

## Outlook Web App

**Outlook Online** allows you access to your Legislative email account outside the Capitol Complex. You will need internet access to use this application.

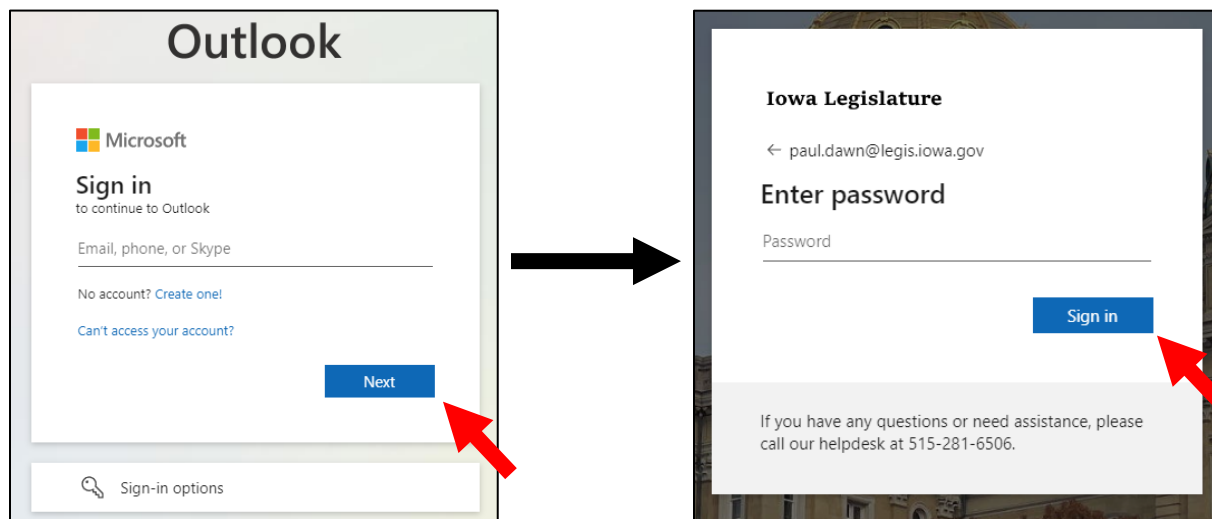
### Connecting to Outlook Online:

1. Connect to the Internet.
2. Open a web browser.
3. Type <https://outlook.office.com/> into the address field at the top of the page. You will be automatically re-directed to the Outlook Web App Log-In screen.

OR

Go to the Legislative website ([www.legis.iowa.gov](http://www.legis.iowa.gov)), click the **Applications** link at the bottom of the screen and then click the **Outlook Online** link along the left side of the screen under **External Applications**.

4. Type your legislative email and click **Next**. Enter your legislative password and click **Sign in**.



5. You will be logged into your legislative email account. Your email will look different than when you access it at the Capitol.
6. Use Outlook as usual.
7. Remember to **Sign Out** or close the browser window when you are finished.