

## 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

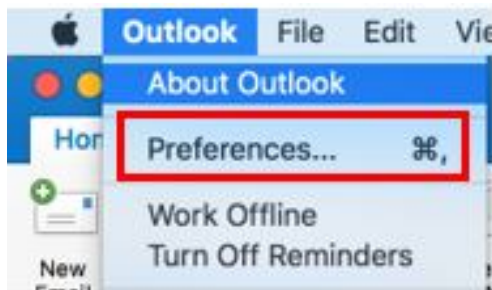
### How do I set up my NMIT email on a Macbook or iMac using the Outlook app?

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.

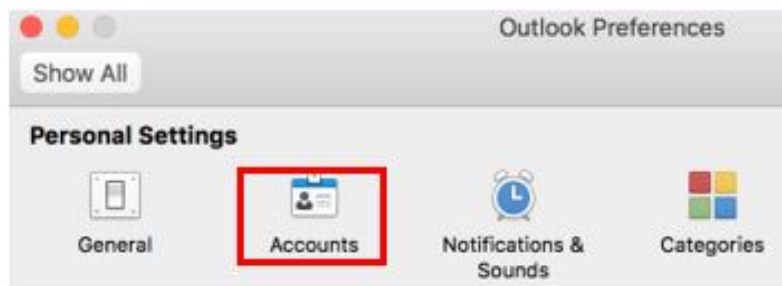
Your personal NMIT email address is in the format [username@live.nmit.ac.nz](mailto:username@live.nmit.ac.nz)

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

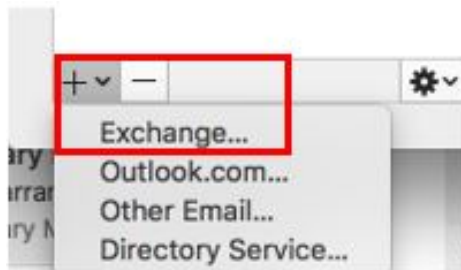
1 Open the **Outlook** app and go **Outlook > Preferences**



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](mailto:first-lastname@live.nmit.ac.nz)) and your NMIT account password, **Add Account**

A screenshot of the 'Enter your Exchange account information' dialog box in Outlook. The dialog box has a title bar and a red border. It contains the following fields: 'E-mail address' with the text 'Firstname-Lastname@live.nmit.ac.nz', 'Authentication' section with 'Method' set to 'User Name and Password', 'User name' set to 'Firstname-Lastname', and 'Password' with a masked password '\*\*\*\*\*'. There is a checkbox labeled 'Configure automatically' which is checked. At the bottom right, there is a blue 'Add Account' button, which is highlighted with a red rectangular box. A 'Cancel' button is also visible at the bottom left.

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

