

How to connect Outlook 2016 to LBCC in Windows 10

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



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There are many ways to connect to our email. You may use a mobile device mail app, Outlook Web App or a fully dedicated client. These steps are for connecting Outlook 2016 to LBCCD email on Windows 10.

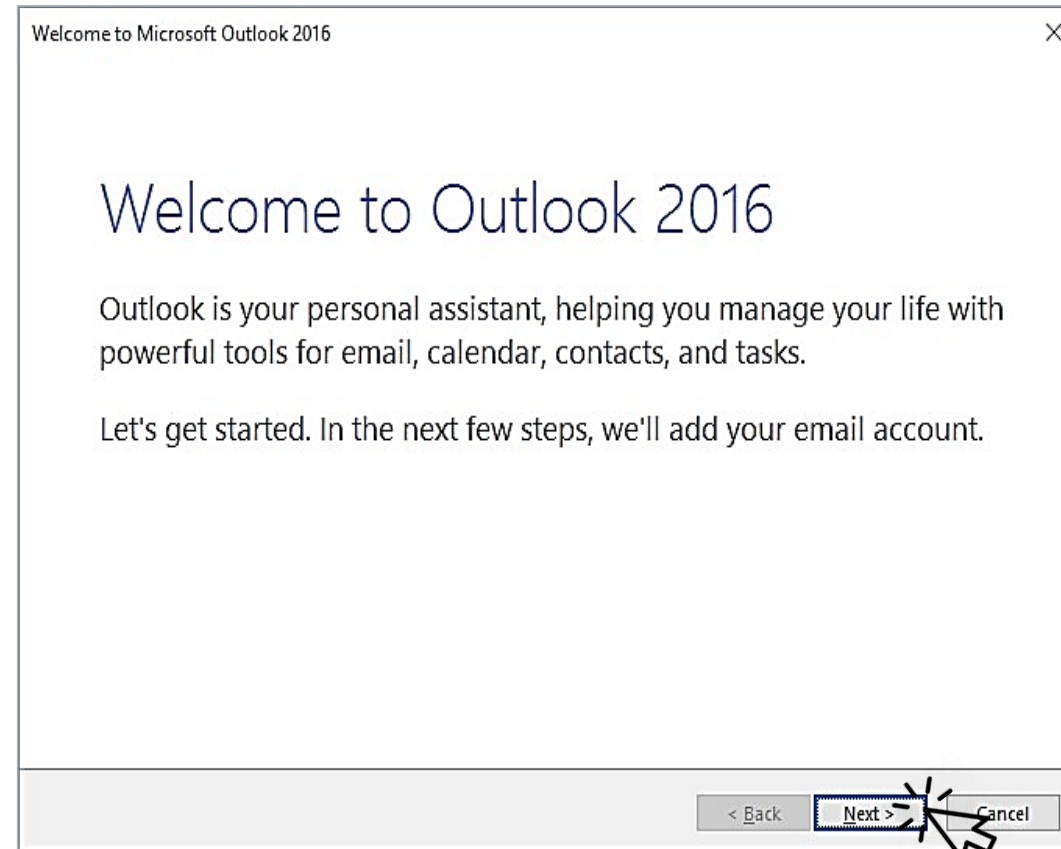
The first steps will begin from a fresh installation. If you have Outlook already installed and you want to modify your setup, you may begin at the “**Add a Profile**” sequence below.

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Step 1:

You will see a prompt for setting up Outlook for use with email.

Click **Next** to proceed.

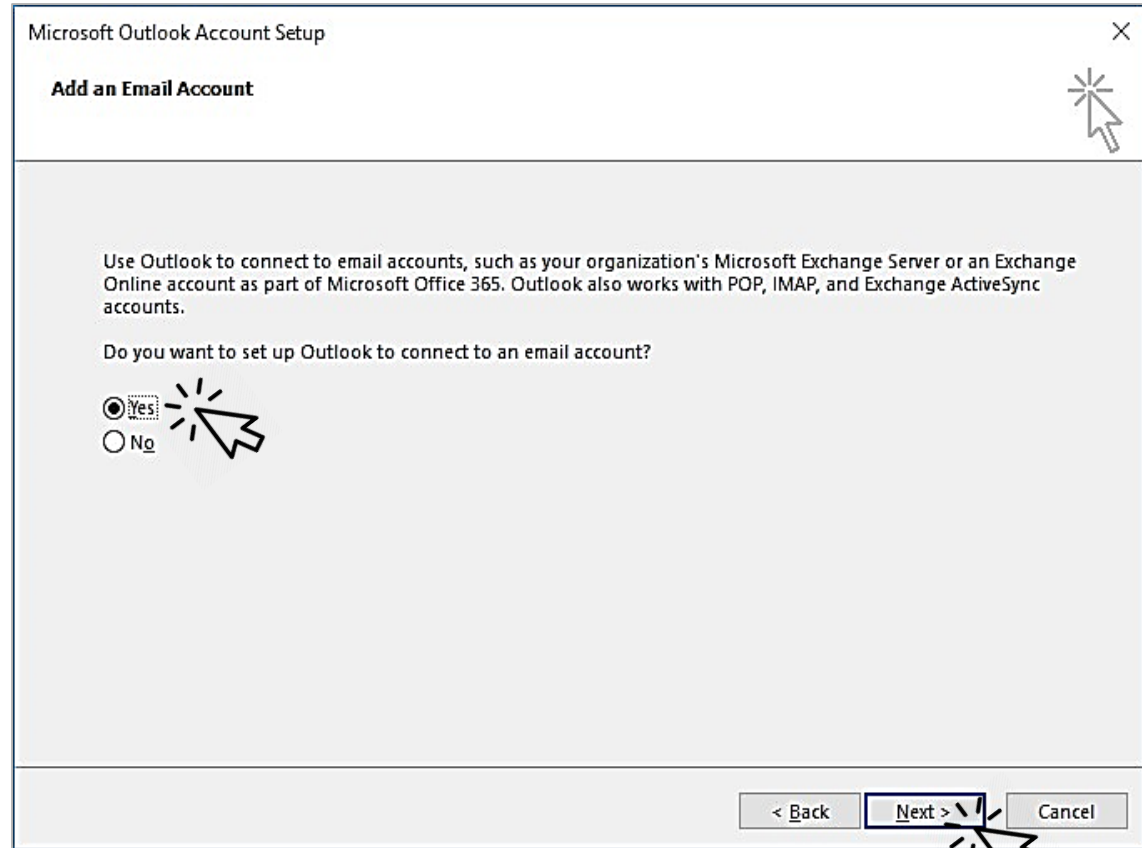


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Step 2:

You will then be presented with the **Add Account Auto Account Setup** dialog.

Select **Yes** and click **Next**.



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Step 3:

Enter your First & Last Name as you would like it to appear. Then enter your email address. It is typically in the form of your first initial and last name, though there may be some minor variations if your combination has multiple iterations, e.g. John Smith, Joe Smith, Jane Smith. You may be assigned the next value with a numerical iterative, e.g. j2smith, j3smith, etc.

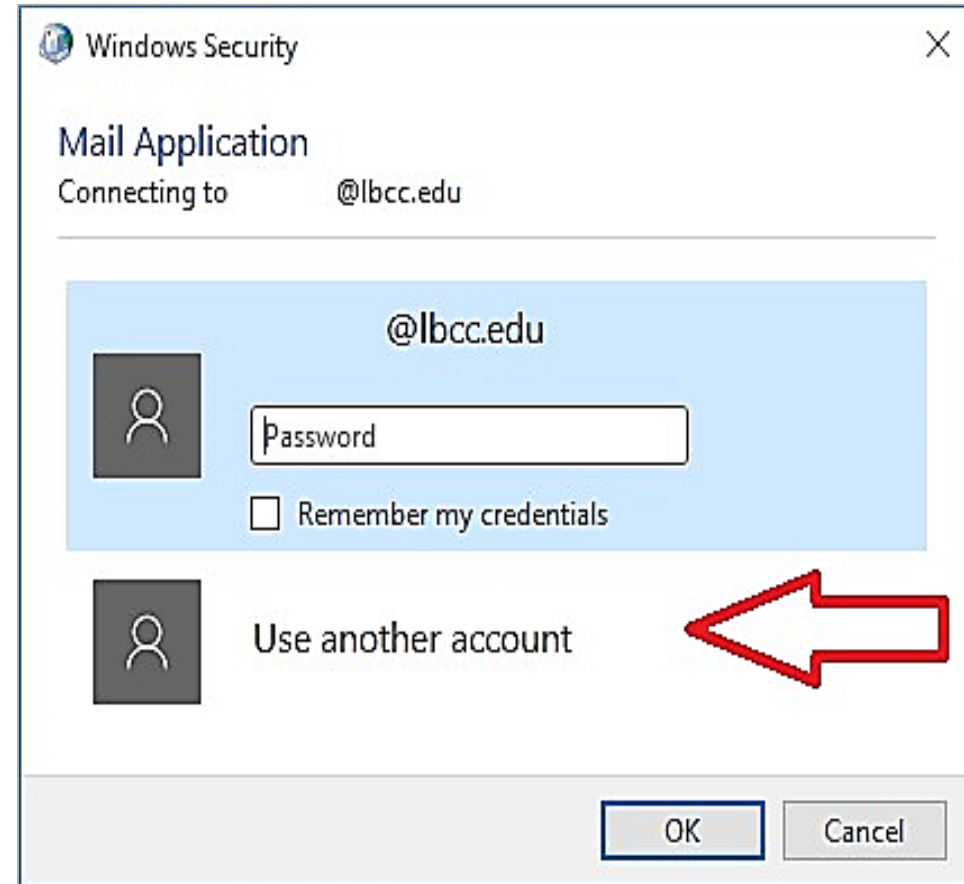
Outlook will attempt to connect to search for your mail server settings. You will receive a Windows Security dialog that will show your email address in the username field with a password prompt.

Follow this with your current LBCC password, confirm it and select **Next**.

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Step 4:

You will need to select **“Use another account.”**



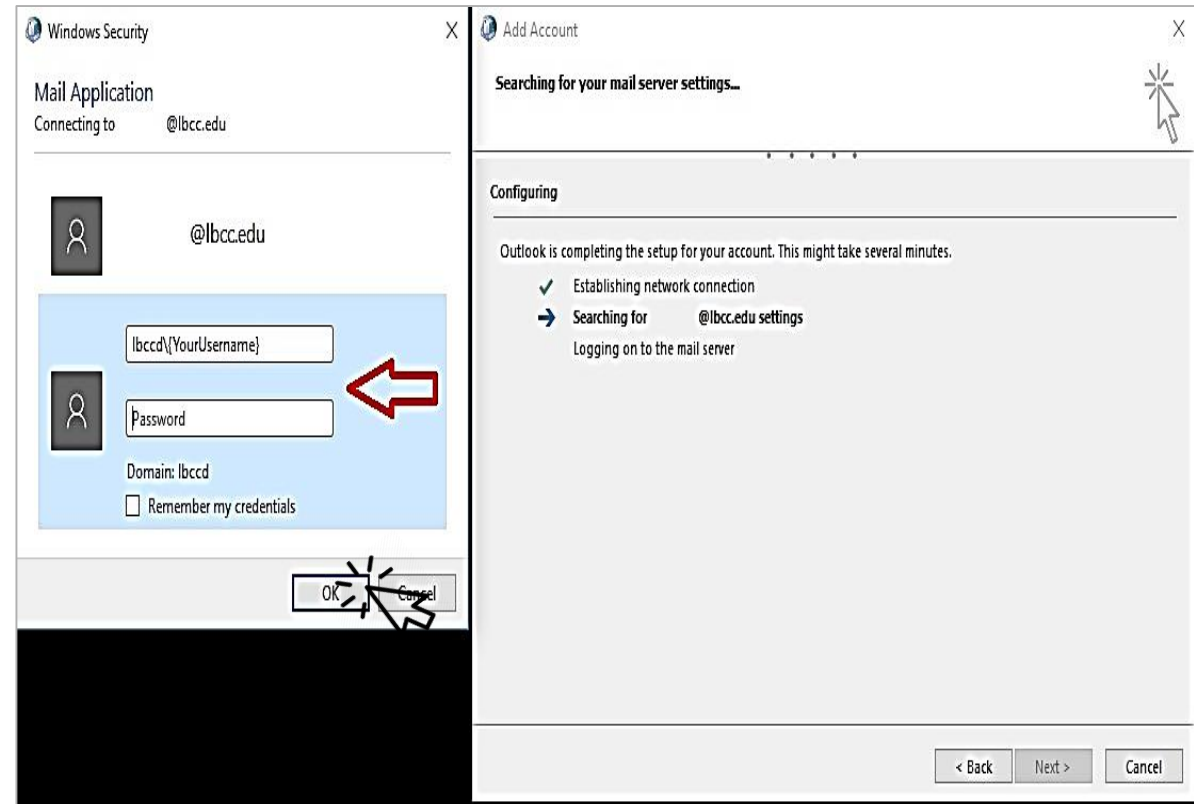
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Step 5:

In the User name field, enter your username in the form of **lbccd\yourusername**

Example: **lbccd\oletheviking** or the appropriate alpha-numeric entry.

Then input your current password and select **OK**.

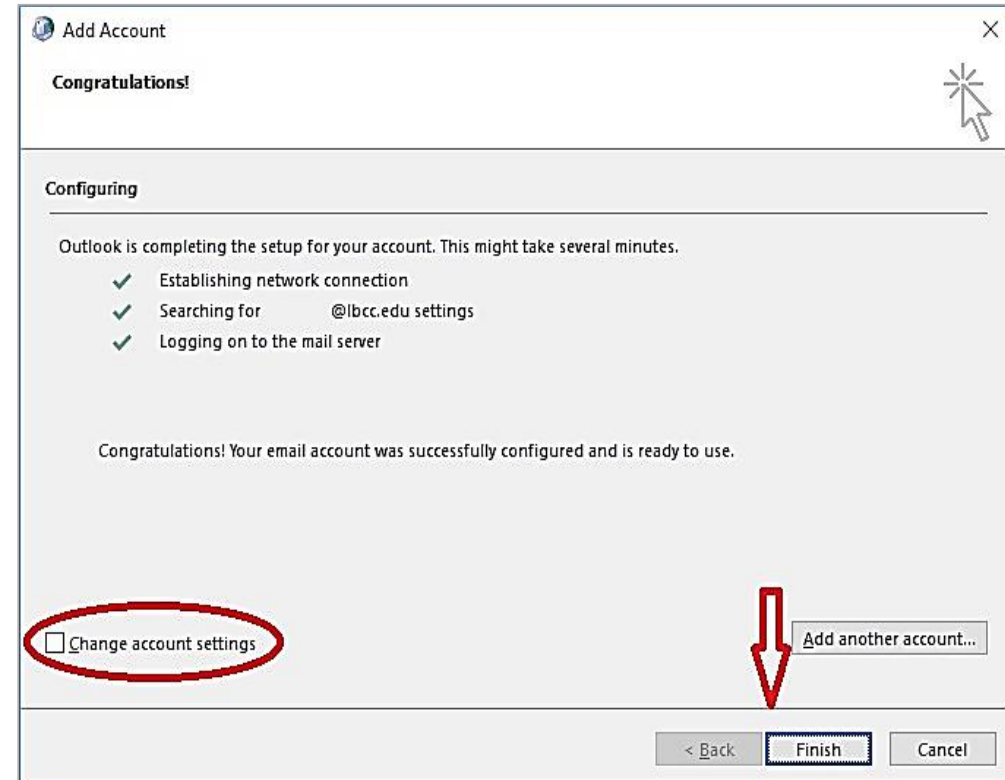


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Step 6:

If there is a particular need or if you are directed to change any settings by IITS at this point, you may check the “**Change account settings**” box and make additional modifications.

Otherwise, you may select “**Finish**” and wait for your mailbox to load.

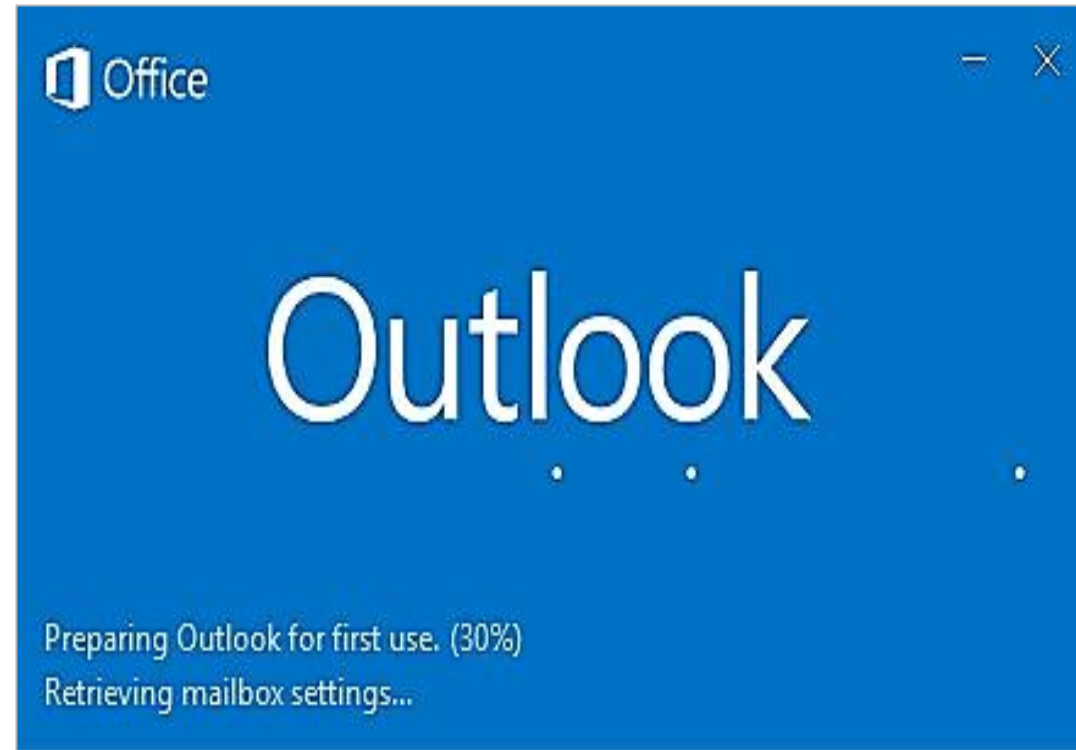


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Step 7:

Add a Profile:

If you have previously installed Outlook and would like to add or recreate a profile to connect to LBCCD, then the following steps apply.

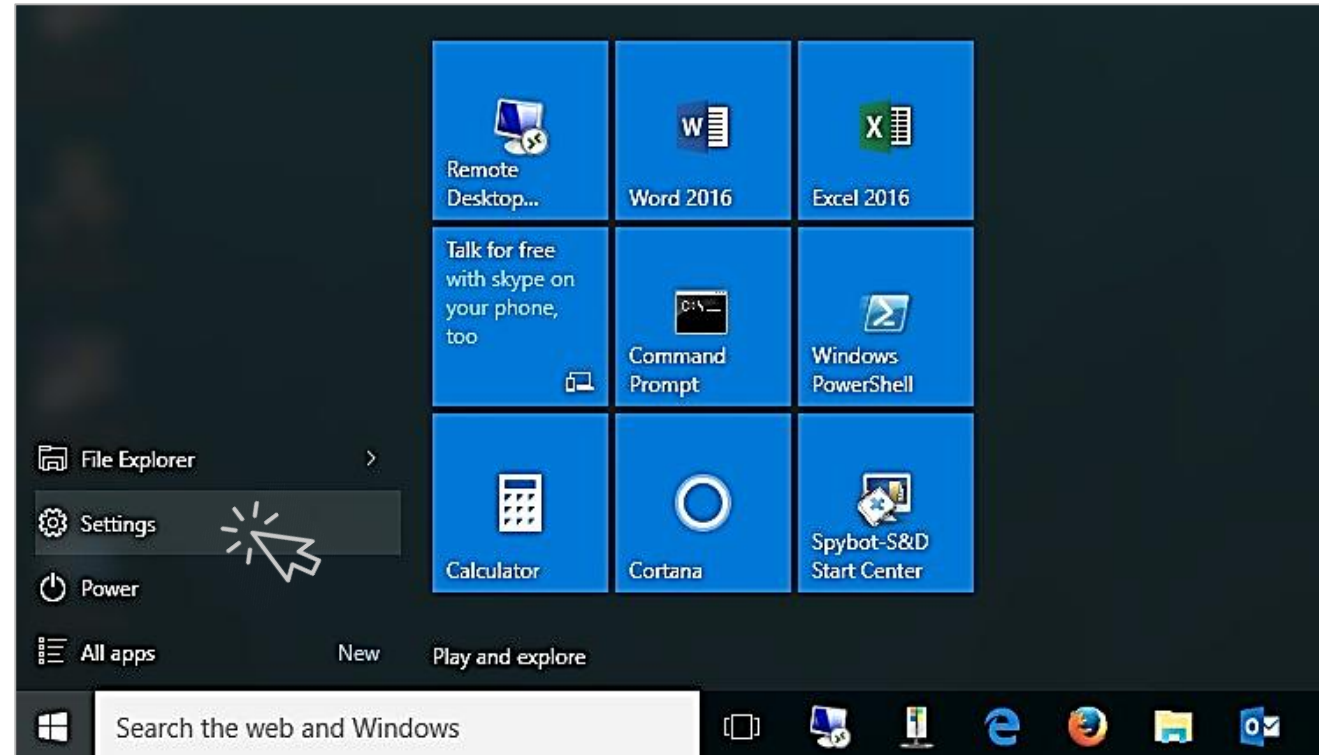


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Step 8:

Select the **Windows Start button** or press your Windows key on your keyboard and select "**Settings.**"

This will bring up the Settings window.



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Step 9:

In the Find a setting field, enter the keyword “**Mail.**”

Select “**mail**” which has an icon of envelopes in an inbox.



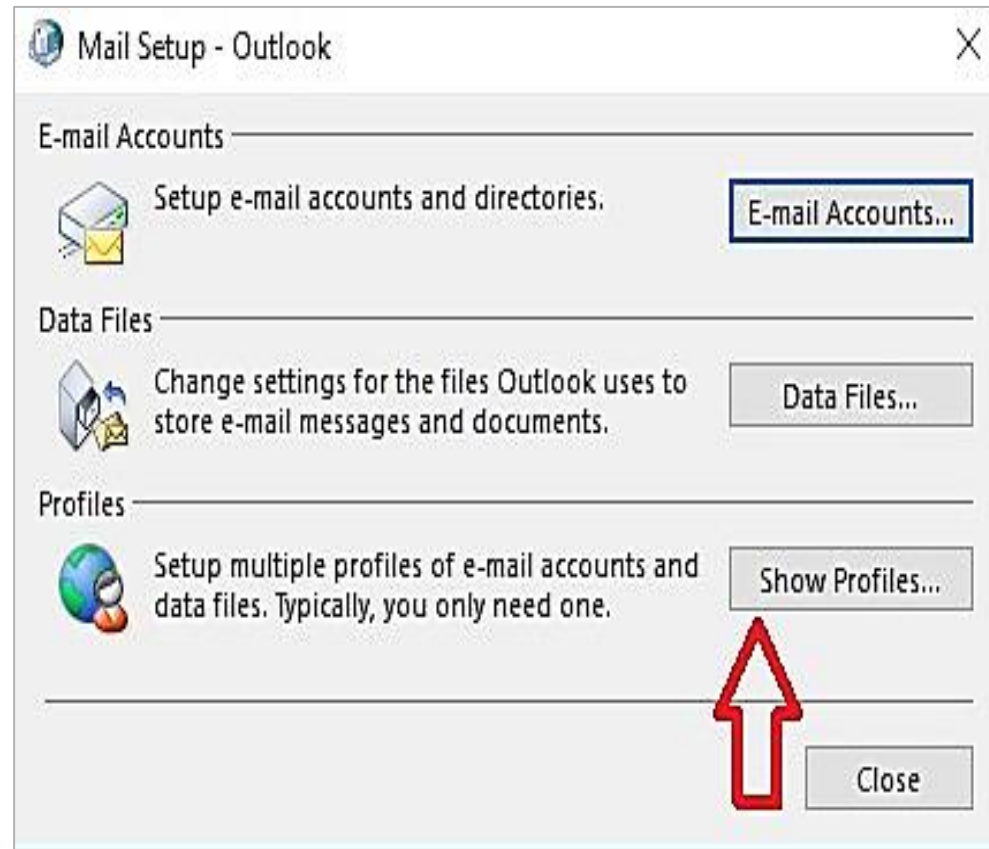
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Step 10:

In **Mail Setup- Outlook** dialog will appear.

Chose “**Show Profiles...**”

The Mail dialog will appear.

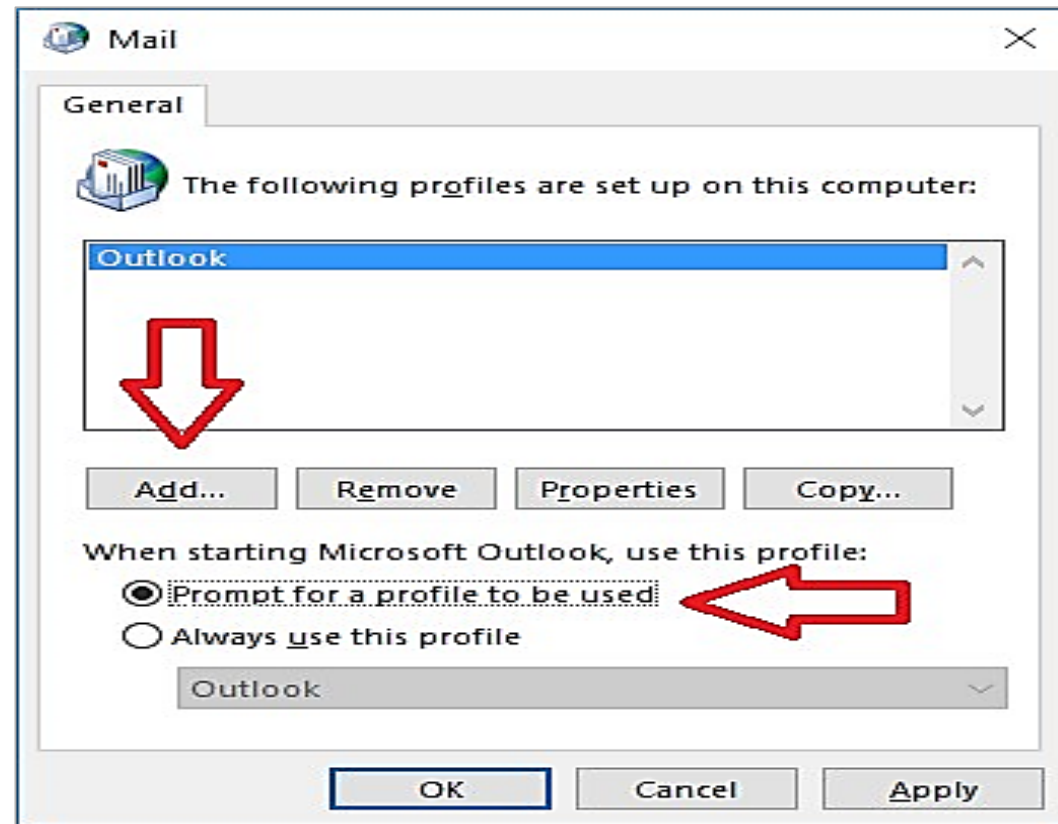


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Step 11:

Select the radio button, “**Prompt for a profile to be used.**”

Then select **Add...** to bring up the New Profile dialog box.



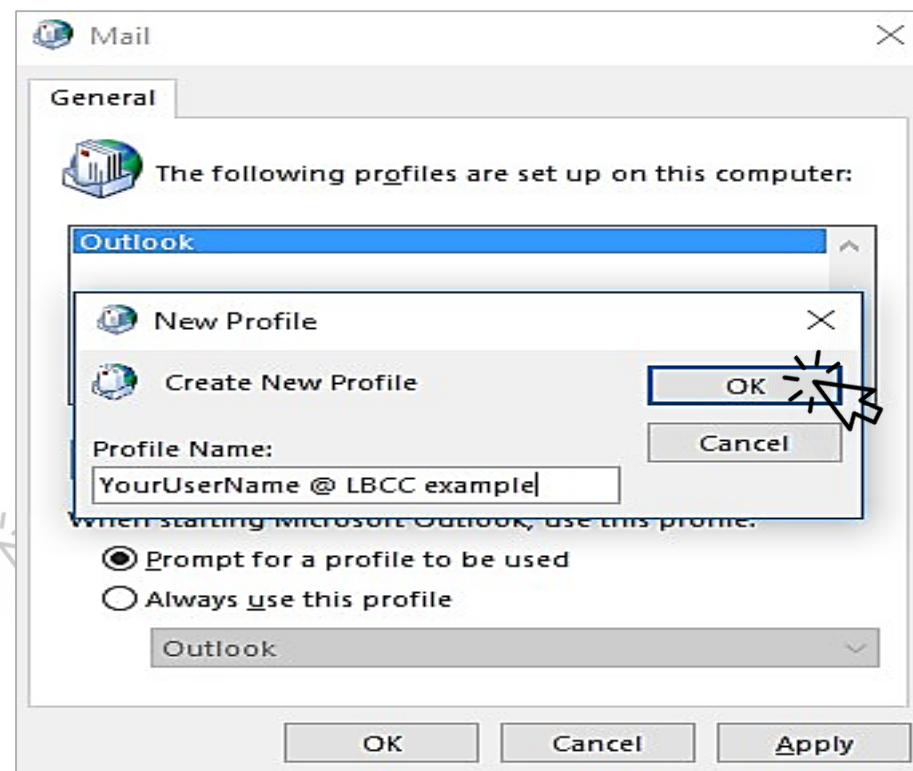
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Step 12:

Enter a **Profile Name**: to more easily identify this selection later.

This will bring up the **Add Account – Auto Account Setup** dialog.

These are the same steps as appear in the documentation above with a fresh installation. Please refer to that portion of the instructions.



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The screenshot shows the 'Add Account' dialog box in Outlook 2016. The window title is 'Add Account'. Under the 'Auto Account Setup' section, it states 'Outlook can automatically configure many email accounts.' The 'E-mail Account' radio button is selected. The form contains the following fields and text:

- Your Name:** A text box with the placeholder 'Your First and Last Name' and an example 'Example: Ellen Adams'.
- E-mail Address:** A text box with the placeholder 'yourEmailAlias@lbcc.edu' and an example 'Example: ellen@contoso.com'.
- Password:** A text box with a masked password '*****'.
- Retype Password:** A text box with a masked password '*****' and the instruction 'Type the password your Internet service provider has given you.'

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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