

## Outlook Microsoft Exchange 365 (Online) account setup guide for Mac computers

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

1. Remove your existing e-mail account. To do this, access Outlook settings by clicking **Settings...** (or **Preferences...** in some cases) on the application's main menu.

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	About Out	look			
	Purchase Microsoft 365				
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2. Click Accounts in the preferences window that appears.





3. Select your existing e-mail account, click the minus (-) button underneath the list of accounts to remove it, and click **Sign Out** when prompted to, approve the deletion.

⊗	Show All Q Search	
Default Account	Office 365	
Account descriptio	n:	
Personal information	n	
Full nam	e:	<b>4</b>
E-mail addres	s: Microsoft sync technology	
		Are you sure you want to sign out of this account?
Delegation and S Security	naring	All items in this account will be removed from your computer. If you have copies of messages or other items on the mail server, the copies will not be affected.
Directory Service		Cancel Sign Out
+ <b>~</b> -) © ~	Free Up Space	

4. Click the plus (+) button underneath the list of accounts, and click **Add an Account...** on the menu that drops down.





5. Enter the full e-mail address (e.g. Israel.israeli@weizmann.ac.il) and click Continue.

Set Up Your Email
Dlease enter vour email address
Email
israel.israeli@weizmann.ac.i
Continue

6. Enter the e-mail address and Weizmann password in the appropriate fields on the window that appears, and click **Sign In**.

000	Internet Accounts
Q Search	iCloud
Dereen mile	iCloud Drive, Contacts, Calendars, Safari, Reminders, Notes, Wallet, Find > My Mac, Stocks, Freeform, iCloud Photos, Home, Keychain, and Siri
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Printers & Scanners	
Privilage Manager	



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

