How do I set up my NMIT email on a Macbook or iMac using the Outlook app?
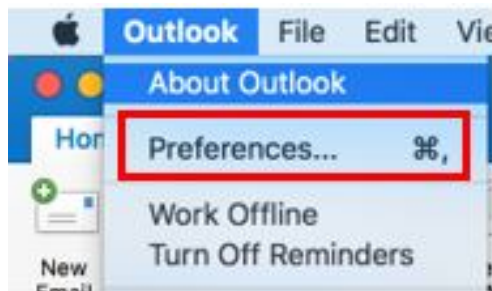
helpdesk@nmit.ac.nz - 2016-07-04 - Email

How do I set up my NMIT email on a Macbook or iMac using the Outlook app?

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.
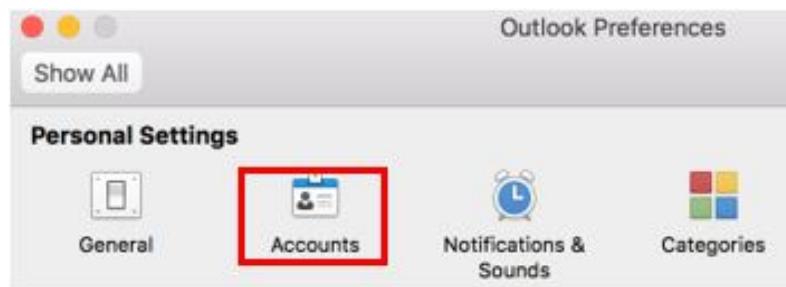
Your personal NMIT email address is in the format username@live.nmit.ac.nz

e.g. joe-bloggs@live.nmit.ac.nz

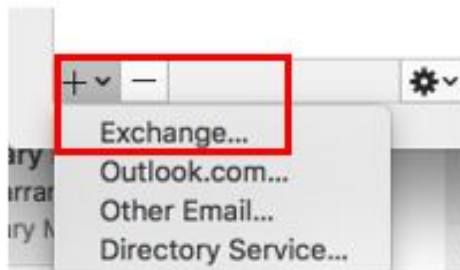1 Open the **Outlook** app and go **Outlook** > **Preferences**

2 Select **Accounts**

3 Click on the drop down plus mark and select **Exchange**

4 Enter your Name, your NMIT email address, (*first-lastname@live.nmit.ac.nz*) and your NMIT account password, **Add Account**

5 Your NMIT email account will now show in the Outlook app