



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

After your migration to Office 365

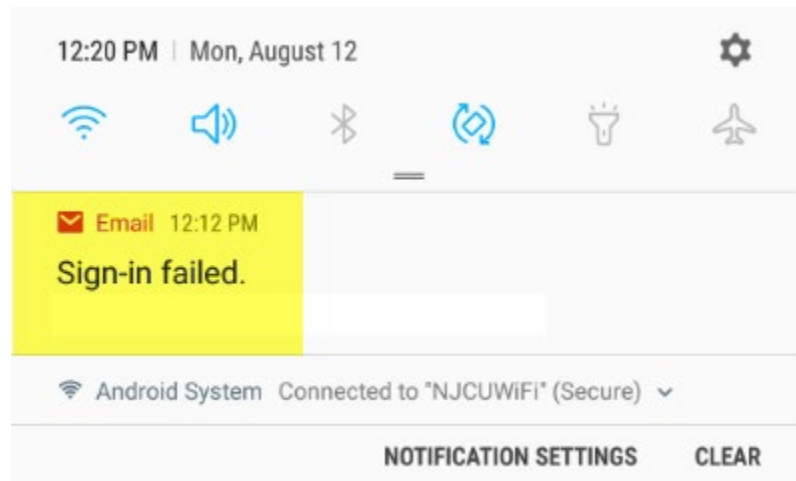
Android

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.

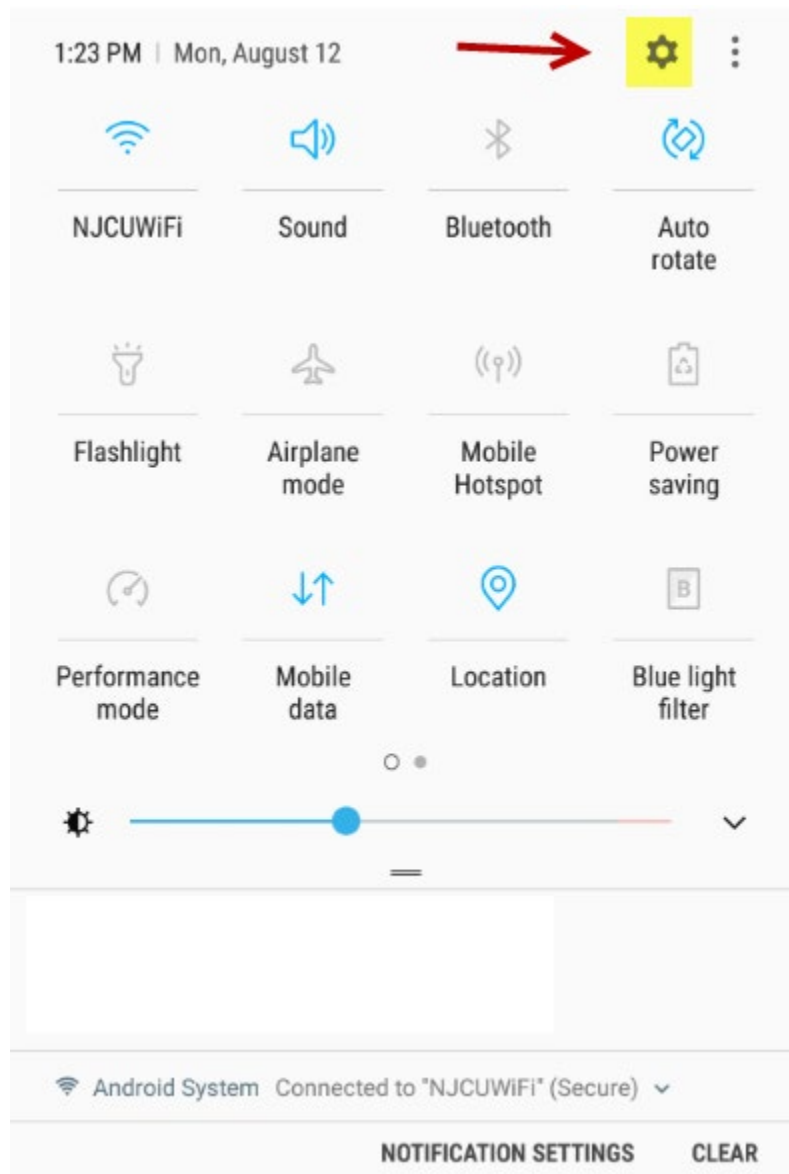


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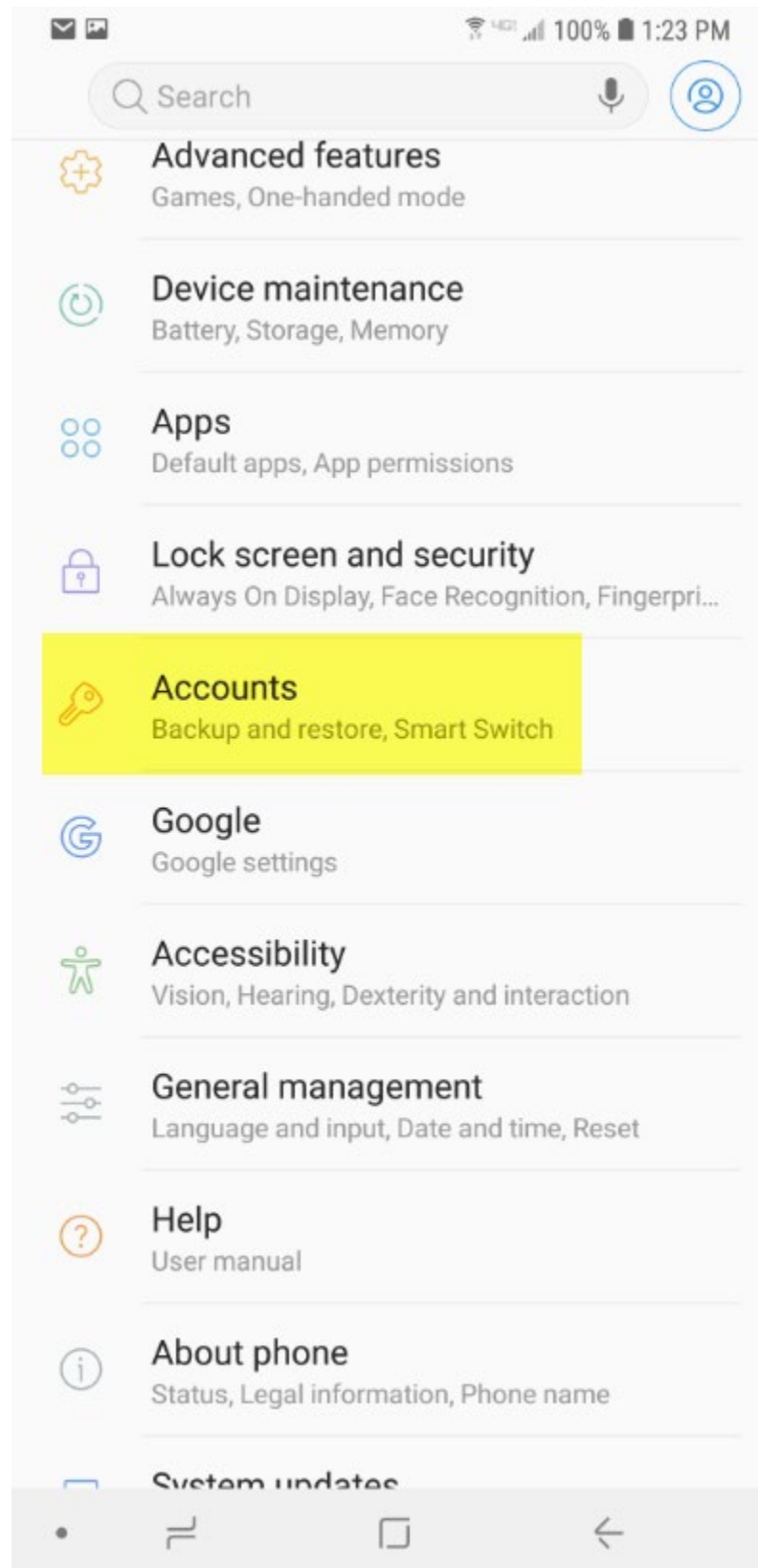




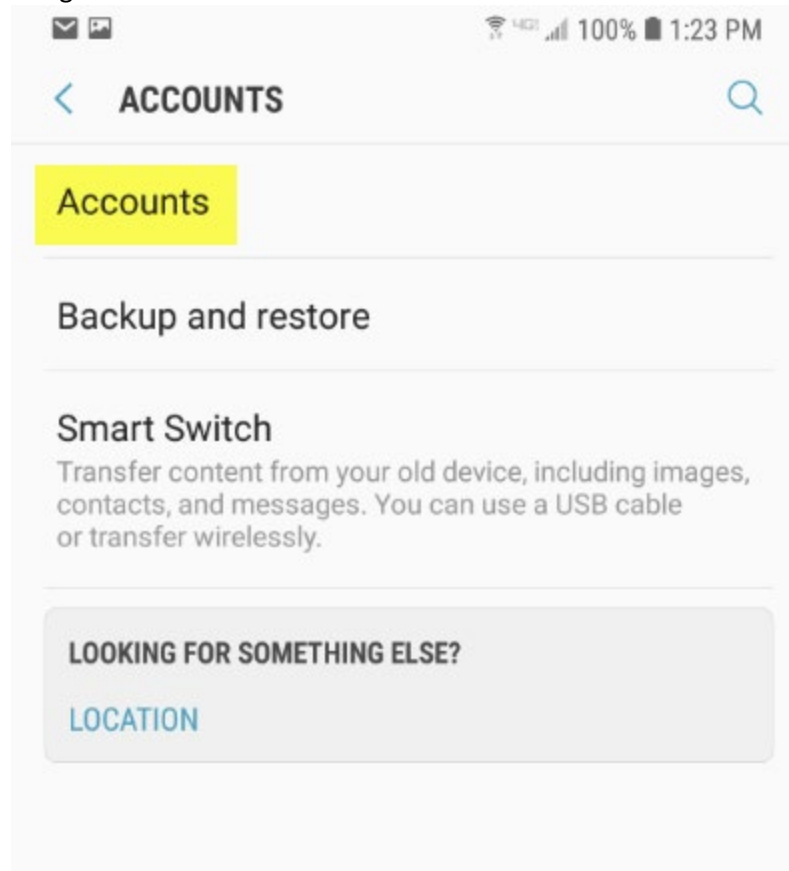
3. Pull down from the top and click on the gear to go into setting.



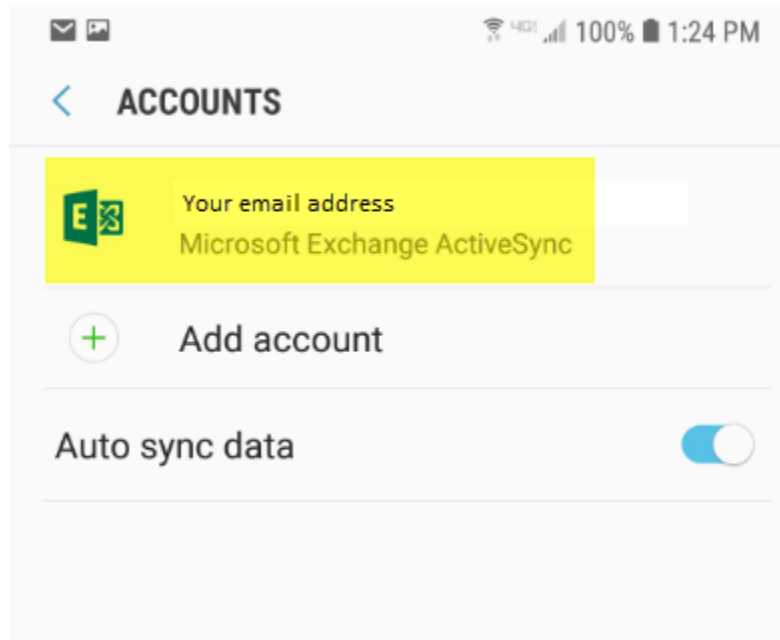
4. Click on Accounts.



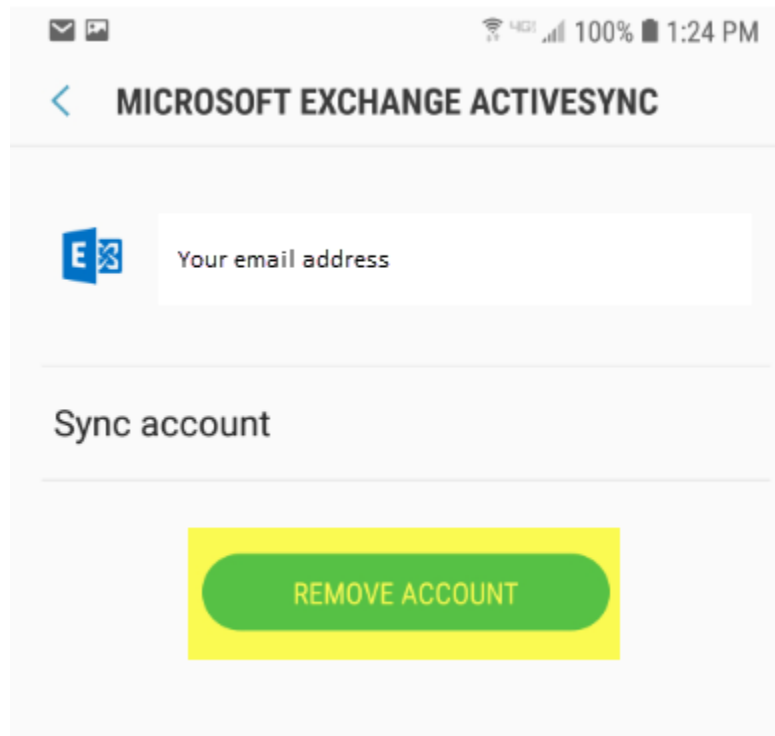
5. Click on Accounts again.



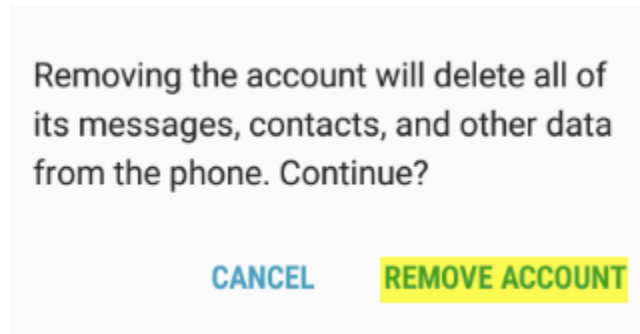
6. Click on your email address.



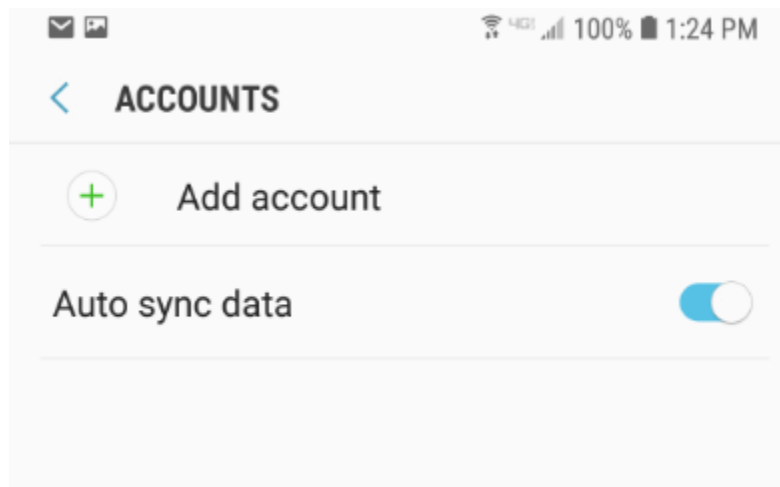
7. Click on remove account.



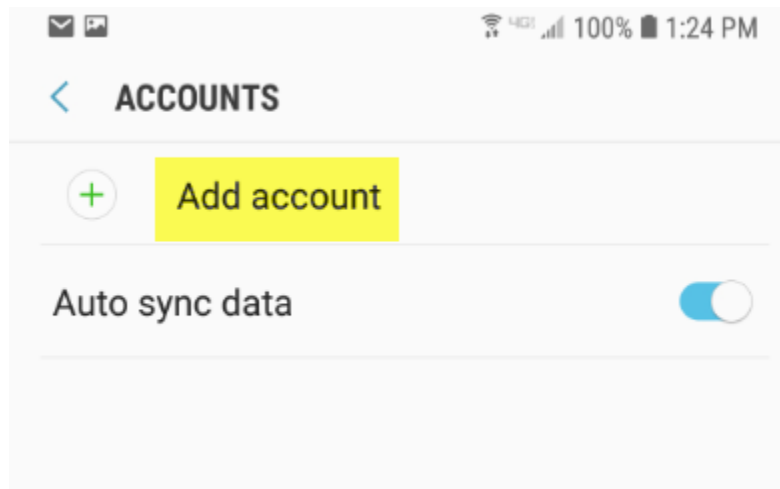
8. Verify removing the account.



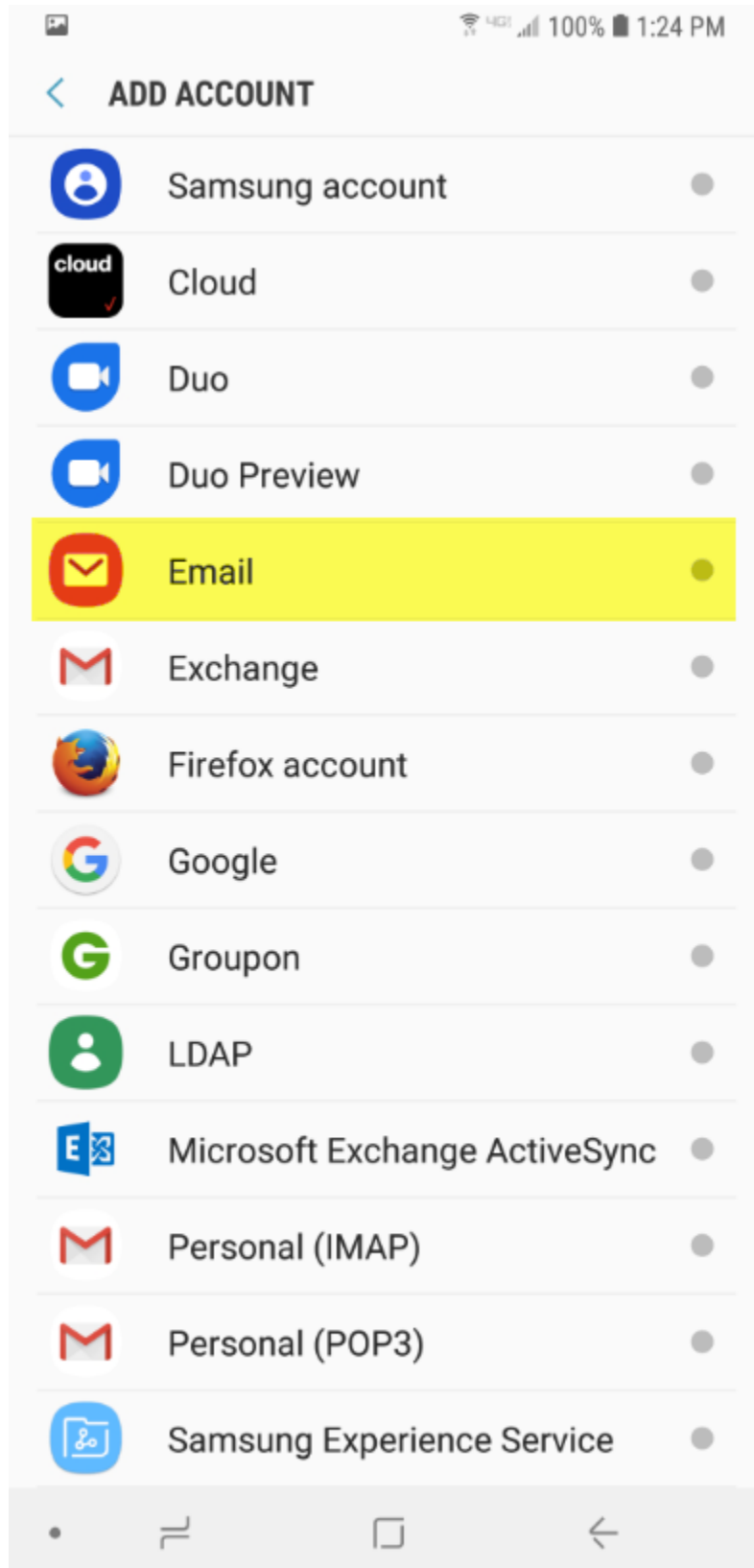
9. Your account should now be removed.



10. Click on Add account.



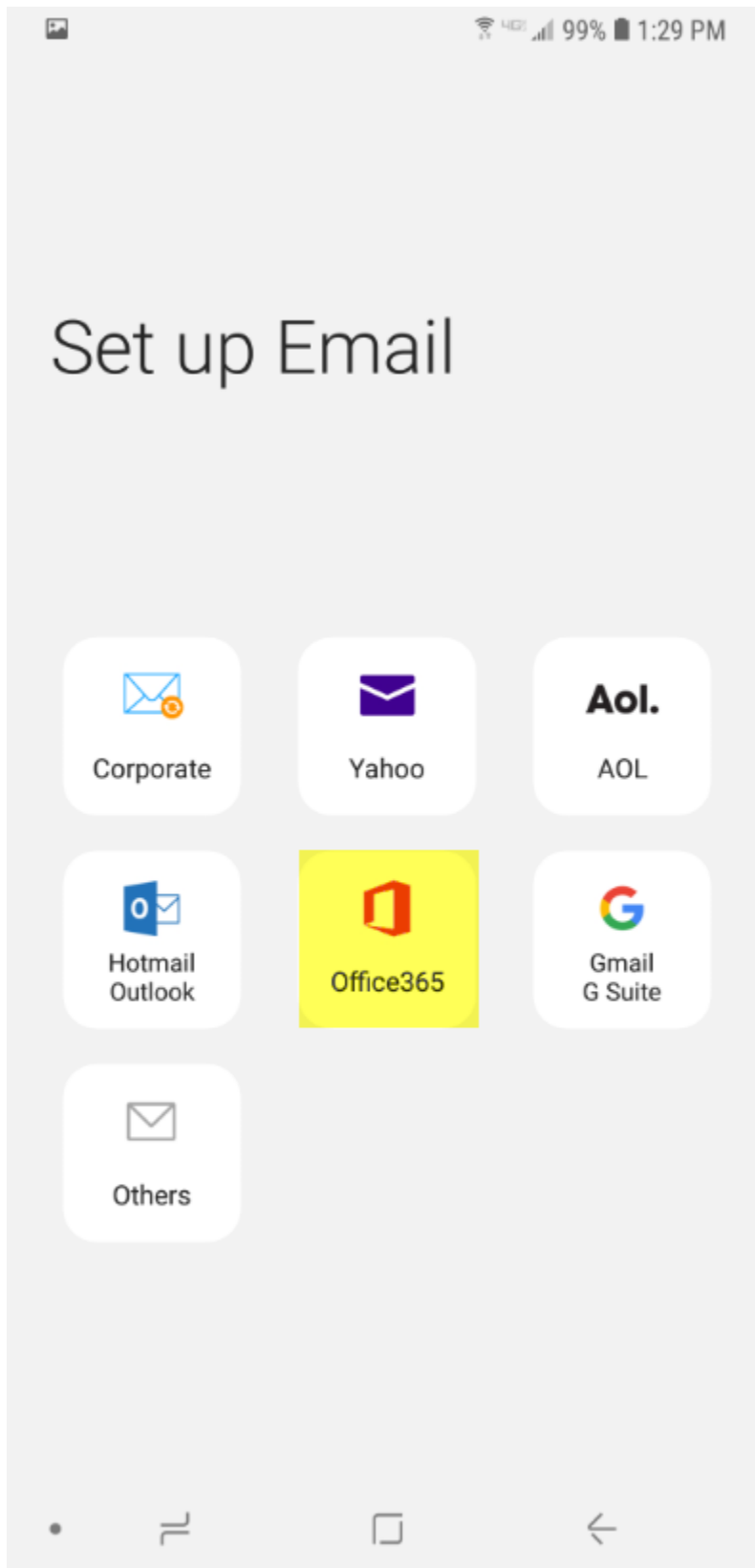
11. Click on Email.



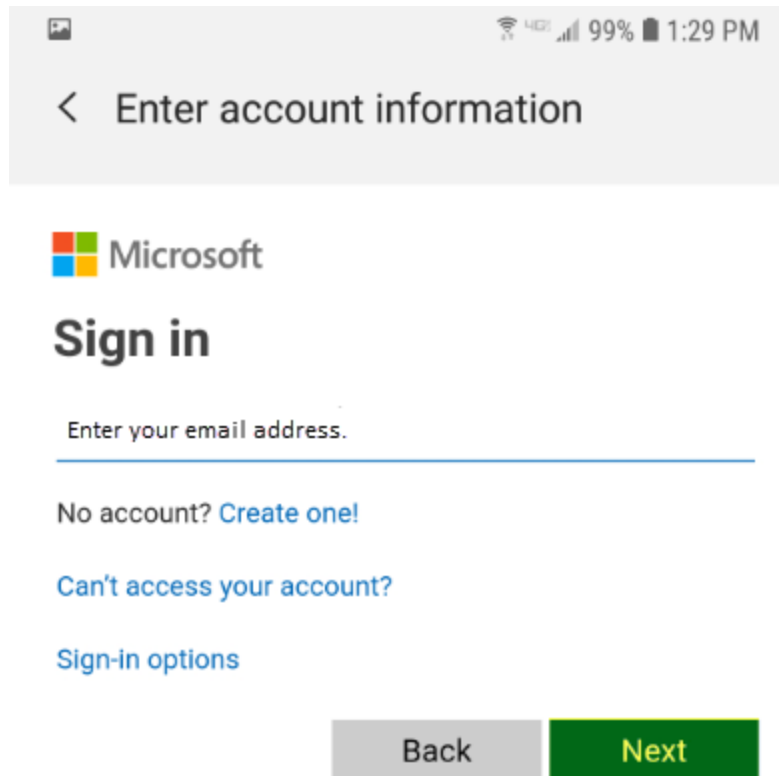


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12. Click on Office365.



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



The screenshot shows a mobile interface for Microsoft sign-in. At the top, there is a status bar with icons for signal, Wi-Fi, 99% battery, and 1:29 PM. Below that is a navigation bar with a back arrow and the text "Enter account information". The main content area features the Microsoft logo, the heading "Sign in", and a text input field with the placeholder "Enter your email address.". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a green "Next" button.

- 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.



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department

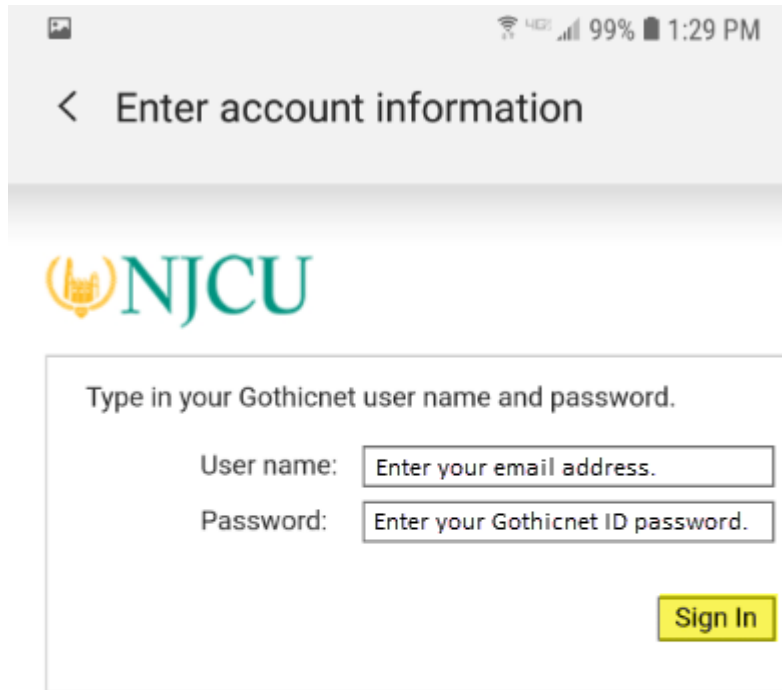


Personal account
Created by you


Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

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



Enter account information



Type in your Gothicnet user name and password.

User name:

Password:

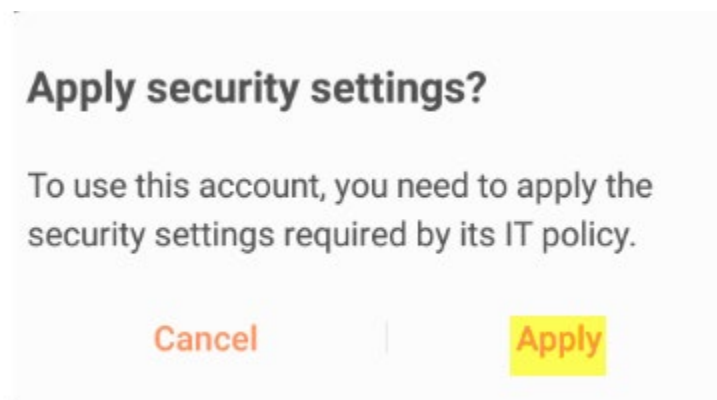
Sign In

To protect your account from unauthorized access, Outlook V its connection to your mailbox after a period of inactivity. If yc browser, and then log on again.

If you have any problems or questions please feel free to cont campus or via email [Send Email](#). Please include your Gothic II

[NJCU Home Page](#)

15. Choose Apply.

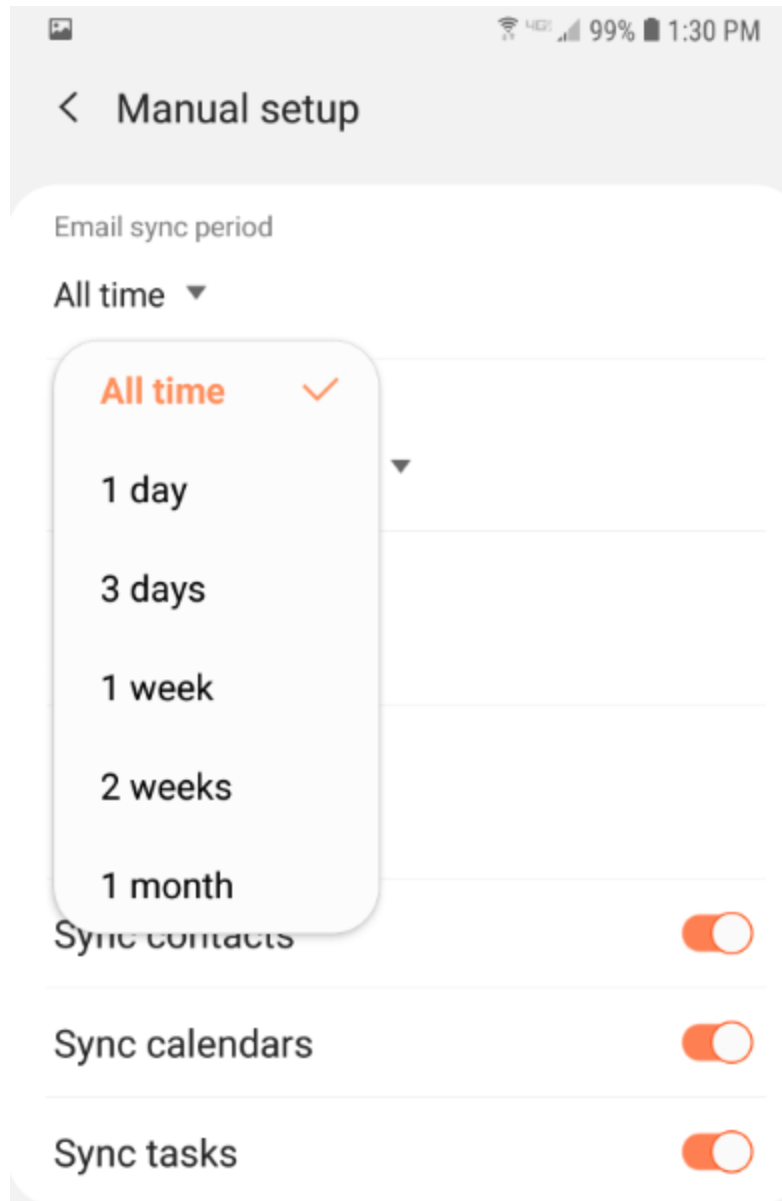


Apply security settings?

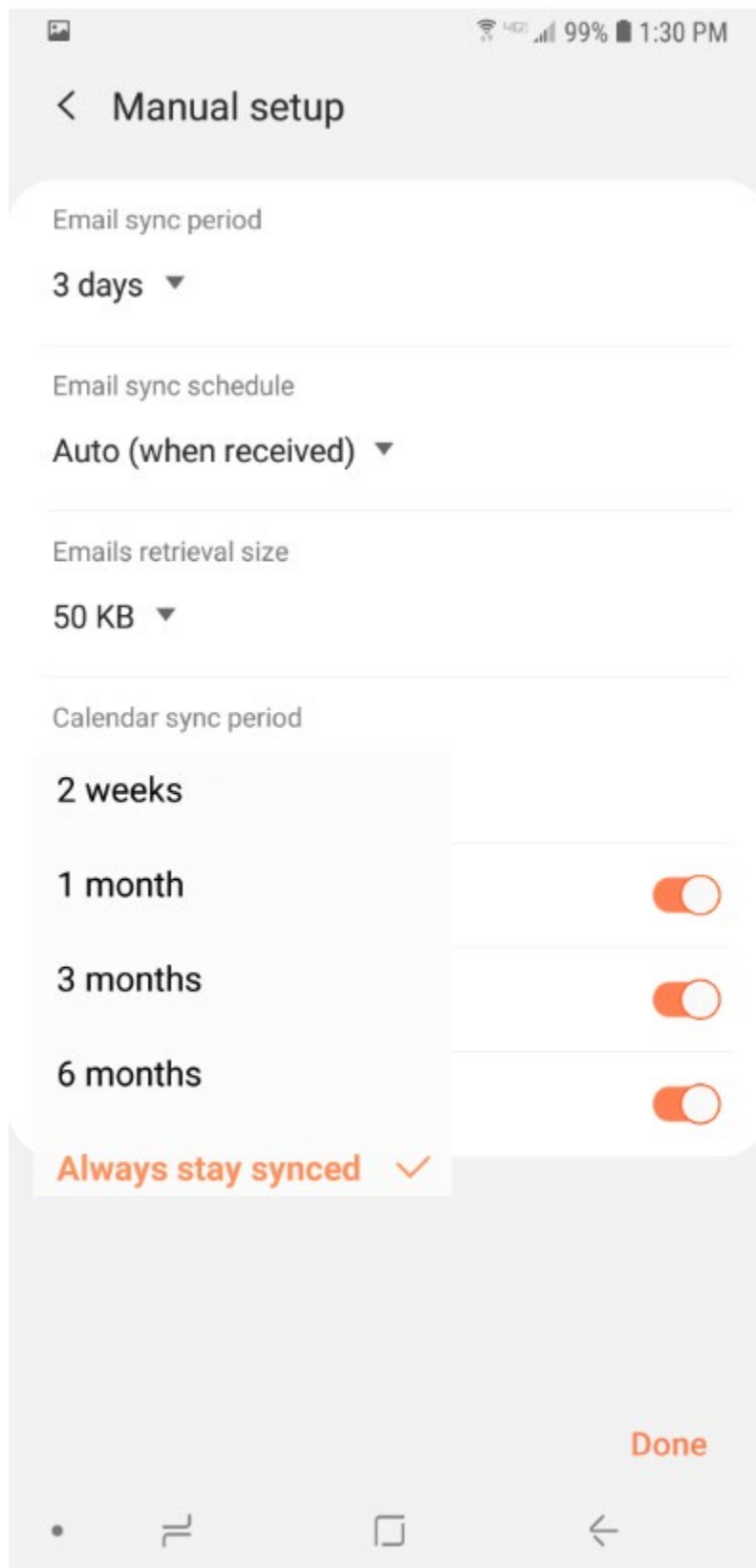
To use this account, you need to apply the security settings required by its IT policy.

Cancel | **Apply**

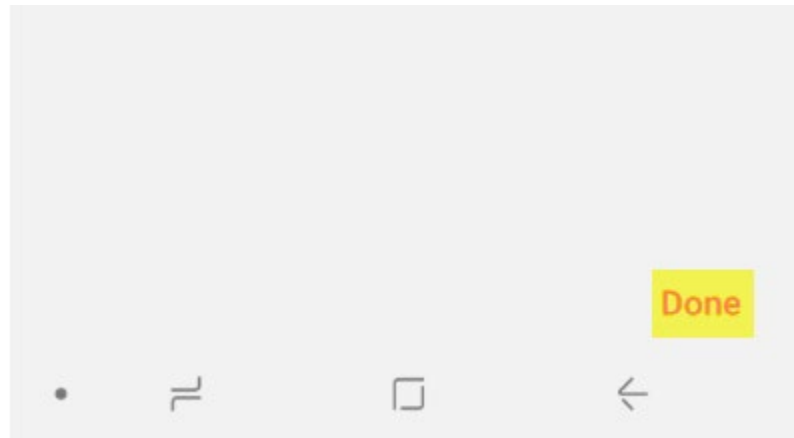
16. Choose email sync period that you would like to use.



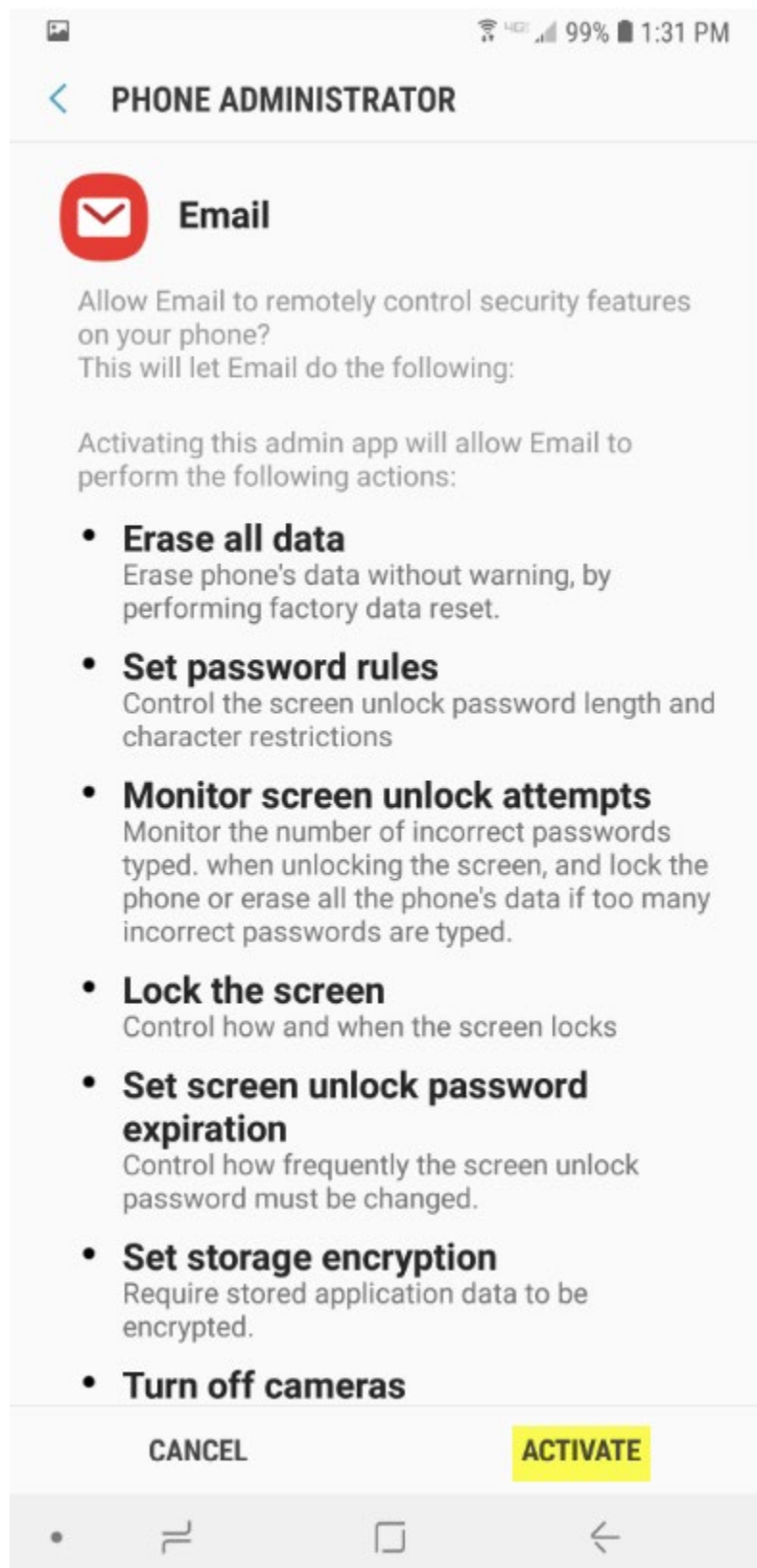
17. Choose the calendar sync period that you would like to use.



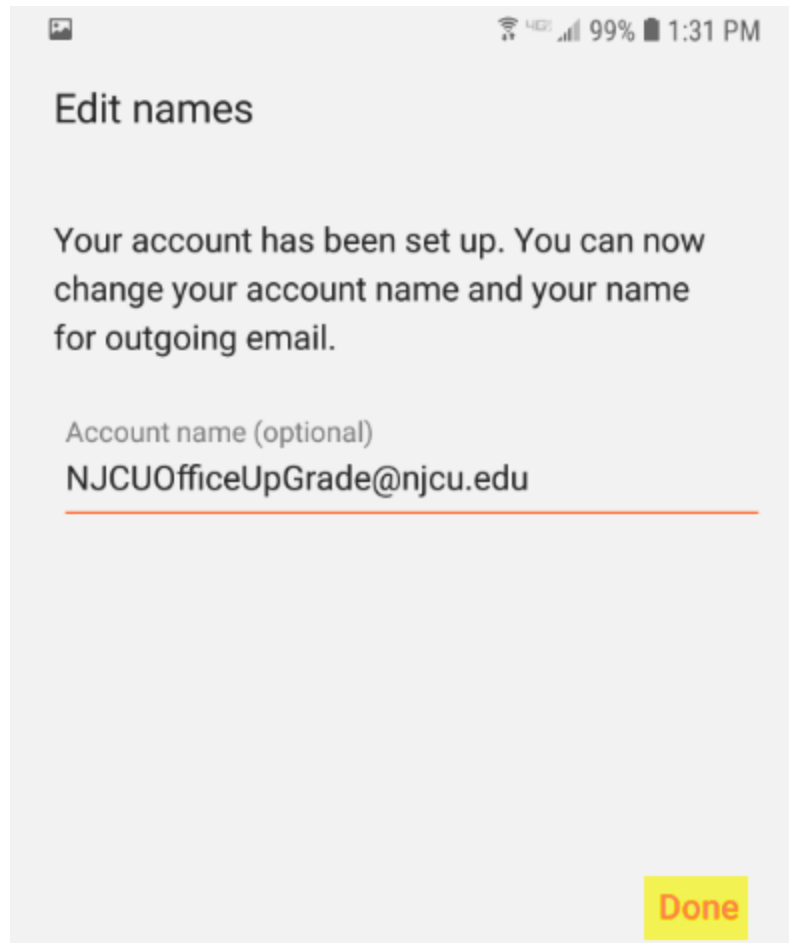
18. Click on Done.



19. Click on activate.



20. Name the account name or leave it as default and click done.



21. You have now successfully re-added your email app after your migration.

