Exchange Online Mailbox Setup in Apple Mail

To set up a Weizmann Institute Exchange Online mailbox in Apple Mail, you must have macOS Mojave 10.14 installed.

Your Microsoft Exchange 2010 account cannot directly be updated to Exchange Online. It must first be removed, then replaced by a new Exchange Online account.

To remove the Exchange 2010 account from Apple Mail:

1. Open **System Preferences** and click **Internet Accounts**.

2. Select the account you wish to upgrade, and click the minus (−) button at the bottom of the dialog to delete it.

3. Click the **OK** button on the dialog that pops up to confirm deletion of the account from your computer. If you have iCloud set up, click **Remove From All** to remove the account from all your Apple devices.
To set up a new Exchange Online account:

1. Open System Preferences and click Internet Accounts.
2. Select the Exchange entry on the right side of the dialog, or click the plus (+) button at its bottom.

3. Enter your name and e-mail address in the appropriate fields on the dialog that pops up, then click Sign In.

4. Click Sign In again on the next dialog.

5. Enter your password on the following dialog and click Sign In.

6. Select the items you wish to sync when presented with all items available, and click Done to complete account setup.