How to set up your LBCC email on your device

Objectives

From this tutorial, you will learn:

- 1. Setup your LBCC email on your personal computer using Outlook or Thunderbird.
- 2. Setup your LBCC email on your Android/iOS device using the Outlook App.



- Launch Outlook 1)
- You will see the next screen: 2)

🛅 New	Email
Drag Your Fa	avorite Folders Here
And click on "Add Acco	unt":
Info Acco	ount
Open & Export	
Save As	soft Exchange
After this you will see t	bis screen
	Drag Your Fa And click on "Add Acco Info Open & Export Save As After this you will see t

Note: if you have already setup a previous account just click in the "File" section of Outlook:

Home

File

Send / Receive

<

Sea

A

3) Type your **Full Name**, **LBCC Email Address**, and your **Network Password**.

	Add Account			×
	Auto Account Setup Outlook can automatically configure man	y email accounts.		×
	E-mail Account			
	Your Name: Ole Viking	3		
	E-mail Address: oviking@	lbcc.edu		
	Password: ****** Retype Password: ******	ord your Internet service provider has give	en vou	
4) Click on "Next."				
	O Manual setup or additional server ty	pes		
			< Back Next >	Cancel

5) The next screen will appear:

Add Account	Windows Security
Searching for your mail server settings	Microsoft Outlook
Configuring	Connecting oviking@lbcc.edu
Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection → Searching for 1234567@student.lbcc.edu settings Logging on to the mail server	oviking@lbcc.edu Password Remember my credentials
	OK Cancel

6) ***IMPORTANT*** On the Windows Security screen, you will need to update your email to your Office 365 log in, which is your EmployeeID@lbcc.edu. Example: 0123456@lbcc.edu

Windows Security	×	
Microsoft Outlook		
Connecting to oviking@lbcc.e	du	
1234567@lbcc.edu	×	
•••••		
Remember my credentials		
ОК	Cancel	

7) Introduce your password again.

8) Click on "Remember my credentials" to avoid repeating this step every time you open Outlook. And then click "OK"

9) You will have to close Outlook and open it again.

Congratulations! You have successfully set up your LBCC email on Outlook!!



- 1) Launch Thunderbird after you have <u>Downloaded</u> and Installed it.
- 2) You will see the next screen:

Local Folders					7	5	-	٥	×
🗄 Get Messages 👻 🗹 Write 💌	🏴 Chat 👤 Address Book 🛛 📎	Tag 🔻 🝸 Quick Filter	Search <ctrl+k></ctrl+k>	م	≡	Events		•)	×
✓ Iccal Folders I Trash Outbox	Thunderbird Mail -	Local Folders				1	Fri Dec 20' w Event	17 C) ▶ . W 48
	Accounts View settings for this a Create a new account: Email Chat	account : ন্বি Newsgroups 🛛 🖻 Feeds]		 ✓ Toda > Tom > Upca 	ay orrow oming (5	i days)	I
	Create a new calendar Advanced Features Search messages Manage message filte	rs]					

3) Click on "Email":

Accounts				
٩	View settin	ngs for this	account	
	Create a n	ew accoun	t:	
	🖂 Email	🗟 Chat	🛱 Newsgroups	🔊 Feeds
	Create a n	ew calenda	ar	

4) The following window will appear:

lcome to Thunderbird	×
Would you like a new email address?	
Your name, or nickname	Search
In partnership with several providers, Thunderbird can offer you a new email accou your first and last name, or any other words you'd like, in the fields above to get sta gandi.net	nt. Just fill in ırted.
The search terms used are sent to Mozilla (<u>Privacy Policy</u>) and to 3rd party email progandi.net (<u>Privacy Policy</u> , <u>Terms of Service</u>) to find available email addresses.	oviders
Skip this and use my existing email I think I'll configure my account la	ter.

5) Click on "Skip this and use my existing email."

6) This window will appear:

Mail Account Setu	qı		×
Your <u>n</u> ame:	First Last	Your name, as sh	nown to others
Emai <u>l</u> address:	email@example.com		
<u>P</u> assword:	Password		
	Remember password		
<u>G</u> et a new acco	bunt	<u>C</u> ontinue	C <u>a</u> ncel

7) Type in your <u>Full Name</u>, your <u>LBCC Email Address</u>, and your <u>Network Password</u>.



9) This window will appear:

Mail Account Se	tup		×
Your <u>n</u> ame:	Ole Viking	Your name, as sho	own to others
Emai <u>l</u> address:	oviking@lbcc.edu		
<u>P</u> assword:	•••••		
	Remember password		
Configuration IMAP (ref 	found in Mozilla ISP database mote folders) O POP3 (keep i	nail on your comp	uter)
Incoming:	IMAP, imap-mail.outlook.com, S	SL	
Outgoing:	SMTP, smtp-mail.outlook.com, S	TARTTLS	
Username:	oviking@lbcc.edu		
<u>G</u> et a new acc	count <u>M</u> anual config	<u>D</u> one	C <u>a</u> ncel

8) Click on "Continue."

10) * IMPORTANT*

Click on "Manual config" and then update your <u>Username</u> for <u>Incoming</u> & <u>Outgoing</u> to your Office 365 log in, which is your EmployeeID@lbcc.edu

(Example: 0123456@lbcc.edu)

Mail Account Set	up					×
Your <u>n</u> ame:	Ole Vikin	Ole Viking Your name, as shown to others				
Emai <u>l</u> address:	oviking	@lbcc.edu				
<u>P</u> assword:	•••••	•••				
	Re <u>m</u> em	ber password				
	c 1					
Configuration f	found in Moz	tilla ISP database				
		Server hostname		Port	SSL	Authentication
Incoming: I	MAP ~	imap-mail.outlook	k.com	993 ~	SSL/TLS ~	Normal password
Outgoing: S	MTP	smtp-mail.outlook	k.com ~	587 ~	STARTTLS ~	Normal password \checkmark
Username: Ir	ncoming:	1234567 @lbcc.ed	u		Outgoing:	1234567@lbcc.edu
<u>G</u> et a new acc	ount <u>A</u> dv	anced config			Re- <u>t</u> est	Done C <u>a</u> ncel

11) Click on "Done" and everything will be setup.

Congratulations! You have successfully set up your LBCC email on Thunderbird!!



Microsoft Outlook App is available to use on both Android and iOS phones. Click on the corresponding banner to download the app. Then, follow the instructions to login to your account.





1) Open the **Microsoft Outlook** app from your phone. You will see this screen:

		0.12 K/S % 1	100% 7.00	-			
7.85 K/s 🕸 🕐 🎔 💆 100% 7:00	Add account		0			0.12 K/s 🗚 🕕 🕇	► ^{LTE} 100%
	Enter your work or perso	nal email address.			Add account		
	1234567@lbcc.edu				Enter your work or persona	al email address.	
0	Microsoft might email you about the 0 View our Privacy Policy.	Dutlook Mobile App. You can unsul	scribe at any time.		1234567@lbcc.edu		
					Microsoft might email you about the Ou View our Privacy Policy.	tlook Mobile App. You can unsu	bscribe at any time
Outlook							
A better way to manage your email.							
GET STARTED							
View our Privacy Palicy	@live.com @msn.co	m @hotmail.com	@outlook.com		@live.com @msn.com	@hotmail.com	@outlook
			CONTINUE >				CONTINUE
2) Click on GET STARTED:							CONTINUE
				5) C	Click CONTIN	IUE > :	

3) The next form will appear:

4) Here you will type in your Office 365 login, which is your EmployeeID@lbcc.edu Example: 0123456@lbcc.edu

> 100% 7.0 ?

@outlook.con

CONTINUE >

6) The app will redirect you to our site login:

7) Put your Viking password:

8) If all the information is correct, you should see the following message:

0.00 K/s 🚸 🕕 💎 : 🌿 100% 7:00	0.00 K/s 💸 🕕 💎 🖤 100% 7:00	11.0 K/s 🕸 🕕 💎 💆 100% 7:00
B LONG BEACH CITY COLLEGE	B LONG BEACH CITY COLLEGE	\bigcirc
Sign in with your organizational account	Sign in with your organizational account	
1234567@lbcc.edu	1234567@lbcc.edu	
Password		
Sign in Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.	Sign in Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or a helpdesk@lbcc.edu.	Completing login
	and click Sign In.	

9) You will be asked if you want to add another account.

17.3 K/s 🚸 🕕 💎 🍱 100% 7:00 Account added Would you like to add another account now? SKIP CONTINUE > Click on SKIP

10) A screen with tips will appear:



11) If you already have emails in your account these will sync and appear in the main screen:



Congratulations! You have successfully set up your LBCC email on your phone!

