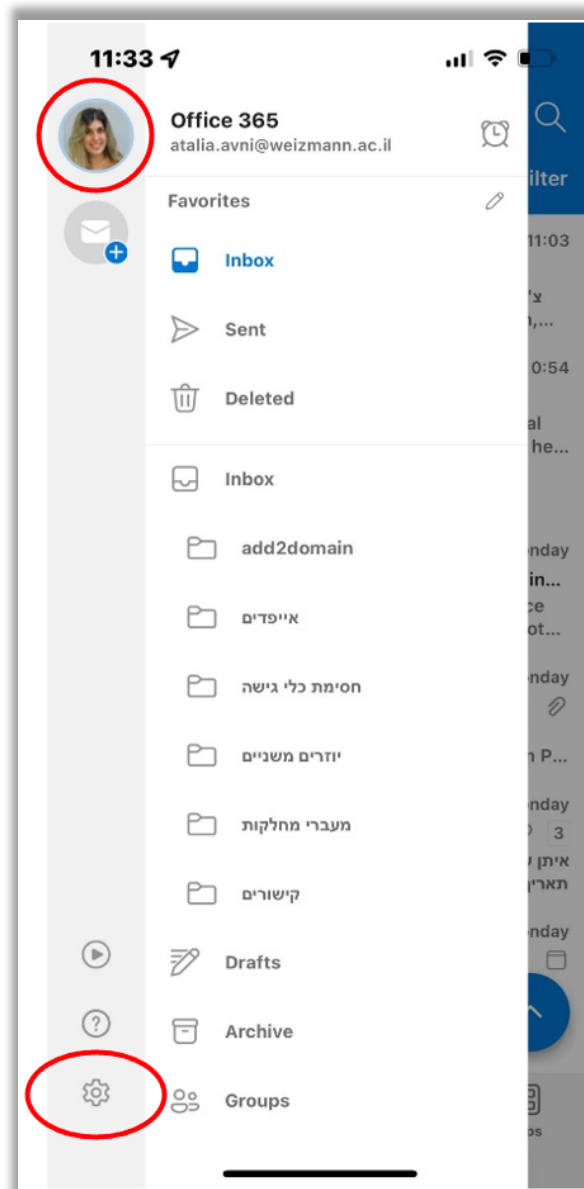


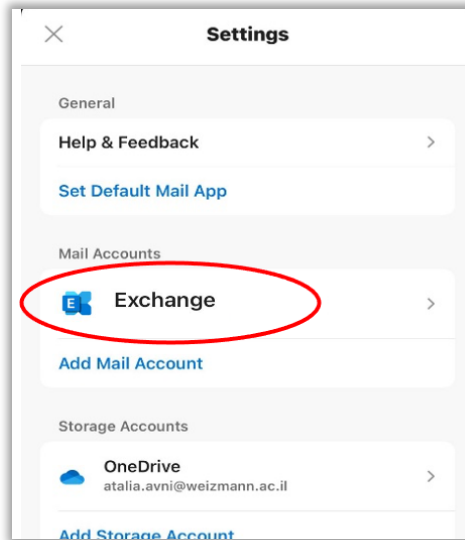
Outlook Microsoft Exchange 365 (Online) account setup guide for iOS and Android devices

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:

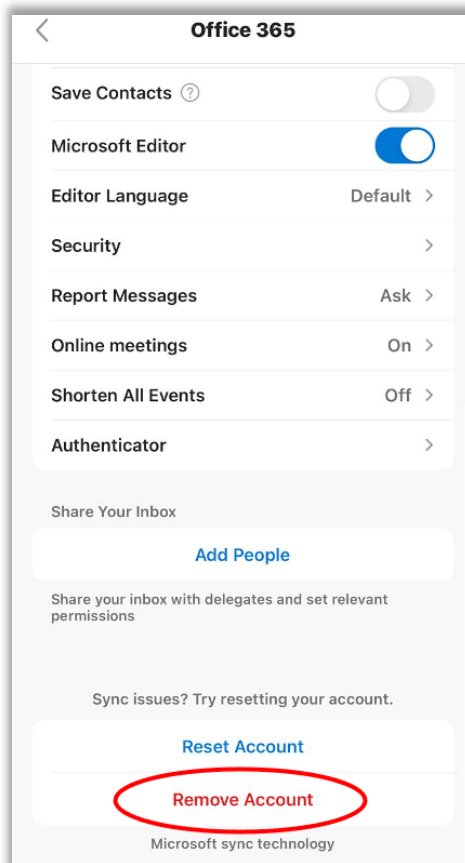
1. Once you've received notification of the transition to Microsoft 365 having been completed on your computer, remove your existing e-mail account from the Outlook app on your mobile device. To do so, enter your user profile on the app (by selecting the user profile logo) and select the cogwheel button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



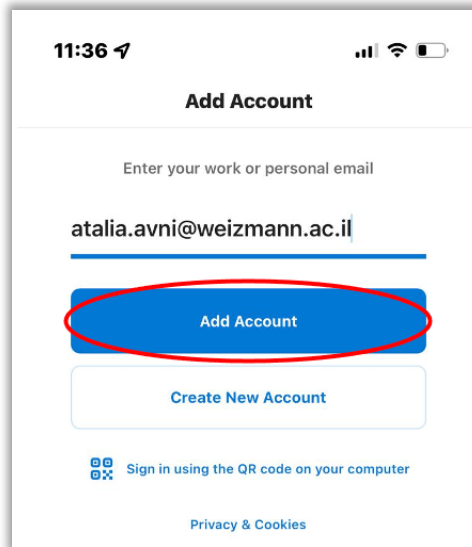
2. Select the account to be removed on the list of configured accounts.



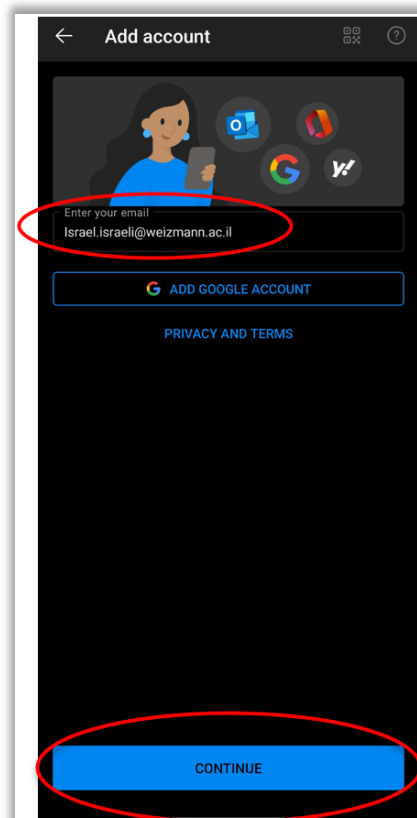
3. Select the **Remove Account** button.



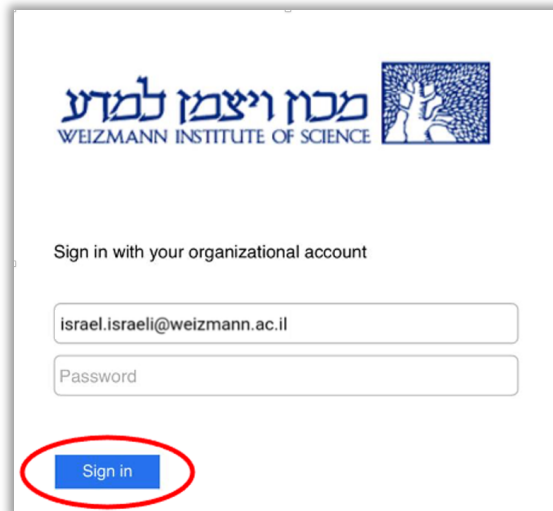
- Select the **Add Account** button.



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



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



The image shows a sign-in form for the Weizmann Institute. At the top, there is the logo for 'מכון ויצמן למדע' (Weizmann Institute of Science) and 'WEIZMANN INSTITUTE OF SCIENCE'. Below the logo, the text 'Sign in with your organizational account' is displayed. There are two input fields: the first contains the email address 'israel.israeli@weizmann.ac.il' and the second is labeled 'Password'. At the bottom left, a blue button labeled 'Sign in' is circled in red.