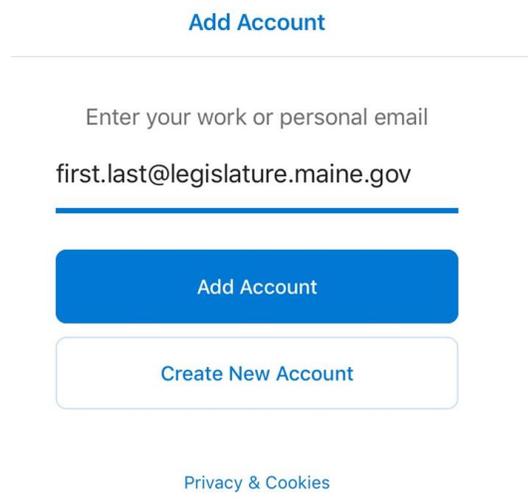


Outlook Email for iOS devices

After installing the outlook app, the first screen you will see will be the Add account screen.

Your username will be your Legislature Email address

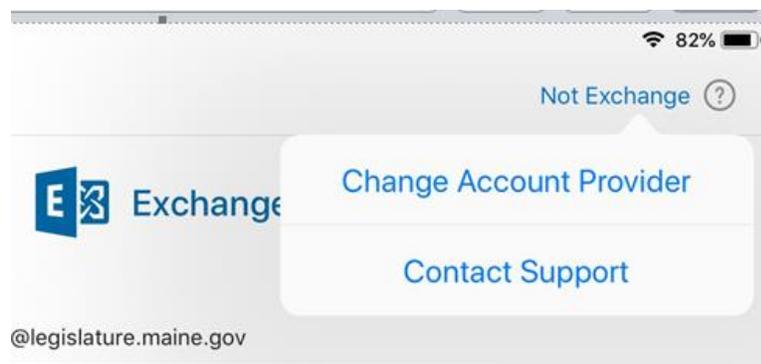
Firstname.Lastname@legislature.maine.gov



The screenshot shows the 'Add Account' screen in the Outlook app. At the top, the text 'Add Account' is displayed in blue. Below this, a prompt says 'Enter your work or personal email'. A text input field contains the email address 'first.last@legislature.maine.gov'. Below the input field are two buttons: a solid blue button labeled 'Add Account' and a white button with a blue border labeled 'Create New Account'. At the bottom of the screen, there is a link for 'Privacy & Cookies'.

Your account type to add will be
“exchange”

If you do not see “Exchange” in the list of available accounts, push the “?” button in the upper right and select “Change account provider”



At the setup screen, push the “Use advanced settings” slider



Email Address
Han.Solo@legislature.maine.gov

Password
●●●●●●●●

Description
Legislature Email

Server
exchange.mainelegislature.org

Domain
sh.mainelegislature.org

Username
HSolo

Use Advanced Settings

[Sign In](#)

Email Address: (your email address)@Legislature.Maine.gov
Password: (your password to log into your account)
Description: Legislature Email (or whatever you would like)
Server: Exchange.Mainelegislature.org
Domain: sh.mainelegislature.org
Username: The username you would use to log in at work
(Han solo’s username would be HSolo)