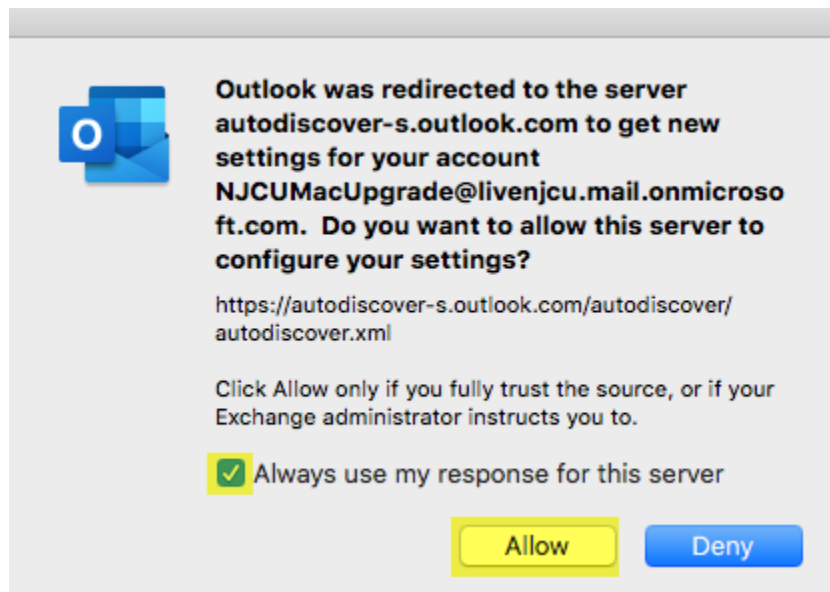


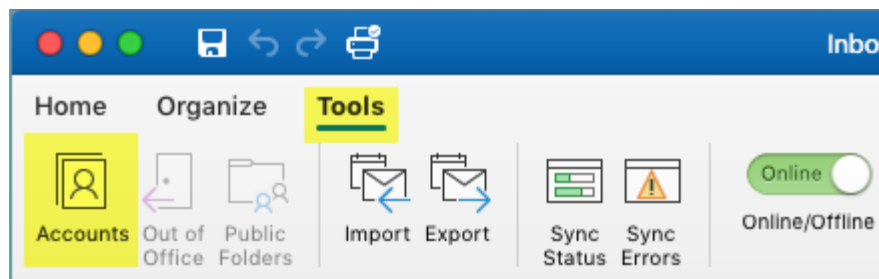
## While your mailbox is being migrated

### MAC machine

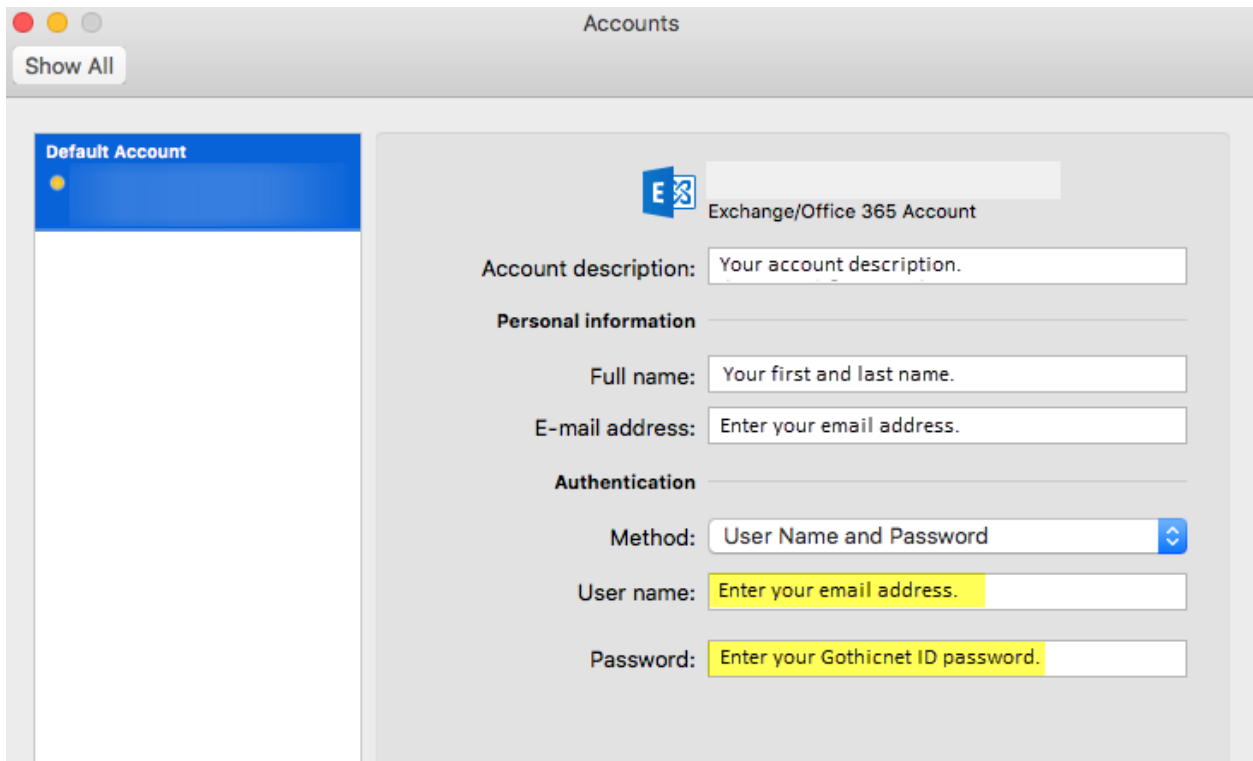
1. While your mailbox is being migrated to the cloud, you can continue to use Outlook to send and receive email. Your Outlook application will function as expected during the migration.
2. Once your mailbox has been completely migrated to the cloud, you will be prompted to get new settings. Check always use my response for this server.



3. On the top ribbon, click on Tools, then accounts.



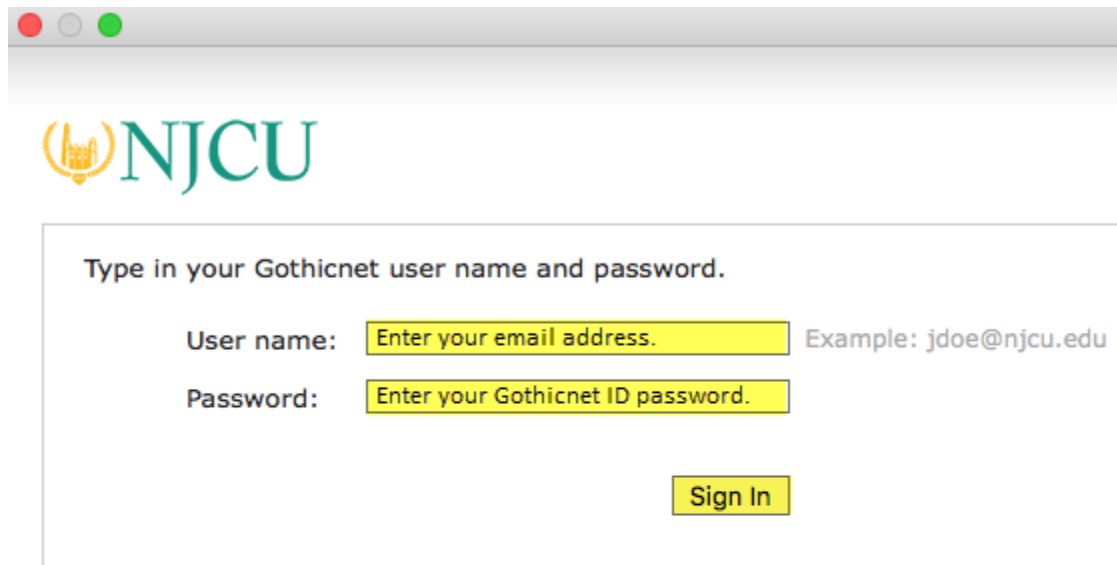
4. Make sure your account is selected on the left-hand side. Enter your NJCU email address in the user name field and your Gothicnet ID password in the password field.



The screenshot shows a window titled "Accounts" with a "Show All" button. On the left, a sidebar lists "Default Account" with a yellow dot. The main area displays the configuration for an "Exchange/Office 365 Account". The form includes the following fields:

- Account description: Your account description.
- Personal information section:
  - Full name: Your first and last name.
  - E-mail address: Enter your email address.
- Authentication section:
  - Method: User Name and Password (dropdown menu)
  - User name: Enter your email address. (highlighted in yellow)
  - Password: Enter your Gothicnet ID password. (highlighted in yellow)

5. You will be prompted to login again. Enter your NJCU email address in the user name field and your Gothicnet ID password in the password field.



The screenshot shows a web browser window with the NJCU logo at the top. Below the logo, there is a login form with the following elements:

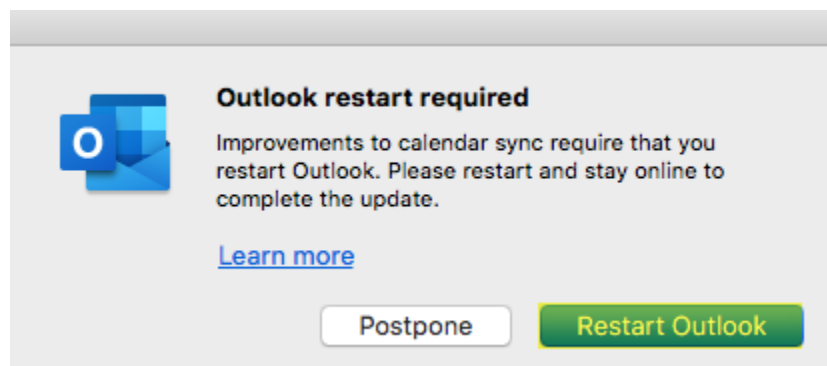
- Text: "Type in your Gothicnet user name and password."
- User name field: A text input field with the placeholder text "Enter your email address." and an example "Example: jdoe@njcu.edu".
- Password field: A text input field with the placeholder text "Enter your Gothicnet ID password."
- Sign In button: A yellow button labeled "Sign In".

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

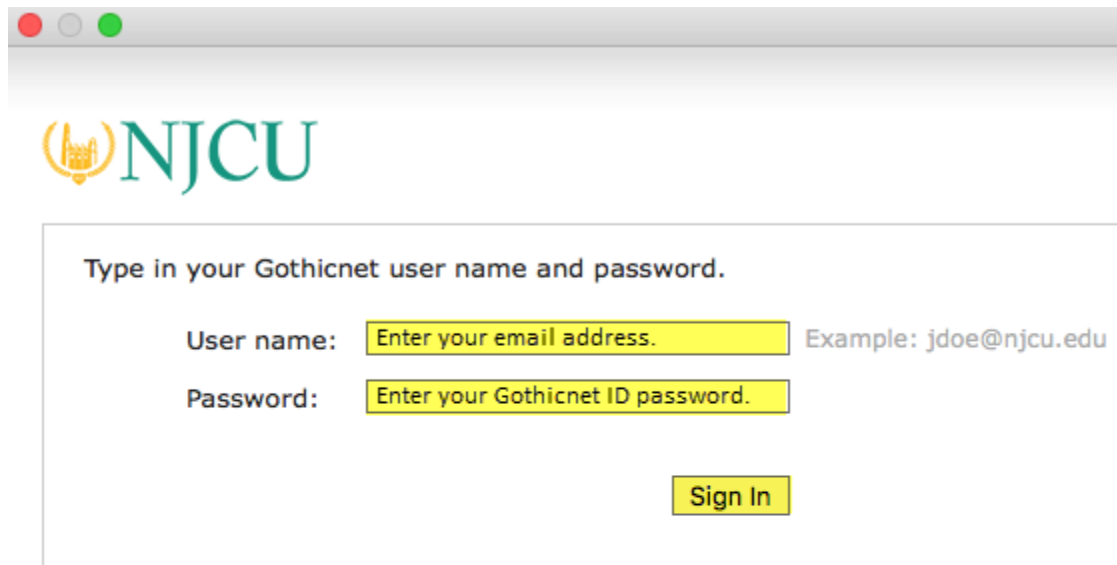
If you have any problems or questions please feel free to contact our help desk at 4357 on campus or via email [Send Email](#). Please include your Gothic ID number in email.

[NJCU Home Page](#)

6. After completing the steps above you will be prompted to re-start Outlook.



7. After restarting Outlook, you will be prompted to login again. Enter your NJCU email address in the user name field and your Gothicnet ID password in the password field.



The screenshot shows a web browser window with the NJCU logo at the top. Below the logo, there is a login form with the following elements:

- A heading: "Type in your Gothicnet user name and password."
- A "User name:" label followed by a text input field containing the placeholder "Enter your email address." and an example "Example: jdoe@njcu.edu".
- A "Password:" label followed by a text input field containing the placeholder "Enter your Gothicnet ID password."
- A "Sign In" button located below the password field.

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

If you have any problems or questions please feel free to contact our help desk at 4357 on campus or via email [Send Email](#). Please include your Gothic ID number in email.

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8. You have now completed your migration to Office 365 on your MAC.