

# Setting up Outlook App on iPhone devices

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

# Setting up Outlook App on iPhone devices

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Outlook

A better way to manage your email

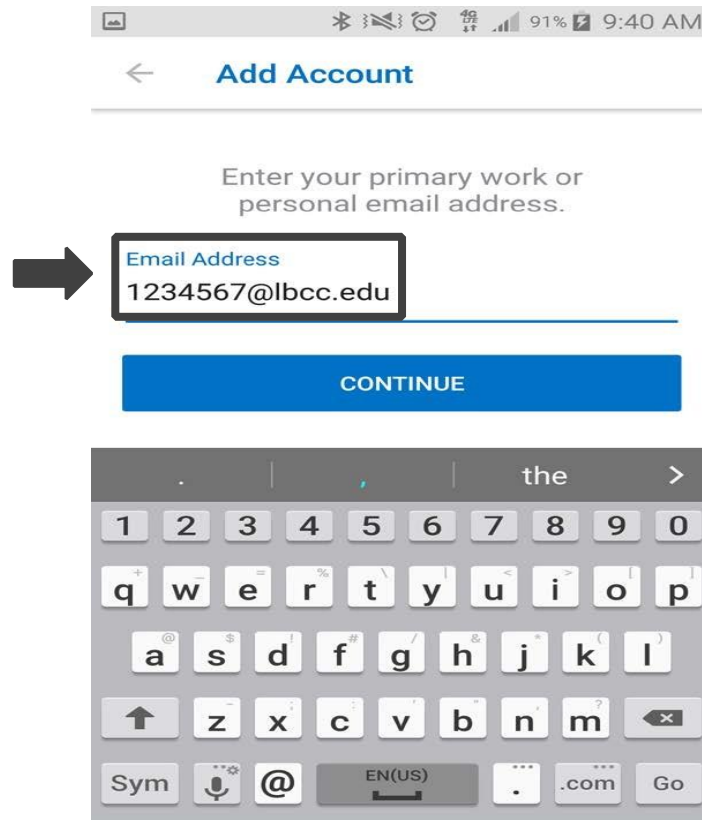


**GET STARTED**

[View our Privacy Policy](#)

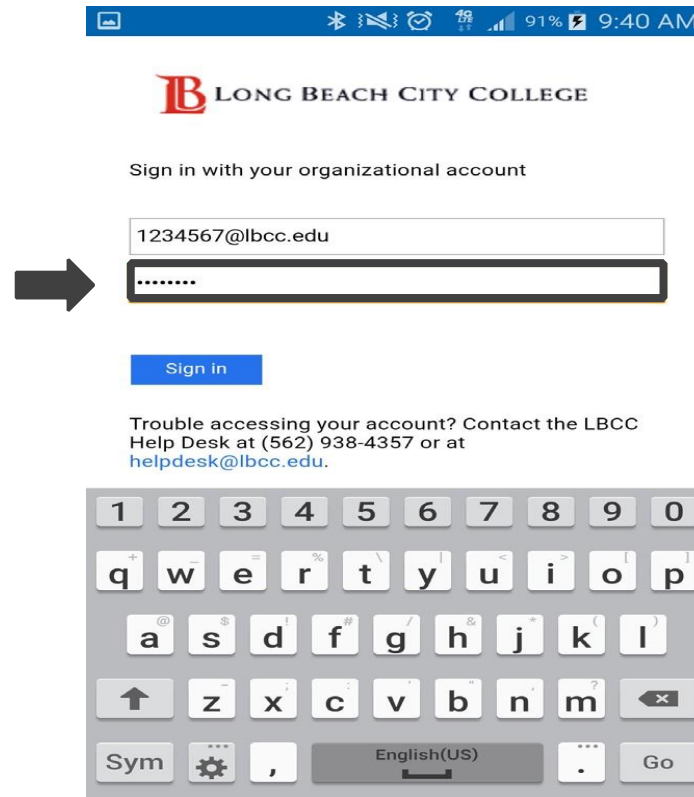
➤ Click on **Get Started**.

# Setting up Outlook App on iPhone devices



- Enter email address in '**employeeID@lbcc.edu**' format
- For example: **1234567@lbcc.edu**

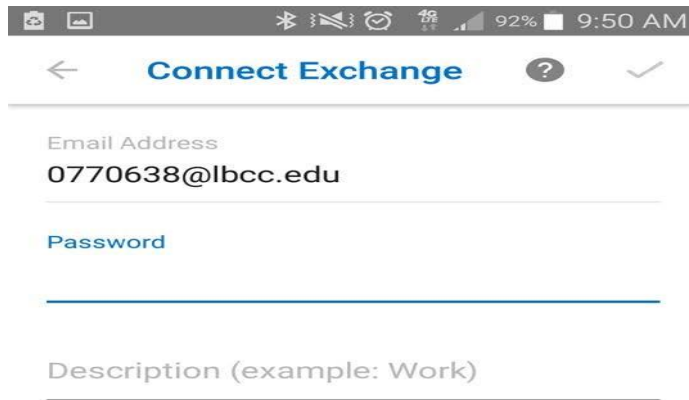
# Setting up Outlook App on iPhone devices



- Next, put in email password
- After, click '*Sign in*'

# Setting up Outlook App on iPhone devices

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Connect Exchange

Email Address  
0770638@lbcc.edu

Password

Description (example: Work)

SHOW ADVANCED SETTINGS

➤ Click on '**SHOW ADVANCED SETTINGS**'



SHOW ADVANCED SETTINGS

# Setting up Outlook App on iPhone devices

The screenshot shows the 'Connect Exchange' screen in the Outlook app. At the top, there's a status bar with signal strength, 83% battery, and 10:18 AM. Below that, a navigation bar contains a back arrow, the title 'Connect Exchange', a help icon, and a checkmark icon. The form fields are as follows:

- Email Address: 0770638@lbcc.edu
- Server (example: server.domain.com): mail.lbcc.edu
- Domain (example: domain.com): lbccd
- Username (example: mike.rosoft): jsmith
- Password: ..... (masked)
- Description (example: Work): LBCC

At the bottom left, there is a link for 'HIDE ADVANCED SETTINGS' and an upward arrow.

Enter the following information in each field.

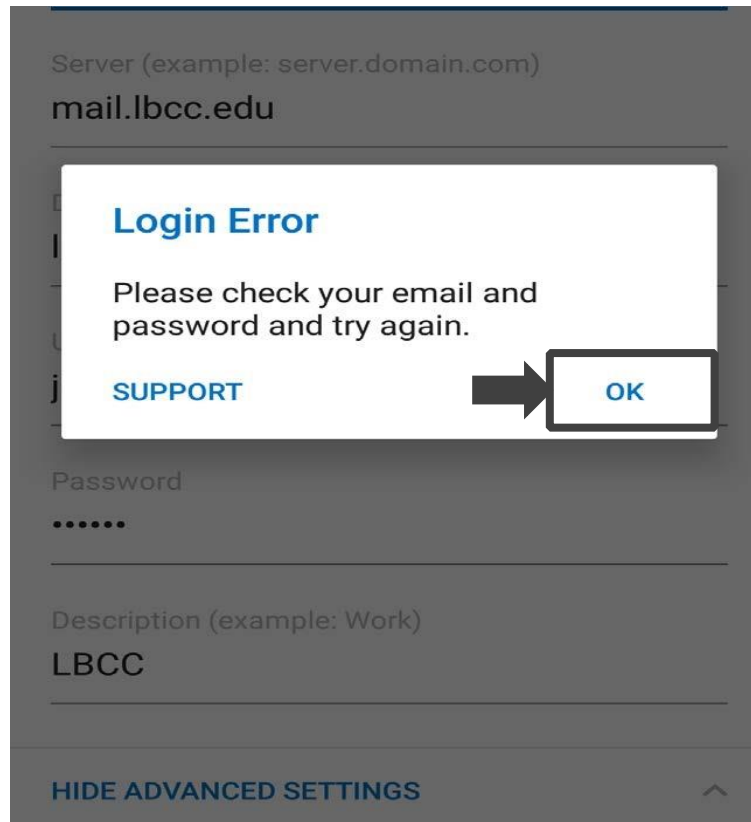
**Please Note:** The email address field cannot be changed at this point and remains the same.

- Server: **mail.lbcc.edu**
- Domain: **lbccd**
- Username: **first initial/last name** (for example, jsmith)
- Password: **email password**
- Description (optional): **user preference**

When complete, click on '**check mark**' in top right corner.

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- You will encounter a 'Login Error' message, this is expected.
- Click 'OK'

# Setting up Outlook App on iPhone devices

Connect Exchange

Email Address  
jsmith@lbcc.edu

Server (example: server.domain.com)  
mail.lbcc.edu

Domain (example: domain.com)  
lbccd

Username (example: mike.rosoft)  
jsmith

Password  
.....

Description (example: Work)  
LBCC

HIDE ADVANCED SETTINGS

- Next, In the '**Email Address**' field remove **employeeID@lbcc.edu** and replace with your actual email address.
- For example, **jsmith@lbcc.edu**



# Setting up Outlook App on iPhone devices

Connect Exchange

Email Address  
jsmith@lbcc.edu

Server (example: server.domain.com)  
mail.lbcc.edu

Domain (example: domain.com)  
lbccd

Username (example: mike.rosoft)  
1234567

Password  
.....

Description (example: Work)  
LBCC

HIDE ADVANCED SETTINGS

- In the 'Username' field replace your *first initial/last name* with your **employee ID number**.
- For example, from *jsmith* to *1234567*.

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Add another account

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Would you like to add another account now?

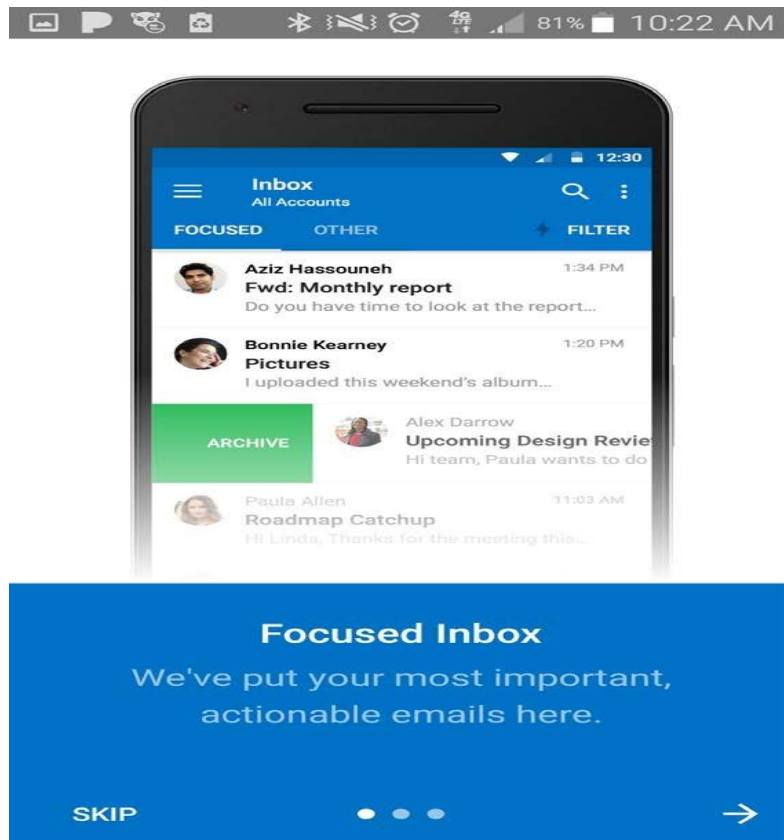
LET'S DO IT!

MAYBE LATER

- From here you can add additional Outlook email accounts

# Setting up Outlook App on iPhone devices

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➤ Your Outlook app is now setup.

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