Office 365 Email

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF
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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Step 5: Type your network password and click Sign In.

Step 6: You will see the next window.

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