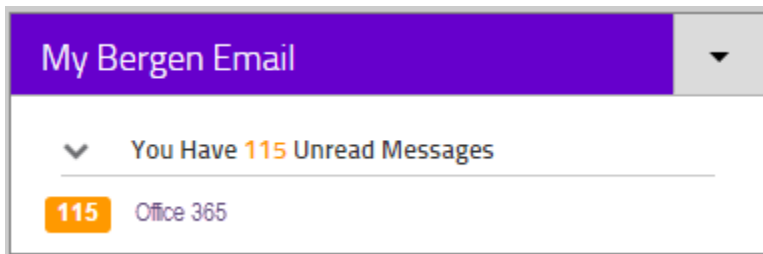




How to Login to your Office 365 Email Account for the First Time

1. Go to <https://my.bergen.edu>.
2. Enter your Bergen Username in the **Bergen Username** field.
3. Enter your initial Password in the **Bergen Password** field.
4. Click on the **Office 365** link in the **My Bergen Email** box.



5. You will be prompted to select the time zone you live in, and , and then will go directly to your Office 365 Email Account.
6. Click the  symbol in the upper right corner, and select **Options** to personalize your account such as setting up rules, forwarding your email to another account, or having it sent to your wireless device. For additional help, click the  symbol.

What's my Email Address?

Your Email address is your **Bergen Username** followed by **@me.bergen.edu**.

Example:

Bergen User Name: **jsmith1234**

Email Address: jsmith1234@me.bergen.edu

What's my Email Password?

Your Email Password is the same as your **Bergen Portal Password**.