Set up a Hosted Exchange mailbox in Outlook for iOS

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Overview

This guide provides the steps required to add your Micron21 Hosted Exchange (premium) account to Outlook on your iOS device. For Micron21 Hosted Exchange (basic) accounts you can access your mailbox via Hosted Exchange Web Access.

Prerequisites

You will need to have your domain DNS zone configured to work with Hosted Exchange.

Process

1. **Open the Outlook for iOS app and tap Get Started if it's your first time. Otherwise, open the Menu in the upper left corner.**
2. Tap **Settings > Add Account > Add Email Account**.
3. Enter your email address, then tap **Add Account.**
4. Tap **Exchange.**
5. Enter your company email address and password to automatically configure your account. Tap **Sign In.**

If automatic configuration fails, tap **Continue**, then enter the following settings manually then tap **Next** when finished:

- **Email Address**: Your email address
- **Password**: The password for your email account
- **Server name**: outlook.micron21.net
- **Domain**: micron21
- **Username**: Your email address

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