

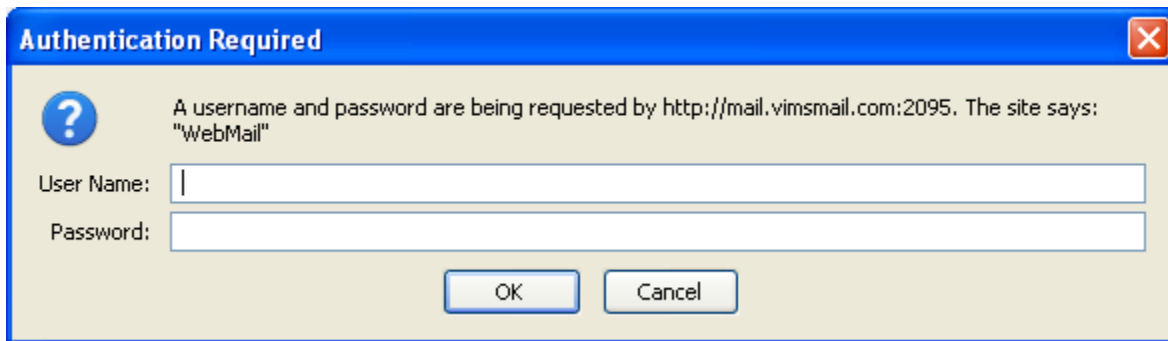
# Vimsmail / Vimsweb Mail

## Instruction for new user

1. If you are a student/parent, type the url <http://www.vimswebmail.com> in your internet browser, the below window appears.

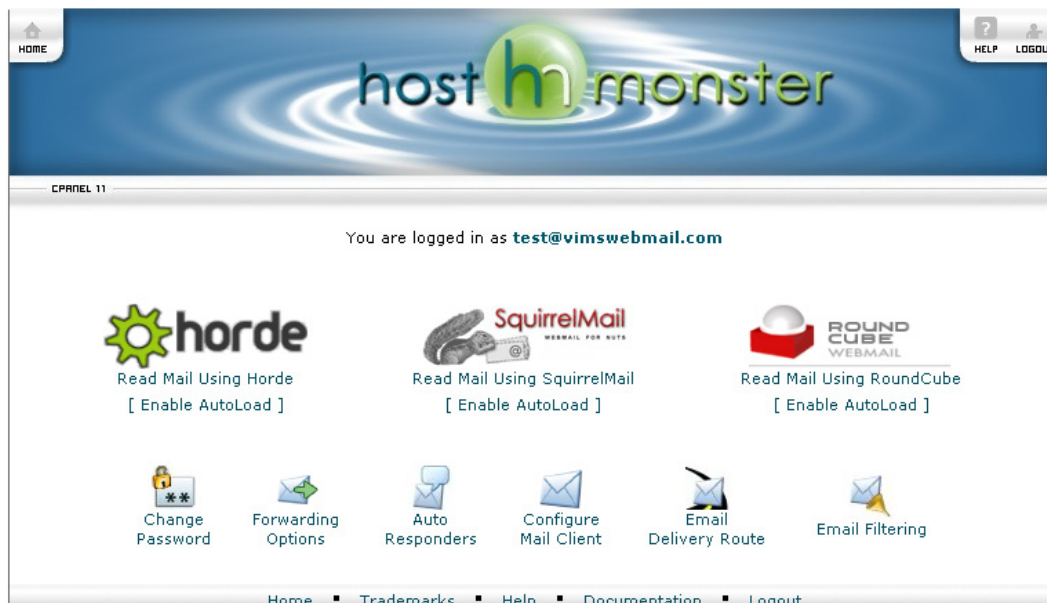
**or**

If you are a faculty/college staff, type the url <http://mail.vimsmail.com> in your internet browser, the window appears



**Figure: Vimsmail and Vimswebmail login screen**


2. Enter User Name and Password, click on OK. The below screen appears



**Figure: Main Screen**

## Change Password

First Change your password to continue with webmail.

1. Click on  (Change password) icon in main window, it takes you to below screen



CPANEL 11

**Change Mail Account Settings**

Changing password for **test@vimswebmail.com**

New Password:

Password Strength:  
Very Weak (8/100)

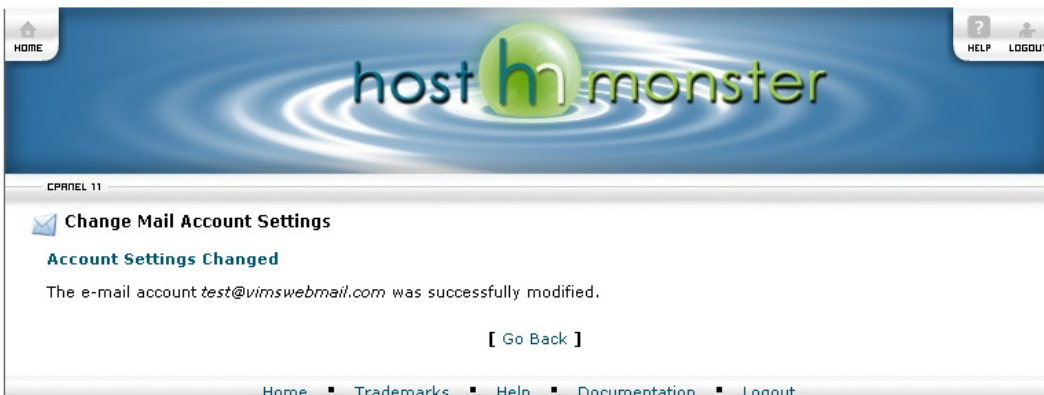
Password (Again):

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**Figure: Change Password Screen**

2. Enter your New Password and retype it to confirm.
3. Click on Change button, the window will appear



CPANEL 11

**Change Mail Account Settings**

**Account Settings Changed**

The e-mail account **test@vimswebmail.com** was successfully modified.

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**Figure: Change Password Confirmation Screen**

4. Click on Go Back button to login once again with new password.
5. Main screen will appear

6. Click on Horde  icon, the below screen appears



Figure: Welcome Screen

7. Click on Login to enter in to mail screen

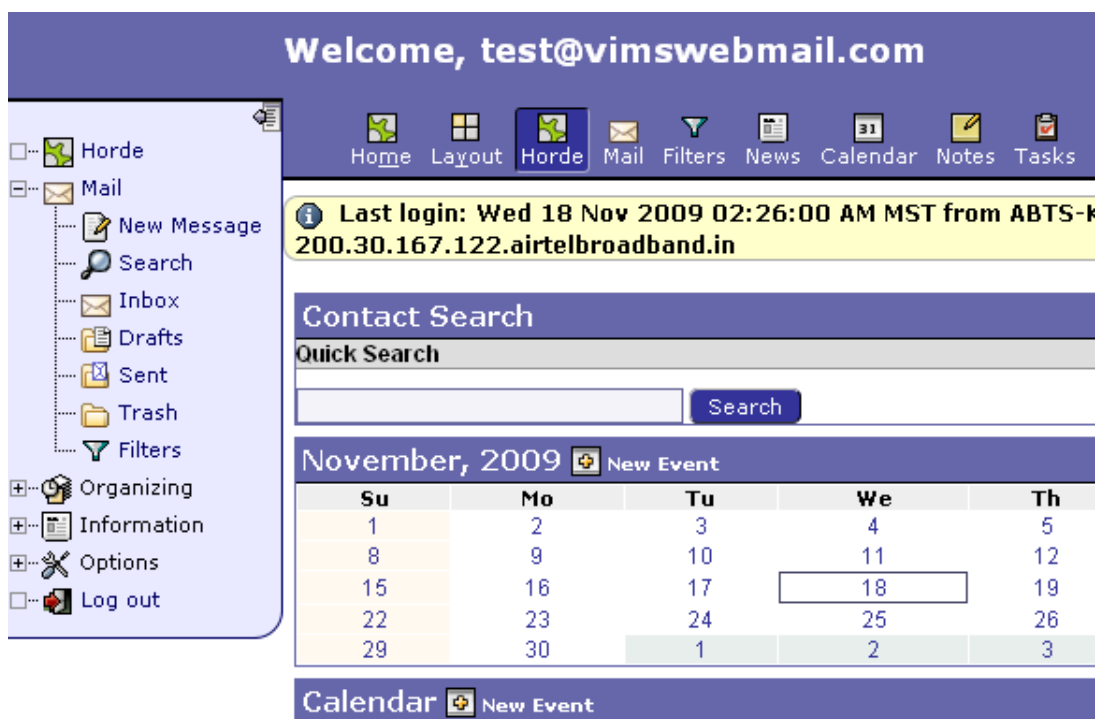


Figure: Mail Screen

8. Now you can start working on your mail.