



# XGÖN PLUS

Most Advanced Enterprise E-mail

## Quick and Advance Guide

Version 1.0

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### Login Page

The screenshot shows the XgenPlus login page. At the top left is the XgenPlus logo. To the right is a language dropdown menu set to 'English'. Below the logo is the text 'Sign in'. There is an email input field containing 'mahak.s@xgenplus.com'. Below the email field is a 'Forgot Email?' link and a 'Remember me' toggle switch which is currently turned on. To the right of the 'Remember me' switch is a dark blue 'Next' button. At the bottom of the page, there is a link for 'Secure Login Via APP/SMS' and a footer with 'Privacy Policy | Terms and Conditions'.

Enter your email Address

By clicking on "Forgot Email", it will help you to retrieve your mail address.

It will keep your login credential save within the browser.

Change language as you want to read the web application Text.


Clicking on next, it will take you to the password page.

You can also login to your account by Mobile app and also by Sending Text Message.

To open the web application go to:  
<https://mail.dil.in>





Enter your password

 XgenPlus

← mahak.s@xgenplus.com

## Enter Password

.....  

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[Forgot your password?](#) [Get XCode](#)

**Login**

If forgot your password, click on the hyperlink.

Click to login in your account

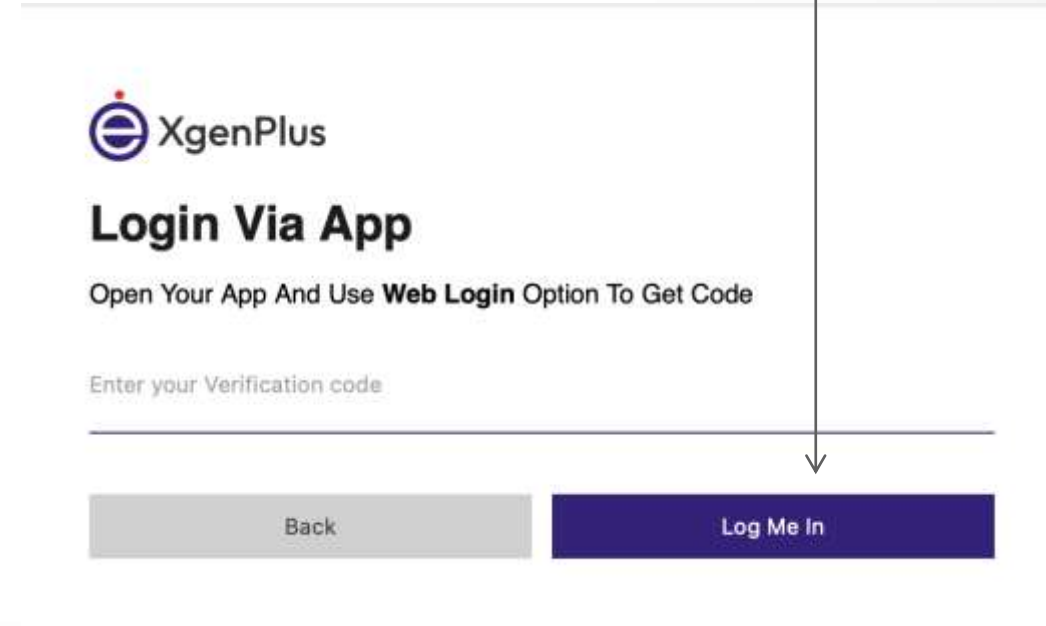
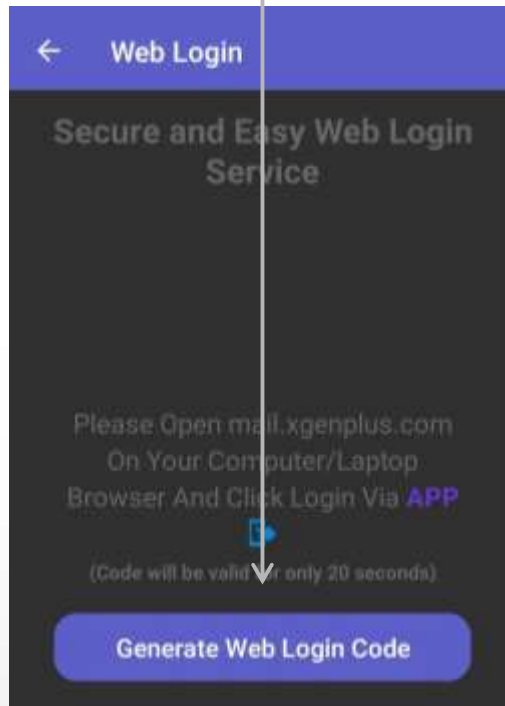
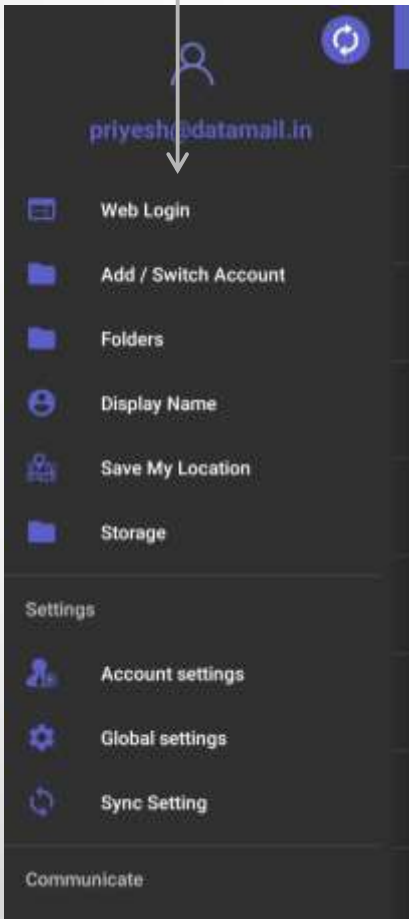
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Open your mobile app and click on web login button

Click on the generate button and enter the code in the web login page.

You will be logged into your email account page, after clicking on the **“Log me in”** Button.

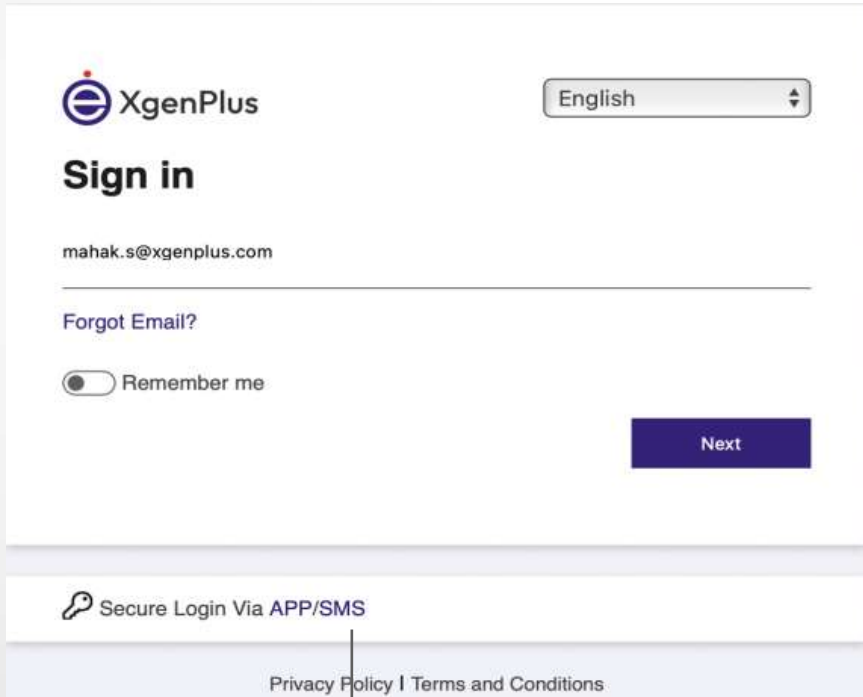


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### Login via SMS

After that send the code from your registered mobile number to the given number and click "I have sent sms" button



The screenshot shows the XgenPlus Sign in page. At the top left is the XgenPlus logo. To its right is a language dropdown menu set to "English". Below the logo is the "Sign in" heading. Underneath is an email input field containing "mahak.s@xgenplus.com". To the left of the input field are links for "Forgot Email?" and a "Remember me" toggle switch. A blue "Next" button is positioned at the bottom right of the form. At the bottom of the page, there is a link for "Secure Login Via APP/SMS" and a footer with "Privacy Policy | Terms and Conditions".

Click on the "SMS" button



### Verify Your Mobile Number

Your Unique verification code is

**DM 432092**



Valid for 10 minutes.

Please send Above CODE as SMS message to mobile number  
**+919414112345**

After Sending SMS please click on below  
**"I HAVE SENT SMS"** button.

Back

I HAVE SENT SMS

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## Two way Authentication

Two way authentication : Enter your email and password and once you click on the login button, it will ask you to enter the code that has been sent to your Mobile or alternate email address that you have registered with.



English

### Sign in

mahak.s@xgenplus.com

Forgot Email?

Remember me

Next

Secure Login Via APP/SMS

[Privacy Policy](#) | [Terms and Conditions](#)



← mahak.s@xgenplus.com

### Enter Password

.....



[Forgot your password?](#)

[Get XCode](#)

Login



### 2-Step Authentication

Your 2-Step Authentication process is enabled. You always have control over this functionality through Account User Settings under security section.



A text message with secure login code has been sent to  
**XXXXXX0198 & mahaksogani25@gmail.com**

Enter Code

Don't ask code here for  Today or  7 Days

Verify



**Confused!!!** Like how new dashboard looks like? We'll help you in that...

The screenshot displays the XgenPlus dashboard interface. At the top, there is a green header with the XgenPlus logo, a search bar, and several utility icons. Below the header, a navigation bar shows 'Main', 'Inbox', and 'Shortcut mail(s)'. The main content area is an email inbox with a table of messages. The left sidebar contains navigation options like 'Compose Mail', 'Inbox', 'Sent', 'Draft', 'Trash [Empty]', 'Template', 'Snoozed', 'Secure', 'Storage', 'Spam-Promo', 'Developers', and 'More...'. At the bottom left, there are 'Category' and 'Total New Mails' sections.

Sender	Subject	Time	Size
Satyesh Jha	Test Mail	12:43 PM	5k
Himanshu	None	11:01 AM	110k
Satyesh Jha	Assignment pertaining XgenPlus (Upgraded ) Manual Preparation	10 Jun	4k
Raj	Re : Re : Re : Re : Re : Fw : Software Cum Web application development	09 Jun	35k
arunchibber	Re : Re : Re : Re : Fw : Software Cum Web application development	09 Jun	2m
bookings	Request Form	08 Jun	57k
Anil Jain	Re : Re : Re : Fw : Software Cum Web application development	08 Jun	59k
Raj Samaria	Draft work order	07 Jun	22k
reports	Delivery Report for [Video script for XGEN PLUS]	07 Jun	3k
arunchibber	Re : Re : Fw : Software Cum Web application development	06 Jun	36k
Raj	Fw : Fw : Software Cum Web application development	06 Jun	2m
Arun Chhibber	Re : Re : Fw : Software Cum Web application development	04 Jun	28k
Anil Jain	Re : Fw : Software Cum Web application development	04 Jun	34k
Raj	Re : Fw : Software Cum Web application development	04 Jun	29k
Raj Samaria	Fwd: Requirements from client end for cloud server for his system	27 May	2m
accounts	Re : Cloud Server Related Queries	18 May	13k
satyesh.jha	Leave Approved Name : Mahak Sogani	17 May	1k
reports	Delivery Report for [Xgen doc updated]	17 May	3k



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## DASHBOARD FEATURE LISTING



Clicking on the 3 line tab, will open up the below feature listings.

Transalate your text into any language you want in one go.

Down below, you can see all your mails.

Compose mail

You can search any type of email you need.

“+” Sign help to send the mail to a shortcut mail folder, that can be used whenever need urgently.

The screenshot displays the XgenPlus dashboard interface. At the top, there is a navigation bar with the XgenPlus logo, a search bar, and several utility icons. Below the navigation bar, there are tabs for 'Main', 'Inbox', and 'Shortcut mail(s)'. The 'Inbox' tab is active, showing a list of emails. On the left side, there is a sidebar with folders like 'Inbox', 'Sent', 'Draft', 'Trash [Empty]', 'Template', 'Snoozed', 'Secure', 'Storage', 'Spam/Fromo', and 'Developers'. The main area shows a list of emails with columns for checkboxes, sender names, subject lines, dates, and sizes. A 'Quick View' button is visible in the top right of the email list.

Sender	Subject	Date	Size
bookings	text mail	24 Jun	82k
Ashutosh	test	24 Jun	62k
reports	test	24 Jun	62k
reports	Delivery Report for [Re : Assignment pertaining XgenPlus (Upgraded ) Manual Preparation]	24 Jun	3k
Satyesh Jha	Assignment pertaining XgenPlus (Upgraded ) Manual Preparation	24 Jun	5k
bookings	TEXT Message Logo	24 Jun	142k
reports	Delivery Report for [Re : Text Message]	24 Jun	3k
bookings	Text Message	24 Jun	52k
bookings	None	24 Jun	4k
reports	Delivery Report for [Fw : Hi]	24 Jun	3k
reports	Delivery Report for [Fw : Re : Website Logo approval]	24 Jun	3k
bookings	Hi	24 Jun	4k
arunchhiber	Re : Website Logo approval	24 Jun	6k
reports	Delivery Report for [Website Logo approval]	24 Jun	3k
HR Department   DATA	Invitation - Celebration of 50th Wedding Anniversary - 21/ June/2022 !	20 Jun	249k
arunchhiber	Re : Re : Re : Re : Fw : Software Cum Web application development	17 Jun	113k
SlideEgg	mahak, Find the Latest Arrivals- Business PowerPoint Templates	16 Jun	87k
reports	Delivery Report for [Landing page for website]	15 Jun	3k
rajkumar	Re : Home page desginig for travel web application	15 Jun	1m

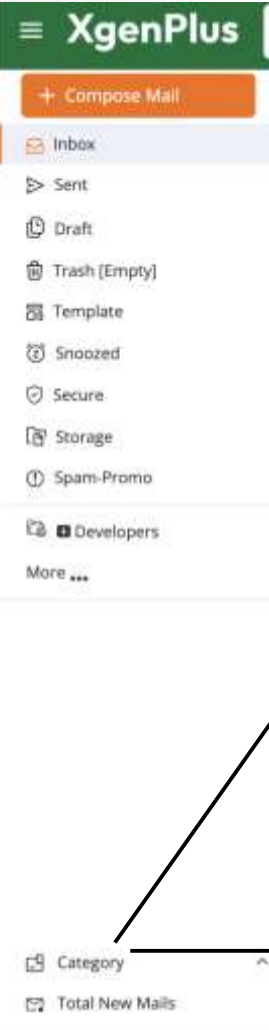
Advanced Filter Search

Date and size of the mail.





All categories listed:



\*Category button now shifted at the bottom of the table.

By clicking on category button.

Shortcut mail(s)		Quick View	1-100
> text mail	24 Jun	82k	
> test	24 Jun	62k	
test	24 Jun	62k	
> Delivery Report for [Re : Assignment pertaining XgenPlus (Upgraded ) Manual Preparation]	24 Jun	3k	
> Assignment pertaining XgenPlus (Upgraded ) Manual Preparation	24 Jun	5k	
> TEXT Message Logo	24 Jun	142k	
> Delivery Report for [Re : Text Message]	24 Jun	3k	
> Text Message	24 Jun	52k	
> None	24 Jun	4k	
Delivery Report for [Fw : Hi]	24 Jun	3k	
> Delivery Report for [Fw : Re : Website Logo approval]	24 Jun	3k	
> Hi	24 Jun	4k	
> Re : Website Logo approval	24 Jun	6k	
> Delivery Report for [Website Logo approval]	24 Jun	3k	
it   DATA	20 Jun	249k	
> Re : Re : Re : Re : Fw : Software Cum Web application development	17 Jun	113k	
> mahak, Find the Latest Arrivals- Business PowerPoint Templates	16 Jun	87k	
> Delivery Report for [Landing page for website]	15 Jun	3k	
> Re : Home page desgning for travel web application	15 Jun	1m	

**DASHBOARD FEATURE LISTING**

Advanced search filter is shifted into the search dialog box

The screenshot shows the XgenPlus dashboard interface. At the top, there is a navigation bar with the XgenPlus logo and a 'Quick Search' field. Below this, a search dialog box is open, displaying various filters for email search, including 'From', 'To', 'Message', 'Subject', 'Mailid', 'Size is', and 'Search in' options. The main dashboard area shows a list of emails with columns for date and size. On the right side of the dashboard, there is a vertical toolbar containing icons for Videomeet, Cloud office, contacts, Calender, and Chat. A notification bell icon is also present in the top right corner.

Features like, Videomeet , Cloud office , contacts, Calender, Chat are shifted at the top and notification button as well.



As soon as you click on the checkbox , multiple option will appear on the top, like what you want to do with that specific mail or with all. If, unclicked option will dissappear from there.

Sender	Subject	Date	Size
bookings	text mail	24 Jun	82k
Ashutosh	test	24 Jun	62k
आशुतोष	test	24 Jun	62k
reports	Delivery Report for [Re : Assignment pertaining XgenPlus (Upgraded ) Manual Preparation]	24 Jun	3k
Satyesh Jha	Assignment pertaining XgenPlus (Upgraded ) Manual Preparation	24 Jun	5k
bookings	TEXT Message Logo	24 Jun	142k
reports	Delivery Report for [Re : Text Message]	24 Jun	3k
bookings	Text Message	24 Jun	52k
bookings	None	24 Jun	4k
reports	Delivery Report for [Fw : HI]	24 Jun	3k
reports	Delivery Report for [Fw : Re : Website Logo approval]	24 Jun	3k
bookings	Hi	24 Jun	4k
arunchibber	Re : Website Logo approval	24 Jun	6k
reports	Delivery Report for [Website Logo approval]	24 Jun	3k
HR Department   DATA	Invitation - Celebration of 50th Wedding Anniversary - 21/ June/2022 !	20 Jun	249k
arunchibber	Re : Re : Re : Re : Fw : Software Cum Web application development	17 Jun	113k
SlideEgg	mahak, Find the Latest Arrivals- Business PowerPoint Templates	16 Jun	87k
reports	Delivery Report for [Landing page for website]	15 Jun	3k
rajkumar	Re : Home page desgining for travel web application	15 Jun	1m

Quick view help you to, view all mail at the same place with option to reply,forward as well.



Here, you can see the interaction button previously it was in the center.

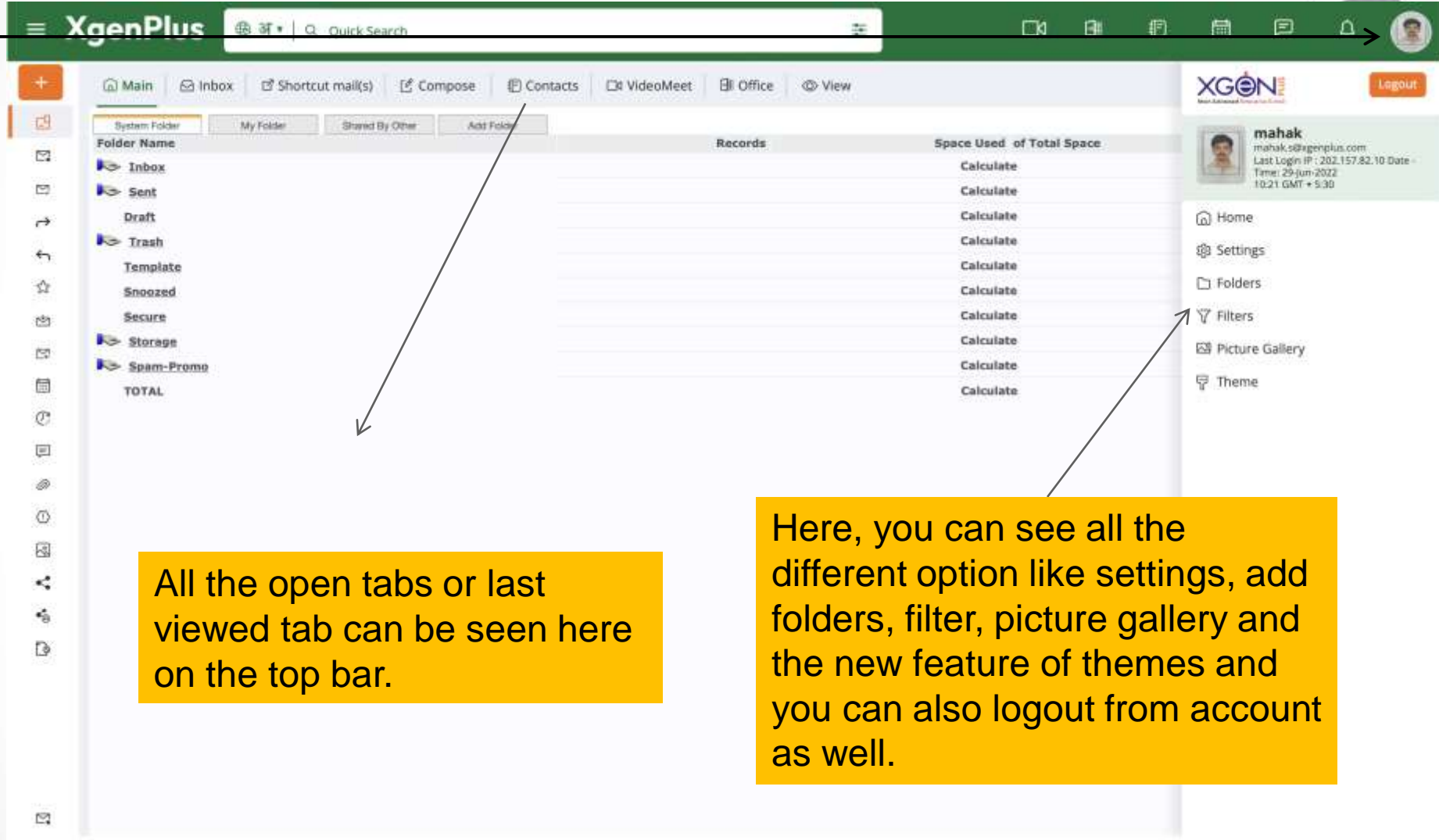
You can also sort your Email.

The screenshot shows the XgenPlus dashboard interface. At the top, there is a green header with the XgenPlus logo, a search bar, and several utility icons. Below the header, there are navigation tabs for 'Main', 'Inbox', and 'Shortcut mail(s)'. The main content area displays a list of emails. A context menu is open over the 'Sort' button in the left sidebar, showing options for 'Show Interaction' and 'Sort'. The email list includes columns for checkboxes, sender names, subject lines, dates, and sizes.

Check	Sender	Subject	Date	Size
<input type="checkbox"/>		text mail	24 Jun	82k
<input type="checkbox"/>		test	24 Jun	62k
<input type="checkbox"/>	संयुक्त	test	24 Jun	62k
<input type="checkbox"/>	reports	Delivery Report for [Re : Assignment pertaining XgenPlus (Upgraded ) Manual Preparation]	24 Jun	3k
<input type="checkbox"/>	Satyesh Jha	Assignment pertaining XgenPlus (Upgraded ) Manual Preparation	24 Jun	5k
<input type="checkbox"/>	bookings	TEXT Message Logo	24 Jun	142k
<input type="checkbox"/>	reports	Delivery Report for [Re : Text Message]	24 Jun	3k
<input type="checkbox"/>	bookings	Text Message	24 Jun	52k
<input type="checkbox"/>	bookings	None	24 Jun	4k
<input type="checkbox"/>	reports	Delivery Report for [Fw : HI]	24 Jun	3k
<input type="checkbox"/>	reports	Delivery Report for [Fw : Re : Website Logo approval]	24 Jun	3k
<input type="checkbox"/>	bookings	HI	24 Jun	4k
<input type="checkbox"/>	arunchhibber	Re : Website Logo approval	24 Jun	6k
<input type="checkbox"/>	reports	Delivery Report for [Website Logo approval]	24 Jun	3k
<input type="checkbox"/>	HR Department   DATA	Invitation - Celebration of 50th Wedding Anniversary - 21/ June/2022!	20 Jun	249k
<input type="checkbox"/>	arunchhibber	Re : Re : Re : Re : Fw : Software Cum Web application development	17 Jun	113k
<input type="checkbox"/>	SlideEgg	mahak, Find the Latest Arrivals- Business PowerPoint Templates	16 Jun	87k
<input type="checkbox"/>	reports	Delivery Report for [Landing page for website]	15 Jun	3k
<input type="checkbox"/>	raj Kumar	Re : Home page desgining for travel web application	15 Jun	1m

**DASHBOARD FEATURE LISTING**

When you click on the profile picture, all the dropdown menu's will open up



All the open tabs or last viewed tab can be seen here on the top bar.

Here, you can see all the different option like settings, add folders, filter, picture gallery and the new feature of themes and you can also logout from account as well.



**Thank You**

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