Steps for Generating Official Email Ids
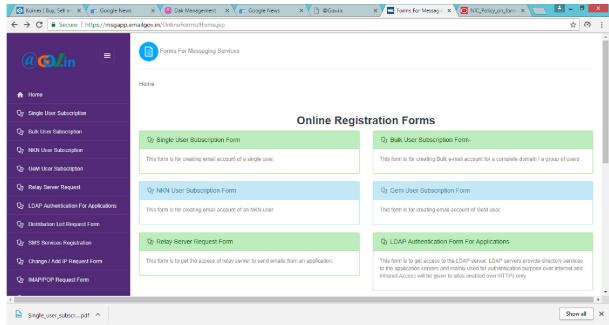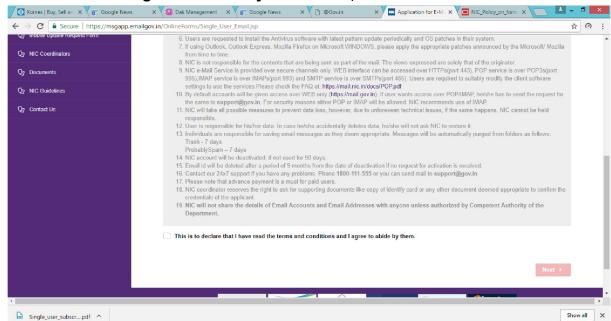
1. Kindly go to the link https://msgapp.emailgov.in/OnlineForms/Home.jsp

2. Click on Single user subscription form

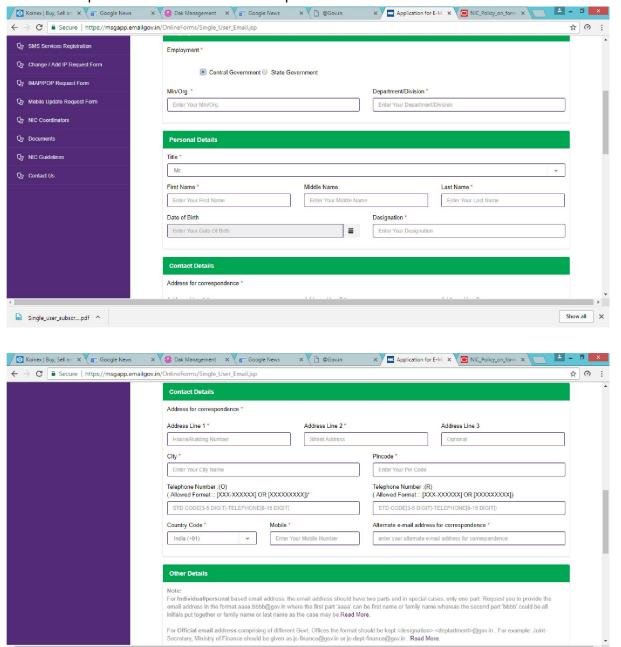
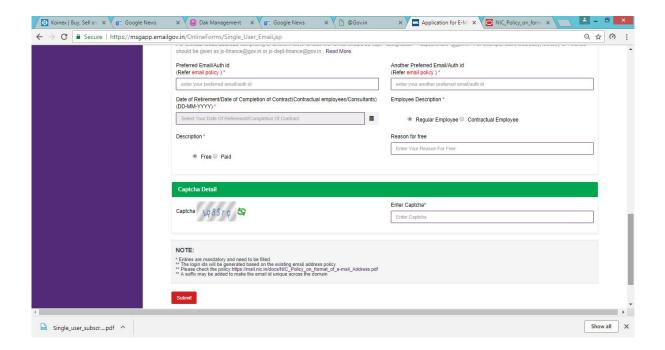3. Check the textbox "**This is to declare that I have read the terms and conditions and I agree to abide by them.**" and pree "**next**".

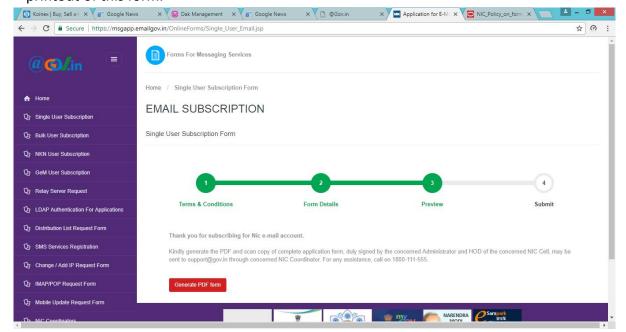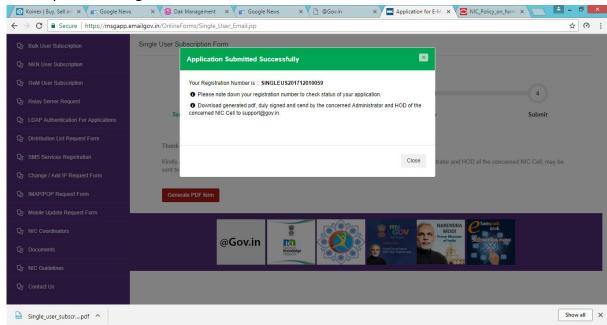4. Enter the requisite details in the form and press the "**Submit**".

After prssing the submit button the system will open the form for display of entered data once Check the form thoroughly and press "**Edit**" if any changes are required or else press "**Confirm**" to submit the information.

5. After the confirmation of submission the following screen will appear. Click "**Generate PDF Form** " and the form will be downloaded in the system. Take the printout of this form.

6. After successful generation of the pdf form a registration number will be generated. Kindly note the registration number for future reference.

7. Kindly submit the printout of PDF application form along with the Registration number to the ITS Cell for onward submission and generation of official email ids.