

INSTRUCTIONS FOR FIRST LOG IN TO THE NEW MAIL BOX

Step 1: Please refer to SMS sent to you. The email id as well as password is indicated in the SMS. If you have any issues in password, please call any one of the following number for assistance. These contact details can be used for any issues on mail solution as well.

Mail id doptcs.wave1support@tcs.com

Phone number-

011- 66076729;

011-66076730;

011-66076755,

011-66076756

Step 2: Visit <https://webmail.indiapost.gov.in>

Step 3: "Sign in" using your complete email Id as 'User name' and default password supplied to you as 'Password in the login page. The screen shot of login page shall be as follows:



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Contact for issue resolution: Mail id: - doptcs.wave1support@tcs.com
Phone: - 011- 66076729, 011-66076730, 011-66076755, 011-66076756
Instruction guide is available in the "Employee Corner" of DoP website
<http://www.indiapost.gov.in/DOP/email.pdf>

User name:
niranjan.test1@indiapost.gov.in

Password:
.....

Private computer ([What is this?](#))
Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

[sign in](#)

Step 4: In the next screen, you will be prompted to change your default log-in password. **YOU HAVE TO COMPULSORILY CHANGE THE PASSWORD.** The screen shot with relevant illustration is given below.

Please note that the new password being constructed should comply with the DoP Password Policy in force. The Highlights of the existing DoP Password Policy are:

- ❖ Password must be **minimum 09 characters** long and a combination of -
 - English uppercase characters (A - Z).
 - English lowercase characters (a - z).
 - Base-10 digits (0 - 9).
 - Special Characters (e.g.! \$, #, %). Extended ASCII, Symbolic/Linguistic characters.
- ❖ New Password is not same as the 05 immediate old password.
- ❖ New Password should not contain the user's account name or parts of the user's full name that exceed two consecutive characters.

change password

Your password has expired and you need to change it before you sign in to Outlook Web App.

User name:
 Complete Email Id is to be given as 'User name'.

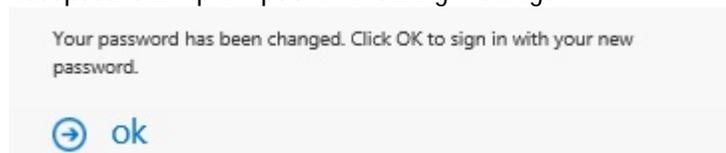
Current password:
 Default Login Password is to be given as 'Current password'.

New password:
 New Password is to be created by user following guidelines under DoP Password Policy available as part of DoP Email Policy at the link provided over India Post website >> Employee Corner Page.

Confirm new password:
 New Password is to be created by user following guidelines under DoP Password Policy available as part of DoP Email Policy at the link provided over India Post website >> Employee Corner Page.

submit

Step 5: Post submitting new password in the above screen, solution will verify and accept the new password. If accepted it will prompt the following message:



Step 6: Post clicking 'ok' you will be taken to login page again. You may login with 'New Password' and start using your mail box.