

# MS Office 365

ACCESSING YOUR LBCC STUDENT EMAIL

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FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Overview

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In this tutorial, you will learn how to:

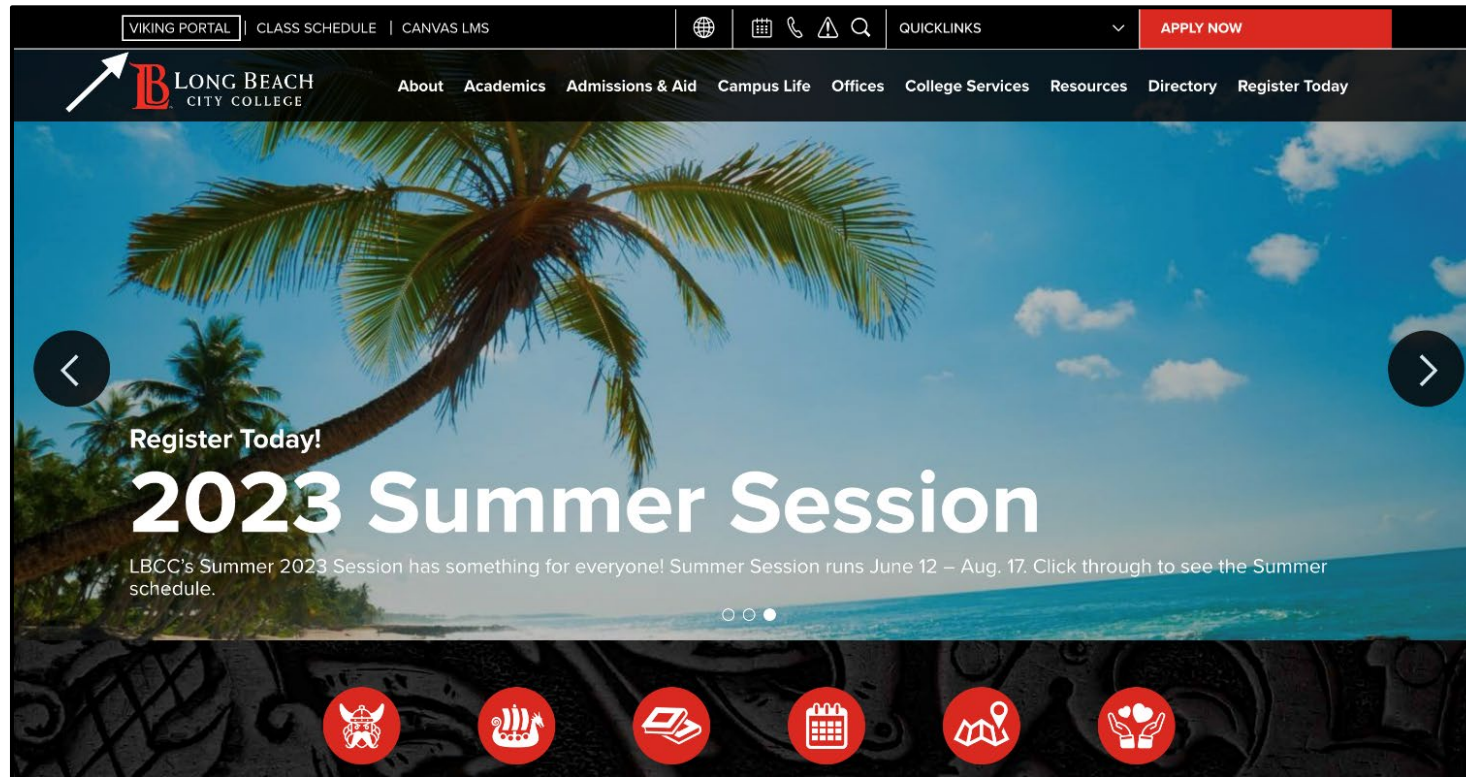
- Access your LBCC student email inbox through Office 365.
- Locate your LBCC email address.

## **\*Important\***

You will only have access to your LBCC student email address while you are a current student at LBCC. **Once you graduate, transfer, or take a break from college, you will lose access to this email.**

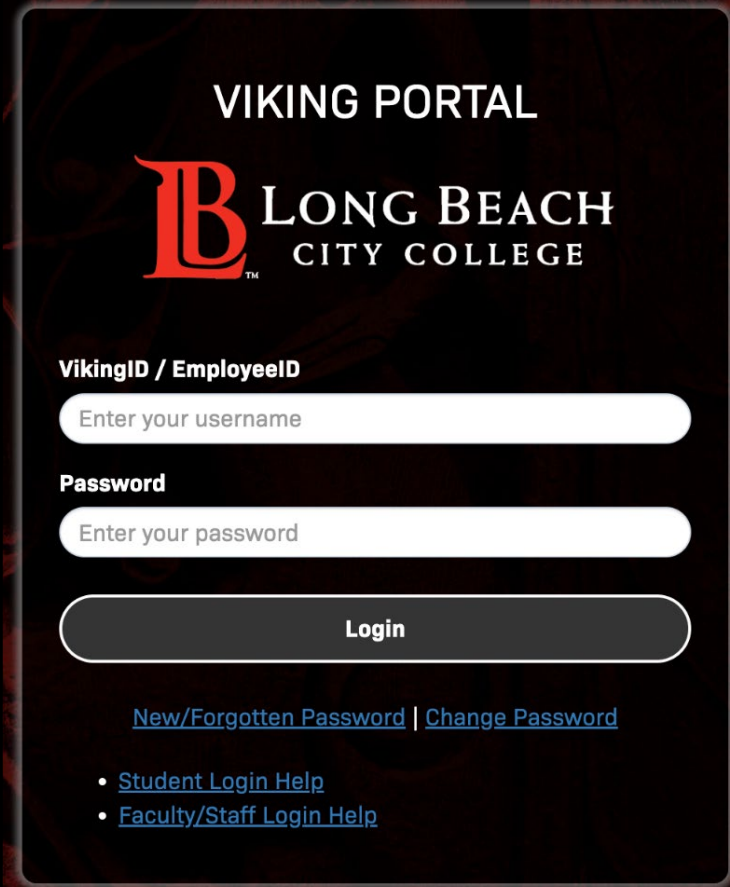
# Step 1: Navigate to the Viking Portal

Navigate to the [lbcc.edu](https://lbcc.edu) homepage. Then, in the upper left-hand corner, click on the **Viking Portal**.



# Step 2: Log in to the Viking Portal

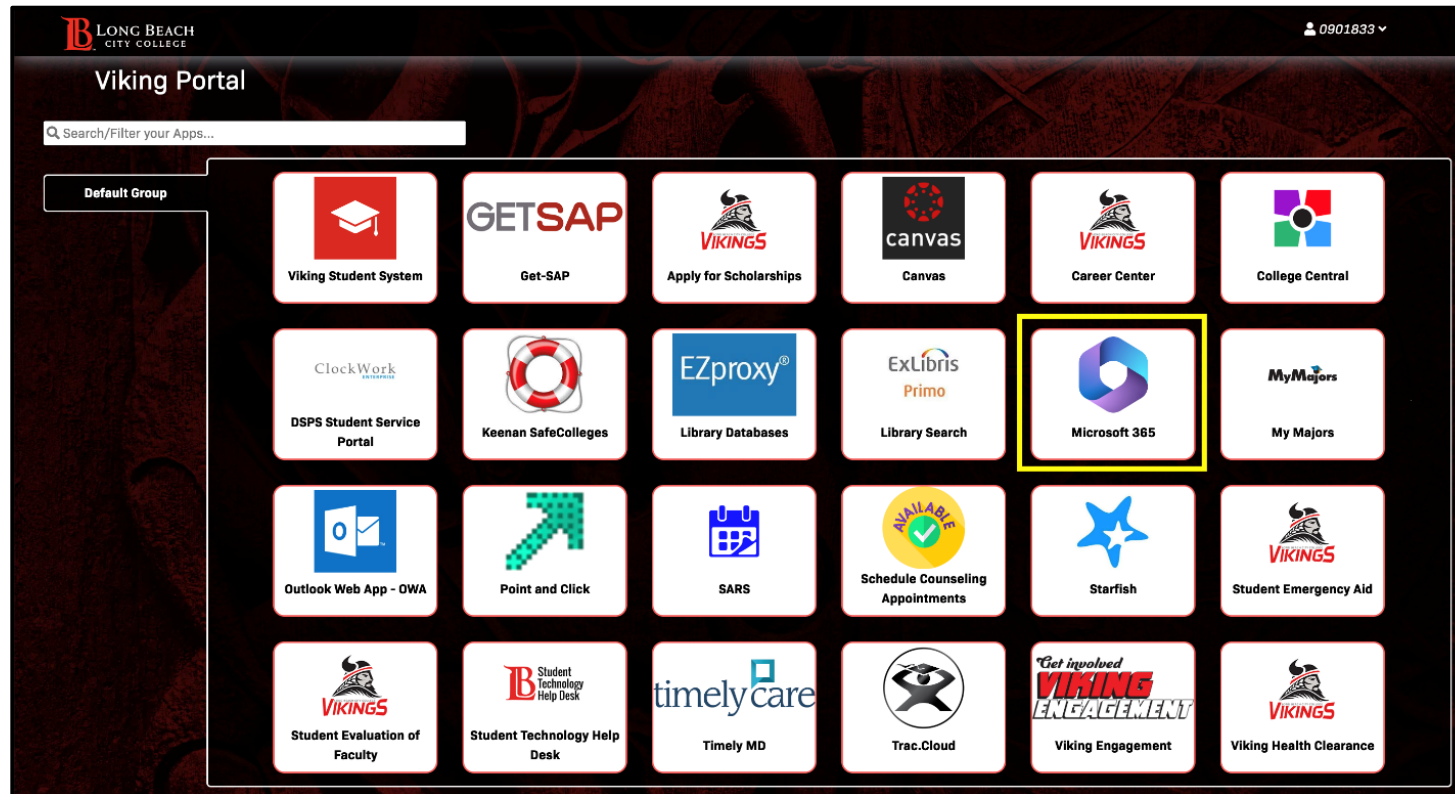
Enter your login credentials in the Viking ID and password boxes.



The screenshot shows a dark-themed login interface for the Viking Portal. At the top, it says "VIKING PORTAL" in white. Below that is the Long Beach City College logo, featuring a red "B" and the text "LONG BEACH CITY COLLEGE". There are two input fields: "VikingID / EmployeeID" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". A "Login" button is positioned below the password field. At the bottom, there are links for "New/Forgotten Password" and "Change Password", and a list of help links: "Student Login Help" and "Faculty/Staff Login Help".

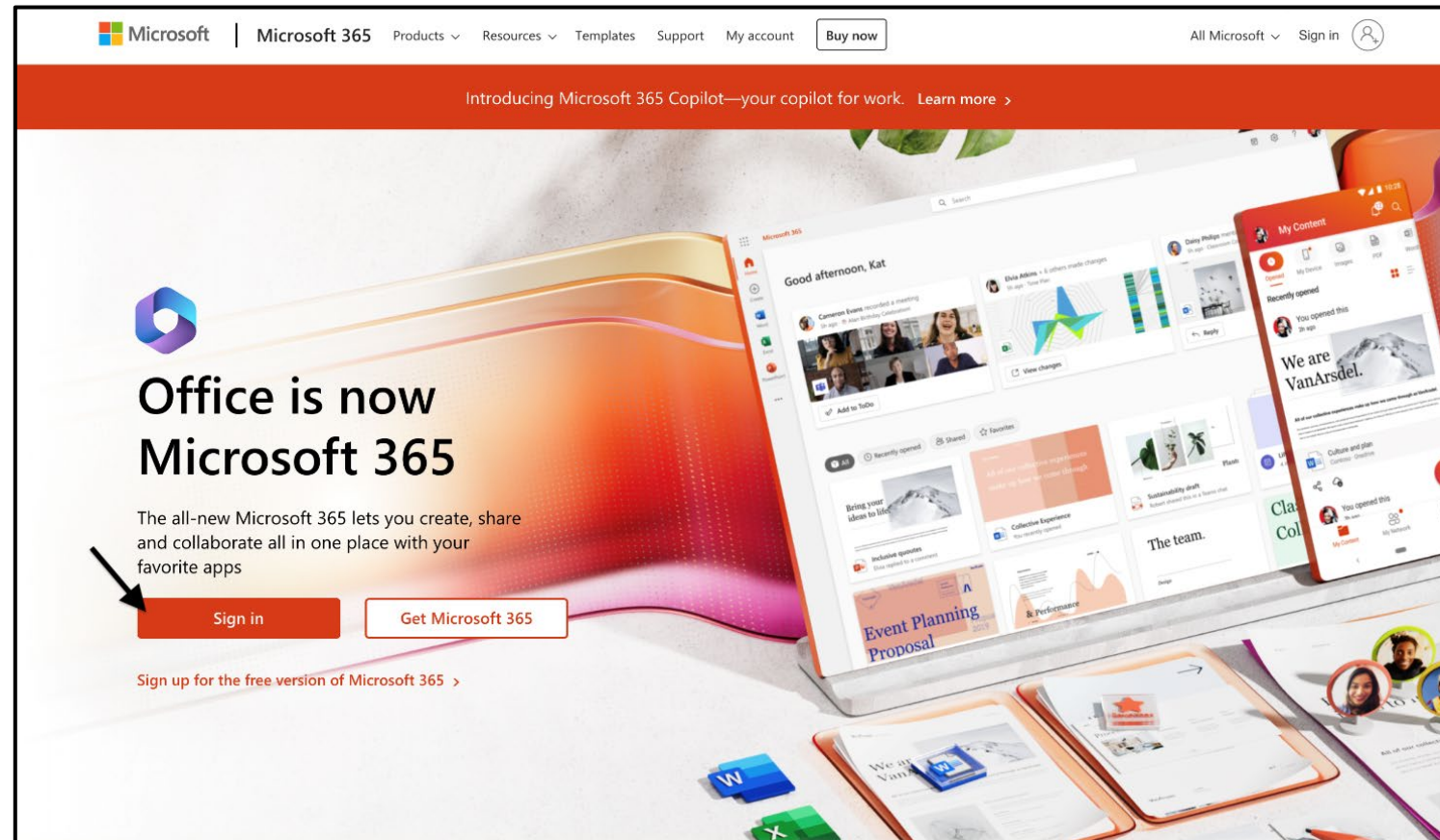
# Step 3: Find and Open Microsoft 365

In the Viking Portal, locate and click on the **Microsoft 365** tile.



# Step 4: Sign into your Office 365 Account

Click on **Sign in**.



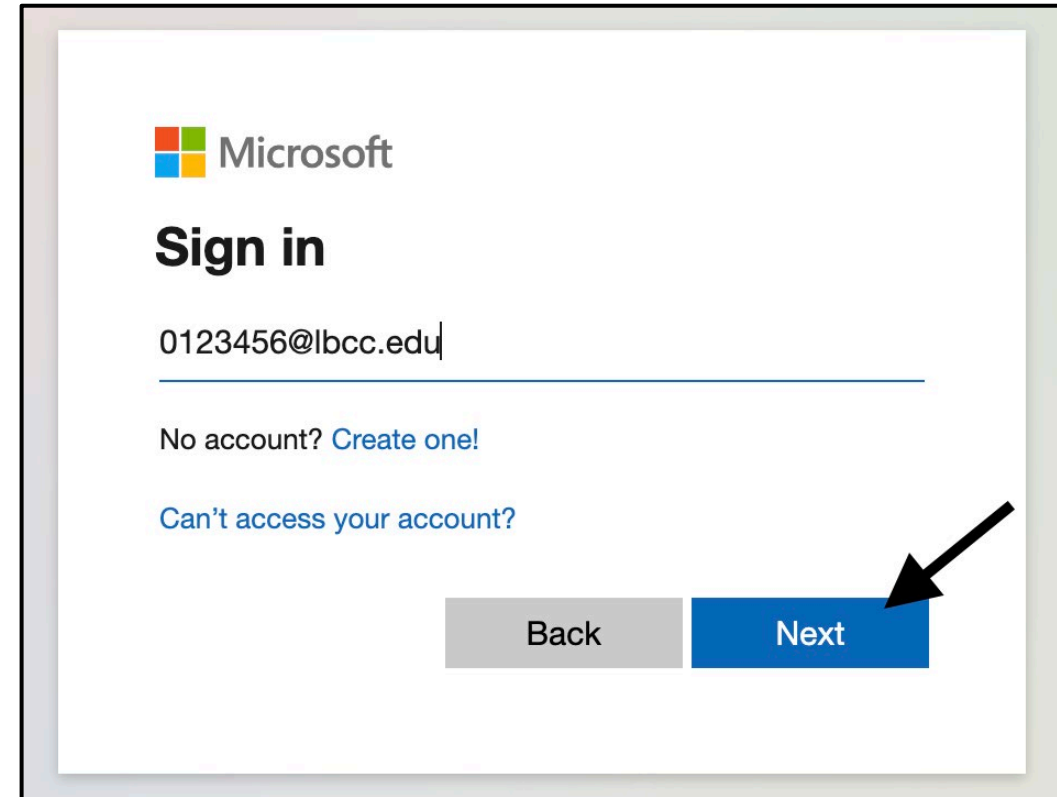
# Step 5: Enter Your Login Email

Once you click **Sign in**, you will be asked to enter an email. Type your information in the following format:

**Student ID Number@lbcc.edu**

Example: 0123456@lbcc.edu

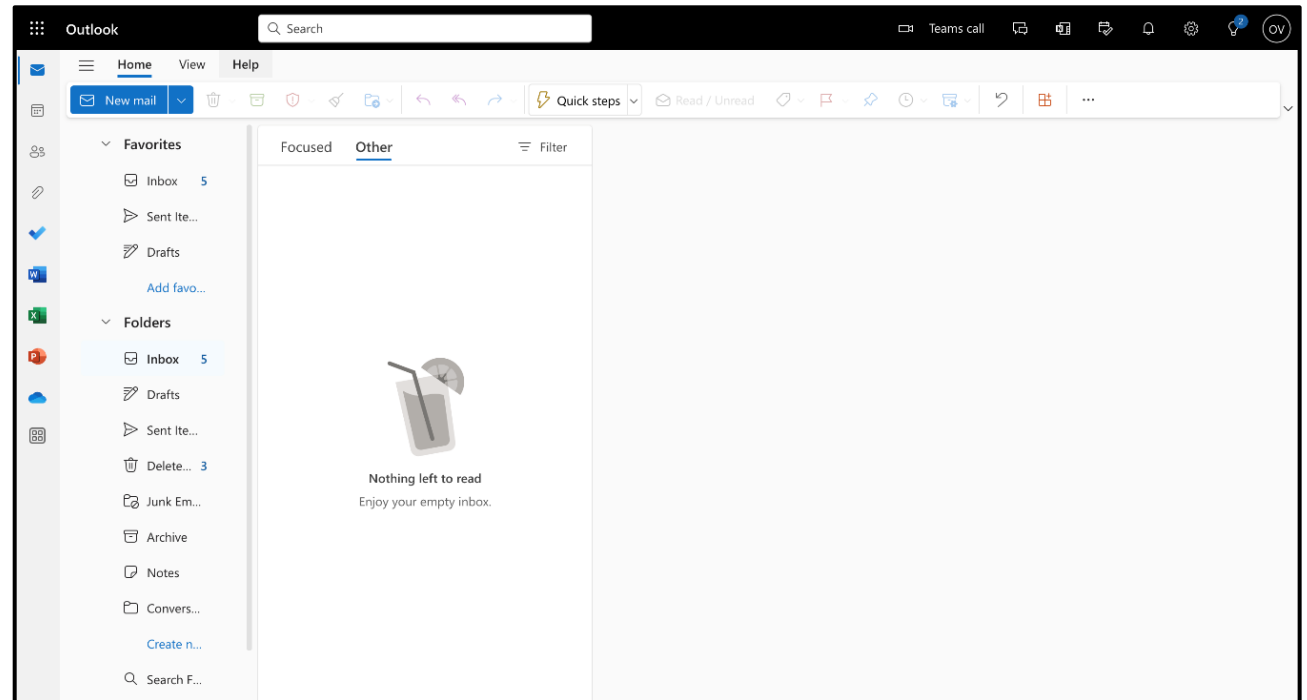
Click **Next**.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "0123456@lbcc.edu". Below the input field, there are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Next" button. A black arrow points to the "Next" button.

# Step 6: Open Outlook

Once you have signed in, click on **Outlook** from the menu on the left-hand side to open your email inbox. The next slide will walk you through how to find your LBCC student email address.

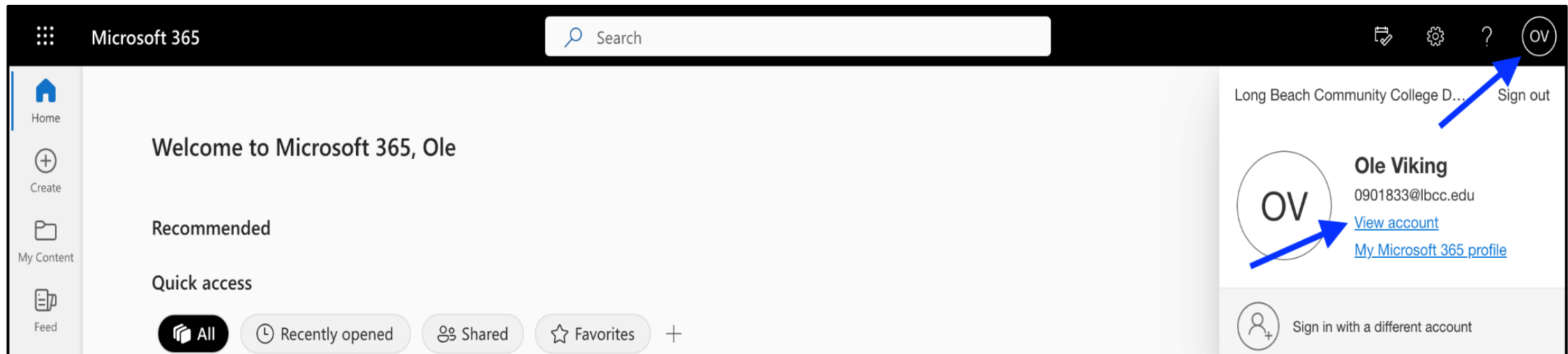




# Locating Your LBCC Email Address

To locate your LBCC email address, follow the steps below:

1. Click on the **circle in the top-right corner with your initials**.
2. Click on **View Account**.

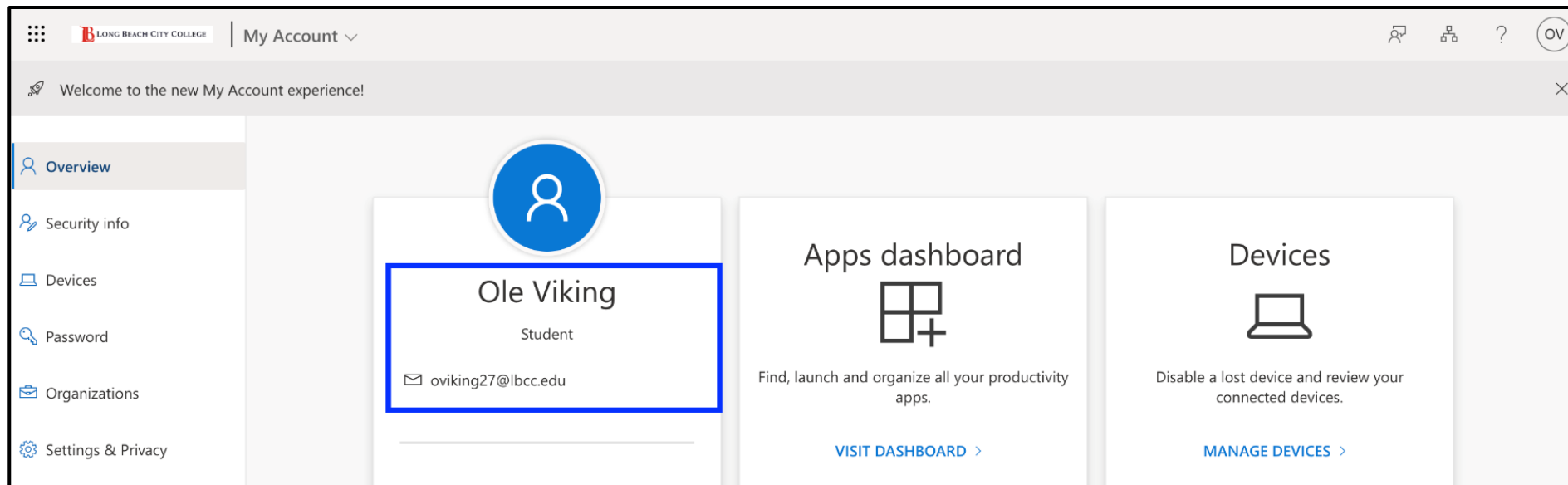


# Your LBCC Student Email Address

Your LBCC email address will be displayed in the following format:

**(first initial)(last name)(series of numbers)@lbcc.edu**

Use this format to send emails, sign up for educational accounts, discounts, and more!



# Congratulations!

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You have successfully accessed your LBCC student email account.

# Questions?

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

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
- Phone: (562) 938 - 4250
- Email: [sthd@lbcc.edu](mailto:sthd@lbcc.edu)