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

   ![Vimsmail and Vimswebmail login screen](image1)

   Figure: Vimsmail and Vimswebmail login screen

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

   ![Main Screen](image2)

   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

![Change Password Screen](image1)

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

![Change Password Confirmation Screen](image2)

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

![Welcome to Horde](image1)

Language: English (American)  
Log in

Figure: Welcome Screen

7. Click on Login to enter in to mail screen

![Welcome, test@vimswebmail.com](image2)

Figure: Mail Screen

8. Now you can start working on your mail.