

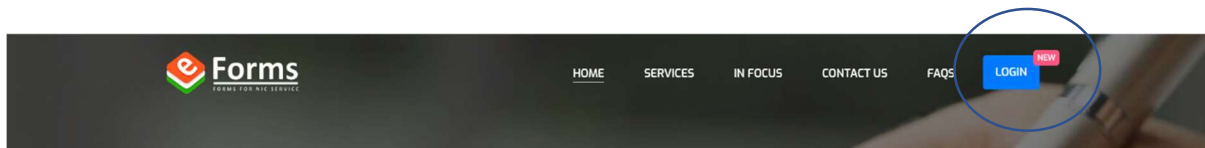
Part-2

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.

2. 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

Login Notice

- For ease of user onboarding, eForms has now been integrated with NIC Single Sign-On Platform (Parichay). Now, users will be authenticated through Parichay(SSO).
- If you are a Non Gov user, Then Login from eForms Portal.

Login with Parichay (SSO) **Login with EForms**

PARICHAY
Single, Simplified, Safe

Welcome, Please sign-in

rajesh.858575@kerala.gov.in

.....

[Update Profile](#) [Forgot Password](#) **NEXT**

eForms
FORMS FOR NIC SERVICE

PARICHAY
Single, Simplified, Safe

Two Step Authentication
Select OTP on Mobile and Click 'Next'

OTP on Mobile

NEXT

[Login as Different User](#)

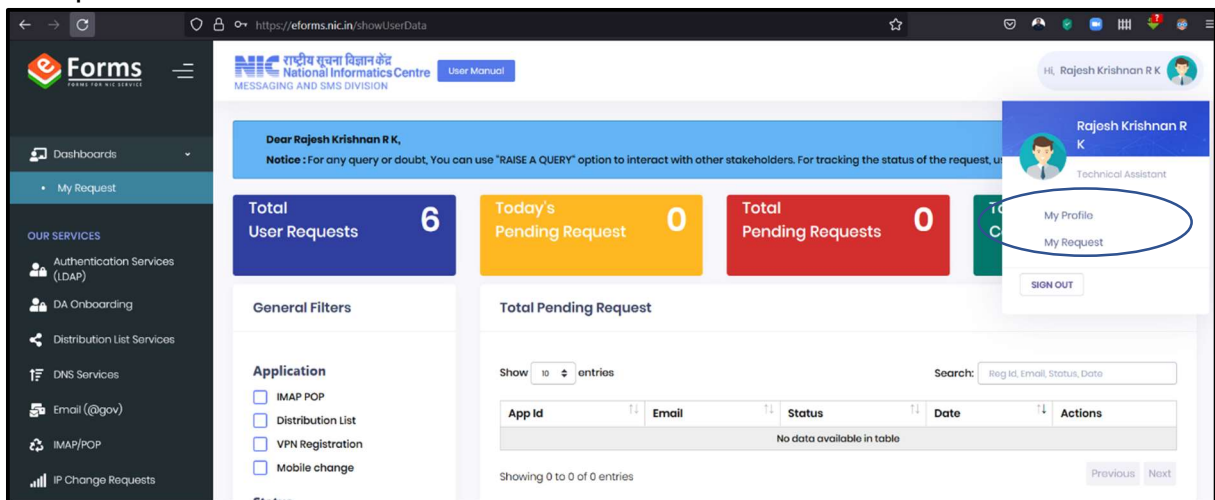
eForms
FORMS FOR NIC SERVICE

mobile no. and click on Next button.

User will be logged in to the eForms portal.

First time User

- 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.



The personal information includes fields like:

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

Personal Info		Organizational Info	
User Name *	<input type="text"/>	Employee Code	<input type="text"/>
Mobile *	<input type="text" value="+91XXXXXXX050"/>	Email Address *	<input type="text" value="rajesh.858575@kerala.gov.in"/>
Telephone Number(O)	<input type="text" value="0471-2309122"/>	Telephone Number(R)	<input type="text" value="0471-2393949"/>
Designation *	<input type="text"/>	Enter Your Official Address *	<input type="text"/>
State where you are posted *	<input type="text" value="KERALA"/>	District/City Name *	<input type="text" value="Thiruvananthapuram"/>
		Pin Code *	<input type="text" value="695033"/>
<input type="button" value="CONTINUE"/>			

- Designation
- Official address
- The state posted (select from the drop-down)
- District name
- Postal address

2. Click on continue to proceed.

Enter your organizational information to register your profile in

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

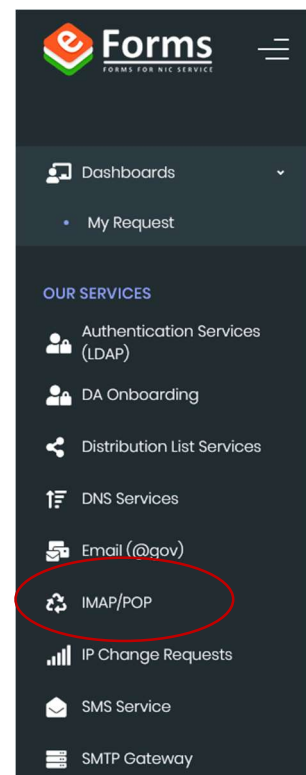
1. Organizational category-State
2. Department-Other and Type Agriculture
3. Reporting/Nodal/Forwarding officer Email-krishidir.agri@kerala.gov.in

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 logs in 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.

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

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.

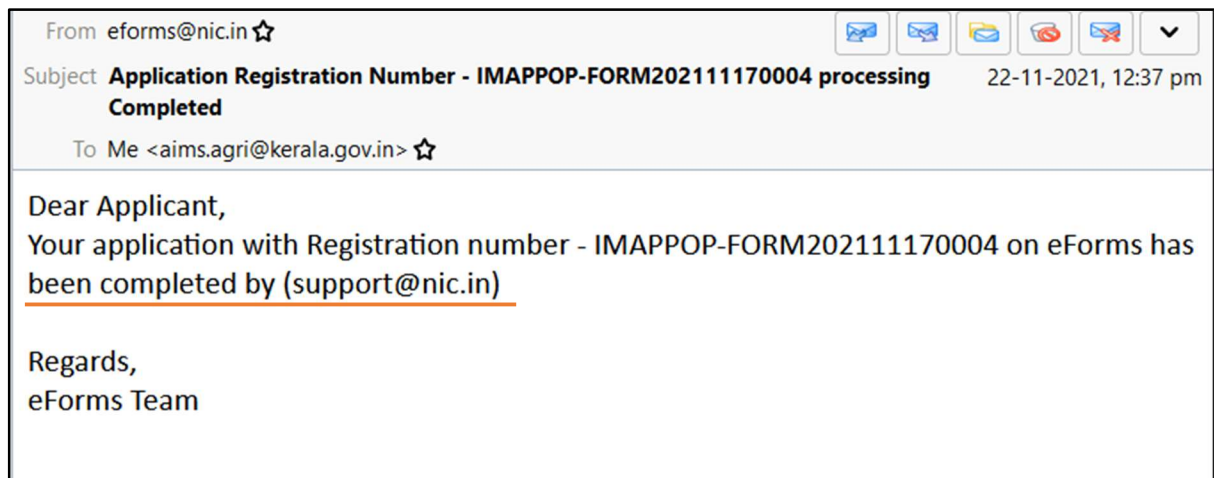
6. After clicking on “Continue” button, your form will be finally submitted and a registration number will be generated for your request. This registration number can be further used to track the status of your request anytime by using “TRACK USER” button.

Show 10 entries

Search: Reg Id, Email, Status, Date

App Id	Email	Status	Date	Actions
DLIST-FORM202110200001	rajesh.858575-ker@nic.in	Completed		Preview Track Generate Form Upload Multiple Docs Download Uploaded Docs Raise/Respond to Query
MOBILE-FORM202111220021	rajesh.858575-ker@nic.in	Completed		
VPN-FORM202109090376	rajesh.858575-ker@nic.in	Completed		
DLIST-FORM202107010001	rajesh.858575-ker@nic.in	Completed		
IMAPPOP-FORM202012280010	rajesh.858575@kerala.gov.in	Completed	2020-12-30	Actions
IMAPPOP-FORM202008220006	rajesh.858575-ker@nic.in	Rejected by RO/Nodal/FO	2020-08-26	Actions

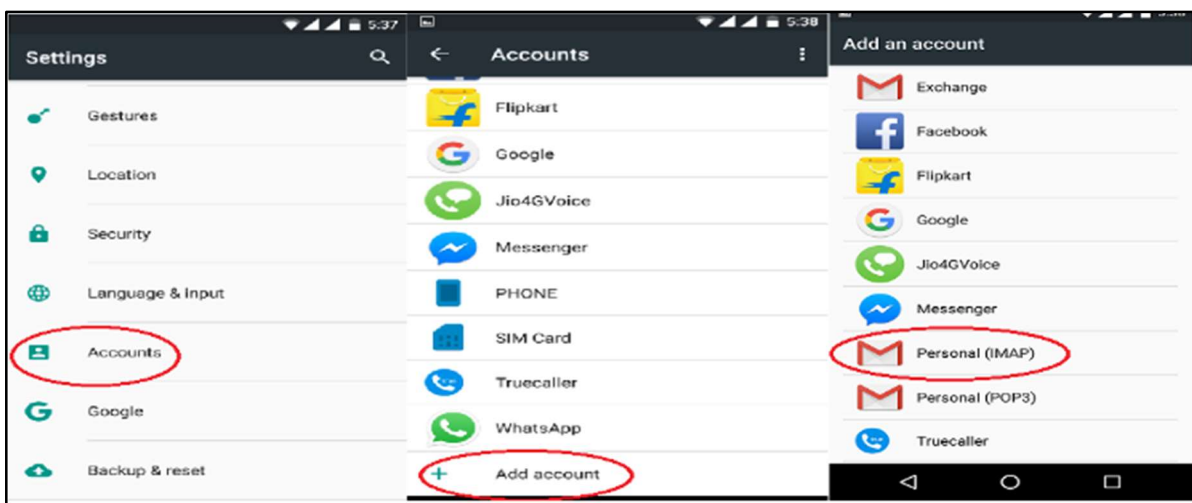
After the request is accepted by Krishi Director and NIC Coordinator, a message showing that the application process completed/ IMAP facility is enabled message will be received in your email.



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.

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.

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. Ongoing mail server/ SMTP: smtp.mail.gov.in
3. Click on More settings and enter details as below in Outgoing Server and Advanced tab.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☐ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

Mail to keep offline:

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

☐ Require Secure Password Authentication (SPA)

Internet Email Settings

General | Outgoing Server | Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☐ Purge items when switching folders while online

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

Internet e-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

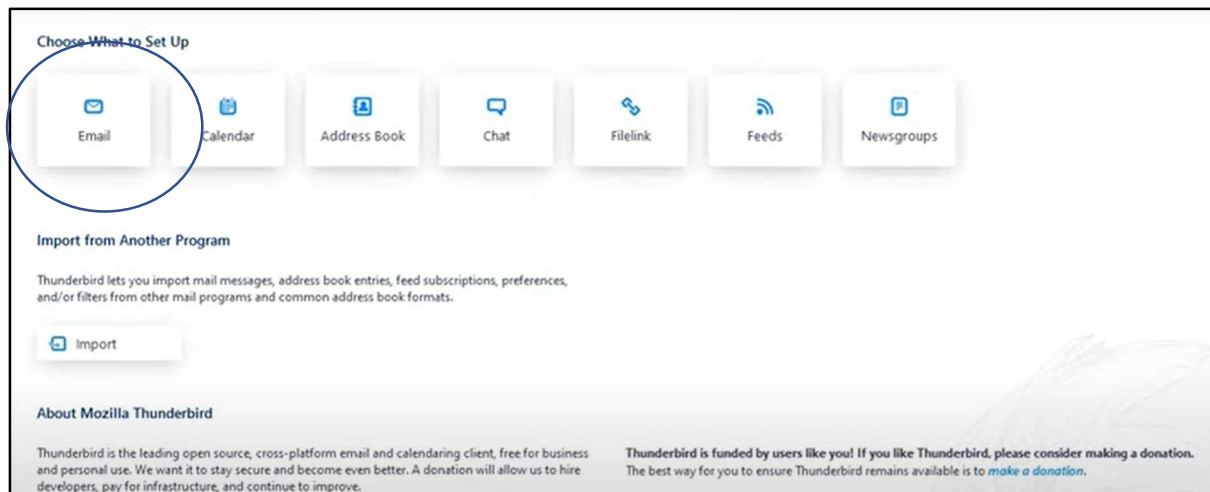
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

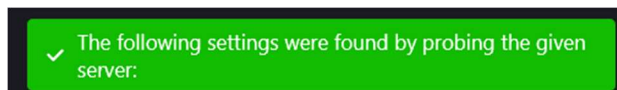
☒ Test Account Settings by clicking the Next button

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 <https://www.mozilla.org/en-US/thunderbird>. 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.



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.



6. After this, click finish.

