

Accessing Your Office 365 Email Account

- Your UCNJ student email account is your username with [@owl.ucc.edu](mailto:owl.ucc.edu) added to it. For example, if your username is john.doe your email address is john.doe@owl.ucc.edu.
 - Your password is the password you use to access your Self-Service account, email, on campus wireless and lab computers.
Note: You must have first accessed your account to change your initial password before you can access your email account. If you need to reset your password, more information can be found [here](#).
 - After setting your password you must also setup your **Okta** account. If you have not completed your Okta account setup, instructions can be found [here](#).
 - Once you have set your password and configured your Okta account, you are ready to access your email account.
1. Navigate to my.ucc.edu and login with your college username and password.



Sign In

Username

Keep me signed in

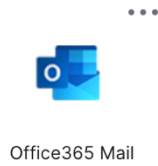
Next

[Unlock account?](#)

[myUnion Techsupport Help Page](#)


2. After signing in, verify your account with your Multifactor Authentication (MFA) method.

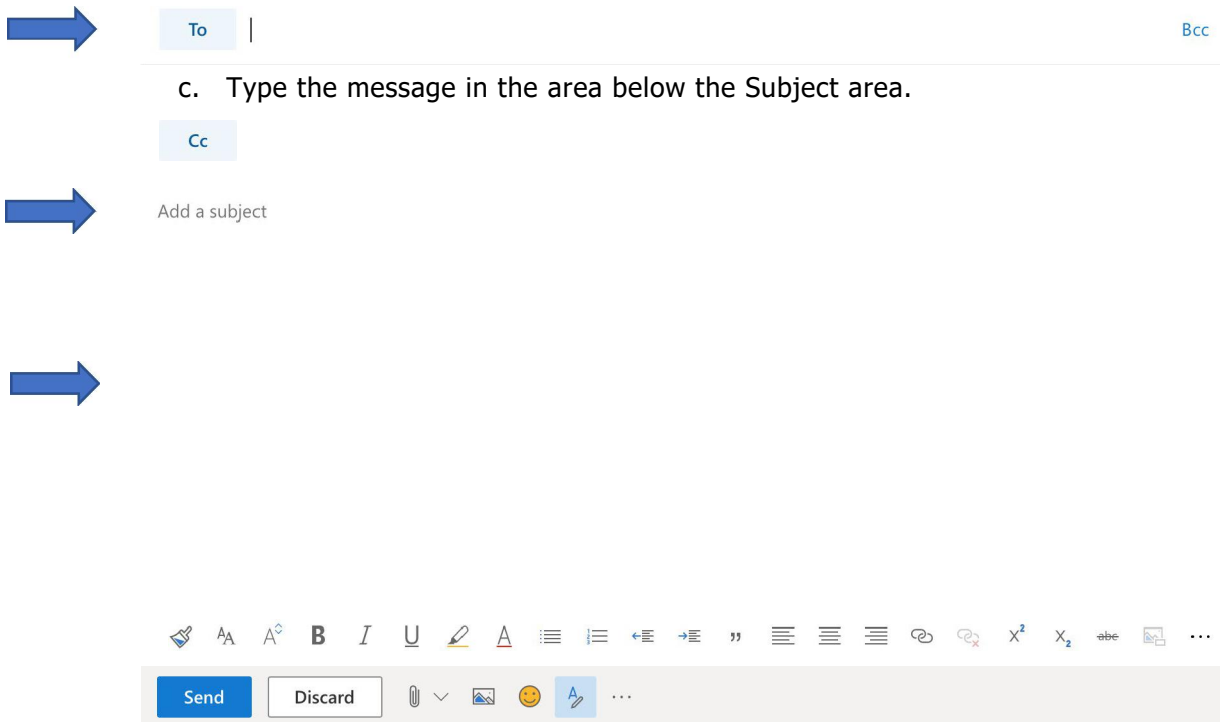
- This will bring you to your Okta **My Apps** dashboard. Here you will find links to all the resources you have access to. For email, select **Office365 Mail**.



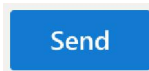
- That shortcut will bring you to your Office365 Student Mail inbox where you can read and send emails from your UCNJ student email account.

To send an email

- Click on 
- In the mail message box:
 - Type the email address you wish to send to in the **To** box.
 - Type the subject of the email in the **Add a subject** box.

The image is a screenshot of an email composition interface. On the left side, three blue arrows point to the 'To' field, the 'Add a subject' field, and the main message body area. The 'To' field is a light blue box with a vertical line. To its right, the text 'Bcc' is visible. Below the 'To' field is a horizontal line. Below the line is the text 'c. Type the message in the area below the Subject area.' Below this text is the 'Cc' field, another light blue box. Below the 'Cc' field is the 'Add a subject' field. Below the 'Add a subject' field is the main message body area. At the bottom of the form is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), list creation, indentation, link, unlink, insert link, insert image, and a 'Send' button. Below the toolbar is a grey bar containing a 'Send' button, a 'Discard' button, and icons for attachments, emojis, and a pencil.

- When you are done and ready to send click on

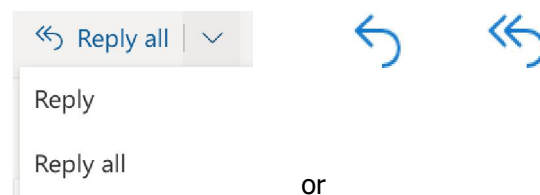


To read a message in your inbox

1. Click on the message and the message will show in the box on the right. If you double-click the message it will open in its own box.

To reply to a message

1. Click on the **Reply** button to either **Reply** only to the sender or **Reply all** to reply to everyone listed on the email.



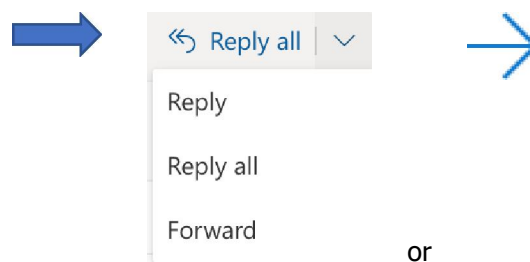
2. The message box appears with the **To** field and **Subject** field already filled in.

3. Type your message and click on



To forward a message

1. Click on the **Forward** button.



2. In the mail message box:
 - a. Type the email address that you want to forward it to in the **To** box.
 - b. The **Subject** is filled in with the original subject.
 - c. If you wish to add to the message you can type in the message body.

3. When you are done Click on



To delete a message



1. Click on message you want to delete and click on the delete button

To sign out of your account

1. Click on the **Sign out** button on the top right of the window in your account list (the circle with your initials in it)

