भारतीय मानक ब्यूरो

(सूचना प्रौद्योगिकी और सेवाएँ विभाग)

हमारा संदर्भ: ITS/14:1   दिनांक: 19 2 2019

विषय: मेल क्लाइंट जैसे थंडरबर्ड, एमएस आउटलुक, आउटलुक एक्सप्रेस, जीमेल ऐप और अन्य मोबाइल मेल क्लाइंट ऐप्स के माध्यम से एनआईसी ई-मेल सेवाएं का उपयोग करना।

Subject: Using NIC e-mail services through mail clients such as Thunderbird, MS Outlook, Outlook express, Gmail mobile App and other mobile mail client apps.

This is to inform that official email accounts provided to employees of BIS i.e. mail account with 'bis.gov.in' domain, can also be accessed through mail clients such as Thunderbird, MS Outlook, Outlook express, Gmail app etc. The procedure to configure mail clients to use NIC mail account is enclosed with this circular.

In order to configure mail clients for using NIC mail account, Internet Message Access Protocol (IMAP) must be enabled. ITSD has administrative rights to enable/disable IMAP for accounts. Hence, a mail may be sent to ITSD (its@bis.gov.in) for enabling/disabling IMAP. Thereafter, the enclosed manual may be referred for configuring mail clients to use NIC mail accounts.

Circulated for Information.

R.K. Kain
Scientist-E & Head
IT Services Department

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4. Thunderbird (IMAP)
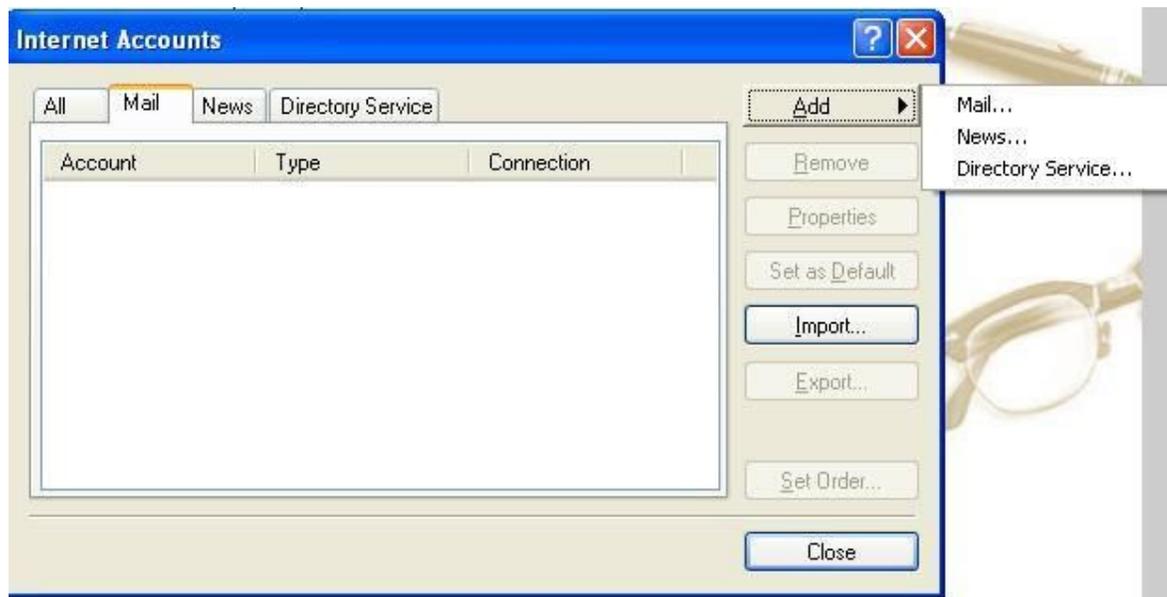
5. Outlook Express (POP)

Note:

Prior to configuring, please ensure that your ID is enabled for POP/IMAP. Please call support on 011-24305101/5102/5099 or drop a mail to " support@gov.in".

To set up your Outlook Express client (IMAP)

1. Open Outlook or Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**

Click **Add**, and then click **Mail...**

Internet Accounts

Account	Type	Connection

Tabs: All | Mail | News | Directory Service

Buttons: Add ▶ (Mail... / News... / Directory Service...), Remove, Properties, Set as Default, Import..., Export..., Set Order..., Close

Enter your name in the **Display name:** field, and click **Next**.

Enter your full NIC email address (like abcd@gov.in) in the **Email address:** field, and click **Next**

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: support@gov.in

For example: someone@microsoft.com

< Back   Next >   Cancel

My incoming mail Server is a **IMAP** Server.

Enter `mail.gov.in` in the **Incoming mail (IMAP) server:** field.
Enter `mail.gov.in` in the **Outgoing mail (SMTP) server:** field.

Internet Connection Wizard	✕

E-mail Server Names

My incoming mail server is a [IMAP ▾] server.

Incoming mail (POP3, IMAP or HTTP) server:

mail.gov.in

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

mail.gov.in

[< Back] [Next >] [Cancel]

Click **Next**

Enter your complete **uid:** in the **Account name:** field. Enter your email password in the **Password:** field (As per user choice), and click **Next**

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: support

Password:

☐ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

[< Back] [Next >] [Cancel]

Click **Finish**

Highlight **mail.gov.in** under **Account**, and click **Properties**

Internet Accounts

| All | Mail | News | Directory Service |

Account	Type	Connection	
mail.gov.in	mail (default)	Any Available	

[Add ▶]
[Remove]
[Properties]
[Set as Default]
[Import...]
[Export...]
[Set Order...]
[Close]

Go to the **Servers** tab, and check the box next to
"**My server requires authentication**"

Incoming mail (IMAP): **mail.gov.in**

Outgoing mail (SMTP): **mail.gov.in**
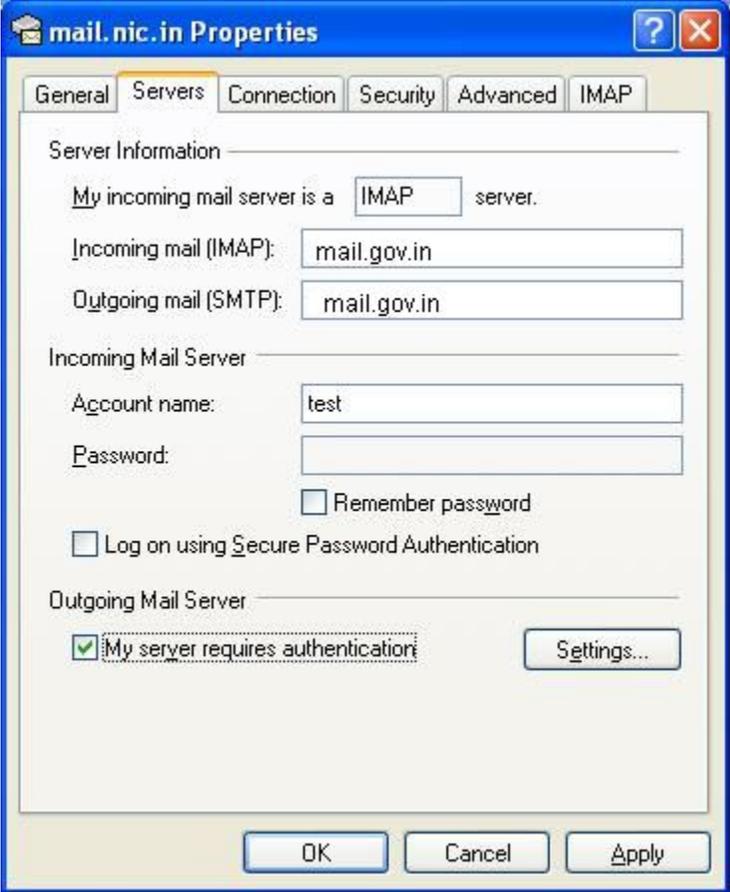
Click OK

Click the Advance Tab

Enter 465 in the **Outgoing mail (SMTP):** field. Under **Outgoing Mail (SMTP)**, check the box next to "**This server requires a secure connection (SSL)"**.

Enter 995 in the **Incoming mail (IMAP):** field.Under **Incoming mail (IMAP)**, check the box next to "**This server requires a secure connection (SSL)"**.
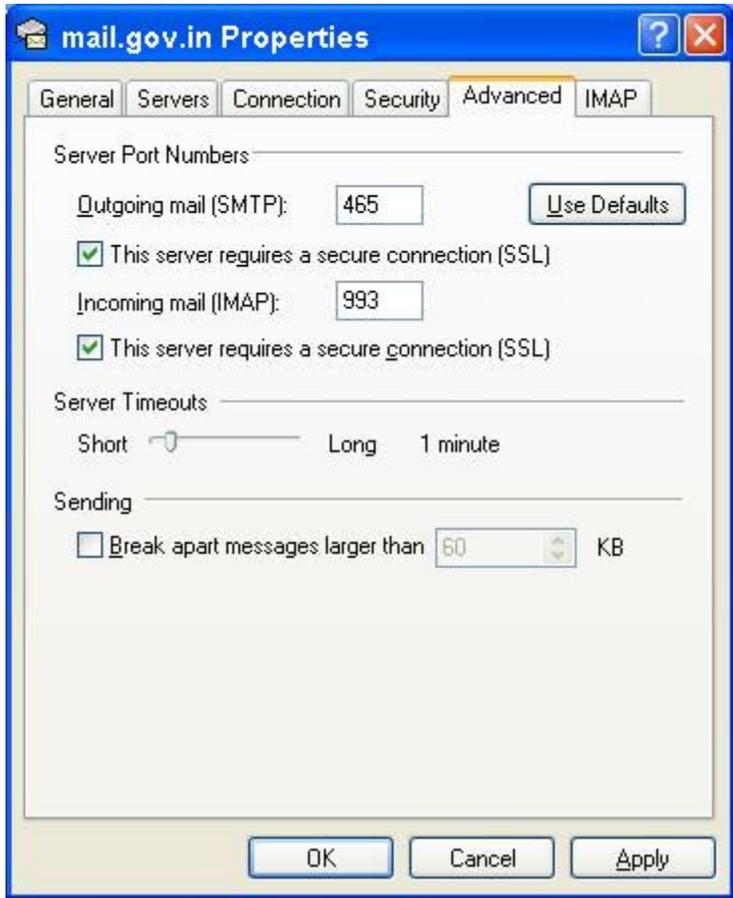
Click Apply and OK.

To set up your Microsoft Outlook Client (IMAP)

Open Microsoft Outlook

Click the **Tools** menu, Select **Email Accounts**
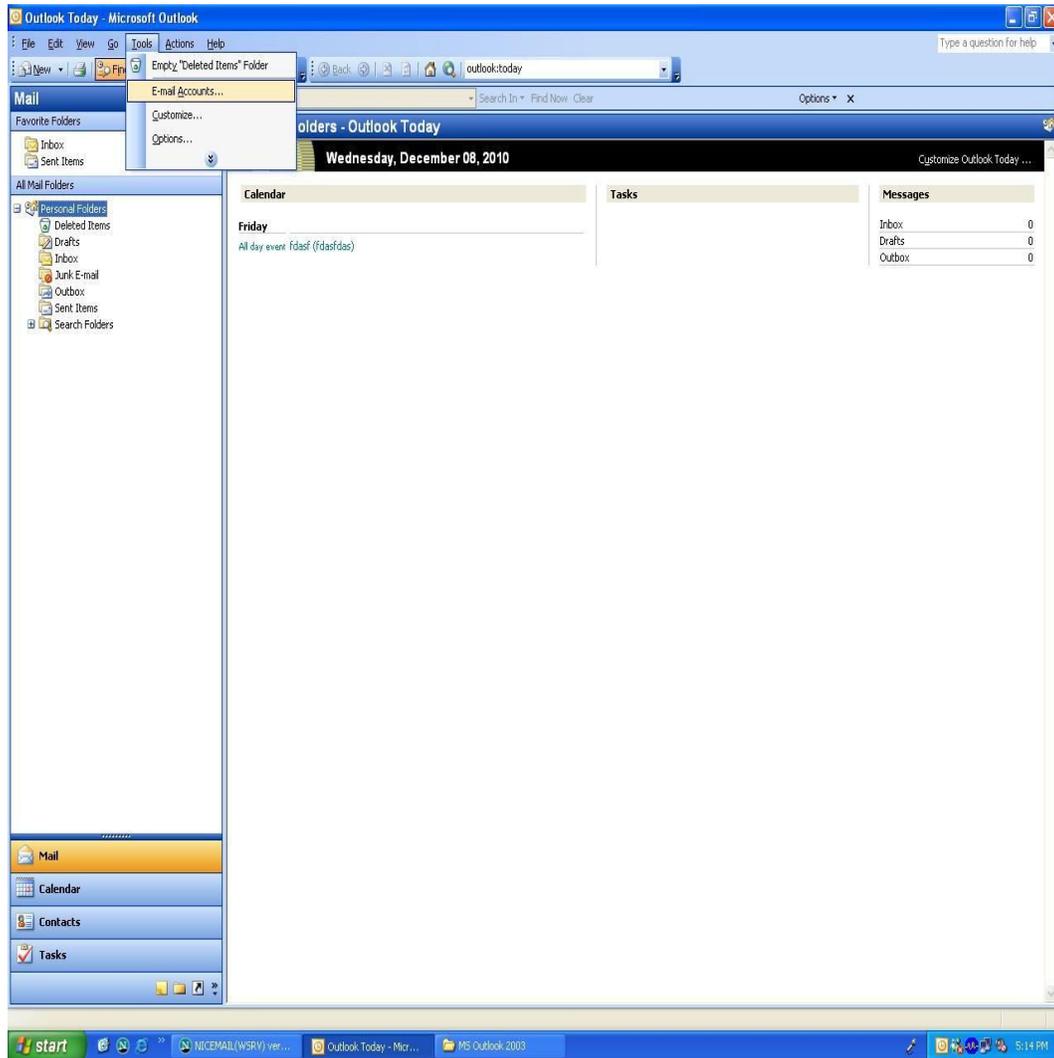
Select "Add a New Email Account "
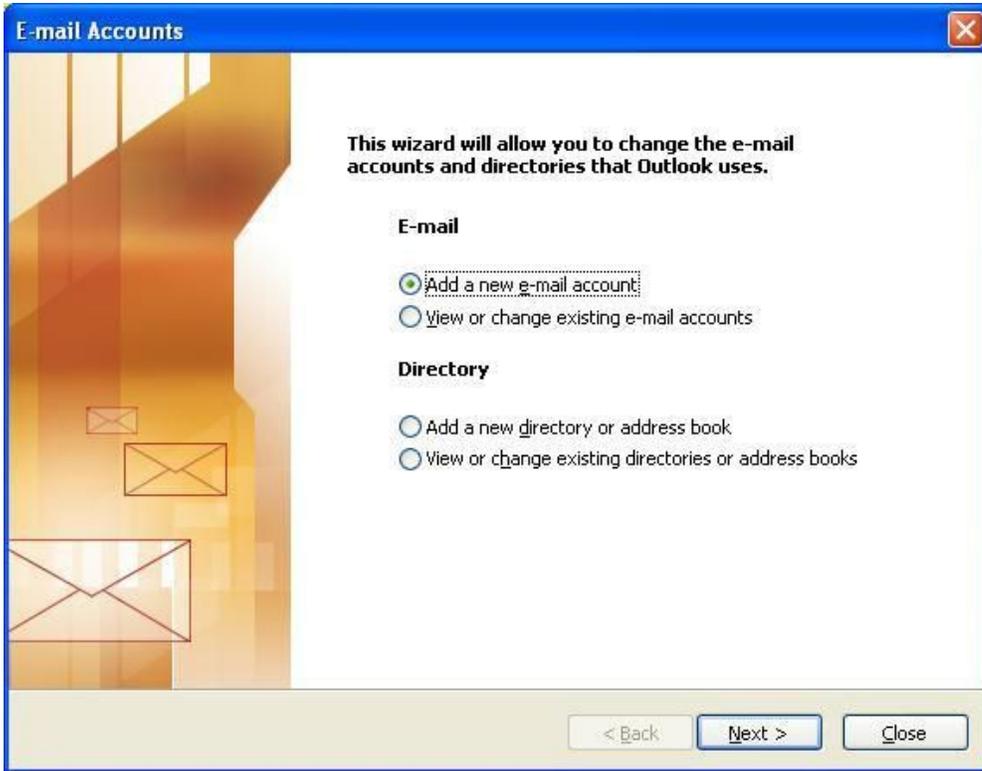
Click **NEXT**

You are prompted to **Choose E-mail Service**

Select IMAP
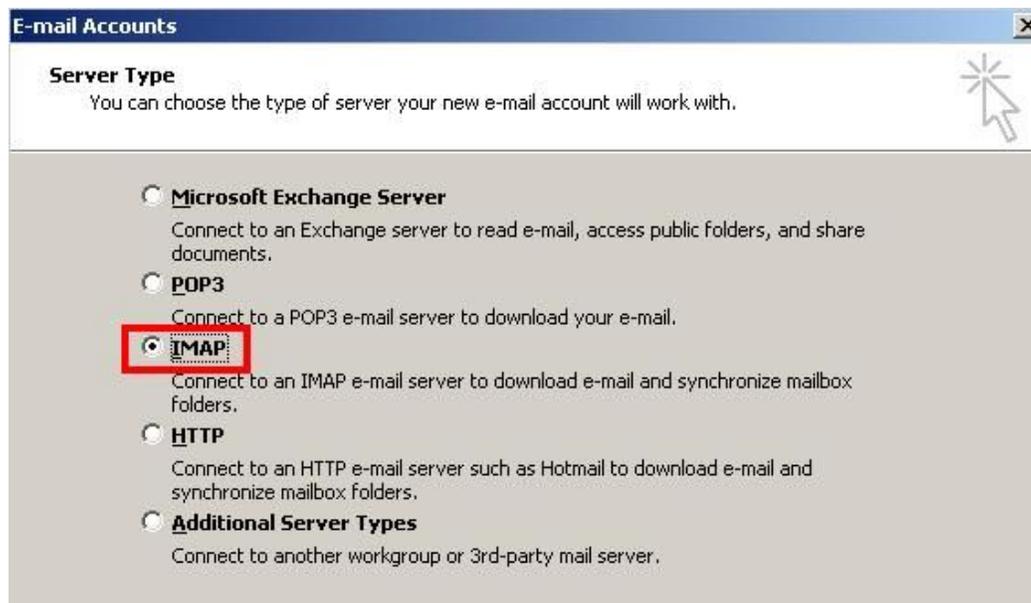
Click Next

1. Fill in all necessary fields to include the following information:

   Your Name: Enter your name as you would like it to appear in the From: field of outgoing messages.
   Email Address: Enter your full NIC Email address (*abcxyz@gov.in*).
   Password: Enter your email password. (Optional, as per the user's choice)

   Incoming mail server (IMAP): mail.gov.in

   Outgoing mail server (SMTP): mail.gov.in

   Click On More Settings button

Select the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server.**

Click OK

Click the **Advanced tab**, and check the box next to **this server requires an encrypted connection (SSL)** under **Incoming Server (IMAP)**. Enter Port 993 in the 'Incoming Server (IMAP)' box.

In the **Outgoing server (SMTP)** box, enter Port 465, and check the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP)**.
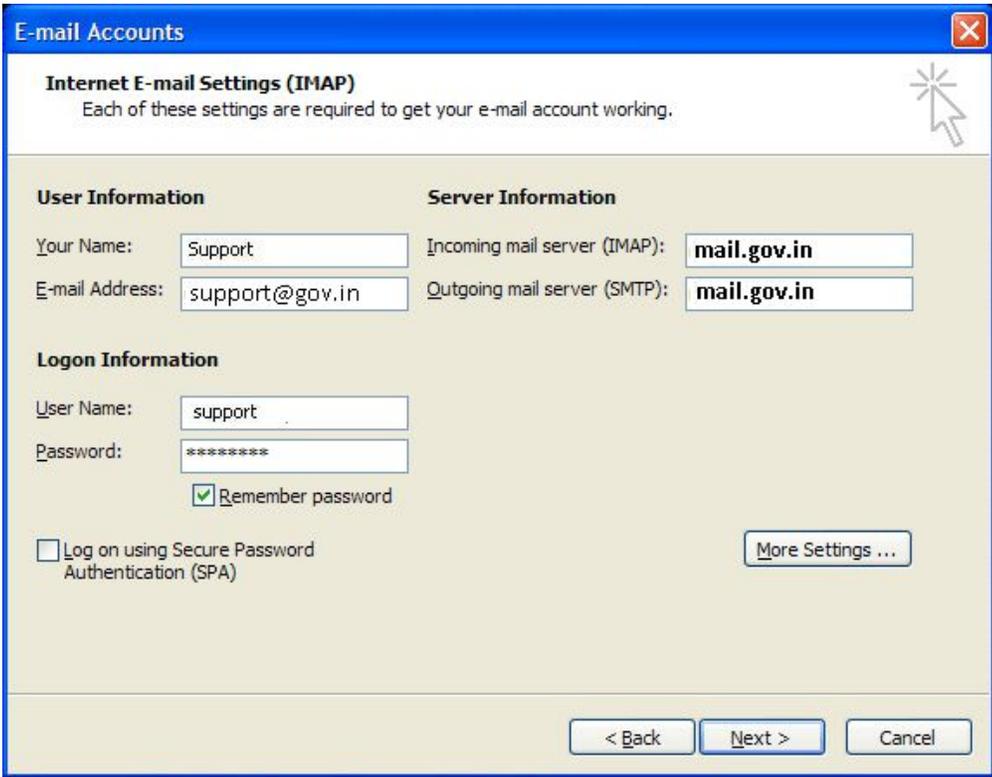
Internet E-mail Settings

| General | Outgoing Server | Connection | Advanced |

Server Port Numbers

Incoming server (IMAP):   [993]   [Use Defaults]
☑ This server requires an encrypted connection (SSL)
Outgoing server (SMTP):   [465]
☑ This server requires an encrypted connection (SSL)

Server Timeouts
Short ——○——— Long   5 minutes

Folders
Root folder path: [   ]

[OK]   [Cancel]
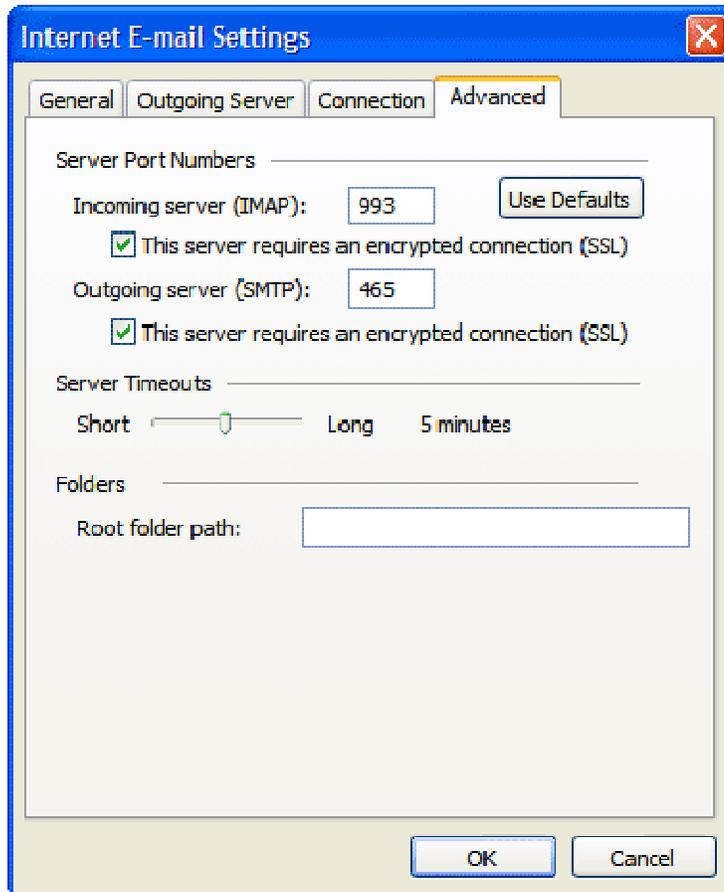
Click Ok

Click **Next**, and then click **Finish.**
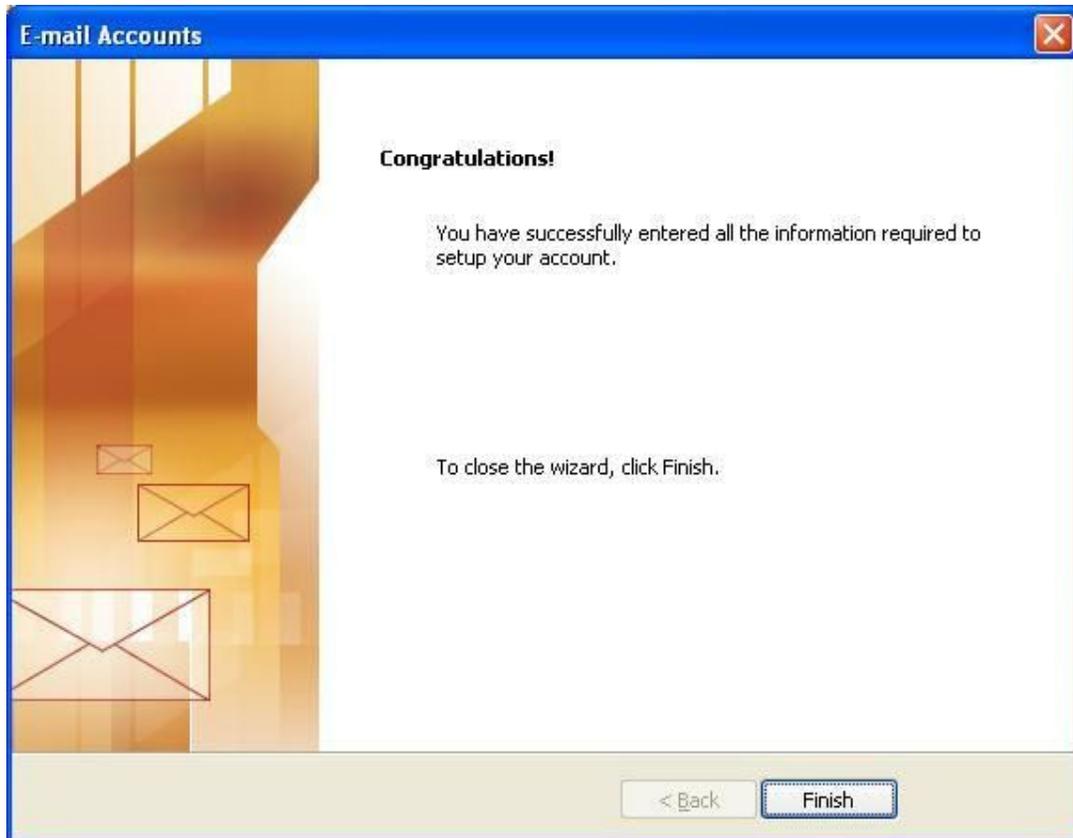
To set up your Eudora client (IMAP)

Open Eudora

Select Tools and Then Click Options.
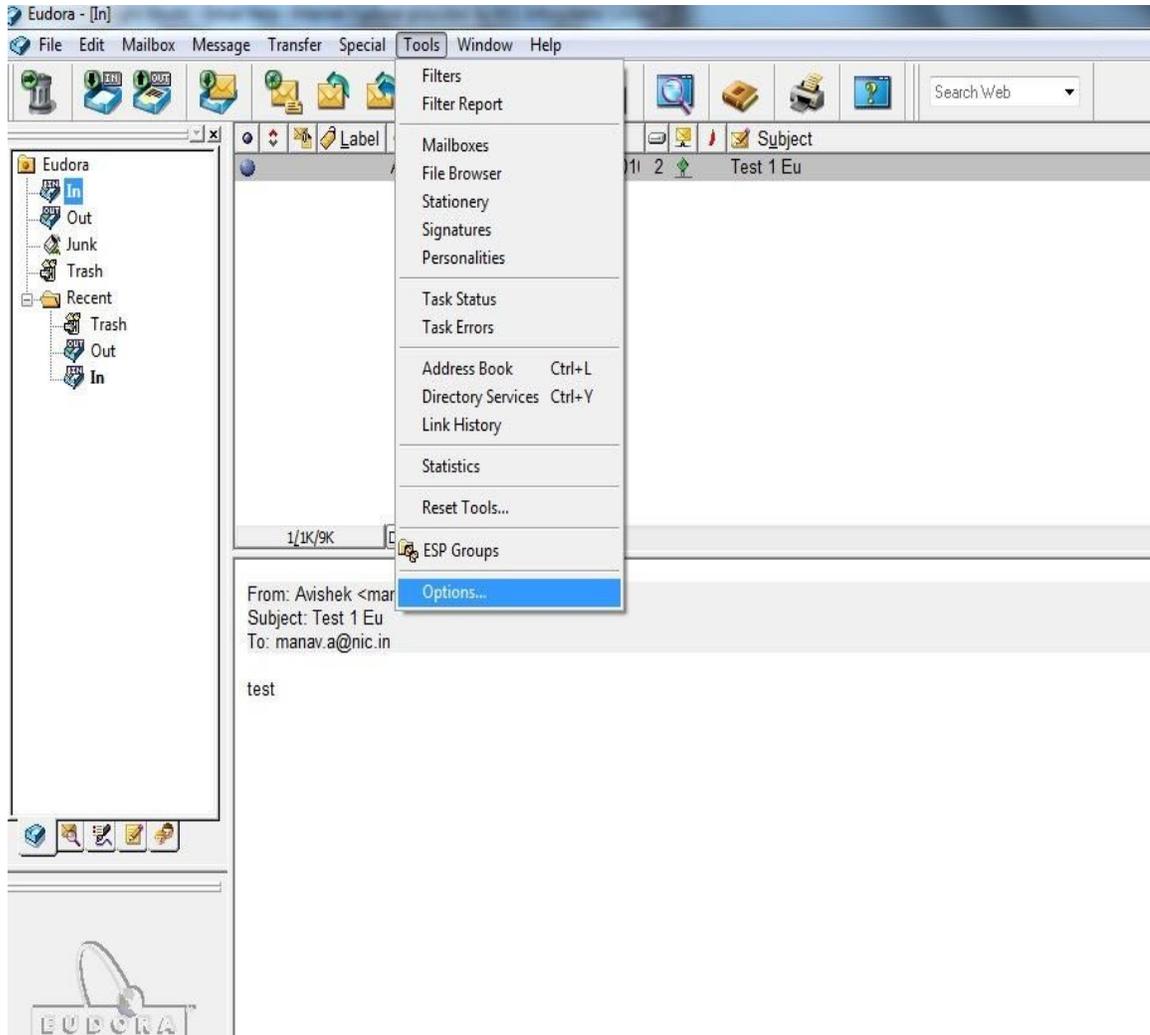
Then go to the Category **Getting Started** on the Left Hand Side
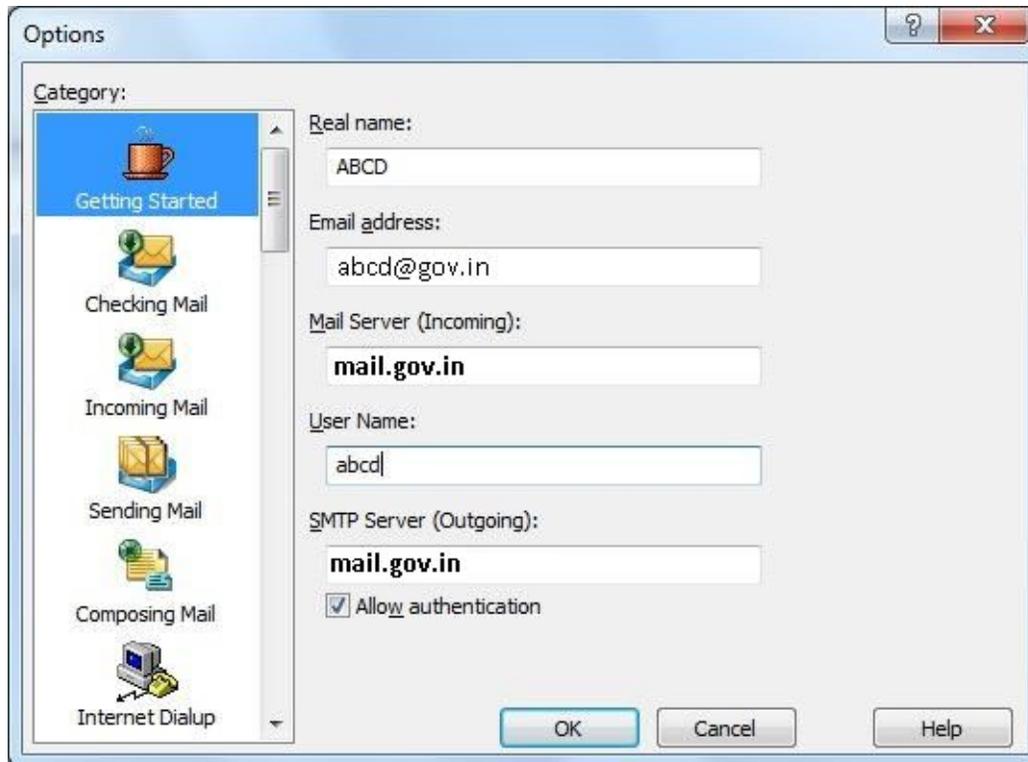
Fill the details as follows:

Real Name: Your name

Email Address: NIC Email Address

Mail Server (Incoming): mail.gov.in

User Name: Login Id

SMTP Server (Outgoing): mail.gov.in

Allow Authentication should be checked .Then press OK

Then go to the Category **Checking Mail** on the Left Hand Side
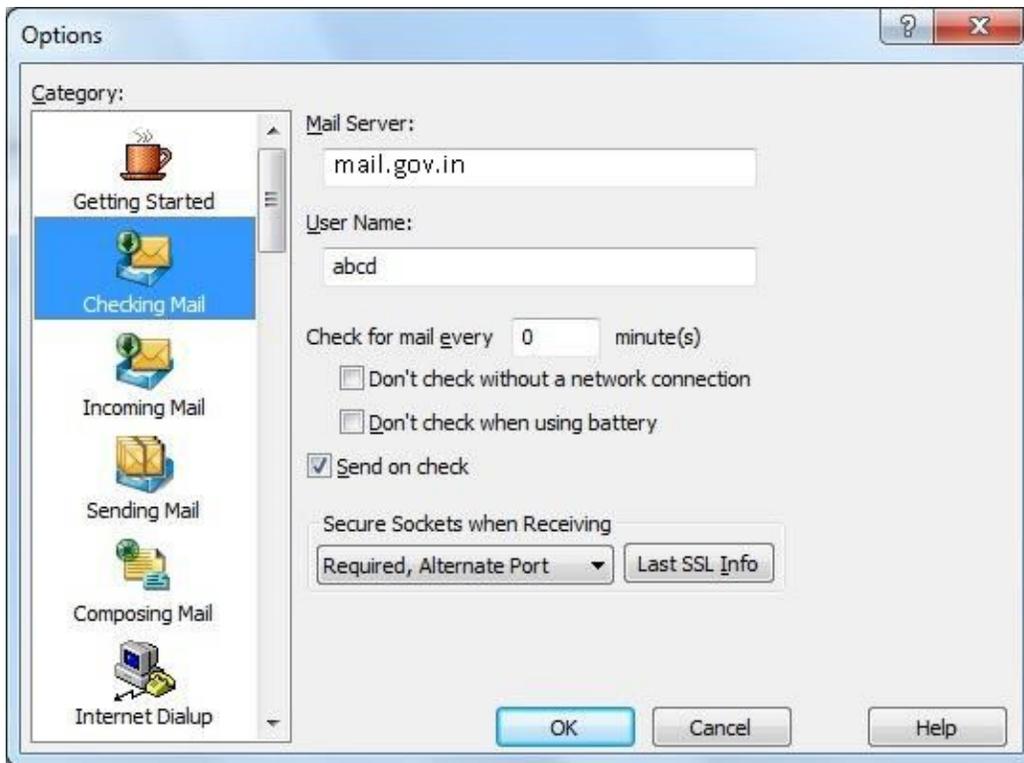
Fill the details as follows:

Mail Server: mail.gov.in

User Name: Login Id

"Send on Check" should be checked.

Secure Sockets when Receiving, Select **"Required, Alternate Port "**

Then press OK

Then go to the Category **Incoming Mail** on the Left Hand Side
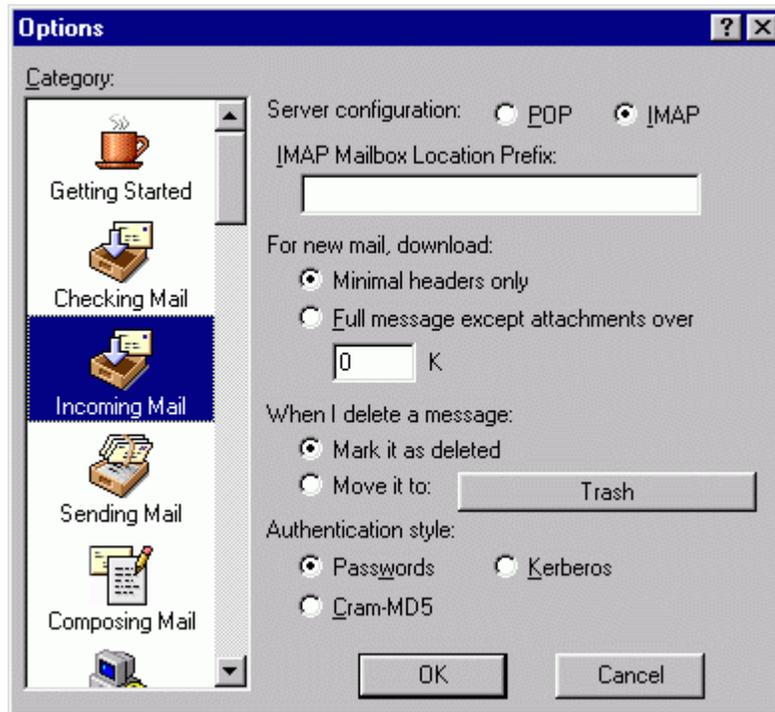
Fill the details as follows:

Server Configuration: IMAP

Leave mail on Server: Should be checked

Authentication style: Passwords

Then press OK

Then go to the Category **Sending Mail** on the Left Hand Side
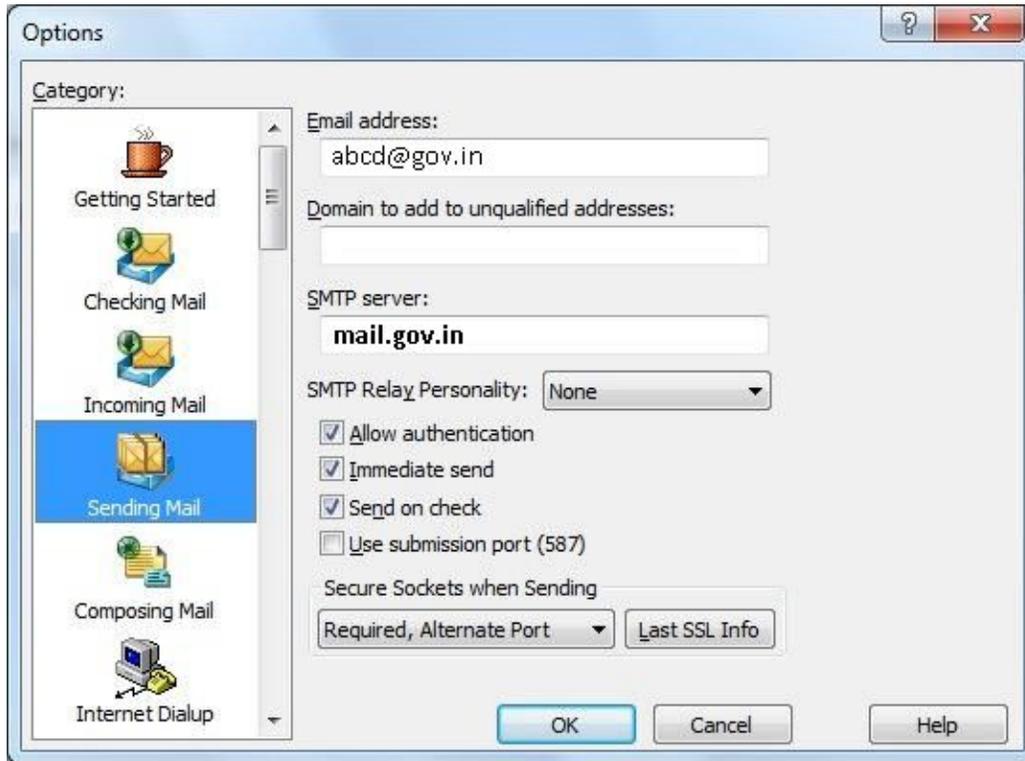
Fill the details as follows:

Email Address: NIC Email Address

SMTP Server: mail.gov.in

SMTP Relay Personality: None

Allow Authentication should be checked

Immediate send should be checked

Send on check should be checked

Secure Sockets when Sending, Select **"Required, Alternate Port"**

Then press OK

Configuring "NIC EMAIL" in Thunderbird (IMAP)

1. Open Thunderbird mail client.
2. Click on **Create a new account**
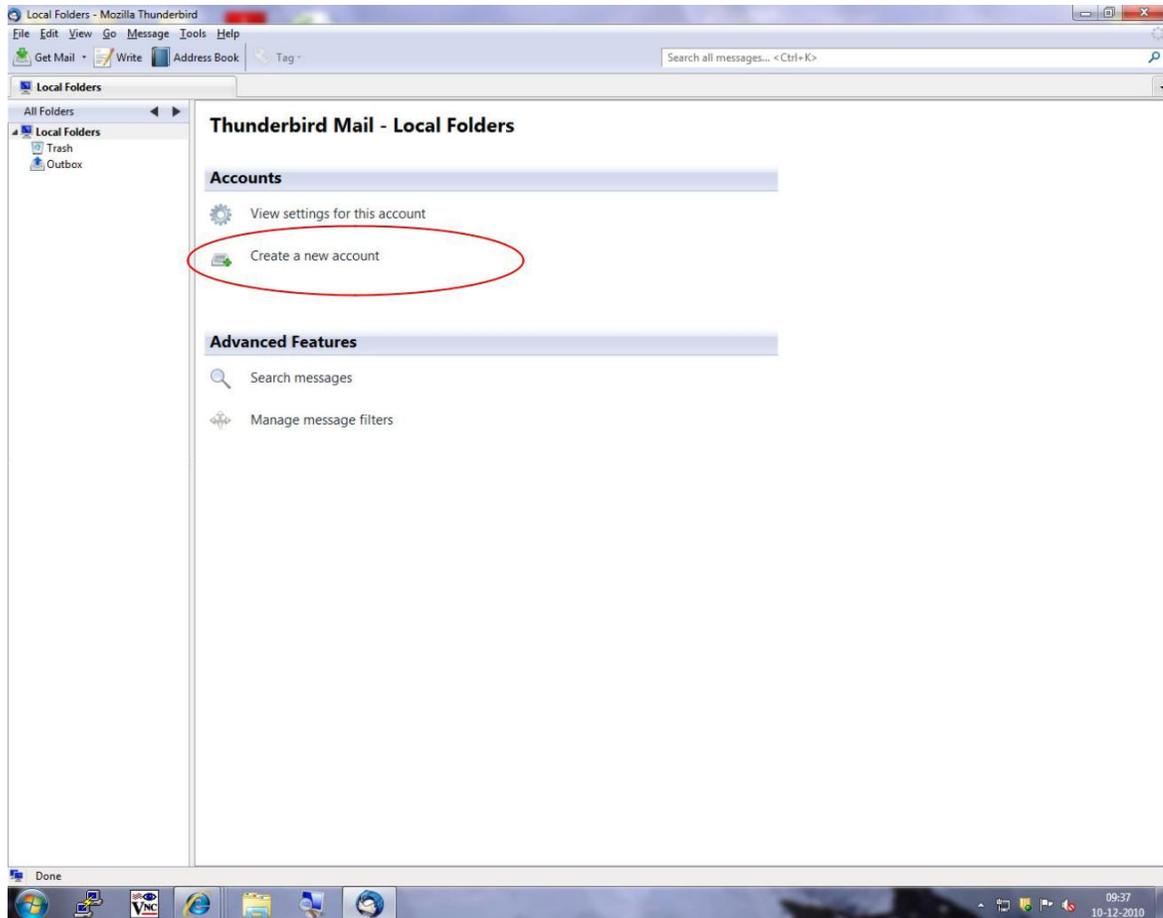
3. A new window will appear
4. In this window, Please fill your credentials **Your Name, NIC E-mail Address, Password (Optional)**
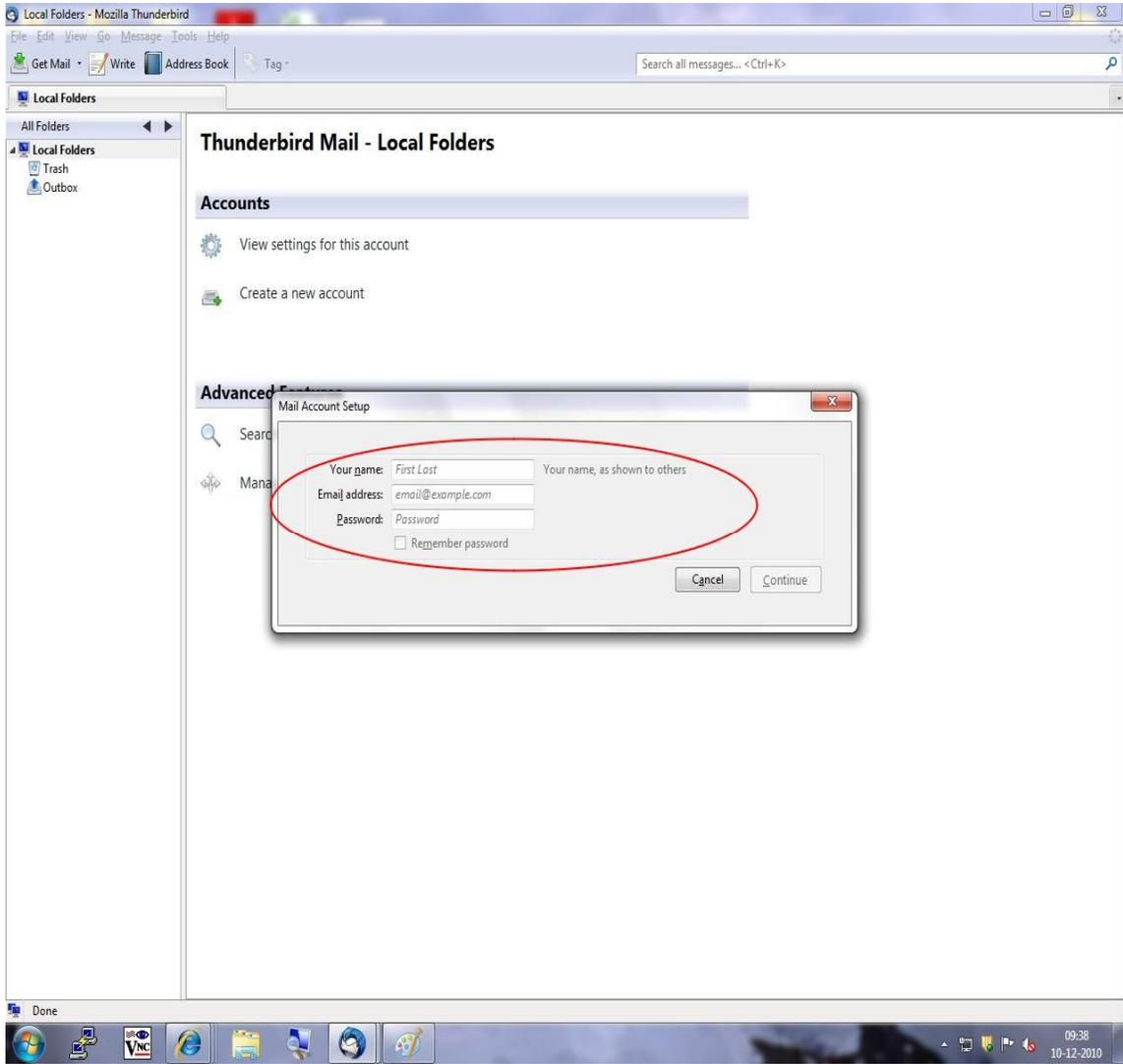
5. After filling details **Uncheck remember password** and then click **Continue**
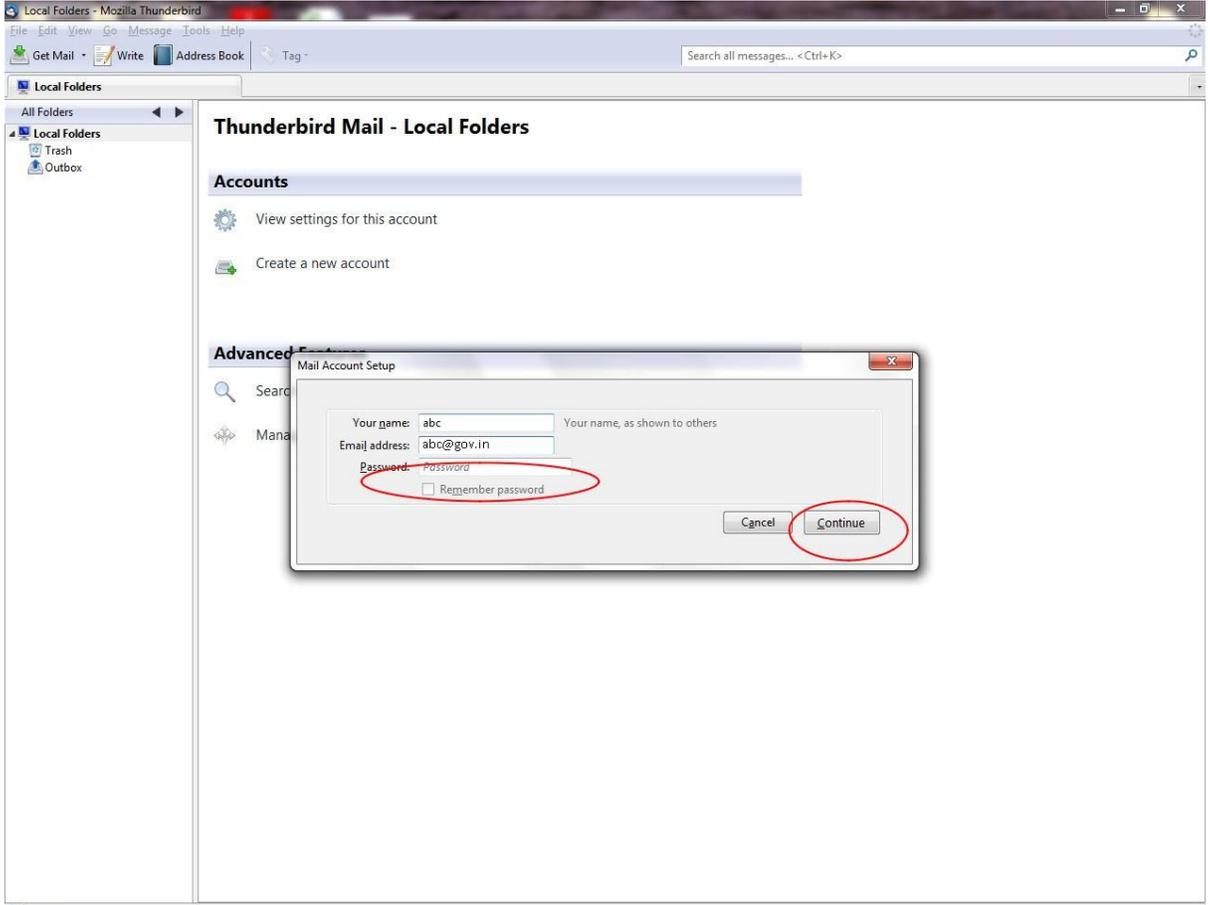
6. After pressing **Continue Button** it will **automatically resolve server details**
(From this stage onwards it will require internet connectivity)
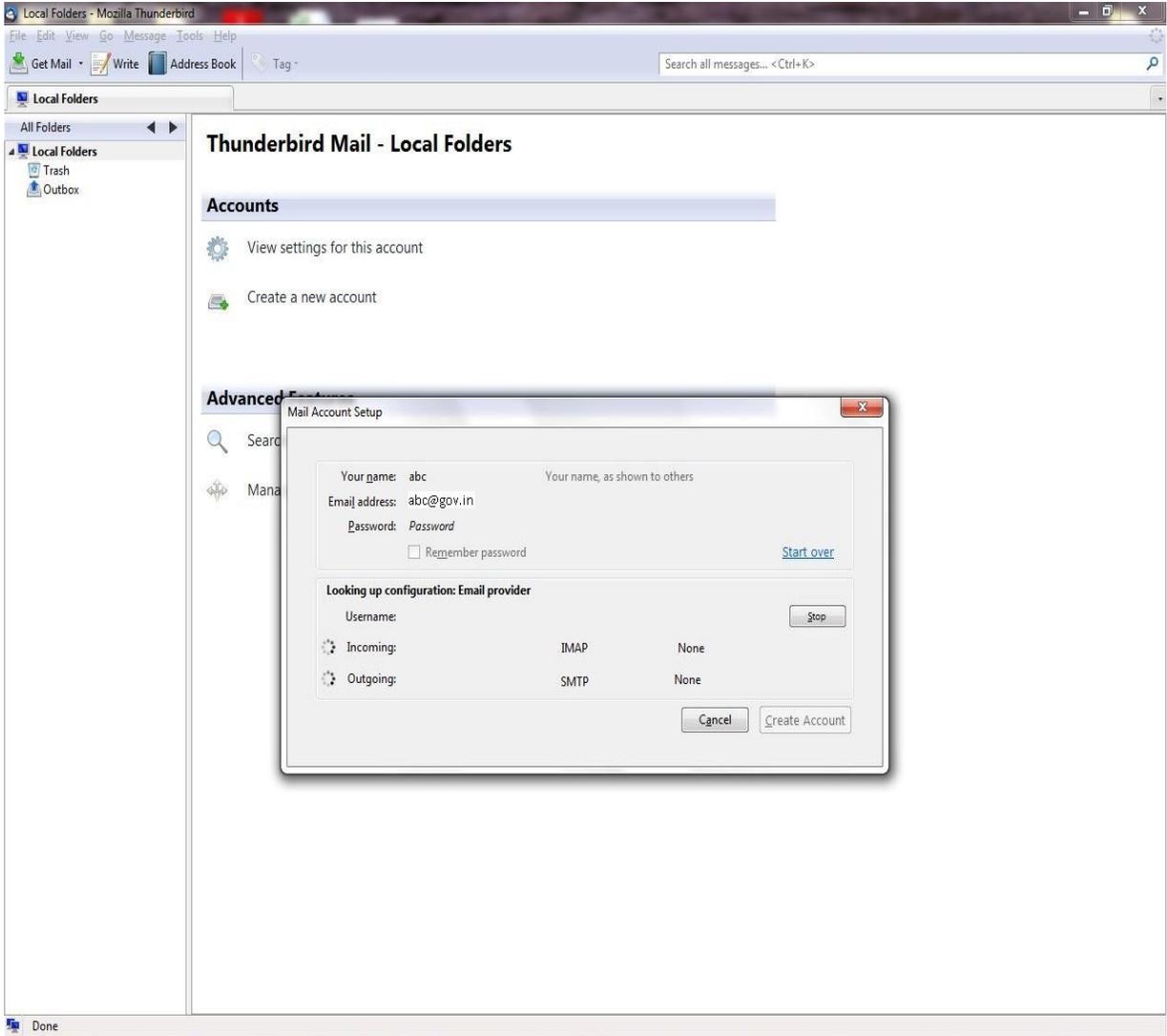
7. After resolving details the same will appear as shown below:
8. Press **Edit Button** to continue (For IMAP).
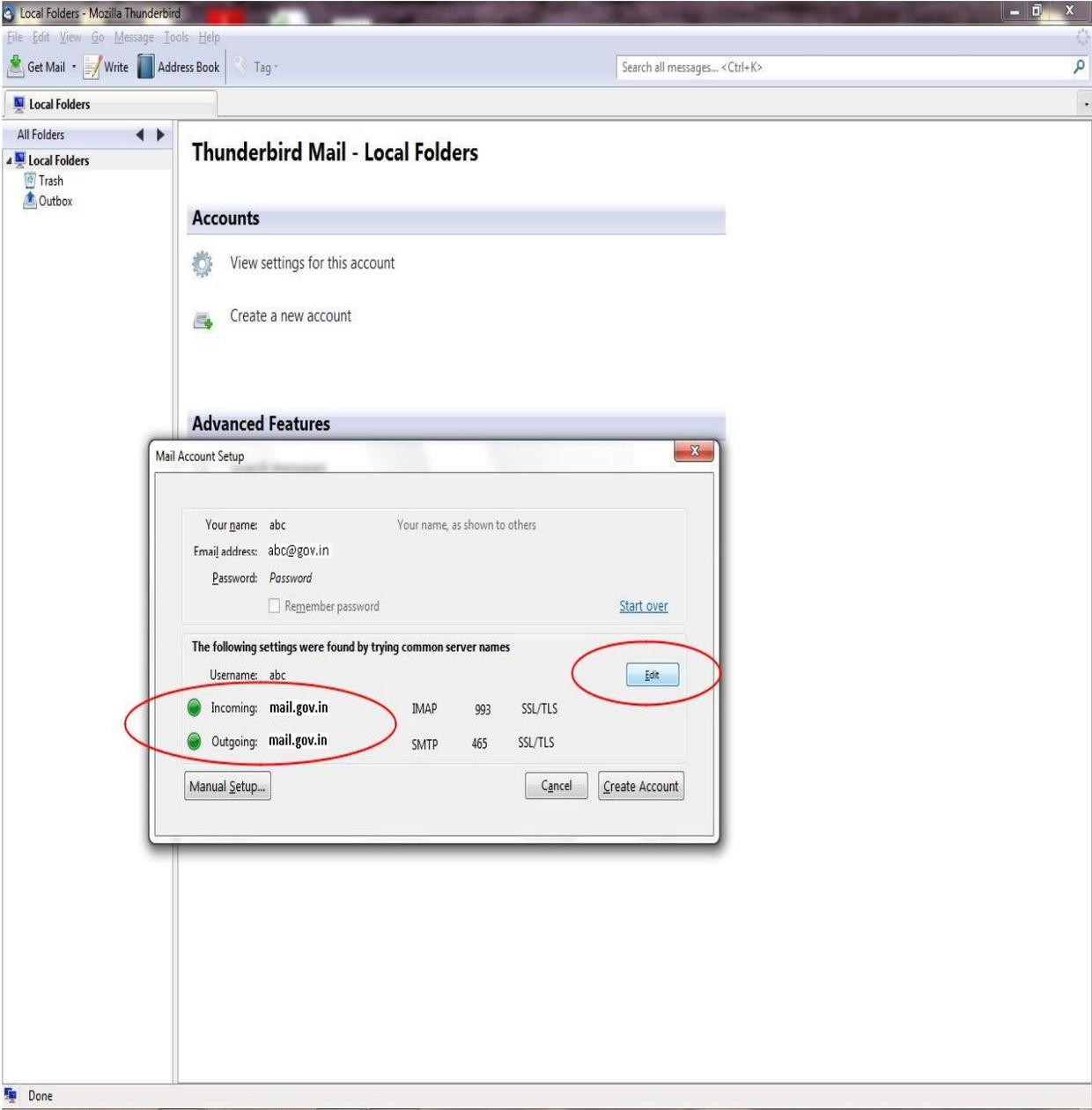
9. After clicking Manual Setup Button a new window will appear.

10. Now click on **Server Settings (On the left Side). Server Name: mail.gov.in**
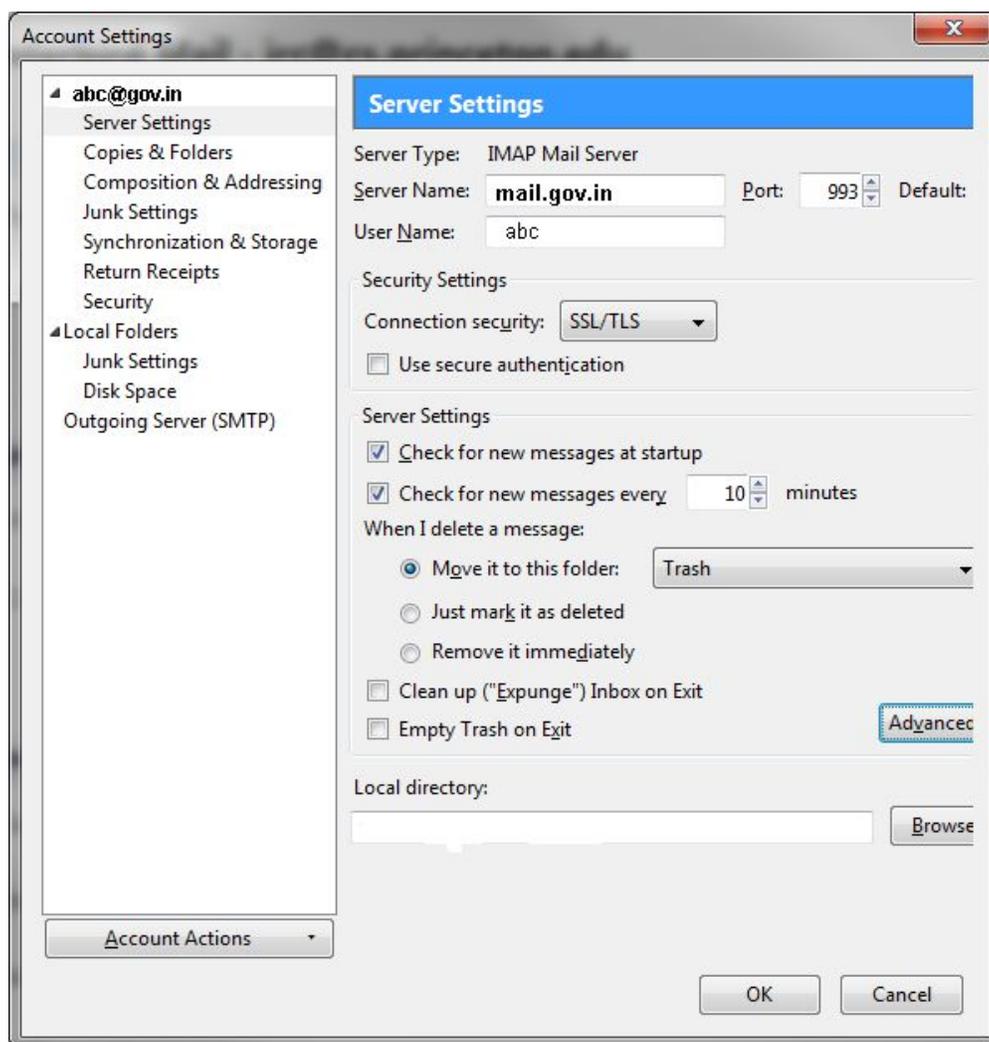
11. Now your mailbox is ready, **it will ask for your password now.**
12. After providing password it **starts downloading Data**
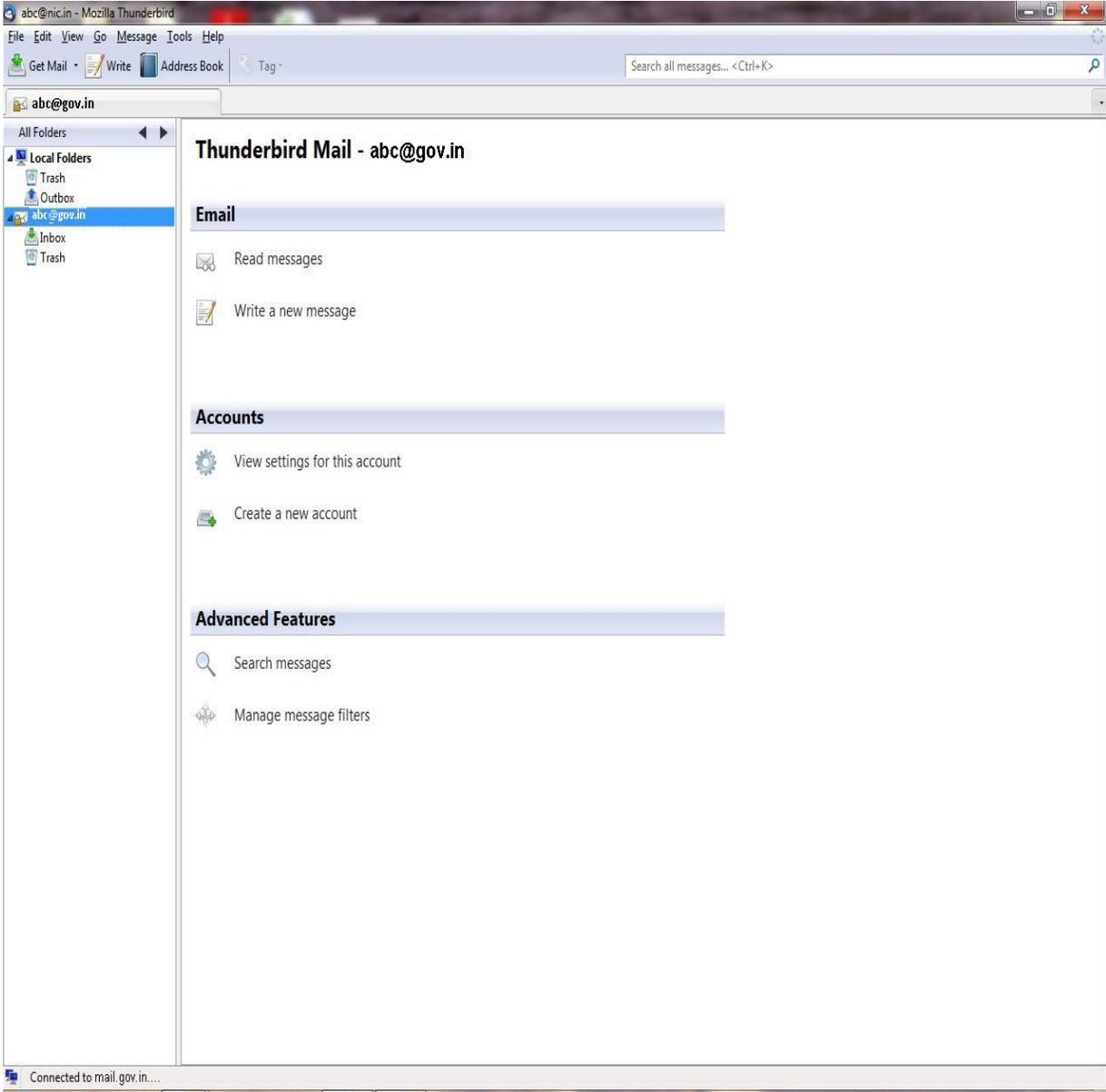
To set up your Outlook Express client (POP)

1. Open Outlook or Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**

   Click **Add**, and then click **Mail...**

Enter your name in the **Display name:** field, and click **Next**.

Enter your full NIC email address (abc@gov.in) in the **Email address:** field, and click **Next**

My incoming mail Server is a **POP3** Server.

Enter `mail.gov.in` in the **Incoming mail (POP3) server:** field.
Enter `mail.gov.in` in the **Outgoing mail (SMTP) server:** field.

Click **Next**

Enter your complete **uid:** in the **Account name:** field. Enter your email password in the **Password:** field (As per user choice), and click **Next**
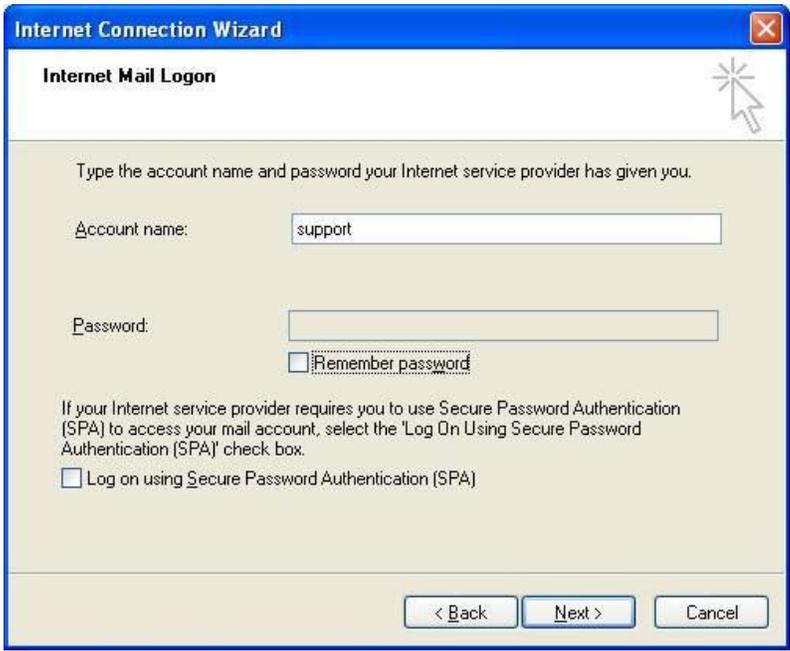
Click **Finish**

Highlight **mail.nic.in** under **Account**, and click **Properties**
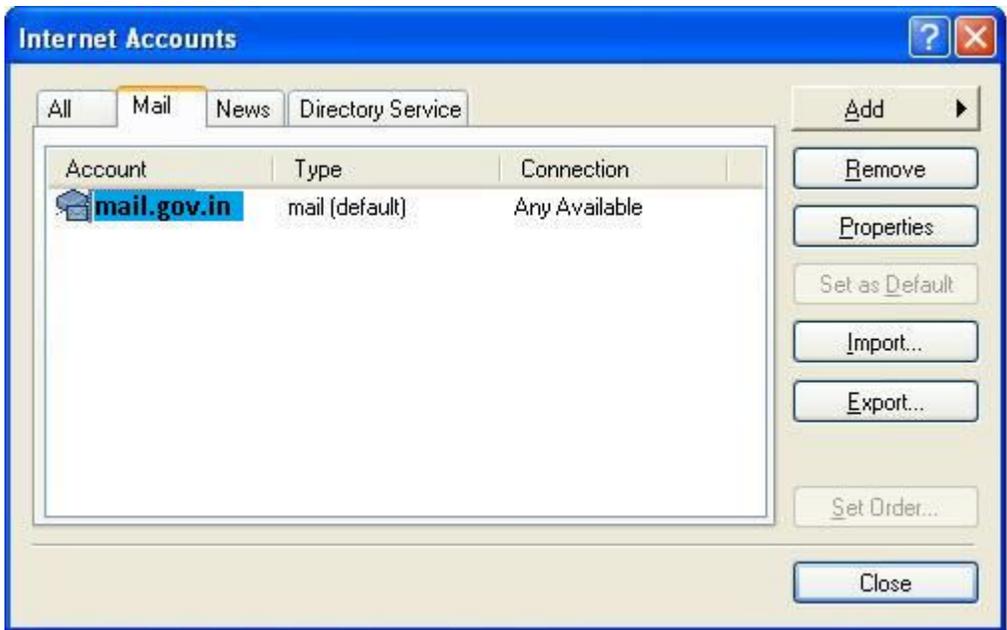
Click on General Tab

Check the box for "Include this account when receiving mail or synchronizing" Click OK

Go to the **Servers** tab, and check the box next to "**My server requires authentication**"

Incoming mail (POP3): **mail.gov.in**

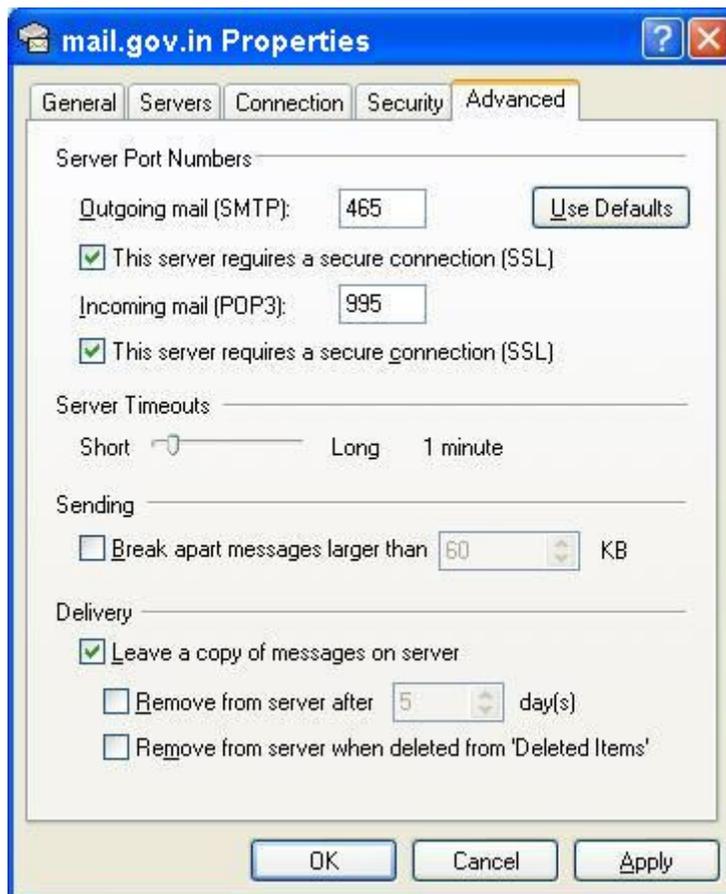Outgoing mail (SMTP): **mail.gov.in**

Click OK

Click on Advanced Tab

Enter 465 in the **Outgoing mail (SMTP):** field. Under **Outgoing Mail (SMTP)**, check the box next to "**This server requires a secure connection (SSL)"**.

Enter 995 in the **Incoming mail (POP3):** field.Under **Incoming mail (POP3)**, check the box next to "**This server requires a secure connection (SSL)"**.

Click the check box for **"Leave a copy of Messages on Server"**

Click on OK