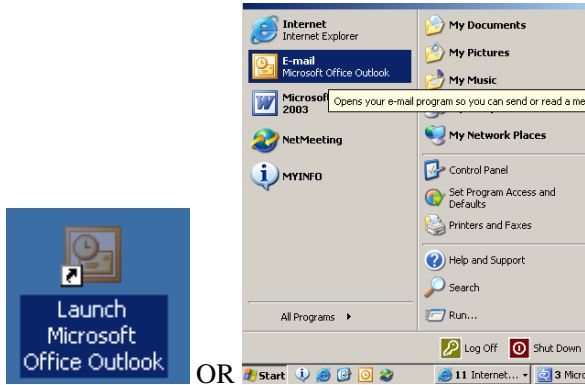


Accessing Banner E-mail

A Banner Health e-mail account has been set up on your behalf to facilitate communication and sharing of work related information between you and your employer. It is very important you *regularly* check this email account (not less than once every 2 weeks) for important work communications and updates. You are responsible and will be held accountable for the information you receive via email. There are two ways that you can access your email.

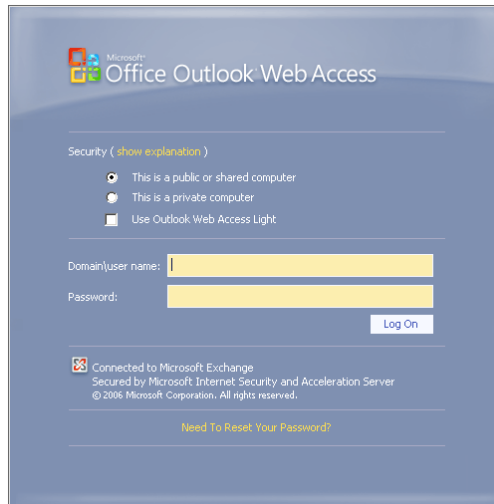
Option 1 – From a Banner PC inside a facility:

- 1) Log onto the computer (as you) by using your user id and password.
- 2) Click onto the Microsoft E-mail Icon (yellow button) either on your desktop or go through the start button and program menu.



Option 2 – From outside Banner:

- 1) Open the Internet – you will be entering a secure website to access your e-mail within Banner, use the following address. <https://bhsmail.bannerhealth.com> or you can go to www.BannerHealthEmployee.com and click on the “Banner E-Mail” link.



- 2) A box will pop up requesting your User ID and password. In this case you will need to type “bhs\” in front of your regular User ID. (see above)
- 3) Enter your password.

Important Notes:

- When using Banner Web E-mail the **first** time, you are required to click on the “Need to Reset Your Password?” link to gain access.
- Banner e-mail is a company tool, misuse or abuse of this tool can result in disciplinary action, including termination.
- If you have forgotten your password AND you cannot reset it using the password reset link please contact the IT Support Desk at 602-747-4444.
- If you need to open attachments using e-mail outside Banner, you should read and must accept the “Private computer” option under Security.