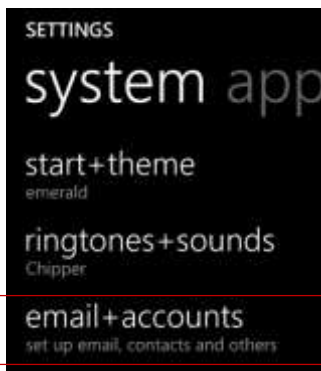# Configure your Wintec Student Email, calendar on your windows device

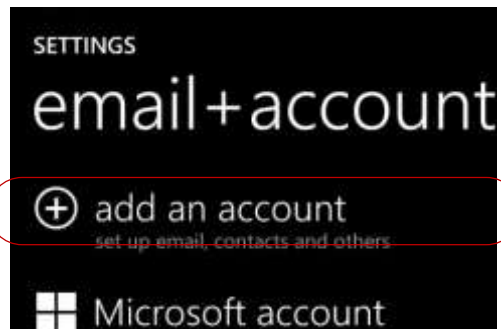(i)   Please ensure you have your student username, email address and password ready. Student email address is studentusername@student.wintec.ac.nz. You will also find your username on your student ID Card.

(ii) For password resets please go to https://password.wintec.ac.nz

(iii) Make sure you are connected to a wireless network for this process to complete.

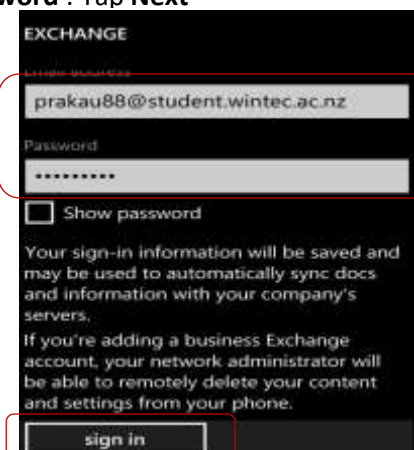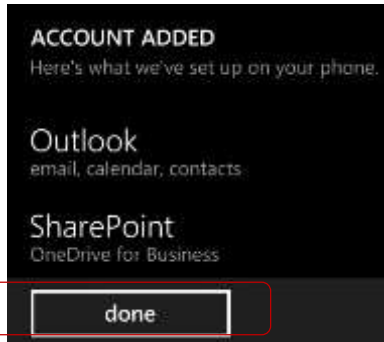Step 1 – Tap '**Settings**' option on your device
Tap '**Email + account**'

SETTINGS
system app
start+theme
emerald
ringtones+sounds
Chipper
email+accounts
set up email, contacts and others

Step 2 – Tap '**Add an Account**'

SETTINGS
email+account
⊕ add an account
set up email, contacts and others
▦ Microsoft account

Step 3 – Tap '**Exchange**'

ADD AN ACCOUNT
E☒ Exchange
Exchange, Office 365
o☑ Outlook.com
Outlook.com, Live.com, Hotma

Step 4 – Type '**Wintec Email**' studentusername@student.wintec.ac.nz and '**Password**'. Tap **Next**

EXCHANGE
Email address
prakau88@student.wintec.ac.nz
Password
••••••••
☐ Show password
Your sign-in information will be saved and may be used to automatically sync docs and information with your company's servers.
If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your phone.
sign in

Step 5 – Wait for the account to be verified.
Tap 'done'

ACCOUNT ADDED
Here's what we've set up on your phone.

Outlook
email, calendar, contacts

SharePoint
OneDrive for Business

done

Step 6 – Tap '**Wintec**'

SETTINGS
email+account

⊕ add an account
set up email, contacts and others

E⊠ Wintec
prakau88@student.wintec.ac.nz

Step 7 –Select the items you would like to sync, then tap the tick button e.g. email calendar etc

WINTEC SETTINGS

Currently syncing: as items arrive

Download email from

the past 7 days

Content to sync

☑ Email

☑ Contacts

☑ Calendar

☑ Tasks

⊘ ⊗ ...
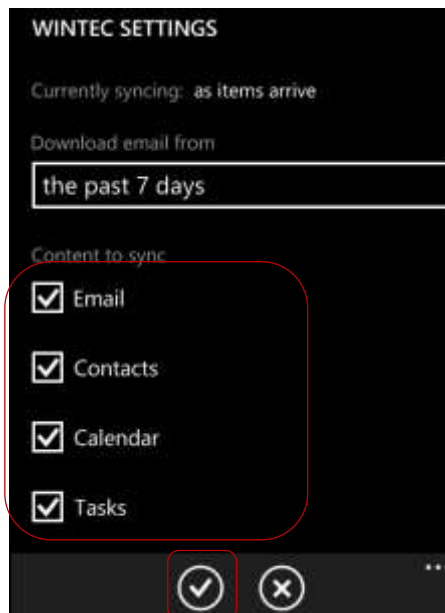
Note: Allow a few moments for the email to sync.