

Changing your details and security questions in NHSmail

Open **Internet Explorer** or **Google Chrome** and go to the web portal <u>www.nhs.net</u>. Click Login in the top right corner of the screen



Enter the first part of your email address in the first box, click into the Password box and enter your Password. Click **Sign in.**

NHS	
Sign in with your NHSmail account	
••••••	
Sign in	

Click **Profile** from the blue bar at the top of the screen:

Home	People Finder	Admin (Profile	Reports	Email	Help	

The **Profile** page will be displayed:

Q Profile			Shared Mailboxes	Distribution Lists	Change Password	
My Profile	Security Questions					
		This info system	ormation is displayed in the dire	ctory to other users of t	the email	
	Telephone					
	Mobile					
		🗆 Hide m	obile number from address book			

Change or enter any of the information. To update your organisation, job title or any other details please contact the IT Service Desk.



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Click Next at the bottom of the screen to review your **Security Questions**.

Check the questions and answers are correct. A green tick will be displayed at the end of each question and answer if it meets the correct criteria

Security Questions	5	
These questions a conditions:	are used if you need to reset the password on your account. They must meet the followin	g
- Each of the que - They must be a - They can't be r	estions and answers must be different at least 6 characters long, you could select a phrase or sentence repeating letters or sequential numbers i.e aaaa, 1234	
Security Question	on 1	
Question* fi	irst school	<
Answer*		~

If there is an error with a question a red cross will be displayed:

Answer* ad

Scroll to the bottom of the screen and click