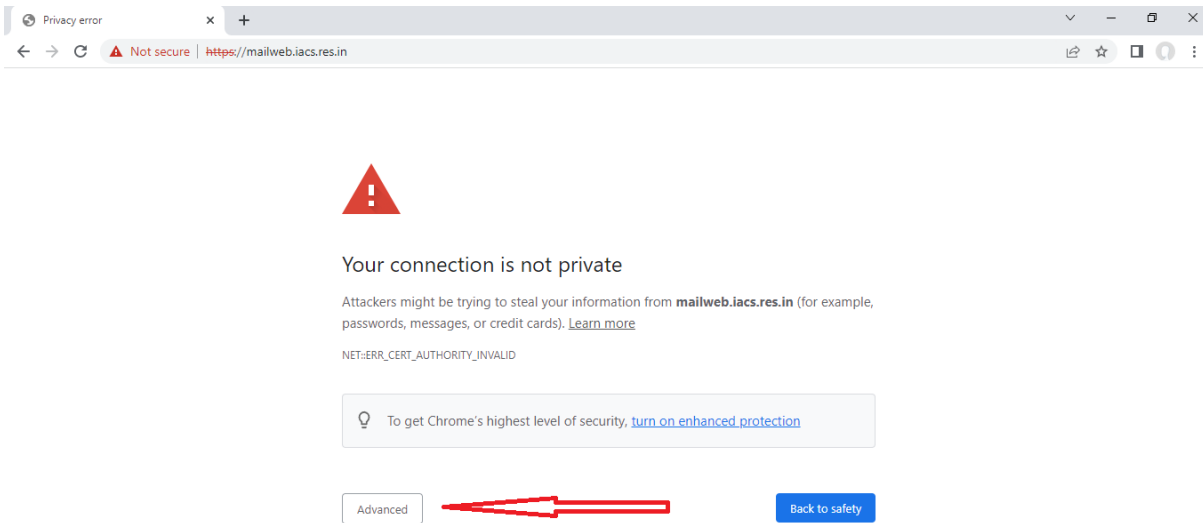
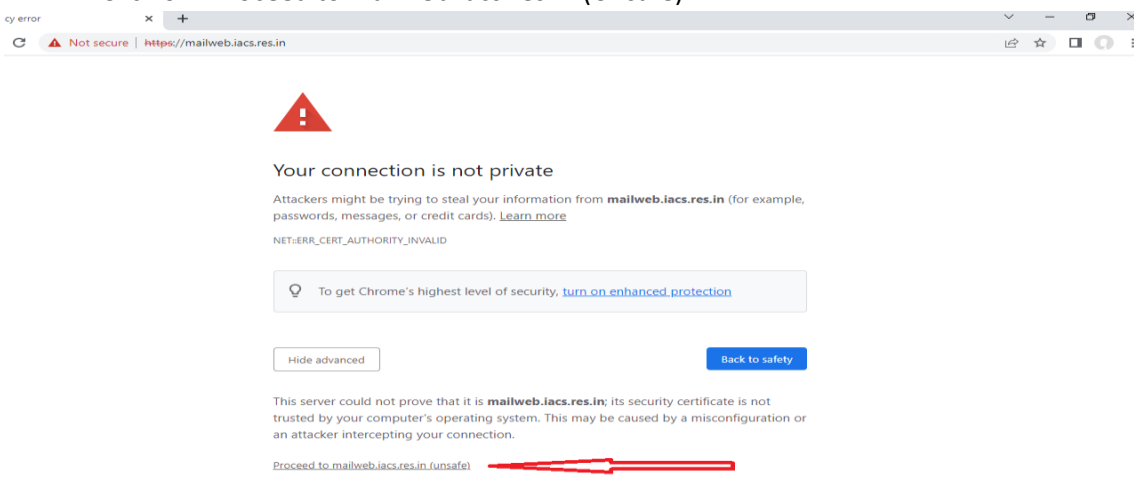


<https://mailweb.iacs.res.in/owa>

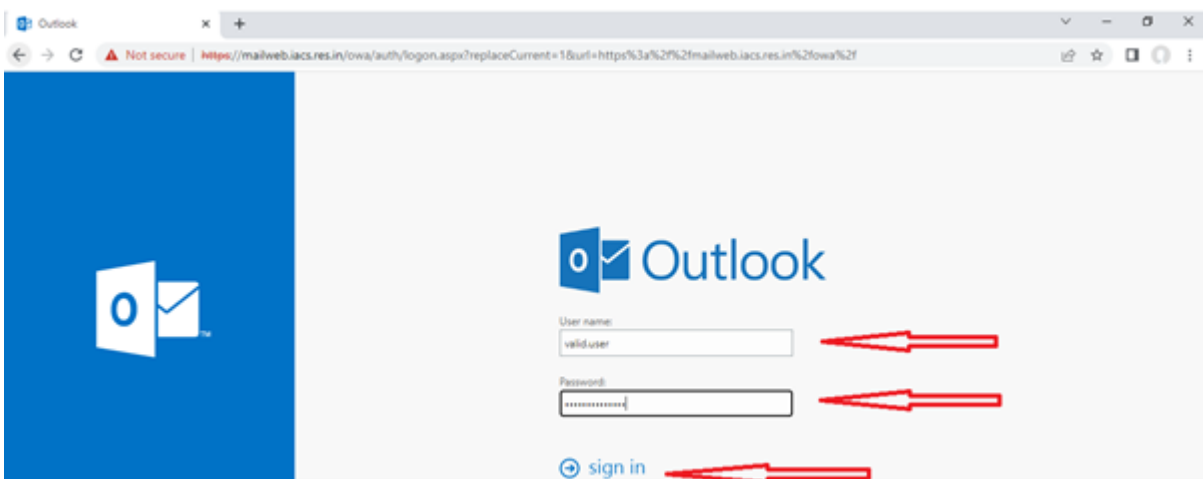
- Browse the above mentioned URL.
- You should receive the below screen.
- Click on “Advanced”



- Click on “Proceed to mailweb.iacs.res.in (Unsafe)”



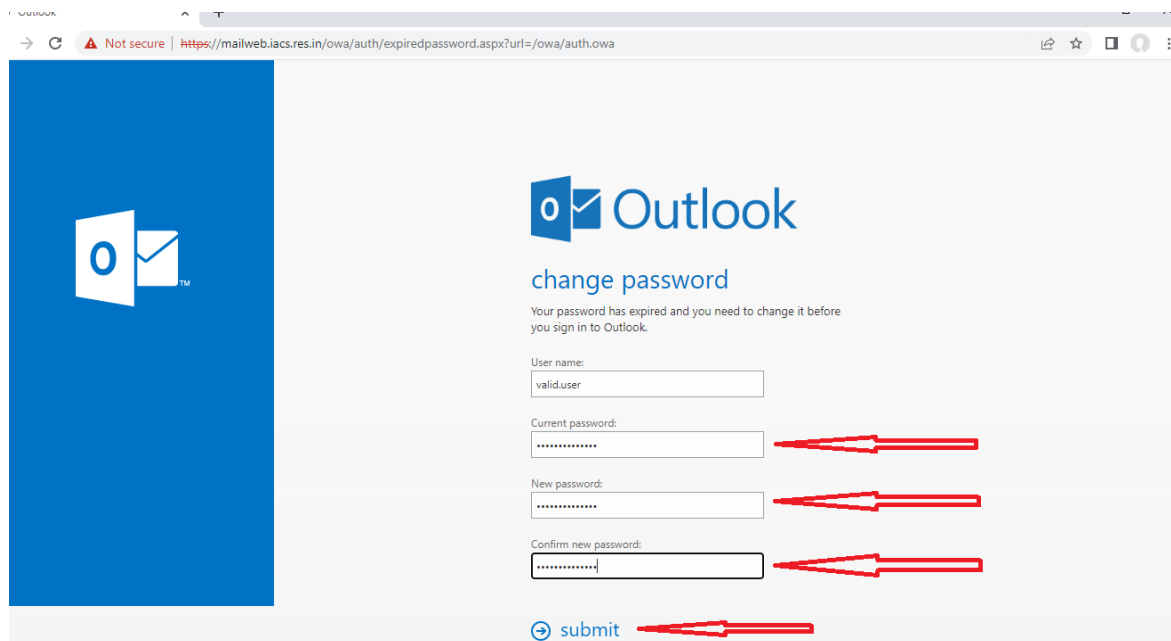
- Enter your User ID and the temporary password shared to you through mail and click on “Sign-in”



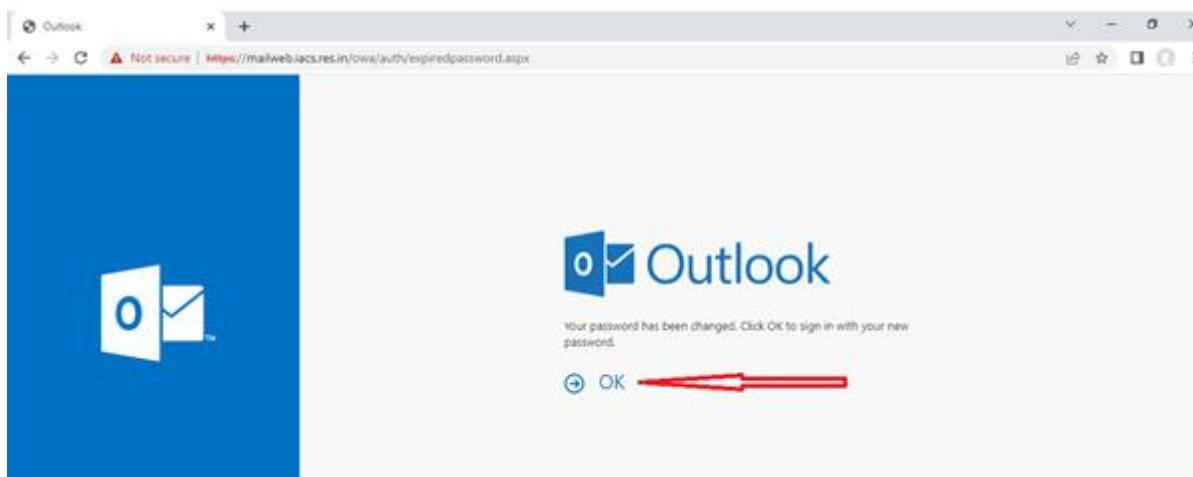
- In the next screen, it will ask to change your temporary password.
- Put your temporary password in the “Current Password” field
- Put your desired new password in the “New Password” and “Confirm New Password” field.

Note: (i) Password should be at least 8 characters
(ii) Password should be complex. i.e. combination of Uppercase, Lower case, Numbers & Special character.

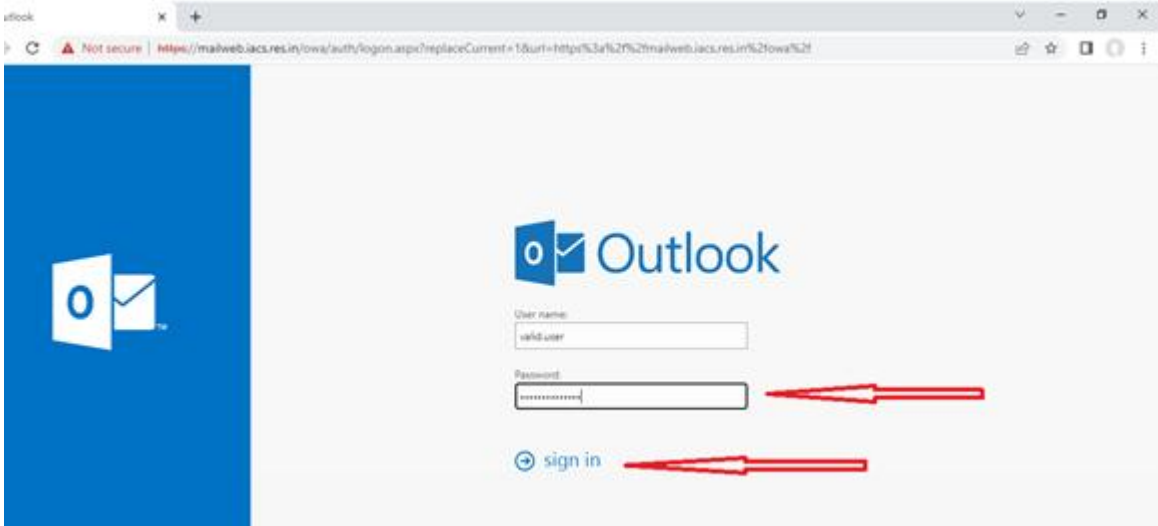
- Click on “Submit”



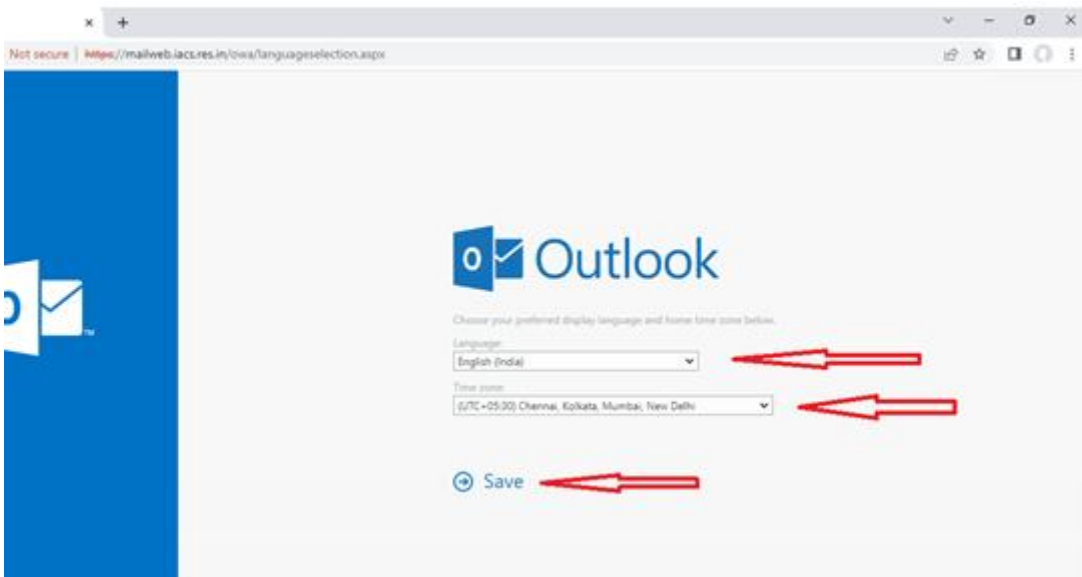
- In the next screen, click on “OK”



- Now use your new password to login. And then Click on “Sign-in”



- Now for once, set your “language” and “time zone” as per your preference.
- Then click on “Save”



- You are now successfully logged into your mailbox.
- If you want to logout, click on the User icon and select “Sign Out”

