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.