

Signing into Webmail after being migrated to Office 365

1. Visit <https://webmail.exchange.njcu.edu>. Enter your Gothicnet ID in the username field and your Gothicnet ID password in the password field. Click on the Sign in button.

Microsoft®
Outlook® Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

- Use the light version of Outlook Web App

User name:

Password:

Sign in

Connected to Microsoft Exchange
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2. You will be prompted to click on a link to your migrated mailbox. Click on the link and you will be re-directed to your new migrated mailbox.

Microsoft®
Outlook Web App

Use the following link to open this mailbox with the best performance:

<http://outlook.com/owa/student.njcu.edu>

Connected to Microsoft Exchange
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3. You will be prompted to log in again. Enter your email address in the user name field and your Gothicnet ID password in the password field. Click on the Sign in button.



Type in your Gothicnet user name and password.

User name: Example: jdoh@njcu.edu
Password:

Sign In

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

If you have any problems or questions please feel free to contact our help desk at ext 4357 on campus or via email [Send Email](#). Please include your Gothic ID number in your email.

[NJCU Home Page](#)

4. You will be prompted with a stay signed in screen. You have the option to not show this again and reduce the number of times you are asked to sign in. Make your selection.

Outlook



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

Need help? Contact NJCU IT Help Desk at (201) 200-2000 ext. 4357 off campus or ext. 4357 on campus. You can also email us at helpdesk@njcu.edu. This site is for the exclusive use of New Jersey City University Students. Please visit <http://www.njcu.edu/it/>.

5. You will now be prompted to enter your time zone and to choose save.

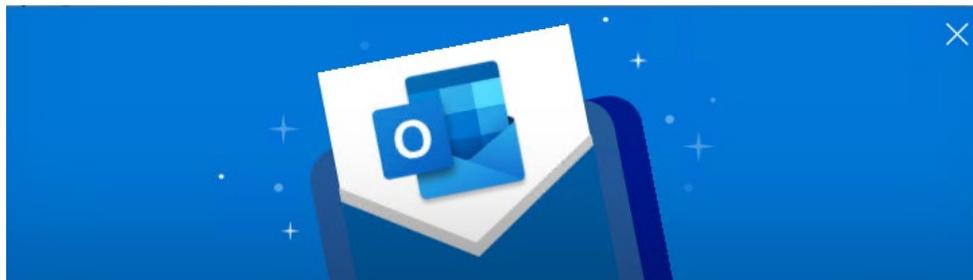


The screenshot shows the Outlook setup interface. At the top is the Outlook logo. Below it, the text reads "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language:" with "English (United States)" selected, and "Time zone:" with "(UTC-05:00) Eastern Time (US & Canada)" selected. At the bottom left is a yellow "Save" button with a right-pointing arrow icon.

6. Once you clicked on save, it will take a few seconds to setup your new webmail account.



7. Once this is completed, you will be presented with a new features screen. Go through the new features and an enhancement and click on Get started button.



Enjoy the new Outlook

Updated thanks to feedback from people like you.

[Learn more about new features and updates](#)

Get started



8. You are now migrated to the new and improved webmail application.