Resetting Voicemail Pin via Outlook Web App
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Accessing Office 365 Online

➢ Go to www.lbcc.edu

➢ Click on ‘QUICKLINKS’ and select ‘Outlook Web App’ from the drop down menu.
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Log into the Outlook Web App using your employee ID and LBCC password.
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➢ Once logged into the OWA, click on the gear wheel in the top right hand corner.

➢ Select ‘Options’ from the drop down menu.
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➢ Click the ‘Phone’ tab to the left.
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➢ Scroll down and click the ‘Reset my voice mail PIN’ link
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➢ Confirm Reset by clicking ‘yes’

➢ An email is then generated in your email box confirming your temporary password.
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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)