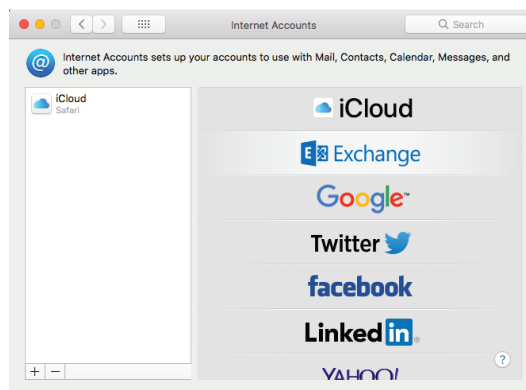


Exchange Online Mailbox Setup in Apple Mail

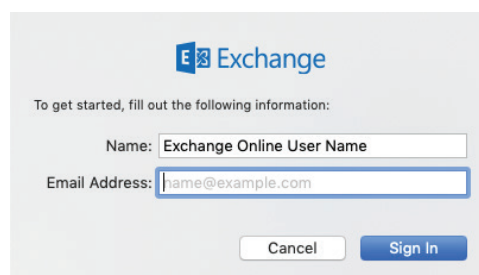
To set up a Weizmann Institute Exchange Online mailbox in Apple Mail, you must have macOS Mojave 10.14 installed.

To set up a new Exchange Online account:

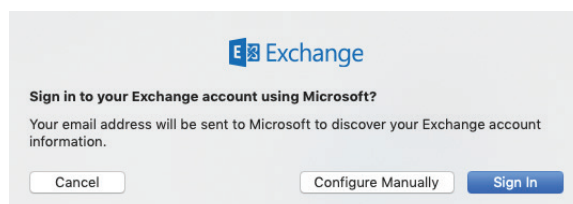
1. Open **System Preferences** and click **Internet Accounts**.
2. Select the **Exchange** entry on the right side of the dialog, or click the plus (+) button at its bottom.



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. Enter your password on the following dialog and click **Sign In**.
6. Select the items you wish to sync when presented with all items available, and click **Done** to complete account setup.