INSTRUCTIONAL & INFORMATION
IITS
TECHNOLOGY SERVICES

Online Learning & Educational Technology
User Support & Information Security
Application Development & Support
Multimedia Equipment Services
Web & Mobil Services
Network Services

vOffice
Logging into vOffice

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

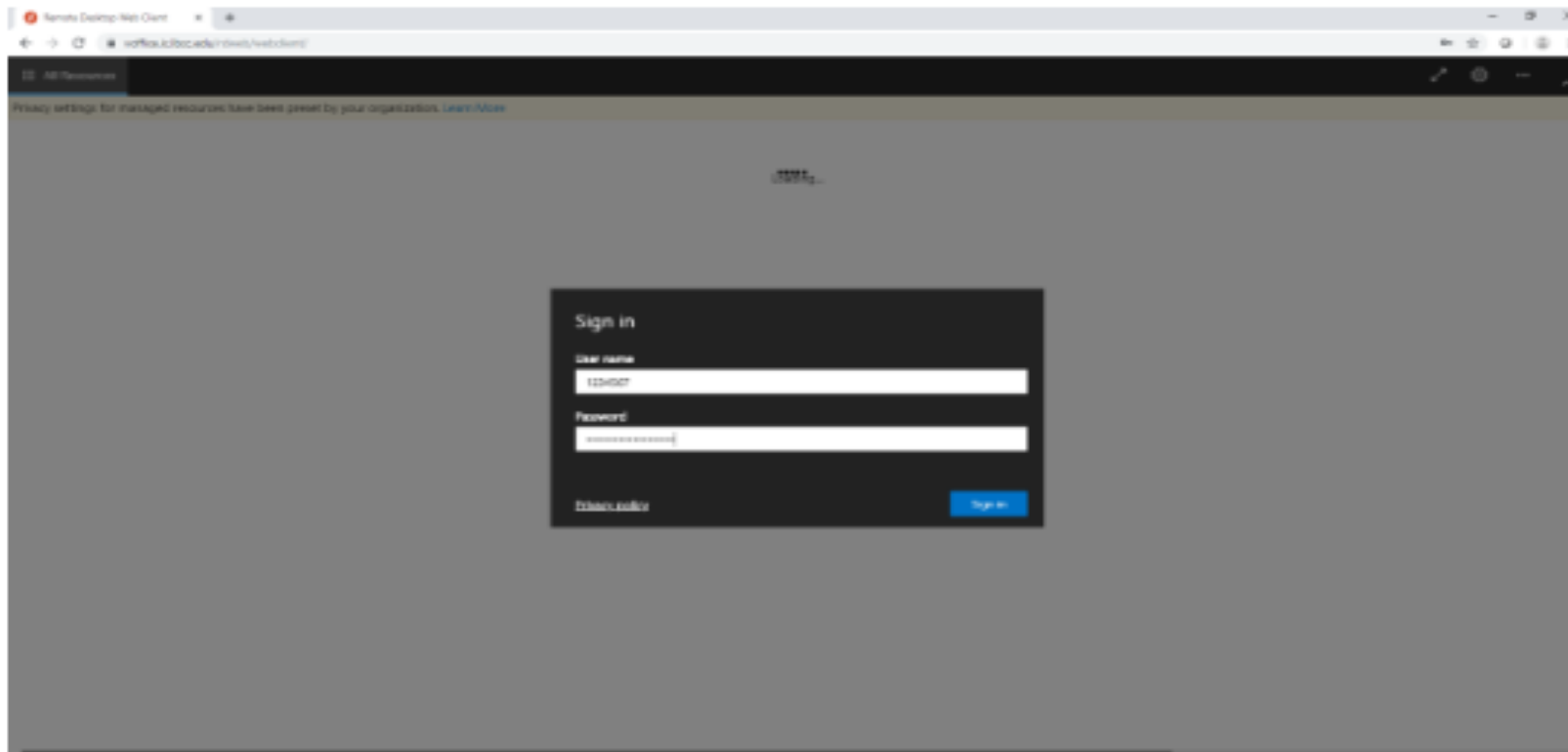**LONG BEACH CITY COLLEGE**

Logging into vOffice

From this tutorial, you will learn:

1. How to log into vOffice.

Logging into vOffice

Go to voffice.ic.lbcc.edu. Enter either your Employee ID and password or your Viking ID and password. Then click Sign in.

Logging into vOffice

You should now be taken to the screen below that shows a number of Microsoft Office icons. Click on the program you would like to use. You may get a message box asking if you would like to have printers and the clipboard redirected –make sure they are checked and click Ok. You may also get a message box about Microsoft Office Update Settings. You can leave it on the default choice.

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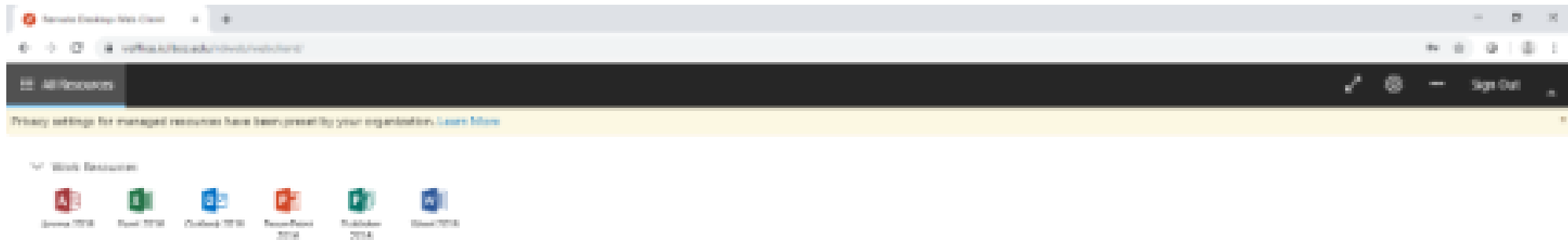
Logging into vOffice

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