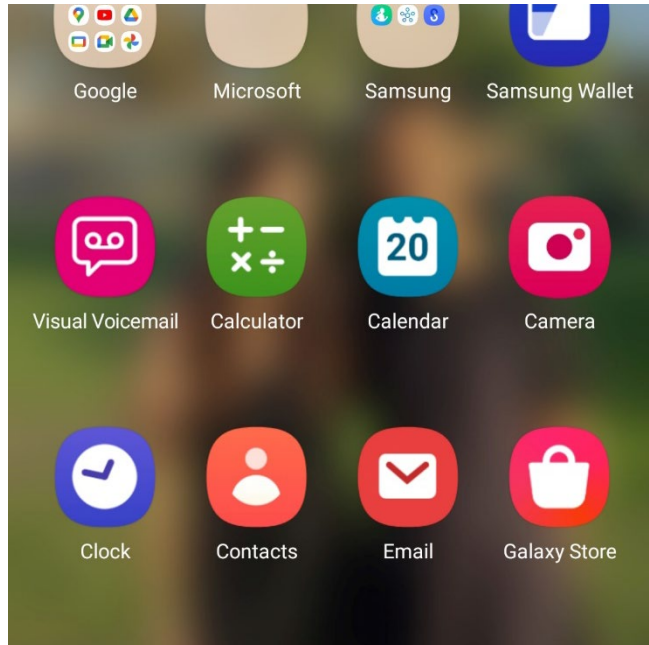


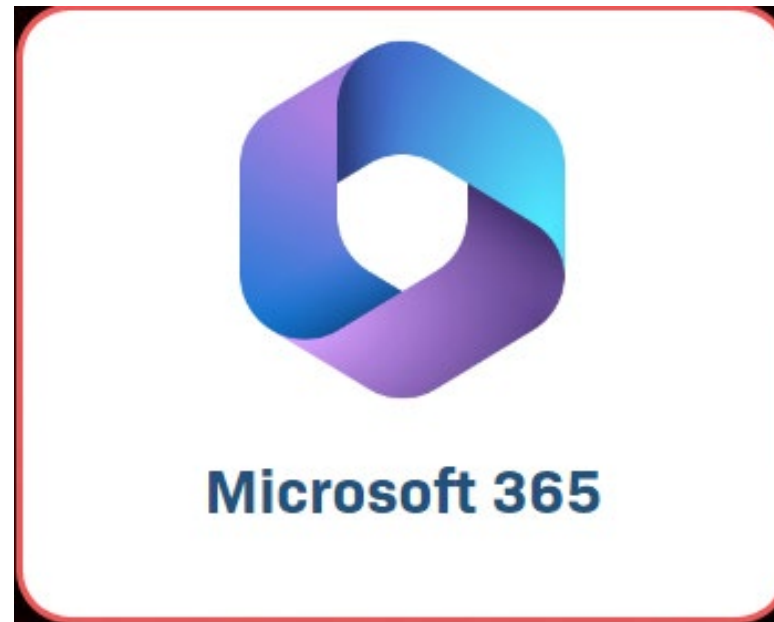
Setting up LBCC email on Android Device

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STEP 1: Locate Email icon in apps and click on Microsoft 365 icon

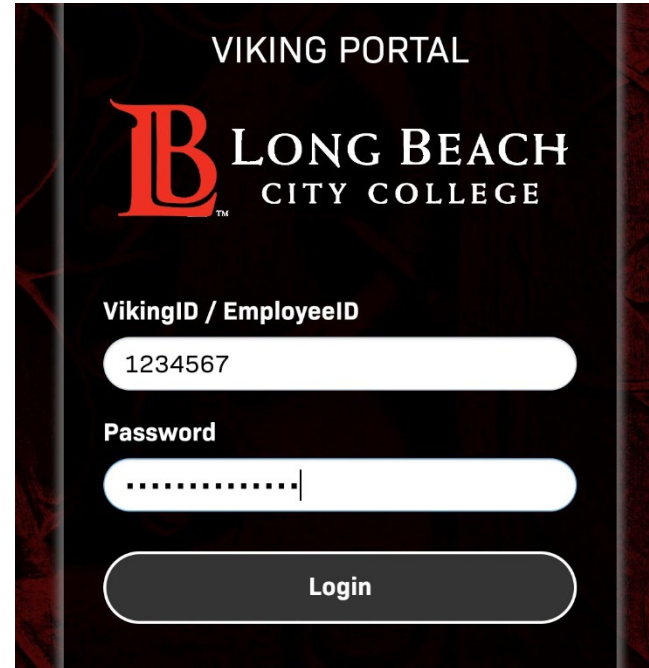
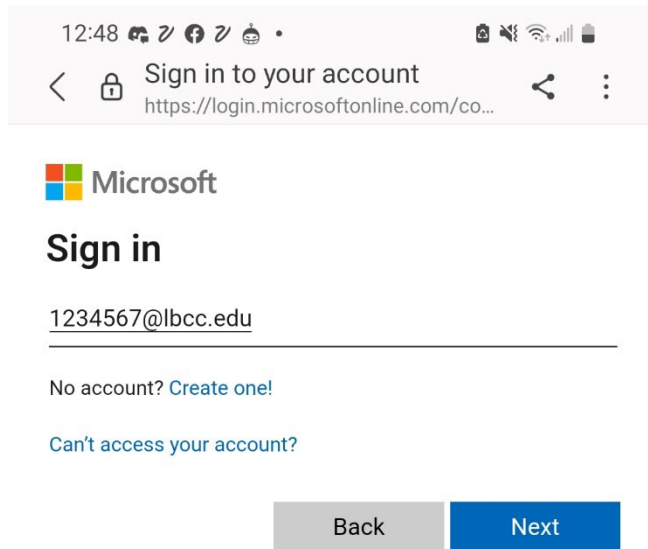


Locate **Email** icon in apps and click on it.



Click on '**Microsoft 365**' icon.

STEP 2: Sign into Microsoft 365 with EmployeeIDnumber@lbcc.edu

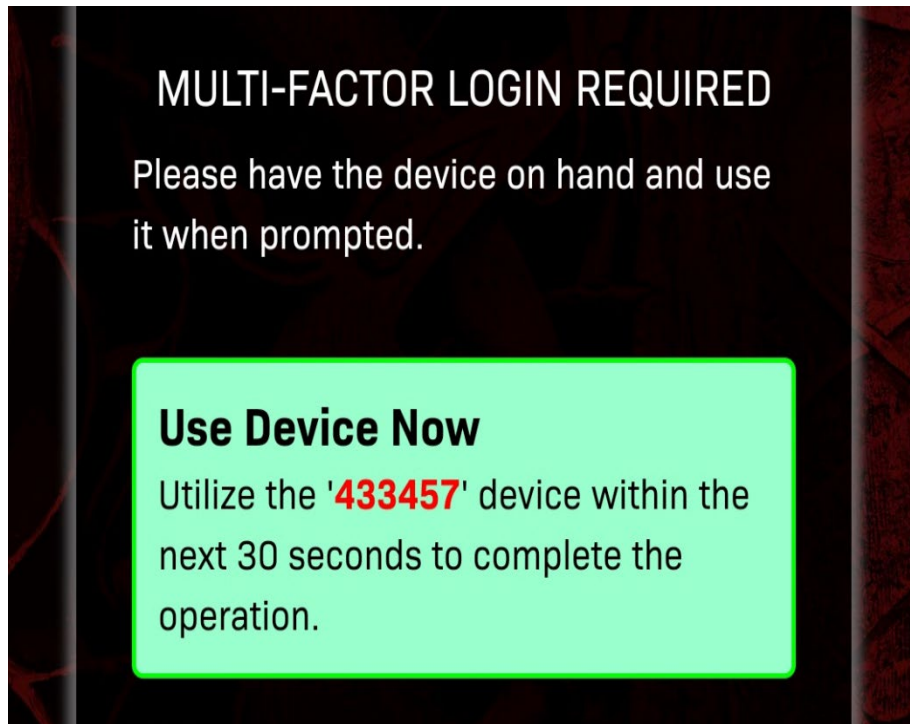


Screen will redirect to the Viking Portal login screen.

Put in your LBCC Employee ID and your LBCC password and press '**Login**'.

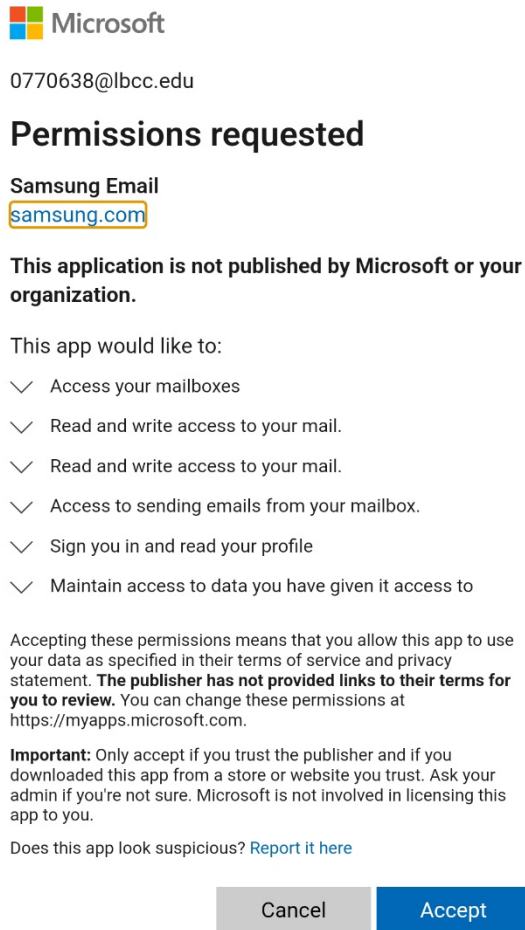
Sign into Microsoft 365 using your LBCCemployeeIDnumber@lbcc.edu
Example: 1234567@lbcc.edu

STEP 3: May be required to obtain One Time Passcode (OTP) to proceed



At this point, you may be required to obtain a One Time Passcode (OTP) to proceed. Select preferred method of receiving OTP and input code into OTP field once received.

STEP 4: Press Accept and Select Sync Options



Microsoft

0770638@lbcc.edu

Permissions requested

Samsung Email
samsung.com

This application is not published by Microsoft or your organization.

This app would like to:

- Access your mailboxes
- Read and write access to your mail.
- Read and write access to your mail.
- Access to sending emails from your mailbox.
- Sign you in and read your profile
- Maintain access to data you have given it access to

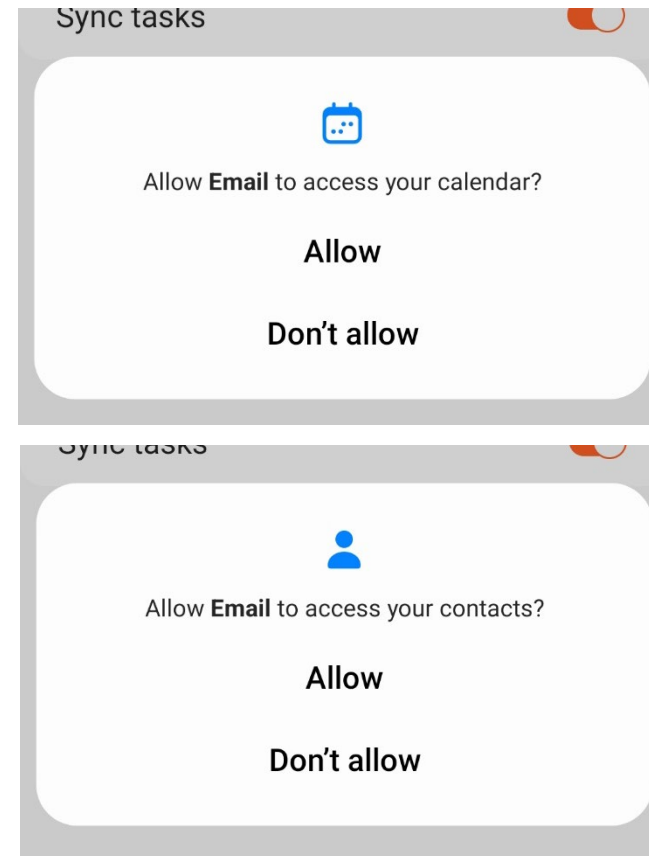
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.

Important: Only accept if you trust the publisher and if you downloaded this app from a store or website you trust. Ask your admin if you're not sure. Microsoft is not involved in licensing this app to you.

Does this app look suspicious? [Report it here](#)

Cancel Accept

Press **'Accept'** to allow permissions on Android device.



Sync tasks

Allow **Email** to access your calendar?

Allow

Don't allow

Sync tasks

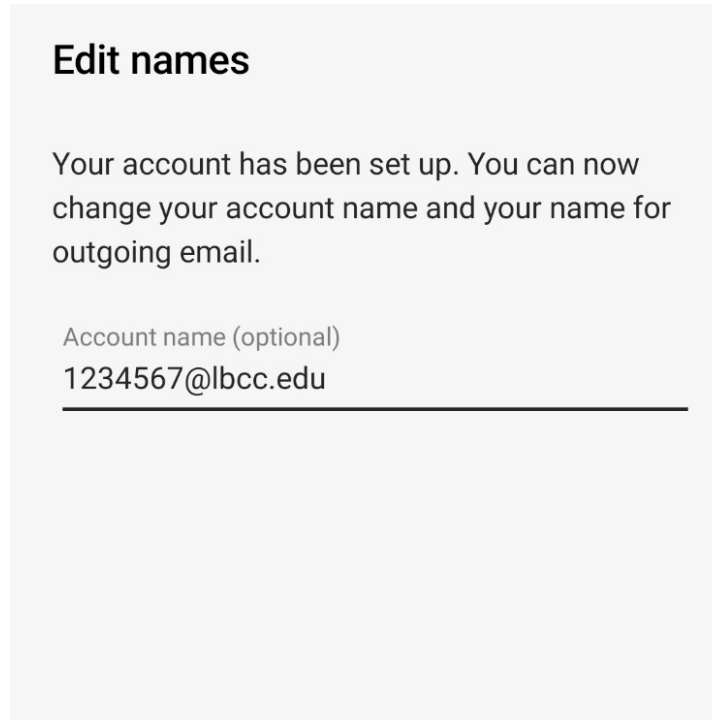
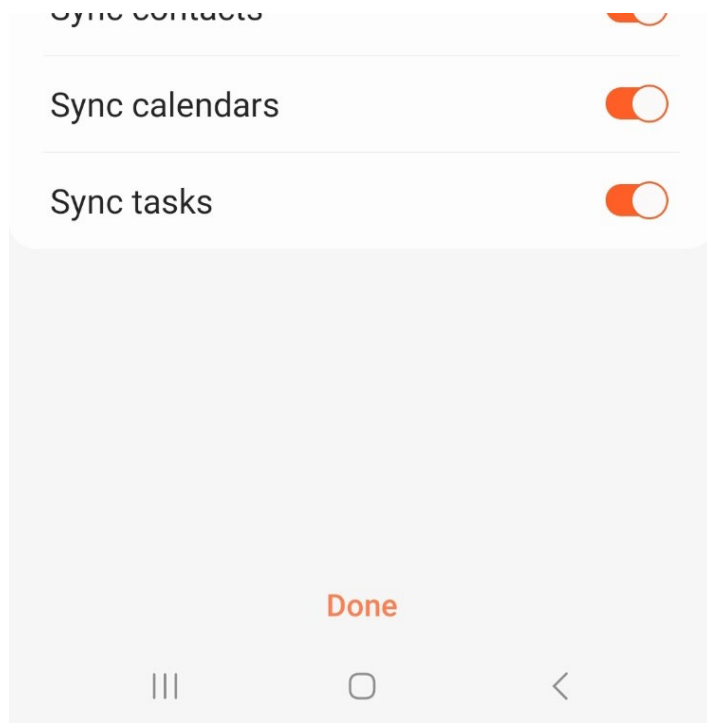
Allow **Email** to access your contacts?

Allow

Don't allow

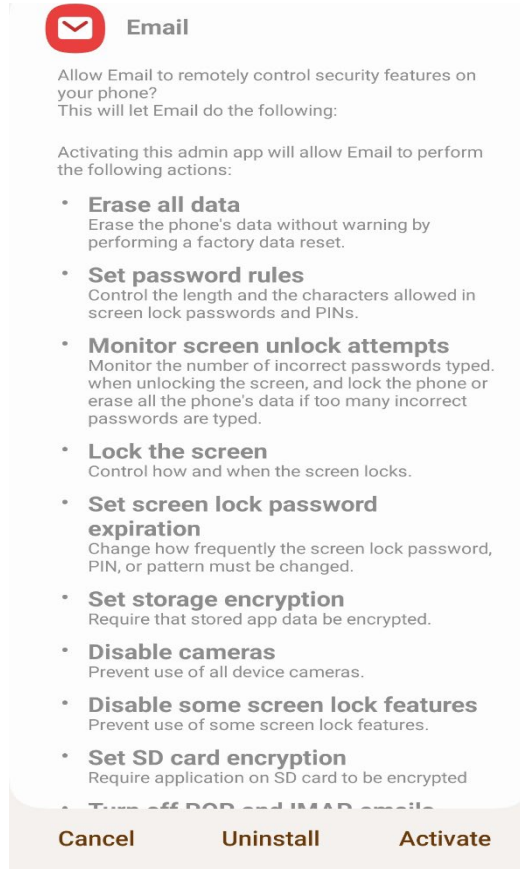
Select preferred response for both Sync prompts.

STEP 5: Click Done and Provide Email name (optional)



Press '**Done**' and provide Email name (this is optional and can be left as the default).

STEP 6: Press Activate



Press '**Activate**' and your LBCC email will start to sync.

After syncing finishes you should be able to send and receive emails via the native email client on your Android device.

QUESTIONS?

If you run into any issues, or have further questions, feel free to reach out to us!

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