**Guidelines for DA console operator**

For ease of service operations and flexibility, messaging division has implemented the Delegated Administrator (DA) platform that allows organizations/departments to perform all functions for the email users of the respective domains/departments. Delegated Administrator can create, delete, activate, deactivate accounts, can enable/disable IMAP and POP, can change the password, update mobile etc. as and when required without routing the request through Email support team.

This service gives the respective organization/department the independence of managing their respective email accounts.

In view of the above, it is requested that an officer may be nominated as Delegated Administrator.

**To get the DA, the** nominated Officer has to apply for DA on boarding and VPN through [https://eforms.nic.in](https://eforms.nic.in) as depicted in following screenshot -

**FOR DA ON-BOARDING**

Once request is submitted online, a PDF of authorization letter will be generated. Please get that authorization letter approved (Sign & Seal) by Competent authority on Organization letter head, Upload the scanned copy of the same on DA on boarding request.

**FOR VPN**

VPN Services -> New Request -> Fill following details

Choose Single IP

1. Enter Server IP : 164.100.14.22
2. Application URL : [https://mailadmin.nic.in](https://mailadmin.nic.in)
3. Destination Port : 443
4. Server Location : NDC Delhi
5. Enter Captcha and submit
Operational Guidelines-

1. Applicant will be (State PR Department) Under Secretary/Director
2. Open https://eforms.nic.in -> Login with eforms
3. Login with GMail or YahooMail or NIC of gov domain
4. Reporting Officer (RO) details in User profile -> Organization Details  
   (Must be NIC officer in the state)
5. VPN NIC state coordinator will approve the VPN form
6. NIC Delhi VPN division will provide VPN IP (10.26.???.???)
7. Private Key will be received on user Mobile No
8. VPN will have to be register on their Desktop/Laptop (As per manual attached)

Select DA Onboarding (For NIC – Email related tasks)

1. Open https://eforms.nic.in
2. Select DA Onboarding from Left Grid/Menu.
3. Enter VPN IP allocated (And follow the process)