NHS England

Sign in to your Office Desktop apps with NHSmail

A Step-By-Step User Guide

Introduction

This guide provides you with the steps to guide you through ensuring your Office Desktop Applications (Word, Excel, PowerPoint etc.) are signed in with your NHSmail account, so you can access and update files.
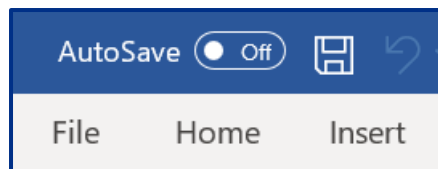
Why do I need to do this?

It is recommended to sign in to your Office desktop applications with your NHSmail account, to ensure you can access existing documents or save new documents.
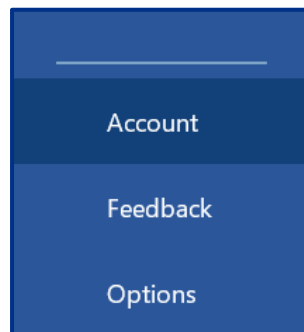
You will only need to do this with one Microsoft Office app; once you have repointed one of your Office applications, all of them should automatically move to your new account. The steps below suggest using Microsoft Word, but Excel or PowerPoint would also work.
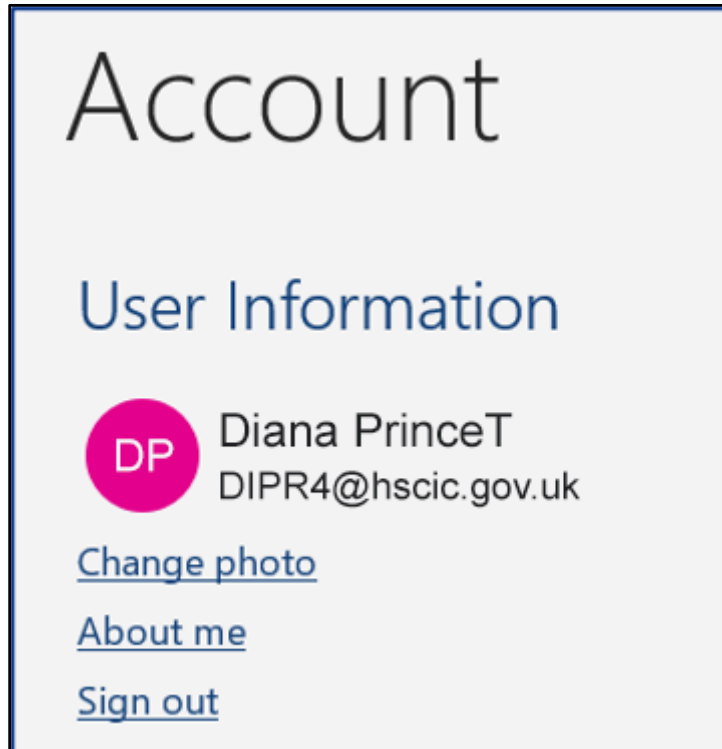
Step-by-step guide

1. Open Microsoft Word, this will open a blank Word document.

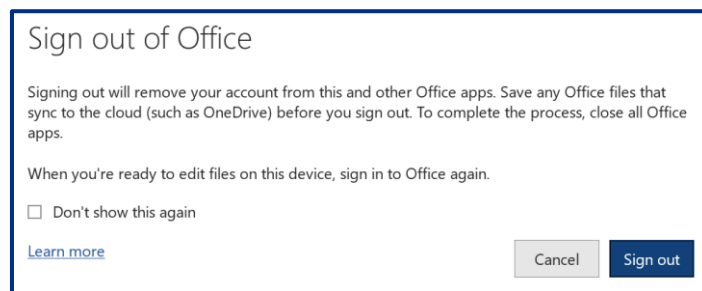2. Click 'File' in the top left corner of your blank Word document.

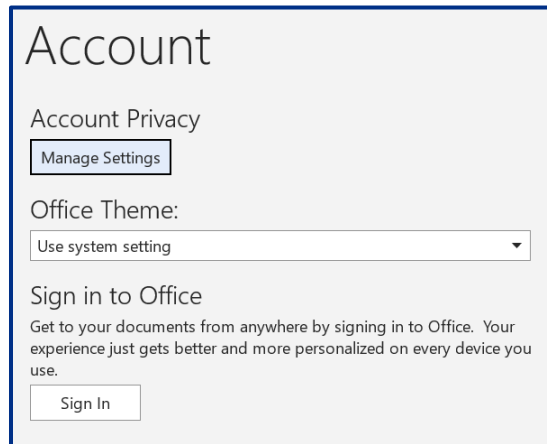3. Click 'Account' at the bottom left of the navigation menu.

4. You will see your shortcode account details at the top right of the page. Click the 'Sign out' link underneath your details. This will look similar to the following example:
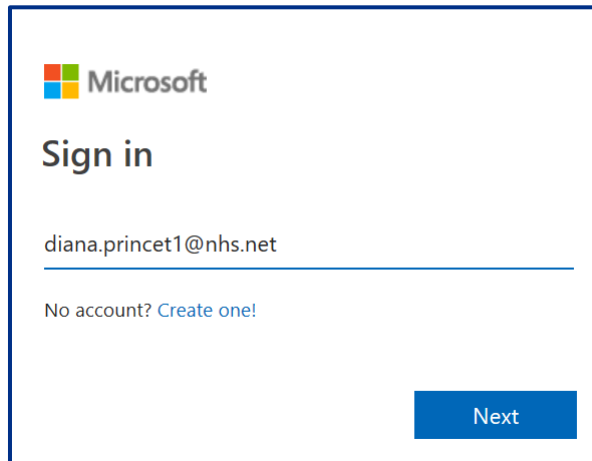

5. Click 'Sign out' at the 'Sign out of Office' warning message.

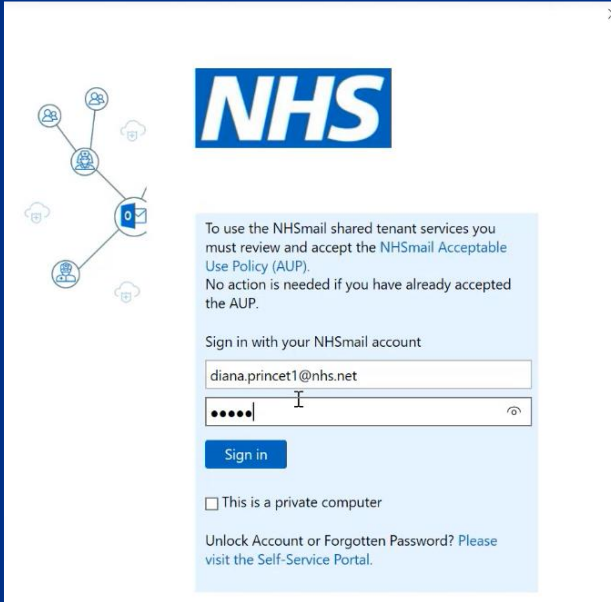6. Click 'Sign in' to sign into Office.

7. Sign in to Microsoft with your @nhs.net credentials.

8. Sign in to your nhs.net account and complete the Multi Factor Authentication (MFA) as required.

You have now successfully completed the Office app sign in process (via Microsoft Word). Your Excel and PowerPoint will have also been repointed. Please sign into these applications to confirm.