

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

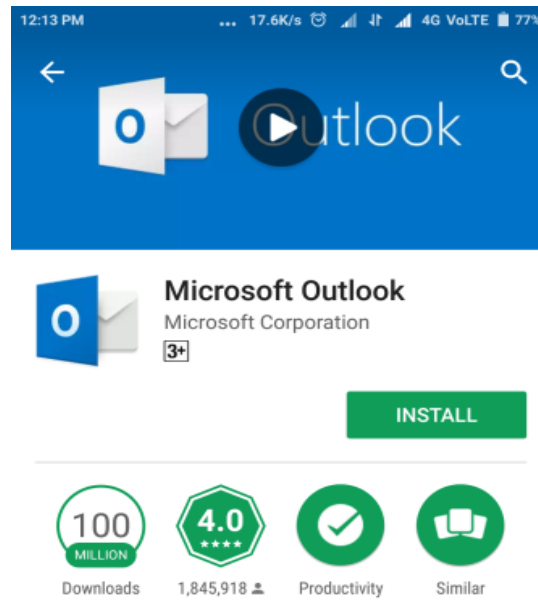
You will find following screen

- 2) Type your complete email id (**i.e. vpubale@dayanand.net**) and password.
- 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

- 5) Click on - **Set as Default** any one Webmail Application (**roundcube - Recommended**)
- 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) After Open 'Outlook' App. Click on **GET STARTED**
- 3) Type your complete email id i.e. **vpubale@dayanand.net**
- 4) Click on **Continue** and wait for some time
- 5) Type your **password**, your **name** & **department name**.
- 6) Click on Tick ✓ (Right side on Top)
- 7) Click on Skip
- 8) All Done.