How to access LBCC email in the Viking Portal

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**
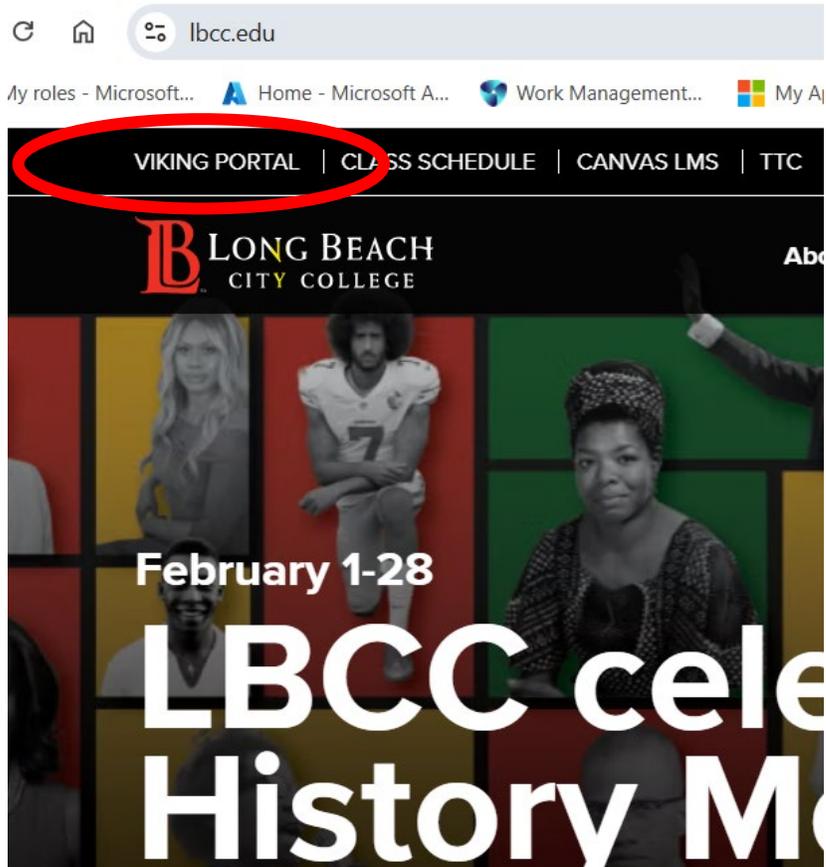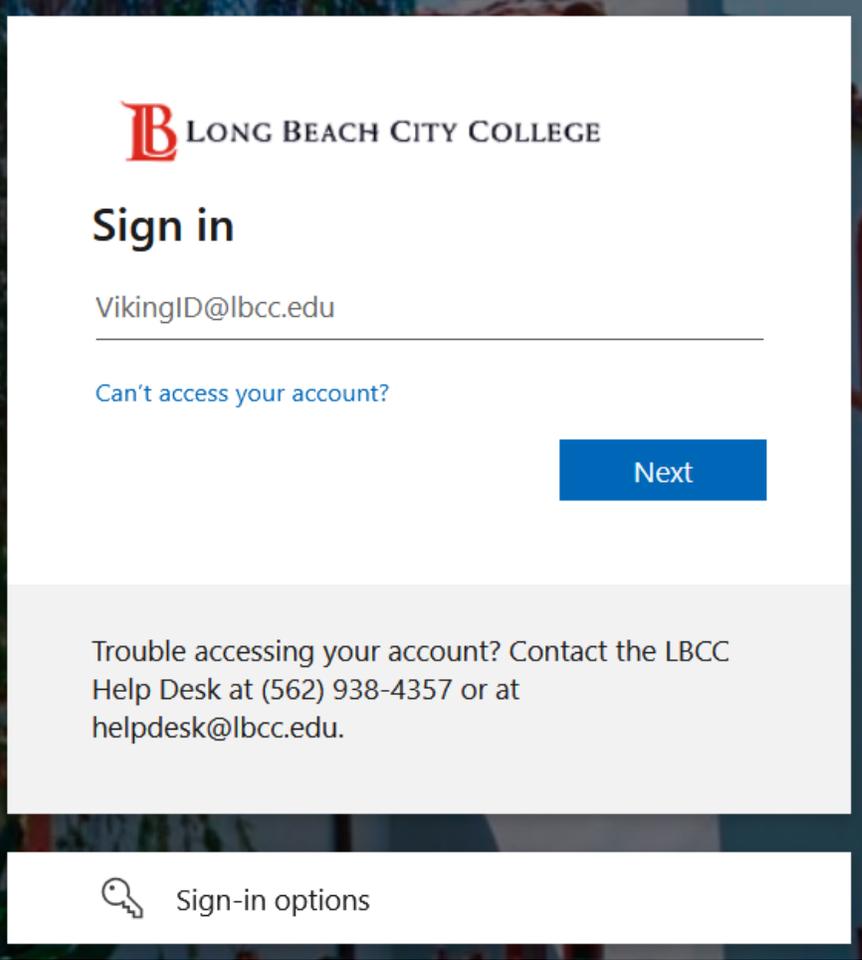
1. Open a preferred web browser (i.e.,Google Chrome, Mozilla Firefox,Safari, etc.) and type"www.lbcc.com" in the address bar.

Information
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Services

2. Click on the Viking Portal located at the upper left-hand corner of the page.
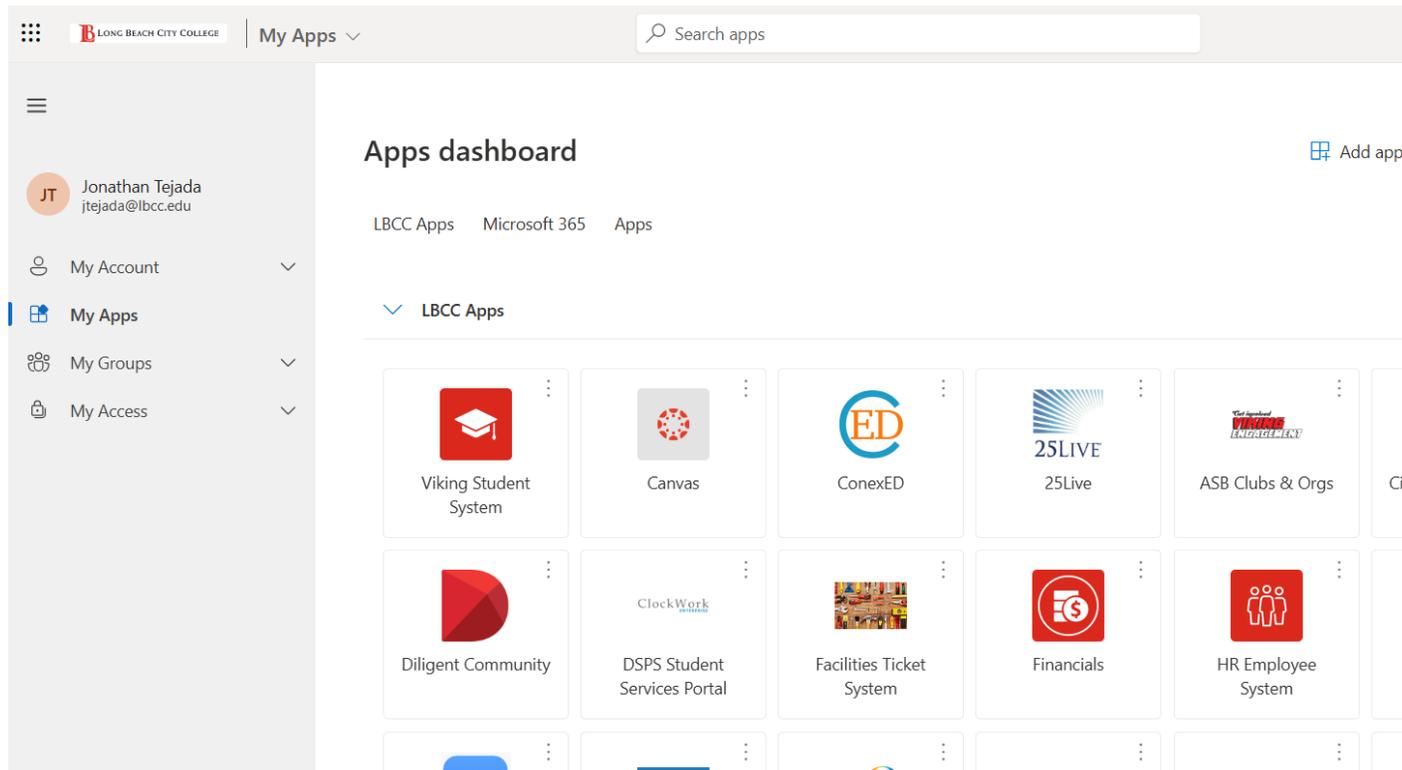
3. Sign into your Viking account.

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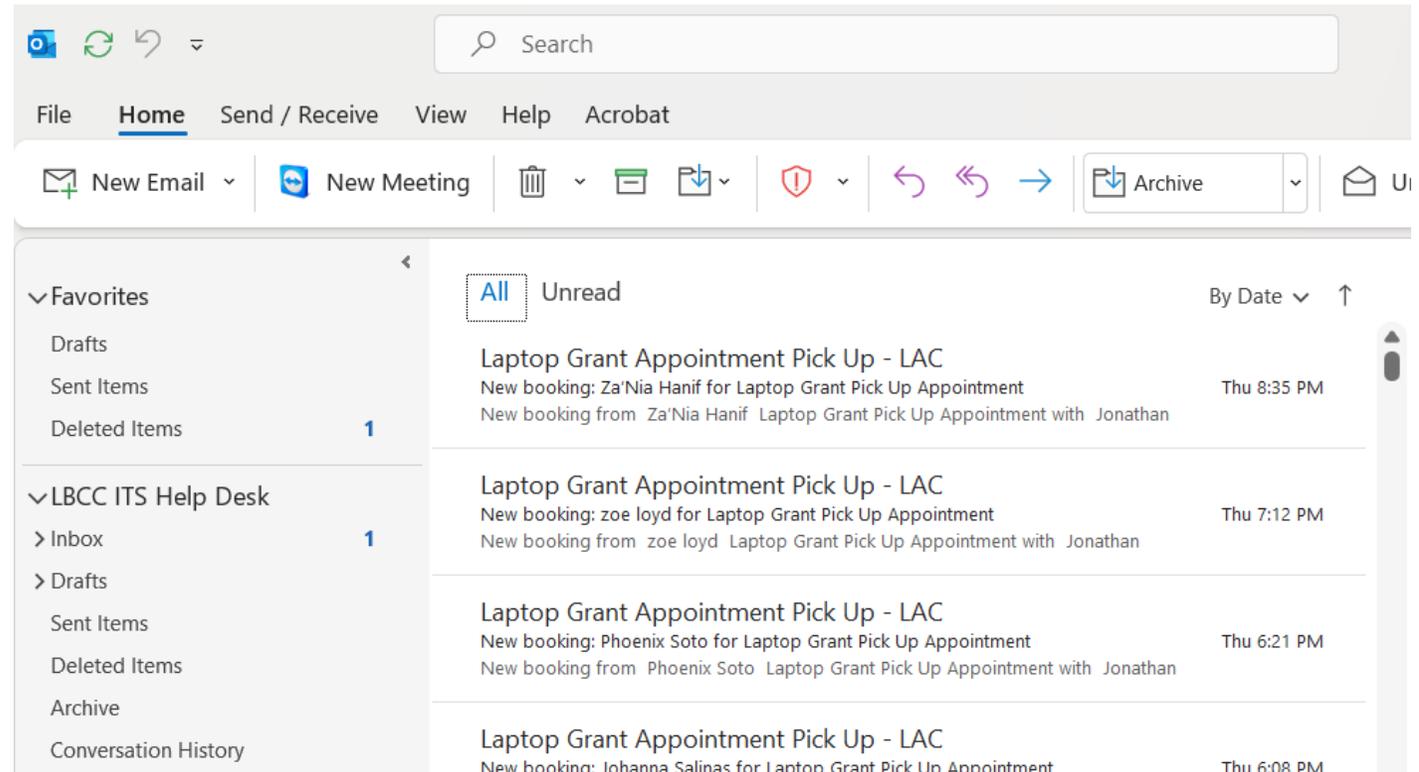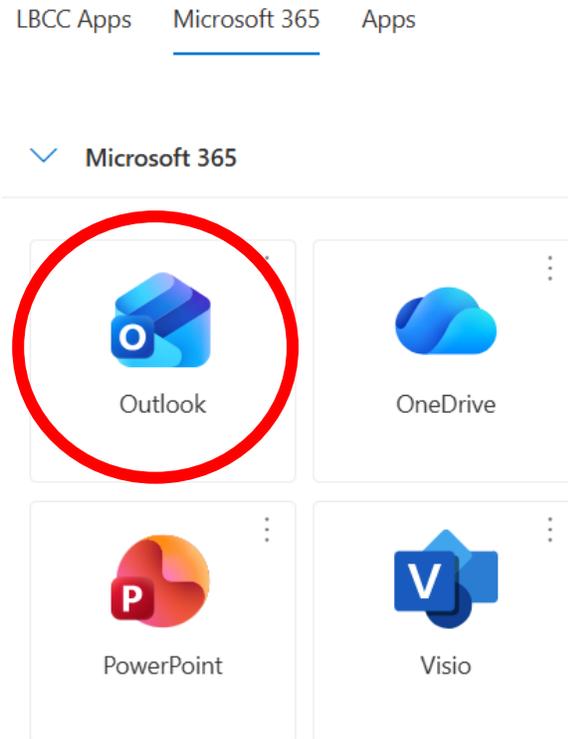
4. Once signed in, you will be directed to your **Apps dashboard**. This is the homepage for your account.

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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