



## Legislators' Laptop/Tablet/Smart Phone Legislative Branch Support Services 2019 Session

**Legislative Service Desk Support:** The Office of Legislative Information Services (OLIS) technicians will be available on the floor of the House and Senate to help set up the Internet access and printing services at the beginning of the legislative session. Please remember to call **444-0912** for any technology questions.

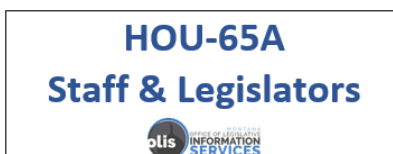
**Legislator Isolated Network:** The Capitol has a wired/wireless Internet service for Legislator business. It is called “Legislature”, and provides unfiltered Internet access with dedicated bandwidth just for Legislators. It is an unsecured network, so users are advised to take the usual precautions while on this "cafe-style" network. The Legislator Isolated Network is available seven days a week, 24 hours a day. Wireless access will be available on all floors and in all rooms of the Capitol. Wired access is available on the House and Senate floor or in your office by using the red network cable connected to the wall jack.

**Laptop/tablet Support:** Your laptop/tablet should meet the following requirements before it can be connected to the Internet service in the Capitol.

1. A fully patched/updated operating system
  2. Wired or wireless capability
  3. An operational and up-to-date antivirus program (for windows-based operating systems)
  4. A firewall installed and operating
- ❖ *The Legislative Branch cannot guarantee that your laptop will be set up to work with this Internet service. For example, Windows XP or Vista and older Mac's will not conform to the state's network protocol and cannot be used.*
- ❖ *OLIS staff will assist you in configuring your laptop/tablet to connect to Internet and print services.*
- *Because of staffing constraints and liability issues, OLIS staff will not be able to help you install or uninstall hardware or software on your laptop/tablet/smart phone. For questions regarding hardware or software on your device, OLIS staff will assist you in working with contracted services to answer questions and troubleshoot advanced problems such as virus infections. Please note that obtaining these services from a local vendor may result in a cost to the owner.*

**Smart Phone Support:** OLIS staff will work with Legislators upon request to connect their devices to the Legislator Isolated Network and assist with wireless printing.

**Printing:** Lexmark printers have been strategically located throughout the Capitol to ensure that a wide availability of print capabilities exist for Legislative business. Printing from iPhones and Android mobile devices is supported on the Legislator Isolated Network. Once your smart phone is connected to the Legislator Isolated Network, iPhones will recognize legislative printers. Androids require an App to enable printing, OLIS staff will assist you with the App download. If a printer is capable of being accessed by the Legislator Isolated Network, it will have a tag indicating the printer name and “Staff & Legislators” as shown below.





**Legislator Email Services:** OLIS has contracted with Mindcentric, a third-party vendor, to offer legislators an email account for legislative business.

**OLIS-Administered Email Account:** OLIS, in conjunction with a third-party vendor, Mindcentric, will be offering legislators a legislative email account. This account is for legislative business, all correspondence through this account should be treated as public information.

The following information outlines features of the Mindcentric email account:

1. Legislator e-mail address will be [Firstname.Lastname@mtleg.gov](mailto:Firstname.Lastname@mtleg.gov)
2. “Public right to know” requests can be performed on all Mindcentric accounts
3. Mindcentric accounts will come with a 25 Gig mailbox
4. Each Mindcentric e-mail account has an associated archive, no need to manually archive legislative e-mails
5. Accounts may be accessed through any web-based browser, laptop, tablet, or smartphone without installing a 3<sup>rd</sup> party application
6. Legislators are not required to change passwords on the Mindcentric accounts. However, a strong password of at least 8 characters, at least one uppercase letter, at least one lowercase letter, and at least one number is recommended when creating a password.
7. Mindcentric will be the primary support for legislators who need assistance with their accounts.

Any questions or concerns regarding OLIS-Administered email accounts for legislative use, may be directed to the Legislative Service Desk at (406) 444-0912.