

Finding your Local Administrator

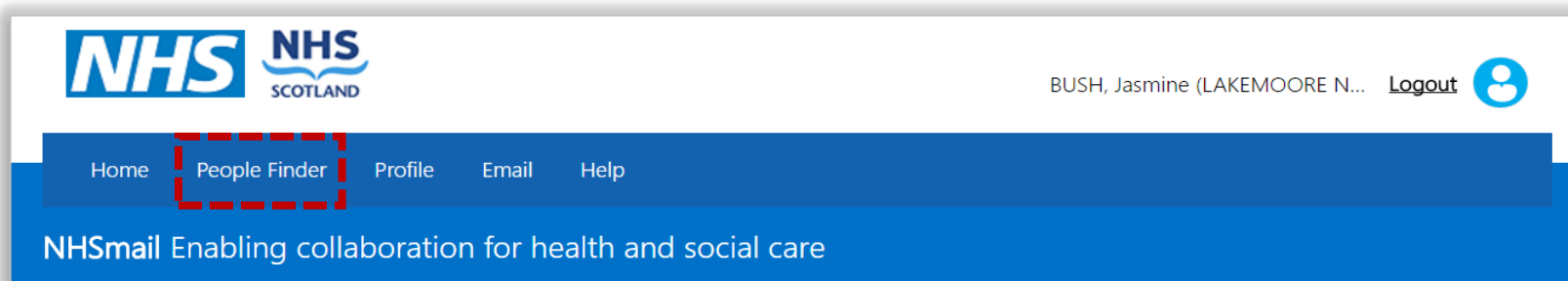
Local Administrators (LA) are the prime contacts responsible for the administrative duties relating to your NHSmail account. For example, unlocking your account, setting up shared mailboxes and authorising distribution lists. You will usually contact your Local Administrator through your local IT support desk. You can also find the names and contact details of all the Local Administrators in your organisation by using the People Finder in the NHSmail Portal.

To find the details of your Local Administrator:

1 Log into the NHSmail Portal at www.nhs.net

Note: if you are using a secure N3 or SWAN connection to access the NHSmail Portal, you will not need to log in to access the People Finder (NHS Directory)



2 Click **People Finder** in the navigation bar at the top of the screen

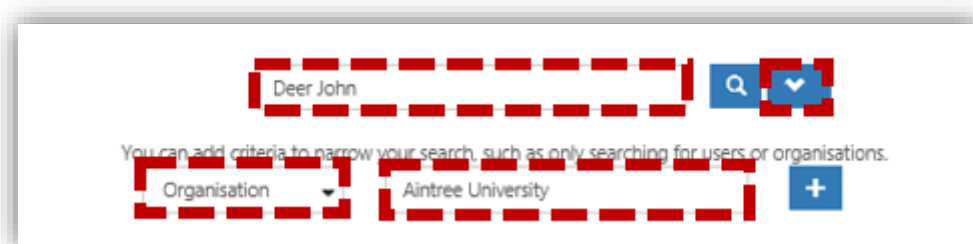


3 Type your **own name (Last Name space First Name)** into the search box and press the **Enter** key



Handy Hint

If you need to narrow your search, click on the **Advanced Search** icon . Choose the criteria to be used from the drop down menus, for example **Organisation** and type all or part of your organisation's name in the next box. You can add further criteria, for example, **Role** or **Specialty** by clicking the **Add Rule** icon  and choose the appropriate options from the drop down menu



Finding your Local Administrator

After the search results are displayed, follow Step 4-6 below to find the details of Local Administrators who work in your organisation.

4 Click on your **name** to open your NHS Directory entry



5 Click on your **Organisation's Name**

DEER, John (Aintree University Hospital)

About Me

My name is John Deer and I am an Assitant Practitioner in Aintree University Hospital for 7 years.

Site: Cathedral
Site Type: DMU
Roles: Assistant Practitioner
Clinical Specialities: Assistant/Associate Practitioner
Work Area: Acute Medicine

Get in Touch

✉ john.deer@int1.wks.accenturenhs.co.uk
Telephone: 07927283718
Mobile: 07927283718
Pager: 07927283718
Fax: 07927283718
Web page: <http://www.lakemoorehstrust.com/>

Organisation

Aintree University Hospital
Address:
Aintree University Hospital
Aintree University Hospital, Lower Lane, Liverpool, Merseyside, L9 7AL
Devon
0987654321

A list of Local Administrators who work at your organisation will be displayed

Aintree University Hospital

About Us

Related Items

- [Parent Organisation](#)
- [Organisation Units](#)
- [Sites](#)
- [Child Organisation](#)

Get in Touch

✉ helpdesk@nhs.net
Telephone: 9088477388
Fax: 8095866904
Web page: <http://www.aintreehospital.nhs.uk>

Address:
Aintree University Hospital
Aintree University Hospital, Lower Lane, Liverpool, Merseyside, L9 7AL
Devon

Local Administrators

ADMIN, Local (Aintree University Hospital)
COLLASE, Jade (Aintree University Hospital)
LocalAdminAUH, Test

Roles

- Local Admin
- Local Admin
- Local Admin

Finding your Local Administrator

To retrieve the contact details of your Local Administrator :

6

Click on the **name of the Local Administrator** you wish to contact

Get in Touch

✉ local.admin@int1.wks.accenturenhs.co.uk

Telephone: 01726536748

Mobile: 07826354758

Pager: 78765567

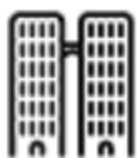
Fax: 01726536766

Their email address, telephone, mobile, pager, fax numbers and website will be displayed on the Get in Touch section



Additional Information

You can also view the Parent Organisation, Organisation Units, Sites and Child Organisations associated to your organisation under Related Items. Click on any related item to view the information



Aintree University Hospital

About Us

Related Items

- Parent Organisation
- Organisation Units
- Sites
- Child Organisation