Your Legislative Email :

A guide to accessing and organizing your Legislative email

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 Web Access (OWA) at the address:

   ## https://webmail.mainelegislature.org

   OWA is easier to use on larger screens with a compatible browser;
3. **Mobile Apps;** MS Outlook, Outlook Web Access, 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;

Logging in to Webmail in a Browser

When you navigate to the above link, you will be presented with an Outlook login window:
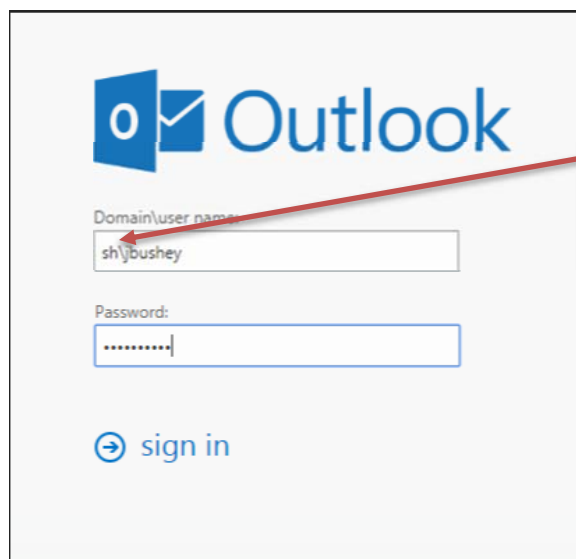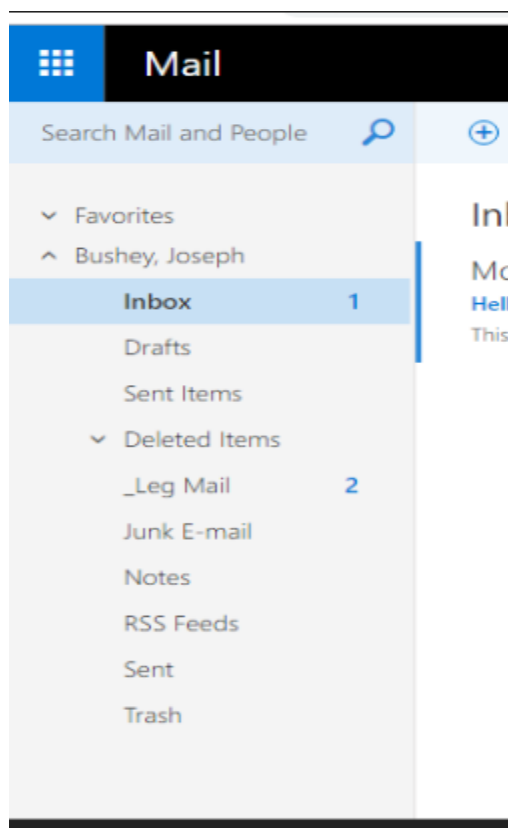
Using the login information provided in your packet you will log in to Outlook. Be sure to include the "sh\" in front of your login id.

Your Email Inbox

In order to assist you with organizing your email, your incoming mail is delivered into two folders:

- Inbox
- _LegMail < The underscore before the folder name keeps it near the top of the folder list

Your **Inbox** contains all correspondence from outside the Legislature. Remember that your Legislative email address will be part of your identity here and a main pathway for your constituents to contact you, generating a significant amount of email.

Because critical notices and documents from the Legislative offices can get lost amongst the general public correspondence, *all* email that originates from a *.maine.gov* address will, by rule, be sent to a folder called **_LegMail**.

The Legislature will use your Legislative email as its official method of communication for a variety of information.

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.

From an internet browser on a pc, laptop or other mobile device, navigate to
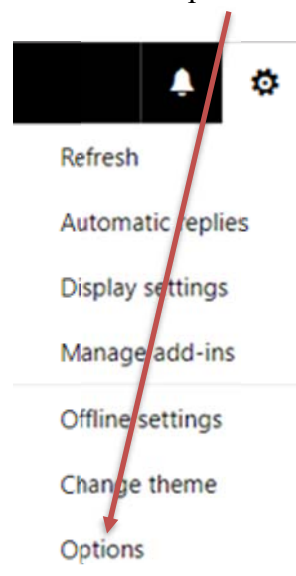
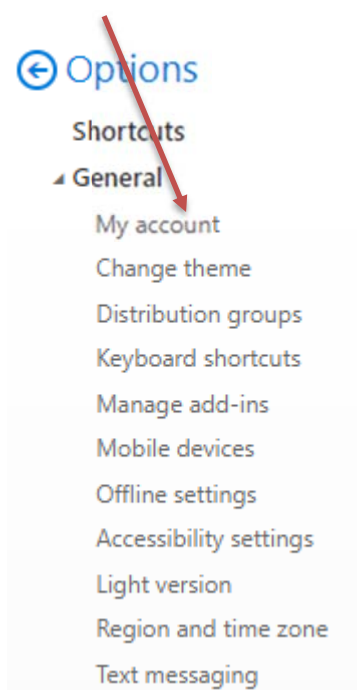https://webmail.mainelegislature.org
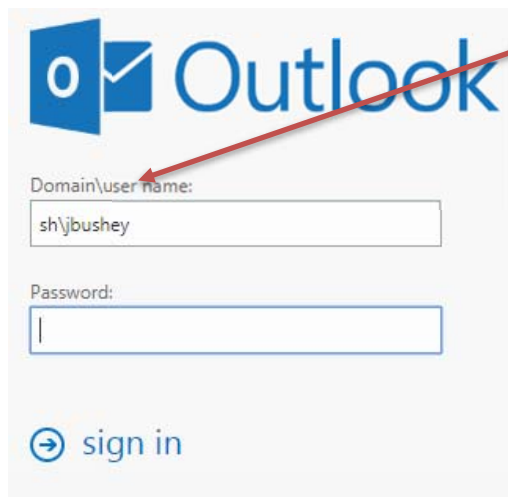
Enter the domain and username in the format indicated to the left

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.