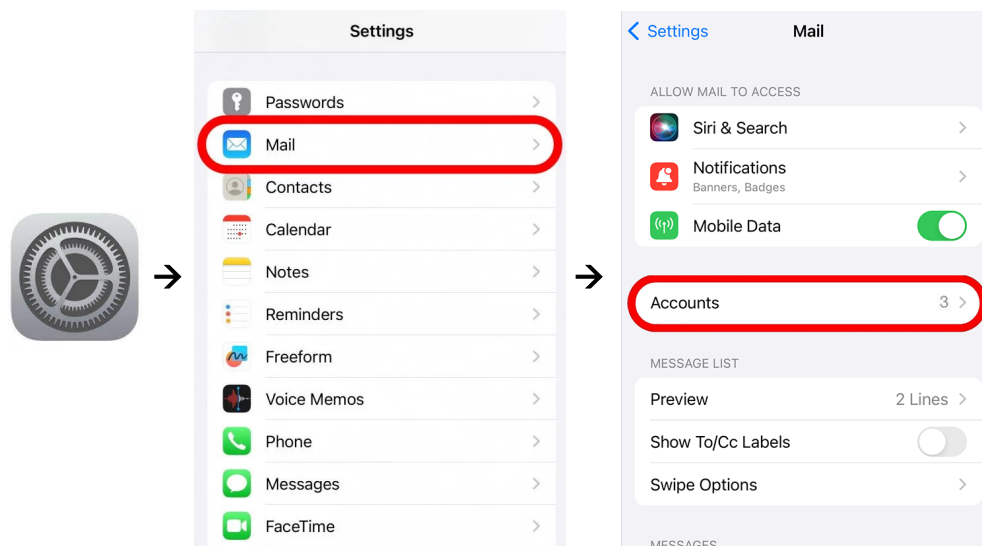# Apple Mail Microsoft Exchange 365 (Online) account setup guide for iOS devices and Mac computers
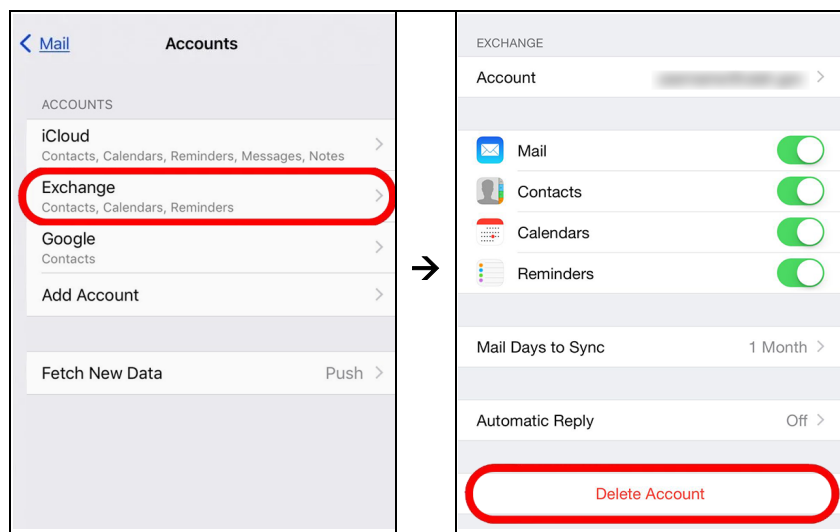
Apple Mail account setup on iOS devices

To set up a Microsoft Exchange 365 (Online) e-mail account for Apple Mail on mobile iOS devices, perform the following steps:
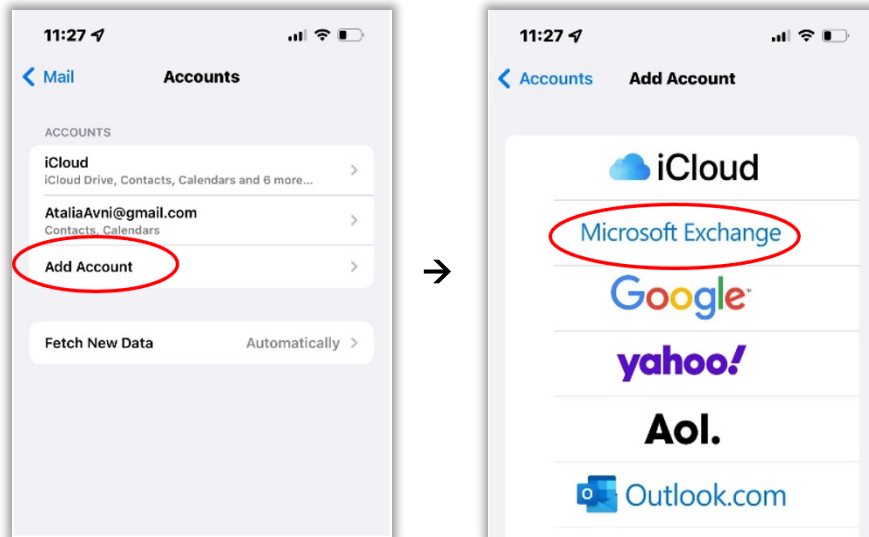
1. Remove your existing e-mail account from your iOS device's settings. To do this, access your device settings and select **Mail**, then select **Accounts**.
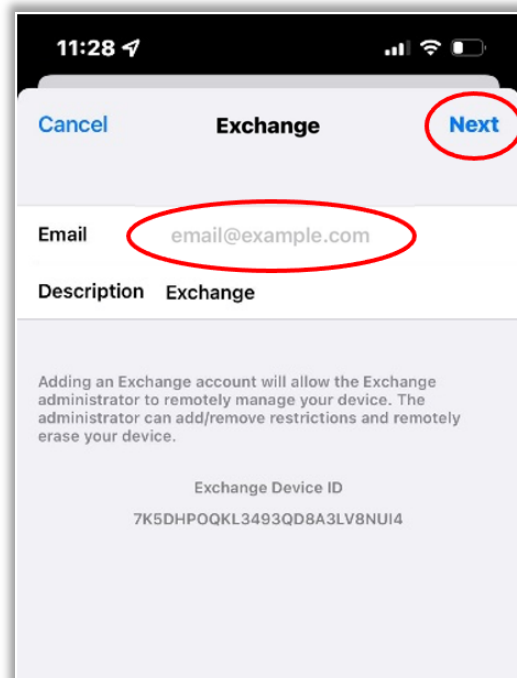

2. Select the e-mail account to be removed, select the **Delete Account** button on the account's configuration to remove it, and confirm the deletion.
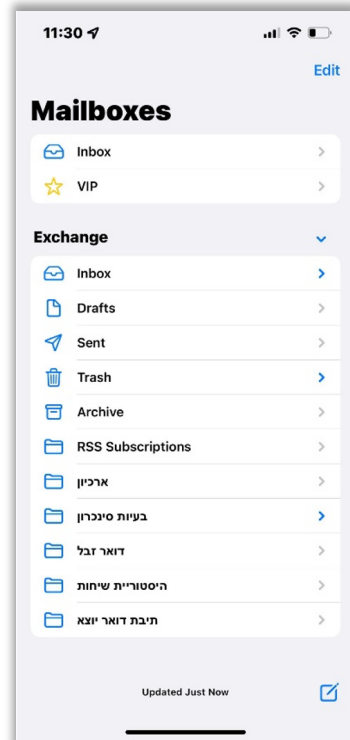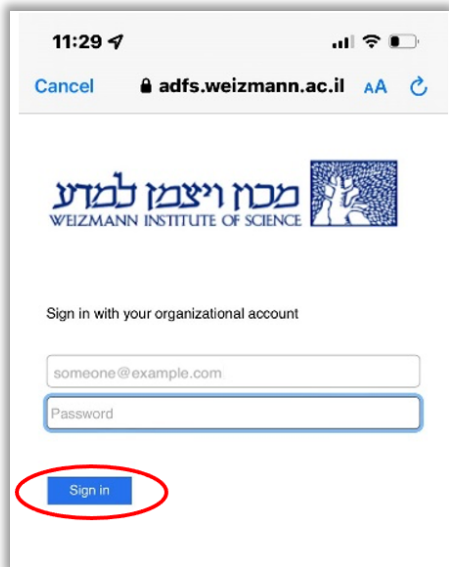
3. To add the new Microsoft Exchange 365 (Online) e-mail account, select **Add Account** under **Accounts** settings, then select **Microsoft Exchange**.

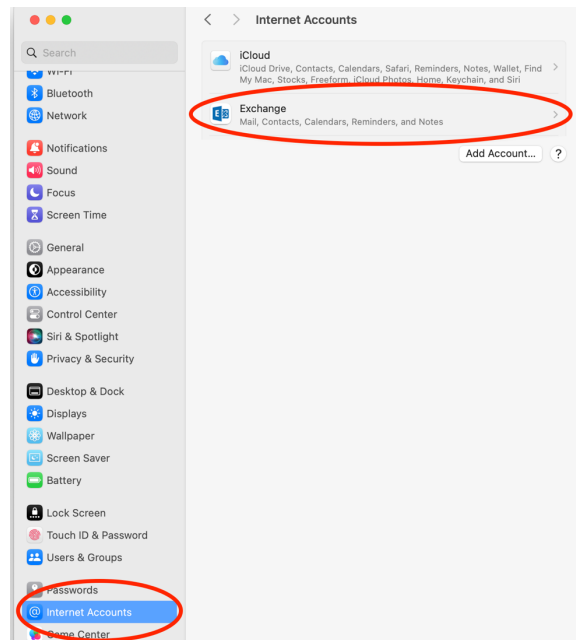4. Enter the full e-mail address (e.g. **Israel.israeli@weizmann.ac.il**) and select **Next**.

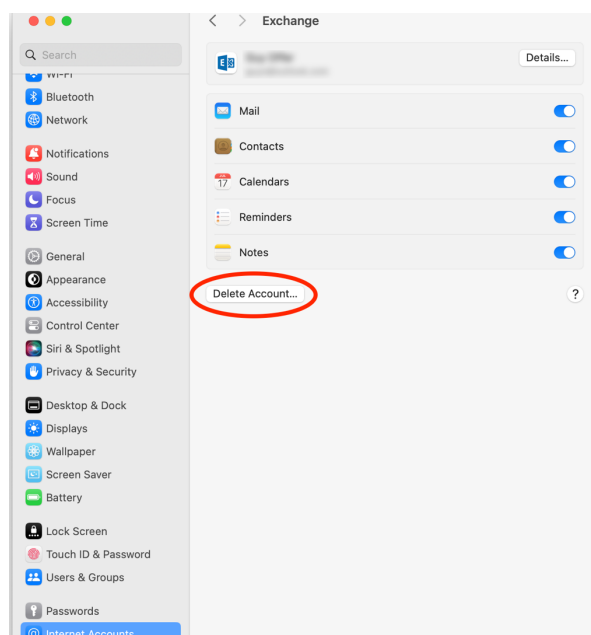5. Enter the e-mail address and Weizmann password, and select **Sign In**. Account setup is now complete.

Apple Mail account setup on Mac computers

To set up a Microsoft Exchange 365 (Online) e-mail account for Apple Mail on Mac computers, perform the following steps:
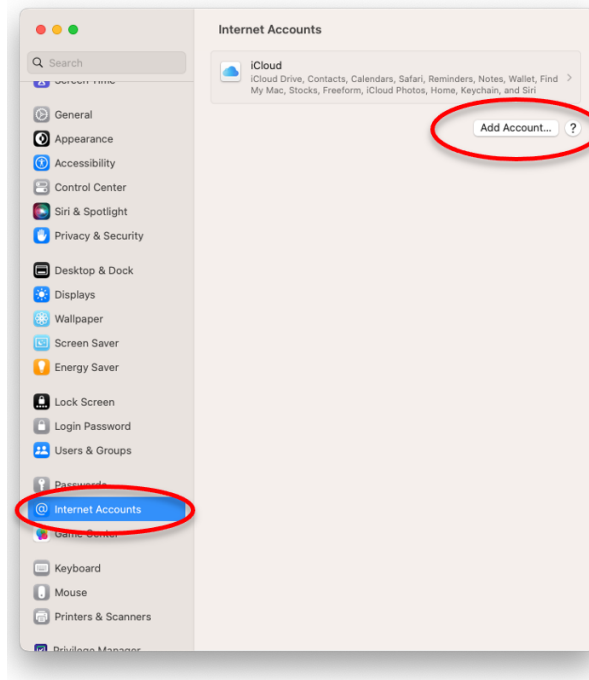
1. Remove your existing e-mail account. To do this, access your Mac's system preferences, click **Internet Accounts** and click the e-mail account to be removed.
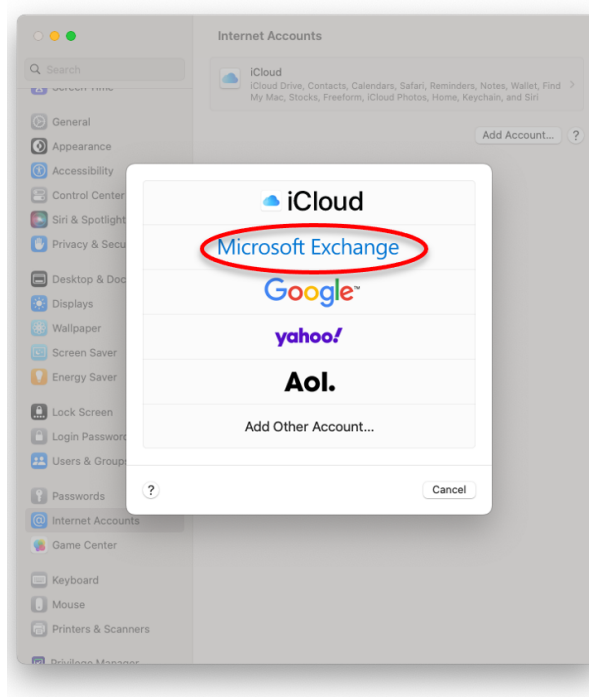

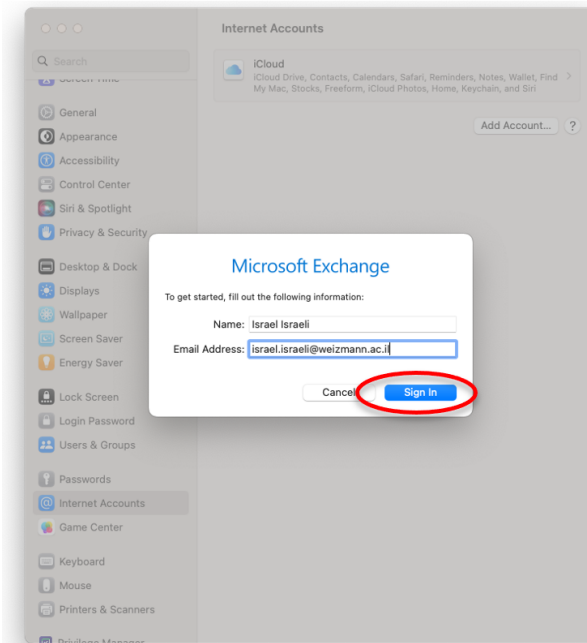2. Click **Delete Account** to remove the account, and confirm its deletion.

3. To add the new Microsoft Exchange 365 (Online) account, click **Add Account...**
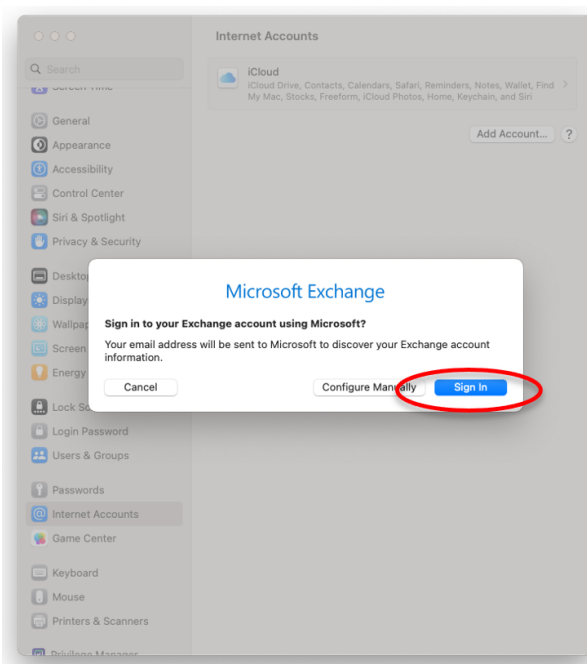   in **Internet Accounts** settings.
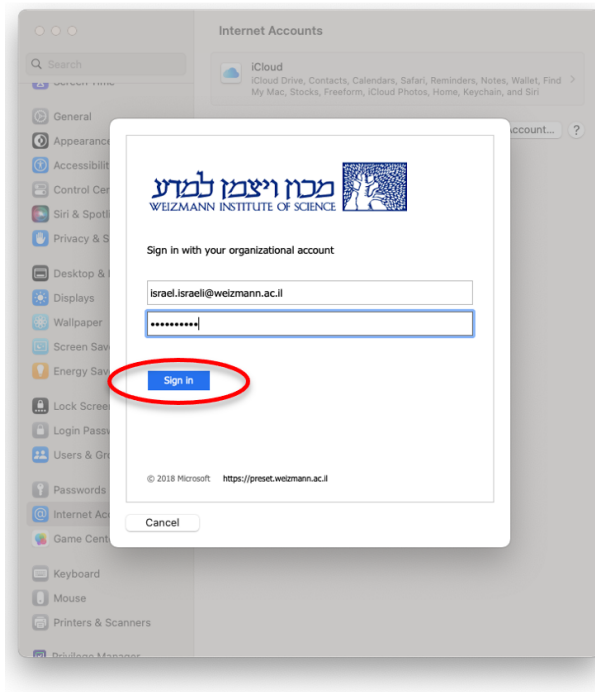

4. Click **Microsoft Exchange**.

5. Enter your full name and e-mail address (e.g. **Israel.israeli@weizmann.ac.il**) in the appropriate fields, and click **Sign In**.
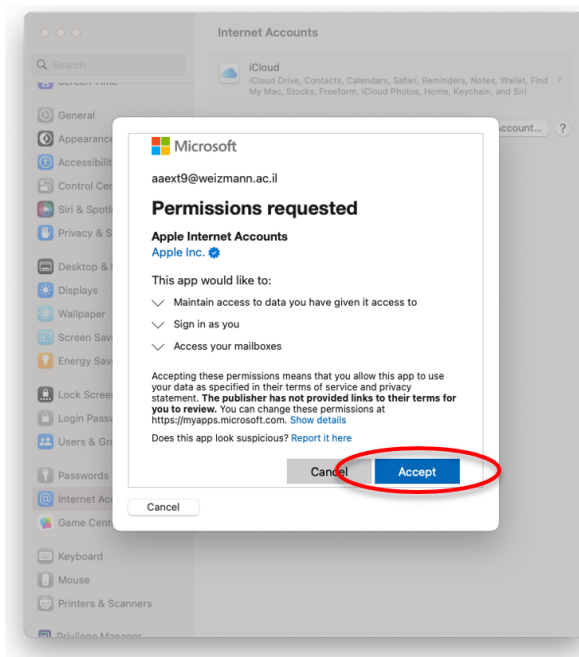

6. Click **Sign In** again.

7. Enter the full e-mail address and Weizmann password, and click **Sign In**.

8. Click **Accept**.

9. To complete account setup, click **Done**.