

Set up email on iPhone.

1. Tap **Settings**.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account.
4. Tap Exchange.
5. Enter **your @orwgcap.org** email address and password and tap Next.
6. Wait **for** it to show verified.
7. Select **the** services you want to sync to **your iPhone** or **iPad**.
8. Open **the** mail app on **your** phone to view **your** new mail account.

Set up email on an Android device.

1. Tap **Settings**.
2. Tap **Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync**.
5. Enter your **Email address** and **Password**.
6. If you see a **Domain\Username** field, enter your full **@orwgcap.org** email address.
If **Domain** and **Username** are separate fields, enter your full **@orwgcap.org** email address in **Username**, and leave **Domain** blank.
7. If you see a **Server** field, enter **outlook.office365.com**.
8. Tap **Next**.
9. To complete auto configuration, tap **Ok**.
10. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
11. Tap **Next**.
12. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account.
You can change the display name, here.
13. Tap **Next**, and you will see your inbox.