

USING GOV.IN EMAIL FOR AIIMS EMPLOYEES

NOTE: - For login into Email (<https://email.gov.in>) you must have the Kavach App Either in your desktop or on your Phone. In this document the complete process of downloading Kavach and login into email is explained.

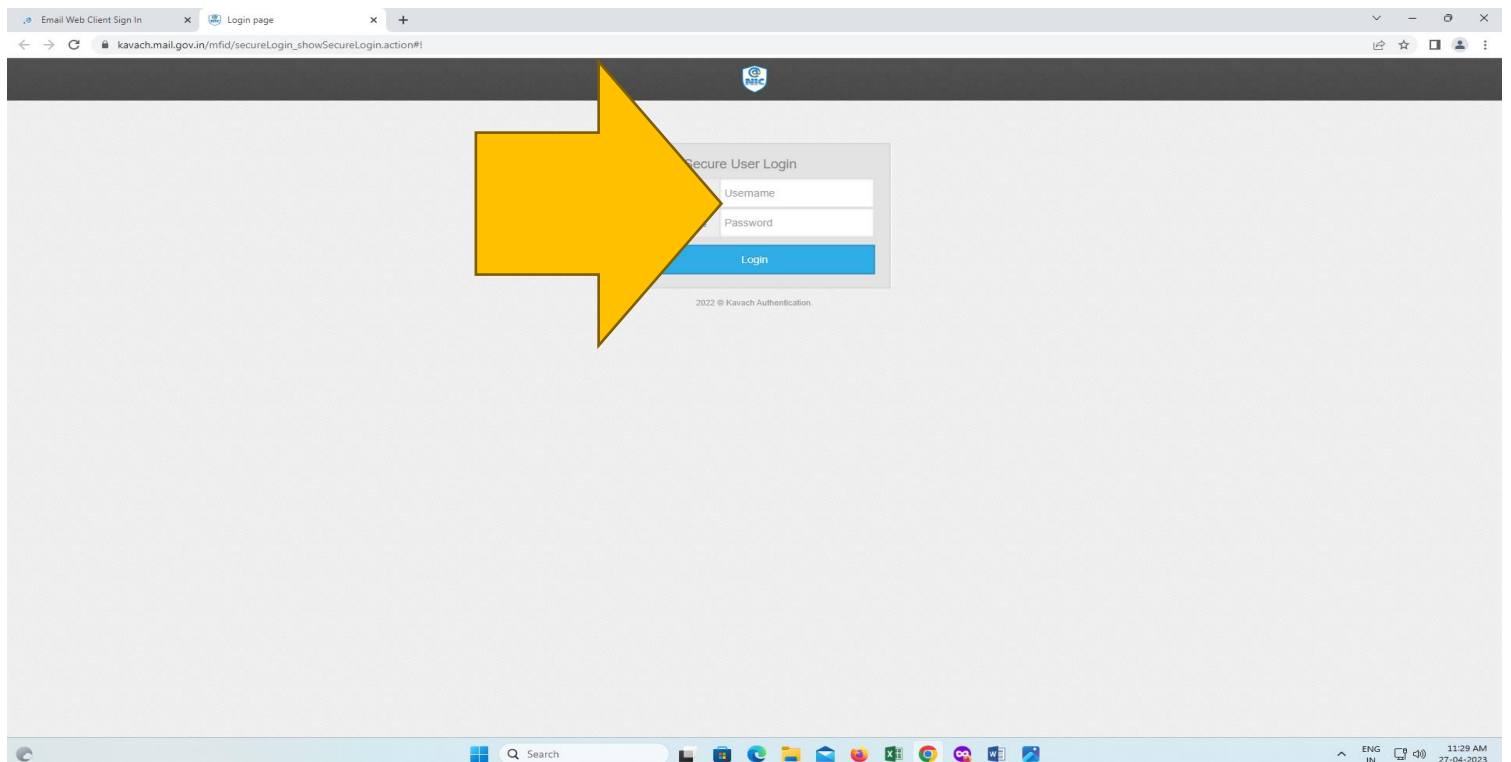
Your "**aiims.gov.in**" email id is accessible from within AIIMS LAN and outside it. It is accessible through any device such as Desktop, laptop and mobile phone with Internet.

Anybody having an e-Office account can also use the same account for "**aiims.gov.in**" email id.

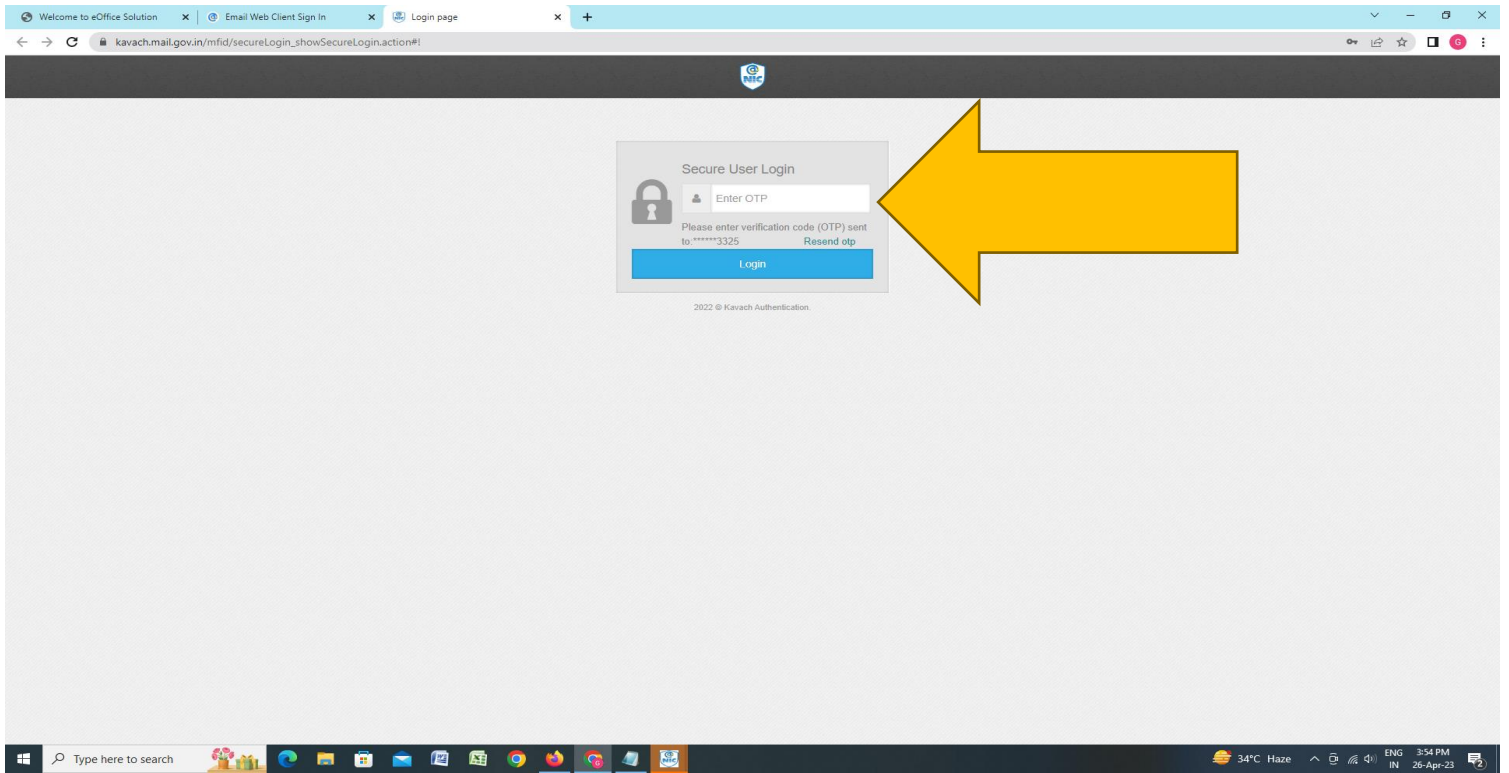
STEP 1 - Download, and Install Kavach Application on Windows Desktop [ONE TME ACTIVITY]

1. Go to <https://kavach.mail.gov.in/> (As shown in picture-1).
2. Log in using your complete eOffice Username (e.g. abcg@aiims.gov.in) and your Password
3. You will receive OTP on mobile. Enter the OTP (As shown in picture-2).
4. Download Kavach Application by clicking on windows client (As shown in picture-3).
5. Install Kavach Application.
6. Start the Kavach Application. (As shown in picture-4).
7. Add User in Kavach Application: using your complete eOffice Username (e.g. abcg@aiims.gov.in) and your Password. Then enter the OTP received on mobile (As shown in picture-5 to 7).
8. The Kavach Application will now show you a 6 Digit code that is required to logging in to your email account (As shown in picture-8).

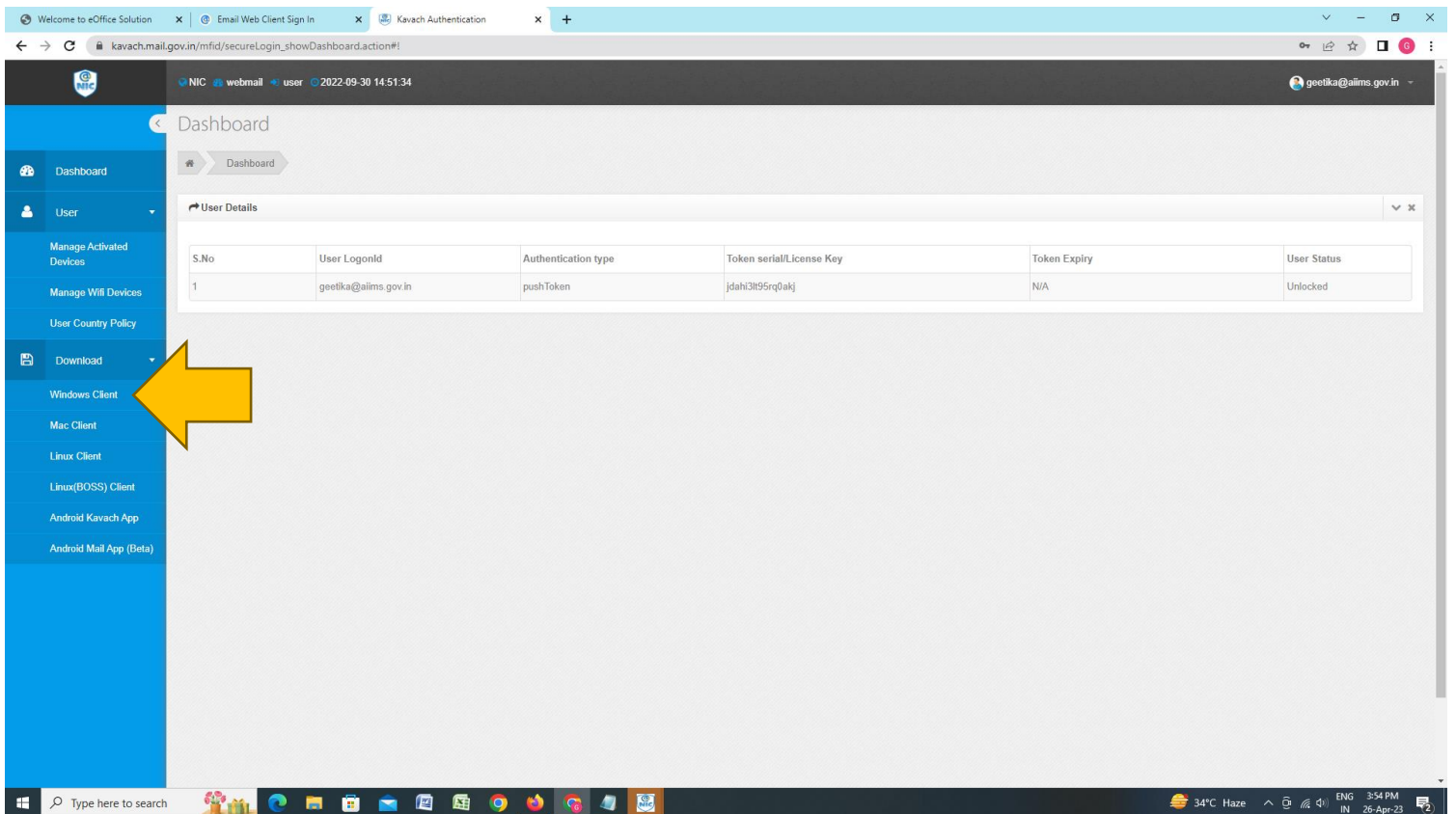
DO NOT INSTALL KAVACH FROM ANY OTHER SOURCE



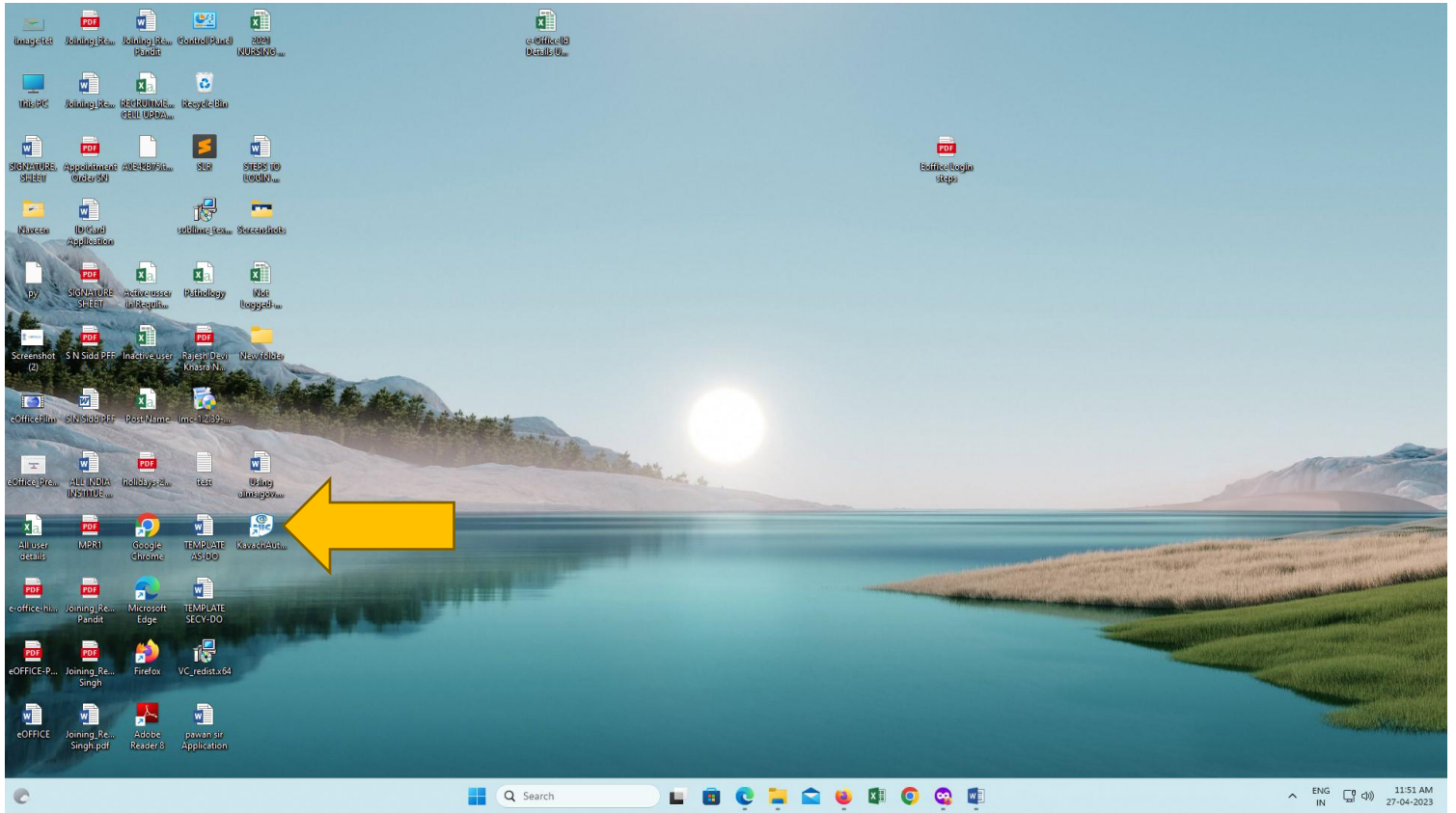
Picture-1



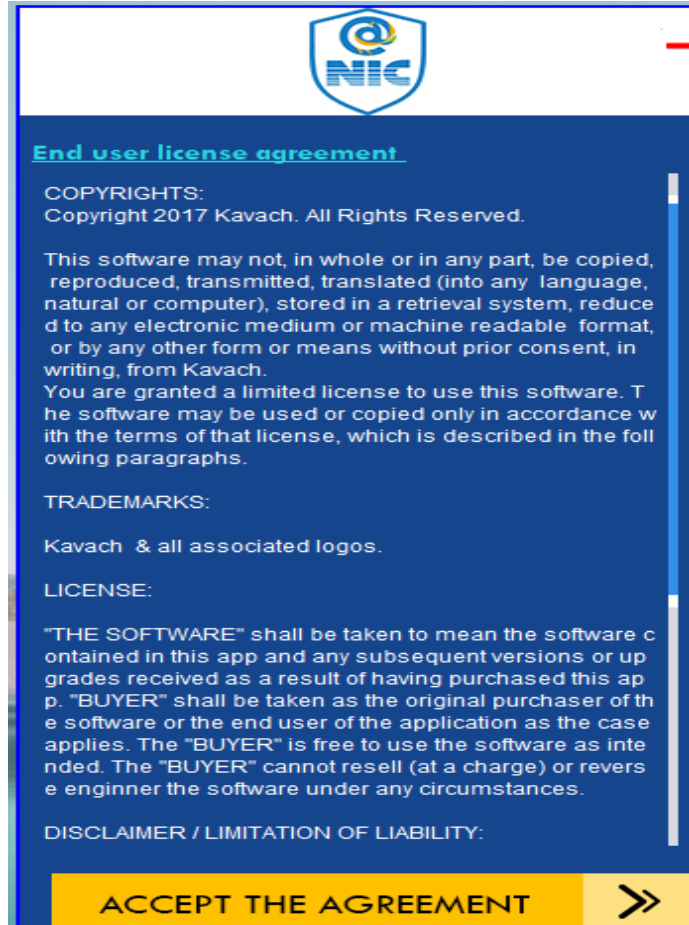
Picture-2




Picture-3



Picture-4



Picture-5



Please enter your Email as Username and Password to activate your License

Submit

Picture-6



Please enter your Email as Username and Password to activate your License

Submit

We have sent you a 6 digit activation code to your registered mobile Number *****. Please enter that activation code in the boxes below to complete your registration

Submit

Did not receive any SMS? Try again.



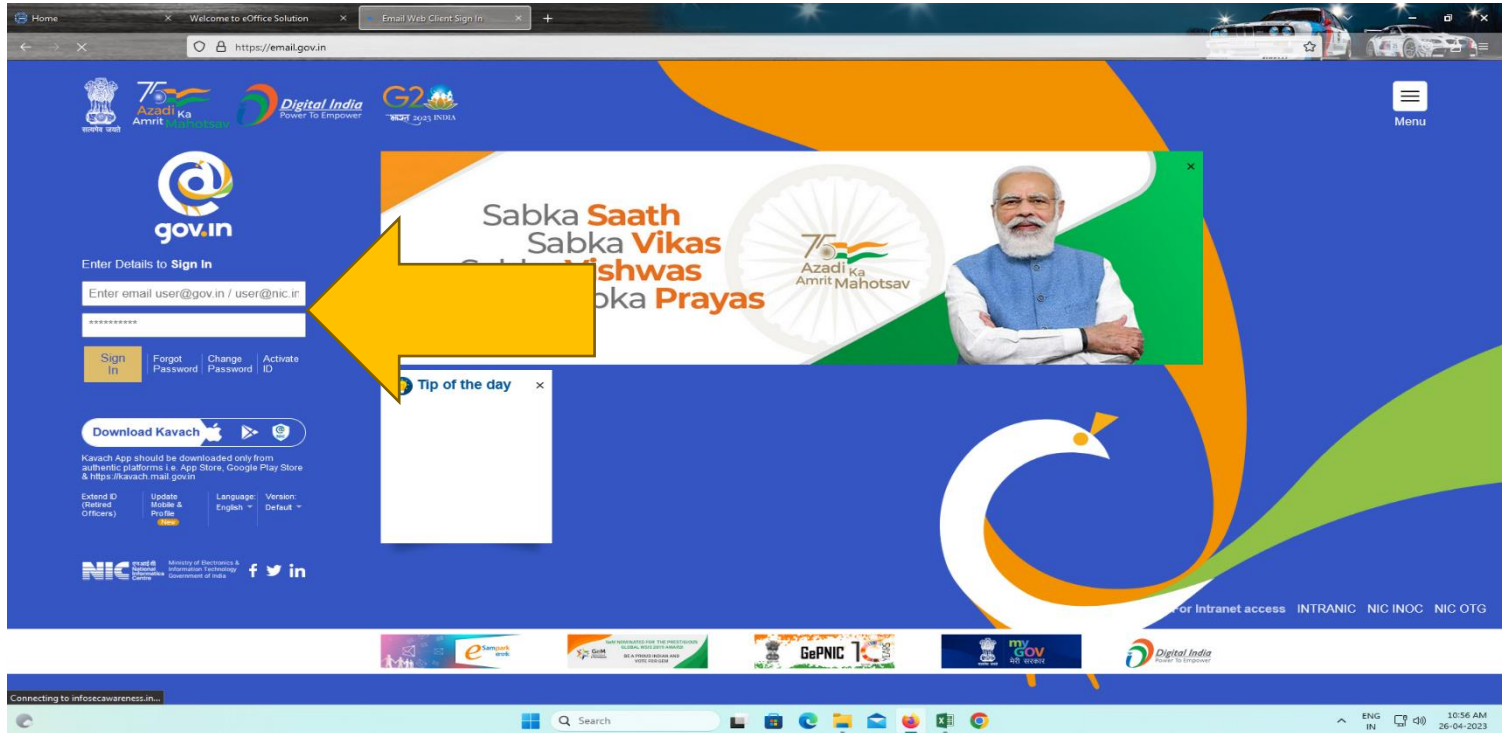
Picture-7



Picture-8

STEP 2 – Log in to your Email Account: <https://email.gov.in>

1. Type your complete eOffice Username (e.g. abcg@aiims.gov.in)
2. Type your Password followed by the 6 digit code from Kavach app (no spaces). E.g. If your password is **IKHk578%g**, and the Kavach app shows **526016** as the code, then you need to type **IKHk578%g526016**
No mobile OTP is required (As shown in picture-9).



Picture-9

FAQS:-

1. **I am getting time out error when trying to log in to email.gov.in**
Ensure that your system time is correct “Bottom Right corner of Windows taskbar”. Then open Kavach App. Select Settings button on left and Click the “Sync Clock” Button.
2. **Can I Install Kavach App on Android?**
Yes, Download from Google Play Store.
https://play.google.com/store/apps/details?id=com.gov.in&hl=en_IN&gl=US
3. **Can I Install Kavach App on iPhone/ iOS?**
Yes. Download from Apple App Store: <https://apps.apple.com/in/app/kavach-authentication/id1227301621>
4. **Can I install Kavach App on iMac/Mac?**
Yes. Download from the Kavach Portal by following the steps on page 1
5. **Can I install Kavach app both on desktop and mobile phone for my account?**
Yes. Maximum 3 devices are allowed for one account
6. **Can I add another aiims.gov.in email account on my Kavach App?**
Yes. Up to three accounts can be added to one app
7. **I have lost my phone which had Kavach app installed? What do I do?**
Log in to <https://kavach.mail.gov.in/>. Go to “Managed Activated Devices “. Select the Device that was lost by marking the Checkbox in that row. Click the De-Register button.