1. Open Microsoft Outlook

Locate the “Outlook” (Yellow “O” icon) application on the Dock, and open it.
If it is the first time you open an Microsoft Office application, you will be asked to add your personal details. Enter your name and at the company field add "WIS", or "Weizmann Institute of Science". Then click Continue.
3. More questions

You will be asked two more questions - please check both of them "No" and click "Continue"
If you wish you can make Outlook the default email application by clicking the checkbox. Then click "Add Account".
5. Account Configuration

Enter your email details - email address, username and password.

Don't Forget - and the Domain name before your username - see picture.

Then click Add Account
6. Always twice

You will be asked **twice** to accept the settings.
Check the "Always use my response for this server" checkbox, then click allow.
7. Check Account Details

You can now check your information inside the application.
8. Check Connection State

To be sure the account is online check the green dot near the username. If the dot is yellow, wait for a few seconds, if it turn red, there is problem with the connection. If the dot is green, then you can start using the application.
9. Delegations

You can also check the delegations state of your account. Click Advanced and Delegates. Here you can see who can act on your behalf, or who's calendar you can edit. To add a delegation click the plus sign.
10. Search for Delegated Users

Search for someone's email, and click OK.
11. Add Account Manually

To add another account, go to the Outlook menu, and choose "Preferences"
12. Get in "Accounts"

Click the "Accounts" button.
13. Add More Users

Click the plus sign on the bottom.