

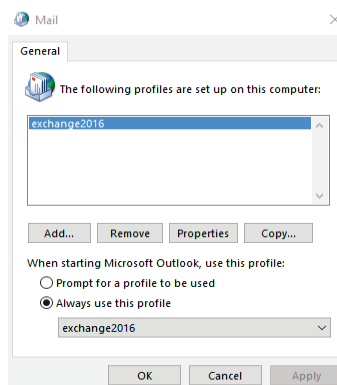


## Exchange 2016 Mailbox Setup in Microsoft Outlook

### Defining a New User in Case New Profile Setup Does Not Occur Automatically

Should the new profile not automatically be set up, define a new Exchange 2016 mailbox user as follows:

1. Open **Control Panel** on the Windows **Start** menu, and click **Mail, Show Profiles** and **Add**.
2. Enter a new user name, click **Ok** and fill out the following:
  - Enter the address **mail.weizmann.ac.il** in the **Server** field.
  - Type your Institute user ID in the **User Name** field.
  - Enter your password in the **Password** field.
  - Type your full e-mail address in the **Email Address** field.
3. You will now be requested to enter your user name and password. Type in your user ID (in the **wismain\user ID** format) and password accordingly.
4. Select the **Always use this profile** option for the newly created user profile.



You may now launch Outlook again and access your e-mail.