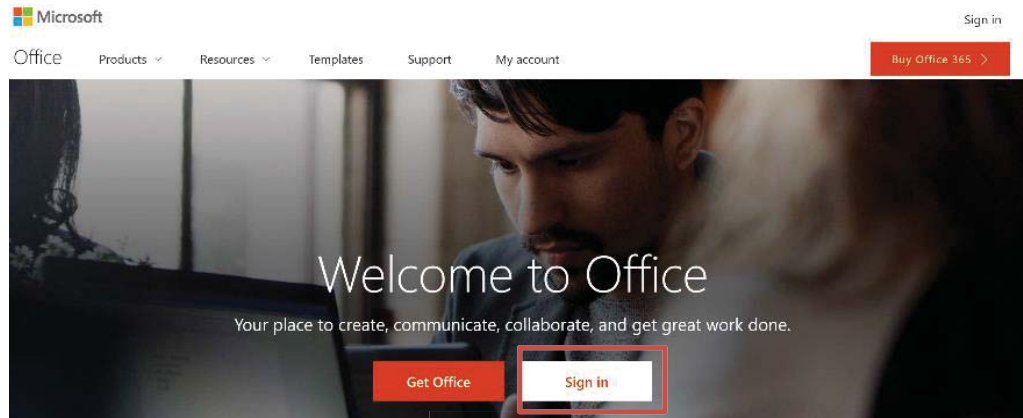


How to Access Office 365 Account

- 1) Go to www.office.com, you should see the following screen:



- 2) Click on **Sign In**.

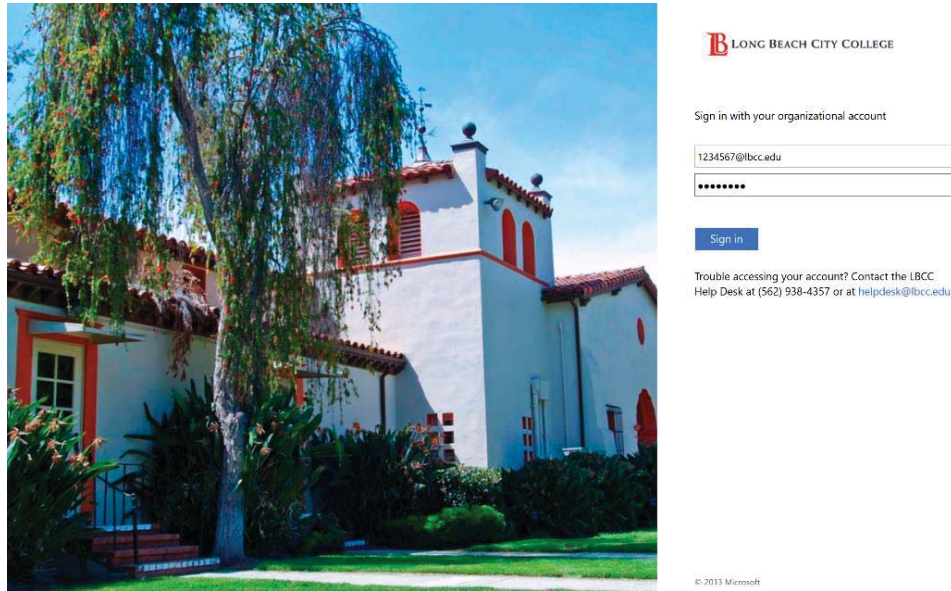
- 3) Your sign in email for Office 365 is in the this format EmployeeID@lbcc.edu.
Ex: 0123456@lbcc.edu

Note that this is **different** from your actual LBCC email address.

- 4) Click next.

How to Access 0365 Account

5) You will be redirected to our webpage which should look like this:



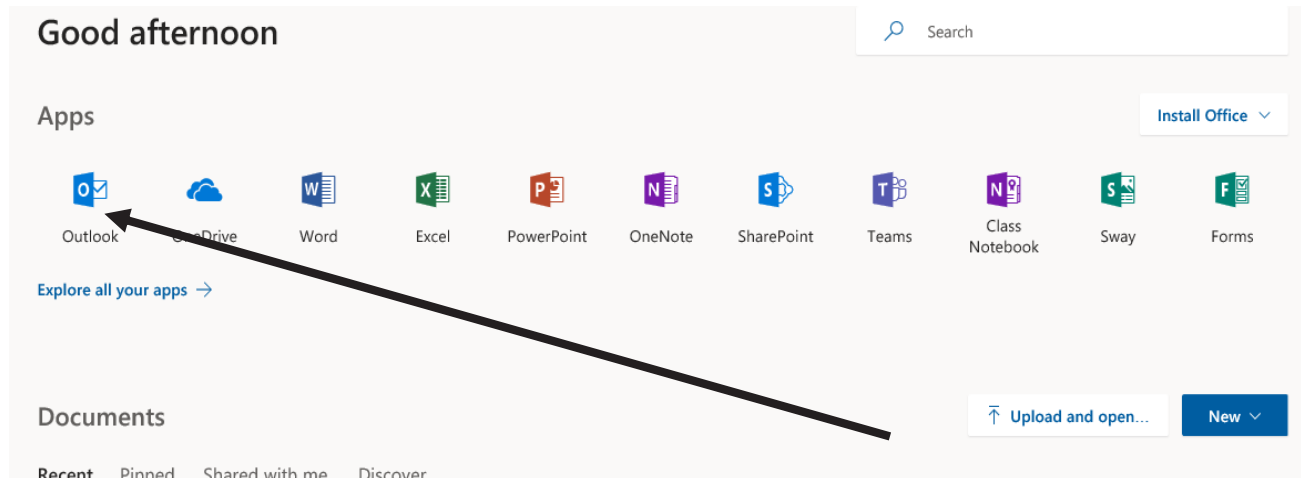
6) Type your network password and click **Sign In**.

7) You will see the next window:



8) You can choose whether or not you want to stay signed in.

How to Access Outlook via O365



From here you can check your emails (click on Outlook), and even use the [Web Version of the Office 365 suite](#) (which is limited in options compared to the full desktop version).