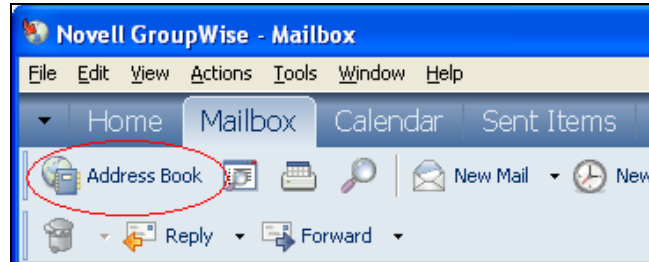
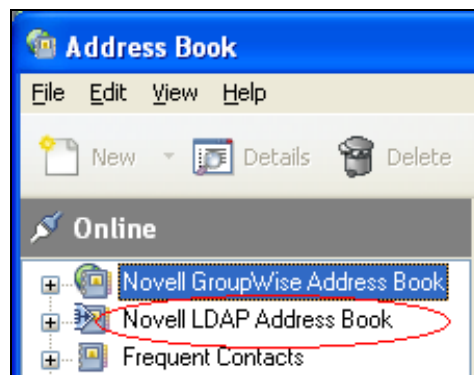


UNT LDAP Address Book Guide: Searching UNT Denton's LDAP Address Book

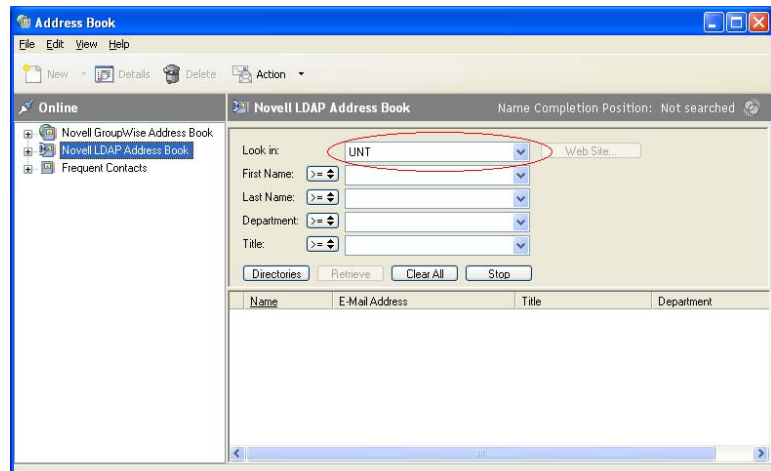
In the Groupwise Client, click on the Address book button to open the Groupwise Address Book.



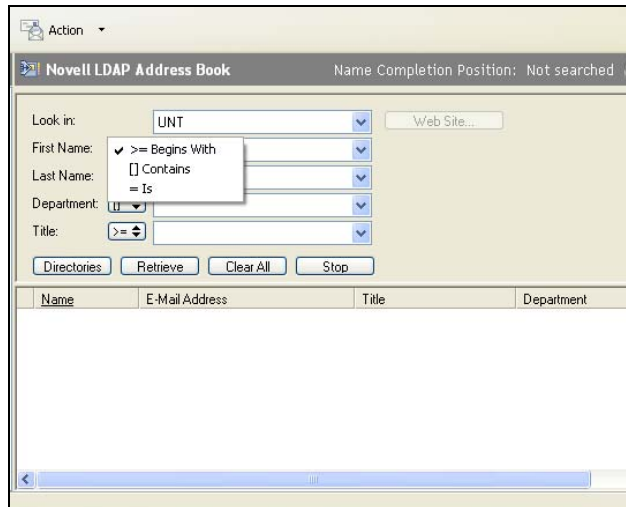
Select "Novell LDAP Address Book"



If you've already run the UNT Addresses update, then your LDAP Address Book search window should look like the figure on the right. (See instructions for UNT Addresses Update if you don't see this).

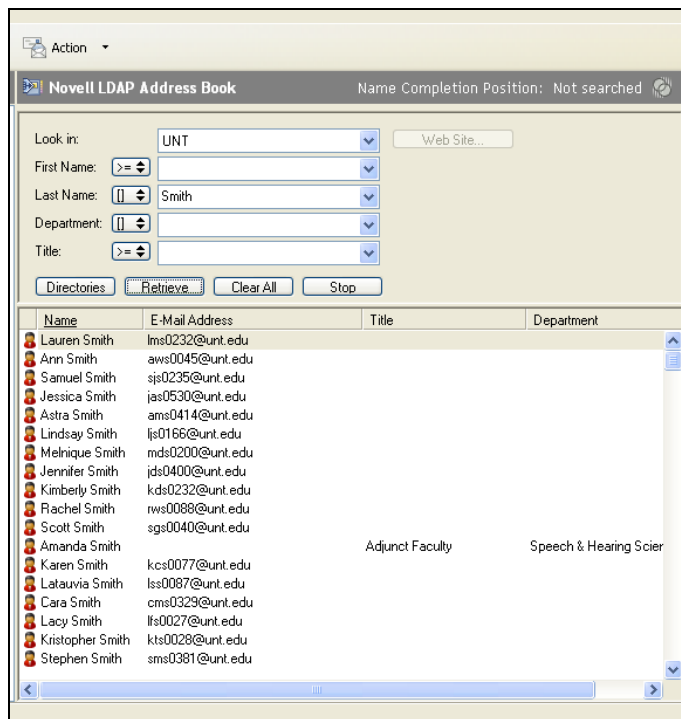


In each field you have multiple ways of searching for user information

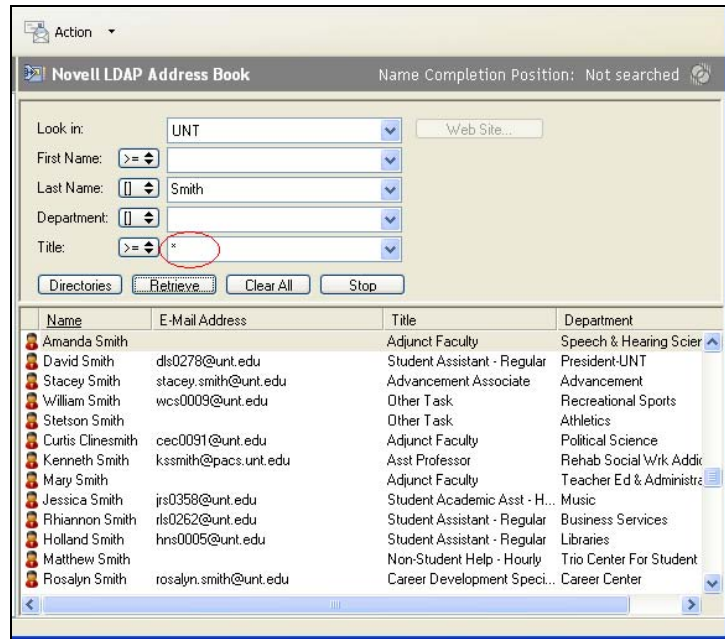


The figure to the right shows a sample search for users with last names that contain the word 'smith'

****Please note, you must click on Retrieve to begin your search (pressing enter will not begin the search)**



By putting an asterisk in the Title field you can restrict your search to users that have Title information in their UNT profile, i.e. staff and faculty.



Contacts can be added to your Frequent Contacts (or other address book) by dragging and dropping from the results list to the appropriate address book. Once you have emailed someone, the address will also be automatically added to your Frequent Contacts address book.

For questions or problems, please contact the ITS Helpdesk (helpdesk@hsc.unt.edu).