# Using the NHSmail People Finder tool

Any NHSmail user can search the NHS directory for local colleagues' NHSmail addresses and more using the People Finder tool. 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 (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: You should separately bookmark (or 'add to favourites') three webpages:** *People Finder, Outlook NHSmail web* and *NHSmail Portal into* **your web browser, so that you can quickly reach any of those webpages directly with just one click. You can advise NHSmail-using colleagues to bookmark and use** *People Finder*.
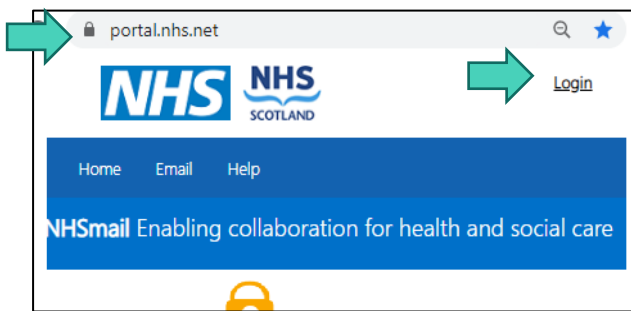
2. Search using *People Finder*: The tool's standard search box enables you to search by ODS code, postcode etc. You can search for shared mailboxes or individuals. Click the arrow (see image to the right) to reveal advanced filters like 'shared mailboxes only' or 'individuals only' etc. Search results include the NHSmail email addresses. ODS codes can be looked up at NHS Digital's ODS search portal (**odsportal.digital.nhs.uk**).
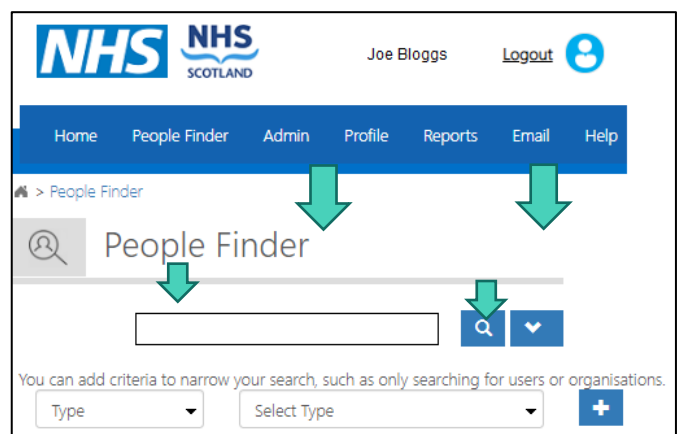
3. View a People Finder NHSmail profile: Clicking on a search result opens an NHSmail account profile. You may be able to view other contact information associated with the person or organisation if this has been inputted.

4. Copy and use an email address: You may highlight and copy (i.e. 'Ctrl' + 'C' or right-click then 'copy') an NHSmail email address to your 'clipboard' so 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' ('Ctrl' + 'V' or right-click 'paste'). Both the sender and recipient of the email should use the NHSmail system for complete 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: **cpe.org.uk/nhsmail** and at the **NHSmail *People Finder* support page**