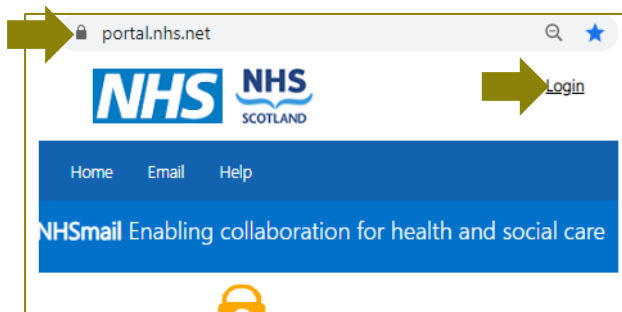# Using the NHSmail People Finder tool

Any NHSmail user can use the *People Finder* tool to search the NHS directory for local colleagues' NHSmail addresses and more. This factsheet summarises how to use the tool.

The *People Finder* tool can be used to find individuals' NHSmail addresses, or organisations' shared NHSmail boxes, if they exist. The steps below describe how to use *People Finder* to send an NHSmail message to a new contact.

1. Access *People Finder*: Login at **portal.nhs.net/PeopleFinder**; or go to the NHSmail portal (**portal.nhs.net**) and select 'Login' (top right), and '*People Finder*' from the menu options (see images below). Note: You can't 'auto-switch' from *Outlook NHSmail web* to *People Finder* unless you use bookmarks or the web browser address bar.

Tips: Bookmark three related webpages (using your internet browser's 'add webpages to favourites' option): *People Finder*, your *Outlook web* pharmacy shared mailbox, your *Outlook web* personal inbox. This helps you to quickly reach any of these webpages directly with just one click.

2. Search using *People Finder*: The tool's standard search box enables you to search by ODS code, postcode etc. You can search for shared mailboxes or individuals. Click the arrow (see image to right) to reveal advanced filters like 'shared mailboxes only' or 'individuals only' etc. Search results include the NHSmail email addesses. ODS codes can be looked up at NHS Digital's ODS search portal (**odsportal.digital.nhs.uk**).

3. View a People Finder NHSmail profile: Clicking onto a search result opens an NHSmail account profile. You may be able to view other contact information associated with the person or organisation, if this has been inputted.

4. Copy and use an email address: You may highlight and copy (i.e. use 'Ctrl' + 'C' or right click then 'copy') an NHSmail email address to your 'clipboard' so that you can paste it when sending an NHSmail message to a new colleague. You may copy from a search result or from within a profile. You can 'paste' (using 'Ctrl' + 'V' or right click then 'paste'). Both the sender and recipient of email should use the NHSmail system for full security.

Tips: Favourite NHSmail 'contacts' that you need to stay in touch with. You can advise NHSmail-using colleagues about this tool and the link (portal.nhs.net/PeopleFinder) so they can look-up email addresses.

Read more about NHSmail at: **psnc.org.uk/nhsmail** and on the **NHSmail *People Finder* support page**.