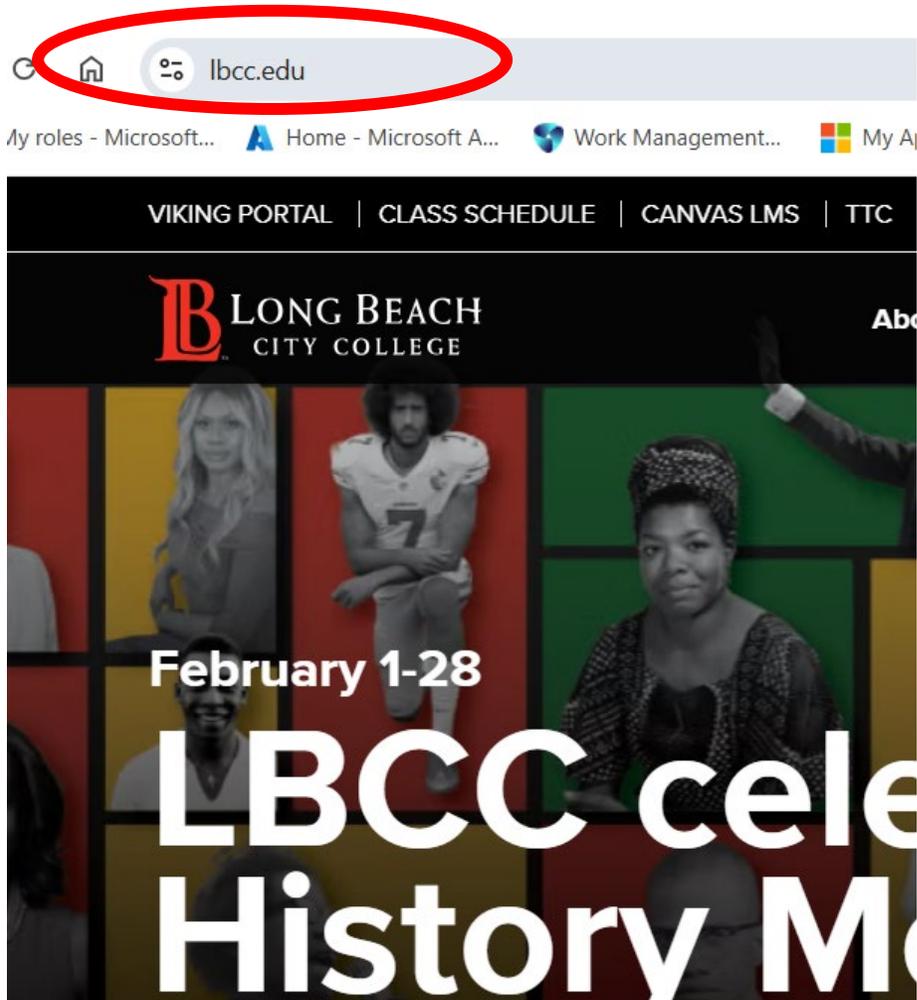


How to access Microsoft 365 from the Viking Portal

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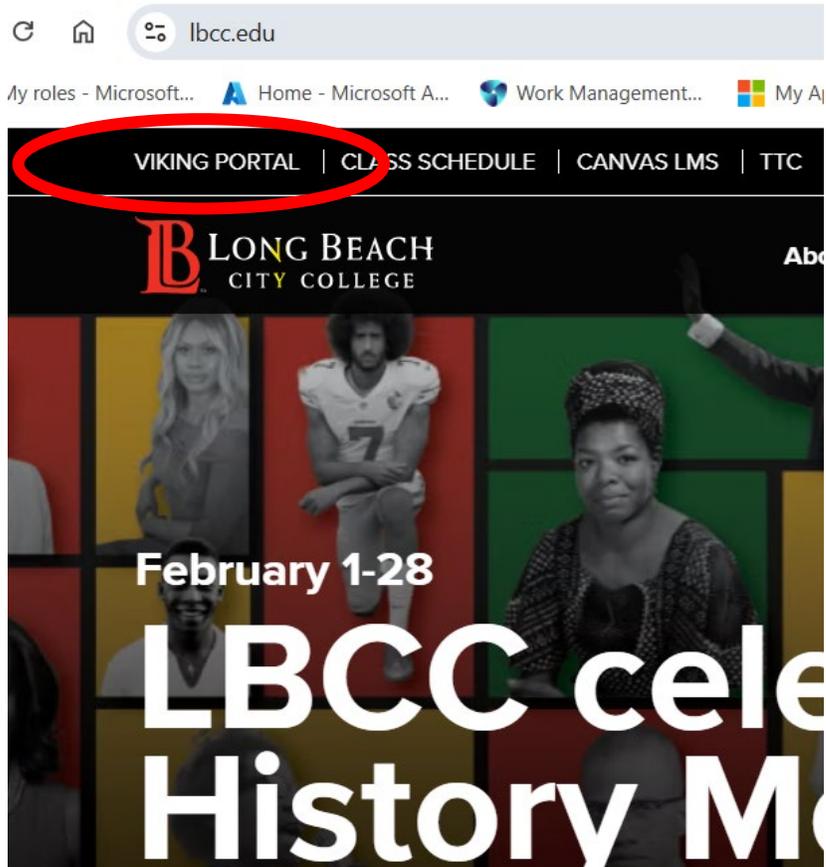
How to access Microsoft 365 from the Viking Portal



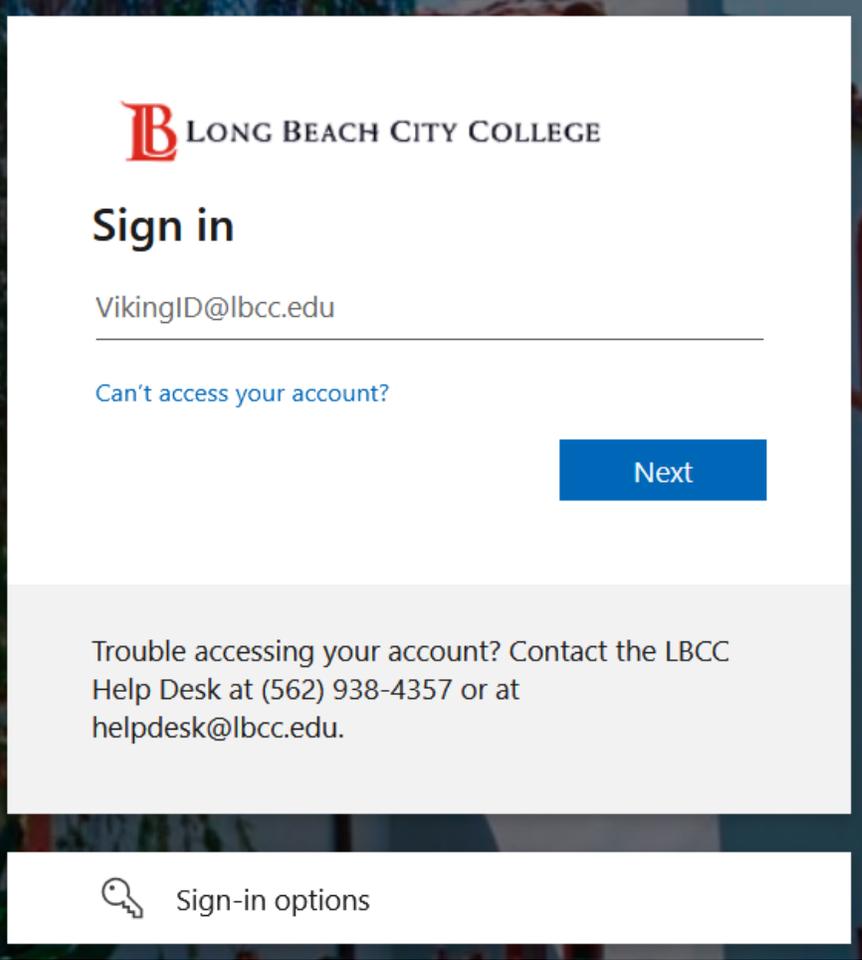
1. Open a preferred web browser (i.e., Google Chrome, Mozilla Firefox, Safari, etc.) and type "www.lbcc.com" in the address bar.

How to access Microsoft 365 from the Viking Portal

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



How to access Microsoft 365 from the Viking Portal



The screenshot shows the Long Beach City College sign-in page. At the top left is the college logo. Below it, the text "LONG BEACH CITY COLLEGE" is displayed. The main heading is "Sign in". There is a text input field containing "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.

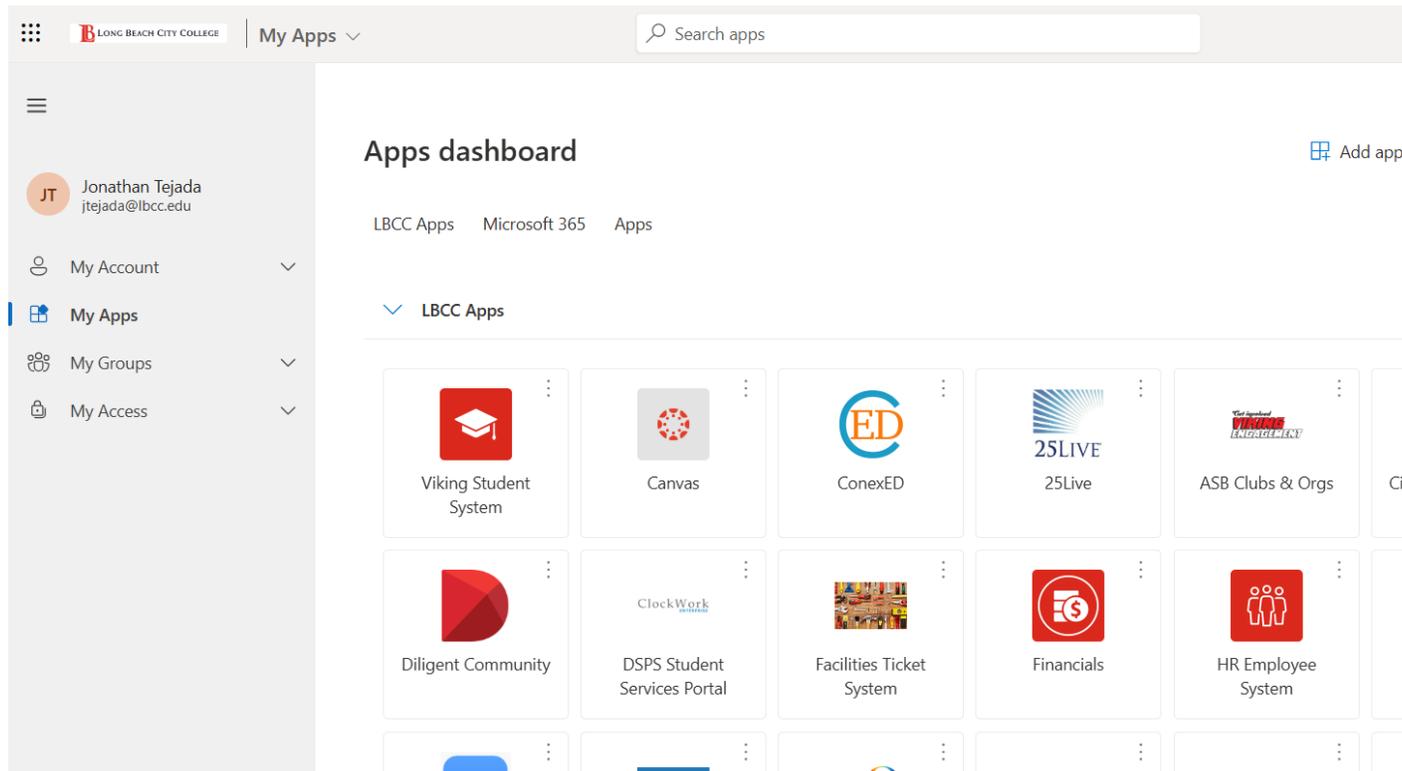
You will enter your **VikingID@lbcc.edu** (ex. **1234567@lbcc.edu**) and click **Next** to proceed to the next step to enter your password and verify your identity.

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.

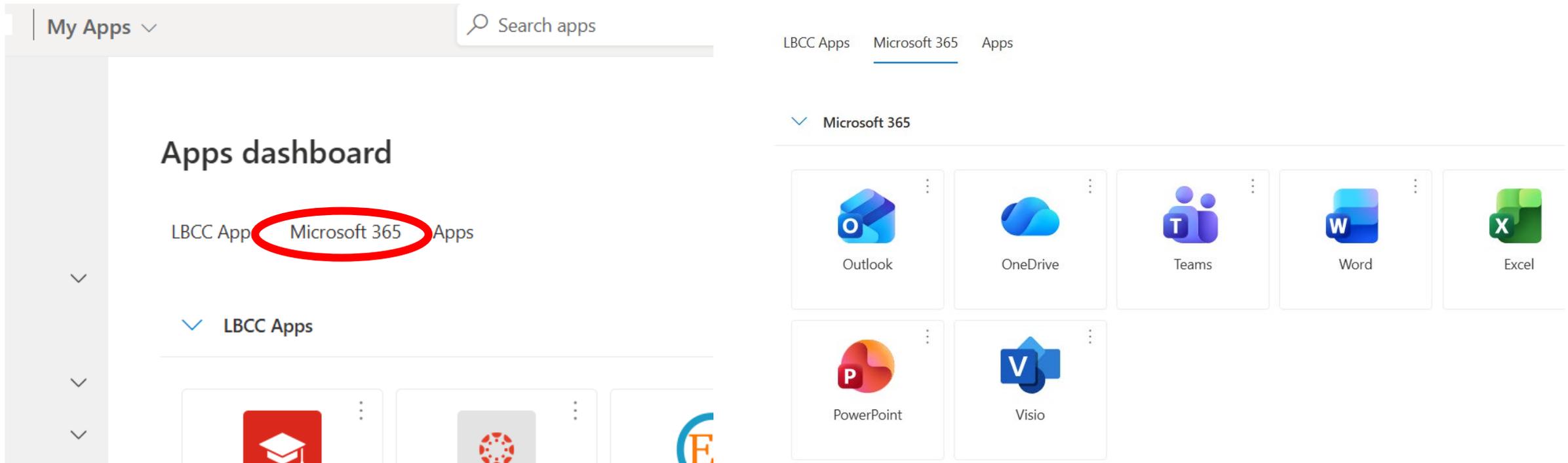
How to access Microsoft 365 from the Viking Portal

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



How to access Microsoft 365 from the Viking Portal

5. You can access **Microsoft 365 Apps** by either clicking on the Microsoft 365 tab at the top of Apps dashboard or by scrolling down to the Microsoft 365 section. From there you will be able to access a variety of **Microsoft 365 apps**, including **Word, Excel, PowerPoint, Outlook, Teams, and OneDrive**.



The screenshot displays the 'My Apps' dashboard. At the top, there is a search bar labeled 'Search apps'. Below the search bar, the dashboard is divided into sections. On the left, there is a sidebar with 'My Apps' and a search bar. The main content area is titled 'Apps dashboard'. Underneath, there are tabs for 'LBCC App', 'Microsoft 365', and 'Apps'. The 'Microsoft 365' tab is selected and highlighted with a red circle. Below the tabs, there is a section for 'Microsoft 365' which contains a grid of application icons: Outlook, OneDrive, Teams, Word, Excel, PowerPoint, and Visio. Each icon has a three-dot menu icon in the top right corner. The 'Microsoft 365' tab is highlighted with a red circle.

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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