

## Enabling BGSU Directory Services in Eudora Pro for Windows

To retrieve information from the online campus directory, you need to configure Eudora Pro for Windows so it will look for directory information in the University's LDAP server.

1. Under the **Tools** menu, select **Directory Services**. A window similar to Fig. 1 should appear.

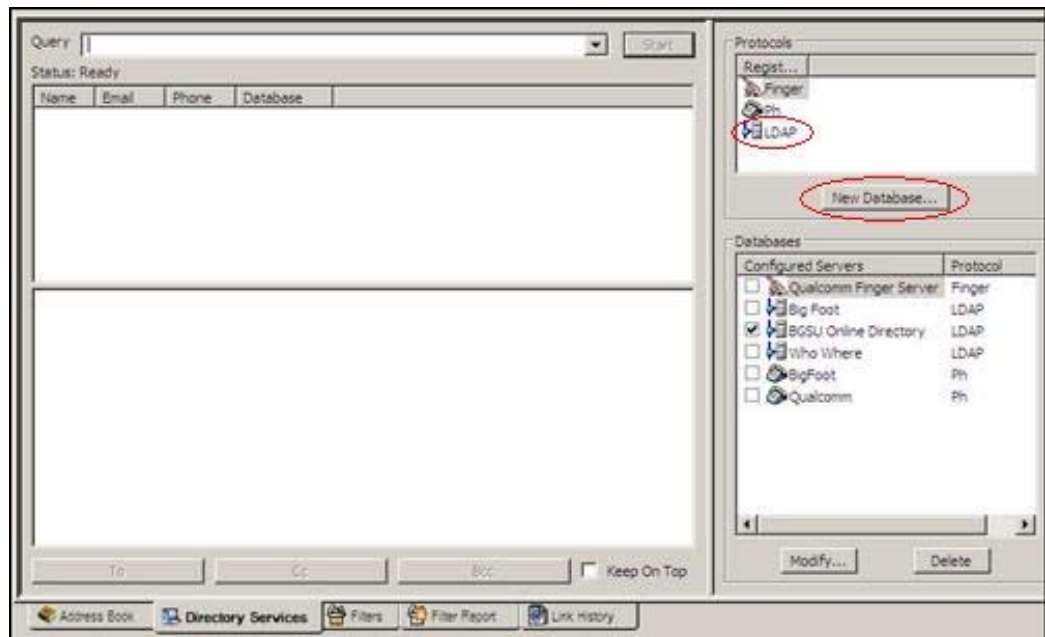


Fig. 1 Directory Services Window

2. In the **Protocols** area in the upper right-hand corner, click on **LDAP** to highlight it. Then click on the **New Database** button. A Modify Database window similar to Fig. 2 will appear.
3. Under the **Network** tab, enter the name you wish to use to refer to your server. The name chosen for this example is BGSU Online Directory. Then under Server information, enter *ldap.bgsu.edu* (starting with a lower-case L, not an upper-case I) as the Host Name.

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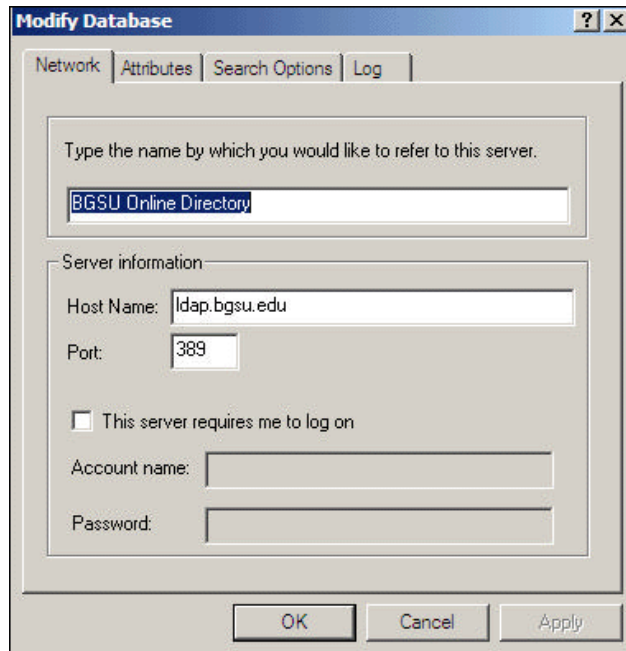


Fig. 2 Network tab - Modify Database Window

4. Skip over the Attributes tab to the **Search Options** tab. For **Search Base** enter *dc=bgsu,dc=edu* and click **OK**. See Fig. 3.

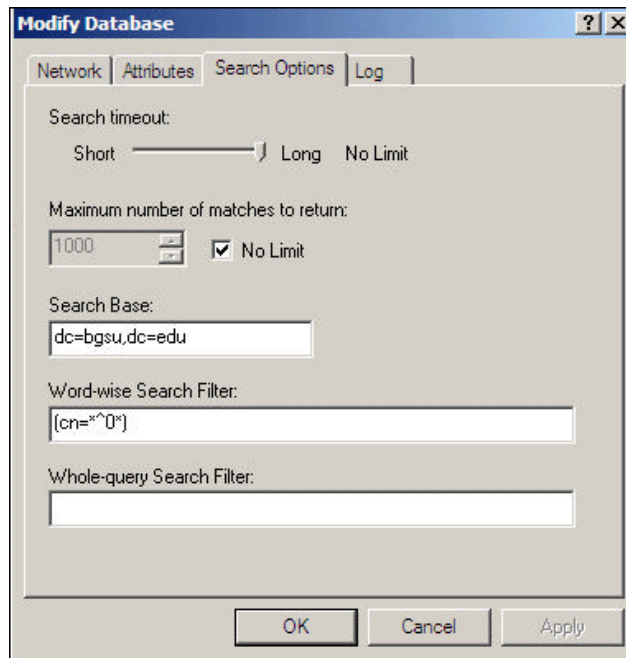
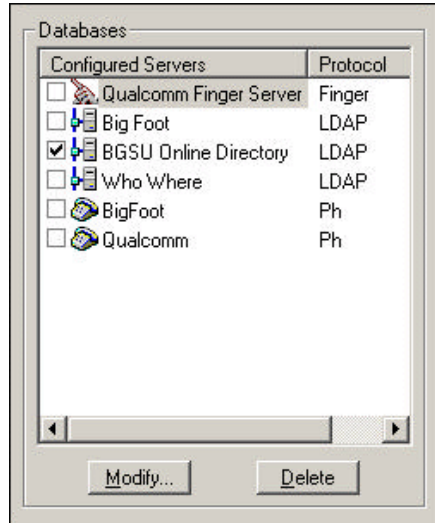


Fig. 3 Search Options tab - Modify Database Window

5. You should now see the server you just defined appear under Configured Servers in the Databases window as shown in Fig. 4. To use it for searches, you need to click on the checkbox right before the server's name. A check mark should now appear in the checkbox.

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**Fig. 4 Databases area in Directory Services Window**

You have completed the configuration and can now look up directory information on the BGSU LDAP server. Enter the name of the person you want to locate in the Query box on the left side of the Directory Services window and click on the **Start** button. To access the LDAP server at a later date, go to **Tools > Directory Services** and then type a name in the **Query** box and click on **Start**.