



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.

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

(recommendation - use a desktop or a laptop to complete the account sign up as you will need to receive a text message and get a code from your personal email to authenticate the account)

- 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)

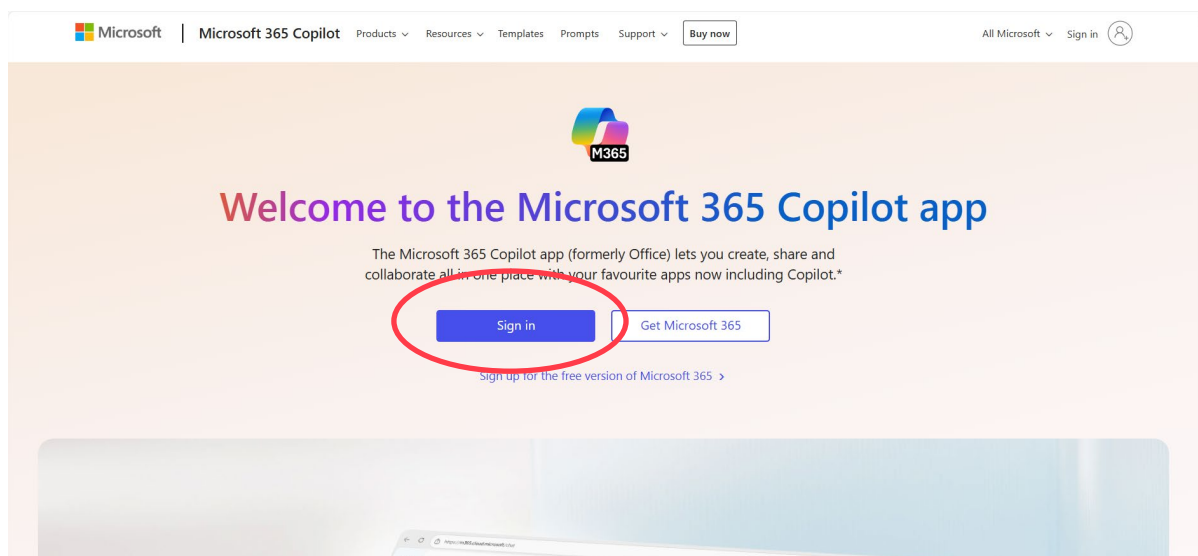
Step 1: Setting up access to your volunteer email account.

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

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

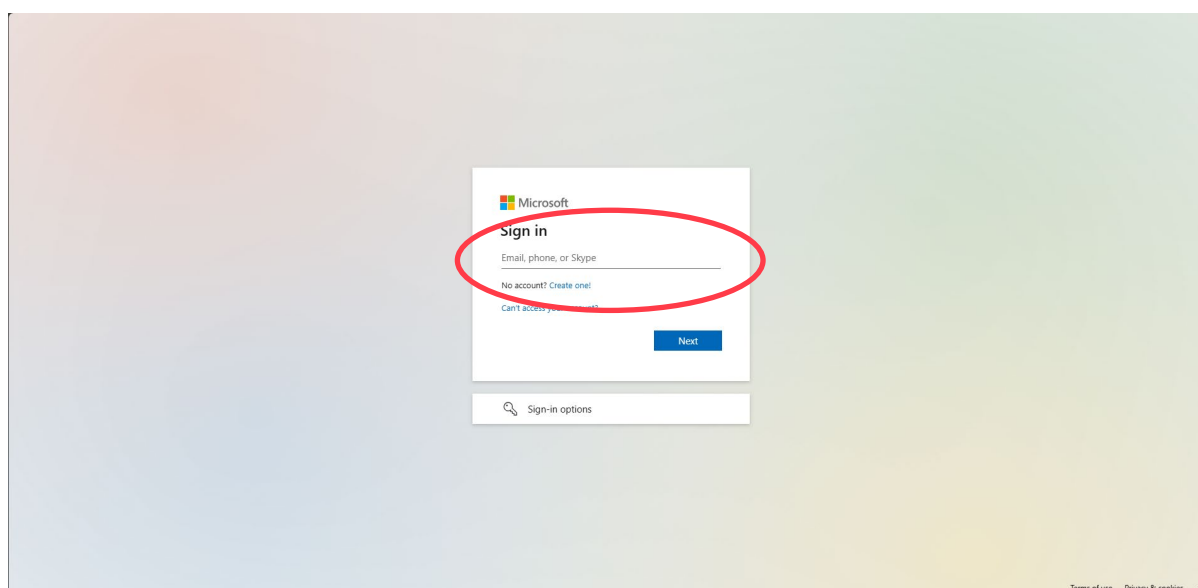
You will be directed to the Microsoft Log in page; this is the BHS Volunteer email landing page where you can register or sign into your account and reset your password.

Click **Sign in**

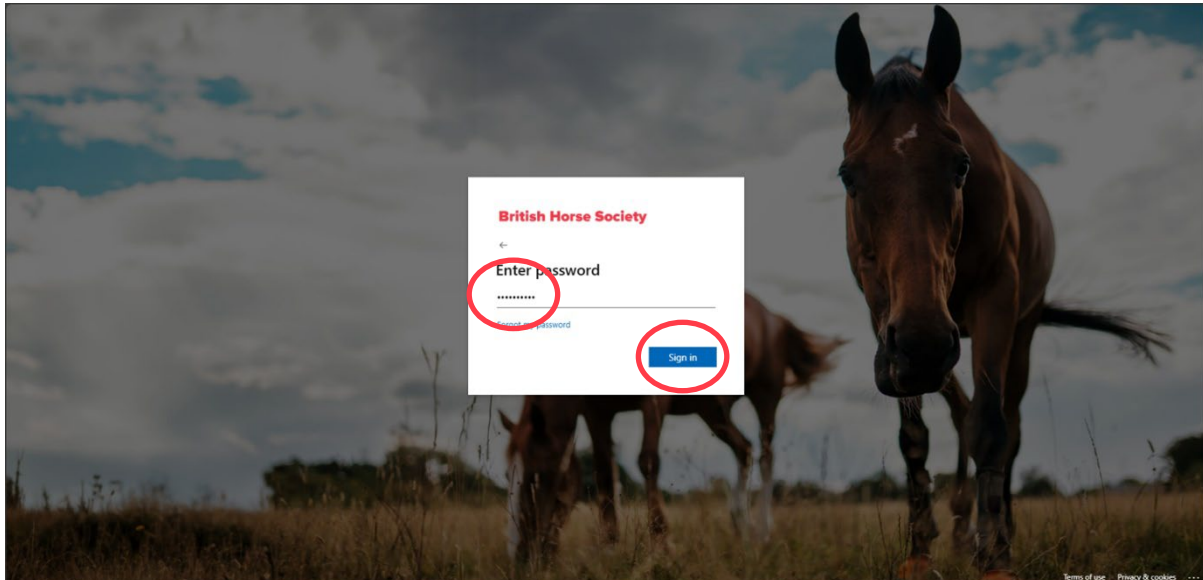


You will then be requested to enter the email address you have been provided in the field highlighted below, then click next.

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**



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Enter password

.....

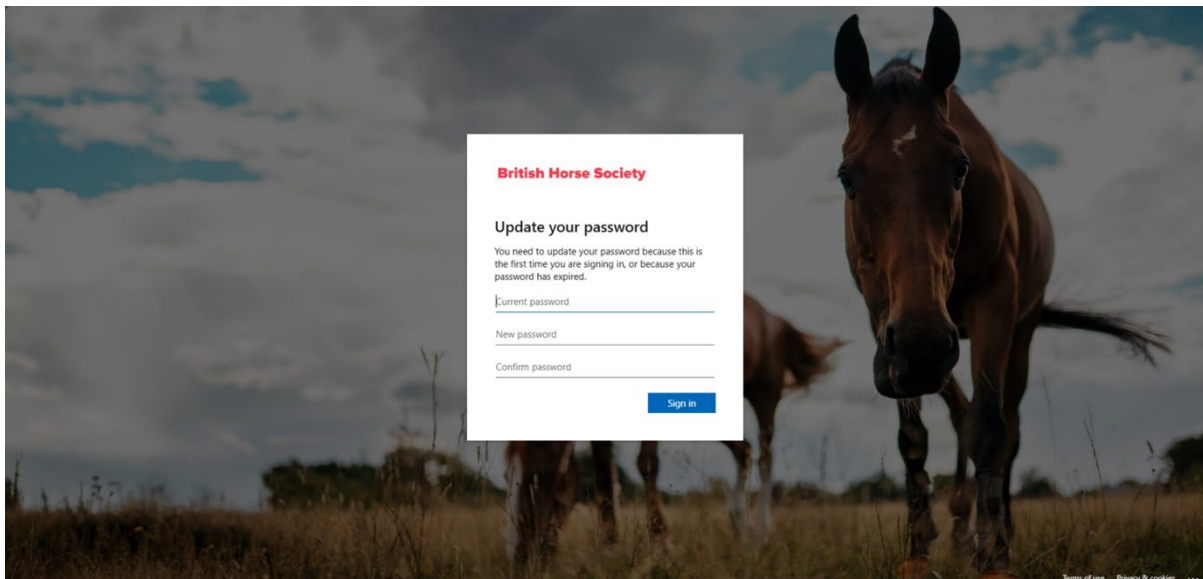
[Forgot my password](#)

[Sign in](#)

[Terms of use](#) [Privacy & cookies](#) ...

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.



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Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

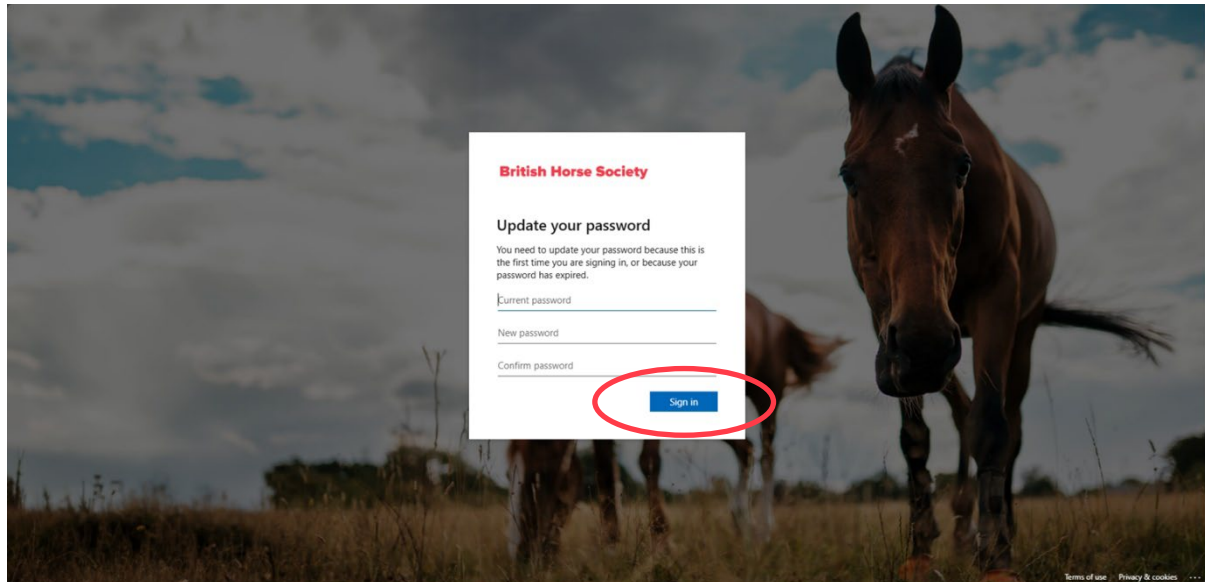
New password

Confirm password

[Sign in](#)

[Terms of use](#) [Privacy & cookies](#) ...

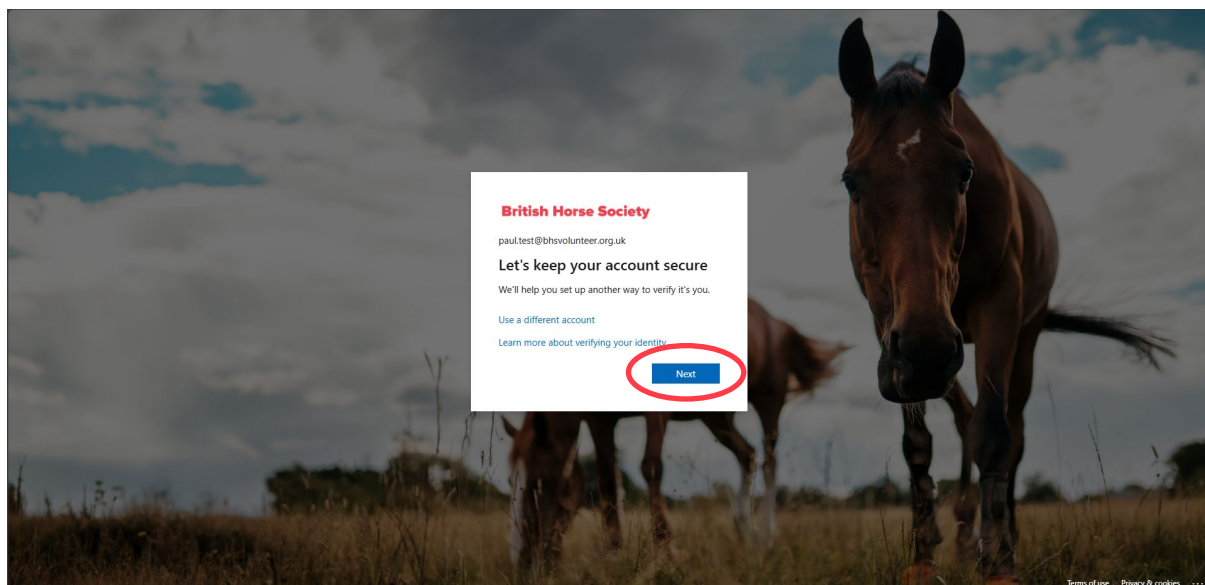
You will be asked to enter the old password, and new password, then confirm your new password to ensure correct spelling. Once you have updated all 3 fields, click **Sign in**



The screenshot shows a web form for updating a password. The form is titled "Update your password" and includes a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located at the bottom of the form, circled in red. The background of the page features a photograph of a brown horse in a field.

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**.

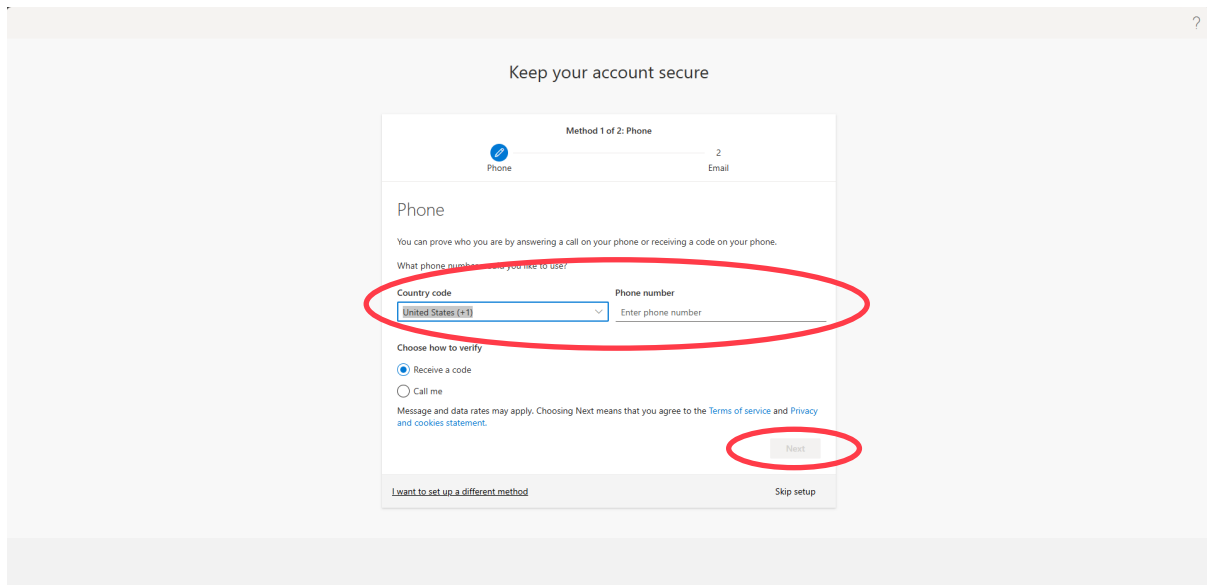


The screenshot shows a web form for additional account security. The form is titled "Let's keep your account secure" and includes a message: "We'll help you set up another way to verify it's you." There are two links: "Use a different account" and "Learn more about verifying your identity". A blue "Next" button is located at the bottom of the form, circled in red. The background of the page features a photograph of a brown horse in a field.

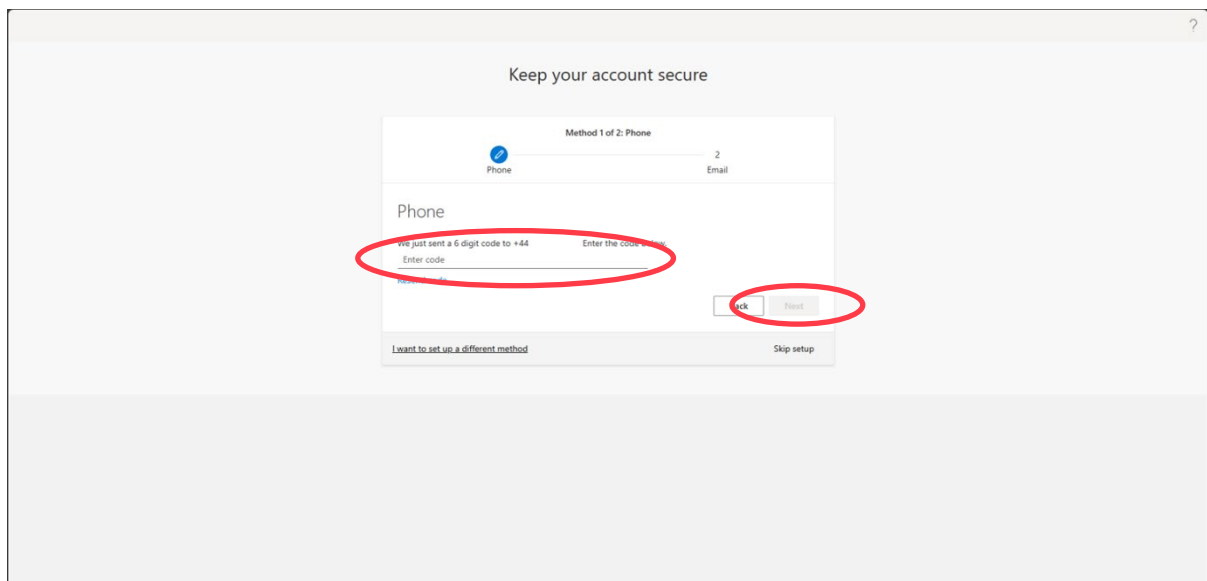
Step 4: Personal Mobile Authentication

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

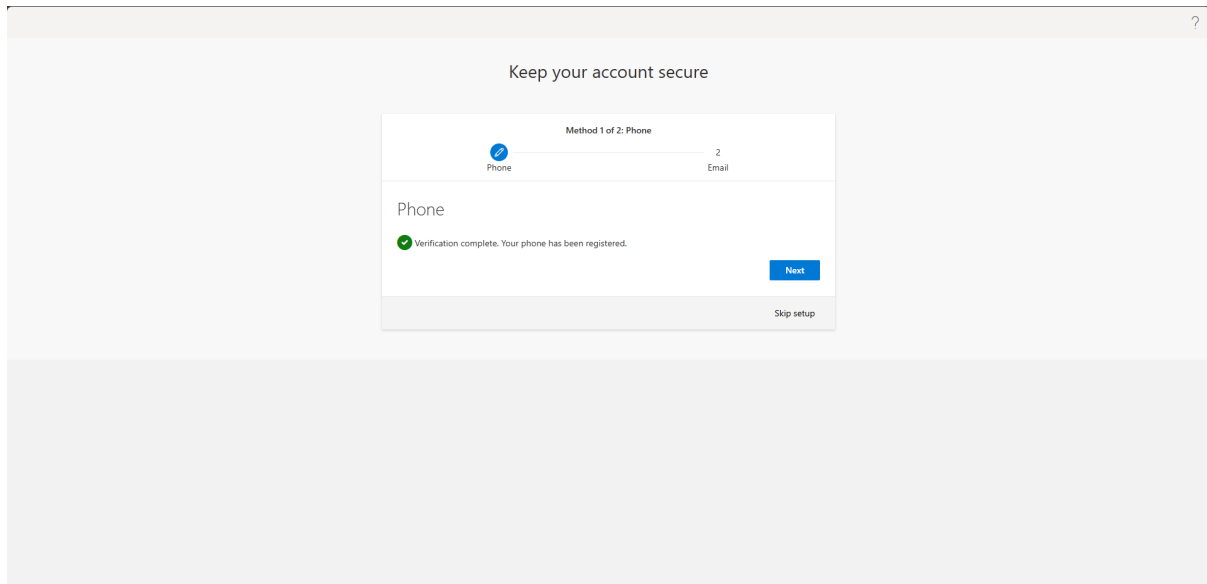
Select your Country code (UK +44) from the drop down window and enter your mobile number without the 0 and click **next**



A Text message from Microsoft to the mobile number provided with a security code. Enter the 6-digit code in the text message you receive and click next.



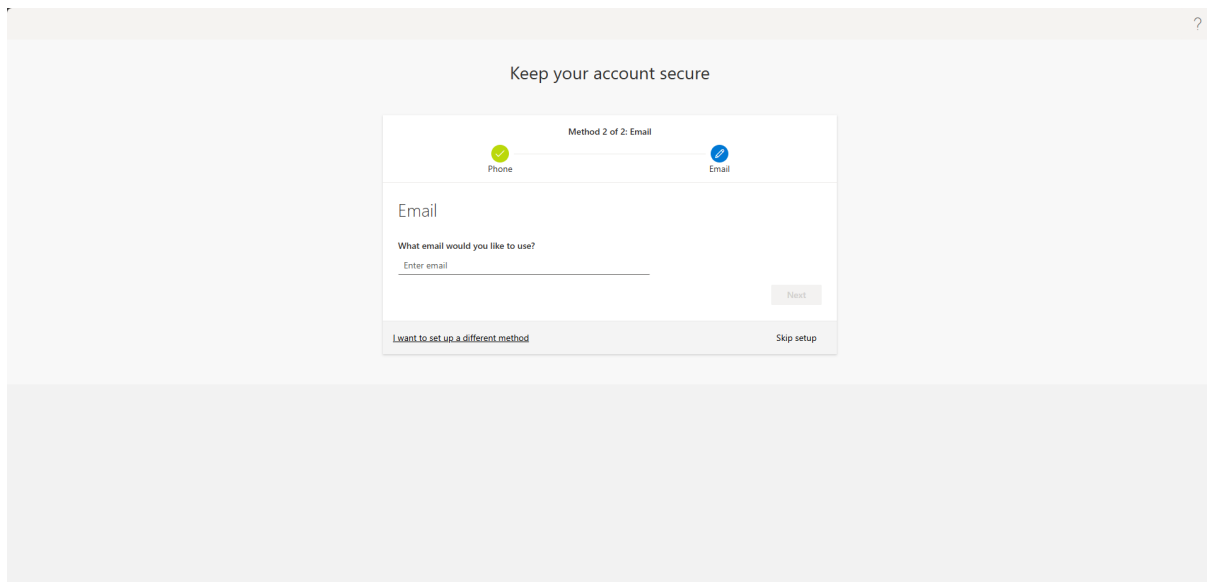
Once you have successfully entered the code you will be greeted with this screen. Click next to move onto the email part of the verification.



The screenshot shows a web interface titled "Keep your account secure" with a help icon in the top right. Below the title is a progress bar labeled "Method 1 of 2: Phone". The progress bar has two segments: "1 Phone" (active, blue circle) and "2 Email" (inactive, grey circle). Below the progress bar, the heading "Phone" is followed by a green checkmark icon and the text "Verification complete. Your phone has been registered." A blue "Next" button is positioned to the right of this text. At the bottom right, there is a link that says "Skip setup".

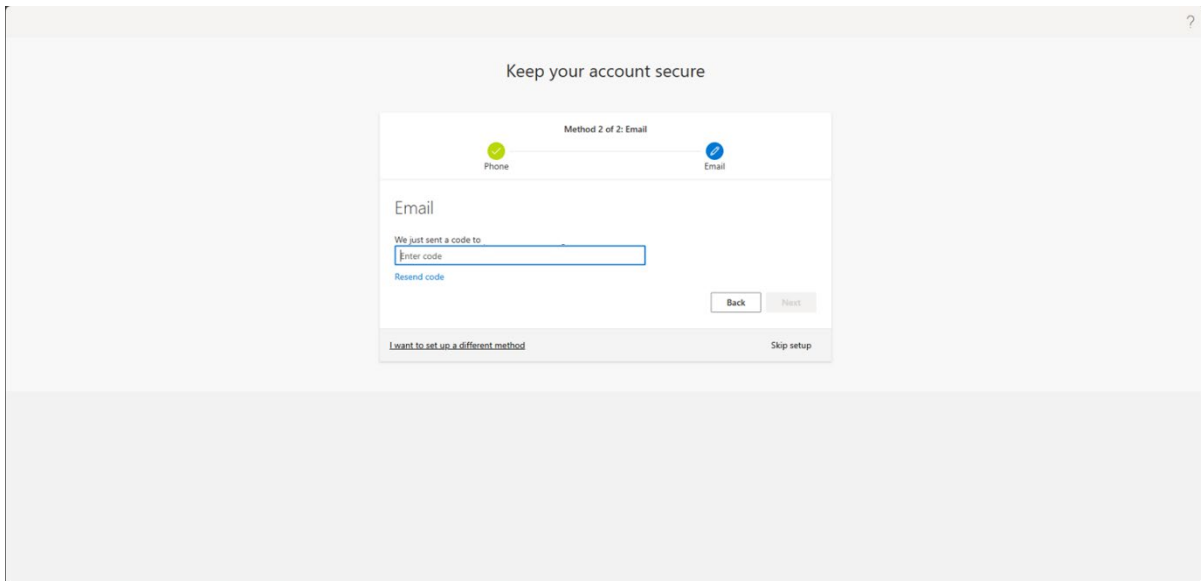
Step 5: Verifying your personal email address.

In this section, you will enter a personal email address that you have access to. Once entered click next.

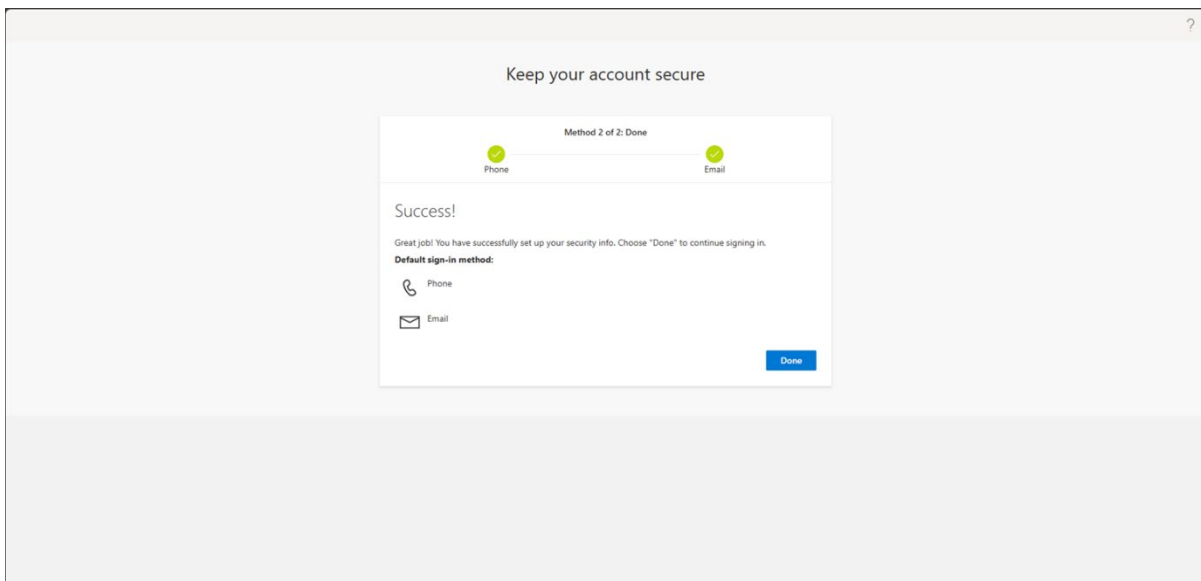


The screenshot shows the same "Keep your account secure" interface, but now it is titled "Method 2 of 2: Email". The progress bar shows "1 Phone" (inactive, grey circle) and "2 Email" (active, blue circle). Below the progress bar, the heading "Email" is followed by the text "What email would you like to use?". Underneath is a text input field with the placeholder "Enter email". To the right of the input field is a grey "Next" button. At the bottom left, there is a link that says "I want to set up a different method". At the bottom right, there is a link that says "Skip setup".

Once you click next you will be sent an email to the email address provided with a code. Please enter the code in the next window. And click next.



Once you have verified the code emailed to you, you will receive this screen confirming that you are now set up. Click Done



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