Volunteer Email
Account Setup Instructions

Contents

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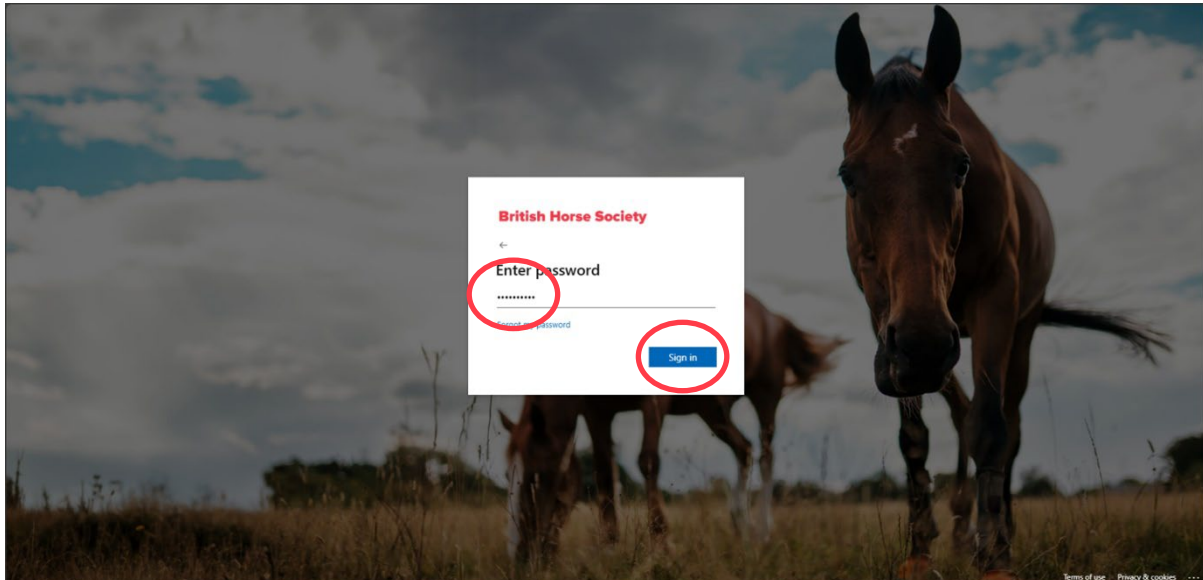
Click **Sign in**
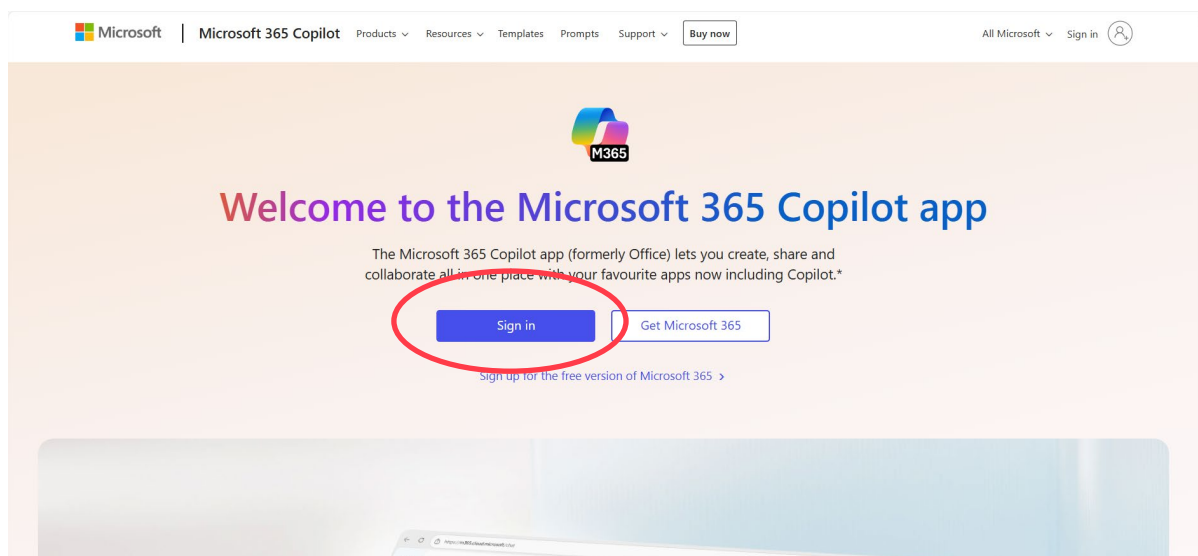
You will then be requested to enter the email address you have been provided in the field highlighted below, then click next.

The email address will follow a format of firstname.surname@bhsvolunteer.org.uk.
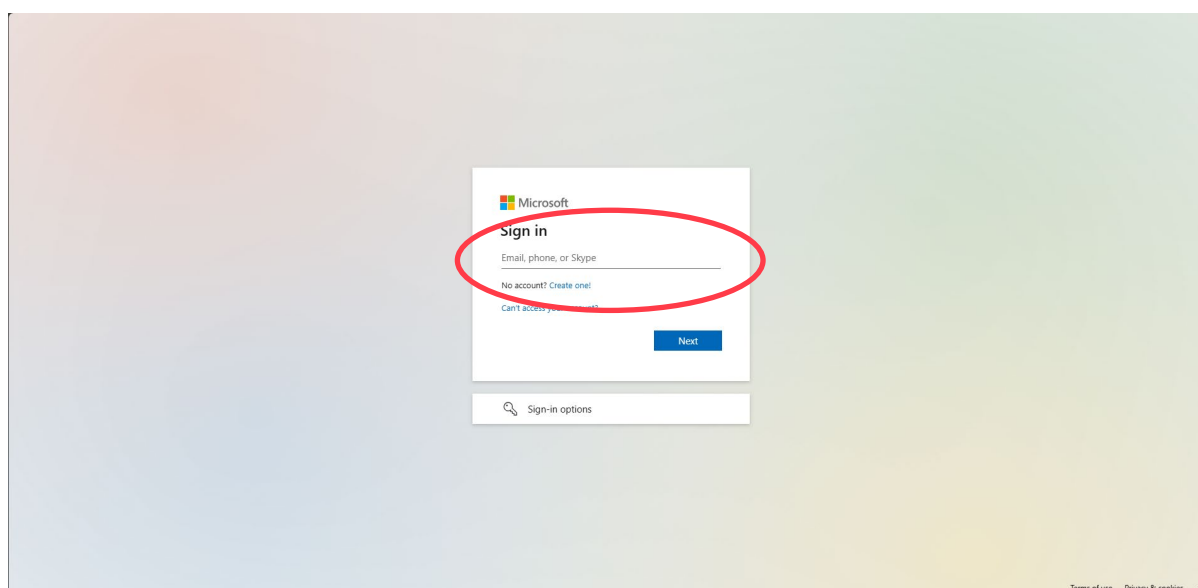
Next you will be requested to enter a password see below. Enter the password you have been provided and click **Sign in**
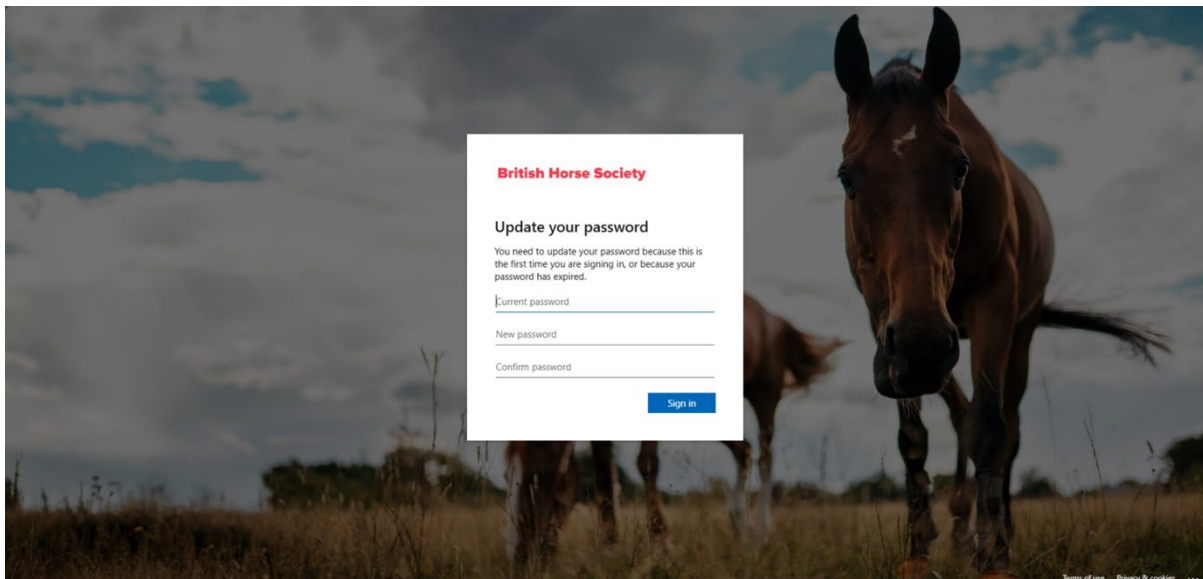
Step 2: Change Password

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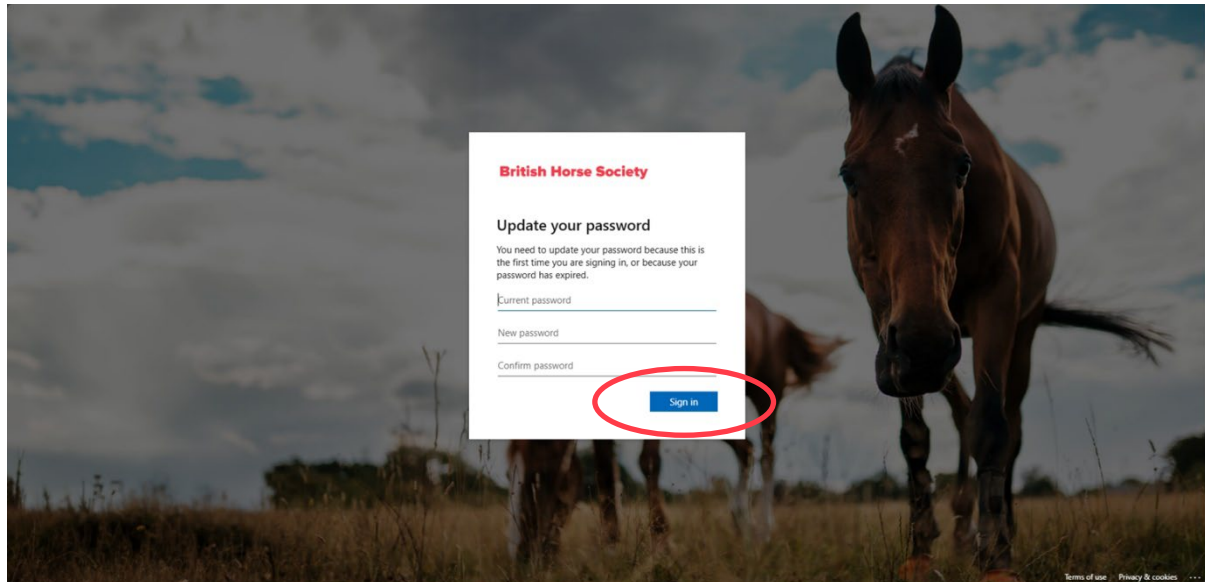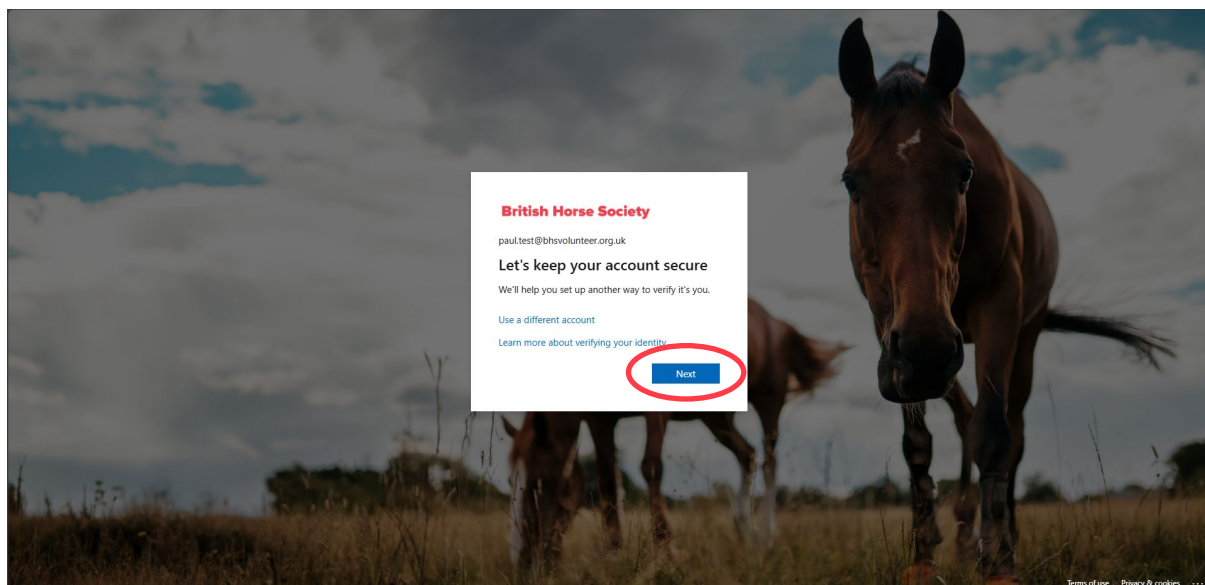
You will be asked to enter the old password, and new password, then confirm your new password to ensure correct spelling. Once you have updated all 3 fields, click **Sign in**

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**.
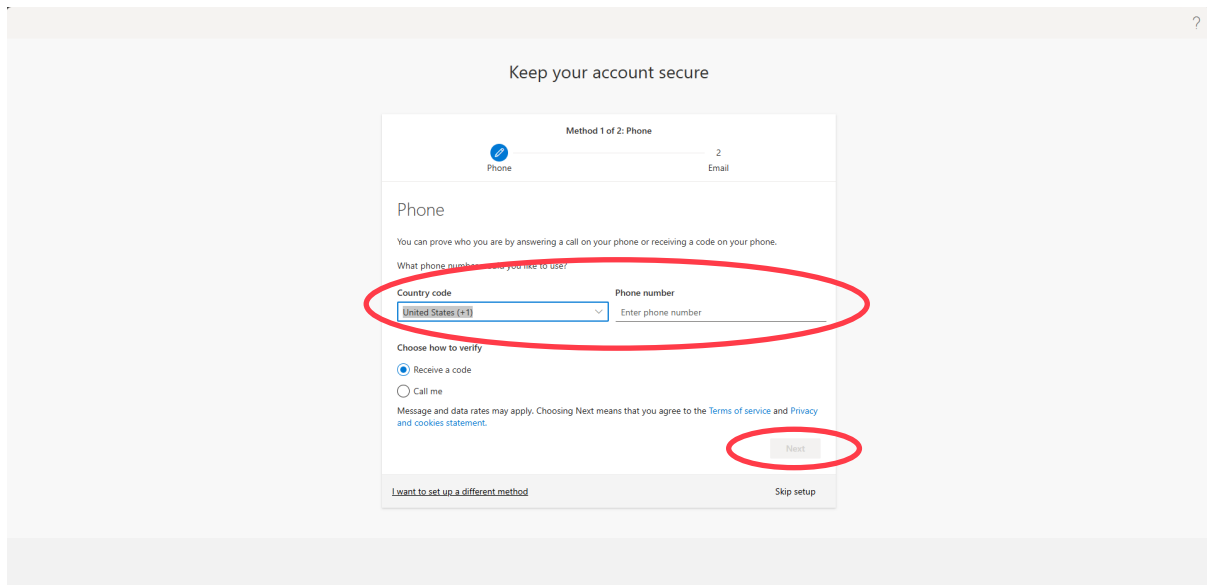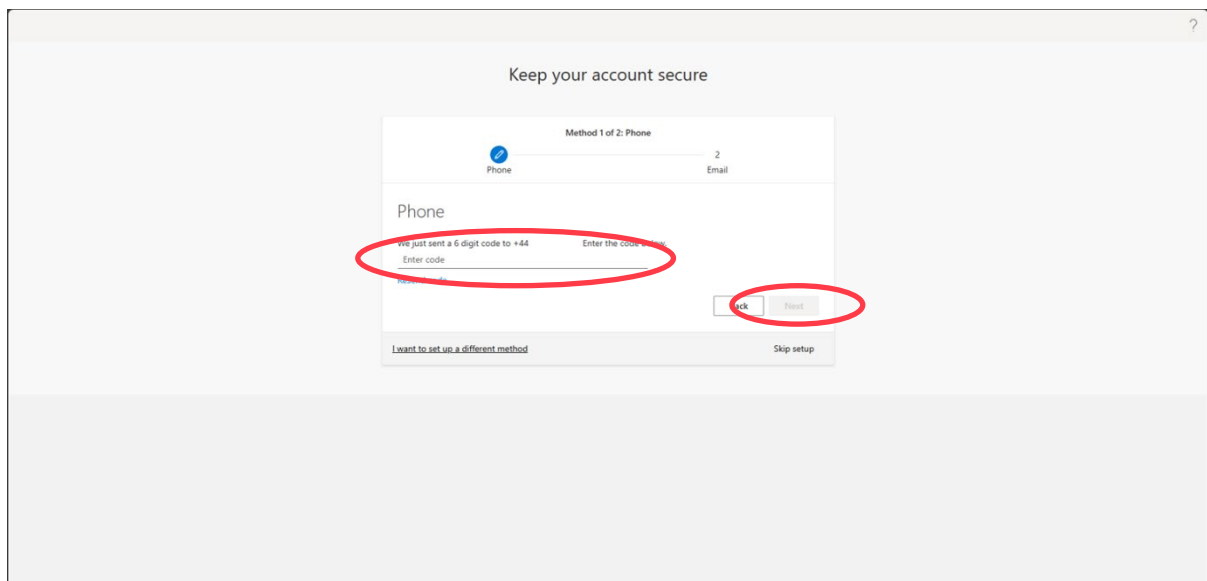
Step 4: Personal Mobile Authentication

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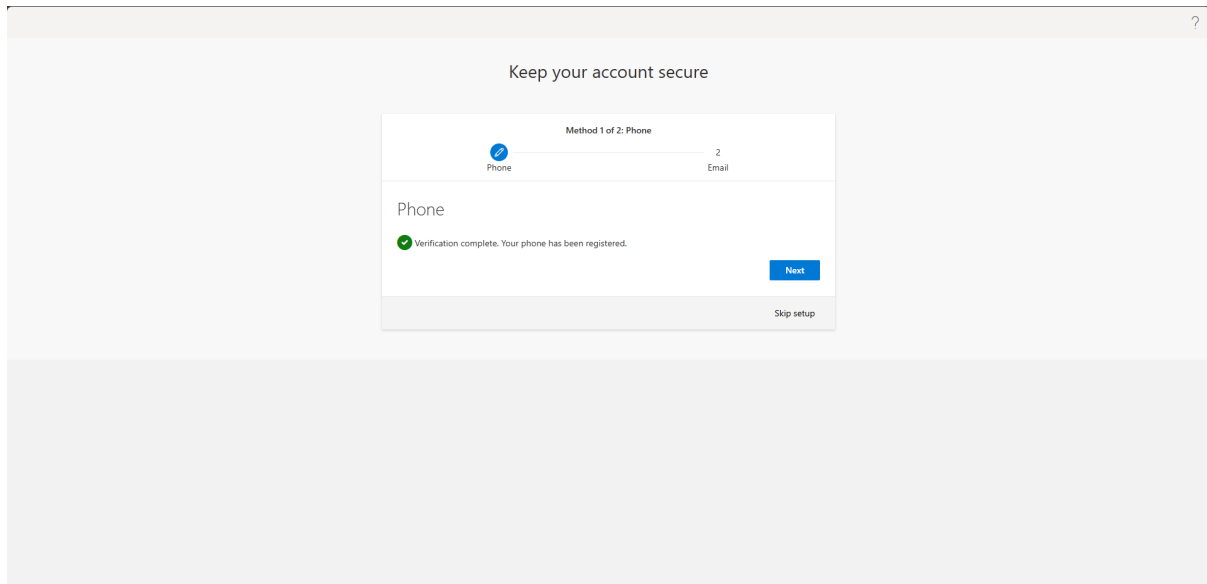
Select your Country code (UK +44) from the drop down window and enter your mobile number without the 0 and click **next**

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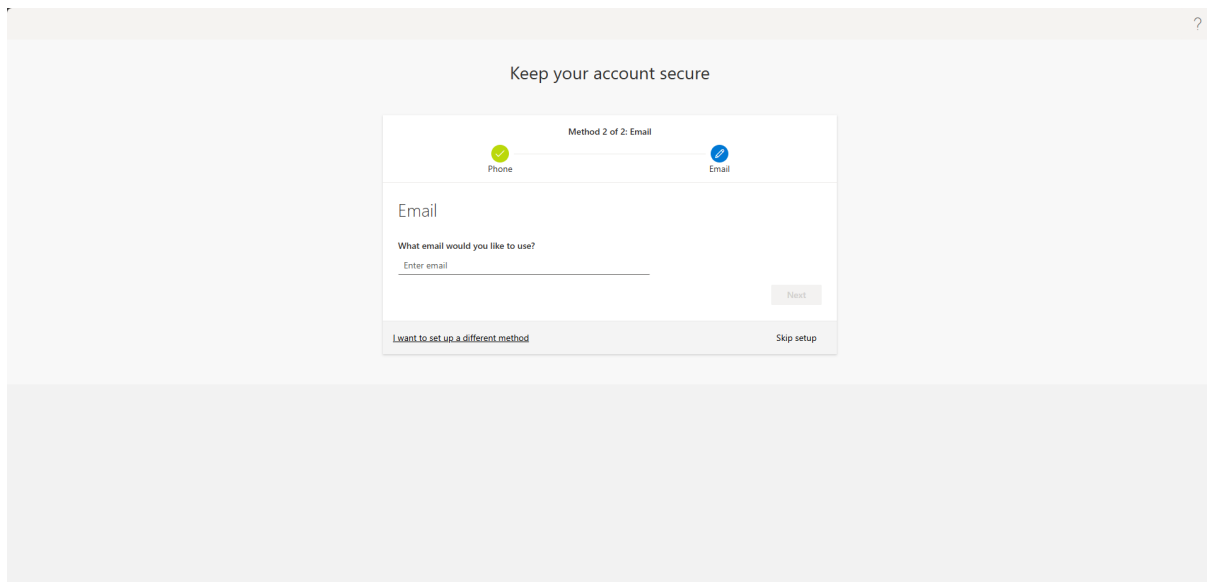
Once you have successfully entered the code you will be greeted with this screen. Click next to move onto the email part of the verification.
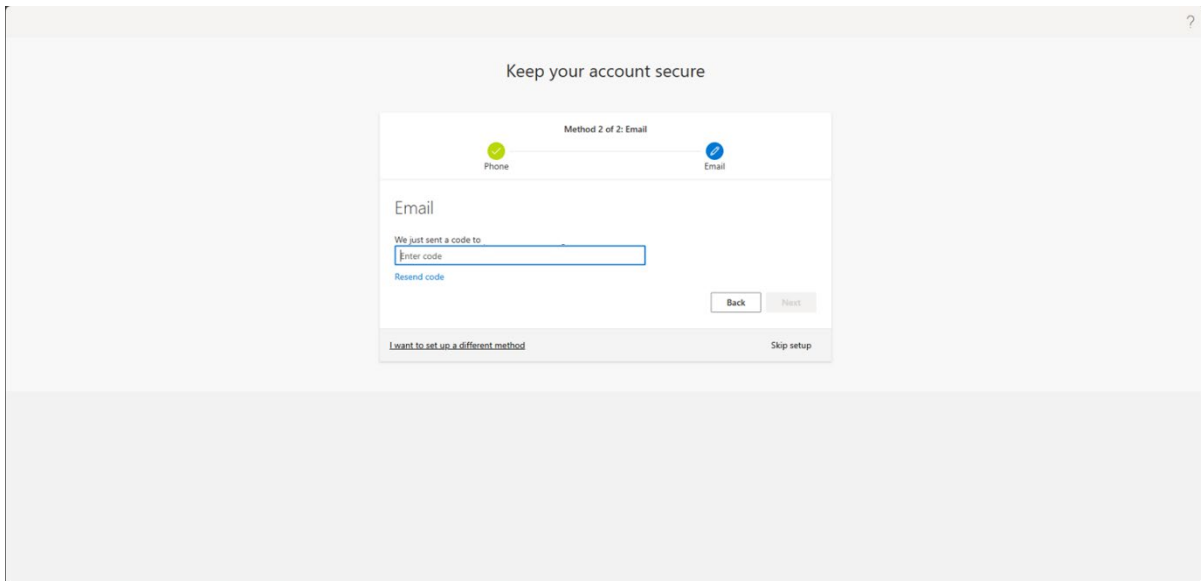

Step 5: Verifying your personal email address.

In this section, you will enter a personal email address that you have access to. Once entered click next.
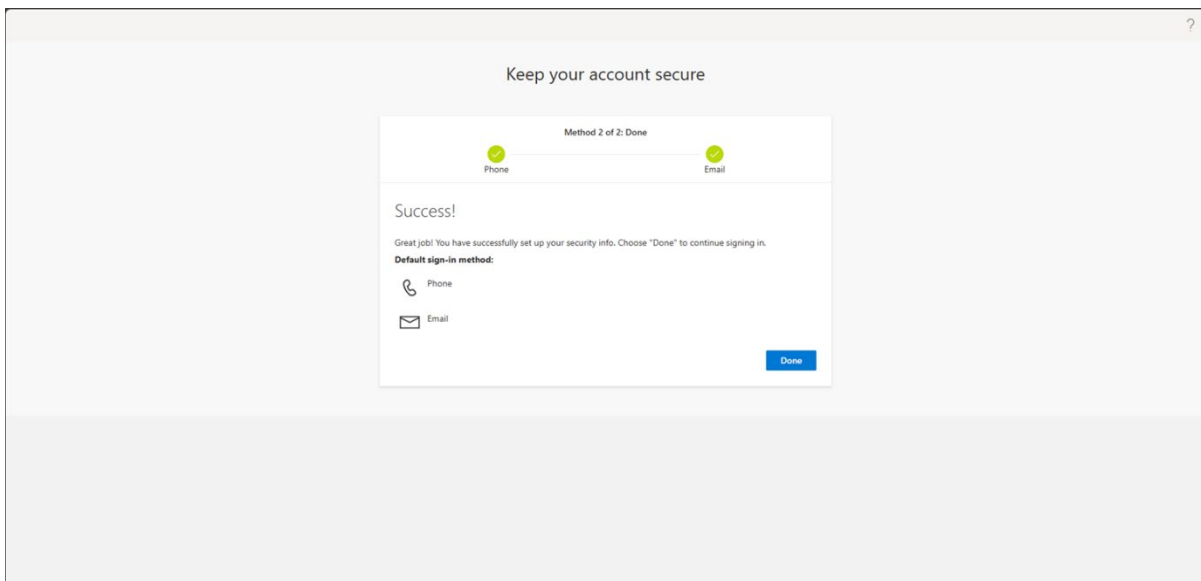
Once you click next you will be sent an email to the email address provided with a code. Please enter the code in the next window. And click next.

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

End of Document