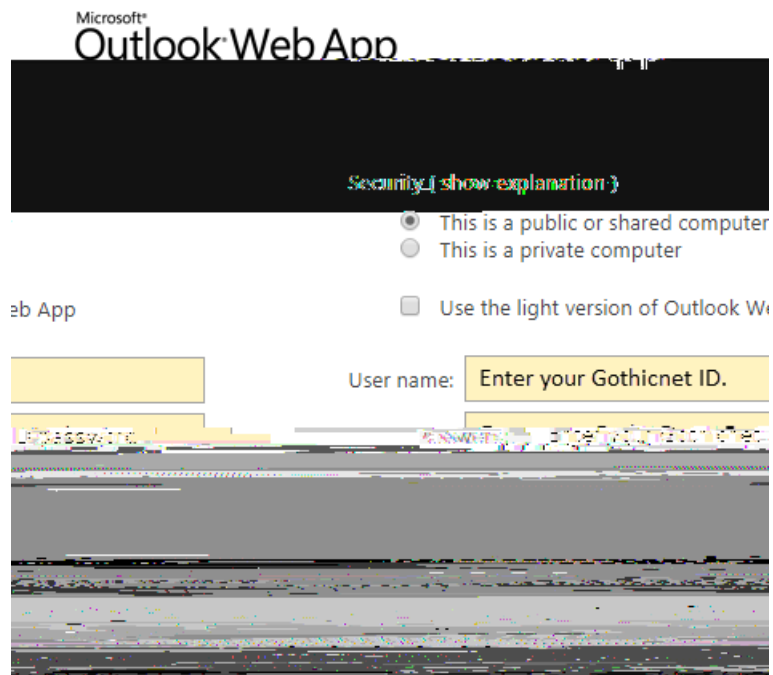


## Signing into Webmail after being migrated to Office 365

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**

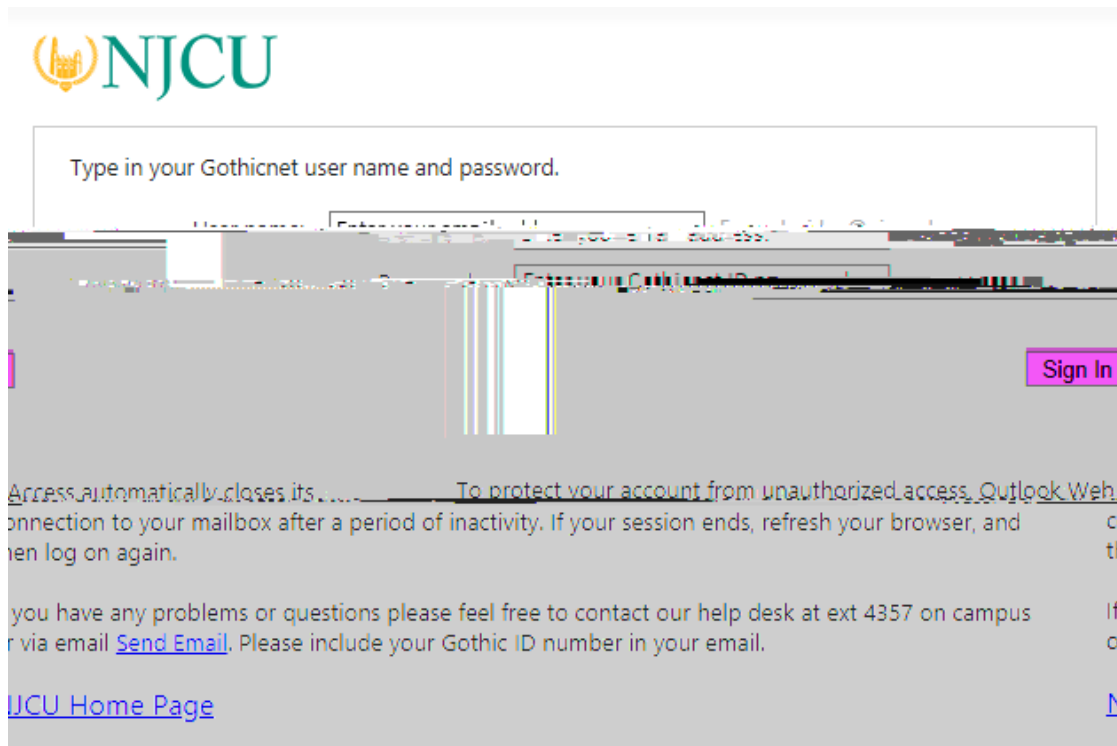
Security [\[ show explanation \]](#)

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

Use the light version of Outlook Web App

User name:

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Rossey Hall, Room 058  
2039 John F. Kennedy Blvd., Jersey City, NJ 07305



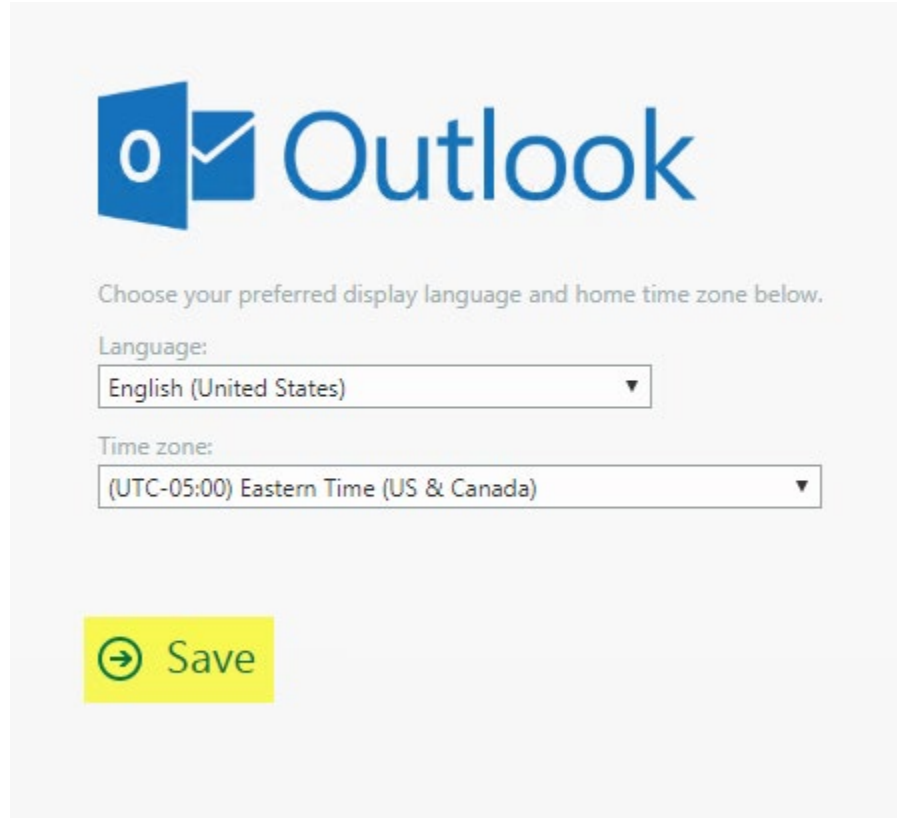
4. You will be prompted with a stay signed in screen. You have the option to not show this again and reduce the number of times you are asked to sign in. Make your selection.



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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 with a checkmark. To the right of the logo is the word 'Outlook' in a large, blue, sans-serif font. Below the logo and title, the text 'Choose your preferred display language and home time zone below.' is displayed in a smaller, grey font. Underneath this text 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 of the form is a yellow button with a green right-pointing arrow and the word 'Save' in green text.



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

7.