

Online Learning & Educational Technology User Support & Information Security Application Development & Support Multimedia Equipment Services Web & Mobil Services Network Services

Accessing Office 365

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF





Step 1:

From any web browser type into address bar: <u>www.microsoftonline.com</u> to get to Office 365 login page .





Step 2:

In this field put in your employee ID "number@lbcc.edu"

*	Office 365
	Sign in with your work or school account
	Password Keep me signed in
XXXXXXX	Sign in Can't access your account?



Step 3:

Page will re-direct to Long Beach City College Logon screen.

Put in email password.

hone Directory 🚯 LBCC Email 🔹 ITS - NetworkServices 🔹 ITS HowToGuides 🧟 C	MS > LBCC - ΠDCDL > LBCC FacultyStaff B LBCC Home + lynda.com
	Sign in with your organizational account 12345678@lbcc.edu Password
	Sign in Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.



Step 4:

Click on "One Drive" icon.





Step 5: Click on "New"

Search OneDrive	OneDrive @ Long Beach Community College	
Documents	Documents	
Recent Shared with me	Welcome to your OneDrive for Business, the place to store, sync, and sha	ire
Followed	🕀 new 🔄 🖈 upload 😅 sync 💉 edit 🥢	m
Recycle bin	Name Modified Sharing Mod	difie
	📹 Shared with Everyone 🚥 March 24 🞎 Shared 🖂 J	Jon
	🚔 AD 🛛 March 24 🔒 Only you 🗆 J	Jon
	📄 Document 🛛 💀 March 24 🔒 Only you 🗆 J	Jon



Step 6:

Choose a new file to create.

For this example we will use "Word Document"

Search OneDrive	OneDrive @ Long	Create a new file	×
Documents	Docum	Word document	
Recent Shared with me	Welcome to On	Excel workbook	ace to store, sy
Followed Site folders	⊕ new	PowerPoint presentation	🖋 mai
Recycle bin	✓ 🗋 Name <u>≓</u> Share	OneNote notebook	Modified B
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Step 7:

Document as you would normally within Word, Excel or PowerPoint.

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Step 8:

When you are ready to save the document, the document is automatically saved within OneDrive.

You also have the choice to download a copy of the document to your computer.





Step 9:

You also have the choice to share the document with other people.

To do this, begin by clicking on "share"

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Step 10:

Type in email address or username to add to list.

You can also type in an optional message that can be sent with the link.

Share 'Docu	iment2'	×
Only shared	with you	
Invite people	John Smith x Helpdesk Administrator x	Can edit 🔽
Get a link	7.5	~
Shared with	Hi There, Please look at document Many Thanks	
	Require sign-in SHOW OPTIONS	
		Share Cancel



Step 11:

You are also able to share a link to your document that will allow anyone you send the link to, to be able to view the document or edit it if you desire.





Step 12:

Share 'Docume	ent2'	×
Open to anyone w	ith a guest link	
Invite people	View Only	
Get a link	Anyone with this link can see this file.	
Shared with	https://lbccd-my.sharepoint.com/personal/jtejada_lbcc_edu/	
	Edit Anyone with this link can see and edit this file.	
	CREATE LINK	
	Clos	e



Step 13:

This shows the people you have shared the document with so far.





Step 14:

To log out of Office 365, click on your name in the top right hand corner of the screen and click **"Sign Out"**.





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

• Phone: (562) 938-4357

• Email: <u>helpdesk@lbcc.edu</u>

• In-Person: Check out our schedule online at www.lbcc.edu/iits