

Student Viking Email

Set up on Personal Device

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Setup on Personal Device

Objectives

From this tutorial, you will learn:

- How to setup your LBCC student email on your personal device (computer, tablet, phone, etc.).
 - Setup is supported on **Outlook** (via Office 365).

Important

Setting up your LBCC student email account on your device is not required. It simply allows students to have quick access to their accounts if desired.

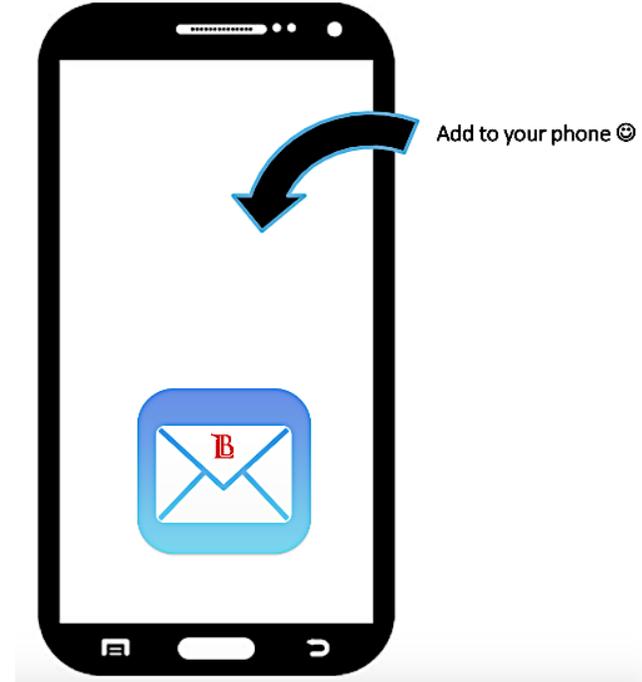
Setup on Personal Device

Select your Email Client

1.



2.



Setup on Personal Device

Setting up Outlook

1. Launch Outlook after you have Downloaded and Installed Office 365.
2. You will then see the following screen:

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

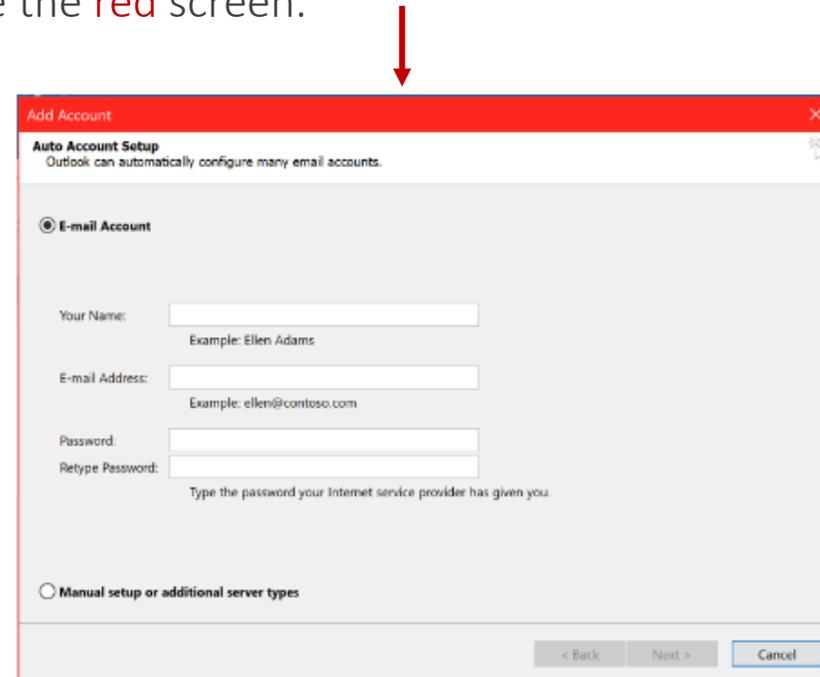
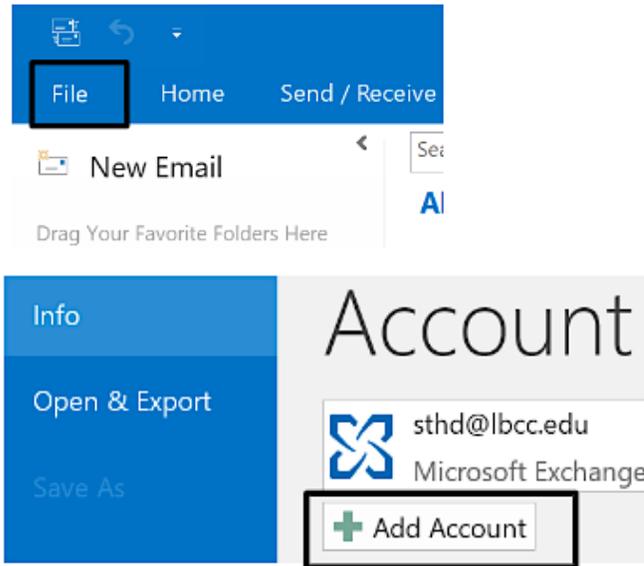
Manual setup or additional server types

< Back Next > Cancel

Setup on Personal Device

Setting up Outlook

❖ **Note:** If you have already setup a previous account, simply click on the “File” section of Outlook and afterwards, click on “Add Account.” After this you will see the red screen.



Setup on Personal Device

Setting up Outlook

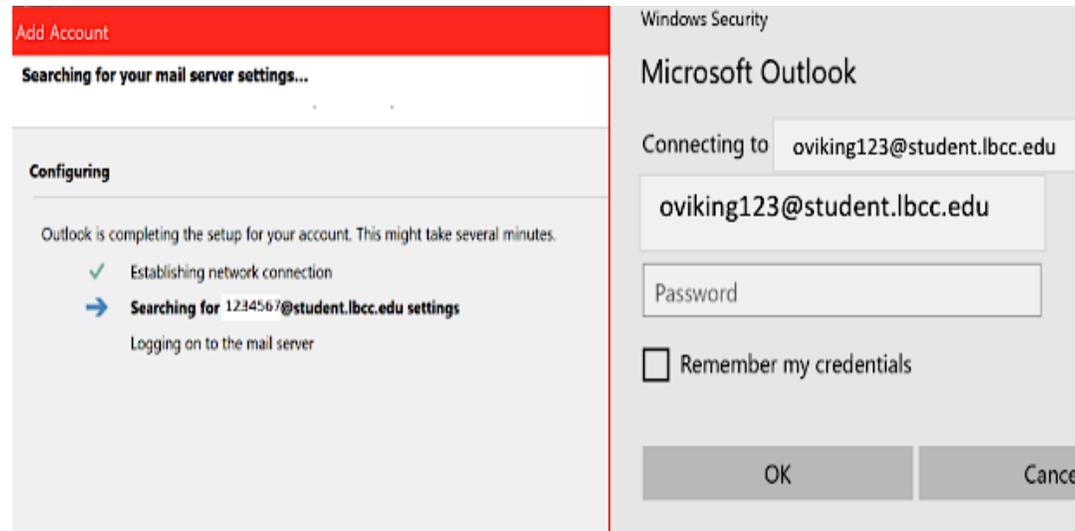
3. Type your Full Name, LBCC Student Email Address, and your Student Viking Password.
4. Click “Next”

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar is red and says 'Add Account'. Below the title bar, it says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' There are two radio buttons: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name' with the text 'Ole Viking', 'E-mail Address' with the text 'oviking123@student.lbcc.edu', 'Password' with six asterisks, and 'Retype Password' with six asterisks. Below the password fields is a small note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

Setup on Personal Device

Setting up Outlook

5. The next screen will appear.



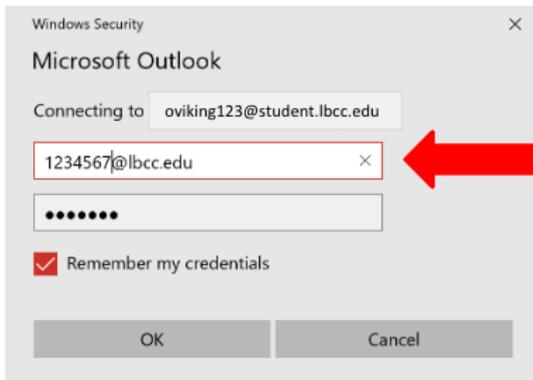
Setup on Personal Device

Setting up Outlook

6. *Important*

On the Windows Security screen, you will need to update your email to your Office 365 log in, which is your **VikingID@lbcc.edu**.

Example: **1234567@lbcc.edu**



7. Introduce your password again, then click on “**remember my credentials**” to avoid repeating this step every time you open Outlook.

8. Click “OK”

Setup on Personal Device

Setting up Outlook

9. You will have to close Outlook and open it again.

WELL DONE



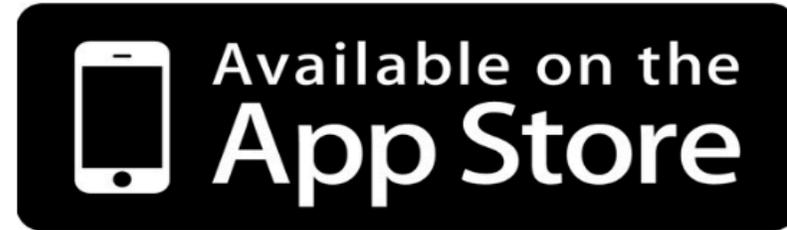
You have successfully set up your LBCC student email on Outlook!

Note: If you had any previous email addresses set up on Outlook, you will have to introduce the password for that account again.

Setup on Personal Device

Setting up Email on your Cell Phone

- Microsoft Outlook is available to use on both, Android and iOS phones.
- Click on the corresponding banner to download the app. Then, follow the instructions to login to your account.



Setup on Personal Device

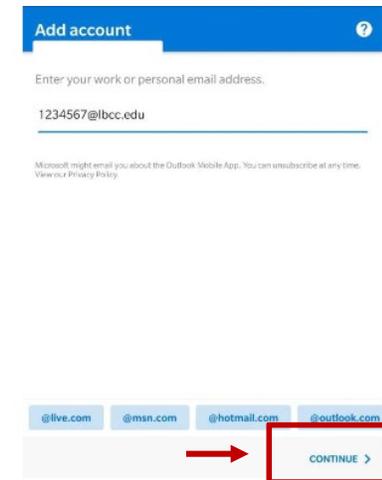
Setting up Email on your Cell Phone

1. Open the **Microsoft Outlook** app from your phone. You will see this screen:



2. Click on **Get Started**.

3. The next form will appear. Here you will type in your Office 365 log in, which is your VikingID@lbcc.edu
Example: **1234567@lbcc.edu**



4. Click **Continue**.

Setup on Personal Device

Setting up Email on your Cell Phone

5. The app will redirect you to our site login:



Sign in with your organizational account

Sign in

6. Type your Viking password.

7. If all the information is correct, you should see the following message:

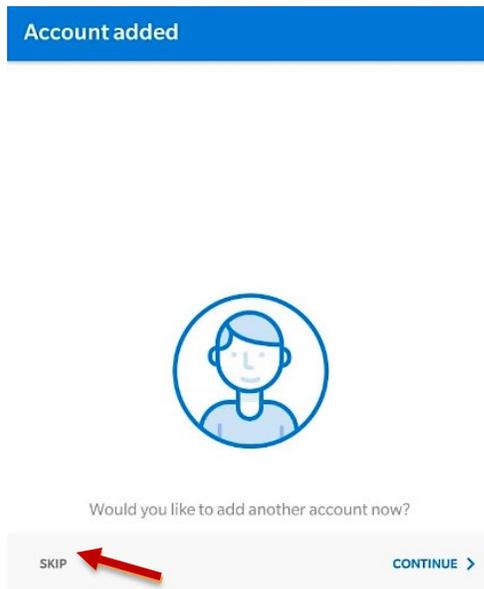


Completing login...

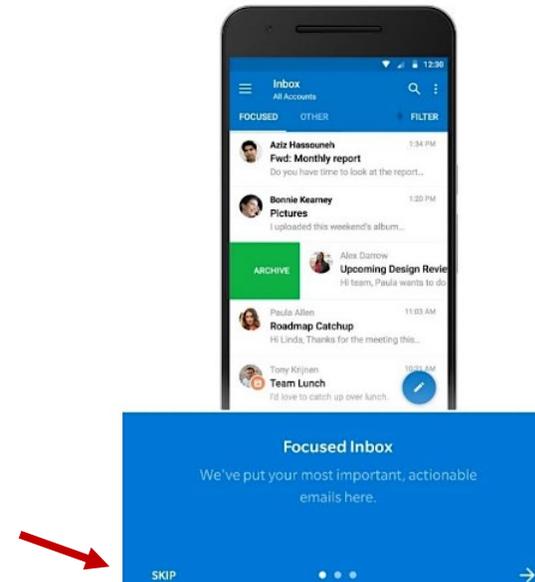
Setup on Personal Device

Setting up Email on your Cell Phone

8. You will be asked if you want to add another account. Simply click on **Skip**.



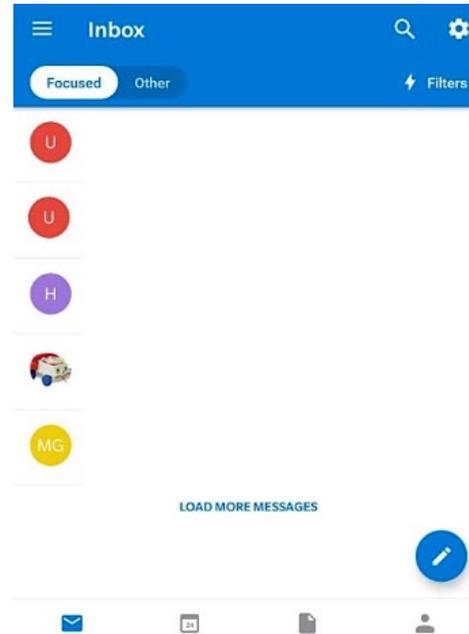
9. A screen with tips will appear. Please click **Skip** again.



Setup on Personal Device

Setting up Email on your Cell Phone

10. If you already have emails in your account, they will sync and appear on the main screen:



Setup on Personal Device

Setting up Email on your Cell Phone

WELL DONE



You have successfully set up your LBCC student email on your phone!