



## 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](https://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](mailto:support@micron21.com).