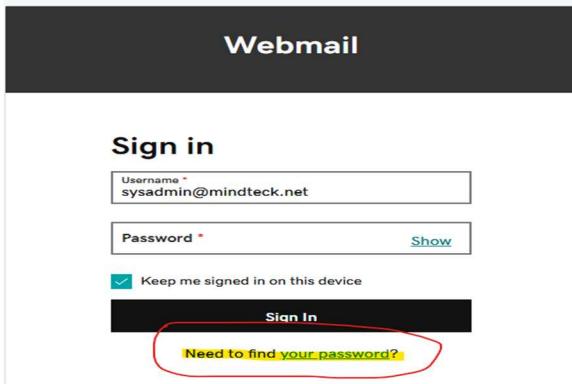


## NEW EMAIL SERVER FAQ

1. What is the mail box size on the server?  
10 GB email storage (approx 50,000 emails)
2. What is the attachment size that can be sent through email?  
The attachment size is limited to 10 MB. Please use FTP if you need to send attachments larger than 10 MB to external email IDs
3. What is the username/ password to be used to access email URL :  
<http://email.mindteck.net> Your Email username and Password
4. How to change password in new email server?
  - a) Go to Home page<http://email.mindteck.net>
  - b) Click on “ Need to Find your password”?



Webmail

Sign in

Username \* sysadmin@mindteck.net

Password \* [Show](#)

Keep me signed in on this device

**Sign In**

[Need to find your password?](#)

- c) Enter your mail Id and click on “Continue”

< [Sign in](#)

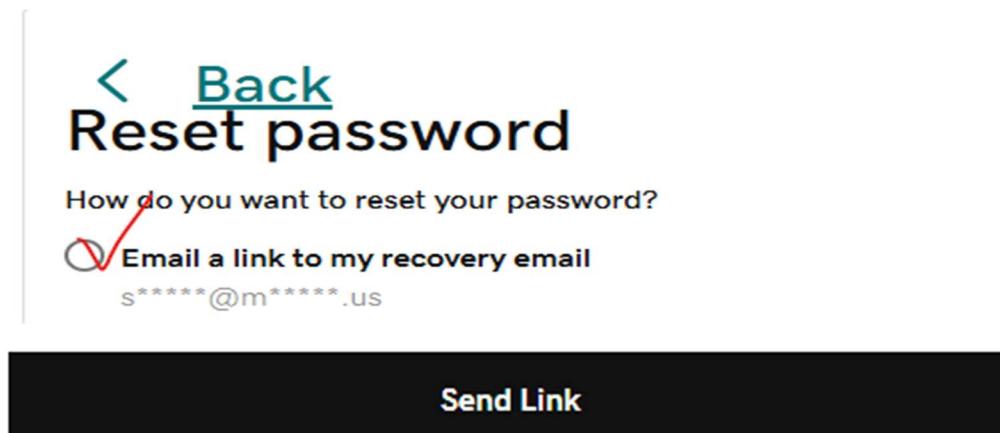
### Reset password

Please enter the email address of the account you want to reset the password for.

Username or Customer # \* example@mindteck.net

**Continue**

d) Click on your recovery email and “send link”



e) Please check your recovery email inbox and set the password yourself.

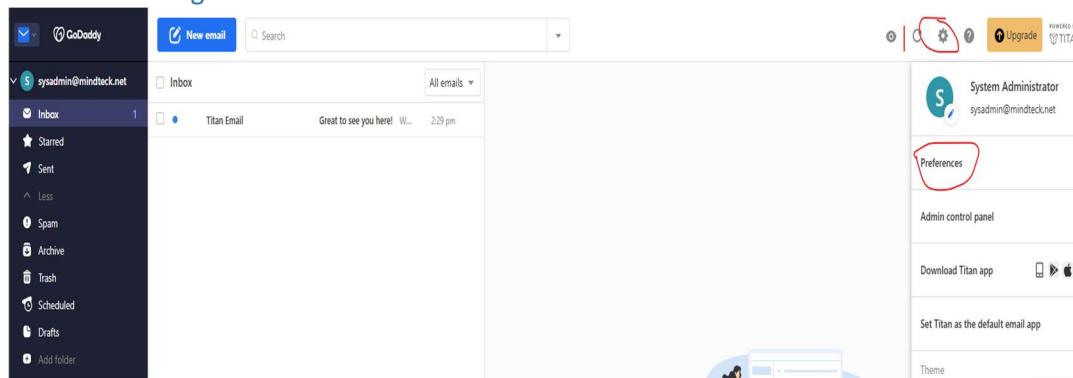
5. What is the complexity in Mail Password?

- Combination of Small/ CAPS Alphabet and Numeric
- Minimum of 6 Characters
- Should not contain word from dictionary

6. How do I update the passwords in Outlook?  
Please contact Bangalore System Admin team to change the passwords in Outlook.

7. How to set Auto Reply OR out Of Office Rule?

Login to <http://email.mindteck.net>  
Click on “settings” then “ Preferences”



[Back to email](#)

## Vacation Responder

Send automated replies to incoming emails while you are away. [Learn More](#)

**Enable Vacation Responder**

**From:** 07-01-2026

**To:**  Until I turn it off  Pick an end date

**Subject:**

Type your message here

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**Reply to consecutive emails from the same sender once every** **1 day**



Enter the required details and click on “Save”