**How to disable or reenable an NHSmail account**

1. Disabling an account makes it inaccessible to the user, until it is re-enabled. It will continue to receive emails and stays disabled for 18 months. It is therefore a good idea to mark your account as disabled if you are going on long term, sickness, or maternity leave.
2. Please complete and amend below email template and send an email to the [helpdesk@nhs.net](mailto:helpdesk@nhs.net) from the shared mailbox.

Dear NHSmail helpdesk,

I am emailing regarding disabling/reenabling my NHSmail/another staff members NHSmail account. I need the following (email address @nhs.net) account disabled/reenabled. Account name holder is name and phone number.

Many thanks

Your name