



# Tech Tips

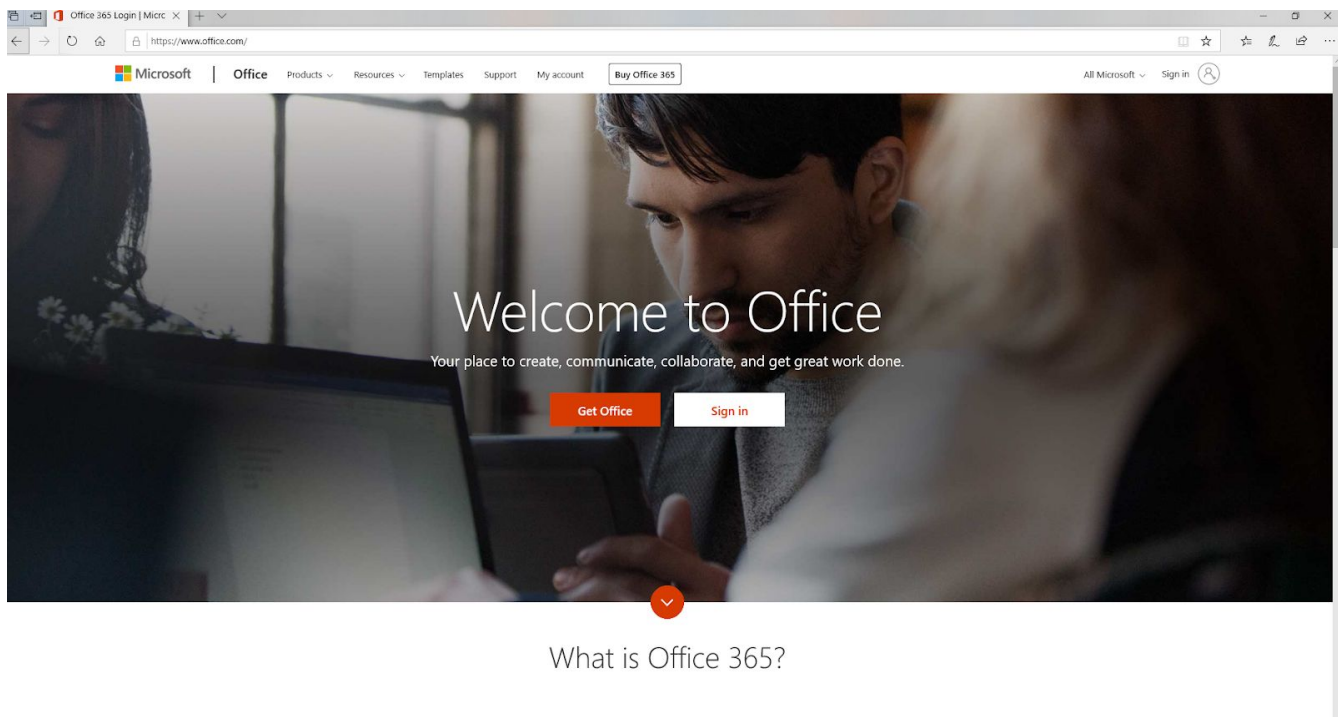
## **Accessing your NVIT Email & Office.com account for STAFF & FACULTY**

There are several ways to access your email. This tip sheet explains each option.

### **Setting Up Your myNVIT Email at Office.com**

Access to email has been restored for current NVIT students. You will now be able to send and receive email. Full email, calendar and contact restoration has not yet occurred, so you will not have previous emails, calendar events or contacts. NVIT contacts will be available in your address book.

1. Visit [www.office.com](http://www.office.com) and click "Sign In"



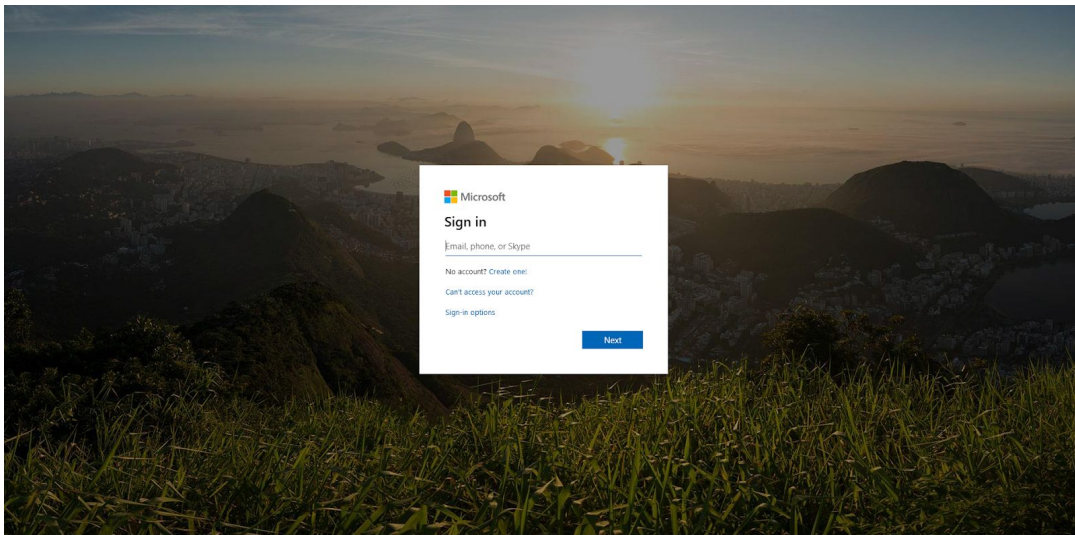
**Still need help? Send an email to [jheard@nvit.ca](mailto:jheard@nvit.ca).**



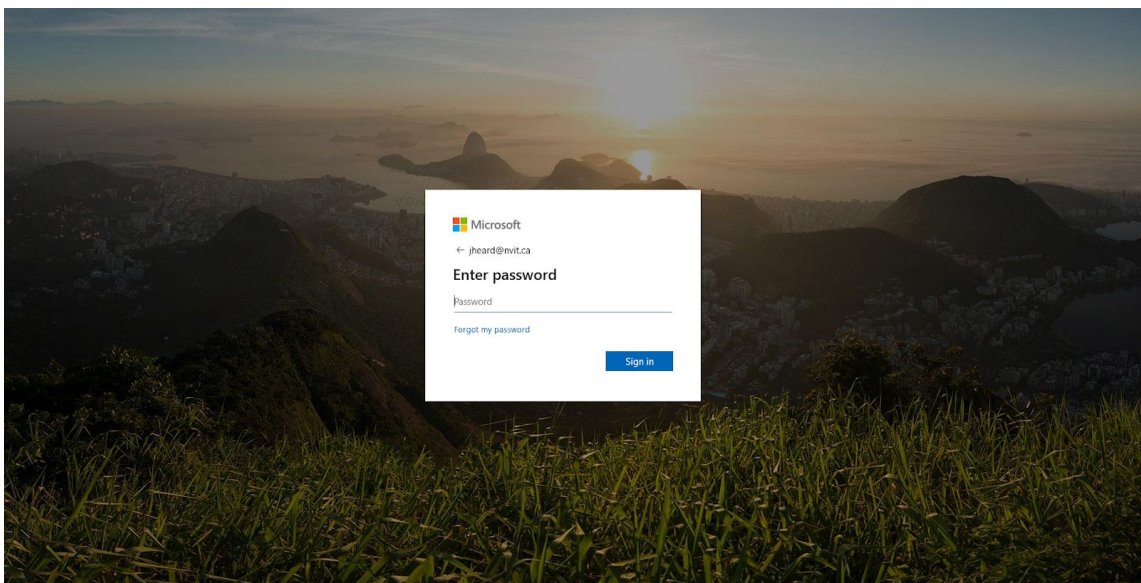
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## Accessing your NVIT Email & Office.com account for STAFF & FACULTY

1. Enter your username. This is your email address and press Next. For example: [jdoe@nvit.ca](mailto:jdoe@nvit.ca)  
(Note: email address for login is nvit.ca NOT nvit.bc.ca).



2. Enter your Password. This has been set to your birthday in this format 01Jan2020.



3. Welcome to Office! You can access your email by clicking on Outlook.

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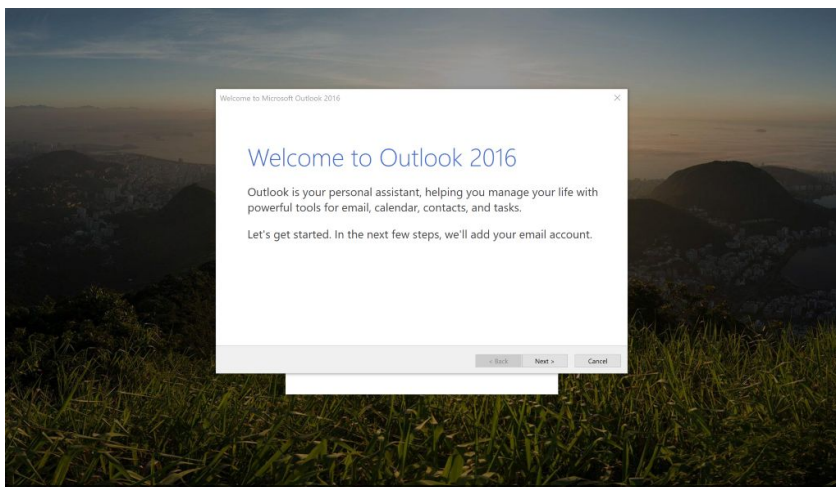


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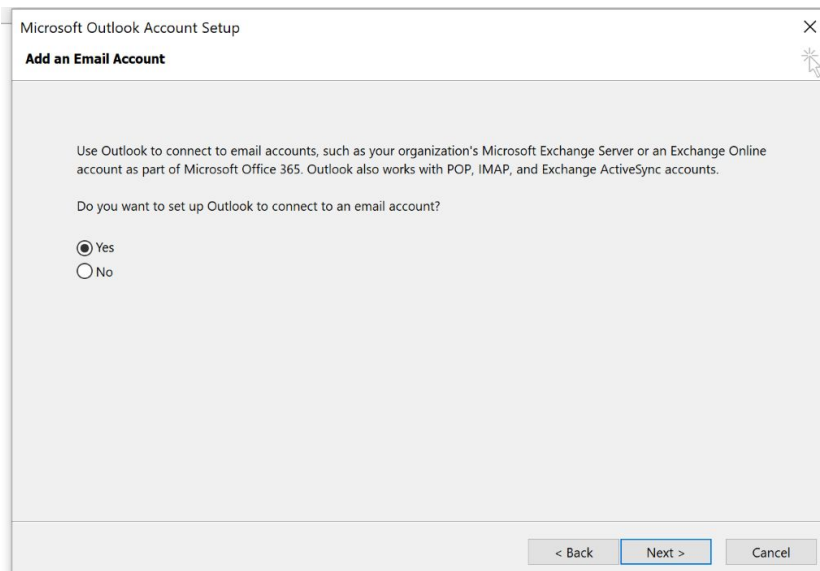
## ***Accessing your NVIT Email & Office.com account for STAFF & FACULTY***

### **Setting Up Your myNVIT Email on your Desktop with Outlook:**

1. Open Outlook on your computer and press Next >



2. On the next screen, ensure Yes is selected and press Next >



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3. On the next screen - input the following:
  - Your Name as you would like it displayed in Email.
  - Your Email Address (@nvit.ca)
  - Your Password (initially set as your birthday in this format 05Jan2020)Press Next >

Add Account ✕

**Auto Account Setup** ✱  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

**Manual setup or additional server types**

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4. A dialog box will pop-up asking to confirm your email username and password. Enter both if required:

Windows Security

Microsoft Outlook

Connecting to jheard@nvt.ca

jheard@nvt.ca

.....

Remember my credentials

OK Cancel

5. Success! Your inbox is ready!

Note - you may need to install additional updates. Follow the prompts on screen.

Add Account

Searching for your mail server settings...

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for jheard@nvt.ca settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...

< Back Finish Cancel

Still need help? Send an email to [jheard@nvt.ca](mailto:jheard@nvt.ca).

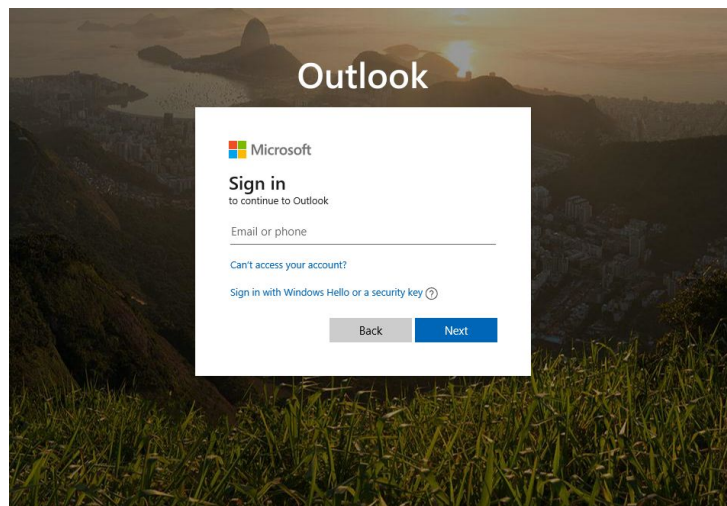


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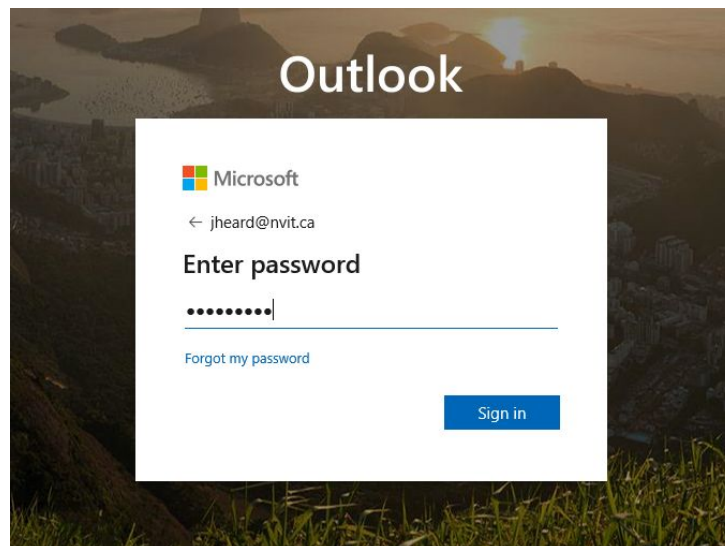
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### **Direct Access to Outlook Web:**

1. Visit:  
<https://outlook.office.com/mail/inbox>
2. Enter your email address as your username.



3. Enter your password.



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