Setting up Outlook App on iPhone devices
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➢ Click on Get Started.
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➢ Enter email address in ‘employeeID@lbcc.edu’ format

➢ For example: 1234567@lbcc.edu
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➢ Next, put in email password
➢ After, click ‘Sign in’
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➢ Click on ‘SHOW ADVANCED SETTINGS’
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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’
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➢ Next, In the ‘Email Address’ field remove employeeID@lbcc.edu and replace with your actual email address.
➢ For example, jsmith@lbcc.edu
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➢ 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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➢ From here you can add additional Outlook email accounts
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➢ Your Outlook app is now setup.
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)