

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.

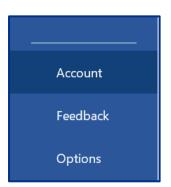
You will only need to do this with one Microsoft Office app; once you have repointed one of your Office applications, all of them should automatically move to your new account. The steps below suggest using Microsoft Word, but Excel or PowerPoint would also work.

Step-by-step guide

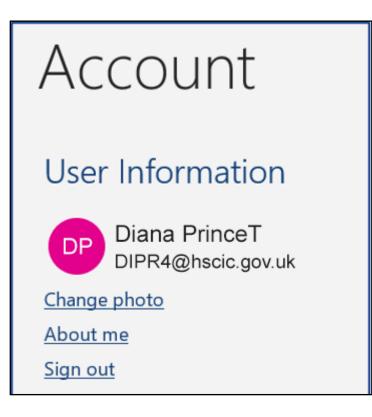
- 1. Open Microsoft Word, this will open a blank Word document.
- 2. Click 'File' in the top left corner of your blank Word document.



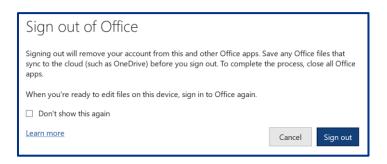
3. Click 'Account' at the bottom left of the navigation menu.



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.

Account
Account Privacy Manage Settings
Office Theme:
Use system setting
Sign in to Office
Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.
Sign In

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

Microsoft Sign in	
diana.princet1@nhs.net	
No account? Create one!	
	Next

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

B B B	NHS	>
	To use the NHSmail shared tenant services you must review and accept the NHSmail Acceptable Use Policy (AUP). No action is needed if you have already accepted the AUP. Sign in with your NHSmail account	
	diana.princet1@nhs.net	
	•••••	
	Sign in	
	This is a private computer	
	Unlock Account or Forgotten Password? Please visit the Self-Service Portal.	

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.