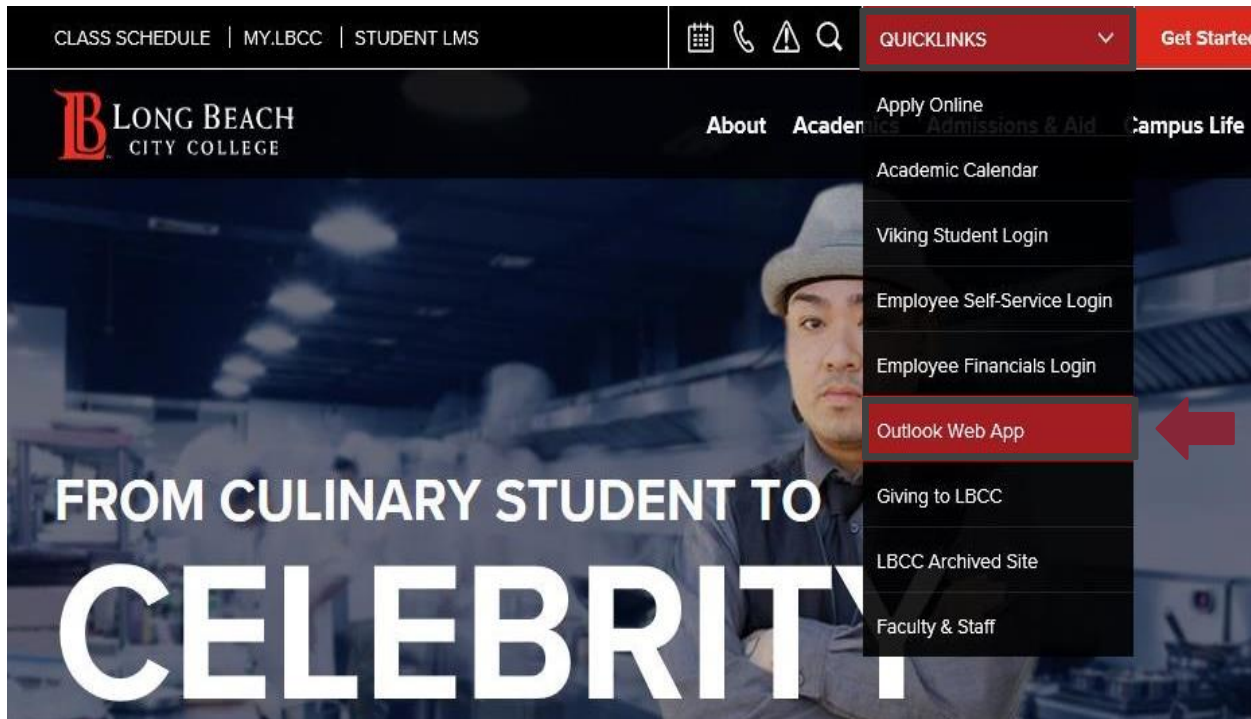


# Resetting Voicemail Pin via Outlook Web App

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



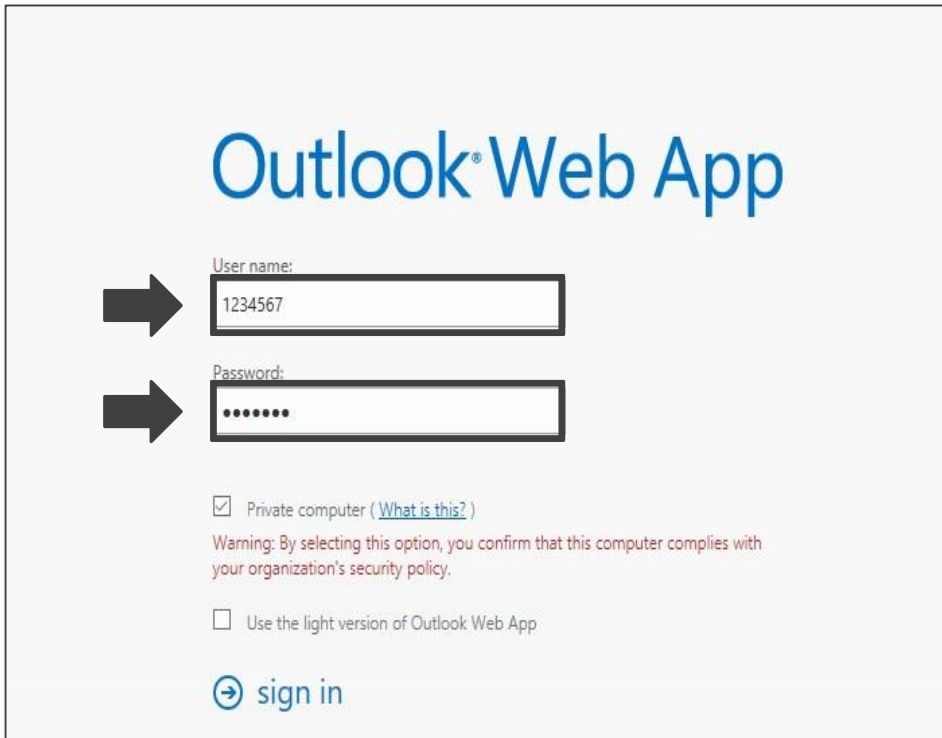
# Accessing Office 365 Online



- Go to [www.lbcc.edu](http://www.lbcc.edu)
- Click on 'QUICKLINKS' and select 'Outlook Web App' from the drop down menu.

# Accessing Office 365 Online

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Outlook® Web App

User name:  
1234567

Password:  
.....

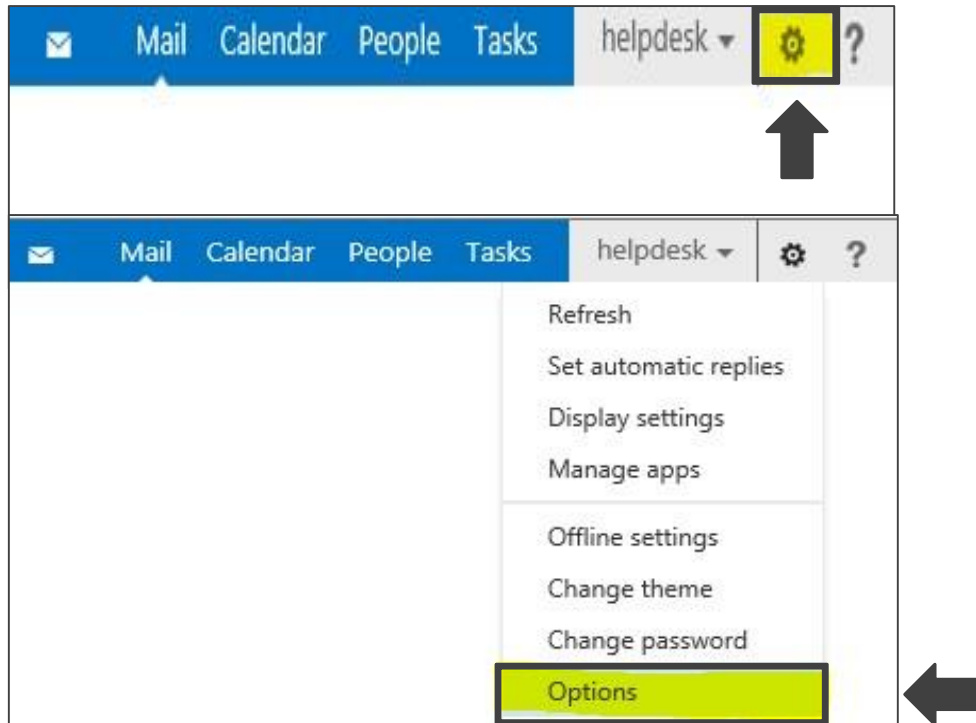
Private computer ( [What is this?](#) )  
Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

 sign in

- Log into the Outlook Web App using your employee ID and LBCC password.

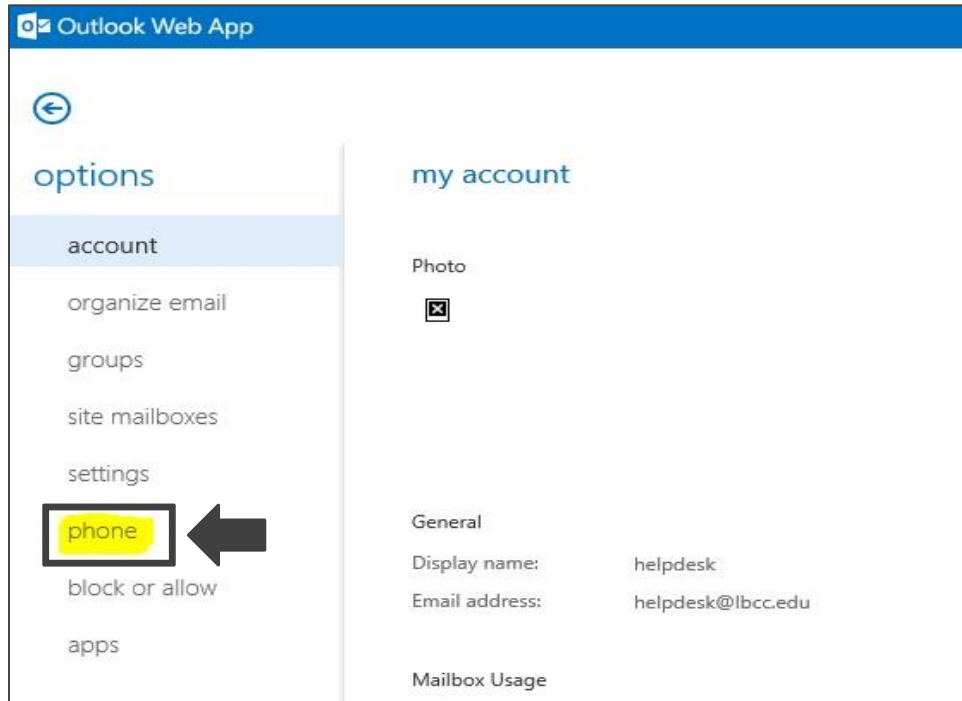
# Accessing Office 365 Online



- Once logged into the OWA , click on the **gear wheel** in the top right hand corner.
- Select '**Options**' from the drop down menu.

# Accessing Office 365 Online

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➤ Click the 'Phone' tab to the left.

# Accessing Office 365 Online

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## reset PIN

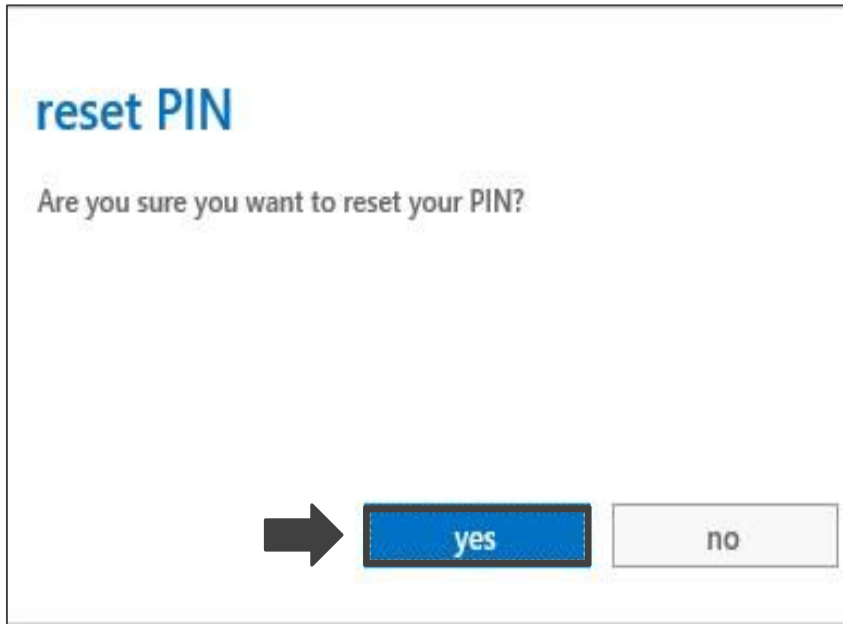
Reset the PIN you use to access your mailbox from a phone. You'll receive your temporary PIN in email. You can then change your temporary PIN from the phone the next time you call Outlook Voice Access.

[Reset my voice mail PIN...](#)

- Scroll down and click the **'Reset my voice mail PIN'** link

# Accessing Office 365 Online

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- Confirm Reset by clicking 'yes'
- An email is then generated in your email box confirming your temporary password.

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)