# 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 (<u>its@bis.gov.in</u>) 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

# CONTENTS

- 1. Outlook Express (IMAP)
- 2. Microsoft Outlook (IMAP)
- 3. Eudora (IMAP)
- 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 "<u>support@gov.in</u>".



## 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...

ternet Accounts	;		? 🛿	3
All Mail N	ews Directory Serv	ice	<u>Add</u>	Mail
Account Type Connection		<u>R</u> emove	News Directory Service	
			Properties	
			Set as <u>D</u> efault	
			Import	
			Export	X
			<u>S</u> et Order	
			Close	

nicemail	NESSAGING SERVICES FROM NATIONAL INFORMATICS CENTRE	8

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

ernet Connection Wiz	ard
Your Name	×
When you send e-mail, j Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
<u>D</u> isplay name:	Support For example: John Smith
	< <u>Back</u> <u>N</u> ext > Cancel



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

iternet Connection Wiza	rd	×
Internet E-mail Address		×
Your e-mail address is the	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	support@gov.in	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > C	ancel

W.



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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.

×
Cancel

Click Next

21 VER.6.0	NESSAGING SERVICES FROM NATIONAL INFORMATICS CENTRE

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

nternet Mail Logon		米
Type the account nan	ne and password your Internet service provider has given you.	
Account name:	support	
Password:	Remember nassword	
If your Internet service p (SPA) to access your ma Authentication (SPA)' ch	rovider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password neck box.	
	Password Authentication (SPA)	
Log on using <u>S</u> ecure		

#### Click Finish

nicem

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

	ws Directory Service		<u>Add</u>
Account	Туре	Connection	<u>R</u> emove
amail.gov.in	mail (default)	Any Available	Properties
			Set as <u>D</u> efaul
			Import
			Export
			Set Order



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

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Incoming mail (IMAP): mail.gov.in

Outgoing mail (SMTP): mail.gov.in

ieneral Servers <u>Cor</u> Server Information — <u>M</u> y incoming mail sel <u>I</u> ncoming mail (IMAP	rver is a	Security	Advanced	IMAP
Server Information — My incoming mail sei Incoming mail (IMAP	rverisa	IMAP		
<u>M</u> y incoming mail se Incoming mail (IMAP	rverisa	IMAP	0.000	
Incoming mail (IMAP	0.		server.	
	) ma	ail.gov.in		
Outgoing mail (SMT)	P): m	ail.gov.in		
Incoming Mail Server				
A <u>c</u> count name:	test			
Password:				
	F	lemember	pass <u>w</u> ord	
Log on using <u>S</u> ea	cure Pas	sword Auth	entication	
Outgoing Mail Server	-			
My server require	es auther	itication	S	ettings
L.	OK		Cancel	Apolu

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)**".

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

🗟 mail.	gov.in	Propertie	s		? 🛛
General	Servers	Connection	Security	Advanced	IMAP
Server <u>O</u> utg	Port Numb oing mail (	ers SMTP): 4	165		e Defaults
<b>⊡</b> T Incor	his server ming mail (	reguires a sec IMAP):	ure conne 193	ction (SSL)	
<b>⊡</b> T Server	his server Timeouts	requires a sec	ure <u>c</u> onne	ction (SSL)	
Shor Sendin	ı	Lo	ng 1n	ninute	
B	reak apart	messages ları	ger than [	50 🔅	КВ
-		01			

Click Apply and OK.



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### To set up your Microsoft Outlook Client (IMAP)

Open Microsoft Outlook

Click the Tools menu, Select Email Accounts





Select "Add a New Email Account "

E-mail Accounts	
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.
	E-mail
	<ul> <li>Add a new <u>e-mail account</u></li> <li>View or change existing e-mail accounts</li> <li>Directory</li> <li>Add a new <u>directory or address book</u></li> <li>View or change existing directories or address books</li> </ul>
	< Back Next > Close

Click NEXT

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

#### Select IMAP

E-mail Accounts	×
<b>Server Type</b> You can choose the type of server your new e-mail account will work with.	×
C Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
Connect to a POP3 e-mail server to download your e-mail.  IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	

**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** 

E-mail Account	S		
Internet E-m Each of the	ail Settings (IMAP) ese settings are required to g	get your e-mail account working.	芯
User Informat	ion	Server Information	
Your Name:	Support	Incoming mail server (IMAP):	mail.gov.in
<u>E</u> -mail Address:	support@gov.in	<u>O</u> utgoing mail server (SMTP):	mail.gov.in
Logon Informa	ation		
<u>U</u> ser Name:	support		
<u>P</u> assword:	*******		
	Remember password		
Log on using Authenticatio	Secure Password n (SPA)		More Settings
		< <u>B</u> ack	Next > Cancel



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**.

General	Outgoing Server	Connection	Advanced
Му	outgoing server (SN	MTP) requires	authentication
٥L	se same settings a:	s my incoming	mail server
OL	og on using		
L	Jser <u>N</u> ame:		
E	assword:		
	Log on using Sec	ure Password	Authentication (SPA)
OL	_]Log on using ≦ec og on to incoming r	ail server bef	Authentication (SPA) ore sending mail

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.

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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
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.

🍞 Eudora - [In]	of the other states of the local division of	
🌍 File Edit Mailbox Messa	age Transfer Special Tools Window Help	
1 78 8	Filters Filter Report	🔯 🛷 💰 🛐 Search Web 🗸
	• 🗘 🌁 🧳 Label 🕴 Mailboxes	🖉 🖳 🕽 🌌 Subject
<ul> <li>Eudora</li> <li>W In</li> <li>W Out</li> <li>W Junk</li> <li>W Trash</li> <li>→ Recent</li> <li>W Trash</li> <li>W Out</li> <li>W Out</li> <li>In</li> </ul>	File Browser Stationery Signatures Personalities Task Status Task Status Task Errors Address Book Ctrl+L Directory Services Ctrl+Y	<u>n 2 ∳</u> Test 1 Eu
	Link History Statistics Reset Tools 1/1K/9K C From: Avishek <mar Subject: Test 1 Eu To: manav.a@nic.in</mar 	
	test	

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Then go to the Category Getting Started on the Left Hand Side

egory:	_		
24	*	<u>R</u> eal name:	
		ABCD	
Getting Started	-	Email <u>a</u> ddress:	
~		abcd@gov.in	
Checking Mail		Mail Server (Incoming):	
2		mail.gov.in	
Incoming Mail		User Name:	
		abcd	
Sending Mail		SMTP Server (Outgoing):	
· •		mail.gov.in	
Composing Mail		Allow authentication	
Internet Dialup	+	OK Cancel	Help

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

egory:			
50	*	<u>M</u> ail Server:	
		mail.gov.in	
Getting Started		User Name:	
2		abcd	
Checking Mail		Check for mail every 0 minute(s) Don't check without a network connection Don't check when using battery Secure Sockets when Receiving Required, Alternate Port Last SSL Info	
<b>N</b>			

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

10.0				
- Ph I		100	- T I	VED 6
	6		9 H	Vicn. M.

Then go to the Category Incoming Mail on the Left Hand Side

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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

egory:		]	
50	*	Email address:	
		abcd@gov.in	
Getting Started	III	Domain to add to unqualified addresses:	
Checking Mail		SMTP server:	
9		mail.gov.in	
Incoming Mail		SMTP Relay Personality: None	
		Allow authentication           Immediate send	
Sending Mail		Send on check	
۹.		Use submission port (587) Secure Sockets when Sending	
Composing Mail		Required, Alternate Port 🔹 🛓	

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**

Cocal Folders - Mozilla Thunderb	ird		
<u>File Edit View Go M</u> essage <u>T</u>	ools <u>H</u> elp		
🖄 Get Mail 🔹 📝 Write 📗 Ad	ldress Book Tag -	Search all messages <ctrl+k></ctrl+k>	J.
	1		
Local Folders      Trash      Outbox	Thunderbird Mail - Local Folders		
	Accounts		
	View settings for this account		
	Create a new account		
	Advanced Features		
	Q Search messages		
	Manage message filters		
	www.wanagemessagemens		
Done			
🔊 🛃 🔞	@		<ul> <li>▲ 10.12-2010</li> </ul>



- 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** 

<u>File Edit View Go Message To</u>	ols <u>H</u> elp		
📥 Get Mail 🔹 📝 Write 📗 Add	Iress Book 💦 Tag -	Search all messages <ctrl+k></ctrl+k>	۶
Victorial Folders			
All Folders	Thunderbird Mail - Local Folders		
	Accounts          View settings for this account         Create a new account		
	Advanced Mail Account Setup Searc Mana Your game: abc Email address: abc@gov.in Password Remember password	aame, as shown to others Cancel Continue	



6. After pressing **Continue Button** it will **automatically resolve server details** (From this stage onwards it will require internet connectivity)

cal Folders - Mozilla Thunderbird Edit View Go Message Tools	s Help		And the second			
Get Mail 🔹 📝 Write 📗 Addres	ss Book		Search all messages <ctrl+k< th=""><th>&gt;</th></ctrl+k<>	>		
.ocal Folders						
Folders	Thunderb	ird Mail - Local Folders				
Outbox	Accounts					
	alt					
	View set	tings for this account				
	📇 Create a	new account				
	Advanced	- A		x		
	Searc	all Account Setup				
	Mana	Your pamer also	name as shown to others			
		Email address: abc@gov.in	name, as snown to others			
		Password: Password				
		Remember password	<u>Start</u>	over		
		Looking up configuration: Email provider				
		Username:		<u>5</u> top		
		🗘 Incoming: I	MAP None			
		🔅 Outgoing: S	MTP None			
			Cancel Create A	ccount		
			X 3X 201			
	<u> </u>					



- 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

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	Jerver Jerungs
Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	Server Type:       IMAP Mail Server         Server Name:       mail.gov.in       Port:       993 ♥ Default         User Name:       abc       Security Settings         Connection security:       SSL/TLS       Image: SSL/TLS         Image: Use secure authentication       Server Settings         Image: Qeck for new messages at startup       Image: Check for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes       When I delete a message:         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages every       10 ♥ minutes         Image: Qeck for new messages       Image: Qeck for new message         Image: Qeck for new messages       Image: Qeck for new message         Image: Qeck for new messages       Image: Qeck for new message         Image: Qeck for new message       Image: Qeck for new message         Image: Qeck for new message: Qeck for new message       Image: Qeck for new message         Image: Qeck for new message: Qeck for new message       Image: Qeck for new m
Account Actions +	



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- 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)

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

Click Add, and then click Mail...

ternet Accounts	5		? 🛛	
All Mail N	ews Directory Serv	ice	<u></u> dd →	Mail
Account	Туре	Connection		News Directory Service
			Properties	
			Set as <u>D</u> efault	
			Import	
			Export	1
			Set Order	
			Close	

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

ernet Connection Wiz	ard
Your Name	×
When you send e-mail, j Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
<u>D</u> isplay name:	Support For example: John Smith
	< <u>B</u> ack <u>N</u> ext> Cancel

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

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ternet Connection Wiza	urd	D
Internet E-mail Address		米
Your e-mail address is th	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	support@gov.in	
	For example: someone@microsoft.com	
	< Back Next > C	ancel

WY.



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.

ernet Connection Wizard	
E-mail Server Names	X
My incoming mail server is a POP3 verver.	
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

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

nternet Mail Logon		米
Type the account nan	e and password your Internet service provider has given you.	
Account name:	support	
Password:		
If your Internet service p (SPA) to access your ma	rovider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password leck box.	
Authentication (SPA) cr	Password Authentication (SPA)	
Authentication (SPA) or		

#### Click Finish

Highlight mail.nic.in under Account, and click Properties

	ews Directory Service		Add
Account	Туре	Connection	<u>R</u> emove
amail.gov.in	mail (default)	Any Available	Properties
			Set as <u>D</u> efaul
			Import
			Export
			Set Order

Click on General Tab

eneral	Comment	Constanting	Caractin	له و مرد الله ه	INAND .
eneral	Servers	Lonnection	Security	Advanced	IMAP
Mail Ac	count —				
~	S Typet	he name by w	hich vou w	ould like to re	fer to these
	server	s. For example	e: "Work" (	or "Microsoft	Mail
-	Server				
ma	il.gov.in				
User In	formation				
Nam	e'	Test			
<u>14</u> am	с.	1030			
<u>O</u> rga	nization:	-			
E- <u>m</u> a	il address:	test@gov	.in		
Benli	u address:				
перд	duarces.				
Incl	ude this ad	count when r	eceiving m	ail or synchro	nizing

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

nicemail VER. 6.0

Go to the  ${\it Servers}$  tab, and check the box next to "My  ${\it server}$  requires authentication"

Incoming mail (POP3): mail.gov.in

Outgoing mail (SMTP): mail.gov.in

General	Servers	Conne	ction	Secur	ity /	Advan	ced	
Server	Information							
<u>M</u> y in	ncoming m	ail serve	risa	POP3		serve	٢.	
<u>I</u> nco	ming mail (	POP3):	ma	il.gov	.in			
O <u>u</u> tg	joing mail (	SMTP):	ma	il.gov	.in			
Incomir	ng Mail Sei	ver						
Acc	ount name:		supp	port				1
<u>P</u> ass	word:							
			B	ememb	er pa	no <u>w</u> oro	ł	
	.og on usin	g <u>S</u> ecur	e Pass	sword A	uther	nticatio	n	
Outgoir	ng Mail Sei	ver						
<b>V</b>	ly ser <u>v</u> er re	equires a	uthen	lication			Set	tings

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"

🗟 mail.gov.in Properties 🛛 🛛 🛜	×
General Servers Connection Security Advanced	
Server Port Numbers	-
Qutgoing mail (SMTP): 465 Use Defaults	)
This server reguires a secure connection (SSL)	
Incoming mail (POP3): 995	
This server requires a secure <u>c</u> onnection (SSL)	
Server Timeouts	
Short 🐨 Long 1 minute	
Sending	
Break apart messages larger than 60 🔅 KB	
Delivery	
Leave a copy of messages on server	
■ <u>R</u> emove from server after 5 day(s)	
Remove from server when deleted from 'Deleted Items'	
OK Cancel Apply	5

Click on OK