

## Legislative Services Agency – Computer Services Division lowa Legislature

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## **Outlook Web App (aka Webmail)**

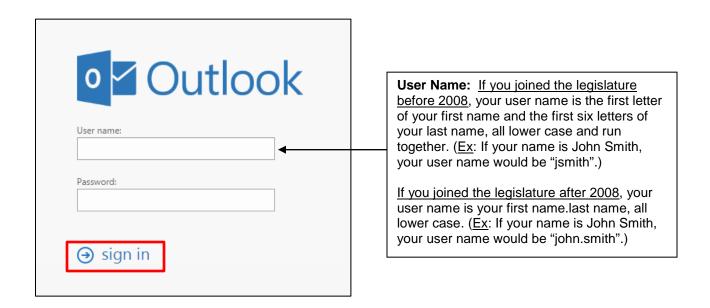
**Webmail** allows you access to your Legislative email account outside the Capitol Complex. You will need internet access to use this application.

## **Connecting to Webmail:**

- 1. Connect to the Internet.
- 2. Open a web browser.
- 3. Type <a href="https://webmail.legis.iowa.gov">https://webmail.legis.iowa.gov</a> 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 (<u>www.legis.iowa.gov</u>), click the **Applications** link at the bottom of the screen and then click the **Webmail** link along the left.



- 4. Log in by typing your legislative user name and password and then click **sign in**. (See above)
- 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.