



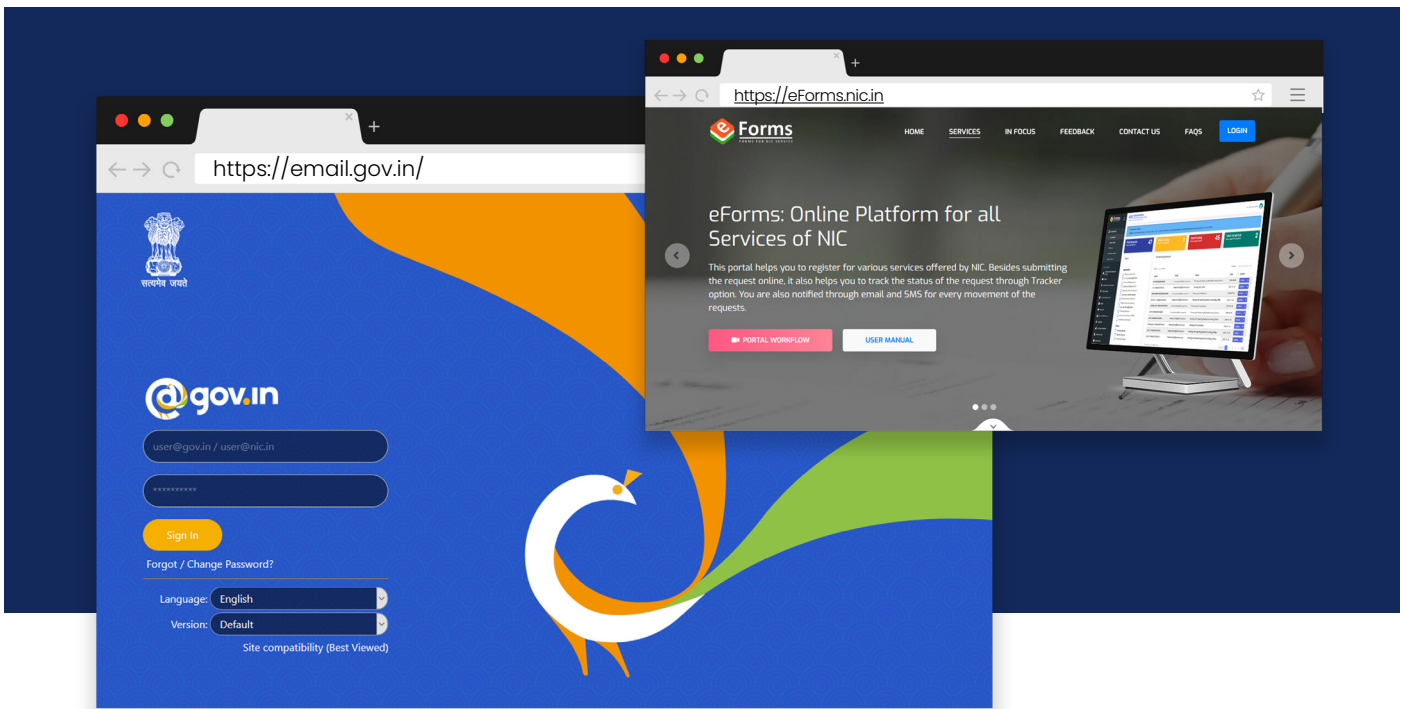
GOVERNMENT E-MAIL SIAM DAN

Issued by.

***Department of Information &
Communication Technology***

Government of Mizoram

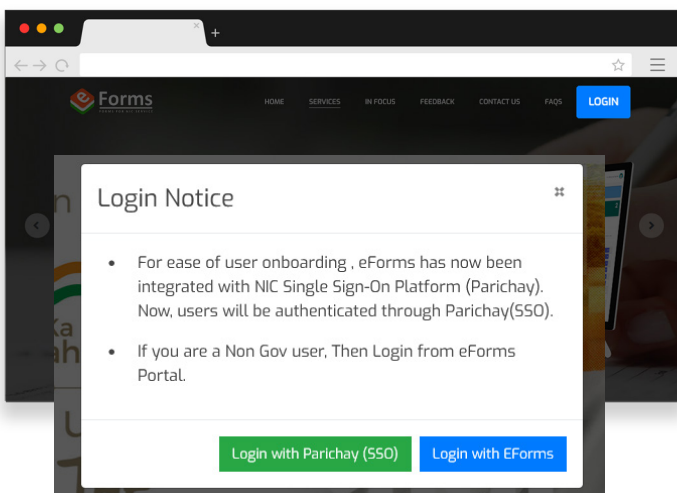




Government e-Mail siam tur hian thiltih tur pali (4) a awm a:

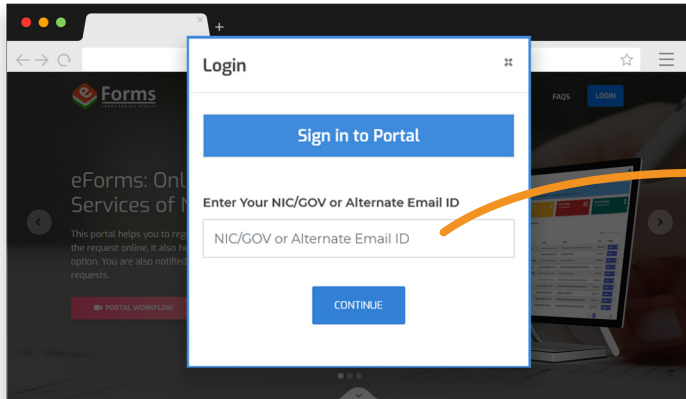
1. e-Forms portal-ah profile register phawt tur a ni.
2. e-Forms portal-ah profile siam zawhah e-Mail application tehluh leh tur.
3. e-Mail application approve a nih hnua Mobile-ah e-Mail ID leh Password a lo thleng.
4. e-Mail portal atangin e-Mail hman zui tur a ni.

01 E-FORMS PORTAL-A PROFILE REGISTER DAN



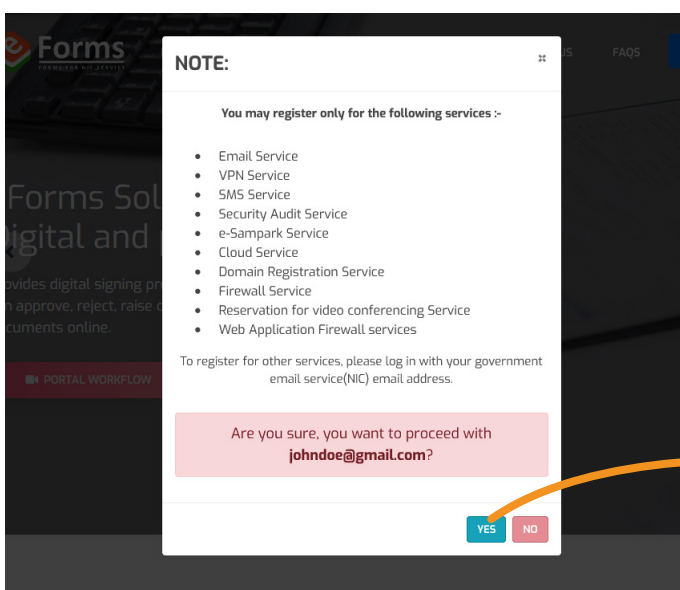
- a) A hmasa berah chuan kan Web Browser atangin <https://eForms.nic.in> ah luh tur a ni.
- b) e-Forms home page a lo lang ang.
- c) A chung kil sir dinglamah 'Login' button a lo lang ang a, chu chu click tur a ni.
- d) Login with EForms hi click ang che.

- d) **'Sign in to Portal'** tih lo langah hian Alternate e-Mail (Gmail ID emaw, email ID dang) kan neih sa chhut luh tur a ni.



- e) **'You may register only for the following Service'** tih a lo lang anga, **'YES'** tih click leh tur a ni a. Sign in to Portal lo lang lehin Mobile Number chhut luhna tur a lo awm ang a. Kan Mobile Number hman lai ngei type luh tur a ni.

Heta e-mail ID leh Mobile Number ah hian OTP a rawn thleng down a ni.



f) Verify OTP Details tih a lo langah kan e-Mail/Mobile Phone-a OTP lo thleng kha chhutluh leh tur a ni. A mal pawhin a type luh theih a, a pahnih pawhin a type luh theih a ni.

OTP chhutluh zawhah '**Continue**' tih click tur a ni.

g) '**Personal Details**' fill-up dawnin hengte hi hriat tur a ni:

- i. Star (*) Mark te fill-up ngei ngei a ngai a, star mark (*) lo chu fill-up kher a ngai lo.
- ii. User Name-ah e-Mail diltu service book-a hming ziah angin ziah tur a ni.
- iii. Employee Code hi Mizoram sawrkarin kan neih loh avangin fill-up a ngai lo.

Hriat Ngai: OTP hi Minute 30 a valid a ni.

Hemi Fill up zawh hian **Continue** tih click hnuah Organisational Info Fill up na tur a lo lang leh ang.

h) 'Organisational Info' fill-up dawnin hengte hi hriat tur a ni:

- i. **Department**-ah hian kan awmna Department thlan tur a lo awm loh chuan Mizoram Sawrkar hnuai thawk tan chuan **Govt. of Mizoram** thlan mai theih a ni a. Project/Scheme bikah chuan **Others** thlangin a hnuai thiah ziahna a lo awm ang.

- ii. **Reporting/Nodal/forwarding officer email:** Tun atan chuan ICT Department Nodal Officer, Pu Lalengzuala e-Mail ID (lalengzuala.86@gov.in) hi hman rih mai ni se. He e-Mail ID chhut loh zawhah hian a system hian automatic-in Officer Name, etc. chu a rawn dahkhat nghal a ni.

Organisational Info Page hi kan fill-up zawh chuan **Submit Button** a hnuai awm kan **Click** ang.

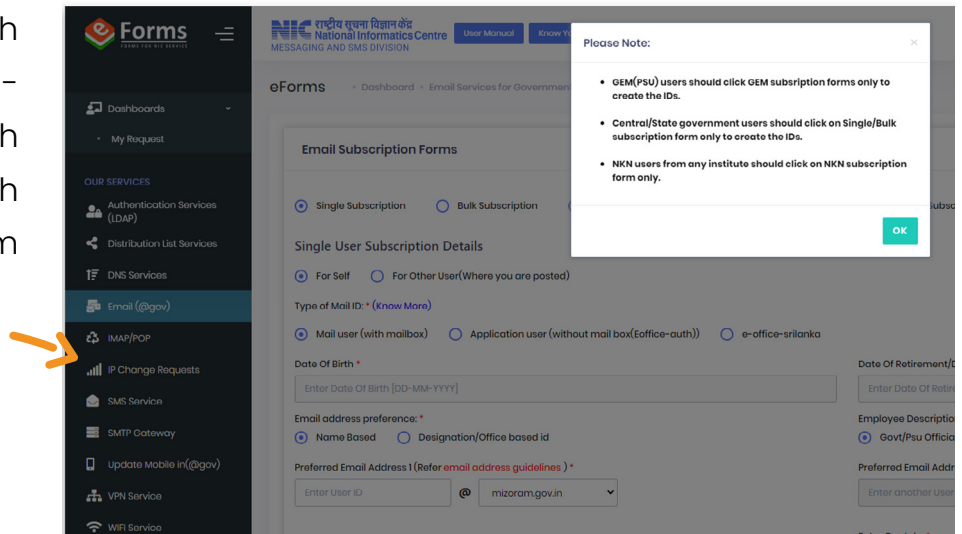
- i) **Submit** kan click hian SMS/e-Mail **OTP** min rawn dil leh ang a. **e-Mail** emaw, **Mobile Phone** atanga OTP kan dawn sa kha (Minute 30 a la ral loh chuan) hman leh mai tur a ni.

Ti khian e-Forms-a registration process chu a zo a ni.

02

E-FORMS PORTAL-A E-MAIL APPLICATION TEHLUH DAN

A chung a kan sawi te kan tih zawh khian e-forms Dashboard a lo lang ang a. Hetah hian e-Mail dilna vei lamah e-mail (@gov.in) a lo awm a, click tur a ni.



The screenshot shows the 'Email Subscription Forms' form in the eForms portal. The form is titled 'Email Subscription Forms' and has several sections:

- Subscription Type:** Radio buttons for 'Single Subscription', 'Bulk Subscription', 'NKN Single Subscription', 'NKN Bulk Subscription', 'GEM Subscription', 'Email Activate', and 'Email De-Activate'.
- Single User Subscription Details:** Radio buttons for 'For Self' and 'For Other User(Where you are posted)'.
- Type of Mail ID:** Radio buttons for 'Mail user (with mailbox)', 'Application user (without mail box(office-auth))', and 'e-office-srilanka'.
- Date Of Birth:** Text input field with value '23-12-1975'.
- Date Of Retirement/Date of expiry:** Text input field with value '31-12-2037'.
- Email address preference:** Radio buttons for 'Name Based' and 'Designation/Office based id'.
- Employee Description:** Radio buttons for 'Govt/PSu Official', 'Consultant', and 'FMS Support Staffs'.
- Preferred Email Address 1:** Text input field with value 'dr.rengpuia@mizoram.gov.in' and a dropdown menu showing 'mizoram.gov.in'.
- Preferred Email Address 2:** Text input field with value 'rrengpuia@mizoram.gov.in' and a dropdown menu showing 'mizoram.gov.in'.
- Enter Captcha:** Text input field with value 'pJct5'.

At the bottom of the form, there is a 'Preview and Submit' button. The footer of the page contains logos for 'india.gov.in', 'PMINDIA', '@gov.in', 'Digital India', 'MY GOV', 'eGriidings', and 'Sampark'.

'e-Mail Subscription Forms' fill-up laiin hengte hi hriat tur a ni:

i. **Single Subscription** (mi pakhat tana e-Mail dilna) ni lo zawng fill-up duh kan awm a nih chuan e-Mail in-charge Offi-

cer, ICT Department te biak pawh ni se. An detail phok tawpah a awm e.

ii. Single Subscription duh tan chuan '**For Self**' leh '**Mail User (with Mailbox)**' tih thlan tur a ni.

a) 'Name based' leh 'Designation based' in e-Mail hi a dil theih ve ve a, hetiangin:

- i. **Name based** a kan dil chuan preference ID-ah e.g. **liana.ict** (hming leh dept inkarah hian dot dah ngei ngei a ngai) kan type ang preference hi pahnih a ngaih avangin e.g. **lianpuia.ict** tih kan type leh thei a ni. e-Mail ID-ah hian 'User Name' a tira kan ziah (service book a mi) ang bak hming (Eg: liantea) hman phal a ni lo.

Hetah hian Organised Service (Eg: MCS, MPS, MSS, etc.) tan chuan hetiang hian tih mai theih a ni- e.g. **liana.mss** te pawh a tih mai theih a ni. He email ah hian a suffixed ID chu **@mizoram.gov.in** a hi ID tur chu **liana.ict@mizoram.gov.in** a lo ni ang.

ii. Designation based a kan dil chuan preference ID-ah Designation leh Department thliar hran (separate) nan hyphen (-) hman ngei ngei tur (Eg: supdt-ict/ superintendent-ict) a ni. 1st & 2nd preference ID chu kan sawi ang format hian pek tur a ni.

- b) Hemi zawh hian **Captcha** hawrawp lo langte **Enter Captcha** tih Field ah enter in **Preview & Submit** click tur.
- c) Hemi zawh hian e-Mail dilna atana information kan chhutluh tawh zawng zawngte ennawn turin a rawn lang a, tih-sual kan neih pawhin **Edit** theih a ni ang a, **Edit** ngai a awm loh chuan Submit button click tur a ni.

The screenshot shows a web-based registration form for an email service. On the left is a dark sidebar with icons and text for various services: Email (@gov), IMAP/POP, IP Change Requests, SMS Service, SMTP Gateway, Update Mobile in (@gov), VPN Service, WiFi Service, Webcast Services, and EXTERNAL SERVICES (Cloud). The main form area is white with a light blue header. It contains several sections: 'Type of Mail ID' with a dropdown menu showing 'Mail user (with mailbox)'; 'Date of Birth' with a text input field containing '23-12-1975'; 'Email address preference' with radio buttons for 'Name Based' (selected) and 'Designation/Office based id'; 'Preferred Email Address' with a text input field containing 'dr.rengpuia'; 'Single User Subscription Details' with radio buttons for 'For Self' (selected) and 'For Other User (Where you are posted)'; 'Type of Mail ID' with radio buttons for 'Mail user (with mailbox)' (selected), 'Application user (without mail box (Eoffice-auth))', and 'e-office-srilanka'; 'Date of Birth' with a text input field containing '23-12-1975'; 'Date of Retirement/Date of expiry' with a text input field containing '31-12-2037'; 'Email address preference' with radio buttons for 'Name Based' (selected) and 'Designation/Office based id'; 'Employee Description' with radio buttons for 'Govt/Psu Official' (selected), 'Consultant', and 'FMS Support Staffs'; 'Preferred Email Address 1 (Refer email address guidelines)' with a text input field containing 'c lia@mizoram.gov.in'; and 'Preferred Email Address 2 (Refer email address guidelines)' with a text input field containing 're @mizoram.gov.in'. At the bottom, there is a checkbox for 'I agree to Terms and Conditions' which is checked, and three buttons: 'Edit' (green), 'Submit' (orange), and 'Close' (grey). The footer of the form reads 'Designed and Developed by Messaging Division NIC 2020 © eForms'.

d) **Submit button** click hnuah **Forwarding Officer** Details a lo lang a, 'YES' click in page dangah min hru-ai lut leh ang.

Reporting/Nodal/Forwarding Officer Details ✕

We are sending your request for approval to email address **(lalengzuala.86@gov.in)**

Name:	Lalengzuala Lalengzuala
Email:	lalengzuala.86@gov.in
Mobile:	+91XXXXXXXX219

Are you sure, you want to proceed?

No
Yes

e) Form Submission Type-ah **Proceed Online** tih thlan hnuin 'Final Submit' tih click tur a ni.

f) **Acknowledgement** a lo lang leh ang a. Kan **Application Registration number** a rawn lang ang a, chumi hnuah close mai tur a ni. Close hnuhian SMS hmangin notification e-Mail Application tehluttu number-ah a thleng nghal a ni.

Your form has been submitted ✕

Your form has been submitted and your Registration number is [SINGLEUSER-FORM202007010074](#).

You can use it to track your request. You can track your request using Track User

For any assistance, please contact on **1800-111-555** or mail us to servicedesk@nic.in.

Close

TIP: Acknowledgement Page kan close hnu hian My Request Page a lo lang ang a, a sir dinglamah Action tih drop-down button a lo awm a. Hemi click hian Generate Form a lo lang a. Chu chu kan click chuan kan Application kha PDF-in a in-download ang. He hi keimahni reference-ah kan dah tha thei a ni.

Khati khan e-Forms hmanga e-Mail Application chu a zo a ni.

The screenshot displays the e-Forms application interface. At the top, there is a navigation bar with the 'Forms' logo and a menu icon. Below this, a sidebar lists various services under 'OUR SERVICES' and 'EXTERNAL SERVICES'. The main content area features a dashboard with four key metrics: Total User Requests (0), Today's Pending Request (0), Total Pending Requests (0), and Total Completed Requests (0). Below these metrics, there are sections for 'General Filters' (showing 'No Request Available') and 'Total Pending Request' (showing 'No data available in table'). A table with columns for 'App Id', 'Email', 'Status', 'Date', and 'Actions' is present, but it is empty. The footer contains logos for 'india.gov.in', 'PMINDIA', '@gov.in', 'Digital India', 'ITY GOV', 'eGriidngs', and 'Sampark evs'. The page is titled 'Policies Under the E-Mail Service of the Government'.

03

E-MAIL APPLICATION APPROVE, MOBILE-AH E-MAIL ID LEH PASSWORD A THLENG

e-Forms hmanga e-Mail dilna submit-tuin SMS a dawn rualin Reporting/Forwarding Officer-in SMS leh e-Mail-ah notification a dawng ve nghal a. Chutiang a nih avang chuan Reporting/Forwarding officer hi e-Mail dilna thehluh a nih thu phone call hmanga hrih hriat kher a ngai lo a ni.

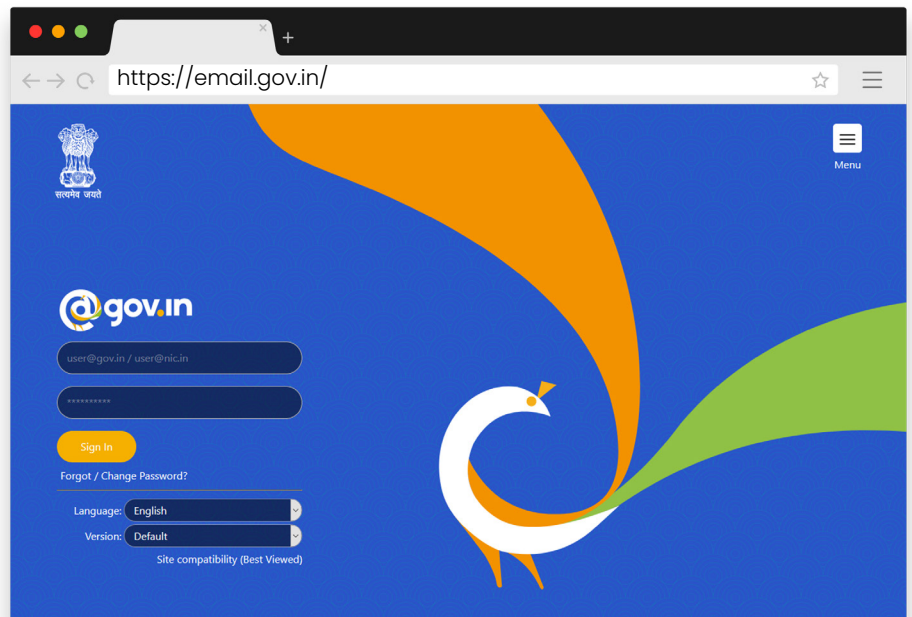
Reporting Officer-in e-Mail Application chu

a check hnuin a forward a, chu chu Delegated Admin (state government a mi ruat bik)-in a dawng leh a. Ani chuan NIC Headquarters, Delhi-ah forward lehin, aniin e-Mail hi an lo 'create' ta thin a ni.

e-Mail hi create a nih veleh a diltu hnenah **SMS-in e-Mail ID leh Password a thleng** a. Hei hi **chhinchhiah** tur a ni.

04 E-MAIL PORTAL & PASSWORD RESET

e-Mail check dawnin e-Mail portal <https://email.gov.in>-ah web browser hmanga check mai tur a ni.



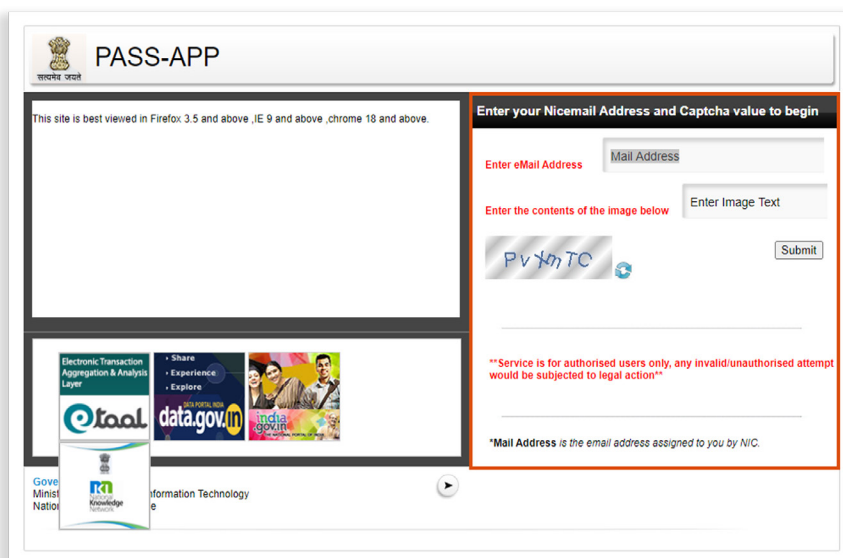
Government e-mail Password Reset/Recovery: Password theihnghilh emaw, thlak duh tan <https://passapp.email.gov.in>-ah web browser atanga lutin password hi thlak mai tur a ni.

i. **'Enter e-Mail Address'**-ah password kan reset/recover duh e-Mail ID kan chhu lut ang a, captcha lo lang ang kan chhutluh hnuin Submit button click tur a ni.

ii. Hemi hnu hian SMS-in mobile phone (e-Mail register nana hman ngei)-ah Random Number a thlang ang a, Pass-App page-a chhut luhna tur lo awmah chhutluh tur a ni.

iii. Chumi hnuah Password thar tur chhut luhna tur lo awmah password thar chhutluh mai tur a ni.

iv. Password-ah hian hawrawppui, hawrawpte, number leh special character a tel ngei ngei tur a ni.



Tutorial Video Government e-Mail siam dan tarlanna video clip siam a ni a, Youtube <https://youtu.be/Sh2lLxaJuHw>-ah hian en theih a ni e.

Harsatna kan neih chuan a hnuai ami te hian an tanpui thei che:

PU LALENGZUALA

Informatics Officer

e-Mail: lalengzuala.86@gov.in

Contact: +91-96121 70219

Nodal Officer

Role: Delegated Admin for Government of Mizoram e-Mail

PU LALNUNPUIA KAWLNI

Asst. Informatics Officer

e-Mail: kawlmi.ict@mizoram.gov.in

Contact: +91-98627 56066

Asst. Nodal Officer

Role: Reporting/Forwarding Officer for Government of Mizoram e-Mail