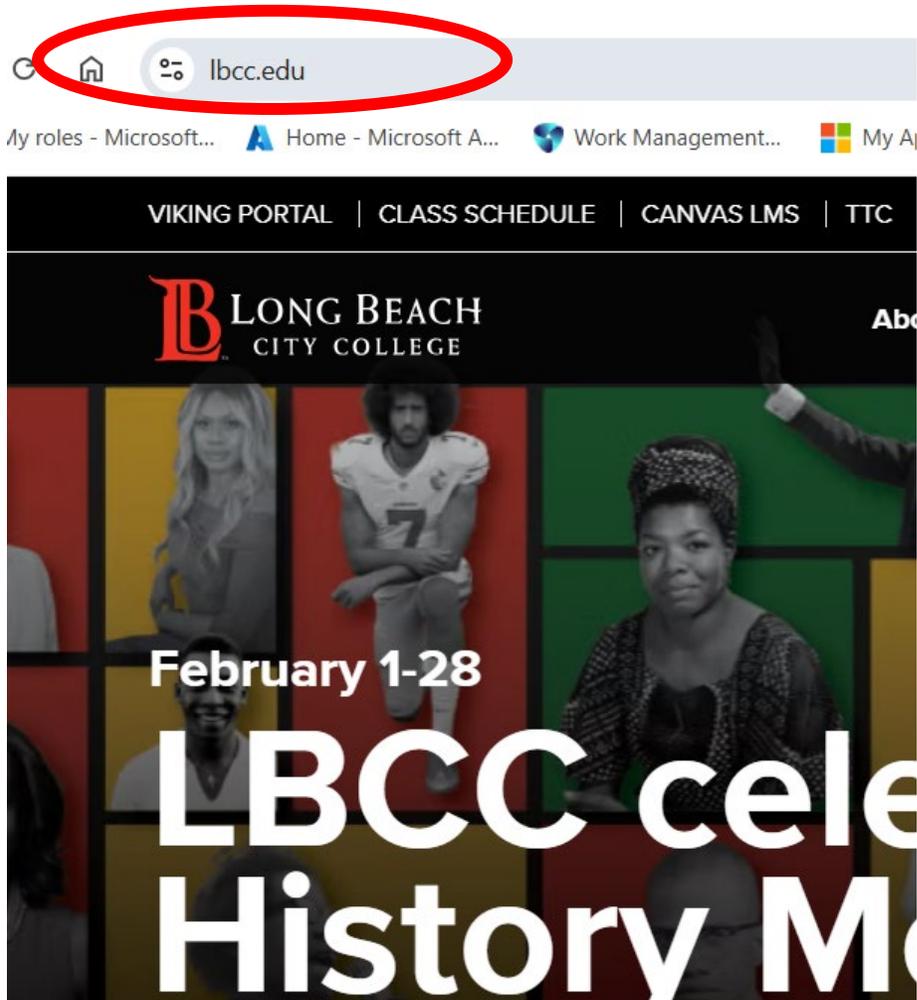


How to access LBCC email in the Viking Portal

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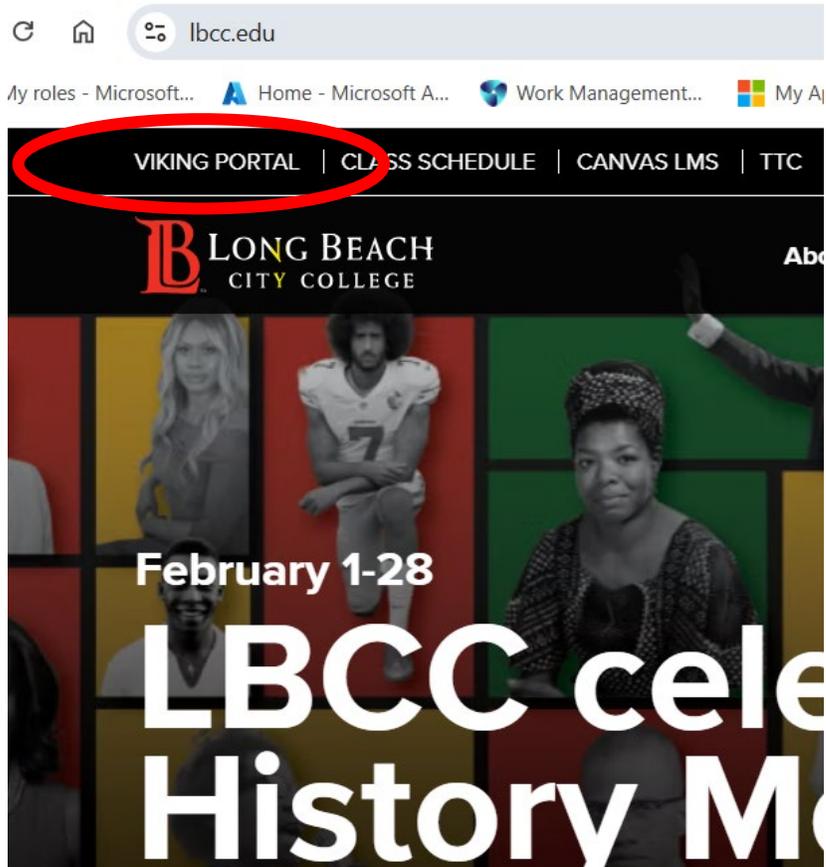
How to access LBCC email in the Viking Portal



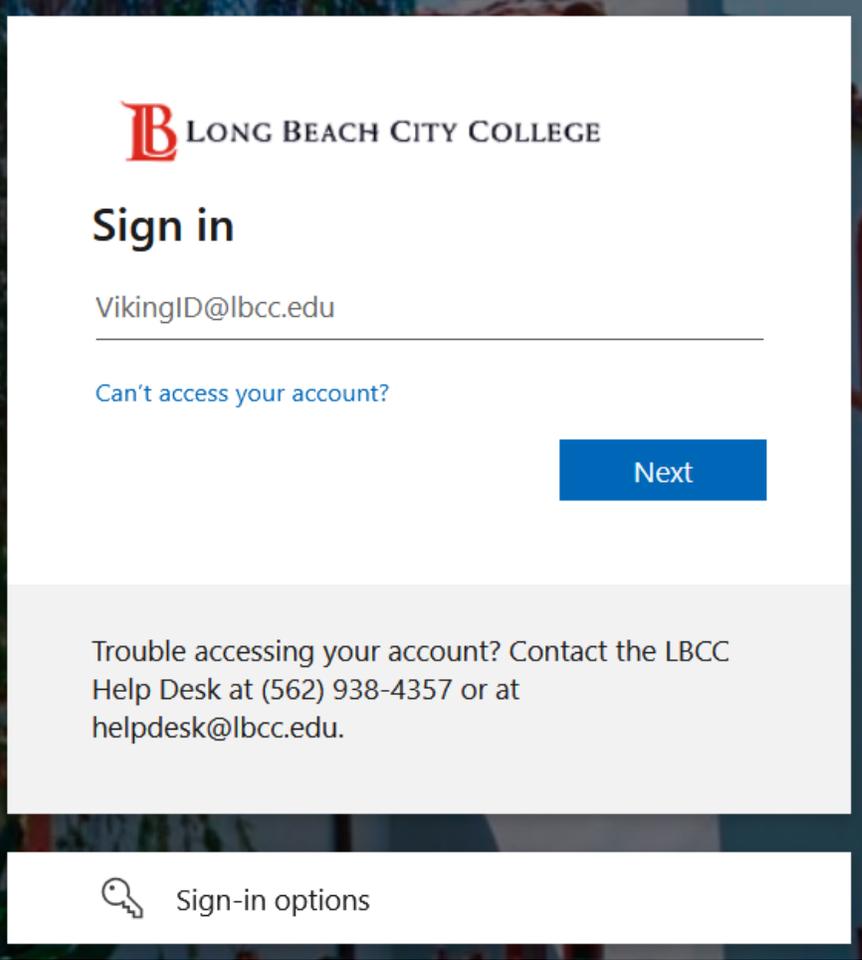
1. Open a preferred web browser (i.e., Google Chrome, Mozilla Firefox, Safari, etc.) and type "www.lbcc.com" in the address bar.

How to access LBCC email in the Viking Portal

2. Click on the Viking Portal located at the upper left-hand corner of the page.



How to access LBCC email in the Viking Portal



The screenshot shows the 'Sign in' page for Long Beach City College. At the top left is the LBCC logo and name. Below it is the heading 'Sign in'. A text input field contains 'VikingID@lbcc.edu'. Below the input field is a blue button labeled 'Next'. To the left of the 'Next' button is a link that says 'Can't access your account?'. At the bottom of the page, there is a section with a key icon and the text 'Sign-in options'. A footer section at the very bottom of the page provides contact information for the help desk.

3. Sign into your Viking account.

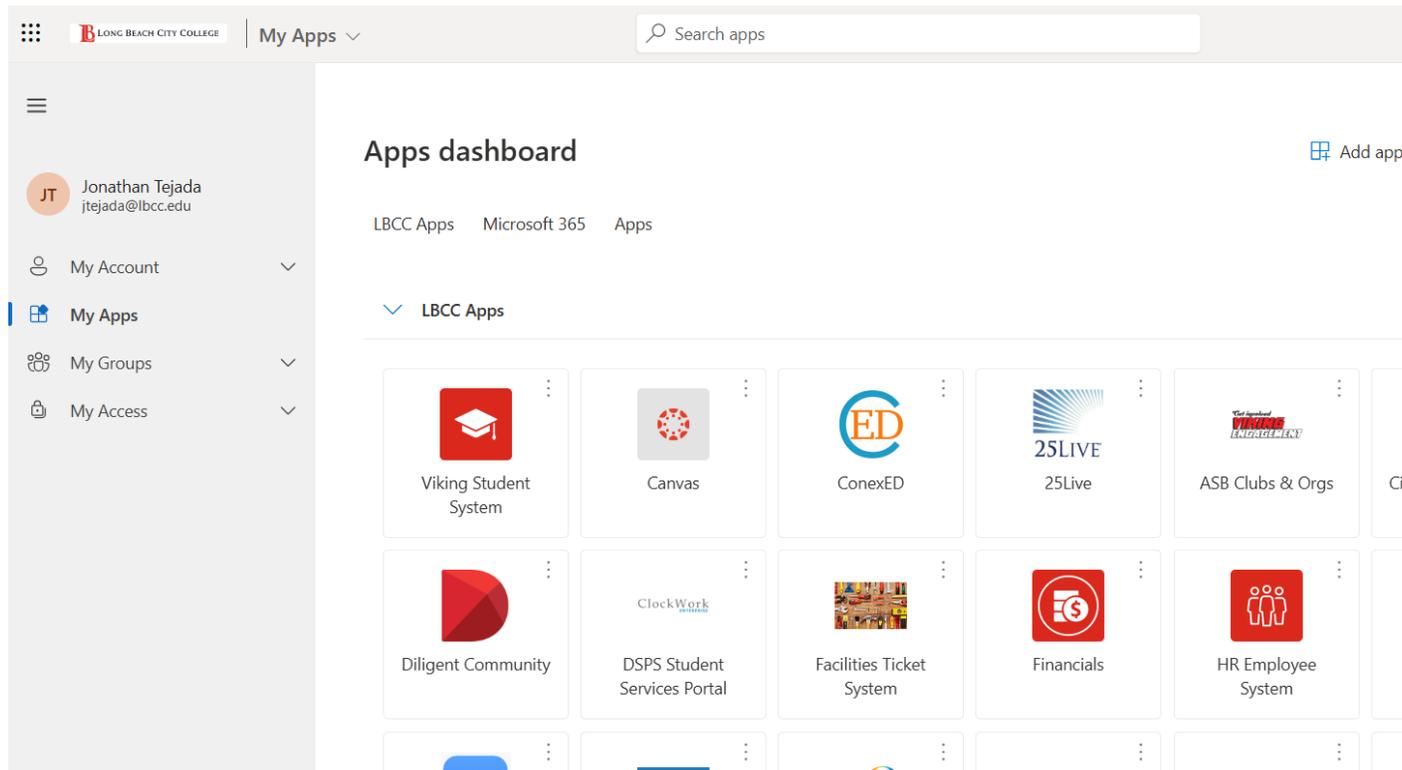
You will enter your **VikingID@lbcc.edu** (ex. **1234567@lbcc.edu**) and click **Next** to proceed to the next step to enter your password and verify your identity.

In-depth instructions for signing into your Viking Portal account can be found [here](#).

If you encounter issues when signing into your account, please contact us at **helpdesk@lbcc.edu** or (562) 938-4357.

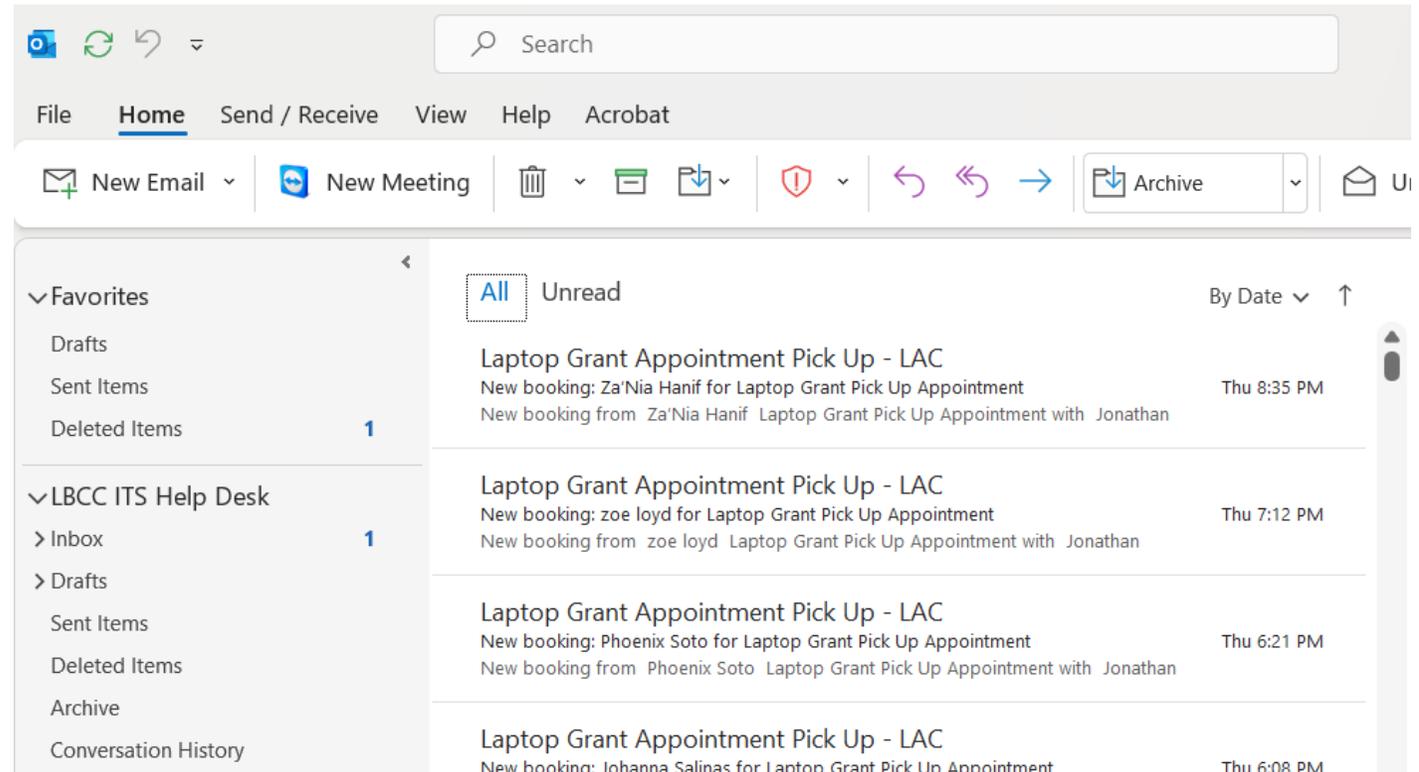
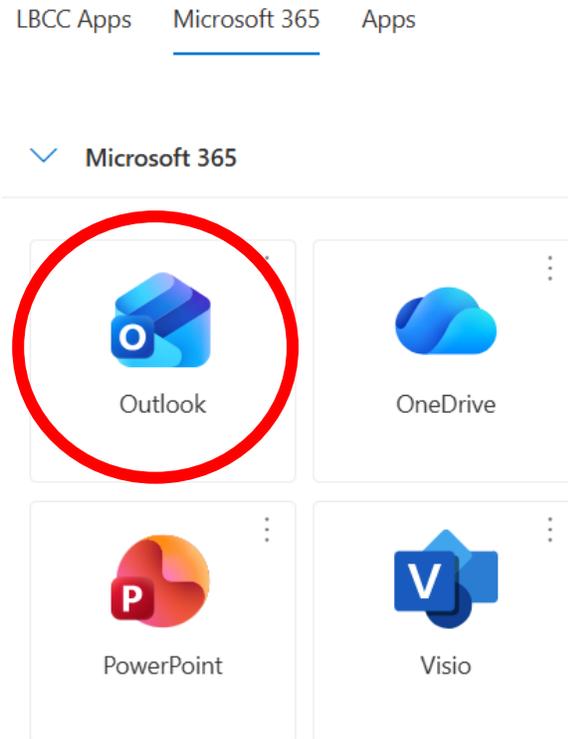
How to access LBCC email in the Viking Portal

4. Once signed in, you will be directed to your **Apps dashboard**. This is the homepage for your account.



How to access LBCC email in the Viking Portal

5. Your LBCC email can be accessed by clicking on the **“Outlook”** icon under Microsoft 365.



Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu

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