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.