



NHS MAIL ACCOUNT

NHS Mail account.

The NHS mail service is a secure service. All Nics staff are issued with an NHS mail account. This means that NHS Mail is authorised for sending sensitive information, such as clinical data, between NHS mail accounts.

The Local administrators for NICS are:

Claire Laing, Quality Assurance - Claire.laing@nhs.net

Laura Sutton, Improved Access Service Manager – nics.admin@nhs.net

Fran Rawlings, UTC Service Manager – f.rawlings@nhs.net

To request an account:

Your manager will contact a local administrator who will set up your account.

You will receive an email address and password. (This password has to be changed immediately).

To log into the portal type, <https://portal.nhs.net/>

Add your email and password.

Read the acceptable user policy and click in the “I agree” box to accept the terms of the policy.

Click next to navigate to the security settings section.

Enter 3 secret questions and give an answer – these should be unique to you. These will allow you to reset your password if you ever forget it.

If you have any problems with your account, in the first instance ask one of the Local administrators. If they cannot assist contact NHS mail on 0333 200 1133 or helpdesk@nhs.net.