

Apple Mail Microsoft Exchange 365 (Online) account setup guide for iOS devices and Mac computers

Apple Mail account setup on iOS devices

To set up a Microsoft Exchange 365 (Online) e-mail account for Apple Mail on mobile iOS devices, perform the following steps:

1. Remove your existing e-mail account from your iOS device's settings. To do this, access your device settings and select **Mail**, then select **Accounts**.

	Settings		Settings Mail	
	Passwords		ALLOW MAIL TO ACCESS	
	Mail	>	Siri & Search	>
	Contacts	>	Notifications Banners, Badges	>
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	🚧 Freeform	>	MESSAGE LIST	
	Voice Memos	>	Preview	2 Lines >
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	O Messages	>	Swipe Options	>
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2. Select the e-mail account to be removed, select the **Delete Account** button on the account's configuration to remove it, and confirm the deletion.

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ACCOUNTS		Account	
iCloud Contacts, Calendars, Reminders, Messages,	, Notes	Mail	
Exchange Contacts, Calendars, Reminders	>	Contacts	
Google	>	Calendars	
Add Account	>	Reminders	
		Mail Days to Sync	1 Month >
Fetch New Data	Push >		
		Automatic Reply	Off >
		Delete	Account



3. To add the new Microsoft Exchange 365 (Online) e-mail account, select Add Account under Accounts settings, then select Microsoft Exchange.

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4. Enter the full e-mail address (e.g. Israel.israeli@weizmann.ac.il) and select Next.

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5. Enter the e-mail address and Weizmann password, and select **Sign In**. Account setup is now complete.

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Apple Mail account setup on Mac computers

To set up a Microsoft Exchange 365 (Online) e-mail account for Apple Mail on Mac computers, perform the following steps:

1. Remove your existing e-mail account. To do this, access your Mac's system preferences, click **Internet Accounts** and click the e-mail account to be removed.



2. Click **Delete Account** to remove the account, and confirm its deletion.





3. To add the new Microsoft Exchange 365 (Online) account, click Add Account... in Internet Accounts settings.



4. Click Microsoft Exchange.





5. Enter your full name and e-mail address (e.g. Israel.israeli@weizmann.ac.il) in the appropriate fields, and click Sign In.

	Internet Accounts
Q Search	Cloud ICloud Drive, Contacts, Calendars, Safari, Reminders, Notes, Wallet, Find My Mac, Stocks, Freeform, ICloud Photos, Home, Keychain, and Siri
🔘 General	Add Account 2
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🔞 Accessibility	
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💽 Siri & Spotlight	
🕑 Privacy & Security	
Desktop & Dock	Microsoft Exchange
Displays To get	started, fill out the following information:
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6. Click Sign In again.





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8. Click Accept.





9. To complete account setup, click **Done**.

	Internet Accounts
Q Search	iCloud
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🕐 Accessibility	
Control Center	
💽 Siri & Spotlight	Microsoft Exchange
🕑 Privacy & Security	select the apps you want to use with this account:
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🔛 Displays	
🛞 Wallpaper	Contacts
Screen Saver	Calendars
Energy Saver	🛛 📜 Reminders
Lock Screen	🛛 🧮 Notes
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