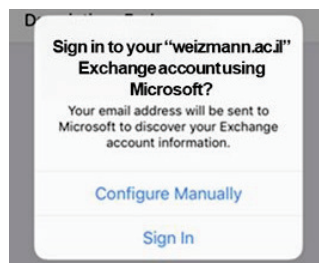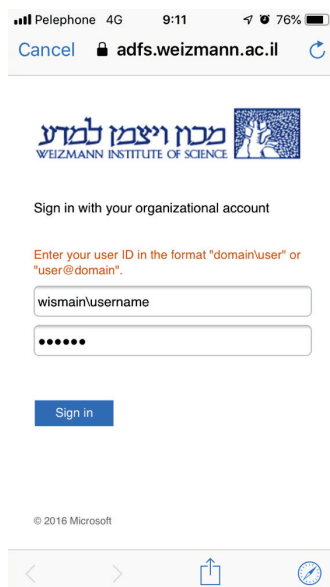# Exchange Online Mailbox Setup on Smartphones

Exchange 365 Setup on iOS

To set up an Exchange 365 mailbox on iOS, perform the following:

1. Enter **Settings** and select **Passwords & Accounts**.

2. Tap **Add Account** and select **Exchange** on the page that opens.

3. On the dialog that pops up, enter your full e-mail address in the **Email** field, add a description for it in the **Description** field, and tap **Next**.

4. When presented with a choice between manual configuration and sign in, tap **Sign in**.

5. Enter your Weizmann user ID (in the **wismain\user_ID** format) and password in the appropriate fields on the page that appears.
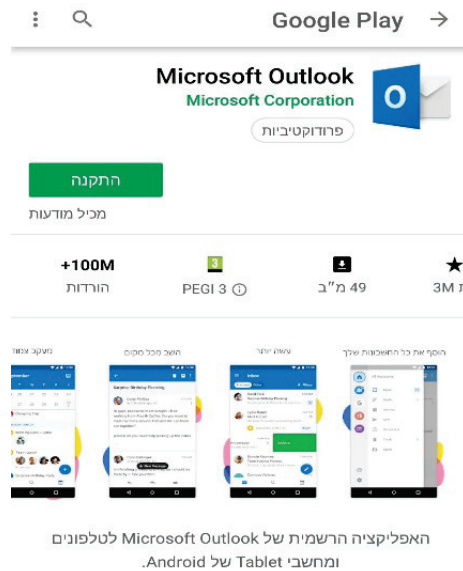

6. Tap **Sign in**, and approve synchronization of your e-mail, contacts and calendar records when requested to do so.
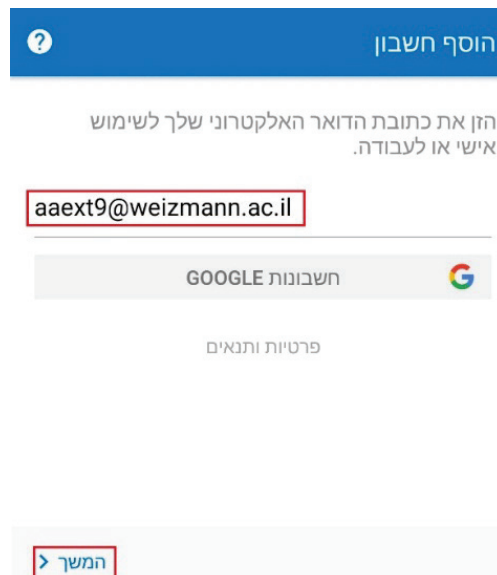
Exchange 365 Setup on Android

To set up an Exchange 365 mailbox on Android, perform the following:

1. Launch Google Play, then search for and install the Microsoft Outlook app.

2. Launch the freshly installed Microsoft Outlook app. In the app, tap **Add account**, enter your e-mail address and tap **Next**.

3. Enter your password in the appropriate field on the next screen and tap the **Enter** button.

4. You'll now have full access to your mailbox.