Outlook Email for Android devices

- 1. Install the "<u>Microsoft Outlook</u>" 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**

0		▼⊿ 🗋 4:54
× Add	account	0
Enter your wo	rk or personal em	ail address.
Han.Solo@l	legislature.mair	ne.gov
@live.com	@msn.com	@hotmail.com
	ADD GOOGLE A	CCOUNT
	CREATE NEW AG	
	PRIVACY AND TE	RM5
		CONTINUE >
$q^1 w^2 e^3$	r ⁴ t ⁵ v ⁶	
q ¹ w ² e ³		u ⁷ i ⁸ o ⁹ p ⁰
a s	d fgł	u ⁷ i ⁸ o ⁹ p [°] njkl
a s ∱ z	d fgh xcvb	u ⁷ i ⁸ o ⁹ p [°] njkl
a s	d fgh xcvb	u ⁷ i ⁸ o ⁹ p [°] njkl
a s ∱ z	d fgh xcvb	u ⁷ i ⁸ o ⁹ p [°] njkl
a s ∱ z	d fgh xcvb	u ⁷ i ⁸ o ⁹ p [°] njkl onm⊠ . →

- 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.

•	Co	nneo	+ Ex	ohar	000		•	4:56
X	CO	mee		CIIdi	iye		U	Ű
Email	Addres	ŝŝ						
Han.	Solo	DLegis	latur	e.Mai	ne.gov	/		
Server	(exan	nple: se	erver.d	omain	.com)			
exch	ange	.maii	neleg	jislat	ure.o	rg		
Doma	in\Use	rname						
sh.m	aine	legisl	ature	e.org	hsol	0		
Passw								
	•••••							
Descri	ption (examp	ole: Wo	ork)				
Legis	slatu	re Em	nail					
	1.27	2	1121	6	2	523	2	121 2
q'v	$\sqrt{\frac{2}{6}}$	່ຍ	r 4	ť	y° i	Ľ	i°c	ာ p
а	S	d	f	g	h	j	k	I
†	z	х	С	v	b	n	m	×
?123	/	:						€
	V			0				

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

