

NHSmail Email Address New User Registration Process

All NHS staff are allocated an 'nhs-net' email address, and you need to use this to register on the Staff Benefits Portal. You will also need to use this each time you revisit the Portal and wish to logon.

If you presently don't use an nhs.net email address at work simply follow the steps to locate your nhs.net email address and register to use it.

Step 1 From a Trust networked PC double click on the Intranet Explorer icon. You will be taken to the Trust's Intranet Home Page. Click on the '**Web Mail**' icon on the right hand side of the Intranet homepage and then click on '**NHSmail**' link.

[Note: If you are trying to register for your nhs.net account from home enter www.nhs.net in the address bar of your web browser]

Step 2 In the Register for NHSmail click '**Register Here**' and enter your details in the Self Registration Search section before clicking '**Search**'. This search will locate all unallocated nhs.net addresses matching your details. Simply select the nhs.net allocated against your details/organisation and click on your name and navigate through the next windows.

Step 3 Read the Acceptable Use Policy - as part of the registration process for NHSmail you must explicitly agree to abide by the Acceptable Use Policy - and click in the '**I agree**' box to accept the terms policy then click '**Next**' to navigate to the security settings section of the registration process.

Step 4 Enter three secret questions and give an answer for each – these should be unique to you and generated by you. These will allow you to reset your password if you ever forget it. Click '**Finish**' to complete the registration process.

Congratulations you have now successfully registered for your nhs.net email address !!!

Step 5 So you can start using your nhs.net email address you must collect your password from your local IT Services Department. When collecting your password you must take your Trust ID Badge with you.

Please note you will need to collect your password and have full access to your nhs.net email account before attempting to register on the Staff Benefits Portal since the Portals registration process involves secure emails/web links being sent to your nhs.net email address.

