

KAU Webmail is managed by the Centre for Information Technology & Instrumentation, IT - BT Complex, Vellanikkara

### [Click Here to Login to KAU Webmail](#)

Instructions: Please login with your username and password.

### **How to request a new KAU eMail ID?**

The procedure involved:

1. The applicant has to make a request in the prescribed form to the Head of Office in which they are presently working/studying.
2. The Head of Office has to upload the details in the form to the prescribed web page.
3. The mail kit will be sent to the Head of Office and the password for opening the kit to the applicant.

### **Instructions to applicants**

1. Submit an application in the prescribed form to the Head of the Office where you are presently working/studying. The application form is available as a PDF form at the link [Application for Organizational mailID](#). Download this form to your computer. {Right-click on this link and choose "Save Link As" from the resulting menu in Firefox and Google Chrome ("Save Target As" in Internet Explorer) to download the file to your computer.}
2. Open the form using Acrobat Reader. Fill up the form with the required details and take a printout. Sign and submit the form to the Head of the Office where you are working/studying. {Please note that this form cannot be filled online and saved, it can only be printed. In case you do not have access to a printer attached to your computer, this file can be copied to another computer having a printer. The blank form can also be printed and hand-filled.}
3. Request the Head of Office to upload the details in the form to the webpage available at the link in the next section.
4. An email kit with your username and password will be sent to your Head of Office as a password-protected PDF file. Request your Head of Office to download and give it to you or forward it to your other personal mail ID.
5. The password for opening this PDF file will be sent as email to your alternate mail ID given in the application form or SMS to your mobile.
6. Go to the KAU Webmail login page given above and login with the login ID and password given. On first login, you will be asked to provide a new password. Provide a password at least eight characters long, containing both alphabets and numbers.

### **Instructions to Heads of Offices**

1. Verify the application submitted by the user with available records to ensure accuracy.
2. Go to the [following link](#) and login using your official ID.
3. Go to the link for "Application for new KAU eMailID" and click to access the online form.
4. Fill in the details given in the application to the online form and click the "Submit" button.
5. The printed application submitted by the user may be kept safe for office record purpose.

6. The one time login link or password will be forwarded to the applicants alternate personal mail ID.

<b>Attachment</b>	<b>Size</b>
 <a href="#">Application for Email Address</a>	48.81 KB


### **How to request a KAUMail password recovery?**

The procedure involved:

1. The applicant has to make a request to the Head of Office in which they are presently working/studying in the prescribed form.
2. The Head of Office has to upload the details in the form to the prescribed web page.
3. The reset password will be sent to the applicant as email or SMS.

### **Instructions to applicants**

1. Submit an application in the prescribed form to the Head of the Office where you are presently working/studying. The application form is available as a PDF form at the link [Application for Password recovery](#). Download this form to your computer. {Right-click on this link and choose "Save Link As" from the resulting menu in Firefox and Google Chrome ("Save Target As" in Internet Explorer) to download the file to your computer.}
2. Open the form using Acrobat Reader. Fill up the form with the required details and take a printout. Sign and submit the form to the Head of the Office where you are working/studying. {Please note that this form cannot be filled online and saved, it can only be printed. In case you do not have access to a printer attached to your computer, this file can be copied to another computer having a printer. The blank form can also be printed and hand-filled.}
3. Request the Head of Office to upload the details in the form to the webpage available at the link in the next section.
4. The reset password link will be sent to the alternate mail ID of the applicant.
5. On next login, you will be asked to provide a new password. Provide a password at least eight characters long, containing both alphabets and numbers.

<b>Attachment</b>	<b>Size</b>
 <a href="#">Application for Password Recovery</a>	42.82 KB

### **Instructions to Heads of Offices**

1. Verify the application submitted by the user with available records to ensure accuracy.
2. Go to the [following link](#) and login using your official ID.
3. Go to the link for "Application for Password Reset" and click to access the online form.
4. Fill in the details given in the application to the online form and click the "Submit" button.
5. The printed application submitted by the user may be kept safe for office record purpose.

### **How to submit feedback of KAUMail?**

1. Go to the following link [KAUMail Feedback](#). You will be asked for username and password.
2. Enter the username and password of your KAU mail ID.
3. On successful login an online form will appear. Enter the details and submit.

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