

Guideline for using new mailing system (@meconlimited.co.in)

Getting Started

1. Open web browser (preferably Google Chrome)
2. Type <http://mail/> for Ranchi users. Type <http://mail.meconlimited.co.in> for other locations.
3. Mail id remains the same.
4. Format for default password for first login is as given below-
 - For Individual users:
Mec<first two letters of mail id><year of birth(4 digit)>\$
 - For Section/location/ group/ project level mail users:
Mec<first two letters of mail id>1956\$
5. After successful first login, a dialogue box will appear showing “Do you want to migrate mails from your old server?” **Select “No, decide later”**.
6. Now new system can be used.

For importing existing mails:

1. In the top right, click Settings ->Select the Import Mails from the list -> click on import mails button -> Enter fully qualified email id (example- itranchi@meconlimited.co.in) -> **do not tick the “SSL Enabled” option and Enter old password** -> Press Continue -> Press Start Import. The process will take approximately 10-15 minutes time.
2. Settings for Thunderbird/ Outlook (after completion of import process) for each existing @meconlimited.co.in mail ids (except for NIC mail ids- there will be no change for NIC mails):

The system will prompt for entering new password: **Press Cancel**

Select the account -> Select View Settings for this account -> Server Settings -> change Username with fully qualified email id (example- itranchi@meconlimited.co.in) -> Outgoing Server-> Select account name and edit the username with fully qualified email id -> Click OK -> The system will ask for the password-> Enter new password.