



How to Activate your Bergen Email Account

1. In order to activate your Bergen Email account you will need your Bergen User Name and Bergen Student ID number. Your Bergen User Name can be found in your Letter of Acceptance or by going to <http://my.bergen.edu> and clicking the "What's My Bergen Username" link. Your Bergen Student ID number can be found in your Letter of Acceptance.
2. Go to www.outlook.com in your Web browser
3. Enter your Bergen User Name followed by **@me.bergen.edu** (For example: jsmith1234@me.bergen.edu)
4. You will need to enter an initial temporary password. This initial password is: **All 7 digits of your Bergen student ID number followed by your 8 digit date of birth** (For example: Student ID: 0123456. DOB: Jan 1, 1990 = 012345601011990)
5. Click "Sign in" and you will be prompted to create your own password

Once you are signed in, you can personalize your mail, forward it to another account or have it sent to your wireless device. Just click the "Help" symbol in the upper right corner of the page for more information.