

Setting up Outlook App on iPhone 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)

LB LONG BEACH CITY COLLEGE

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.



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**

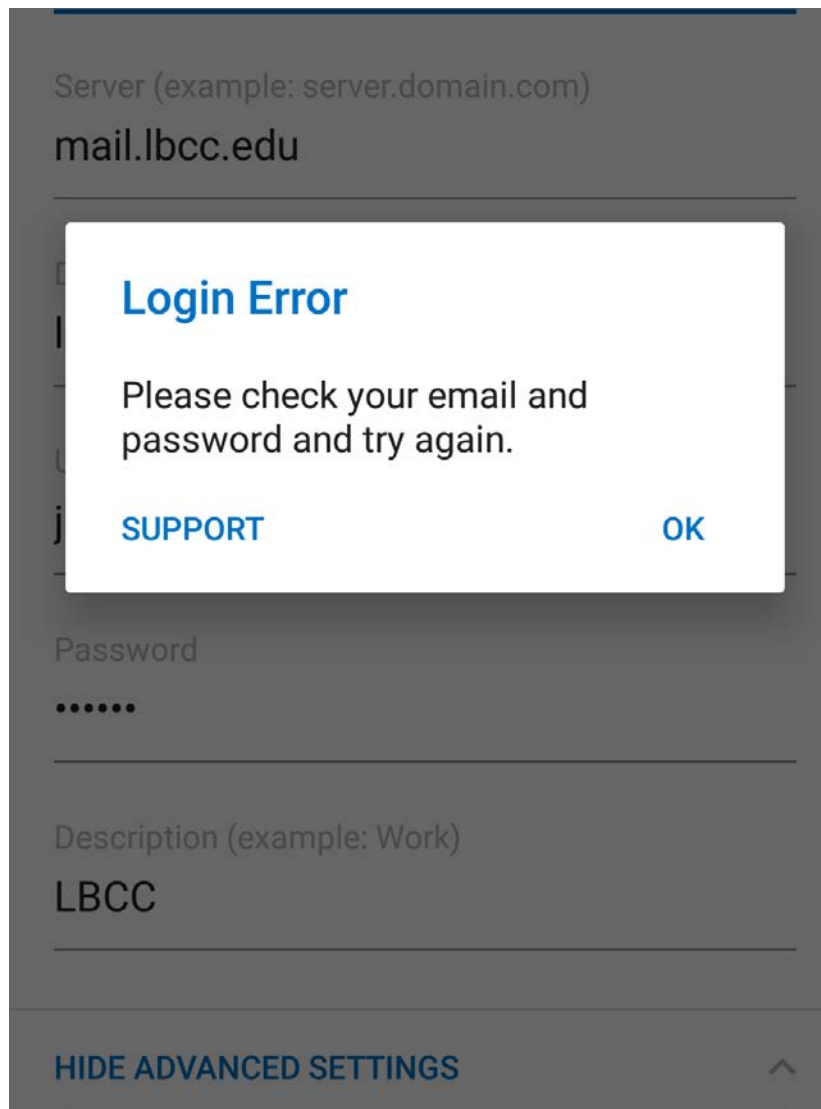
Domain: **lbccd**

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'**

10:20 AM 82% 4G LTE

← **Connect Exchange** ? ✓

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

4G LTE 81% 10:20 AM

← **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

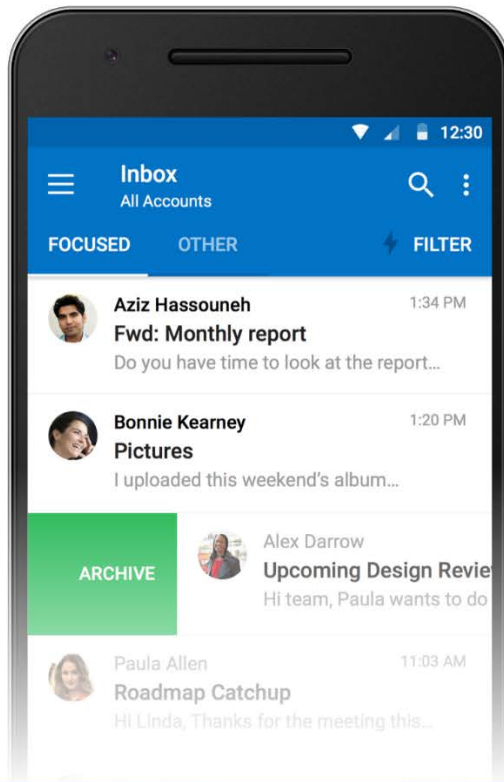


Would you like to add another account now?

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.