

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

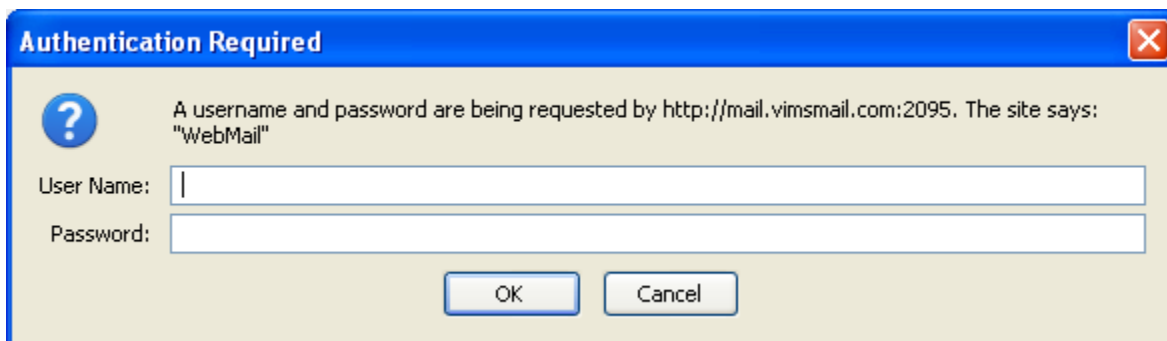


Figure: Vimsmail and Vimswebmail login screen

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



Figure: Change Password Screen

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

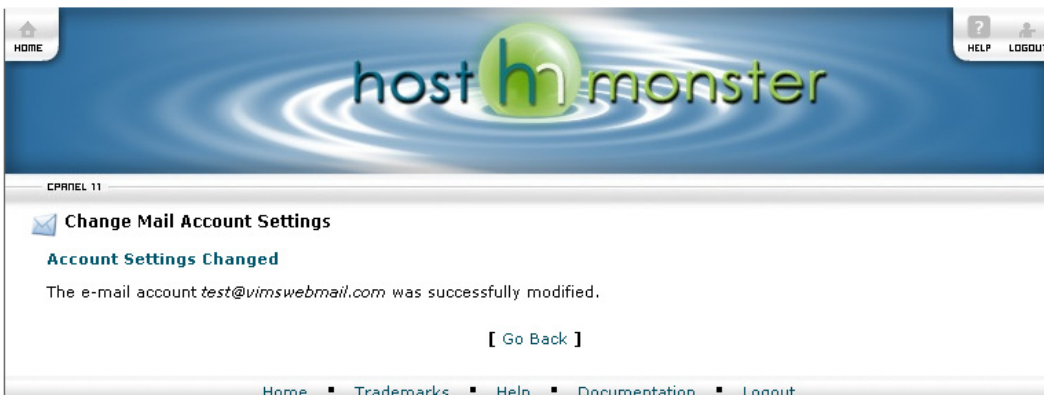


Figure: Change Password Confirmation Screen

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

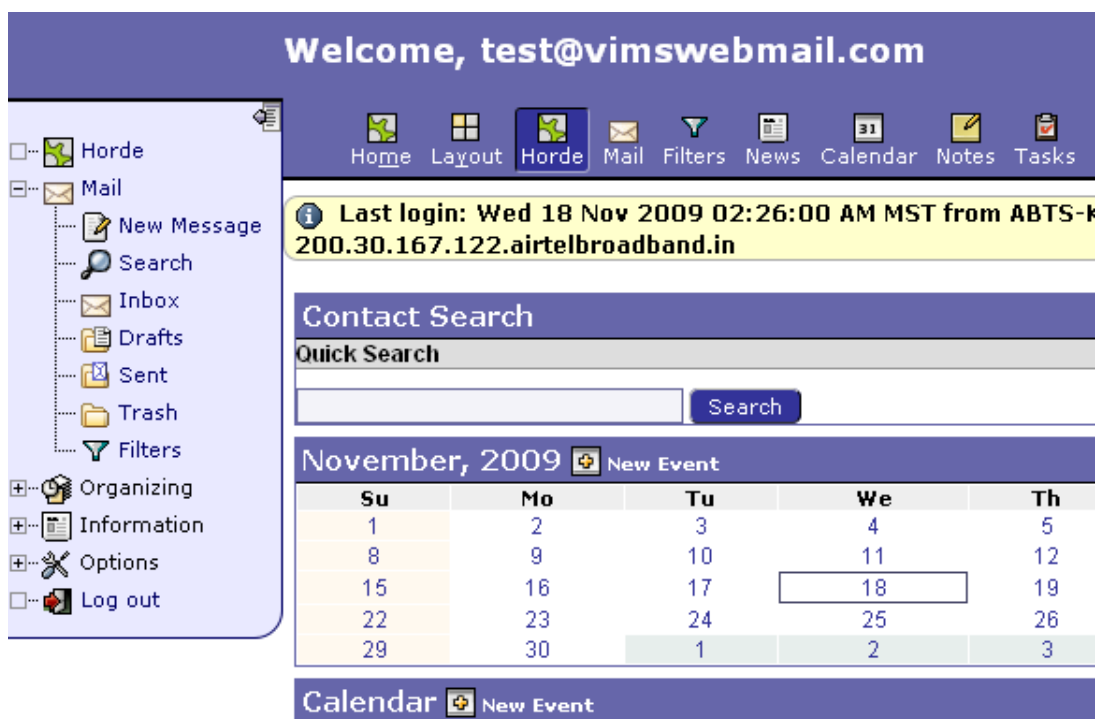


Figure: Mail Screen

8. Now you can start working on your mail.