

Setting Up District Email On Your Smartphone:

iPhone:

You can add an email to your iPhone using the built-in Mail app :

1. On your iPhone go to Settings.
2. Click Accounts.
3. Click add account.
4. Click Google
 - a. There will be a Pop up - click continue.
5. Put in your district email address
 - a. [firstinitiallastname@orcutt-schools.net](mailto:firstname.lastname@orcutt-schools.net)
6. Add your password.

Or you can download and use the Gmail App :


1. Open the App Store and download the Gmail app.
2. Once you open the Gmail app, the app will walk you through the setup process. Use your district email address ([firstinitiallastname@orcutt-schools.net](mailto:firstname.lastname@orcutt-schools.net)) and password.

If you already have the Gmail app installed on your iPhone :

1. Open the Gmail app.
2. In the top right, tap your profile picture.
3. Tap "Add another account".
4. Choose the type of account you want to add (in this case, Gmail).
5. Follow the steps on the screen to add your account.

Android:

You can add your Gmail to your Gmail app for Android :

1. On your Android phone or tablet, open the Gmail app .
2. In the top right, tap your profile picture.
3. Tap Add another account.
4. Choose the type of account you want to add (in this case, Gmail)..
5. Follow the steps on the screen to add your account.