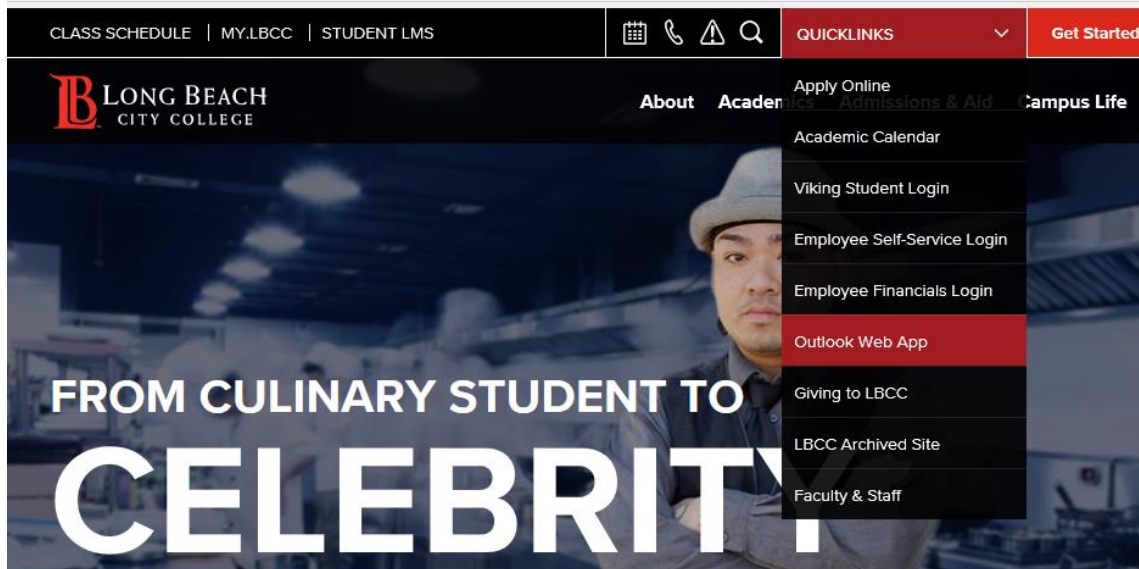
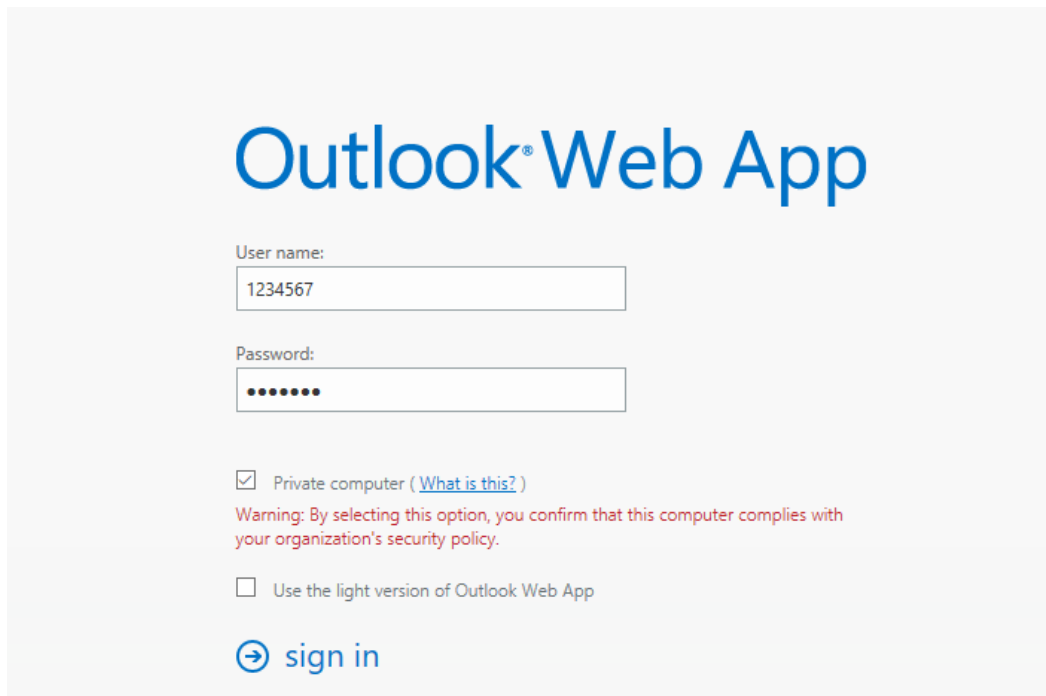


Resetting Voicemail Pin via Outlook Web App

Go to www.lbcc.edu

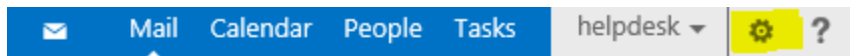


Click on 'QUICKLINKS' and select 'Outlook Web App' from the drop down menu

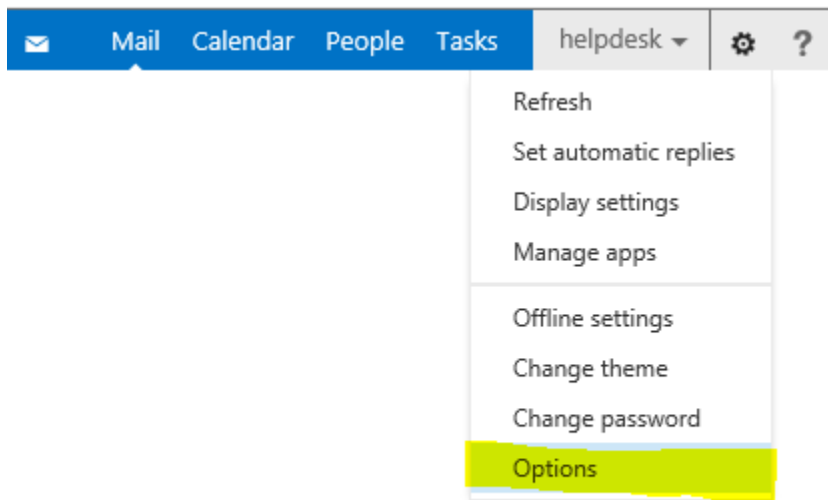


Log into the Outlook Web App using your employee ID and LBCC password

Once logged into the OWA



Click on the gear wheel in the top right hand corner.



Select '**Options**' from the drop down menu



options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

my account

Photo



General

Display name: helpdesk

Email address: helpdesk@lbcc.edu

Mailbox Usage

Click the **'Phone'** tab to the left

reset PIN

Reset the PIN you use to access your mailbox from a phone. You'll receive your temporary PIN in email. You can then change your temporary PIN from the phone the next time you call Outlook Voice Access.

[Reset my voice mail PIN...](#)

Scroll down and click the **'Reset my voice mail PIN'** link

reset PIN

Are you sure you want to reset your PIN?

Confirm Reset by clicking **'yes'**

An email is then generated in your email box confirming your temporary password.

You can now dial x5900 from any phone on campus or (562)-938-5900 from any otherside line to change your password, just follow the prompts.