

## PCA Email & WiFi Setup – FOR STAFF ONLY

### WI-FI

If you want to use the PCA Staff network, email the PCA Helpdesk with the following information:

[pcahelpdesk@prestonwoodchristian.org](mailto:pcahelpdesk@prestonwoodchristian.org)

**Your Name**

**Type of device**

**The device's Wi-Fi address (or MAC ID) (On iPhones, this is found in Settings > General > About)**

The Wi-Fi address is a combination of six pairs of characters separated by “:”

It contains both numbers and letters and is not case sensitive. An example is 78:5b:6y:ec:9f:5a

### EMAIL

**1. On the iPhone/iPad, go to: Settings > Accounts & Passwords**

**Android: open mail app/ Settings**

**2. Choose Add Account > Exchange (or Microsoft Exchange)**

**3. In the Exchange Screen, enter the following values, and then click Next:**

Email address: your full PCA email address

Description: PCA

Password: your Rapid Identity password

**4. In the next screen add the following information, and then click “Next”:**

**Server: for iPhone - mail.prestonwood.org (or mail.pwbc.org if other does not work)**

for Android - mail.pwbc.org Domain: iPhone - PWBC

Android - if this step does not auto configure, enter: pwbc.org\your user name

User name: Enter your network user name (Your user name is not your email address)

(This is the same user name you use to log into the computers) If this is a choice - Use SSL: On (or “Use secure connection SSL” - choose ON) If you get an error click "Details" and tell it to "continue or accept" the expired Go Daddy certificate.

5. Set other options as you prefer: number of days to sync, mail folders to push, etc. Click Save.

**Please note: Once your phone is set up for PCA emails you must either be on Staff Wifi or using your phone data. PCA email will not load on the PCA Guest or the Prestonwood Private network.**