Step for Email Diarisation:

1. Click on NIC mail link in e-Office.
2. Open NIC mail
3. Open Mail which is to be diarised
4. Click on move to e-File
5. In eFile go to Email Diarisation folder
6. Click on concerned Mail and diarise the receipt.

How to diarise the mail received in NIC mail in eOffice

After login in home page click on NIC mail	
Type password and click sign in	
Mail Inbox opens	
Open the mail to be diarised and click on "move to eFile"	
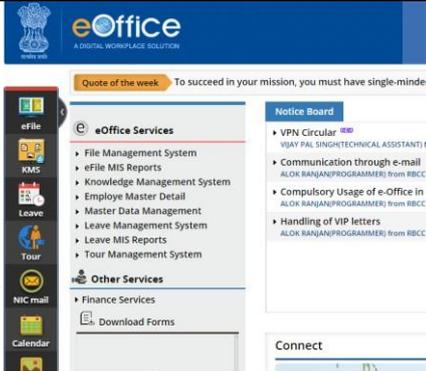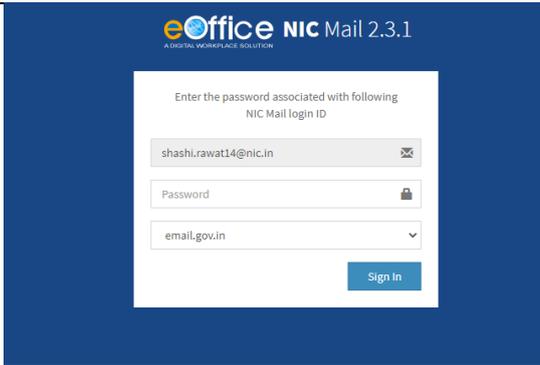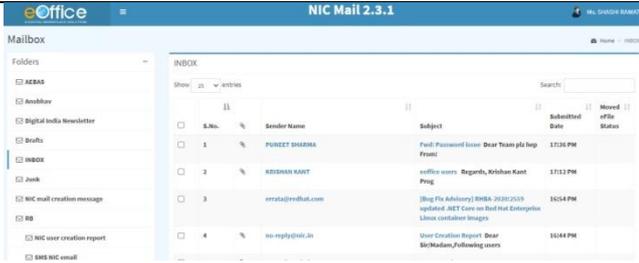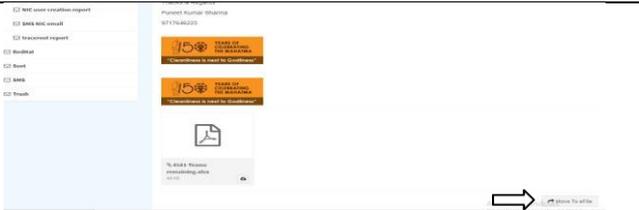
It will show status moved to eFile	
Click on Home and then go to File Management System -> Receipts -> Email diarisation	
Click on the concerned mail, it will show Mail Body and Attachments (if any)	
Select the Mail Body and Attachments and click on forward arrow and click on diary	
Fill the diary details and click "Generate"	
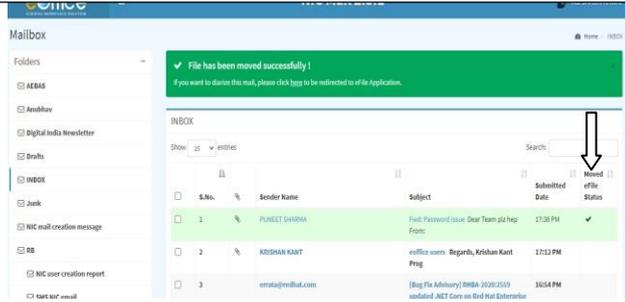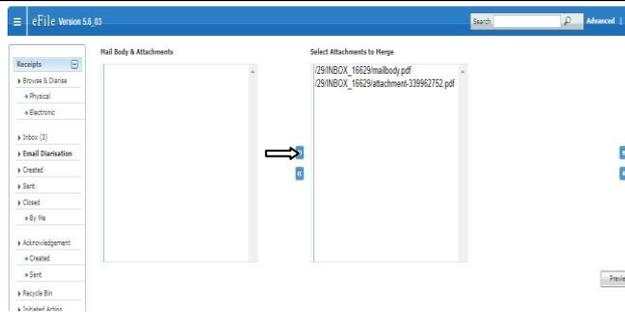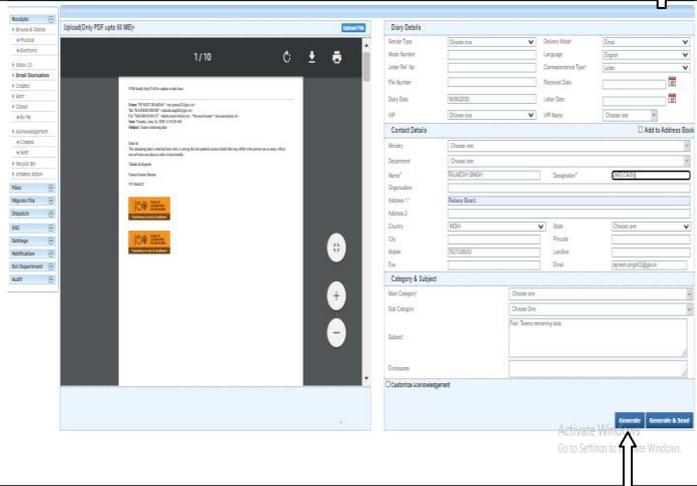
Receipt generated is available in Receipt -> Created and required action can be taken on receipt.

Video Tutorial: https://youtu.be/JUvo5r22-yg