Exchange 2016 Mailbox Setup in Microsoft Outlook for Macintosh

To set up a Weizmann Institute Exchange 2016 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 2016. They must first be removed, then replaced by a new Exchange 2016 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 the new Exchange 2016 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 the new Exchange 2016 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. On the next dialog, enter your user ID with the wismain\ prefix (e.g. wismain\your_user_ID) in the Username field, and your e-mail account’s password in the Password field.

6. Click Add Account, then click Done on the next dialog.

7. Check the checkbox and click Always on the window that opens, and wait for synchronization to complete.