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

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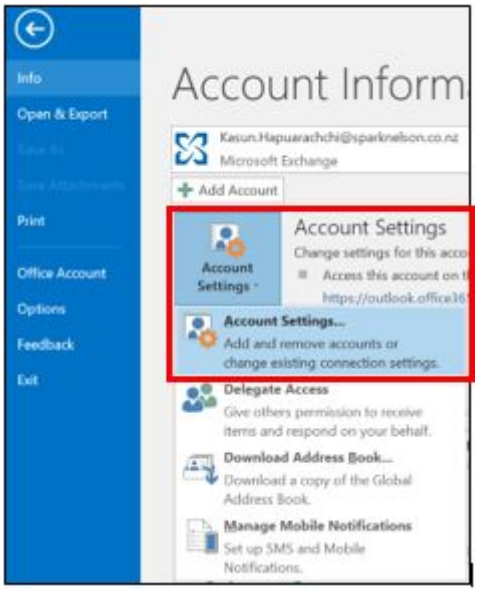
Your NMIT student email account is part of the comprehensive Office 365 cloud suite, the same system NMIT staff use. IT comes with a 50GB Mailbox, Calendar, Contacts and anti SPAM features, which you can continue to use after you leave NMIT. You can always access it via the Student Hub, within the Current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

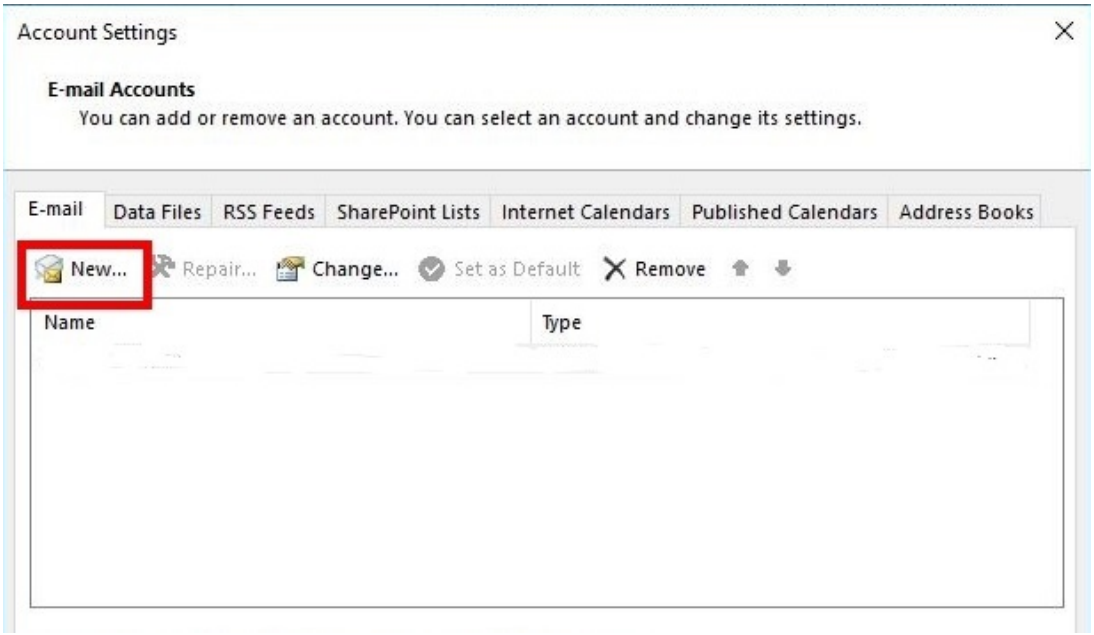
Your personal NMIT email address is in the format: firstname-lastname@live.nmit.ac.nz
e.g. joe-bloggs@live.nmit.ac.nz

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

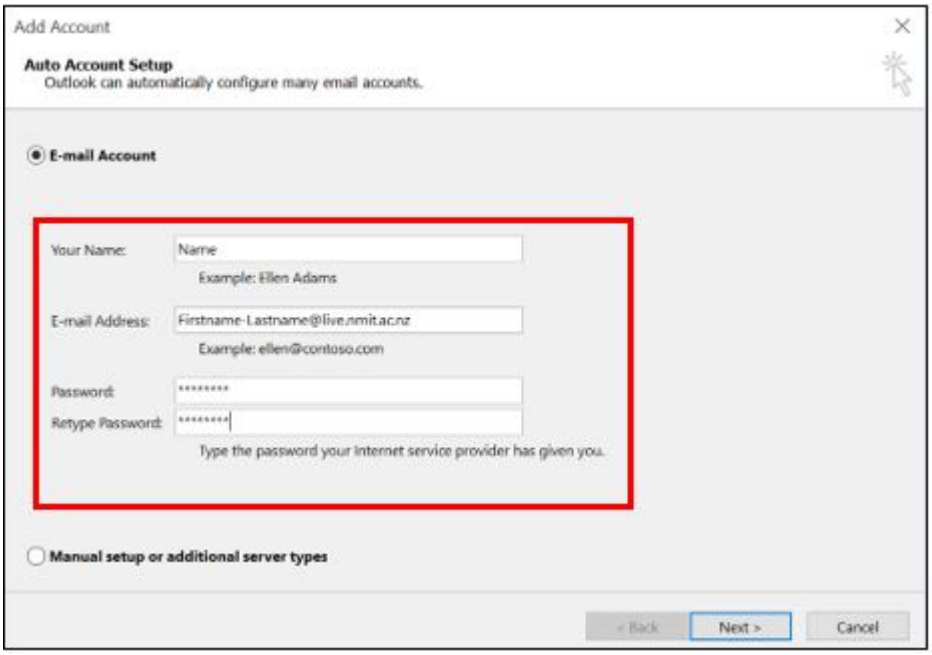
1. Open **Outlook**, go to **File** and **Account Settings, Account Settings**



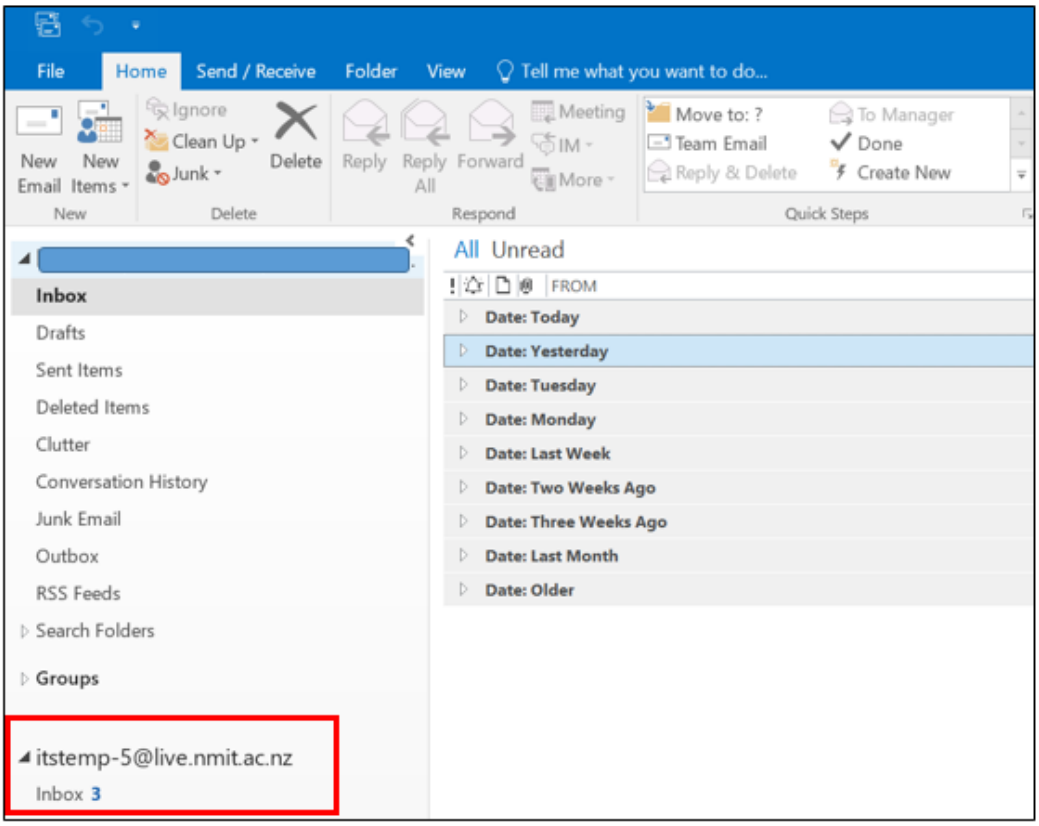
2. Click on **New**



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


File
Home
Send / Receive
Folder
View
Tell me what you want to do...
New Email
New Items
Ignore
Clean Up
Junk
Delete
Reply
Reply All
Forward
Meeting
IM
More
Move to: ?
Team Email
Reply & Delete
To Manager
Done
Create New
New
Delete
Respond
Quick Steps
Inbox
Drafts
Sent Items
Deleted Items
Clutter
Conversation History
Junk Email
Outbox
RSS Feeds
Search Folders
Groups
itstemp-5@live.nmit.ac.nz
Inbox 3
All
Unread
FROM
Date: Today
Date: Yesterday
Date: Tuesday
Date: Monday
Date: Last Week
Date: Two Weeks Ago
Date: Three Weeks Ago
Date: Last Month
Date: Older