

Steps for Using DBSKKV.AC.IN Email Facility:

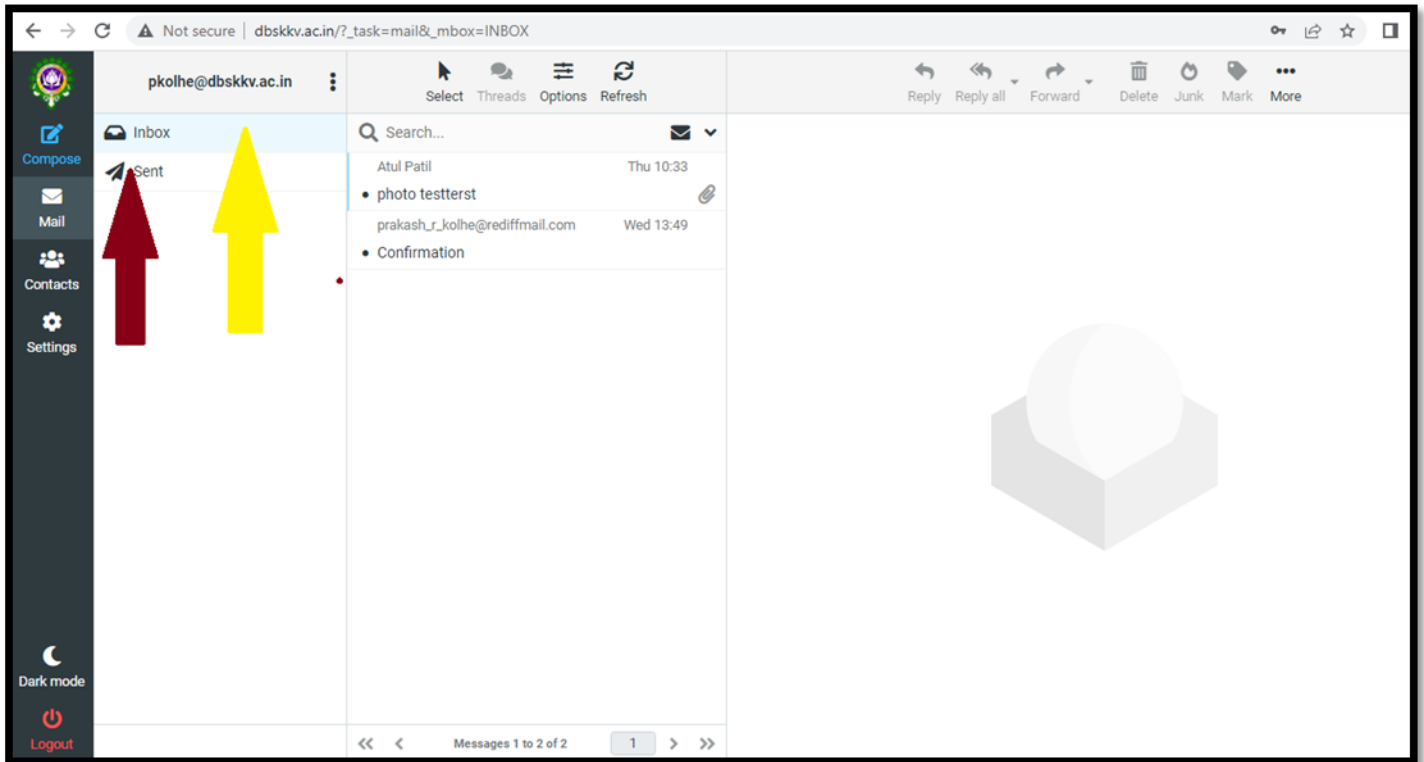
Step 1: Go to University Website (www.dbskkv.org) and Click on “Email Login” Tab.



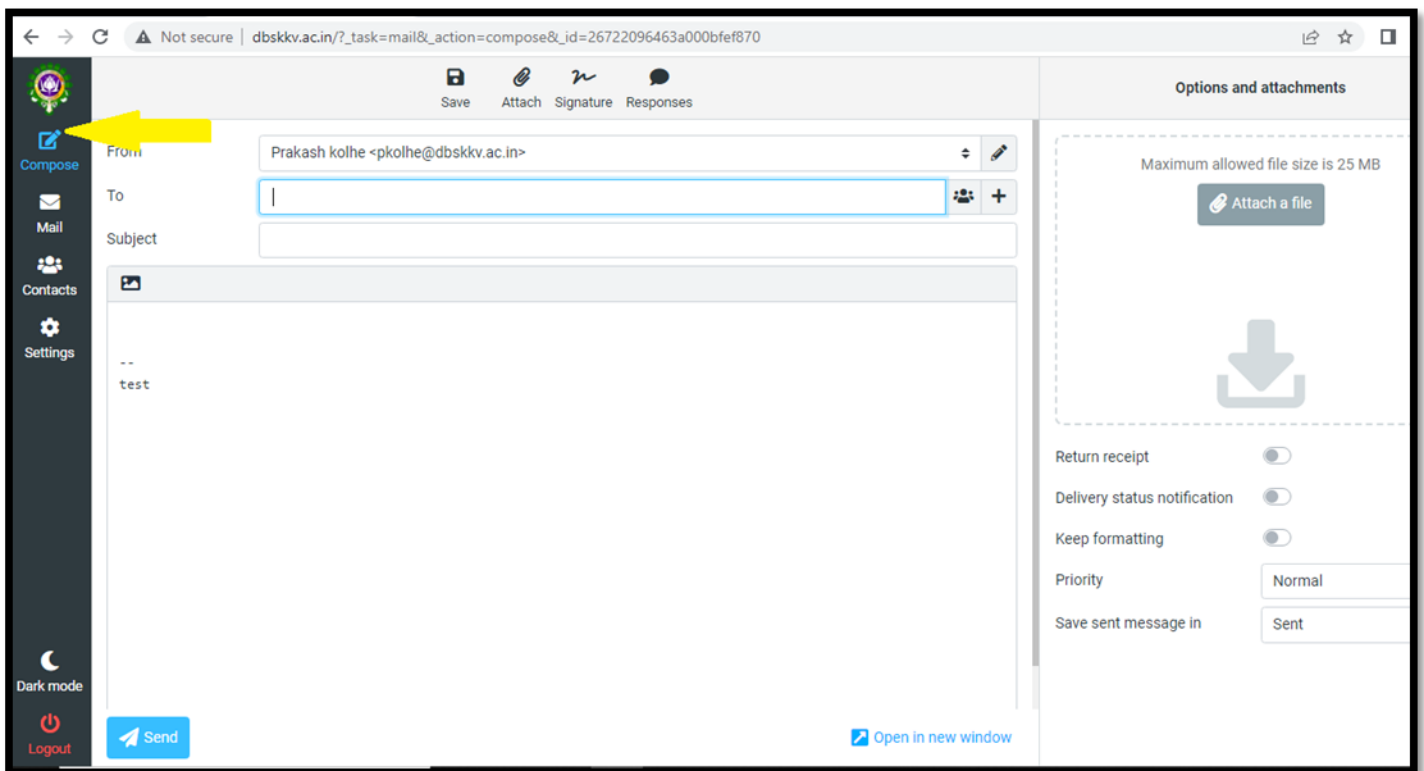
Step 2: Insert Provided User ID & Password



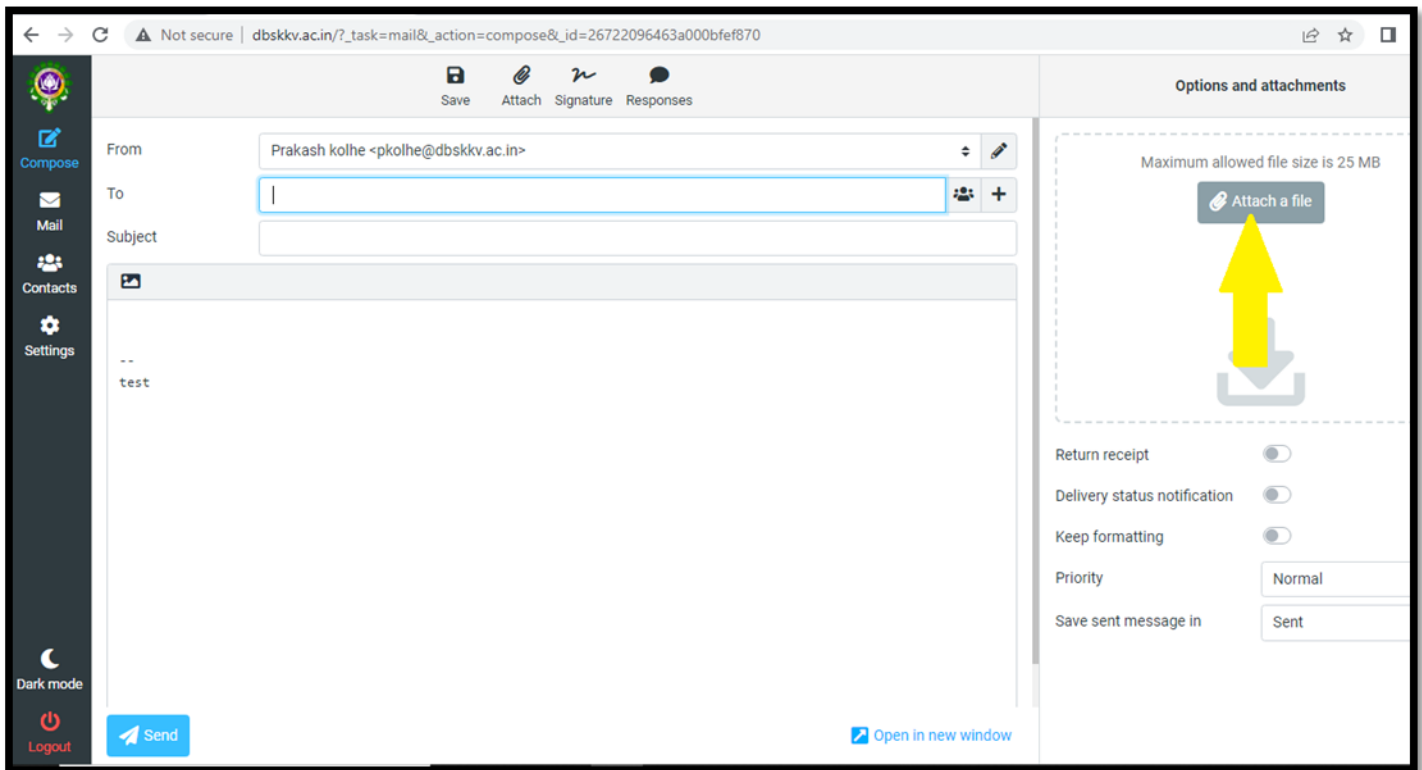
Step 3: Your mail inbox & Sent Box will appear as below:



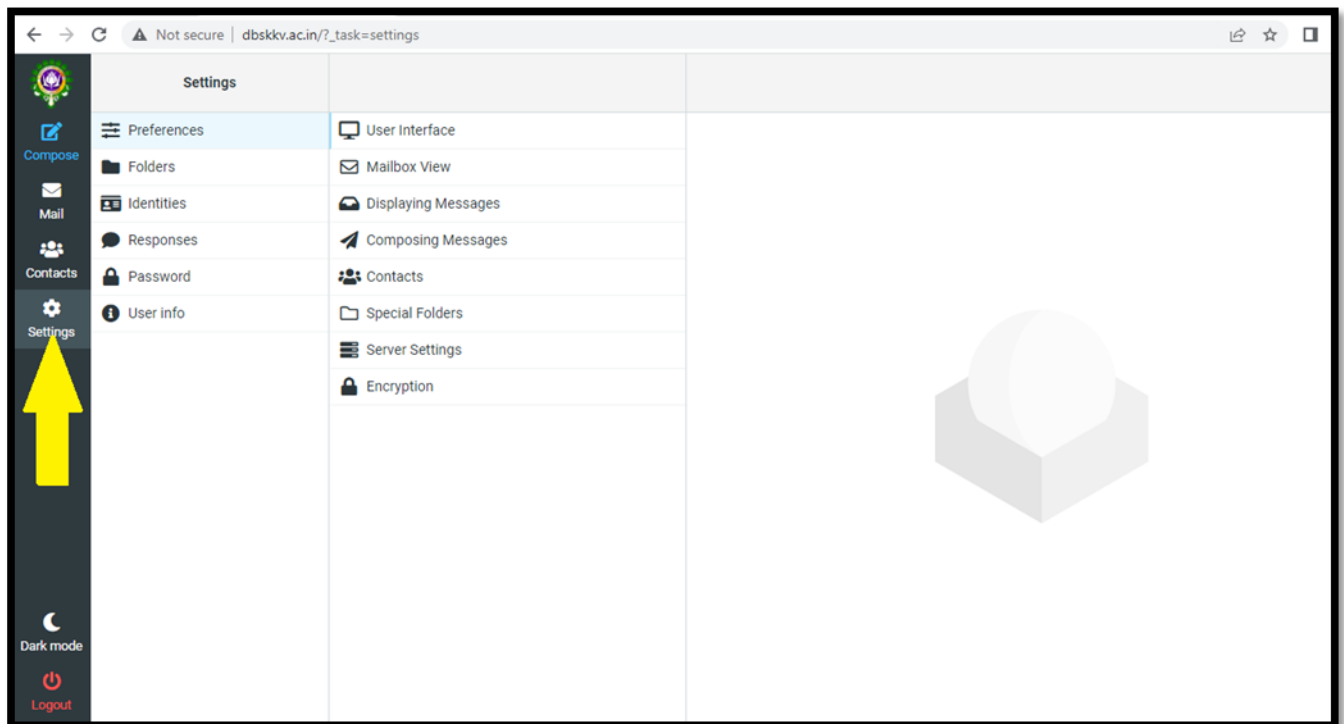
Step 4: Compose Mail by click on “Compose”



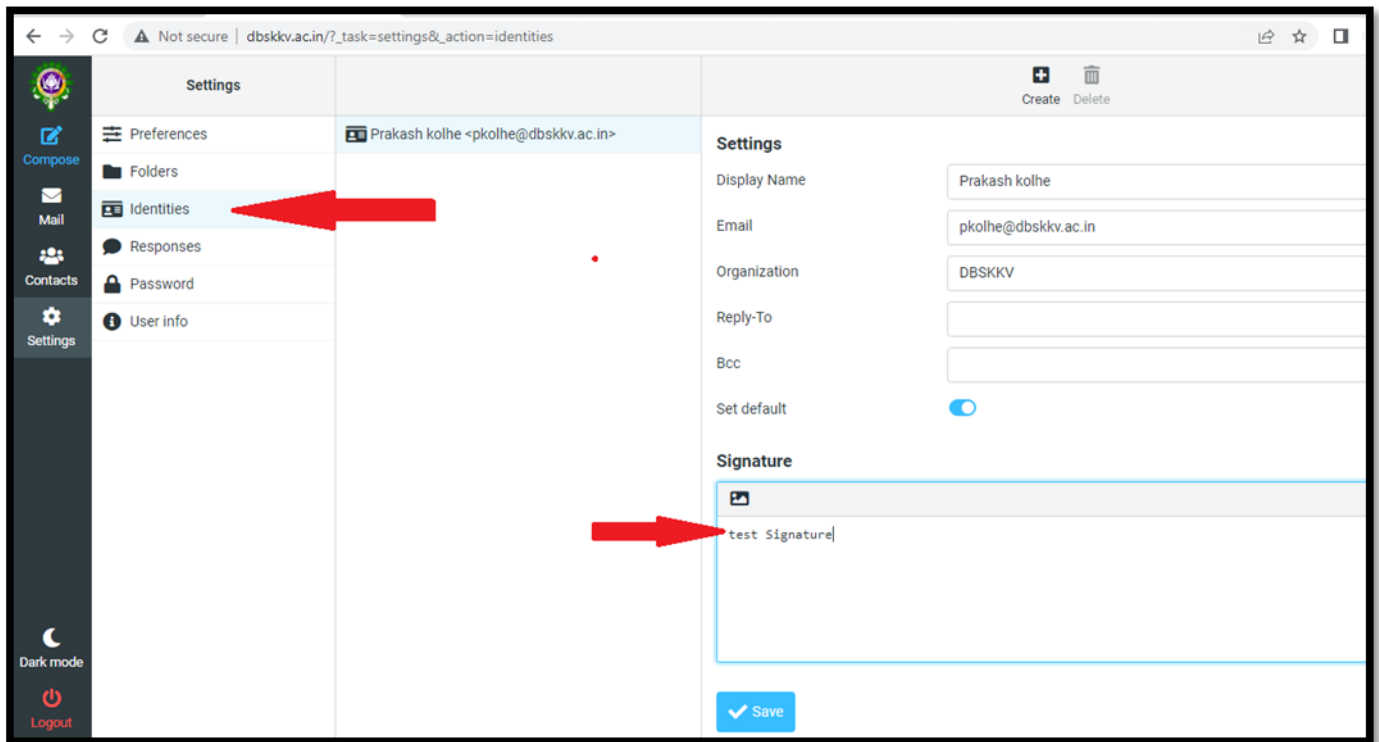
Step 5: Attach a file by clicking “Attach a file” at right side.



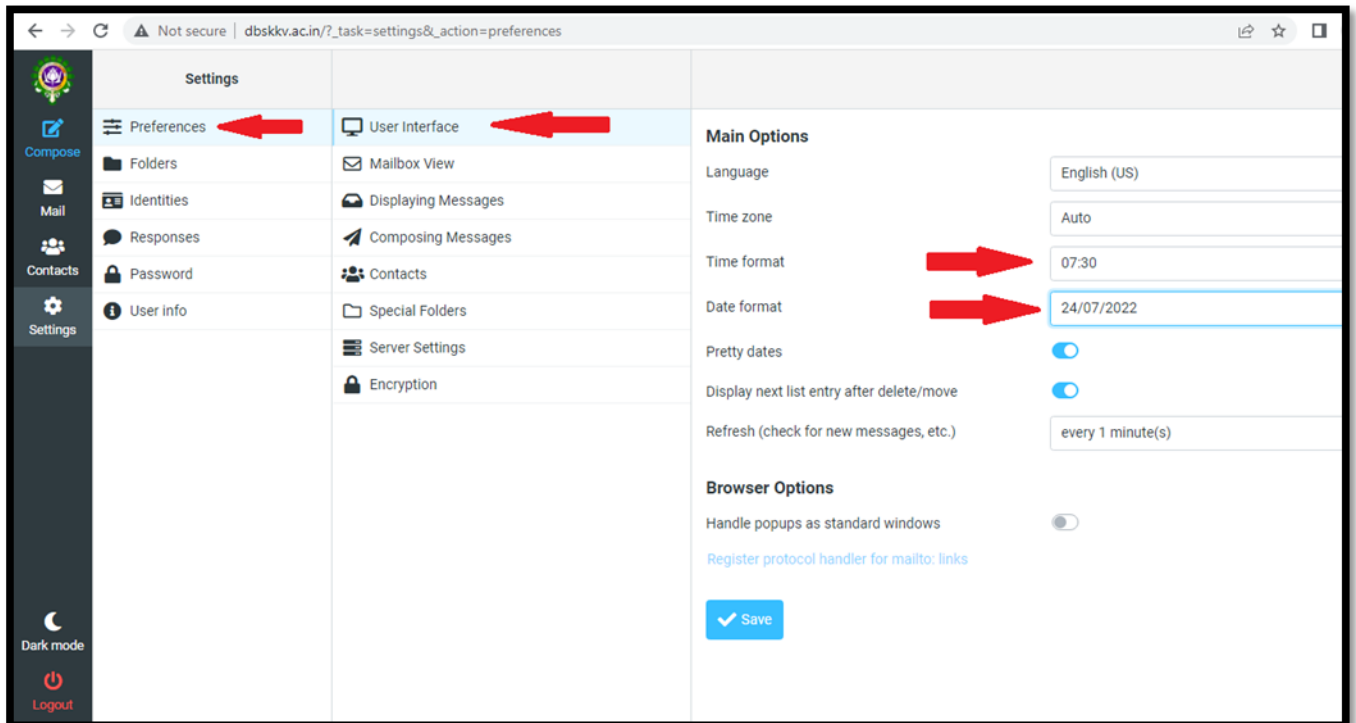
Step 6: Go to “Setting” tab for other settings.



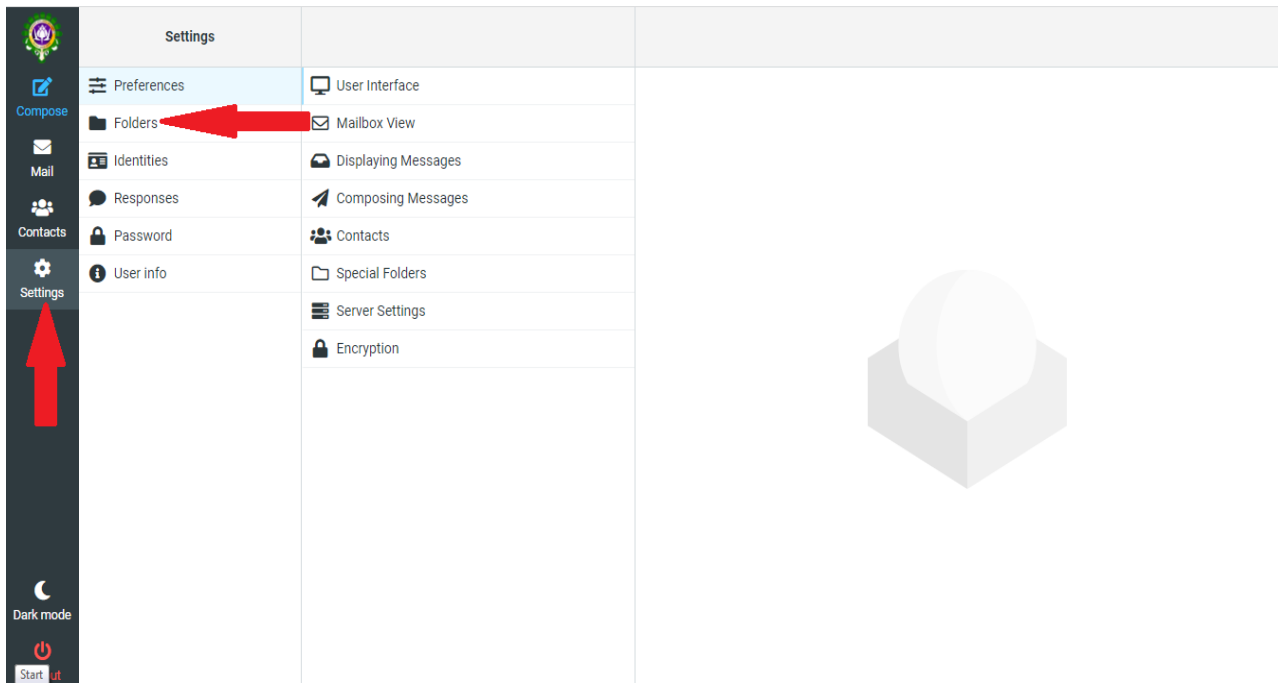
Step 7: To add the Signature Click on “Identities” Tab.



Step 8: Go to Preference Tab → User Interface → Date Format. Change Date Format & Time Format.



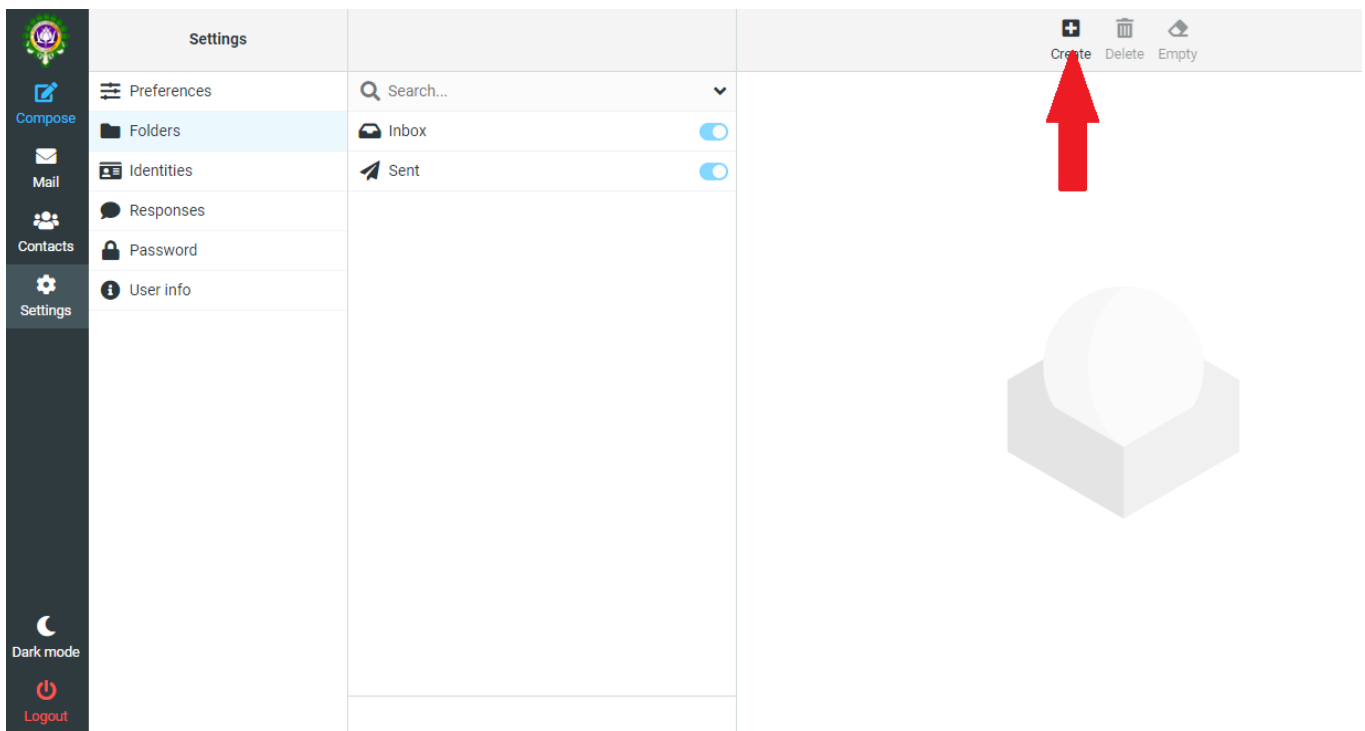
Step 8.1: Create Folders in mail: Click on Settings→ Folders→



8.1 : Create Folders

Step 8.2: Create Folders in mail:

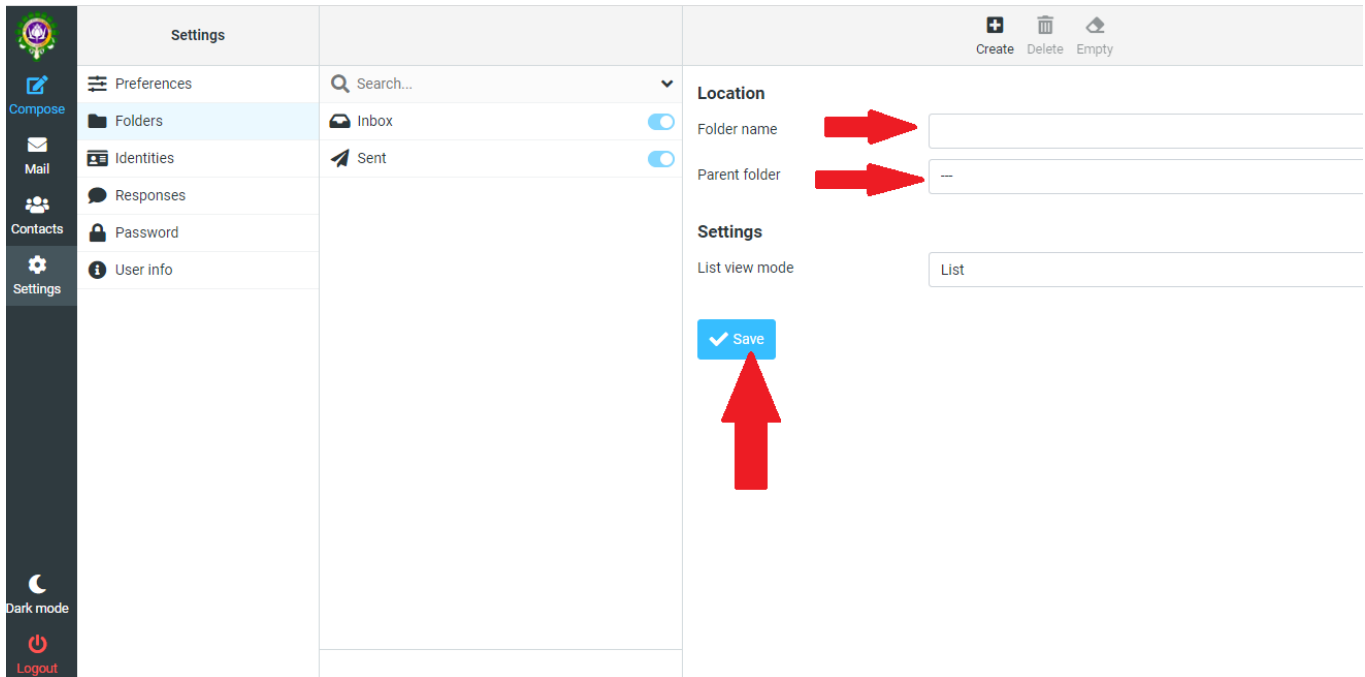
Click on Settings→ Folders→ Create



8.1 : Create Folders

Step 8.3: Create Folders in mail:

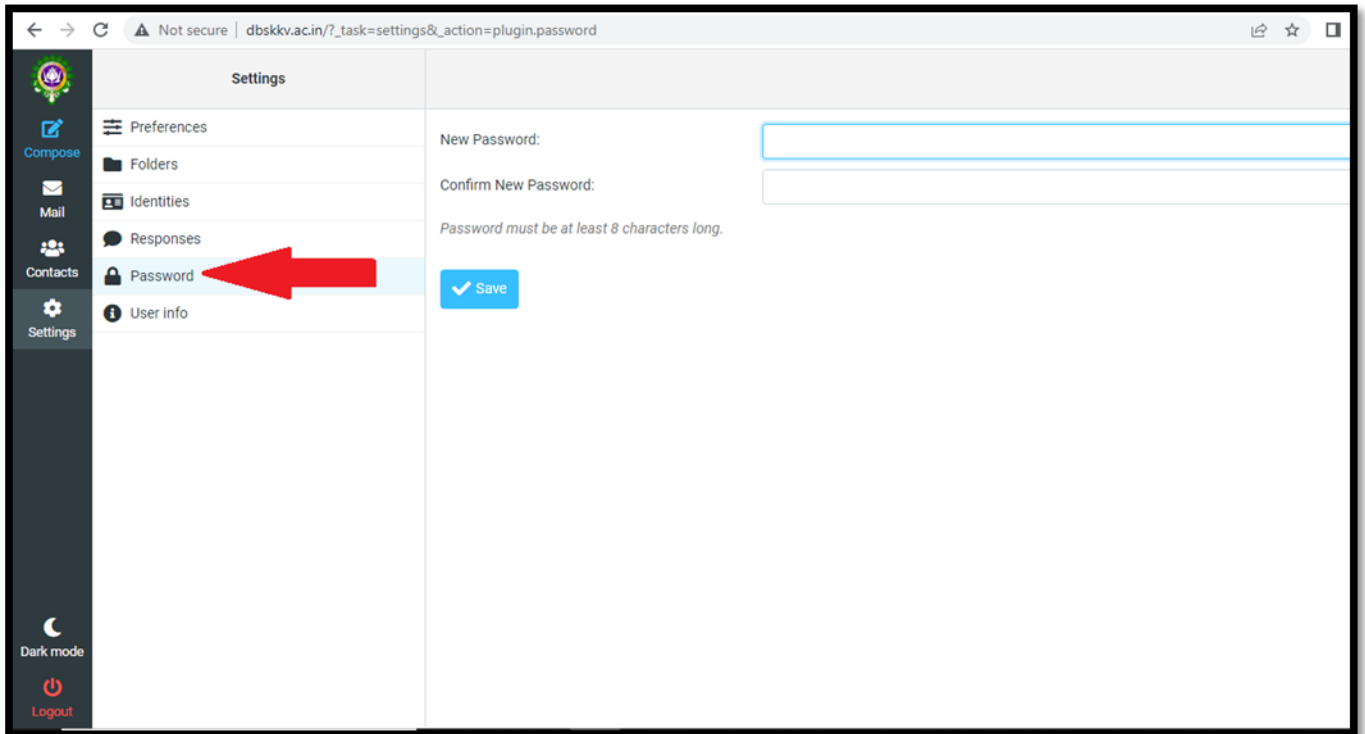
Click on Settings → Folders → Create → Name of Folder and Parent Folder → Save



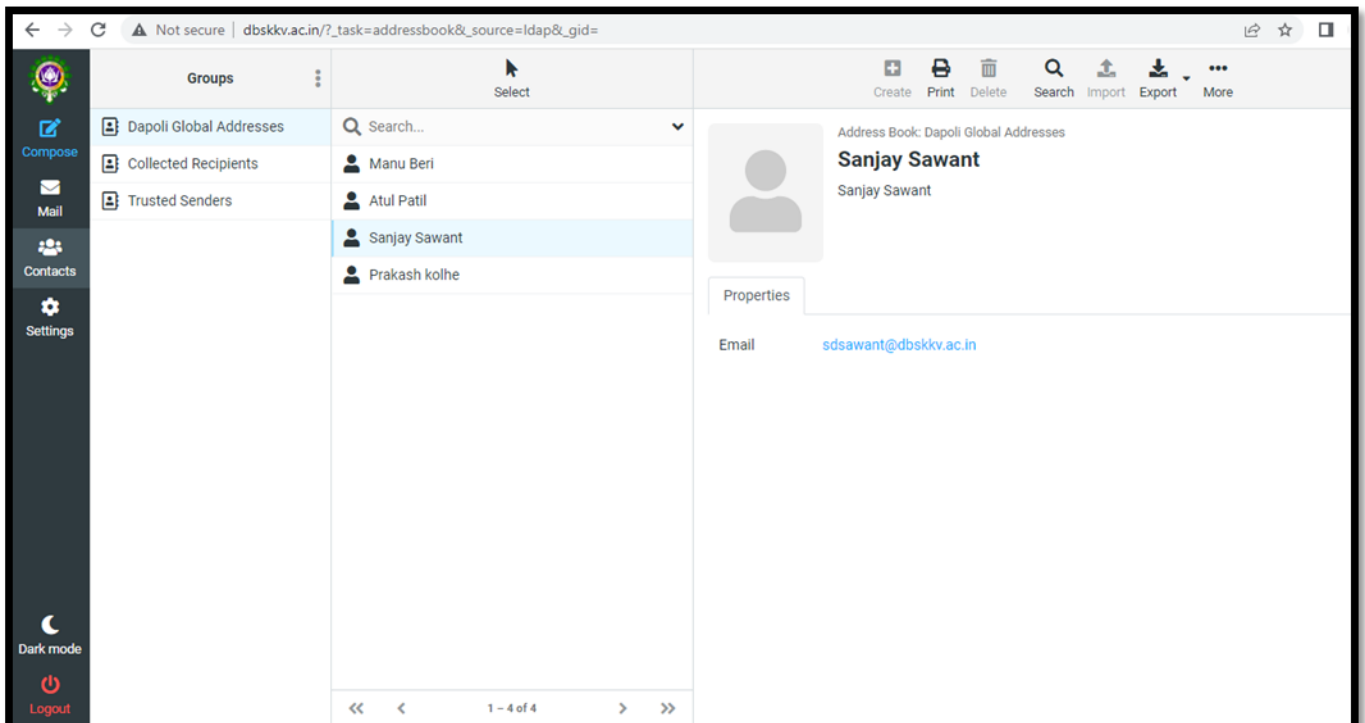
The screenshot shows the 'Settings' page in an email client. The left sidebar contains navigation options: Compose, Mail, Contacts, Settings, Dark mode, and Logout. The main content area is divided into three columns. The first column lists settings categories: Preferences, Folders (selected), Identities, Responses, Password, and User info. The second column shows a search bar and a list of folders: Inbox and Sent. The third column is the 'Create' form, which includes a 'Location' section with 'Folder name' and 'Parent folder' input fields, and a 'Settings' section with a 'List view mode' dropdown. A blue 'Save' button is located below the settings. Red arrows point to the 'Folder name' and 'Parent folder' fields, and another red arrow points to the 'Save' button.

8.1 : Folder name and Save

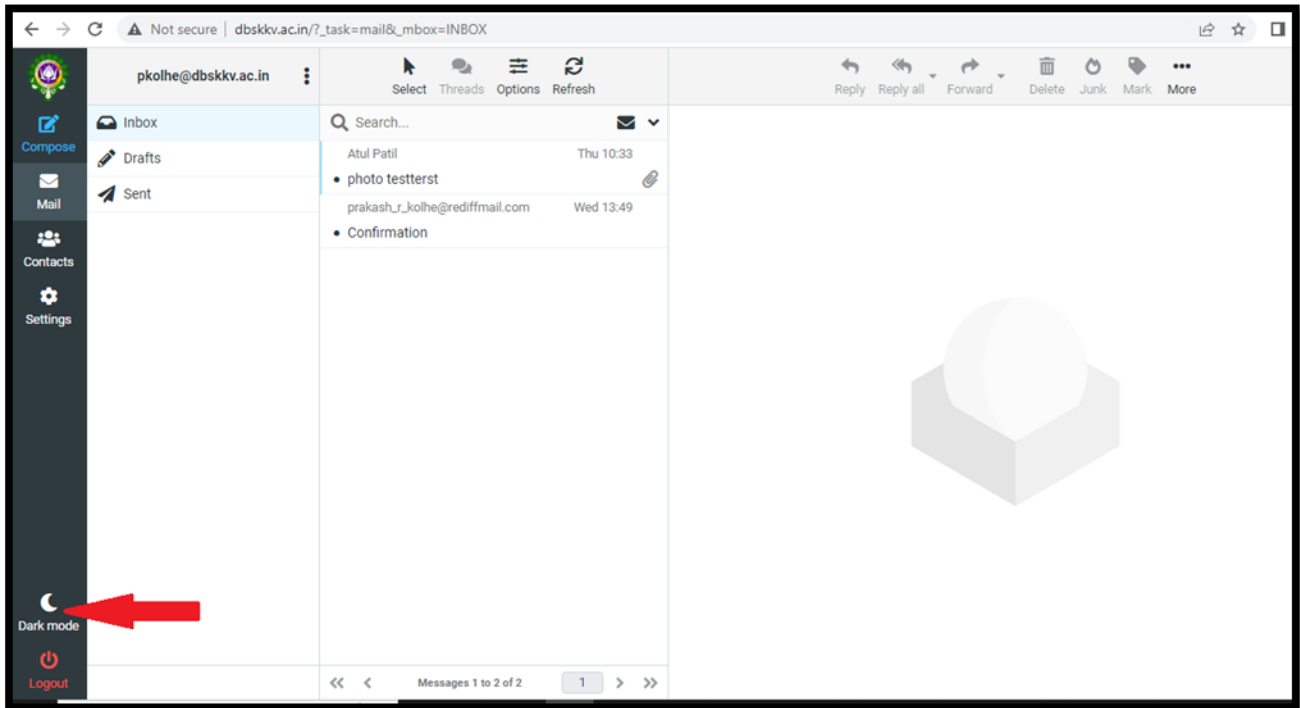
Step 9: To change the Password Click on “Password” Tab.



Step 10: To change the Password Click on “Password” Tab.



Step 11: To change the white mode to Dark Mode click on “Dark Mode” Tab



Step 12: Click on “Logout” to Logout from Email.

