## Steps to access your email account on computer

- 1) a. Staff Login button available on our college website www.dayanandsolapur.org OR
  - b. Direct Link www.dayanand.net/webmail

You	will	find	following	screen
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			-	De	DII			
			Er	vpubale@c	dayanand.net			
			Pa	issword				
			Í	Enter your	email passwo	rd.		
					Log in			
العريبة	čeština	dansk	Deutsch	Ελληνικά	español	español latinoamericano	español de España	
العربية	čeština	dansk	Deutsch	Ελληνικά	español	español latinoamericano	español de España	

- 2) Type your complete email id (i.e. vpubale@dayanand.net) and passoword.
- 3) When you login first time you read instructions and click on **Got it** (top right side)
- 4) After login you will find following screen

Webmail							
Choose a Default Webmail Application							
<b>A horde</b>	open source webmail software	SquirrelMail					
Set as Default	Set as Default	Set as Default					
For more email configuration options, click the User Preferences menu in the top navigation bar.							

- 5) Click on Set as Default any one Webmail Application (roundcube Recommanded)
- 6) After login you must change your password by using **Password & Security** option.
- 7) If any query occurs during access of this account please contact to Sachin Sonawane

## Steps to access your email account on Mobile

1) Install 'Outlook' Apps from Google Player Store in your Mobile



- 2) Ater Open 'Outlook' App. Click on GET STARTED
- 3) Type your complete email id i.e. vpubale@dayanand.net
- 4) Click on **Continue** and wait form sometime
- 5) Type your **password**, your **name** & **department name**.
- 6) Click on Tick  $\sqrt{}$  (Right side on Top)
- 7) Click on Skip
- 8) All Done.