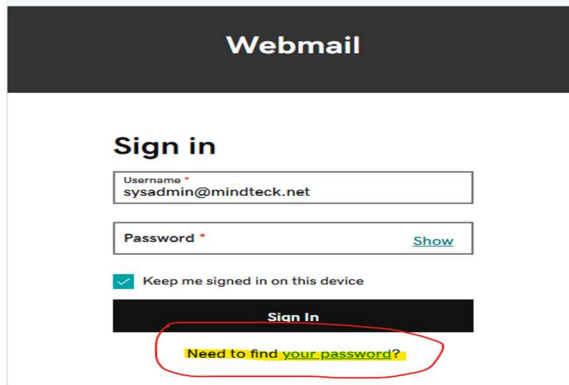


## NEW EMAIL SERVER FAQ

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”?



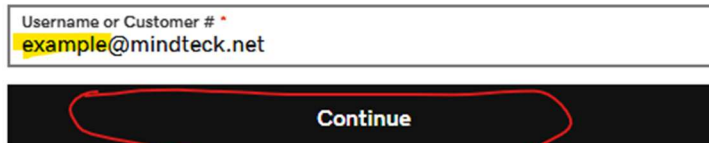
The image shows a 'Webmail' sign-in interface. It has a dark header with the word 'Webmail'. Below it, the 'Sign in' section contains a 'Username' field with the text 'sysadmin@mindteck.net', a 'Password' field with a 'Show' link, and a checkbox labeled 'Keep me signed in on this device'. A 'Sign In' button is present, and below it, a link 'Need to find your password?' is highlighted with a red circle.

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

[< Sign in](#)

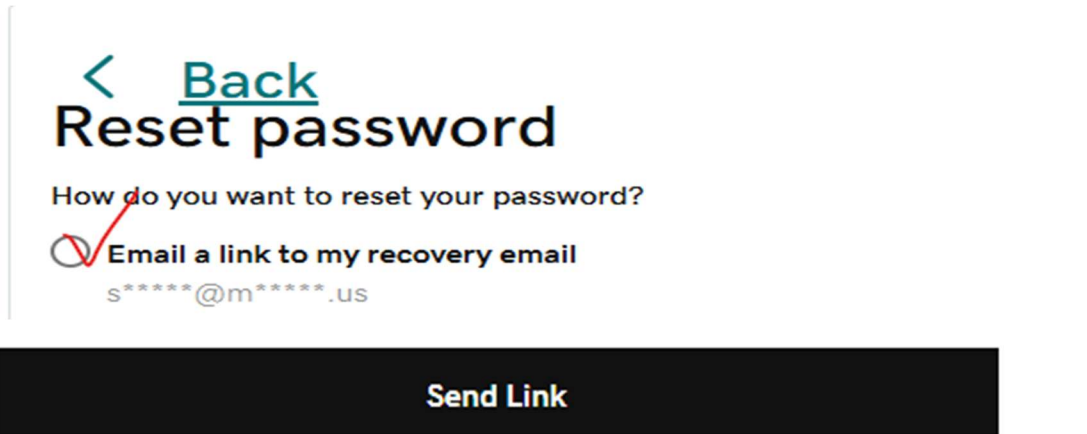
### Reset password

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



The image shows a 'Reset password' form. It has a text input field labeled 'Username or Customer #' with the text 'example@mindteck.net'. Below the field is a large black button with the word 'Continue' in white, which is circled in red.

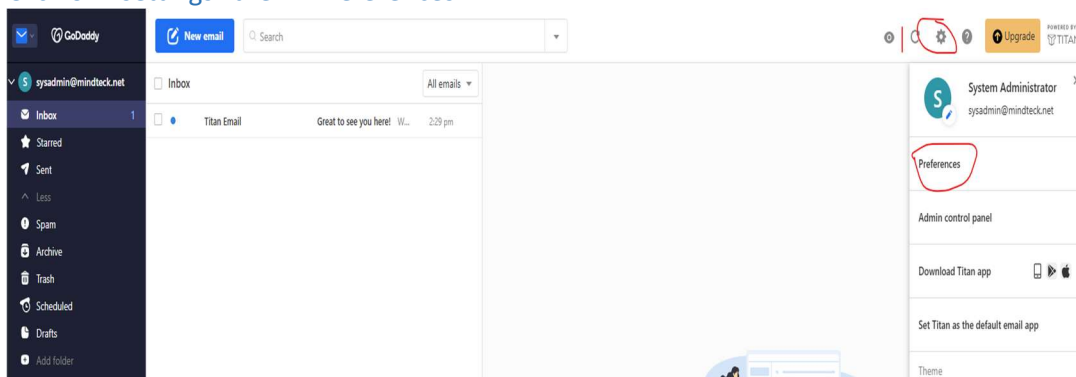
- d) Click on your recovery email and “send link”



- 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](#)

ACCOUNT & SECURITY

Account

General

Notifications

INBOX & ORGANIZATION

Priority Inbox

Rules

Email Actions

Manage Senders

Forwarding

SEND & REPLY

Signatures

Grammar and Spelling

Tracking

Send as Alias

Vacation Responder

Import Contacts

### 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

Sans Serif 11 B I U

Color icons

Text icons

A

Signature

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

Enter the required details and click on “Save”