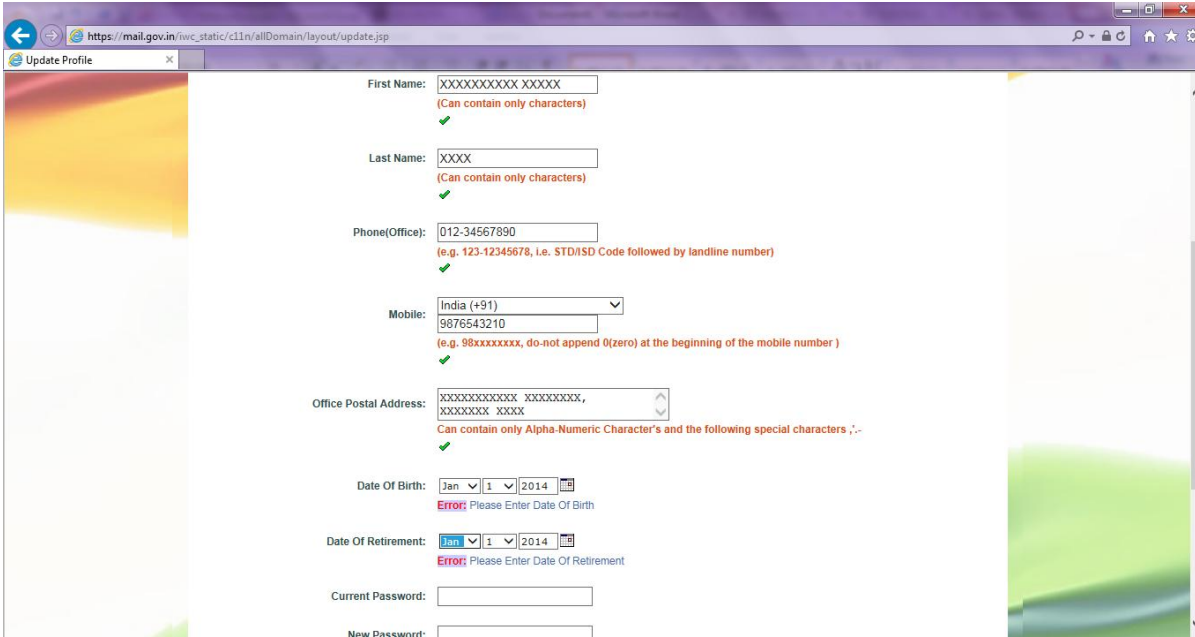**GUIDE LINES TO UPDATE PROFILE ON FIRST LOG-IN**

Using your favourite browser like Google Chrome/Microsoft Internet Explorer, go to the NIC Mail Login URL: https://mail.gov.in and provide the Username and Password provided in the SMS received in your Registered Mobile Number. The Profile Update page will be displayed as below:

First Name: -- can contain only alphabets and space - no special characters like ., etc., and no numbers.

Last Name: -- can contain only alphabets and space - no special characters like ., etc. , and no numbers.

Phone(Office): Office Land Line Number with STD Code. Note the STD Code should be 3 digits and phone number should be 8 digit. If your City STD Code is more than 3 digits, like 0123, split it as 012 and prefix the leftover 3 to the Land Line Number, put a '-' to separate the STD code and Land Line Number

Mobile: Enter only the 10 digit mobile number without preceding '0'

Office Postal Address: Enter the address in only Alhpa-Numeric characters with the only special characters ,'.- allowed.

Date Of Birth: and Date of Retirement: Select month from the drop down list and calendar appears - now select the appropriate date.

Current Password: Enter the password received as SMS in your mobile

New Password: Enter new password which must be at-least eight characters long, contains at-least one small alpha-character, one capital alpha-character, one digit and one special character. Also note the password should not contain any dictionary word.