

## 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

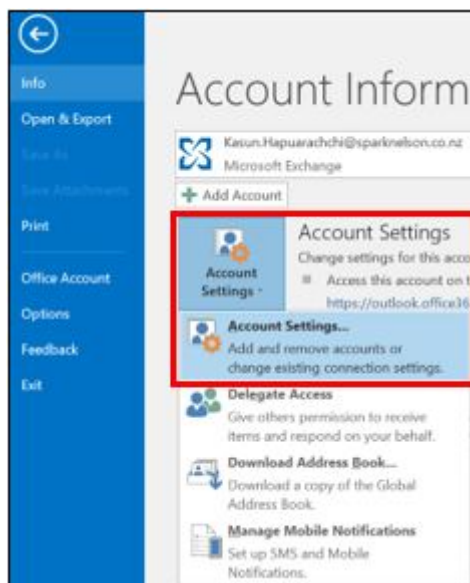
### How do I set up my NMIT email on a Windows 8/10 Laptop or PC in Outlook

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.

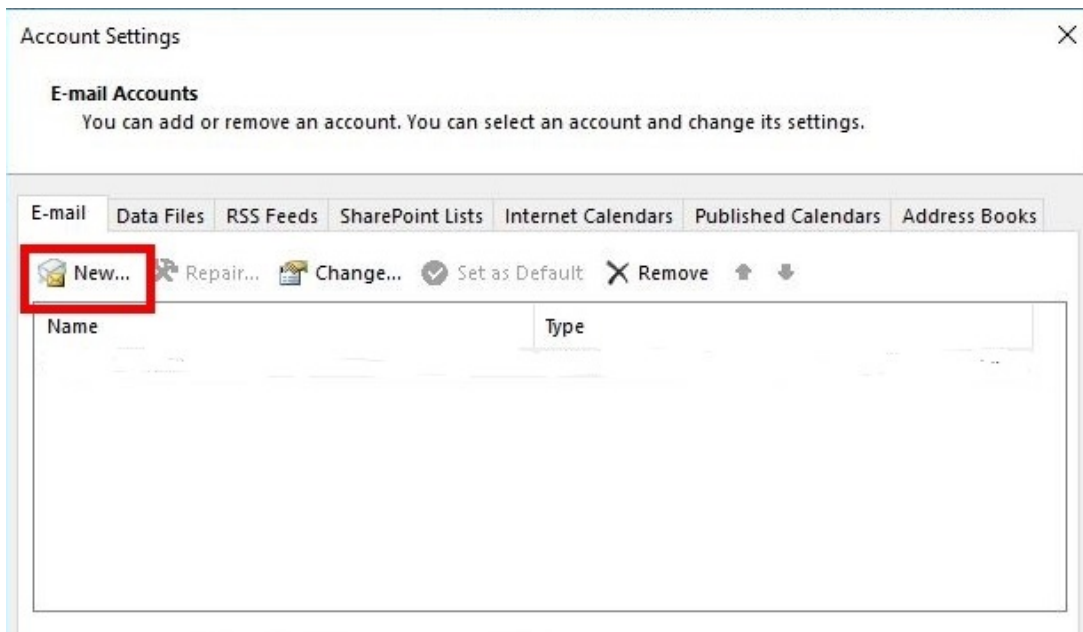
Your personal NMIT email address is in the format: [firstname-lastname@live.nmit.ac.nz](mailto:firstname-lastname@live.nmit.ac.nz)  
e.g. [joe-bloggs@live.nmit.ac.nz](mailto:joe-bloggs@live.nmit.ac.nz)

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

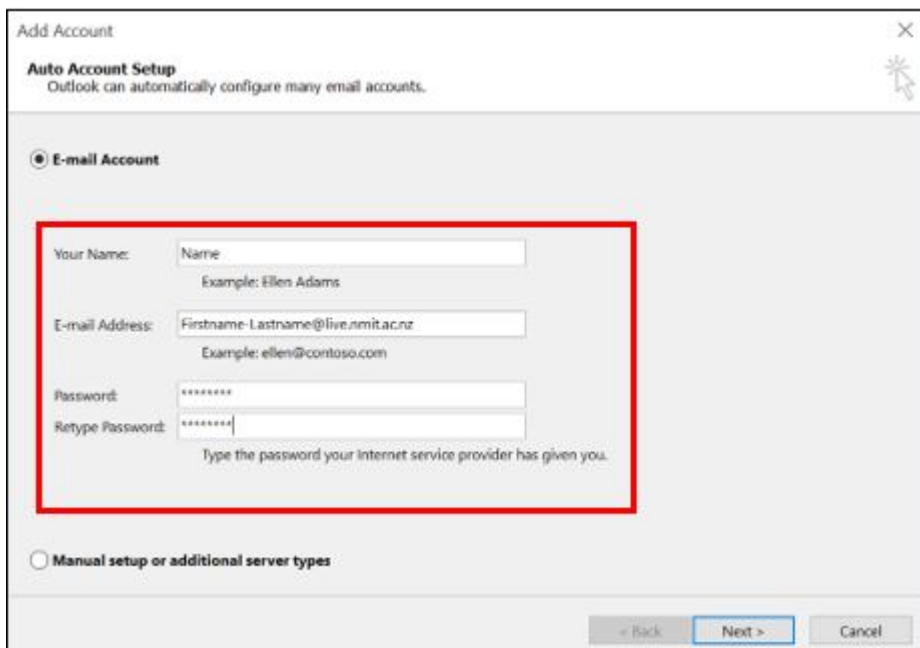
1. Open **Outlook**, go to **File** and **Account Settings, Account Settings**



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**.



All your accounts are now in one place

The image shows a screenshot of the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, and View. The Home tab is active, displaying various action buttons such as New Email, Clean Up, Delete, Reply, Forward, Meeting, and Quick Steps. On the left side, the 'Inbox' folder is selected, and a list of folders is visible, including Drafts, Sent Items, Deleted Items, Clutter, Conversation History, Junk Email, Outbox, RSS Feeds, Search Folders, and Groups. Below the Groups section, the email address 'itstemp-5@live.nmit.ac.nz' is listed with 'Inbox 3' next to it, and this entire entry is enclosed in a red rectangular box. On the right side, the 'All Unread' section is visible, showing a list of dates: Date: Today, Date: Yesterday (highlighted), Date: Tuesday, Date: Monday, Date: Last Week, Date: Two Weeks Ago, Date: Three Weeks Ago, Date: Last Month, and Date: Older.