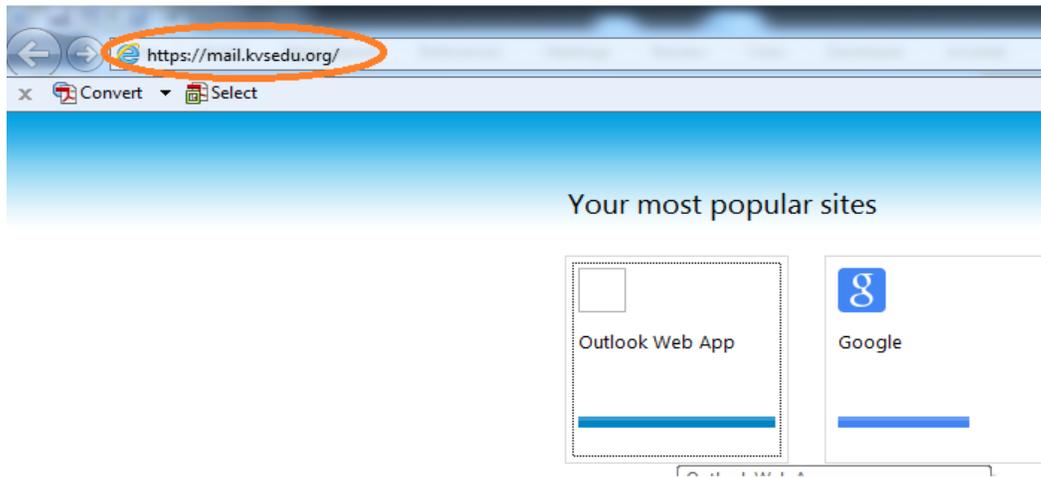


How to access KVS mail

Helpdesk Email id:- <https://mail.kvsedu.org>

1. Open any browser viz. Internet explorer, Chrome, Netscape and open URL

<https://mail.kvsedu.org>



2. Type your username in the next screen. If you email ID is XYZ@kvsedu.org then you username will be **XYZ**.
3. Type **kvs@123** in the password field and click Sign In

A screenshot of the KVS Mail login page. The page has a red header with the KVS logo and the text 'KVS Mail'. Below the header, there is a 'Security' section with radio buttons for 'This is a public or shared computer' and 'This is a private computer', and a checkbox for 'Use the light version of Outlook Web App'. The 'User name:' field contains the text 'Type your usernam here' and the 'Password:' field contains 'KVS@123'. A 'Sign in' button is located to the right of the password field. At the bottom, it says 'Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.'

- The next screen will prompt you to change the password. Type your **username** and default **password** which is **kvs@123** in the first two boxes.
- Type new password in the **New Password box** and again in the confirm **new password** box. (Please note that include number, capital letters, small letters and symbols in your password.)
- Click submit to complete the process



KVS Mail

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

User name:

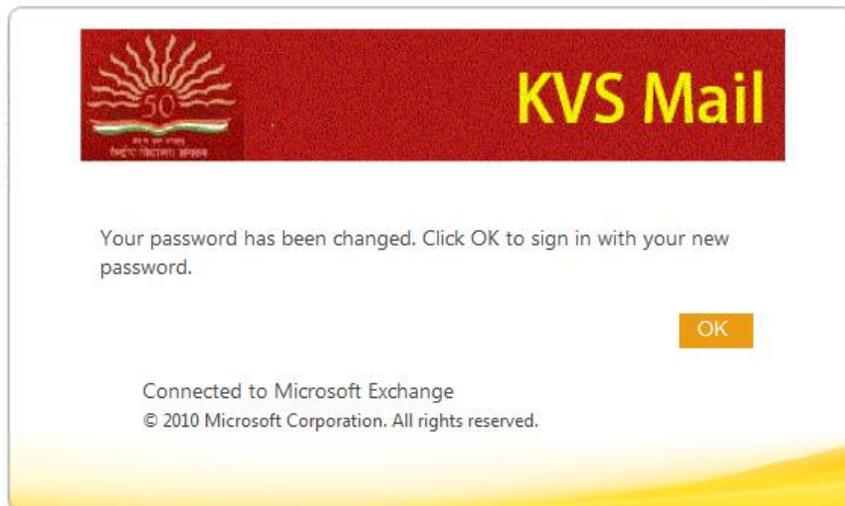
Current password:

New password:

Confirm new password:

Connected to Microsoft Exchange
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- The next screen will show successful password change



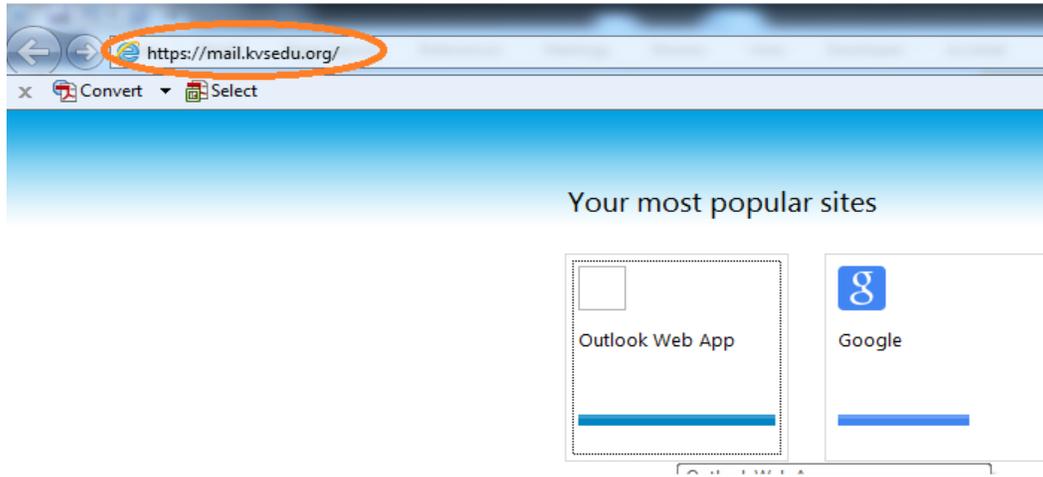
KVS Mail

Your password has been changed. Click OK to sign in with your new password.

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- Open any browser viz. Internet explorer, Chrome, Netscape and open URL

<https://mail.kvsedu.org>



- Type your username in the next screen. If you email ID is XYZ@kvsedu.org then you username will be XYZ.

- Type the new password in the password field and click Sign In

- Successful authentication will open your official mailbox.

