Changing your password in NHSmail

Option 1

Open **Internet Explorer** or **Google Chrome** and go to the web portal www.nhs.net. Click Login in the top right corner of the screen
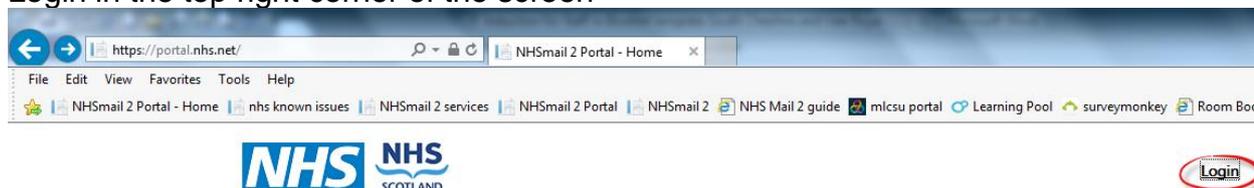
Enter the first part of your email address in the first box, click into the Password box and enter your Password. Click **Sign in.**

Click **Profile** from the blue bar at the top of the screen:
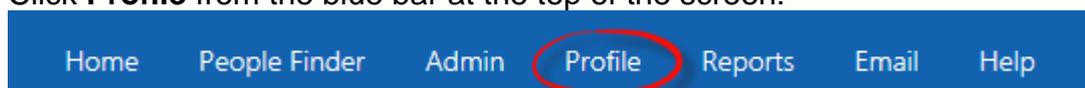
Click Change Password at the top of the screen. A new window will be displayed.

Enter your email address in the first box.

Enter your **Old password** in the second box.

Enter your **New password** and **Confirm your new password**.

Details on the criteria of the password can be found at the bottom of the screen. Click **Submit.**
A message will be displayed confirming your

password has successfully updated:

Update Password

Your password is successfully updated.
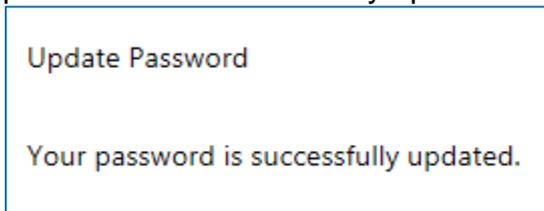
Click **Home** at the bottom of the page and you can **Logout** of NHSmail.
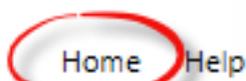
Option 2

Open **Internet Explorer** or **Google Chrome** and go to the web portal www.nhs.net. Click Login in the top right corner of the screen
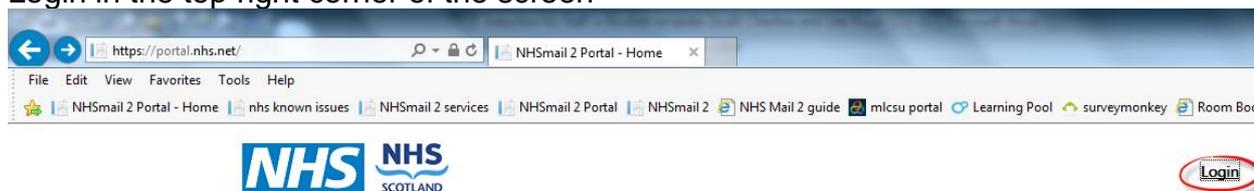
Enter you're the first part of your email address in the first box, click into the Password box and enter your Password. Click **Sign in.**

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

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

Options.
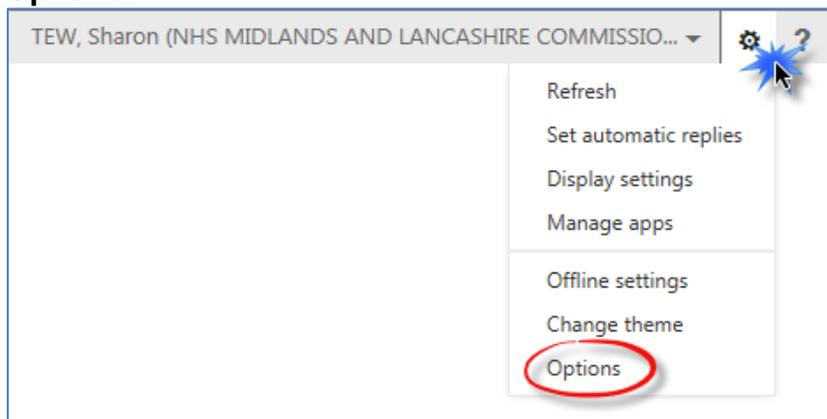
Click **Change your password** from the shortcut options
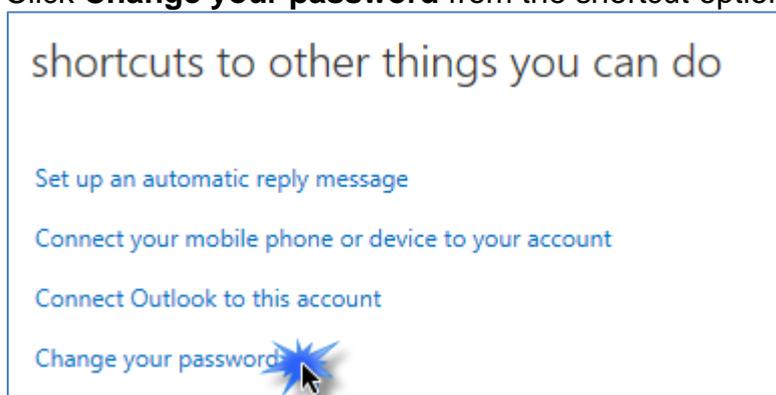
If the shortcut is not displayed, click **settings** on the left of the screen and click **password** at the top of the screen.
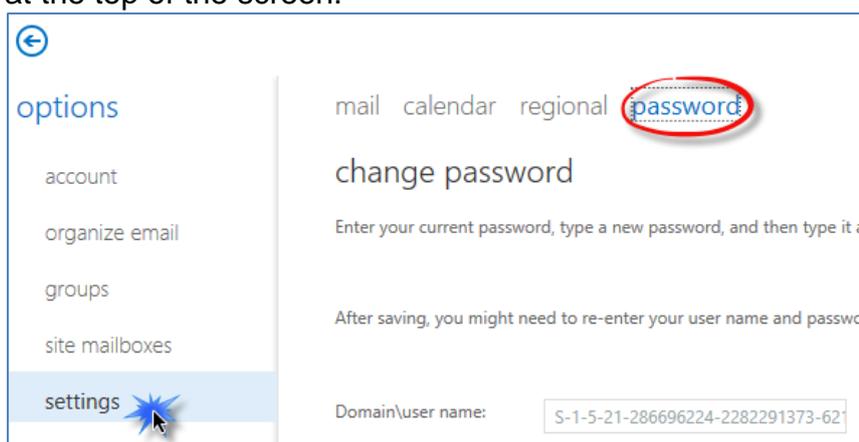
Enter your **Current password**, **New password** and **Confirm new password**. Instructions will be displayed on the right of the screen

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.