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: <u>firstname-lastname@live.nmit.ac.nz</u> 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

E-mail A You	ccounts can add o	r remove an	account. You can s	elect an account and	I change its settings.	
mail C	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
👌 New	. 🔀 Rej	pair 督 🕻	Change 📀 Set	as Default 🗙 Rem	ove 👚 🖶	
Name				Туре		

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

E-mail Account			
Your Name:	Name	1	
	Example: Ellen Adams		
E-mail Address:	Firstname-Lastname@live.nmit.ac.nz		
	Example: ellen@contoso.com		
Password			
Retype Password:			
	Type the password your internet service provider has given you.		
_			

All your accounts are now in one place

5 ·												
File Home Send / Receive Folder View 🖓 Tell me what you want to do												
New New Delete	by Forward More *	Move to: ? Team Email	G To Manager ✓ Done ☞ Create New	< > =								
4	All Unread											
Inbox	!(☆ 🗅 🕘 FROM											
Drafts	Date: Today											
Sent Items	Date: Yesterday											
Deleted Items	Date: Tuesday Date: Monday											
Clutter	Date: Last Week											
Conversation History	Date: Two Weeks Ago											
Junk Email	Date: Three Weeks Ago											
Outbox	Date: Last Month											
RSS Feeds	Date: Older											
> Search Folders												
▷ Groups												
✓ itstemp-5@live.nmit.ac.nz Inbox 3												