



Department of Information Technology  
Rossey Hall, Room 058  
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Email: [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu) Ph: 201-200-3350

## After your migration to Office 365

### Android

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 been migrated you will notice your mail app hasn't synced recently and it might be prompting you to login to your mail app.

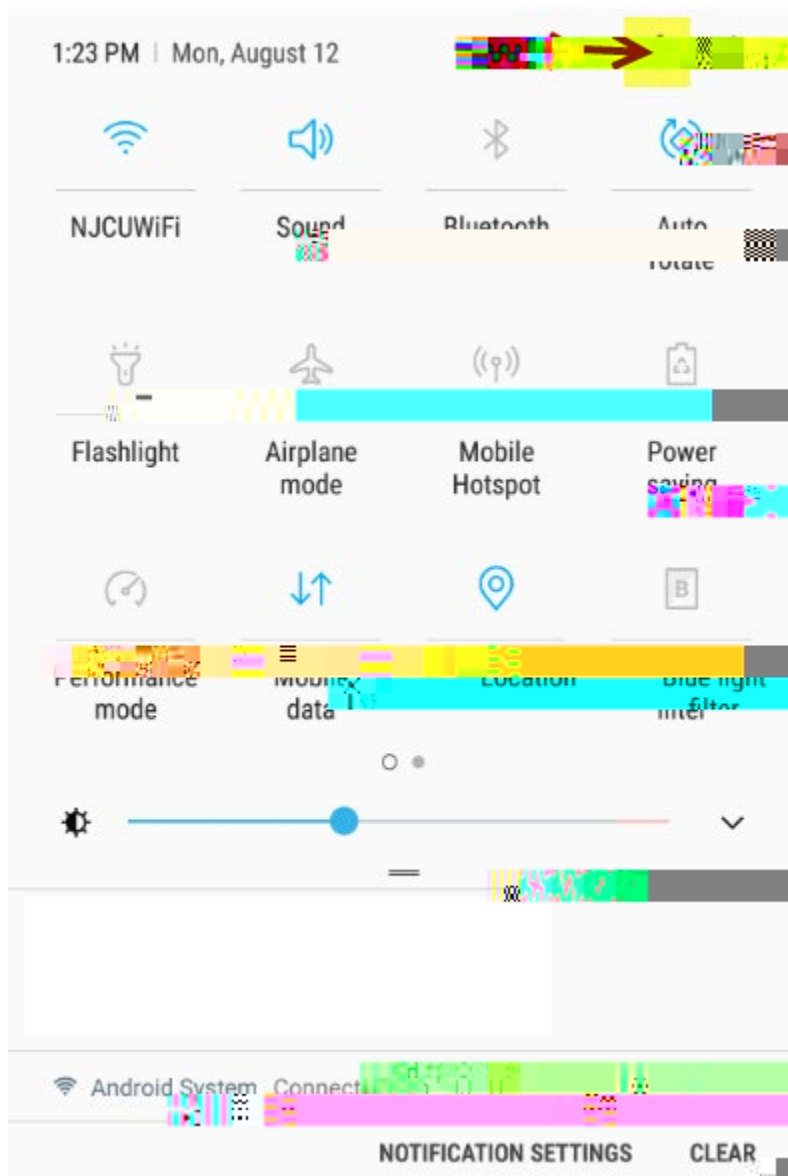


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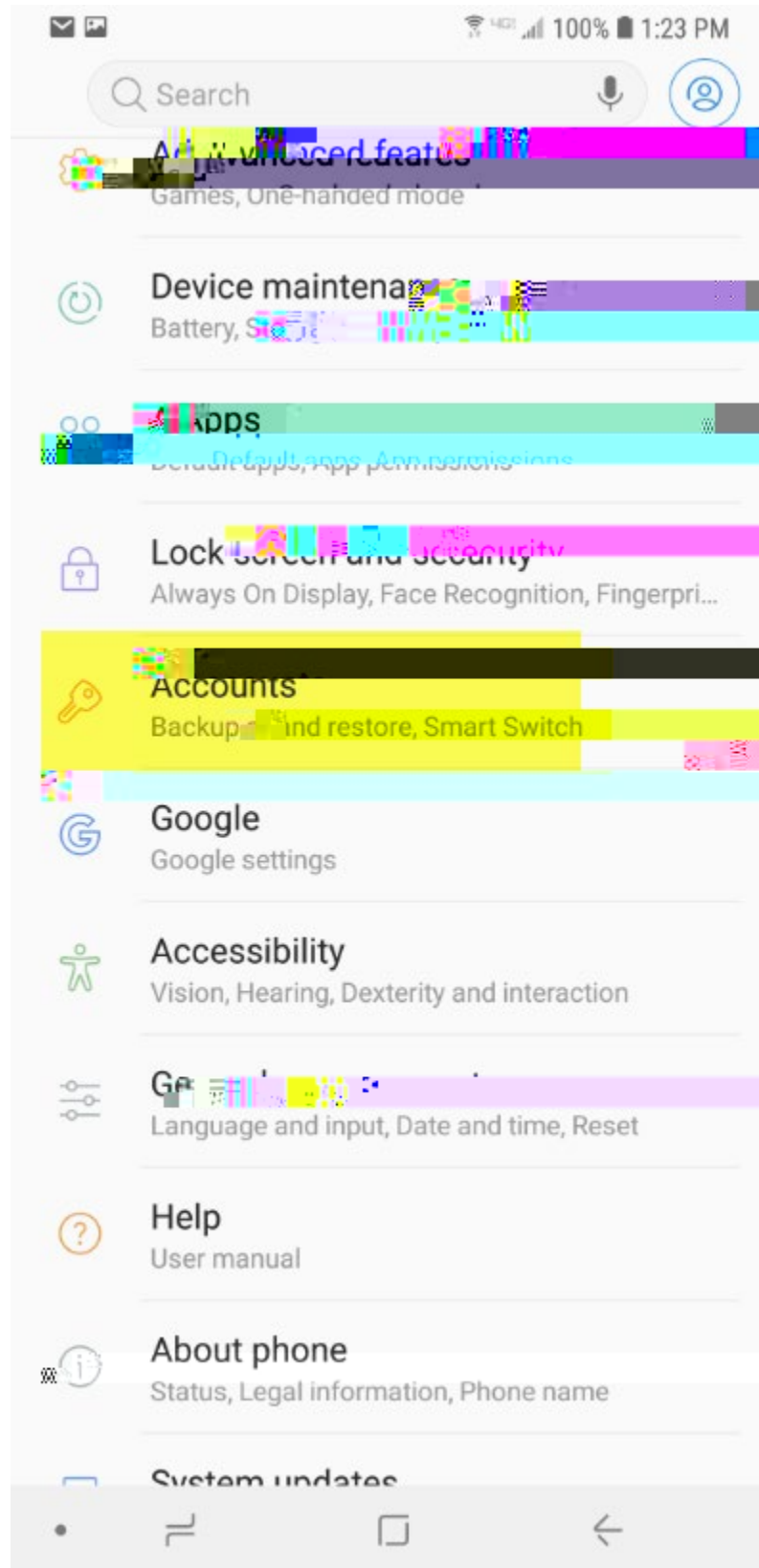




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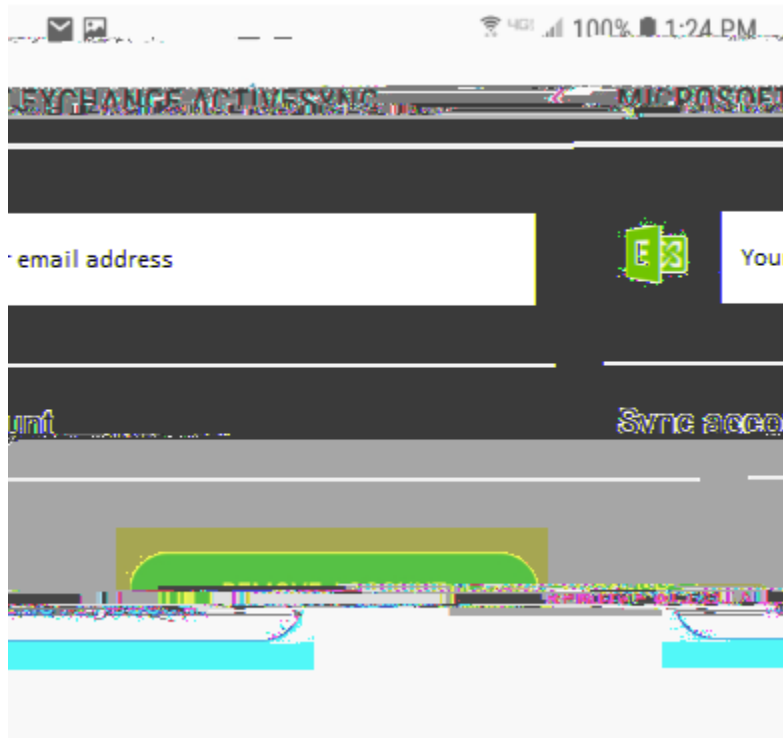


4. Click on Accounts.

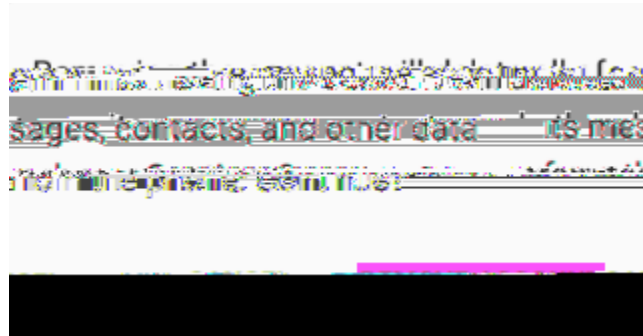


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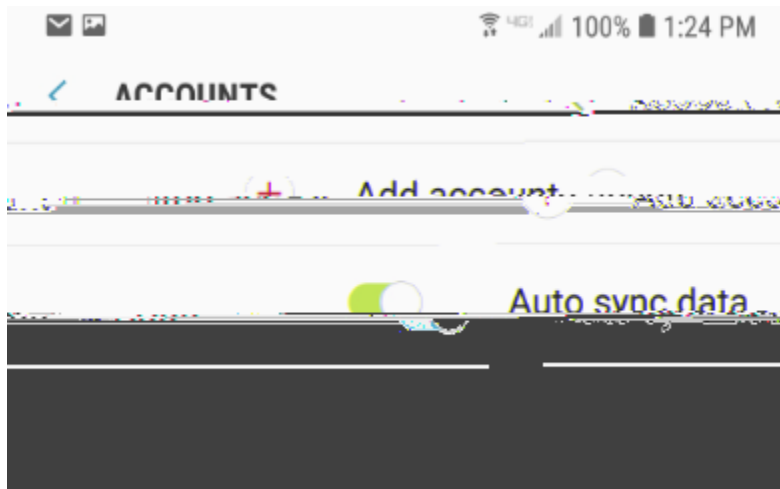
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8. Verify removing the account.



9. Your account should now be removed.



10. Click on Add account.





11. Click on Email.



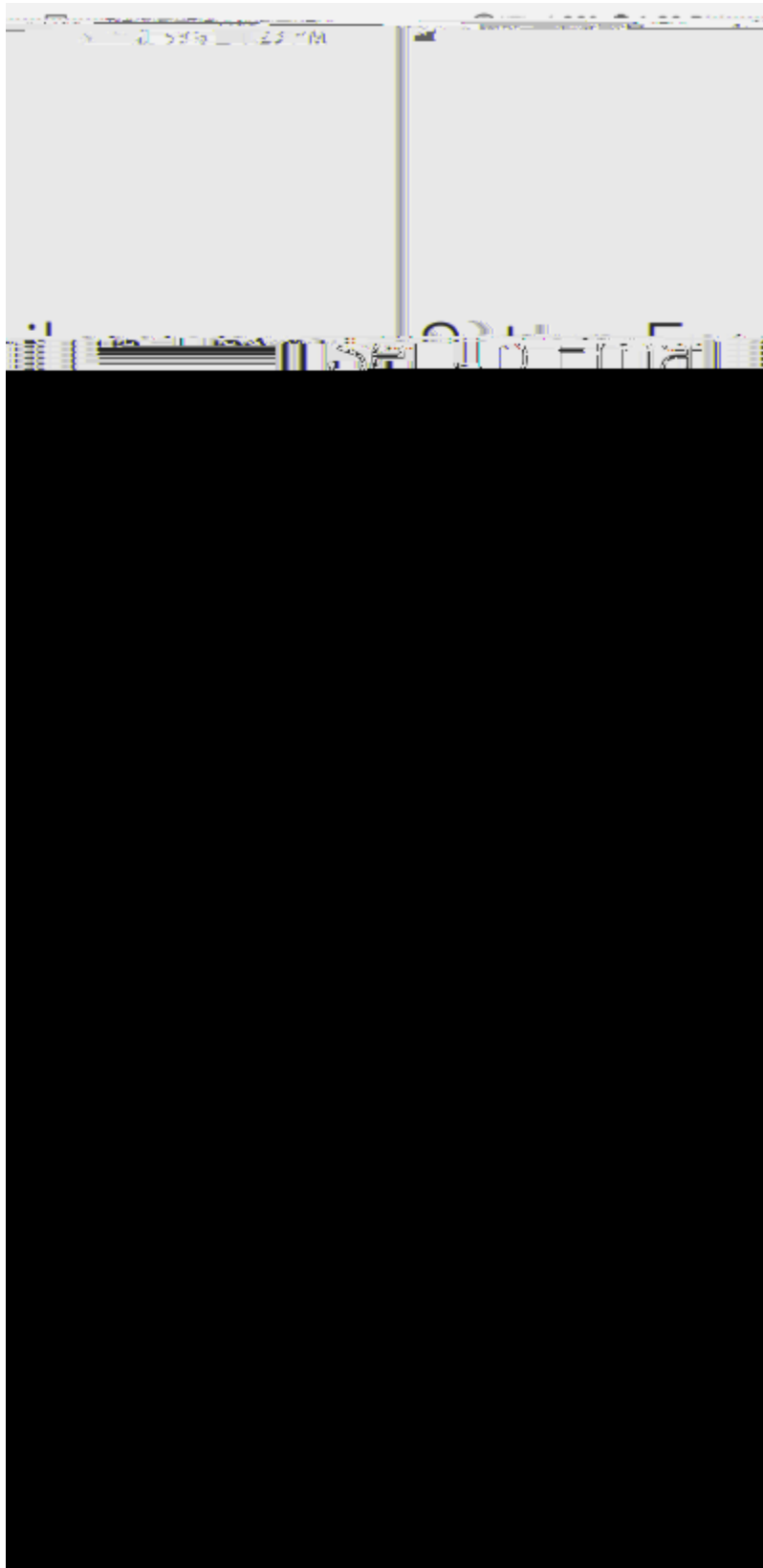


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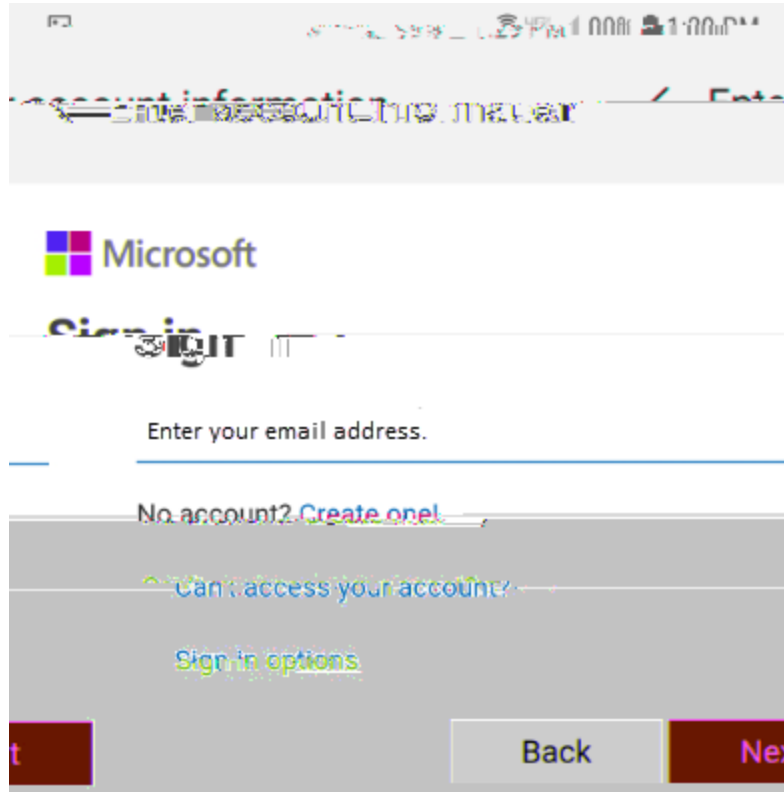
12. Click on Office365.



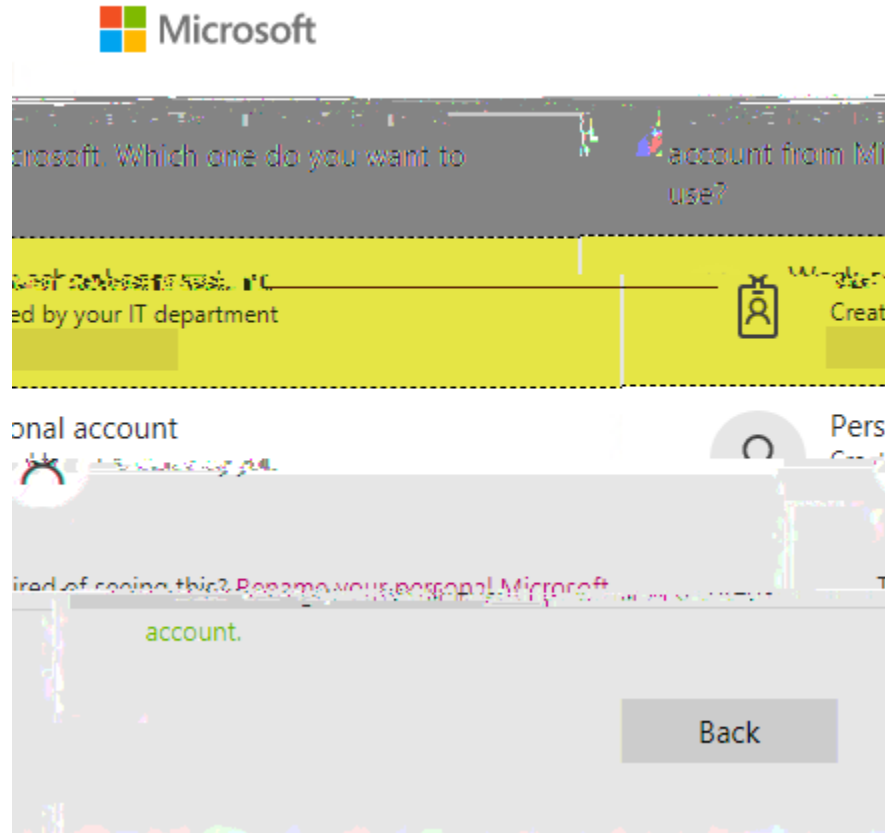
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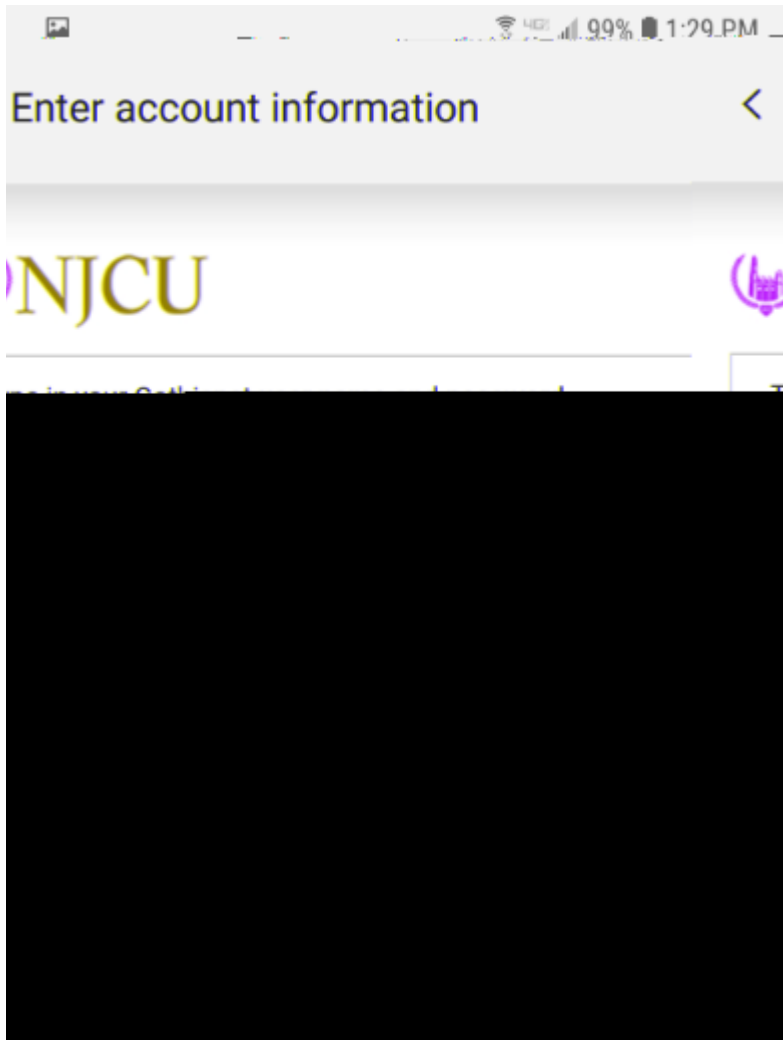
13. Enter your email address at the sign in page and click next.



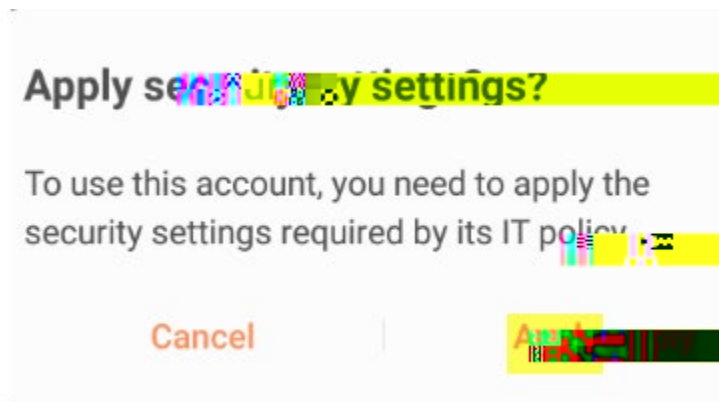
- a. You maybe presented with the below option. Choose Work or school account created by your IT department. If you are not presented with this option, move onto Step 14.



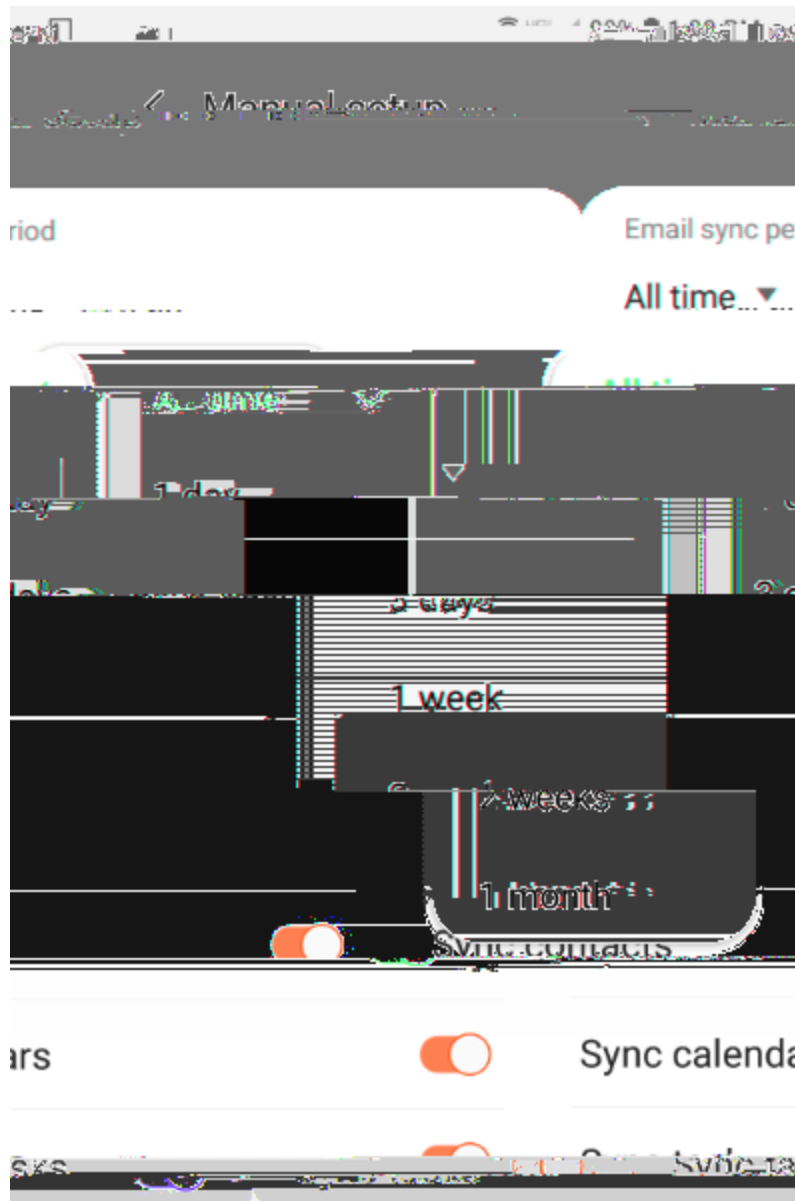
14. Enter your email address and Gothicnet ID password again and click Sign In.



15. Choose Apply.

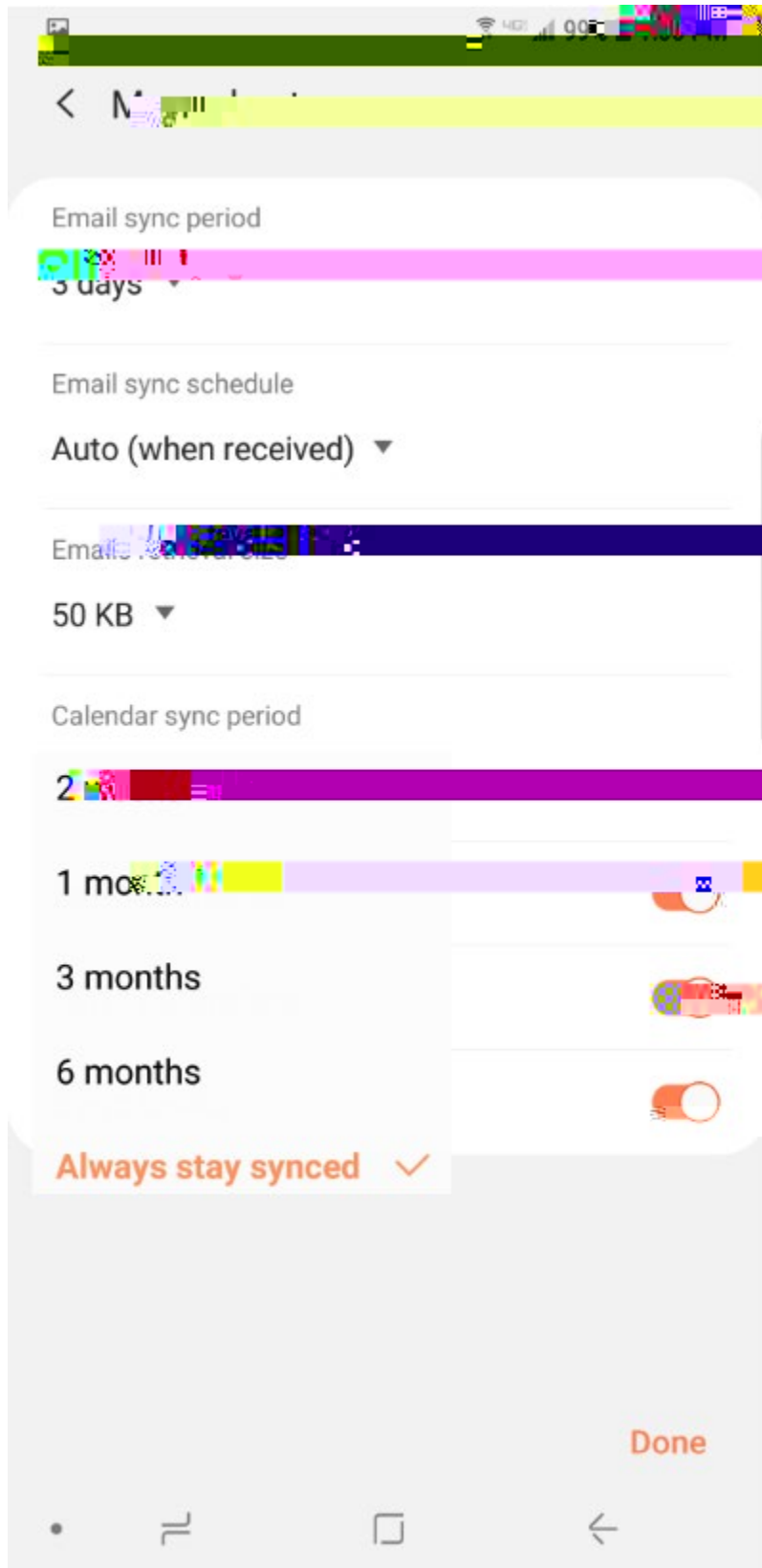


16. Choose email sync period that you would like to use.

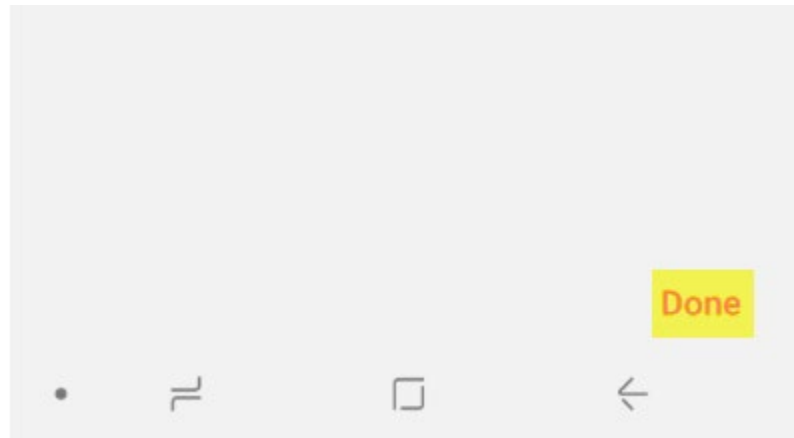


17. Choose the calendar sync period that you would like to use.





18. Click on Done.



19. Click on activate.

