**Student
Technology
Help Desk**

ONLINE LEARNING
OLET
EDUCATIONAL TECHNOLOGY

Student Viking Email

Set up on Personal Device

FOR LONG BEACH CITY COLLEGE **STUDENTS**

**LONG BEACH
CITY COLLEGE**

Setup on Personal Device

Objectives

From this tutorial, you will earn:

➤ 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.

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Select your Email Client

1.

2.

Add to your phone ☺

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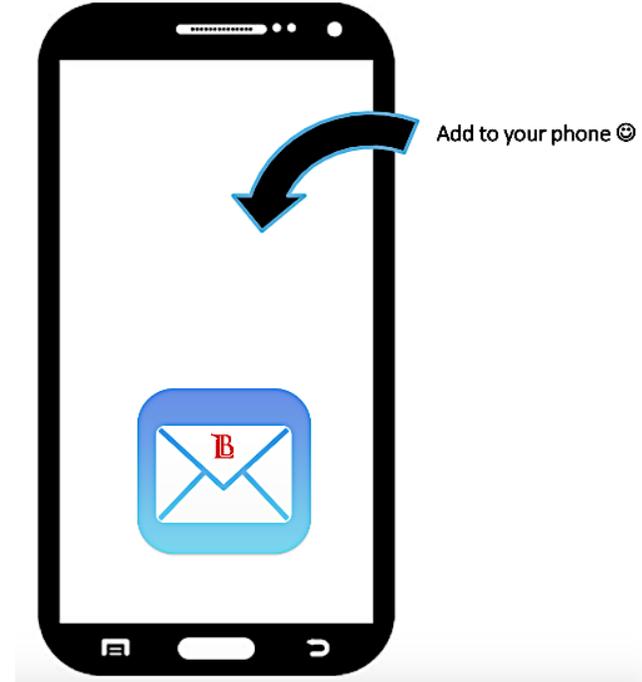
Setup on Personal Device

Setting up Outlook

1. Launch Outlook after you have Downloaded and Installed Office 365.

2. You will then see the following screen:

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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.
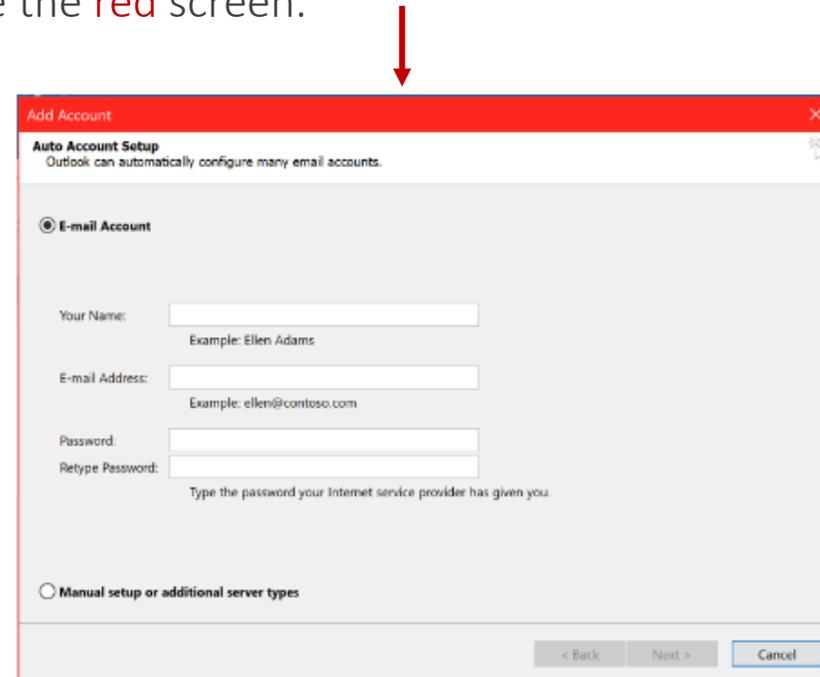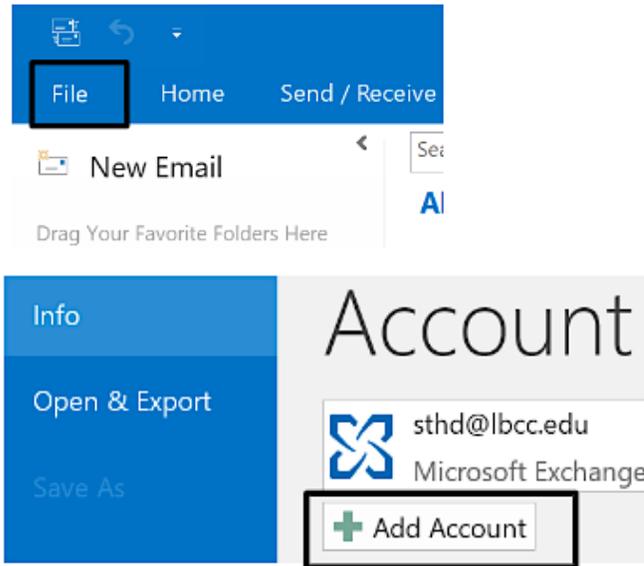
Setup on Personal Device

Setting up Outlook

3. Type your Full Name, LBCC Student Email Address, and your Student Viking Password.

4. Click "Next"

Setup on Personal Device

Setting up Outlook

5. The next screen will appear.
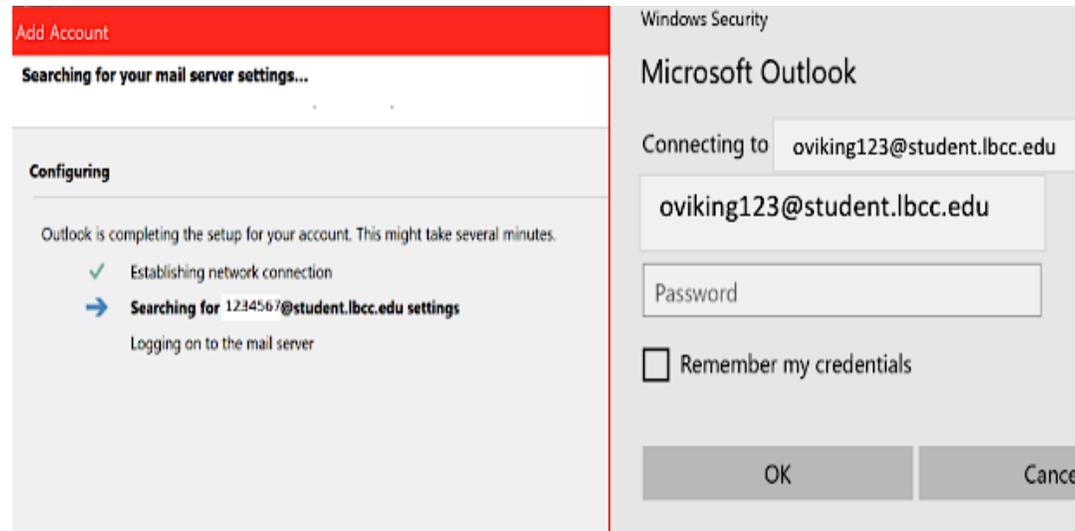
Setup on Personal Device

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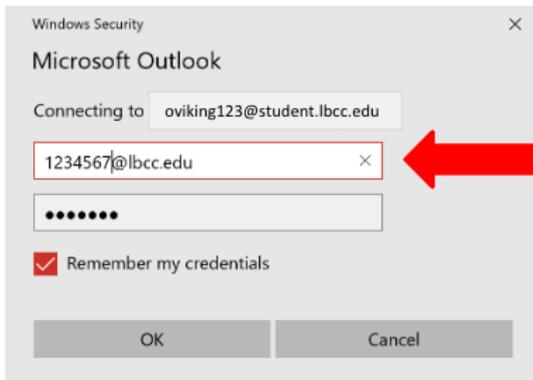
7. Introduce your password again, then click on "remember my credentials" to avoid repeating this step every time you open Outlook.

8. Click "OK"

Setup on Personal Device

Setting up Outlook

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

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.

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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.
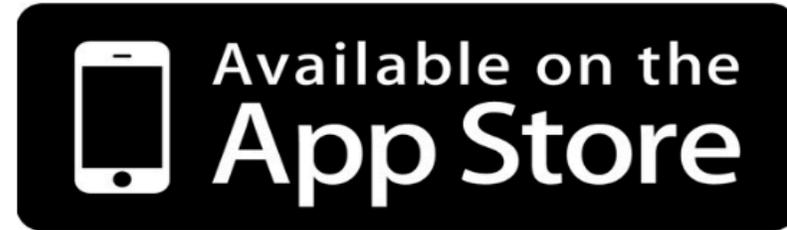
Setup on Personal Device

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
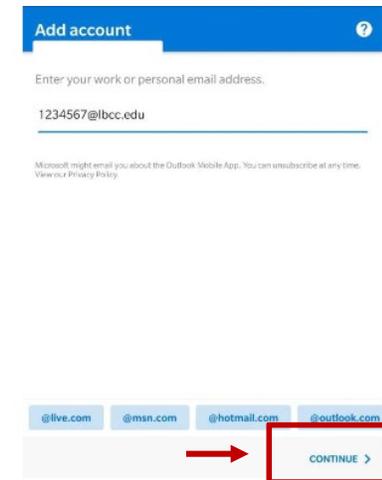
4. Click Continue.

Setup on Personal Device

Setting up Email on your Cell Phone

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

6. Type your Viking password.

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

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Setting up Email on your Cell Phone

8. You will be asked if you want to add another account. Simply click on Skip.
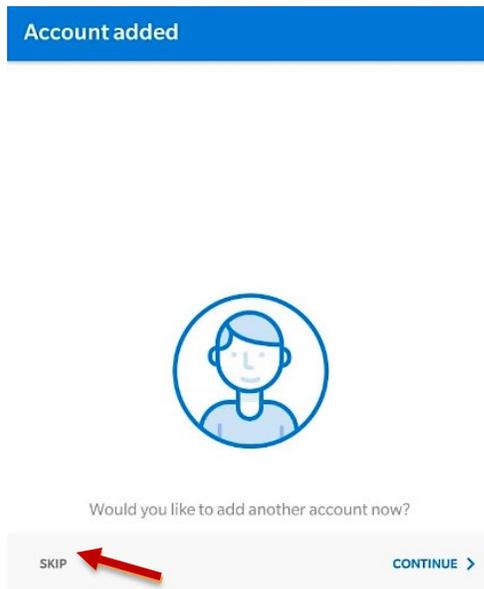
9. A screen with tips will appear. Please click Skip again.
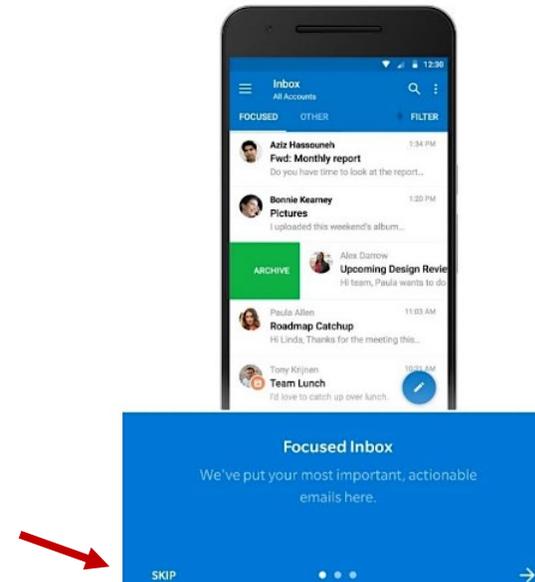
Setup on Personal Device

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:
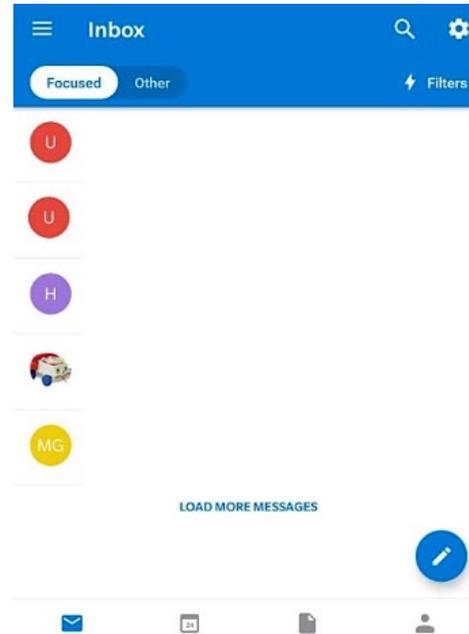
Setup on Personal Device

Setting up Email on your Cell Phone

WELL DONE

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