

# Accessing LBCC Office 365 From the Web

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



# Accessing Office 365 from the Web

## Step 1:

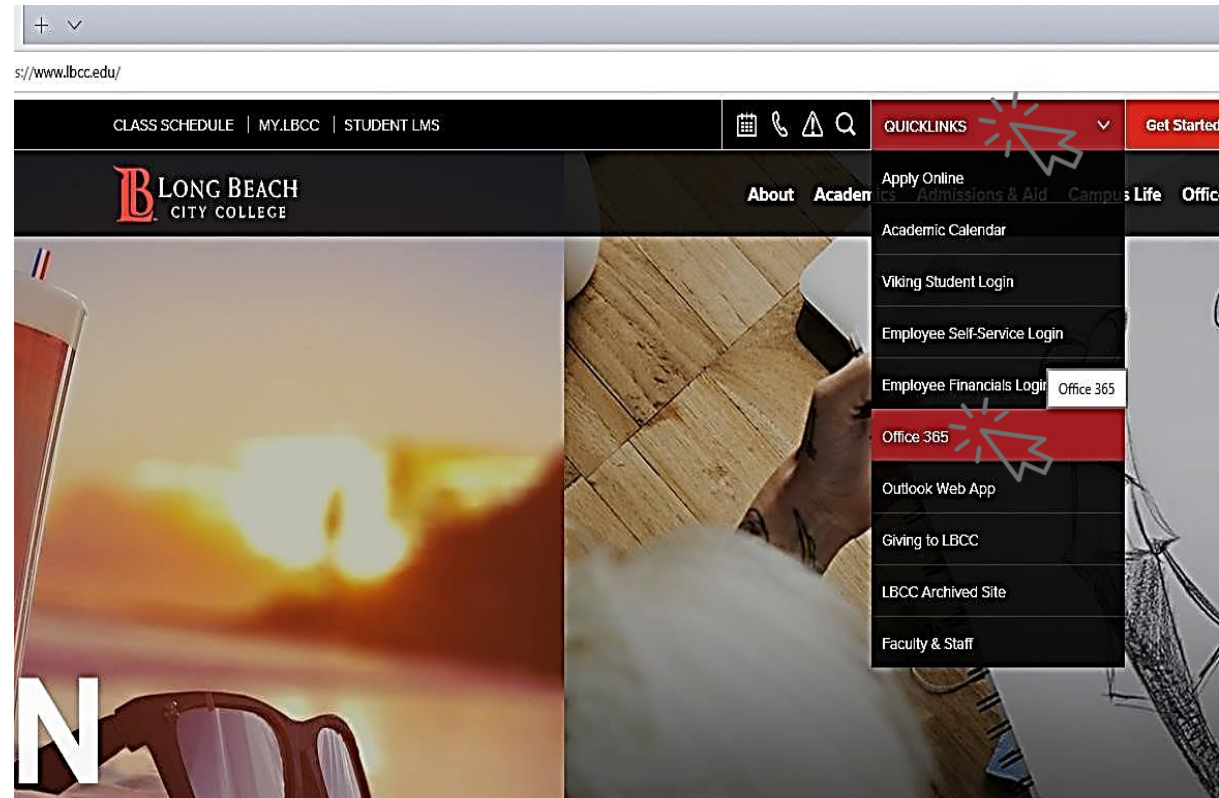
From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.) go to: [www.lbcc.edu](https://www.lbcc.edu)



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## Step 2:

Click on **QUICKLINKS** and select **Office 365** from the drop down menu.

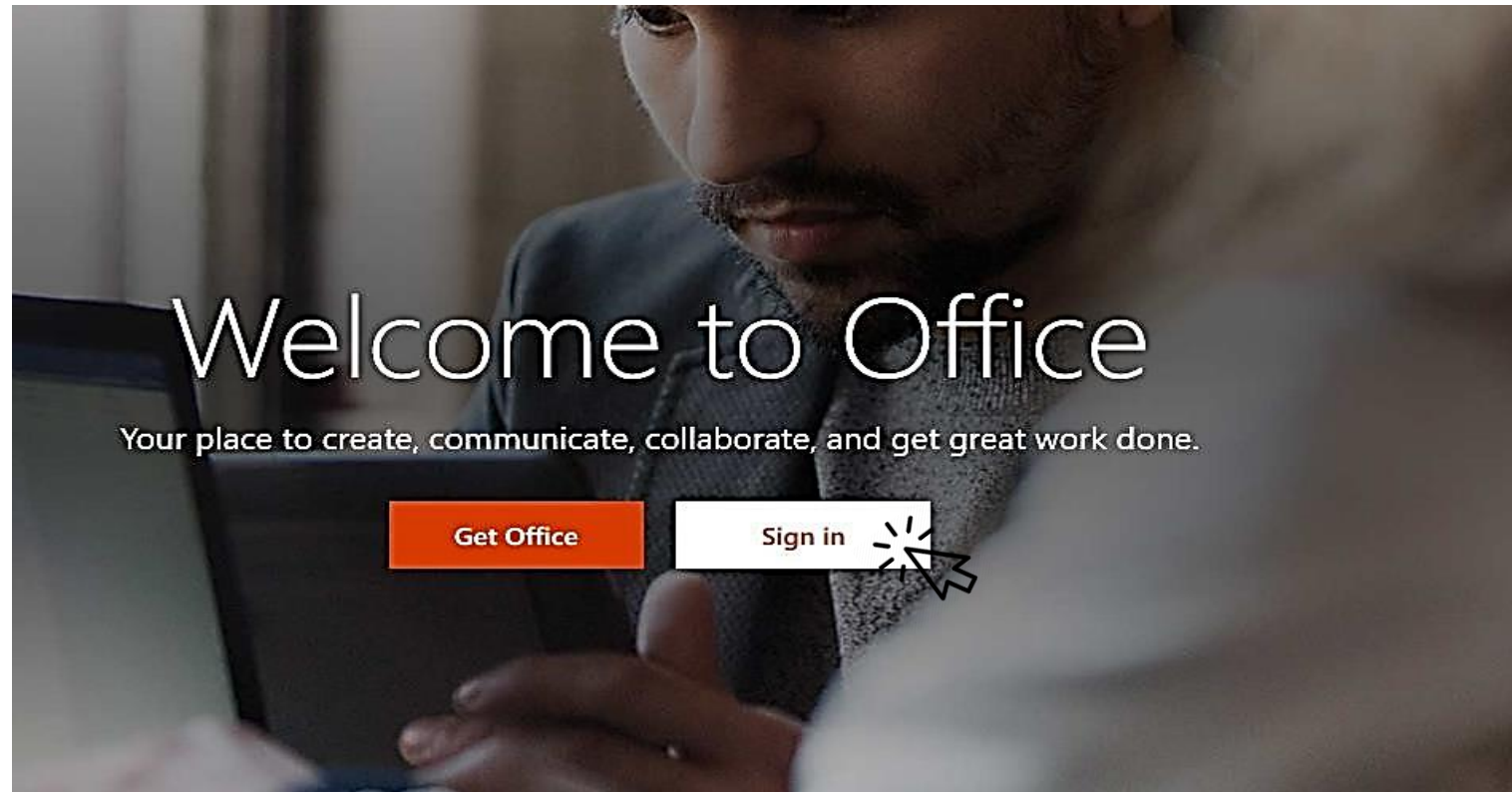


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## Step 3:

Click on Sign In.



# Accessing Office 365 from the Web

## Step 4:

At this screen, put in your  
employeeIDNumber@lbcc.edu

For example, 1234567@lbcc.edu



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## Step 5:

When the page redirects to the LBCC page, put in your LBCC password.



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Sign in with your organizational account:

1234567@lbcc.edu

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Sign in

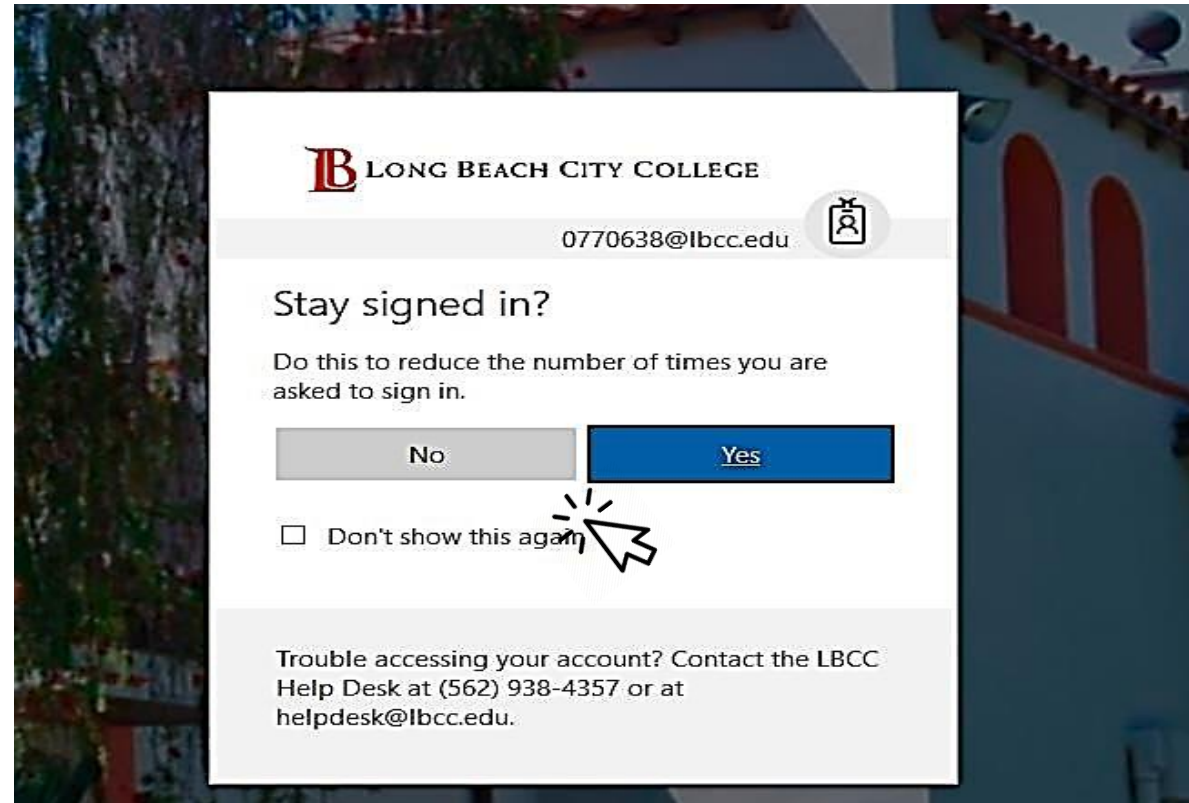
Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu).

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## Step 6:

Select **Yes** or **No** at your discretion.

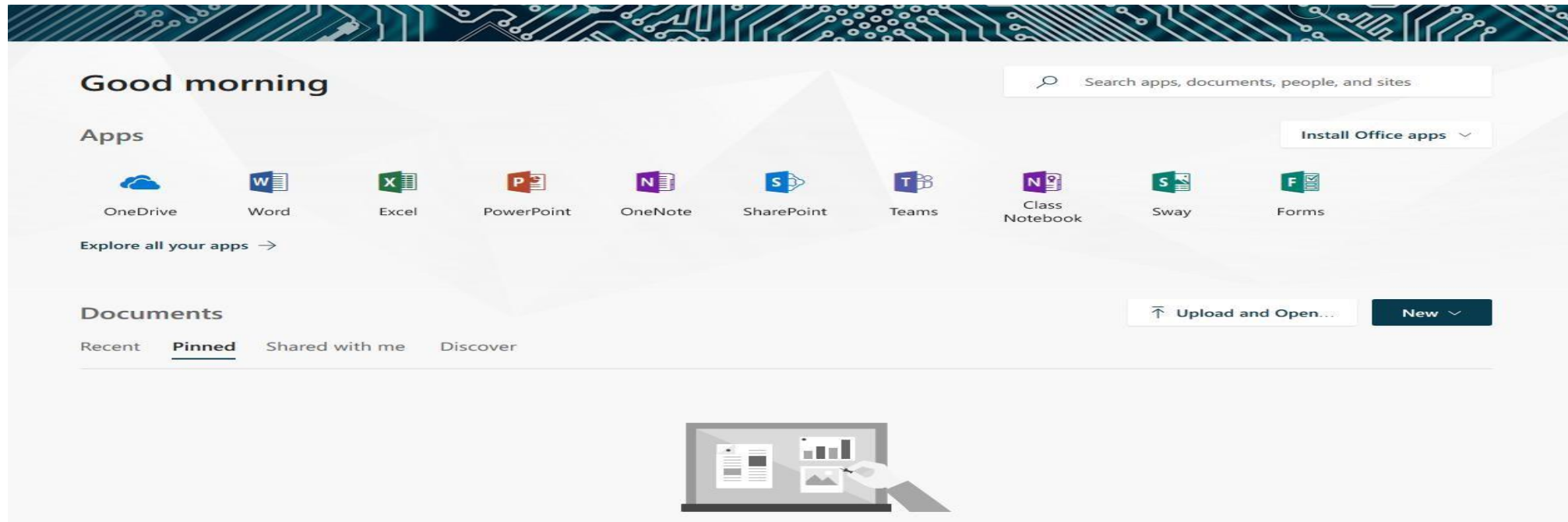
In the interest of security, only choose **Yes** if you are using your personal computer.



# Accessing Office 365 from the Web

**Congratulations!**

You should now see your **Office 365 Dashboard**, where you can access your OneDrive and Online Office applications.





# Best Practices - Office 365



You will have access to Office 365 while you are an active.

You should always keep a backup of your files on a personal device.



**Edit**

While editing your files, be aware if you are editing in the browser or in the application.

Editing online vs. in Word, Excel, PowerPoint, etc.



Use caution when saving your work. Be sure you are saving your files to the location intended.

(Personal Device vs. OneDrive)

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If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)