



VOLUNTEER EMAIL

Account Setup Instructions

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Purpose

The purpose of this document is to enable BHS Volunteers to set up a secure email account for use when performing British Horse Society business rather than using a personal email account.

On completion of this process a Volunteer will be able to:




- Access the email securely
- Send and receive emails
- Reset their email account password 24x7 without the need for any BHS assistance.

Pre-requisites

Setting up your BHS Volunteer email address will take approximately 5 – 10 minutes and will have you:

- Access the email account through your internet browser using the email address and password provided by the BHS
- Change the given password to a new password known only to you.
- Authenticate of your email account using the free Microsoft Authenticator on your mobile phone or tablet.

Before you start setting up your email account you will need the following:

- A laptop, desktop computer or Apple/Android tablet
- Access to an internet browser, this can be any with the most popular including:
 -  Chrome
 -  Edge
 -  Safari
- A personal email address
- A mobile phone or tablet (this can be Apple or Android)

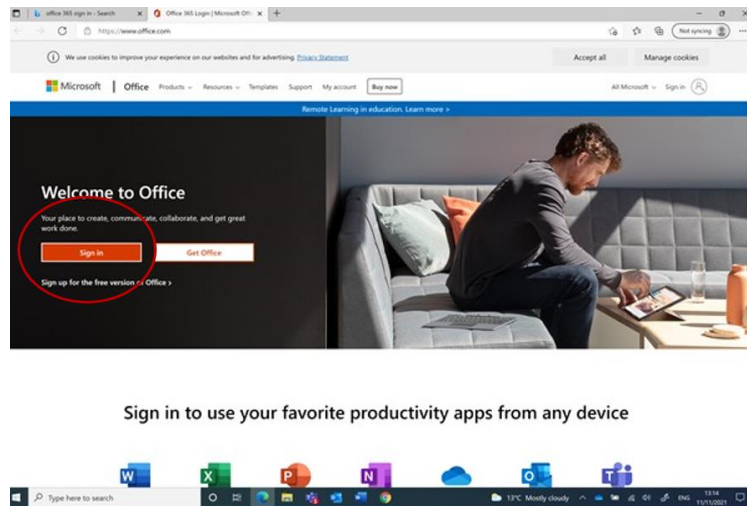
Step 1: Setting up access to your Volunteer email account.

To access the Volunteer email account either Click or copy and paste the link below into your Internet browser.

<https://www.office.com/>

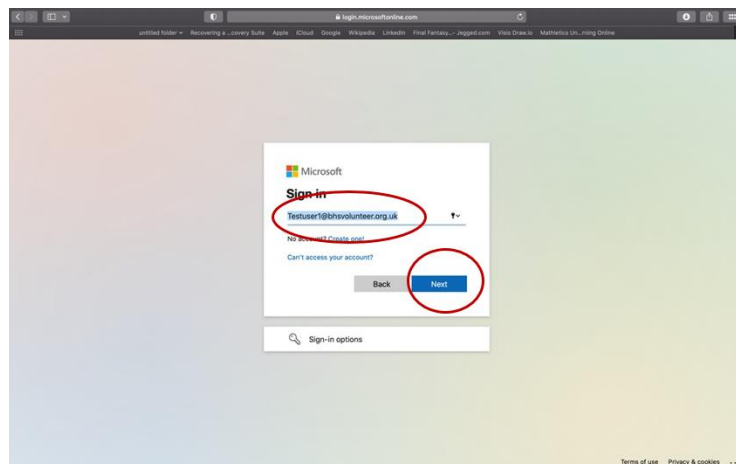
You will be directed to the Microsoft Log in page, this is the BHS Volunteer email landing page where you can register or sign into your account and reset your password.

Click **Sign in**

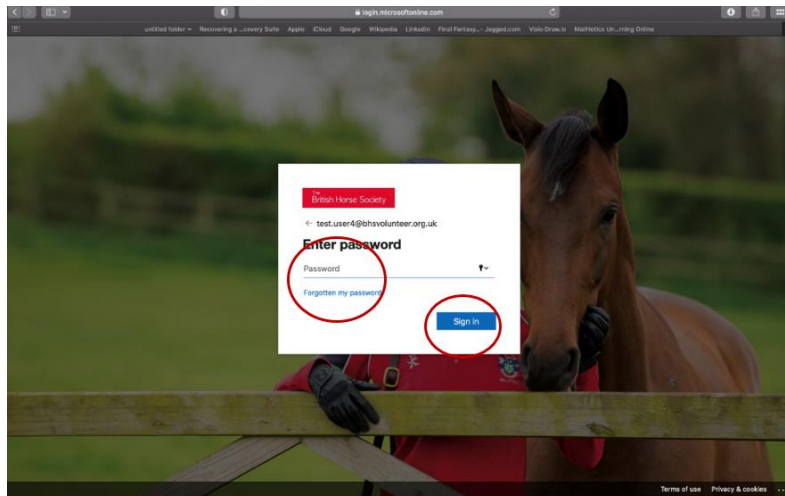


You will then be requested to enter the email address you have been provided in the field highlighted below, then click next.

The email address will follow a format of firstname.surname@BHSVolunteer.org.uk.

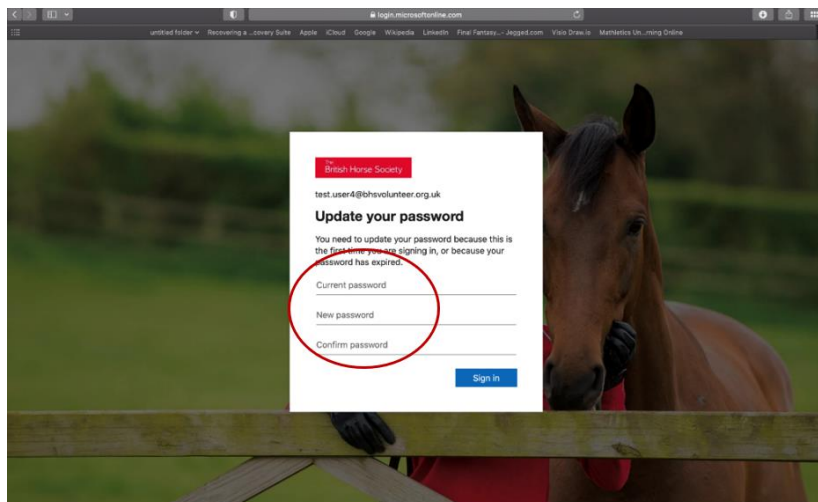


Next you will be requested to enter a password see below. Enter the password you have been provided and click **Sign in**

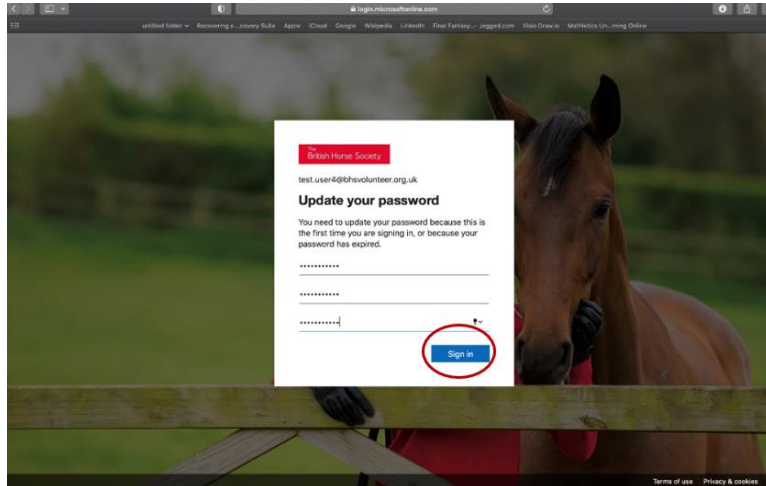


Step 2: Change Password

For security purposes on your first time of access to the account you will then be prompted to change your password and set up a new password known only to you.

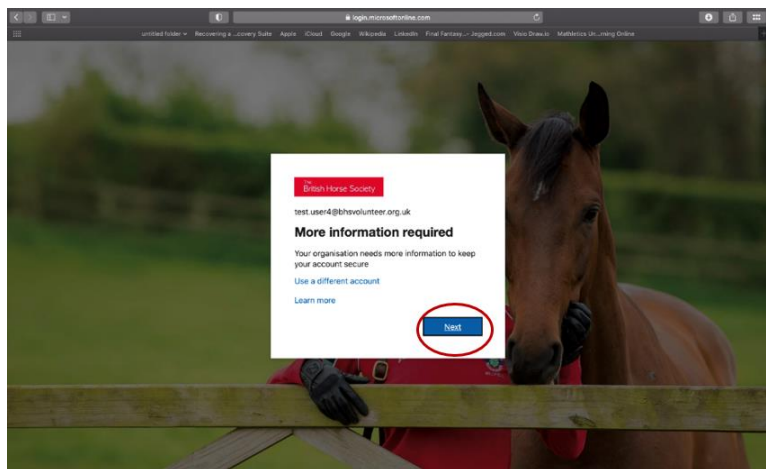


You will be asked to enter the old password, and new password, then confirm your new password to ensure correct spelling. Once you have updated all 3 field, click **Sign in**

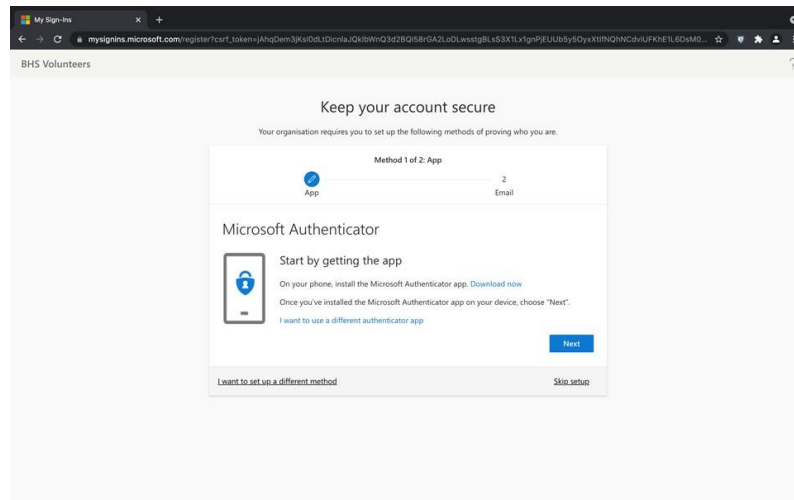


Step 3: Additional Account Security

To keep your account secure and to enable you to reset your password in the future, you will be prompted to set up additional security. Click **next**.



You will then be presented with the Authentication screen, see below, prompting you to set up the additional security by using the free Microsoft application that you will download to your mobile phone or tablet.



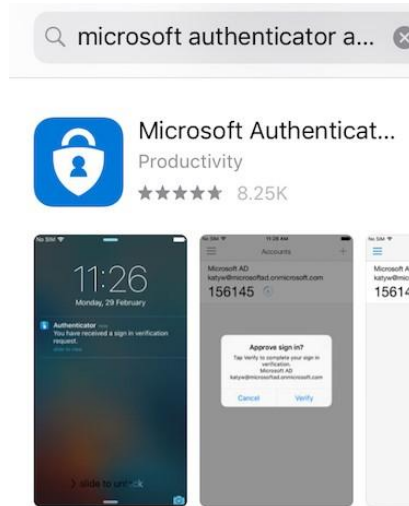
You will now be asked to download the Microsoft Authenticator App on your Tablet or mobile phone. Step 4 in this document guides you through the process of downloading and using the Microsoft Authenticator App to both Apple and Android devices.

Please follow the instructions that are relevant to your device, then move on to Step 5.

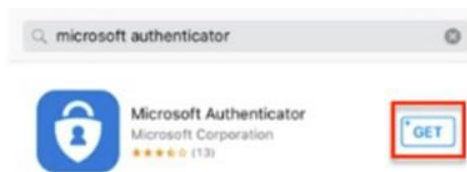
Step 4: Microsoft Authenticator Setup

Option 4.1: Microsoft Authenticator Setup on Apple Devices

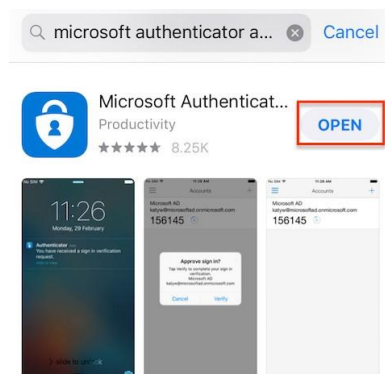
From your iOS device, access the App Store and search for “Microsoft Authenticator.”



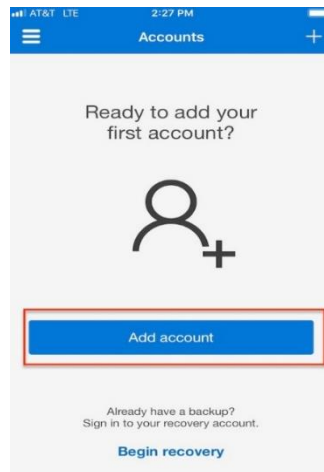
Select **Get** to download the Microsoft Authenticator app.



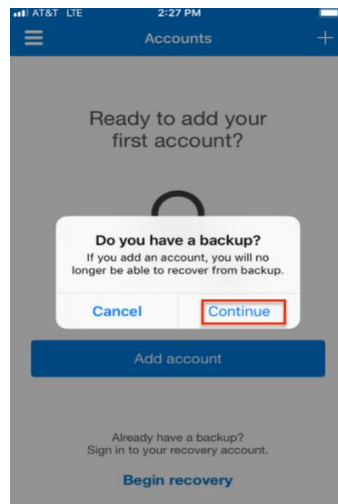
Once the download is complete, select Open to get started.



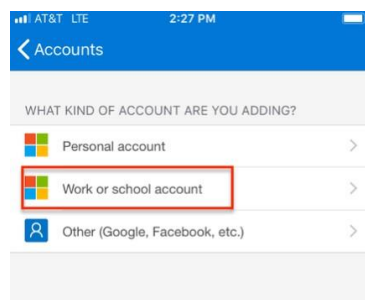
Next select the **Add Account** button to set up your account.



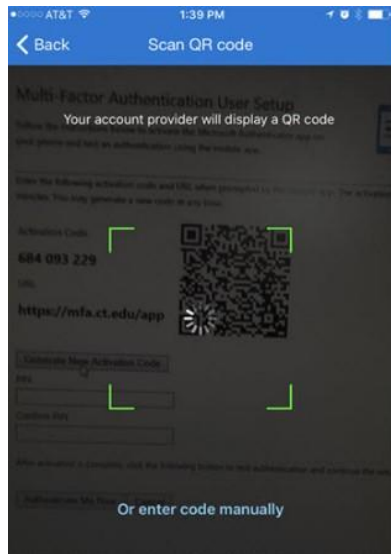
Now select **Continue** on the pop-up menu.



Select **Work or school account**.



This will cause the QR scanner will open on your phone or tablet



Now please move to Step 5 of the setup process to complete account authentication.

Option 4.2: Microsoft Authenticator Setup on Android Devices

From your Android device, access the Play Store and search for "Microsoft Authenticator."



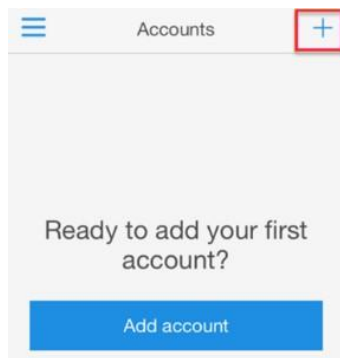
Select Install to download and install the Microsoft Authenticator app.



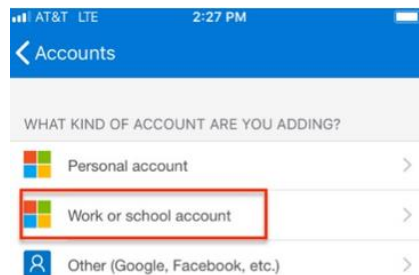
Once the download is complete, select Open.



Now select the Add or add account button



Select work or school account



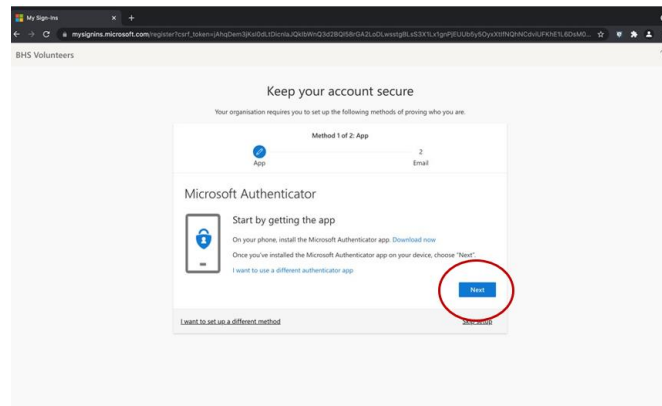
This will cause the QR scanner will open on your phone or tablet



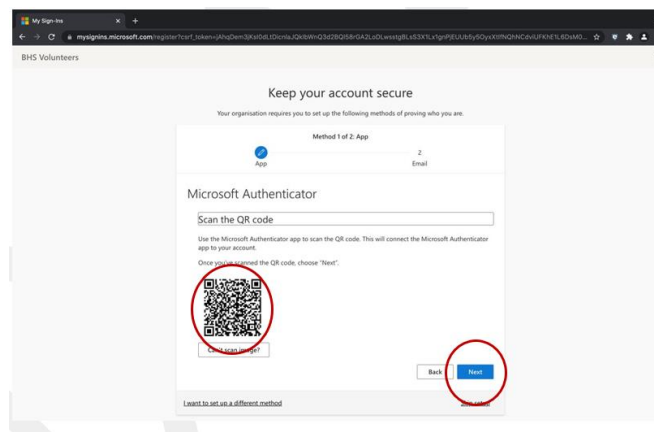
Now please move to Step 5 of the setup process below.

Step 5: Security App Authentication

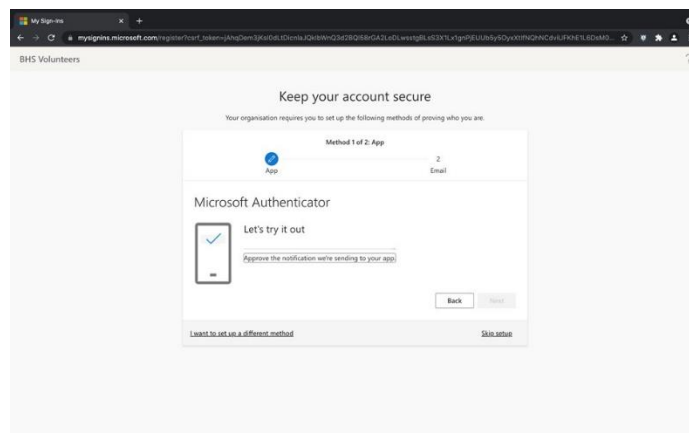
Go back to your desktop, laptop or tablet which has the below screen on it and click **next**



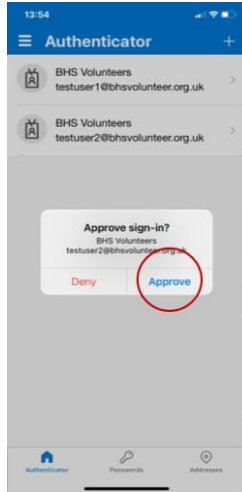
Now use your phone or tablet that has the Microsoft Authenticator App installed with the QR code scanner open and Scan the QR code on your laptop or PC screen and click **next**



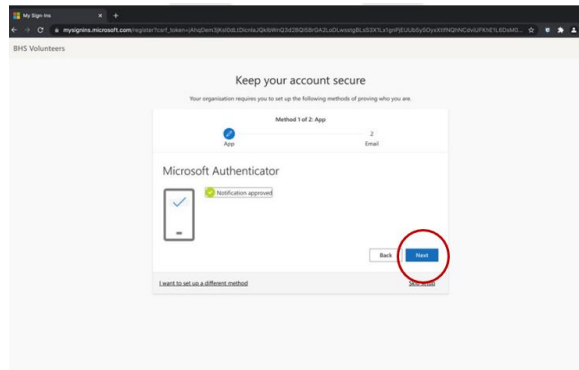
The following screen will appear, and a notification will be sent to the device with the Microsoft Authenticator App on it.



Click **Approve** on the notification that comes through to your mobile or table. It will look similar to the below.



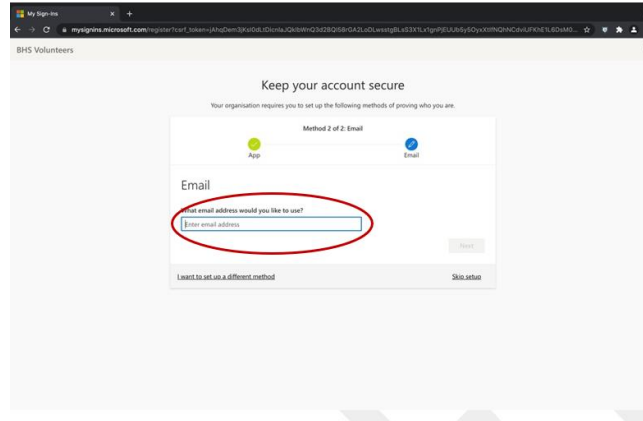
Once Approve has been clicked on your mobile phone or tablet, you will see the below page on your screen. Click **next**.



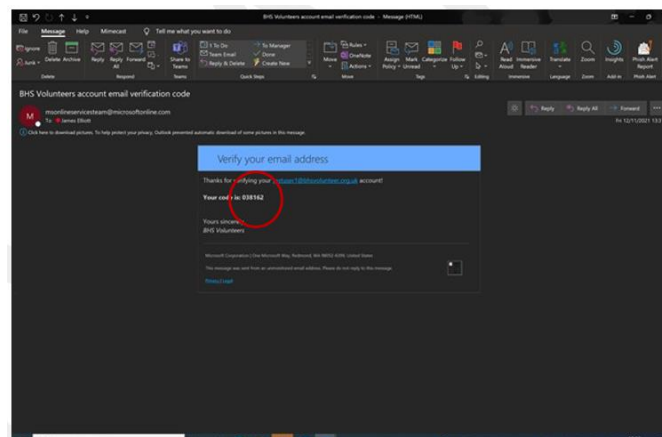
Step 6: Personal email Authentication

Now the account is authenticated you will then be prompted to enter in your own personal email address, where should you need to reset your password in the future, a code will be sent.

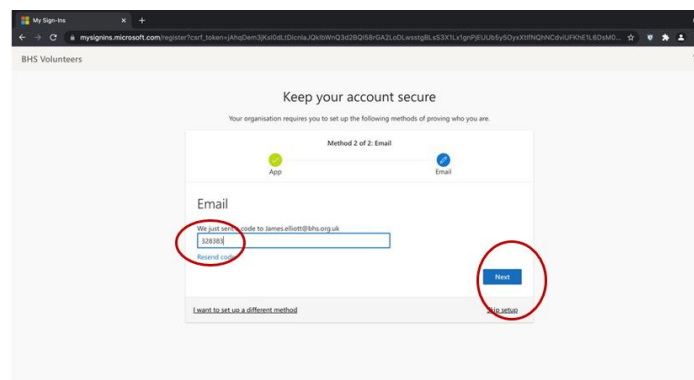
Enter your email address and click **next**



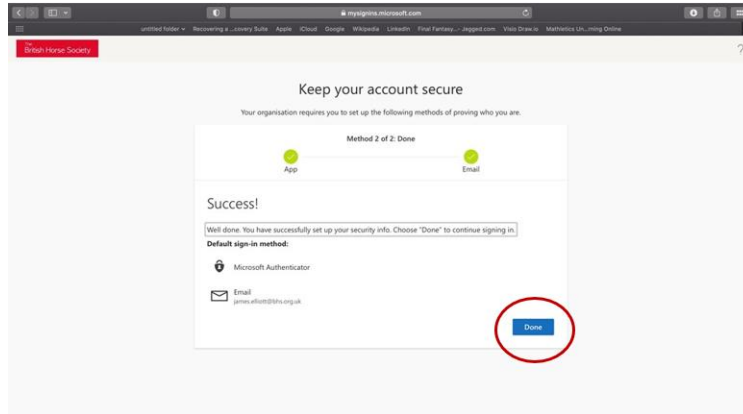
An email from BHS Volunteers will be sent to your personal email address with a security code. Log into your personal email and you will see an email similar to the below. Make a note of the 6 digit code.



Now type the 6 digit code into the below field and click **next**.



You will then see the screen below acknowledging the successful set up. Click **Done**.

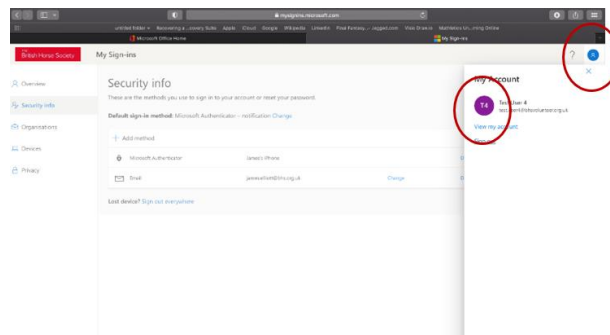


Go to your Mobile or Tablet After you have clicked Done, on your mobile/Tablet device with the Microsoft Authenticator App you will see a notification to **Approve** sign in request. Click **Approve**.

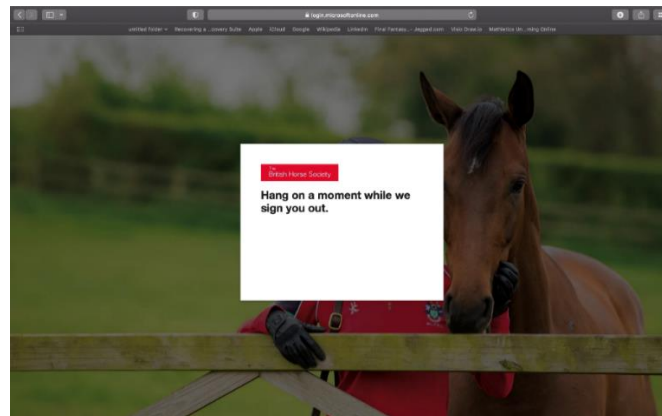


You have now almost completed your account set up.

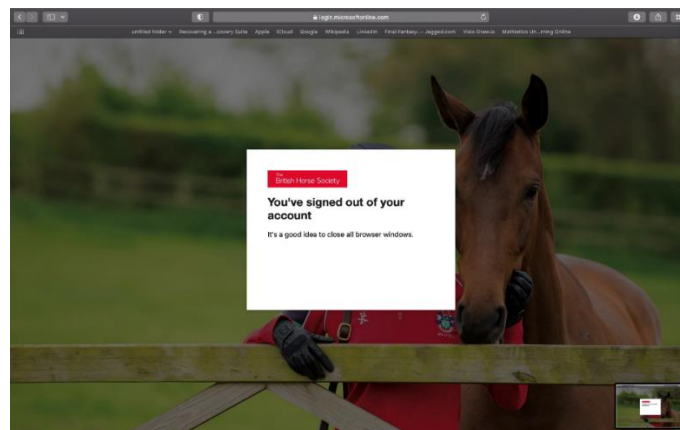
Next you will see the following Security screen that confirms your setup. Click the blue icon in the top right hand corner of your screen and then Click **Sign out**.



After clicking Sign out, you will see the following screen indicating your are being signed out.



This last screen informs you the Sign out process has completed Successfully. You are now Ready to sign in and begin to use your BHS Volunteer email account.



For Instructions on how to Log in, please Refer to the BHS Volunteer email Log in document you have been sent.

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