

# Office 365 Email

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



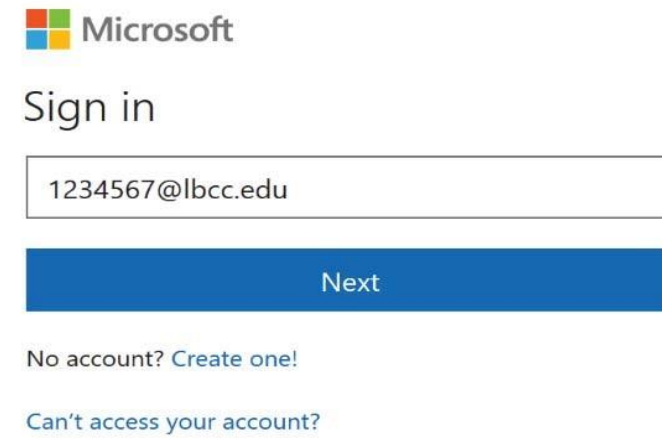
# How to Access Office 365 Account

**Step 1:** Go to [www.office.com](http://www.office.com), you should see the following screen.

**Step 2:** Click on Sign In.

**Step 3:** Your sign in email for Office 365 is in this format [EmployeeID@lbcc.edu](mailto:EmployeeID@lbcc.edu)

**Example:** 0123456@lbcc.edu



# How to Access Office 365 Account



Sign in with your organizational account

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 4:** You will be redirected to our webpage which should look like this:

# How to Access Office 365 Account

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1234567@lbcc.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

No Yes

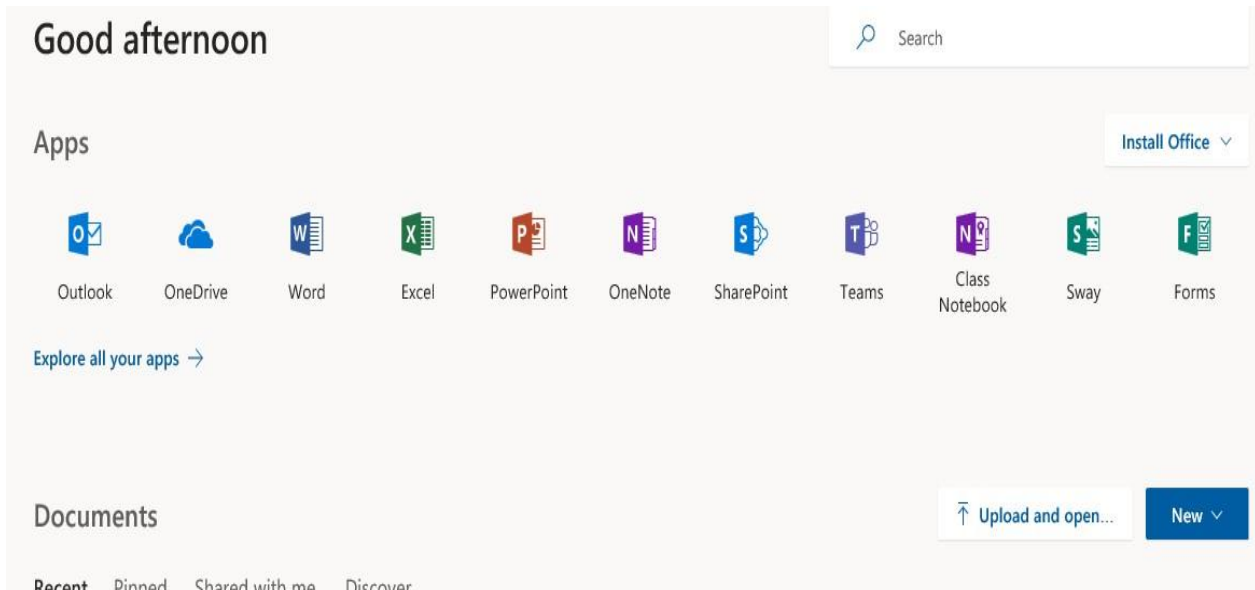
Don't show this again

**Step 5:** Type your network password and click Sign In.

**Step 6:** You will see the next window.

**Step 7:** You can choose whether or not you want to stay signed in.

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- ✓ From here you can check your emails (click on Outlook), and even use the Web Version of the Office 365 suite.
- ✓ **Note:** The online applications have limited options compared to the full desktop version.

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)