Office 365 Email
How to Access Office 365 Account

**Step 1:** Go to [www.office.com](http://www.office.com), you should see the following screen.

**Step 2:** Click on Sign In.

**Step 3:** Your sign in email for Office 365 is in this format `EmployeeID@lbcc.edu`

**Example:** 0123456@lbcc.edu
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Step 4: You will be redirected to our webpage which should look like this:
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1. Open your web browser and navigate to www.lbcc.edu/iits.

2. Click on the Office 365 Email link.

3. Click on the "Learn how to access email" button.

4. Follow the instructions to create an email account.

5. Type your network password and click Sign In.

6. You will see the next window.

7. You can choose whether or not you want to stay signed in.

   - Yes
   - No

   Click the option that best suits your needs.

   - Don't show this again (optional)

IITS Faculty & Staff Help Desk • (562) 938-4357 • helpdesk@lbcc.edu • www.lbcc.edu/iits
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✓ From here you can check your emails (click on Outlook), and even use the Web Version of the Office 365 suite.

✓ Note: The online applications have limited options compared to the full desktop version.
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)