

Outlook Microsoft Exchange 365 (Online) account setup guide for iOS and Android devices

To set up a Microsoft Exchange 365 (Online) e-mail account in Outlook on mobile iOS and Android devices (smartphones and tablets), perform the following steps:

 Once you've received notification of the transition to Microsoft 365 having been completed on your computer, remove your existing e-mail account from the Outlook app on your mobile device. To do so, enter your user profile on the app (by selecting the user profile logo) and select the cogwheel button to access settings.

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2. Select the account to be removed on the list of configured accounts.

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General		
Help &	Feedback	>
Set Def	ault Mail App	
Mail Acc	ounts	
	Exchange	>
Add Ma	il Account	
Storage	Accounts	
O at	neDrive alia.avni@weizmann.ac.il	>
Add Sto	orage Account	

3. Select the **Remove Account** button.

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Save Contacts ⑦	
Microsoft Editor	
Editor Language	Default >
Security	>
Report Messages	Ask >
Online meetings	On >
Shorten All Events	Off >
Authenticator	>
Share Your Inbox	
Add People	е
Share your inbox with delegates a permissions	and set relevant
Sync issues? Try resetting	g your account.
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Microsoft sync tech	hnology



4. Select the **Add Account** button.

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Add Account
Enter your work or personal email
atalia.avni@weizmann.ac.il
Add Account
Create New Account
Sign in using the QR code on your computer

5. Enter the full e-mail address (for example, Israel.israeli@weizmann.ac.il), and select the **Continue** button.

← Add account 🐘 ⑦
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Israel.israeli@weizmann.ac.il
G ADD GOOGLE ACCOUNT
PRIVACY AND TERMS
CONTINUE



6. Enter the Weizmann password (the e-mail address will have been entered automatically), and select **Sign In**. Account setup is now complete.

Sign in with your organizational account