

## How do I set up my NMIT Email on a Windows Laptop or PC using the basic Mail Client

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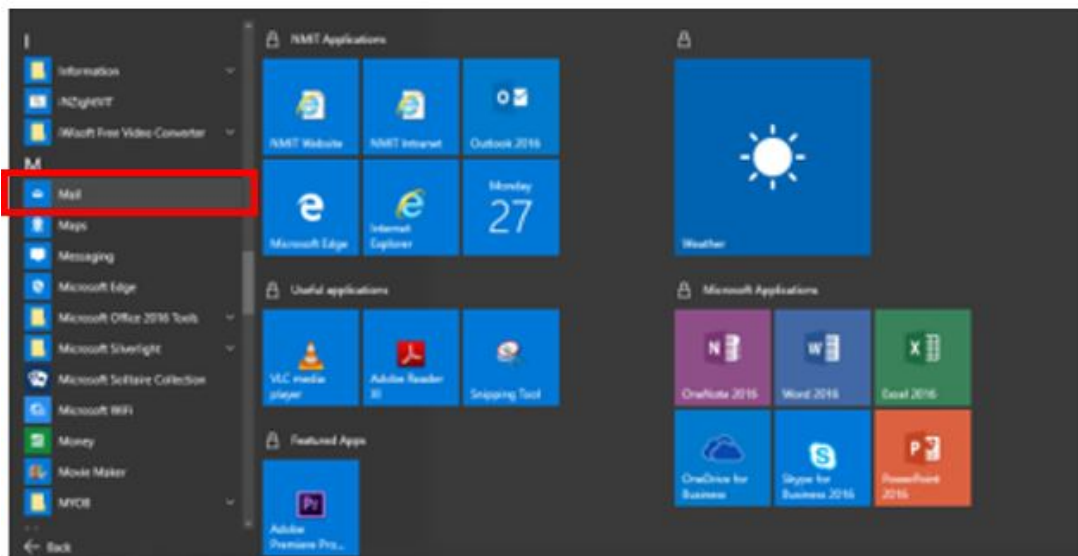
### How do I set up my NMIT Email on a Windows Laptop or PC using the basic Mail Client

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@nmit.ac.nz**

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

1. Open your **Mail app**.



2. Click **Get started**



# Welcome

Let's gather all your emails here and  
simplify life a bit.

Get started

3. Click **Add account**

# Accounts

First things first. Let's add your accounts.

+ Add account

4. Select **Exchange**

## Choose an account



Outlook.com

Outlook.com, Live.com, Hotmail, MSN



Exchange

Exchange, Office 365



Google



iCloud



Other account

POP, IMAP



Advanced setup

5. Enter your NMIT email address then click **Next**

## Exchange

Email address

Firstname-Lastname@live.nmit.ac.nz

Please enter your email address. We'll use it to look for your account settings.

Cancel

Next

6. Enter your NMIT password when prompted, click **Sign in**

## Exchange

Email address

Firstname-lastname@live.nmit.ac.nz

Password

••••••••

We'll save this information, so you don't have to sign in every time.

If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device.

Cancel

Sign in

7. You will receive a success message and be re-directed to your **Inbox**

