Setting up Outlook App on Android devices

Click on 'GET STARTED'

Enter email address in *'employeeID@lbcc.edu'* format

(for example, 1234567@lbcc.edu)

Next, put in email password click *'Sign in'*

Click on **'SHOW 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**):
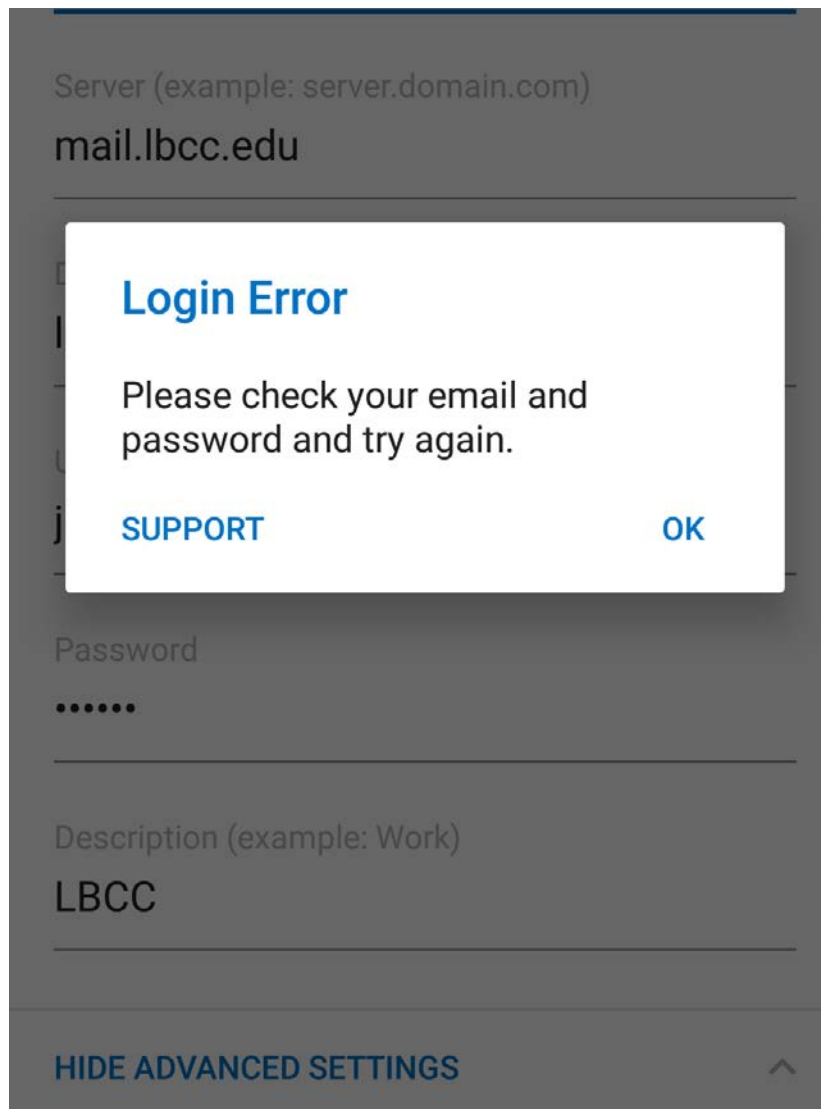
Server: **mail.lbcc.edu**

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'**

Next, In the **'Email Address'** field remove employeeID@lbcc.edu and replace
with **your actual email address** (for example, *jsmith@lbcc.edu*)

In the **'Username'** field replace your *first initial/last name* with your **employee ID number** (for example, from *jsmith* to *1234567*)

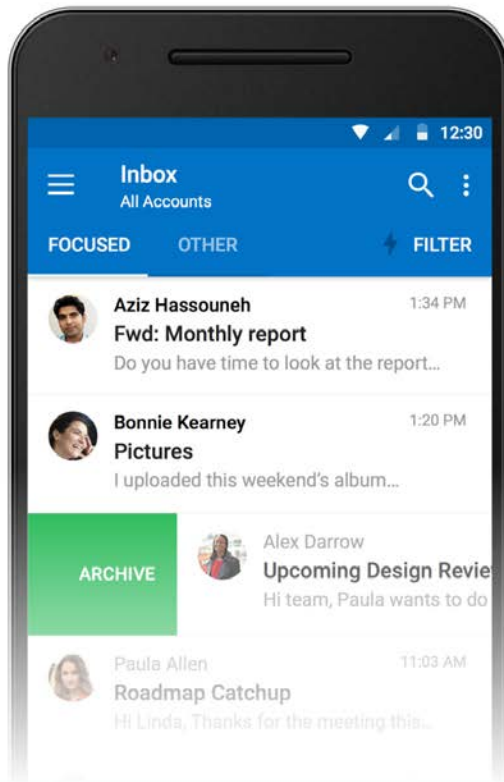From here you can add additional Outlook email accounts

Your Outlook app is now setup.