

MS Office 365

Accessing Office 365 Online

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Accessing Office 365 Online

From this tutorial, you will learn:

1. How to access Office 365.
2. Best practices of using Office 365 during out time at LBCC.
3. How to download Office 2016 to your personal device.

Important

Note that you have access to Office 365 [while you are a current student](#).

Be sure to back up your files on a personal device.

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What is Office 365?



Cloud based *free* resource available to you while you're a current student at LBCC!

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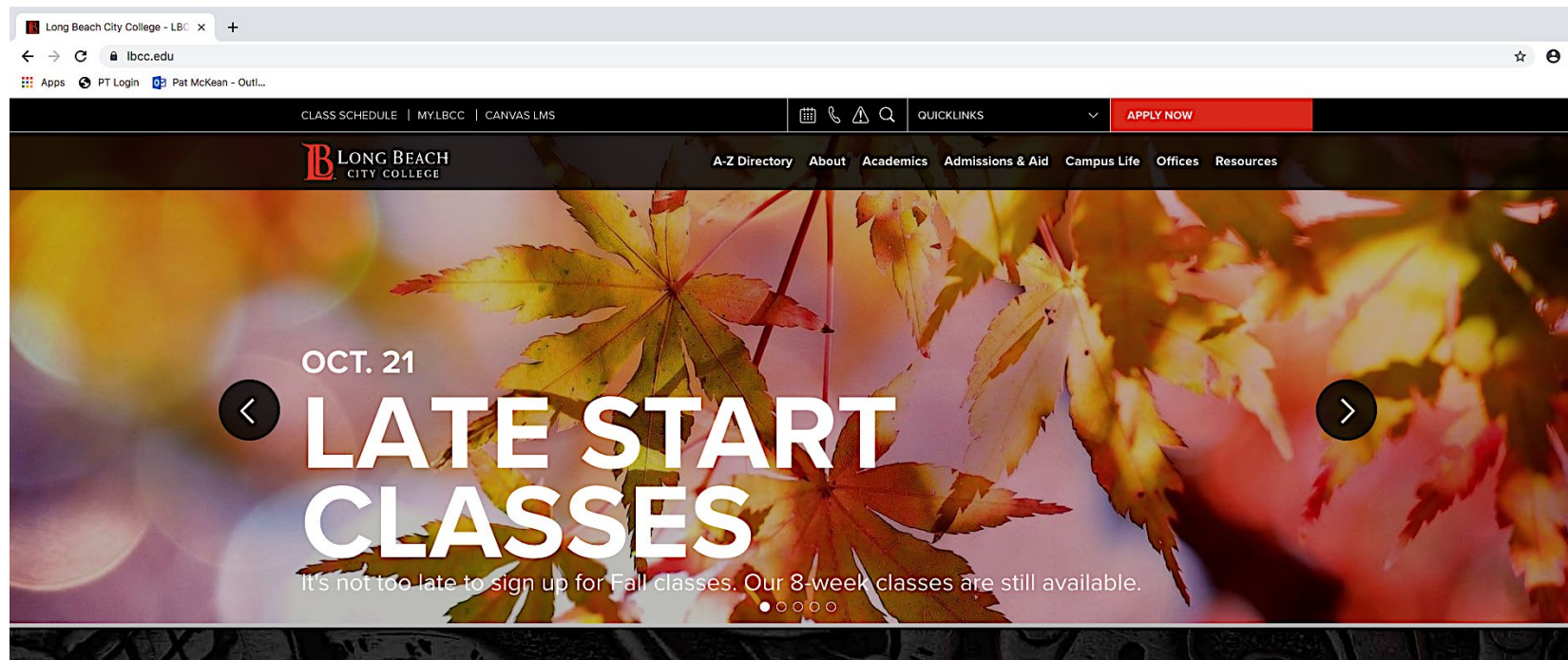
What is available with Office 365?



- ✓ Word, Excel, PowerPoint, Outlook, OneDrive, & More!
- ✓ Save your files in the cloud!
- ✓ Collaborate with fellow students!
- ✓ Work from anywhere!

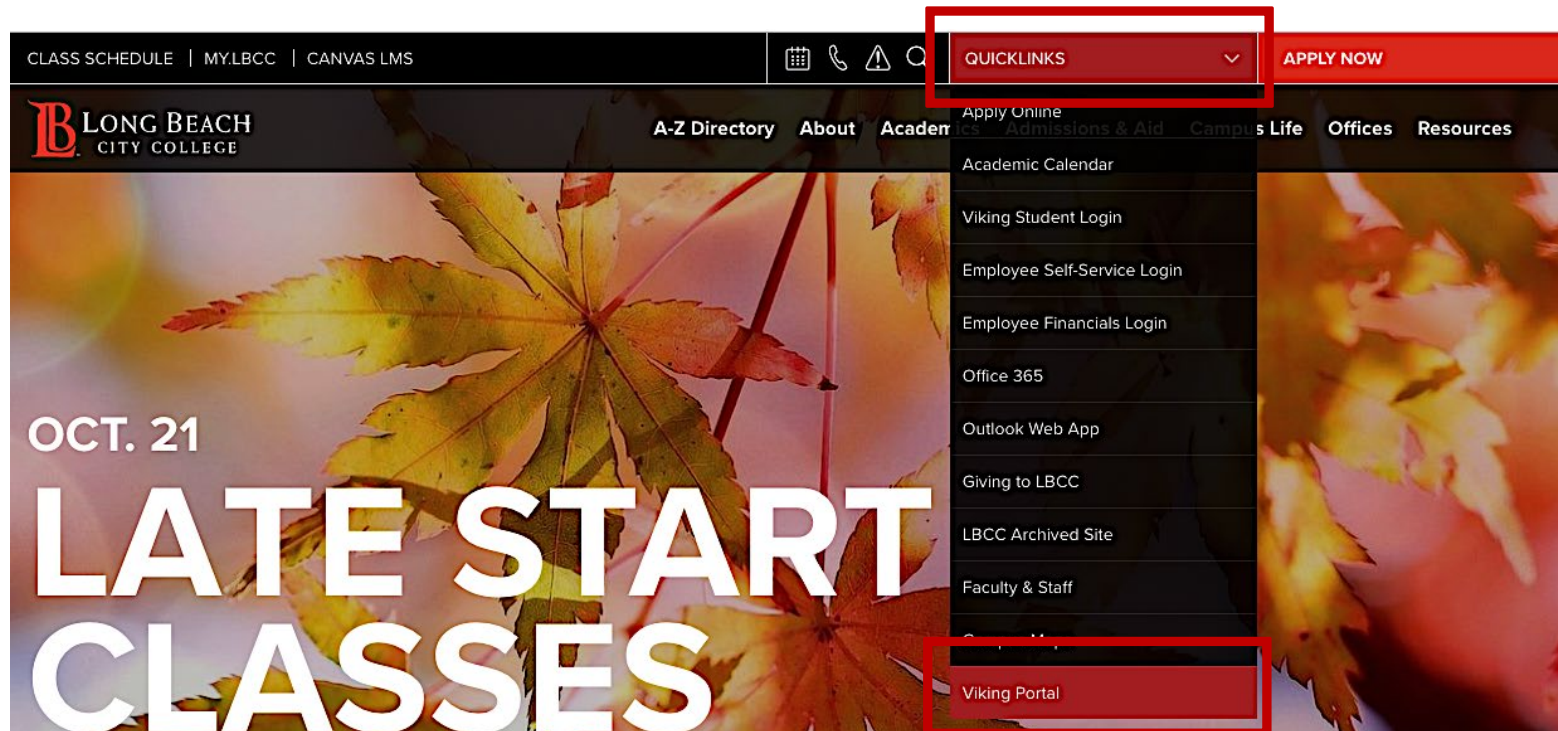
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Step 1: Go to lbcc.edu



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Step 2: Locate **QUICKLINKS** at the top of the web-page and without clicking point the cursor directly on it.



Step 3: Once the drop-down menu appears, locate **Viking Portal** at the bottom of the list and click.

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Step 4: Enter your **Viking Student ID number** and **Password**. Afterwards, click the **Login** button.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password
.....

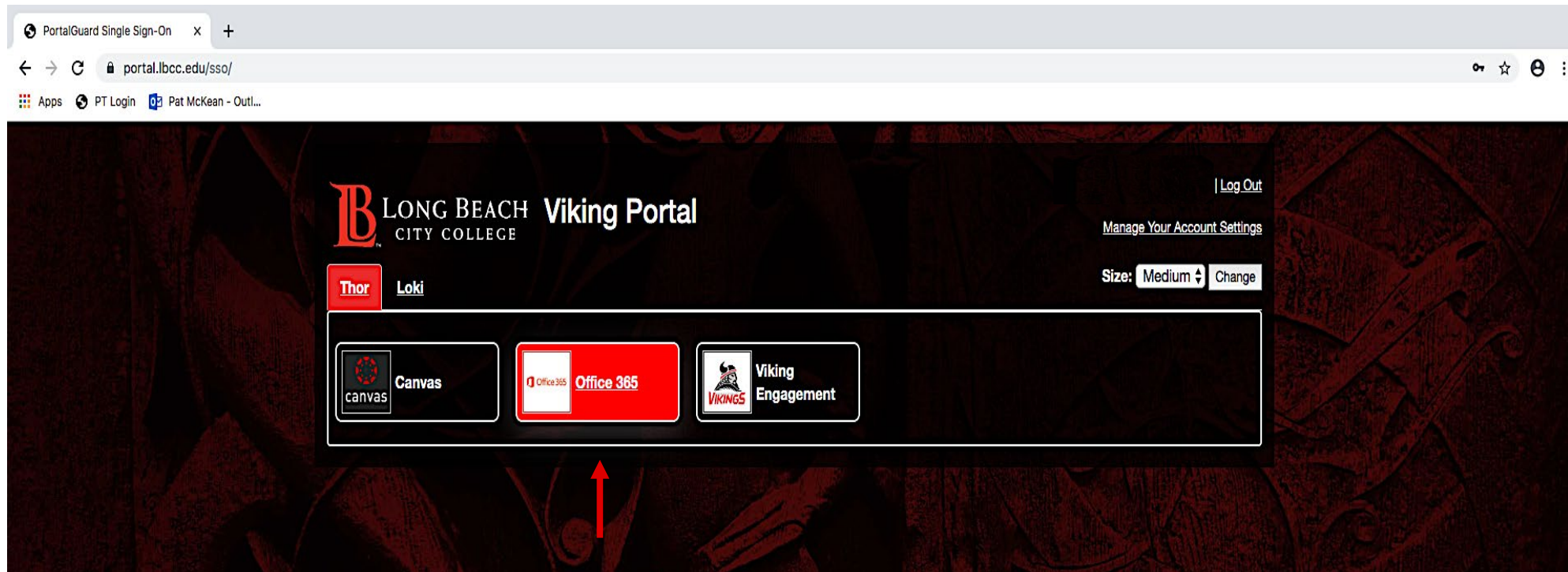
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Login Change Password New/Forgotten Password

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

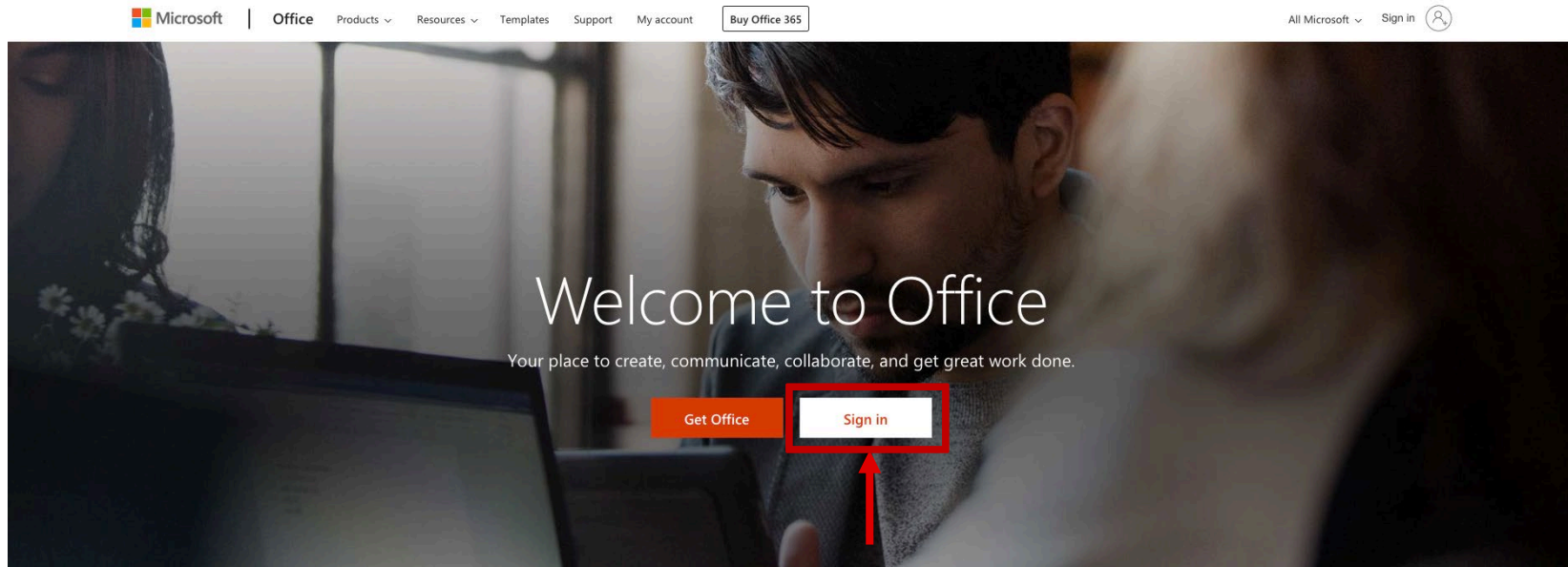
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Step 5: Click on **Office 365**.



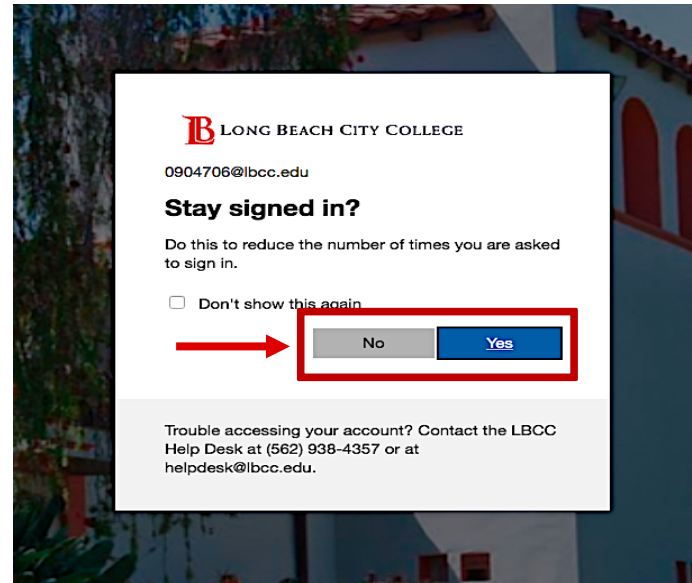
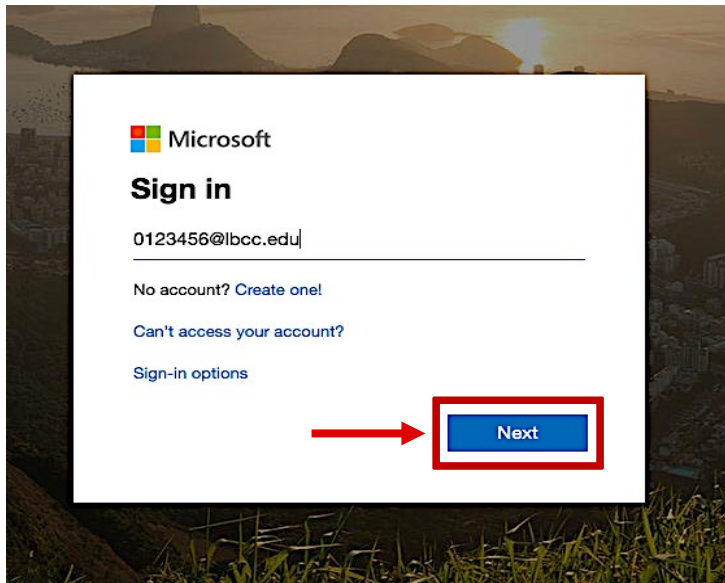
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Step 6: Click the **Sign In** button.



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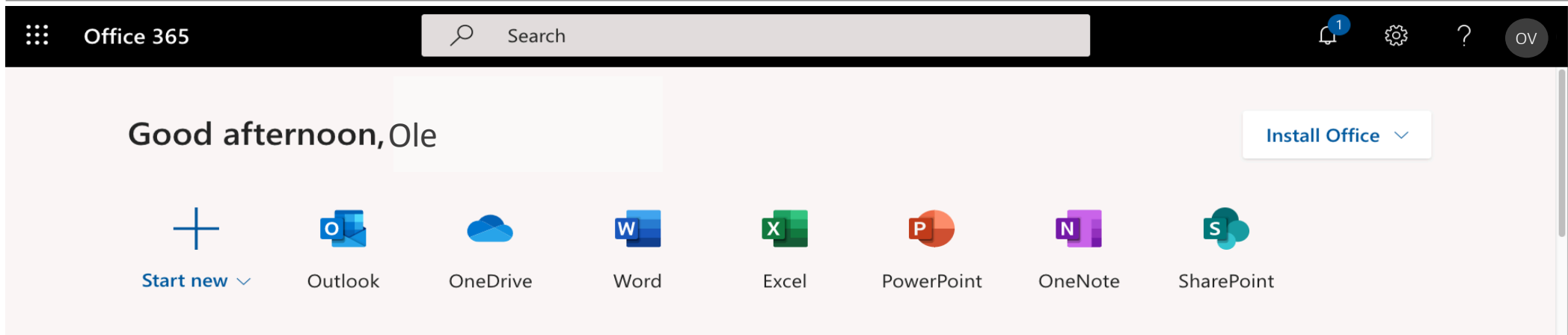
Step 6: Your sign in email for Office 365 is in this format **VikingIDnumber@lbcc.edu**.
Ex: **0123456@lbcc.edu**



Please note that this is different from your actual LBCC student email address.

Step 7: Afterwards click **next**. The following window will ask if you would like to stay signed in. Upon your choice click either **yes** or **no**.

Using Office 365



Once you log in, you will have access to all of the tools available to LBCC students.

Best Practices - Office 365



You will have access to Office 365 while you are an active student.

You should always keep a backup of your files on a personal device.



Edit

While editing your files, be aware if you are editing in the browser or in the application.

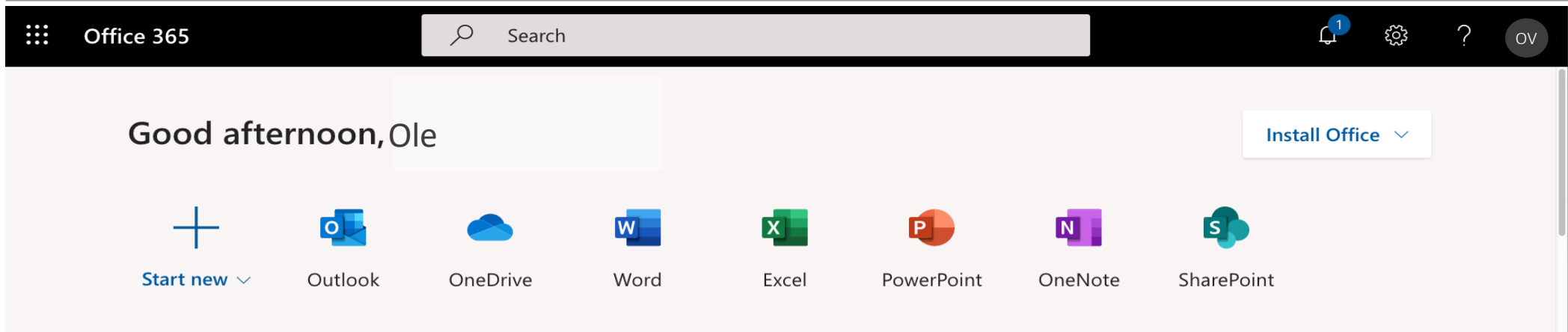
Editing online vs. in Word, Excel, PowerPoint, etc.



Use caution when saving your work. Be sure you are saving your files to the location intended.

(Personal Device vs. OneDrive)

Downloading Office 365



You, as a **current** LBCC student, have access to download Office 2016 on to your personal device (up to 5 devices). To start the process, click on the **Install Office** button on the top right side of your Office 365 account.

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact us!

Phone: (562) 938-4250

Email: sthd@lbcc.edu

In-Person: Check out our schedule online at www.lbcc.edu/sthd