

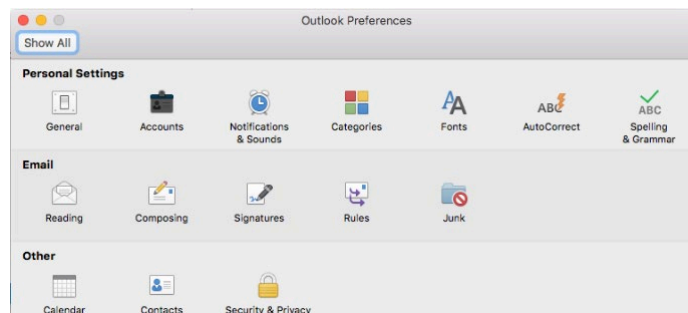
Exchange Online Mailbox Setup in Microsoft Outlook for Macintosh

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.

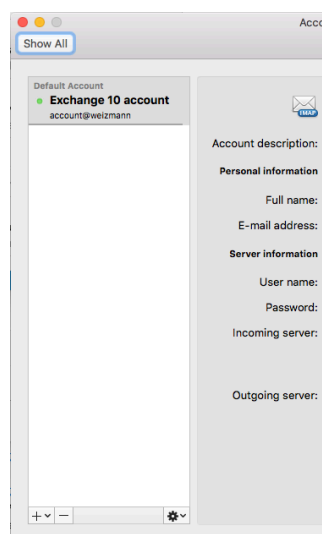
Microsoft Exchange 2010 accounts cannot directly be updated to Exchange Online. They must first be removed, then replaced by a new Exchange Online account.

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.



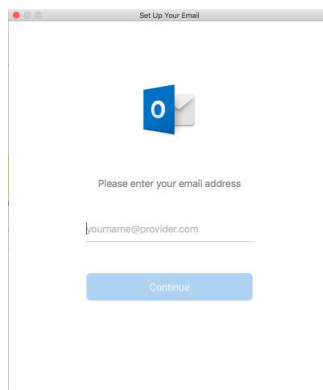
3. Select the account you wish to replace with a new Exchange Online account, and click the minus (-) button at the bottom of the dialog to delete it.



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.