Email set up on iPhone & iPad

To set up your email on either your iPhone or iPad follow these simple steps.

1) Go to Settings in your device

2) Click on Mail

3) Click on Accounts

4) Click on Add Account

5) Select Exchange

6) Enter your staff email and a description

7) Enter your Password

8) Select what options you want and hit save

Your mailbox has now been created

Congratulations

If you need assistance, please submit a help desk ticket by emailing techsupport@westernchristian.org

We are here to help!