Set up a Hosted Exchange mailbox in Outlook for Mac

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Overview

This guide provides the steps required to add your Micron21 Hosted Exchange (premium) account to Outlook on your Mac. 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

To add an account to your Outlook for Mac, follow the below steps

1. Select **Outlook > Preferences > Account**
2. Click the plus (**+**) sign **> New Account**
3. Type your email address **> Continue**
4. Type your password **> Add Account**.
5. Select **Done** to start using Outlook for Mac

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