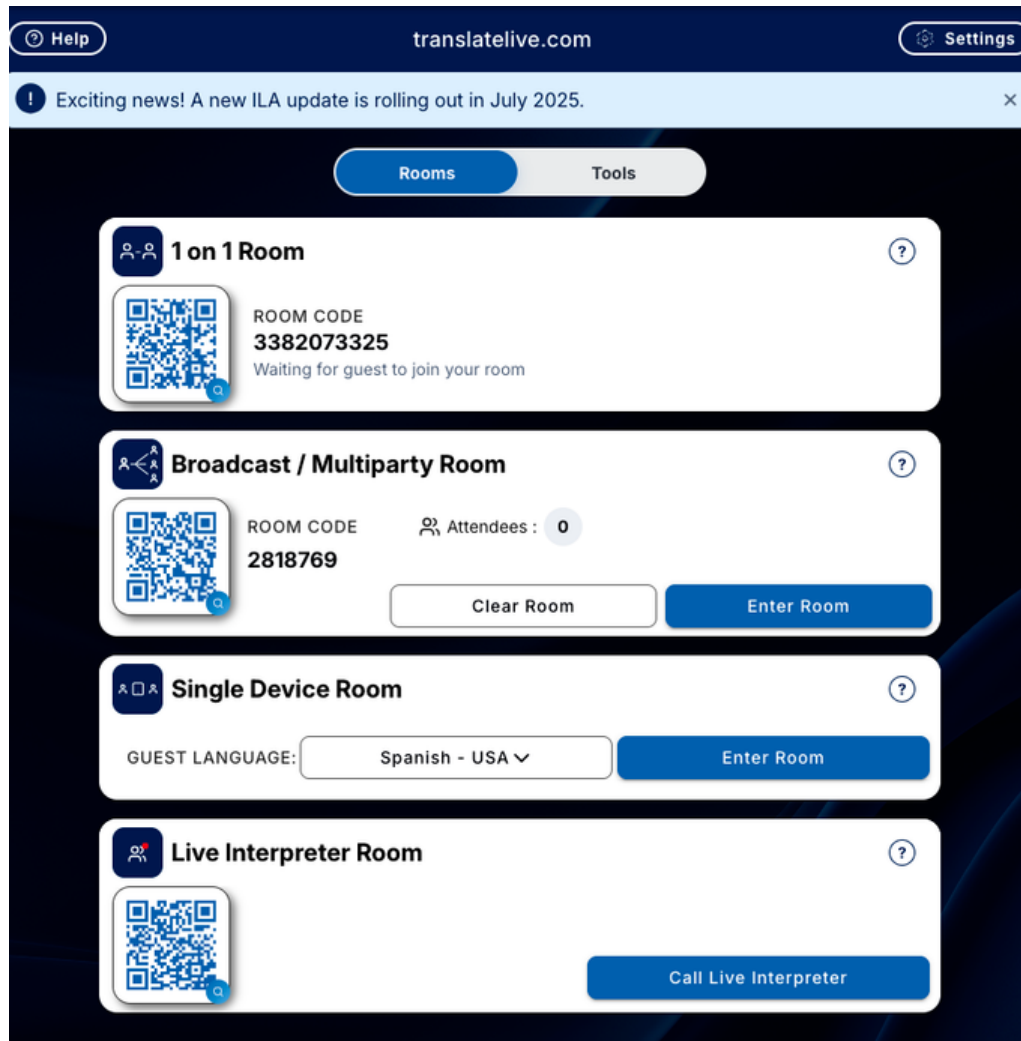
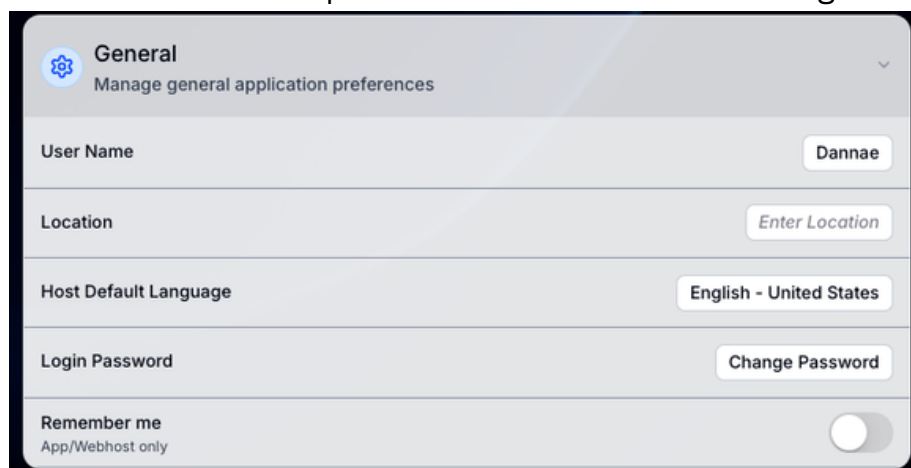


Step 1:

Click on the settings icon in the top right corner of your ILA when on the home screen.

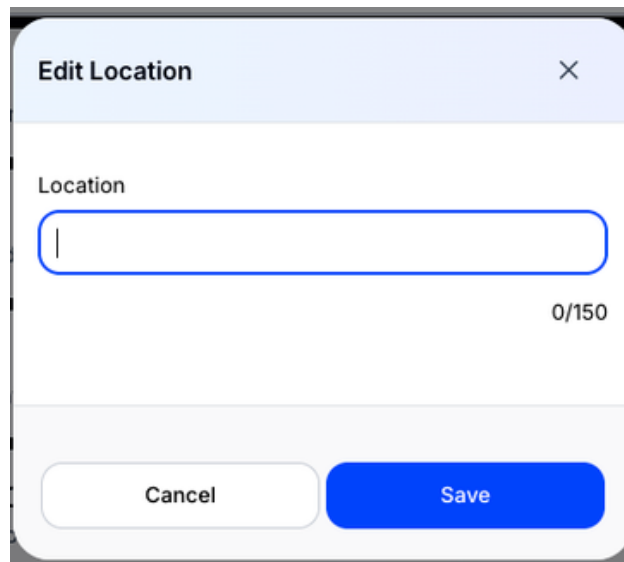
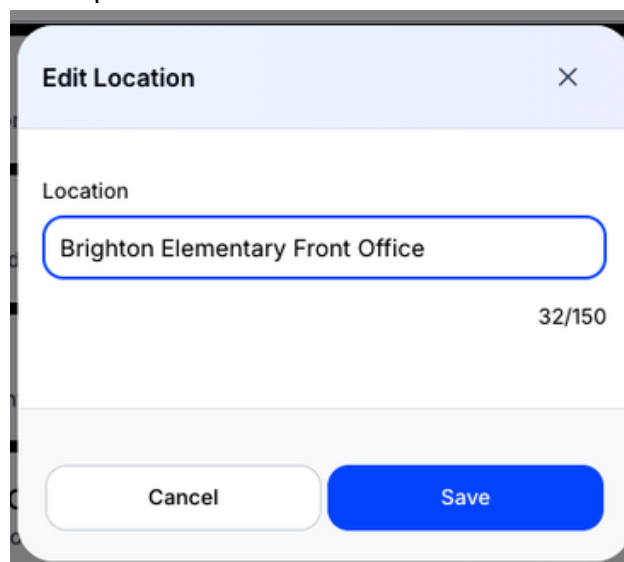
**Step 2:**

Click on the drop down arrow for General Settings



**Step 3:**

Click on the box that says, “Enter Location.” You will see a box pop up where you can type in the name of the location of your device. Here you will want to name the location so you will be able to distinguish your devices apart and know where each device is stationed. This could be a specific school or organization name or you can go even more specific and include the location within the building where it is housed.

A screenshot of the 'Edit Location' dialog box. The title bar is light blue with a close button (X) on the right. Below the title bar, the word 'Location' is displayed. A text input field is shown with a vertical cursor. To the right of the input field, the text '0/150' indicates the character count. At the bottom, there are two buttons: 'Cancel' (white with a grey border) and 'Save' (solid blue).**Example**A screenshot of the 'Edit Location' dialog box, identical to the one above but with the text 'Brighton Elementary Front Office' entered into the input field. The character count '32/150' is now displayed to the right of the input field.

Be sure to press Save when finished.