

Procedure for “ipu.edu” email accounts

<http://mail.ipu.edu/>

1. Double Click on ‘Internet Explorer’

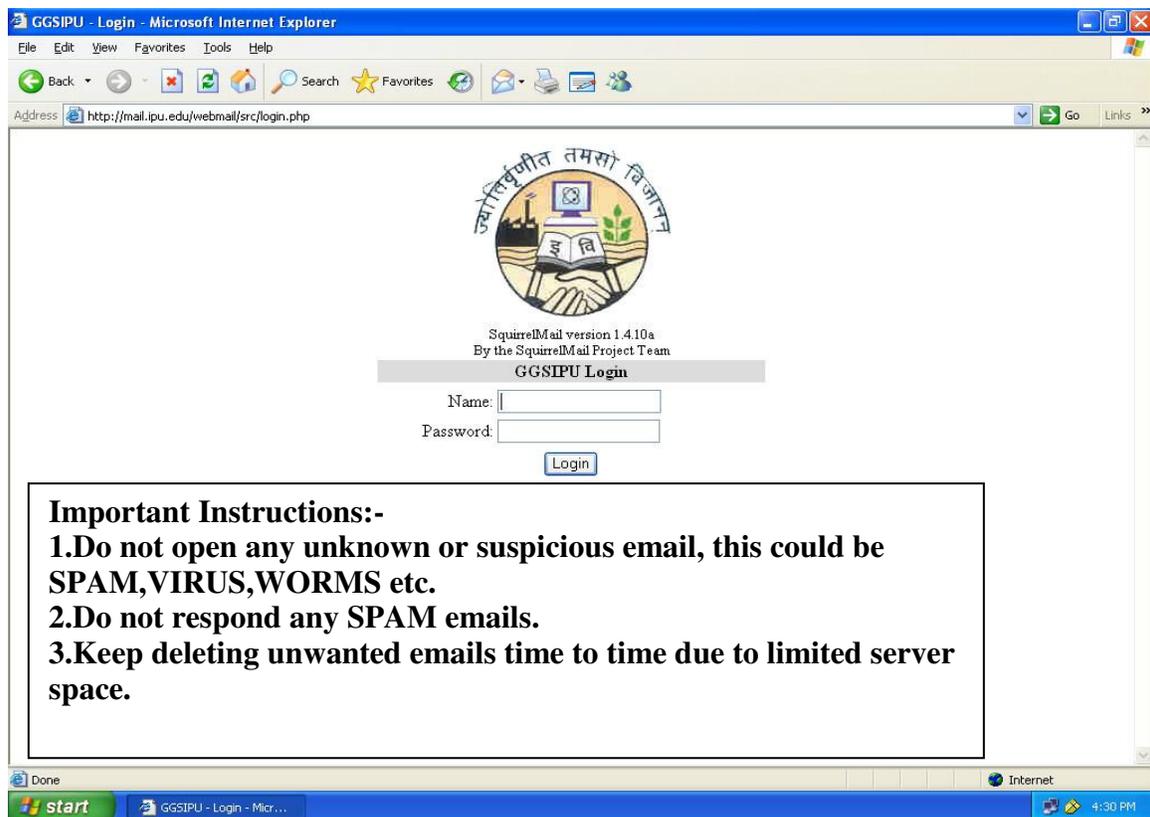
Type the following:- **http://mail.ipu.edu**

OR

Note:-If your proxy server address for LAN settings is 172.16.10.1, then type following.

Type **http://mail.ipu.edu/webmail**

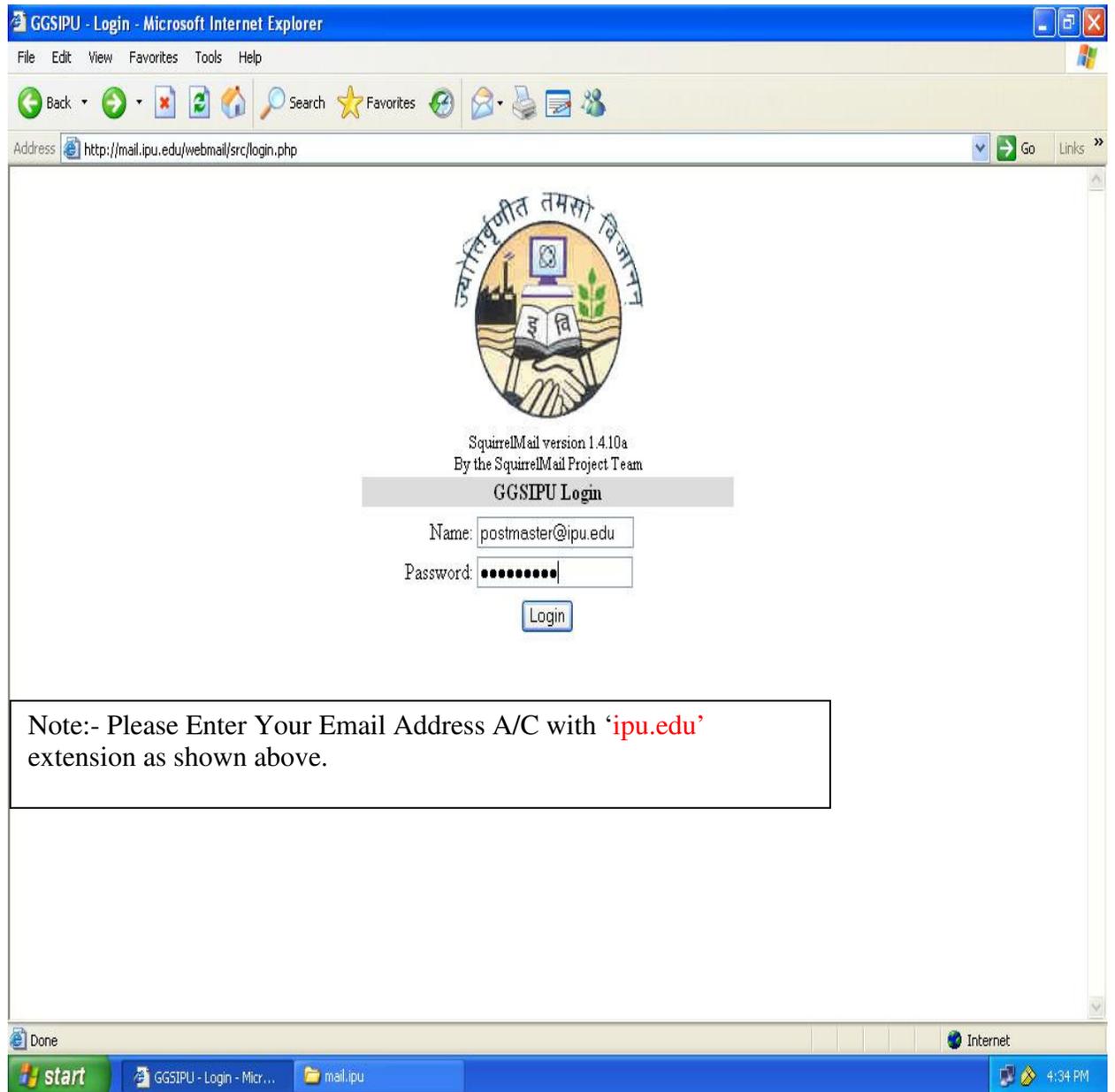
This will open a window just like below:-



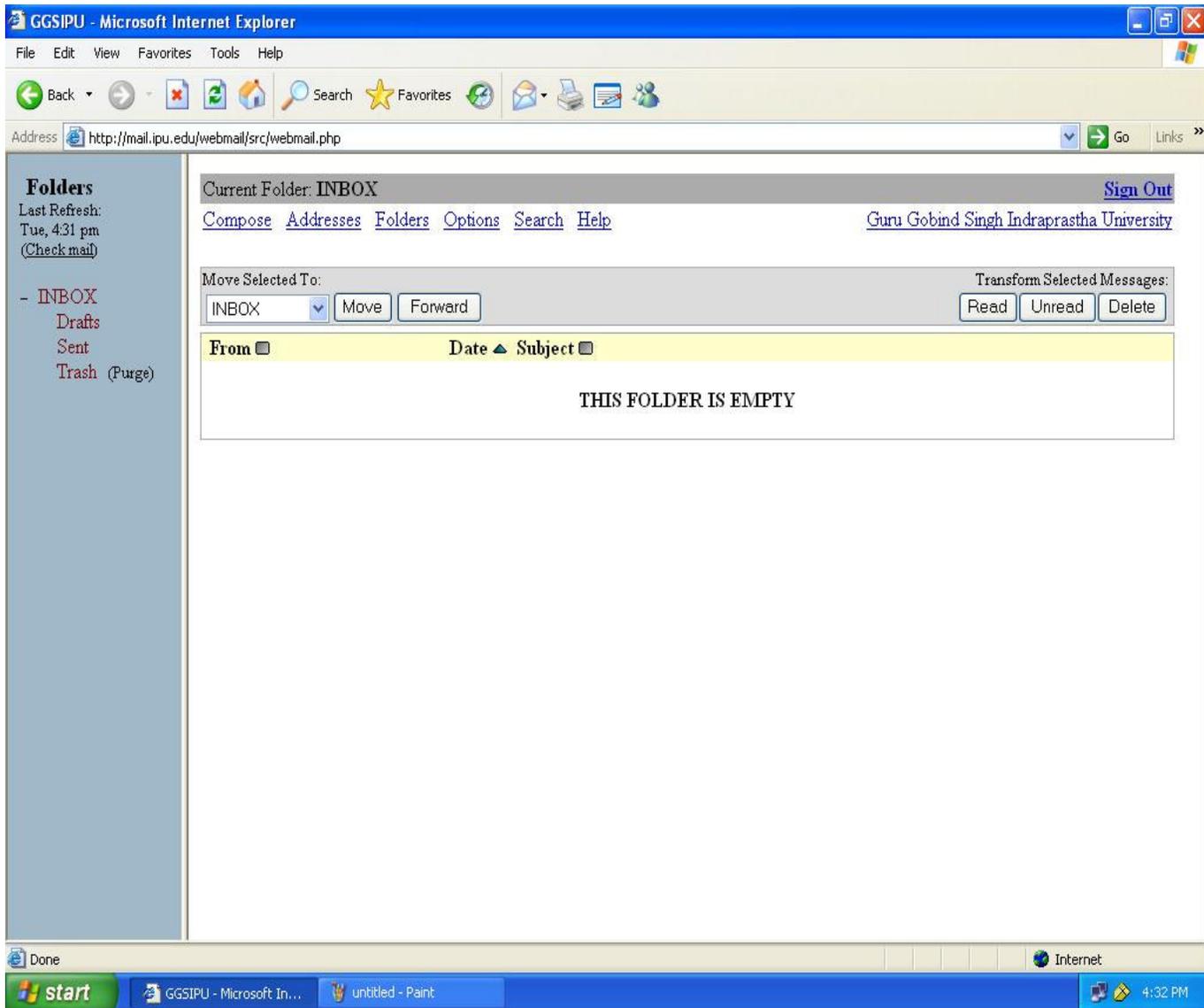
Important Instructions:-

1. Do not open any unknown or suspicious email, this could be SPAM, VIRUS, WORMS etc.
2. Do not respond any SPAM emails.
3. Keep deleting unwanted emails time to time due to limited server space.

Enter your respective **Username & Password**.
Just like below:-



Click on **Login**.
It'll take you to your Email Account.



1. For Sending Emails, Click on 'COMPOSE'
2. For Checking Emails, Click on 'INBOX'
3. For Checking Sending Emails, Click on 'SENT'

FOR CHANGING EMAIL PASSWORD

GGSIU - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://mail.ipu.edu/webmail/src/webmail.php> Go Links »

Folders
Last Refresh:
Tue, 4:31 pm
(Check mail)

- INBOX
Drafts
Sent
Trash (Purge)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Sign Out](#)
Guru Gobind Singh Indraprastha University

Options

[Personal Information](#)
This contains personal information about yourself such as your name, your email address, etc.

[Display Preferences](#)
You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.

[Message Highlighting](#)
Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.

[Folder Preferences](#)
These settings change the way your folders are displayed and manipulated.

[Index Order](#)
The order of the message index can be rearranged and changed to contain the headers in any order you want.

[Account Administration](#)
This option provides access to account management interface.

start | GGSIPU - Microsoft In... | untitled - Paint | Internet | 4:33 PM

1. Click on '**OPTIONS**'
2. Click on '**Account Administrator**'
A new window will be open. (see next page)

Type your New password in 'New Password'
Retype your password in 'Password(again)'
and click on 'Modify User'(Available on scrolling down)

Your Password will be reset

The screenshot shows a Microsoft Internet Explorer browser window displaying a webmail interface. The address bar shows the URL `http://mail.ipu.edu/webmail/src/webmail.php`. The page title is "GGSIPIU - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains "Back", "Forward", "Home", "Search", "Favorites", "Refresh", "Print", "Mail", "Calendar", and "Links". The address bar also shows "Go" and "Links".

The webmail interface has a left sidebar with "Folders" and "Last Refresh: Tue, 4:35 pm (Check mail)". The folders listed are "INBOX (1)", "Drafts", "Sent", and "Trash".

The main content area is titled "Account Administration" and includes a "Sign Out" link. Below the title are navigation links: "Compose", "Addresses", "Folders", "Options", "Search", and "Help". The page is from "Guru Gobind Singh Indraprastha University".

The "Account Administration" section contains a "WARNING: You will have to relogin into SquirrelMail, if you change your password." and a "Modify User: test@ipu.edu" form. The form fields include:

- Real name: test
- New Password: [input field]
- Password (again): [input field]
- Quota (MB): 5.00
- Routing: Standard (No Forwarding)
- All mail deleted
- Forward To: [input field]
- Save a Copy
- Send Vacation Auto-Response
- Vacation Subject: [input field]
- Vacation Message: [text area]

The browser's status bar shows "Done" and "Internet". The Windows taskbar at the bottom shows the "start" button, open applications "GGSIPIU - Microsoft In...", "mail.ipu", and "untitled - Paint", and the system clock "4:36 PM".