

Tip - How to Configure and Query Eudora LDAP Directory Services

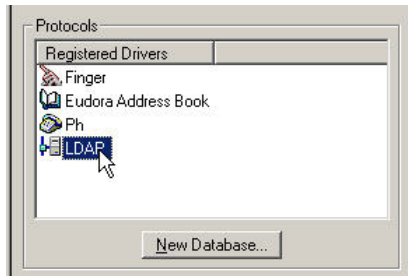
Eudora has a Directory Services function that can be configured to query the Harvard Phone Directory database to find any Harvard staff's contact information. You do not need to have a nickname created in your Eudora Address book to use Eudora Directory Services.

Once Eudora Directory Services is configured, you can search the Harvard LDAP Phone Directory database to find the various information that may be entered in the database including name, email address, phone numbers, mailing address, job title, and department.

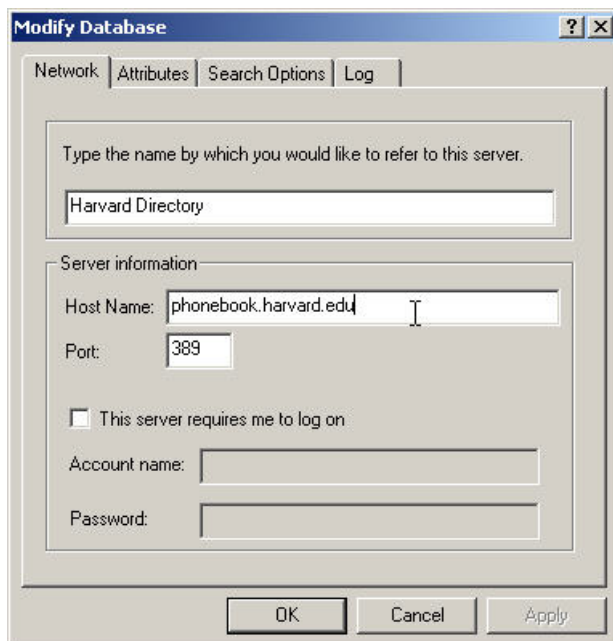
Note: If you notice any incorrect information in your listing, please notify either your local Human Resources staff or your local Phone Directory contact to make the necessary changes.

Configure Eudora LDAP Directory Services

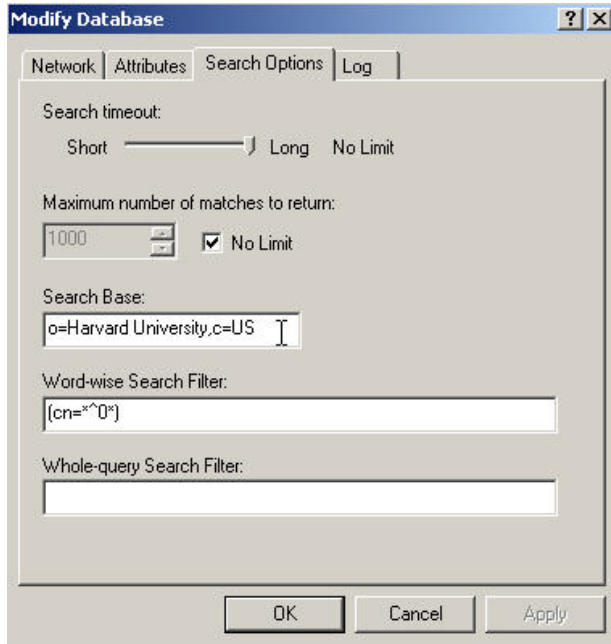
1. From the **Tools** menu in Eudora, select **Directory Services**.
2. The Directory Services dialog box opens. In the top right **Protocols** section of the Directory Services box, click on the **LDAP** button and then click on the **New Database...** button beneath that list:



3. The **Modify Database** dialog box opens. This dialog box will contain the necessary settings for Eudora to communicate with the LDAP directory service. In the "Type the name by which you would like to refer to this server." section, enter **Harvard Directory**.
4. In the Server Information section, next to Host Name, enter **phonebook.harvard.edu**
5. If the Port number is not 389, enter 389 in the Port field.

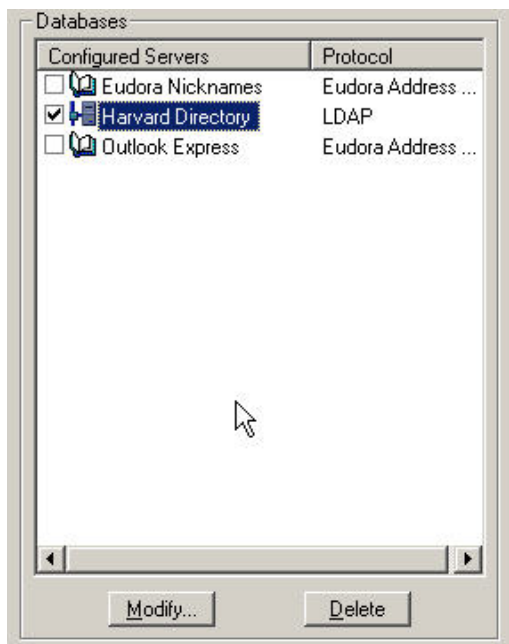


6. Click the **Search Options** tab at the top of the dialog box to continue.
7. In the Search Base field, type o=Harvard University, c=US.



8. Click OK. The LDAP database is now configured.
9. Now set Eudora to search the LDAP database.
10. In the Databases list in the lower right section of the Directory Services dialog box, click the box next to "Harvard Directory." This sets the Harvard Directory as the LDAP directory database searched when you enter a name in the Query section of the Directory Services dialog box.

Note: Eudora is able to search more than one directory database when queried, so removing the checkboxes for other servers you search is optional.



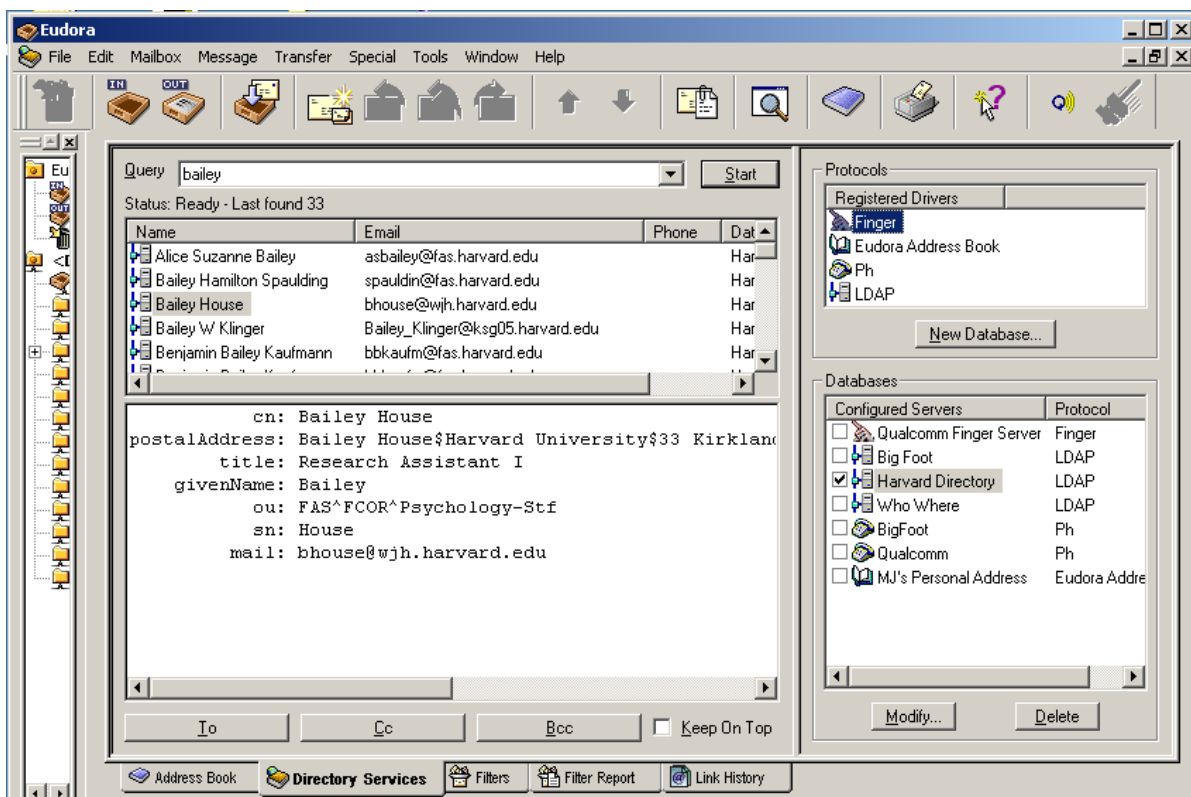
Query Eudora Directory Services

To query the Eudora LDAP database(s), open the Directory Services dialog box by either of the following methods:

- From the Tools menu in Eudora, select Directory Services, or
- Press the Control + Y keys when in Eudora.

In the top left Query section:

1. Type in all or a portion of a Harvard affiliate's name to retrieve directory information on that affiliate.
2. Click the **Start** button to query the database.
3. Eudora displays the results of its search in the section below Query.
4. Click on the Name heading to sort the names found into alphabetical order.
5. Find the name of the person in the list and click on it to retrieve the information entered in the database.
6. All information entered into the database will be displayed. **Note:** Not all entries have complete information.



If necessary, resize the section below the list of names:

1. Place your cursor on the line below the list of names found until it changes to two horizontal lines with arrows above and below.
2. Left click and drag the line up, or down, to show the person's information.

Note: To see the information without scrolling around a lot, resize the window to full size by clicking the full screen button at the top right of the Eudora window.

If you need assistance with setting up Directory Services, please call the Help Desk at 617-495-8411.