NHSmail User Guide

How to open the shared NHS mailbox

Partners in Care
BCP & DORSET

Your Care Home has been set up with a generic email address which looks like this care.v****@nhs.net

Step 1. Sign in to your NHS email account

Step 2. Click user name top right

NHS   Outlook   🔍 Search   📹 Start call   PERRETT, Lisa (NHS EN...

PERRETT, Lisa (NHS...
lisa.perrett2@nhs.net
View account
Open another mailbox   ..

Step 3. Click 'open another mailbox'

Open another mailbox

[   ]

Open   Cancel

Select an item to read
Nothing is selected

Step 4. Enter shared mailbox name e.g. care.ODScode@nhs.net and click 'open'

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