Steps to Activate email using Forgot Password

Step 1: Open **email.gov.in** using your browser. Click on Forgot Password option.
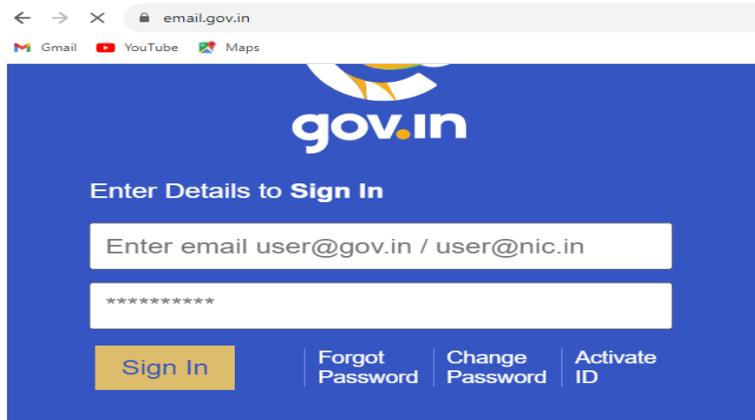
Step 2: Enter your government email **@neigrihms.gov.in** as provided in your alternate email, along with the last 4 digit of your registered mobile number. Fill the captcha and click submit.

Step 3: An OTP will be sent to your registered mobile number and will be required to be entered as can be seen below and click submit.
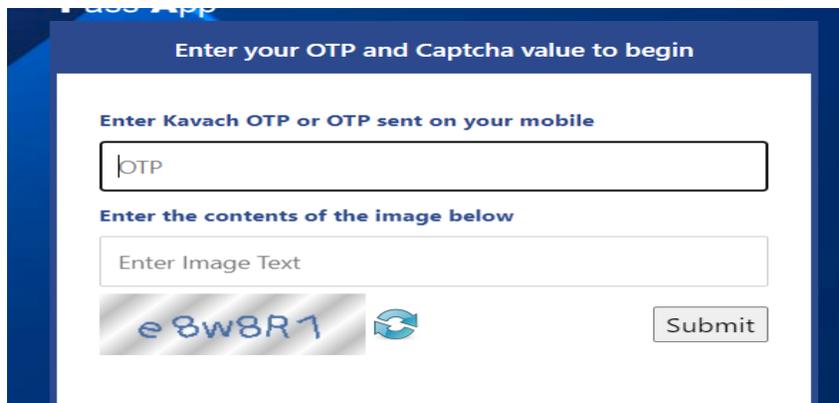
Step 4: Enter your desired password which **must contain Uppercase, lower case, number, Special Characters and the password should be atleast 8 characters Long and must not contain dictionary word.**
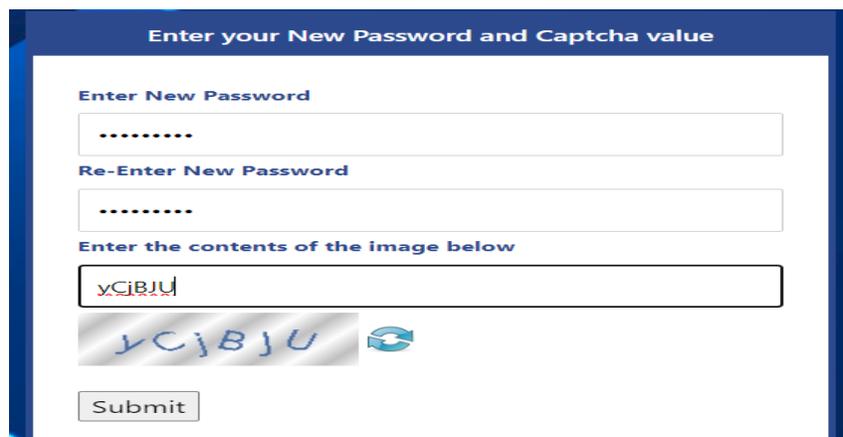
Click the submit button and your new password will be saved and ready for use to login to your email at **email.gov.in**.

NOTE:

1. Please activate Kavach as per the guide attached before logging in to your government email.
2. Upon logging in to your government email,

   a. Please type the Kavach code after your password when trying to login.

   '**or**'

   b. Please accept the login request notification on your mobile if Kavach is installed in your mobile with the registered number.

How to Install Kavach (Desktop & Mobile Version) & Use of Kavach for Authentication

Desktop Installation:

1. Open the link https://kavach.mail.gov.in as in the Image below.
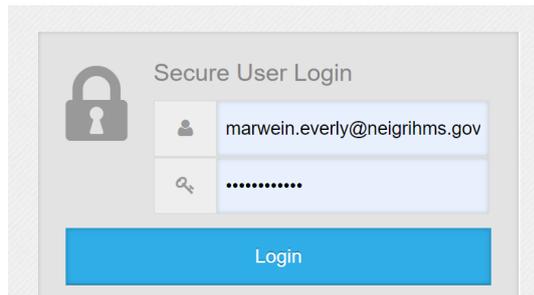
2. Enter your email ID and password in the fields provided and click Login Button. It will take to the next page as in the Image below.
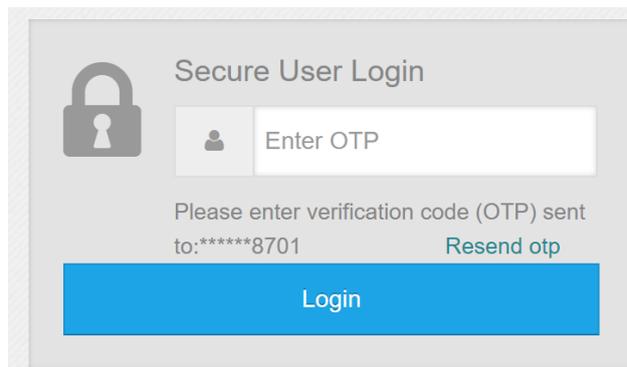
3. Enter the OTP received in the registered mobile no. and press the Login button. It will take to the next page as in the Image below.
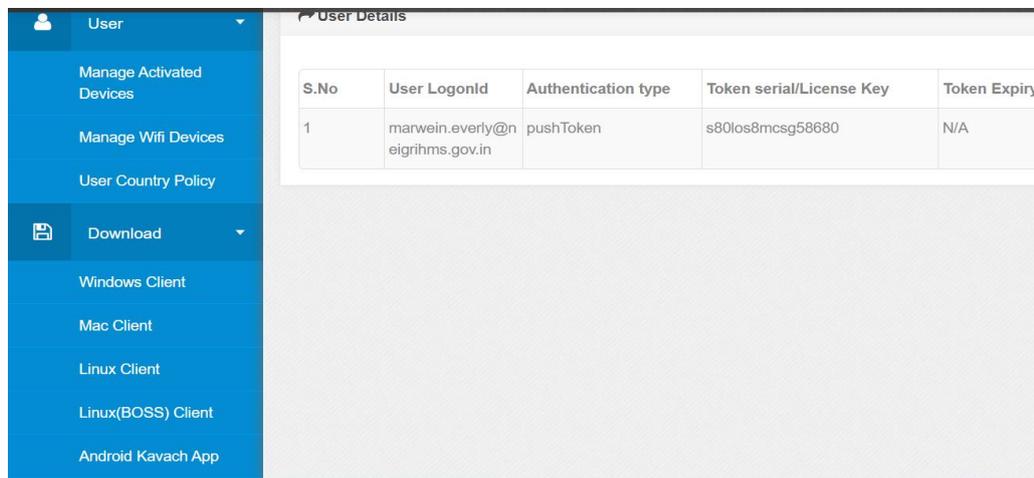
4. Download the kavach app as per the Operating System in the left menu and Install.

5. For Microsoft Windows OS the steps are as below.
    A. Open the Kavach app as shown in the Image below.
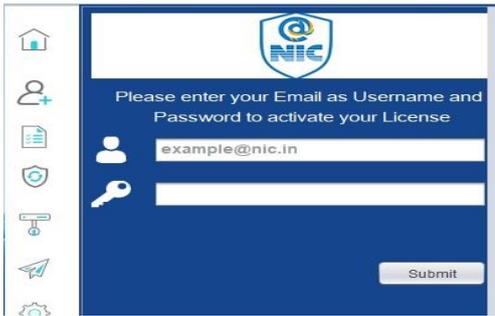
B. Enter your eMail Id and Password and Click Submit Button. It will take you to next page as shown in the Image below.
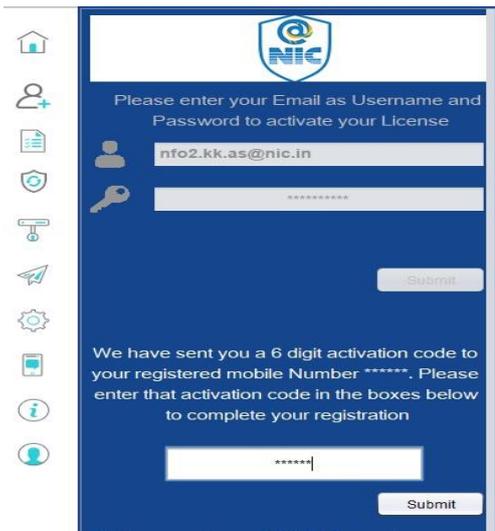
C. Now enter the 6 digit activation code received in your mobile no. and click Submit Button. It will take you to next page as shown in the Image below.
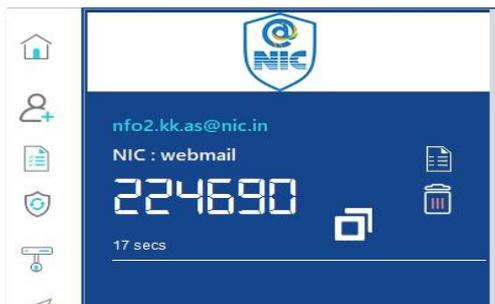
D. Now Kavach is ready for authentication.

Mobile(Android) Installation

1. Open Google Play Store in your mobile and search Kavach as shown in Image below. Install the App.
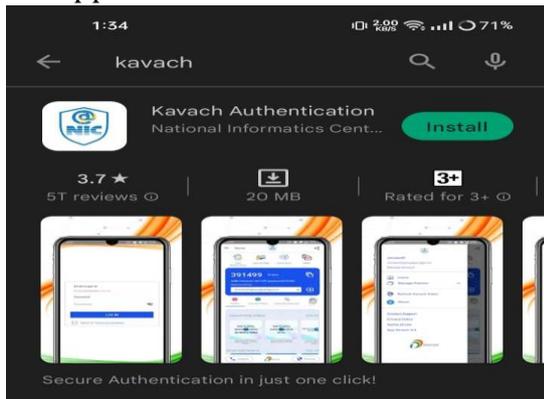
2. Open the Kavach app as shown in the Image below.
    a. Enter your eMail ID and password.
    b. Tick the "Agree to Terms & Condition" and then press Log In Button.

3. Enter the 6 digit code sent to your registered mobile no. and press SUBMIT button.

It will take you to next page as shown in the Image below.
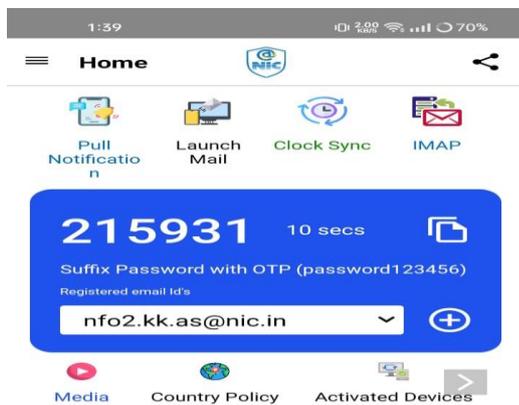
4. Now Kavach is ready for authentication through mobile.

How to Use Kavach for email Authentication.

1. Open https://email.gov.in/ and enter your email and password.

2. Open the installed Kavach app and copy and paste the 6 digit generated code to the end of your password in the web browser to sign in.

NOTE: The code is regenerated after every 30 secs.