



**For Name based Email id(s)**, a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

Sl. No.	Full Name	Designation, Department, etc.	Preferred Email id**

**\*\***The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e\_mail id unique across the domain.

**For Designation/Official Position based Email id(s)**, a list of designations in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

Sl. No.	Official position	Department, Ministry, [State name]	Preferred Email id**

**\*\***The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e\_mail id unique across the domain.

## **E-MAIL TERMS AND CONDITIONS**

1. Users are requested to keep the given userid and password a secret.
2. Please change your password once for every month.
3. You are responsible for any mail/information sent on NICNET.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.  
**Note:** NIC does not distribute any personal firewall software.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof./ XP, please apply the appropriate patches announced by the Microsoft from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to [support@nic.in](mailto:support@nic.in)
10. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.