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](http://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.
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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

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

- **Email:** local.admin@int1.wks.accenturehhs.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