Setting up Outlook on iPhone Devices

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

Information
Technology
Services
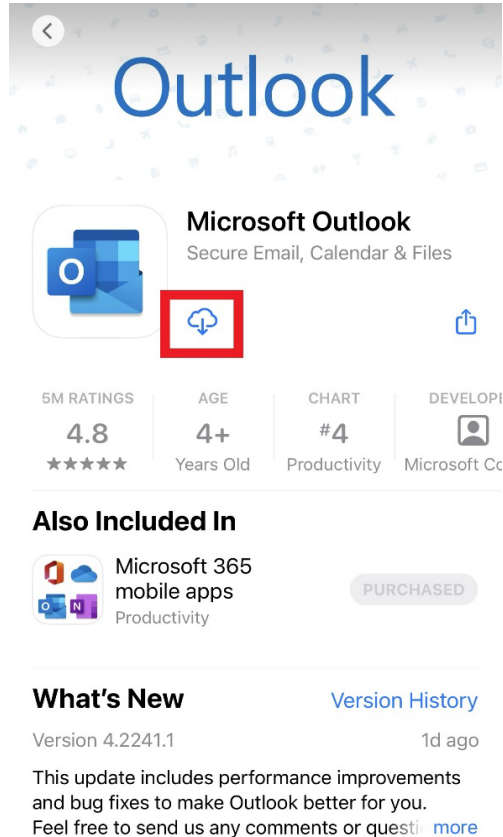
Tap on the App Store and search for the **Microsoft Outlook** app.

Select the app, then tap on the **Cloud icon with the down arrow**.

Outlook

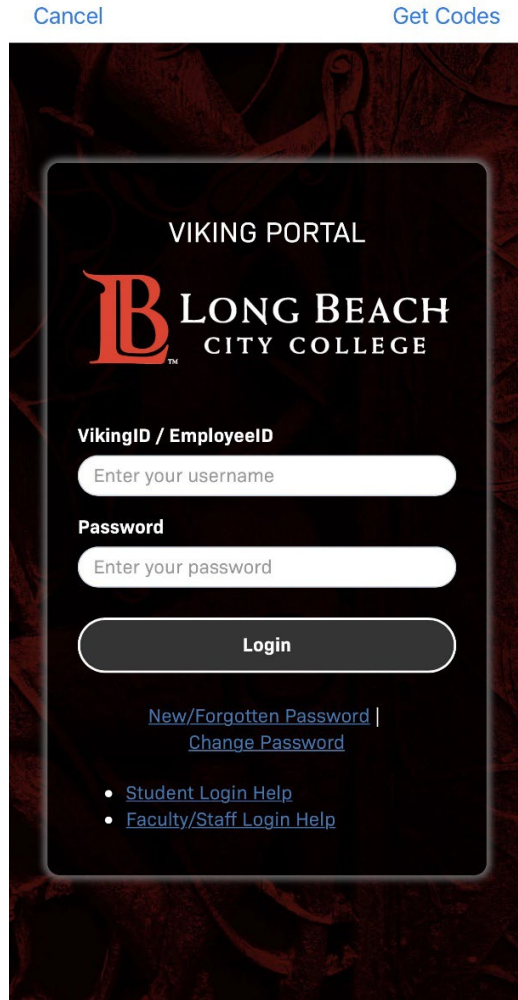Microsoft Outlook
Secure Email, Calendar & Files

5M RATINGS	AGE	CHART	DEVELOPE
4.8 ★★★★★	4+ Years Old	#4 Productivity	Microsoft Co

Also Included In

Microsoft 365 mobile apps
Productivity

PURCHASED

What's New   Version History

Version 4.2241.1   1d ago

This update includes performance improvements and bug fixes to make Outlook better for you. Feel free to send us any comments or questi more

Add Account

Enter your work or personal email

Email Address

Add Account

Create New Account

Sign in using the QR code on your computer

Privacy & Cookies

@hotmail.com   @outlook.com   @gmail.com

Once downloaded, open the app and enter your LBCC email address. Tap **Add Account**

Ex: jsmith@lbcc.edu

Cancel   Get Codes

VIKING PORTAL

LONG BEACH
CITY COLLEGE

VikingID / EmployeeID

Enter your username

Password

Enter your password

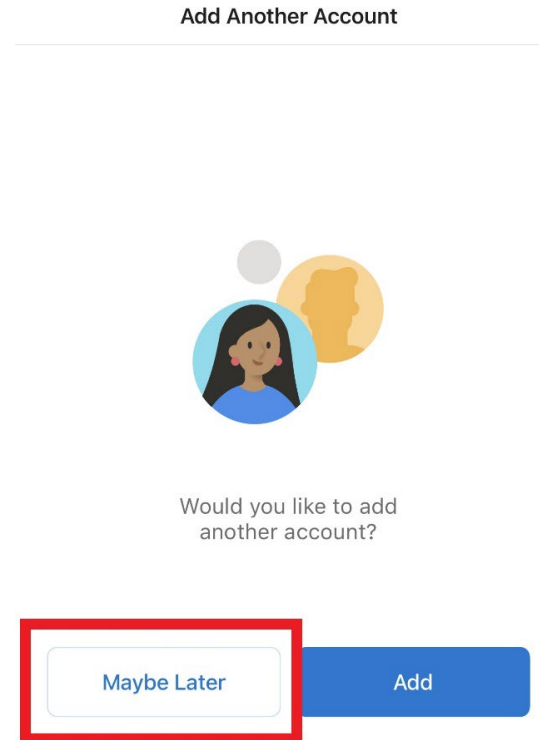**Login**

New/Forgotten Password |
Change Password

- Student Login Help
- Faculty/Staff Login Help

You will be redirected to the Viking Portal to authenticate.

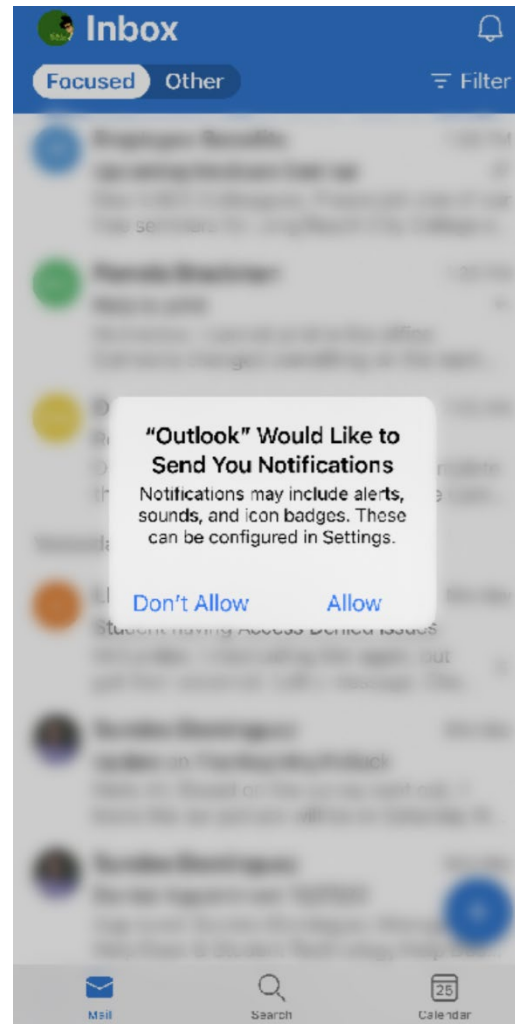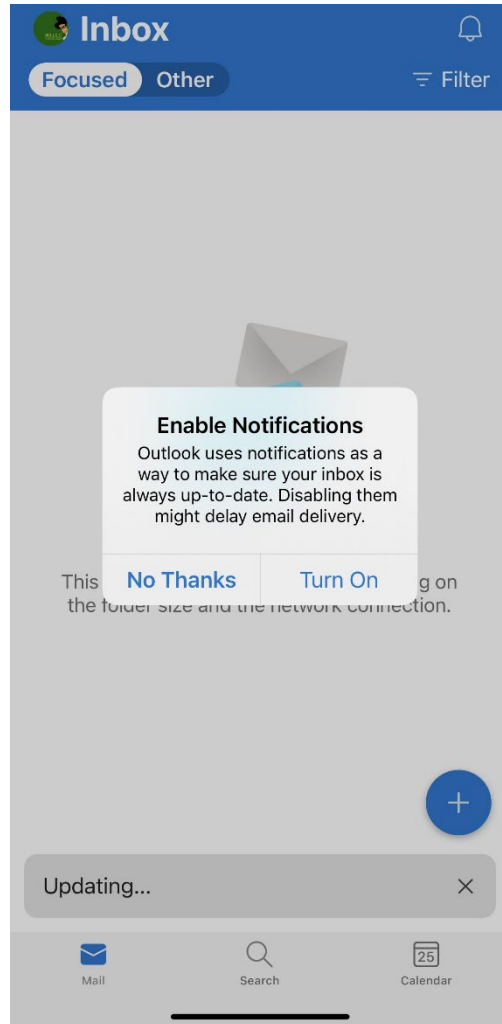Enter your employee ID and your 16-character Viking Portal password.

Add Another Account

Would you like to add another account?

Maybe Later   Add

After authenticating, your account should be connected.

When prompted to add another account, you can tap **Maybe Later**.

You will get the option to Enable Notifications. This will allow the Outlook app to send you alerts and reminders on your device. Tap **Turn On** and **Allow**.
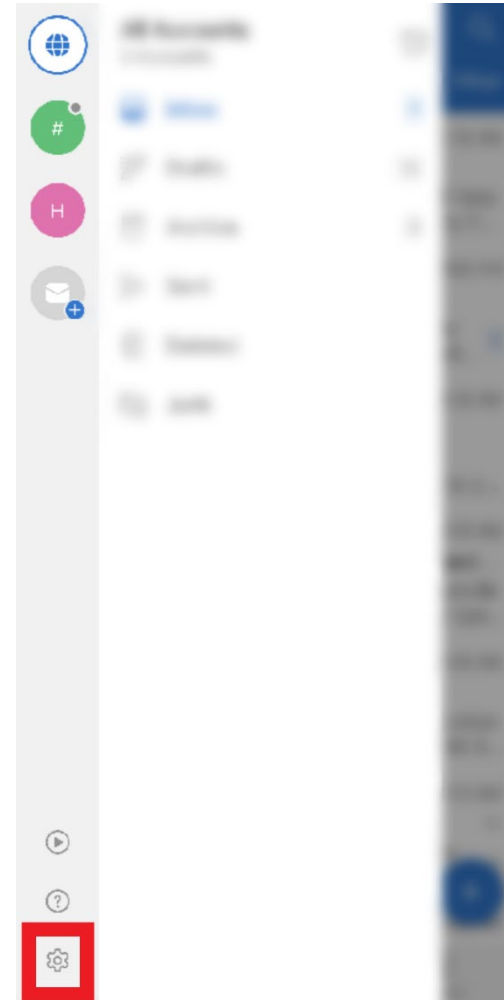
You can also turn this setting on and off by tapping on your iPhone Settings app > locating the Outlook app (scroll down the list) > check Allow Notifications.

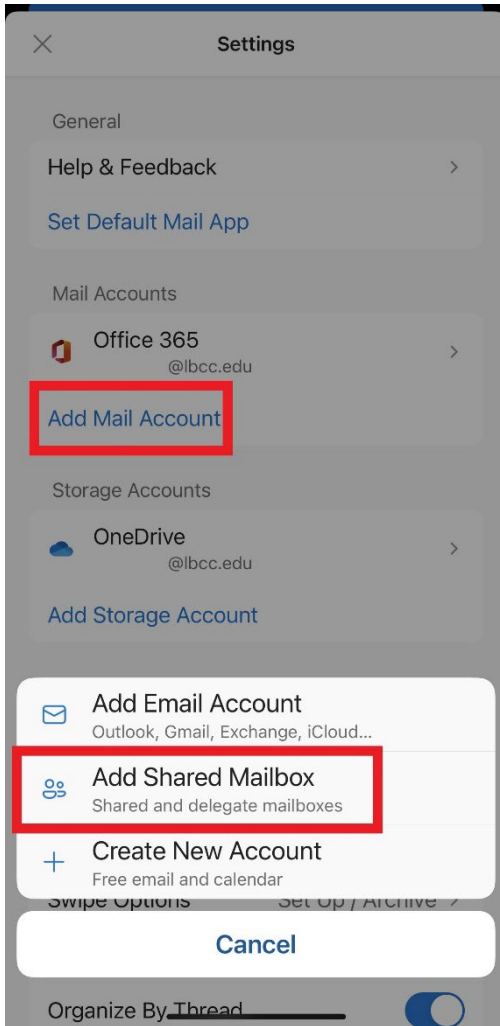Wait a few moments and your emails will begin to populate.
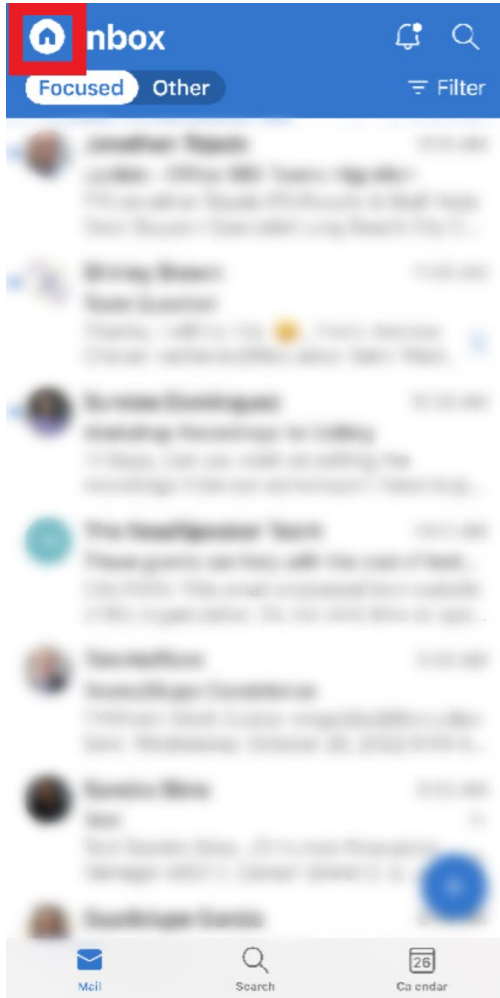
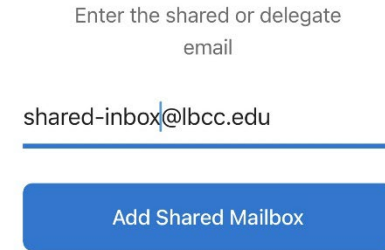If you wish to add a shared inbox, tap on the **Home icon** located at the upper left corner.

This will open a side panel, click the **gear-shaped settings icon** at the lower left corner.
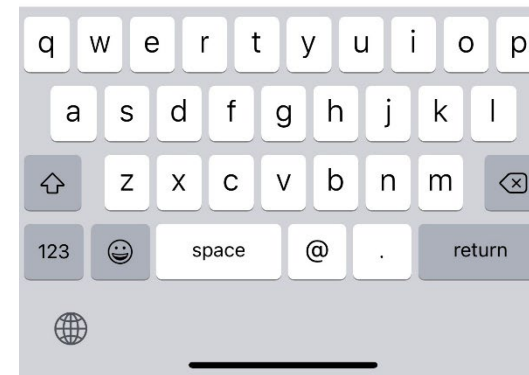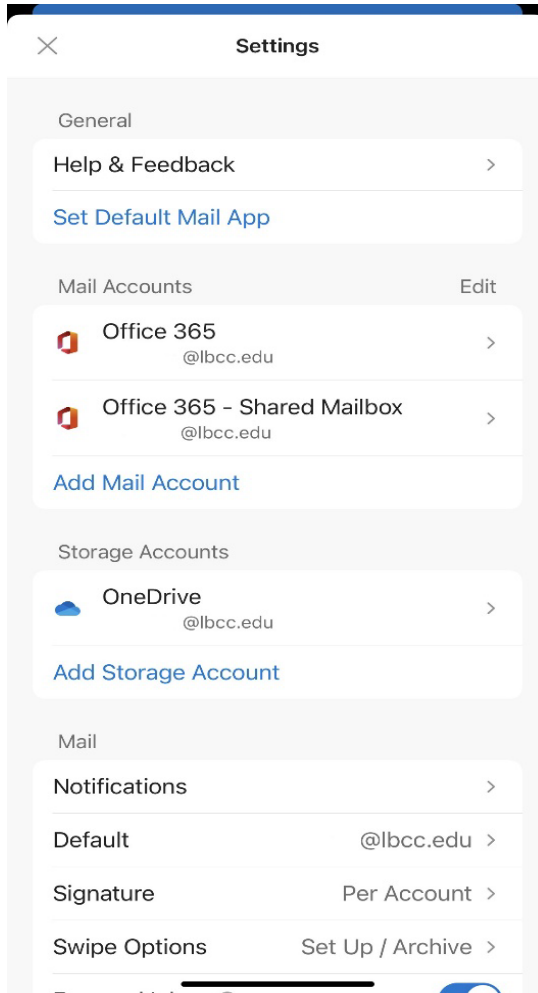
1. In the Settings page, tap **Add Mail Account**.

2. Tap **Add Shared Mailbox**

Enter the shared or delegate email

shared-inbox@lbcc.edu

Add Shared Mailbox

Enter the email address of the shared inbox and tap **Add Shared Mailbox**.

Your shared inbox should now appear under **Mail Accounts** and be ready to use.

Please allow a few moments for your emails to populate. Sometimes, you may need to close and reopen the Outlook app before your emails appear.

QUESTIONS?

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

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