Accessing Office 365

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF
Accessing Office 365

Step 1:

From any web browser type into address bar: www.microsoftonline.com to get to Office 365 login page.
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Step 2:
In this field put in your employee ID "number@lbcc.edu"
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Step 3:
Page will re-direct to Long Beach City College Logon screen.
Put in email password.
Step 4:
Click on “One Drive” icon.
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Step 5:
Click on “New”
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**Step 6:**
Choose a new file to create.
For this example we will use “**Word Document**”
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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.
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**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.
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**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.
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Step 12:

Share 'Document2'

- Open to anyone with a guest link

Invite people

Get a link

Shared with

View Only

Anyone with this link can see this file.

https://lbccd-my.sharepoint.com/personal/jtejada_lbcc_edu/

DISABLE

Edit

Anyone with this link can see and edit this file.

CREATE LINK

Close
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**Step 13:**

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

![Sign Out Step](image_url)
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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:** helpdesk@lbcc.edu

• **In-Person:** Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)