

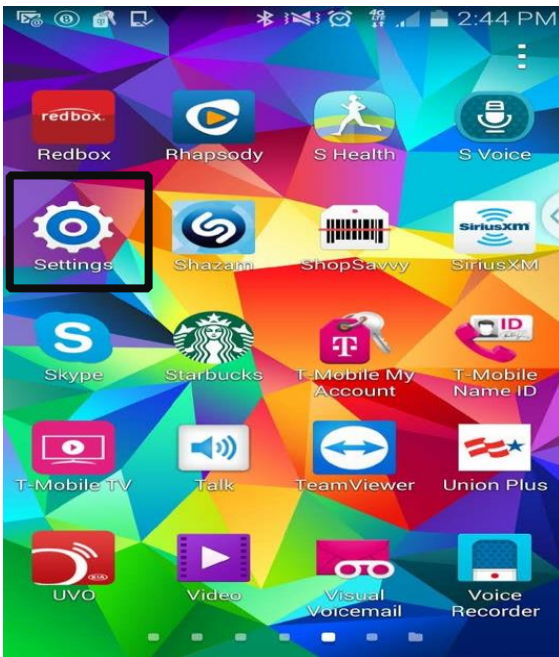
# Setting up LBCC email on Android device

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

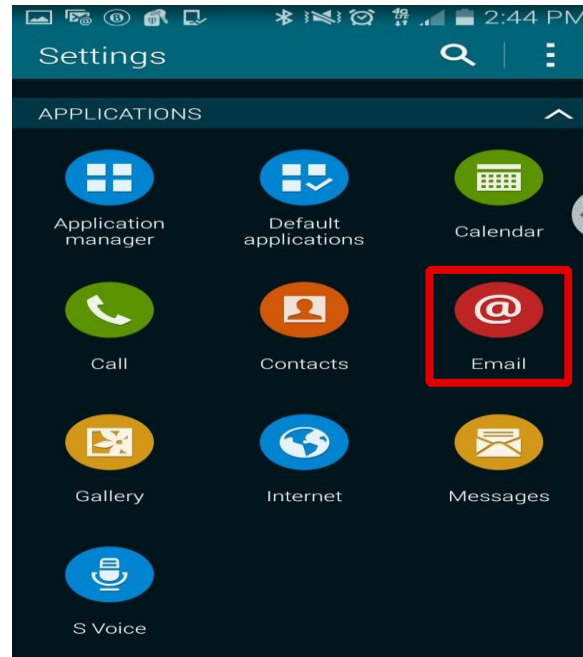


# Accessing Office 365 Online

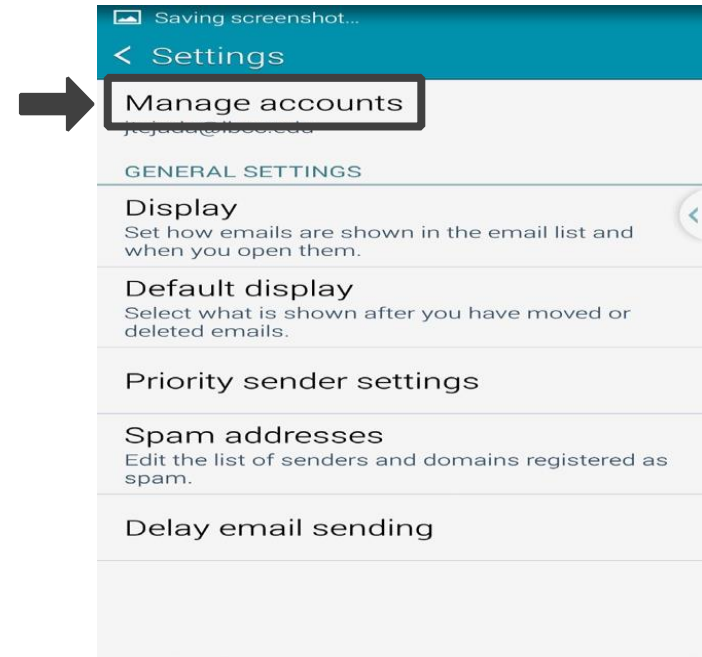
1. Go to 'Settings'



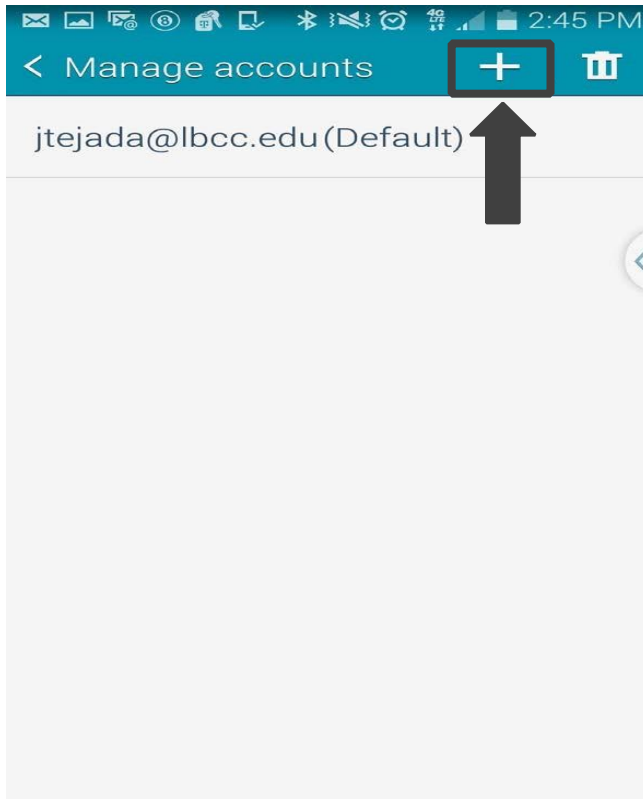
2. Go to 'Email'



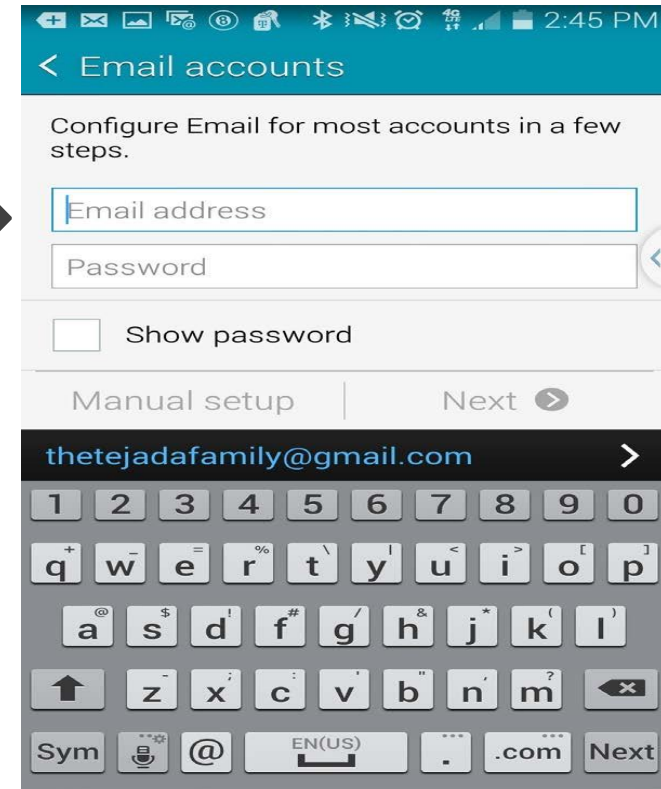
3. Click on 'Manage Accounts'



# Accessing Office 365 Online



5. Click on the '+' symbol to add an account.



6. Put in **LBCC Email Address** and **Password** credentials.

# Accessing Office 365 Online

The first screenshot shows the 'Add email account' screen. Under 'What type of account?', the 'Microsoft Exchange ActiveSync' option is selected and highlighted with a black box. The other options are 'POP3 account' and 'IMAP account'.

The second screenshot shows the 'Exchange server settings' screen. The fields are filled as follows:
 

- Email address: jsmith@lbcc.edu
- Domain\username: lbccd\1234567
- Password: [Redacted]
- Exchange server: mail.lbcc.edu

7. Click on '**Microsoft Exchange ActiveSync**'

8. Under **Domain** put '*lbccd\employee ID number*' and **Password**.

9. Under **Exchange Server** put in '*mail.lbcc.edu*'

10. Click 'Next and Finish.'

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