## **Department of Information Technology**

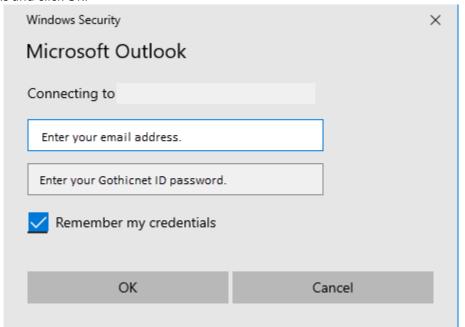


Rossey Hall, Room 058

2039 John F. Kennedy Blvd., Jersey City, NJ 07305 Email: helpdesk@njcu.edu Ph: 201-200-3350

## While your mailbox is being migrated Windows machine

- 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 completely migrated to the cloud, you will be prompted to login again. Enter your email address and your Gothicnet id password. Check the remember my credentials and click OK.



- 3. Restart Outlook.
- 4. You have now completed the migration of your mailbox to Office 365.