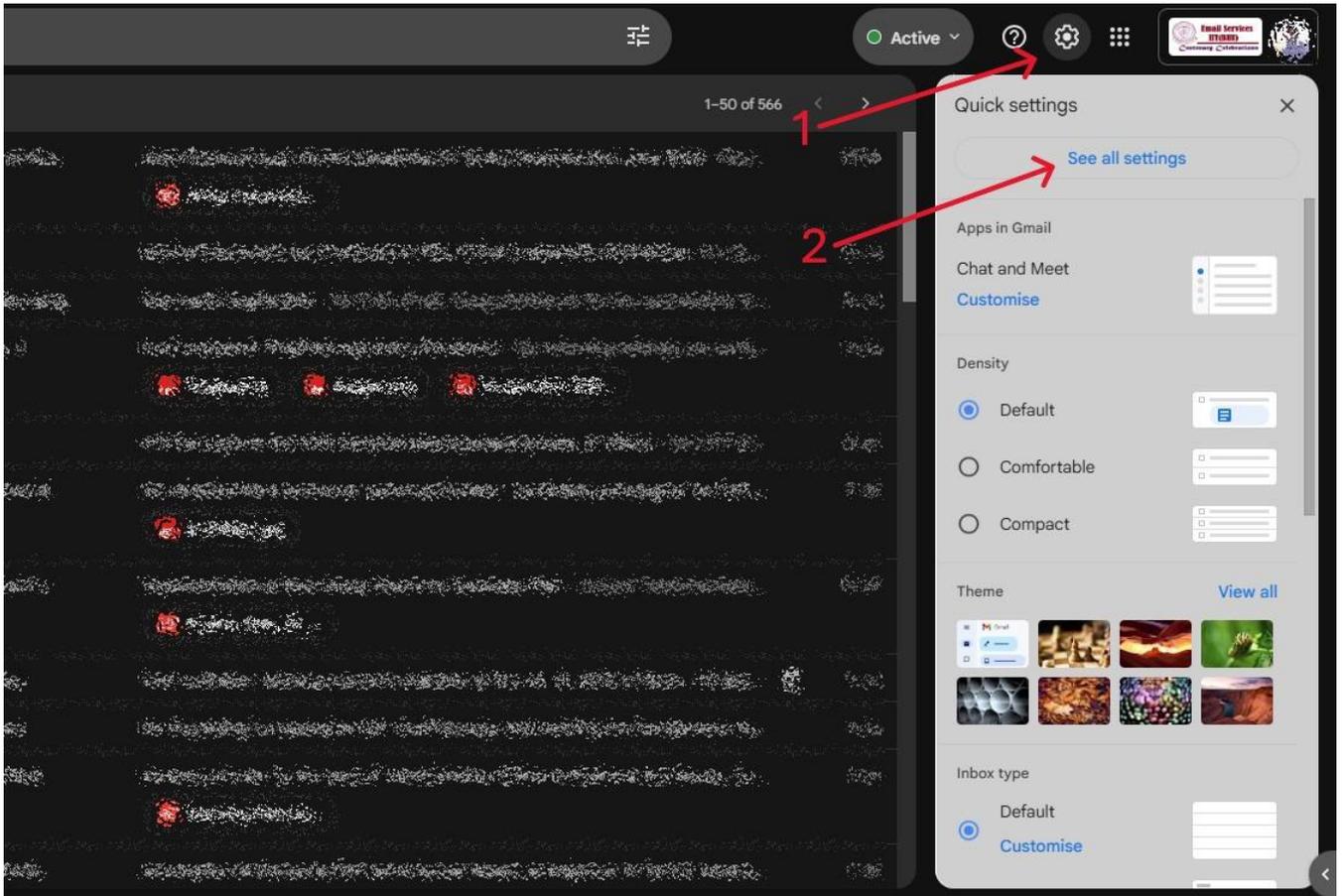


Steps to update name and designation in institute email ID

- Navigate to settings icon  > click “See all settings”.



- Go to ‘Accounts’ tab > click “edit info” > a pop-up tab will open.
- Select second bullet option and **enter your preferred name and designation in the box** to be displayed.

