HOW TO ACCESS GOV.IN MAIL SERVICE?

Step 1: Type username and password (already sent to your personnel mobile number)

Step 2: Type the following profile details

1. First name
2. Last Name
3. Office Phone
4. Designation
5. Department/Ministry/Organisation
6. Mobile Number
7. Office Postal Address
8. Date of Birth
9. Date of Retirement
10. Old Password (sent to your Mobile no)
11. New Password

Password Policy

1. The password shall contain more than eight characters.
2. The password shall not be a word found in a dictionary (English or foreign)
3. The password shall not be based on computer terms and names, commands, sites, companies, hardware, software.
4. The password shall be a combination of upper and lower case characters (a-z, A-Z), digits (e.g. 0-9) and punctuation characters as well and other characters (, !@# $%^&*()_+~`\{|}[]:";'<>?,./). Example Gtms2@123
We request for your cooperation, kindly spare a few minutes to update your profile.

NOTE:
- User’s who use ids based on designation and not on individual names, should enter the details of the person to whom the mail id has been assigned.
- When the officer moves to a new location, these details can be changed in the profile option.
- Profile updation is mandatory due to security reasons.
- New Password should be according to NIC-Email Change Password Policy.
- Password Policy: Must contain Uppercase, lower case, numbers. Special Characters and the password should be atleast 8 characters Long and must not contain dictionary word. Your new password cannot be same as the current password.

First Name: KANAGALINGAM
(Can contain only characters)

Last Name: S
(Can contain only characters)

Phone(Office):
(e.g. 123-12345678, i.e. STD/ASD Code followed by landline number)

Mobile: +919944762764
(e.g. 98xxxxxx, do not append 0(zero) at the beginning of the mobile number)

Office Postal Address:
(Can contain only Alpha-Numeric Character’s and the following special characters ,.-)

Date Of Birth:
(Enter Please Enter Date Of Birth)

Date Of Retirement:

Are you NIC Employee? Other

Employee Code
(Can contain only Alpha-Numeric Character’s)

Current Password:

New Password:

Update
LOGOUT
Step 3: Click on UPDATE button

On Successful completion, it will alert the following message

Your Inbox with the welcome message will appear as follows

**CHANGE OF PASSWORD**

Step 1: Type the URL "https://passapp.emailgov.in/"
Step 2: Type new Email-ID and CAPTCHA as per the screen Instruction

Once click on “SUBMIT” button, it will send a random number to your registered mobile no

Step 3: Type Random Number and click “Submit” button to enter into “PASSWORD CHANGE” Page

Step 4: Type your NEW PASSWORD and click on OK button.