

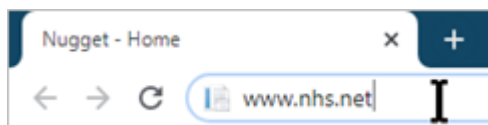
NHSmail - Hide Mobile Number from NHS Directory

A mobile phone number needs to be provided when applying for an NHSmail account as temporary passwords are sent via a text message.

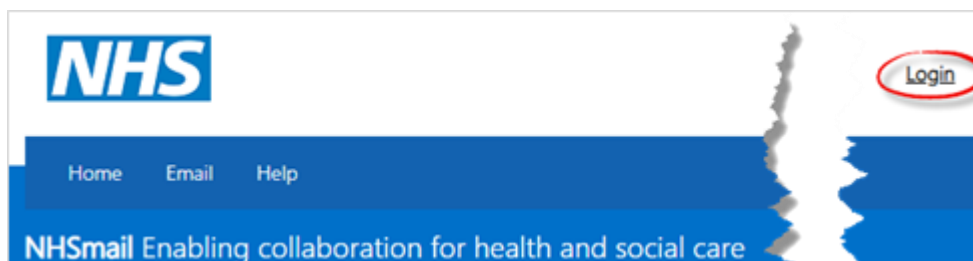
The mobile phone number provided during registration is automatically added to the NHS Directory but you can opt for this to not be visible.

Sign in to NHSmail

Access the [NHSmail web portal](#).



Click **Login** in the top right corner of the window, enter your email address and password.



Sign in with your **NHSmail email address** and **Password**, click **Sign in**.

To use the NHSmail shared tenant services you must review and accept the NHSmail Acceptable Use Policy (AUP). No action is needed if you have already accepted the AUP.

Sign in with your NHSmail account

bsolteams.testing@nhs.net

.....

Sign in

This is a private computer

Forgotten Password? Please visit [Self-Service Password Reset Portal](#).

[Sign in with other options](#)

The **Microsoft** box will be displayed, type in your **NHSmail email address** and click **Next**.

Microsoft

Sign in
to continue to Outlook

bsolteams.testing@nhs.net

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) **Next**

Type in your **password** in the next box and click **Sign in**.

Microsoft

← bsolteams.testing@nhs.net

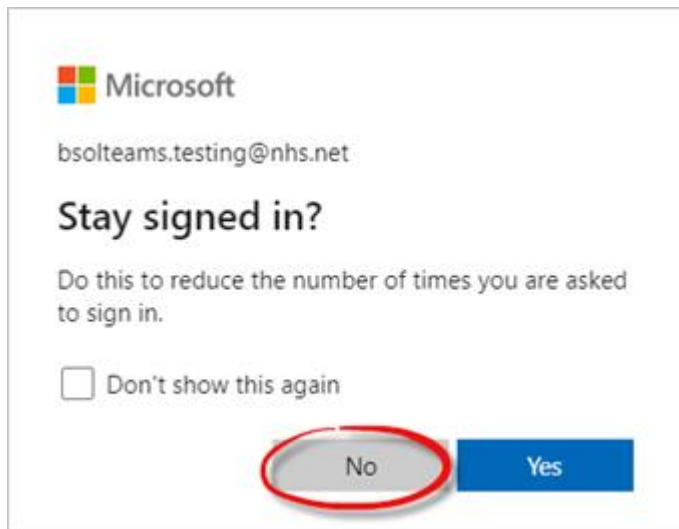
Enter password

.....|

[Forgot my password](#)

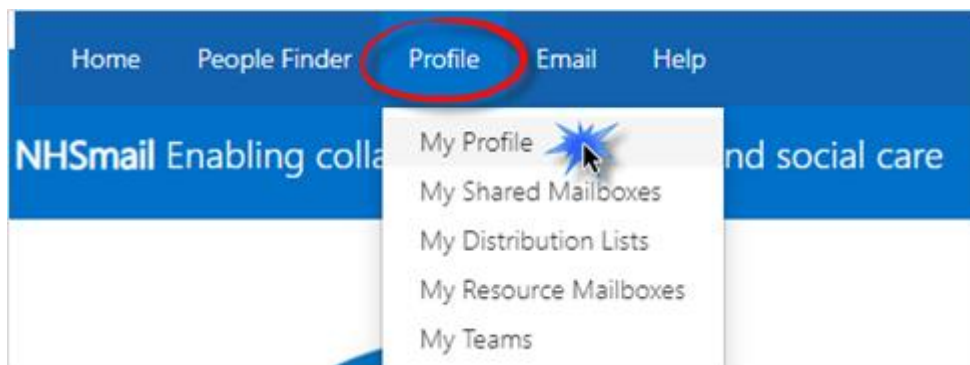
Sign in

If you are prompted to **Stay Signed in?** always click **No**.



Open your Profile

Click **Profile** on the blue bar at the top of the window and select **My Profile**.



Your profile page will be displayed.

Home > Profile > My Profile

Profile Change Password

My Profile Security Questions Self-Service

This information is displayed in the directory to other users of the email system
 TESTING, Bsolteams (NHS BIRMINGHAM AND SOLIHULL ICB - 15E)

Telephone

Mobile

Hide mobile number from address book

Clinical Speciality Edit ✓
 Roles Edit ✓
 Work Area Edit ✓

Cancel Save

You can enter your telephone number for example your office landline number.

Enter your mobile number which maybe your personal number, you can click the option to **Hide mobile number from address book**.

Including your mobile number is useful if you want to unlock your NHSmail email account.

Click **Edit** to change or add your **Clinical Specialty**, **Roles** and **Work Area**. You can select the relevant options from the drop-down menu.

Click **Save** to confirm the changes.

A message will be displayed to confirm **Your profile has been successfully updated**. Click **Ok**.

Click **Logout** in the top right of the window.



The **Sign out** window will be displayed.



Click the X on the **Sign out** tab or the X in the top right of the window.

