



## Trusted. Respected. Preferred.

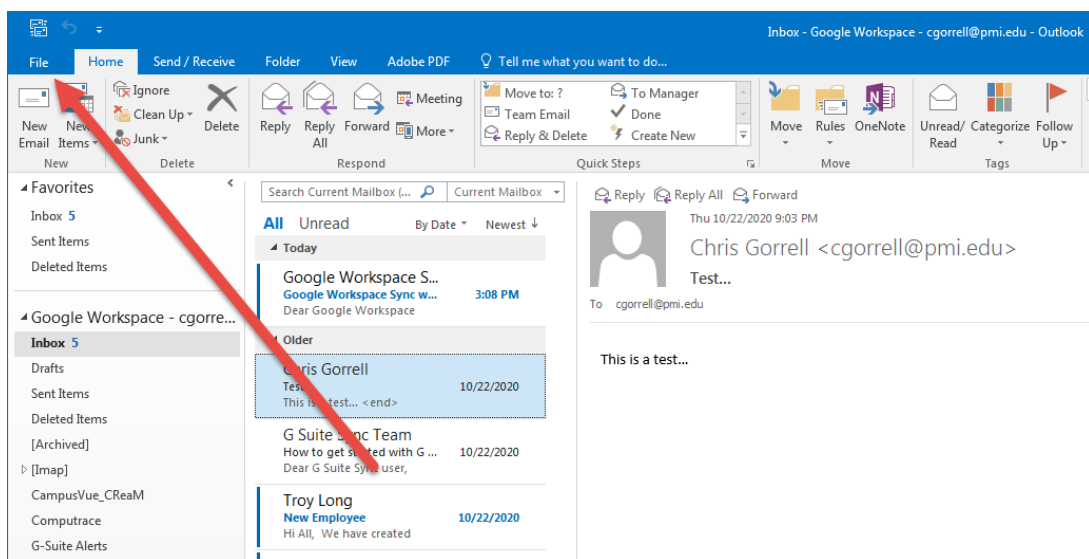
Portal > Knowledgebase > Public > Updating the LDAP Address Book Password

### Updating the LDAP Address Book Password

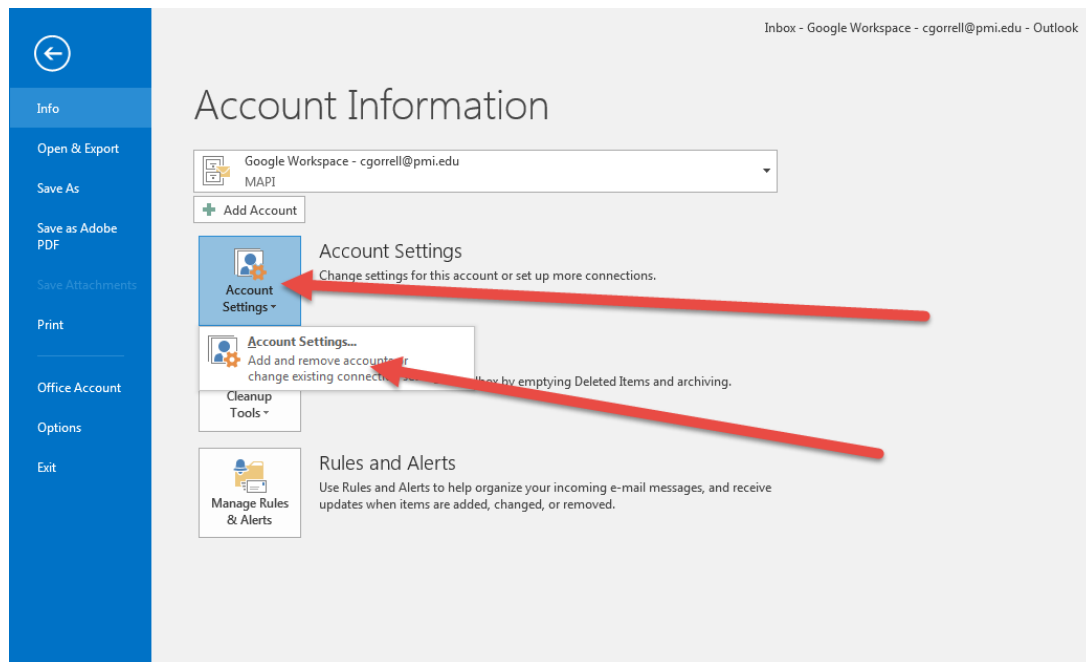
Chris Gorrell - 2023-01-31 - in Public

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.

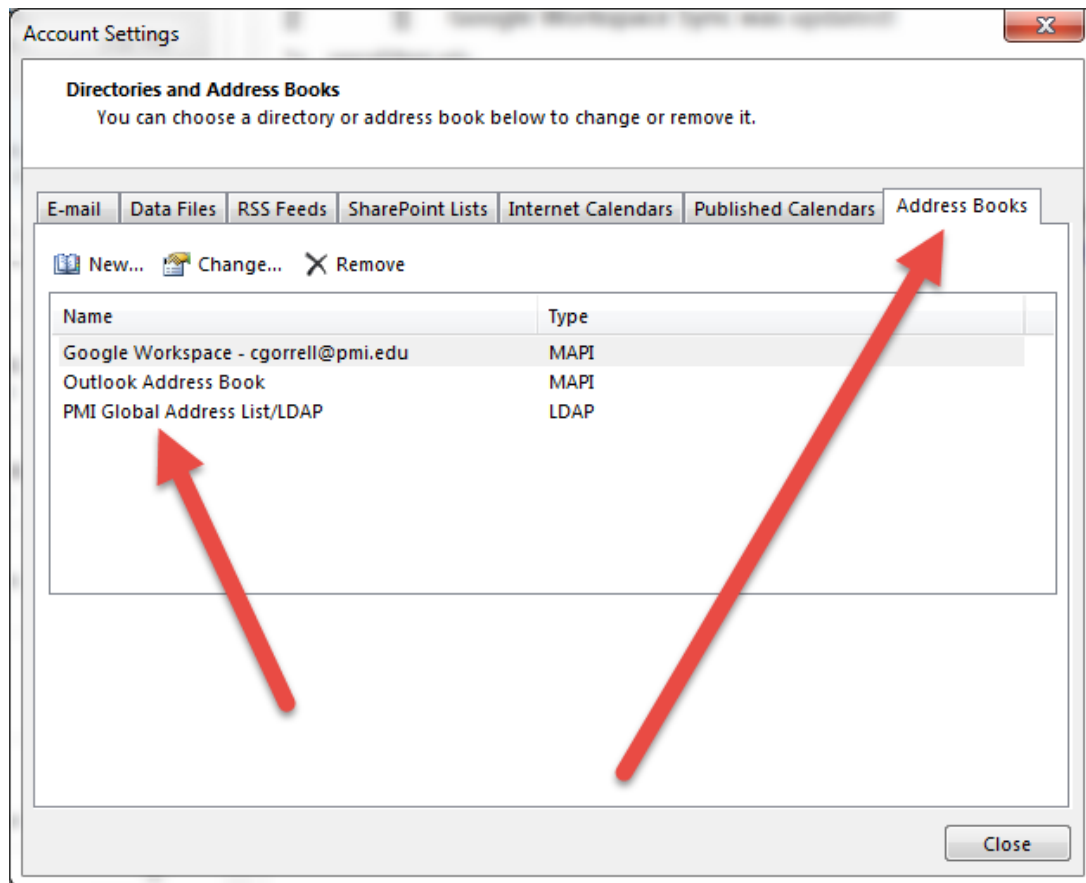
First, open Outlook then click on the File Tab at the top left -



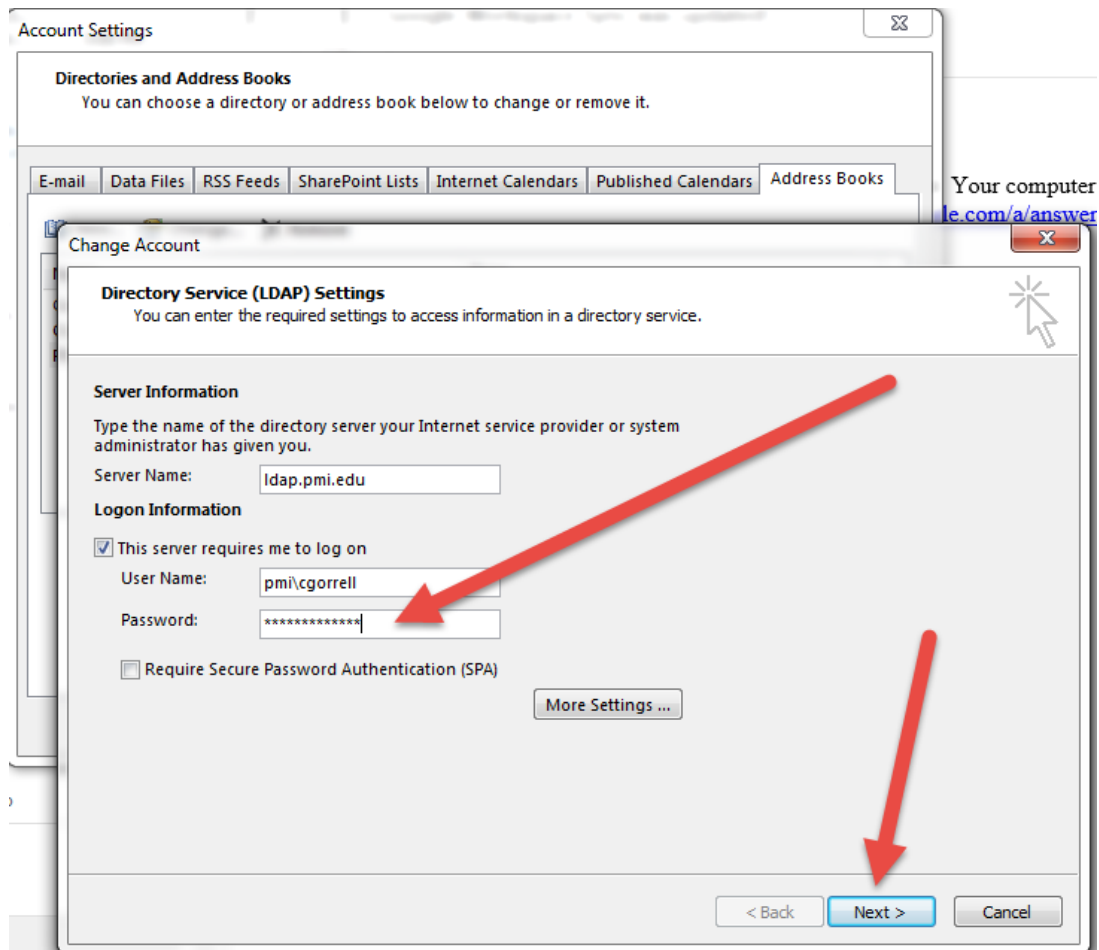
Then Click on Account Settings to get the Account Settings dropdown (seems redundant, we know) and click on the one that drops down -



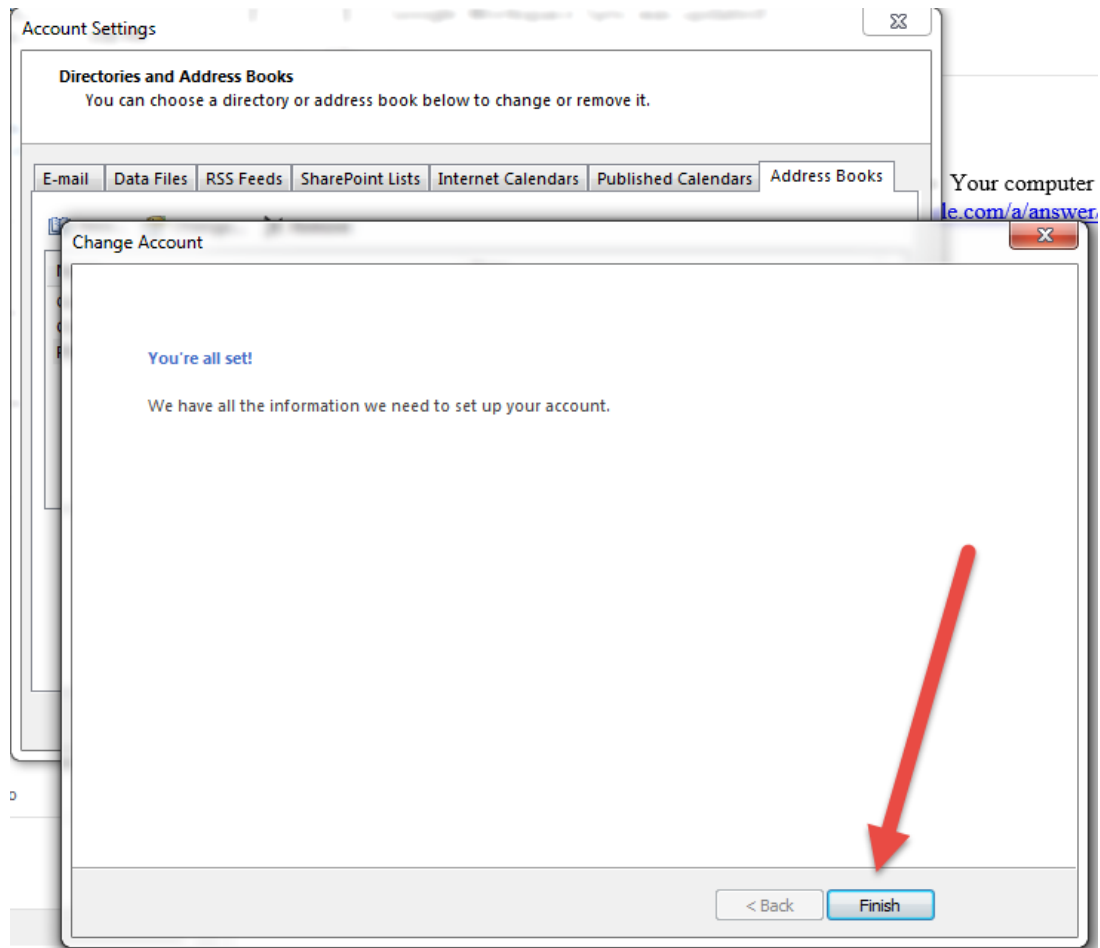
From the Account Settings Window, click on the Address Books tab, then double-click the LDAP entry for PMI Global Address List (may be named differently on some, but will have LDAP as the type to the right) -



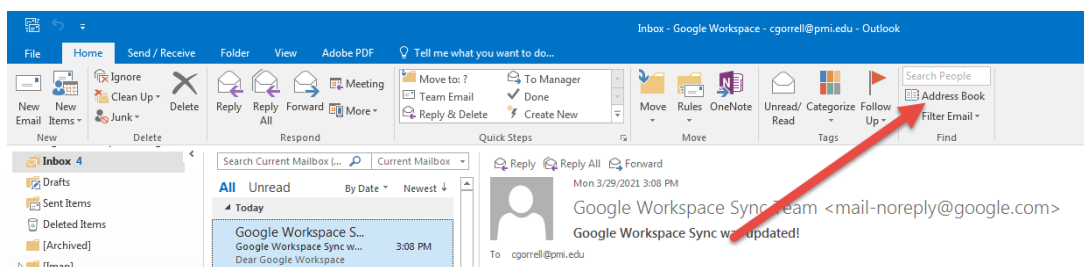
Clear the old password and have our employee type in the new password, then click Next -



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 Hamed	ahamed@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		