

MS Office 365

ACCESSING OFFICE 365 ONLINE (VIA VIKING PORTAL)

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Overview

In this tutorial, you will learn how to:

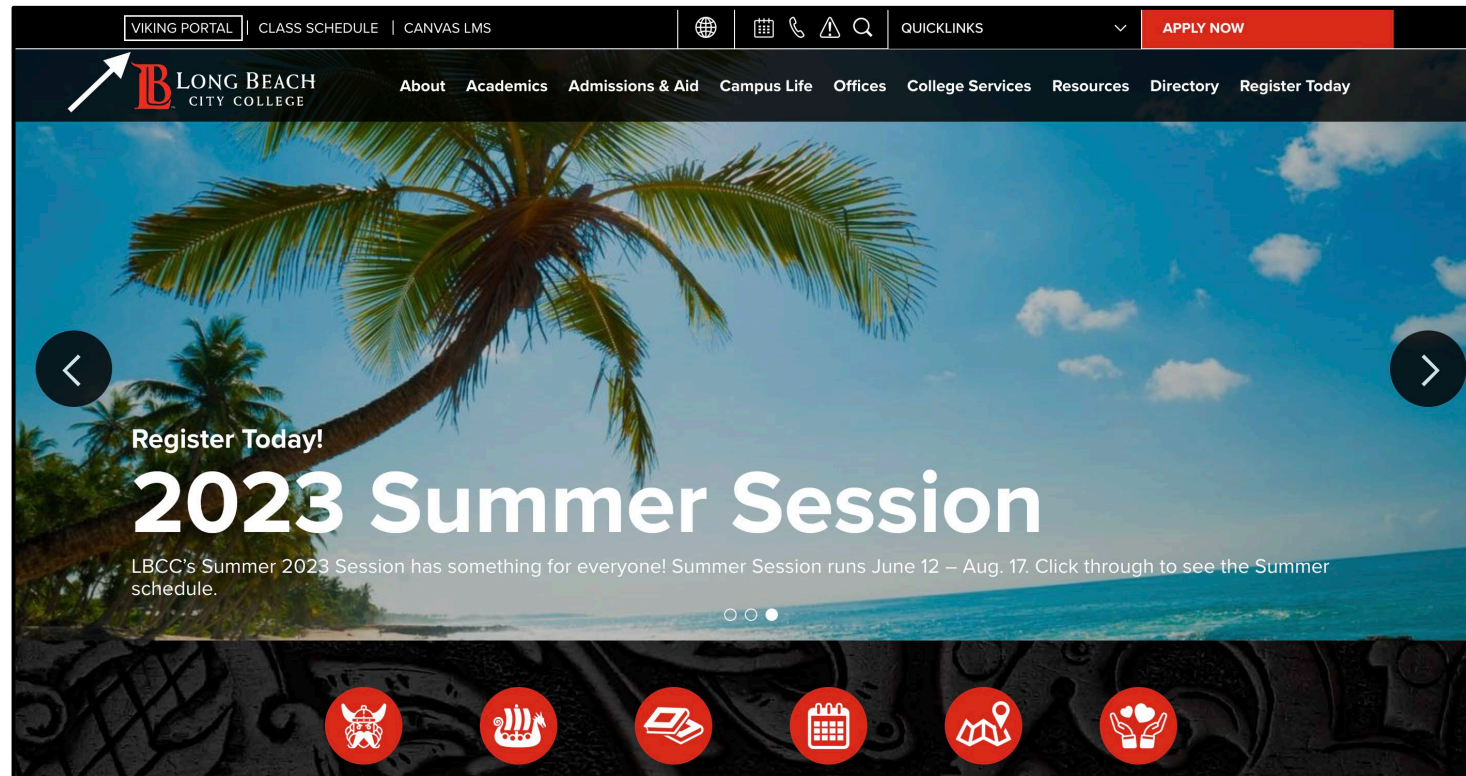
- Access Office 365 Online (via the Viking Portal).

Important Note For Chromebook Users

Chromebooks no longer support the desktop version of Office 365 (the version you can install to your device). The online version demonstrated in this guide is the only way to access Office 365 on a Chromebook.

Step 1: Navigate to the Viking Portal

Navigate to the lbcc.edu homepage. Then, in the upper left-hand corner, click on the **Viking Portal**.



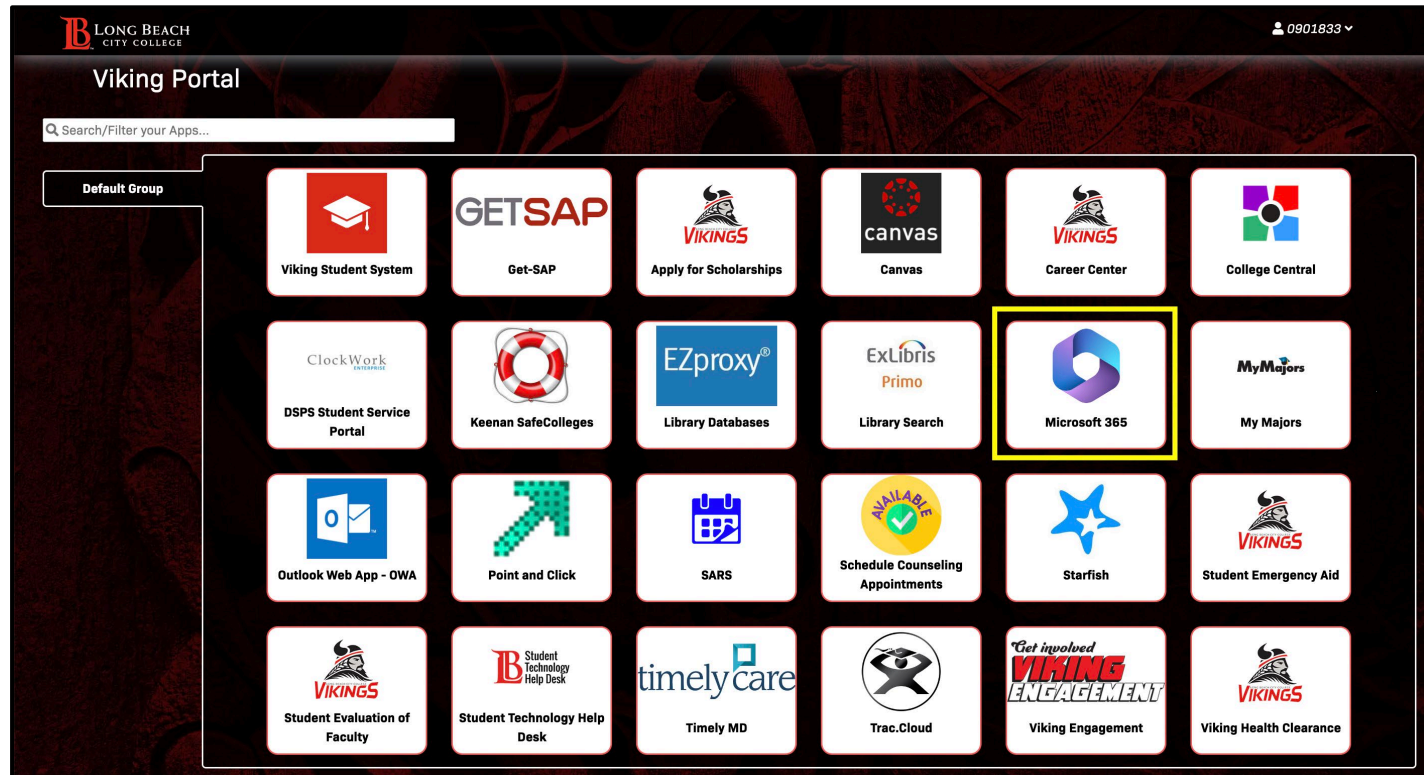
Step 2: Log in to the Viking Portal

Type your login credentials in the Viking ID and password boxes. Click **Login**.

The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and "LONG BEACH CITY COLLEGE" with the college's logo. Below this are two input fields: "VikingID / EmployeeID" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". A "Login" button is positioned below the password field. At the bottom, there are links for "New/Forgotten Password | Change Password" and two bullet points: "• Student Login Help" and "• Faculty/Staff Login Help".

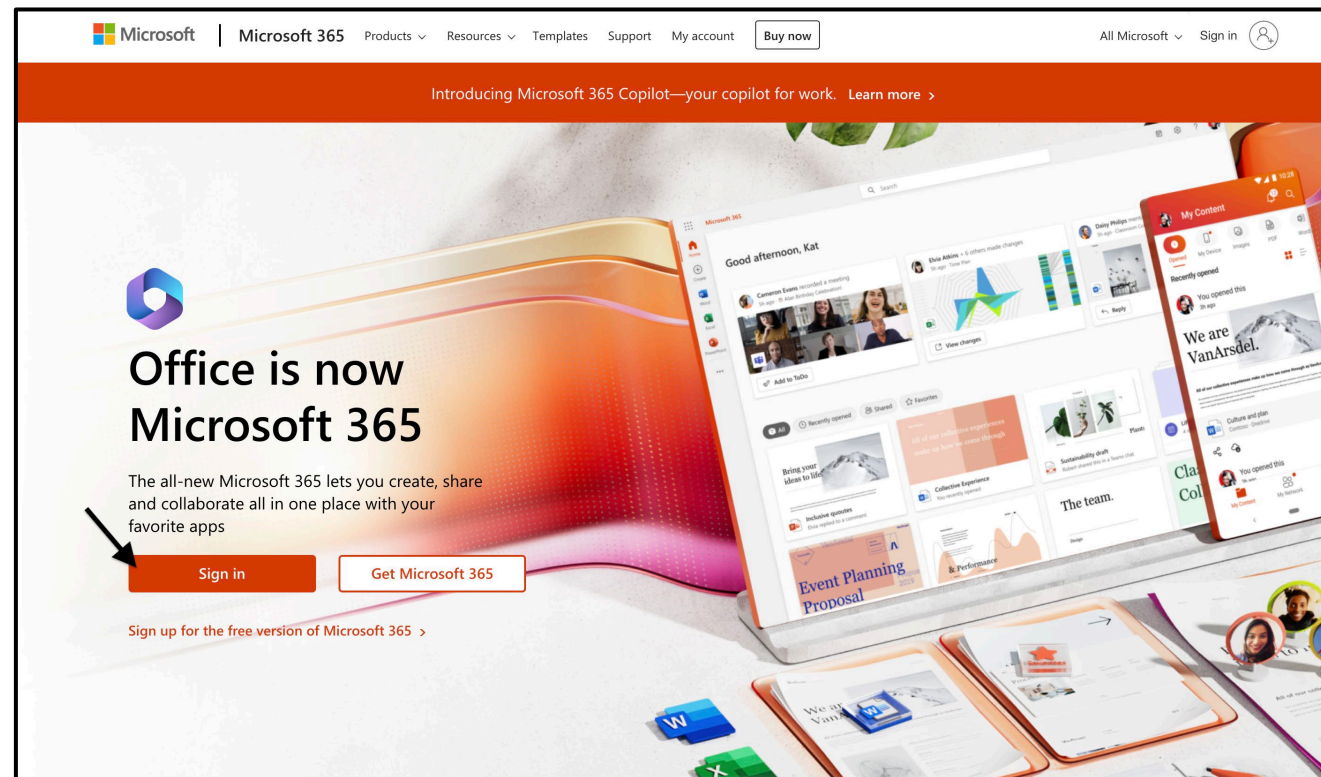
Step 3: Find and Open Microsoft 365

From your Viking Portal, locate and click on the **Microsoft 365** tile.



Step 4: Signing In

You should see an option to sign in. Click on **Sign in**.



Step 5: Enter Your Login Email

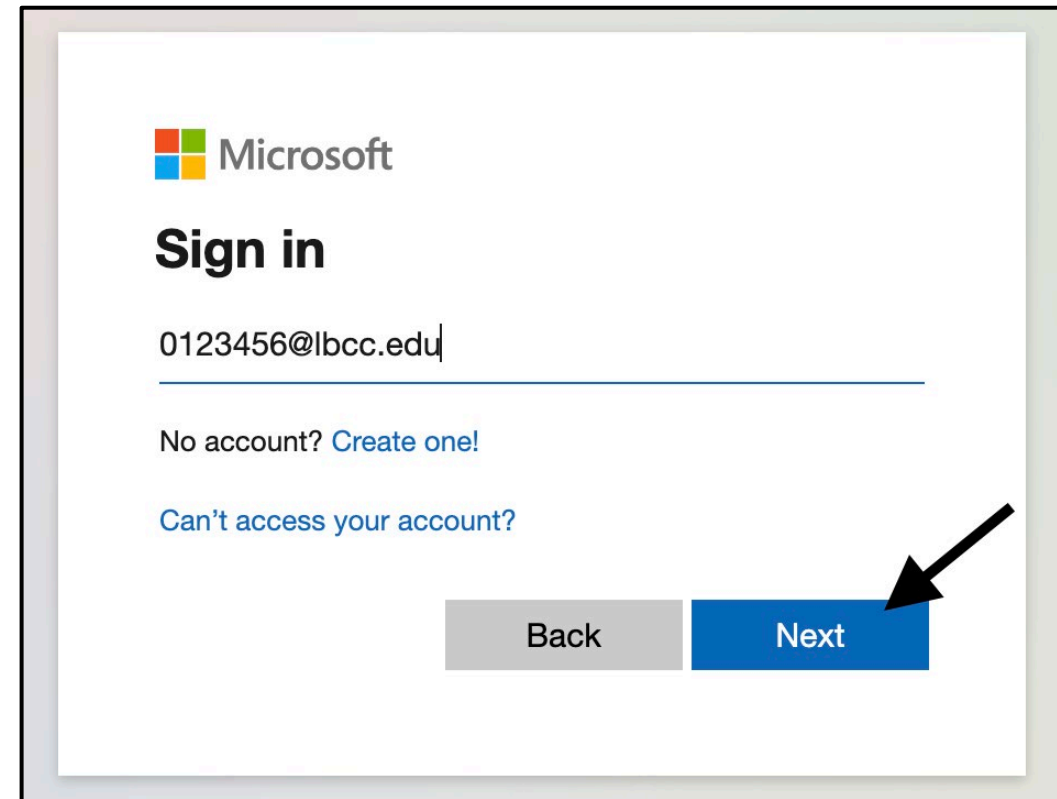
Once you click **Sign in**, you will be asked to enter an email. Enter your information in the following format:

Student ID Number@lbcc.edu

Example: 0123456@lbcc.edu

Click **Next**.

This email format is not your official LBCC email address.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "0123456@lbcc.edu". Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button. A black arrow points to the "Next" button.

Step 6: Stay Signed In?

Office 365 gives you the option to stay signed in.

You are free to select at your own discretion, however we recommend selecting **No** if the device you are using is **shared with multiple users**.

B LONG BEACH CITY COLLEGE

0901833@lbcc.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

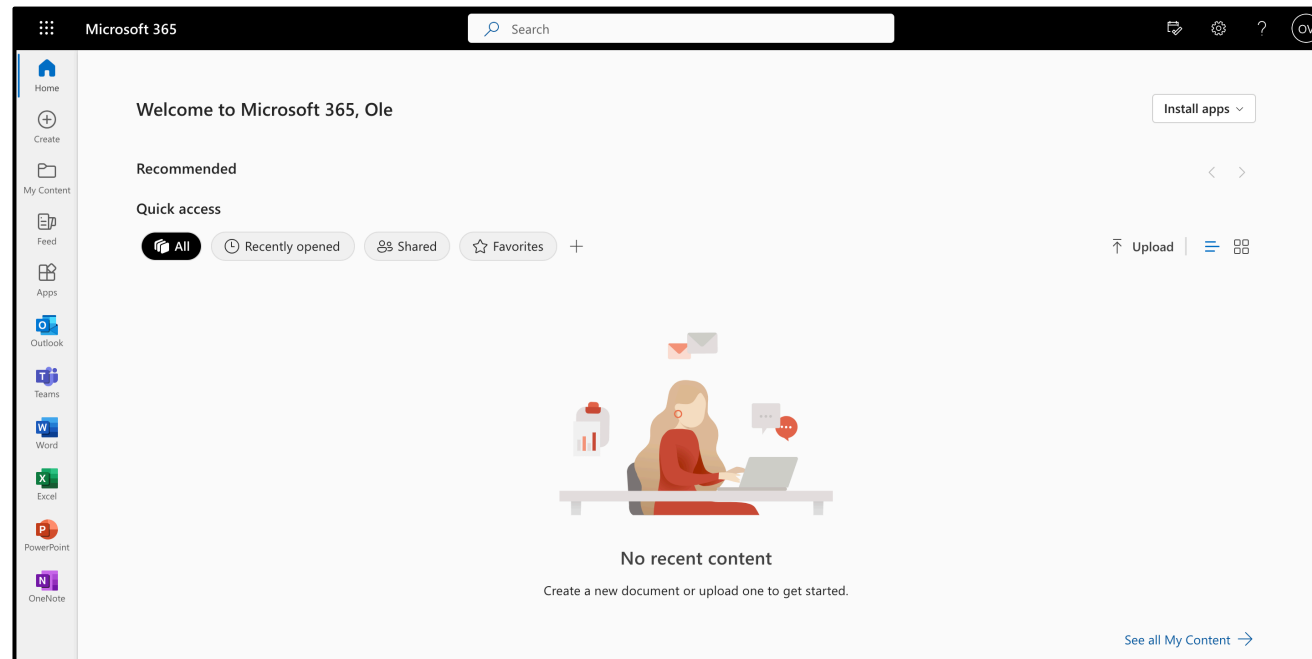
Don't show this again

No Yes

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

Congratulations!

You have now signed into your free LBCC Office 365 account. You will have access to this resource while you are currently enrolled in classes at LBCC. When you graduate, transfer, or stop taking classes, you will lose access to your free account. Make sure to backup any important files!



Questions?

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

- Website: www.lbcc.edu/sthd
- Phone: (562) 938 - 4250
- Email: sthd@lbcc.edu