

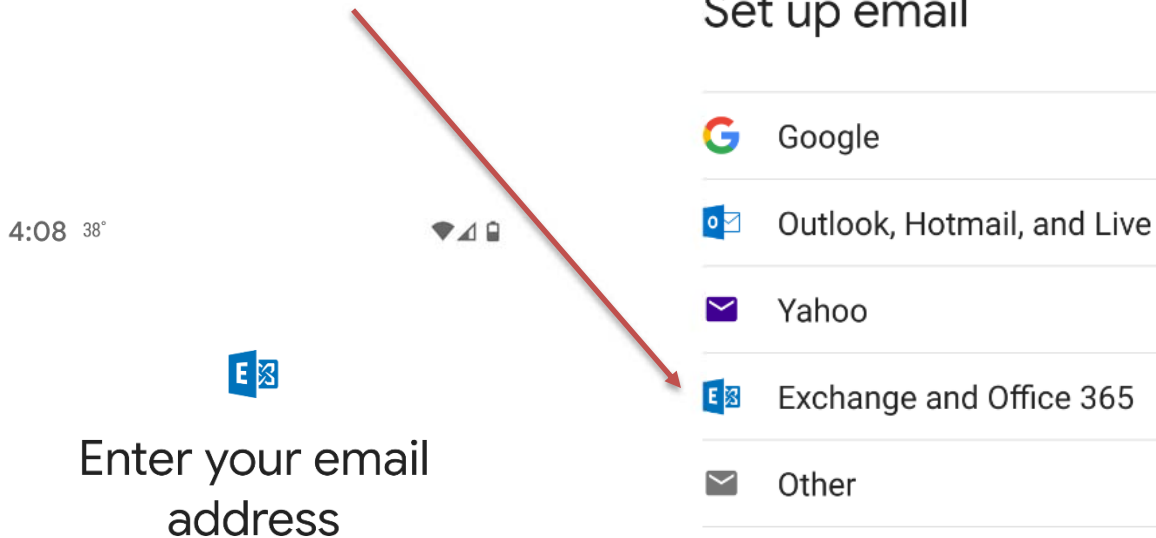


Installation Guide :

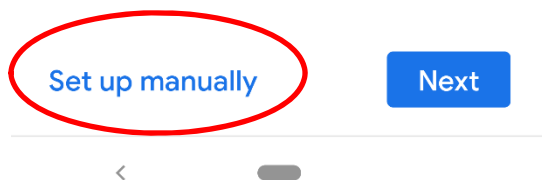
Using the Gmail App for Access to Legislative Email on Mobile Devices

Adding Your Legislative Email Account to the Gmail App

From your Gmail app, add another account and select Exchange and Office 365



2) You're prompted for your legislative email address, enter it and pick **Set up manually**. DO NOT SELECT NEXT



3) You are then prompted to enter your password. Note this is the same password you would use when logging into Webmail or into a retiring room PC. If you are unsure of your password, please contact the Help Desk to have it reset.

NOTE NOTE NOTE

If you have your password reset, you will NEED to log into Webmail and change it BEFORE proceeding with this process. Instructions can be found in the “Maine Legislative Email Handout” document

At this point you should be able to scroll down to find further options

6) You will need to add your Username in the format shown below.

NOTE NOTE NOTE

The “sh\” is required as it is indicated in the image. The username is the same one provided to you in your PLC packet and is typically your first initial and last name. It will be the SAME value you use when logging into Webmail.

Enter the Server value exactly as shown here

The rest of the values can be left alone.

Once done, pick **Next** then **Done**

Client certificate
None **SELECT**

SERVER SETTINGS

Username
sh\nrende

Server
exchange.mainelegislature.org

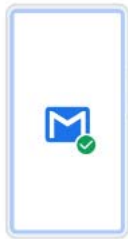
Port
443

Security type
SSL/TLS

Next



Your account is ready to go!



Done

In the app, your Legislative account will show up with any other Gmail account however it will have it's own Inbox, separate from your other accounts.

