

Login

Changing your password in NHSmail

Option 1

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	
sharon.tew@nhs.net	
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Click **Profile** from the blue bar at the top of the screen:

Home People Finder	Admin Profile	Reports	Email	Help		
Update Password	Click	hange Passwo	at th	e top of th	e screen. A	
sharon.tew@nhs.net	new wind	dow will be o	displayed	i.		
Old password	Enter vo	Enter your email address in the first box.				
New password						
Confirm new password	Enter yo	Enter your Old password in the second box.				
Submit Cancel	Enter yo passwo	ur New pas rd.	sword a	nd Confirr	n your new	
Your new password must meet the criter • At least 8 characters long • Contain at least 1 upper case character • Contain at least 1 lower case character	ia below: Details of the botto A messa	on the criteria om of the sci age will be d	a of the p reen. Clic isplayed	bassword c ck Submit . confirming	an be found at , your	



password has successfully updated:

Update Password

Your password is successfully updated.

Click Home at the bottom of the page and you can Logout of NHSmail.



Option 2

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



Click Email from the blue bar at the top of the screen:

				_		
Home	People Finder	Admin	Profile	Reports	Email	Help

Click the Cog in the top right corner of the screen to display the Settings menu. Click



Options.



Click Change your password from the shortcut options



If the shortcut is not displayed, click **settings** on the left of the screen and click **password** at the top of the screen.





Enter your **Current password**, **New password** and **Confirm new password**. Instructions will be displayed on the right of the screen

or Outlook Web App	TEW, Sharon (NHS MIDLANDS AND LANCASHIRE COMMISSIONING SUPPORT UNIT) 👻 📍 💌
€	
options	mail calendar regional password
account	change password
organize email	Enter your current password, type a new password, and then type it again to confirm it.
groups	
site mailboxes	After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.
settings	Domain\user name: S-1.5-21-286696224-2282291373-62
phone	Current password:
block or allow	New password:
apps	Confirm new password:
	save

Click

save

when finished.

You will be logged out of your email. To go back to your Email click the blue link Click Here



You will need to log back in using your new password.