

# Bergen Community College Gmail Cheat Sheet



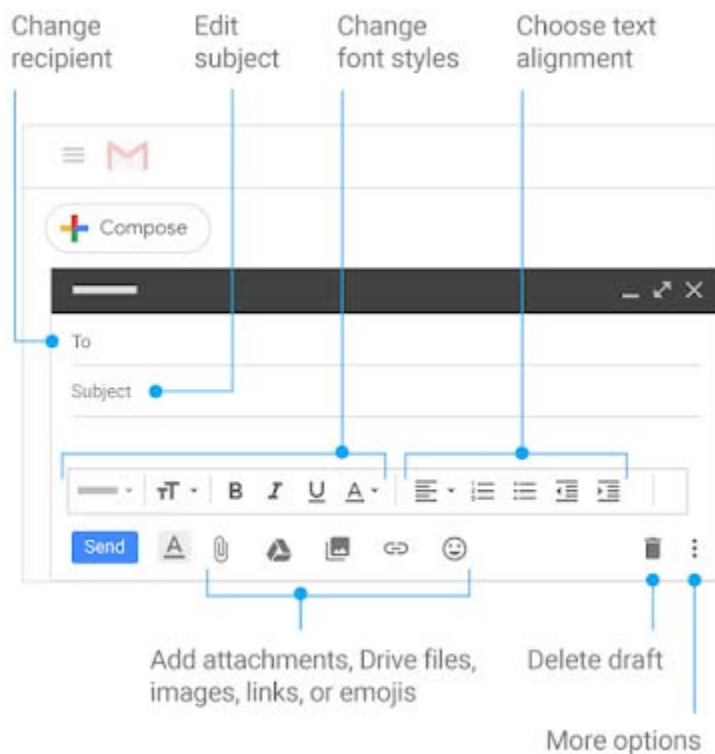
Log into Gmail from any web browser

1. Log into Gmail by going to <http://gmail.bergen.edu>
2. Use your current Bergen username and password to log in.

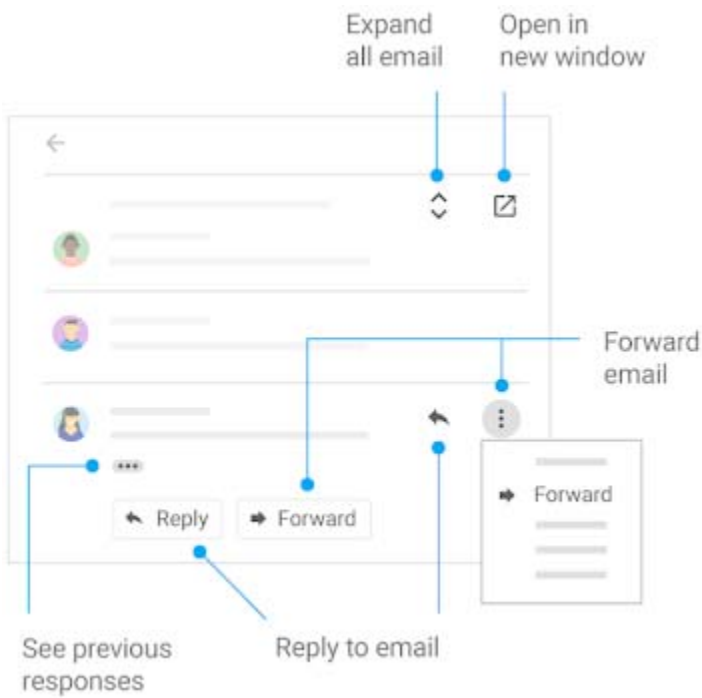


Create and send email, reply to threaded email conversations, and organize your inbox.

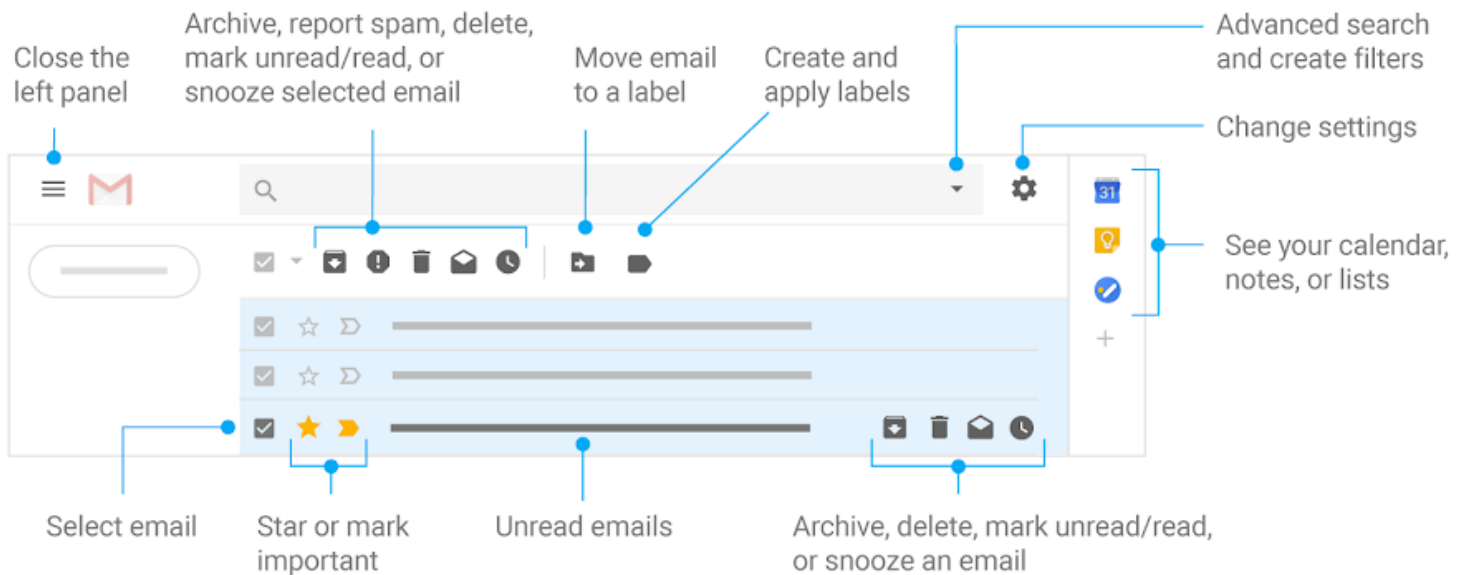
1. Click Compose to create a new email message



2. Click a message in your inbox to read it and send a reply.



3. Organize your inbox.



\*\*Archive hides items from your inbox but does not remove them from your account. You can view archived messages by selecting the "All Mail" label on the left side of the screen.