

Installation Guide :

MS Outlook App for Access to Legislative Email on Mobile Devices

Important Notice and Considerations Regarding Your Decision to Install and Use the MS Outlook App for Access To Legislative Email

Please read important Information below regarding use of the Microsoft Outlook app to receive your Legislative email.

After evaluation of security considerations and usability of the Microsoft Outlook app for use to send/receive email from your legislative email account, LIT has approved and supports its use on Apple, Android and Microsoft mobile devices as an alternative option to having to use a web browser to log in for your legislative email. The MS Outlook app provides a much better interface and experience and once installed, you will get your email delivered directly to your mobile device throughout the day without having to log in through a web browser to check your inbox.

SECURE YOUR DEVICE!

It goes without saying that you should always secure your mobile device with one or more of the methods provided with your device of choice: facial recognition, finger print, pin, etc.. Failure to do so leaves the device and your privacy exposed should the device be lost or stolen.

Mobile app install instructions for Android devices are on the following pages. An install on a Windows mobile device or iPhone would be similar and will require the same settings.

If you experience difficulties with the installation or setup, we'd be happy to assist. Simply call the LIT Help Desk at 287-1625 to schedule a time for a technician to assist you in our office in Room 262 in the Statehouse.

BERORE YOU START THE SETUP PROCESS...

You should have been provided with a network username and initial password. If you have not received a username and password or you have forgotten your password, please call the Help Desk at 287-1625 or come to the IT office next time you are at the State House.

The username would be in the form of *domain name/username*, for example sh/jsmith. The password is generated and needs to be changed ***before*** you start the Outlook app setup process. This can be done by logging in to your email account from Outlook Web Access (OWA) at

<https://Webmail.mainlegislature.org>

Instructions on how to change your password are below.

Changing your network password from OWA

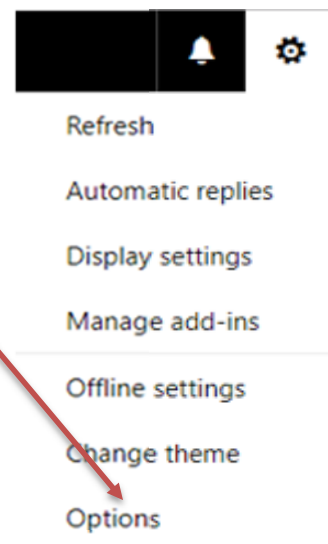
From an internet browser on a pc, laptop or other mobile device, navigate to <https://webmail.mainelegislature.org>



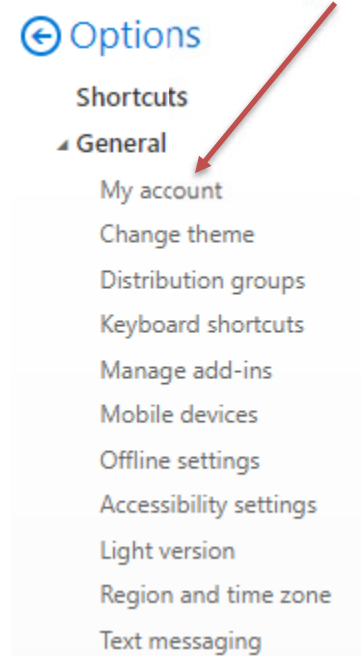
Enter the domain and username in the format indicated to the left

Enter your password as it was given to you.
NOTE – It is case sensitive.

In the upper right-hand corner of the window, select the settings icon that looks like a gear and select Options



On the left side of the screen, expand the General option and select My account



In the My account window, find the Change your password link and select it.

Change your password

Mailbox usage



1.29 GB used. At 5.00 GB you won't be able to send email.

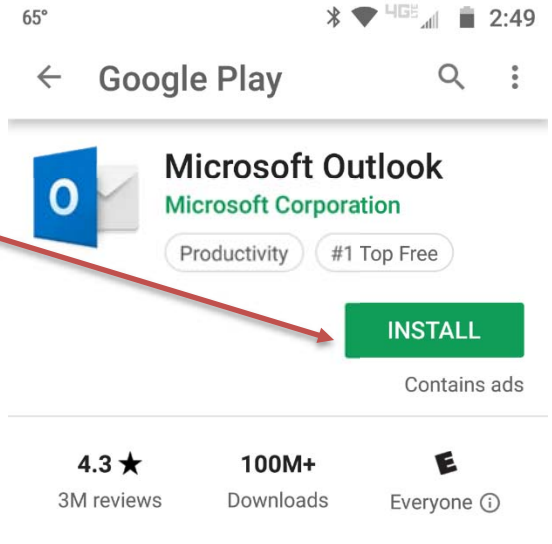
At this point, you will be prompted to change your password. You will need to know what your current password is. Your new password should be *at least* 8 characters long, should contain at least one capital letter and one number and can use special characters like & or !.

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.

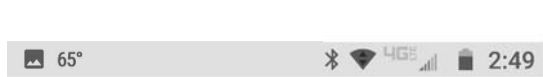
MS Outlook App Install Instructions

(NOTE: Not EVERY phone is the same, this is an example of a typical install)

1) To obtain access to your legislative mail, you'll need to download Microsoft's Outlook app from the Apple App Store or Google Play, depending on your device.



2) Once downloaded and installed, open it and select

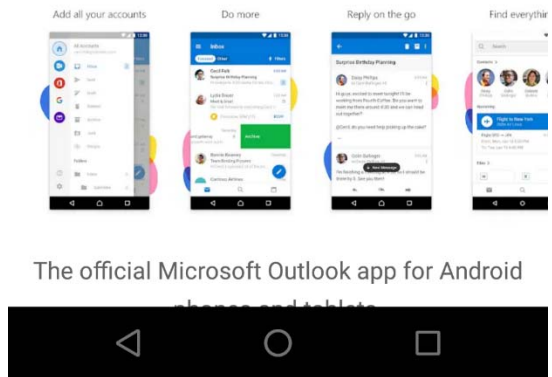


Outlook

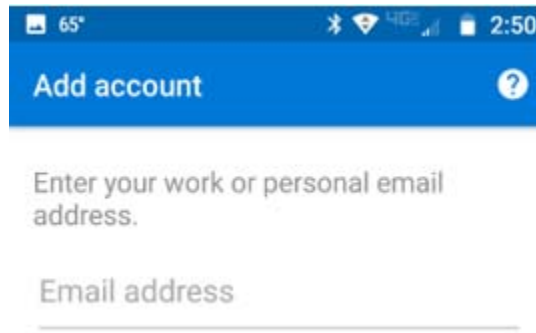
A better way to manage your email.

GET STARTED

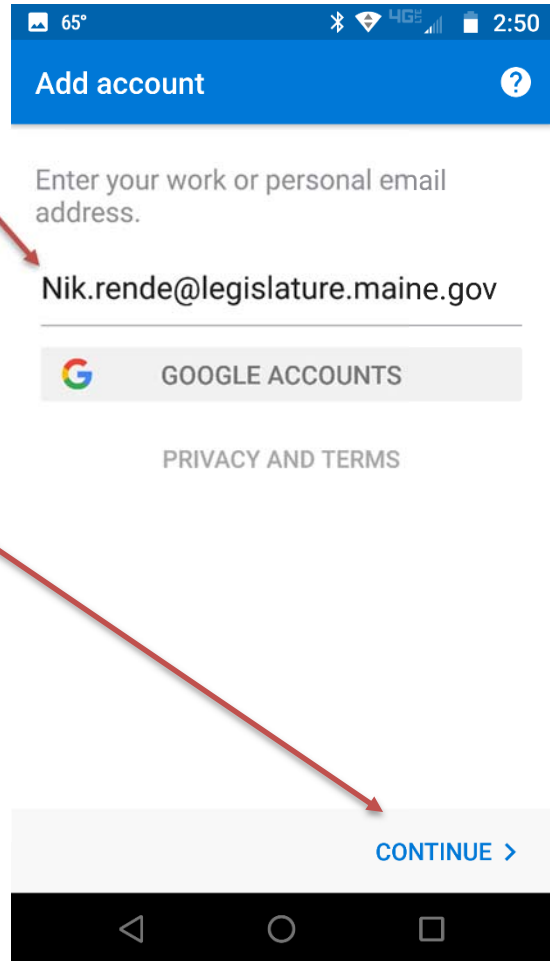
Enable GCC

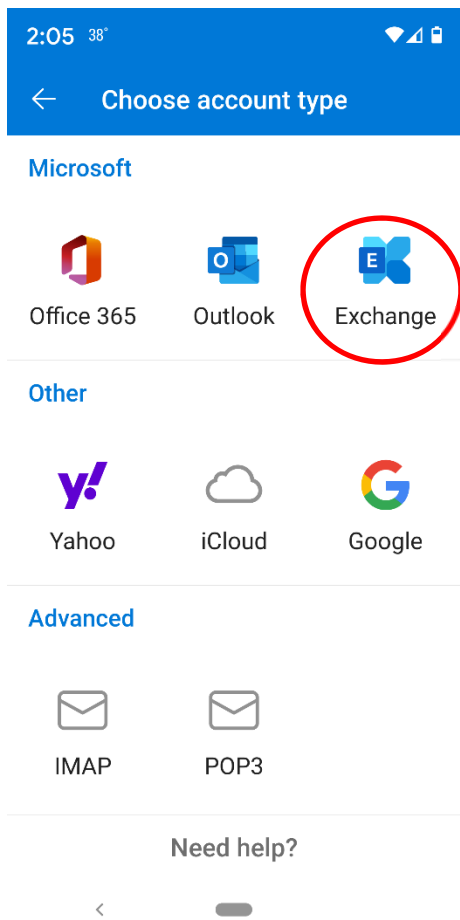


3) You'll be prompted to



4) Enter your Legislative email address (you were provided in your NMO packet) and pick Continue >



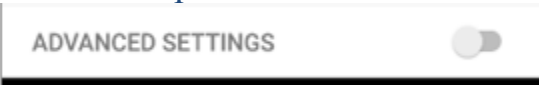


5) At this point the app *MAY* attempt to resolve the correct email settings for you based on the address you entered. Because it is not a common address (like GMAIL or ROADRUNNER) it will fail.

You *may* be prompted to do a manual setup, if so, select the option;

Or you *MAY* be prompted to choose an account type. Select the Exchange option.

6) You may just be moved immediately to the manual setup window. Once there slide

the  button to enable advanced setup.

You'll see the email address you entered earlier.

Enter the *Server* information exactly as indicated in the image

Enter the *Domain\Username* in the format indicated in the image.

NOTE NOTE NOTE

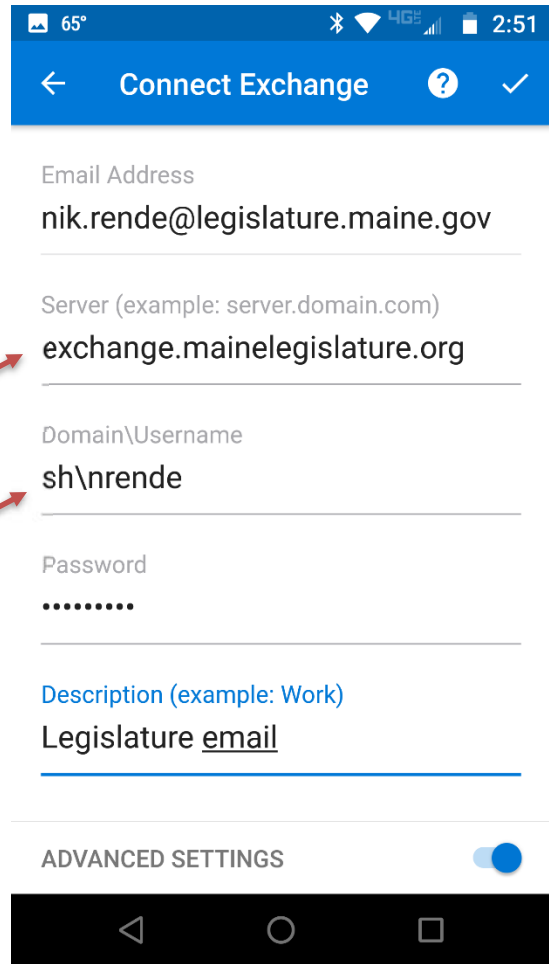
The “sh\” is required as it is indicated in the image. The username is the same one provided to you in your NMO packet.

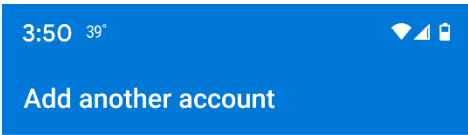
NOTE NOTE... Again

In the event the “sh\” entry does not work, try using “sh.mainelegislature.org\”

Enter the *Password* that was provided to you in your PLC packet

The *Description* is optional



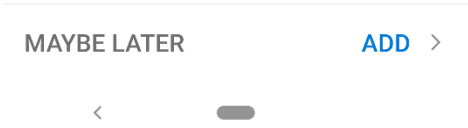
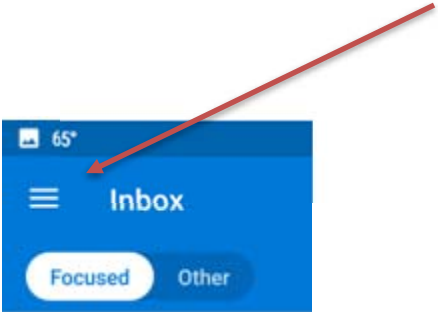


You'll not be adding another account. Select **MAYBE LATER**.

To access the folder list, select the three lined icon

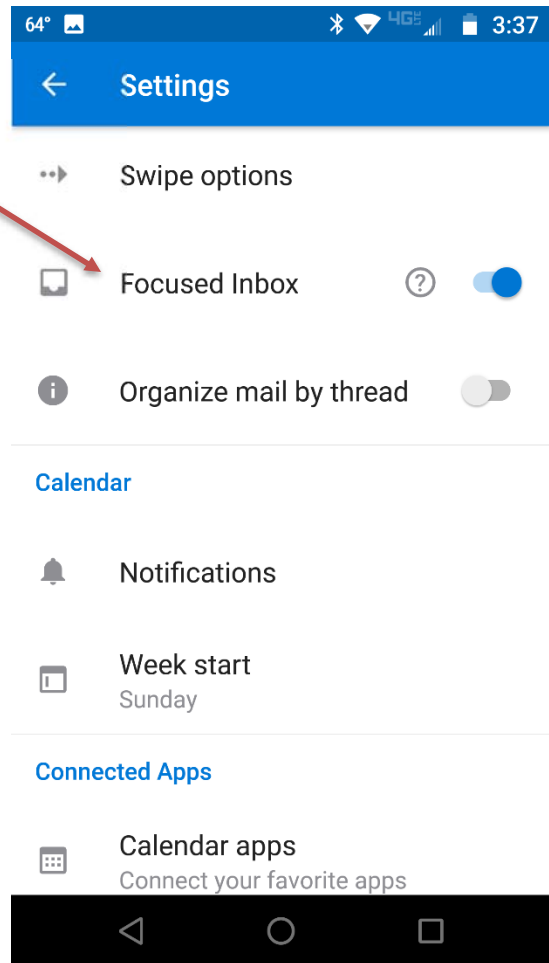


Would you like to add another account?

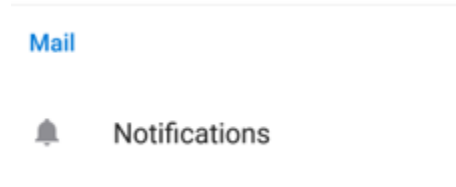


The basic configuration of the Outlook app is now complete. There are a couple of very handy settings that can be turned on from the Settings cog in the folder view

Then scroll down and turn on *Focused Inbox*



Then, swipe back up and pick *Notifications* option under Mail



And ensure that you receive notifications for *All Mail*. Set your notification sounds as you wish.

