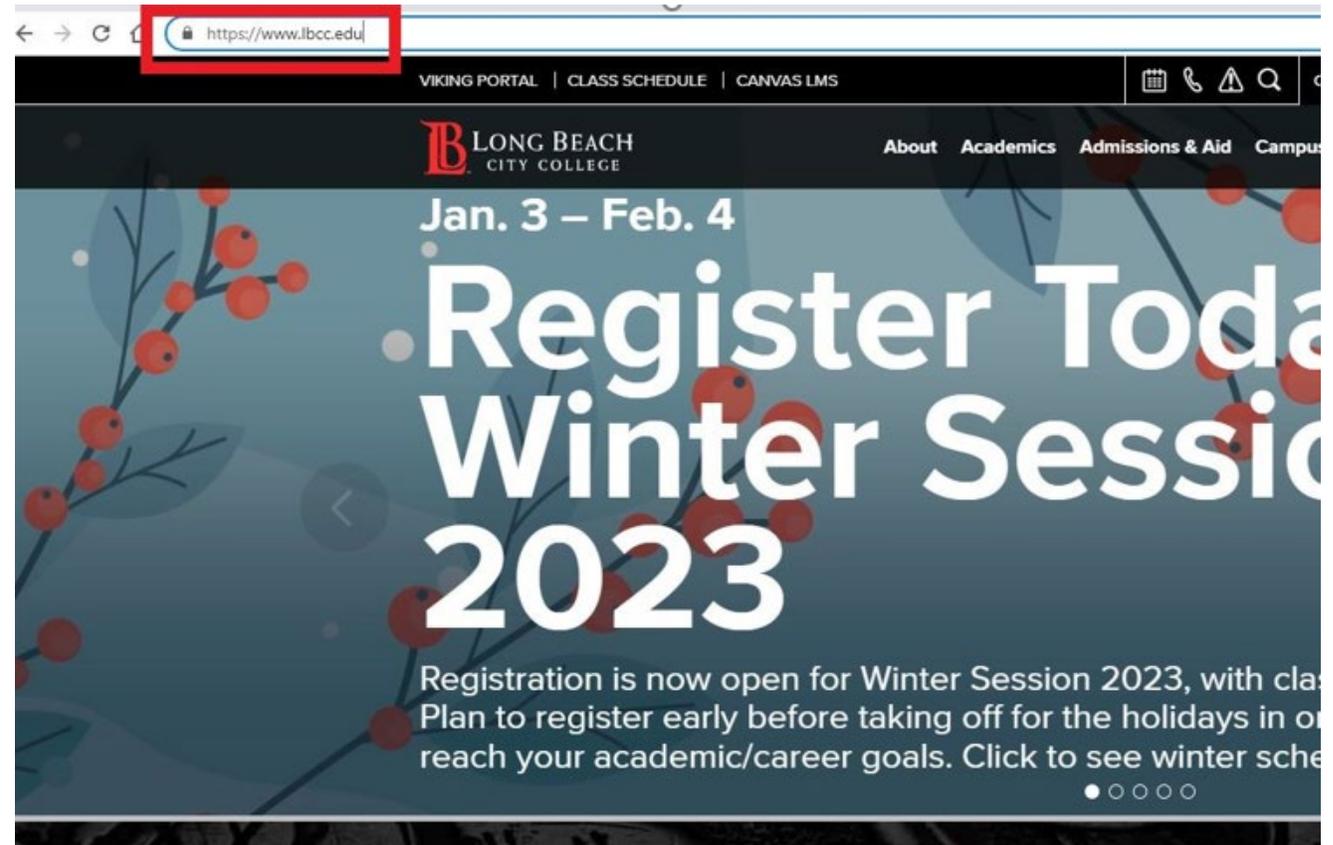
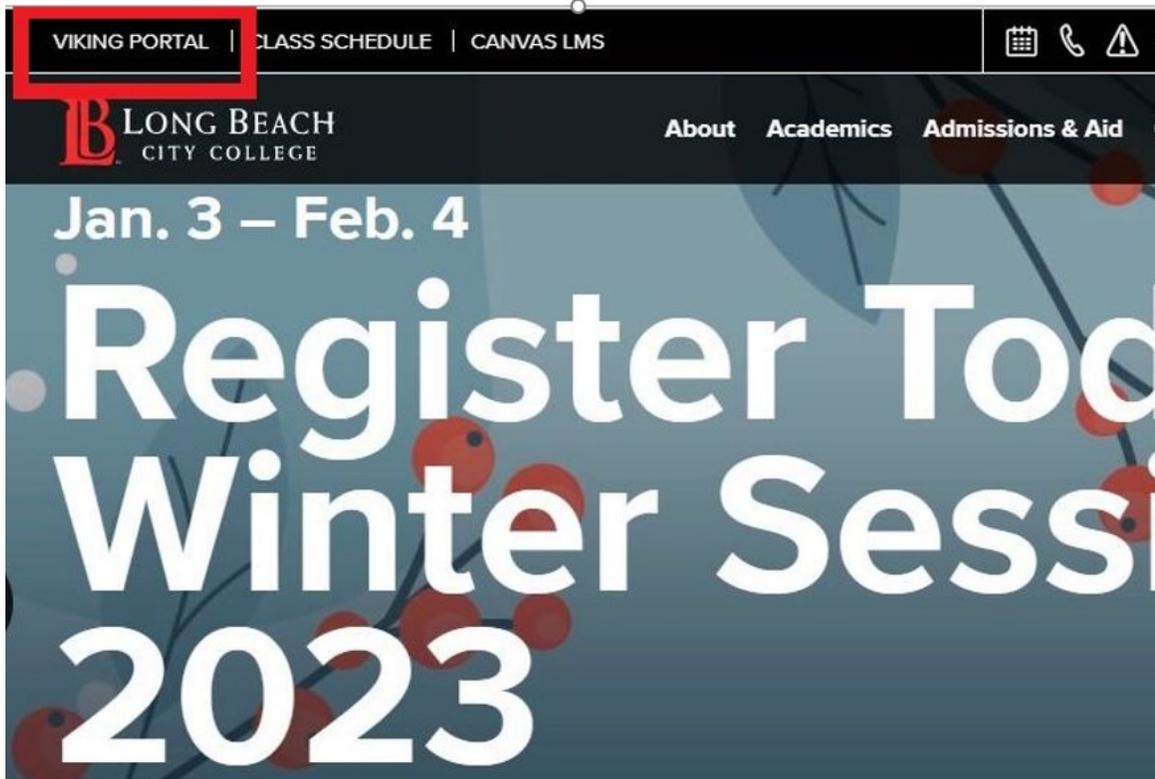


Office Apps Information

PLEASE NOTE: Office Apps do not need to be installed on your LBCC office computer as it already has Office software. From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) go to: **www.lbcc.edu**

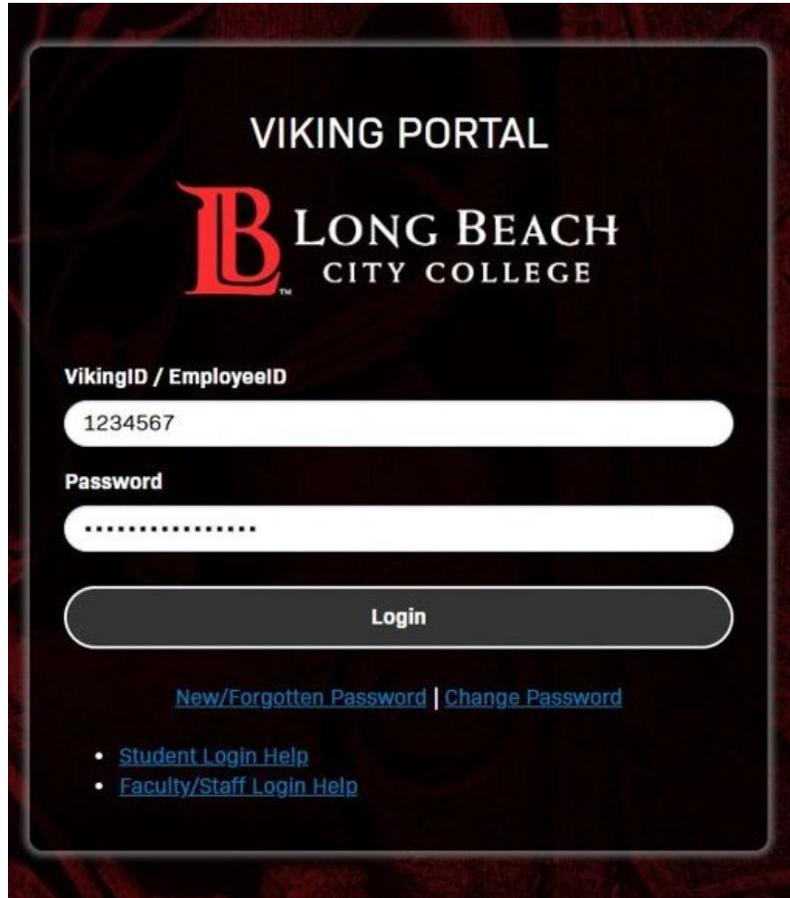


Locate Viking Portal Link



Click on the **Viking Portal**, located at the upper left-hand corner of the webpage.

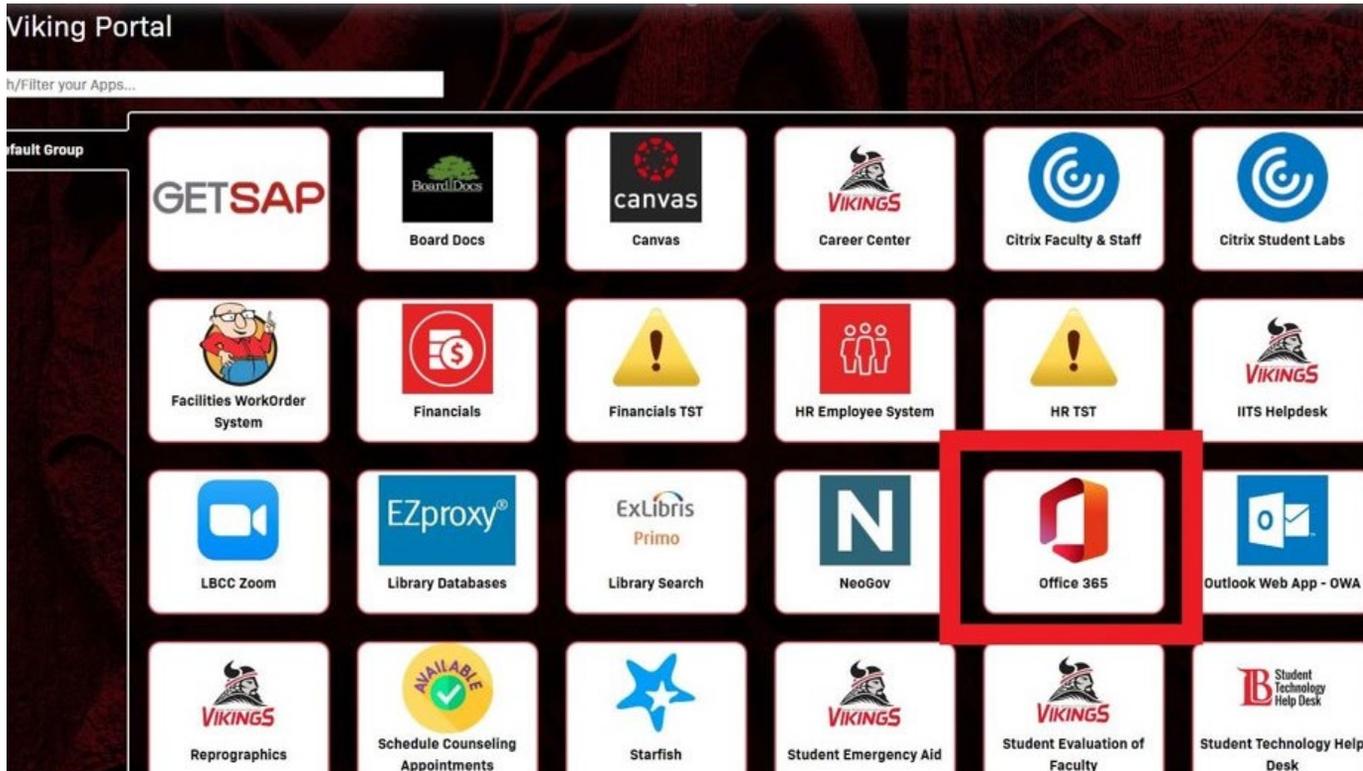
Sign into Viking Portal



The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and features the Long Beach City College logo. Below the logo, there are two input fields: "VikingID / EmployeeID" with the value "1234567" and "Password" with masked characters. A "Login" button is positioned below the password field. At the bottom, there are links for "New/Forgotten Password | Change Password" and "Student Login Help" and "Faculty/Staff Login Help".

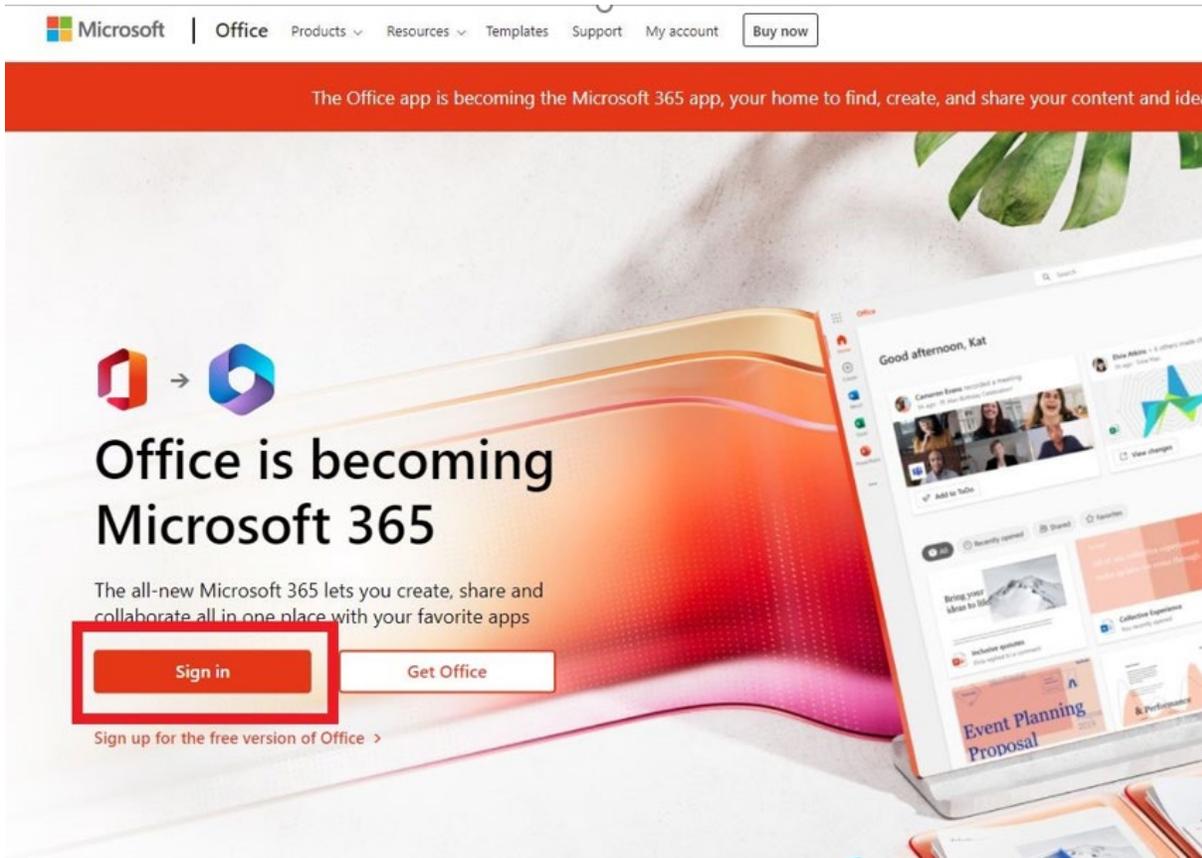
Sign into the Viking Portal using your Viking ID and your password.

Select Office 365 tile



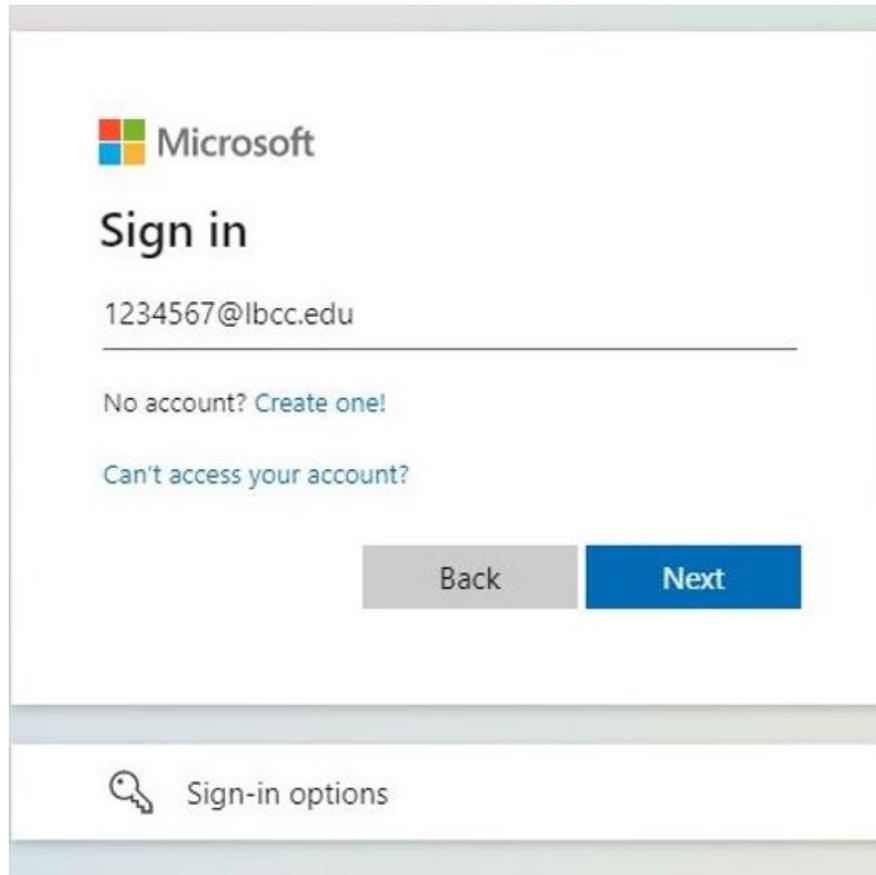
Click on the **Office 365** tile

Additional Sign in prompt



You may be prompted to sign into your Office account. Click **Sign in**.

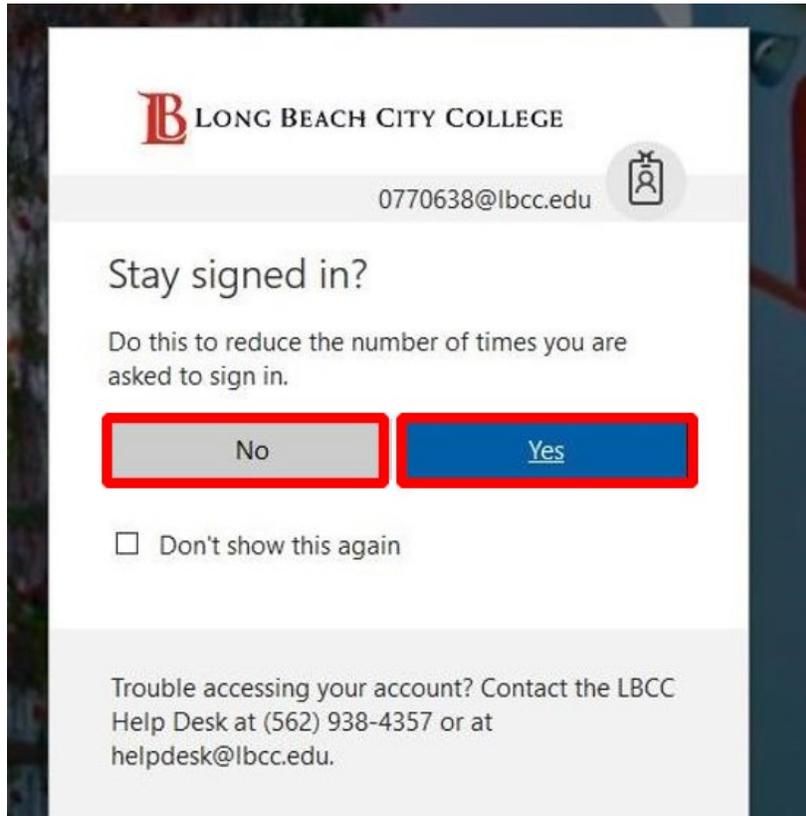
Additional Sign in prompt



At the Sign in prompt, enter your employee ID followed by @lbcc.edu. Then click **Next**.

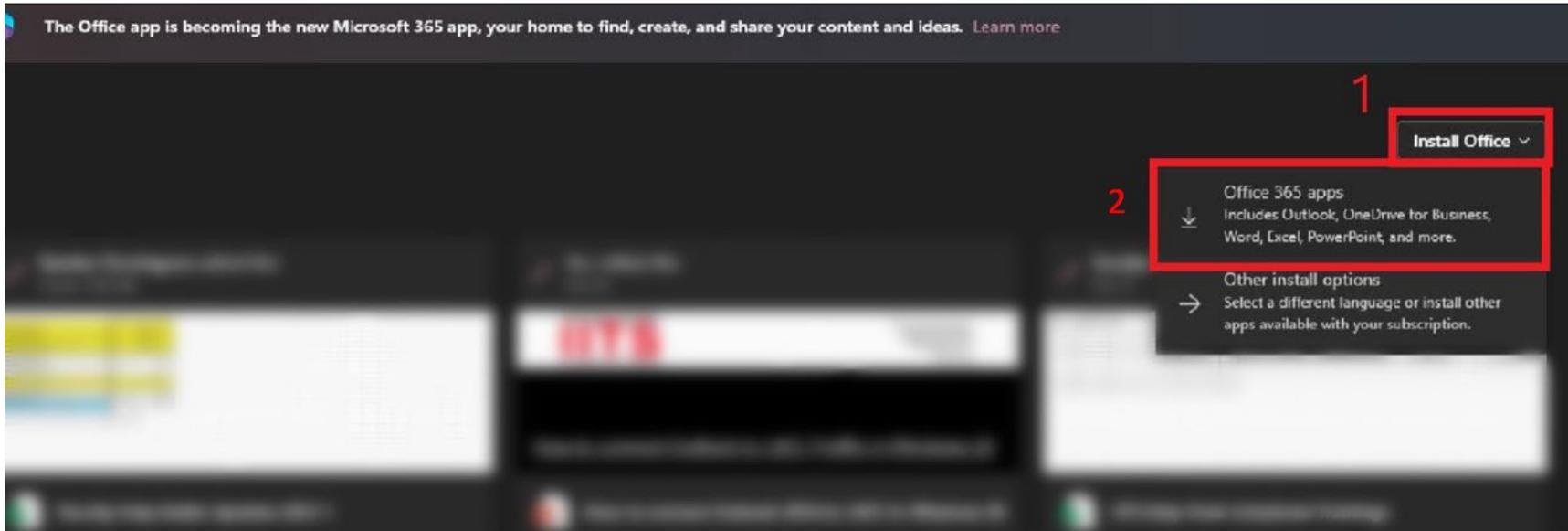
Ex) **1234567@lbcc.edu**

Additional Sign in prompt



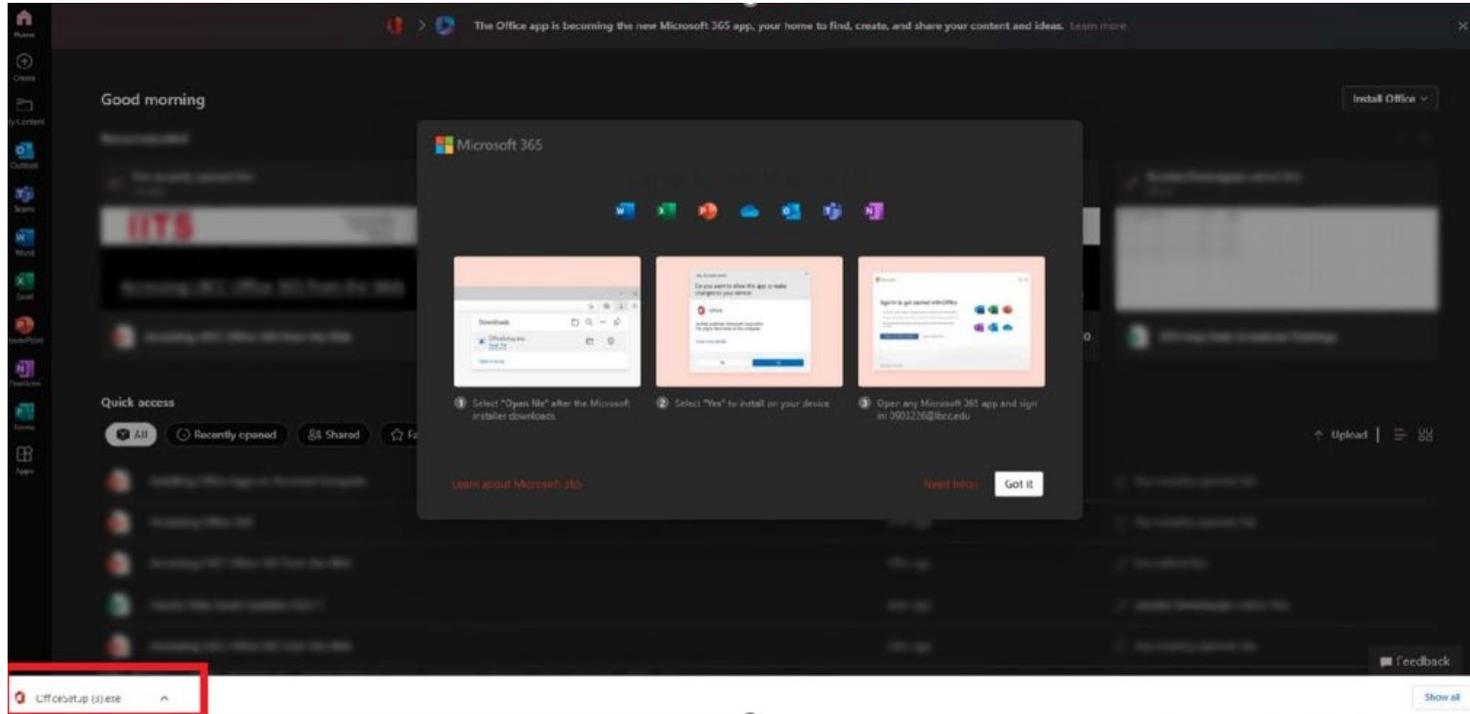
Select *Yes* or *No* at your discretion. In the interest of security, only choose *Yes* if you are using your personal computer

Additional Sign in prompt



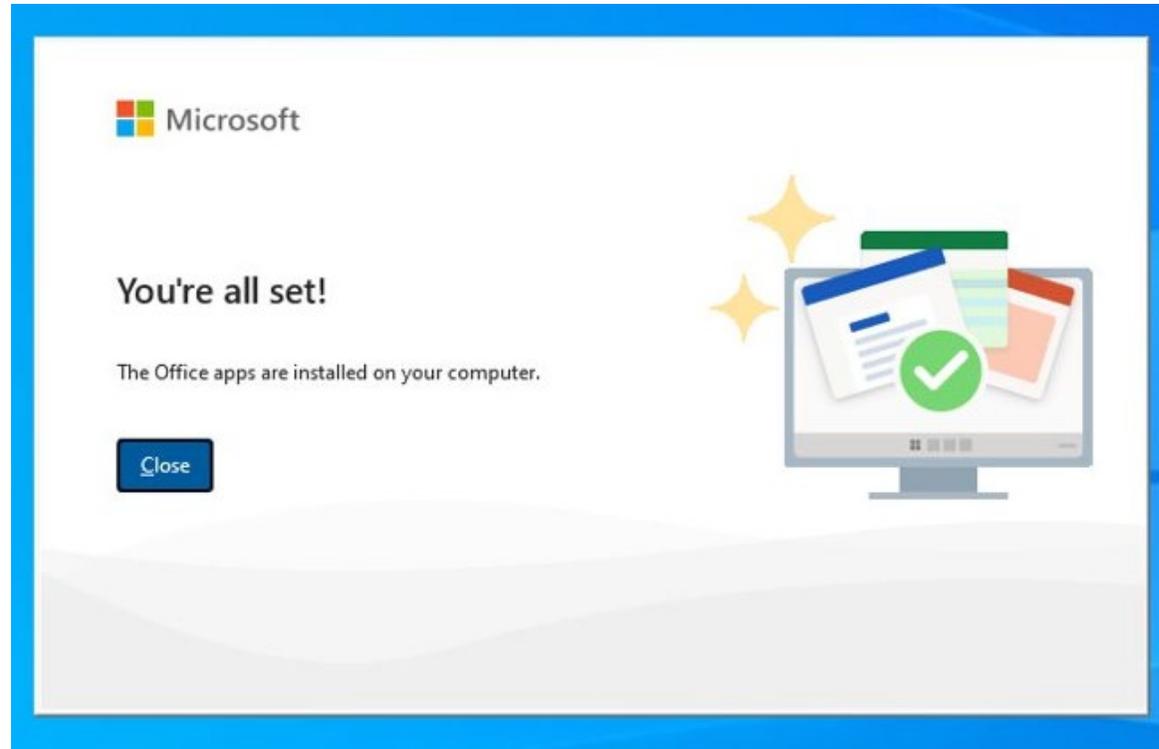
You should now see your Office 365 dashboard. Click on **Install Office** then click **Office 365 apps**.

Office App Installation



You will receive a pop-up with some instructions. Click the **OfficeSetup.exe** button that appears at the bottom left-hand corner of the screen. (Please note: Depending on the web browser, the location of the OfficeSetup.exe button may change, in this example we are using Google Chrome).

Office App Installation



Once completed, you will have access to all the Office 365 (Word, PowerPoint, Excel, etc.) apps on your personal computer.