

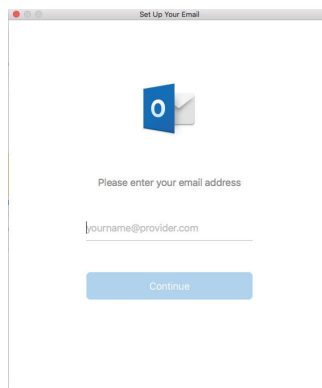


## Exchange 2016 Mailbox Setup in Microsoft Outlook for Macintosh

To set up a Weizmann Institute Exchange 2016 mailbox in Microsoft Outlook for Macintosh, you must have OS X Yosemite 10.10 and up, and Microsoft Office 2016 installed.

To set up a new Exchange 2016 account:

1. Launch Microsoft Outlook for Macintosh.
2. Open the **Outlook** menu on the menu bar, click the **Preferences** command to open the preferences dialog, then click the **Accounts** icon.
3. Click the plus (+) button at the bottom of the dialog, then click the **New Account...** command on the menu that opens.
4. Enter your e-mail address in the appropriate field on the dialog that pops up, then click **Continue**.



5. On the next dialog, enter your user ID with the **wismain\** prefix (e.g. **wismain\your\_user\_ID**) in the **Username** field, and your e-mail account's password in the **Password** field.
6. Click **Add Account**, then click **Done** on the next dialog.
7. Check the checkbox and click **Always** on the window that opens, and wait for synchronization to complete.