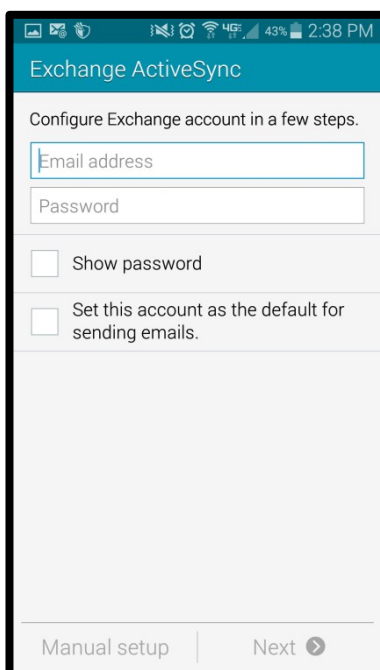
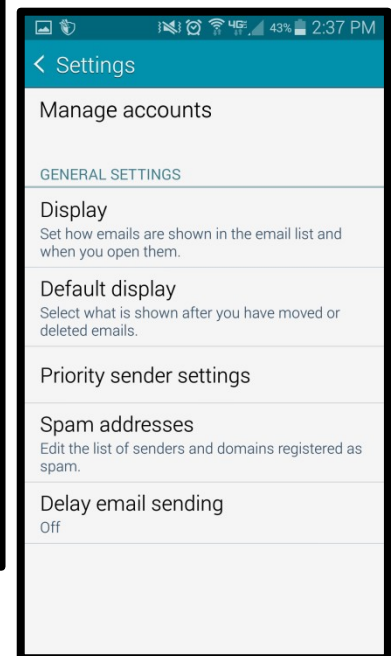
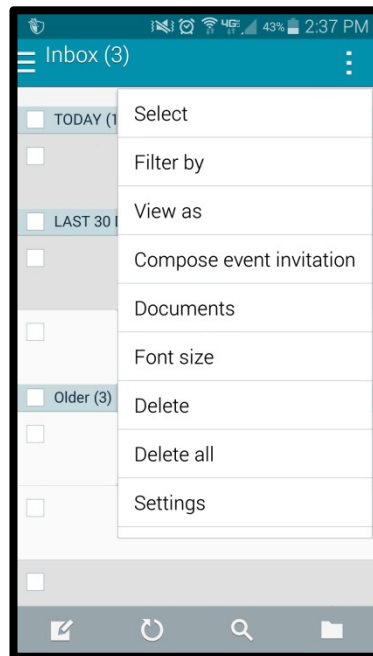


For Android Devices

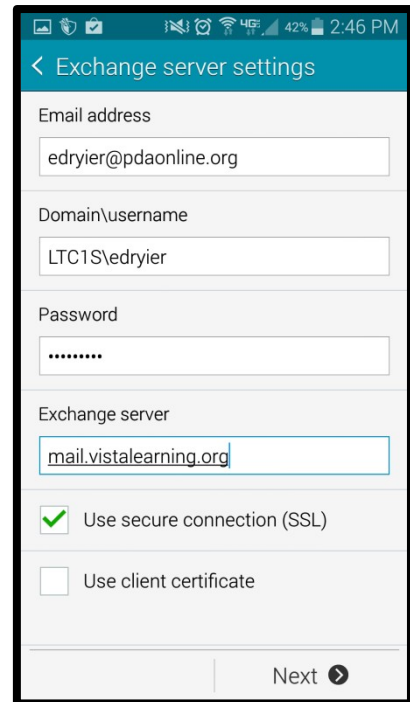
1. Open the “**Mail**” app.
2. Hit the **left soft key** on your device, or tap the three dots on the top right-hand corner of the screen. A menu should drop down. Tap “**Settings**”.



3. Tap “**Manage Accounts**”.
4. Tap the plus sign on the top of your screen to add a new account. Choose “**Corporate E-Mail**”.
5. Type your email address and password, and then tap “**Manual Setup**” on the bottom.

6. Under “**Domain\username**” in the **Exchange server settings** page, type “**LTC1S**” along with your username. For the **Exchange server** box, type “**mail.vistalearning.org**”. Tap “**Next**”.

****If a security window will pops up, just tap “Continue”****



7. Just fill in your preferences, and you're finished!