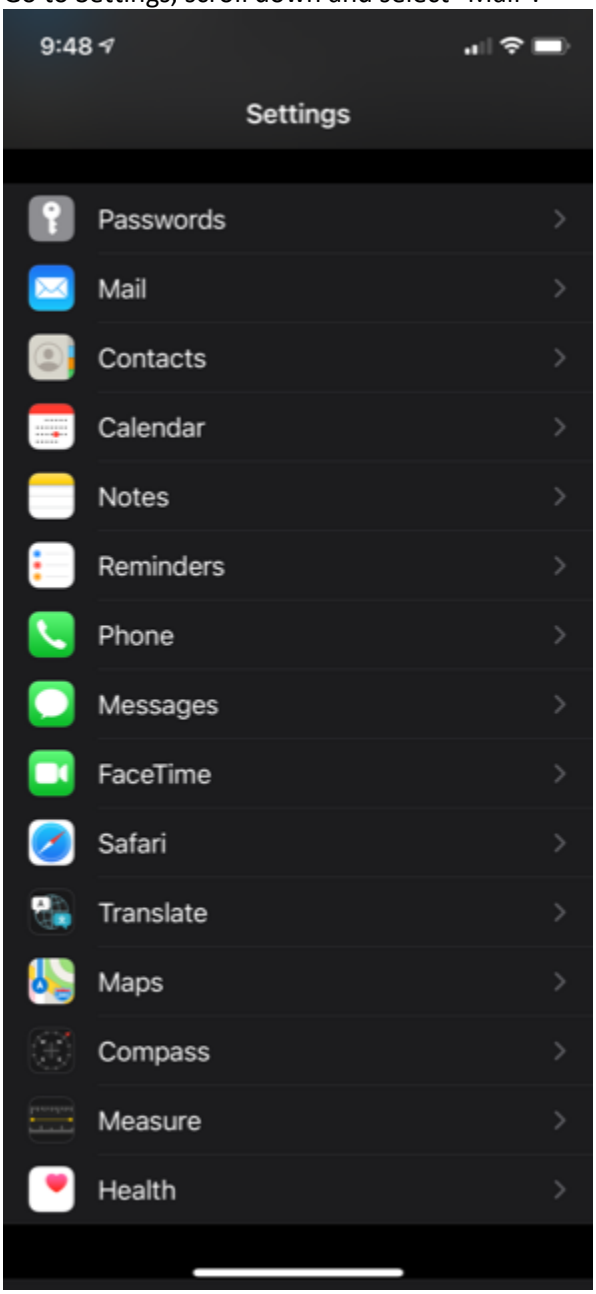
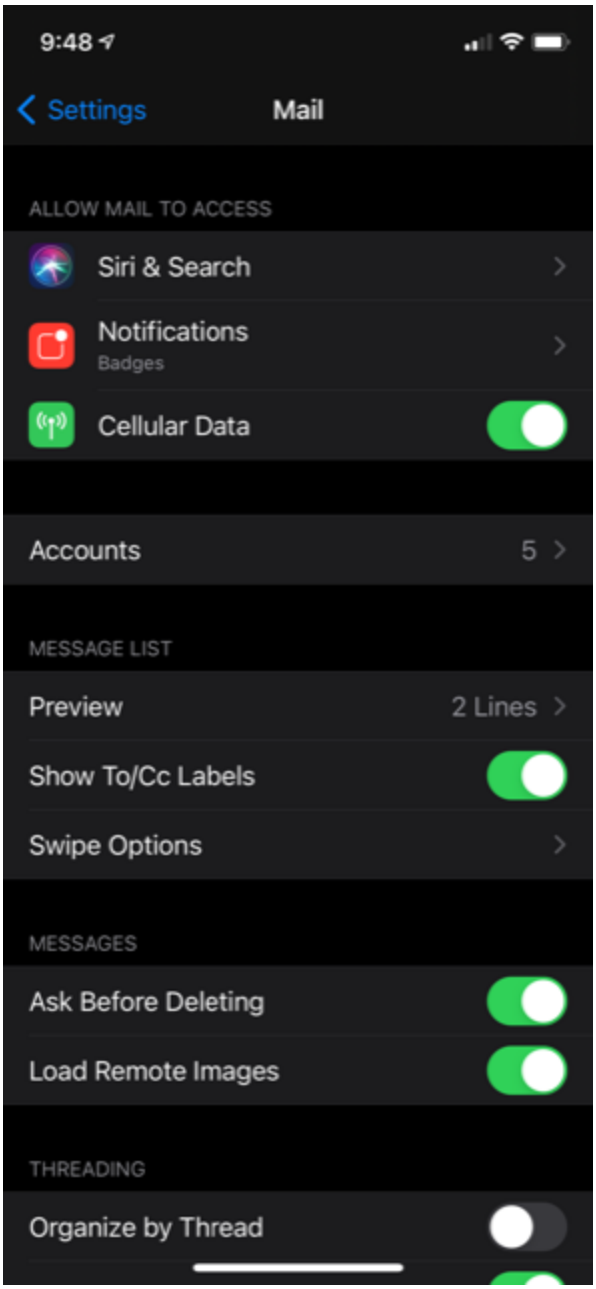
**Legislative Mail on iOS Built in Mail App**

These are the steps required to setup your legislative email in the native Mail client on an iPhone or iPad.

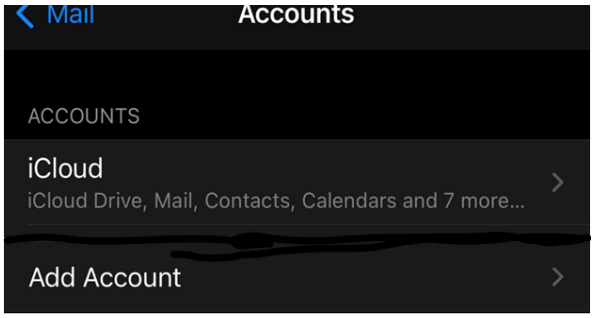
Go to Settings, scroll down and select "Mail".

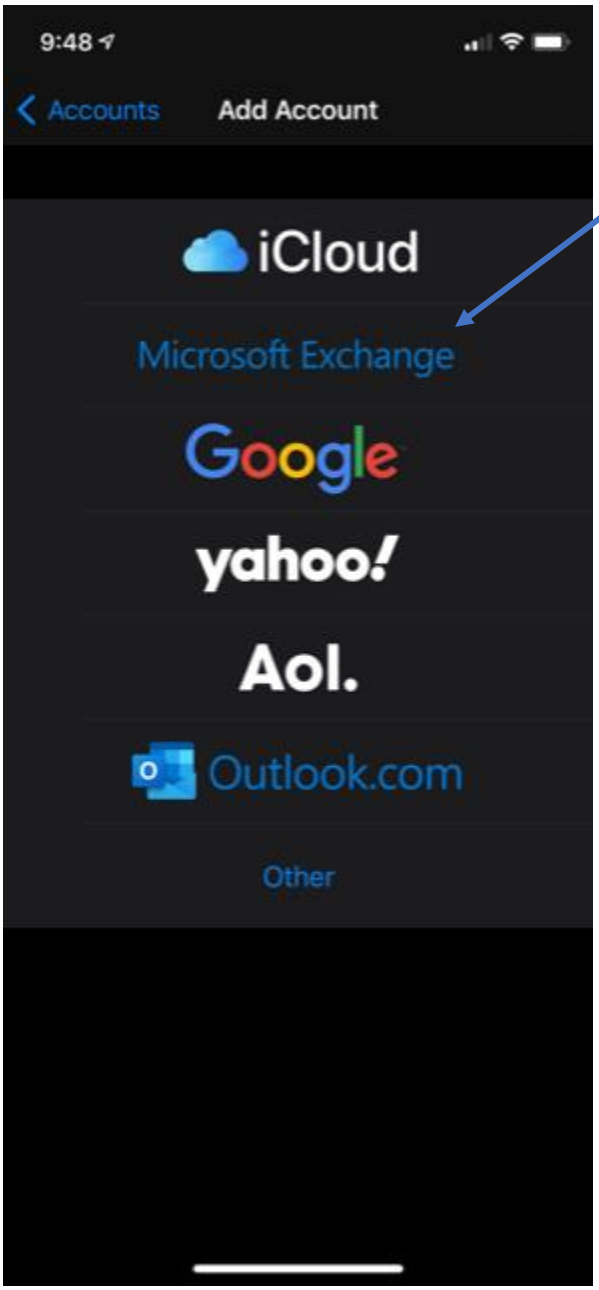



Select "Accounts"



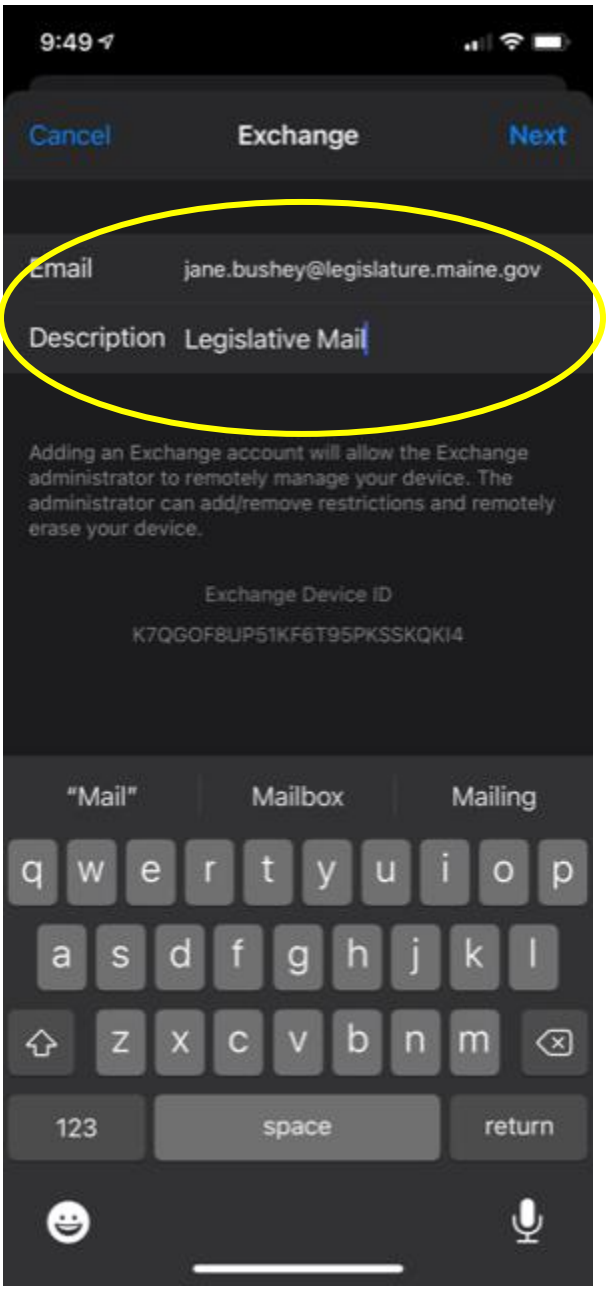

Under Accounts select "Add Account"

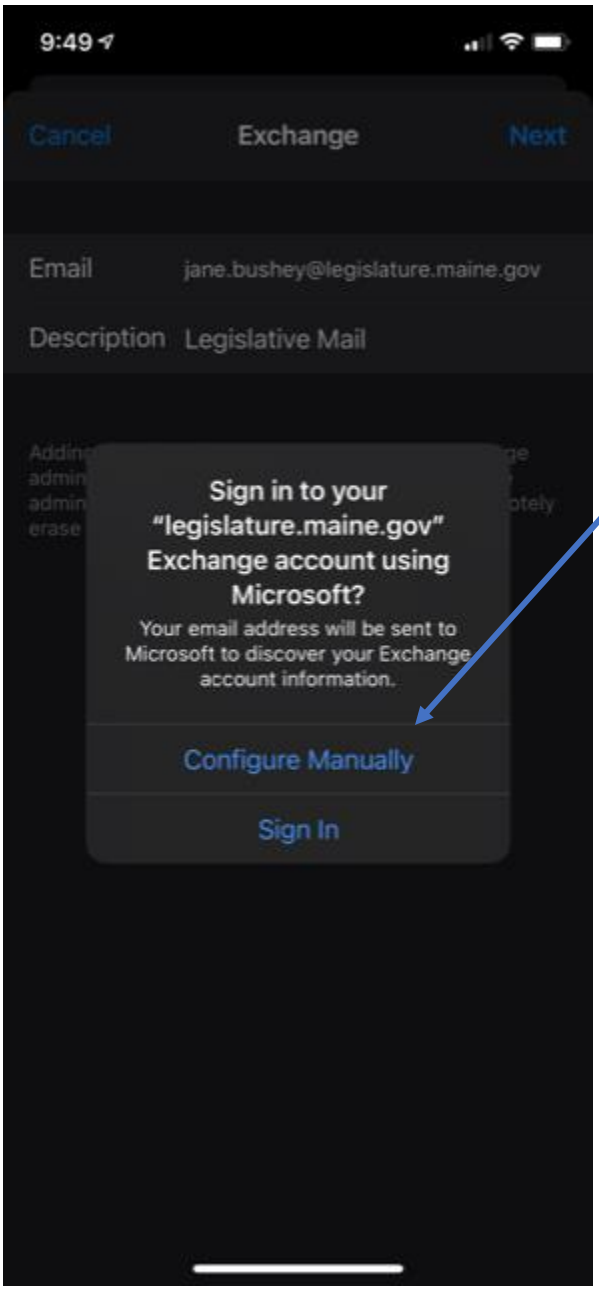





Select "Microsoft Exchange"

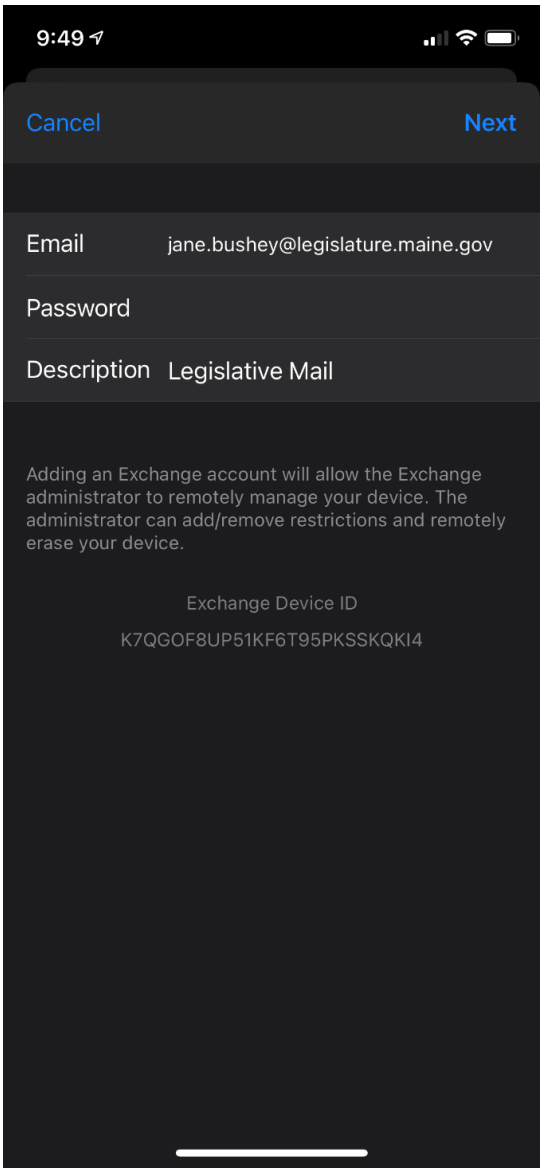
Enter your email address and a description (e.g. Sen. Bushey's Legislative Mail) of your choice and click "Next"



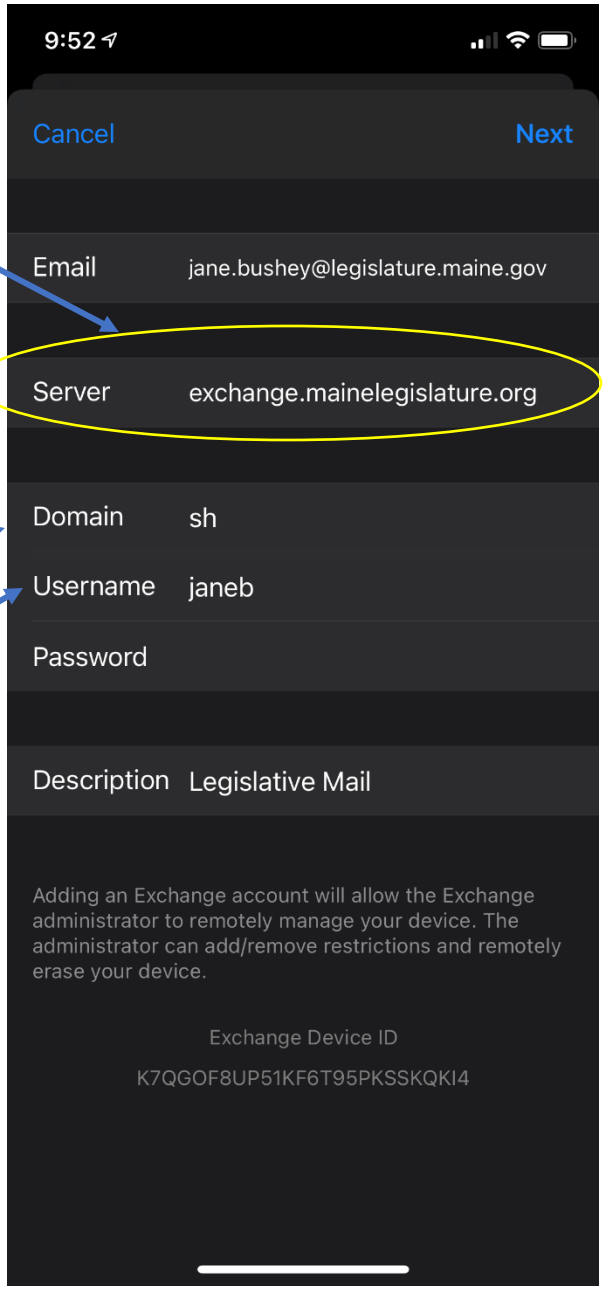



You'll get a popup, select "Configure Manually"

Enter your email Password and click "Next"

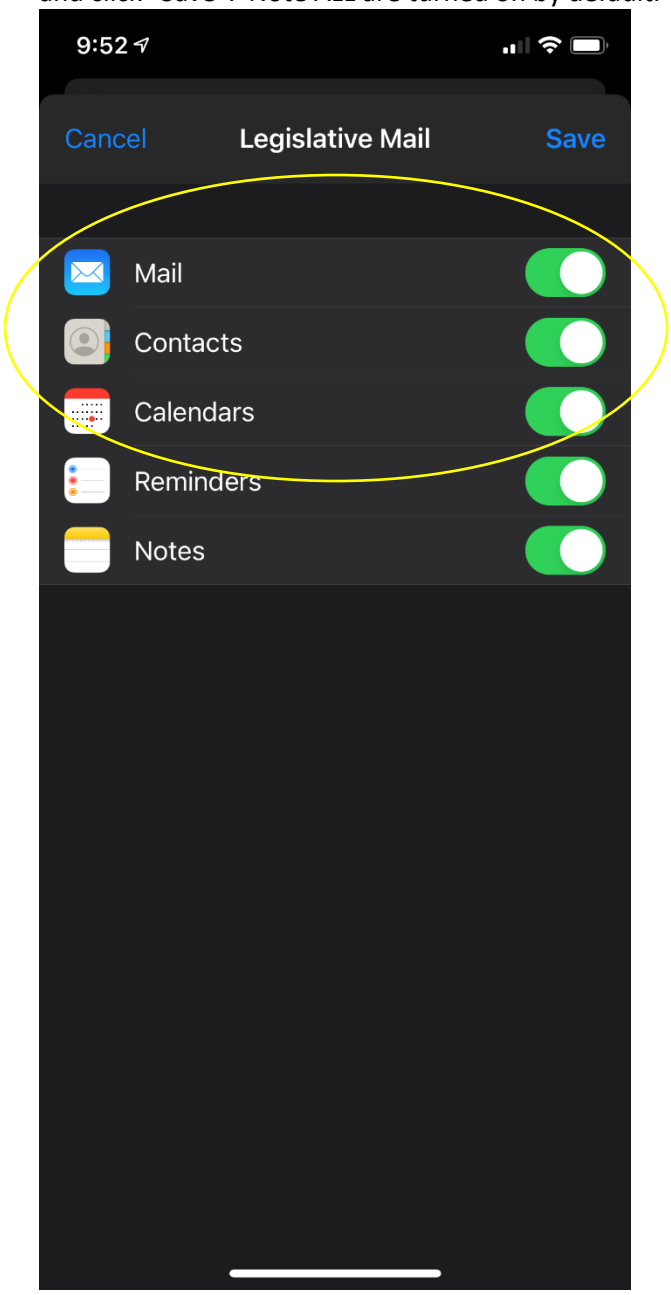


Fill in the server field as "exchange.mainelegislature.org"




In the Domain spot, enter as "sh", it's not case sensitive.

The Username is your network username, typicially "FirstInitialLastName" (like jbushey), it's not case sensitive

**You WILL have to enter your email password again** and click "Next"

Select the items you'd like to have synchronized with your device, typically Mail, Contacts and Calendar, and click "Save". Note ALL are turned on by default.