

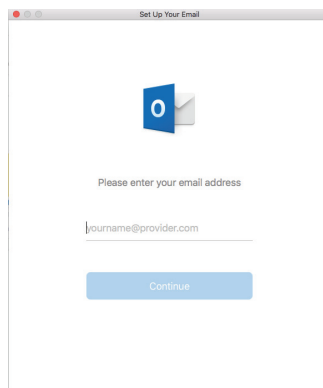


Exchange Online Mailbox Setup in Microsoft Outlook for Macintosh

To set up a Weizmann Institute Exchange Online mailbox in Microsoft Outlook for Macintosh, you must have OS X Yosemite 10.10 and up, and Microsoft Office 2016 installed.

To set up a new Exchange Online account:

1. Launch Microsoft Outlook for Macintosh.
2. Open the **Outlook** menu on the menu bar, click the **Preferences** command to open the preferences dialog, then click the **Accounts** icon.
3. Click the plus (+) button at the bottom of the dialog, then click the **New Account...** command on the menu that opens.
4. Enter your e-mail address in the appropriate field on the dialog that pops up, then click **Continue**.



5. Enter the account password on the next dialog and click **Sign In**.
6. Click **Done** to complete account setup.