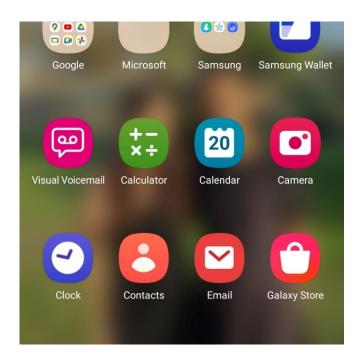


Setting up LBCC email on Android Device

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STEP 1: Locate Email icon in apps and click on Microsoft 365 icon



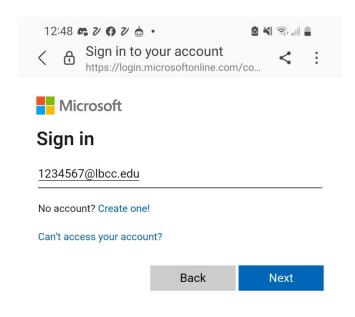
Locate **Email** icon in apps and click on it.



Click on 'Microsoft 365' icon.



STEP 2: Sign into Microsoft 365 with EmployeeIDnumber@lbcc.edu



Sign into Microsoft 365 using your LBCCemployeeIDnumber@lbcc.edu Example: 1234567@lbcc.edu



Screen will redirect to the Viking Portal login screen.

Put in your LBCC Employee ID and your LBCC password and press 'Login'.



STEP 3: May be required to obtain One Time Passcode (OTP) to proceed



At this point, you may be required to obtain a One Time Passcode (OTP) to proceed. Select preferred method of receiving OTP and input code into OTP field once received.

Setting up LBCC email on Android Device

STEP 4: Press Accept and Select Sync Options



0770638@lbcc.edu

Permissions requested

Samsung Email

samsung.com

This application is not published by Microsoft or your organization.

This app would like to:

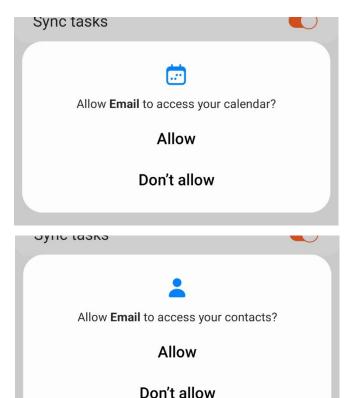
- Access your mailboxes
- Read and write access to your mail.
- Read and write access to your mail.
- Access to sending emails from your mailbox.
- Sign you in and read your profile
- Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://myapps.microsoft.com.

Important: Only accept if you trust the publisher and if you downloaded this app from a store or website you trust. Ask your admin if you're not sure. Microsoft is not involved in licensing this

Does this app look suspicious? Report it here

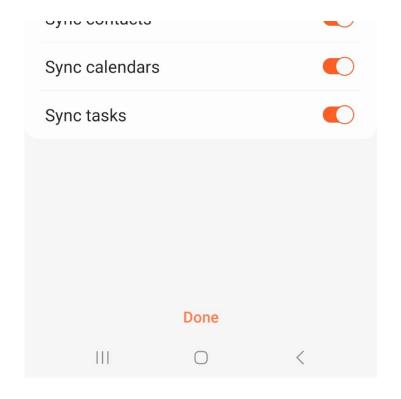
Cancel Accept Press 'Accept' to allow permissions on Android device.



Select preferred response for both Sync prompts.



STEP 5: Click Done and Provide Email name (optional)





Press '**Done**' and provide Email name (this is optional and can be left as the default).

Setting up LBCC email on Android Device

STEP 6: Press Activate



Email

Allow Email to remotely control security features on your phone?

This will let Email do the following:

Activating this admin app will allow Email to perform the following actions:

- · Erase all data
- Erase the phone's data without warning by performing a factory data reset.
- · Set password rules

Control the length and the characters allowed in screen lock passwords and PINs.

· Monitor screen unlock attempts

Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

- Lock the screen
- Control how and when the screen locks
- Set screen lock password expiration

Change how frequently the screen lock password, PIN, or pattern must be changed.

- Set storage encryption
- Require that stored app data be encrypted.
- Disable cameras
- Prevent use of all device cameras.
- Disable some screen lock features
 Prevent use of some screen lock features.
- Set SD card encryption

Require application on SD card to be encrypted

Town off DOD and IMAD ansails

Cancel

Uninstall

Activate

Press '**Activate**' and your LBCC email will start to sync.

After syncing finishes you should be able to send and receive emails via the native email client on your Android device.

QUESTIONS?

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

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