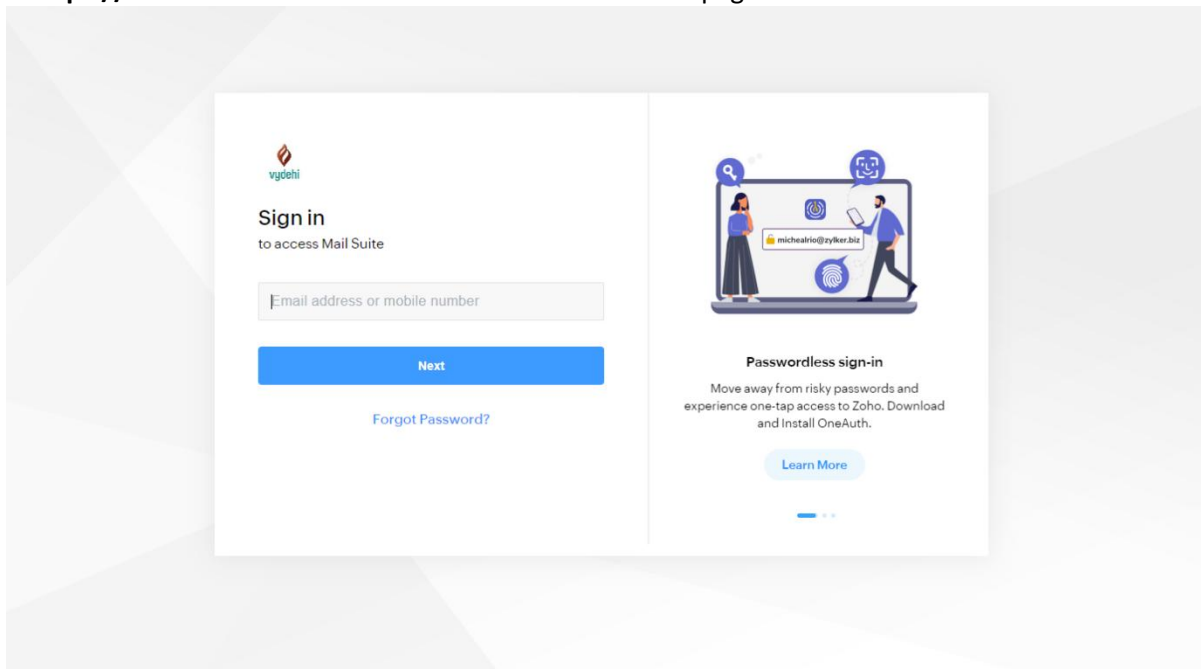
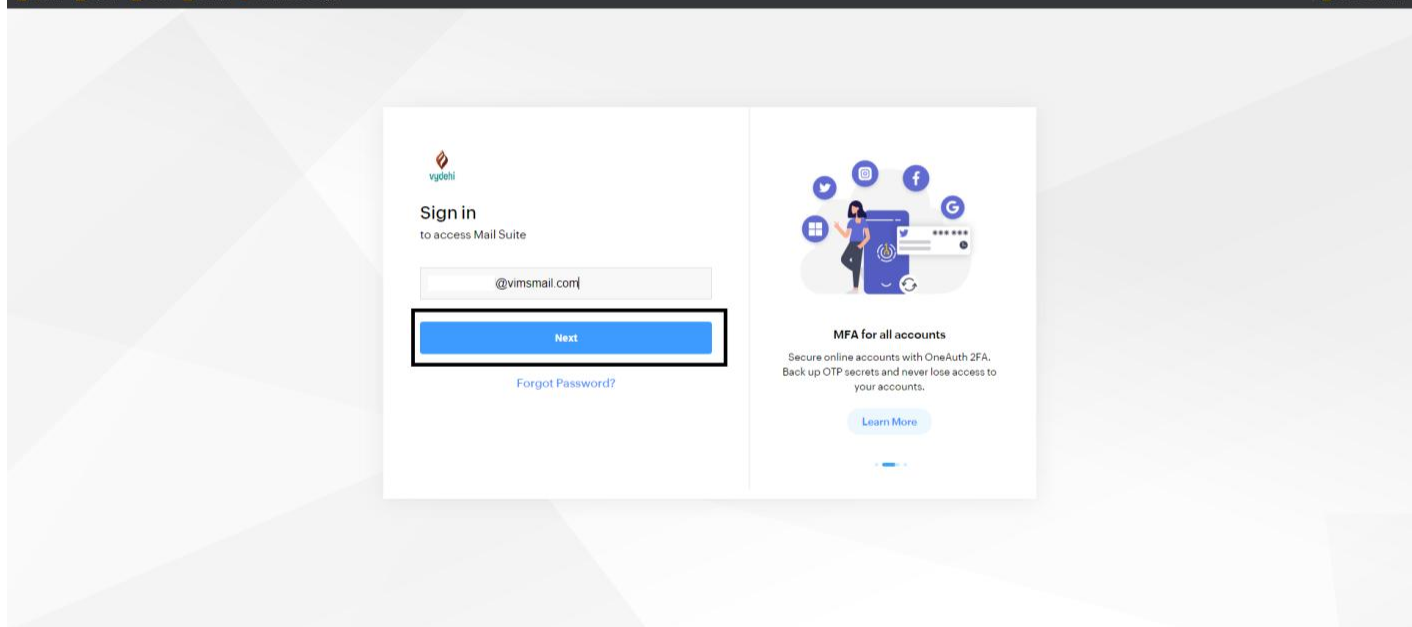


How to login to Vydehi Mail box

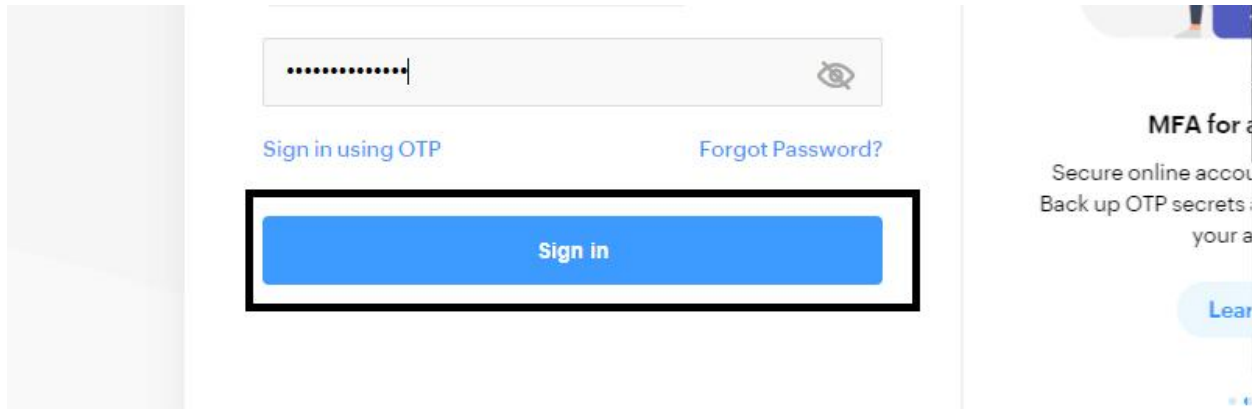
1. Open Chrome Web browser or any browser of your choice and Kindly type the URL <https://mail.vimsmail.com>. It will redirect to the below page.



2. Key in your mail ID and click **NEXT**. (Highlighted by a black box in below image).

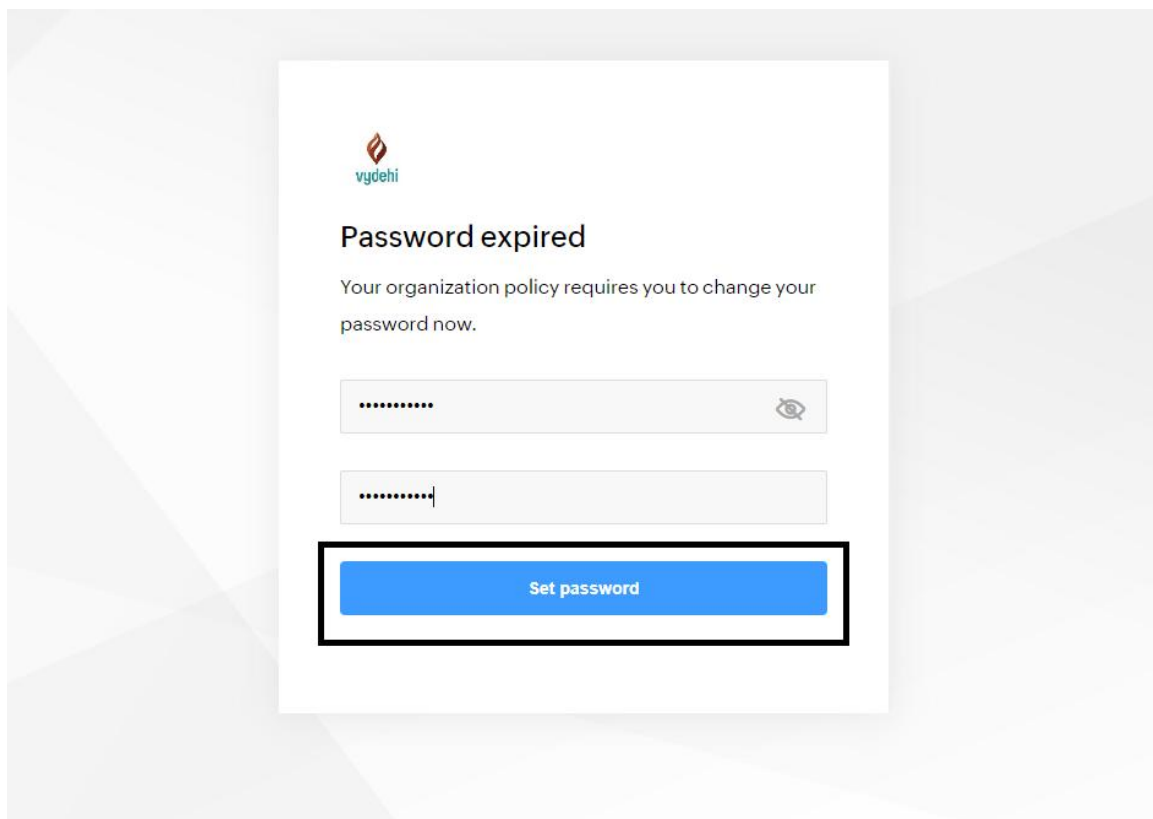


3. Please key in your password and Press **SIGN IN**. (Highlighted by a black box in below image).



A screenshot of a login interface. At the top, there is a password input field with a masked password (dots) and a toggle icon for visibility. Below the field are two links: "Sign in using OTP" and "Forgot Password?". A large blue button labeled "Sign in" is highlighted with a black rectangular border. To the right, a sidebar contains the text "MFA for a", "Secure online accou", "Back up OTP secrets:", "your a", and a "Learn" link.

Once you type the password you will be asked to change password as show below. Enter New Password/ Confirm Password. Once done click on **SET PASSWORD**. (Highlighted by a black box in below image).



A screenshot of a "Password expired" dialog box. The dialog features the "vgdehi" logo at the top left. The main heading is "Password expired", followed by the text "Your organization policy requires you to change your password now." Below this are two password input fields, each with a masked password and a toggle icon. A large blue button labeled "Set password" is highlighted with a black rectangular border.

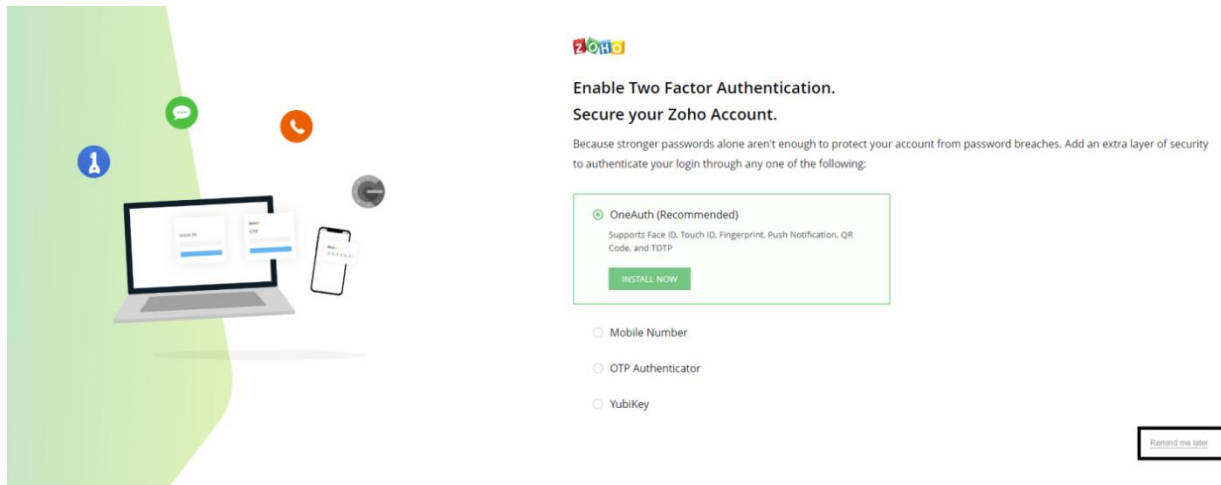
Criteria: Password should be a mix of Capital Letters, small Letter, Numbers & one special character at least. Desired password length is 8 characters long below which it will not be accepted.

Eg: POL!cy@2827

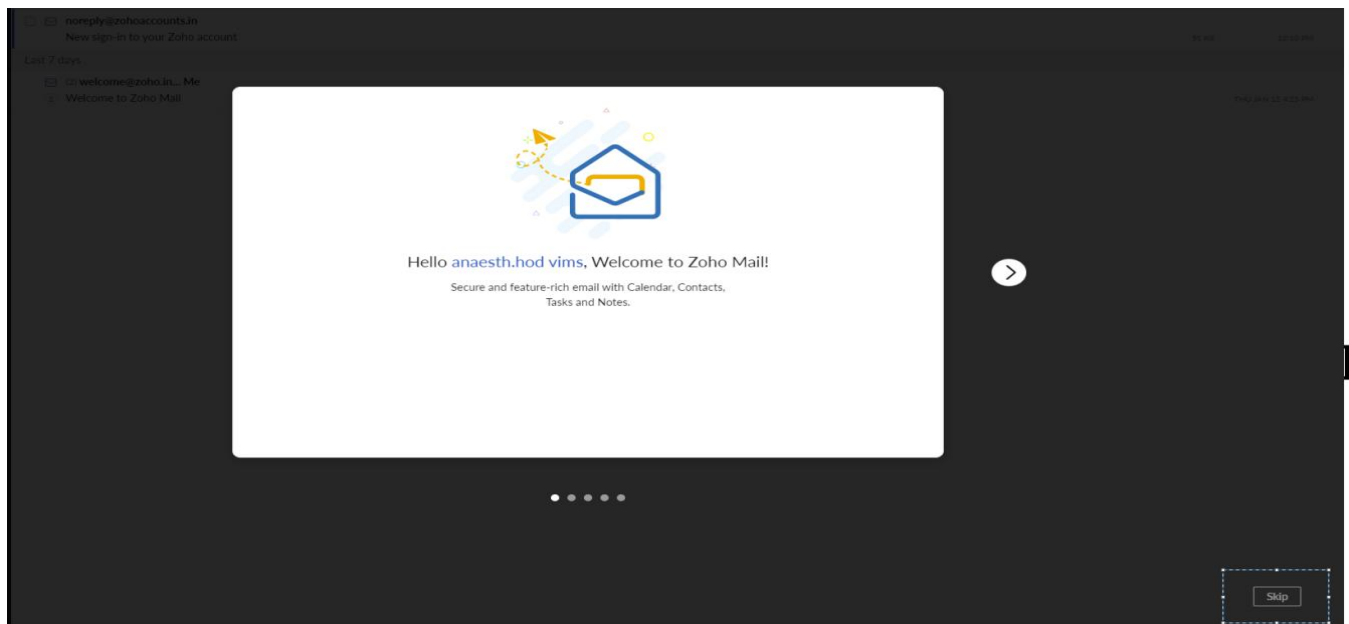
Please don't use organization name or your name as passwords.

Note: Passwords will be shared to the respective groups or HOD's. In case of any queries regarding Login credentials. We request you to kindly contact the IT Support Contacts given at the end of this document.

4. Once done you will be redirected to the Login page. Re-enter the credentials and Login. Once Logged in you will see the below page. Kindly click **REMIND ME LATER**. (Highlighted by a black box in below image).

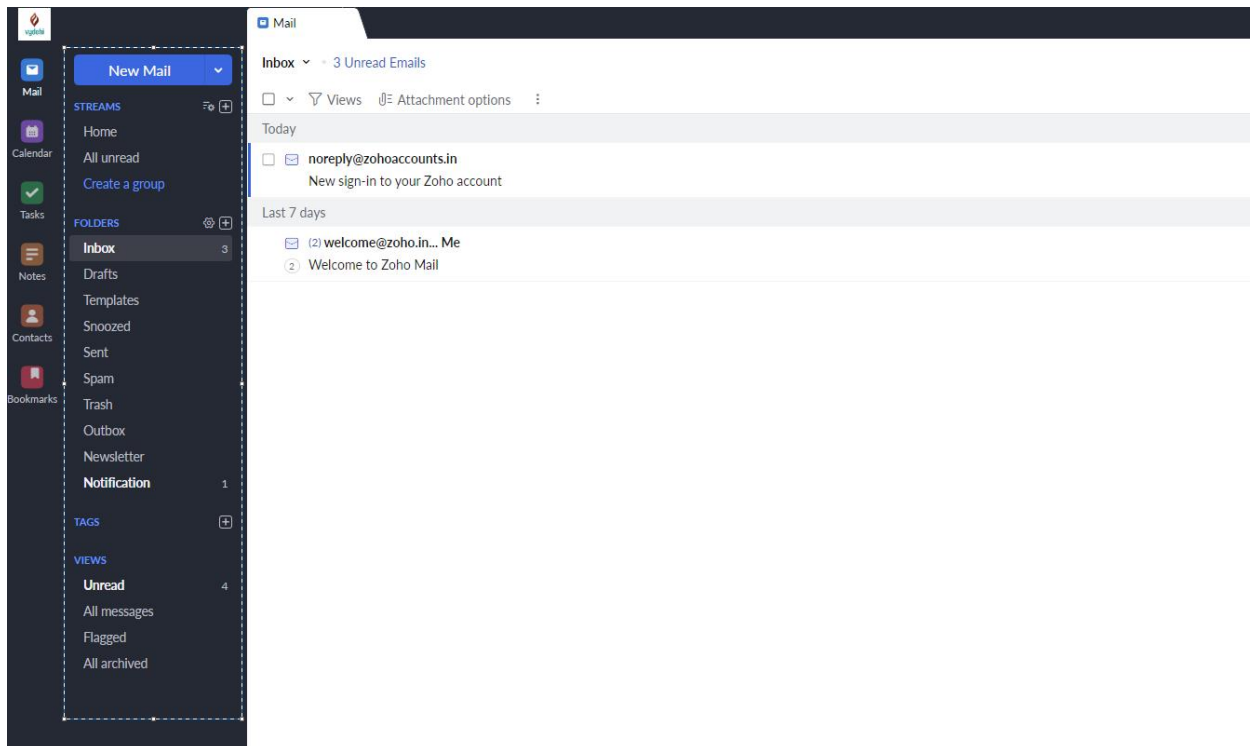


Note: We will share a separate document on how to setup a 2-Factor Authentication at a later point in time. You can either go through with Setting up your account or click **SKIP** (bottom right corner) to do it later. (Highlighted by a dotted line in below image).



5. You have successfully logged in to your mailbox. Depending on the usage you can navigate through the panel on left side. (Highlighted by a dotted box in below image).

Eg: You can initiate a **NEW MAIL** on clicking on the blue box on left and henceforth.



6. In-case of any issues, Kindly contact the IT-Support contact numbers below,

IT Support Contact details.

- Extension No's:
 - **1399**
 - **1887**
 - **1475**
- Mobile Number: **+91 90199 62664**