

# LEGISLATIVE TECHNOLOGY OVERVIEW & LEGISLATIVE EMAIL



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Legislative Information Technology

# Legislative Information Technology

## Who – What - Where

- Room 262 – Above Appropriations committee room on the south end of the building, 2<sup>nd</sup> floor
- Staff of 11 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

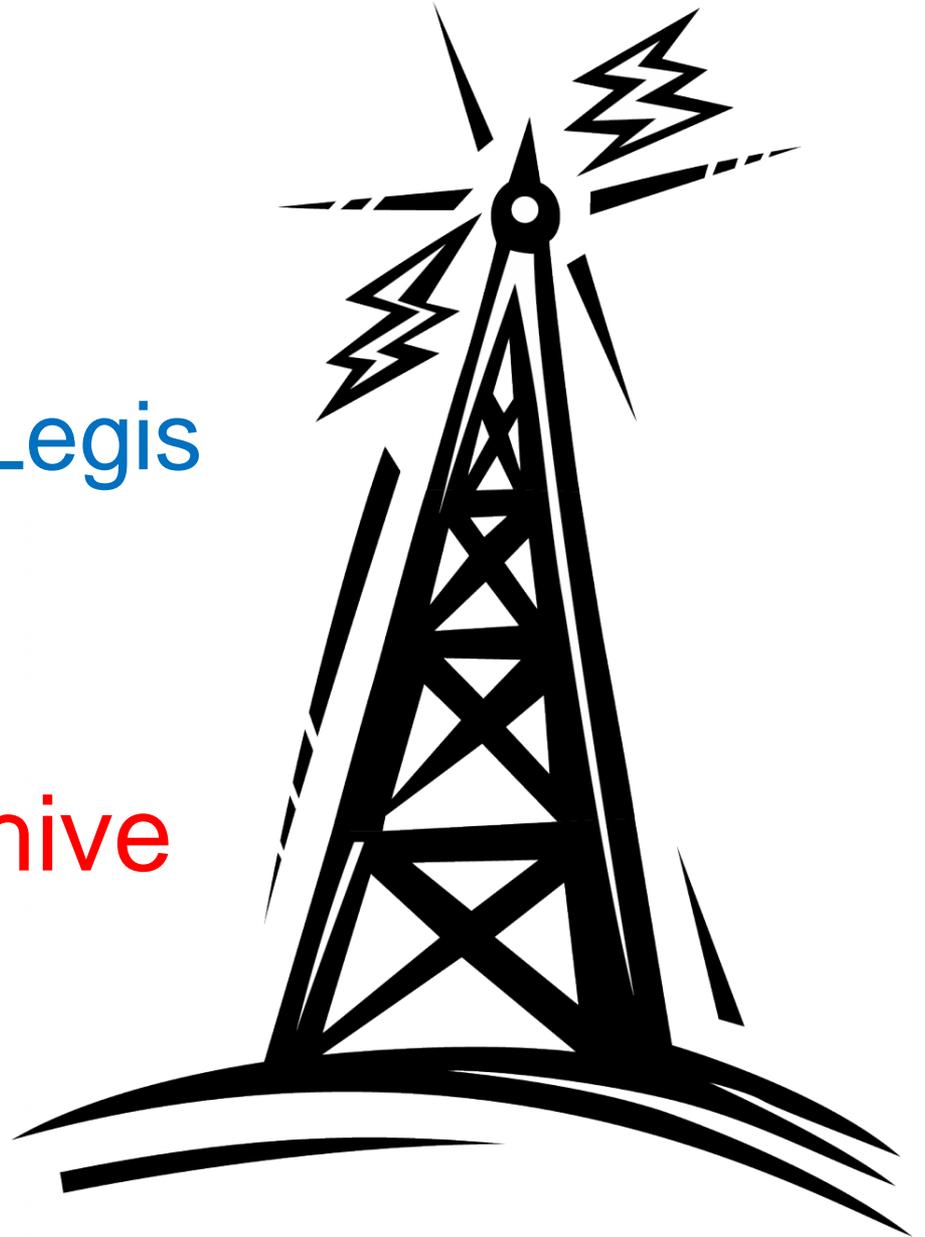


# WiFi

Public SSID: LegisAir

Secure SSID: SH-Legis

39 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 205 (north hallway)
- 1 in the House Clerk's retiring room
- 2 in the Appropriations committee offices (2<sup>nd</sup> 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\*

In the House, please see Roland Ingrisano for assistance in getting set up.

For the Senate, please reach out to the Help Desk.

# Retiring Room PCs

There are 3 “retiring rooms” on campus with PC and printer access:

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

# Legislative Email



# Your Legislature email address :

*firstname.lastname@legislature.maine.gov*

- Based on the SoS information
- This is the email address that will be exposed to the general public via all avenues: web links, register, etc..
- Nicknames are okay within reason
- May grant your aide access
- Reach out to your caucus office Chief of Staff (or the Clerk or Secretary if you do not have a caucus office.

# 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

# Email Options Options Options!

[Webmail.mainelegislature.org](http://Webmail.mainelegislature.org)

[Mobile apps](#)



## Why use Legislative email? I like my Gmail !!

Problems with personal internet accounts

- Management
- SPAM
- Access
- Archive

# Why ?

# FOIAA

1 MRSA c.13 sub-c. 1 FREEDOM OF ACCESS

## Why it's important to use your Legislative Account

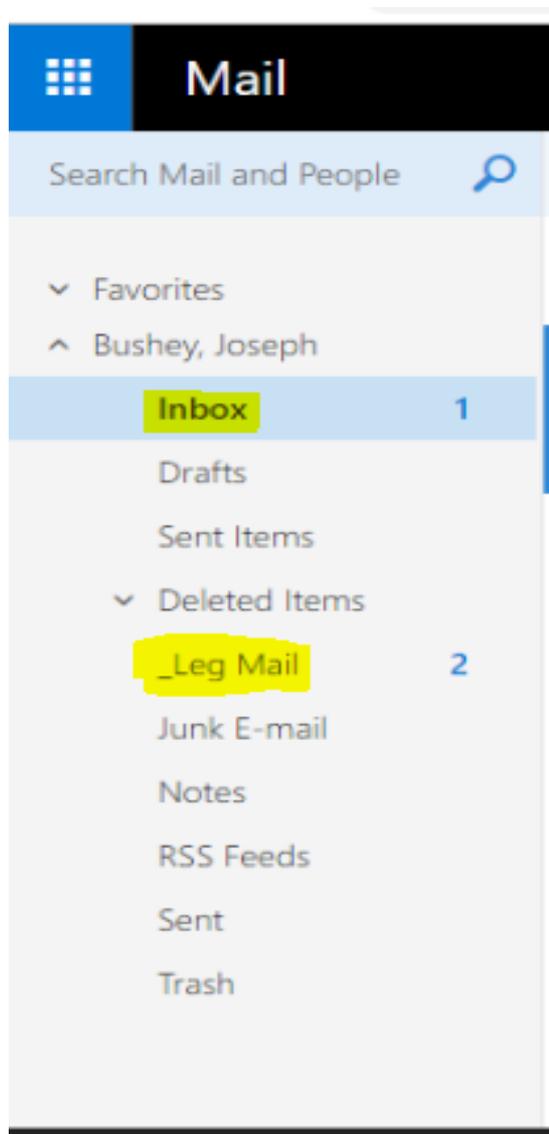
- **IT'S ARCHIVED!** When email is sent to or from your Legislative email account, it passes through our email system here where it is **archived** before being sent on it's way either to your inbox or on to the outside
- Should you be the target of a FOAA request, the archives can be searched to provide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

## Legislative Email Organization

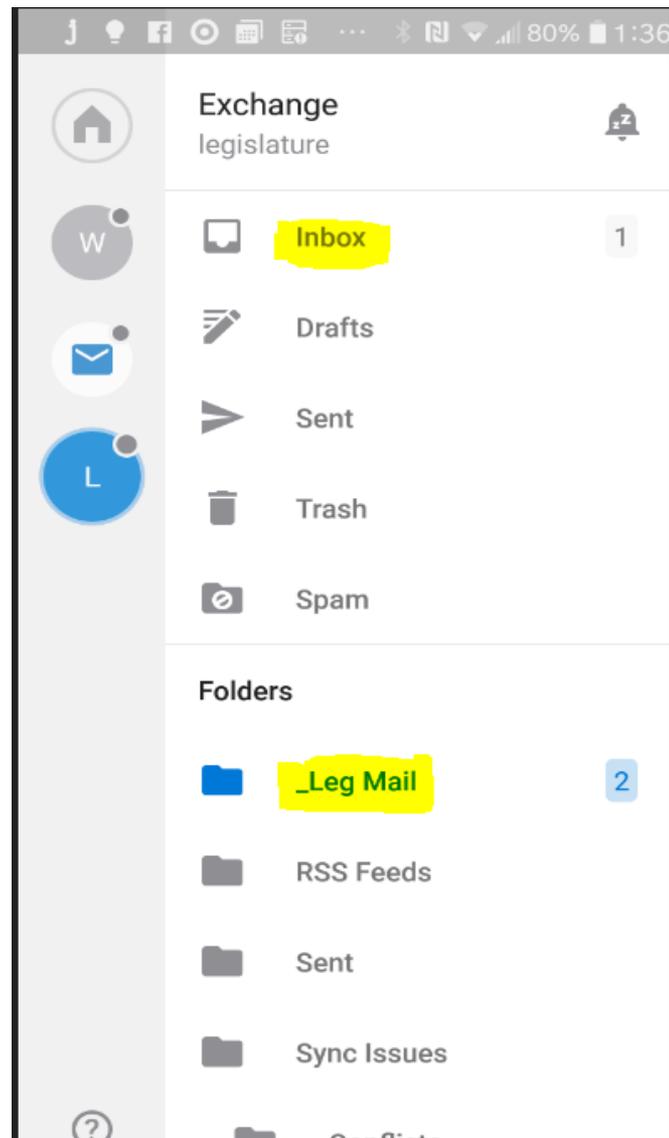
Separating the wheat from the chaff....

- ❖ **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

## Webmail in a browser



## 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 ***cannot stress enough*** that all legislative communications be handled through your legislative email account
- **If you wish your aide to have access to your email, please reach out to your caucus chief or the Clerk or Secretary if you don't have one.**



[report.spam@legislature.maine.gov](mailto:report.spam@legislature.maine.gov)

# Personal Mobile Devices, Texting, Social Media - FOAA

- You are **STRONGLY** advised not to conduct official Legislative business on mobile devices via texting or other social media outlets –

**THE INTERNET IS FOREVER!**

*In case of a FOAA request, you will be responsible for extracting and providing those communications.*

# QUESTIONS?

