

LEGISLATIVE TECHNOLOGY OVERVIEW & LEGISLATIVE EMAIL



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Help Desk - 287-1625

Legislative Information Technology

Who – What - Where

- Room 262 – Above Appropriations committee room on the south end of the building, 2nd floor
- Staff of 10 supporting anything with a wire going in or coming out
- Help Desk, network and technical support, software development for the Legislature
- Help Desk: dial 1625 from any Legislative office phone or 287-1625 from the outside

BYOD – Bring Your Own Device



WiFi

SSID: LegisAir

32 managed Aerohive
WAPs



Wireless Printing -



Wireless Printing -

7 Wireless printer locations:

- 2 in the rear of the House chamber
- 1 in the Senate chamber
- 1 in the CSOB retiring room 213 (south hallway)
- 1 in the House Clerk's retiring room
- 2 in the Appropriations committee offices (2nd floor SH)

HOW?

THE GOOD NEWS!

Current mobile O/S support wireless printing natively*

There are a variety of apps available for older mobile devices and O/S for wireless printing*

LIT will help you set up your laptop for wireless printing

Retiring Room PCs

There are 4 “retiring rooms” on campus with PC and printer access:

- CSOB rooms 205 (north) and 213 (south)
- SH rooms 314 (north near Clerk’s office) and 420 (south)

Legislative Email



Your Legislature email address :

firstname.lastname@legislature.maine.gov

- Based on your name as it appeared on ballot
- Modifying to use nicknames is 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)
- This is the email address that will be exposed to the general public via all avenues: web links, register, etc..

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, Benefits information
 - ❖ Emergency closures and postponements
 - ❖ General announcements
 - ❖ Communications with staff

How to get your email: Option #1

Outlook Web Access (Webmail) in a web browser

- ❖ URL : webmail.mainelegislature.org
- ❖ Login required : (use the user name and password provided to you at the Pre-Legislative Conference in December)

Option #2 : Mobile Apps

- Outlook (Microsoft)
(recommended)
- OWA Webmail
- (Good, light alternative, ad supported)



Why use Legislative email? I like my Gmail !!

Past : In years past, using a personal email account that was easily accessible from a mobile device and familiar app was a valuable option

Now : Now there are a number of good mobile device apps that allow you to directly access your Legislative email from your cell phone, tablet or other with a more familiar interface

Why ?

FOAA

Why is it important to use your Legislative Account?

- **IT'S ARCHIVED!** When email is sent to or from your Legislative email account, it passes through our email system here where it is **archived** before being sent on it's way either to your inbox or on to the outside
- Should you be the target of a FOAA request, the archives can be searched to provide a response to the requestor
- If you use a personal account to conduct business and that account shows up on a FOAA request, you can be asked to provide all correspondence from that account as well -- Goggle will be of no help

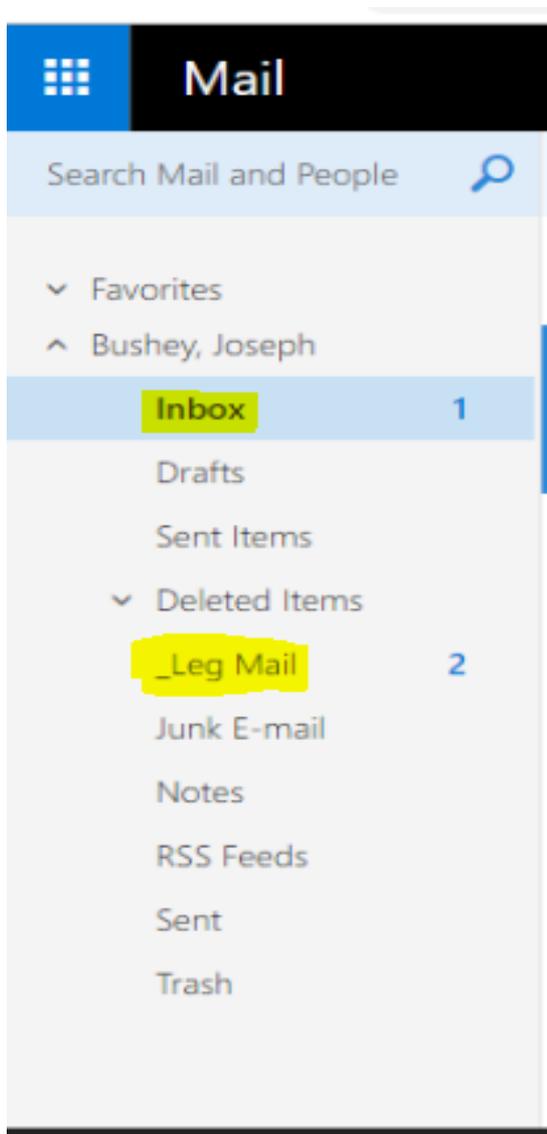
Legislative Email Organization

Separating the wheat from the chaff....

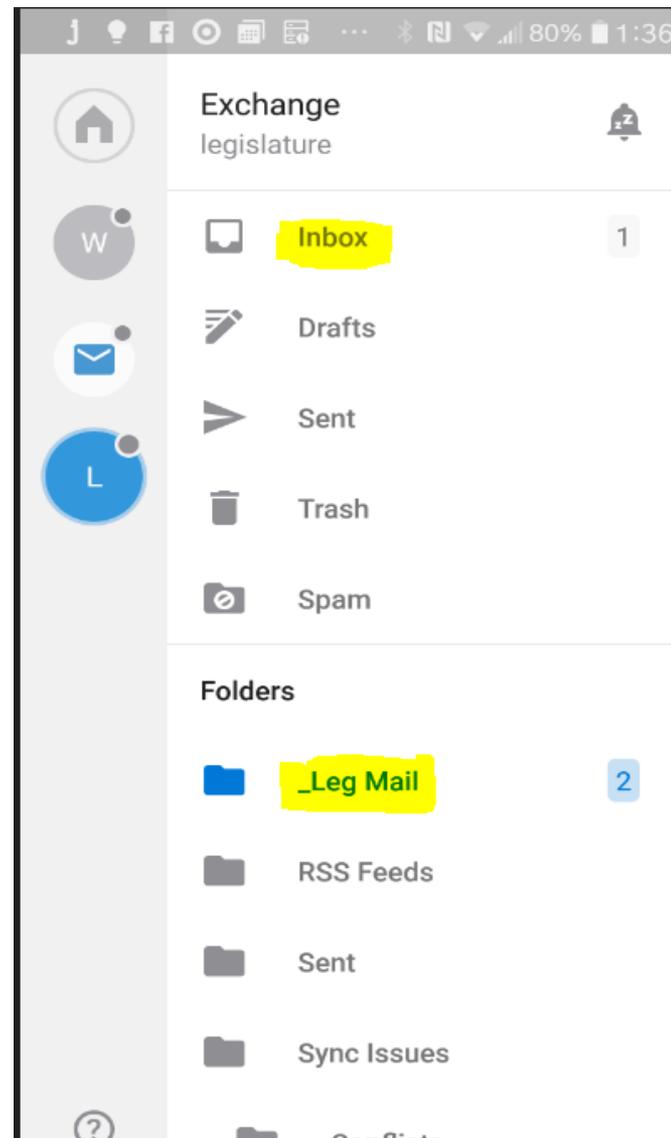
- ❖ **Inbox** – contains email from non-'maine.gov' email addresses
 - ✓ Constituents
 - ✓ Lobby
 - ✓ Business
 - ✓ Press

- ❖ **_LegMail** - only email from 'maine.gov' email addresses
 - ✓ HR notifications
 - ✓ Public Hearing Notices
 - ✓ Committee Schedules
 - ✓ Aides
 - ✓ Other members and staff

Outlook Web Access



Outlook App



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 using one of the several avenues previously mentioned
- **Note : You may also allow your aide access to your Legislative email. Contact LIT at 287-1625 to request this access**

Personal Mobile Devices, Texting, Social Media - FOAA

- You are STRONGLY advised not to conduct official Legislative business on mobile devices via texting, Facebook Messenger and/or other Social Media
Reason : 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 recommend that you CC yourself through your legislative email account so that a record of communication is received for archiving

QUESTIONS?

