



Changing your Hosted Exchange email Password

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This guide details steps about how to update/change your Hosted Exchange Email Password via WebMail

Steps to complete the change:

1. Log into your Hosted Exchange Webmail service: outlook.micron21.net/owa
2. Click the **"Settings"** cog in the top right.
3. Click **"Options"**.
4. Under the **General** dropdown in the sidebar, select **"My Account"**
5. Click the **"Change your Password"** option.
6. Enter the existing password and then your new password twice.
7. Click **"Save"**.

If you run into any issues at all, feel free to reach out to our Support team via email at support@micron21.com.