

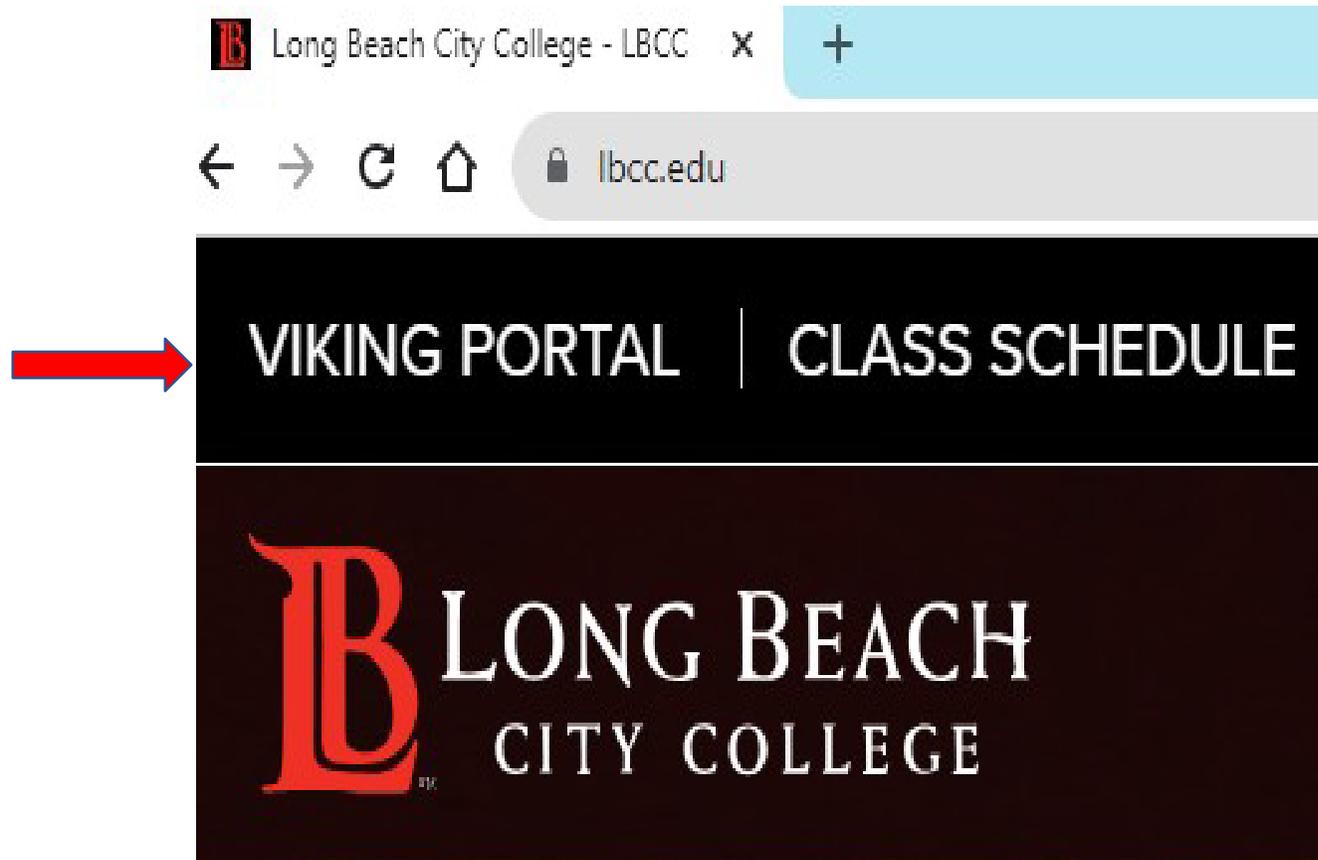
ACCESSING OUTLOOK EMAIL USING MICROSOFT 365

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

How to access your web based LBCC Outlook Email through Microsoft 365

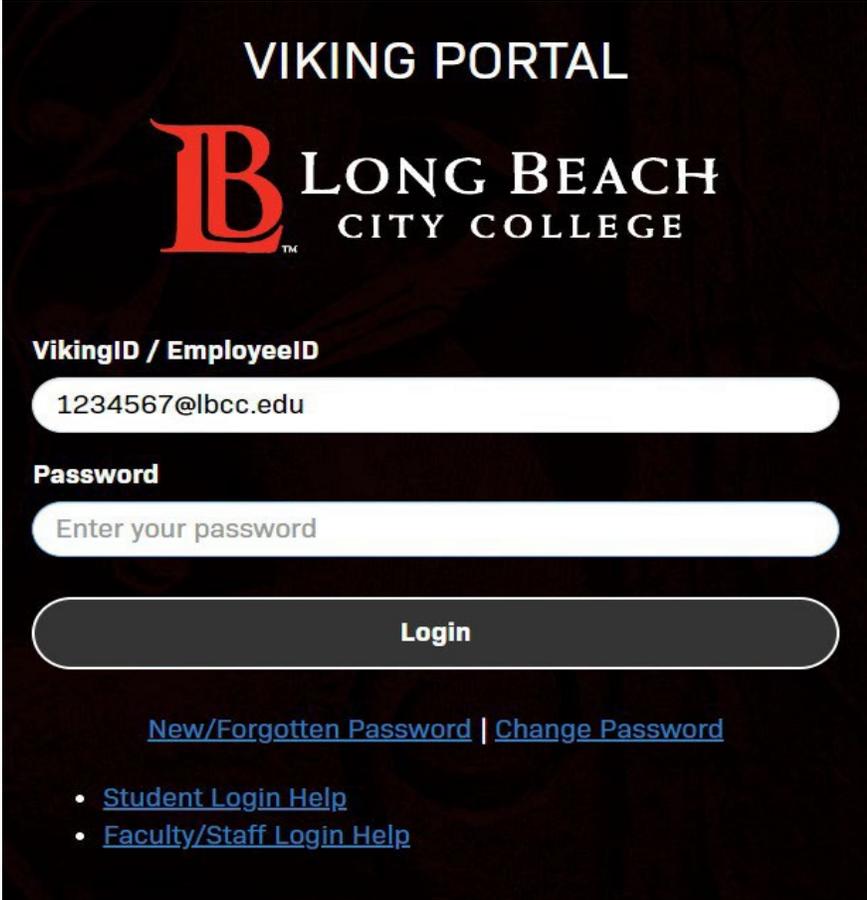
- Step 1: Go to www.lbcc.edu and **click** on the **Viking Portal** www.lbcc.edu
- Step 2: **Sign in** using your **Employee ID**
- Step 3: Select **Microsoft 365** tile
- Step 4: Select the **Sign in button** to Microsoft 365 and use your **Employee** ID@lbcc.edu
- Step 5: Select the **Outlook icon** located in the **Navigation bar** on the left

Step 1: Go to www.lbcc.edu and click on the **Viking Portal**



Step 2:

Sign in using your **Employee ID**



VIKING PORTAL



VikingID / EmployeeID

1234567@lbcc.edu

Password

Enter your password

Login

[New/Forgotten Password](#) | [Change Password](#)

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

Step 3:

Select **Microsoft 365** tile



Step 4: Select the ***Sign in button*** to Microsoft 365 and use your **[EmployeeID@lbcc.edu](#)**



Sign in

1234567@lbcc.edu

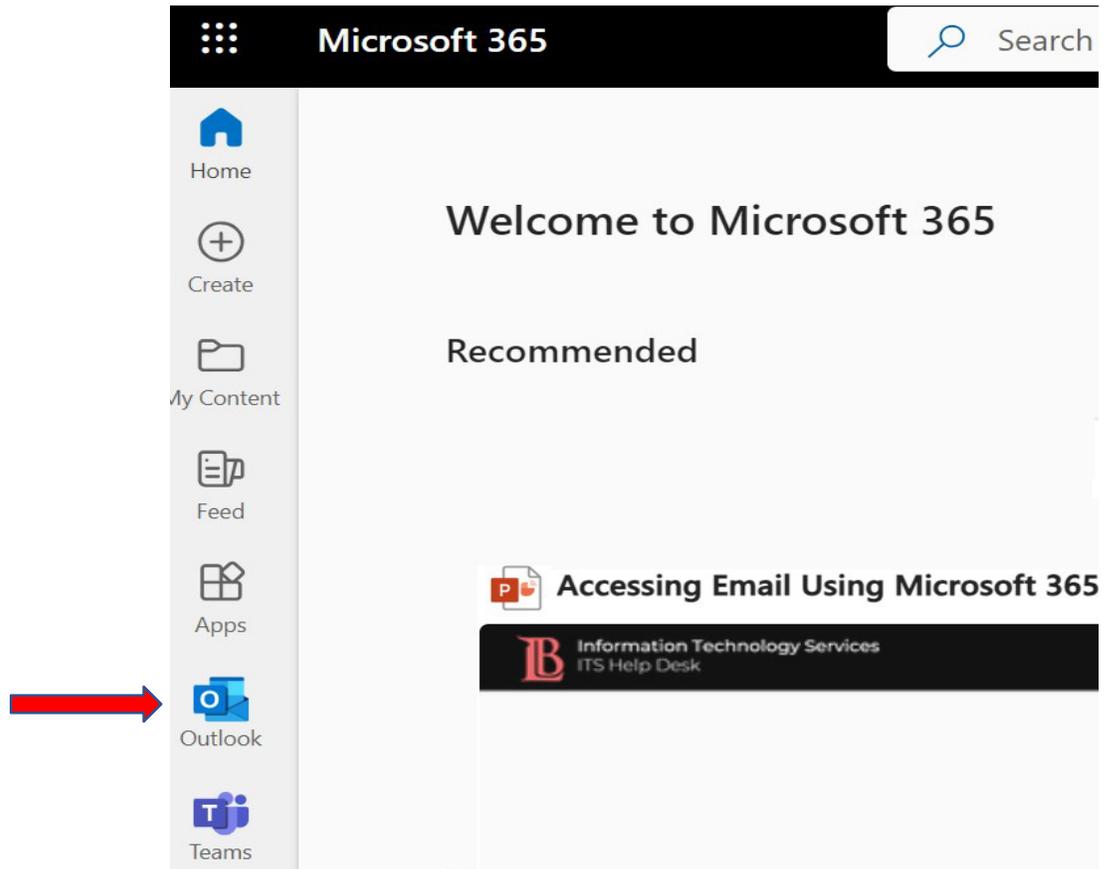
No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

Step 5: Select the **Outlook icon** located in the **Navigation bar** on the left



QUESTIONS?

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

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