

## How do I set up my NMIT email on a Windows 8/10 Laptop or PC in Outlook

IT FAQs - 2016-07-18 - Email

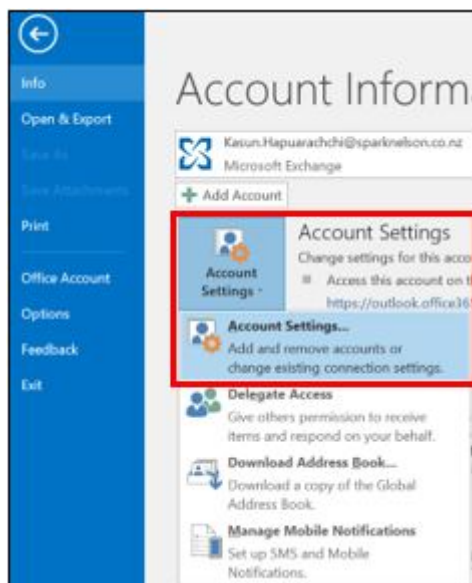
### How do I set up my NMIT email on a Windows 8/10 Laptop or PC in Outlook

Your NMIT student email account is part of the comprehensive Office 365 cloud suite, the same system NMIT staff use. IT comes with a 50GB Mailbox, Calendar, Contacts and anti SPAM features, which you can continue to use after you leave NMIT. You can always access it via the Student Hub, within the Current Students pages on the main NMIT Website.

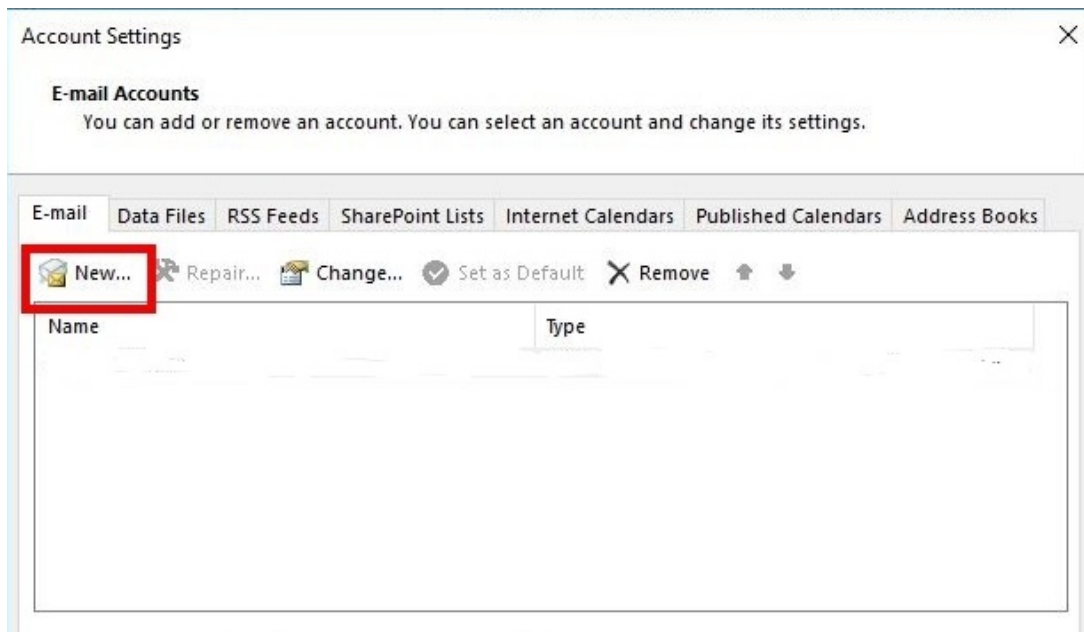
Your personal NMIT email address is in the format: [firstname-lastname@live.nmit.ac.nz](mailto:firstname-lastname@live.nmit.ac.nz)  
e.g. [joe-bloggs@live.nmit.ac.nz](mailto:joe-bloggs@live.nmit.ac.nz)

**Note:** This is for **personal** devices only and will not work on NMIT workstations.

1. Open **Outlook**, go to **File** and **Account Settings, Account Settings**



2. Click on **New**



3. Enter your **Name**, **Email Address** [firstname-lastname@live.nmit.ac.nz](mailto:firstname-lastname@live.nmit.ac.nz) and your **Password**, click on **Next**.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ Manual setup or additional server types

< Back Next > Cancel

All your accounts are now in one place

