

Your Legislative Email :

A guide to accessing and organizing your Legislative email

Need Help? Contact the LIT helpdesk – (207) 287-1625 or helpdesk@legislature.maine.gov

Your Maine Legislative Email

The Legislature provides you with an email address to be used for all Legislative business and correspondence. This is done for two reasons: it allows the Legislative staff offices to better manage email addresses and lists and greatly assists you should you be the subject of a Freedom of Access Act (FOAA) request.

Your Email Address

You are provided with an email address in the form of:

firstname.lastname@legislature.maine.gov

The email addresses are set up by Legislative Information Technology (IT) using the name that appeared on the ballot. You may also designate an alternate first name/nickname if you so choose e.g., Rob instead of Robert or Liz instead of Elizabeth. We do not use prefixes or postfixes or other titles.

Reading Email

There are several ways that you can read your Legislative email:

1. **Retiring room PCs;** By logging in to any one of the PCs provided in the retiring rooms in both the State House and the Cross Office Building. All of the PCs run Microsoft Office and use the MS Outlook email software;
2. **Web browser;** Webmail from your own device (PC or Mac, laptop, tablet or smartphone) using a web browser and **Outlook on the Web**, sometimes called OWA, at the address:

www.outlook.com

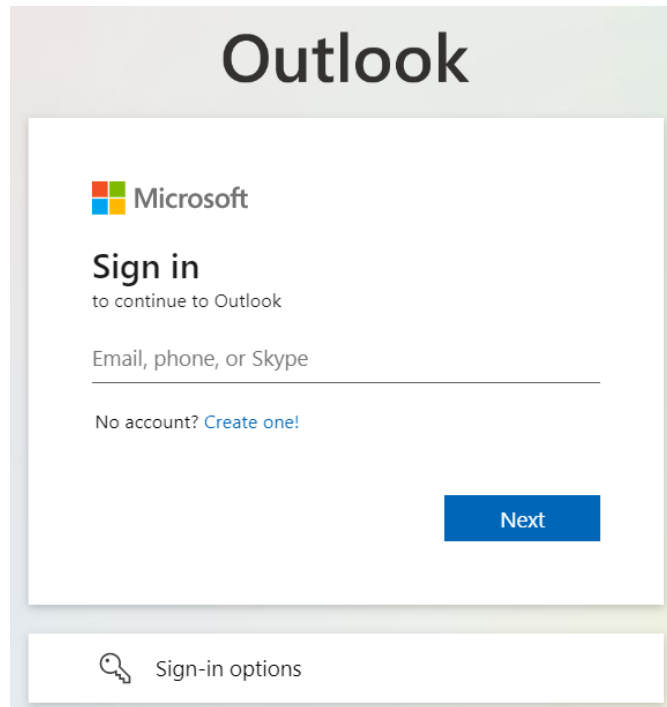
OWA is easier to use on larger screens with a compatible browser;

3. **Mobile Apps;** MS Outlook, Samsung Mail, Gmail, iOS native email app. Download and install the app from Apple App Store or Google Play on smartphone or tablet. Installation instructions can be found at www.legislature.maine.gov/member-resources.

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Logging in to Webmail in a Browser

When you navigate to <https://outlook.com>, you should see a “Sign in” option in the upper right hand corner of the screen, or if on a mobile device it may present in the middle of the screen.



Click “Sign in” and use your email address provided for you within your welcome packet, then click “Next”. Then enter your password and click “Sign in”. Next complete the steps necessary for Multifactor Authentication (MFA), instructions can be found at <https://www.legislature.maine.gov/member-resources>. When completed, you should be able to utilize Outlook on the Web or your mobile app.

Legislative Content You Can Expect to Receive

The Legislature will use your Legislative email as its official method of communication for a variety of information. This mail will appear in your Inbox along with mail from constituents, lobbyists, organizations and other outside mail. Please contact the LIT helpdesk if you would like help setting up rules to organize these messages.

You can expect to receive:

- The daily calendar from your chamber;
- Notification of public hearings and committee work sessions on bills you've sponsored*;
- Weekly committee schedules for committees you sit on;
- Rule-making notices*;
- Notices of confirmation hearings*;
- Payroll and benefits information from HR;
- Notices of emergency office closures, hearings and other meeting postponements;
- General Legislative announcements;
- Communications from Legislative staff;

NOTE items marked with an (*) are emails automatically generated and sent via Legislative systems.

Changing your network password

From an internet browser on a pc, laptop or other mobile device, navigate to

<https://account.microsoft.com>

At this point, you will be prompted to change your password. You will need to know what your current password is. Your new password should be *at least* 10 characters long, should contain at least one capital letter and one number and can use special characters like & or !.

Once you have changed your password, WRITE IT DOWN and put it in a safe place. Passwords should be treated like social security numbers. Commit to memory and then store it away.