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**

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- 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.

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

