

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

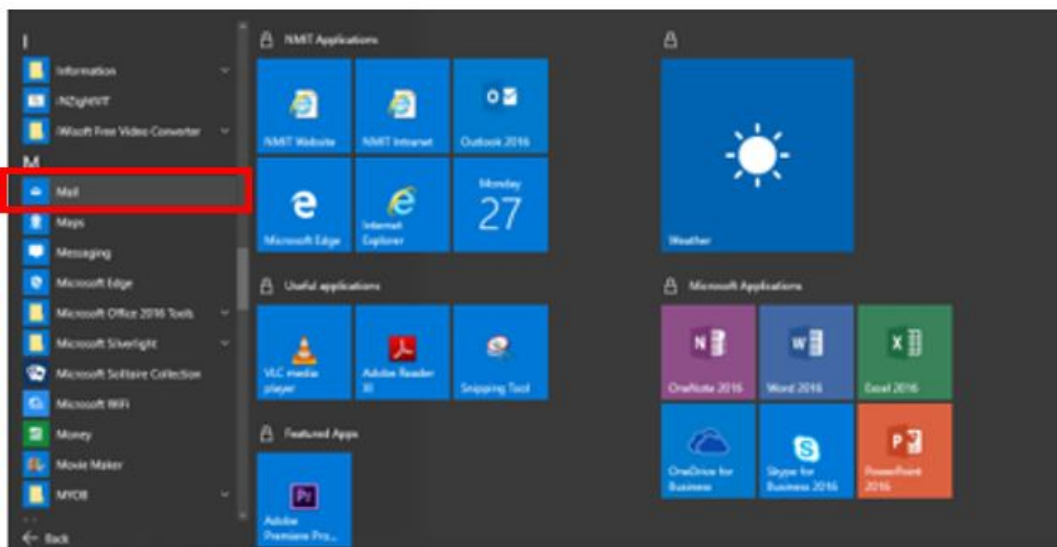
How do I set up my NMIT Email on a Windows Laptop or PC using the basic Mail Client

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

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

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

Cancel

Next

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

Exchange

Email address

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**

The screenshot shows an email application interface. On the left is a dark navigation pane with a hamburger menu icon at the top. Below it are icons for 'New mail', 'Accounts', 'Folders', and 'More'. The 'Accounts' section is expanded to show 'Nmit' with the email address 'ITSTemp-5@live.nmit.ac.nz'. The 'Folders' section is expanded to show 'Inbox' (selected), 'Drafts' (with a count of 1), and 'Sent Items'. On the right is the main email view, which includes a 'Search' bar, the word 'Inbox', the date 'Thursday, 16 June 2016', and an email from 'Warwick Paice' with the subject 'Congratulations' and the body text 'Congratulations on setting up'.

