Set up a Hosted Exchange mailbox in Outlook for Windows

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Overview

This guide provides the steps required to add your Micron21 Hosted Exchange (premium) account to Outlook for Windows. 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. Select **File > Add Account**
    1. For Outlook for Microsoft 365 and Outlook 2016, *Enter your email address and click Connect*
    2. For Outlook 2013 and Outlook 2010, *Enter your name, email address, and password, and click Next.*
2. If prompted, enter your password again, then select OK > Finish to start using your email account in Outlook.

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