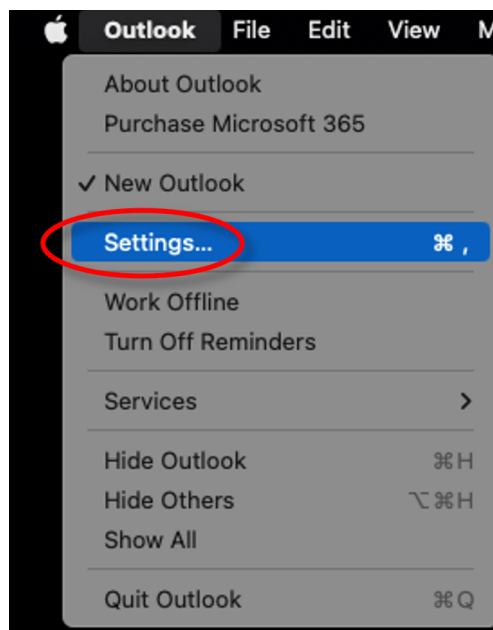


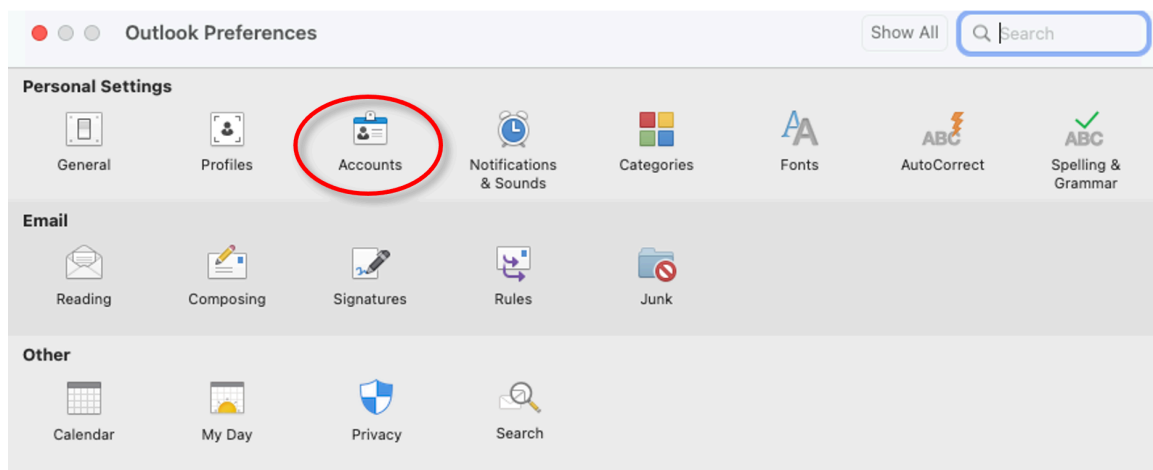
## Outlook Microsoft Exchange 365 (Online) account setup guide for Mac computers

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

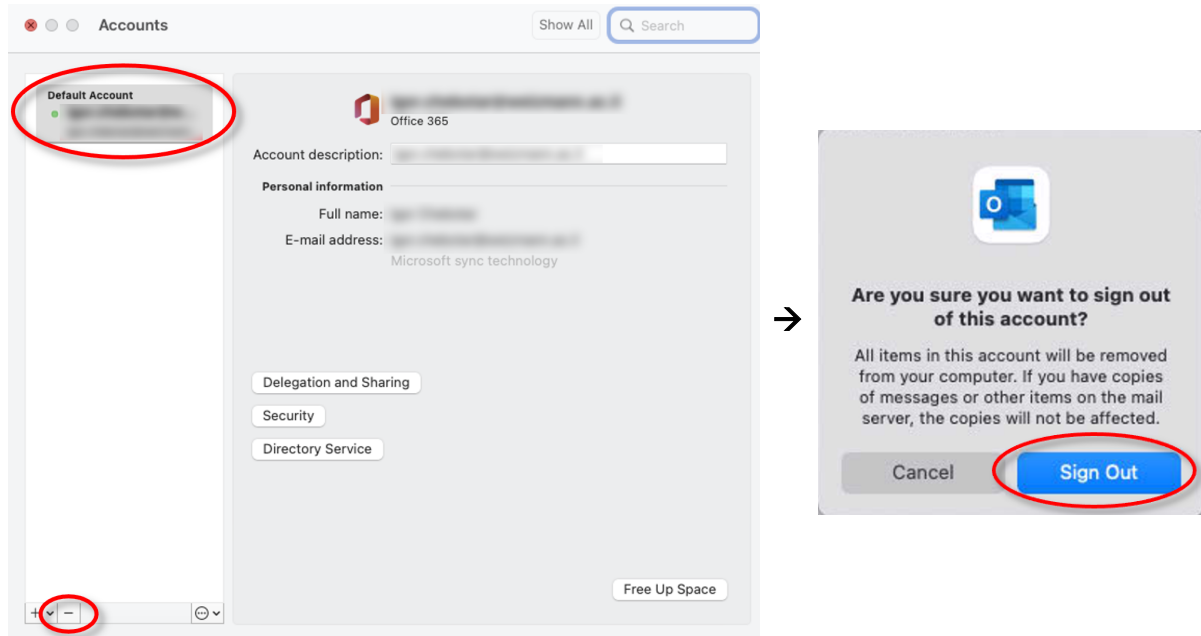
1. Remove your existing e-mail account. To do this, access Outlook settings by clicking **Settings...** (or **Preferences...** in some cases) on the application's main menu.



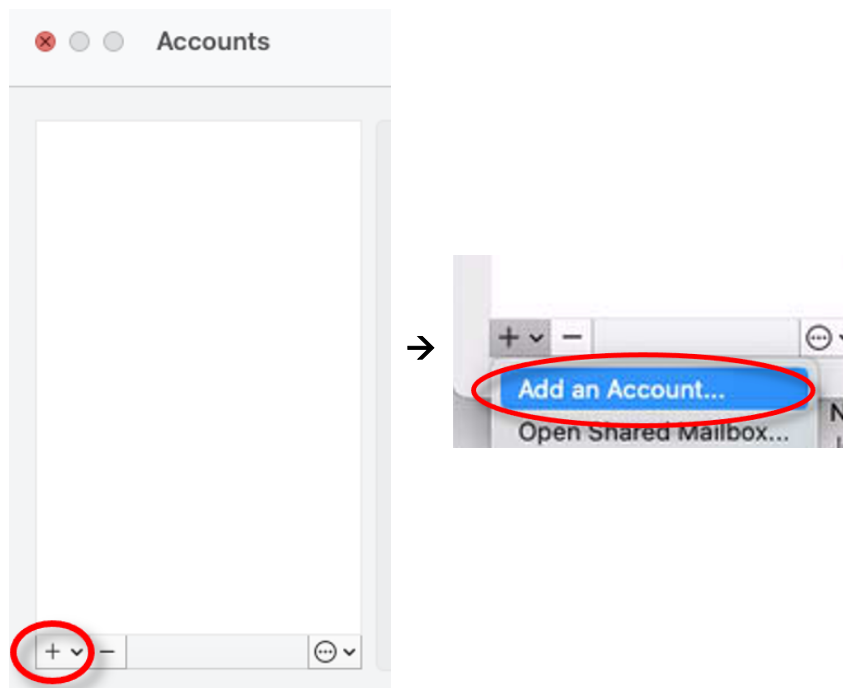
2. Click **Accounts** in the preferences window that appears.



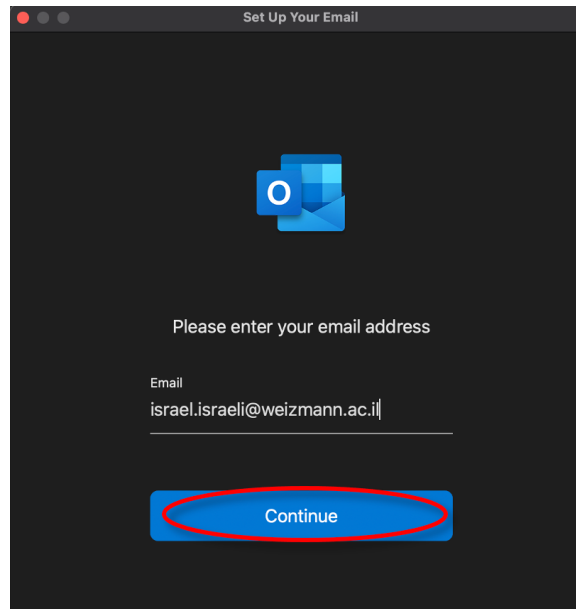
3. Select your existing e-mail account, click the minus (-) button underneath the list of accounts to remove it, and click **Sign Out** when prompted to, approve the deletion.



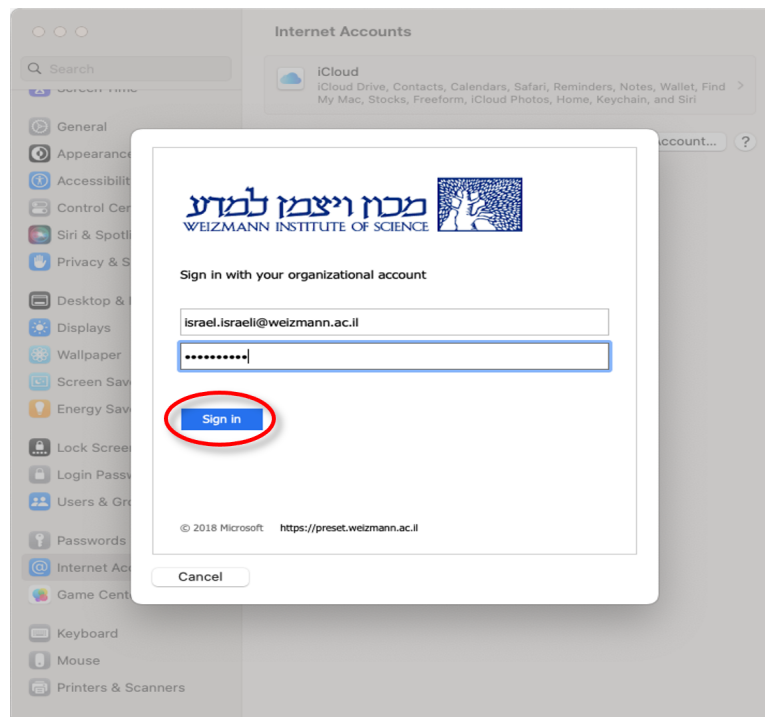
4. Click the plus (+) button underneath the list of accounts, and click **Add an Account...** on the menu that drops down.



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



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



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

