

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 <https://webmail.legis.iowa.gov> 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), click the **Applications** link at the bottom of the screen and then click the **Webmail** link along the left.



User Name: If you joined the legislature before 2008, your user name is the first letter of your first name and the first six letters of your last name, all lower case and run together. (Ex: If your name is John Smith, your user name would be "jsmith".)

If you joined the legislature after 2008, your user name is your first name.last name, all lower case. (Ex: If your name is John Smith, your user name would be "john.smith".)

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.