



For Windows 98 SE, Windows NT4, Windows ME, Windows 2000 and Windows XP

## OUTLOOK 2000

### LDAP SETUP

#### Configuring a LDAP service for Windows Address Book (WAB).

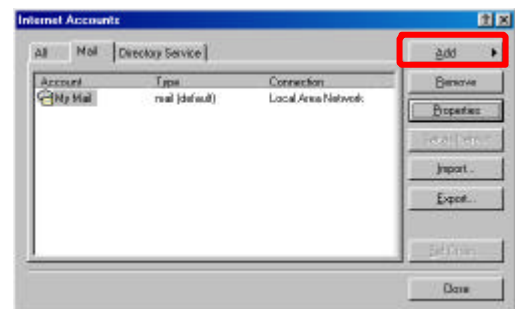
1. Open Outlook 2000.  
You can do this by double clicking on the **'Microsoft Outlook'** icon with the left mouse button.



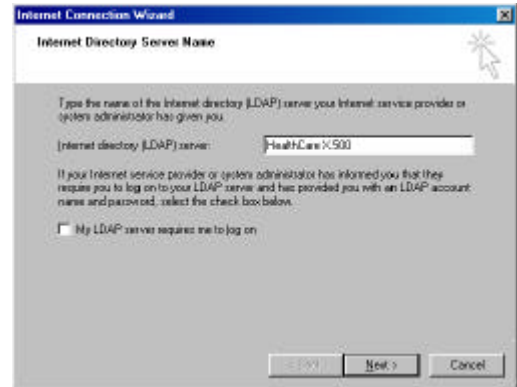
2. Select **'Tools'** from the main menu then select **'Accounts'**.  
The Accounts dialog box will then be displayed.



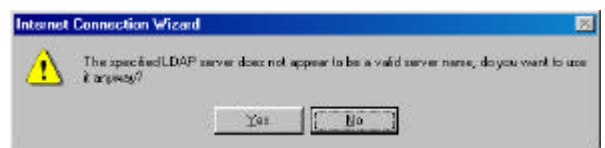
3. Select the **'Add'** button, then select **'Directory Service...'**.  
The Internet Connection Wizard dialog box will be displayed.



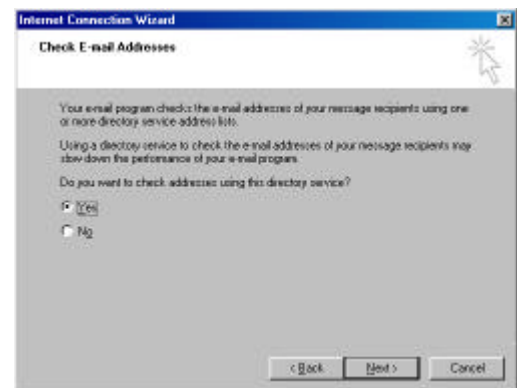
4. Type **'HealthCare X.500'** in the 'Internet directory (LDAP) server' field.
5. Select the **'Next'** button.



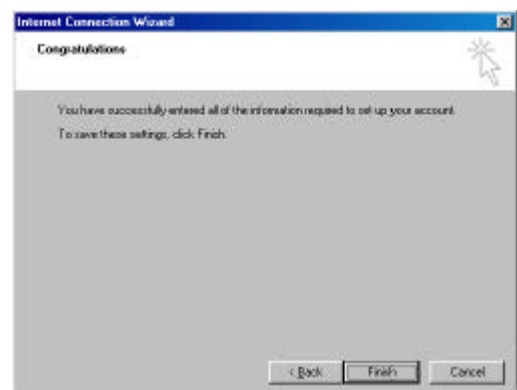
6. The following warning will be displayed:  
'The specified LDAP server does not appear to be a valid server name, do you want to use it anyway?'.  
Select the **'Yes'** button to display the 'Check Email Addresses' window.



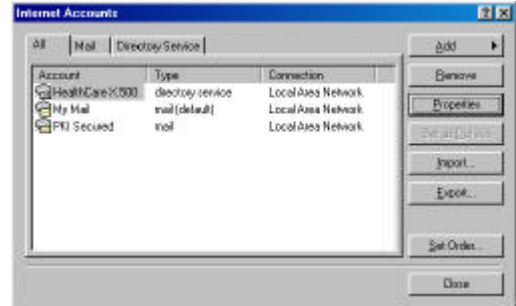
7. Select the **'Yes'** radio button for the 'Do you want to check addresses using this directory service' option.
8. Select the **'Next'** button to display the Congratulations window.



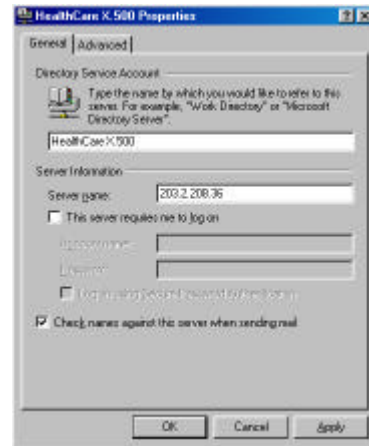
9. Select the **'Finish'** button to return to the Internet Accounts dialog box.



- Highlight the Directory Service account you just created and select the **'Properties'** button.



- In the 'Server name:' field highlight 'HealthCare X.500' and replace with **'203.2.208.36'**.
- Select the **'Advance'** Tab to display the LDAP Port number and Search Base information.



- In the 'Search base:' field type **'c=au'**.
- Select the **'OK'** button to save changes and return to the Internet Accounts dialog box.



- Select the **'Close'** button to return to Outlook 2000.



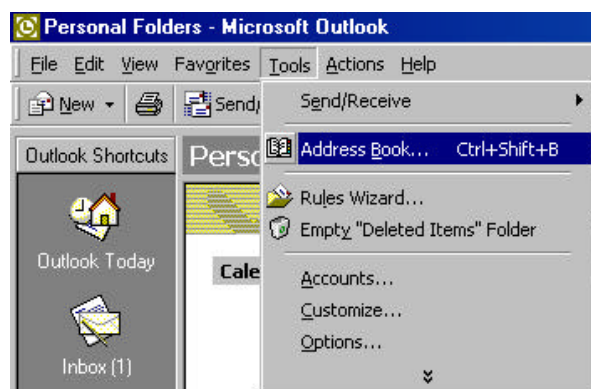
You have now created a LDAP service for use with Windows Address Book (WAB). This service allows you to quickly and easily locate other subscriber's public certificates (Digital ID's).

## Adding contacts with public certificates to Windows Address Book using LDAP

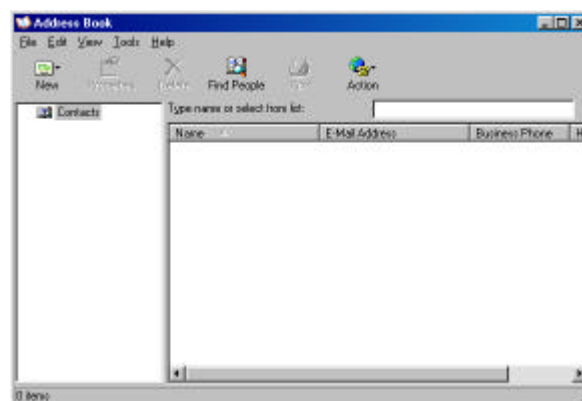
16. Open Outlook 2000.  
You can do this by double clicking on the **'Microsoft Outlook'** icon with the left mouse button.



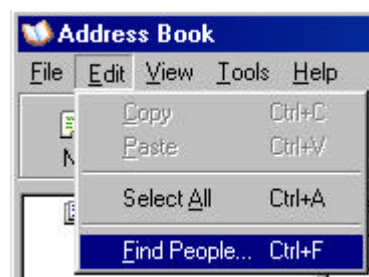
17. Select **'Tools'** from the main menu then select **'Address Book...'**.



The Windows Address Book will then open.



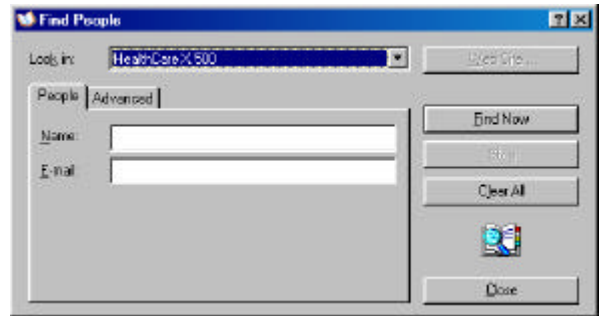
18. From the main menu of the Address Book select **'Edit'** and then select **'Find People...'**.  
The Find People window will then open.



19. Select **'HealthCare X.500'** from the 'Look in:' combo box on the Find People window.

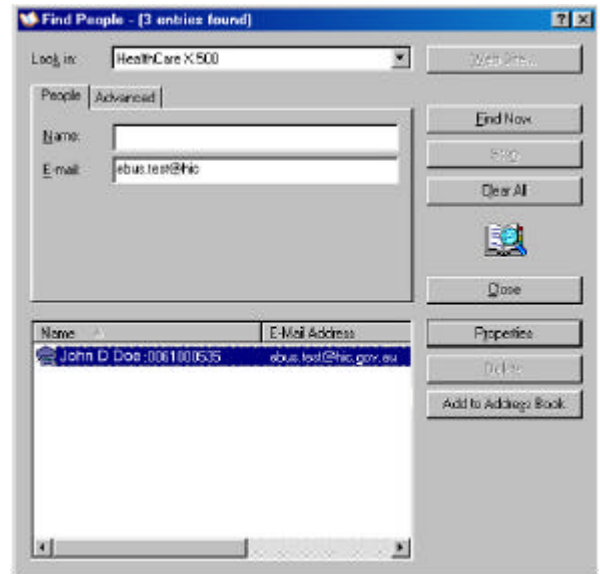
You are now ready to locate the contact using HealthCare X.500 directory search.

The type of information you have about the contact will determine the type of search to perform.



20. Type **'ebus.test@hic'** in the E-mail field then select the **'Find Now'** button.  
The HealthCare X.500 directory search will then commence.

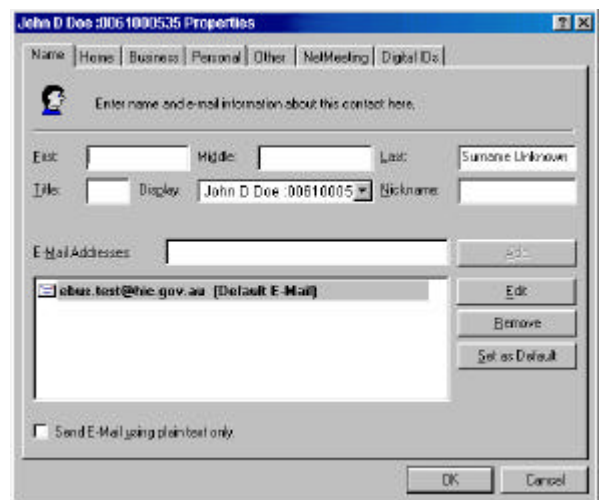
21. When the search returns the results will be displayed in the list box.



22. Highlight the desired recipient from the results then select the **'Add to Address Book'** button.  
The contact window will then open allowing you to edit the contact details.

23. Once you are satisfied with the contact details select the **'OK'** button.  
The contact details are then added to the Address Book.

24. Edit the contacts personal details as you prefer.



25. Select the **'Close'** button on the Find People window.
26. From the main menu of the Address Book select **'File'** then select **'Exit'** to close the Windows Address Book.



You just added a new contact to Windows Address Book using HealthCare X.500 Directory search.

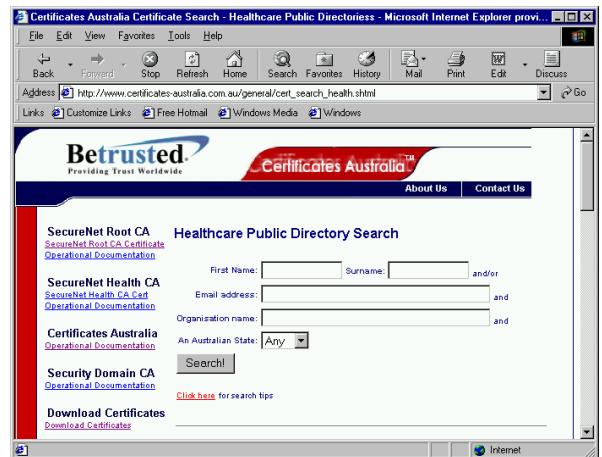
## Adding contacts with public certificates to Windows Address Book without using LDAP support

27. Establish a connection to the Internet. This will be either a Dial-up networking or LAN connection.

28. Open the Windows Internet Explorer application by double clicking on the '**Internet Explorer**' icon with the left mouse button.



29. Type '[http://www.certificates-australia.com.au/general/cert\\_search\\_health.shtml](http://www.certificates-australia.com.au/general/cert_search_health.shtml)' into the Address area of your web browser and press the '**Enter**' key. The Certificates Australia Healthcare Public Directory Search web page is displayed.



30. Navigate around the web page using the '**Up**' and '**Down**' arrow keys until you find the 'Healthcare Public Directory Certificate Search' area of the page.

### Healthcare Public Directory Search

First Name:  Surname:  and/or  
Email address:  and  
Organisation name:  and  
An Australian State:

[Click here](#) for search tips

The following Information was extracted from the Certificates Australia Healthcare Public Directory Search Tips web page. This web page can be accessed by selecting the '[Click here for search tips](#)' link or by typing [http://www.certificates-australia.com.au/general/search\\_tips\\_health.shtml](http://www.certificates-australia.com.au/general/search_tips_health.shtml) into the Addresses area of your web browser and pressing Enter key.

### Advice on making a successful search

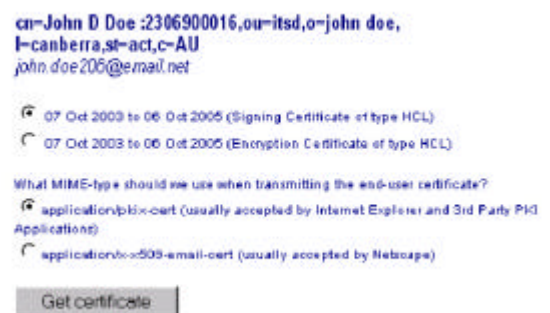
- You may use the "\*" character to search for zero or more characters in a name which you do not know. For example searching for "John \* Doe" will return both "John A Doe" and "John Alan Doe". This is especially useful if you do not know a middle name or how to spell part of a name.
- You may also enter part of a name. For example searching for "John Do" will return "John Doe".
- If you are searching on the surname only, there is no need to fill in the First Name field. For example, a search on "Doe" would return both "John A Doe" and "John Alan Doe".
- Only the first 50 names found will be returned.
- If you tried a search and used the person's middle name(s) but did not obtain any results, try the search without using the middle name(s).
- When searching using an email address, the email address returned is the *current* email address in the certificate, which may have superseded the address you searched for.

31. Using the information provided in the previous step perform a Healthcare Public Directory search.

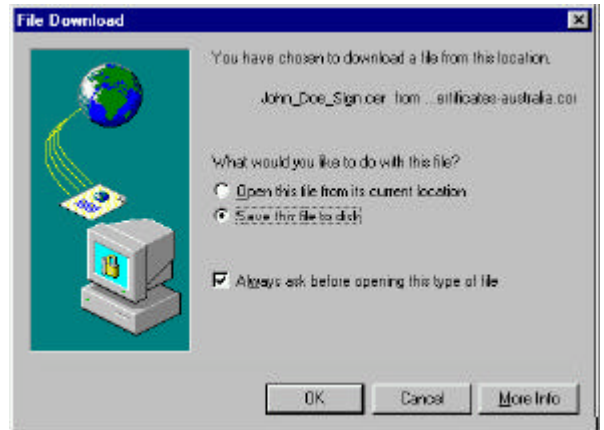
For example enter 'ebus.test@medicareaustralia.gov.au' in the Email Address field

If you have problems retrieving certificates or the Search function is not working please send an email message containing a description of your problem to [registration@hesa.com.au](mailto:registration@hesa.com.au)

32. Once the desired certificates are located select the '**Signing certificate**' with the latest date by checking the radio button that corresponds to that certificate.
33. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.  
(usually accepted by Internet Explorer and 3rd Party PKI Applications)'
34. Select the '**Get Certificate**' button. The 'File Download' dialog box will then open.



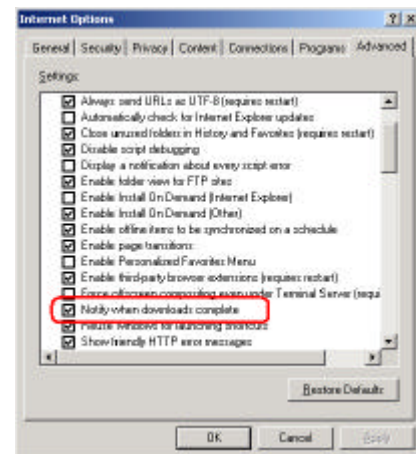
35. Select the **'Save this file to disk'** radio button.
36. Select the **'OK'** button. The 'Save As' dialog box will then display.



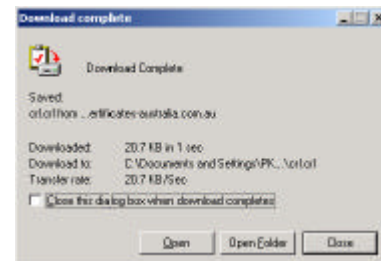
37. Choose a directory to save the certificate in.



38. If your Internet Options are set to 'Notify when Downloads Complete' (as illustrated at right) then the following 'Download Complete' window will appear.



39. Press the **Close** button.



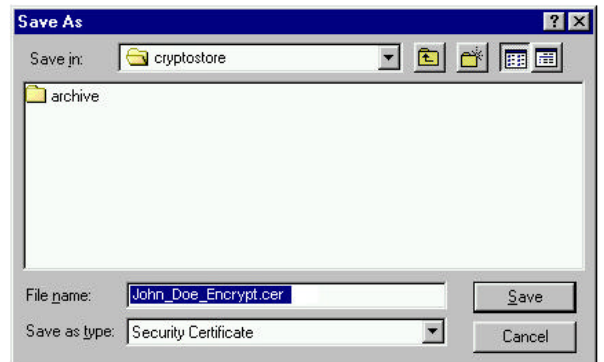
40. Switch to Internet Explorer and select the Encryption certificate with the latest date by checking the radio button that corresponds to that certificate.
41. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.



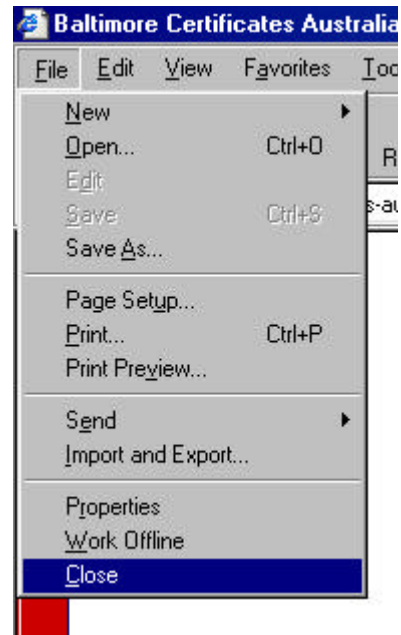
42. Select '**Save this file to disk**' radio button.
43. Select the '**OK**' button. The 'Save As' dialog box will then display.



44. Choose a directory to save the certificate in.



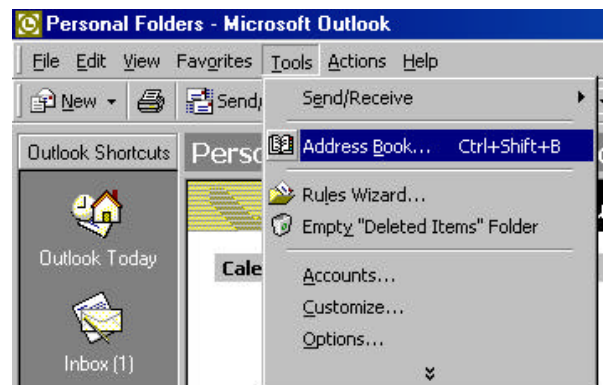
45. Switch to Internet Explorer, select **File** from the main menu then select **'Close'**. Microsoft Internet Explorer application will then close.



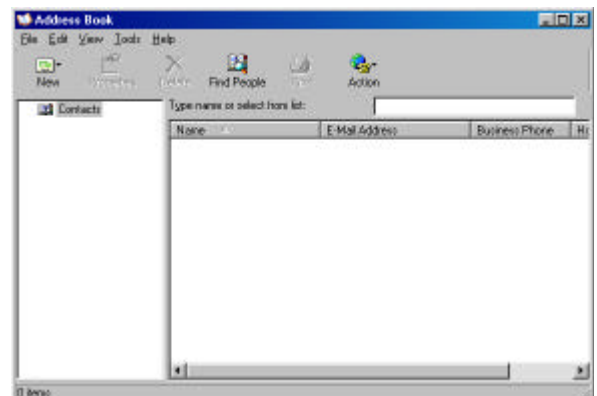
46. Open Outlook 2000. You can do this by double clicking the Microsoft Outlook icon with the left mouse button.



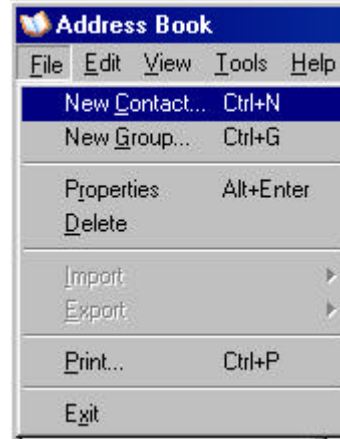
47. Select **'Tools'** from the main menu then select **'Address Book...'**.



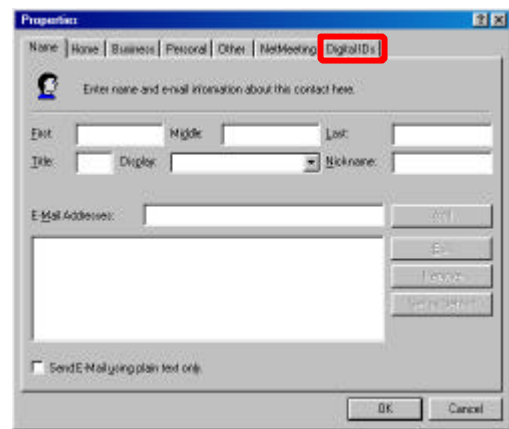
The Windows Address Book will then open.



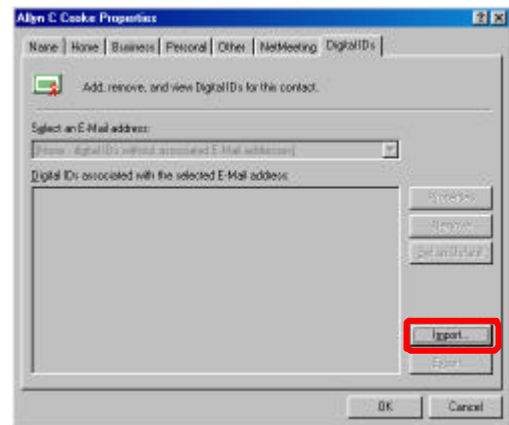
48. Select **'File'** from the main menu of Windows Address Book (WAB) and select the **'New Contact...'** option. The Properties page of a New Contact will then be displayed.



49. Type the required details in the Name Tab fields for the contact.  
 50. Select the **'Digital IDs'** tab to display the Digital IDs associated with the contact.



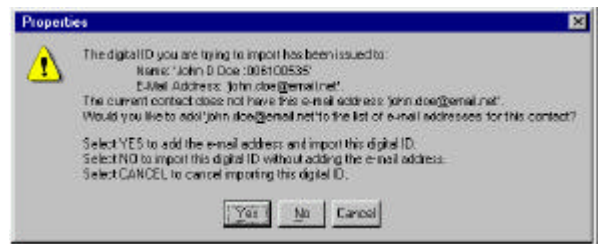
51. Select the **'Import...'** button. The 'Select digital ID file to import' dialog box will be displayed.



52. In the 'Look in:' area of the dialog box navigate to the directory you saved the certificates in  
 53. Highlight the file ending in **Encrypt** from the list displayed.  
 54. Select the **'Open'** button to initiate the certificate import.



55. During the import you may be prompted to update the contacts email address, if this occurs select the **'Yes'** button.



56. Select the **'Import...'** button. The 'Select digital ID file to import' dialog box will be displayed.
57. In the 'Look in:' area of the dialog box navigate to the directory you saved the certificates in
58. Highlight the file ending in **Sign** from the list displayed.
59. Select the **'Open'** button to initiate the certificate import.

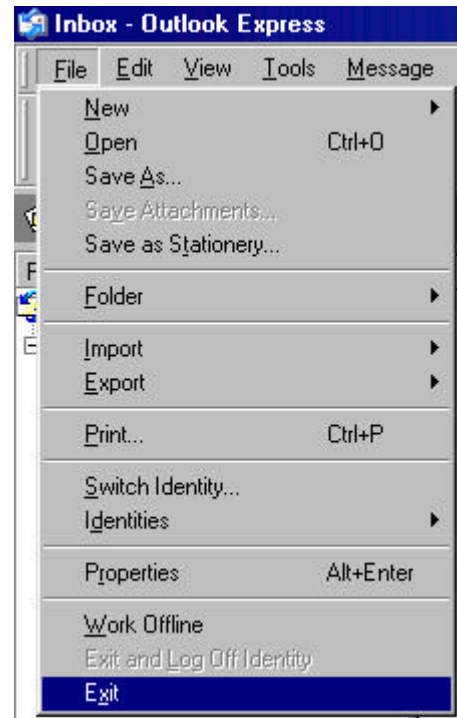


60. Select the **'OK'** button to close the Contact properties dialog box and return to Windows Address Book.

61. Select **'File'** from the main menu of Windows Address Book (WAB) and select the **'Exit'** option. Windows Address Book will then close.



62. Switch to Outlook 2000, select 'File' from the main menu then select 'Exit'. Microsoft Outlook 2000 will then close.



You just added a new contact to Windows Address Book without using LDAP support.