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

To remove the Exchange 2010 account to be updated:
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. Select the account you wish to replace with a new Exchange Online account, and click the minus (–) button at the bottom of the dialog to delete it.

4. Click the **Delete** button on the confirmation dialog that pops up, to confirm deletion of the account from Microsoft Outlook for Macintosh.
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.