

Migration to NHSmail

Instructions to repoint your device/client apps to NHSmail



Introduction

This guide is designed to walk you through the stages of linking your work device to NHSmail.

How to use this Guide

Once your organisation completing a managed migration to NHSmail enters the Switchover phase, you will need to complete a number of steps to ensure you can access all your existing data and can continue to work as seamlessly as possible from the NHSmail environment.

Each step listed below has its own guide for you to follow.

Steps Overview

On the first day following Switchover, as you log into your PC, you will be presented with the desktop you have always seen.

Below provides an outline of the steps and what you will see/can expect while you are working through the setup. All colleagues will need to complete these stages as a minimum.

Step 1: Sign in to your NHSmail account

This is the profile and login stage. Signing in to your @nhs.net account will confirm you can access NHSmail.

Step 2: Repoint the OneDrive sync app on your device

This will allow you to see and access your newly migrated desktop and documents to ensure that you can continue to work as normal.

Step 3: Sign in to the Teams app with your NHSmail account

This is logging into Teams with your @nhs.net account.

Step 4: Sign in to your Office Desktop apps

This section covers logging into your Office desktop applications with your @nhs.net account.

Additional Optional Stages

If you use OneNote, have previously shared OneDrive files with colleagues, accessed Teams files from File Explorer, are a Microsoft Teams owner, or have been working with Power Platform, please follow these stages as required.

Step 5: Re-open your OneNote notebooks

If you use OneNote, this section covers how to find your existing OneNote notebooks and open them with your @nhs.net account.

Step 6: Reshare OneDrive Files

This section describes how to reshare any necessary OneDrive files you have previously shared with colleagues.

Step 7: Re-Sync Teams Folders to File Explorer

If you prefer to access Teams folders from your File Explorer, this section provides you with the steps to re-add Teams folders in File Explorer.

Step 8: MS Teams Owners – Additional Guidance

If you are a Team's owner, you will need to review your members lists, re-pin associated apps and possibly re-add any third-party apps you may have previously used.

Step 9: MS Power Platform Users – Additional Guidance

If you are the owner of a Power BI dashboard or report, Power Automate or Power App, there may be actions you need to follow to migrate your solution(s) and re-point them to the migrated data sources.