

MS Office 365

SETTING UP THE OUTLOOK APP

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Overview

In this tutorial, you will learn how to:

- Set up the Outlook app with your LBCC student email account on a personal device (phone and tablet).

Step 1: Install Outlook From the App Store

Open your device's app store and search for **Outlook**. Click **Install** to begin installing the app.

Make sure you are installing the official Outlook app licensed by Microsoft.



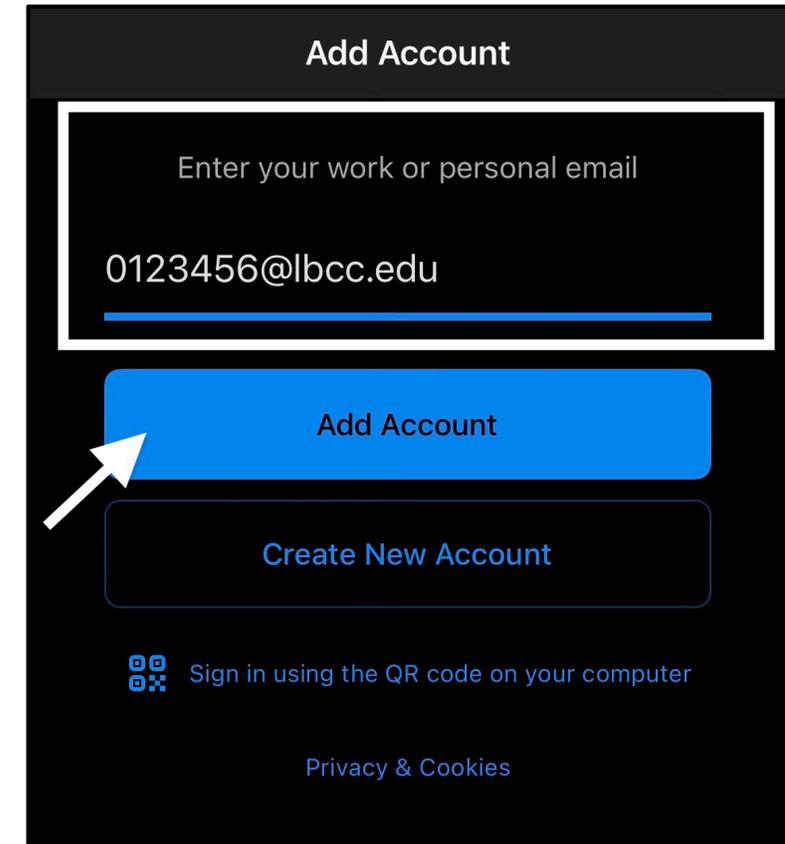
Step 2: Add Account

After installing the app, open it. You will be asked to add an account using an email address. Type your email address in the following format:

Student ID Number@lbcc.edu

Example: 0123456@lbcc.edu

When you have finished typing in your email, click **Add Account**.



Step 3: Viking Portal Login

You should see a Viking Portal login screen. Enter your Student ID Number and password. Click **Login** when finished.

Not Office 365 ?

VIKING PORTAL

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CITY COLLEGE

VikingID / EmployeeID

Enter your username

Password

Enter your password

Login

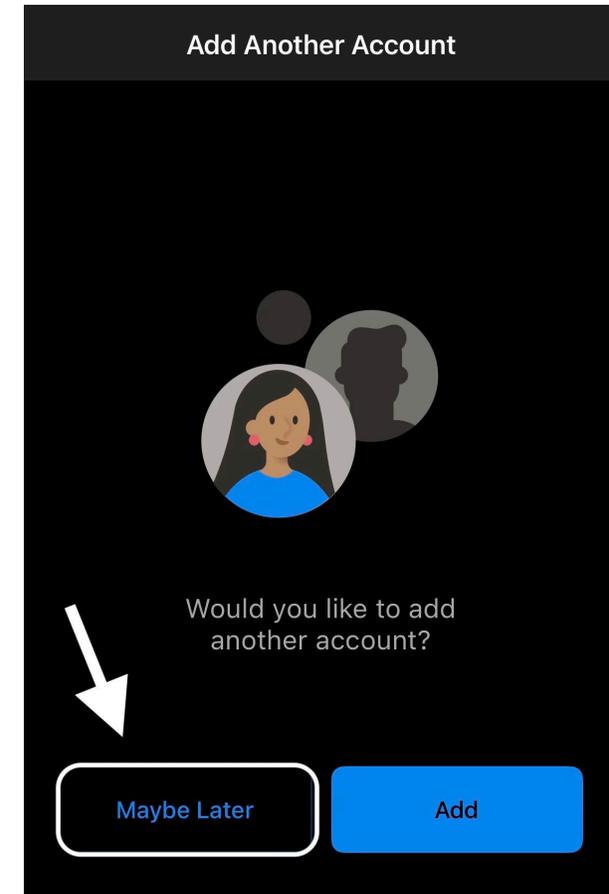
[New/Forgotten Password | Change Password](#)

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

Step 5: Add Another Account

Once you sign in, the app will ask if you would like to add another account. Click **Maybe Later** to decline.

You can always add other email accounts later.



Congratulations!

You have successfully installed and set up the Outlook app on your mobile device.

Questions?

If you run into any issues, or have further questions, please feel free to reach out to us!

- Website: www.lbcc.edu/sthd
- Phone: (562) 938 - 4250
- Email: sthd@lbcc.edu