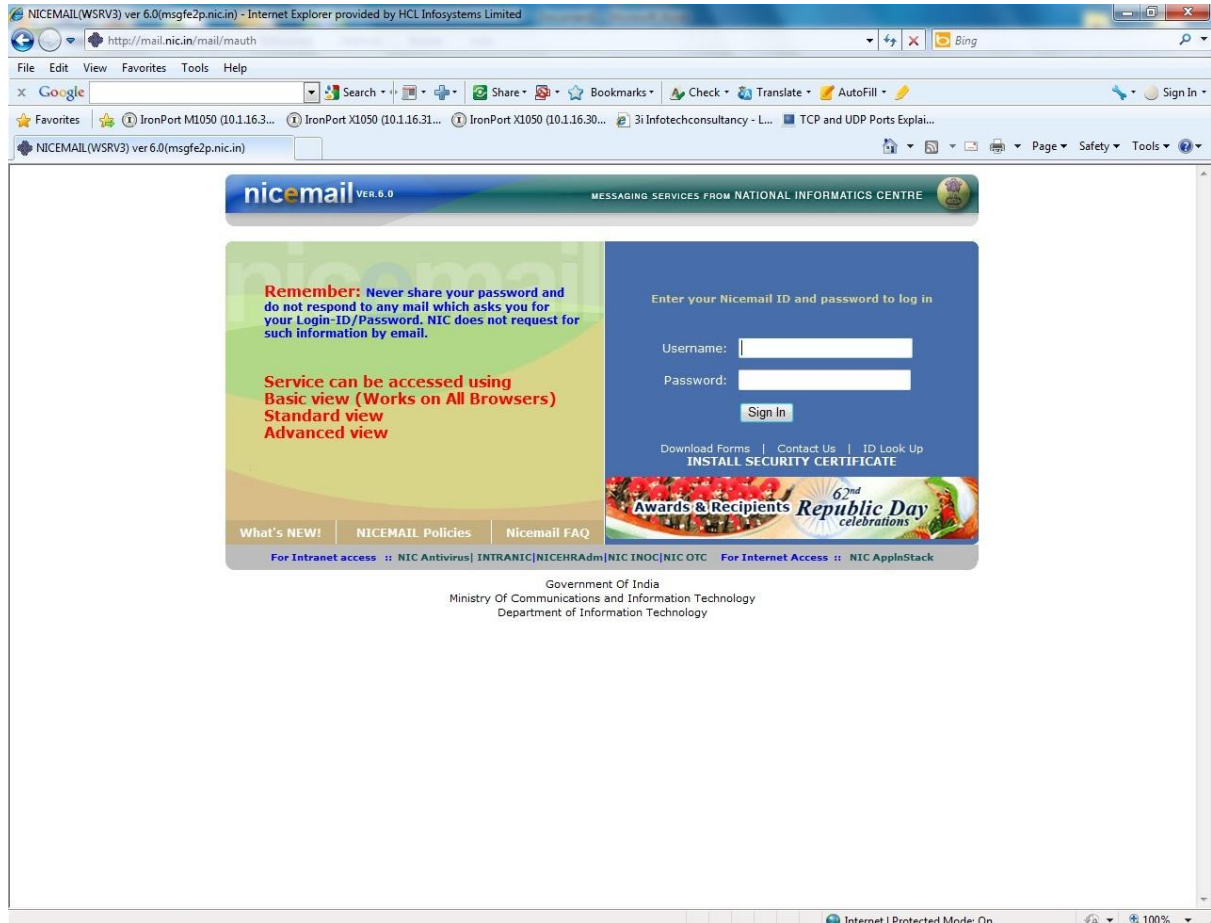


HOW TO CHANGE YOUR EMAIL PASSWORD

Steps:

1. Open “http://mail.nic.in”

Login screen will open.



2. Here please enter your credentials (E-mail Address & current password) and click “Sign In” button.

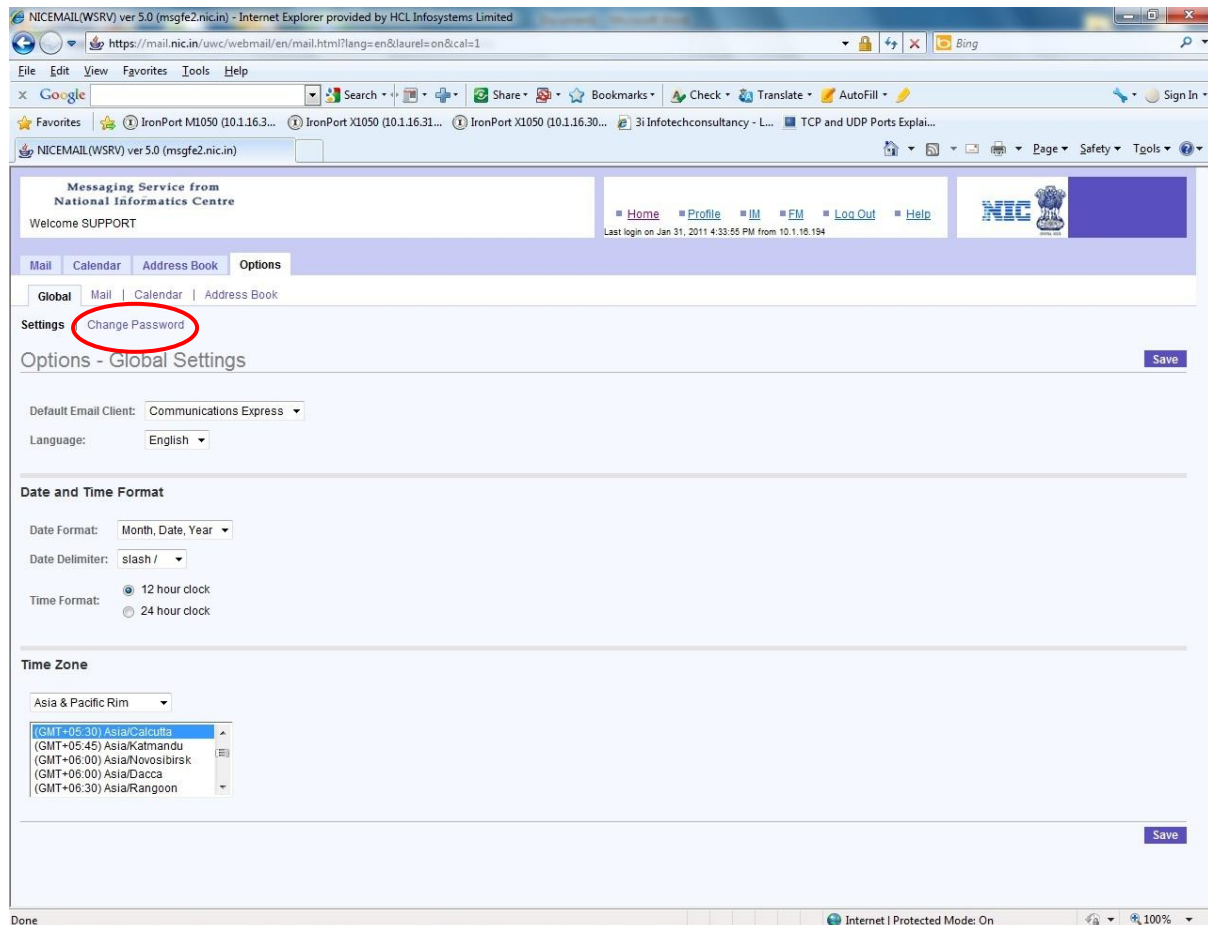
3. After successful login, click on “Options Tab” (Left hand – Top Side).

The screenshot shows the NICEMAIL (WSRV) web interface. The top navigation bar includes 'Mail', 'Calendar', 'Address Book', and 'Options'. The 'Options' tab is highlighted with a red circle. Below the navigation bar, there is a 'Compose', 'Get Mail', and 'External Mail' section. The main content area displays a list of emails in the 'Inbox' folder, with columns for 'Delete', 'Actions', 'Move to Folder...', 'Subject', 'Received', and 'Size'. The interface also shows a search bar and a 'Reset' button.

4. A new window will appear, now please click on “Global” Button (Left hand – Top Side).

The screenshot shows the NICEMAIL (WSRV) web interface with the 'Global' button highlighted in the top navigation bar. The interface displays the 'Options - Mail Personal Information' form, which includes fields for 'Reply to Address', 'Signature', and 'vCard' information. The 'vCard' section contains fields for 'Name', 'First', 'Last', 'Display Name', 'Company', 'Job Title', 'Department', 'Home Page', 'Work', 'Home', 'Phone', 'Work', 'Home', 'Mobile', and 'FAX'. A 'Save' button is visible at the top right of the form.

5. In this window please click on “change password” option.



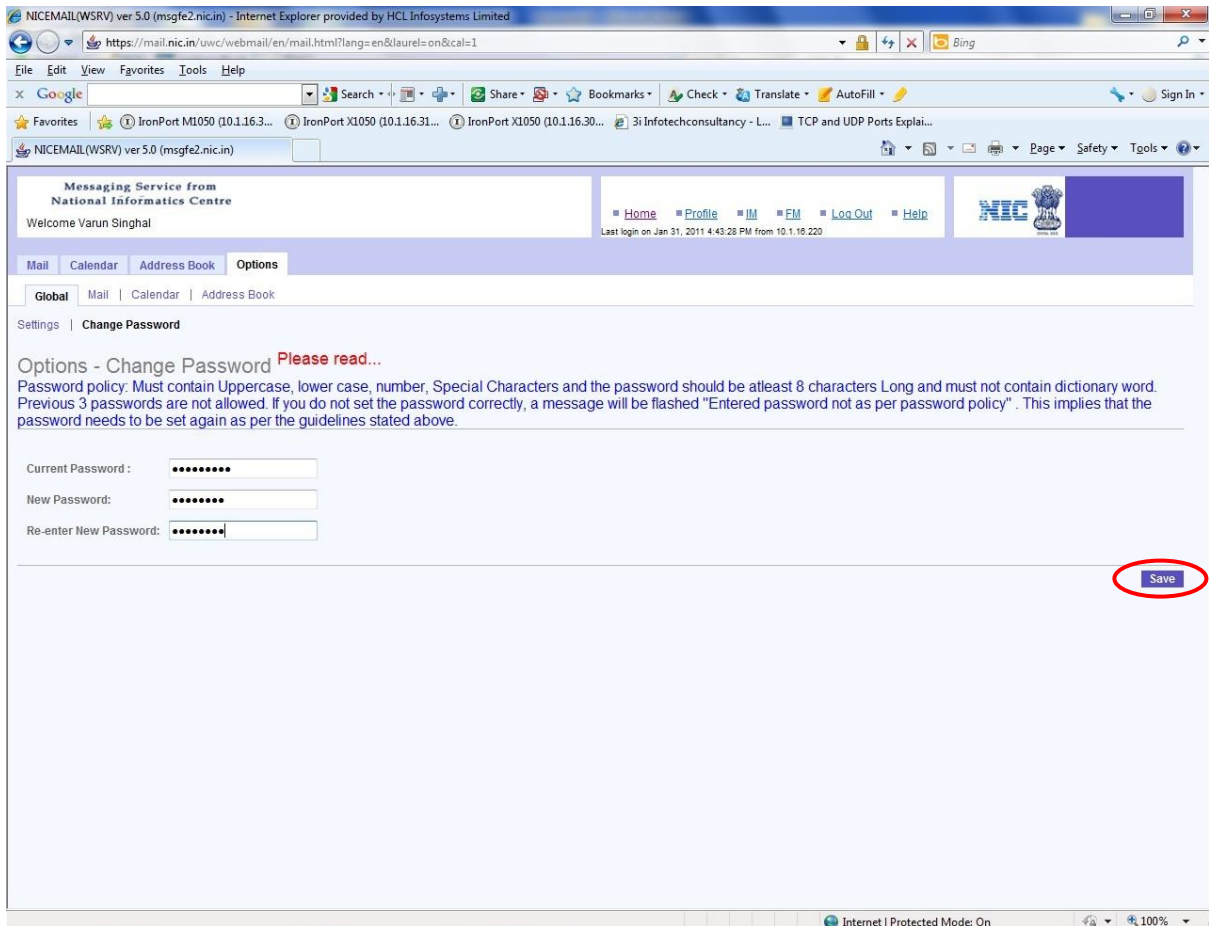
6. Now in “Current Password:” please enter your current password.

7. In “New Password:” please enter your new desired password as per the email policy

Password policy: Must contain Uppercase, lower case, number, Special Characters and the password should be atleast 8 characters Long and must not contain dictionary word. Previous 3 passwords are not allowed. If you do not set the password correctly, a message will be flashed "Entered password not as per password policy". This implies that the password needs to be set again as per the guidelines stated above.

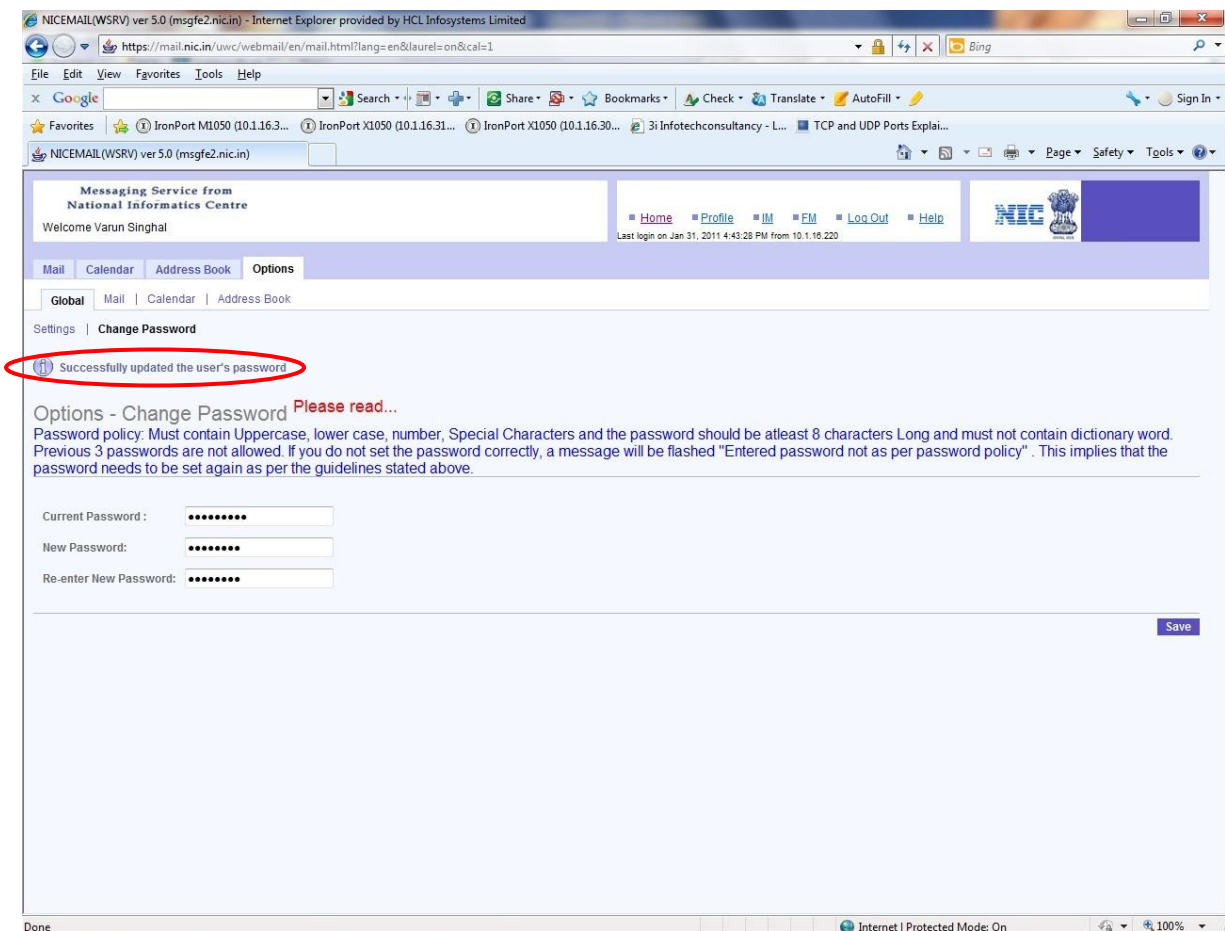
In “Re-enter New Password:” please enter same password as given in “New Password:”

Click “Save” Button (right hand).



8. After successful password change we get this message:

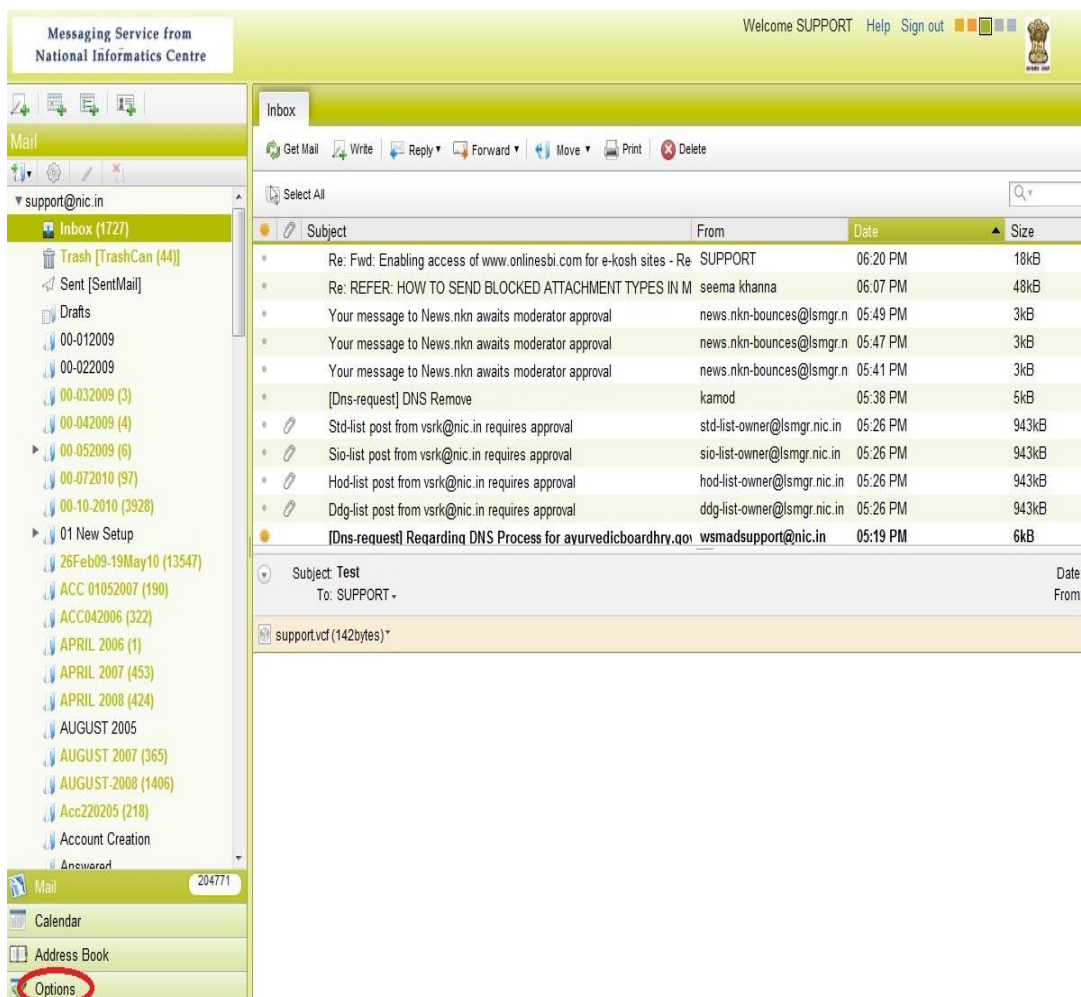
“  Successfully updated the user's password ”



On <http://mailgov.in>

Steps:

1. **Log in with you Email id/Email Address and Password .Click on “Options” on the Left Pane at the bottom.**



2. Go To “Change Password”

Enter Current password:

New Password:

Confirm new Password:

And then click on “Save Preferences”

You will get a Prompt “Your Password has been changed”.

