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.

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.

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.

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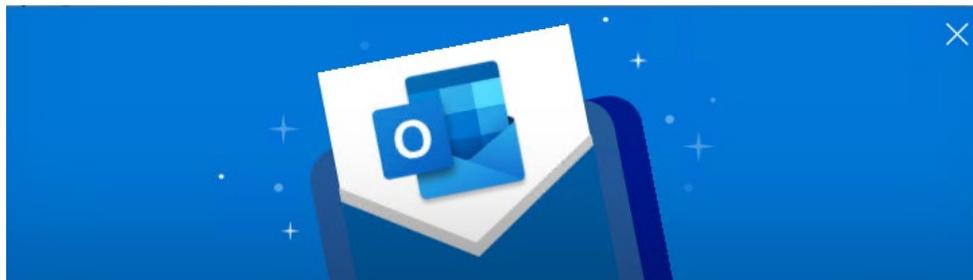
8. You are now migrated to the new and improved webmail application.