



HAKIM
GROUP

REGISTERING FOR NHS MAIL

To set up your NHS Mail there are a few steps you will need to take. Please follow the instructions below and send any queries to ISO@hakimgroup.co.uk

1. Download the application form by following the link on HelpHub and complete all sections of the electronic word document. The DSPT (Data Security Protection Toolkit) has been completed for all practices that are part of the ISMS program. Once completed, save the document and email the form to your regional NHS Mail contact (There is a link to a table that will identify your regional contact on HelpHub).
2. Your regional contact will review your request, make sure they have all the information they need and then pass it to the appropriate NHS Mail Local Administrator (LA) to set up the account.
3. If you aren't eligible for an account, they will let you know.
4. Before you are registered you will need to have completed the Information Governance toolkit. This is an accreditation that is required for access to any NHS national service to ensure that these services remain secure.
Note: This has been completed for all practices that are part of the ISMS program.
5. Your LA will contact you with details of your new account and how to activate it. The LA will text you a security code and then call you with your account details. Once you have confirmed the security code you have received, they will give you your username and a password which you will need to change the first time you log in.
6. If you have registered a number of accounts for your practice, the LA can allocate administrator rights to one or more of them if required – this will allow that account holder to unlock accounts and reset passwords.
7. Once you have activated your account and logged in, you will find a welcome email.
8. You can set up a shared account for your practice or site. The email address will always end @nhs.net but you can specify the part of the email address before the @ sign. As an example, the email address for John Smith of the High Street Optometrist could be John.Smith@nhs.net with the display name (the name displayed to the recipient in their inbox) 'SMITH John (High Street Optometrist)'. A shared email account for that Optometrist could be highstreetoptometrist@nhs.net (High Street Optometrist).