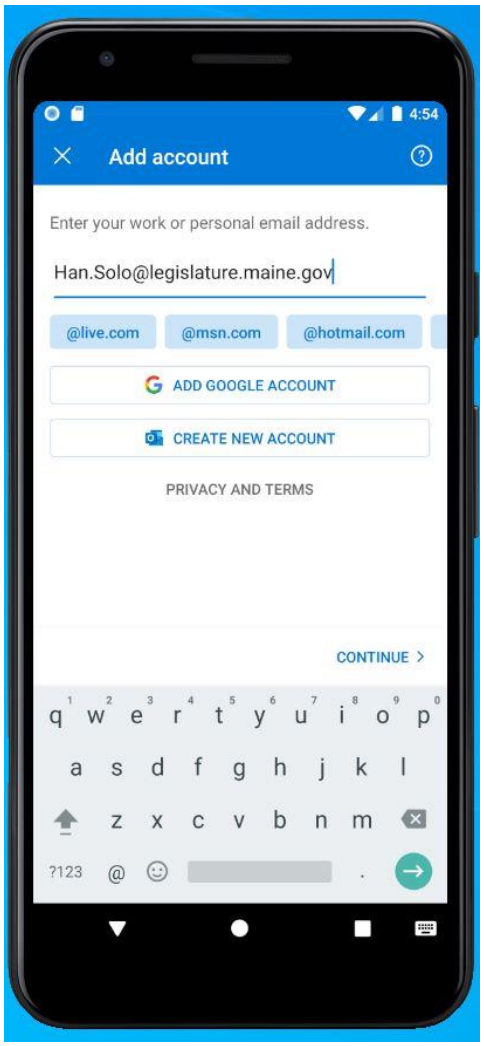
Outlook Email for Android devices

1. Install the “Microsoft Outlook” app from the Android Play Store
2. After opening the app, tap the "Get Started" button

3. The first screen you will see will be the Add Account screen.

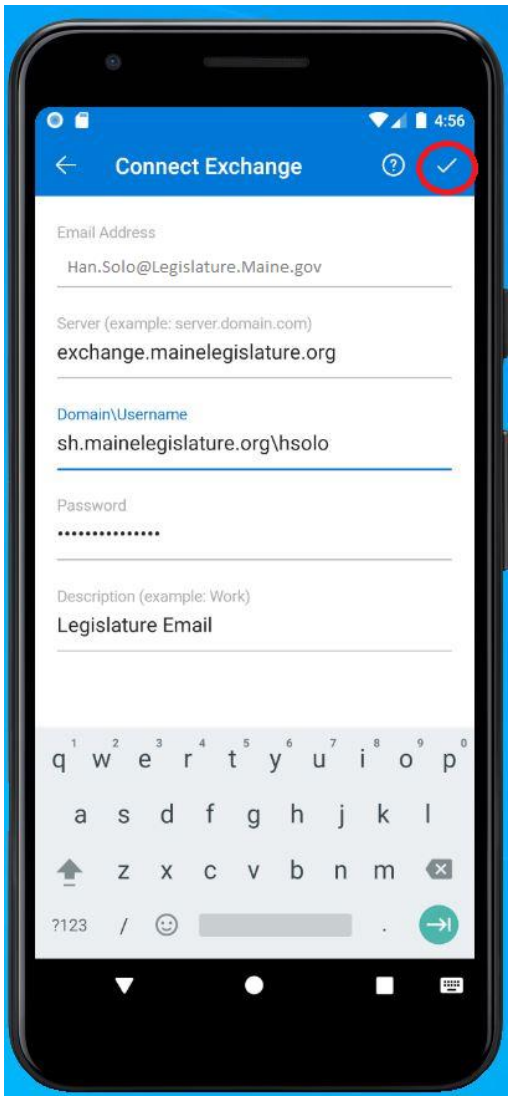
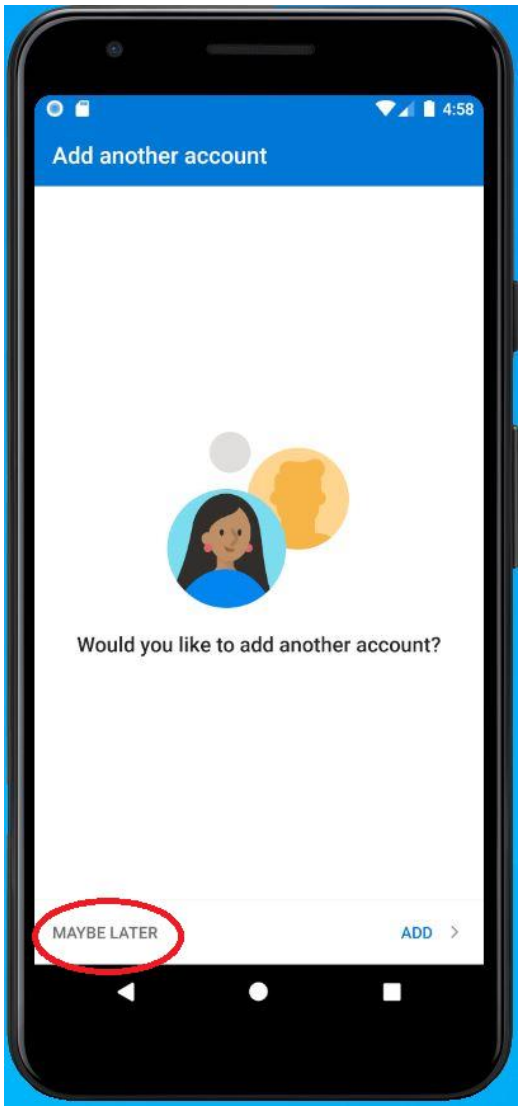
4. Enter your Legislature Email address - Firstname.Lastname@legislature.maine.gov then tap **Continue**



5. On the "Connect Exchange" screen, fill in the following information:

   a. *Server:* exchange.mainelegislature.org
   b. *Domain\Username:* **sh.mainelegislature.org\YourUserName** (For example, Han solo's username would be **HSolo**)
   c. *Password:* (your password to log into your account)
   d. *Description:* Legislature Email (or whatever you would like the mailbox to be named)

6. Tap the checkbox in the upper right corner and it should allow you to see email and compose new messages, etc.



7. On the "Add another account" screen, tap "Maybe Later"