

# Your Legislative E-mail

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*A Guide to Accessing and Organizing Your Legislative E-mail*

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## Your Maine Legislative Email

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The Legislature provides you with an email address to be used for all Legislative business and correspondence. This allows the Legislative staff offices to better manage email addresses, mailing lists and greatly assists fulfilling any Freedom of Access Act (FOAA) requests.

*Need Help? Contact the LIT helpdesk – (207) 287-1625 or [helpdesk@legislature.maine.gov](mailto:helpdesk@legislature.maine.gov)*

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Legislative E-mail addresses are in the form:

**firstname.lastname@legislature.maine.gov**

The email addresses are set up by Legislative Information Technology (IT) using the name that appeared on the ballot. If desired, please designate an alternate first name or nickname such as Rob instead of Robert. We do not generally add prefixes, postfixes or other titles to the address; however, we may use middle initials in the case of a conflict between names.

Reading Email

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There are several ways to read e-mail:

***Retiring room PCs***

- Log in to any one of the PCs provided in the retiring rooms in both the State House and the Cross Office Building. All the PCs run Microsoft Office, have internet browsing and MS Outlook email software.

***Outlook on the Web (OWA)***

- Access mail from a personal device using a web browser at the address <https://outlook.office.com>

***Mobile App***

- Outlook, Samsung Mail, Gmail, iOS Mail all work, download and install Outlook from either Apple App Store or Google Play as appropriate. Installation instructions can be found at <https://legislature.maine.gov/member-resources>



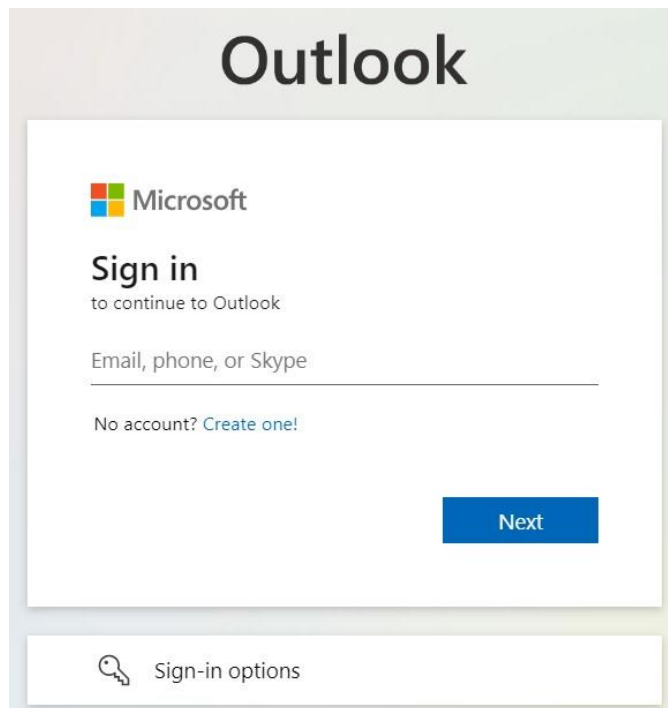
*Outlook App on Google Play*



*Outlook for Apple iOS*

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After navigating to <https://outlook.office.com>, you should see a “Sign in” block as shown here:



Use the email address and password provided to you.

**NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE**

**If you have not yet completed the steps to install and configure the Microsoft Authenticator app, please refer to the MFA Setup with Microsoft Authenticator link on the Member Resources page: <https://legislature.maine.gov/member-resources>**

The Legislature will use your Legislative email as its official method of communication for a variety of information. This mail will appear in your Inbox along with mail from constituents, lobbyists, organizations and other outside mail. Please contact the LIT helpdesk if you would like help setting up rules to organize these messages.

You can expect to receive:

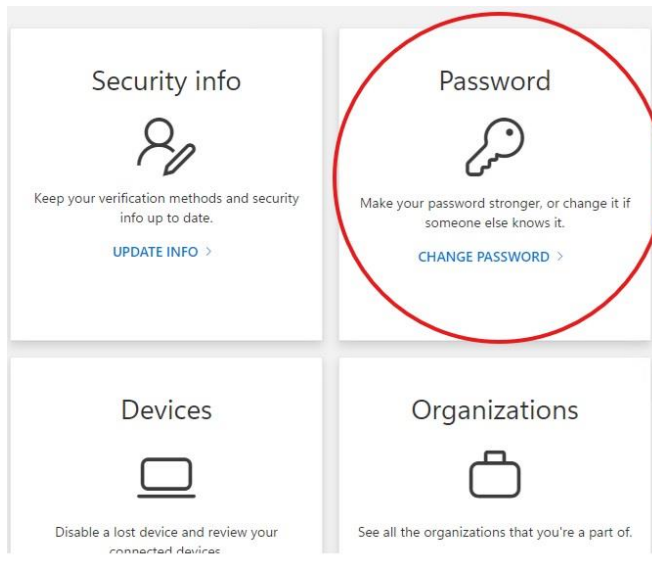
- The daily calendar from your chamber
- Notification of public hearings and committee work sessions on bills you've sponsored\*
- Weekly committee schedules for committees you sit on
- Rule-making notices\*
- Notices of confirmation hearings\*
- Payroll and benefits information from HR
- Notices of 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://accounts.microsoft.com>

Sign in as you would for email and select “Change Password” from the right hand side of the page.



You will need to enter a new password, and then enter it again to confirm it.

A screenshot of a 'Change your password' dialog box. It includes a close button (X) in the top right corner. The 'User ID' field is populated with 'Percival.Baxter@legislature.maine.gov'. There are two password input fields: 'New password' and 'Confirm new password', each with a toggle icon to the right. At the bottom, there are 'Cancel' and 'Submit' buttons.

Your password must:

- Be at least 10 characters long.
- Have an upper case, lower case, and a special character or number
- Cannot contain your first or last name
- Cannot be an old password
- The new password must not contain any part of an old password

Consider using a passphrase of several words that are easy for you to understand but not knowable or common to someone else.

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