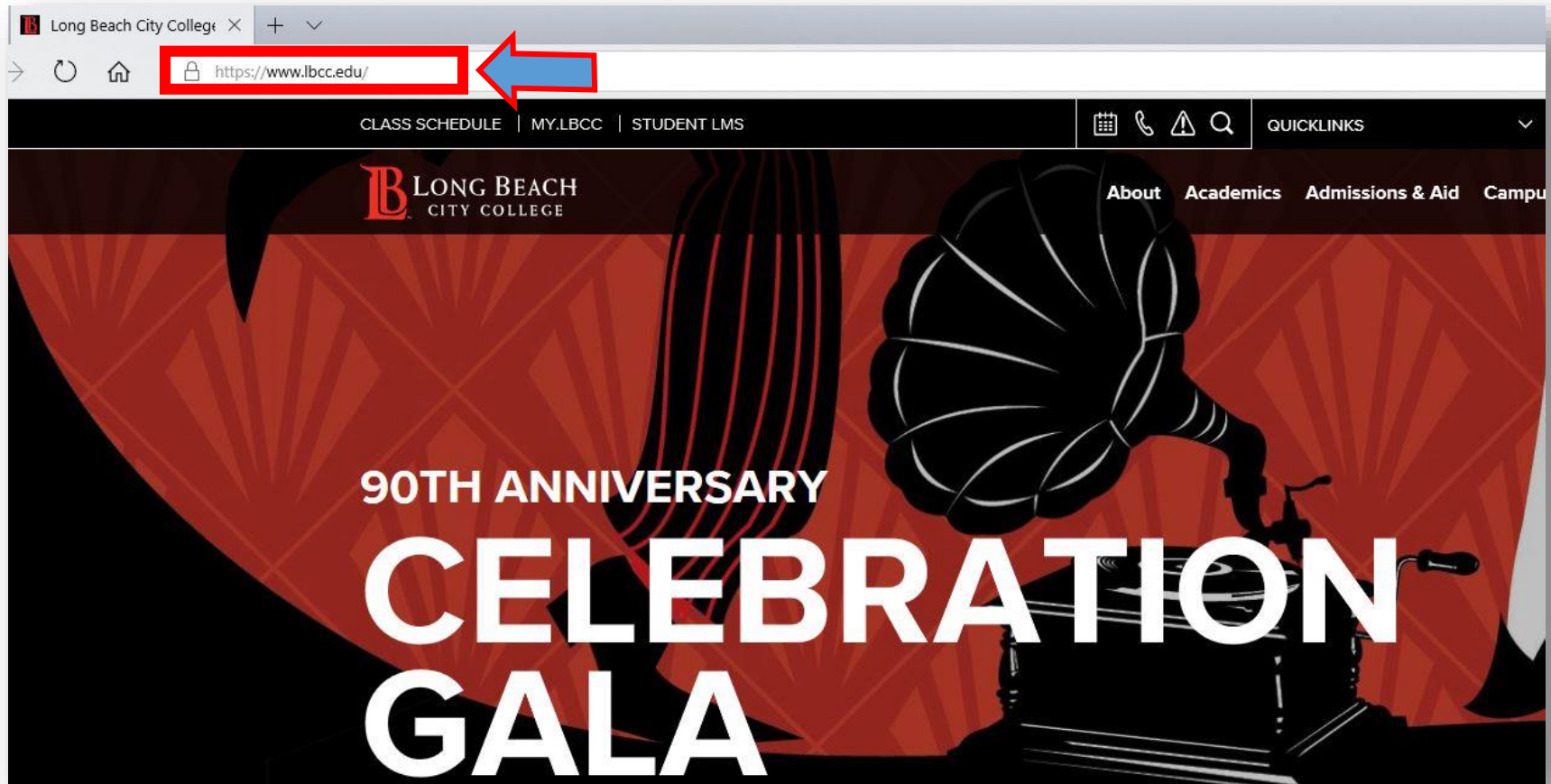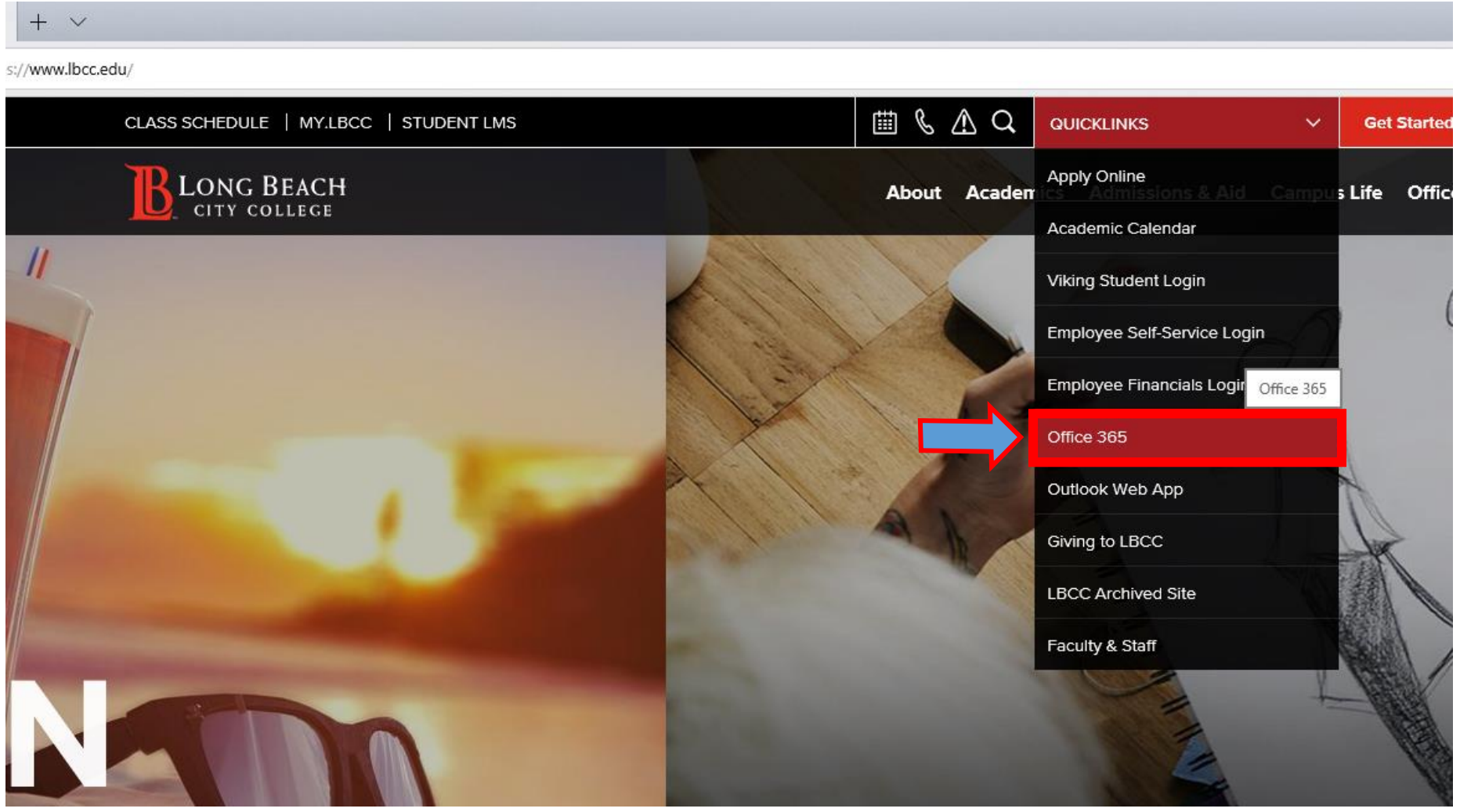# Accessing LBCC Office 365 from the Web

From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) go to: **www.lbcc.edu**

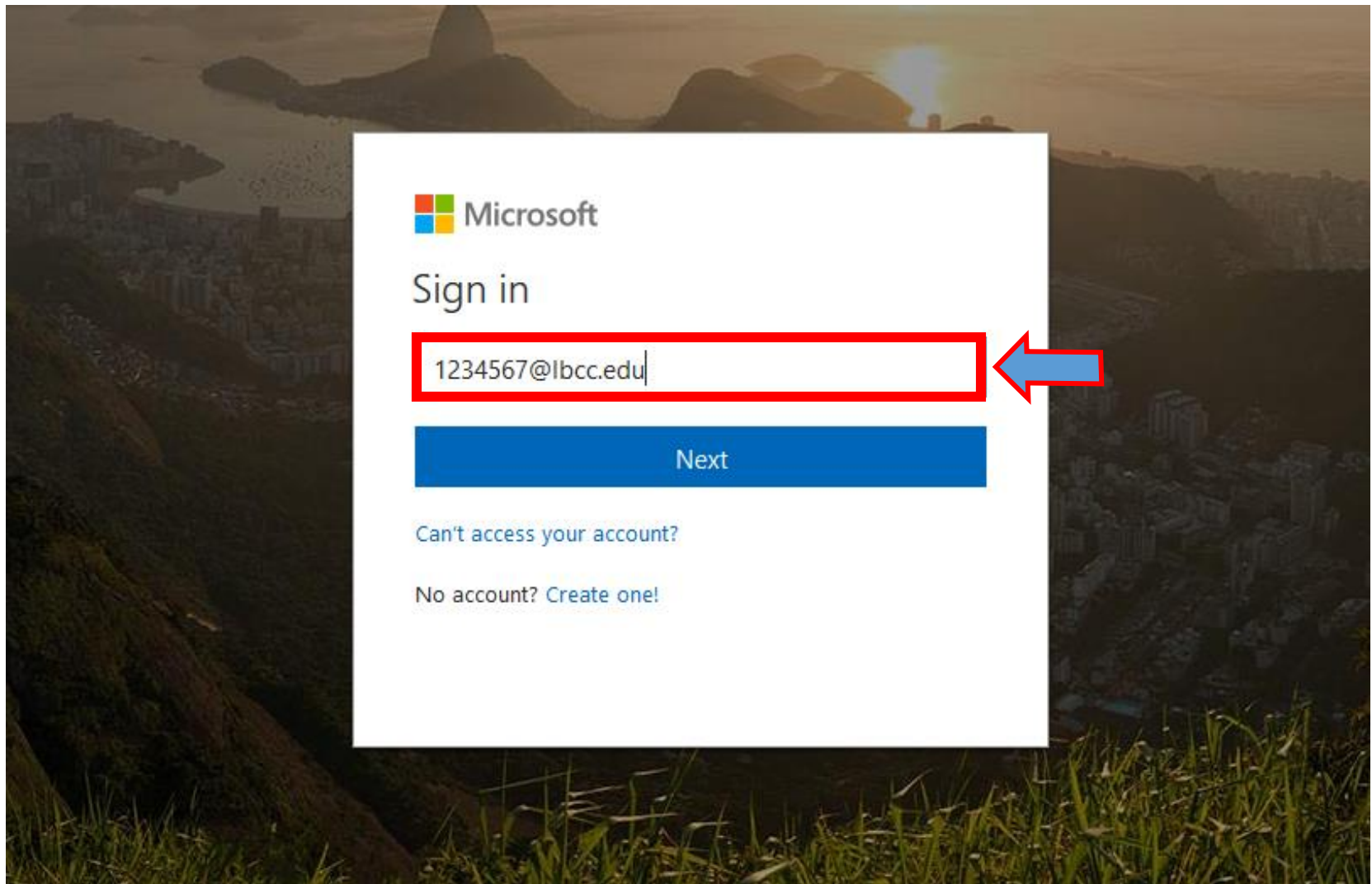Click on **QUICKLINKS** and select **Office 365** from the drop down menu

Click on **Sign in**

At this screen, put in your **EmployeeIDNumber@lbcc.edu** (for example, **1234567@lbcc.edu**)
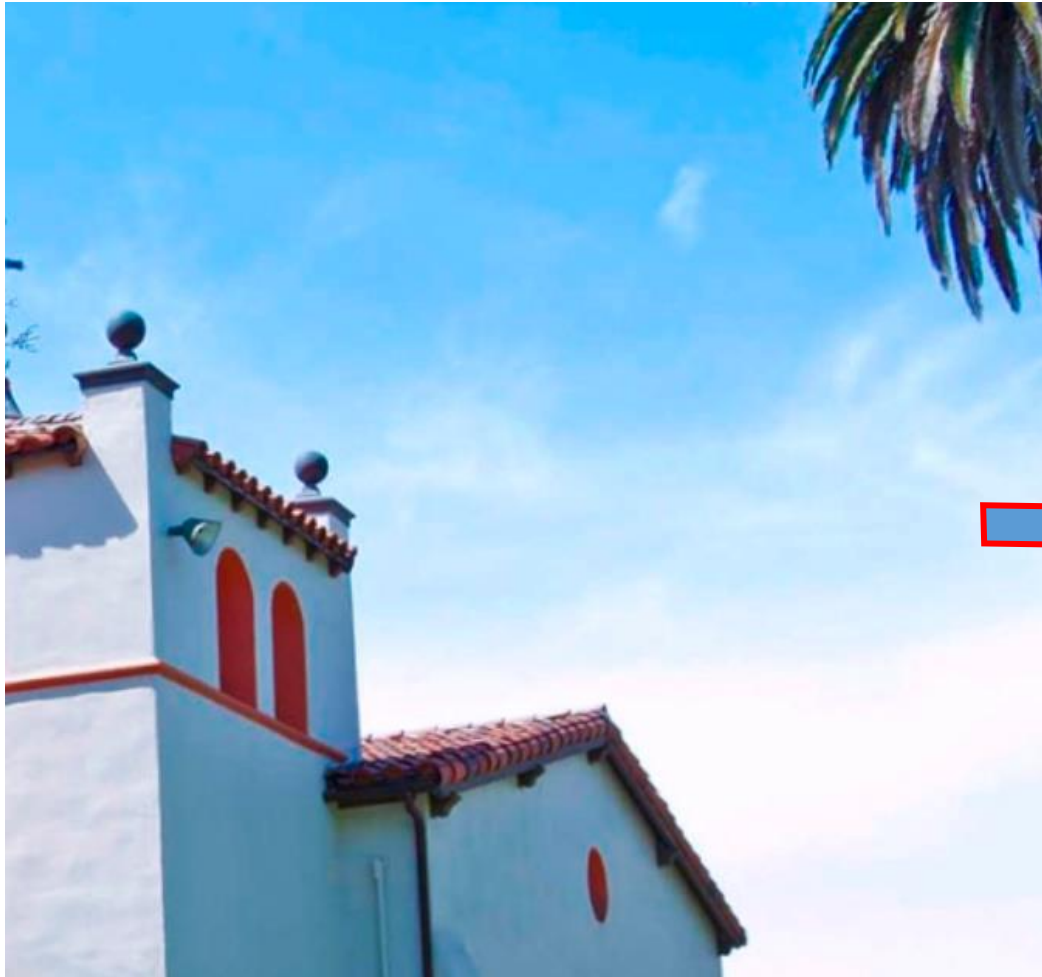
When the page redirect to the LBCC page put in your LBCC password

Select *Yes* or *No at your discretion.* In the interest of security, only choose *Yes* if you are using your personal computer.
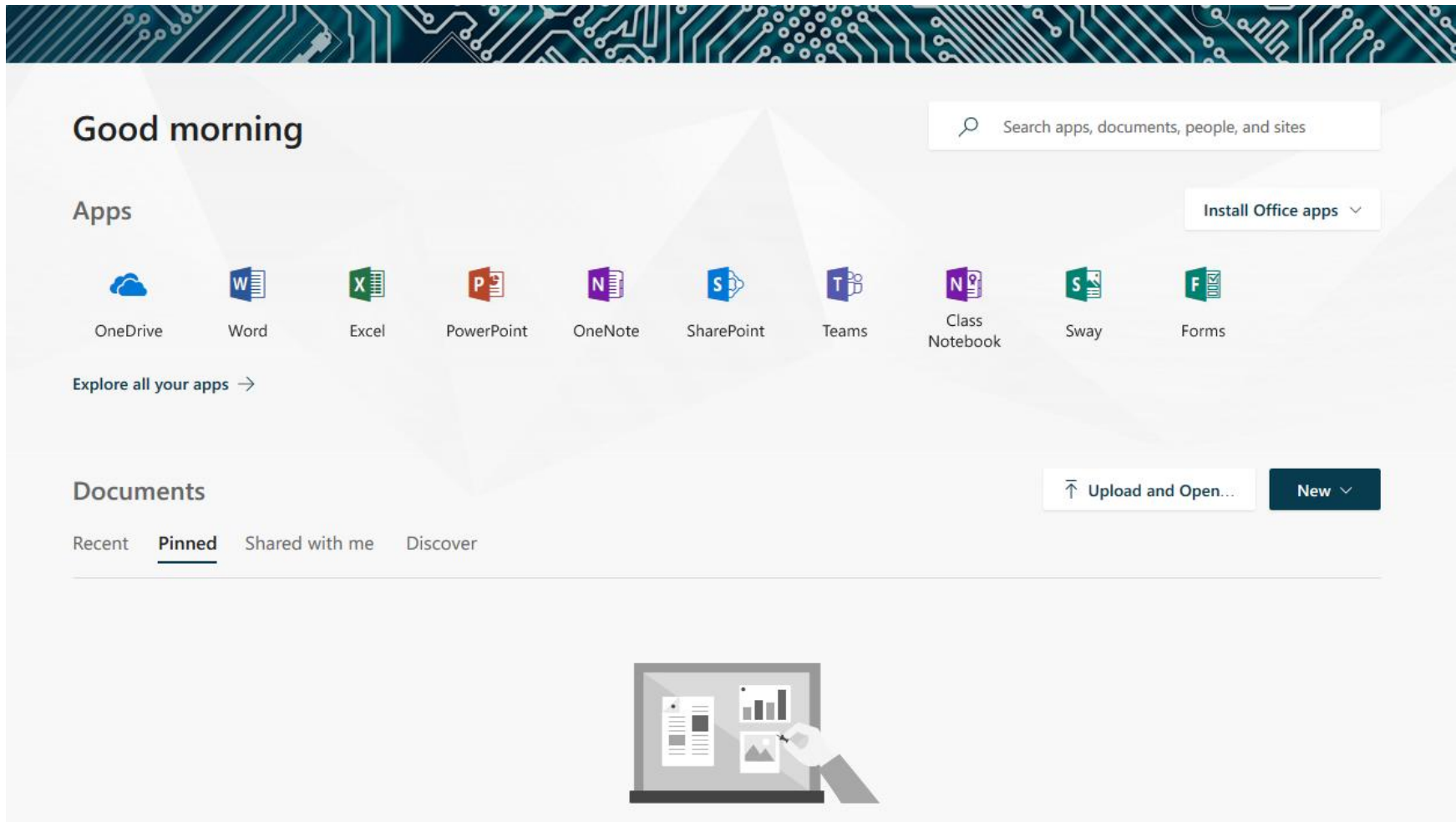
Congratulations! You should now see your Office 365 dashboard, where you can access your OneDrive and Online Office applications.