

# How to access and use IITR email **GROUPS**

# Login and Click on Address Book

The screenshot shows a web-based email client interface for the Indian Institute of Technology Roorkee. The left sidebar contains a navigation menu with the following items: Mail, Calendar, Address Book (highlighted with a red circle), and Options. A callout bubble with the text "Click Here" points to the "Address Book" icon. The main content area displays an "Inbox" with a list of emails. The top of the interface shows the URL "mail.iitr.ac.in/wc\_static/layout/main.html?lang=en&2-6.01\_002019&" and the user name "Welcome Email Support, IIT Roorkee".

Subject	From	Date	Size
User Login Details on server store2	Super-User	04:59 PM	2kB
		03/06/17 09:52 PM	17kB
		03/06/17 06:40 PM	12kB
		03/06/17 04:13 PM	3kB
		03/06/17 01:24 PM	36kB
		03/06/17 09:06 AM	55kB
		03/06/17 08:09 AM	3kB
		03/05/17 08:27 PM	2kB
		03/04/17 11:02 PM	8kB
		03/04/17 11:47 AM	5kB
		03/04/17 11:15 AM	7kB
		03/04/17 09:27 AM	5kB
		03/03/17 08:27 PM	4kB
		03/03/17 02:45 PM	6kB
		03/03/17 11:38 AM	2kB
		03/03/17 10:21 AM	2kB
		03/02/17 10:50 PM	17kB
		03/02/17 10:03 PM	3kB
		03/02/17 10:25 AM	2kB
		03/02/17 09:23 AM	13kB
		03/01/17 12:45 PM	11kB
		02/28/17 09:33 PM	9kB
		02/28/17 03:49 PM	4kB
		02/28/17 03:39 PM	3kB
		02/28/17 02:41 PM	2kB

# Click on Groups to find the list of ALL available groups

The screenshot displays an email client interface for the Indian Institute of Technology Roorkee. The browser address bar shows the URL: mail.iitr.ac.in/iwc\_static/layout/main.html?lang=en&2-6.01\_002019&. The page title is "Indian Institute of Technology Roorkee" and the user is logged in as "Welcome Email Support , IIT Roorkee".

The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Address Book, Personal Address Book (with sub-items: Test group, Corporate Directory, and Groups), Mail (1256), Calendar, Address Book, and Options. The "Groups" link is circled in red, with a callout bubble containing the text "Click Here".
- Top Bar:** Includes "Compose Mail to" and "Print" buttons, a search field labeled "Display Name or Email", and a "No contacts selected" status message.
- Main Content Area:** A list of groups with checkboxes. The "faculty-iitr" group is circled in green, with a callout bubble containing the text "Click Here". Other groups listed include Postmaster, Faculty-Electrical, Faculty-Chemical, Faculty-Biotech, Faculty-Chemistry, Faculty-Civil, Faculty-Earthquake, Faculty-Earthscience, Faculty-Humanties, Faculty-Hydrology, Faculty-Management, Faculty-Mathematics, Faculty-Mechanical, Faculty-Metallurgical, Faculty-Physics, Faculty-Waterresources, Faculty-Papertech, Group-A, Faculty-Computerscience, Faculty-Appliedscience, Faculty-Polymer, and Faculty-Nanotech.
- Right Pane:** Currently empty, showing "No contacts selected".
- Bottom Taskbar:** Shows the Windows taskbar with various application icons and the system tray displaying the time as 7:13 PM on 3/7/2017.

# How to send email to the group

The screenshot shows the 'Groups' section of an email client. The 'Compose Mail to' button is circled in red, with a callout pointing to it that says 'Click here to send and email to the group selected'. Below this, the 'Display Name or Email' search box is empty. The list of groups is shown, with 'faculty-iitr' selected and its checkbox checked, circled in red. A callout points to this selection with the text 'Select the group'. To the right, the 'Email Addresses' section shows the group's email ID, 'faculty-iitr@iitr.ac.in', circled in red. A callout points to this ID with the text 'Alternatively, use this id to compose an email'. The 'Group Members' list is also visible on the right side of the interface.

Indian Institute of Technology Roorkee

Welcome Email Support, IIT Roorkee

Groups

Compose Mail to

Display Name or Email

Display Name

Postmaster

faculty-iitr

Faculty-Electrical

Faculty-Chemical

Faculty-Biotech

Faculty-Chemistry

Faculty-Civil

Faculty-Earthquake

Faculty-Earthscience

Faculty-Humanities

Faculty-Hydrology

Faculty-Management

Faculty-Mathematics

Faculty-Mechanical

Faculty-Metallurgical

Faculty-Physics

Faculty-Waterresources

Faculty-Papertech

Group-A

Faculty-Computerscience

Faculty-Appliedscience

Faculty-Polymer

Faculty-Nanotech

faculty-iitr

Email Addresses

Group: faculty-iitr@iitr.ac.in

Group Members

rajibfdm@iitr.ac.in  
dknarths@iitr.ac.in  
ppatifes@iitr.ac.in  
cpallavi.fes@iitr.ac.in  
vksinfch@iitr.ac.in  
vaskatec@iitr.ac.in  
surenmt@iitr.ac.in  
guptank@iitr.ac.in  
vipulfeq@iitr.ac.in  
akshame@iitr.ac.in  
rkpedfcy@iitr.ac.in  
cpg65fee@iitr.ac.in  
archsfap@iitr.ac.in  
pnappfma@iitr.ac.in  
rajapfap@iitr.ac.in  
spradhanfes@iitr.ac.in  
mahuafap@iitr.ac.in  
wasanfph@iitr.ac.in  
ashokfme@iitr.ac.in  
hgsgfdma@iitr.ac.in  
akumafah@iitr.ac.in  
gramsfce@iitr.ac.in  
kartik@iitr.ac.in  
mpshafah@iitr.ac.in  
ujwalfmt@iitr.ac.in  
indrafce@iitr.ac.in  
kumaribs@iitr.ac.in  
vimalfch@iitr.ac.in  
skbarfph@iitr.ac.in  
vik12fes@iitr.ac.in  
khw73fch@iitr.ac.in  
tanujfma@iitr.ac.in  
rcfphfph@iitr.ac.in

Mail 1256

Calendar

Address Book

Options

Buddy List

7:21 PM 3/7/2017

# How to create your own personal group

The screenshot shows the 'Personal Address Book' interface in an email client. The left sidebar contains a tree view with 'Personal Address Book' selected. The main pane shows a 'New Group' button circled in red. A callout bubble points to this button with the text 'Click here to add a new group'. Another callout bubble points to the 'Personal Address Book' in the sidebar with the text 'Click'. The interface includes a top navigation bar with 'Indian Institute of Technology Roorkee' and 'Welcome Email Support, IT Roorkee'. The bottom status bar shows the time as 7:34 PM on 3/7/2017.

**Thank YOU !**

**for further support email to  
email-support@iitr.ac.in**