

**Sub: New E-mail ID & Default password on GCRI Domain**

Dear Users,

We are glad to inform you that we are going to fully implement GCRI's webmail services and we have created New E-mail ID and default password on GCRI domain for day to day official communication. The entire official circulars will be circulate on your official ID. As per our institute's new E-mail usage Policy, we will provide you GCRI's official E-mail ID & Default password along with important guidelines and instruction. You are requested to use this E-mail ID for official communication through GCRI's authorized domain mail servers. E-mail users have to follow the E-mail policy with guideline (Enclosed E-mail Policy and Directory list). Also E-mail policy, E-mail application form and E-mail directory list which is available in our official web site [www.gcriindia.org](http://www.gcriindia.org).

**Important Guideline and instruction:**

To Set-up this E-mail ID in Microsoft Outlook Express, you have to follow following steps

1. Follow the link to open GCRI E-mail ID: Webmail URL: <http://www.gcriindia.org/webmail>
2. Give Username : [name.surname@gcriindia.org](mailto:name.surname@gcriindia.org) (authorized person)
3. Default Password : gcri@2015(you can change it from the same panel)
4. Click on Horde Link : To read E-Mail messages

To Set-up this E-mail ID in Microsoft Outlook Express, you have to follow following steps

1. Incoming mail server : mail.gcriindia.org
2. Outgoing mail server : mail.gcriindia.org
3. incoming mail port : 110
4. Outgoing mail port : 25
5. Please Tick on My SMTP server requires authentications

**For E-Mail Technical Support:**

Our technical experts will be you ready to help. Please choose how you want to contact us.

Phone: 079-22688353/079-22688006

Chat : [ithelpdesk.gcri@gmail.com](mailto:ithelpdesk.gcri@gmail.com)

E-mail: [emailsupport@gcriindia.org/contact@gcriindia.org](mailto:emailsupport@gcriindia.org/contact@gcriindia.org)

**Note:**

1. **From the 1<sup>st</sup> September, 2015 onwards, all the official circulars will be circulate on your GCRI webmail ID only.**
2. The user needs to request for an account by filling out the form available on the [www.gcriindia.org](http://www.gcriindia.org) website and send it to the IT department. The e-mail account is created based on the GCRI e-mail addressing policy available at [www.gcriindia.org](http://www.gcriindia.org) under the caption "E-mail Policy".

**Dr. R. K. Vyas**  
**Incharge Director, GCRI**

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