**How to request an audit of the shared mailbox**

If you are an owner of your shared mailbox, please use the ‘How to add NHSMail accounts to the shared mailbox if you are an owner of the shared mailbox’ guide. You will be able to review who has access and make any changes needed.

1. You will need to have access to your locations shared mailbox.
2. Please populate below template and sent to careadmin@nhs.net from your locations NHS shared mailbox.

*“Dear NHS helpdesk,*

*I would like to request an audit of my site, including the details of all user accounts, and whether they are members/owners of the shared mailbox. The mailbox address is ADDYOURODSCODEHERE@nhs.net shared mailbox.*

*Many thanks*

*Your name”*

1. You should be issued with a ticket number once you send the email. You should receive a ticket response with the information.