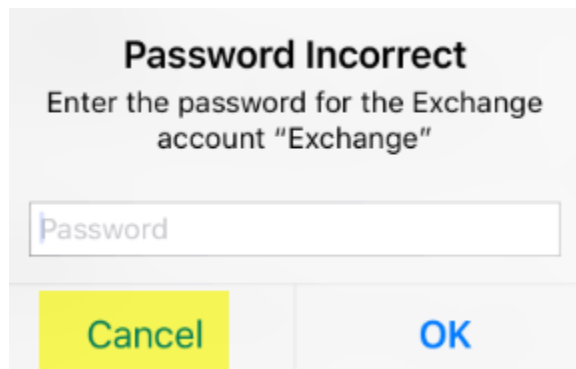


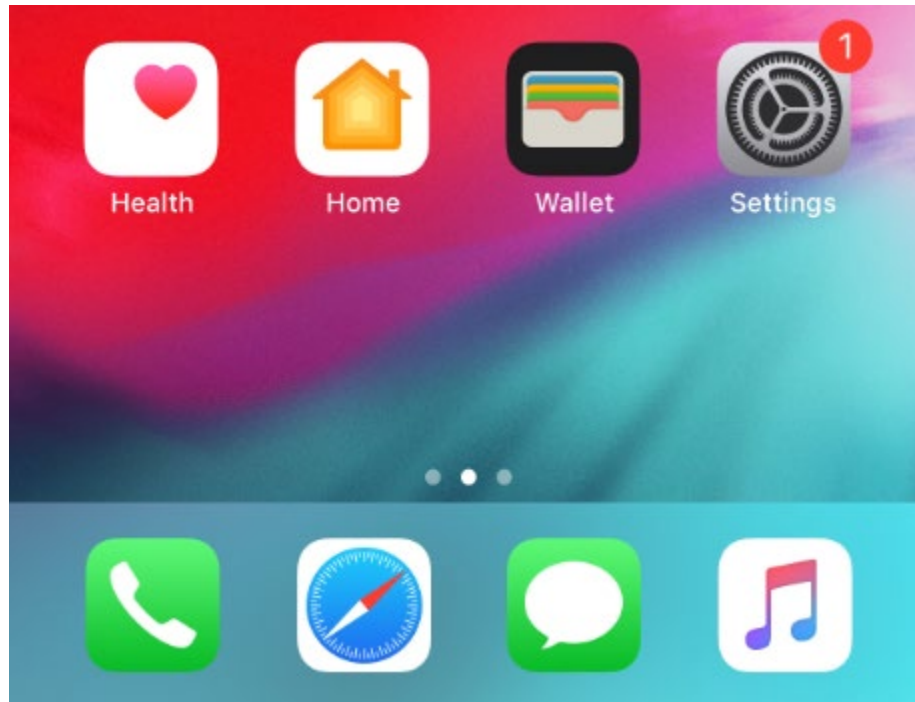
## After your migration to Office 365

### iPhone/iPad

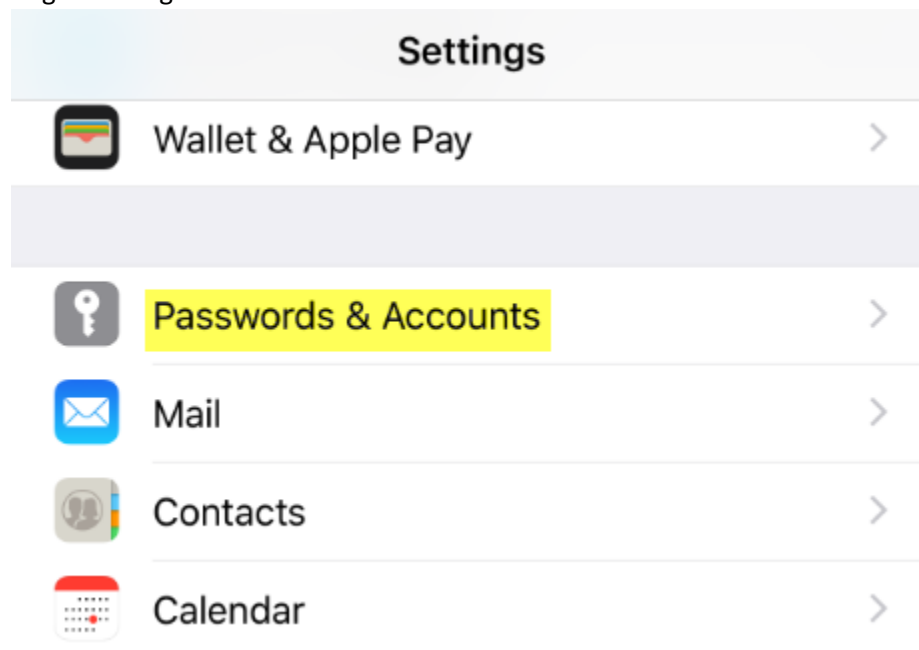
1. While your mailbox is being migrated to the cloud, you can continue to use Outlook to send and receive email. Your Outlook application will function as expected during the migration.
2. Once your mailbox has completed the migration you will be prompted with the below message. Click on Cancel.



3. Go to your home screen and go to settings.



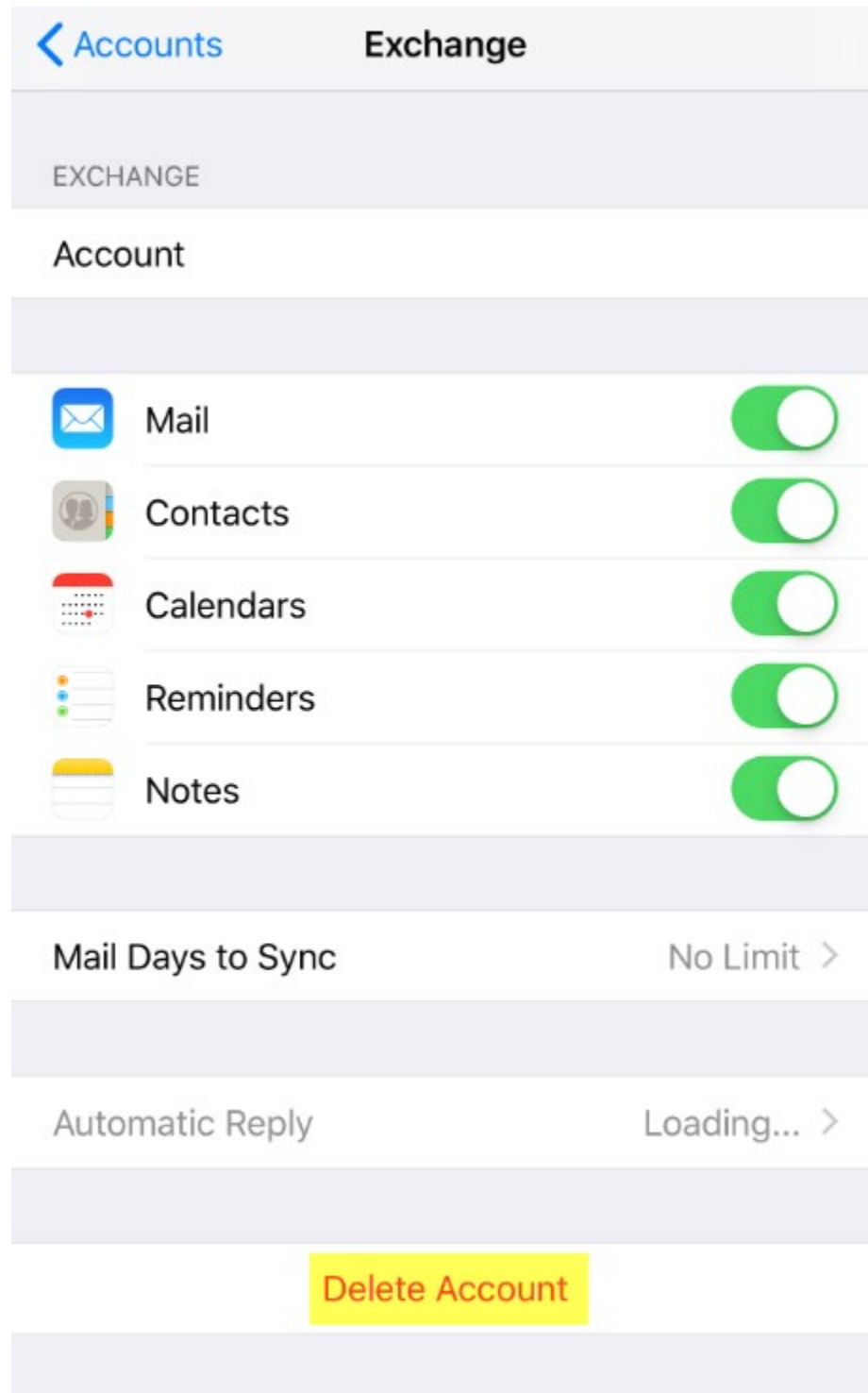
4. In the settings screen go to Passwords & Accounts.



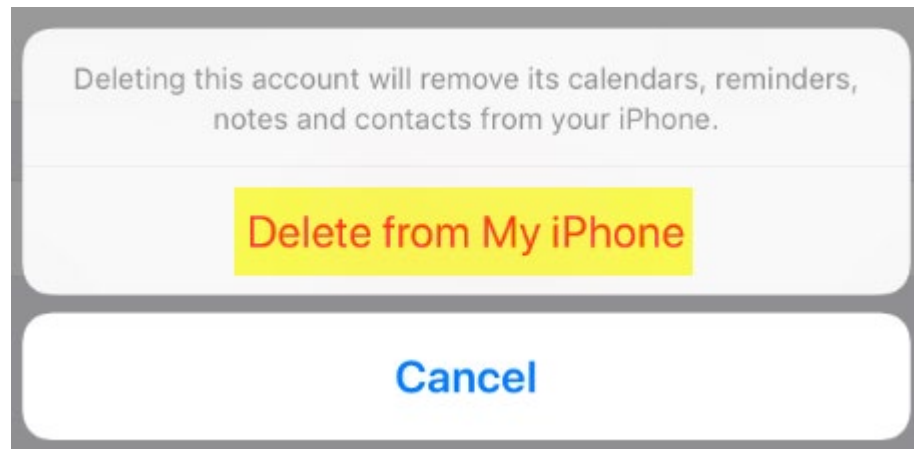
5. Under Passwords & Accounts, go to Exchange.



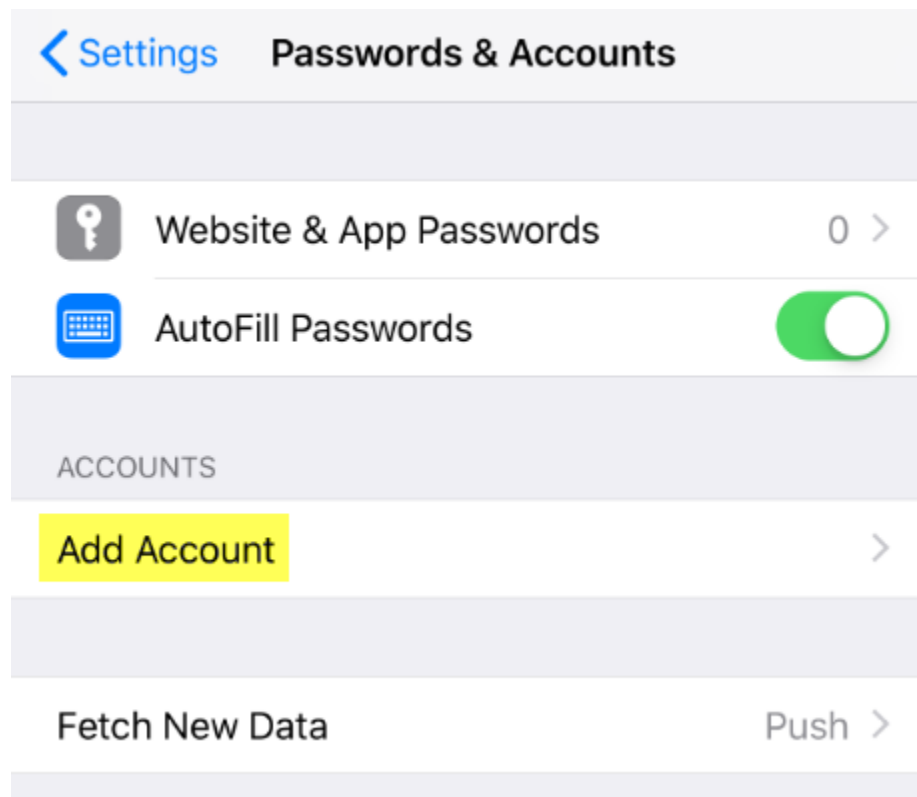
6. Click on Delete Account.



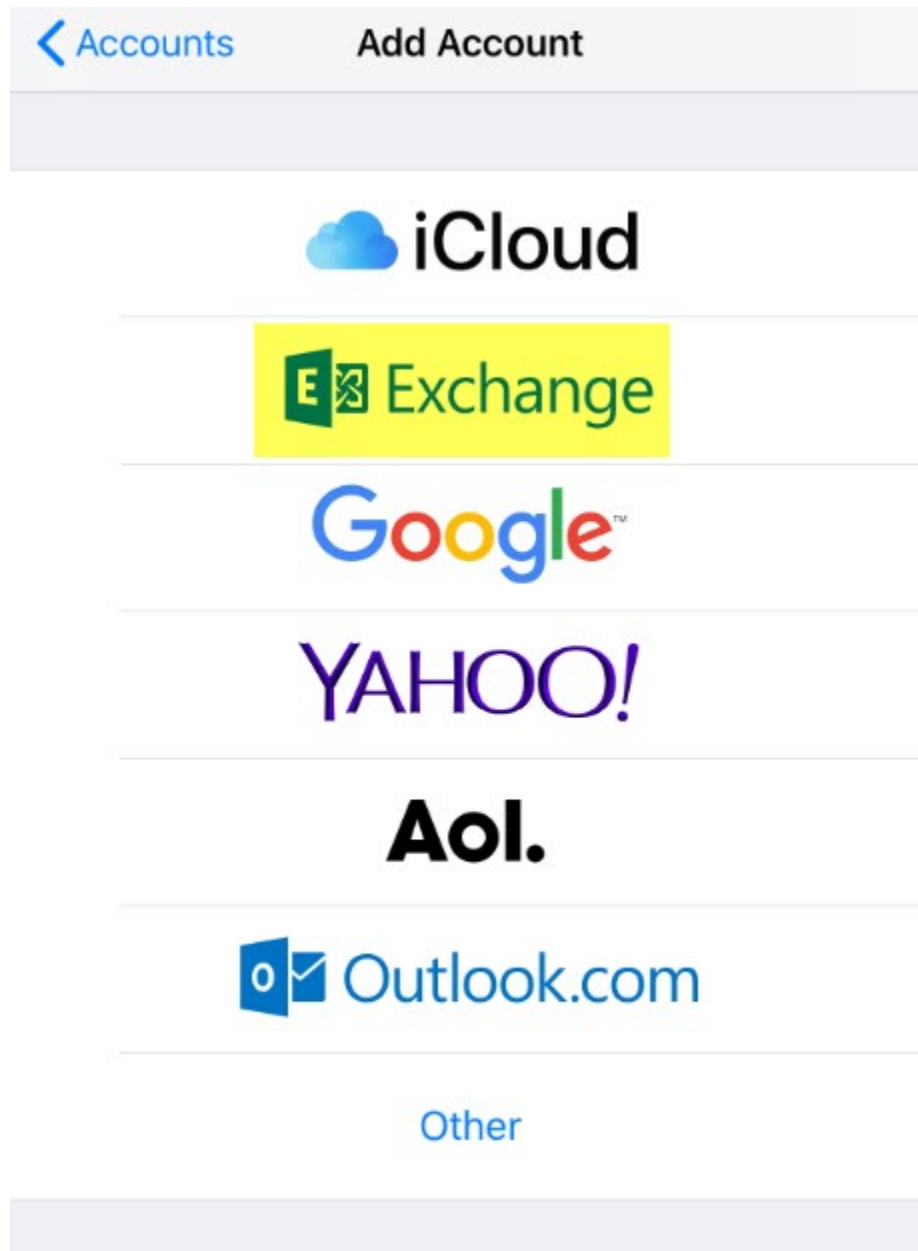
7. Verify by click on delete from my iPhone.



8. Click on Add Account.



9. Under add account, choose Exchange.



10. Under Exchange, enter your email address and click Next.

[Cancel](#) **Exchange** [Next](#)

**Email** Enter your email address.

---

**Description Exchange**

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator may collect personal data, add/remove accounts and restrictions, list, install, and manage apps, and remotely erase data on your device.

Exchange Device ID  
B4PJ6TL5TP3PN149UOHMVPN1T8

11. Click on Sign in.

**Sign in to your "njcu.edu" Exchange account using Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.

[Configure Manually](#)



[Sign In](#)




**Department of Information Technology**  
Rossey Hall, Room 058  
2039 John F. Kennedy Blvd., Jersey City, NJ 07305  
Email: [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu) Ph: 201-200-3350

12. Enter your email address, Gothicnet ID password, and click on sign in.



Cancel     o365.njcu.edu    


---



Type in your Gothicnet user name and password.

User name:

Password:








To protect your account from unau Outlook Web Access automatically connection to your mailbox after a inactivity. If your session ends, ref and then log on again.

If you have any problems or quest free to contact our help desk at ex or via email [Send Email](#). Please inc ID number in your email.

[NJCU Home Page](#)

13. Choose what you would like to sync and click on the Save button.

Cancel	Exchange	Save
 Mail	<input checked="" type="checkbox"/>	
 Contacts	<input checked="" type="checkbox"/>	
 Calendars	<input checked="" type="checkbox"/>	
 Reminders	<input checked="" type="checkbox"/>	
 Notes	<input checked="" type="checkbox"/>	

14. Click on the new Exchange account.








15. Click on Mail Days to Sync

[← Accounts](#)      **Exchange**

EXCHANGE

Account

	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input checked="" type="checkbox"/>
	Reminders	<input checked="" type="checkbox"/>
	Notes	<input checked="" type="checkbox"/>

Mail Days to Sync      1 Month >

Automatic Reply      Off >

**Delete Account**

16. Choose the period you would like to sync.

[← Exchange](#)    **Mail Days to Sync**

---

No Limit

---

1 Day

---

3 Days

---

1 Week

---

2 Weeks

---

1 Month ✓

---

17. You have now successfully added your newly migrated mailbox to your iPhone/iPad.

