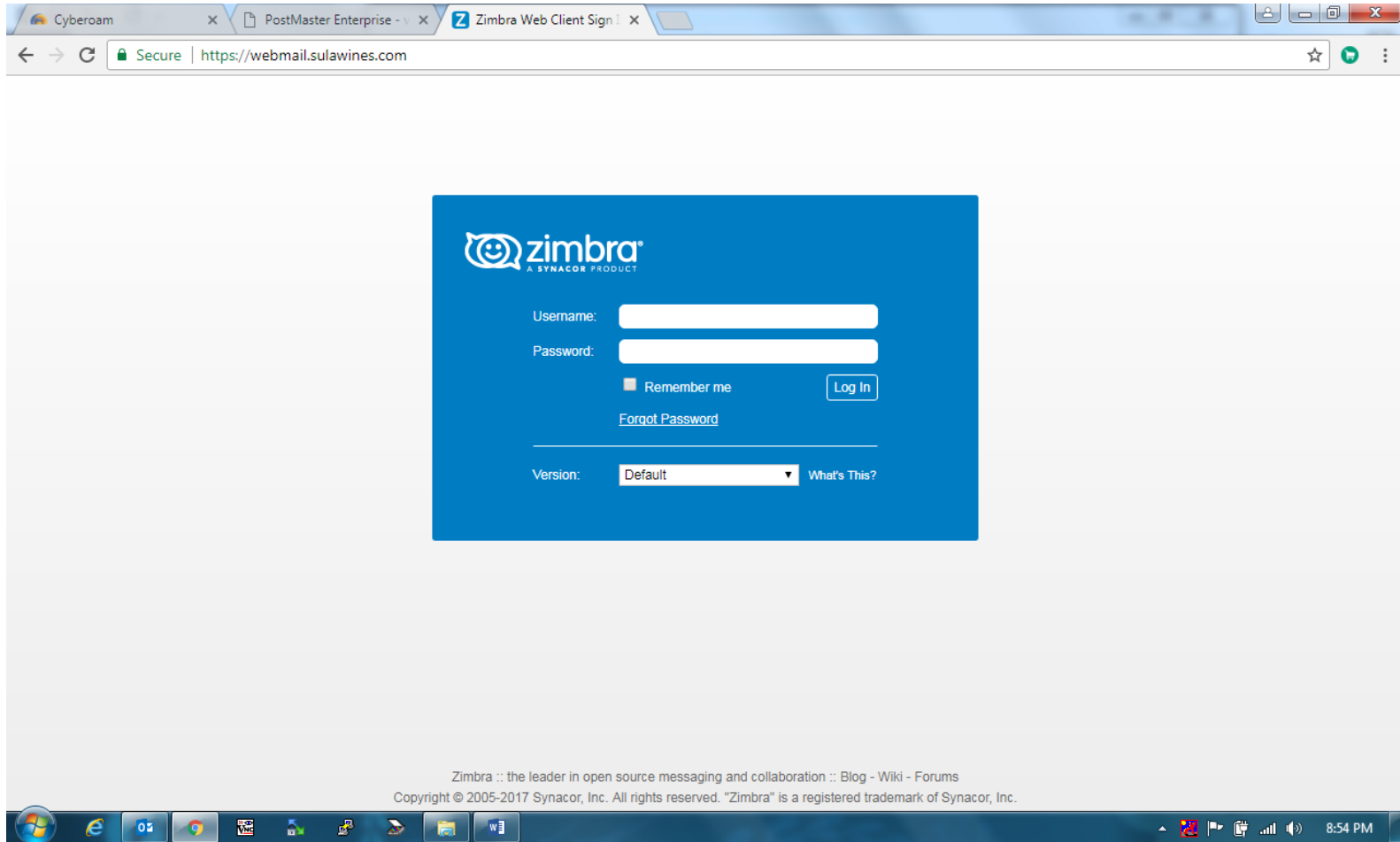


## Steps for reconfiguring your account – Outlook

1. Generating password for your account.

Go to <https://webmail.sulawines.com/> and click on **(forget password)**



You will get the below shown screen, enter your email address & click on search.

## Forgotten Password

Password Self Service

If you have forgotten your password, follow the prompts to reset your password.

Email Id:\*

🔍 Search

✖ Cancel

On the next screen you will be asked for your name and mobile number, please provide the details as per official records only (**Important**). Click on check answers.

You will receive an OTP code on your official mobile number.

## Forgotten Password

Password Self Service

Please answer the following questions. If you answer these questions correctly, you will then be able to reset your password.

First Name

Last Name

Mobile

✔ Check Answers

✖ Cancel

Type the OTP code you received and click on check code.

## Forgotten Password

Password Self Service

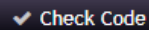
To verify your identity, a security code has been sent to you. Please click the link in the email or copy and paste the security code here.

Your security code should arrive right away. If you have waited for a while and haven't yet received a code, click the resend code button to receive a new code.

 Resend Code

Code

\*\*\*\*\*

 Check Code

 Cancel

In the next screen, type in your new password as per above mentioned criteria and click on change password.

## Change Password

Password Self Service


Rupesh Pawar



Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is not case sensitive.
- Must be at least 2 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

New password accepted, please click change password

New Password 

\*\*\*\*\*



Strength: Weak



Confirm Password

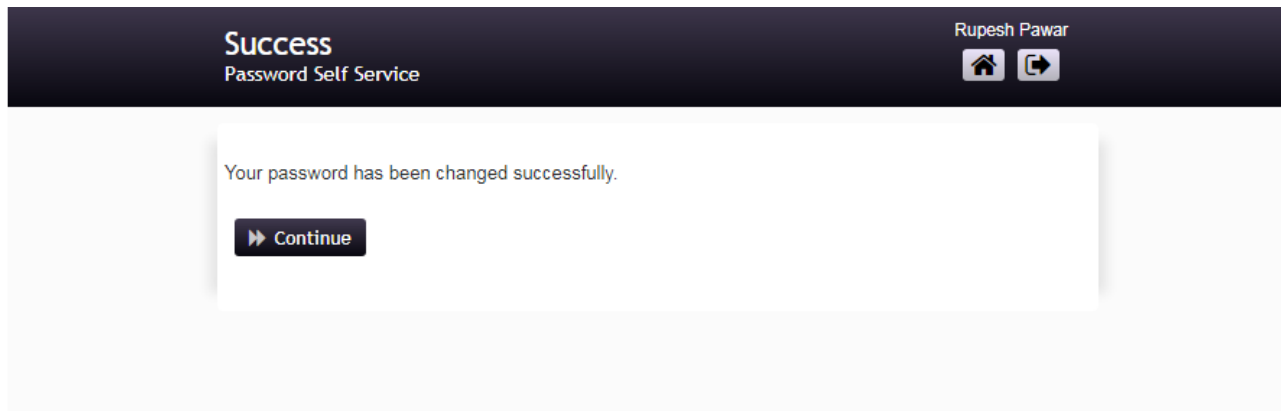
\*\*\*\*\*



 Change Password

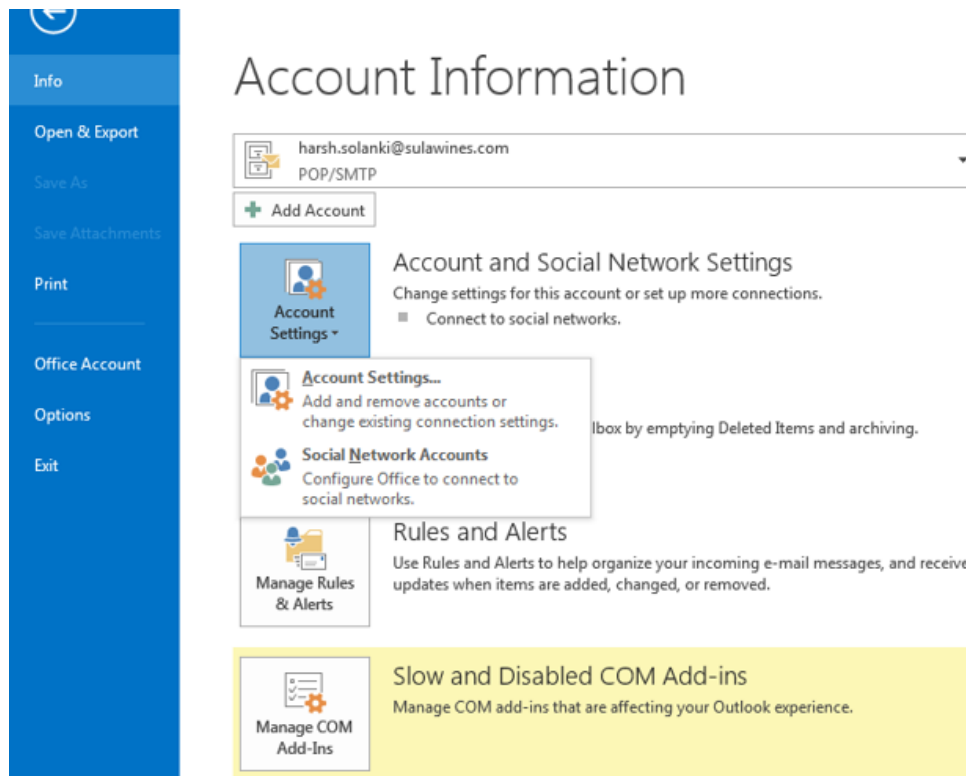
 Cancel

You will get a confirmation about your password changed.

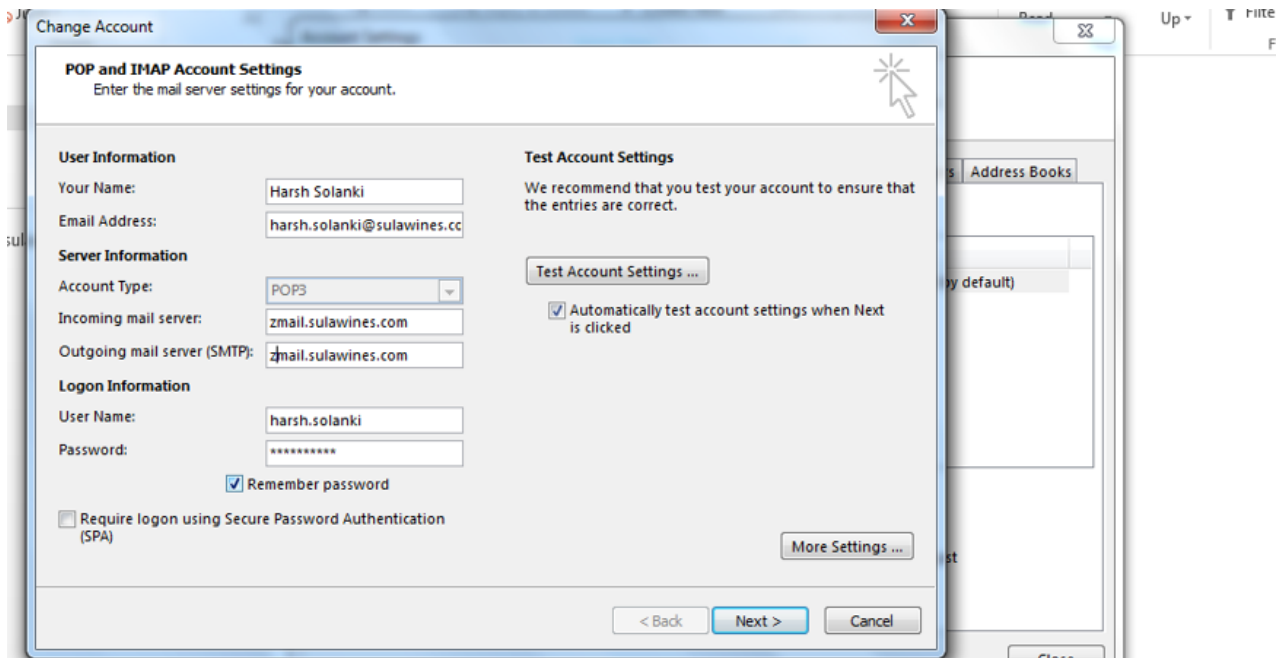
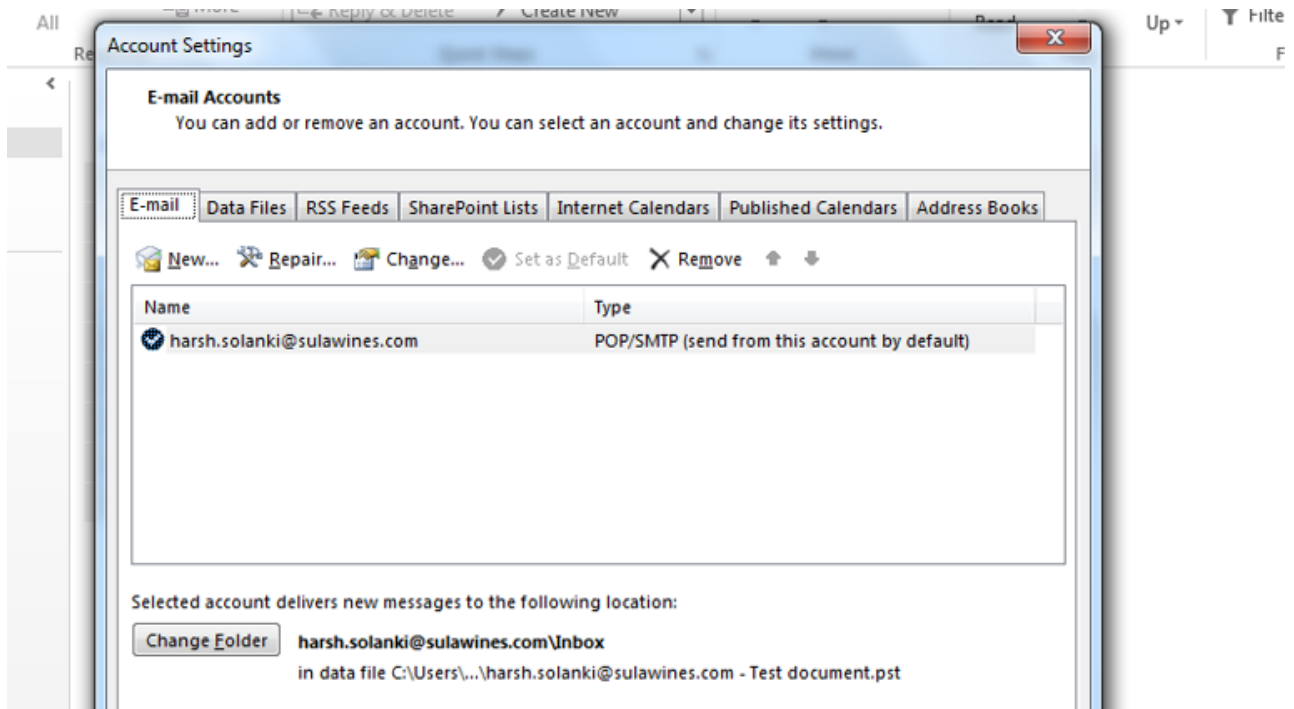


## 2. Updating on outlook 2013/2016.

Now open your outlook and navigate to file → account setting → account settings.



On account settings window double click on your email address to open change account settings.

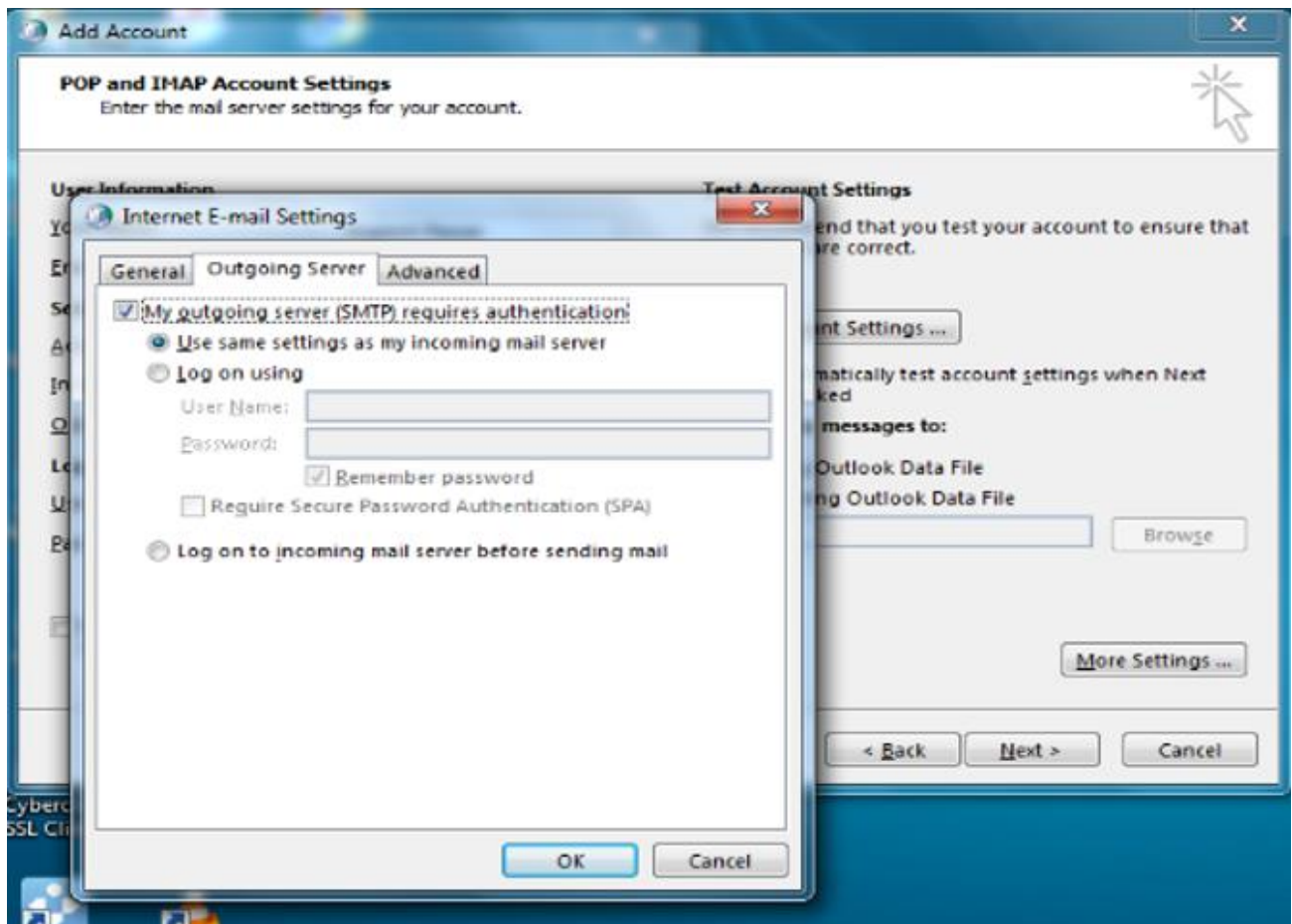


Change the incoming and outgoing mail server with below value without quotes.

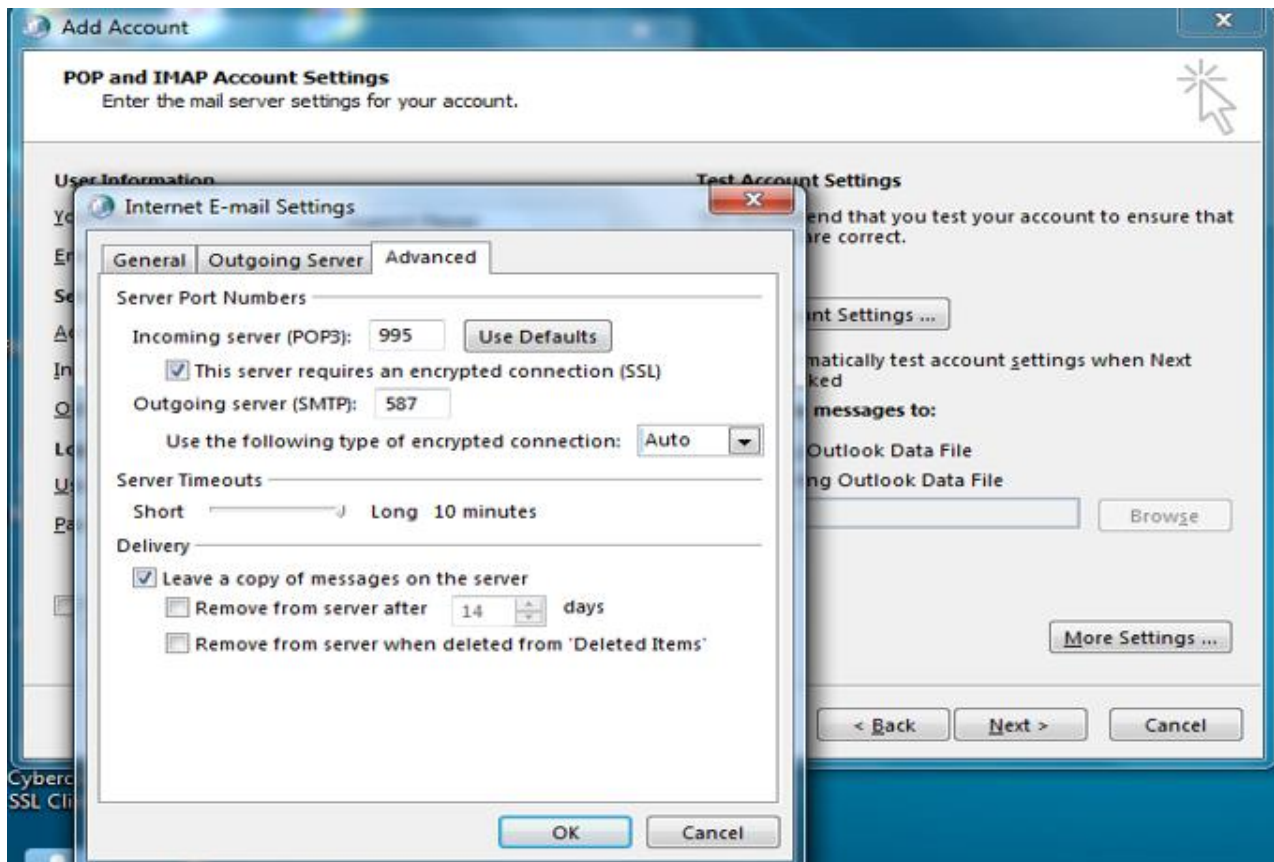
**“zmail.sulawines.com”**

Update with new password which you had generated above.

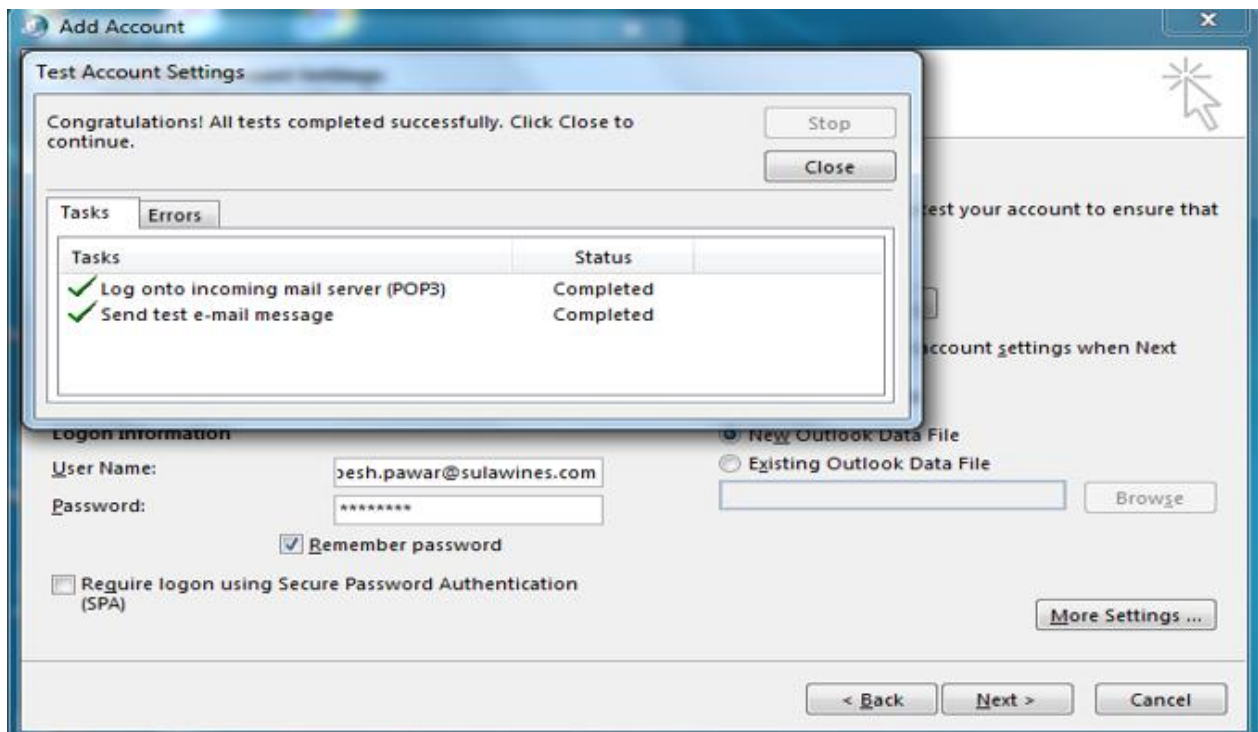
Click on more settings and go **outgoing server** TAB and ensure that “My outgoing server (SMTP) requires authentication” is checked.



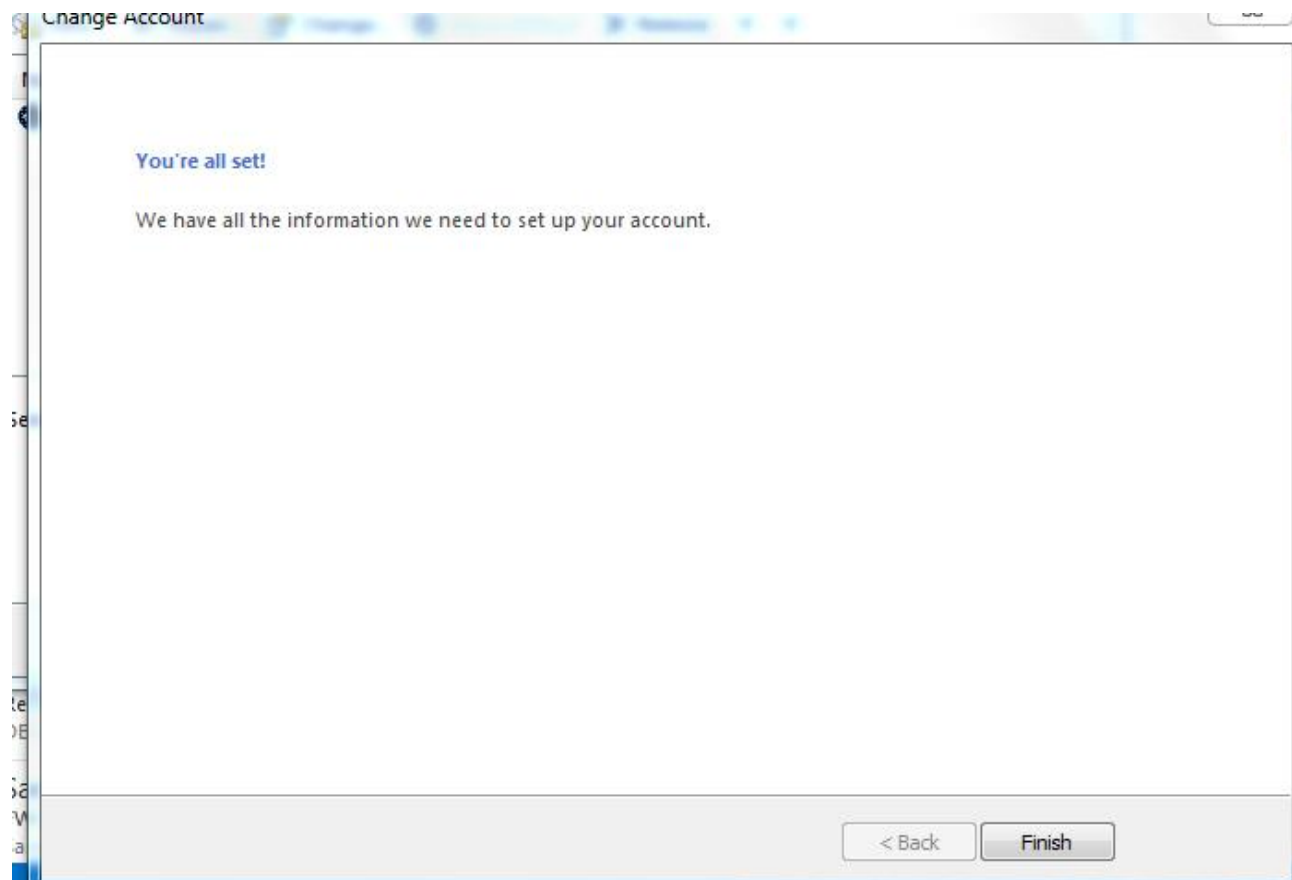
Now click on **advanced** TAB, check on **“This server requires an encrypted connection (SSL)”** and select **“Auto”** on **“Use the following type of encrypted connection”**



In the delivery section, check on leave a copy and also on remove from the server after 7 days.



Click on OK and then next



Click on Finish.

Your account is ready to use.