

Knowledge Base > Public > Updating the LDAP Address Book Password

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 -

를 5 ÷			Inbox - Google Workspace - cgorrell@pmi.edu - Outlook
File Home Send / Receive	Folder View Adobe PDF	♀ Tell me what you want to do	
New Next Email Items + S Junk +	Reply Reply Forward In More *	Image: Move to: ? Go To Manager Image: Team Email ✓ Done Ga Reply & Delete ✓ Create New	V V V V V V V V V V V V V V V V V V V
New Delete	Respond	Quick Steps	ra Move Tags
▲ Favorites ⁴	Search Current Mailbox (🔎 Cu	urrent Mailbox 🔹 🛛 🛱 Reply 🛱 Reply A	All 🕒 Forward
Inbox 5	All Unread By Date *	Newest ↓ Thu 1	10/22/2020 9:03 PM
Sent Items	▲ Today	Ch	nris Gorrell <cgorrell@pmi.edu></cgorrell@pmi.edu>
Deleted Items Google Workspace - cgorre	Google Workspace S Google Workspace Sync w Dear Google Workspace	3:08 PM To cgorrell@pmi.edu	t
Inbox 5	Older		
Drafts	c ris Gorrell	This is a test	
Sent Items	Tes. 10 This is test < end>	0/22/2020	
Deleted Items			
[Archived]	G Suite Sinc Leam How to get suited with G 10	0/22/2020	
▷ [Imap]	Dear G Suite Sylve user,		
CampusVue_CReaM Computrace G-Suite Alerts	Troy Long New Employee 10 Hi All, We have created	0/22/2020	
o oute Aleio			

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) -

Account Settings		de accelera	dar we done	×
Vou can choose a directory	s or address book I	pelow to change or re	emove it.	
E-mail Data Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
💷 New 🚰 Change 🗙	Remove			
Name		Туре		
Google Workspace - cgorrell@	pmi.edu	MAPI		
Outlook Address Book		MAPI		
PMI GIODAI Address List/LDAP		LDAP		
				Close

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

Account Settings	22
Directories and Address Books You can choose a directory or address book below to change or remove it.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	Your compute
Directory Service (LDAP) Settings You can enter the required settings to access information in a directory service.	×.
Server Information Type the name of the directory server your Internet service provider or system administrator has given you. Server Name: Idap.pmi.edu Logon Information Image: This server requires me to log on User Name: pmi/cgorrell Password: *********** Image: Require Secure Password Authentication (SPA) More Settings	
< Back Next	t > Cancel

Then click Finish -

Director You	ries and Address Books can choose a directory or address book below to change or remove it.	
-mail	Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Ad	Idress Books Your comp
Chan	ge Account	l le.com/a/an
4		
F	You're all set!	
	We have all the information we need to set up your account.	
1		
		*
		*

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

📾 🔊 🕫 Inbox - Google Workspace - cgorrell@pmi.edu - Outlook				
File Home Send / Receive	Folder View Adobe PDF	$\ensuremath{\mathbb{Q}}$ Tell me what you want to do		
New New Email Items ▼	Reply Reply Forward I More *	Move to: ? G To Manager Team Email Jone Reply & Delete F Create New	Move Rules OneNote	Search People
New Delete	Respond	Quick Steps	G Move	Tags Find
Sinbox 4	Search Current Mailbox (🔎 Cu	rrent Mailbox 🔹 🛛 🖓 Reply 🖓 Repl	y All 🖳 Forward	
🞼 Drafts	All Unread By Date *	Newest J	on 3/29/2021 3:08 PM	
📄 Sent Items	▲ Today		joogle Workspace Syn	ream <mail-noreply@google.com></mail-noreply@google.com>
Deleted Items	Google Workspace S		oogle Workspace Sync warm	ndated
[Archived]	Google Workspace Sync w	3:08 PM To coorrell@pmi.edu		Junea:
🛛 🛑 [Imap]	Dear Google Workspace			

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

e Edit Tools				
arch: 🔘 Name only 🔘 More column	S Address Book			
G	PMI Global Address List/LDAP - Other Addr 🔻	Advanced Fin	d	
Name	E-mail Address	E	Business Phone	Location
Aaron Dimmer	adimmer@pmi.edu	SMTP	303-426-1800	Denver Campu
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 Educat
Aaron Liston-Gmail	aliston@g.pmi.edu	SMTP		
Aaron Moreno	amoreno@pmi.edu	SMTP		Online Educat
🖁 Aaron Moreno-Gmail	amoreno@g.pmi.edu	SMTP		
Aaron Nielsen	anielsen@pmi.edu	SMTP	520-327-7462	Online Educat
🖁 Aaron Nielsen-Gmail	anielsen@g.pmi.edu	SMTP		
Aaron Nunez	anunez@pmi.edu	SMTP	206-322-6100	Seattle Campu
Aaron Nunez-Gmail	anunez@g.pmi.edu	SMTP		
Abbi Engel	aengel@pmi.edu	SMTP		Seattle Campu
Abby Holtman	aholtman@pmi.edu	SMTP		Aurora Campu
Abby Holtman-Gmail	aholtman@g.pmi.edu	SMTP		
Abby Perkins	aperkins@pmi.edu	SMTP		Denver - Corp
Abby Perkins-Gmail	aperkins@g.pmi.edu	SMTP		
Abdol Hamedi	ahamedi@pmi.edu	SMTP		Renton Camp
🖁 Abdul Ali	aali@pmi.edu	SMTP		Houston Cam
🖁 Abdul Asghar	aasghar@pmi.edu	SMTP		Houston Cam
🖁 Abdul Asghar-Gmail	aasghar@g.pmi.edu	SMTP		
Sa ABHES Albuquerque	abhes_albuquerque@pmi.edu	SMTP		
🗟 ABHES Albuquerque West	abhes_albuquerquewest@pmi.edu	SMTP		
& ABHES Aurora	abhes_aurora@pmi.edu	SMTP		