# USING DIRECTORY.UH.EDU WITH THE IPAD

GETTING STARTED

Searching and using the directory.uh.edu LDAP database is very easy and straight forward on the iPad. To start, press the Home button on your iPad, which is located towards the bottom of your iPad. After pressing the Home button you should now see the main window:


Press the Settings icon on the Home screen and you should see the Settings menu. Once in the Settings menu, press the Mail, Contacts, Calendars button, and a list of options will appear in the right pane:
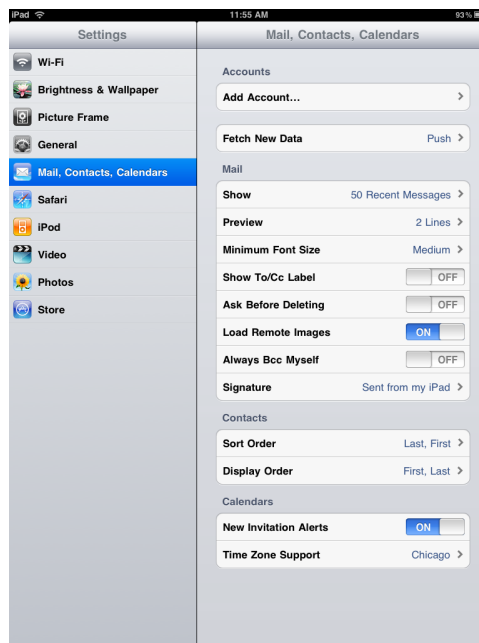
In the settings pane that appears, press the "Add Account..." button to continue to the next settings pane.

CONFIGURING DIRECTORY.UH.EDU LDAP ACCESS

You should now be at the main "Add Account..." configuration window. You should now see a list of service providers. To select your provider type, press on the "Other" button, at the bottom of the list.   After pressing the Other button, you will see a new pane appear to the right. Press the "Add LDAP Account" button to continue:
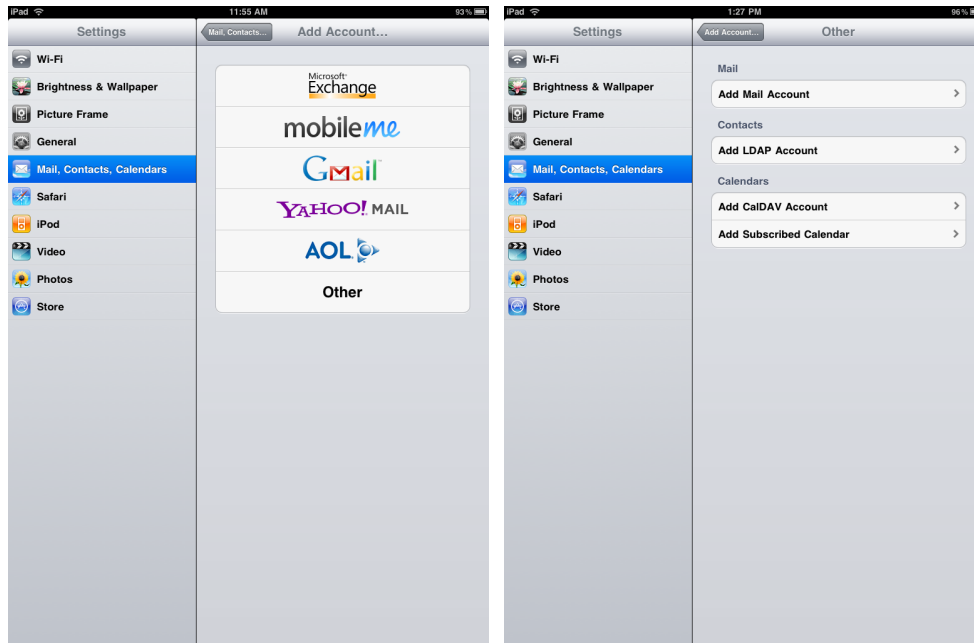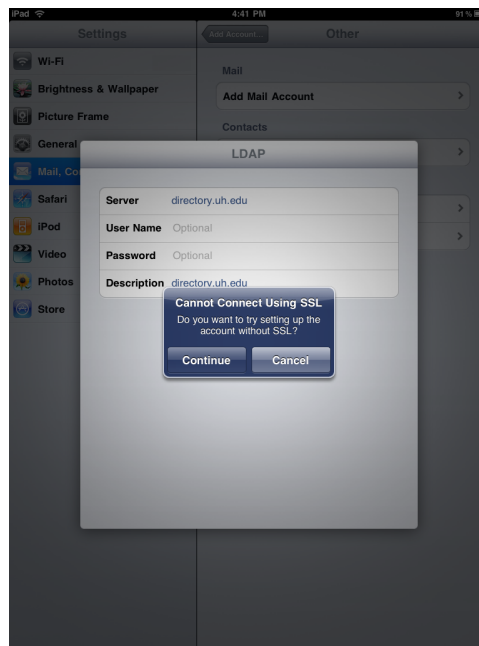

LDAP SETTINGS

After pressing the "Add LDAP Account" button, you will now see a series of blanks prompting you for your LDAP settings information. The first section asks you for your Server, User Name, Password, and Description.   In the Server field, type **directory.uh.edu** in the blank.   The User Name and Password fields should be left blank. In the Description field, type in whatever you would like to name this account. In most cases, just use something like "**directory.uh.edu**" will work fine. After you type in this info, your settings window should look something like this:
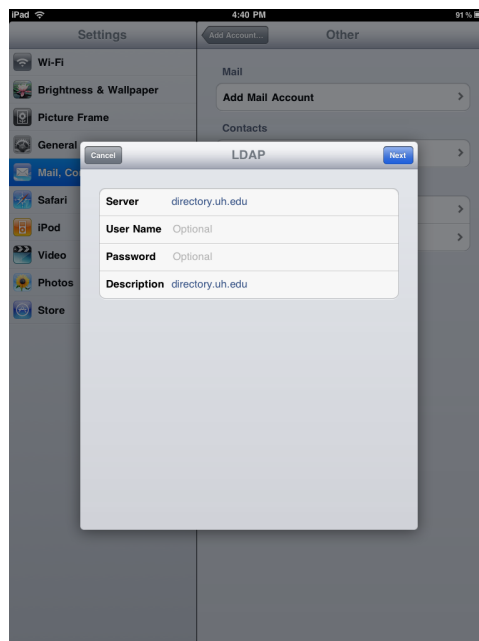
After entering the LDAP server setting, press Next to continue.   Your iPad will now attempt to connect to the directory.uh.edu server to verify your settings. A new screen may appear now stating that it cannot connect using SSL. Press the Continue button to proceed:


After pressing Continue, you will taken to an advanced settings section of the LDAP configuration window.   Under the Search Settings section, press the "NetscapeRoot" button and you will be taken to a new Search Settings window. In the Search Settings window, you will see fields asking for a Base and Description.   In the Base filed, clear out any data that may be Netscape-related, and type in the following search string exactly as listed below:

ou=People,o=University of Houston

***NOTE:** There should not be any spaces in the search string, expect for the "University of Houston" piece.*
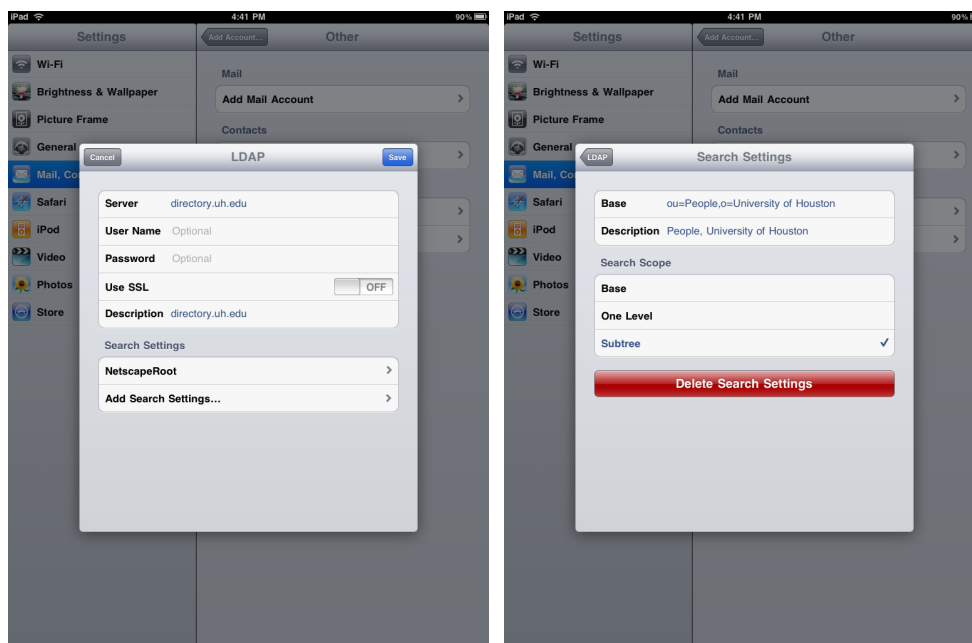
After typing in the new search string, press the Description section and you will notice that the information has been auto-completed with the new UH-related information. Be sure to verify that the Search Scope is set to "Subtree" as well. Press the LDAP button in the upper left corner of the screen to go back to the previous window. Once there, your LDAP configuration settings should look like this:
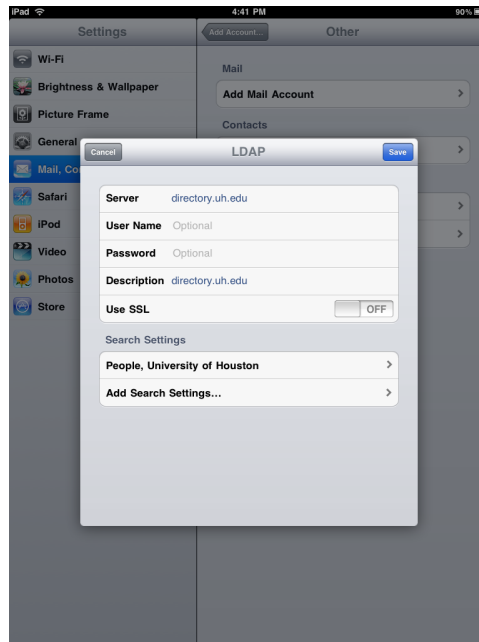
Now that you have entered in all of the settings needed to search the directory.uh.edu LDAP database on your iPad, press the Save icon in the upper-right corner to Save your entries. After saving your settings, you will be taken back to the "Mail, Contacts, Calendars" section and you will now see an entry listed for directory.uh.edu. To exit this window, simply press the Home button on the bottom of your iPad to return to the Home screen.

**SEARCHING THE DIRECTORY.UH.EDU DATABASE**

To search for Students, Faculty, and Staff at UH, all you need to do is to open the Contacts application. Search for an icon on your iPad that looks like the following:


Press the Contacts icon to open the application. Once in the Contacts application, you will see a rolodex-like address book. Press the red Groups tab in the upper-left corner to access the Group settings:

In the Groups section, you will now see a listing for directory.uh.edu (LDAP). Press the listing for directory.uh.edu and you will be taken back to the main Contacts application:
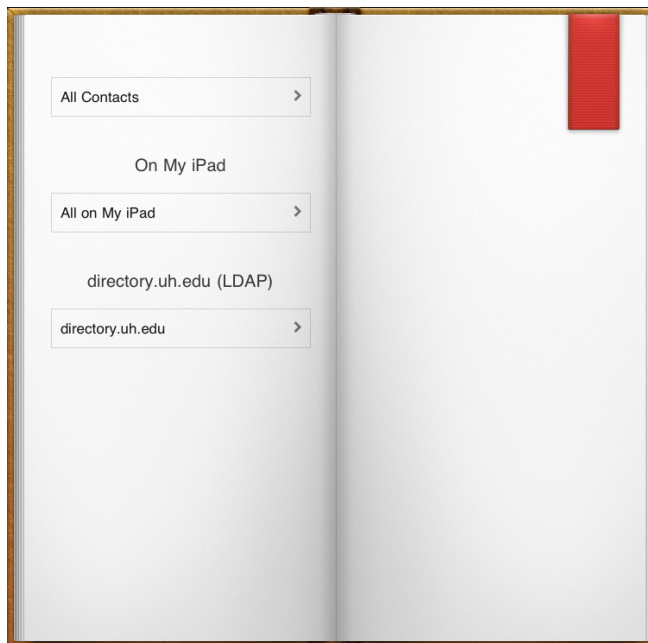
Once back in the main contacts page, you will see a blank that you can type in the name of the person you are searching for. In this below example, the user is searching for the name "Alby" and is able to find information listed below the search blank. If you press on the results, in the case, where is says "Alby Rose," and new screen will appear with this person's contact information:
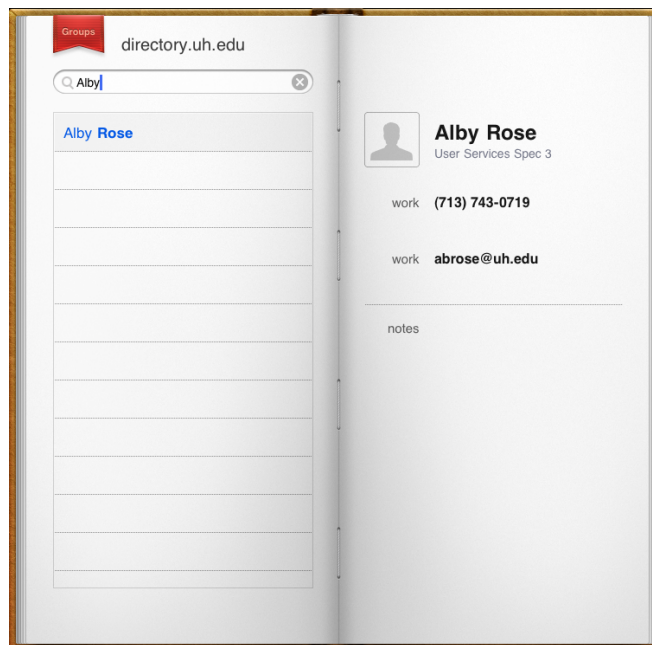
After finding the person's contact information, you can press the email address listing to send this person an email message.

***NOTE:** You can use the Mail application on your iPad to compose a new message and it will automatically search the directory.uh.edu LDAP database for the person you are trying to email.

INFORMATION AND SUPPORT

For general iPad-related questions, please consult Apple's iPad Tutorial web page at http://www.apple.com/ipad/guided-tours/ .

If you have any questions and or comments about using the iPad with directory.uh.edu, a good place to start is by submitting questions to the UH Mac Users Email List. The email address for the list is uh-mac-users@listserv.uh.edu . For information on subscribing to the list, please read the below instructions:

1) Submit the request using the email account you wish to have LISTSERV messages sent to.

2) The request should be sent to: LISTSERV@LISTSERV.UH.EDU

3) Leave the Subject line empty.

4) Format the body of the message as follows:

SUBSCRIBE UH-MAC-USERS

***NOTE:** Make sure that you do not have an automatic email signature in the body of the message. Having one enabled will cause problems with the subscription request.

For all additional questions related specifically to your UH Exchange account, or any other matter, please submit them to the IT Support Center at 713-743-1411 or via email at uitsupport@uh.edu

Created by Alby Rose on 4/5/10