

<https://kavach.mail.gov.in>

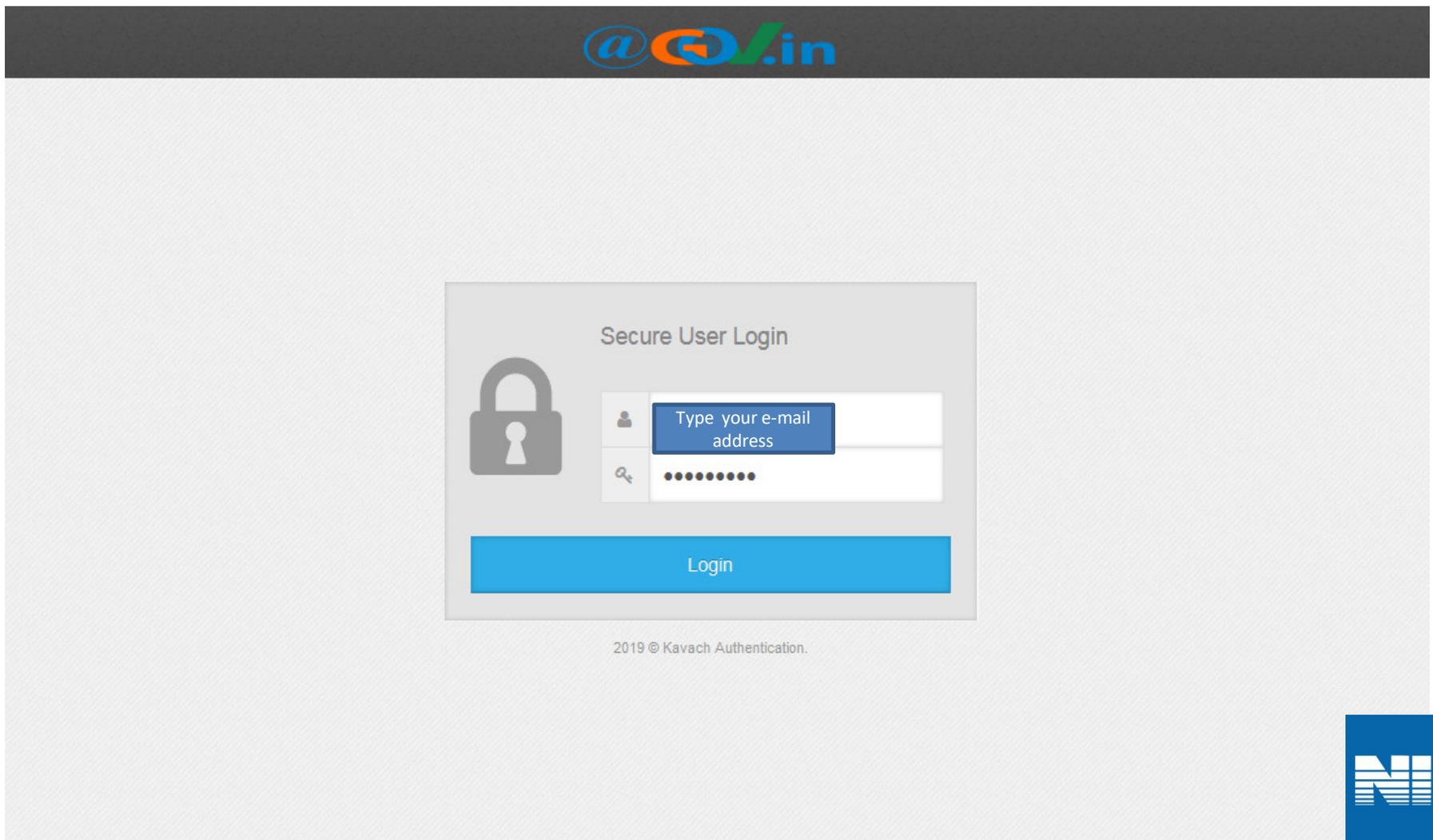
**Steps to be followed for adding the country you are planning to access Gov.in mail account when you travel abroad :-**

- 1. LOGIN PAGE**
- 2. OTP VERIFICATION**
- 3. DASHBOARD**
- 4. USER COUNTRY POLICY**



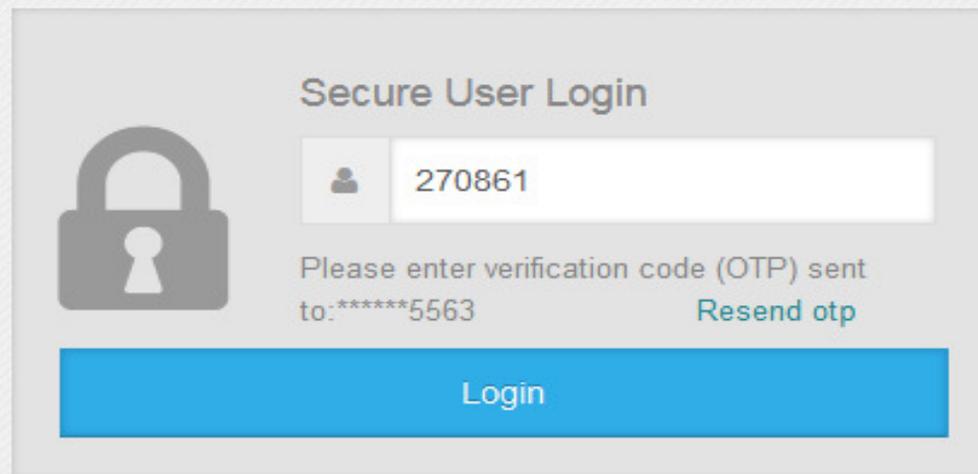
# 1. LOGIN PAGE

- Enter URL <https://kavach.mail.gov.in>
- Enter **mail ID** and **password** to login



## 2. OTP VERIFICATION

- Enter the **OTP** received to your registered mobile number.



The image shows a login interface titled "Secure User Login". On the left is a grey padlock icon. To its right is a text input field containing the number "270861". Below the input field, the text reads "Please enter verification code (OTP) sent to:\*\*\*\*\*5563" with a "Resend otp" link. At the bottom of the form is a blue button labeled "Login".

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### 3. DASHBOARD

- After login, select **User Country Policy** .

your e-mail address

Dashboard

User

User Country Policy

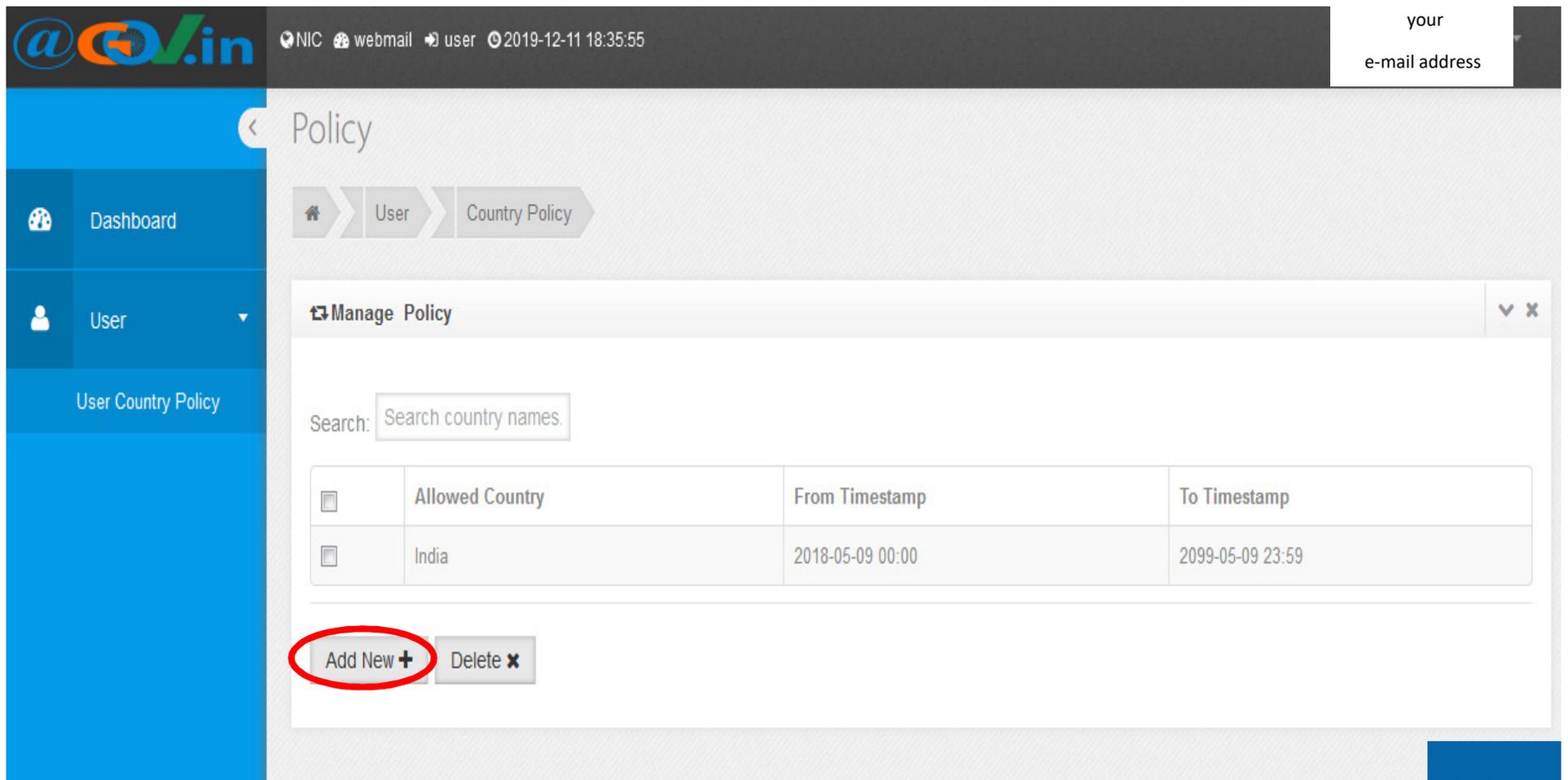
User Details

S.No	User LogonId	Authentication type	Token serial/License Key	Token Expiry	User Status
1	your e-mail address	noToken	N/A	N/A	Unlocked



## 4. USER COUNTRY POLICY

- Select **Add New +** button to add New Country Policy



The screenshot displays the @G.in user interface. At the top, the header includes the @G.in logo, user information (NIC, webmail, user), and a timestamp (2019-12-11 18:35:55). The user's email address is shown as 'your e-mail address'. The main navigation menu on the left includes 'Dashboard', 'User', and 'User Country Policy'. The 'Policy' section is active, showing a breadcrumb trail: Home > User > Country Policy. Below this, there is a 'Manage Policy' section with a search input field labeled 'Search: Search country names.' and a table with the following data:

<input type="checkbox"/>	Allowed Country	From Timestamp	To Timestamp
<input type="checkbox"/>	India	2018-05-09 00:00	2099-05-09 23:59

At the bottom of the 'Manage Policy' section, there are two buttons: 'Add New +' (circled in red) and 'Delete x'.

## 4.1.USER COUNTRY POLICY

- Choose your preferred country from the **List of Allowed Country** for mail access.

your e-mail address

NIC webmail user 2019-12-11 18:35:55

Policy

Dashboard

User

User Country Policy

Manage Policy

List of Allowed Country

United States

Select all

United Arab Emirates

United Kingdom

United States

Enter Time Stamp

2019-12-18 23:59

Search: Search country names.

<input type="checkbox"/>	Allowed Country	From Timestamp	To Timestamp
<input type="checkbox"/>	India	2018-05-09 00:00	2099-05-09 23:59

Add New + Delete x



## 4.2.USER COUNTRY POLICY

- Choose your time period for mail access and click save.

The screenshot shows the @e.in webmail interface. The top navigation bar includes the logo, user information (NIC, webmail, user), and a timestamp (2019-12-11 18:35:55). The left sidebar contains navigation options: Dashboard, User, and User Country Policy. The main content area is titled 'Policy' and 'Country Policy'. The 'Manage Policy' section shows a dropdown for 'List of Allowed Country' set to 'United States'. The 'Enter Time Stamp' field is highlighted with a red circle and contains the date range '2019-12-11 19:00 - 2019-12-18 23:59'. A calendar pop-up is displayed over the date range, showing the date '11' selected. Below the calendar, there is a search box for country names and a table with columns for 'Allowed Country', 'From Timestamp', and 'To Timestamp'. The table contains one entry for 'India' with a 'To Timestamp' of '2099-05-09 23:59'.

List of Allowed Country

Enter Time Stamp  -



## 4.3.USER COUNTRY POLICY

- After saving user country policy will be added to **Allowed Country List**.
- Country added can be removed by selecting  checkbox and press delete button.

your e-mail address

NIC webmail user 2019-12-11 18:35:55

Policy

Dashboard

User

User Country Policy

Manage Policy

Search: Search country names

<input type="checkbox"/>	Allowed Country	From Timestamp	To Timestamp
<input type="checkbox"/>	India	2018-05-09 00:00	2099-05-09 23:59
<input checked="" type="checkbox"/>	United States	2019-12-11 18:00	2019-12-18 23:59

Add New + Delete x