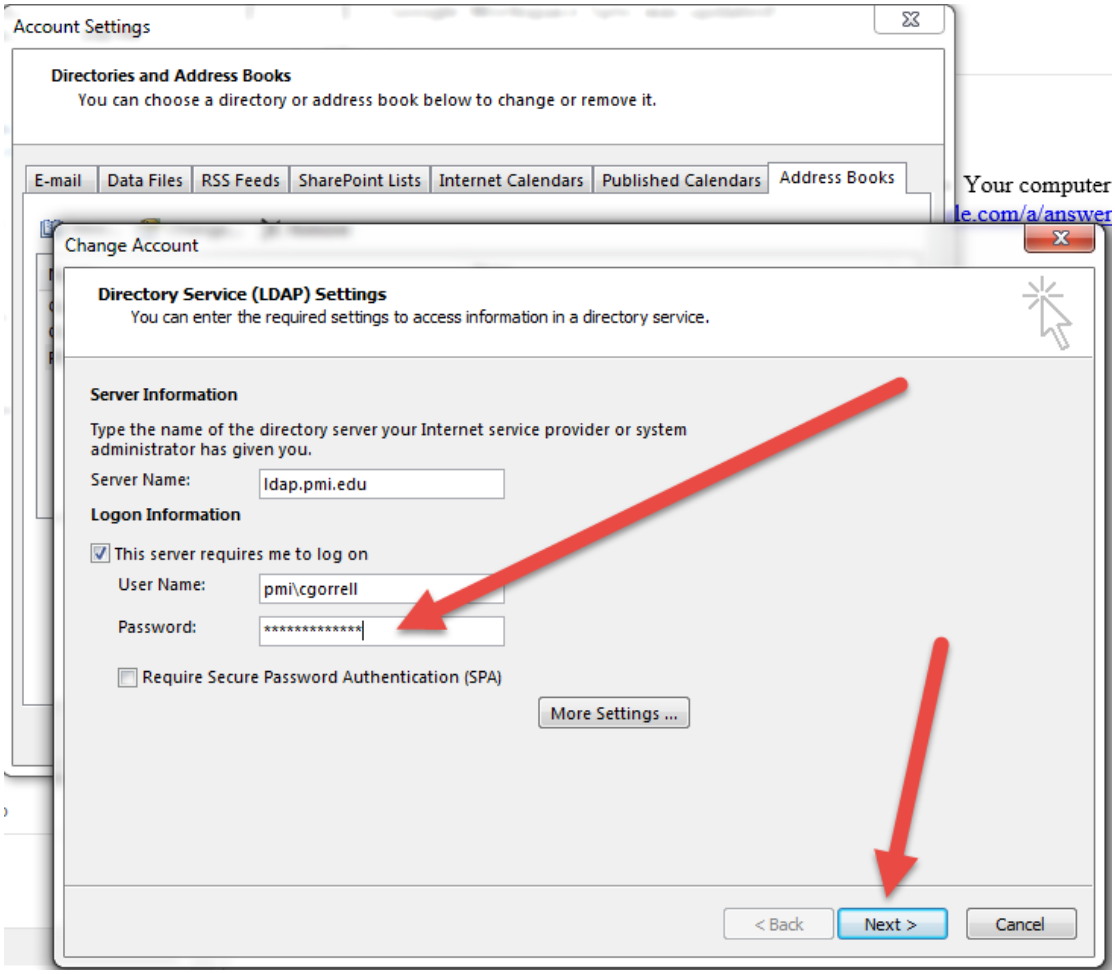
Then Click on Account Settings to get the Account Settings dropdown (seems redundant, we know) and click on the one that drops down -



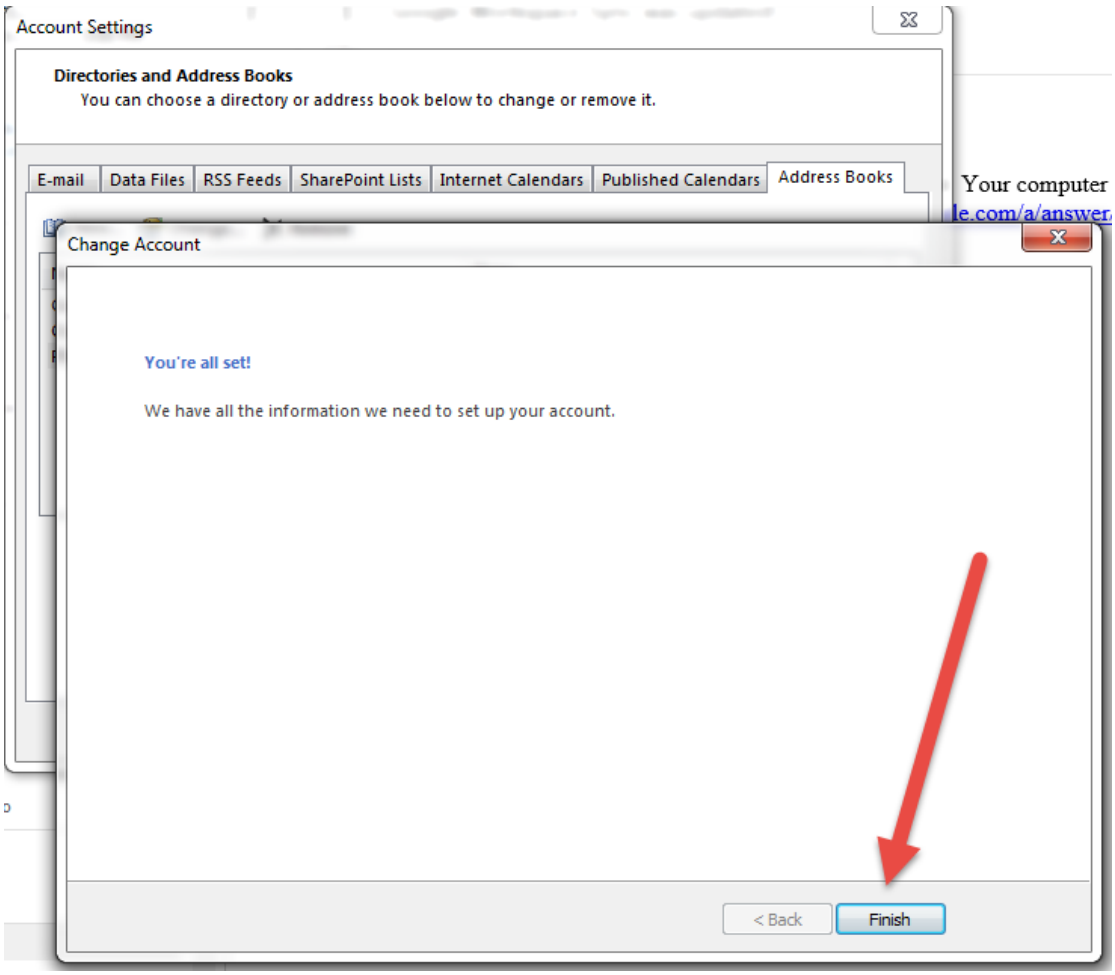
From the Account Settings Window, click on the Address Books tab, then double-click the LDAP entry for PMI Global Address List (may be named differently on some, but will have LDAP as the type to the right) -



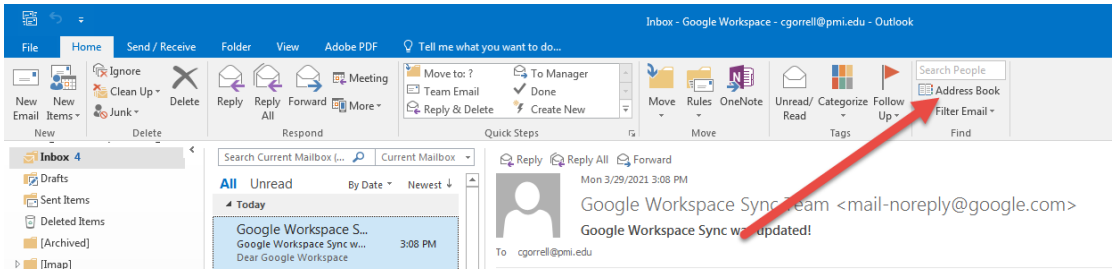
Clear the old password and have our employee type in the new password, then click Next -



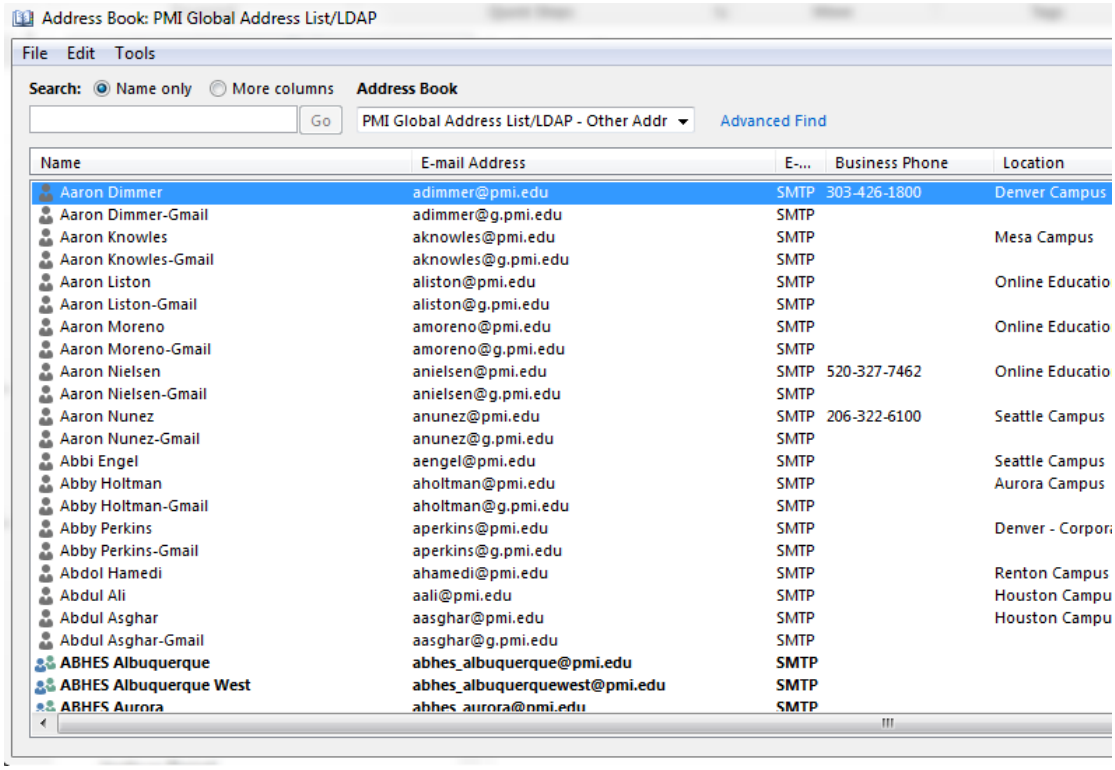
Then click Finish -



Then click on the Address Book tab on the Home Toolbar above and see if it opens -



This is what it should look like (no restart or reopening of Outlook will be necessary, just saving the new password) -


Address Book: PMI Global Address List/LDAP
File Edit Tools
Search: Name only More columns Address Book
Go
PMI Global Address List/LDAP - Other Addr
Advanced Find
Name E-mail Address E-... Business Phone Location
Aaron Dimmer adimmer@pmi.edu SMTP 303-426-1800 Denver Campus
Aaron Dimmer-Gmail adimmer@g.pmi.edu SMTP
Aaron Knowles aknowles@pmi.edu SMTP Mesa Campus
Aaron Knowles-Gmail aknowles@g.pmi.edu SMTP
Aaron Liston aliston@pmi.edu SMTP Online Educatio
Aaron Liston-Gmail aliston@g.pmi.edu SMTP
Aaron Moreno amoreno@pmi.edu SMTP Online Educatio
Aaron Moreno-Gmail amoreno@g.pmi.edu SMTP
Aaron Nielsen anielsen@pmi.edu SMTP 520-327-7462 Online Educatio
Aaron Nielsen-Gmail anielsen@g.pmi.edu SMTP
Aaron Nunez anunez@pmi.edu SMTP 206-322-6100 Seattle Campus
Aaron Nunez-Gmail anunez@g.pmi.edu SMTP
Abbi Engel aengel@pmi.edu SMTP Seattle Campus
Abby Holtman aholtman@pmi.edu SMTP Aurora Campus
Abby Holtman-Gmail aholtman@g.pmi.edu SMTP
Abby Perkins aperkins@pmi.edu SMTP Denver - Corpor
Abby Perkins-Gmail aperkins@g.pmi.edu SMTP
Abdol Hamedi ahamedi@pmi.edu SMTP Renton Campus
Abdul Ali aali@pmi.edu SMTP Houston Campu
Abdul Asghar aasghar@pmi.edu SMTP Houston Campu
Abdul Asghar-Gmail aasghar@g.pmi.edu SMTP
ABHES Albuquerque abhes_albuquerque@pmi.edu SMTP
ABHES Albuquerque West abhes_albuquerquewest@pmi.edu SMTP
ABHES Aurora abhes_aurora@pmi.edu SMTP