



NHSmail User Guide

How to search linked accounts via 'People Finder'

www.picbdp.co.uk

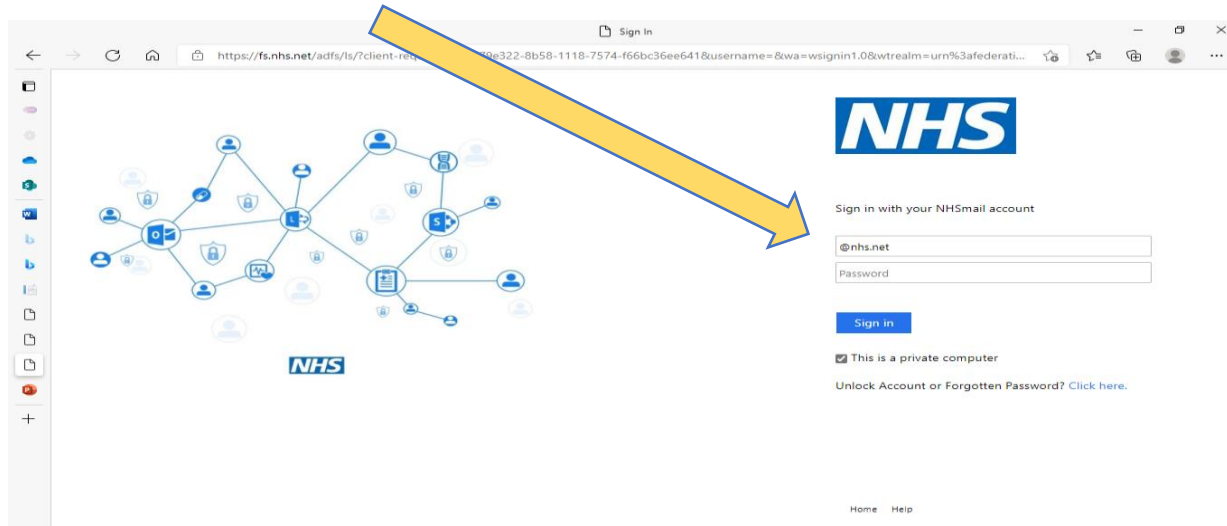
picare@bpc.ac.uk

How to find NHSmail linked accounts via 'People Finder'



Step 1. Log in to NHSmail Portal

Ensure you sign in using your NHSmail address and password



Step 2. From your inbox click on the blue NHS logo to go back to the 'Home Page'

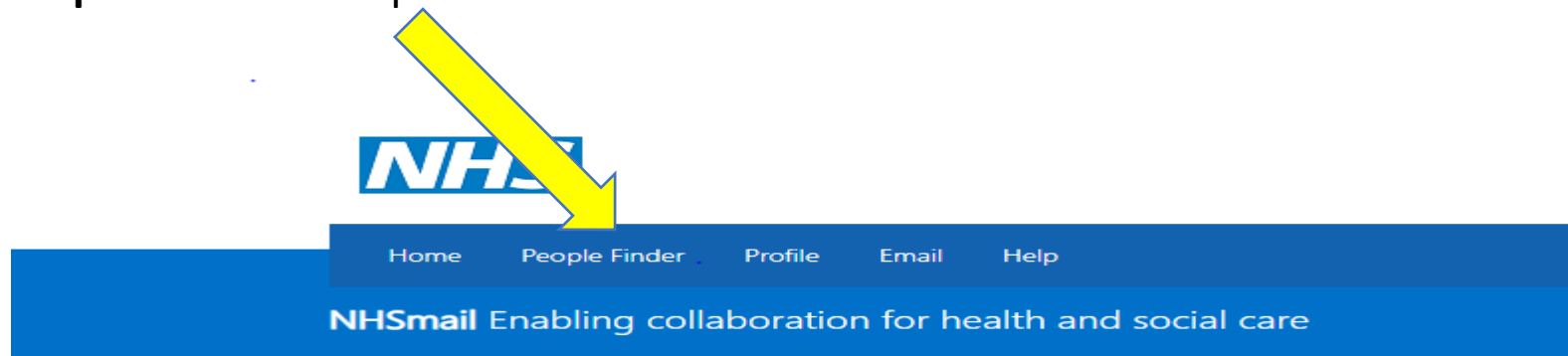


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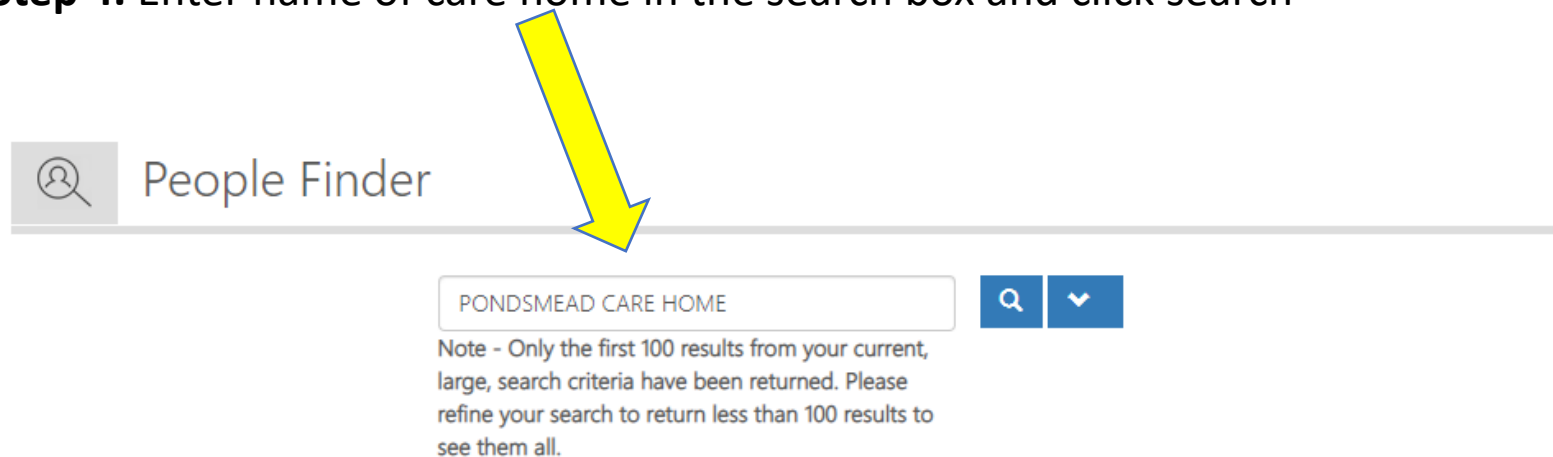
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Step 3. Click on People Finder



Step 4. Enter name of care home in the search box and click search



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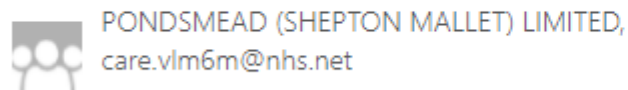
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Step 5. Select the care home required.

Check details to ensure it is the correct care home by clicking on the shared mailbox account.

CARE.VLM6M (PONDSMEAD CARE HOME, RADSTOCK) (Shared Mailbox)



A screenshot of a shared mailbox details page. The header shows the mailbox name "CARE.VLM6M (PONDSMEAD CARE HOME, RADSTOCK)" and "Shared Mailbox". Below this are sections for "Description" and "Get in Touch" (with email "care.vlm6m@nhs.net"). The "Organisation" section is highlighted with a yellow arrow and contains the following text: "PONDSMEAD (SHEPTON MALLET) LIMITED", "Address: PONDSMEAD (SHEPTON MALLET) LIMITED, MENDIP COURT, BATH ROAD, WELLS, SOMERSET, SOMERSET, BAS 3DG".

Step 6. Select Organisation

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Step 7. Select Site



Step 8. Select care home to view linked accounts

