### HOW TO ACCESS GOV.IN MAIL SERVICE ?

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

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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.
- 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

### eMAIL USER MANUAL

हत्वमेव जयते @GOV	
We request for your	r cooperation, kindly spare a few minutes to update your profile.
NOTE:	
<ul> <li>User's who use ids based on designa</li> <li>When the officer moves to a new loca</li> <li>Profile updation is mandatory due to a</li> <li>New Password should be according t</li> <li><u>Password Policy</u>; Must contain Upper must not contain dictionary word. You</li> </ul>	tion and not on individual names, should enter the details of the person to whom the mail id has been assigned ition, these details can be changed in the profile option. security reasons. to NIC-Email Change Password Policy. rcase, lower case, number, Special Characters and the password should be atleast 8 characters Long and ur new password cannot be same as the current password.
First Name:	KANAGALINGAM
i i ot i di i ot	(Can contain only characters)
Last Name:	S
	(Can contain only characters) Error:Please enter Last Name in correct format
Dhave (Office)	
Phone(Office):	(e.g. 123-12345678, i.e. STD/ISD Code followed by landline number)
	Error: Please Enter Office Telephone number
Mobile:	+919944758764
	(e.g. 98xxxxxxx, 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 ,'
	Error: Please Enter Postal Address
Date Of Birth:	
	Error: Please Enter Date Of Birth
Date Of Retirement:	Jan 🔻 31 🔻 2024
Are you NIC Employee ?	Other •
Employee Code	
Employee cour	Can contain only Alpha-Numeric Character's .
	4
Current Password:	
New Password:	
	Update
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inistry of Electronics & Information Technology	

# Step 3: Click on **UPDATE** button

On Successful completion, it will alert the following message

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http	s://mail.gov.in/iwc_static/c11n/allDomain/l	yout/update.jsp	
		mail.gov.in says: Your Profile has been Updated	×
	्रि @GOV	ОК	
	We request for yo	ur cooperation, kindly spare a few minutes to up	 date your profile.
	NOTE: • User's who use ids based on desi • When the officer moves to a new i • Profile updation is mandatory due • New Password should be accordi • <u>Password Policy:</u> Must contain Up must not contain dictionary word.	nation and not on individual names, should enter the details of the person ccation, these details can be changed in the profile option. to security reasons. g to NIC-Email Change Password Policy. percase, lower case, number, Special Characters and the password shoul four new password cannot be same as the current password.	to whom the mail id has been assigned. d be atleast 8 characters Long and

# Your Inbox with the welcome message will appear as follows

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@gov.in							
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* 🖻 skanagu.cce@pondiuni.edu.in		International Conference at IETE Delhi	Program Chair	08:08 AM	27kB	as-que	1 2/24
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SMS		Welcome message from @gov.in	Mail Administrator	06/06/17 07:10 PM	2kB		
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## CHANGE OF PASSWORD

Step 1: Type the URL "https://passapp.emailgov.in/"

### eMAIL USER MANUAL

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Step 2: Type new Email-ID and CAPTHA as per the screen Instruction

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1	PASS-APP				
	This site is best viewed in Firefox 3.5 and above .IE 9 and above ,chrome 18 and above.	Enter your Nicemail Address and Captcha value to begin Mail Address Enter the contents of the image below S VQ 6 R V S Submit			
	Bertronc Transaction Aggregation & Analytic Lyper     • Share • sport       Contraction Lyper     • Share • sport       Contraction Contraction     • Share • sport       Contraction     • Share • sport	Mail Address is the email address assigned to you by NIC.			

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.