

Frequently Asked Questions for accessing the Office 365 Email System

How do I access my NJCU Email?

In order to access the new email system for the first time, you must change your GothicNet password. If you have not changed your GothicNet password, please do so here: [Change GothicNet Password](#)

If you have changed your GothicNet password, you can access your NJCU email here: [Office 365](#)

Your Microsoft account login credentials are:

- Your NJCU Email Address (e.g., jdoe@njcu.edu)
- Your New GothicNet Password

How do I change my GothicNet password If I forgot it?

If you forgot your GothicNet Password, [please visit this page](#) to create a new one. Once you create a new GothicNet password, you can access the new email system: [Office 365](#)

Your Microsoft Office 365 account login credentials are:

- Your NJCU Email Address (e.g., jdoe@njcu.edu)
- Your New GothicNet Password

I changed my GothicNet password and I can't access the New Email System?

In order to access the new email system for the first time, you must change your GothicNet password. If you have not changed your GothicNet password, please do so here: [Change GothicNet Password](#). For further information about changing your GothicNet (and Office 365) Password, visit: <http://www.njcu.edu/studentemail/>.

If you have changed your GothicNet password, you can access your NJCU email here: [Office 365](#)

Your Microsoft Office 365 account login credentials are:

- Your NJCU Email Address (e.g., jdoe@njcu.edu)
- Your New GothicNet Password

How do I disable the auto forward that I had setup in Gotmail?

Auto Forward has automatically been disabled on the old system. All emails are now going to your NJCU email on the new Microsoft Office 365 system.

Where can I find information about getting started using Office 365?

<http://onlinehelp.microsoft.com/en-us/office365-education/gg584196.aspx>

Where can I find Outlook Web Application Help Video/Tutorials?

<http://help.outlook.com/en-us/140/gg605090.aspx>

Is there information and tutorials available for Office 365 Calendar?

<http://help.outlook.com/en-au/140/bb899488.aspx>

How can I set up Auto-Replies and E-mail Signatures?

<http://help.outlook.com/en-au/140/ms.exch.ecp.learnredirectto.aspx>

Is there any information available on how to “search” for information and work with “filters” in Office 365?

<http://help.outlook.com/en-ca/140/bb899671.aspx>

Where can I find useful information all about Office 365 Email?

<http://help.outlook.com/en-ca/140/bb899499.aspx>