

# Setting up Outlook App on Android devices



## Outlook

A better way to manage your email

**GET STARTED**

[View our Privacy Policy](#)

Click on 'GET STARTED'



← Add Account

Enter your primary work or personal email address.

Email Address

1234567@lbcc.edu

CONTINUE



Enter email address in '**employeeID@lbcc.edu**' format  
(for example, [1234567@lbcc.edu](mailto:1234567@lbcc.edu))



Sign in with your organizational account

1234567@lbcc.edu

.....

Sign in

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu).



Next, put in email password click 'Sign in'

← **Connect Exchange** ? ✓

Email Address

@lbcc.edu

Password

Description (example: Work)

**SHOW ADVANCED SETTINGS**



Click on **'SHOW ADVANCED SETTINGS'**

Connect Exchange

Email Address  
3@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

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**

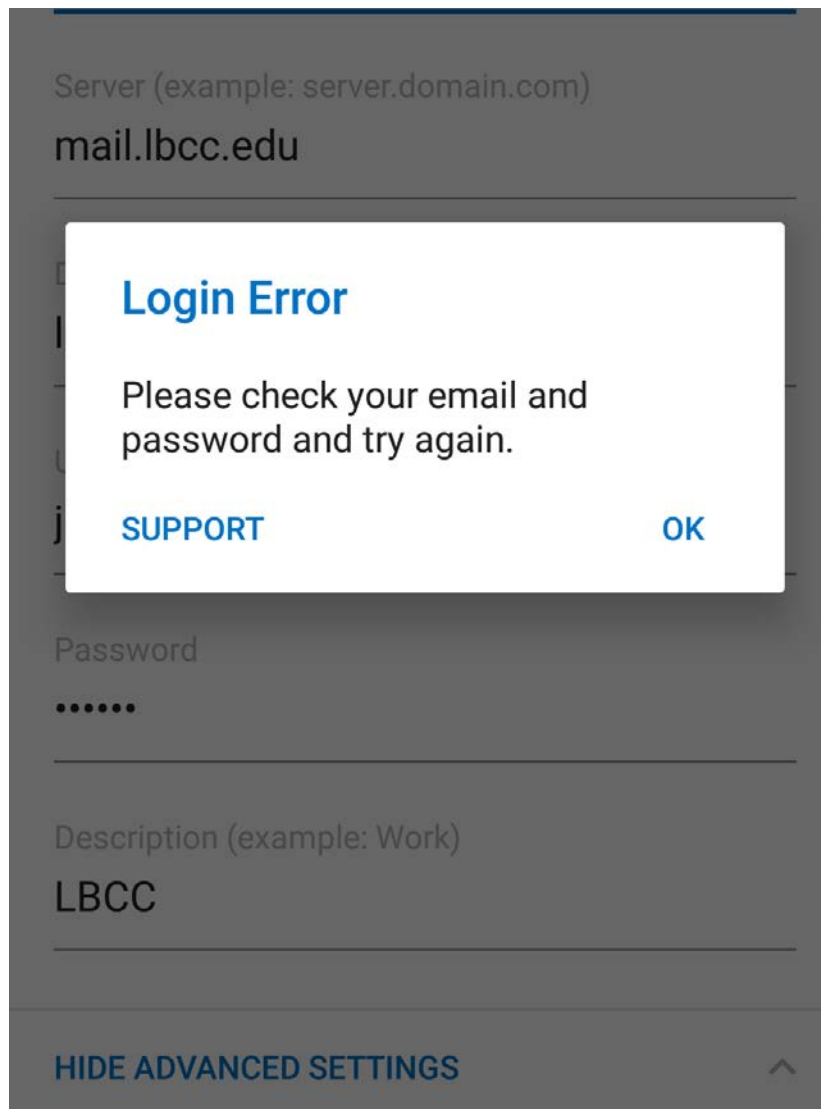
Domain: **lbccd**

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.



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

← **Connect Exchange** ? ✓

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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](mailto:employeeID@lbcc.edu) and replace with **your actual email address** (for example, *jsmith@lbcc.edu*)

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← **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*)





## Add another account

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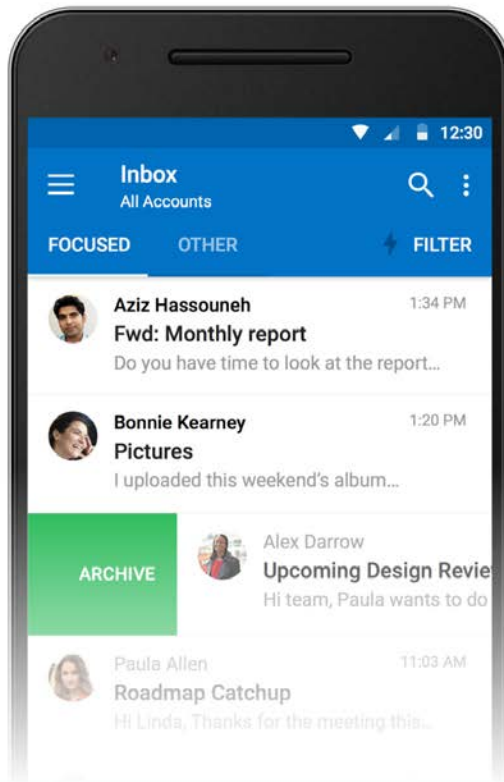


Would you like to add another account now?

**LET'S DO IT!**

MAYBE LATER

From here you can add additional Outlook email accounts



**Focused Inbox**

We've put your most important,  
actionable emails here.

SKIP • • • →

Your Outlook app is now setup.