ONGC VERSE

ONGC Verse (Previously Web Mail) is upgrading continuously with new features coming up in Information Technology.

Some features currently updated in ONGC Verse 2.0 (Previously Web Mail)

- ❑ Login Page Info
- ❑ Verse Update 2.0
- ❑ Self Password Reset (ONGC Verse)
- ❑ Self Account Unlock (ONGC Verse)
- ❑ Tips n Tricks
- ❑ Supported Browsers

ONGC VERSE

ONGC Verse Login has got a new Look

ONGC VERSE

ONGC Verse Login Page with Password Reset & Account Unlock Feature Enabled

ONGC VERSE

ONGC Verse 2.0 updates

ONGC VERSE

Briefs in Verse 2.0

1. New Calendar Design
2. Search Mails with a Range of Dates
3. File Sent Messages to a Folder
4. Manage mail rules from Verse
5. Warning on Attachment Download and Opening Hyperlinks
6. Pull Down to Refresh Message List on Mobile Devices

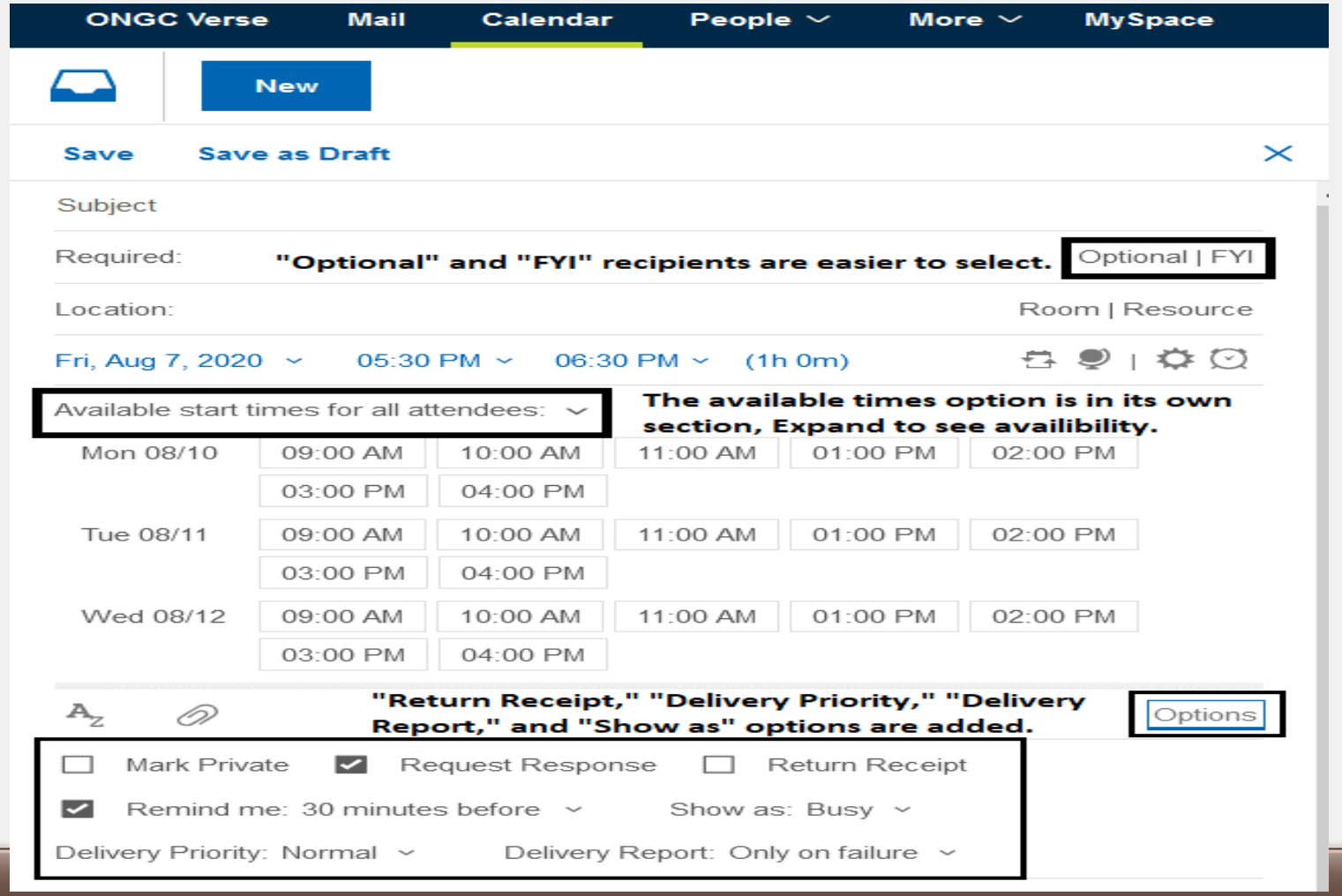
Details for each are provided in upcoming slides.

ONGC VERSE

New Calendar Design

- **"Optional" and "FYI" recipients options work in tandem rather than independently.**
- **The available times of attendees option is in its own section. Expand the section to see when attendees are available.**
- **"Return Receipt," "Delivery Priority," "Delivery Report," and "Show as" options are added.**
- **Online meetings are in their own section at the bottom of the form. Arrows let you show meeting information details and switch among multiple meetings.**

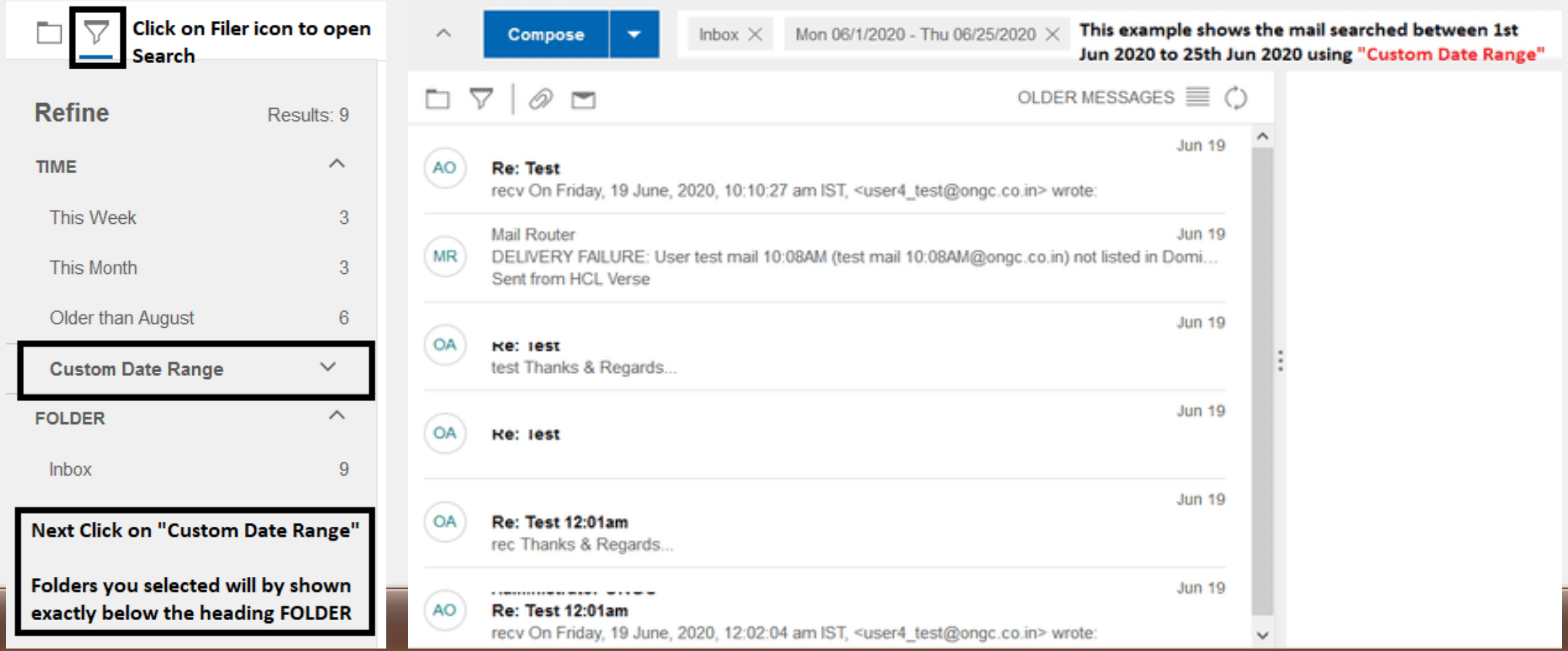
The event form includes the following enhancements



ONGC VERSE

Search Mails with a Range of Dates

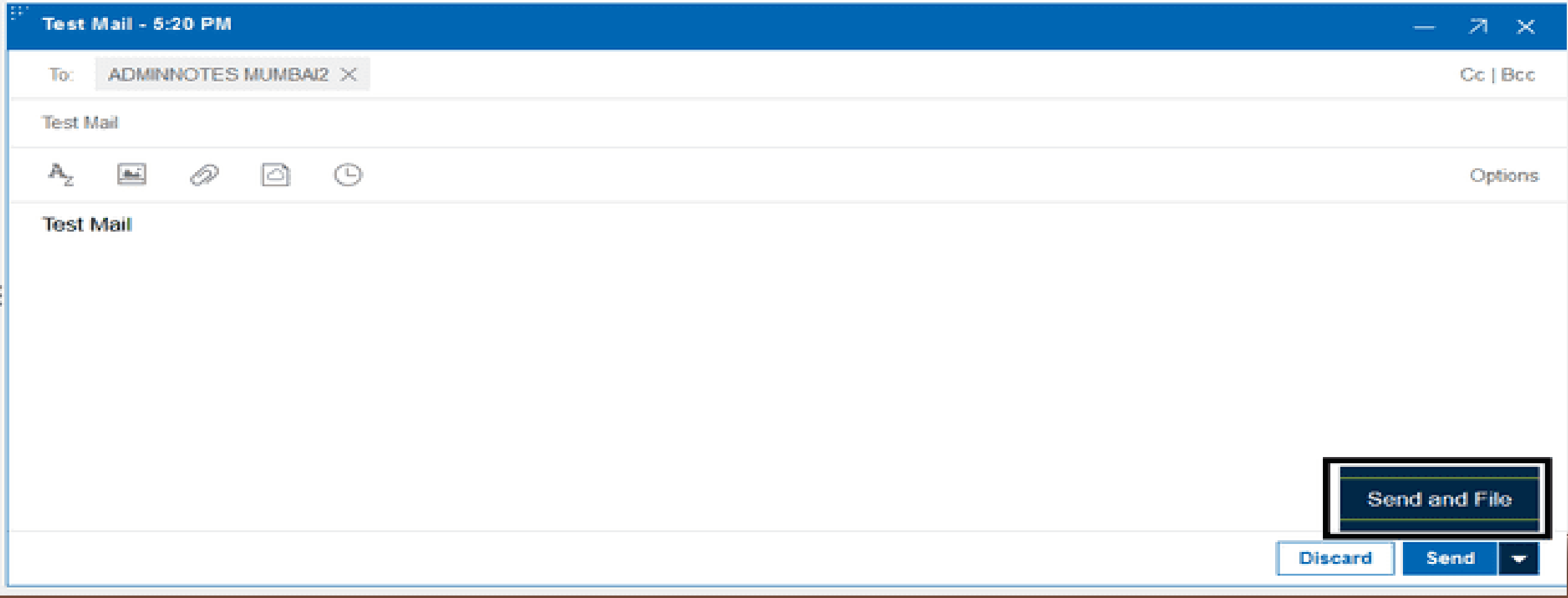
- Now find messages created within a range of dates using **Custom Date Range** in Any Folder



ONGC VERSE

File Sent Messages to a Folder

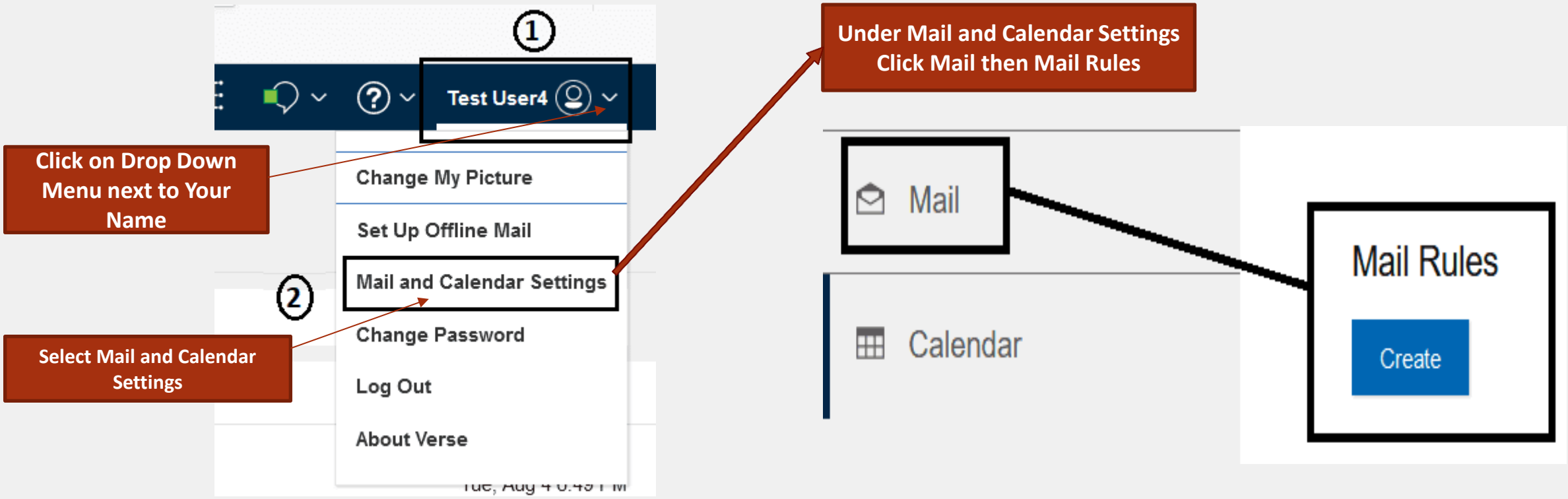
- Before you send a message, you can choose to file it in a folder. The sent message is saved in the folder in addition to appearing in the Sent view.
- When you send a message, select the arrow next to Send, select Send and File, and select a folder. (You will get List of Folder and options to create New Folder and move in it)



ONGC VERSE

Manage mail rules from Verse

- You can now create, edit, and delete mail rules from HCL Verse.
- Mail rules act on incoming messages based on criteria that you specify.



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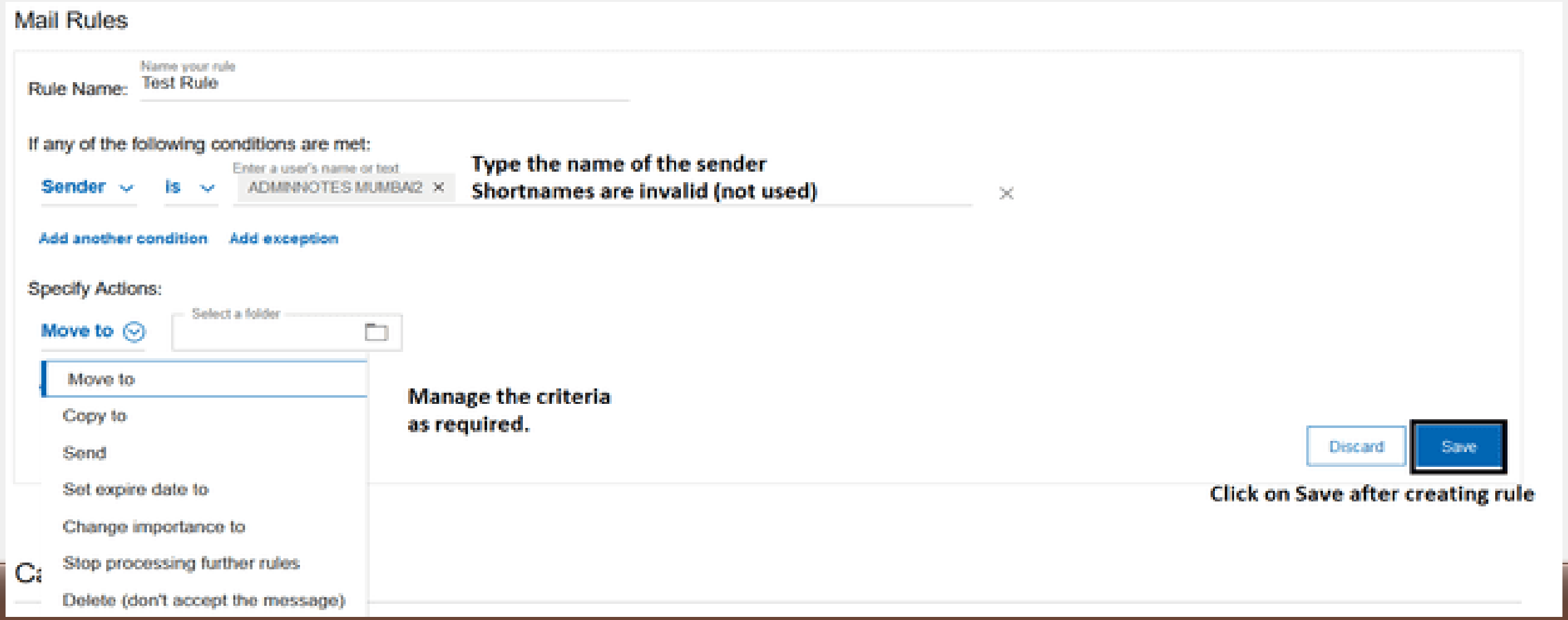
ONGC VERSE

Manage mail rules from Verse

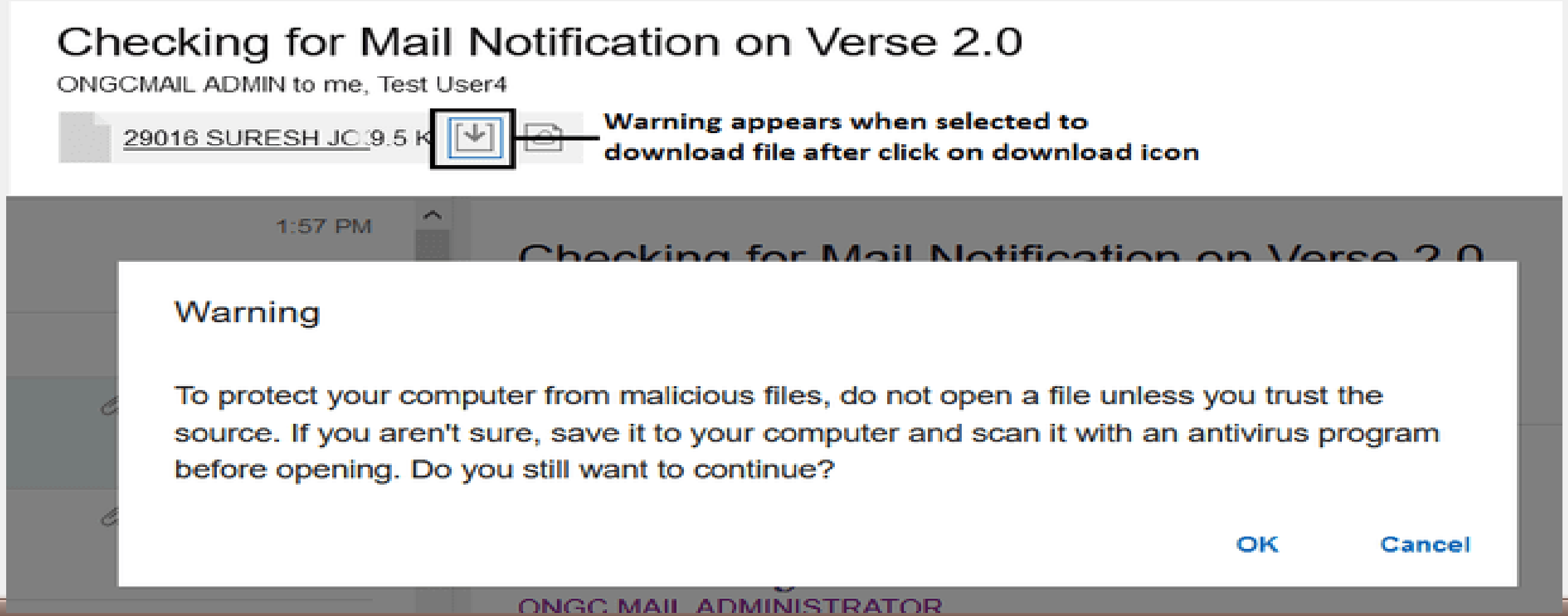
- Create the mail rule as required by selecting the conditions required. (Like Sender, Subject, Body, etc..)
- Specify the action for the condition created. (Like Move to, Copy to, Send, etc..)



ONGC VERSE

Warning Message on Attachment and Links while Downloading and Opening

- A Pop-up warning appears before downloading any attachments



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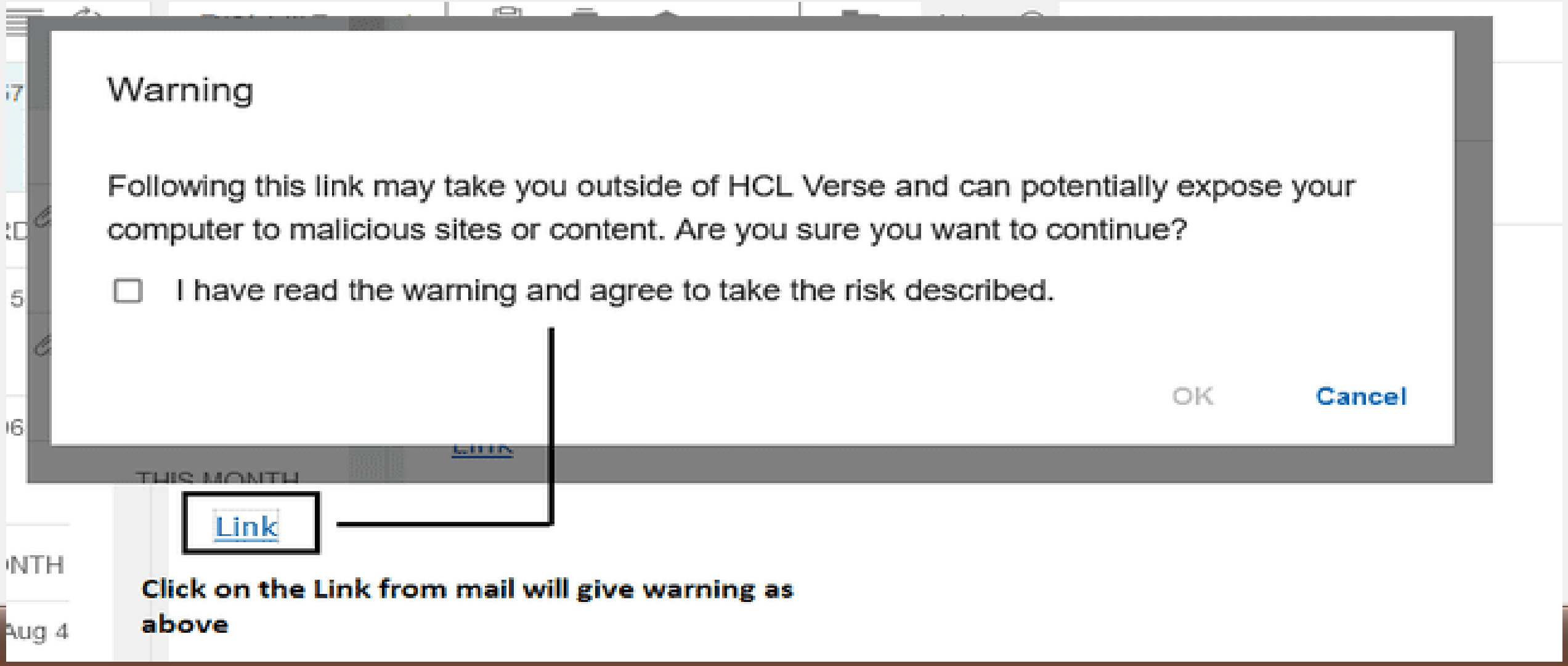
ONGC VERSE

Warning Message on Attachment and Links while Downloading and Opening

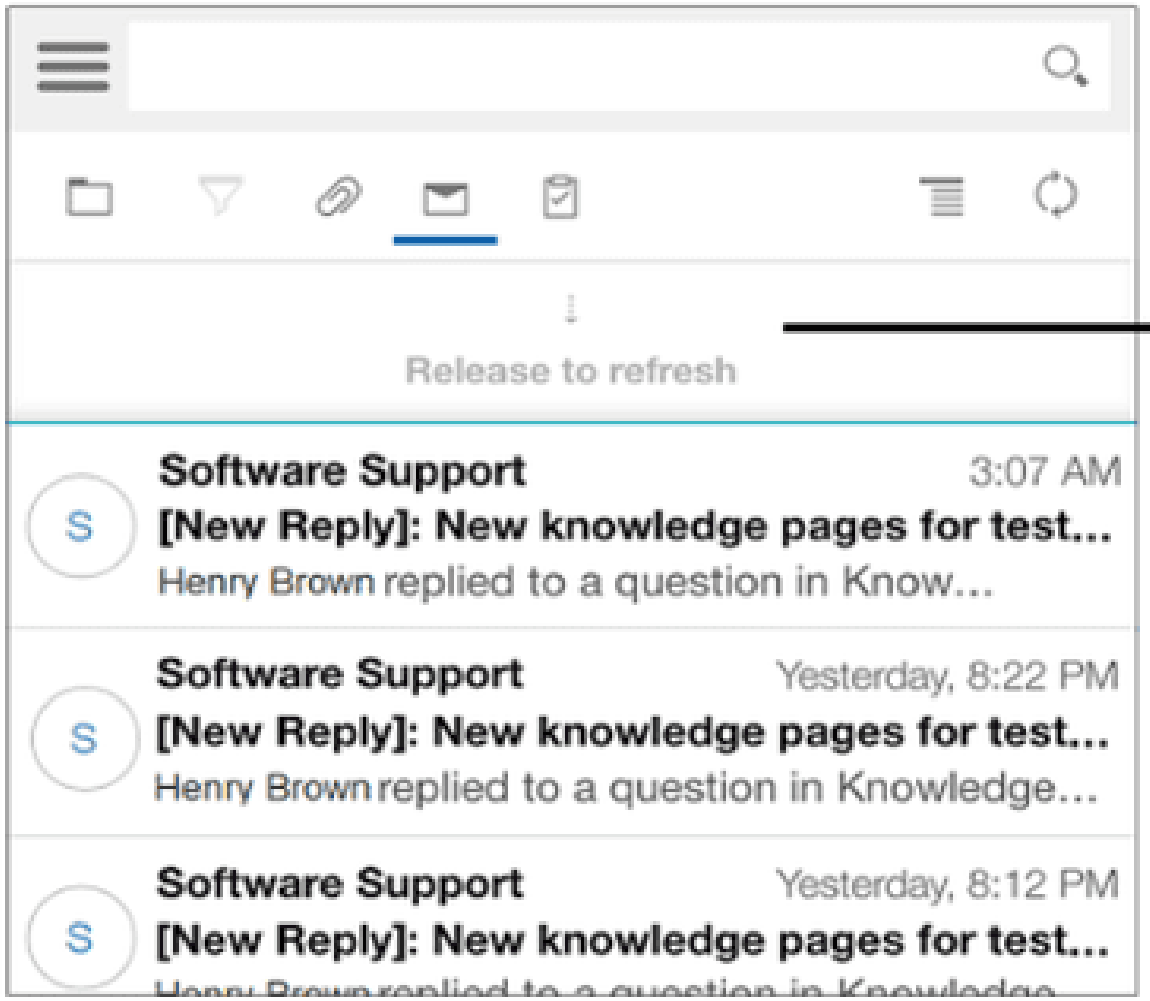
- A Pop-up warning appears before opening any links from the mail



ONGC VERSE

Pull Down to Refresh Message List on Mobile Devices

On a mobile device, you can pull down your message list and release to refresh the content.



Pull down and release.

ONGC VERSE

ONGC Verse Self Password Reset

ONGC VERSE

ONGC Self Password Reset

Have Lost / Forgot your Verse Login Password?

No Worry Reset Your Verse Login Password by using Forgot Password Link

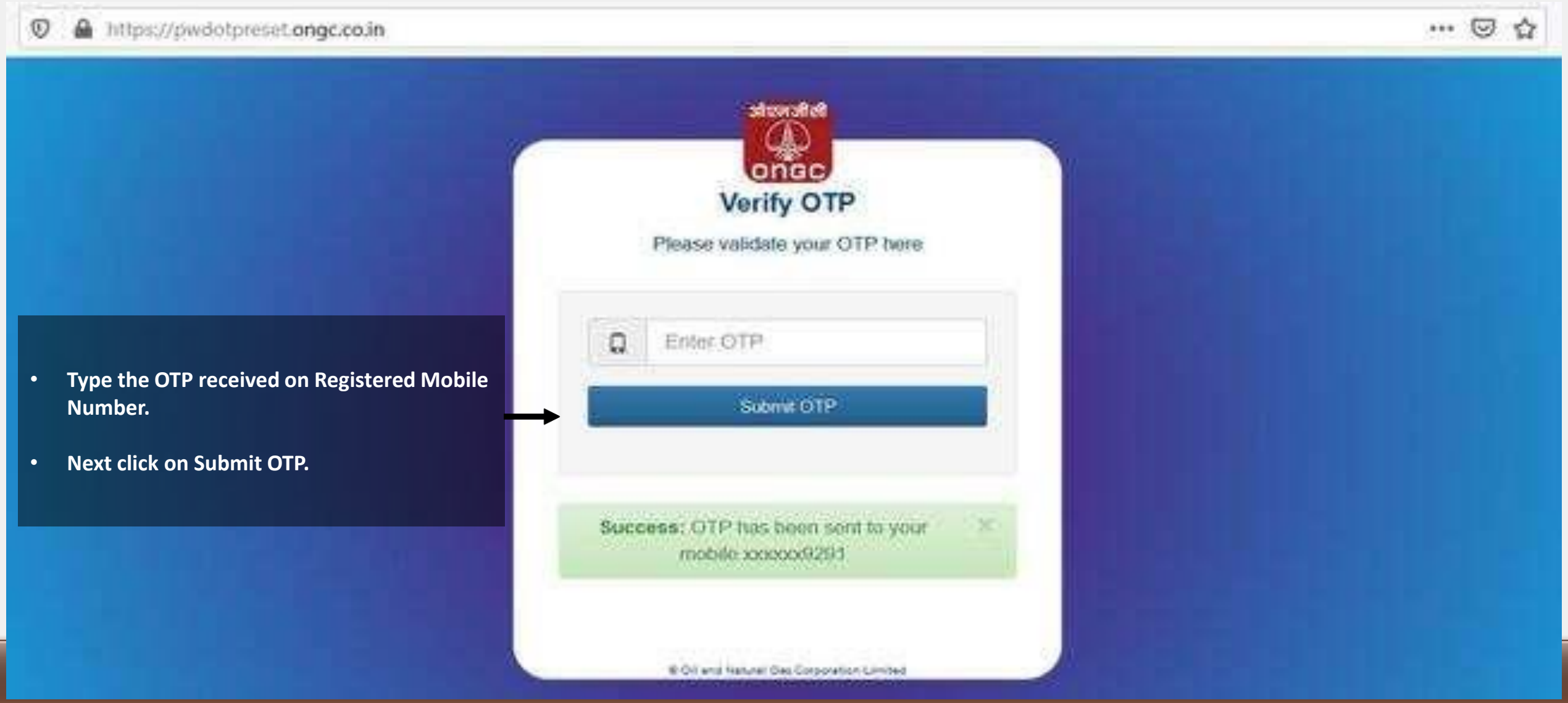
ONGC VERSE

ONGC Self Password Reset

- **Type your full E-Mail ID.**
- **Click on GET OTP.**
- **OTP will be sent on Registered Mobile Number.**

ONGC VERSE

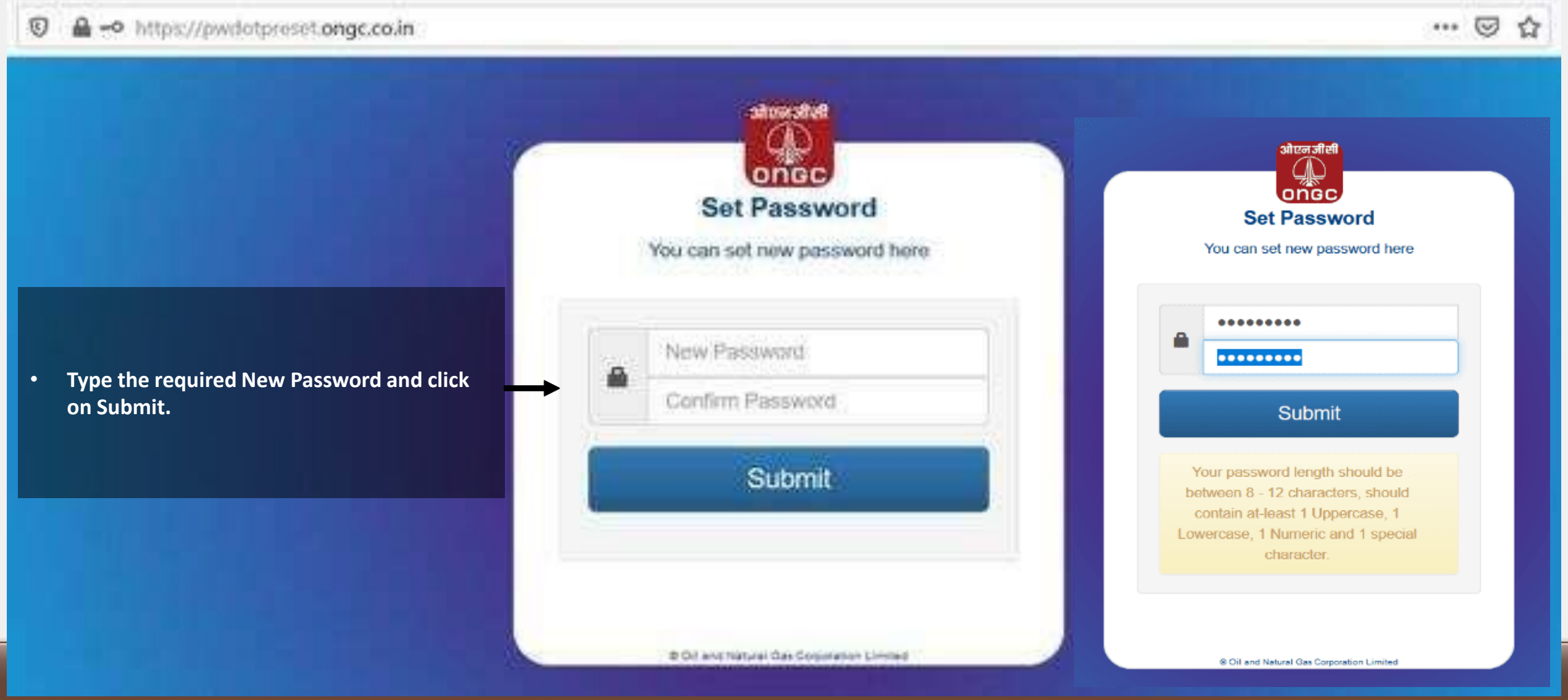
ONGC Self Password Reset



- **Type the OTP received on Registered Mobile Number.**
- **Next click on Submit OTP.**

ONGC VERSE

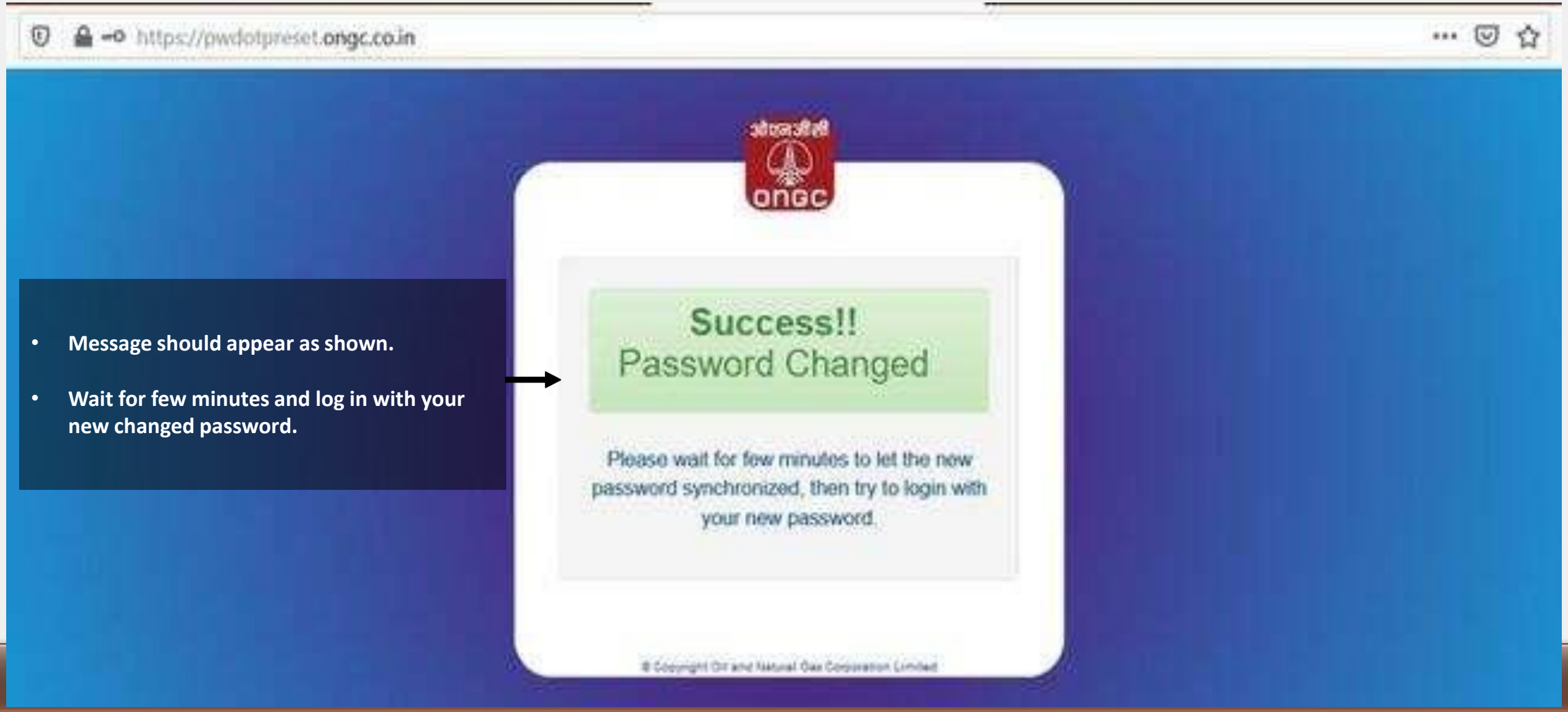
ONGC Self Password Reset



- **Type the required New Password and click on Submit.**

ONGC VERSE

ONGC Self Password Reset



- **Message should appear as shown.**
- **Wait for few minutes and log in with your new changed password.**

ONGC VERSE

ONGC Verse Self Account Unlock

ONGC VERSE

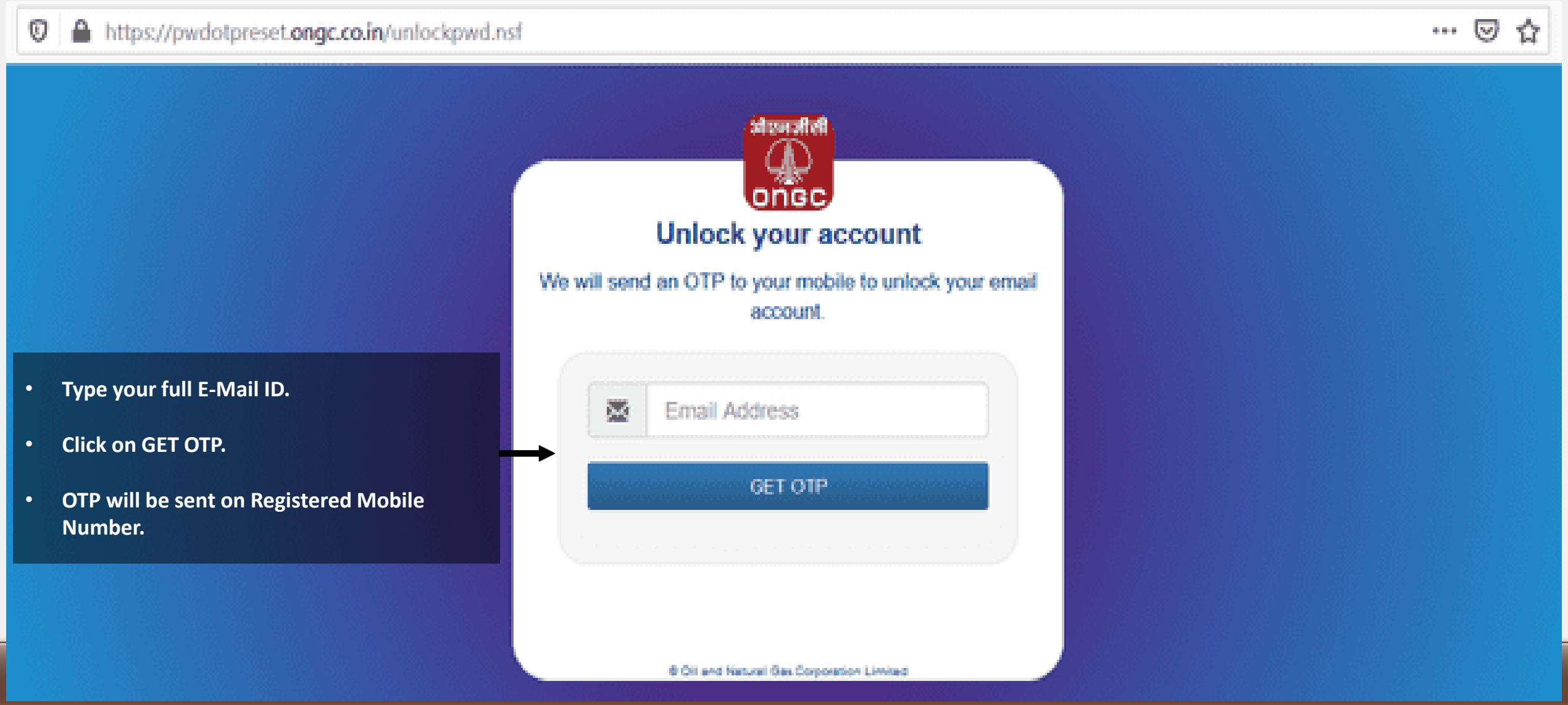
ONGC Self Account Unlock (ONGC Verse)

Is your ONGC Verse Account showing Your Account Locked Out?

Now unlock it by using Unlock Account Link

ONGC VERSE

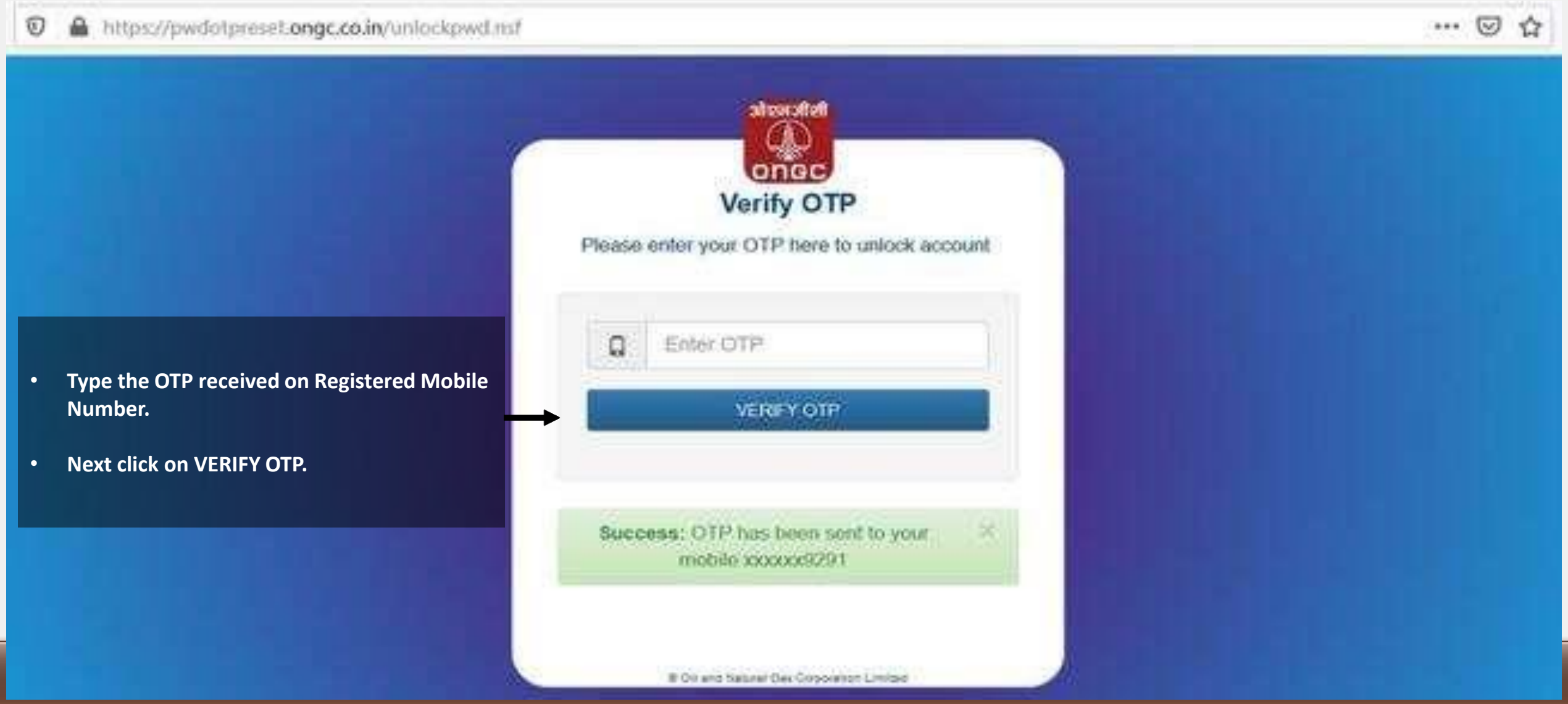
ONGC Self Account Unlock (ONGC Verse)



- **Type your full E-Mail ID.**
- **Click on GET OTP.**
- **OTP will be sent on Registered Mobile Number.**

ONGC VERSE

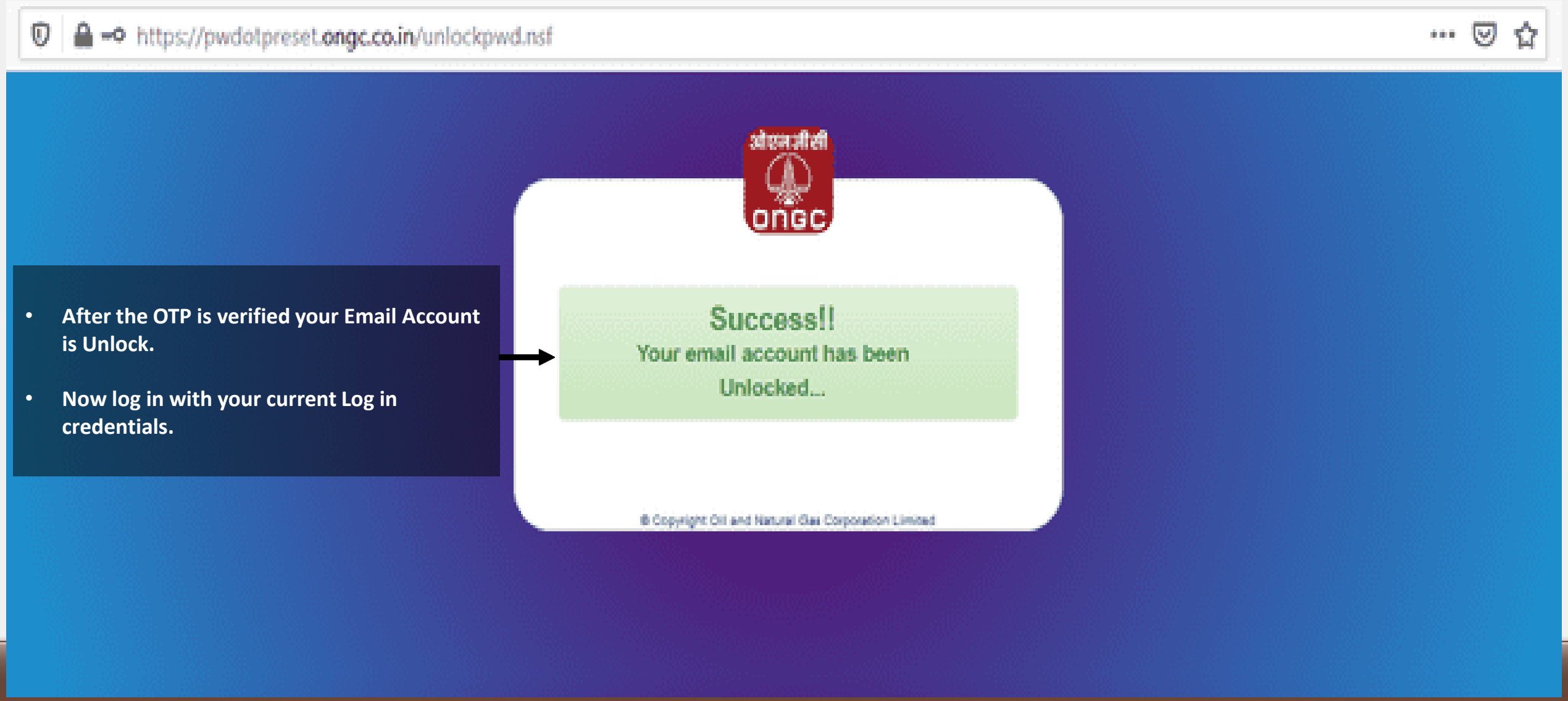
ONGC Self Account Unlock (ONGC Verse)



- **Type the OTP received on Registered Mobile Number.**
- **Next click on VERIFY OTP.**

ONGC VERSE

ONGC Self Account Unlock (ONGC Verse)



- **After the OTP is verified your Email Account is Unlock.**
- **Now log in with your current Log in credentials.**

ONGC VERSE

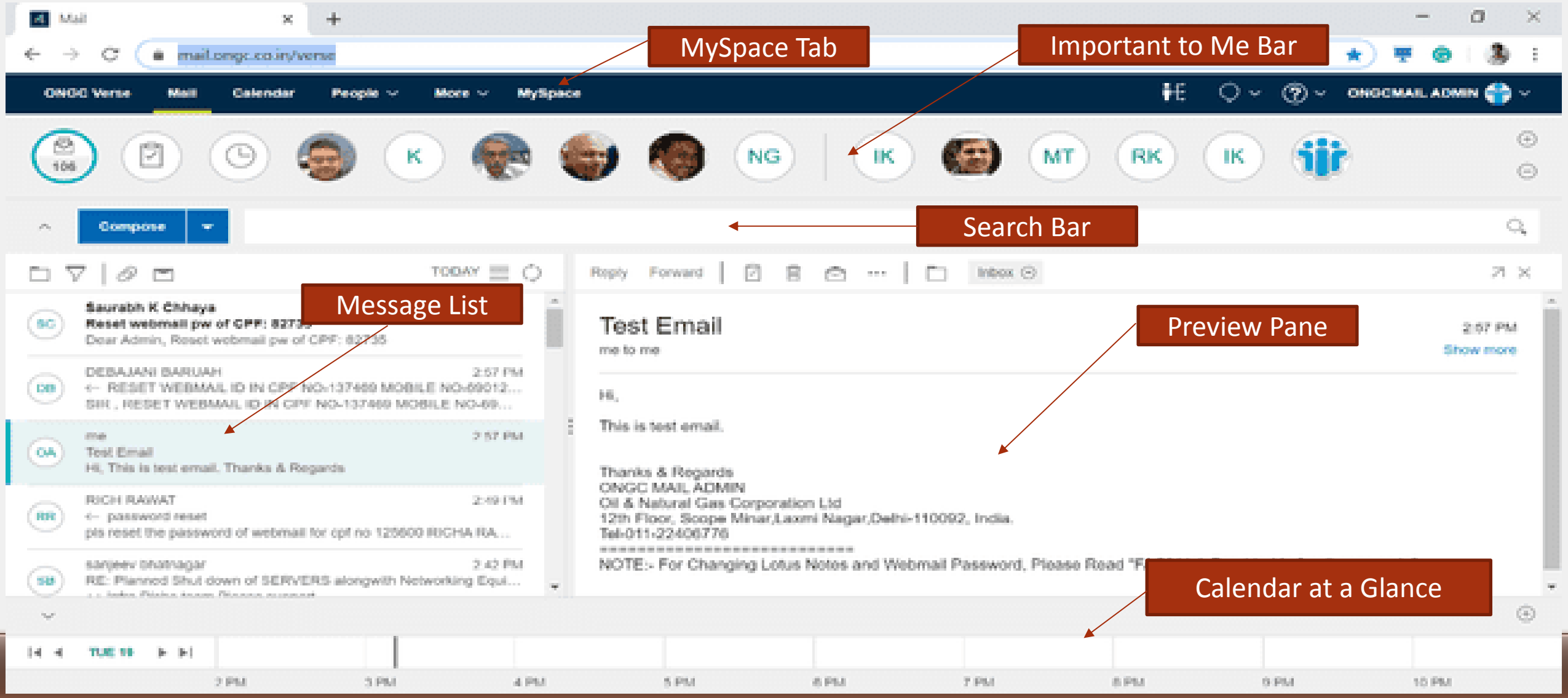
Tips ‘n’ Tricks

ONGC VERSE

Introduction to Verse Layout

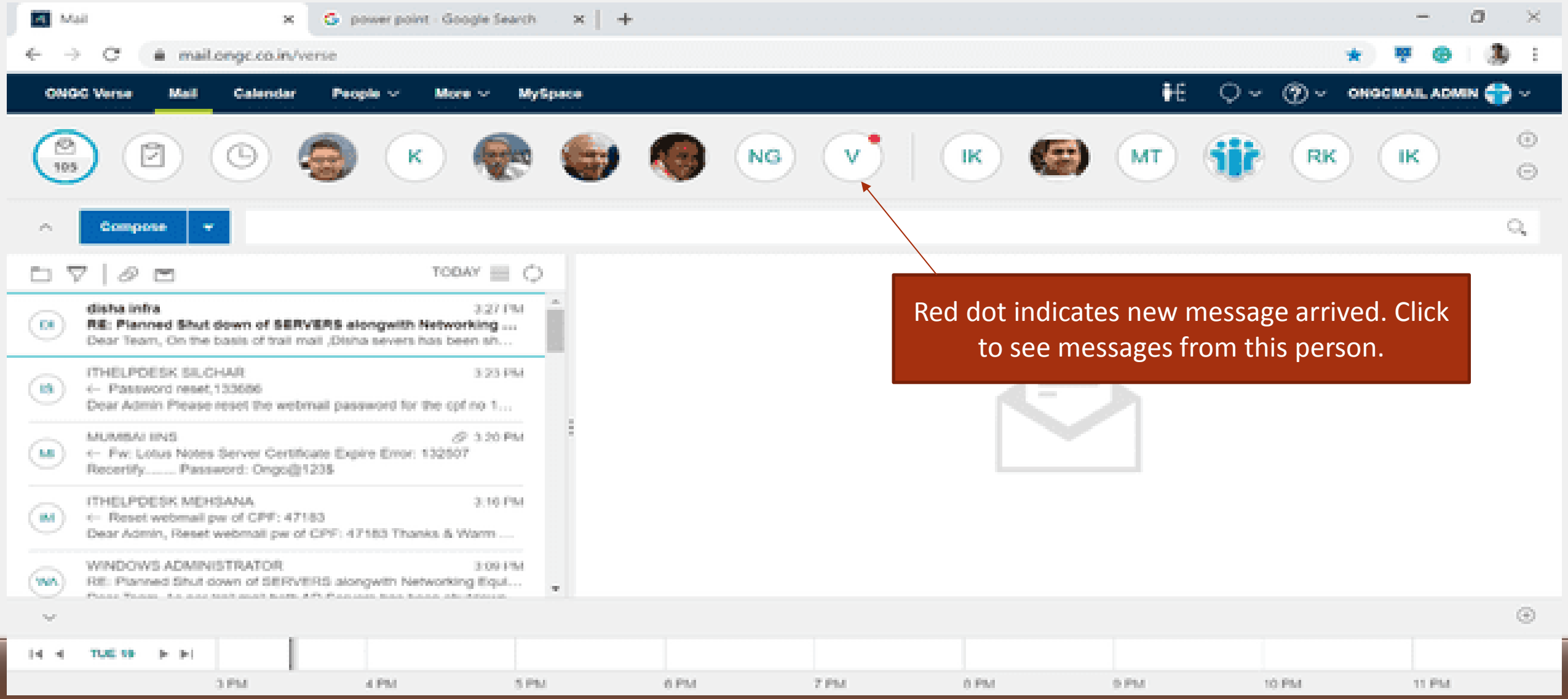
ONGC VERSE

Verse Layout



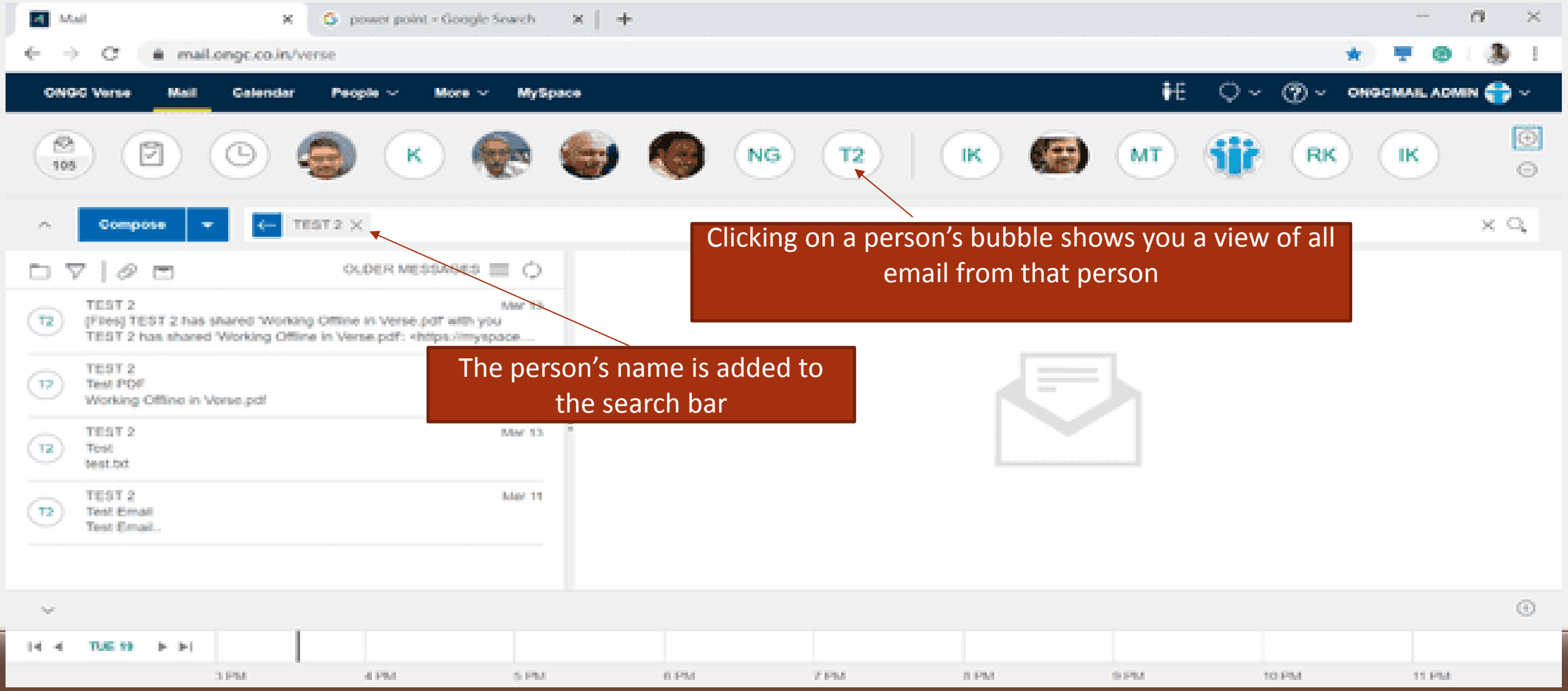
ONGC VERSE

See New Email from an Important Person



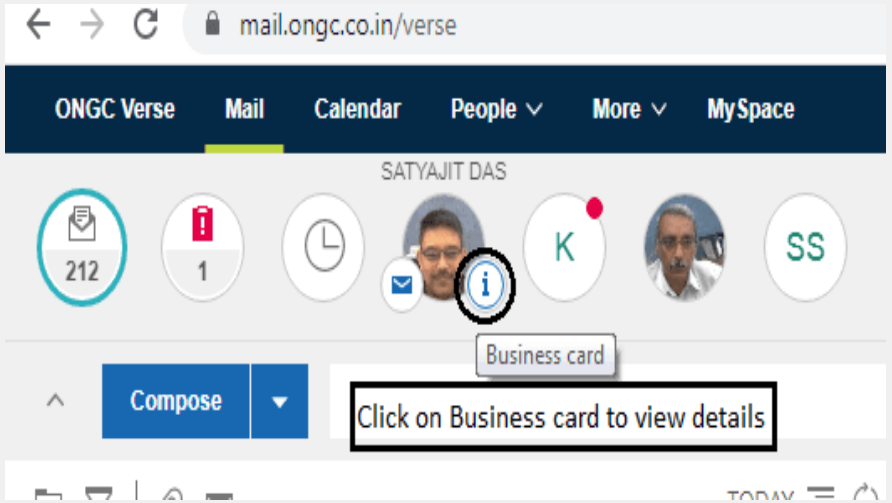
ONGC VERSE

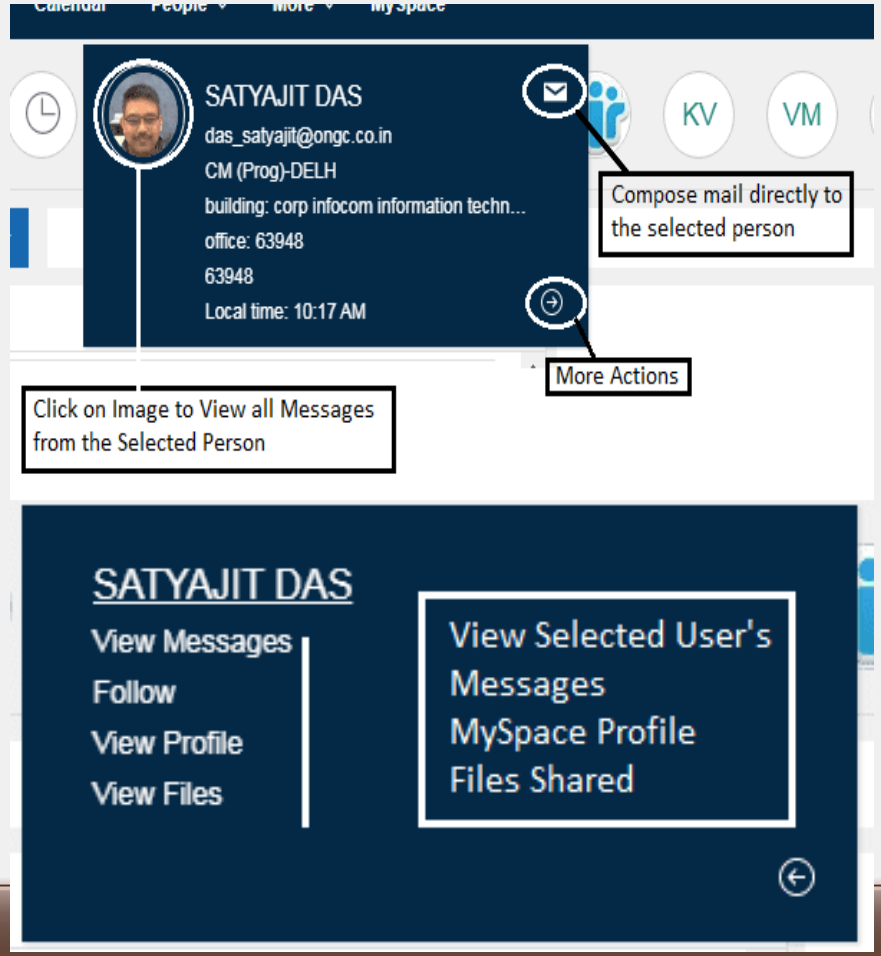
Filtering Email by Person



ONGC VERSE

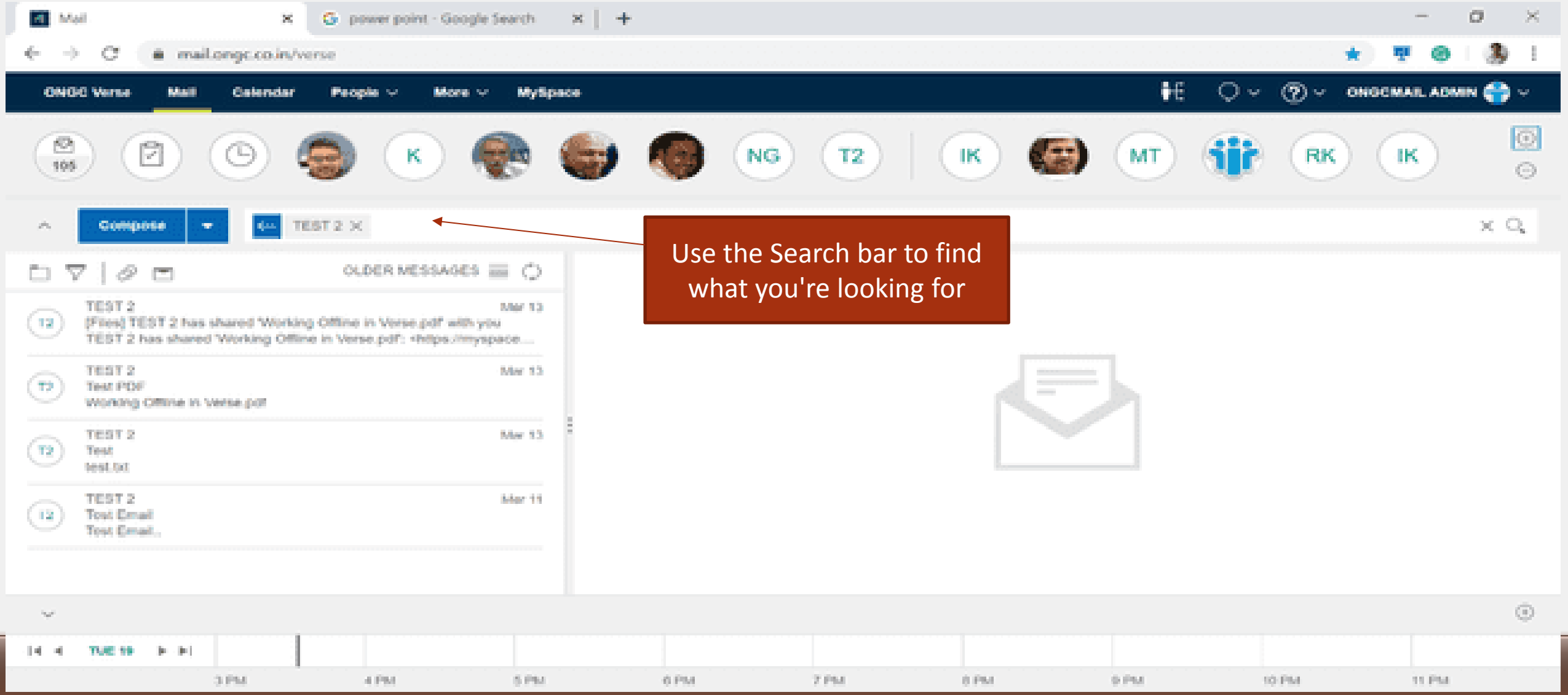
View Details for the Person using Business Card





ONGC VERSE

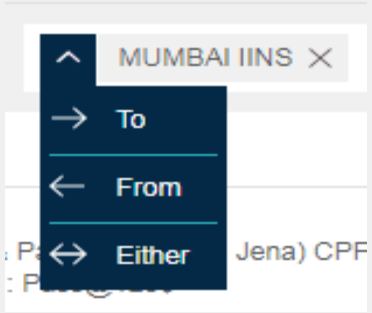
Search for an Email by Normal Method



ONGC VERSE

How do I find what I'm looking for?

Filtering by person

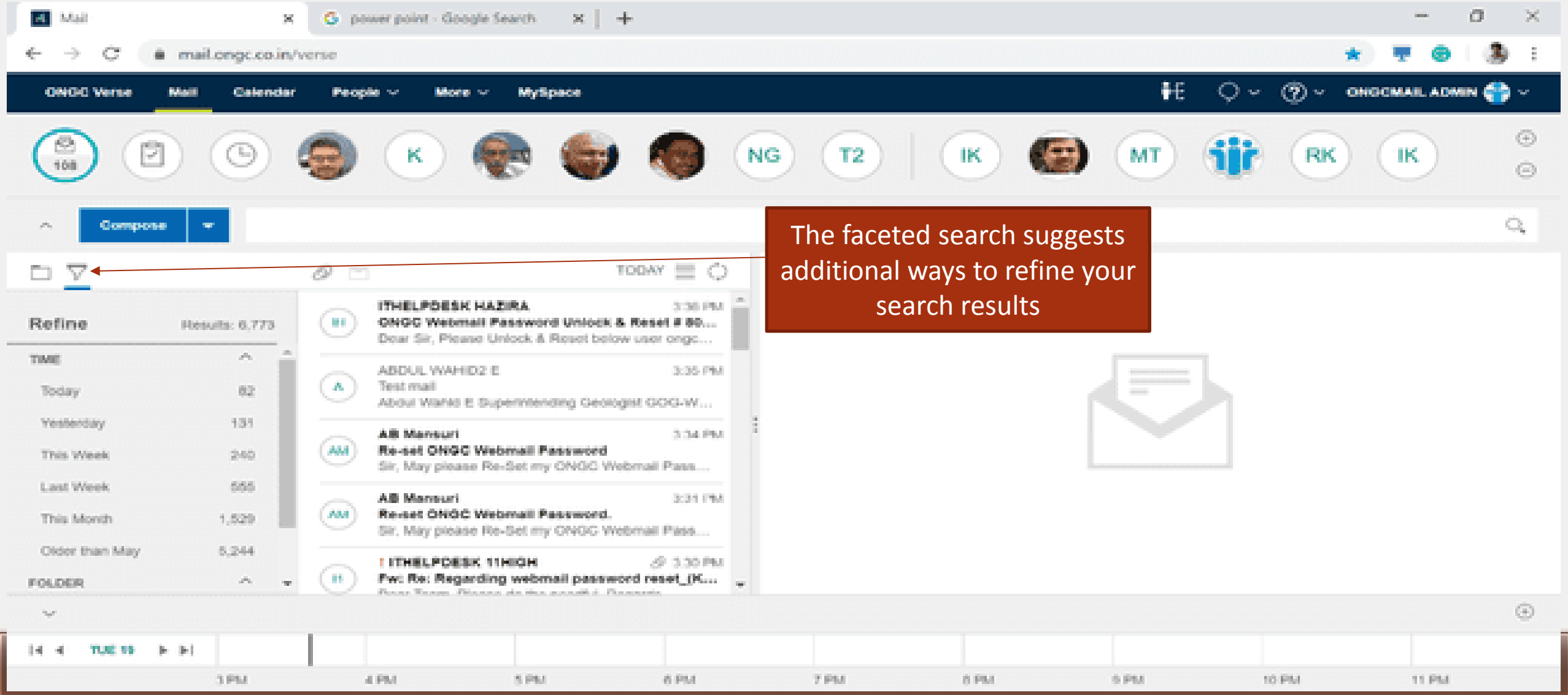


You can filter by person by clicking on a person's picture in the important person area or on their business card.
When you select a person, a filter tag with their name appears in the search field.
By default you will only see messages sent by that person, but you can also choose to view messages sent *to* that person or *to and from* that person.
Just click the arrow next to their name in the search field, and choose the option you want.

Filter tags	Results
MUMBAI IINS	This returns messages that were sent by Mumbai IINS.
MUMBAI IINS	This returns messages that were sent to Mumbai IINS.
MUMBAI IINS	This returns messages that were sent by and to Mumbai IINS.

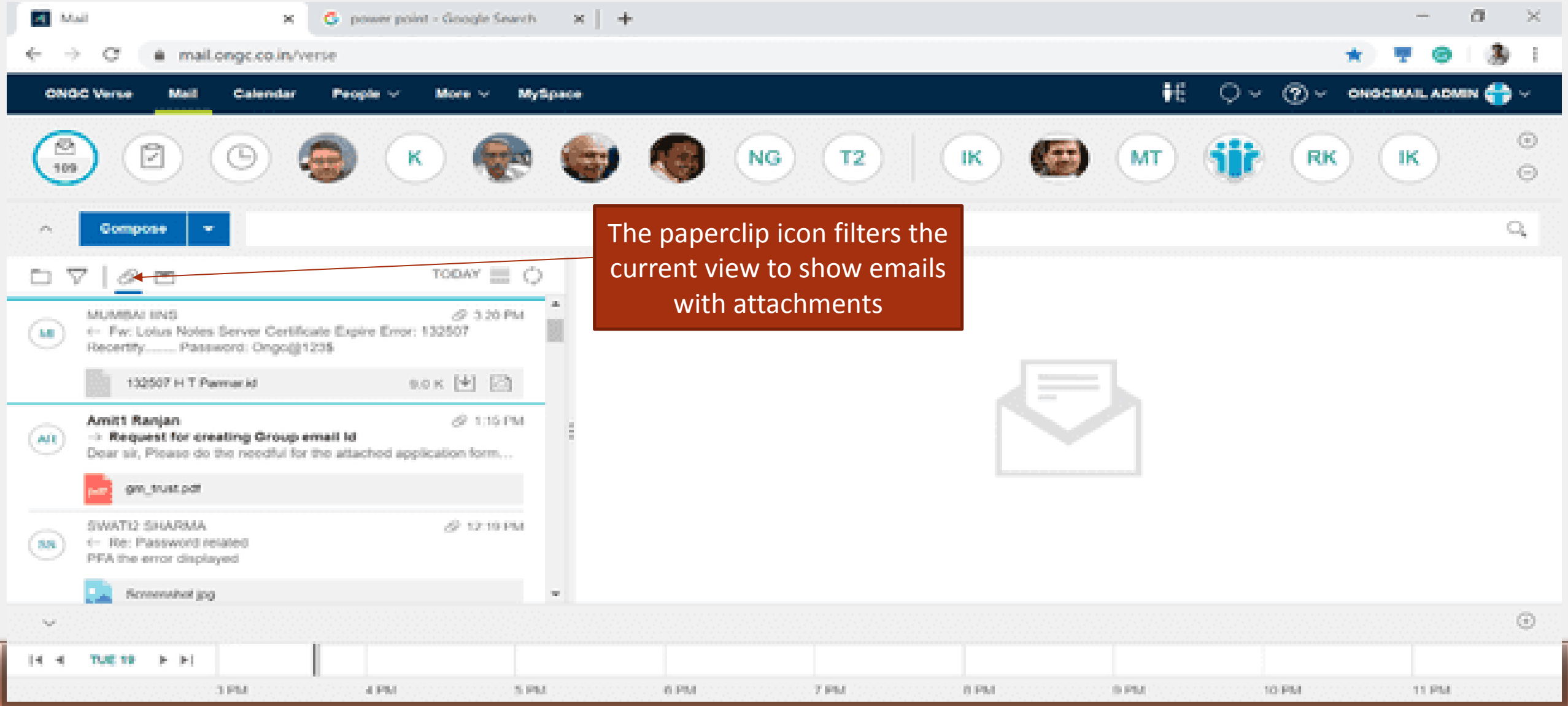
ONGC VERSE

Refine your Search



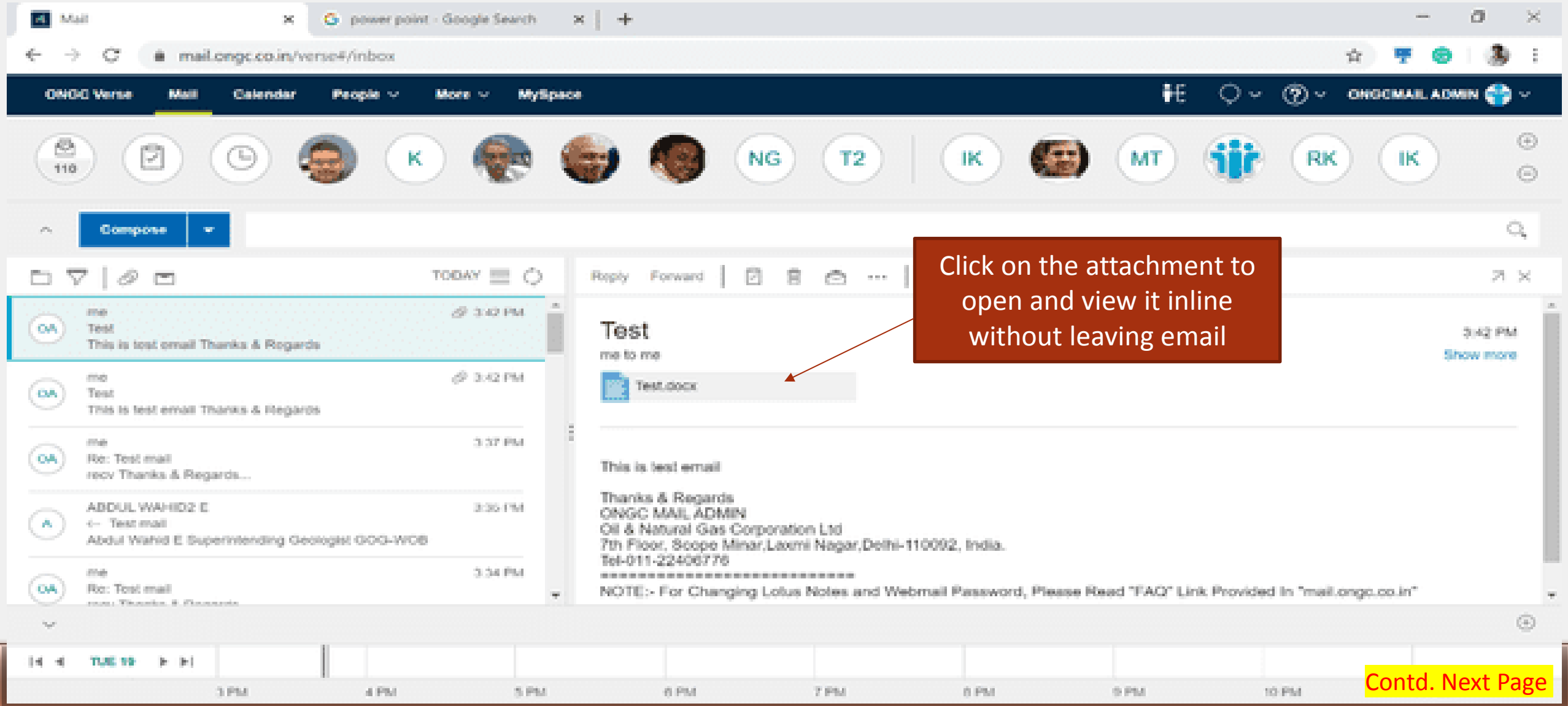
ONGC VERSE

Sort Mails using Attachments



ONGC VERSE

Preview a File in Verse



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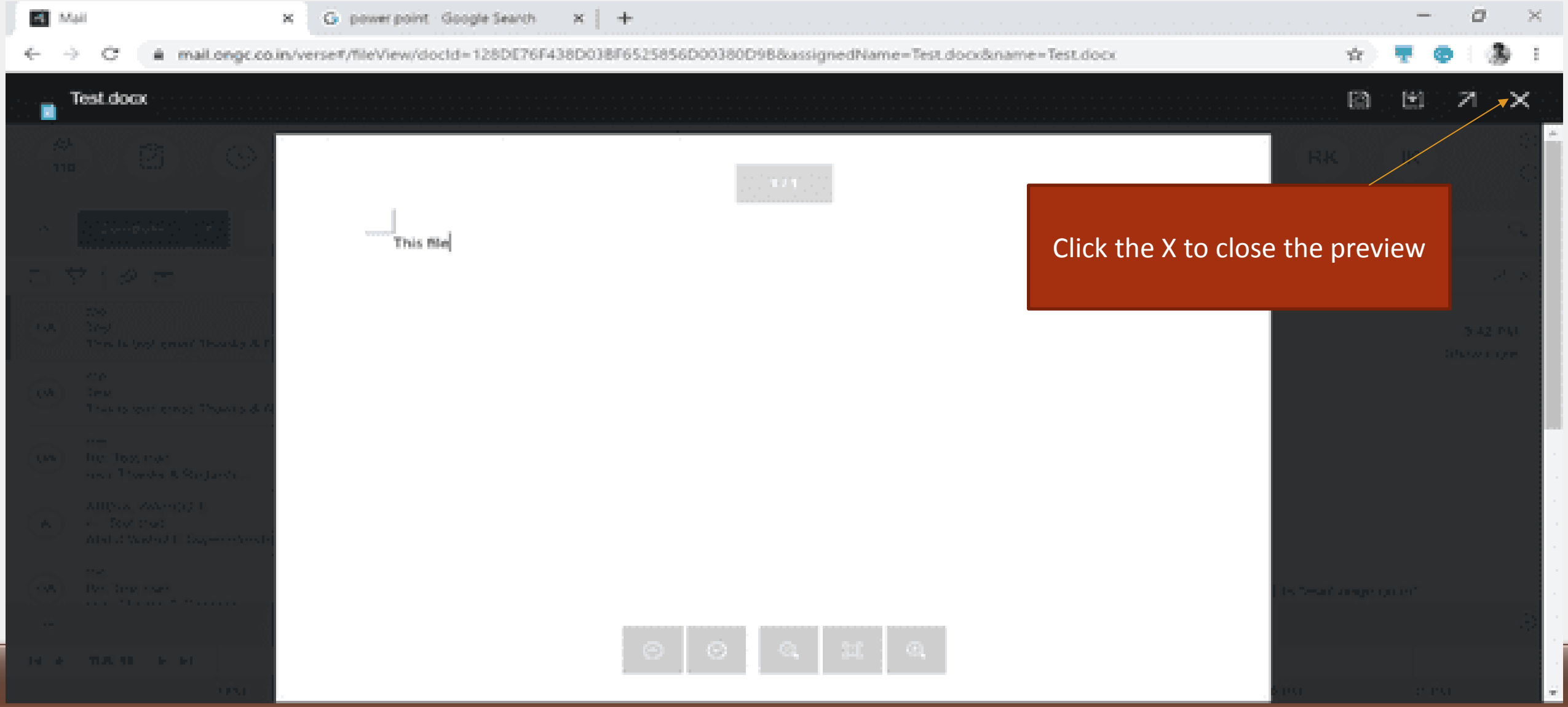
ONGC VERSE

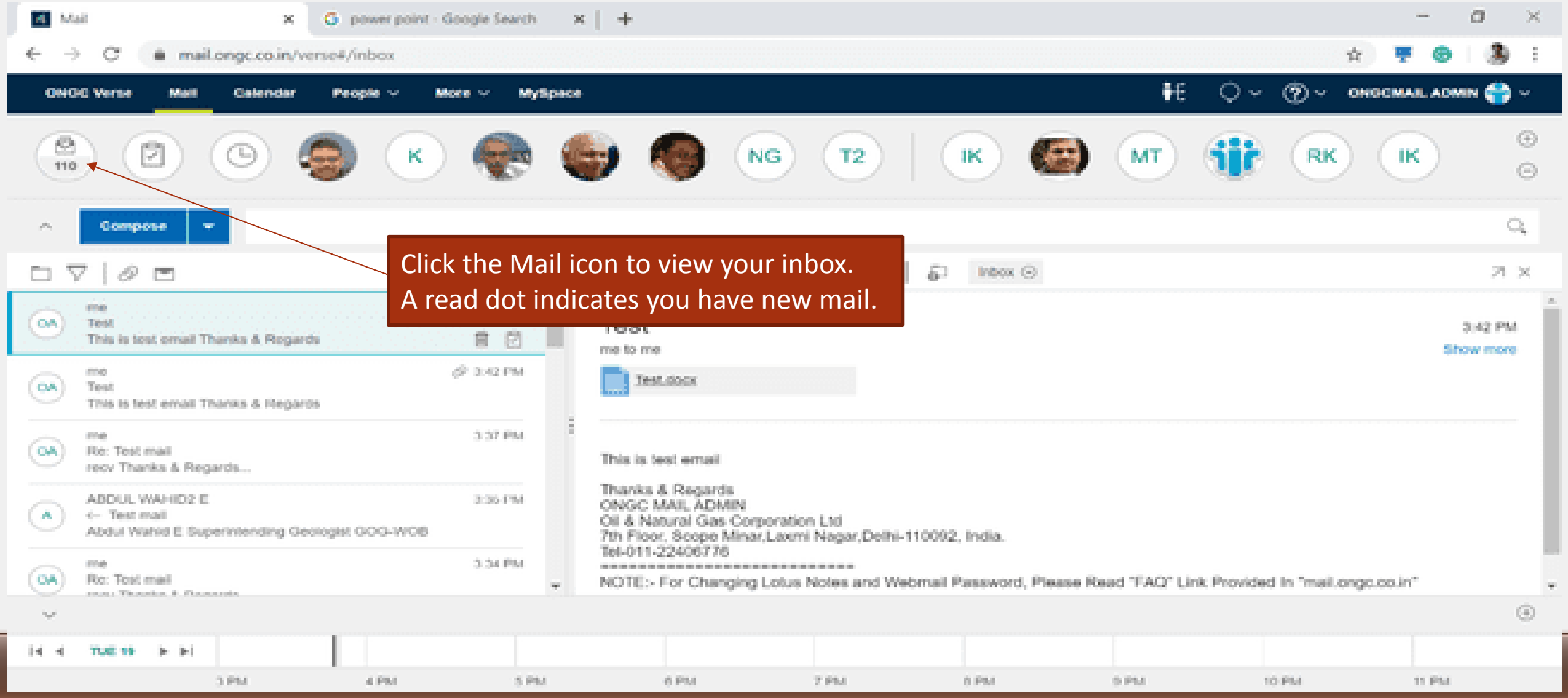
Preview a File in Verse



Sending and Working with Email

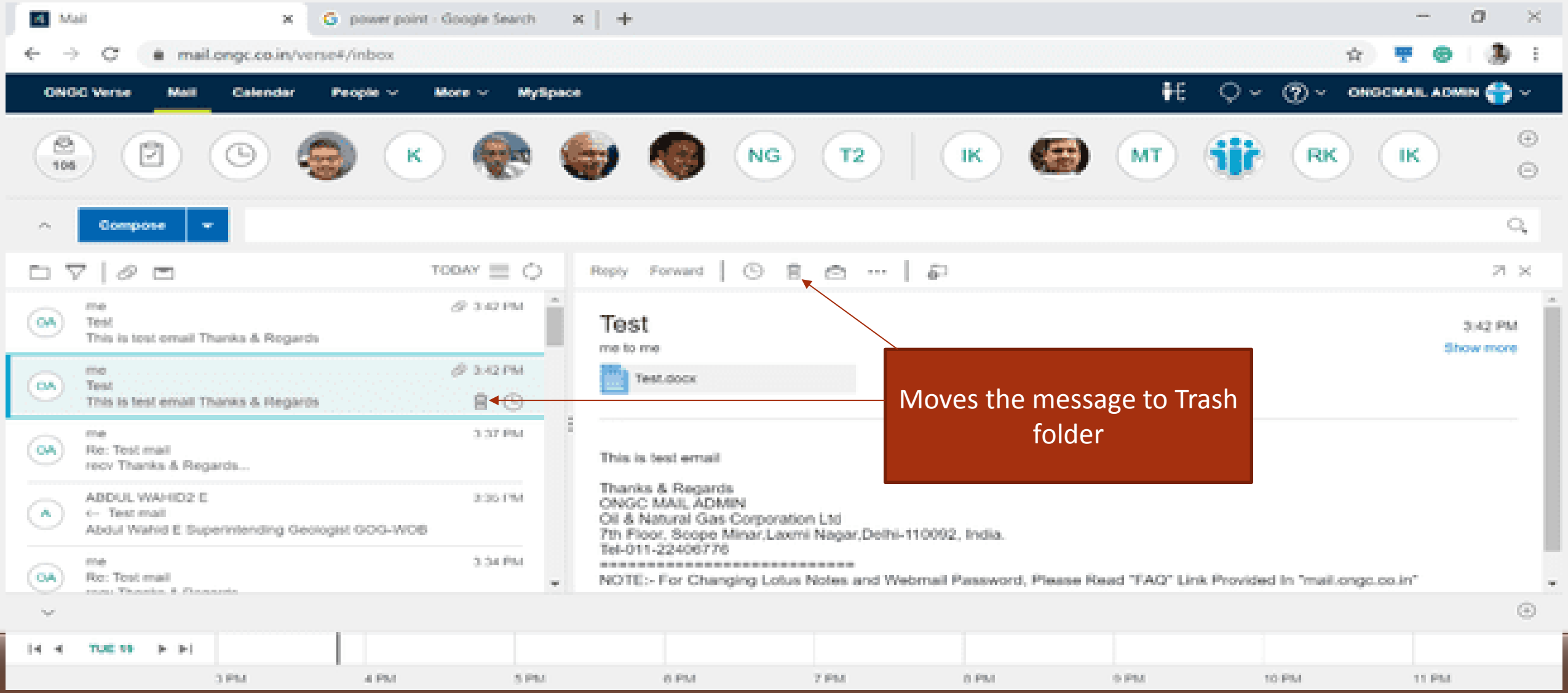
ONGC VERSE

Open Your Inbox



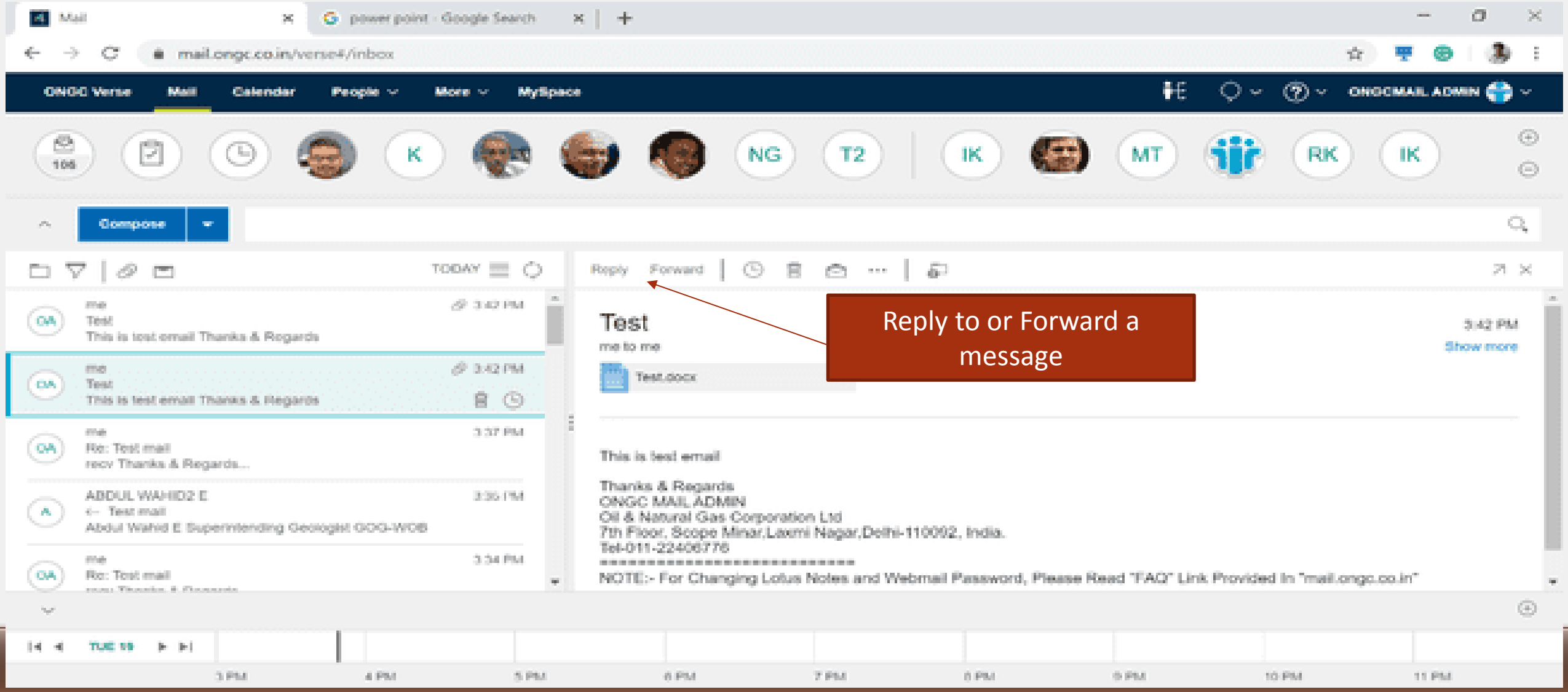
ONGC VERSE

Inbox Actions



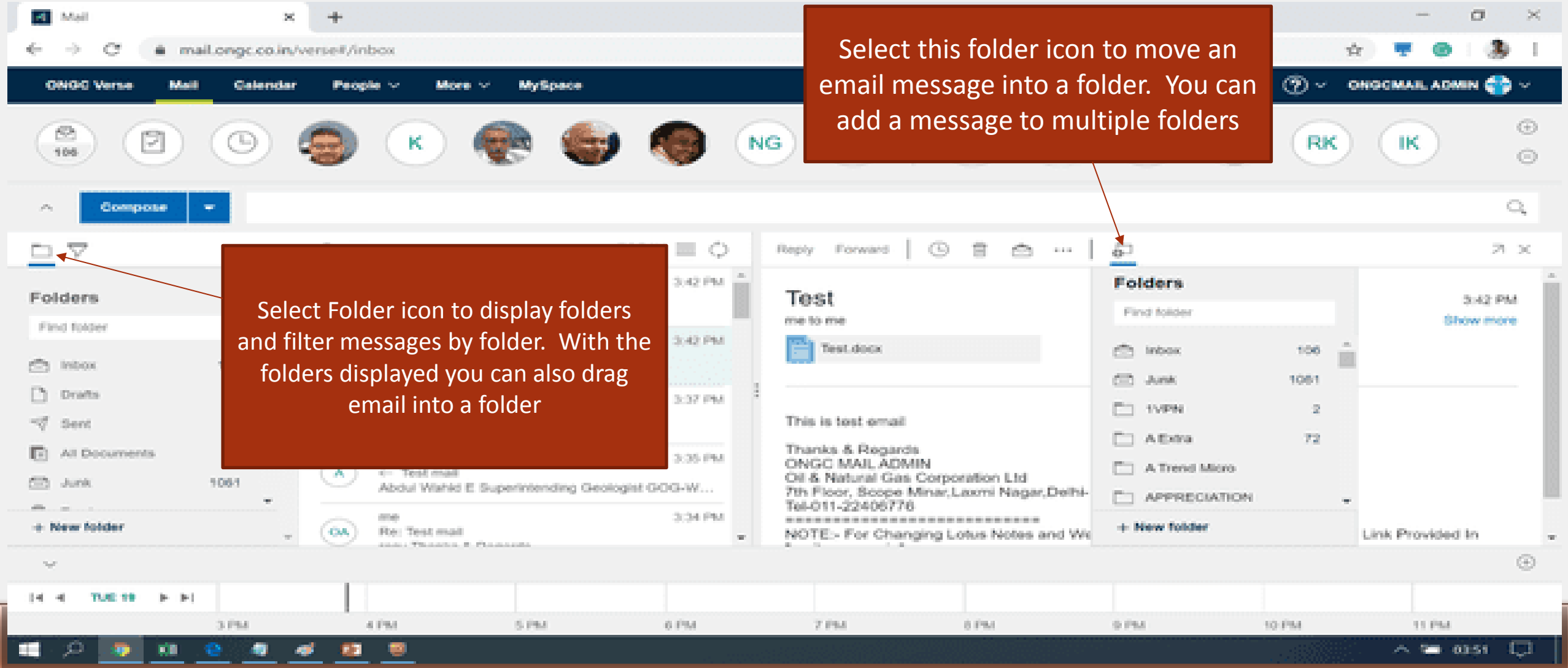
ONGC VERSE

Reply or Forward



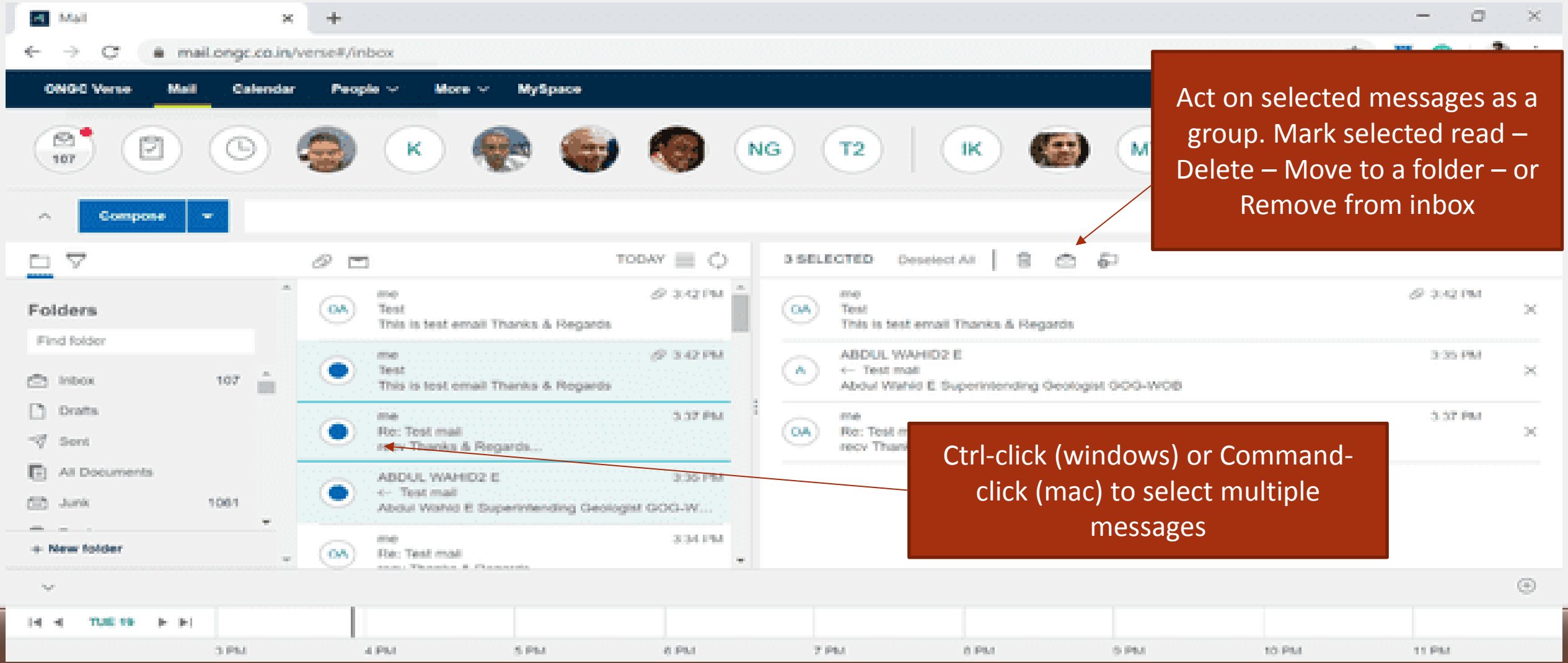
ONGC VERSE

Folders



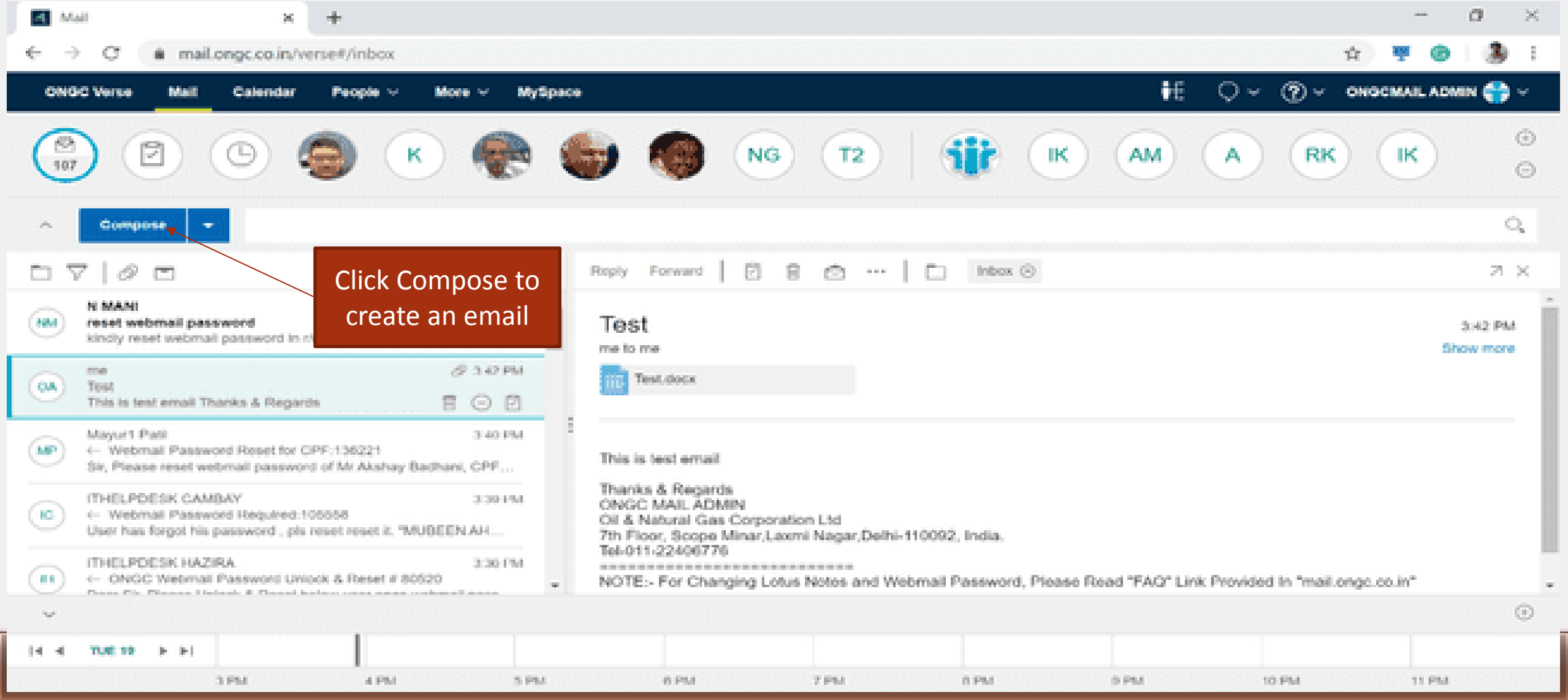
ONGC VERSE

Selecting Multiple Documents



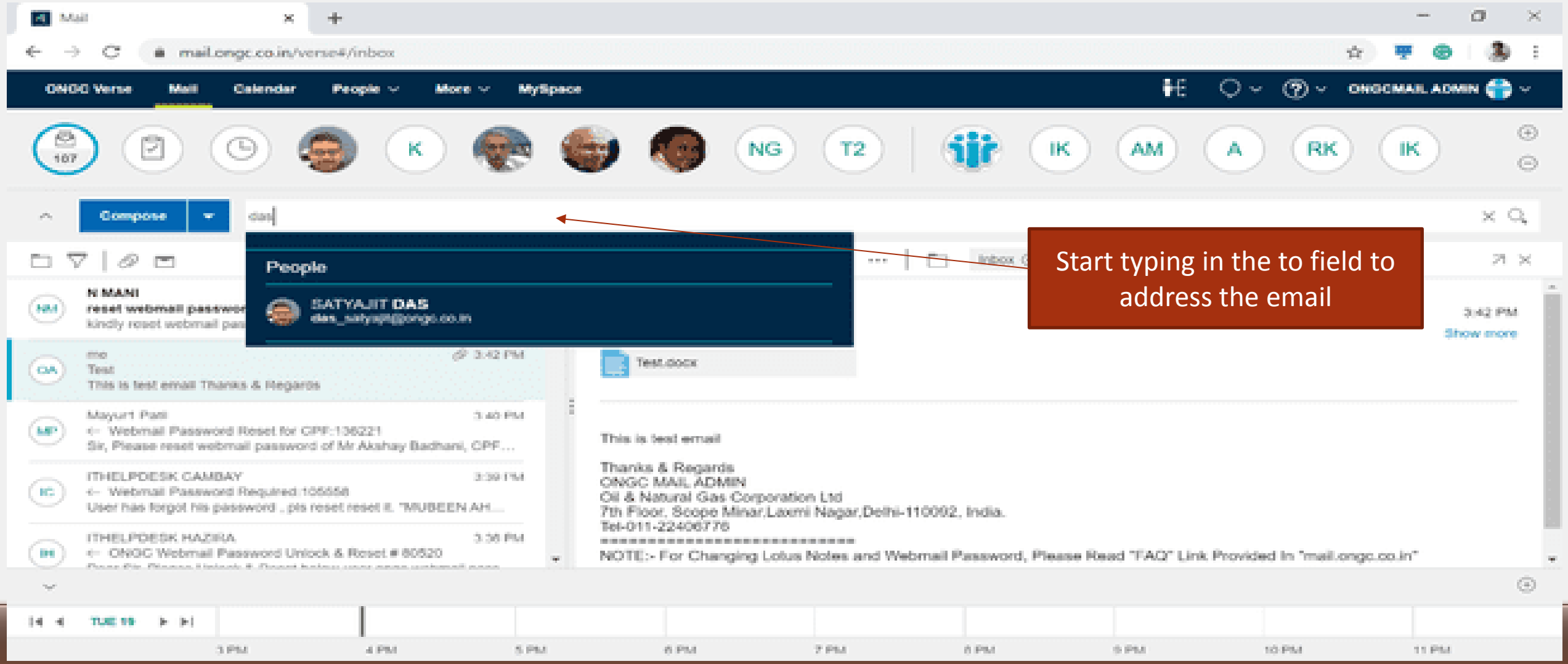
ONGC VERSE

Composing and Sending New Mail



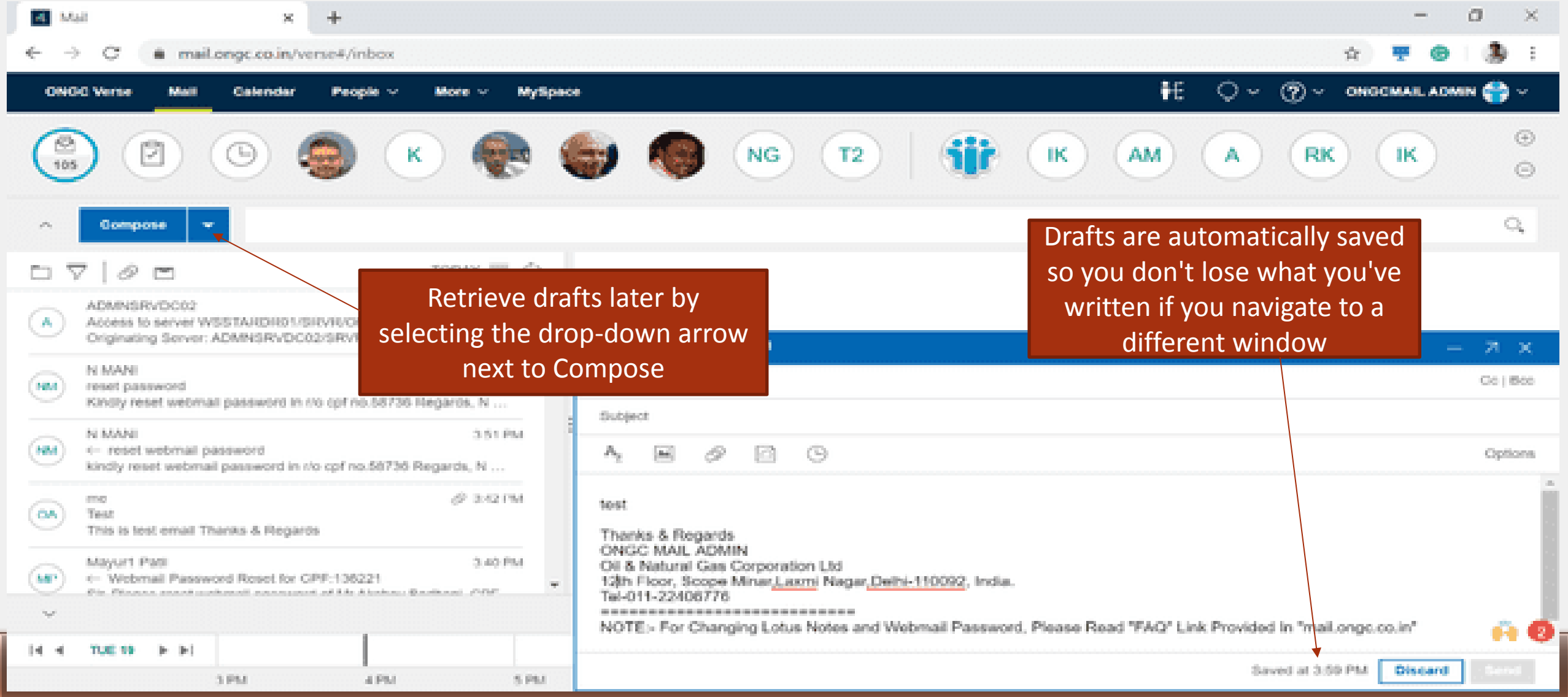
ONGC VERSE

Addressing Email



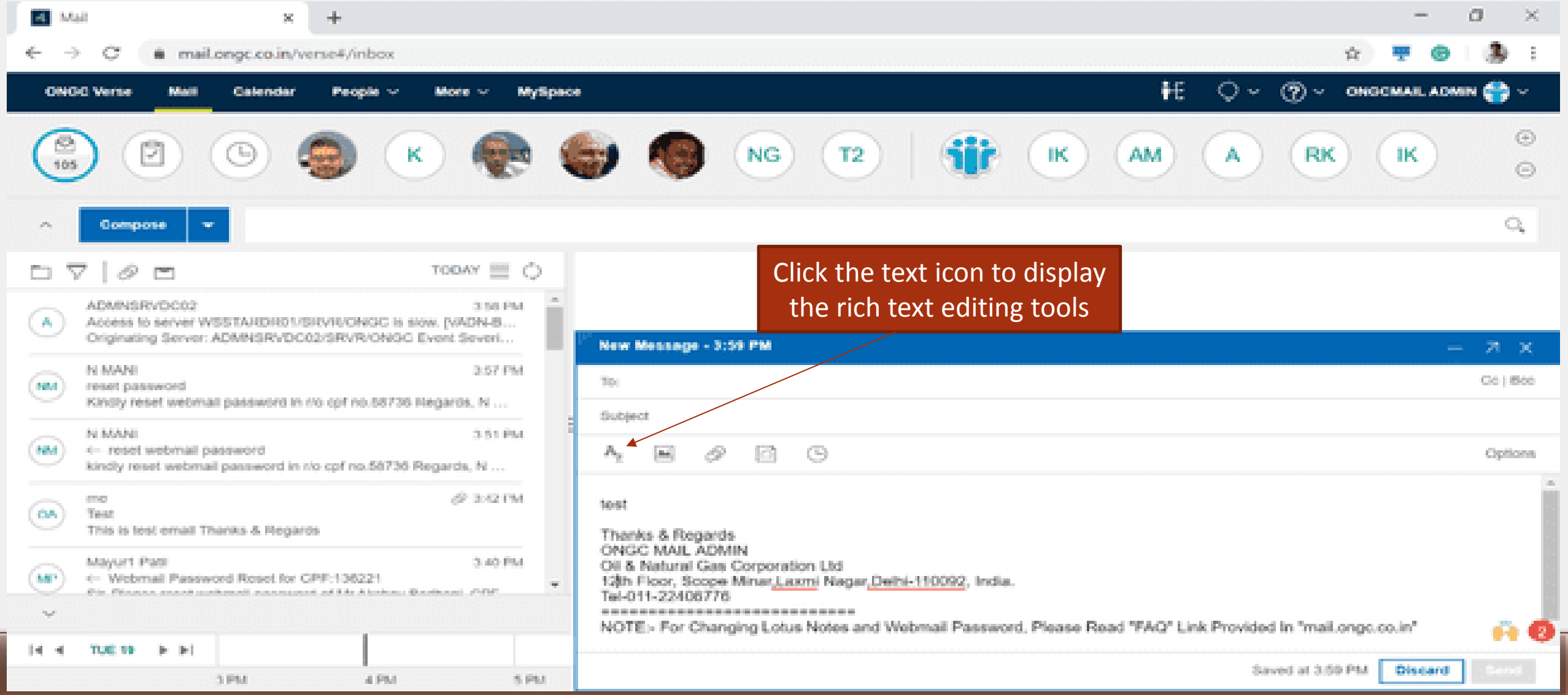
ONGC VERSE

Save as Draft for an e-mail



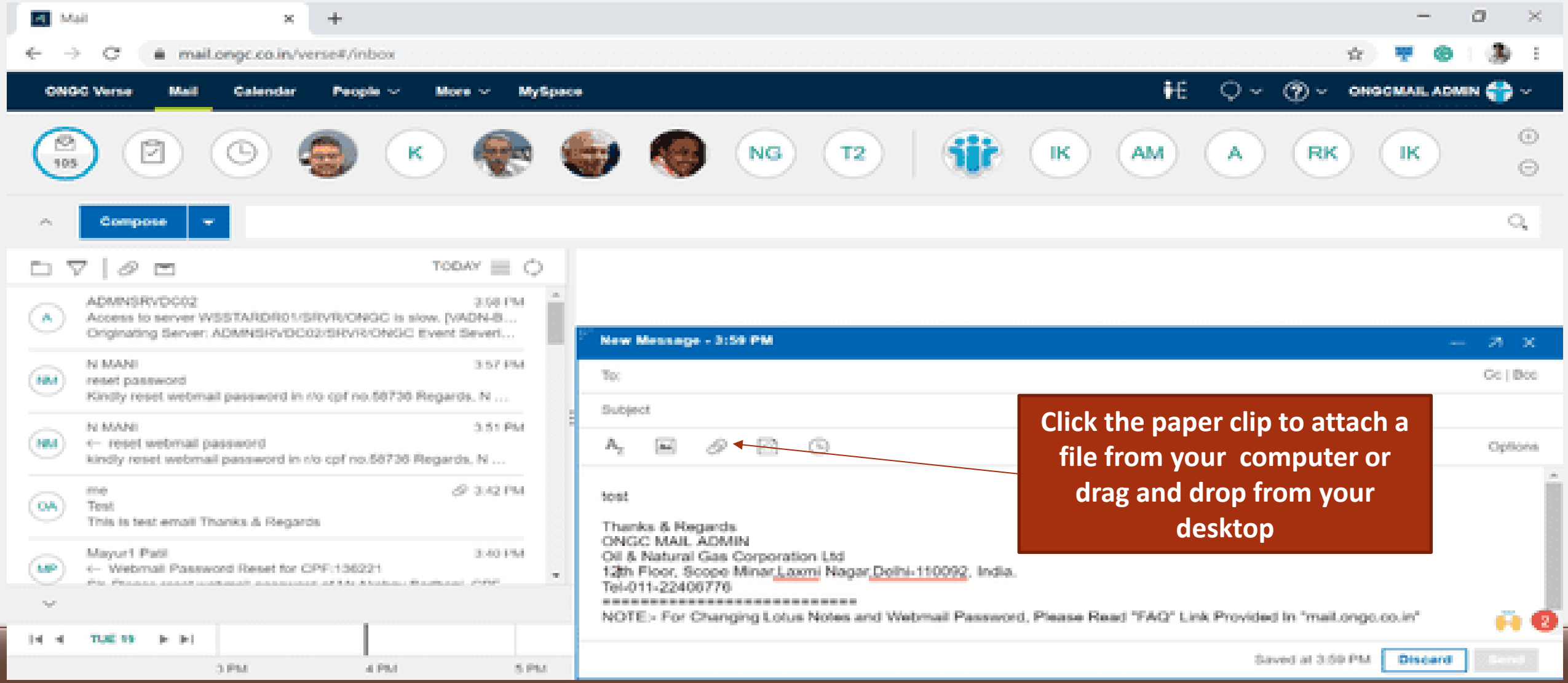
ONGC VERSE

Editing an e-mail



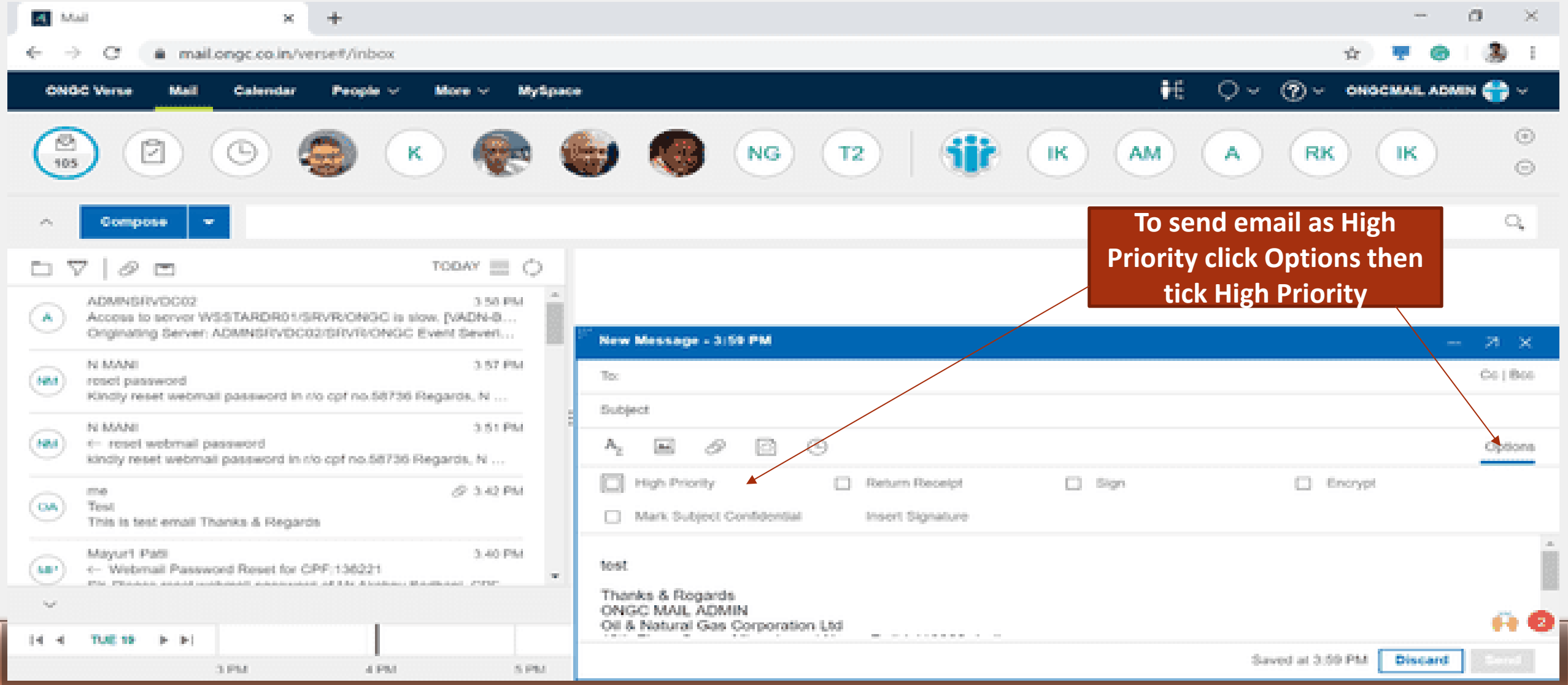
ONGC VERSE

Attaching an file to the e-mail



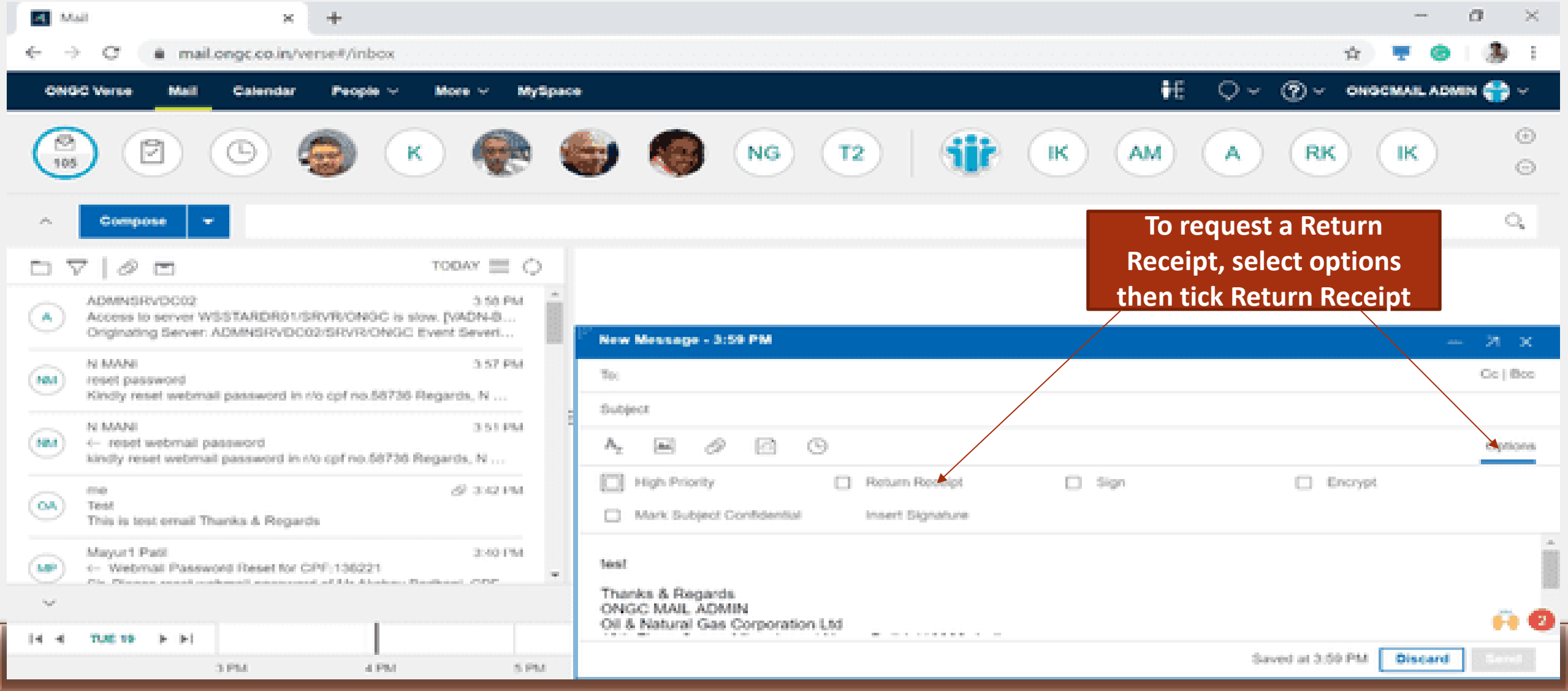
ONGC VERSE

Mark an E-Mail as High Priority



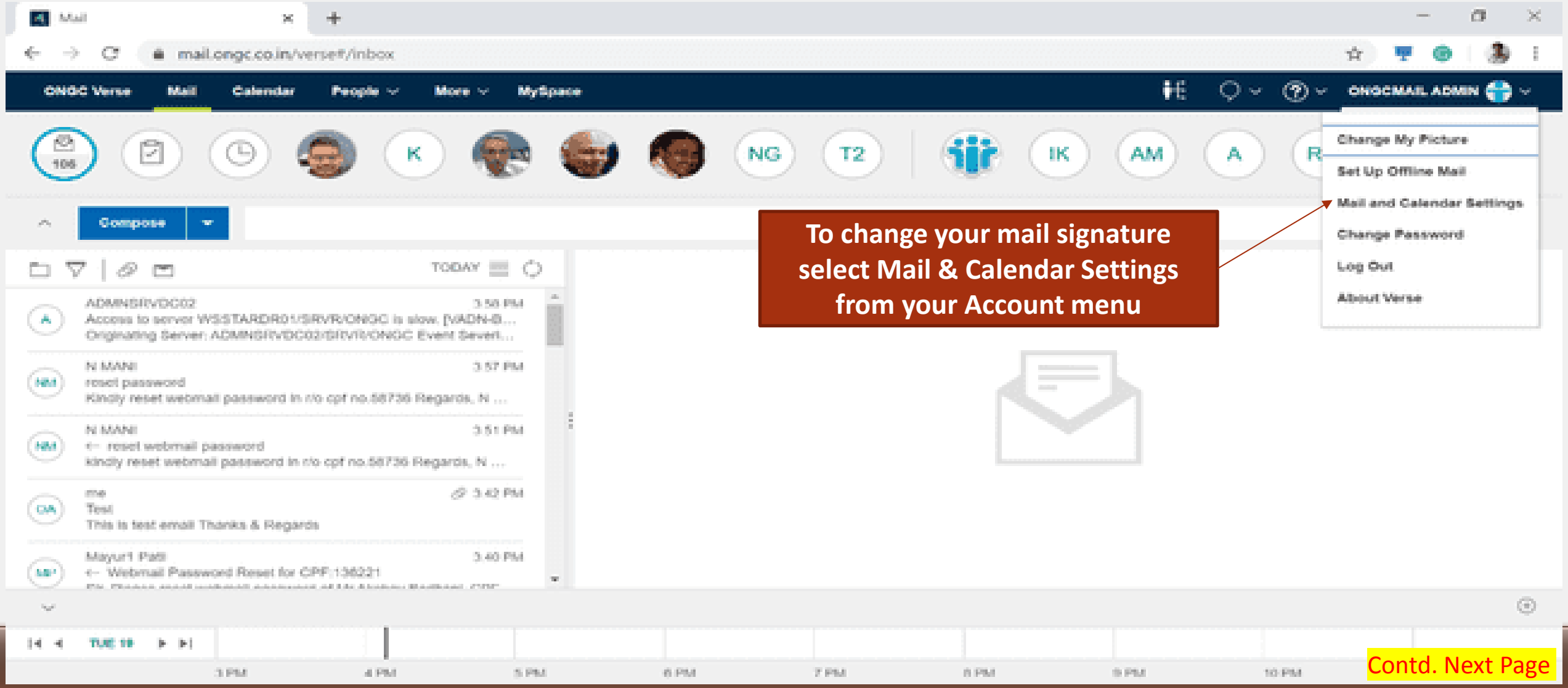
ONGC VERSE

Request for Return Receipt



ONGC VERSE

Adding / Changing a Signature in Mail



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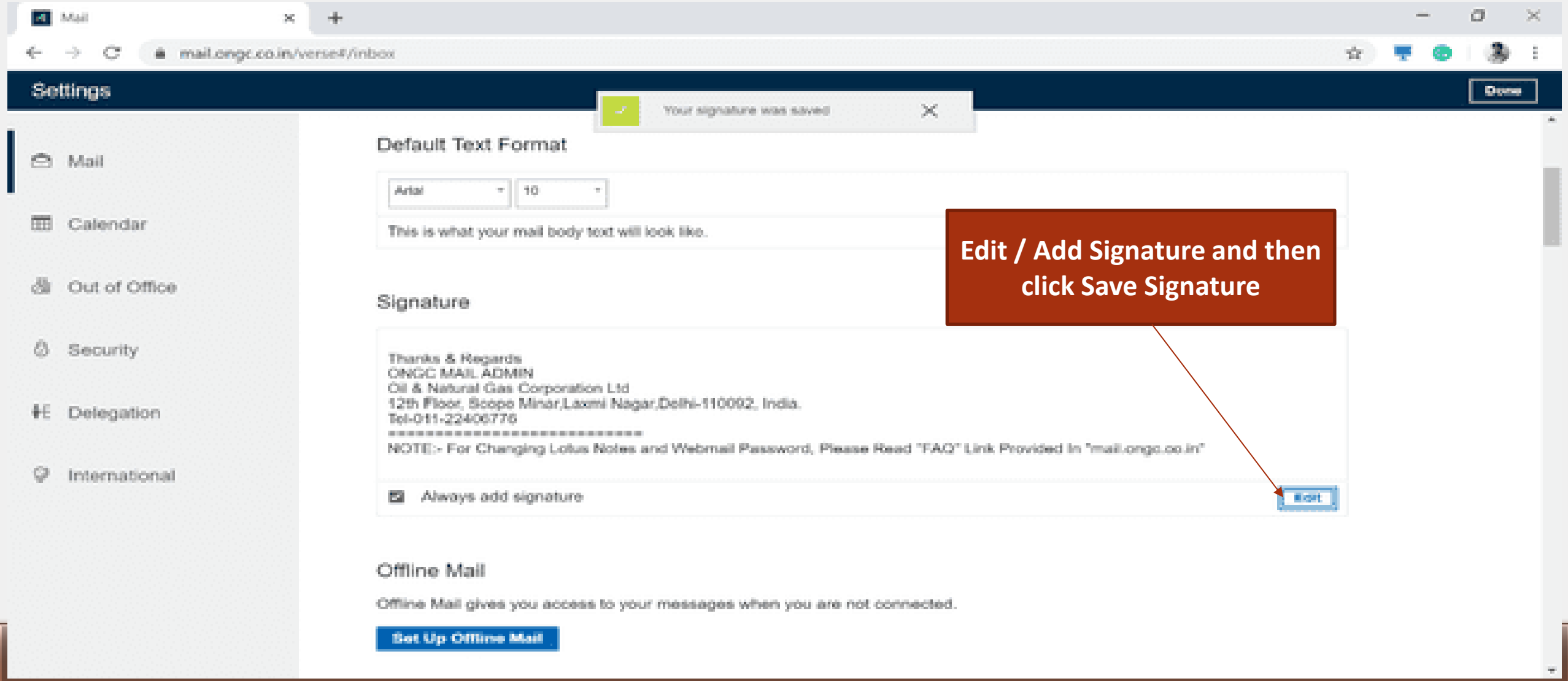
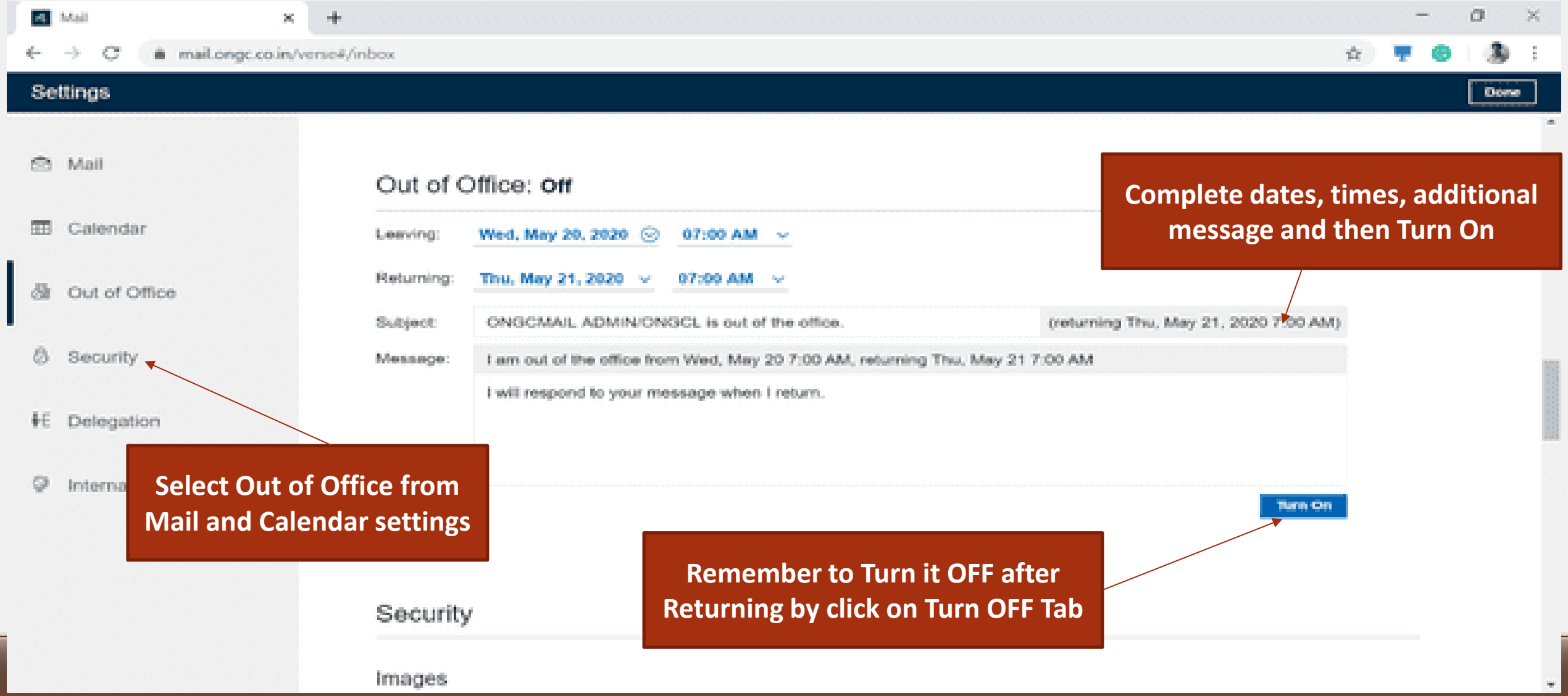
ONGC VERSE

Adding / Changing a Signature in Mail



ONGC VERSE

Set Out of Office

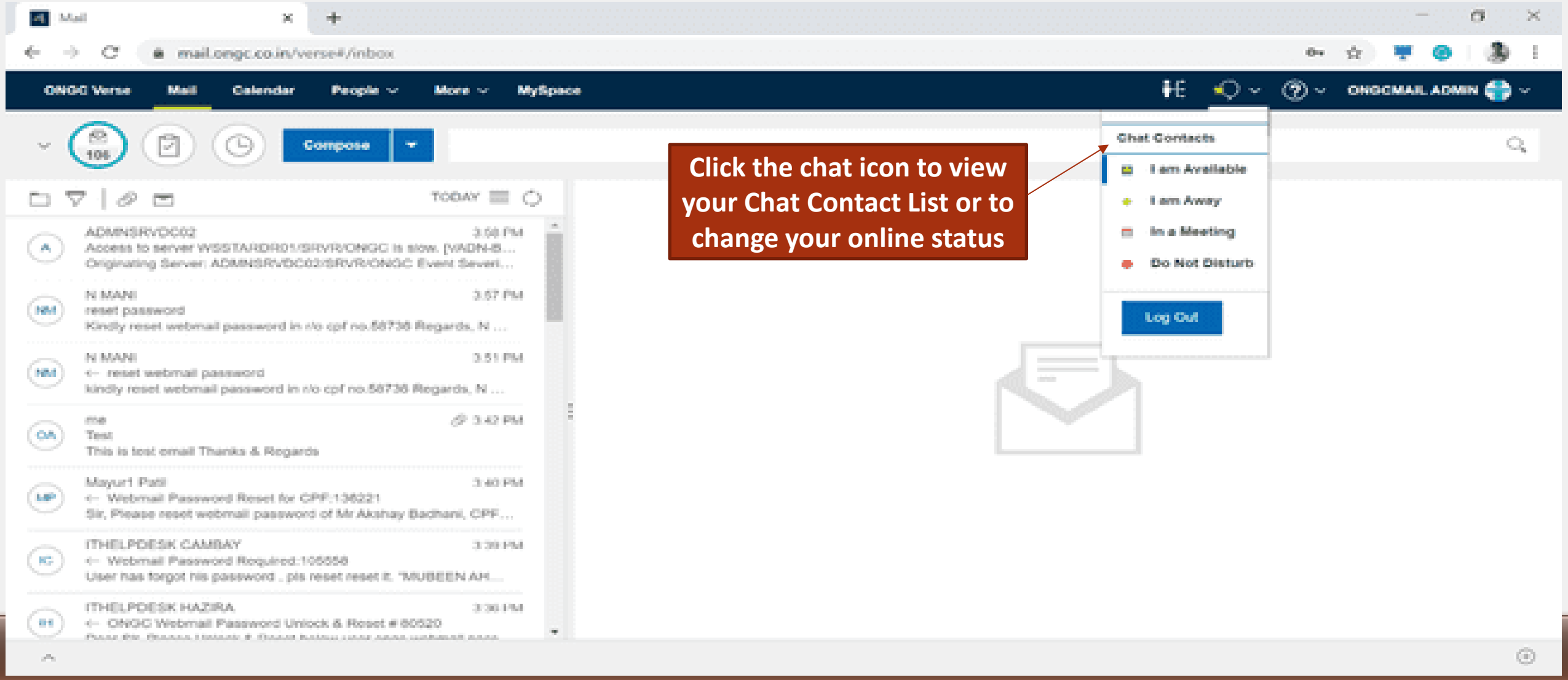


ONGC VERSE

Instant Messaging

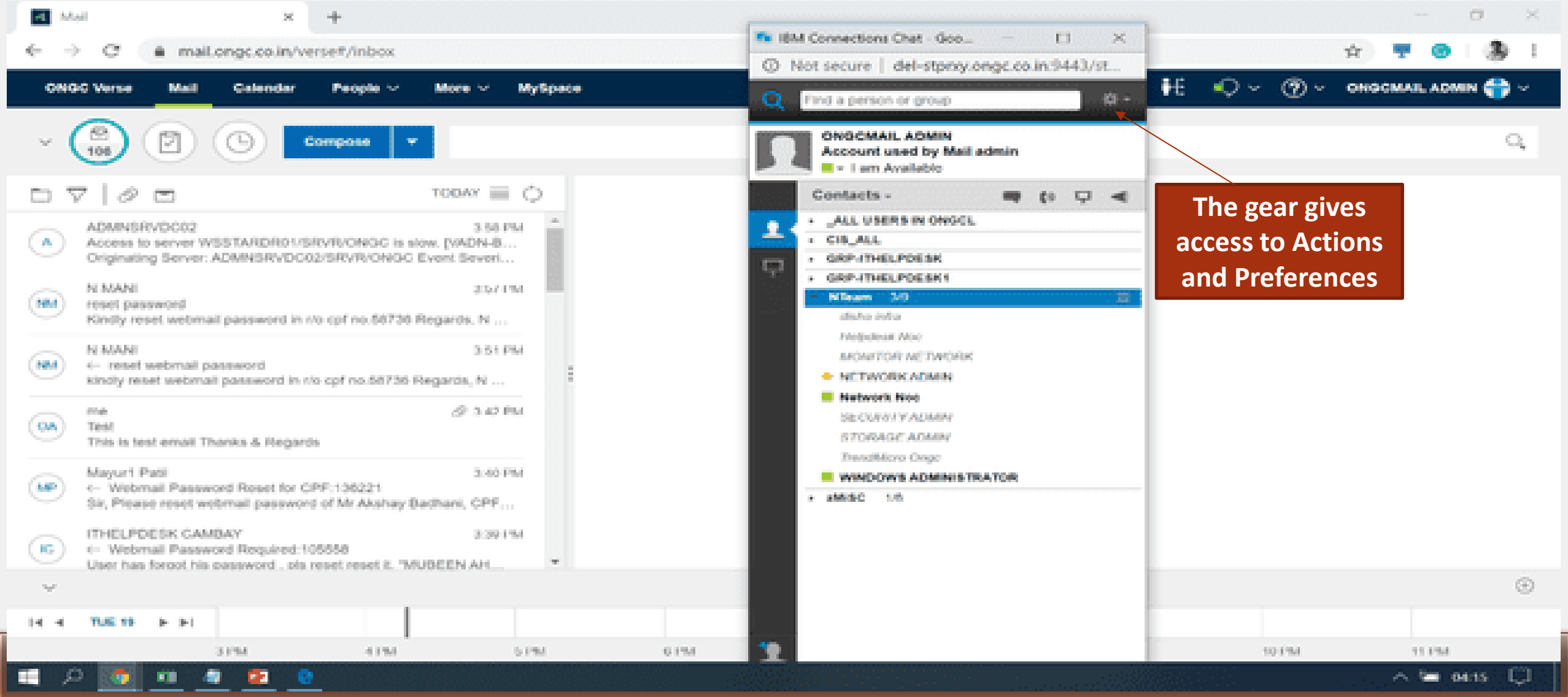
ONGC VERSE

Chat Contact List



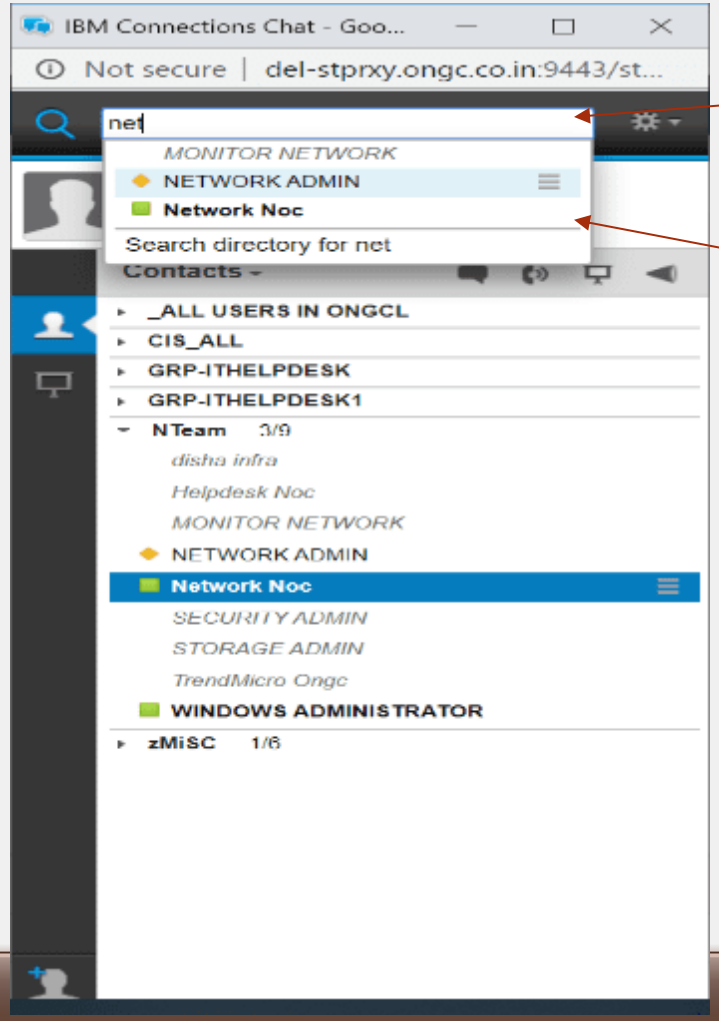
ONGC VERSE

Chat Preferences



ONGC VERSE

Starting a Chat



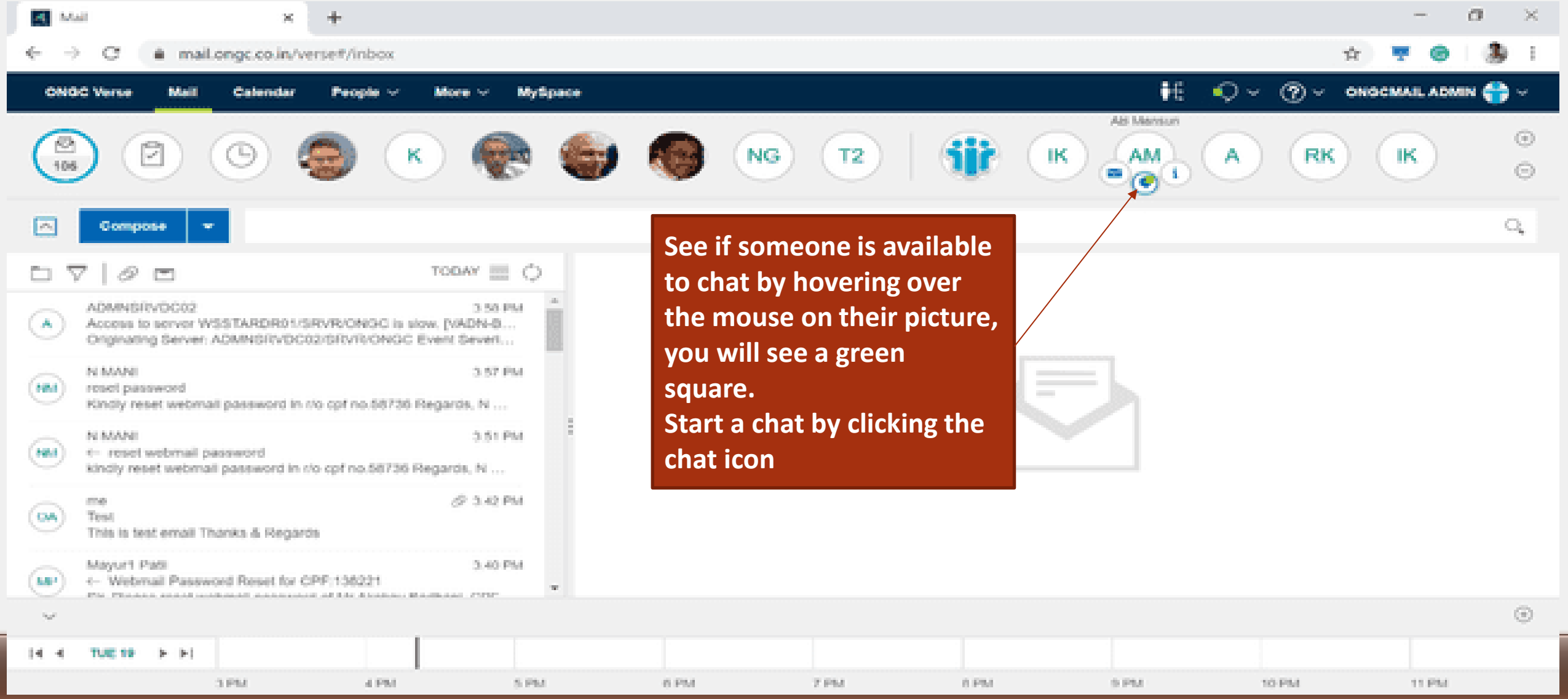
Start typing a name into the search bar to find someone quickly

See the person's availability double-click a name to start a chat

Contd. Next Page

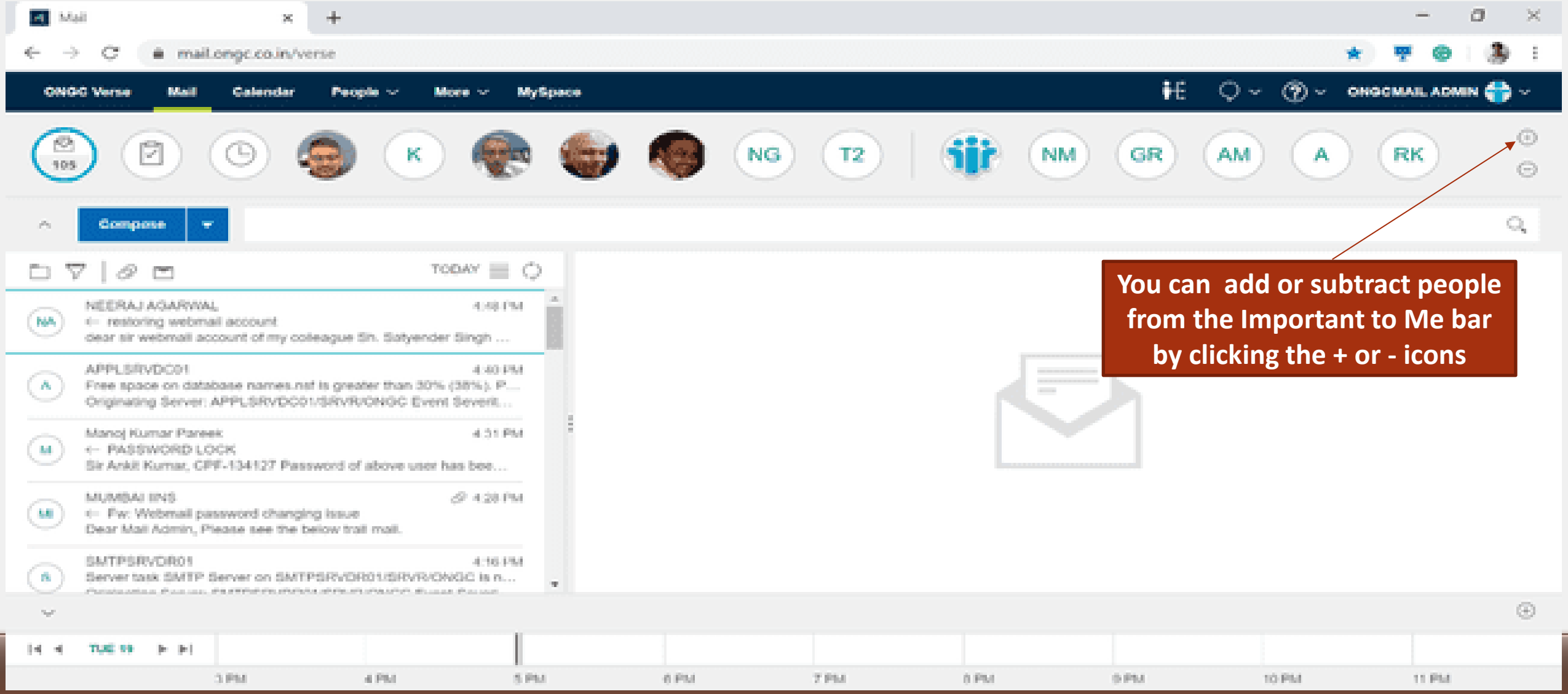
ONGC VERSE

Starting a Chat



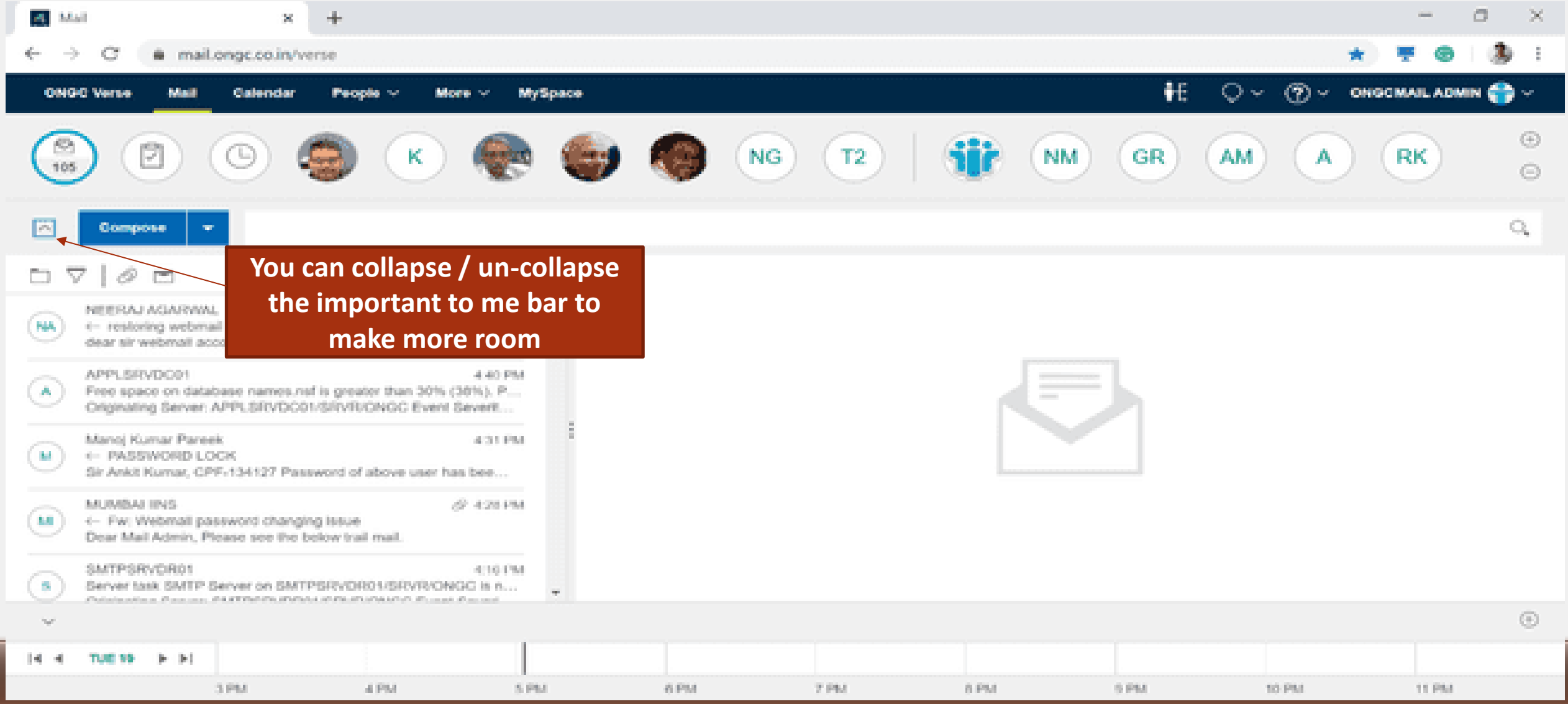
ONGC VERSE

Add / Remove Important People for You



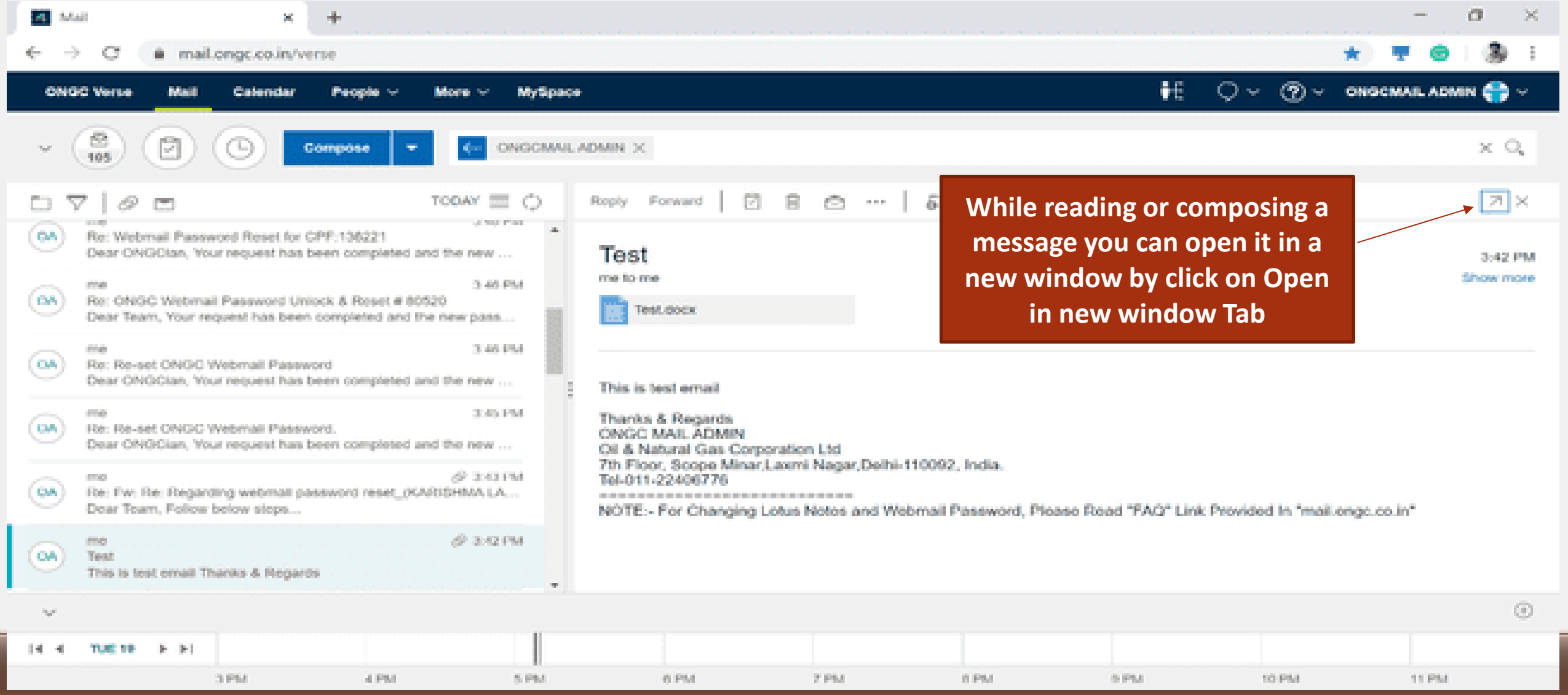
ONGC VERSE

Hide / Show Important to Me Bar



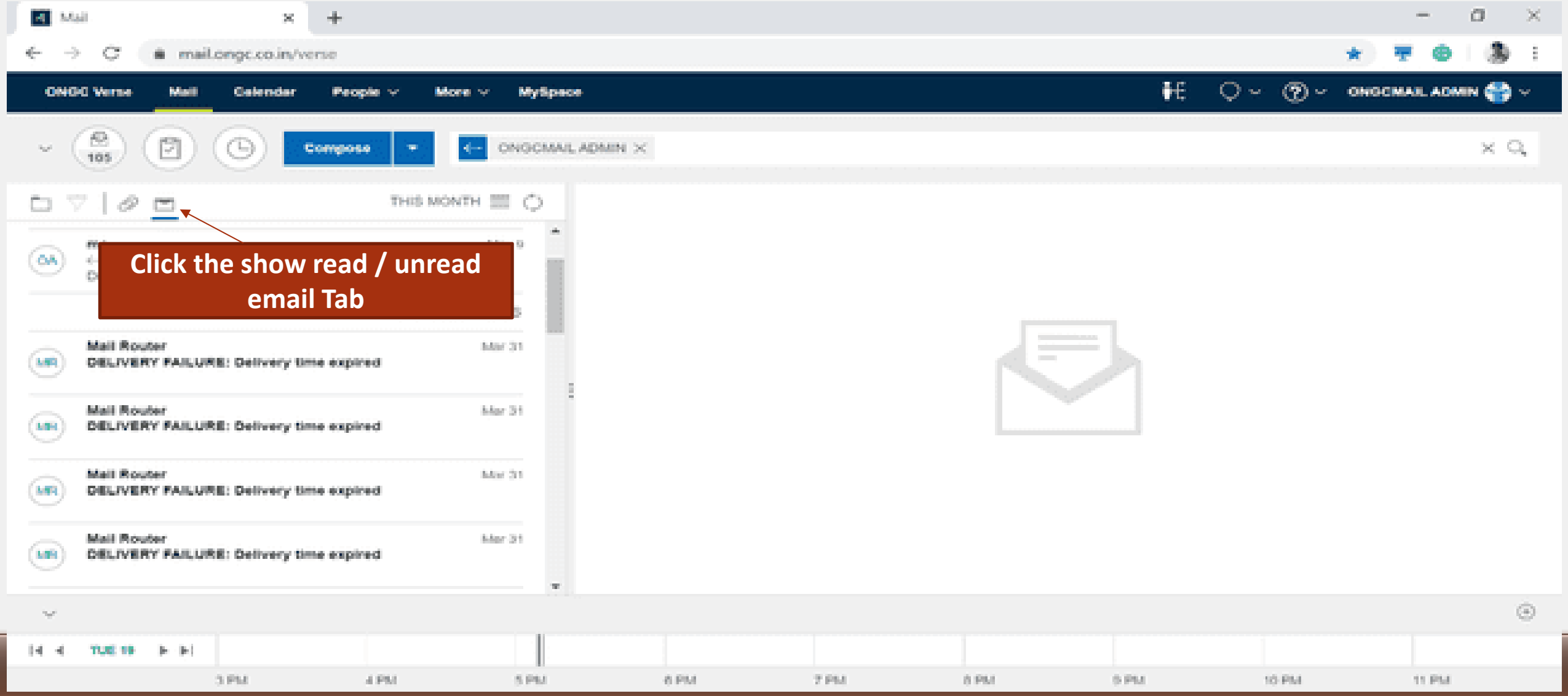
ONGC VERSE

Open the Message in New Window



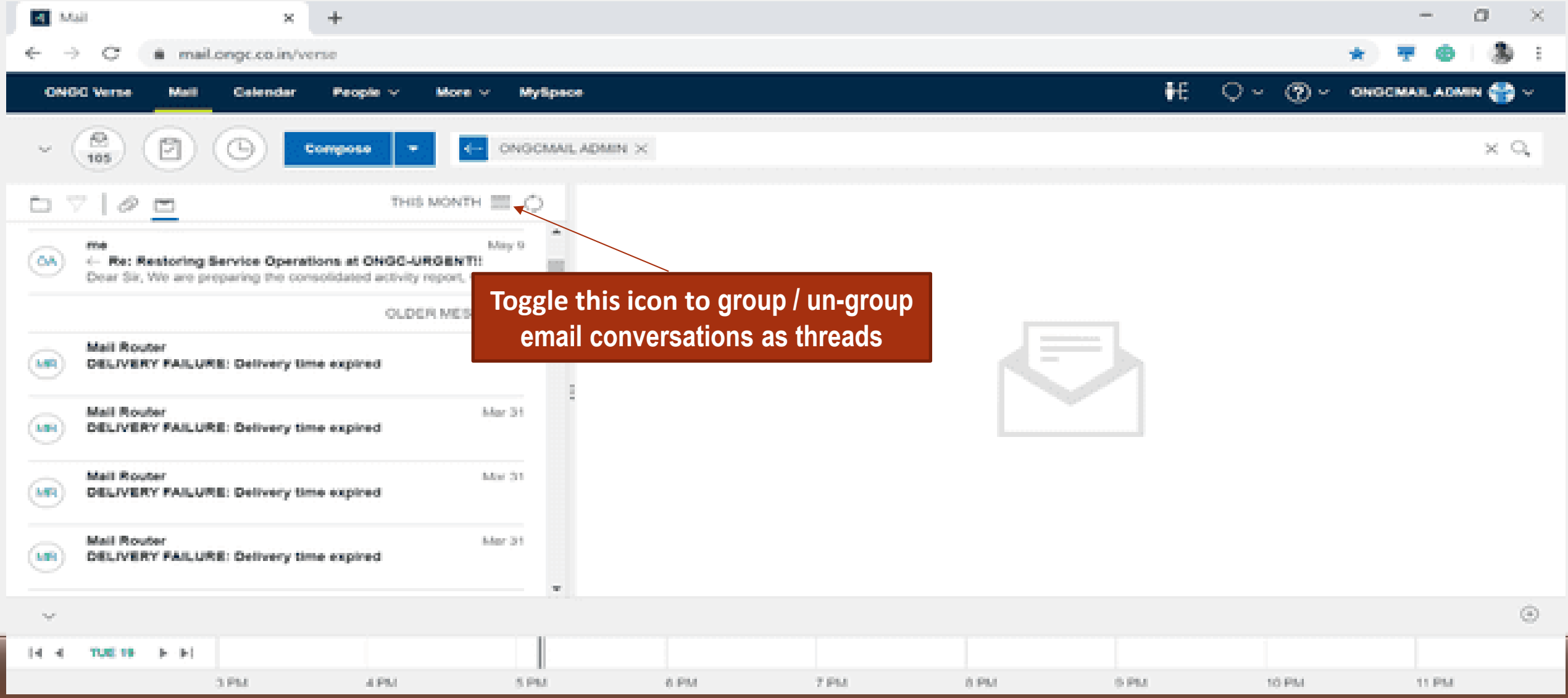
ONGC VERSE

Show Unread E-Mails Only



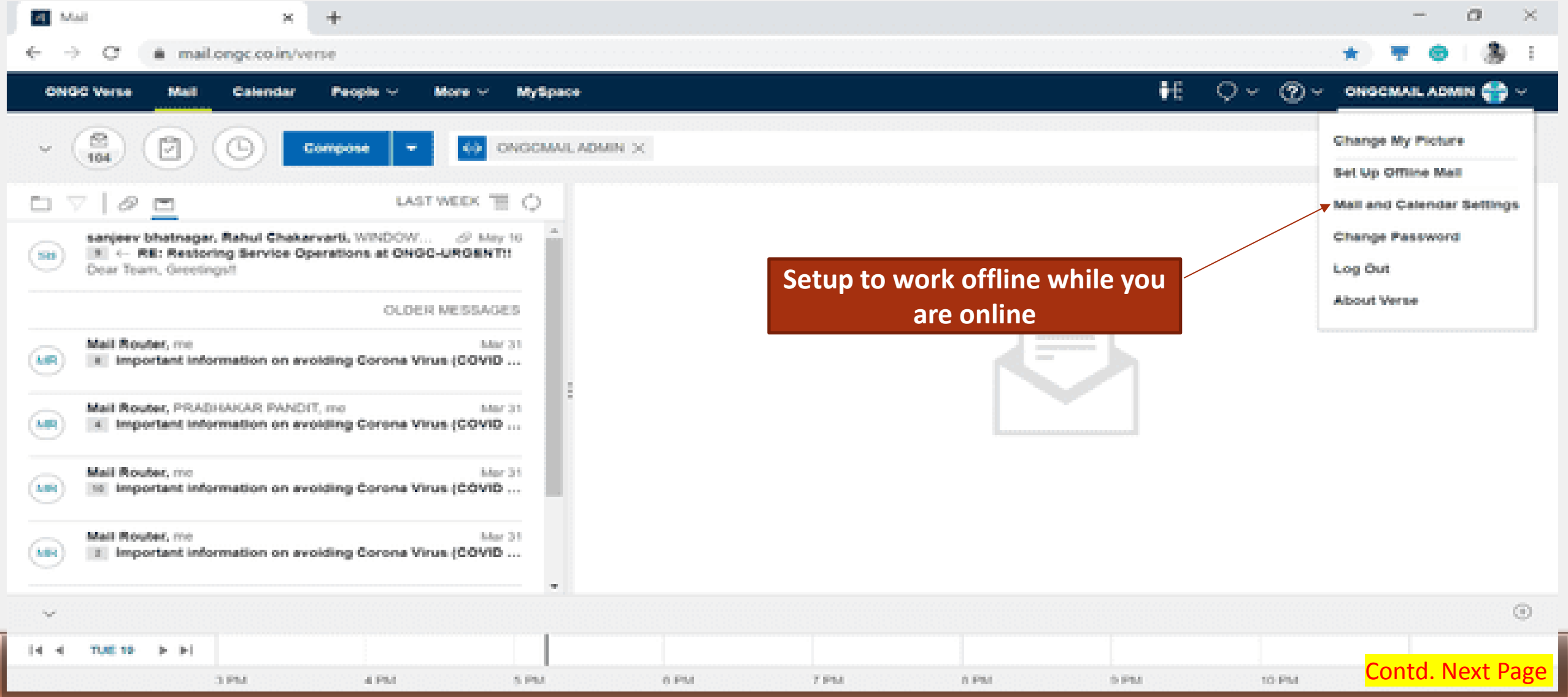
ONGC VERSE

Group email conversations as threads



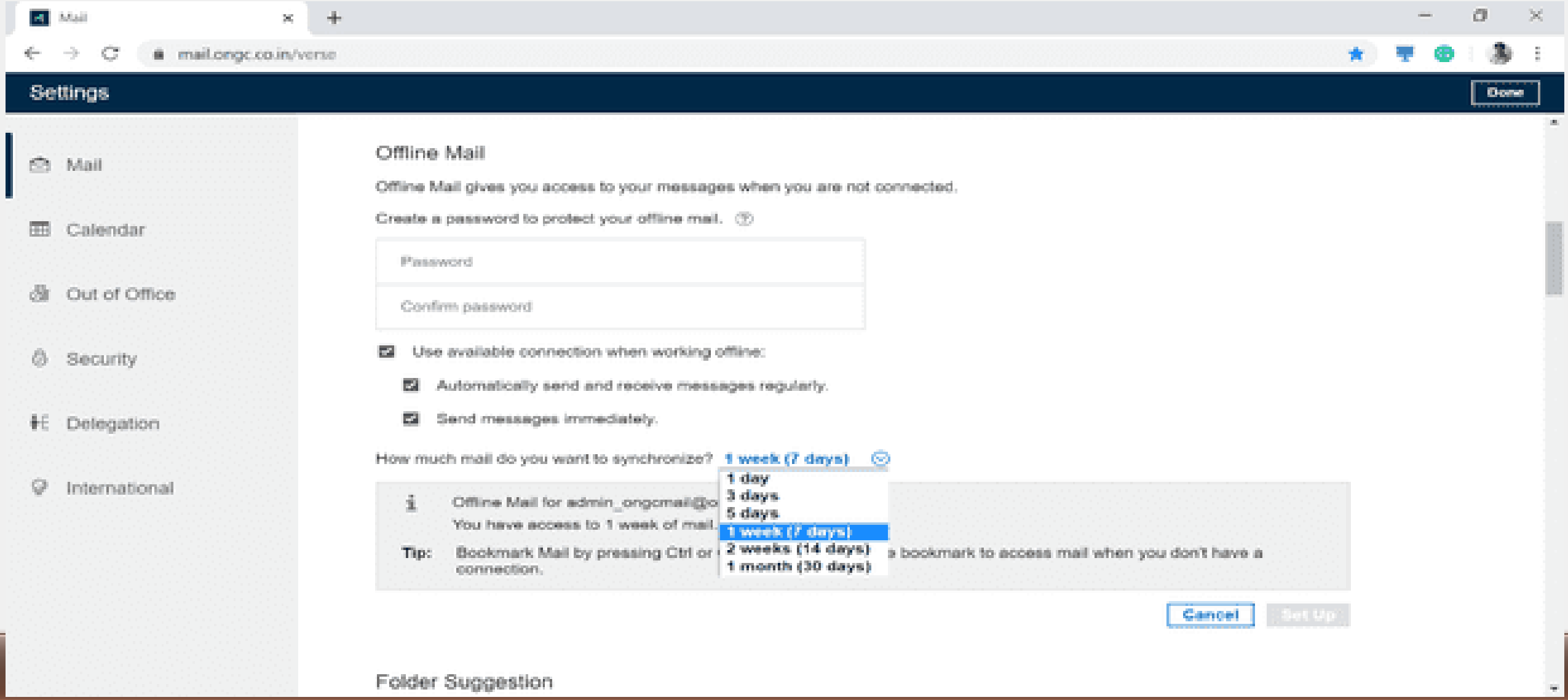
ONGC VERSE

Set Up Offline Mail



ONGC VERSE

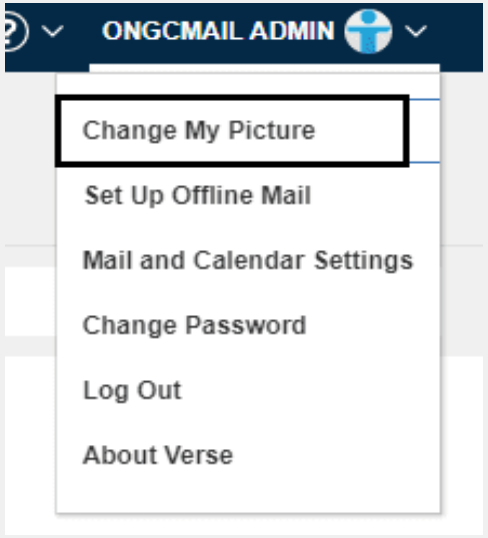
Set Up Offline Mail



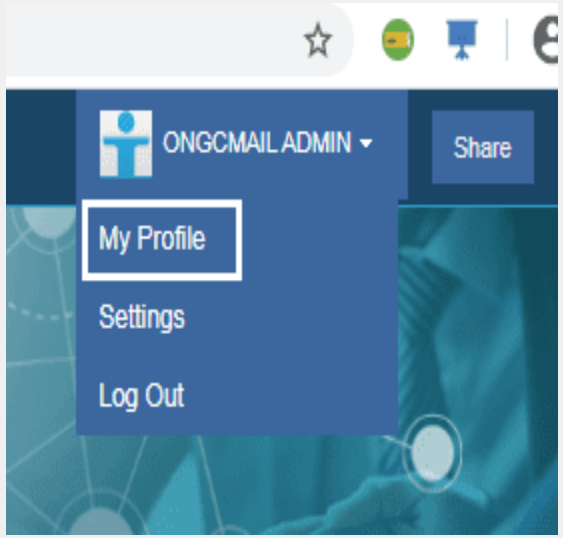
ONGC VERSE

Change Picture on Verse

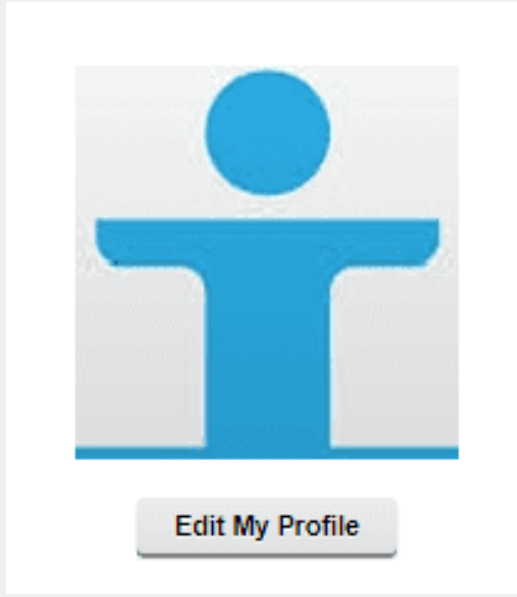
Click on your Name at Right Hand in Verse and select Change My Picture



It will take to user profile on myspace.ongc.co.in



Click on Edit My Profile and replace the picture



Contd. Next Page

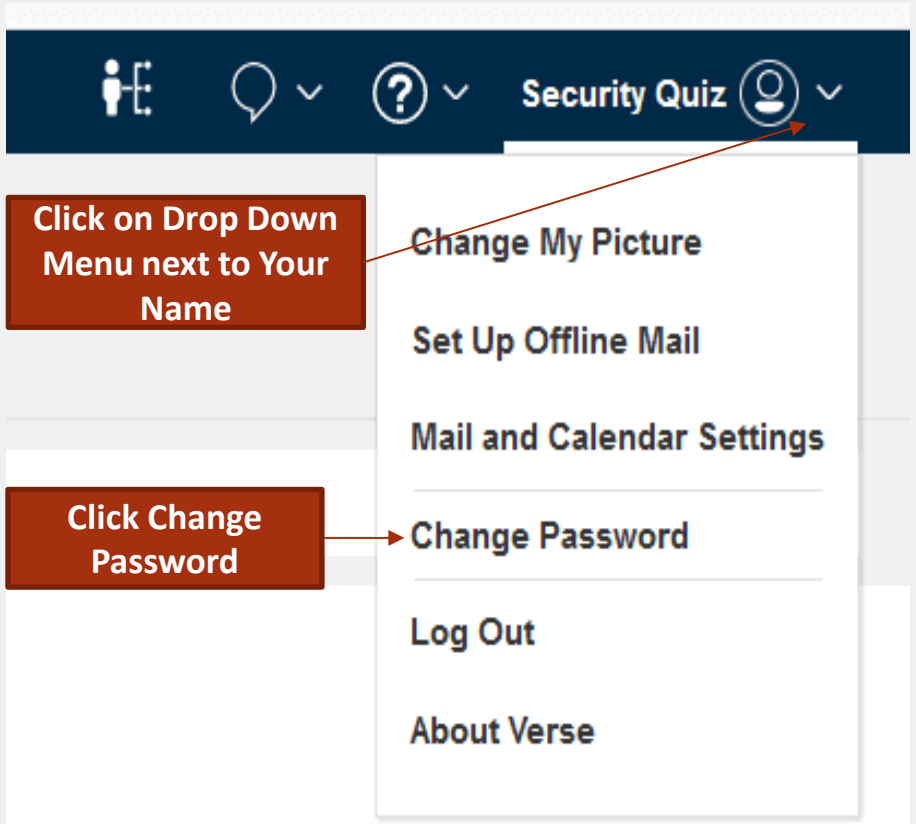
ONGC VERSE

Change Picture on Verse

Edit Your Profile as required

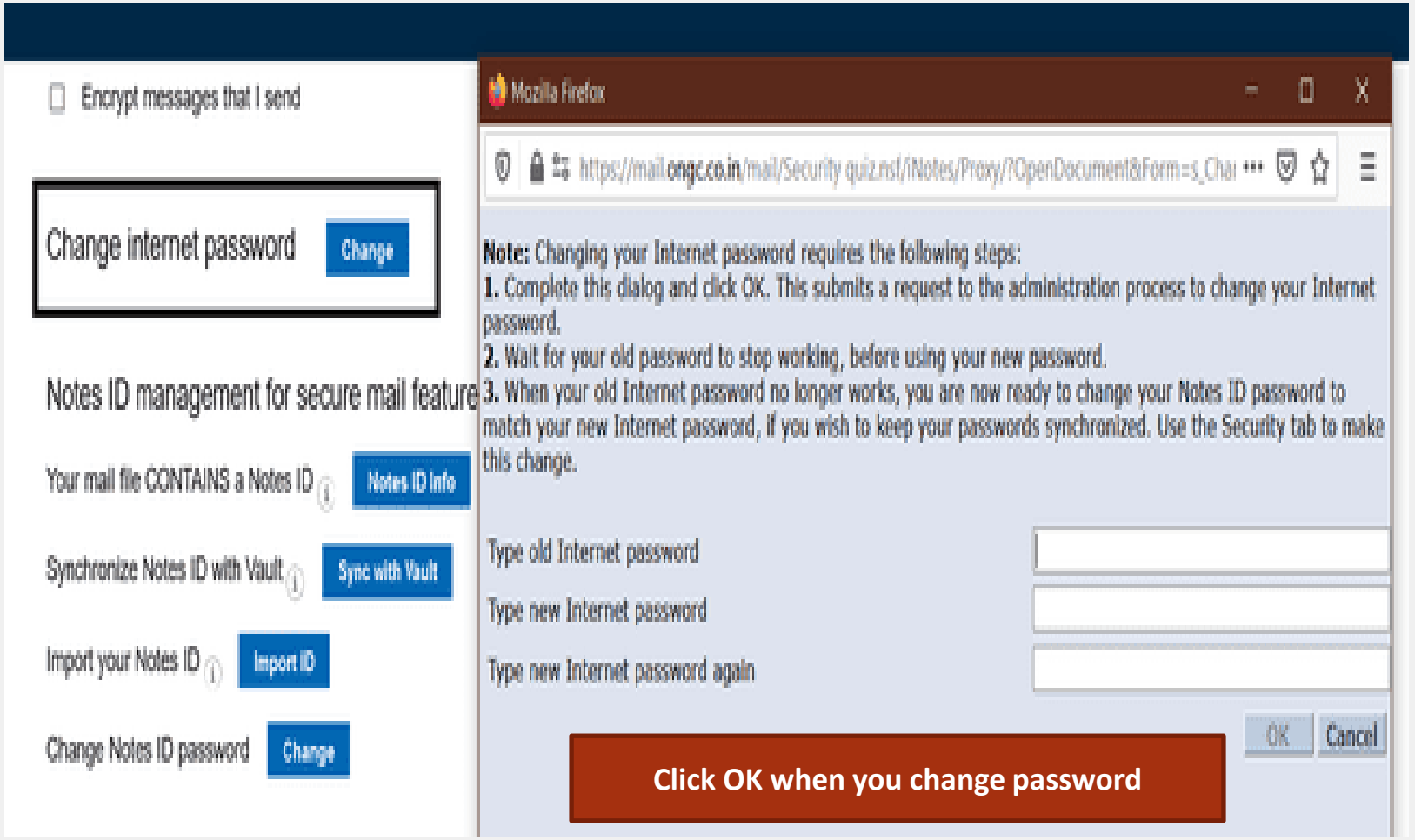
ONGC VERSE

Change Password for Verse Login

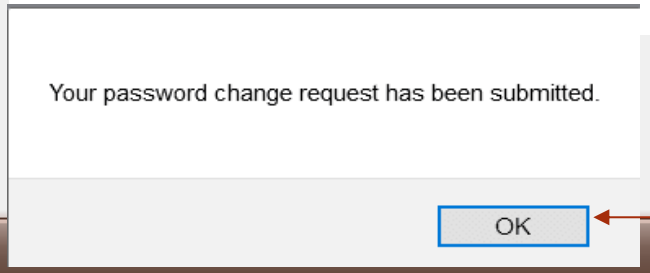


Click on Drop Down Menu next to Your Name

Click Change Password



Click OK when you change password

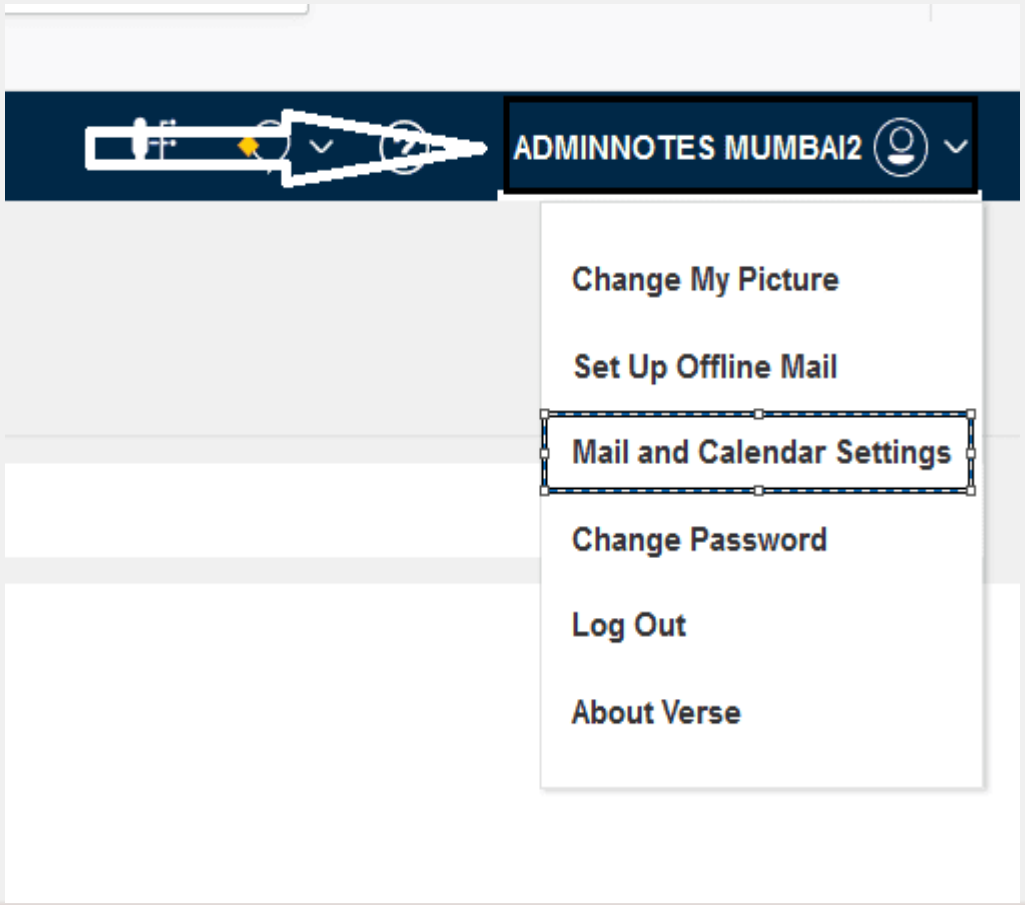


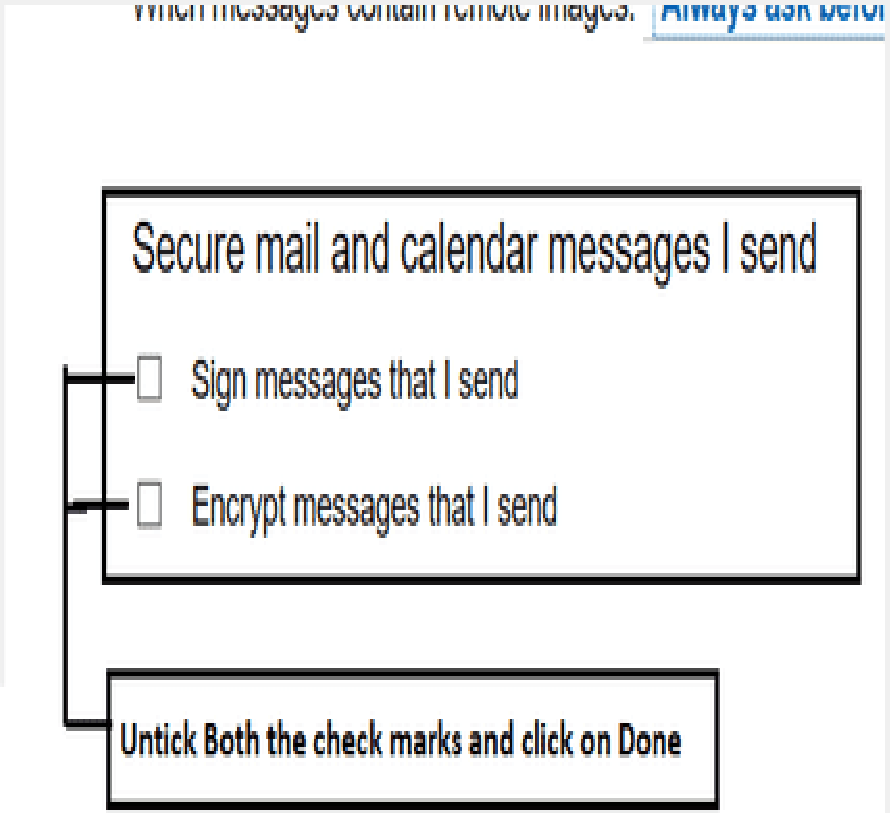
Confirmation box appears, Click OK.

ONGC VERSE

Issue while sending mail using ONGC Verse

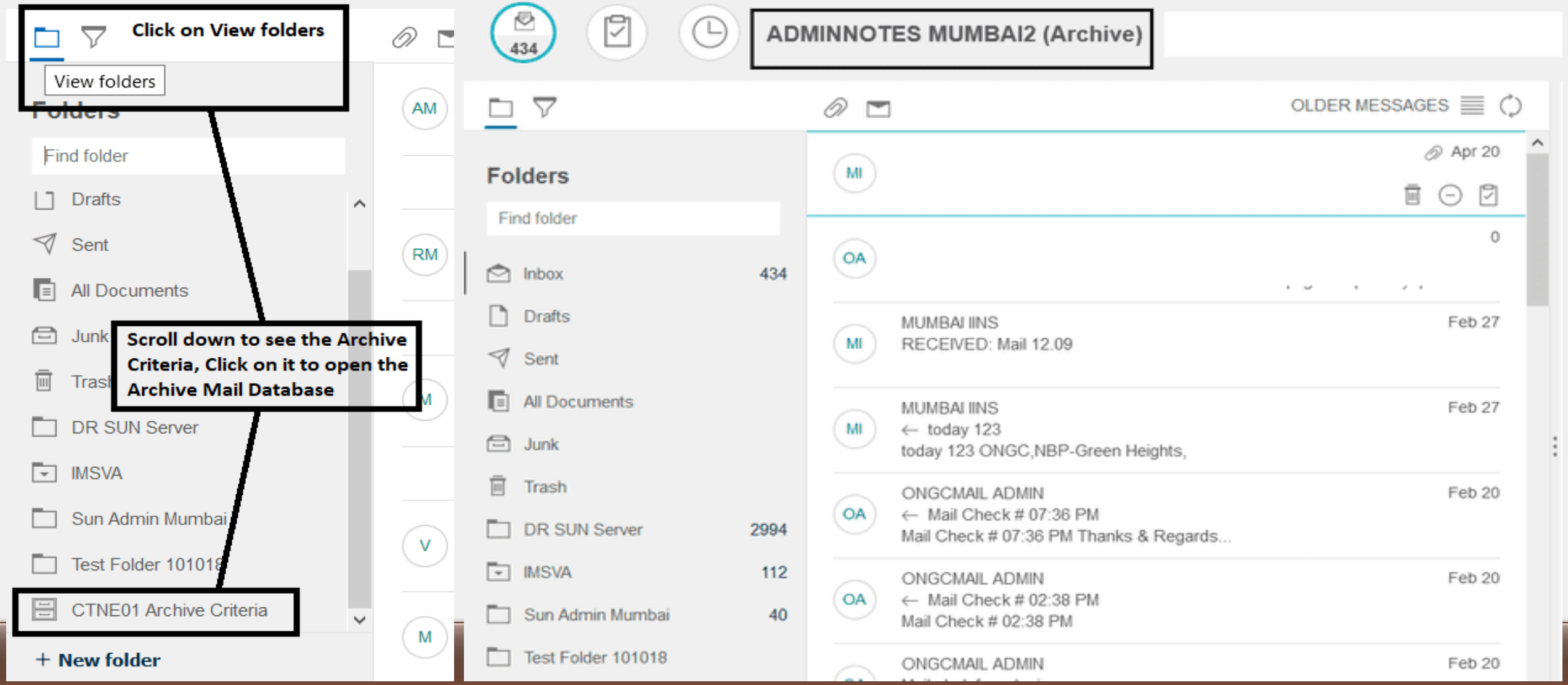
While sending mail sometimes it ask for Notes ID Password, to resolve follow below steps.





ONGC VERSE

View Archived mails using ONGC Verse



ONGC VERSE

Supported Browsers

ONGC VERSE

Following browsers are supported for accessing Verse from a desktop

- Google Chrome: current, non-beta
- Mozilla Firefox: current ESR and current, non-beta
- Apple Safari: current, non-beta
- Microsoft Edge: current, non-beta

Supported Browser for Verse on Mobile

- iOS devices: Safari current
- Android devices: Chrome current

Internet Explorer is no longer a supported browser.

Support Link :- https://support.hcltechsw.com/csm?id=kb_article&sysparm_article=KB0080671&sys_kb_id=8128c1601b8e10d8f37655352a4bcbfe

ONGC VERSE