



शान्ति, सुरक्षा, प्रतिबद्धता
सशस्त्र प्रहरी बल

Armed Police Force

Webmail





एपीएफ वेबमेल भनेको के हो?

एपीएफ वेबमेल वेब-आधारित इमेल खाता हो। एपीएफ वेबमेल एपीएफका कर्मचारी लागि हाम्रो वेबसाइट बाट संचालित निः शुल्क संचालित इमेल खाता हो। यस वेबमेलबाट प्रयोगकर्ताले इन्टरनेट र वेब ब्राउजरको साहेताले आफ्ना ईमेलहरू पठाउन र आफुलाई प्राप्त भएका ईमेलहरू हेर्न सक्दछन।

वेबमेल कसरी लगइन गर्ने?

आफ्नो ब्राउजरमा जाने र एड्रेसबारमा [mail.apf.gov.np/](mailto:mail.apf.gov.np) टाईप गर्ने।



त्यस पछि लगईन ज्यास बोर्ड देखा पर्दछ।
“Email Address” मा आफुलाई प्राप्त इमेल र “Password” मा पासवर्ड राखेर
Sign In गर्ने।

Armed Police Force
Peace Security Commitment | E-mail System

Username:

Password:

Stay signed in

Version: [What's This?](#)

General Overview of the User Interface:

Once authenticated, the screen of webmail is divided into functional parts which are explained here:



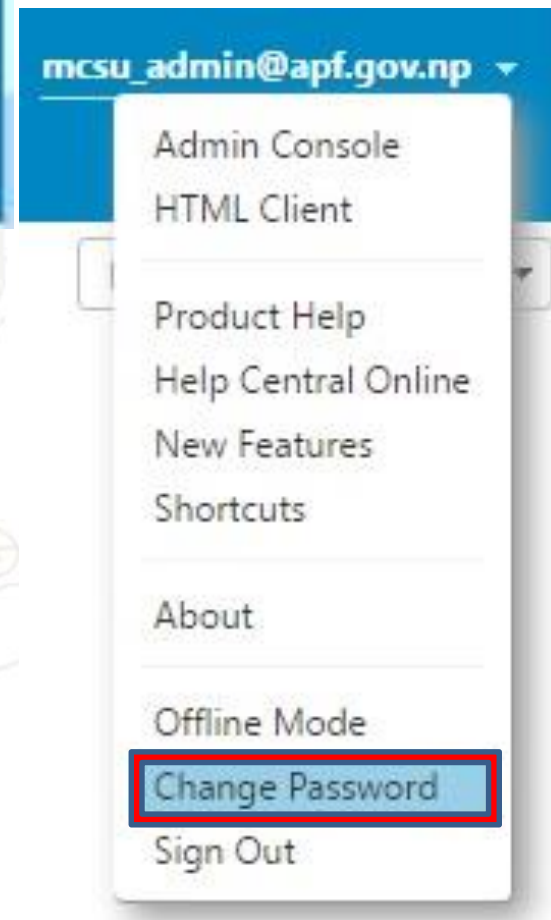
The screenshot shows the webmail interface with the following components and callouts:

- 1:** User profile and email address: `mcsu_admin@apf.gov.np`
- 2:** Search bar with a search icon and the text "Search".
- 3:** Navigation menu with options: Mail, Contacts, Calendar, Tasks, Briefcase, Preferences.
- 4:** Action buttons for email management: Reply, Reply to All, Forward, Archive, Delete, Spam, and Actions.
- 5:** Calendar view for April 2017, showing the date 9th April highlighted.

The main content area displays a message from the "Mail Delivery System" with the subject "Undelivered Mail Returned to Sender - This is the mail system at" and a timestamp of 7:08 PM. A message body is visible but mostly blank. A "Read More" button and a "View" button are located at the top right of the message area.

How to change password?

To change password go to (1) application Task {top most right corner}
There we can see our email username@apf.gov.np.



Click on the email, drop down menu appears
there you can see **Password & Security**.
Click in **Password & Security** option.

Type Old Password in the Old Password Box. Type new password in new password box. Re-type same password in Confirm New Password and hit Change password button to save the password.

This is a screenshot of the password change interface. The header includes the 'Armed Police Force Peace Security Commitment' logo and the text 'E-mail System'. A yellow information box contains the instruction: 'Please enter a new password and re-enter it in the confirmation field.' Below this are three input fields: 'Old Password:', 'New password:', and 'Confirm:'. A 'Change password' button is highlighted with a red box.This is a confirmation message window. It features the 'Armed Police Force Peace Security Commitment' logo and 'E-mail System' text. A yellow information box with a red border contains the message: 'Your password has been changed. You may now close this window.'

Creating an Email Signature

From the dashboard, click on the Preferences Menu in the Menu bar of the screen. And follow the Steps. After typing Signature, save it by clicking save command Button.



The screenshot shows the 'Preferences' window of an email client. The 'Signatures' section is active. The 'Name' field contains 'MCSU'. The signature text is 'APF, Computer Section' and 'Halchowk, Kathmandu, Nepal'. The 'Save' button is highlighted. The 'Using Signatures' section shows the 'Primary Account' set to 'MCSU' and the signature placement set to 'Above included messages'.

Step 1: Click on the 'Preferences' menu item in the top navigation bar.

Step 2: Click on the 'Signatures' option in the left-hand sidebar.

Step 3: Click on the 'Name' input field.

Step 4: Type the signature text into the main text area.

Step 5: Click on the 'Save' button to save the signature.

After saving signature, Click **New Message** option to compose new email. There you can see **Option** Menu. Click Signature Option from below list of option menu and select your signature name you have created. You have now created your new email signature! Below is a screenshot of how the signature automatically appears when you create an email.

The screenshot displays an email client interface. On the left, the 'New Message' button is highlighted with a red box. The main window shows a 'Compose' window with the 'Options' menu open, also highlighted with a red box. The 'Signature' option is selected, and a sub-menu is visible with 'MCSU' highlighted by a red box. The email body contains the following text:

This is your New APF Internet ma... ed by APF computer section. And... Please find the attached D

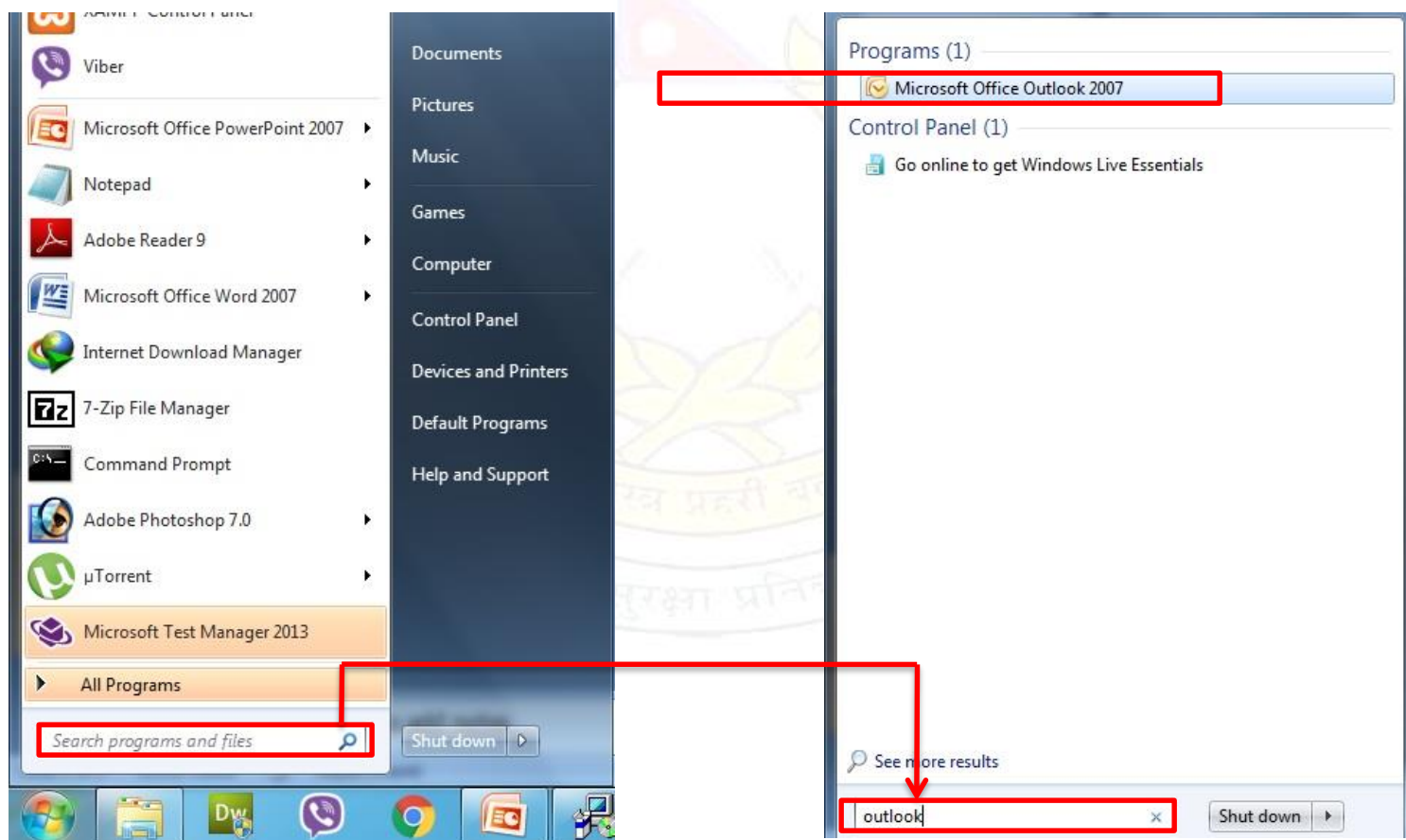
Username:
Password:
If any problem occurred, please contact APF computer section, APF HQ.

Thank you!

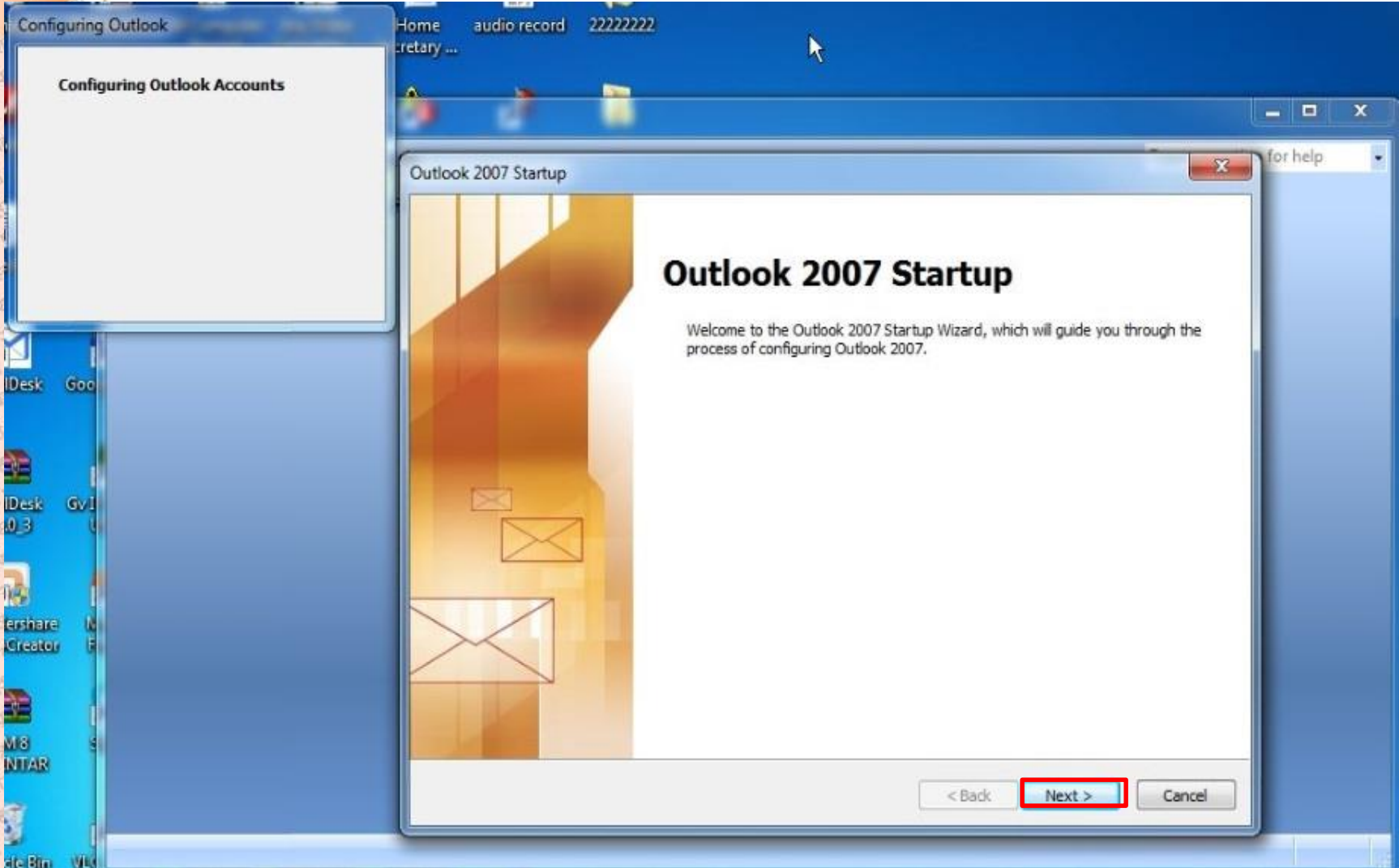
APF Computer Section,APF Headquarter.

Outlook Express Configuration

सर्वोप्रथम आफ्नो computer मा Outlook Express install गरेको छ या छैन पत्ता लगाउने । पत्ता लगाउनका लागि start menu मा outlook search गर्ने, computer मा outlook express install गरिएको छ भने त्यो search list मा display हुन्छ ।

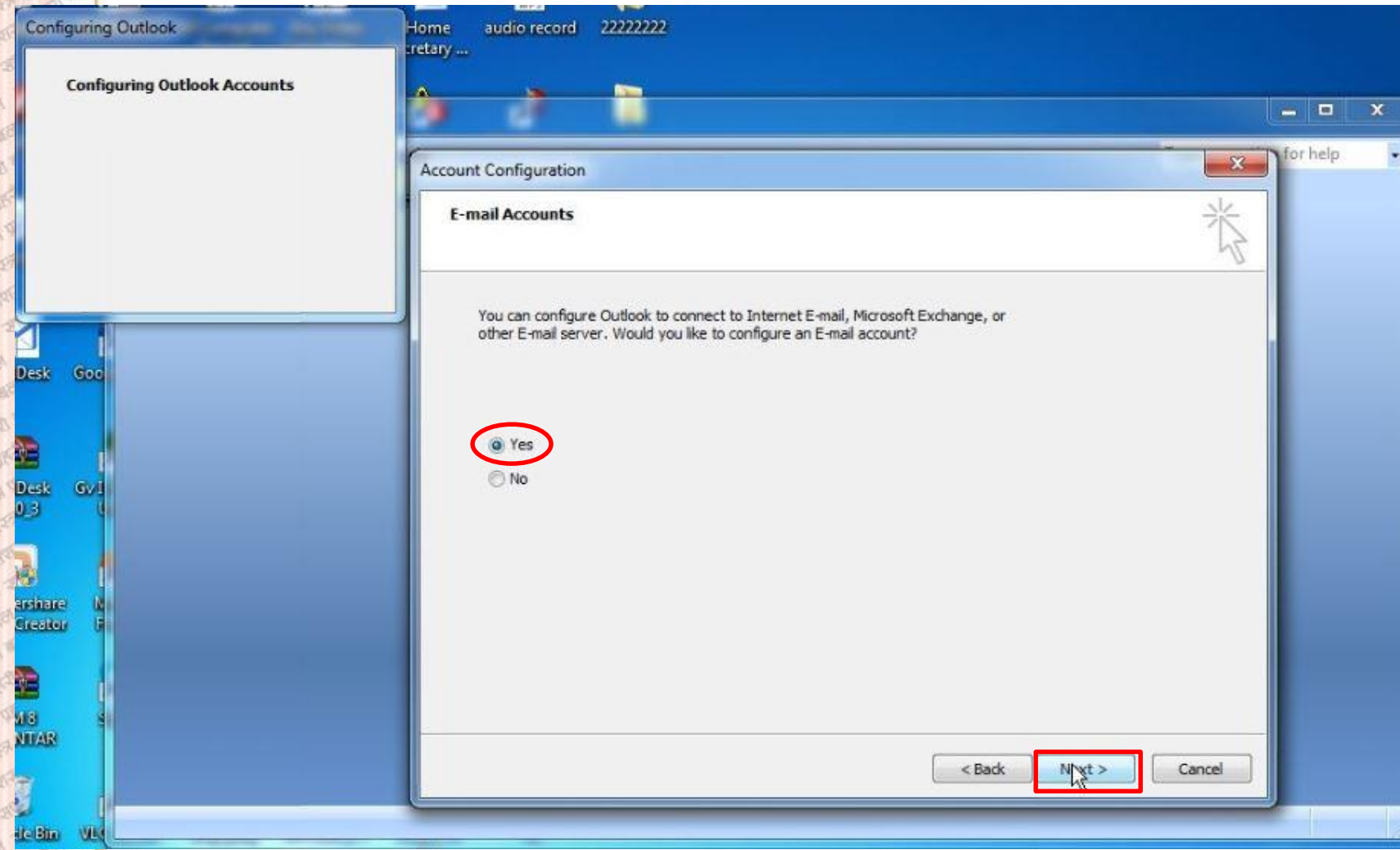


Outlook लाई पहिले configure गरिएको छैन भने यस्तो window खुल्छ :

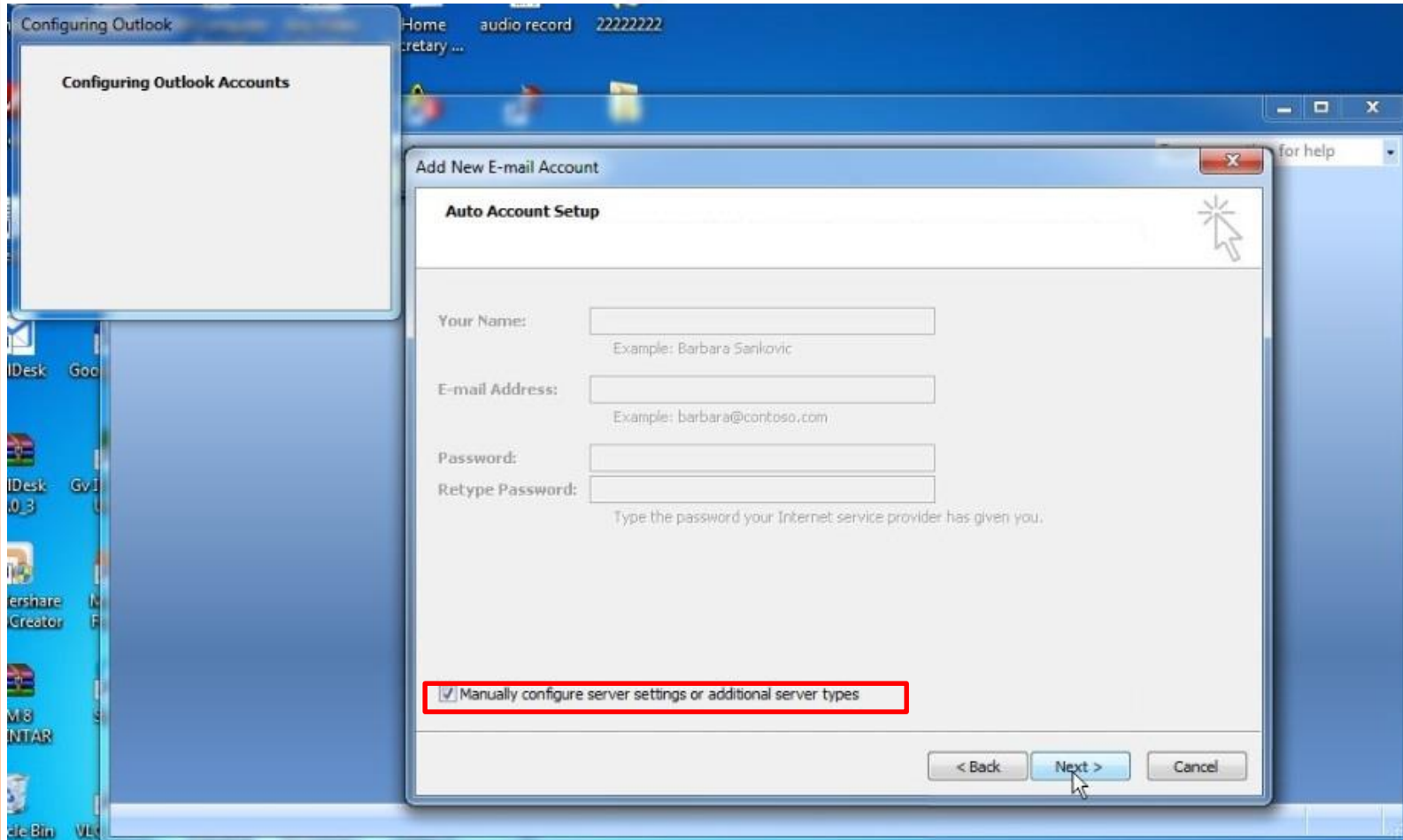




NEXT Button click गरिसकेपछि खुल्ने screen:
यहाँ **YES** select गरेर फेरी **NEXT** button मा click गर्ने

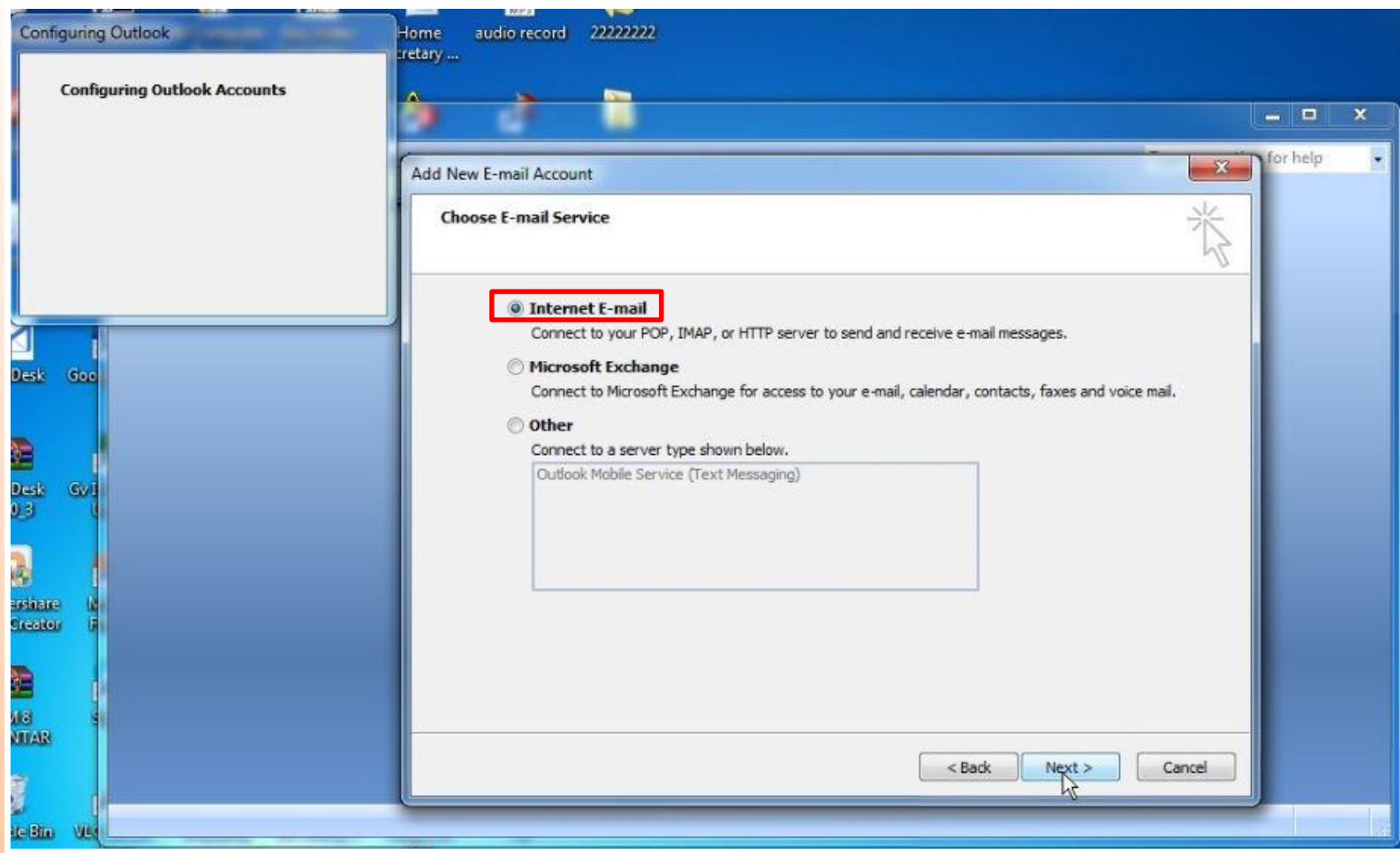


यहाँ manually configure मा tick लगाउने र फेरी **NEXT** button मा click गर्ने:

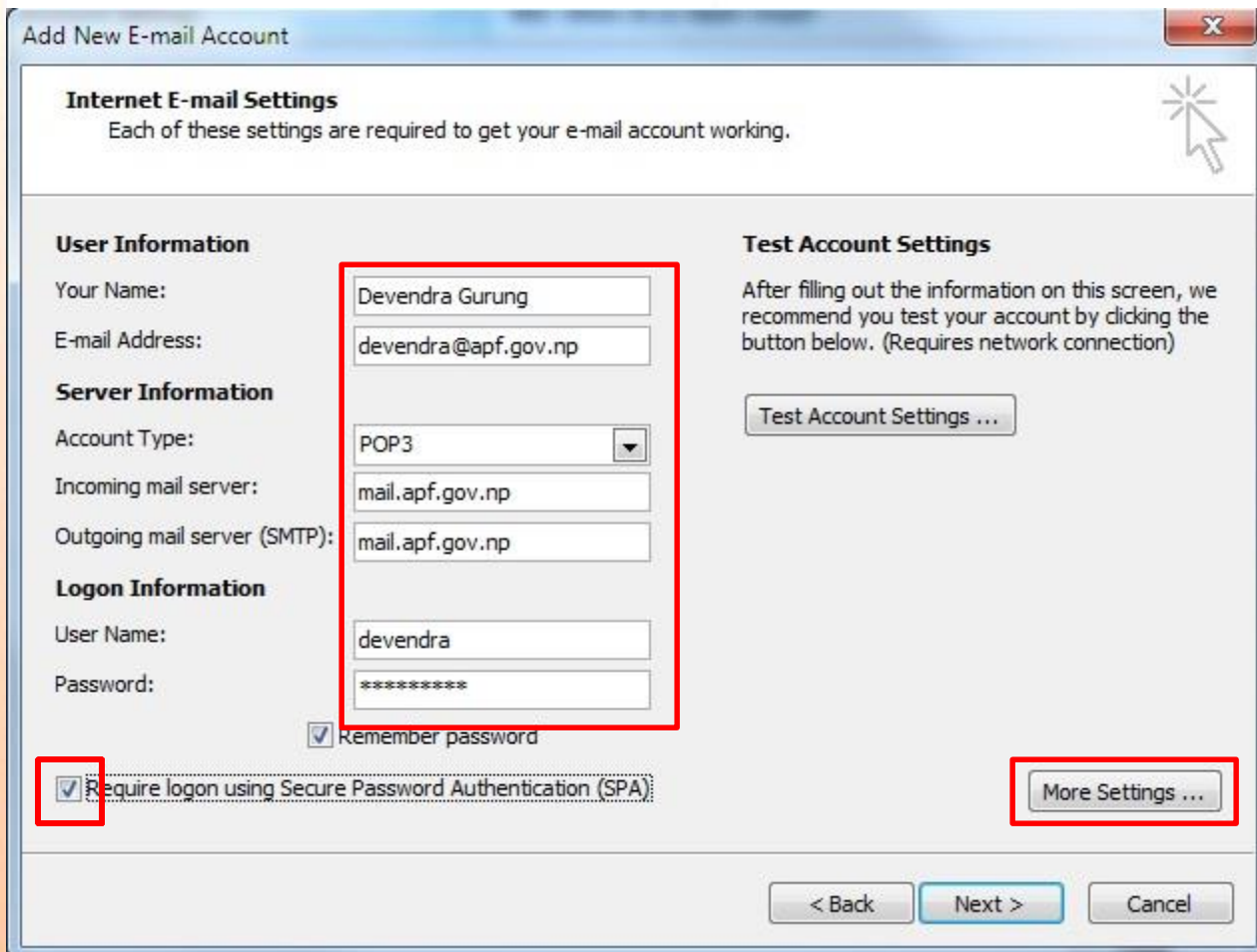




अब **Internet E-mail** छत्रे र फेरी **NEXT** button मा click गर्ने:



यहाँ देखाईएका information हरु भर्ने र Account setting ठिक छ वा छैन भनी हेर्न **Test Account Setting** गर्न सक्नु हुन्छ/ **यसो नगर्दा पनि हुन्छ** र अब थप setting मिलाउनका लागि **More Settings** मा click गर्नुहोस् :



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

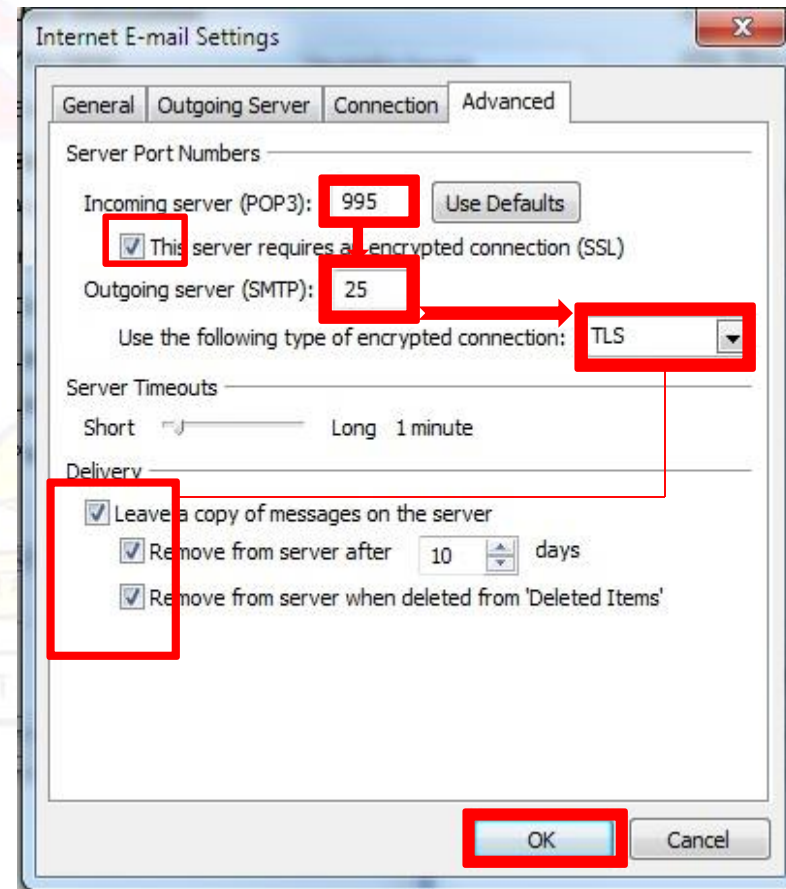
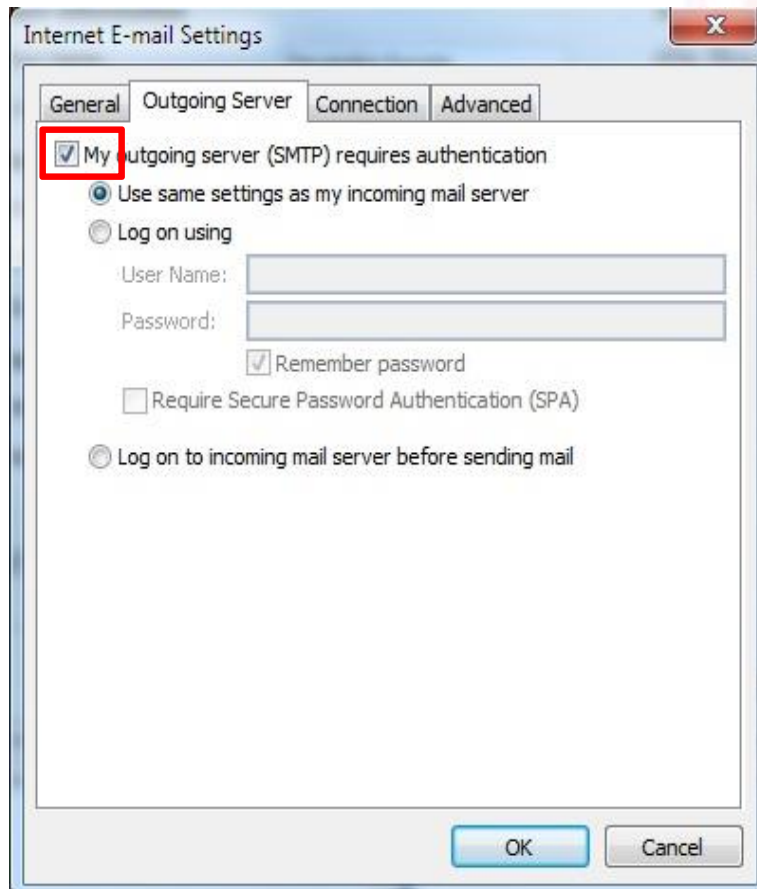
Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

More settings मा click गरिसकेपछि Outgoing Server को My outgoing server(SMTP) requires authentication Option मा Click गर्नुहोस, त्यस पछि **Advanced** मा click गर्नुहोस्, Incoming server/Outgoing server मा Port Numbers Fill गर्नुहोस्। साथै यहाँ हामीले webmail मर्फत पठाएका e-mail हरुको duplicate copy लाई server मा कति दिन सम्म SAVE गरिराख्ने भन्ने कुरा configure गर्ने । त्यस पछि **OK** button click गरेर **NEXT** button click गर्ने:



Test Account Setting



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Devendra Gurung
E-mail Address: devendra@apf.gov.np

Server Information
Account Type: POP3
Incoming mail server: mail.apf.gov.np
Outgoing mail server (SMTP): mail.apf.gov.np

Logon Information
User Name: devendra
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on recommend you test your account button below. (Requires network connection)

1 Test Account Settings ...

4 More Settings ...

< Back **Next >** Cancel

Internet Security Warning

The server you are connected to is using a security certificate that cannot be verified.

The target principal name is incorrect.

Do you want to continue using this server?

2

Test Account Settings

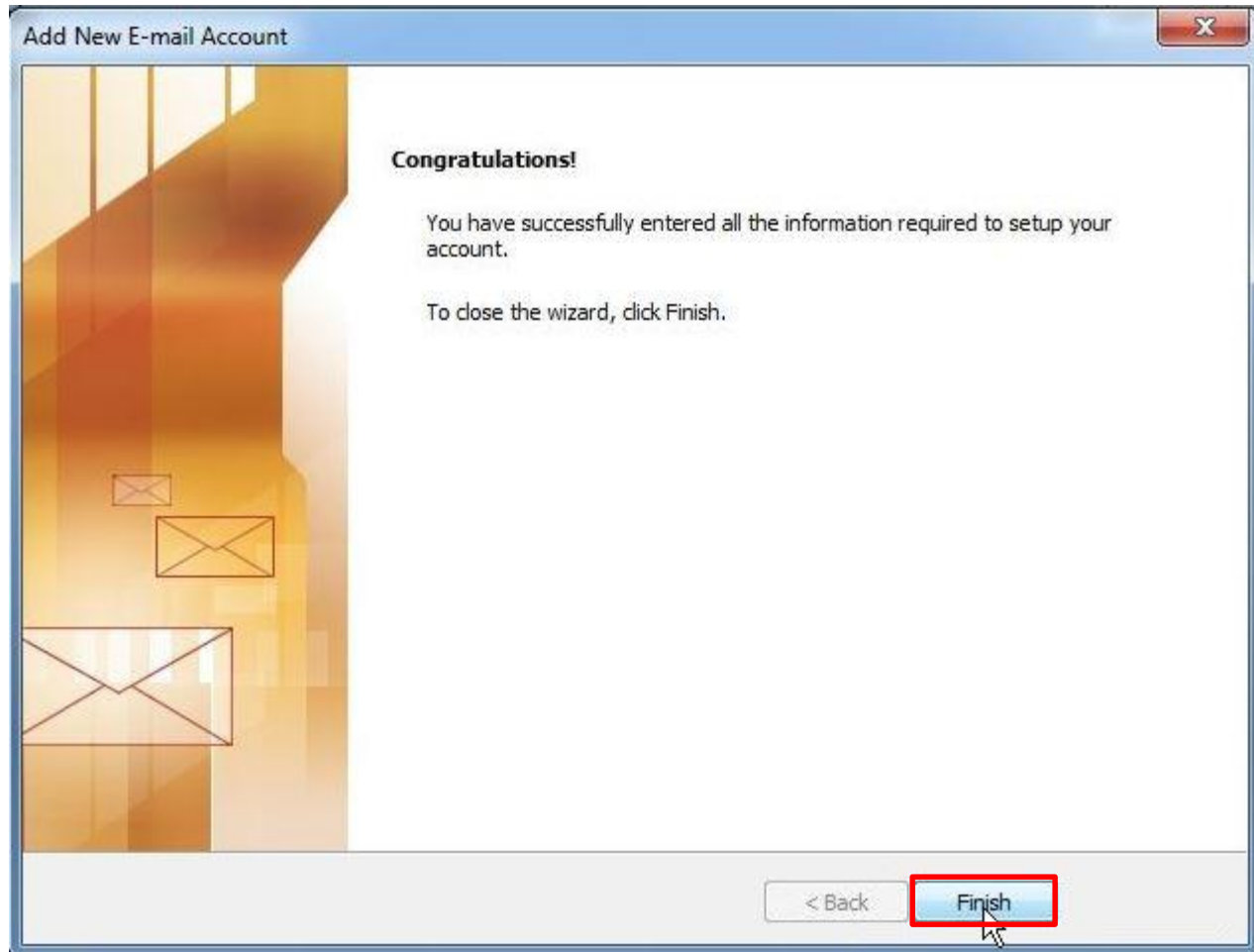
Congratulations! All tests completed successfully. Click Close to continue.

3

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

आवश्यक configuration गरिसकेपछि **FINISH** button click गर्ने :



Outlook Express Main Page

Outlook Express अब प्रयोगको लागि तयार छ (SERVER मा रहेका सम्पूर्ण e-mail हरु automatically sync हुन थाल्छन्):

The screenshot displays the Microsoft Outlook Express interface. The main window is titled 'Inbox - Microsoft Outlook'. The left sidebar shows the 'Mail' folder selected, with a list of folders including 'Inbox (60)', 'Unread Mail', 'Sent Items', 'All Mail Items', and 'Personal Folders'. The central pane shows a list of emails in the 'Inbox' folder, sorted by date. The selected email is from 'cits_hq@hq.apf' with the subject 'duplicate entry', sent on Monday, August 5, 2013, at 6:52 PM. The right pane shows the content of this email, which is a duplicate of a message sent at 6:44 PM. The 'To-Do Bar' on the right shows a calendar for November 2013 and a 'No upcoming appointments' message.

Mail

Inbox

Search Inbox

Arranged By: Date Newest on top

Older

- sec_comp@hq.apf 9/1/2013 [Fwd: Maildesk को लागि mac add...
- scd_sec_comp@hq.apf 9/1/2013 [Fwd: न्याक र Ip पठाईएको बराह...
- pra_adm@hq.apf 9/1/2013 Read: Use Mail Desk software an...
- Insp. Rabi Shrestha 8/30/2013 Read: Ready for use mail Desk so...
- sec_comp@hq.apf 8/30/2013 [Fwd: सीमा सुरक्षा विभागको इन्टरनेट...
- adm_bdr@hq.apf 8/30/2013 सीमा सुरक्षा विभागको इन्टरनेट नखु...
- फिल्ड इन्जिनियरिङ्ग शाखा स.प.बल ... Read: Use Mail Desk software an...
- adm_ope@hq.apf 8/29/2013 Re: Use Mail Desk software and f...
- adm_ope@hq.apf 8/29/2013 Read: Use Mail Desk software an...
- adm_dog_sec@hq.apf 8/29/2013 Read: Use Mail Desk software an...
- bagalamukhi STF btn 8/29/2013 Read: Use Mail Desk software an...
- spo_hrd@hq.apf 8/29/2013 Read: Use Mail Desk software an...
- hrc_ope@hq.apf 8/29/2013 Read: Use Mail Desk software an...
- mar_adm@hq.apf 8/29/2013 Read: Use Mail Desk software an...
- lib_hrd@hq.apf 8/29/2013 Read: Use Mail Desk software an...

Read: duplicate entry

cits_hq@hq.apf

Sent: Mon 8/5/2013 6:52 PM

To:

Your message

To: cits_hq@hq.apf

Subject: duplicate entry

Sent: Mon, August 5, 2013 6:44 pm

Was displayed on Mon, August 5, 2013 6:51 pm

To-Do Bar

November 2013

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

No upcoming appointments.

Arranged By: Due Date

Type a new task

There are no items to show in this view.



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THANK YOU

