

Part-2

3. Enabling Mobile Sync/IMAP Facility

The online service request to NIC for enabling various facilities including mobile sync / enabling (IMAP/POP enabling) with the *e-Forms, (https://eforms.nic.in/)*. This entire process, right from filling forms till availing services; it has become completely automated and manageable. For availing these services, first create login in eForms.

A. HOW TO REGISTER IN EFORMS?

1. You can open the eForms from the URL https://eForms.nic.in

2. You will now see the home page of the eForms.

3. Click on login button given on the top right corner of the home page, as shown below.



4. A dialogue box with two options will appear: Login with Parichay (SSO) and Login with EForms.

Government Officers can login with Parichay only. Hence, select Login with Parichay (SSO).

This will direct the user to the Login console of Parichay (SSO) portal where the government user possessing government/NIC Email ID will only be allowed to login.

1. User will login to Parichay (SSO) with his/her credentials by entering registered Email ID and password.

 User has to verify the Two –Step Authentication by choosing any of the option given on the "Two- Step Authentication" console. For instance, select option:
 OTP on Mobile and clicks on Next button.

4. In next step, enter OTP provided on the registered







mobile no. and click on Next button.

User will be logged in to the eForms portal.

First time User

1. After logging in, you will be prompted to update

profile. A new profile page will appear. The applicant will have to fill the complete personal as well as organizational information on the profile page to proceed further.

$\leftarrow \rightarrow \mathbf{C}$	A https://eforms.nic.in/showUserData			ជ		⊠ 🌯	8 🛢	ш 🌻	8 1
lead the second	राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre MESSAGING AND SMS DIVISION	Manual				н	. Rajesh K	rishnan R K	•
Dashboards My Request	Dear Rajesh Krishnan R K, Notice : For any query or doubt, You can	use "RAISE A QUERY" option to inte	ract with other s	stakeholders. For tracking the status	s of the request	.u. 🧖	к	sh Krishn ical Assista	
My kequest	Total 6	Today's	0	Total	0	TC M	y Profile		
OUR SERVICES	User Requests	Pending Request	× .	Pending Requests	Ŭ I	C M	y Request	_	\sim
Authentication Services (LDAP)						SIGN			
🔒 DA Onboarding	General Filters	Total Pending Reques	t						
Distribution List Services									
↑ DNS Services	Application	Show 10 \$ entries			Search:	Rog Id, Email, S	tatus, Date		
						+1			
🚰 Email (@gov)	Distribution List	App Id	Email	Status	Date	14	Actions		
🔁 IMAP/POP	VPN Registration			No data available in table					
IP Change Requests	Mobile change	Showing 0 to 0 of 0 entries					Pro	vious No	ext

The personal information includes fields like:

- User name
- Employee code
- Mobile number (which will be autofilled)
- Email address
- Telephone number (O/R) in the format mentioned

Iser Name *		Employee Code		
Nobile *		Email Address *		
+91XXXXXX050		rajesh.858575@kerala.	gov.in	
Telephone Number(O)		Telephone Number(R)		
0471-2309122		0471-2393949		
Designation *		Enter Your Official Addres	s *	
State where you are posted *	District/City Name *		Pin Code *	
KERALA		~	695033	





- Department of Agriculture Development and Farmers' Welfare
 - Designation
 - Official address
 - The state posted (select from the drop-down)
 - District name
 - Postal address

Click on continue to proceed.
 Enter your organizational information to register your profile in

Enter Department Name (Only characters, digits	whitespace,dot(.).comma(
Reporting/Nodal/Forwarding Officer Email*		Reporting/Nodal/Forwardi	ng Officer Name *	
krishidir.agri@kerala.gov.in		Krishi Director Krishi Dire	ctor	
Reporting/Nodal/Forwarding Officer Mobile *		Reporting/Nodal/Forwardi	ing Officer Telephone *	
+91XXXXXXX0060		0471-2309122		
Reporting/Nodal/Forwarding Officer Designation 1 Director of Agriculture I Ideclare that my Reporting/Nodal/Forwardin NOTE • If any "PSU/Ministry/Department	ig Officer belongs to the same			

the eForms portal. The details to be submitted include fields like: -

- Organization category
- Ministry/Organization
- Department/Division/Domain
- Reporting/Nodal/forwarding officer email

Please give the following details in concerned columns

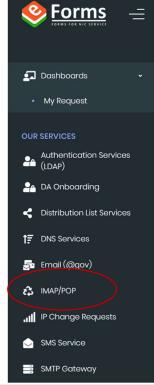
- 1. Organizational category-State
- 2. Department-Other and Type Agriculture
- 3. Reporting/Nodal/Forwarding officer Email-krishidir.agri@kerala.gov.in

Existing User

The applicant will login using the credentials (NIC/Gov email address or any alternate email address). The email address from which the applicant logins to the portal, already exists in database. Hence, it will display the registered number on which the OTP will be sent for login. Enter the OTP received on the mobile number and click on continue. In any case, if you haven't received the OTP you can click on "Resend OTP", you will receive another OTP, which you can enter and click on continue to proceed further.

Home Page

Once the applicant log's in, he/she will be able to view a page where there will be many options available.







Apply for Enabling IMAP/POP

The users, who wish to apply for NIC IMAP/POP services, shall follow below given procedure to fill in the request.

1.Click on the IMAP/POP service from the left-hand panel of the dashboard.

2. Read the given instructions carefully while filling the form.

 Check the protocol which is to be enabled on your device i.e.,
 IMAP/POP. Click on IMAP option as per your requirement.

	NIC account will be deactivated, if not used for 90 days,							
	Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.							
	Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to servicedesk@nic.in							
	Please note that advance payment is a must for paid users.							
	 NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant. 							
	NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Reporting/Nodal/Forwarding Officer of the Department.							
Pli	Enter Captcha [®]							
	Captoha GVLVKC G Enter Captoha							
	Preview and Submit							

Organization Details					
Organization Category					
State	~				
State *		Department *			
Kerala	~	Other			
Other*					
Agriculture					
map Pop Protocol Enable Details Please check the Protocol to be enabled: MAP PoP Topres to Terms and Constitutions					
			Close	Edit	Submit
		Preview and Submit	_	_	_

4. Enter the correct Captcha value. You can now preview the form and edit also. Accept the terms and conditions to submit the form and click on "Preview and Submit" button.

5. The applicant will be shown three types of submission process, select "Proceed Online" of the options to finally submit the request.

6. After clicking on "Continue" button,

Please select any to proceed:	Form Submission Type
Oblivery of e-sign with oxalificat topends on plotforms outside control of NIC. In case of delay, you may choose to proceed online Proceed online Proceed manually by Oploading the scanned Copy? (Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TBACK USER STATE	Please select any to proceed:
	Detivery of e-sign with additional completions outside control of NIC. In case of detay, you may choose to proceed online Proceed online Proceed online Proceed manually by uploading the scanned Copy? (Here, in this option, you will have to download the generated PDF and will have to sign and stamp and then upload it again on the eforms TRACK USER STA'

your form will be finally submitted and a registration number will be generated for your request. This registration number can be further used to track the status of your request anytime by using "TRACK USER" button.

App Id	Email î↓	Status	î↓	Date ^{↑↓}	Actions	
DLIST-FORM202110200001	rajesh.858575-ker@nic.in	Completed		wiew	\mathbf{r}	
MOBILE-FORM202111220021	rajesh.858575-ker@nic.in	Completed		norato Form		
/PN-FORM202109090376	rajesh.858575-ker@nic.in	Completed		oad Multiple Do wnload Upload		
DLIST-FORM202107010001	rajesh.858575-ker@nic.in	Completed		se/Respond to		
MAPPOP-FORM202012280010	rajesh.858575@kerala.gov.in	Completed		2020-12-30	Actions	~
MAPPOP-FORM202008220006	rajesh.858575-ker@nic.in	Rejected by RO/No	dal/FO	2020-08-26	Actions	~

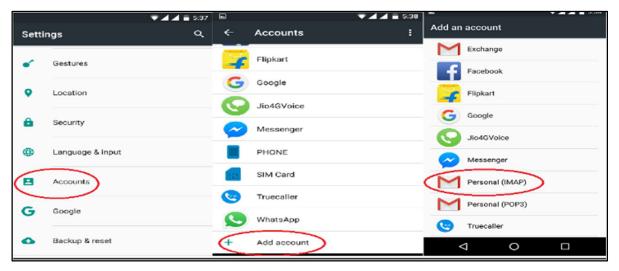


After the request is accepted by Krishi Director and NIC Coordinator, a message showing that the application process completed/ IMAP facility is enabled message will be received in your email.

From eforms@nic.in 😭				6		~			
Subject Application Registration Number - IMAPPOP-FORM202111170004 processing 22-11-2021, 12:37 pm Completed									
To Me <aims.agri@kerala.gov.in> ✿</aims.agri@kerala.gov.in>									
Dear Applicant, Your application with Registration number - IMAPPOP-FORM202111170004 on eForms has been completed by (support@nic.in)									
Regards,									
eForms Team									

After that you can configure your Gov mail ID in Android Phone, Desktop (Preferably Outlook or Thunderbird)

1. Syncing with Android Phone (Your phone interface may vary from the screenshot attached)



1. Go to Settings-Account-Add Account-Add IMAP Account

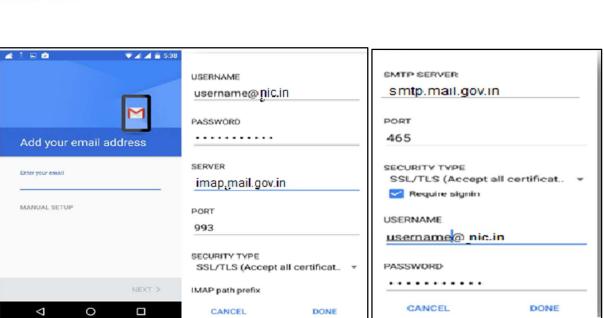
2. Enter your email and Password. Choose "Configure Manually" and enter incoming and outgoing server details as follows.

- i. Incoming mail server: imap.mail.gov.in, Port: 993
- ii. Outgoing mail server/ SMTP: smtp.mail.gov.in, Port: 465

iii. Security Type: SSL/TLS Normal Authentication and DONE.

@gov.in





- 2. Syncing with Desktop- Microsoft Outlook (Interface may vary based on the software version you are using)
- 1. While starting outlook, it will ask to add account. Choose Manually Configure and then Internet Email.

Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.	Choose Service
	Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Hicrosoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages. Text Hessaging (SHS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport Connect to a server type shown below. Fax Mail Transport Connect to a mobile messages

- 2. Enter your email and Password. Choose "Remember Password" and enter incoming and outgoing server details as follows.
 - i. Incoming mail server: imap.mail.gov.in
 - ii. Ougoing mail server/ SMTP: smtp.mail.gov.in
- Click on More settings and enter details as below in Outgoing Server and Advanced tab.

@gov.in



Govt of Kenala	Department of Agriculture Development and Farmers' Welfare	

	\\dd /	Account
POP and IMAP Account Sch Enter the mail server setting		
User Information		lest Account Settings
Your Name:		We recommend that you test your account to ensure th the entries are correct.
Email Address:	username@nic.in	the entries are correct.
Server Information		Test Account Sellings
Account Type:	IMAP 🗸	Test Account settings
Incoming mail server:	imap.mail.gov.in	Automatically test account settings when Next is clicked
Outgoing mail server (SMIII):	smtp.mall.gov.in	
Logon Information		
User Name:	username@nic.in	
Password:	******	Mail to keep offline: All
<u> </u>	emember password	
L Reguire logon using Secur (SPA)	e Password Authentication	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel Help

Internet Email Settings ×	Internet Email Settings
General Outgoing Server Advanced My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Log on using User Name: Password: Remember password Reguire Secure Password Authentication (SPA) 	General Outgoing Server Advanced Server Port Numbers
OK Cancel	OK Cancel

After these, uncheck the 'Test Account Settings" and click Next. After sometime, email will be synced into your Inbox.

User Information		Test Account Settings			
Your Name:	Bernard Baruch	After filling out the information on this screen, we recommend you test your account by dicking the button below. (Requires network connection)			
E-mail Address:	srd.baruch@baruch.cuny.edu				
Server Information		Test Account Settings			
Account Type:	IMAP 👻				
Incoming mail server:	mail.baruch.cuny.edu	Test Account Settings by clicking the Next button			
Outgoing mail server (SMTP):	smtp25.mail.com	N			
Logon Information		La			
User Name:	bbaruch				
Password:	*******				
V ;	Remember password				
Require logon using Secure	Password Authentication (SPA)	More Settings			





3. Syncing with Desktop- Mozilla Thunderbird (Interface may vary based on the software version you are using)

Use your web browser to visit the Thunderbird download page at <u>https://www.mozilla.org/en-US/thunderbird</u> This page detects your computer's operating system and language, and it recommends the best version of Thunderbird for you to use. Please finish installing Mozilla Thunderbird.

oose What to S	et Up						
			Q	S	3		
Email	Calendar	Address Book	Chat	Filelink	Feeds	Newsgroups	
	import mail messages, a	ddress book entries, feed sub ommon address book formal					
Import							
out Mozilla Thu	underbird						
hunderbird is the leading open source, cross-platform email and calendaring client, free for business nd personal use. We want it to stay secure and become even better. A donation will allow us to hire evelopers, pay for infrastructure, and continue to improve.				Thunderbird is funded by users like you! If you like Thunderbird, please consider making a donati The best way for you to ensure Thunderbird remains available is to make a donation.			

- 1. After Installation, click on "Email" to setup.
- 2. After Entering username and password, select "Configure Manually".
- 3. Enter the following Details in the prescribed columns.
- 4. After entering the details, click on the button Re-test.
- 5. If the connection is successful, a message showing success will be displayed.

······································	INCOMING SERVER				
The following settings were found by probing the giv	Protocol:	IMAP ~			
server:	Hostname:	imap.mail.gov.in			
6. After this, click finish.	Port:	993 文			
✓ Account successfully created You can now use this account with Thunderbird.	Connection security:	SSL/TLS ~			
You can improve the experience by connecting related services and configuring advan	Authentication method:	Normal password V			
Rajesh Krishnan rajesh.858575@kerala.gov.in	Username:	rajesh.858575@kerala.gov.in			
☆ Account settings	OUTGOING SERVER	OUTGOING SERVER			
Add a signature	Hostname:	smtp.mail.gov.in			
Connect your linked services	Port:	465 🔷			
Setup other services to get the most out of your Thunderbird experience. Ge Connect to a CardDAV address book Ge	Connection security:	SSL/TLS ~			
Connect to an LDAP address book	Authentication method:	Autodetect ~			
Connect to a remote calendar	Username:	rajesh.858575@kerala.gov.in			
		Advanced conf			
	Re-test	Cancel			

Manual configuration