

1

LEGISLATIVE EMERGENCY NOTIFICATION SYSTEM (LENS) & LEGISLATIVE EMAIL



Kevin Dieterich
Director, Office Of Legislative Information Technology

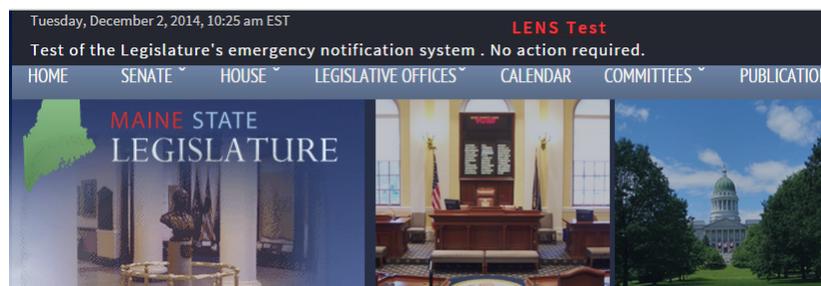
2

LENS – Legislative Emergency Notification System

LENS is a mass notification system that provides legislators, legislative employees and the public with notifications of legislative session and committee meeting delays, office closures or other emergency situations.

Notifications occur in two ways:

- **Number 1**: Using browser to access the legislature's homepage, key alert messages will appear across the top of the Legislature's homepage. (see below)



3

LENS – Legislative Emergency Notification System (cont)

Number 2 : Receive Notices Directly From LENS “ Sign Up ! “

<http://legislature.maine.gov/LENS>

If you sign up for LENS notifications, LENS will send the emergency notifications to your designated communication devices, such as cell phones, personal email accounts or landline phones (for legislators or legislative employees who do not use a cell phone)

The screenshot shows the Maine State Legislature website. The navigation bar includes links for HOME, SENATE, HOUSE, LEGISLATIVE OFFICES, CALENDAR, COMMITTEES, PUBLICATIONS, and CONTACT US. The main content area is titled "Maine Legislature LENS" and includes a breadcrumb trail: Home / Execdir / Maine Legislature LENS. The text explains that the Legislature rarely closes its offices or cancels or delays its legislative sessions, but occasionally, due to inclement weather or an emergency situation, legislative operations are affected. It states that the Legislature makes every reasonable effort to notify members of the public of changes in schedules or operations, usually through public service announcements on area television and radio stations, and notices posted on the Legislature's website. It also mentions that members of the public can click on "Recent Alerts, Maine Legislature" for notices of closure of legislative offices, delayed legislative or committee sessions, or other emergency notifications. Additionally, it notes that members of the public can call the Legislative Information Office at 287-1692 during business hours for the most current information on legislative schedules. A link for "Legislator or Legislative Employee Login to Alert System" is provided at the bottom.

4

Legislative Email



5

Your Legislature email address :

firstname.lastname@legislature.maine.gov

- Based on your name as it appeared on ballot
- Modifying to use nicknames are okay within reason, but only one you're commonly known by. (To use a nickname or other, fill out **green** Email Change Request Form and submit to LIT, SH Room 262)

What we'll use your email for:

- Email is the primary method of communication for the Legislature
 - ❖ Daily Calendars
 - ❖ Public hearings and work sessions on your bills
 - ❖ Committee schedules
 - ❖ Rule making notices
 - ❖ HR information
 - ❖ Emergency closures and postponements
 - ❖ General announcements
 - ❖ Communications with staff

6

How to get your email: Option #1

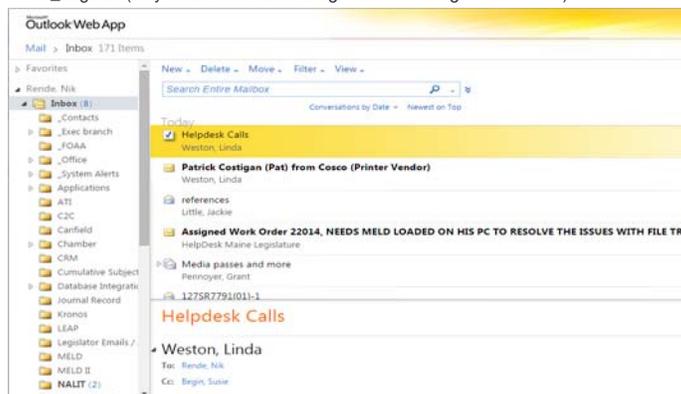
Outlook Web Access (Webmail) **via 'browser'**, (Windows, Apple & Android computers)

- ❖ URL : webmail.mainelegislature.org
- ❖ Login required : (use the user name and password provided)

Legislative Email Organization

Separating the wheat from the chaff....Outlook/Webmail/App (example)

- ❖ Inbox
- ❖ _LegMail (only email from other @legislature.maine.gov addresses)



7

Option #2 : Legmail via Mobile Apps

As an alternative to using a “browser” to access your legislative email, the following ‘apps’ can be installed on your mobile device. Installation instructions are available on LIT table in the Hall of Flags or by contact the LIT Office at 287-1626.

- Outlook (Microsoft)
(recommended)



- OWA Webmail (Ezy Web)
(Good, light alternative, ad supported)



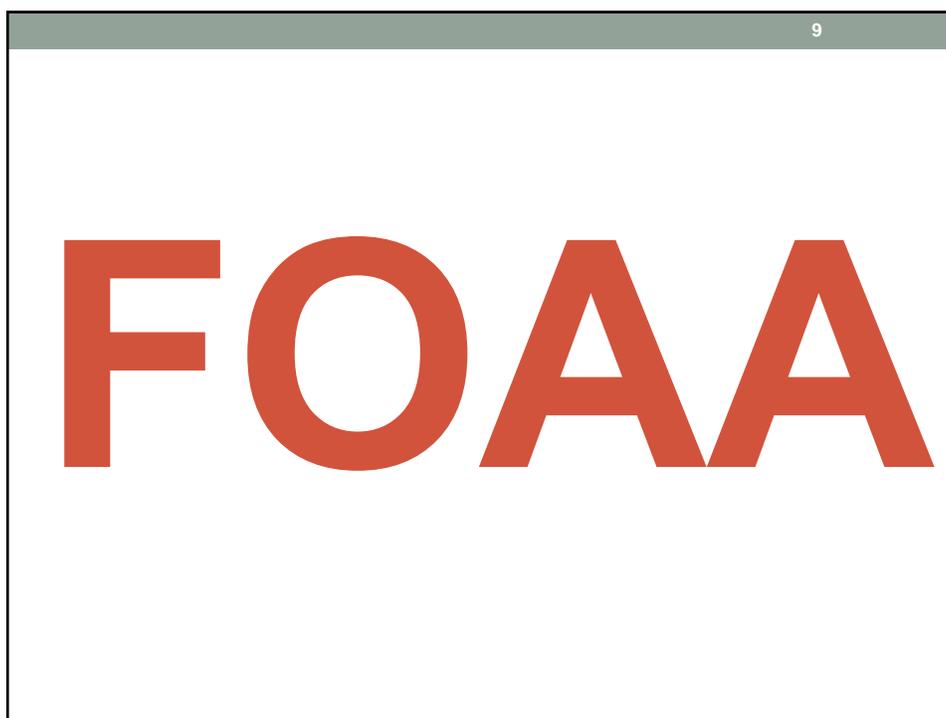
8

WHY use Legislative email? I like my Gmail !!

In years past, choosing to forward Legislative email to a personal email account that was easily accessible from a mobile device” was a valuable option. But now that there are a number of good mobile device apps that allow you to directly access your Legislative email from your cell phone, tablet and other, the overall value of forwarding for ease of access is less justifiable, and in fact, forwarding may create issues. Why ?

1) “It’s about the appearance !”

2)



10

Using Personal Email Account :

Redirection and Forwarding : If you decide to go this route, the following will occur :

- We will provide automatic forwarding/redirection to ONE external email address. (If desired, fill out **green Email Change Request Form** and return to LIT at State House Room 262)
- Auto-forwarded Legislature emails will come from your legislative email account
- Emails that come from others and get auto-forwarded to you will come from the sender.

(Note of caution : If your legislative email mailbox fills up due to not accessing/managing, email forwarding will cease to function. To resolve, log into your Legislative email and delete all that is no longer needed)

11

Email Servers, Security, Legislative Records Management, Retrieval.

- All Legislative email (inbound and outbound) is securely archived on our servers for storage and retrieval.
- We '**strongly encourage**' that all legislative communications be handled through your legislative email account. (versus private)
- **Note : You may also allow your aide access to your Legislative email. Contact LIT at 287-1626 to request this access.**

12

Personal Mobile Devices, Texting, Social Media - FOAA

- It is strongly advised that you avoid conducting Legislative business on mobile devices via texting, Facebook Messenger and/or other Social Media. In case of a FOAA request, you will be responsible to extract and provide those communications.
- If you choose to use a personal email account to conduct official business, we strongly recommend that you CC yourself through your legislative email account so that a record of communication is received for archiving. (FOAA)