

Signing in to your NHSmail account

A Step-By-Step User Guide

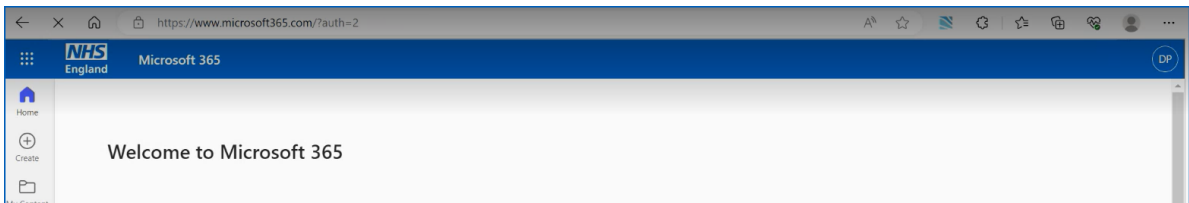


Introduction

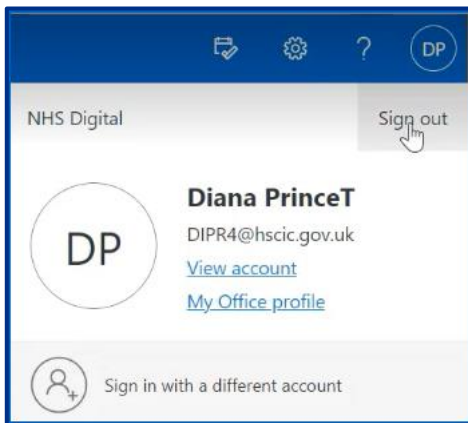
This guide provides the steps to walk you through signing in to your NHSmail account.

Step-By-Step guide

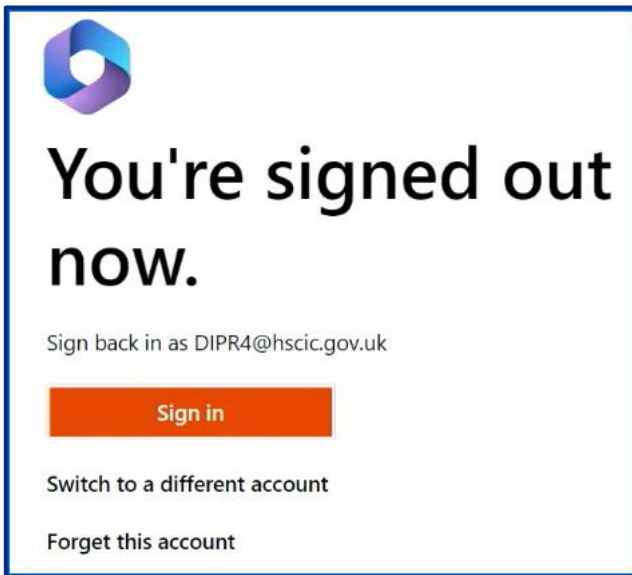
1. Log in to your corporate device as normal using your local credentials.
2. Enter portal.office.com into your browser. The 'Welcome to Microsoft 365' page will load.



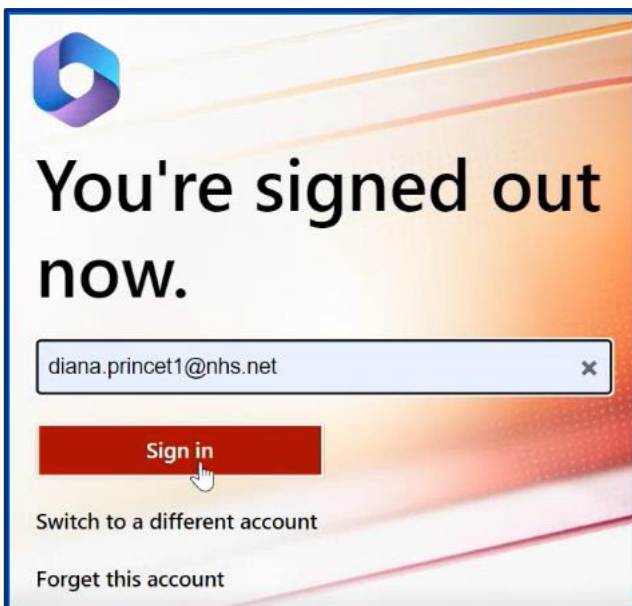
3. If you are already signed in to another account, navigate to the top right corner and click your account icon or profile picture and click 'Sign out'.



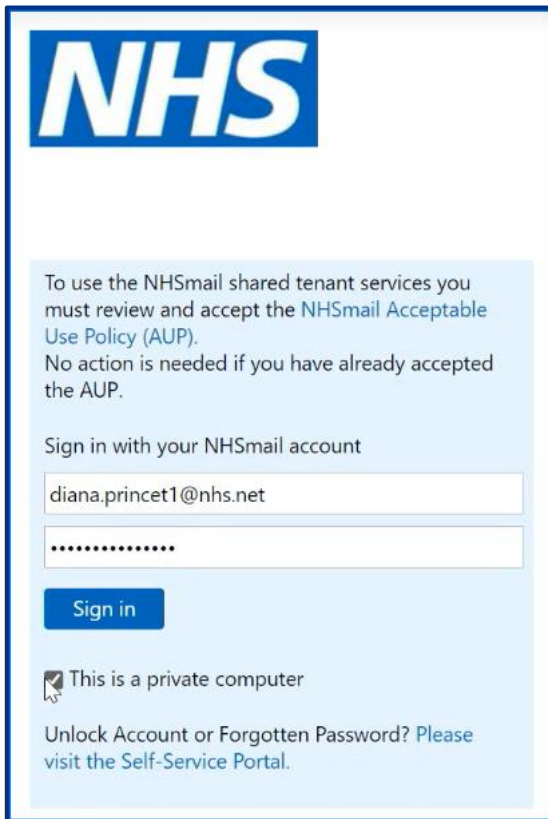
4. At the 'You're signed out now' prompt, click 'Switch to a different account'.



5. Enter your @nhs.net email address and click 'Sign in'.

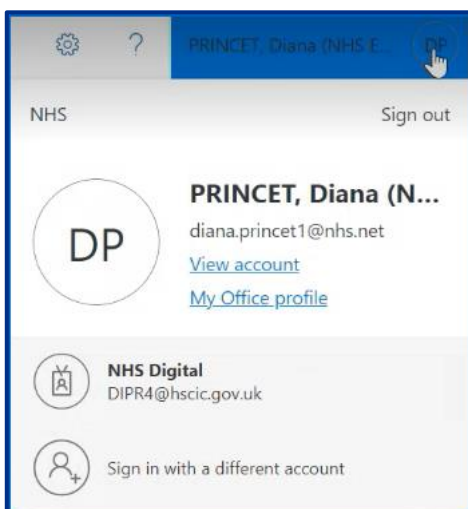


6. At the NHS sign in screen, enter your nhs.net password and click 'Sign in', ensuring the box is ticked for 'This is a private computer'.



Please note: you will need to approve an authentication prompt as part of the usual Multi Factor Authentication (MFA) process.

7. You are now signed in to the NHSmail environment. You can click on your account icon or profile picture in the top right corner to confirm this.



You have successfully signed in to your @nhs.net account.