

INSTRUCTIONS FOR FIRST LOG IN TO THE NEW MAIL BOX

Step 1: Please refer to SMS sent to you. The email id as well as password is indicated in the SMS. If you have any issues in password, please call any one of the following number for assistance. These contact details can be used for any issues on mail solution as well.

Mail id doptcs.wave1support@tcs.com

Phone number-

011- 66076729;

011-66076730;

011-66076755,

011-66076756

Step 2: Visit <https://webmail.indiapost.gov.in>

Step 3: Sign in using your email ID and new password supplied to you. The screen shot of login page is as follows.

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Contact for issue resolution: Mail id: - doptcs.wave1support@tcs.com
Phone: - 011- 66076729, 011-66076730, 011-66076755, 011-66076756
Instruction guide is available in the "Employee Corner" of DoP website
<http://www.indiapost.gov.in/DOP/email.pdf>

User name:
dd_cept@indiapost.gov.in

Password:
●●●●●●●●●●

Private computer ([What is this?](#))
Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

[→ sign in](#)

Step 4: You will be prompted to change your default log-in password. **YOU HAVE TO COMPULSORILY CHANGE THE PASSWORD.**

Step 5: While changing the password enter the user name as follows against **Domain\user name:** field. The screen shot is given below.

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change password

Your password has expired and you need to change it before you sign in to Outlook Web App.

Domain\user name:
indiapost\dd_cept@indiapost.gov.in

Current password:

New password:

Confirm new password:

submit

Example if your user name is dd_cept@indiapost.gov.in then Domain\user name should be entered as follows -
indiapost\dd_cept@indiapost.gov.in

Step 6: Your password must be **at least 9 characters** in length and have a combination of the following.

- English uppercase characters (A through Z).
- English lowercase characters (a through z).
- Base-10 digits (0 through 9).
- Special Characters (for example! \$, #, %). Extended ASCII, symbolic, or linguistic characters.

Step 7: You are now ready to use your mail box with new email id and changed password.
