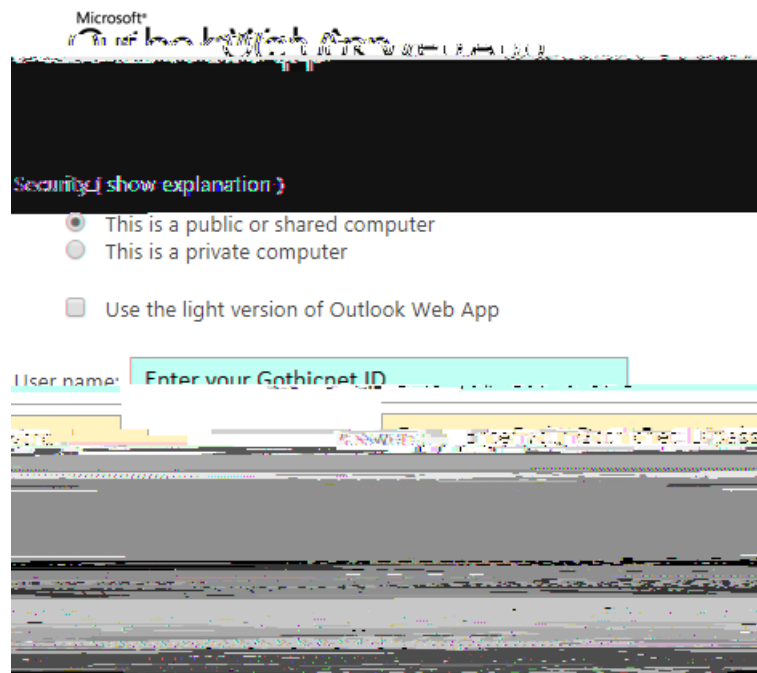
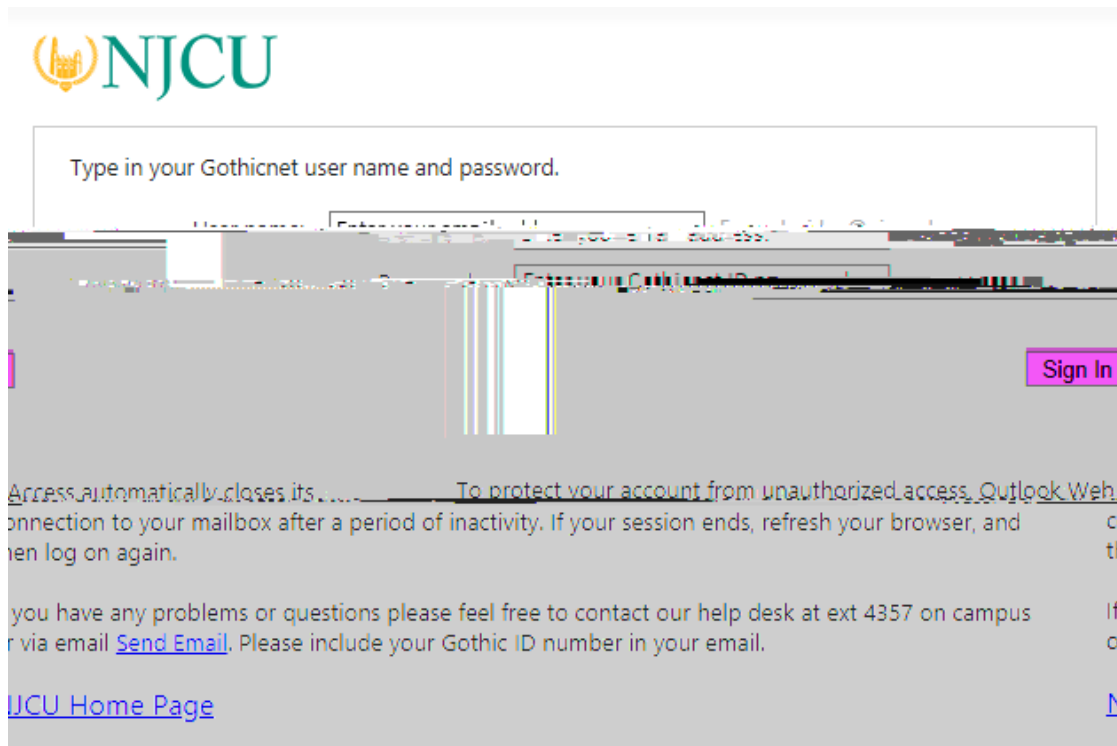


Signing into Webmail after being migrated to Office 365

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 their **Start** button.



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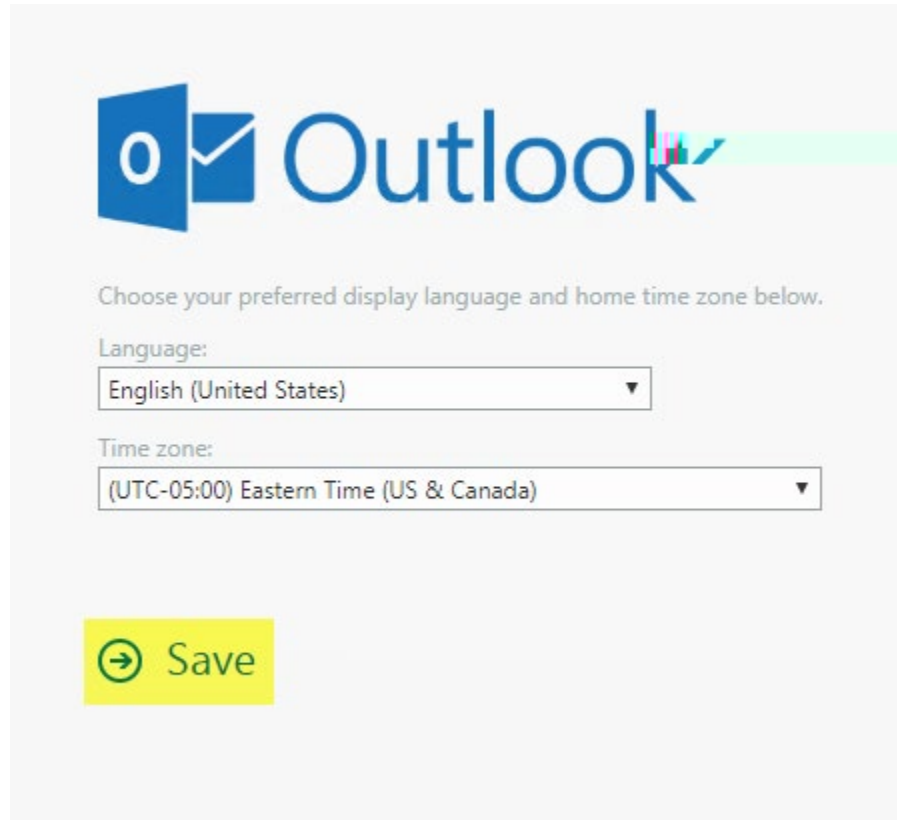
4. You will be prompted with a stay signed in screen. You have the option to not show this again and reduce the number of times you are asked to sign in. Make your selection.



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



The image shows the Outlook setup screen. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon, followed by the word 'Outlook' in blue. Below the logo is the text 'Choose your preferred display language and home time zone below.' There are two dropdown menus: the first is labeled 'Language:' and has 'English (United States)' selected; the second is labeled 'Time zone:' and has '(UTC-05:00) Eastern Time (US & Canada)' selected. At the bottom left is a yellow button with a green arrow icon and the text 'Save'.



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

7.