

# How to connect Outlook to LBCC Profile in

# Windows 10

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF



There are many ways to connect to our email. You may use a mobile device mail app, Outlook Web App or a fully dedicated client.

# These steps are for connecting Outlook to your LBCC email on Windows 10.

The first steps will begin from a fresh installation.



## How to connect Outlook 365 to LBCC in Windows 10

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5	Best match		
	Control Panel App		
B	uhha		Control Panel
	🔅 Settings	>	Арр
	Search school and web		
	Control panel - See school and web results	>	C Open
	𝒫 control panel open	>	Recent
	℅ control panel windows 10	>	Programs and Features
	𝒫 control panel control	>	Change User Account Control settings
	𝒫 control panel settings	>	🧕 Credential Manager
	𝒫 control panel home	>	🖙 Play CDs or other media automatically
		>	🖳 AutoPlay
	Settings (3)		Turn Windows features on or off
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### Step 1.

Type **Control Panel** in the Windows search area (click on the magnifying glass or Cortana circle at the lower left-hand corner of the screen).

### Step 2.

Click the **Control Panel app** under the Best Match area.



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This will open the Control Panel. Click on the top right corner where it states **View by: Category** then select either **Large or Small icons**.

#### Click on Mail (Microsoft Outlook)



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	Setup email accounts and directories.	Email Accounts
Data File	•5	-
03	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles

This will open the Mail Setup – O365 window. Click **Show Profiles...** 

The fo	llowing profi	les are set up o	n this computer:
tlook			^
17		-	
dd	Remove	Properties	Сору
en startin	ng Microsoft C	Outlook, use thi	s profile:
) Promp Alwavs	t for a profile t	to be used le	
		55C	

Microsoft Outlook		
Careful, if you remove this profile, offline cach Learn how to make a backup of the offline .os	ed content for its accounts will t files for the accounts.	be deleted.
Do you want to continue?	Yes	No

# Click **Yes** at the pop-up that appears.

If there is an existing profile, click **Remove**. If there is no profile listed, please skip to the next slide.



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				~
Add	Remove	Properties	Сор	y
When startir	ng Microsoft (	Outlook, use	this profil	e:
	t for a profile	to be used		
0	use this prof	ila		

In the Mail window, click **Add...** 

New Pi	lowing profi rofile	les are set un o	n this computer: X	
Create New Profile Profile Name:			OK Cancel	
0365				
	0	-		
Add	Remove	Properties	Copy	
ien startin	g Microsoft (	Dutlook, use th	is profile:	
) Prompt	for a profile	to be used		
-				

In the **New Profile** window that appears, enter **O365** as the Profile Name. Click **OK**.



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Add Account Auto Account Set Manual setup of	up Fan account or connect to other server type	s.	X Add Acc Choose Y	ount our Account Type	×
Email Account     Your Name:     Email Address:     Manual setup or	Example: Ellen Adams Example: ellen@contoso.com additional server types			<ul> <li>Microsoft 365         Automatic setup for Microsoft 365 accounts         Email Address: viking@lbcc.edu             Example: ellen@contoso.com         POP or IMAP         Advanced setup for POP or IMAP email accounts         Exchange ActiveSync         Advanced setup for services that use Exchange ActiveSync         Advanced setup for Servi</li></ul>	
		< Back Next > Cancel	Help	< Back	Next > Cancel Help

In the Add Account window, click Manual setup or additional server types. Click Next. Check **Microsoft 365** and enter your employee email address. Click **Next**.



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×	Add Account
	Congratulations!
Microsoft	
Sign in	Configuring
Type the email of the account you would like to use	Outlook is completing the setup for your account. This might take several minutes.
to open autodiscover.xml.	Establishing network connection
Consistent of the Lardon statement and defension and the	Searching for @lbcc.edu settings
1234567@lbcc.edu	Logging on to the mail server
No account? Create one! Next	Congratulations! Your email account was successfully configured and is ready to use.
	Change account settings Set up Outlook Mobile on my phone, too Add another account
	< Back Finish Cancel I

In the Microsoft Sign in page, enter your **employee ID** followed by **@lbcc.edu** 

(ex. 1234567@lbcc.edu)

Wait a few moments for your profile to be connected. Click **Finish**. (**Note:** You may need to authenticate via the Viking Portal. Please sign into the Viking Portal window if requested).



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Click **OK** in the Mail window.



Open Outlook. **Note:** It may take 5 - 10 minutes for Outlook to open and build your email inbox.

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Information Technology

# **Questions?**

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

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF

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