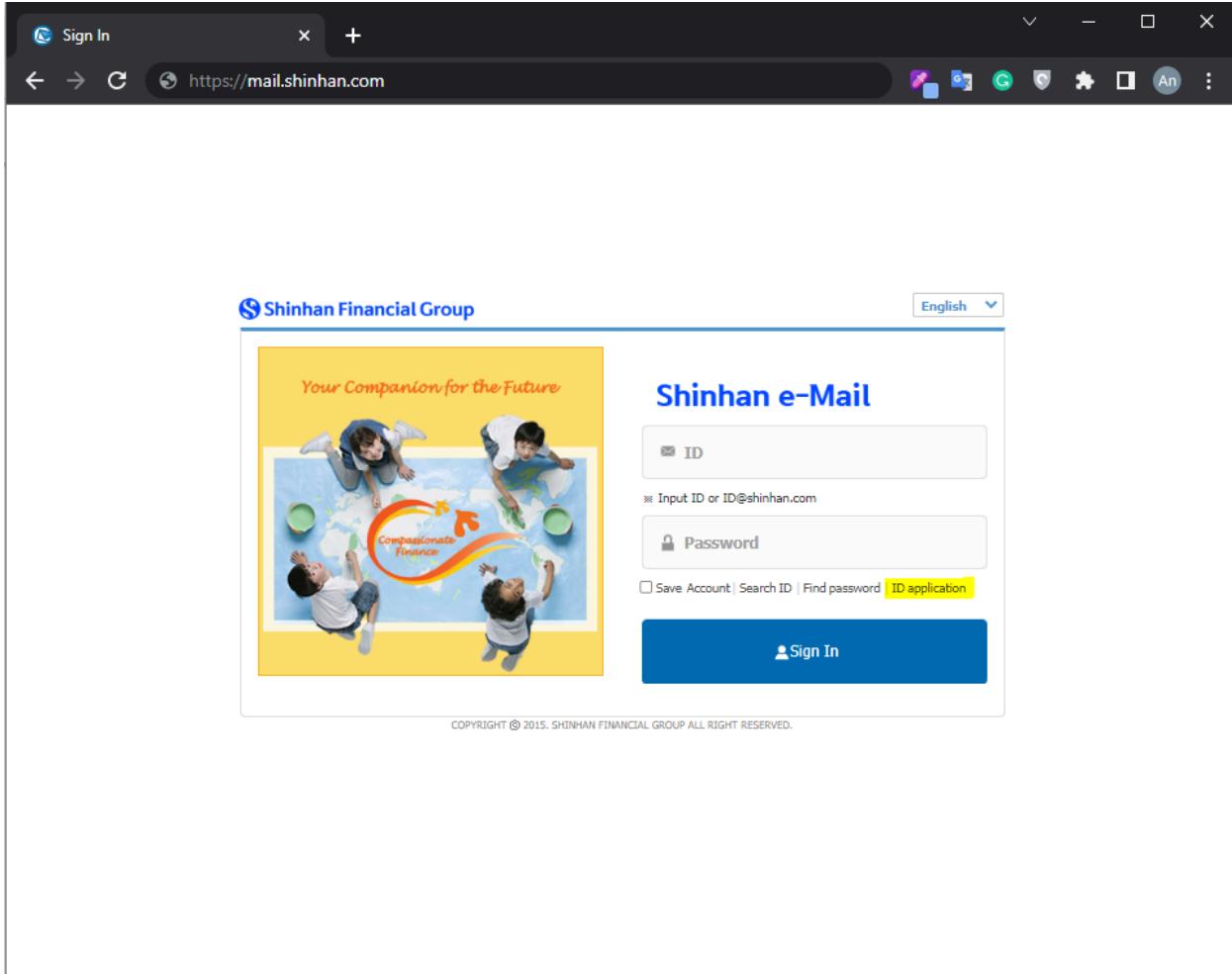


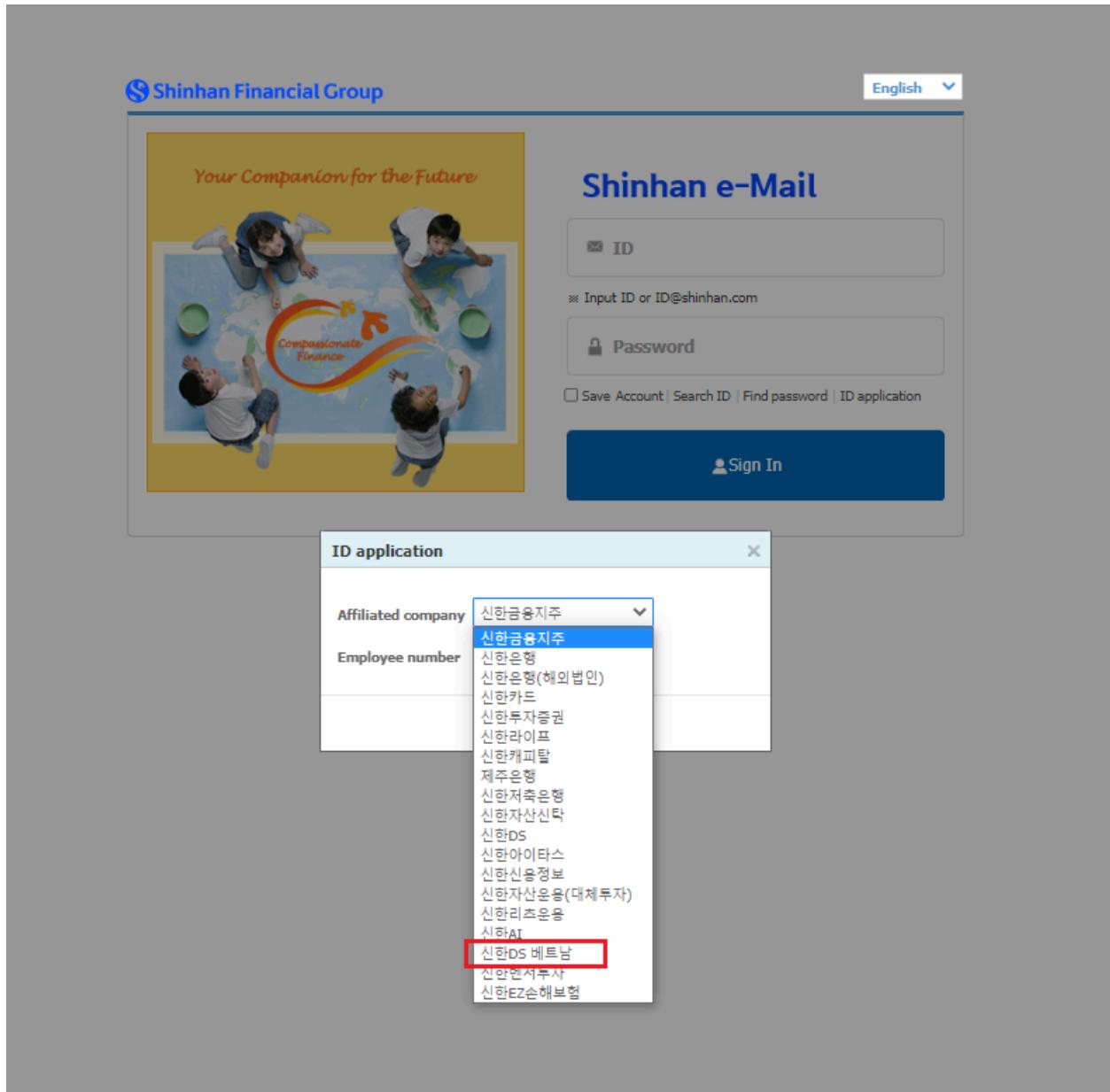
Shinhan DSVN Web Mail Instruction

(This is available only for employees who have been with the company for at least 2 days. You may not be able to register an email account on your first working day.)

1. Access website: <https://mail.shinhan.com/>
2. Choose **ID application**



- Fulfill 2 information below:
- Affiliated Company, choose 신한DS 베트남
- Employee Number



- Select all the "I agree...." and then select "OK"
- Fill in the information to create a webmail
 - ID format email: Lastname.firstname (**Do not input employee number**)
For exp: Nguyen Van A => a.nguyen or a.nguyenv then “check duplication” (If “Available ID” is okay to continue)
 - Select password

=> Finish => then you have a webmail

6. Try Login in the 1st time. This is your webmail interface

