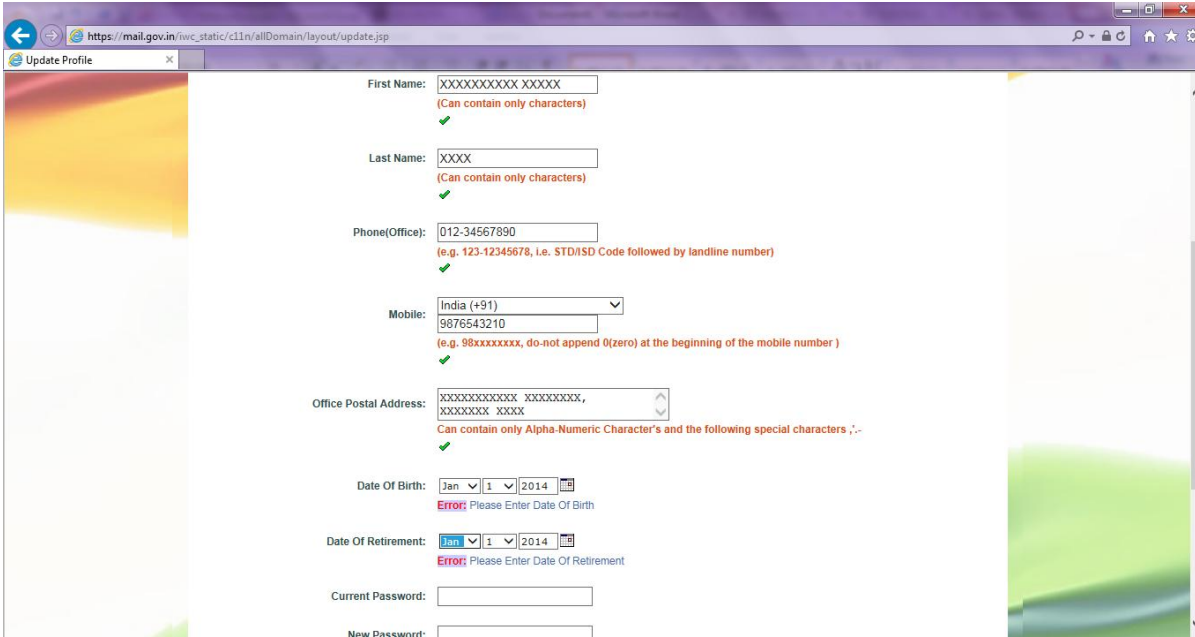


GUIDE LINES TO UPDATE PROFILE ON FIRST LOG-IN

Using your favourite browser like Google Chrome/Microsoft Internet Explorer, go to the NIC Mail Login URL: <https://mail.gov.in> and provide the Username and Password provided in the SMS received in your Registered Mobile Number. The Profile Update page will be displayed as below:



The screenshot shows the 'Update Profile' page in a browser. The URL is https://mail.gov.in/iwc_static/c11n/allDomain/layout/update.jsp. The form contains the following fields:

- First Name:** XXXXXXXXXXX XXXXX (Can contain only characters) ✓
- Last Name:** XXXXX (Can contain only characters) ✓
- Phone(Office):** 012-34567890 (e.g. 123-12345678, i.e. STD/ISD Code followed by landline number) ✓
- Mobile:** India (+91) 9876543210 (e.g. 98xxxxxxx, do-not append 0(zero) at the beginning of the mobile number) ✓
- Office Postal Address:** XXXXXXXXXXX XXXXXXXX, XXXXXXX XXXXX (Can contain only Alpha-Numeric Character's and the following special characters ','-) ✓
- Date Of Birth:** Jan 1 2014 (Error: Please Enter Date Of Birth)
- Date Of Retirement:** Jan 1 2014 (Error: Please Enter Date Of Retirement)
- Current Password:** [Empty]
- New Password:** [Empty]

First Name: -- can contain only alphabets and space - no special characters like ., etc., and no numbers.

Last Name: -- can contain only alphabets and space - no special characters like ., etc. , and no numbers.

Phone(Office): Office Land Line Number with STD Code. Note the STD Code should be 3 digits and phone number should be 8 digit. If your City STD Code is more than 3 digits, like 0123, split it as 012 and prefix the leftover 3 to the Land Line Number, put a '-' to separate the STD code and Land Line Number

Mobile: Enter only the 10 digit mobile number without preceding '0'

Office Postal Address: Enter the address in only Alpha-Numeric characters with the only special characters ','- allowed.

Date Of Birth: and **Date of Retirement:** Select month from the drop down list and calendar appears - now select the appropriate date.

Current Password: Enter the password received as SMS in your mobile

New Password: Enter new password which must be at-least eight characters long, contains at-least one small alpha-character, one capital alpha-character, one digit and one special character. Also note the password should not contain any dictionary word.