

Setting up Outlook App on Android devices

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



Setting up Outlook App on Android devices



➤ Click on **Get Started**.



Outlook

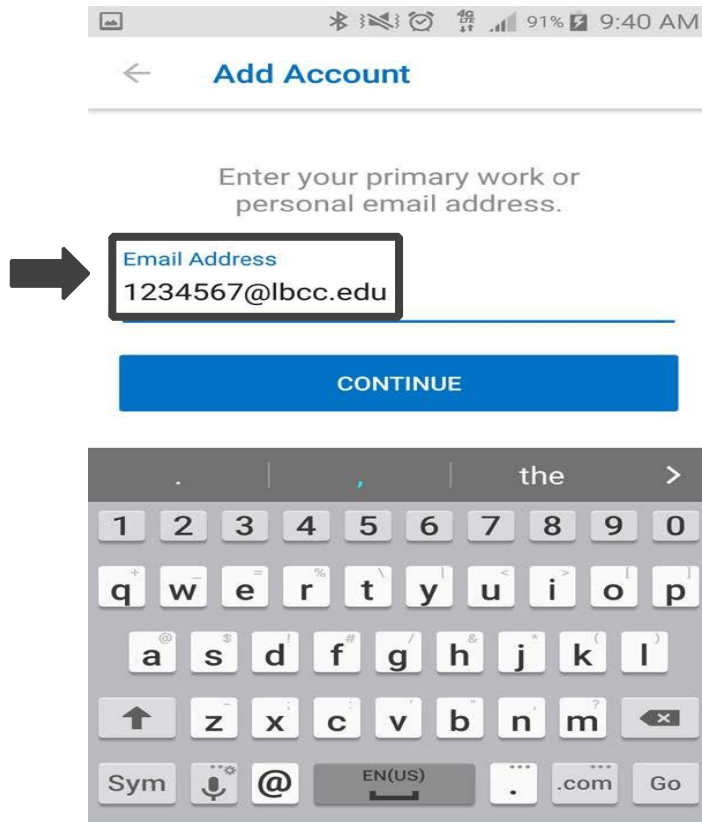
A better way to manage your email



GET STARTED

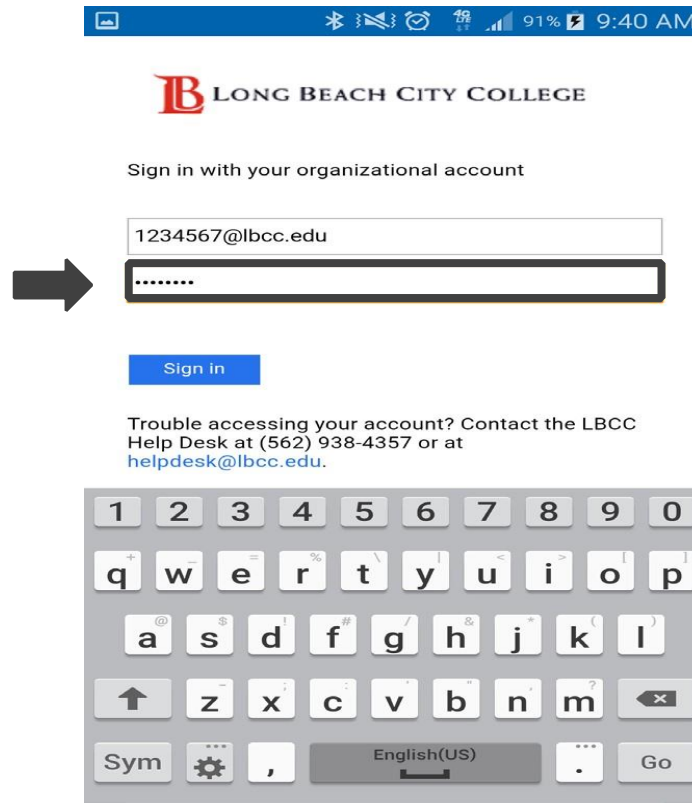
[View our Privacy Policy](#)

Setting up Outlook App on Android devices



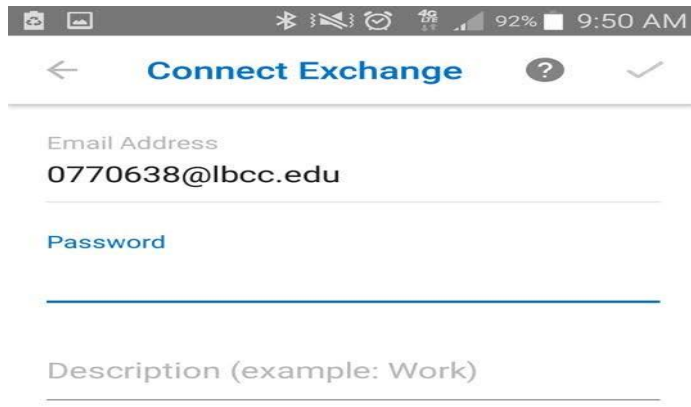
- Enter email address in '**employeeID@lbcc.edu**' format
- For example: **1234567@lbcc.edu**

Setting up Outlook App on Android devices



- Next, put in email password
- After, click *Sign in*

Setting up Outlook App on Android devices



Connect Exchange

Email Address
0770638@lbcc.edu

Password

Description (example: Work)

➤ Click on **'SHOW ADVANCED SETTINGS'**



SHOW ADVANCED SETTINGS

Setting up Outlook App on Android devices

Connect Exchange

Email Address
0770638@lbcc.edu

Server (example: server.domain.com)
mail.lbcc.edu

Domain (example: domain.com)
lbccd

Username (example: mike.rosoft)
jsmith

Password
.....

Description (example: Work)
LBCC

HIDE ADVANCED SETTINGS

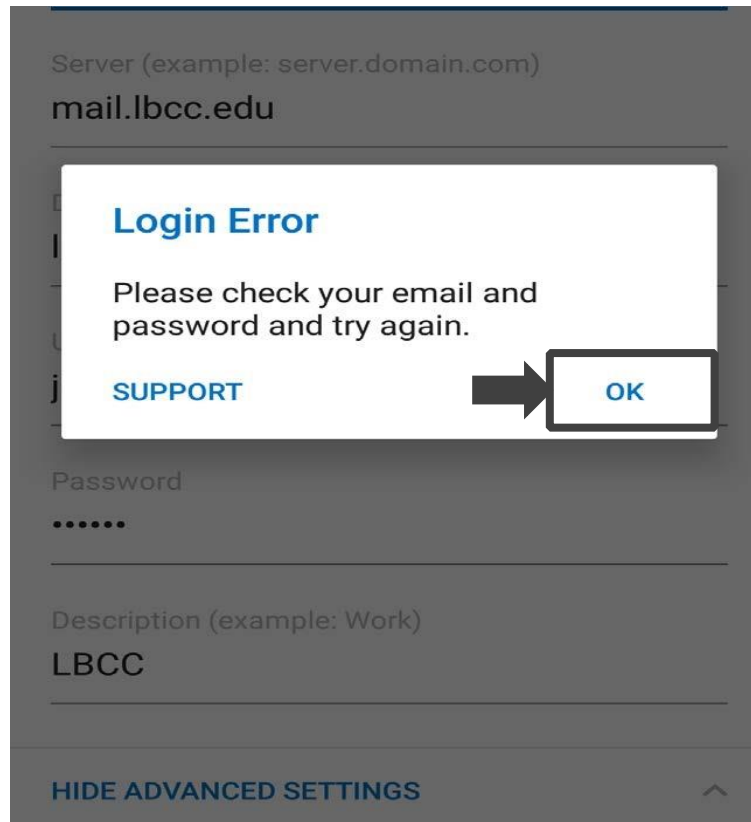
Enter the following information in each field.

Please Note: The email address field cannot be changed at this point and remains the same.

- Server: **mail.lbcc.edu**
- Domain: **lbccd**
- Username: **first initial/last name** (for example, jsmith)
- Password: **email password**
- Description (optional): **user preference**

When complete, click on '**check mark**' in top right corner.

Setting up Outlook App on Android devices



- You will encounter a 'Login Error' message, this is expected.
- Click 'OK'

Setting up Outlook App on Android devices

Connect Exchange

Email Address
jsmith@lbcc.edu

Server (example: server.domain.com)
mail.lbcc.edu

Domain (example: domain.com)
lbccd

Username (example: mike.rosoft)
jsmith

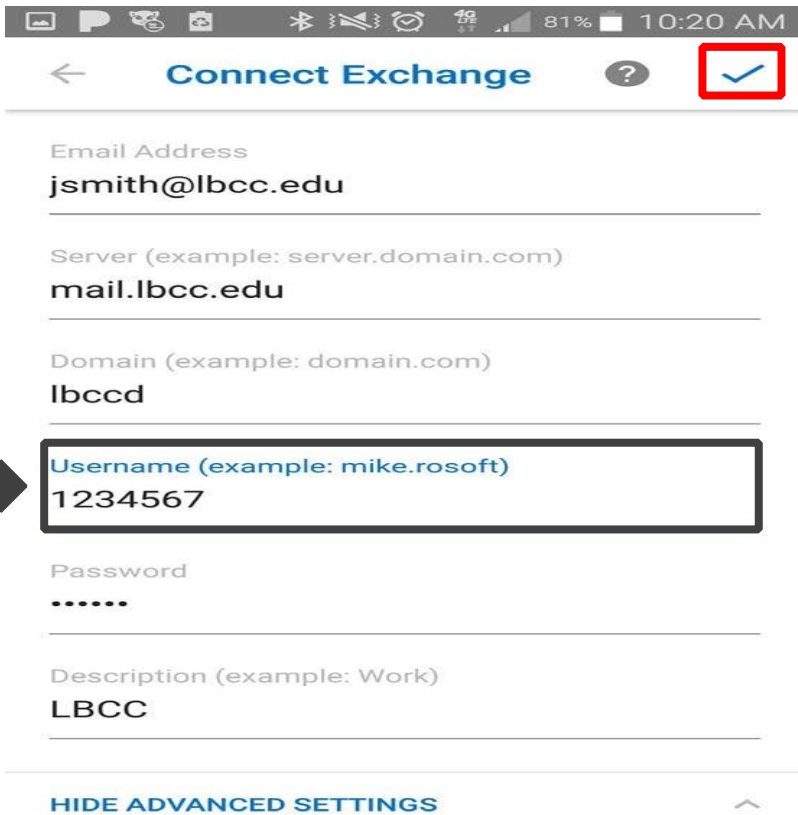
Password
.....

Description (example: Work)
LBCC

HIDE ADVANCED SETTINGS

- Next, In the '**Email Address**' field remove **employeeID@lbcc.edu** and replace with your actual email address.
- For example, **jsmith@lbcc.edu**

Setting up Outlook App on Android devices



Connect Exchange

Email Address
jsmith@lbcc.edu

Server (example: server.domain.com)
mail.lbcc.edu

Domain (example: domain.com)
lbccd

Username (example: mike.rosoft)
1234567

Password
.....

Description (example: Work)
LBCC

HIDE ADVANCED SETTINGS

- In the 'Username' field replace your *first initial/last name* with your **employee ID number**.
- For example, from *jsmith* to *1234567*.

Setting up Outlook App on Android devices



Add another account



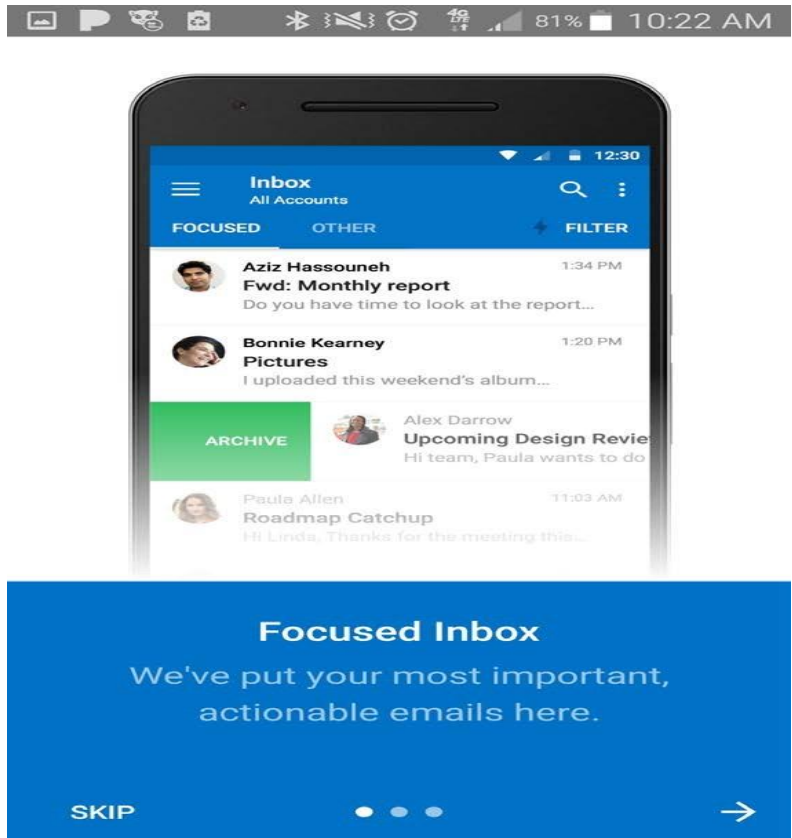
Would you like to add another account now?

LET'S DO IT!

MAYBE LATER

- From here you can add additional Outlook email accounts

Setting up Outlook App on Android devices



➤ Your Outlook app is now setup.

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