Exchange Online Mailbox Setup on Smartphones

Exchange 365 Setup on iOS

To set up an Exchange 365 mailbox on iOS, perform the following:

1. Enter **Settings** and select **Passwords & Accounts**.

2. Tap **Add Account** and select **Exchange** on the page that opens.

3. On the dialog that pops up, enter your full e-mail address in the **Email** field, add a description for it in the **Description** field, and tap **Next**.

4. When presented with a choice between manual configuration and sign in, tap **Sign in**.

5. Enter your Weizmann user ID (in the `wismain\user_ID` format) and password in the appropriate fields on the page that appears.

6. Tap **Sign in**, and approve synchronization of your e-mail, contacts and calendar records when requested to do so.
Exchange 365 Setup on Android

To set up an Exchange 365 mailbox on Android, perform the following:

1. Launch Google Play, then search for and install the Microsoft Outlook app.

2. Launch the freshly installed Microsoft Outlook app. In the app, tap Add account, enter your e-mail address and tap Next.
3. Enter your password in the appropriate field on the next screen and tap the Enter button.

4. You’ll now have full access to your mailbox.