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.

Following migration to Exchange 2016, shutting down and restarting Outlook should result in automated setup of the new profile. Should the new profile not automatically be set up, you’ll first have to remove the existing Exchange account, then replace it with 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.