eMAIL   USER MANUAL

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**

@GOV
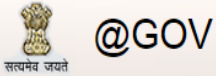
We request for your cooperation, kindly spare a few minutes to update your profile.

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, number, 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)
Error:Please enter Last Name in correct format

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. 98xxxxxxxx, 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:
Can contain only Alpha-Numeric Character's .
✔

Current Password:

New Password:

[Update]   [LOGOUT]

Government Of India
Ministry of Electronics & Information Technology
National Informatics Centre

For Intranet access :: INTRANIC | NICEHRAdm | NIC INOC | NIC OTC | For Internet Access :: S/MIME FAQ
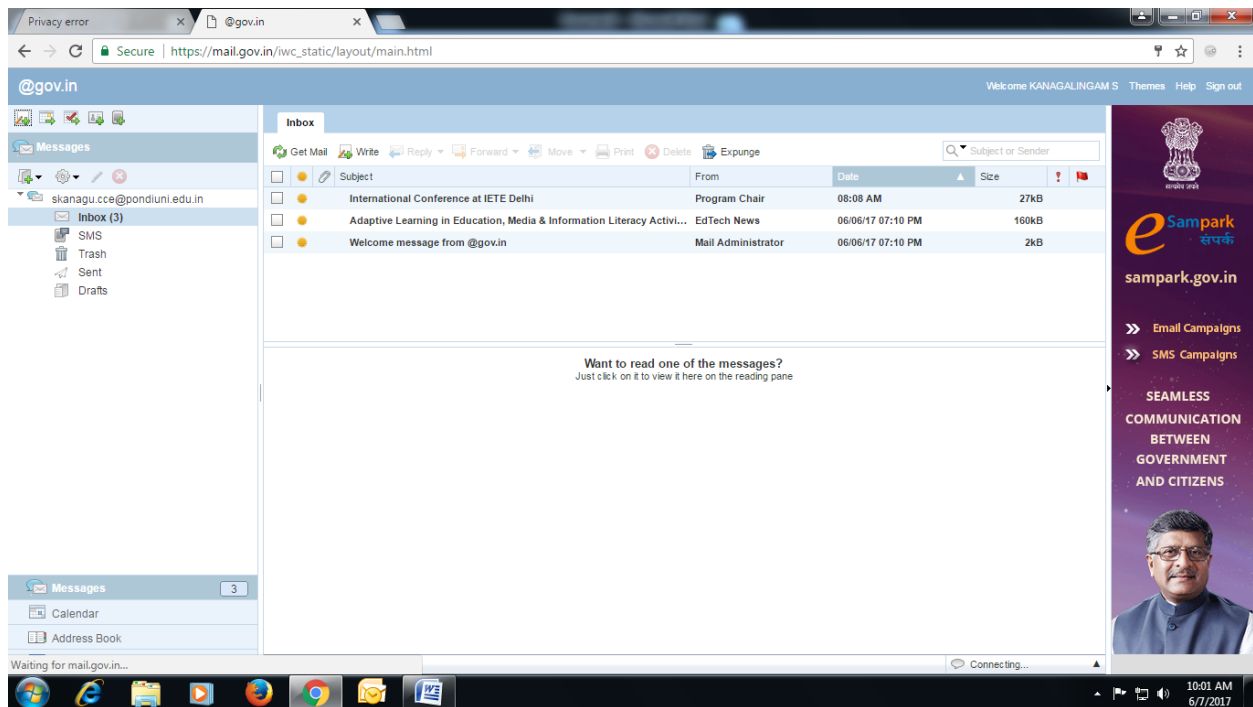
Step 3: Click on **UPDATE** button

On Successful completion, it will alert the following message
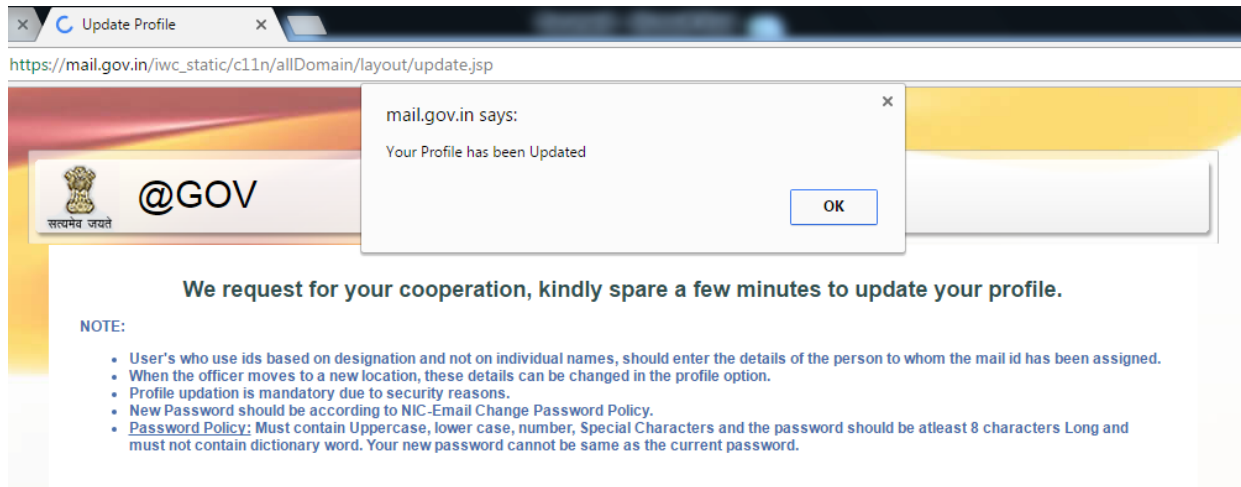
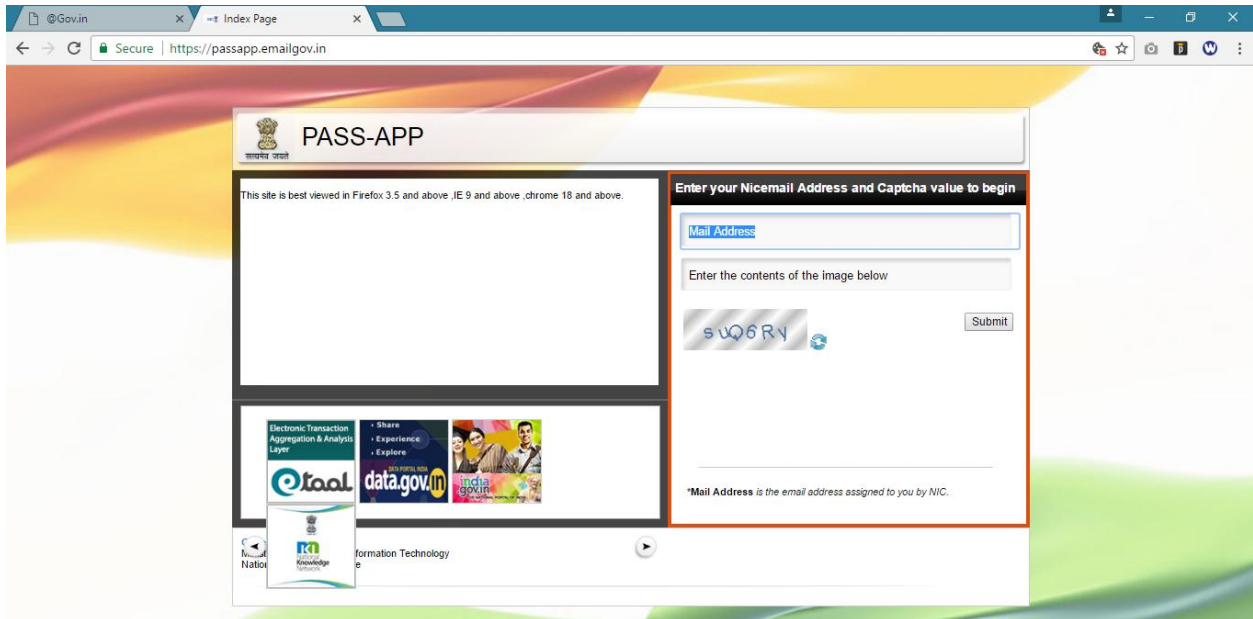Your **Inbox** with the welcome message will appear as follows

CHANGE OF PASSWORD

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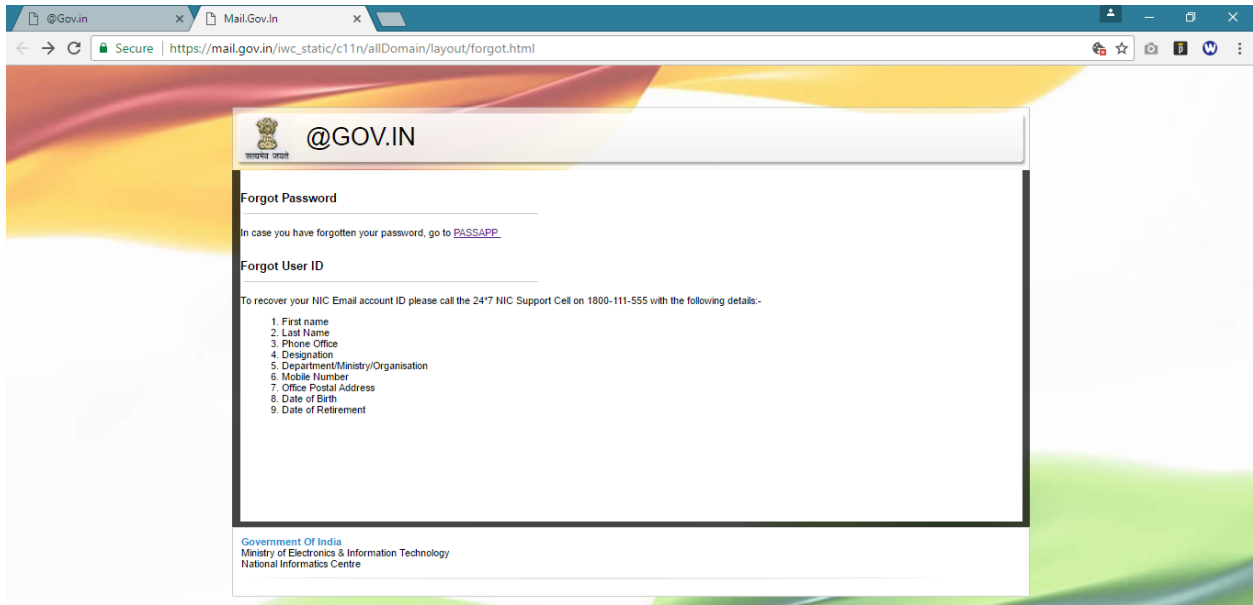
Step 2: Type new **Email-ID and CAPTHA** as per the screen Instruction

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.