

Accessing Office 365

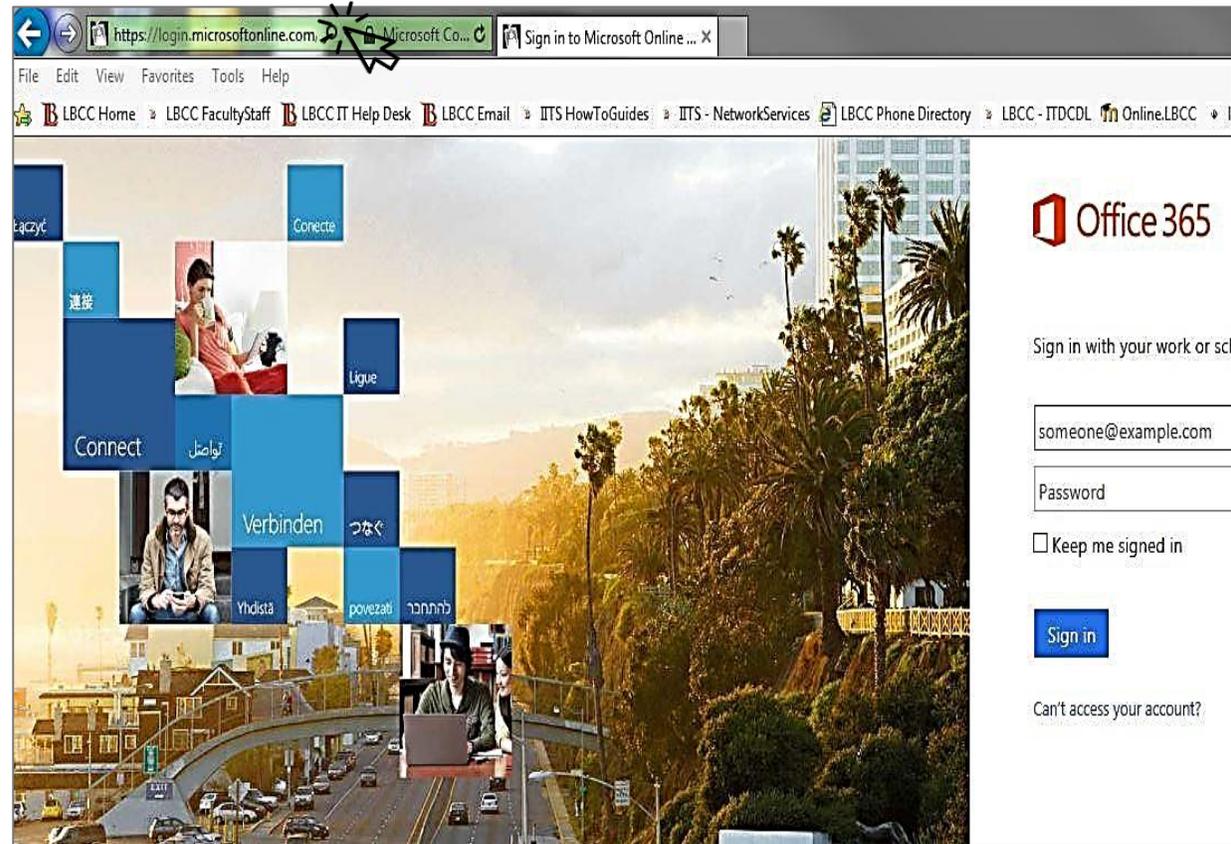
FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**



Accessing Office 365

Step 1:

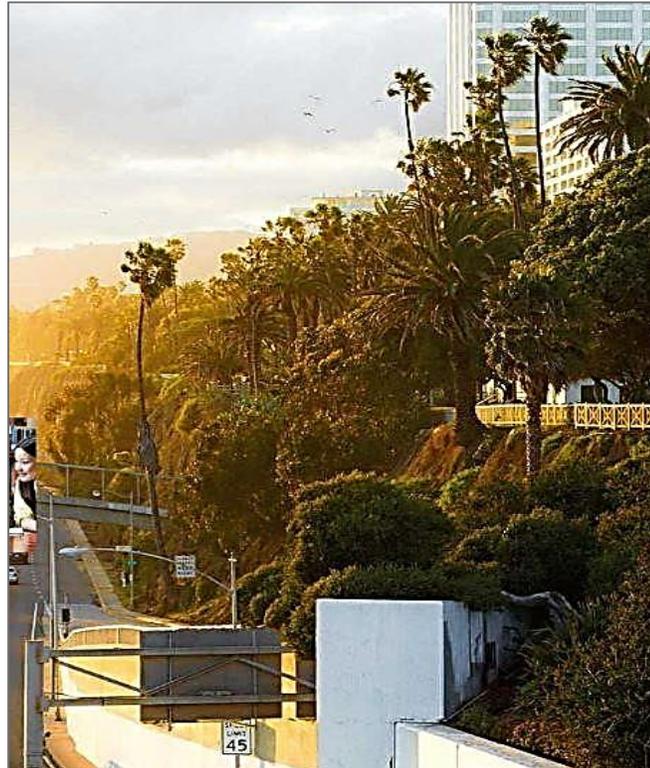
From any web browser type into address bar: www.microsoftonline.com to get to Office 365 login page .



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Step 2:

In this field put in your employee ID
“**number@lbcc.edu**”



 Office 365

Sign in with your work or school account

someone@example.com 

Password

Keep me signed in

[Sign in](#)

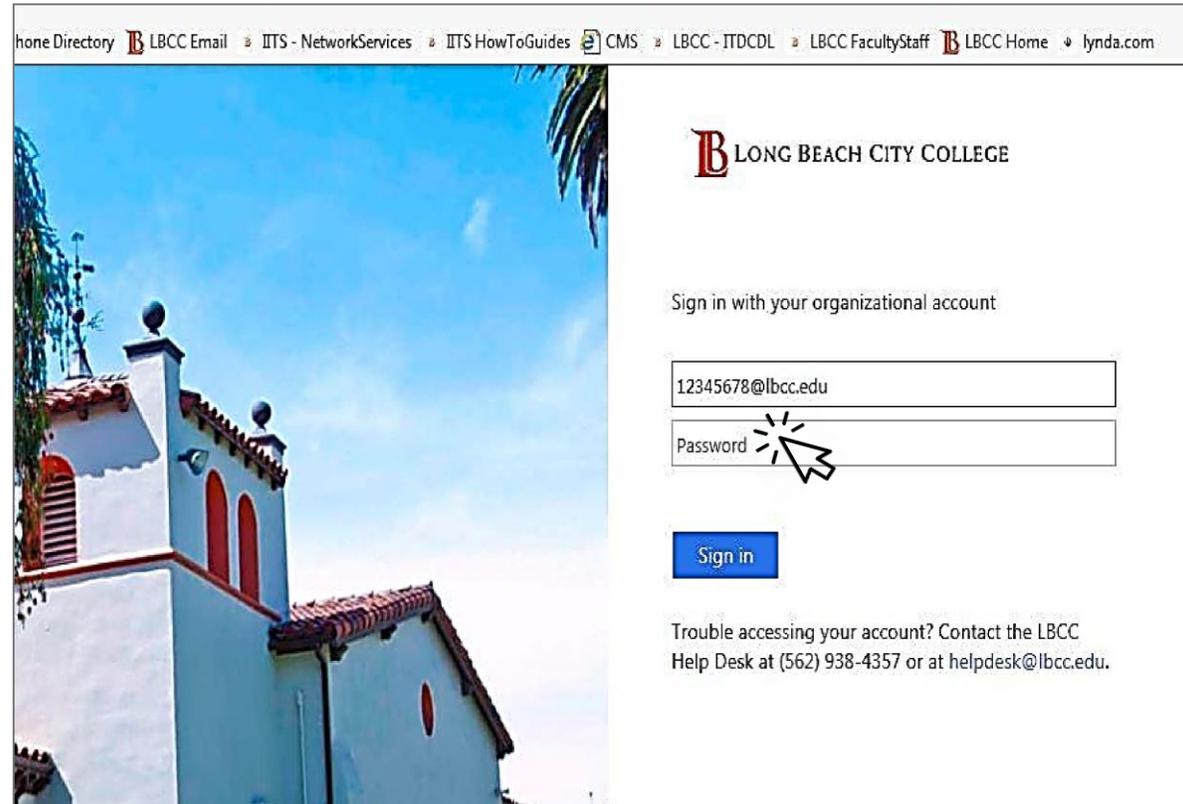
[Can't access your account?](#)

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Step 3:

Page will re-direct to Long Beach City College Logon screen.

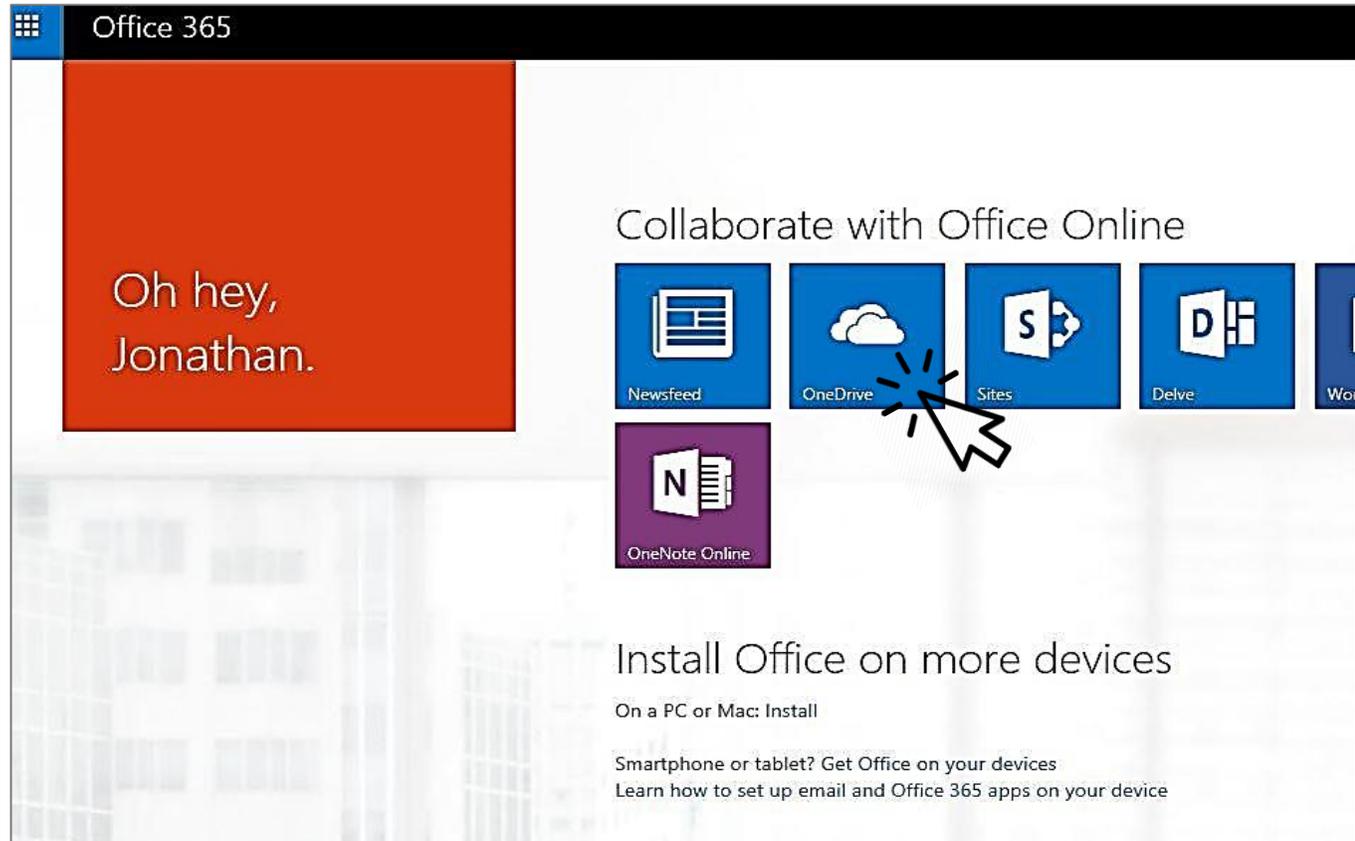
Put in email password.



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Step 4:

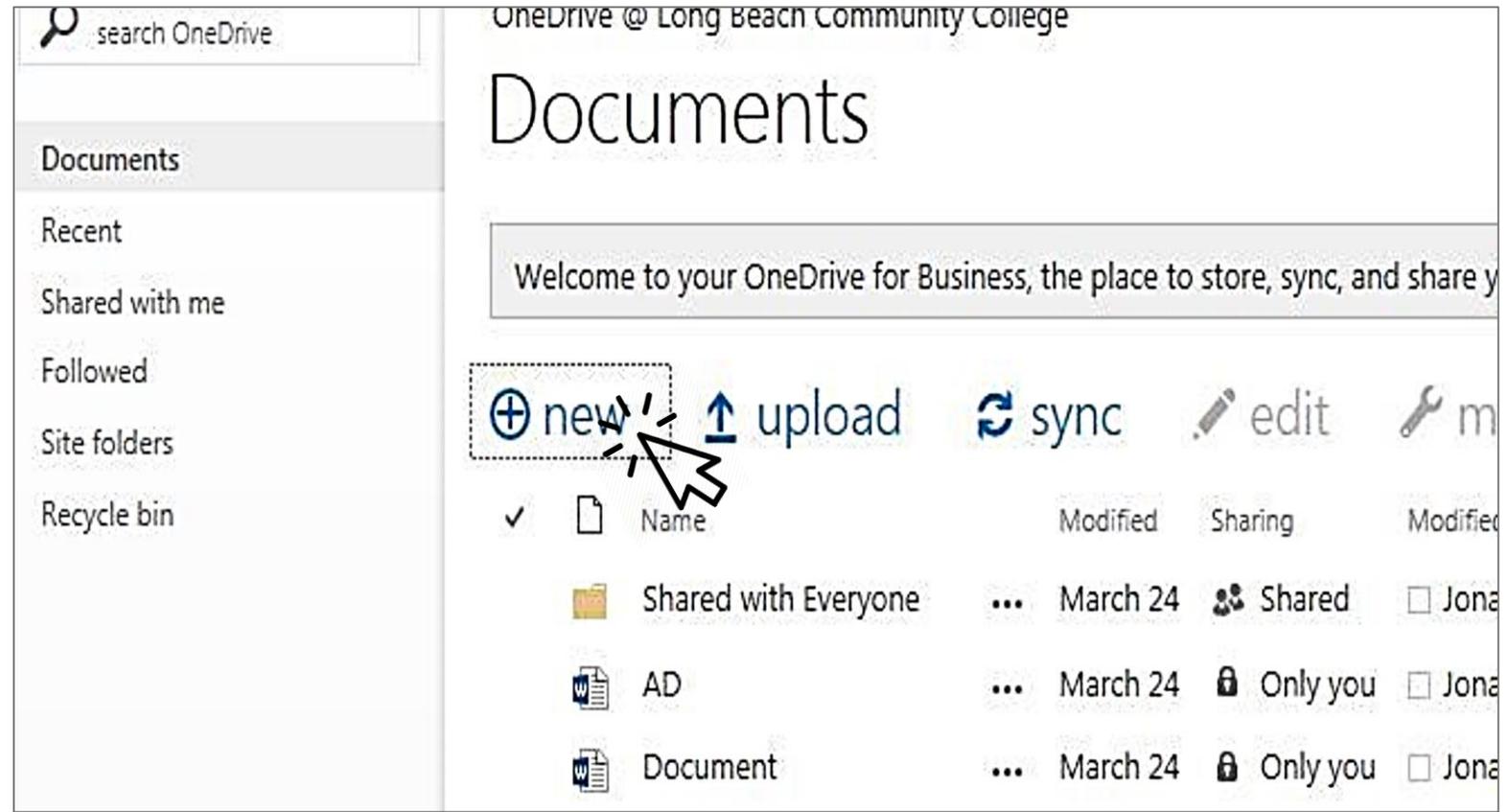
Click on “**One Drive**” icon.



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Step 5:

Click on **“New”**

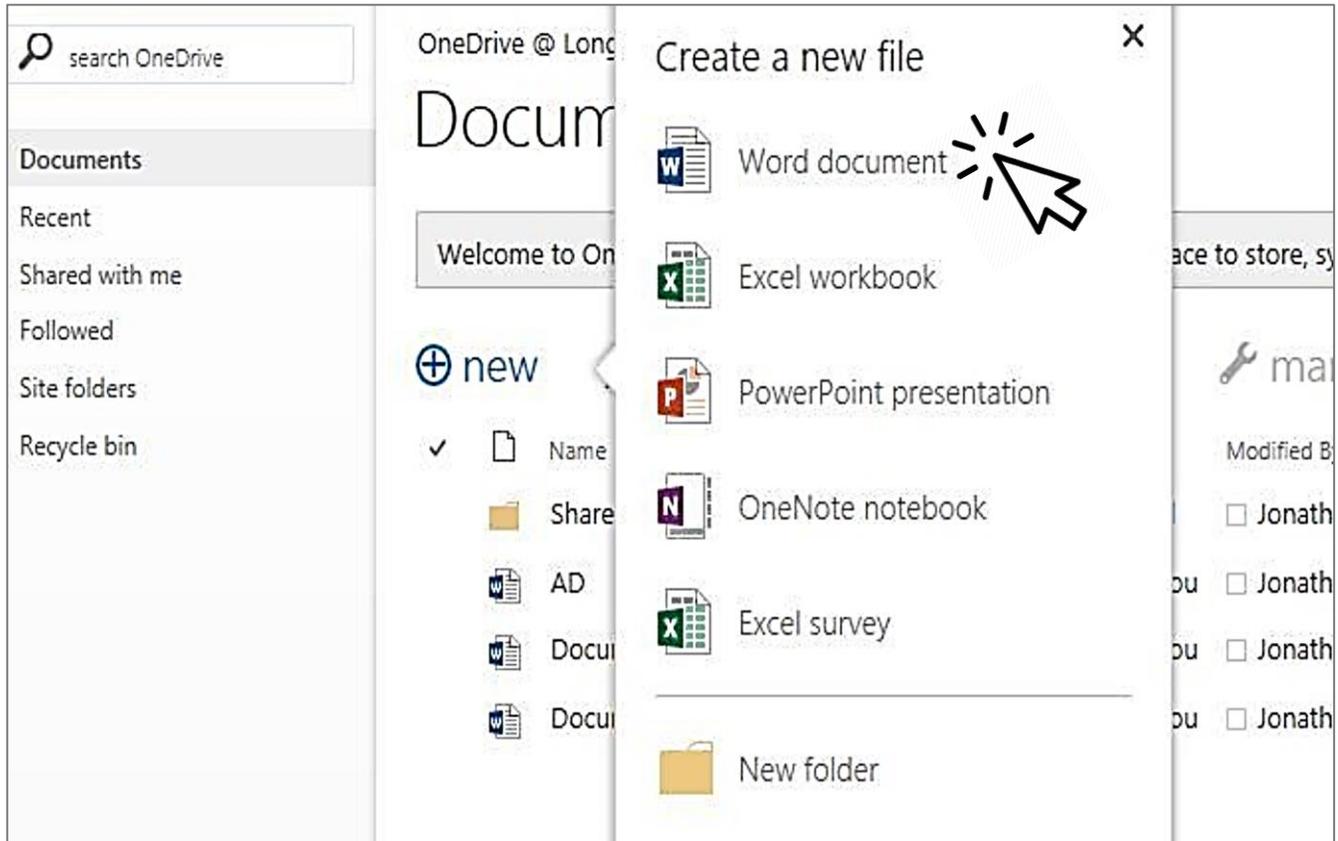


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Step 6:

Choose a new file to create.

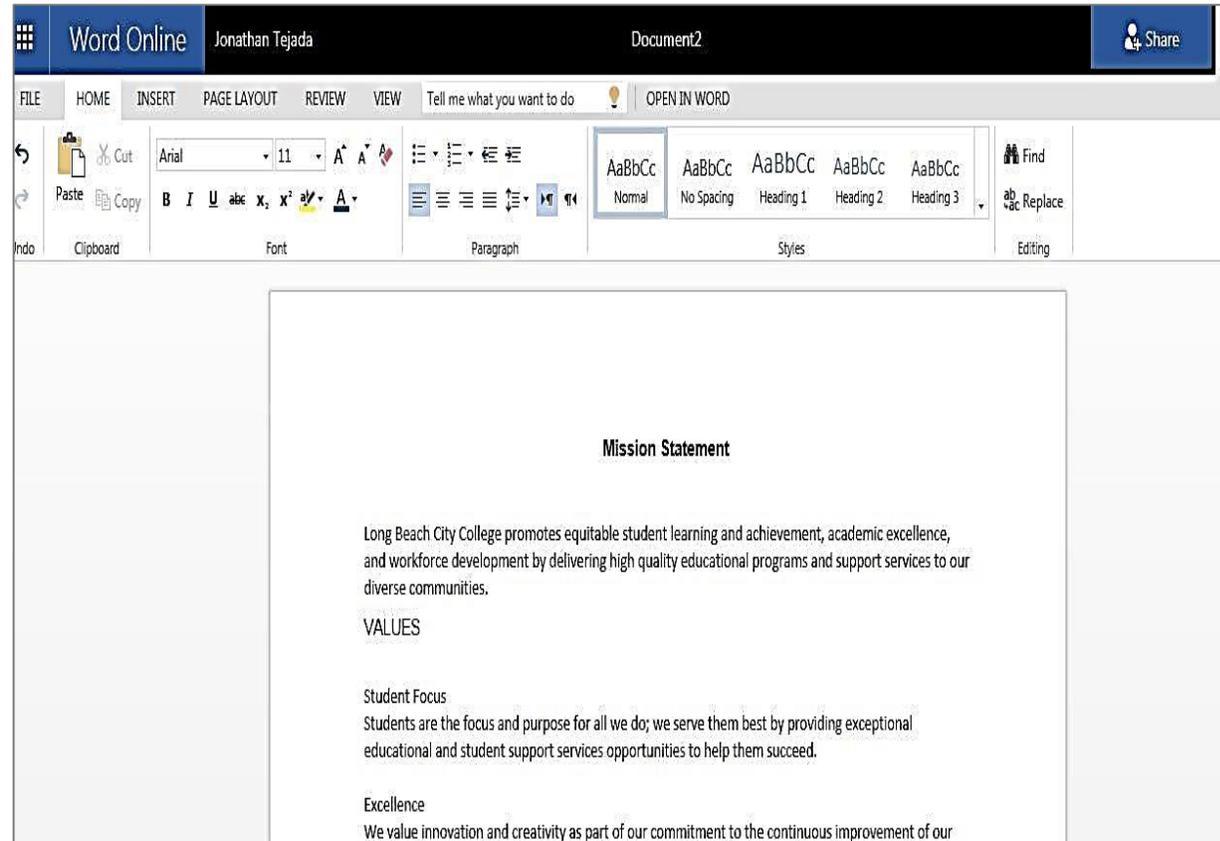
For this example we will use **“Word Document”**



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Step 7:

Document as you would normally within Word, Excel or PowerPoint.

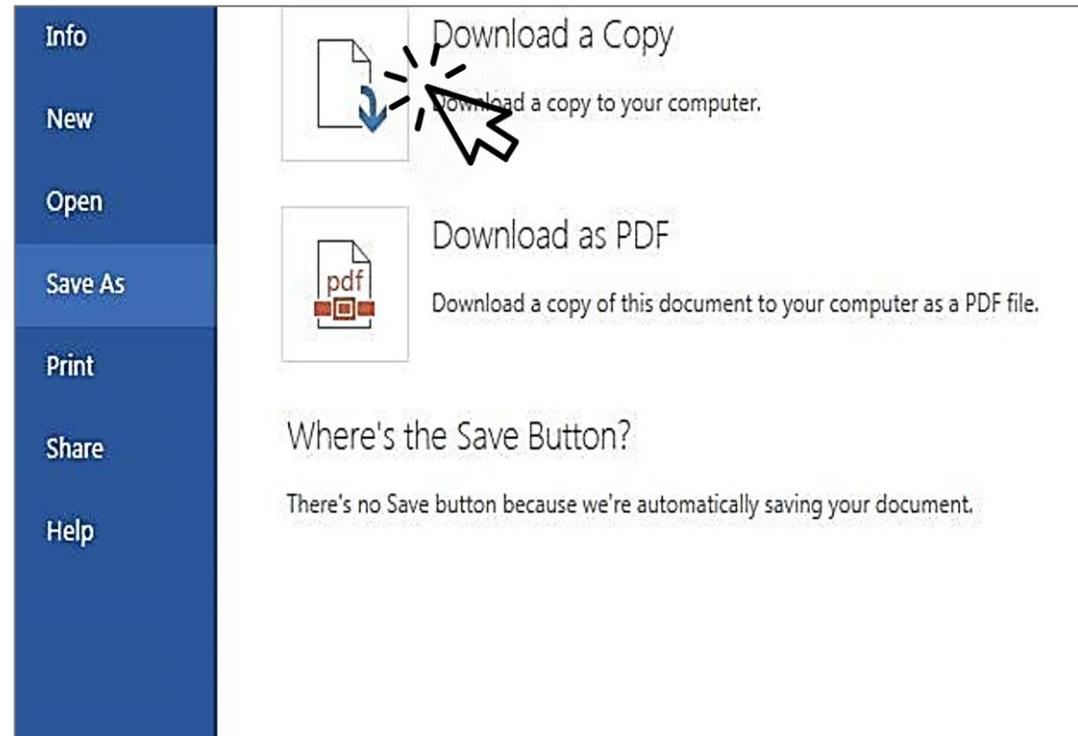


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Step 8:

When you are ready to save the document, the document is automatically saved within OneDrive.

You also have the choice to download a copy of the document to your computer.

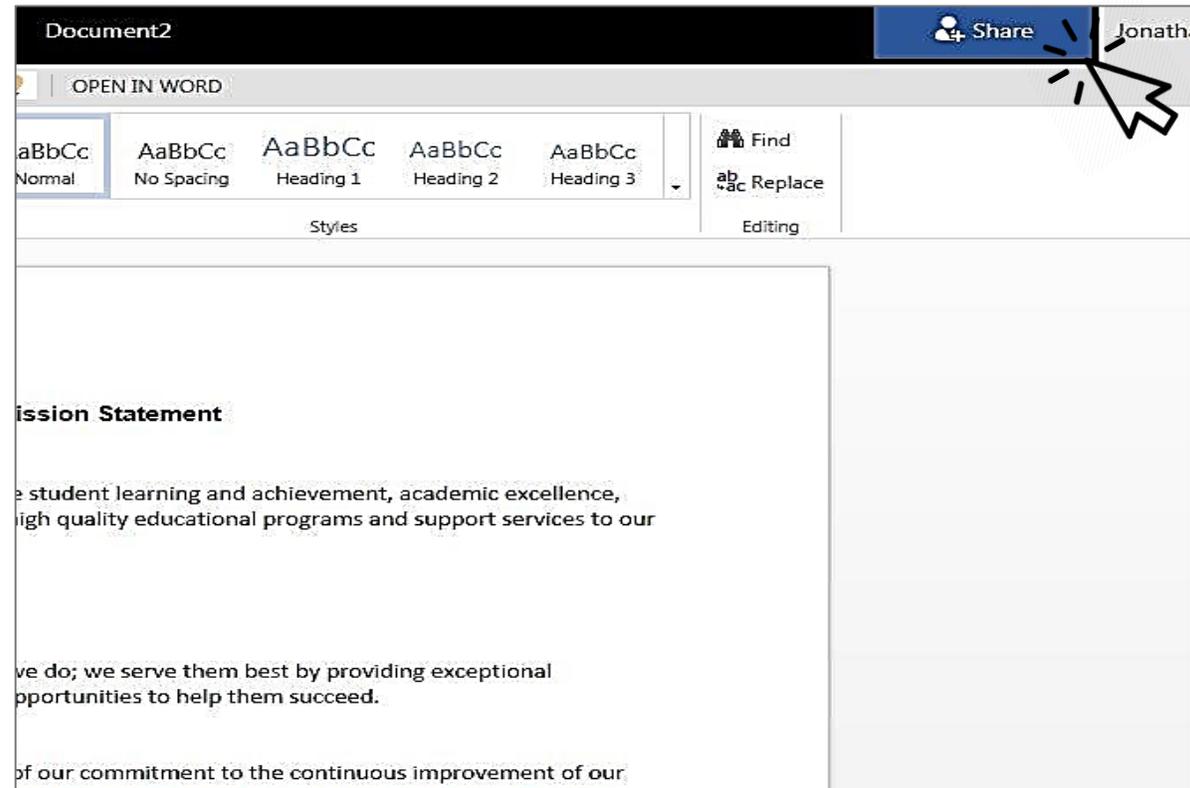


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Step 9:

You also have the choice to share the document with other people.

To do this, begin by clicking on “**share**”



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Step 10:

Type in email address or username to add to list.

You can also type in an optional message that can be sent with the link.

Share 'Document2'

Only shared with you

Invite people

Get a link

Shared with

John Smith x Helpdesk Administrator x

Can edit

Hi There,
Please look at document

Many Thanks

Require sign-in

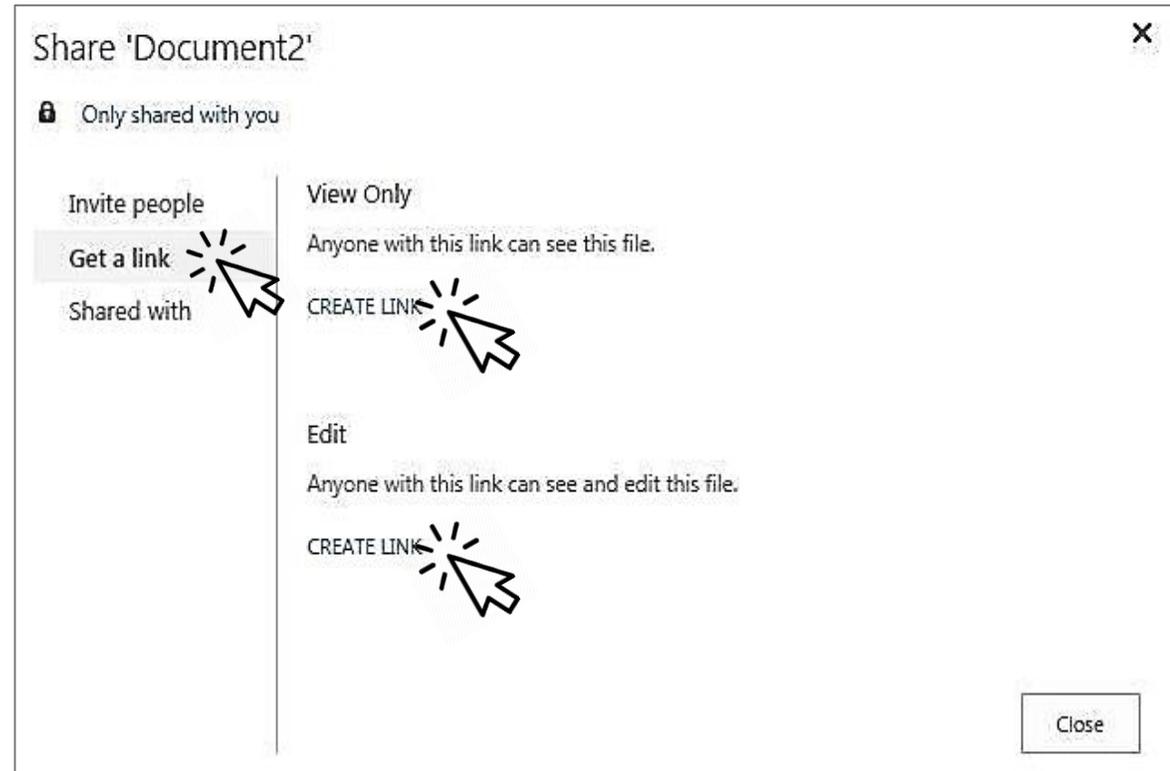
SHOW OPTIONS

Share Cancel

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Step 11:

You are also able to share a link to your document that will allow anyone you send the link to, to be able to view the document or edit it if you desire.



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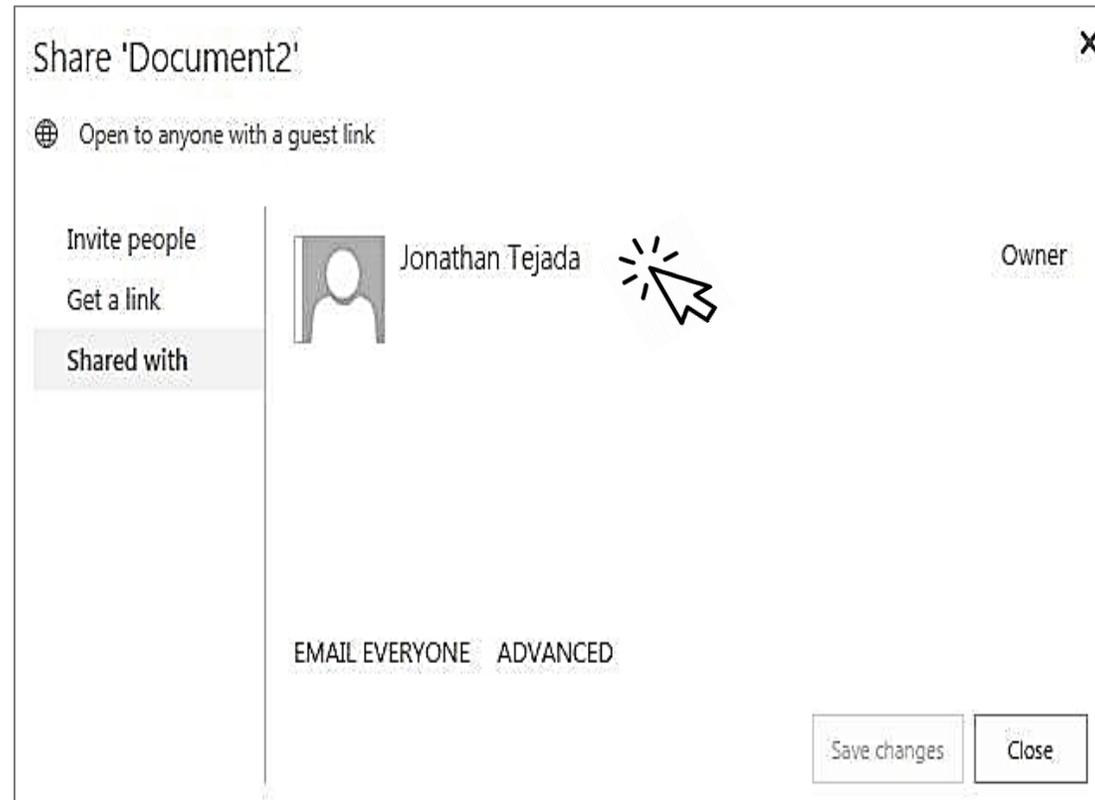
Step 12:



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Step 13:

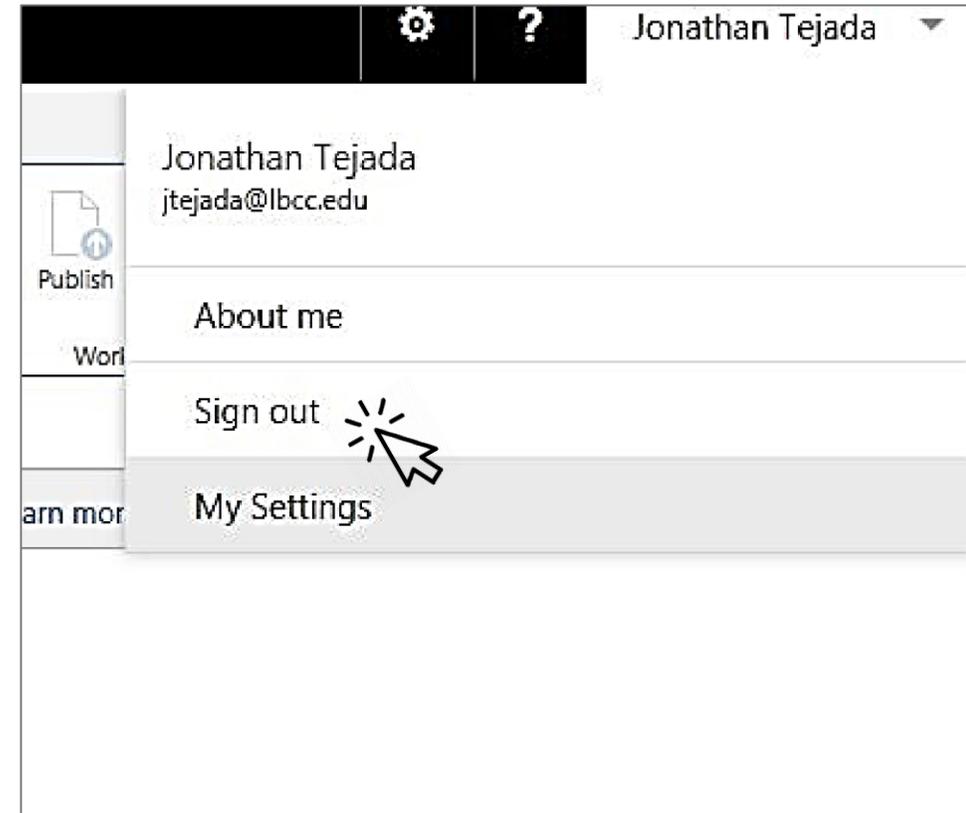
This shows the people you have shared the document with so far.



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Step 14:

To log out of Office 365, click on your name in the top right hand corner of the screen and click **“Sign Out”**.



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
- In-Person: Check out our schedule online at www.lbcc.edu/iits