

# Setting up Outlook App on Android Devices

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

# Setting up Outlook App on Android Devices



## Outlook

A better way to manage your email

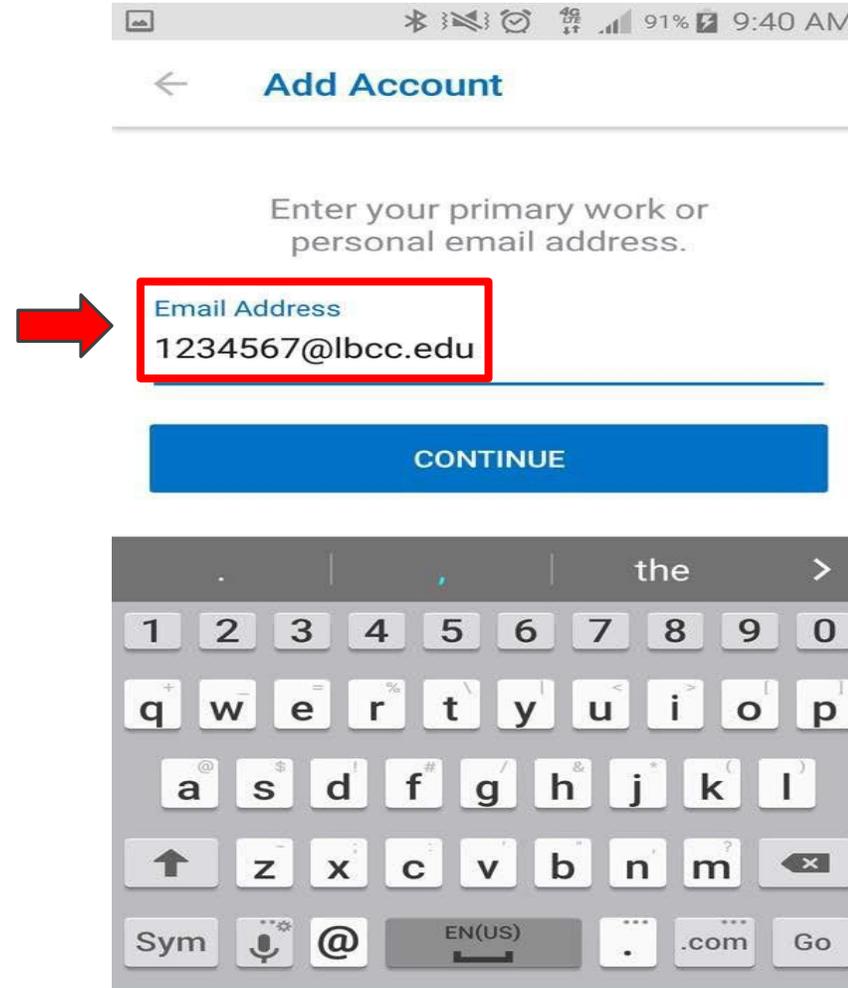
➤ Click on **Get Started**.

**GET STARTED**

[View our Privacy Policy](#)

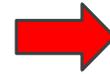
## Setting up Outlook App on Android Devices

- Enter email address in '[employeeID@lbcc.edu](mailto:employeeID@lbcc.edu)' format
- For example: [1234567@lbcc.edu](mailto:1234567@lbcc.edu)



# Setting up Outlook App on Android Devices

- Enter your LBCC email password
- Click '*Sign in*'



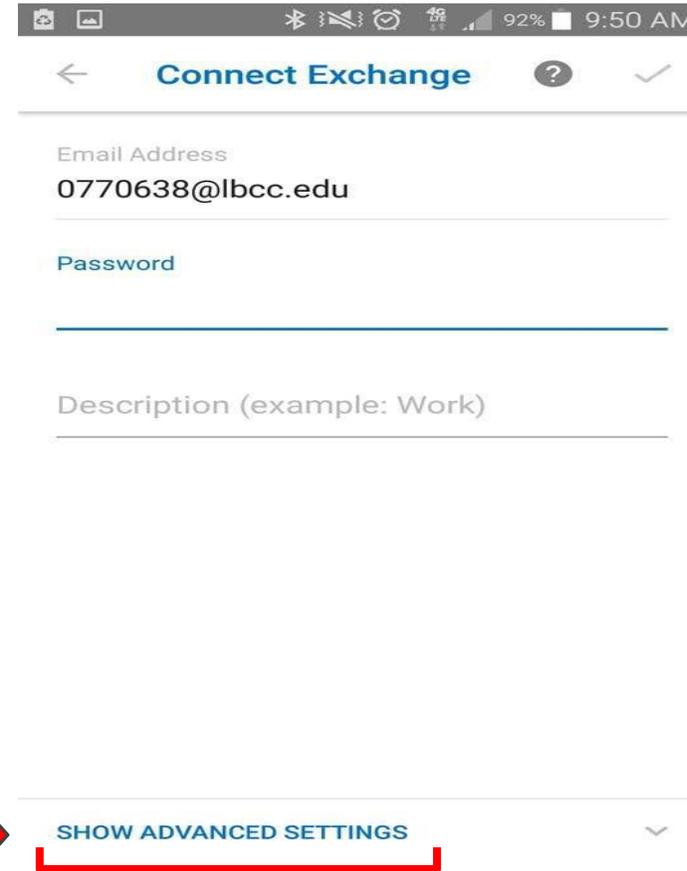
1234567@lbcc.edu

.....

Sign in

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu).

# Setting up Outlook App on Android Devices



- Click on
- **SHOW ADVANCED SETTINGS**

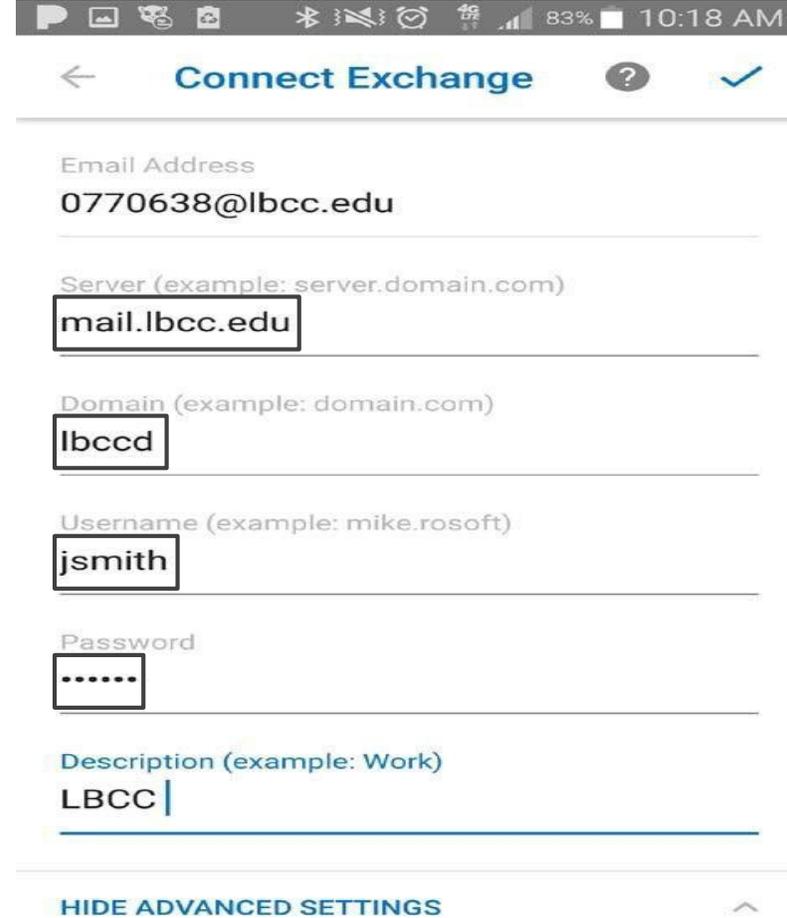
## Setting up Outlook App on Android Devices

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
- Example: jsmith
- Password: email password
- Description (optional): user preference

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



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

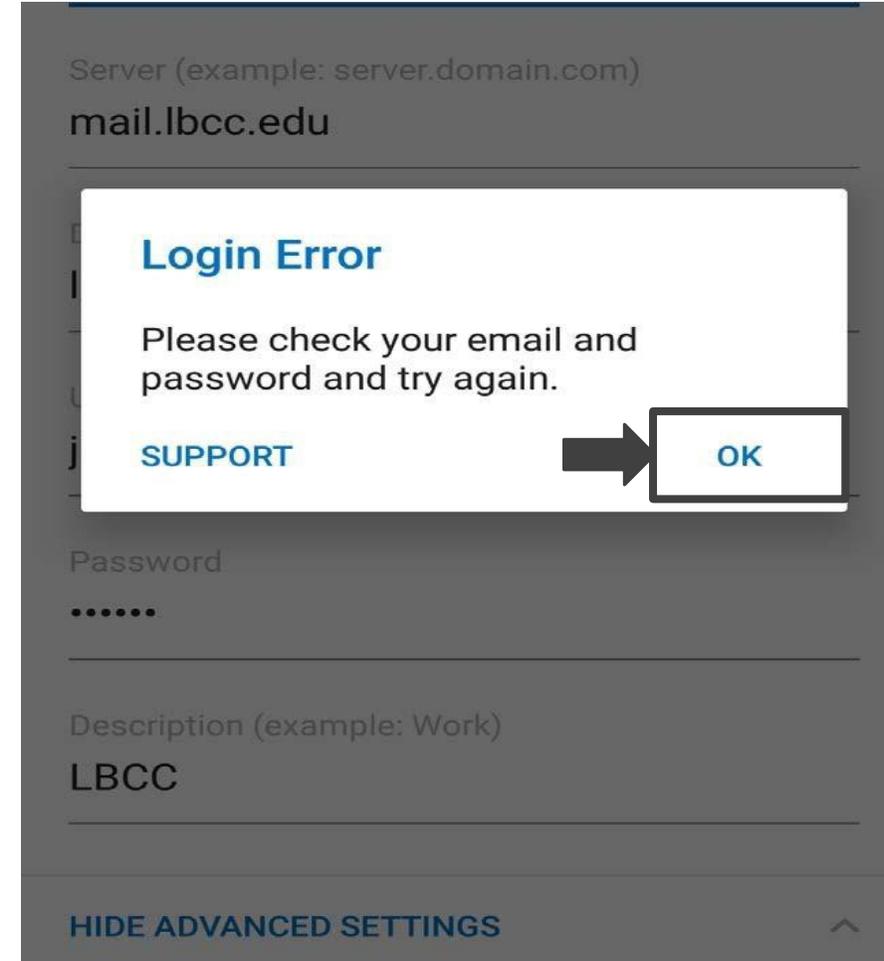
Password  
.....

Description (example: Work)  
LBCC

HIDE ADVANCED SETTINGS

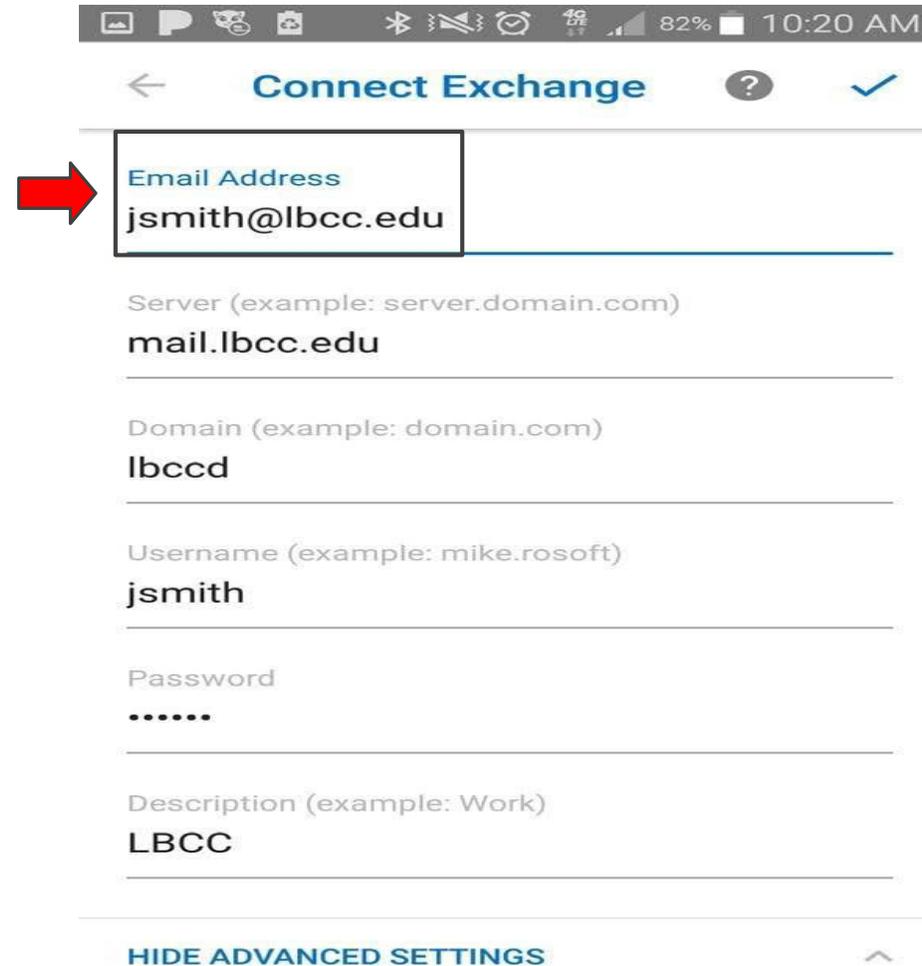
## Setting up Outlook App on Android Devices

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



## Setting up Outlook App on Android Devices

- In the 'Email Address' field remove [employeeID@lbcc.edu](mailto:employeeID@lbcc.edu) and replace with your actual email address.
- For example: [jsmith@lbcc.edu](mailto:jsmith@lbcc.edu)



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

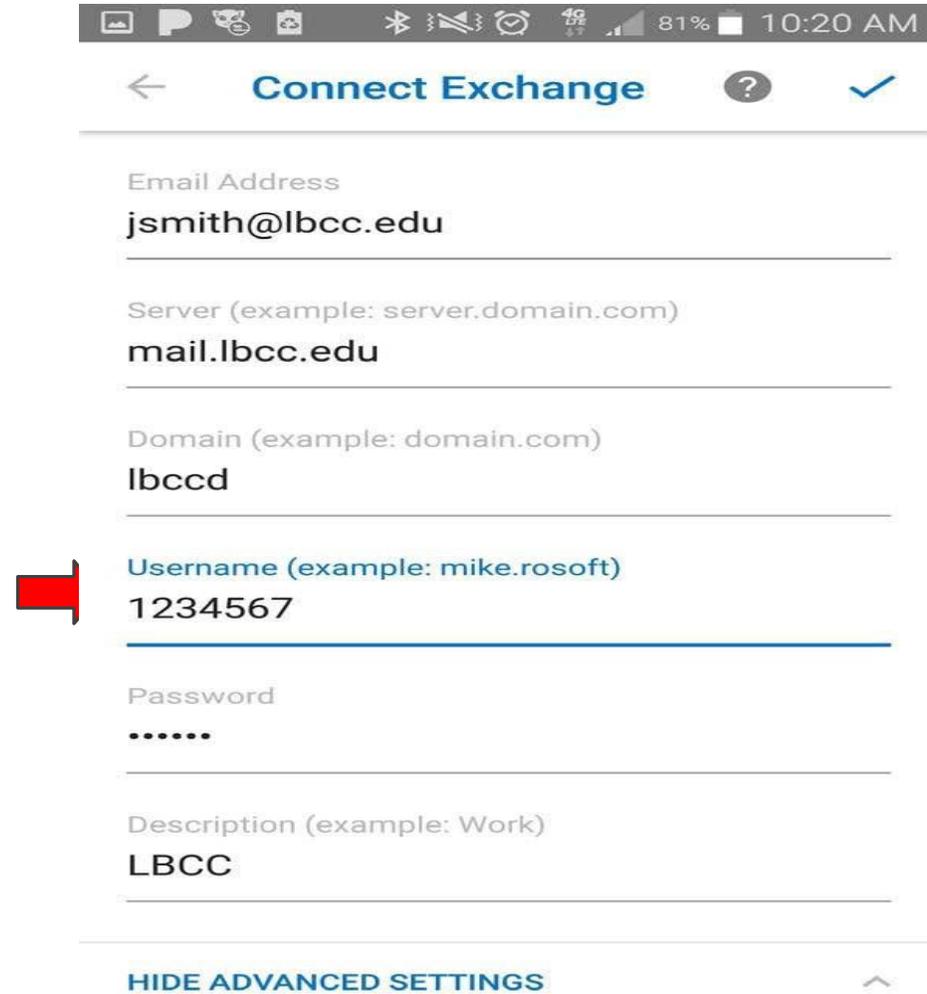
Password  
.....

Description (example: Work)  
LBCC

HIDE ADVANCED SETTINGS

## Setting up Outlook App on Android Devices

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



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

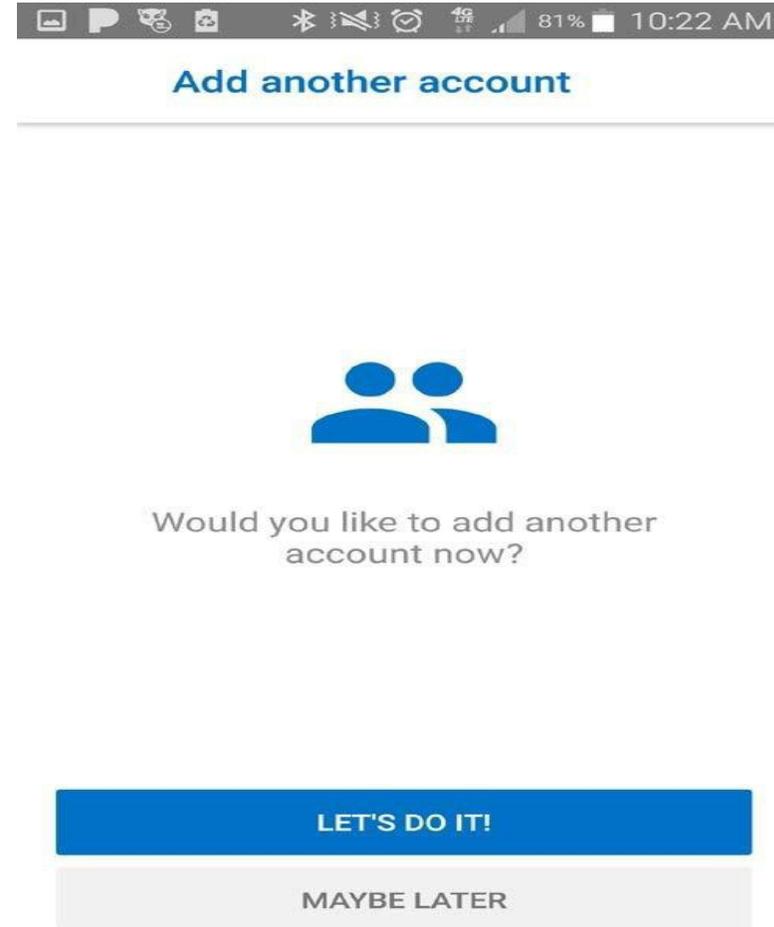
Password  
.....

Description (example: Work)  
LBCC

HIDE ADVANCED SETTINGS

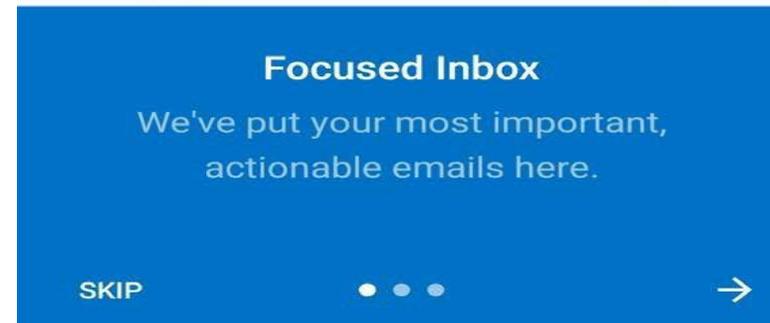
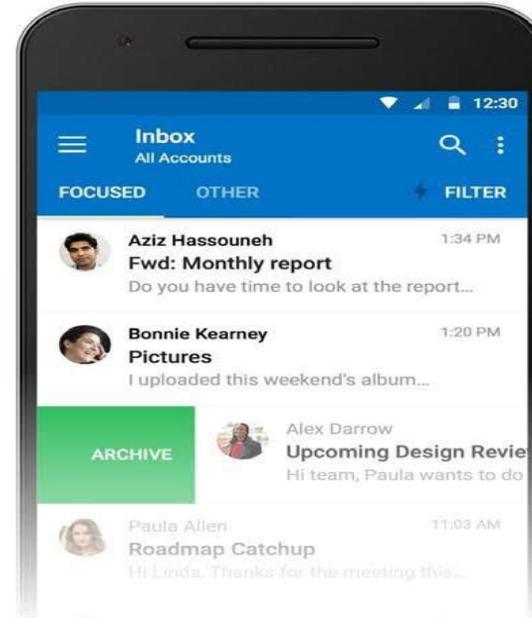
## Setting up Outlook App on Android Devices

- You can add additional Outlook email accounts in this section.



# Setting up Outlook App on Android Devices

- Congratulations!
- You have completed the Outlook App setup for your Android Device.



# Questions?

**If you run into any issues, or have further questions, feel free to reach out to us!**

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