ACCESSING OUTLOOK EMAIL USING MICROSOFT 365

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Step 1: Go to **www.lbcc.edu** and **click** on the **Viking Portal www**.lbcc.edu

Step 2: **Sign in** using your **Employee ID**

Step 3: Select **Microsoft 365** tile

Step 4: Select the **Sign in button** to Microsoft 365 and use your **Employee ID@lbcc.edu**

Step 5: Select the **Outlook icon** located in the **Navigation bar** on the left

Step 1: Go to **www.lbcc.edu** and click on the *Viking Portal*
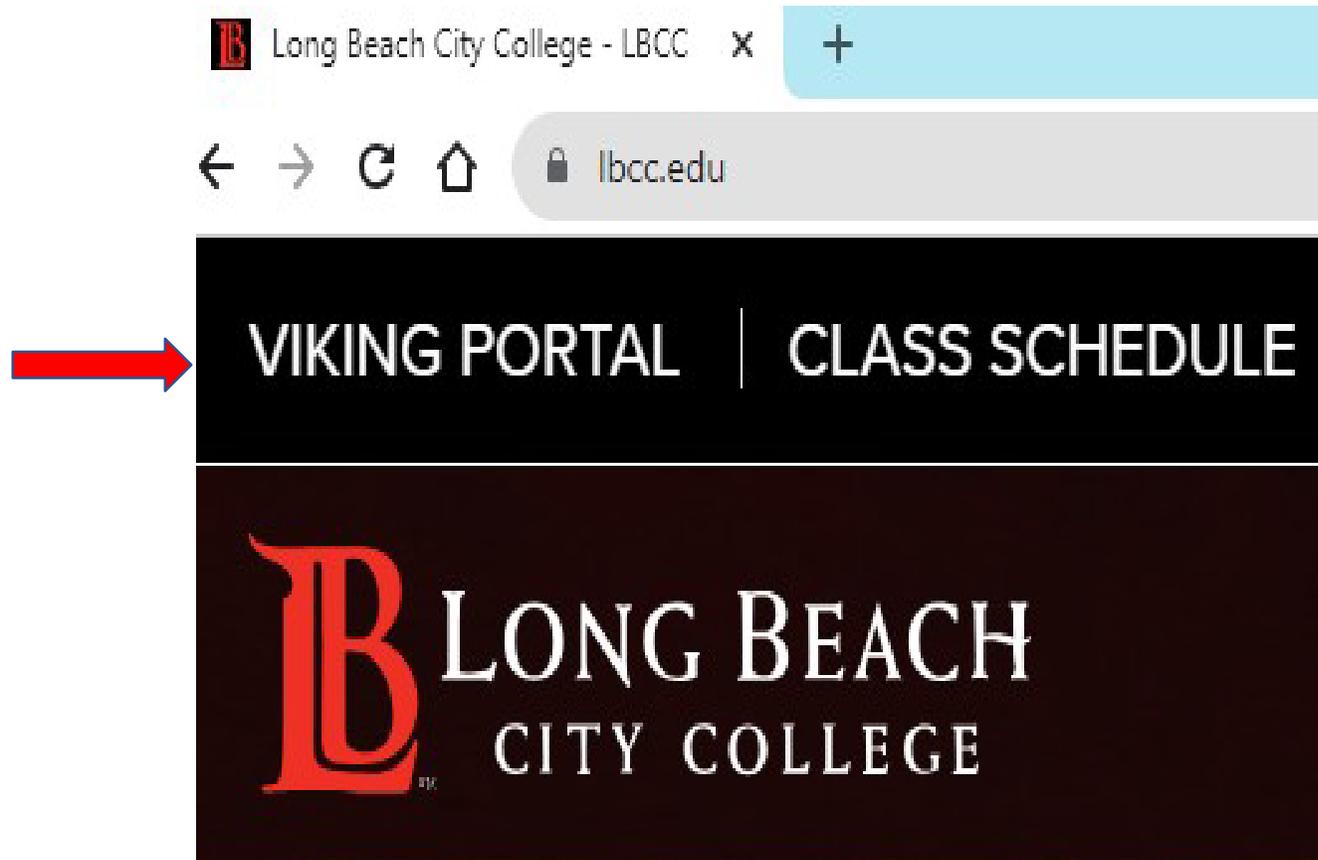
Step 2: **Sign in** using your **Employee ID**
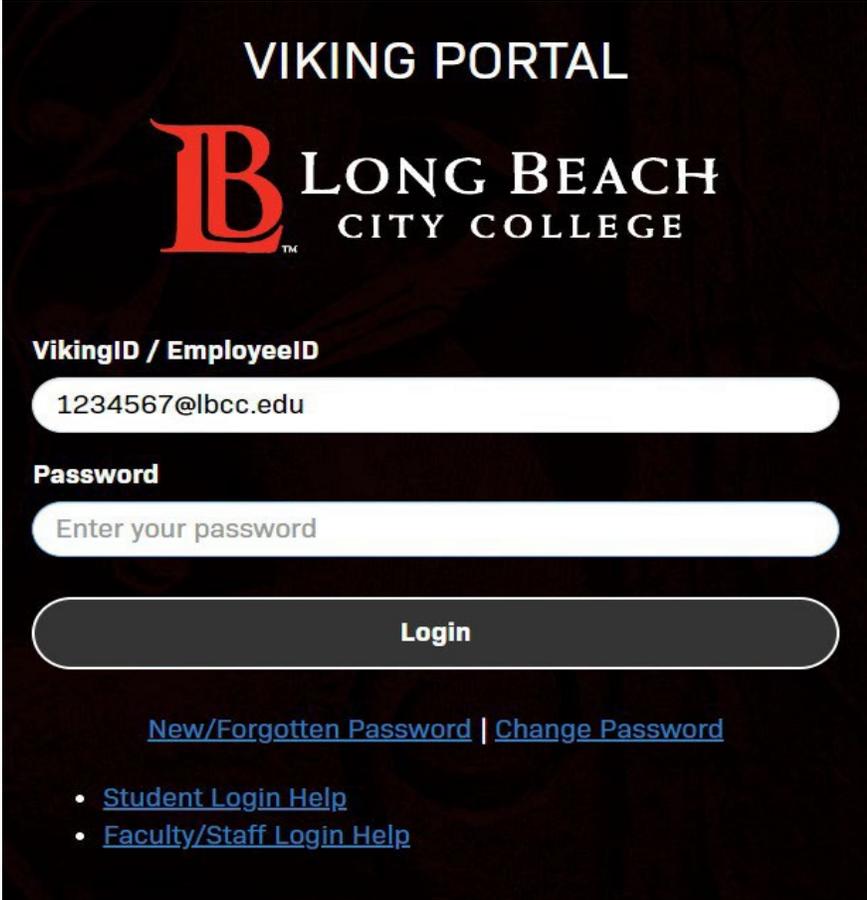
Step 3:

Select *Microsoft 365* tile

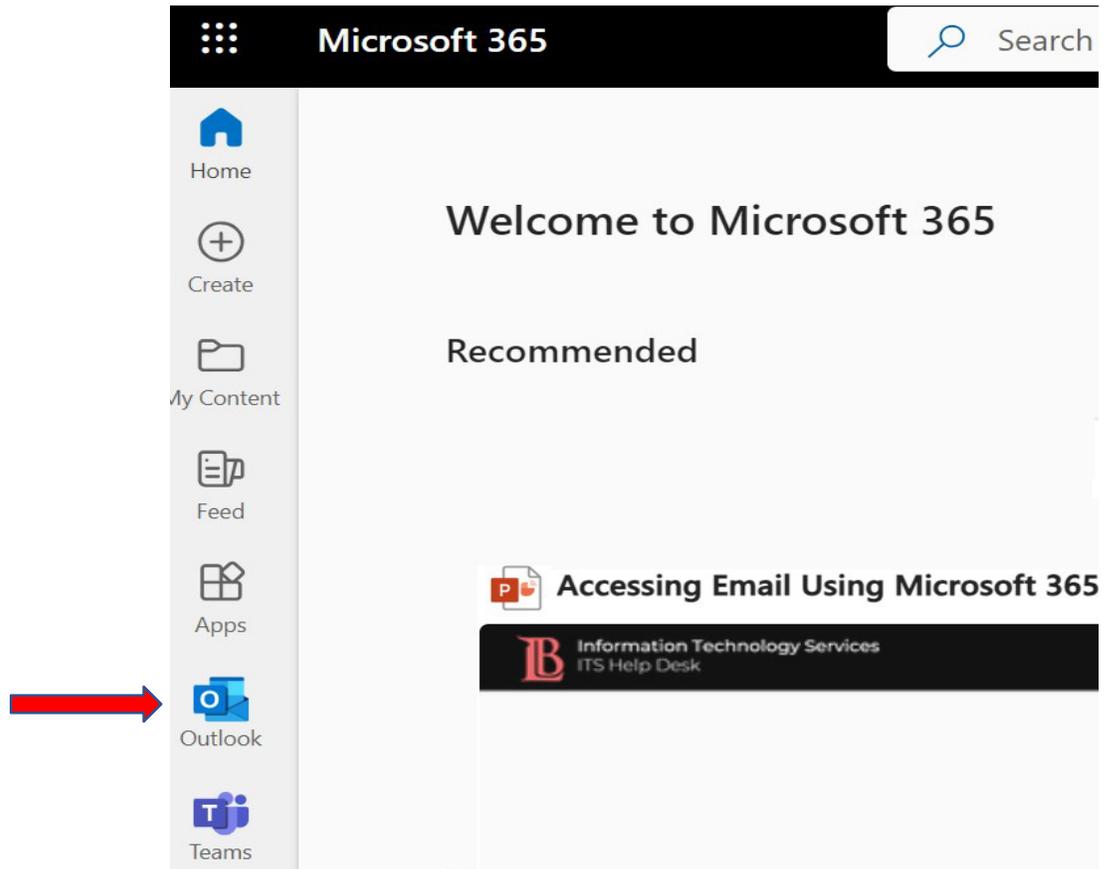**Step 4:** Select the ***Sign in button*** to Microsoft 365 and use your ***EmployeeID@lbcc.edu***

Step 5: Select the ***Outlook icon*** located in the ***Navigation bar*** on the left

QUESTIONS?

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

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