

# <u>Setting up Outlook App on</u> <u>Android Devices</u>

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF



#### Information Technology

Setting up Outlook App on Android Devices

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Outlook

A better way to manage your email

#### Click on Get Started.



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Go

★ 3 ★ 3 🛱 📶 91% 🖬 9:40 AM Add Account  $\leftarrow$ Enter your primary work or personal email address. Enter email address in Email Address 'employeeID@lbcc.edu' format 1234567@lbcc.edu For example: <u>1234567@lbcc.edu</u> CONTINUE the 4 8 2 3 5 6 7 9 1 t y ui e r o p q W s d f g h j k l a 1 zxcvbn m Ļ EN(US) @ Sym .com .

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	Sign in with your organizational account
rd	1234567@lbcc.edu
	Sign in Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.
	1234567890
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- Enter your LBCC email password
- Click 'Sign in'



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Address			
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Description (example: Work)

### Click onSHOW ADVANCED SETTINGS





Enter the following information in each field.

**Please Note**: The email address field <u>cannot</u> be changed at this point and remains the same.

- Server: mail.lbcc.edu
- Domain: Ibccd
- 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.

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Server (ex mail.lbc	ample: server, c.edu	domain.com	)	
Domain (e bccd	xample: doma	ain.com)		
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You will encounter a 'Login Error' message, this is expected.

➢ Click 'OK'

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

Login Error Please check your email and password and try again. SUPPORT	ОК
Password	
Description (example: Work)	
LBCC	
HIDE ADVANCED SETTINGS	^



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

Email Address			
jsmith@lbd	s cc.edu		
Server (examp	ole: server.dor	main.com)	
mail.lbcc.e	du		
Domain (exan	nple: domain.	com)	
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Username (ex	ample: mike.r	rosoft)	
Jsmith			
Password			
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Password Description (e	example: Work	<)	

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#### Information Technology

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#### > In the 'Username' field replace your first initial/last name with your employee ID number.

- $\succ$  For example:
- ➢ from *jsmith* to 1234567.

Emai	Address
jsm	th@lbcc.edu
Serve	er (example: server.domain.com)
mai	.lbcc.edu
Dom	ain (example: domain.com)
lbcc	d
Useri	name (example: mike.rosoft)
123	4567
Pass	word
•••••	
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Desc	iption (example, work)

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Add another account

You can add additional Outlook email accounts in this section.



Would you like to add another account now?





- > 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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