

How to Access Student Email

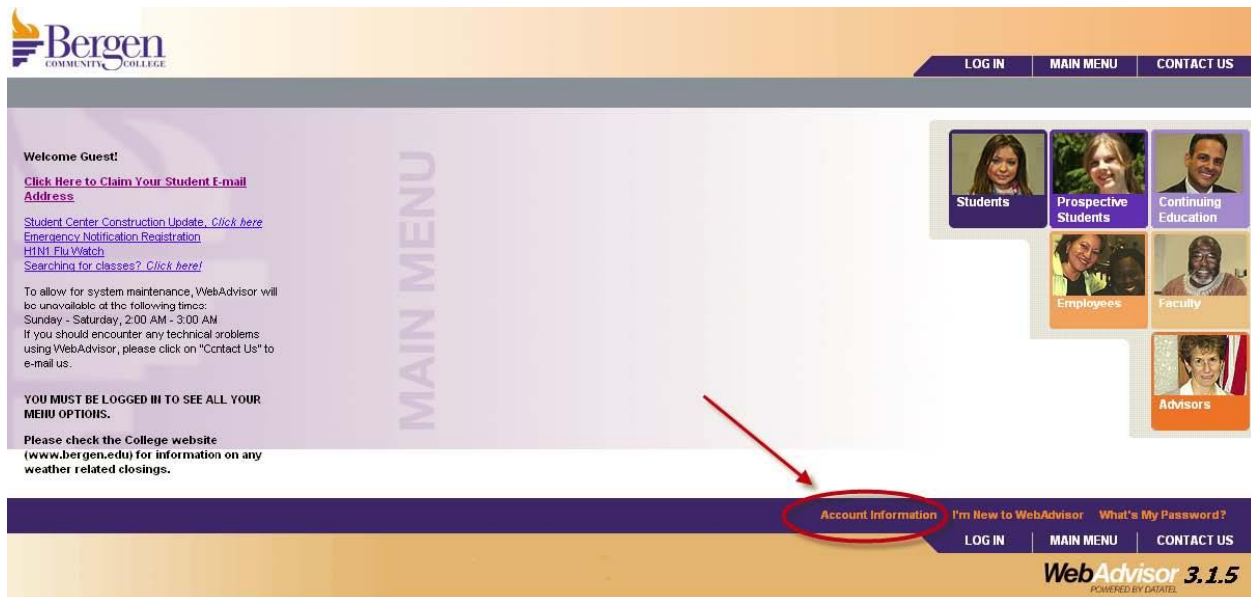
In order to claim your email, you need the following:

1-Your WebAdvisor ID 2-Your Student ID# 3-Your date of birth

Follow the instructions below to get your WebAdvisor and Student ID. If you know this information, scroll down to the “Accessing Student Email” section.

Get your WebAdvisor and Student ID

1. Go to (<http://go.bergen.edu>) and click “Account Information”



2. Select “What’s my User ID?”

3. Enter your **last name** in the first space
4. Enter your social security number in the second space



5. Press "Submit" and your User ID will be displayed

The image shows a form titled "What's my User ID?". Below the title is the instruction: "In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers." Below this is a legend: "* = Required". There are three input fields: "Last Name *", "SSN", and "Colleague ID". The "Last Name *" and "SSN" labels are circled in red. Red arrows point from the "Last Name *" field to the "SSN" field and from the "SSN" field to the "Colleague ID" field. At the bottom right of the form is a purple "SUBMIT" button, which is also circled in red.

6. Click the "back" button in your web browser and you will see your Student ID# in the bottom box marked "Colleague ID".

You are now ready to claim your email address!

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Colleague ID

**Your Student ID will be
displayed here**

SUBMIT

Accessing Student Email

1. Navigate to www.outlook.com/me.bergen.edu or mail.office365.com in your Web browser
2. Enter your WebAdvisor ID followed by **@me.bergen.edu** (example jsmith@me.bergen.edu **OR** if numbers are included jsmith1234@me.bergen.edu)
3. Enter your Password. Your **password** is your **student ID followed by your date of birth** (MMDDYYYY format) (example: Jan 1, 1990 = 01011990)
4. 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.



For further assistance, please call 201-447-7109, option 3