

[Knowledgebase](#) > [Technology](#) > [Email](#) > [How do I set up my NMIT email on a Windows 8/10 Laptop or PC in Outlook](#)

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

helpdesk@nmit.ac.nz - 2016-07-18 - [Email](#)

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

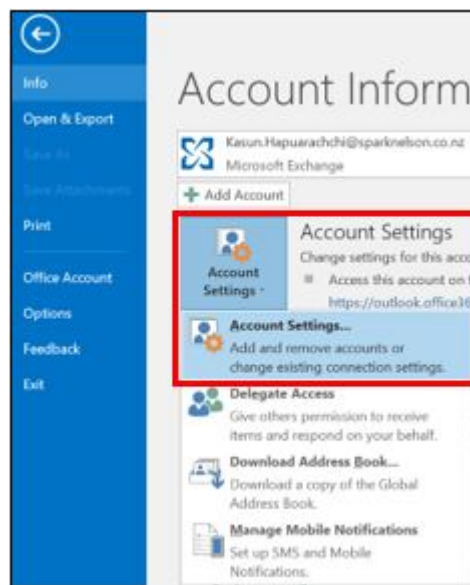
Your NMIT student email account is part of the comprehensive Office 365 cloud suite, the same system NMIT staff use. IT comes with a 50GB Mailbox, Calendar, Contacts and anti SPAM features, which you can continue to use after you leave NMIT. You can always access it via the Student Hub, within the Current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

Your personal NMIT email address is in the format: [firstname-lastname@live.nmit.ac.nz](#)

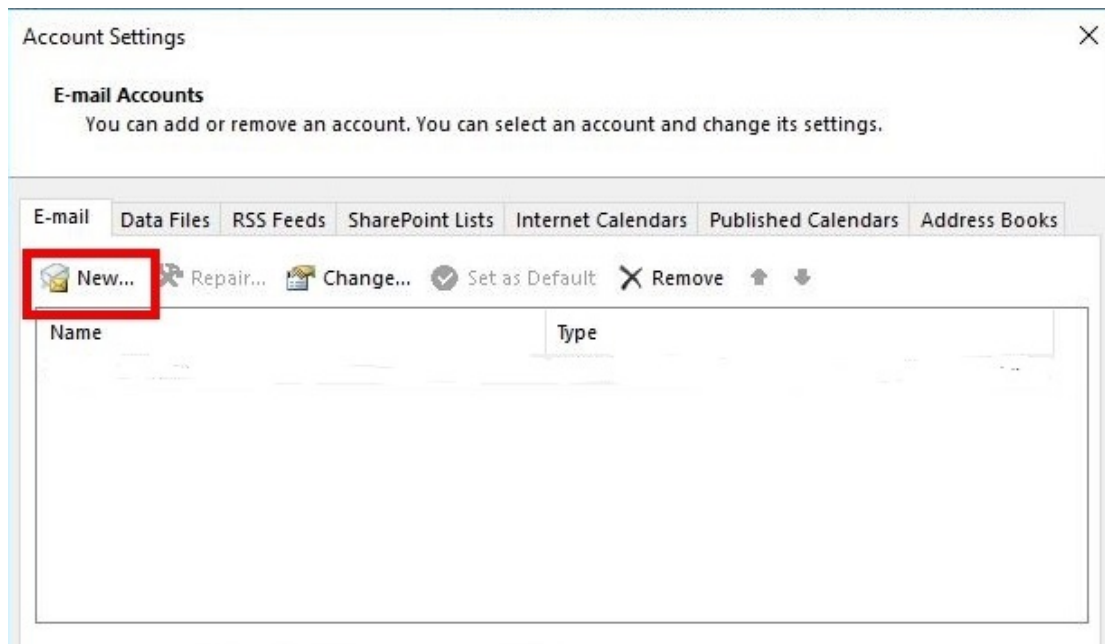
e.g. [joe-bloggs@live.nmit.ac.nz](#)

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

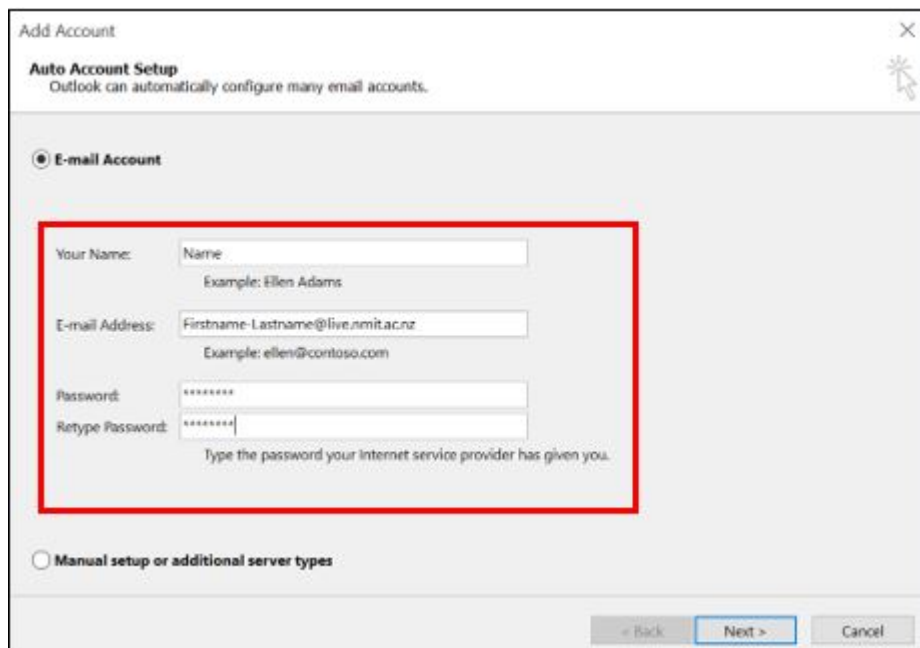
1. Open **Outlook**, go to **File** and **Account Settings, Account Settings**



2. Click on **New**



3. Enter your **Name**, **Email Address** firstname-lastname@live.nmit.ac.nz and your **Password**, click on **Next**.



All your accounts are now in one place

The image shows a screenshot of the Microsoft Outlook application interface. At the top, there is a ribbon with tabs for 'File', 'Home', 'Send / Receive', 'Folder', and 'View'. Below the ribbon is a toolbar with various icons for actions like 'New Email', 'Delete', 'Reply', 'Forward', and 'Quick Steps'. The main area is divided into three panes. The left pane shows the 'Inbox' folder selected, with a list of sub-folders including Drafts, Sent Items, Deleted Items, Clutter, Conversation History, Junk Email, Outbox, and RSS Feeds. Below these is a search bar containing the text 'itstemp-5@live.nmit.ac.nz', which is highlighted with a red rectangular box. The middle pane shows the 'All Unread' view, displaying a list of dates from 'Date: Today' to 'Date: Older'. The right pane is currently empty.