

Exchange 2016 Mailbox Setup in Apple Mail

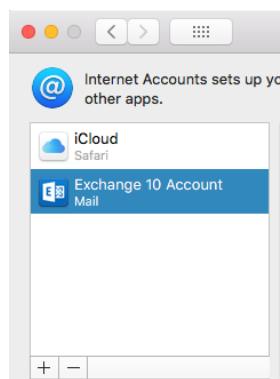
Your Microsoft Exchange 2010 account cannot directly be updated to Exchange 2016. It must first be removed, then replaced by a new Exchange 2016 account.

To remove the Exchange 2010 account from Apple Mail:

1. Open **System Preferences** and click **Internet Accounts**.



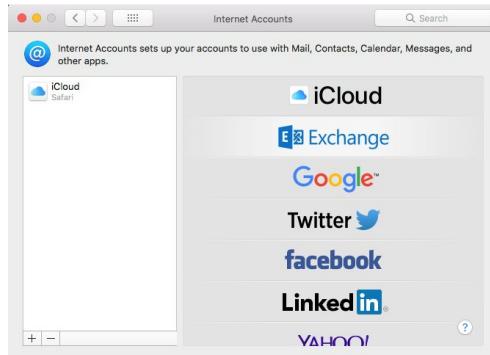
2. Select the account you wish to upgrade, and click the minus (-) button at the bottom of the dialog to delete it.



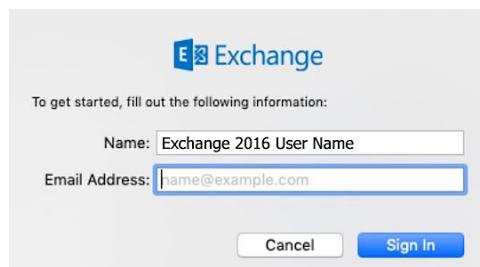
3. Click the **OK** button on the dialog that pops up to confirm deletion of the account from your computer. If you have iCloud set up, click **Remove From All** to remove the account from all your Apple devices.

To set up the new Exchange 2016 account:

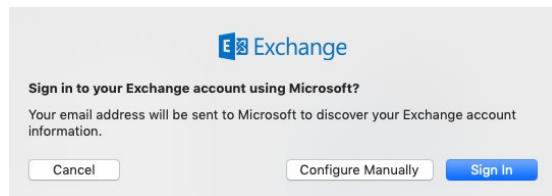
1. Open **System Preferences** and click **Internet Accounts**.
2. Select the **Exchange** entry on the right side of the dialog, or click the plus (+) button at its bottom.



3. Enter your name and e-mail address in the appropriate fields on the dialog that pops up, then click **Sign In**.



4. Click **Sign In** again on the next dialog.



5. The user name is replaced with your e-mail address. Replace it with your Exchange user ID, then click **Continue**.
6. If asked for the Exchange server address, enter **mail.weizmann.ac.il**.
7. Select the items you wish to sync when presented with all items available, and click **Done** to complete account setup.