

How to... Change your email address

(for online appointments)

Log in as if you were going to book a new appointment.

You will then see the welcome screen.

The screenshot shows the patient portal interface for Chawton Park Surgery. At the top left, there is a calendar icon showing 'Sep 8'. The main header reads 'Chawton Park Surgery'. Below this, a welcome message says 'Welcome Mr Joe Bloggs' and notes 'You last successfully signed on 3 days ago.' There are sections for 'Appointments' (stating no appointments are booked) and 'Your Details' which lists: User name: 1234567, NHS number: 1234567890, Name: Mr Joe Bloggs, Address: 1 Two Three St, Alton, Hants, and e-mail: j.bloggs@myfirm.co.uk. On the right side, a sidebar titled 'What you can do' contains links for 'Book new appointment', 'Change my details', 'Change my password', and 'Logout'. Below that, 'NHS Links' includes 'NHS Direct', 'Search for Local Services', 'Self-Help Guide', 'Common Health Questions', and 'Encyclopaedia'.

Click on "[Change my details](#)" at the right..

This is a close-up of the 'What you can do' sidebar from the previous screenshot. The link 'Change my details' is circled in red, indicating it is the next step in the process.

The screenshot shows the 'Review and change your details' page. It displays the same user details as the welcome screen: User name: 1234567, NHS number: 1234567890, Name: Mr Joe Bloggs, Address: 1 Two Three St, Alton, Hants J34 1PH, and e-mail: j.bloggs@myfirm.co.uk. The e-mail field is currently empty, suggesting it has been selected for editing. At the bottom, there is a 'Save my changes' button and a link to 'Go back to my home page without making changes'.

Enter your new email address in the box in place of the old one, then click on the "Save my changes" button.