

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.

Select your Email Client

1.



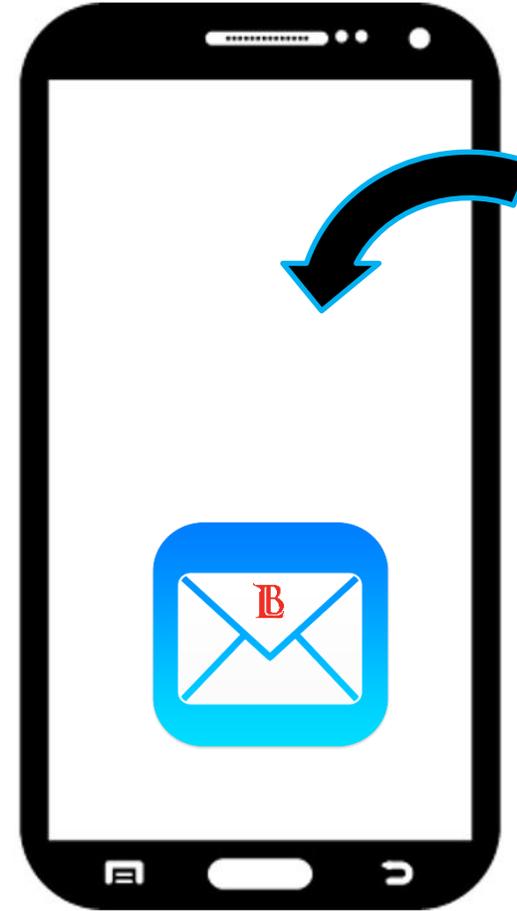
Outlook

2.



Mozilla Thunderbird

3.



Add to your phone 😊

Setting up Outlook

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

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

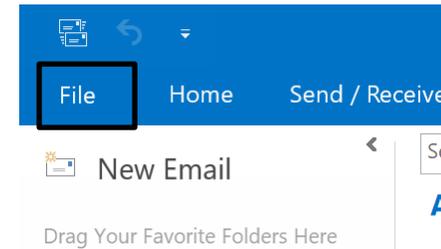
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

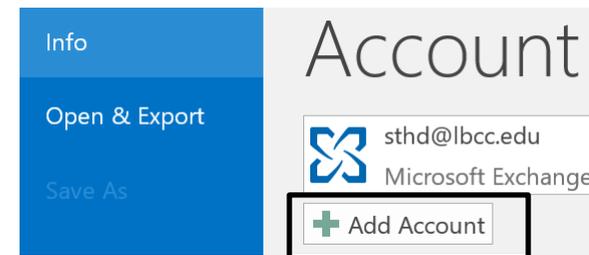
Manual setup or additional server types

< Back Next > Cancel

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



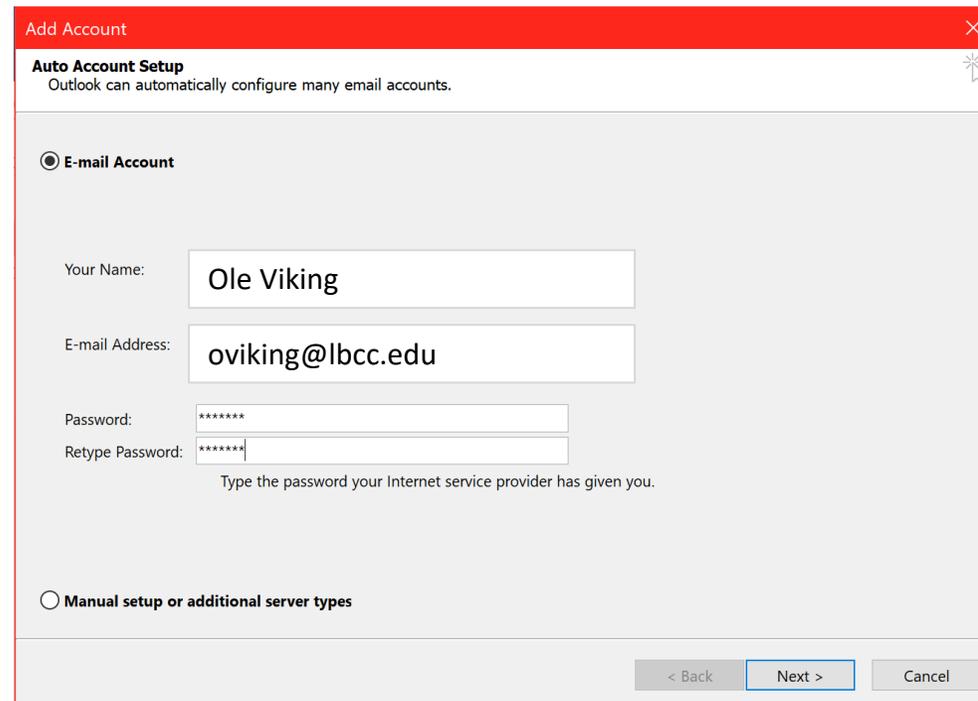
And click on “Add Account”:



After this you will see **this screen**.

Setting up Outlook

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



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:

E-mail Address:

Password:

Retype Password:

Type the password your Internet service provider has given you.

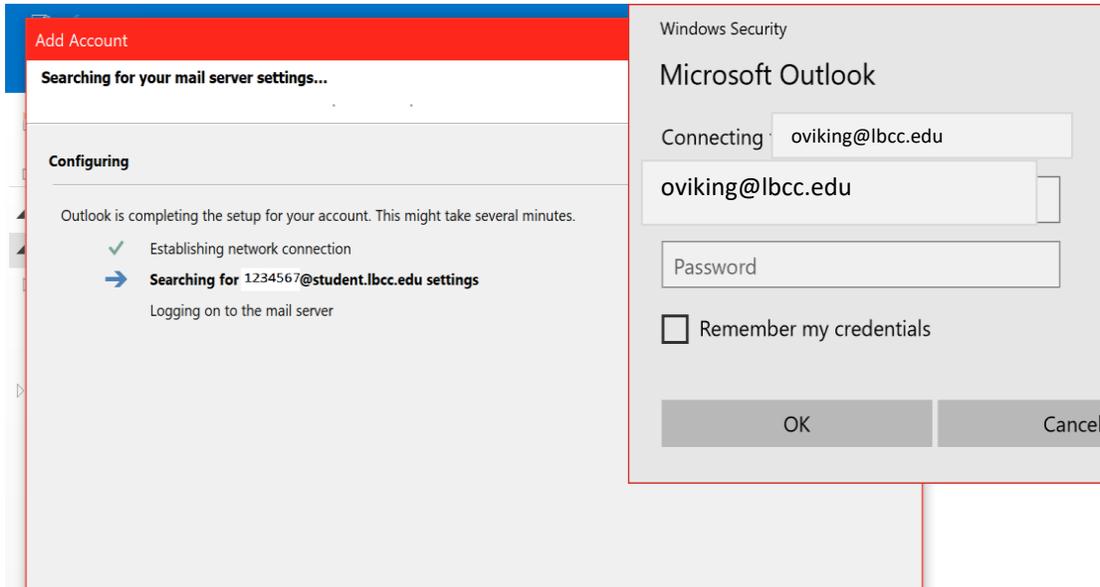
Manual setup or additional server types

< Back Next > Cancel

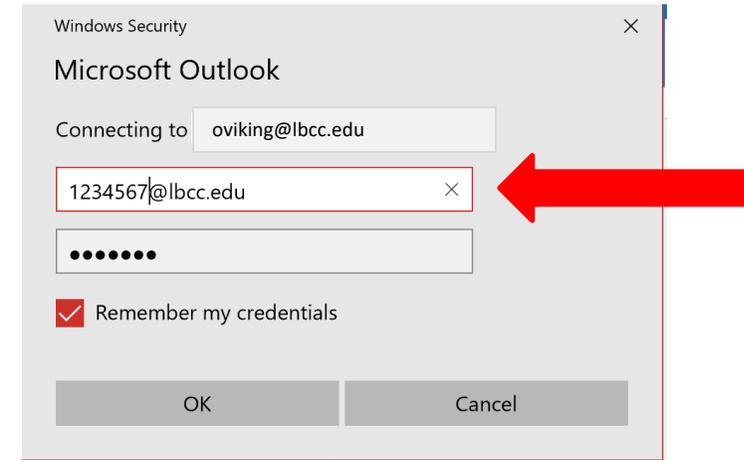
4) Click on “Next.”

Setting up Outlook

5) The next screen will appear:



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



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”

Setting up Outlook

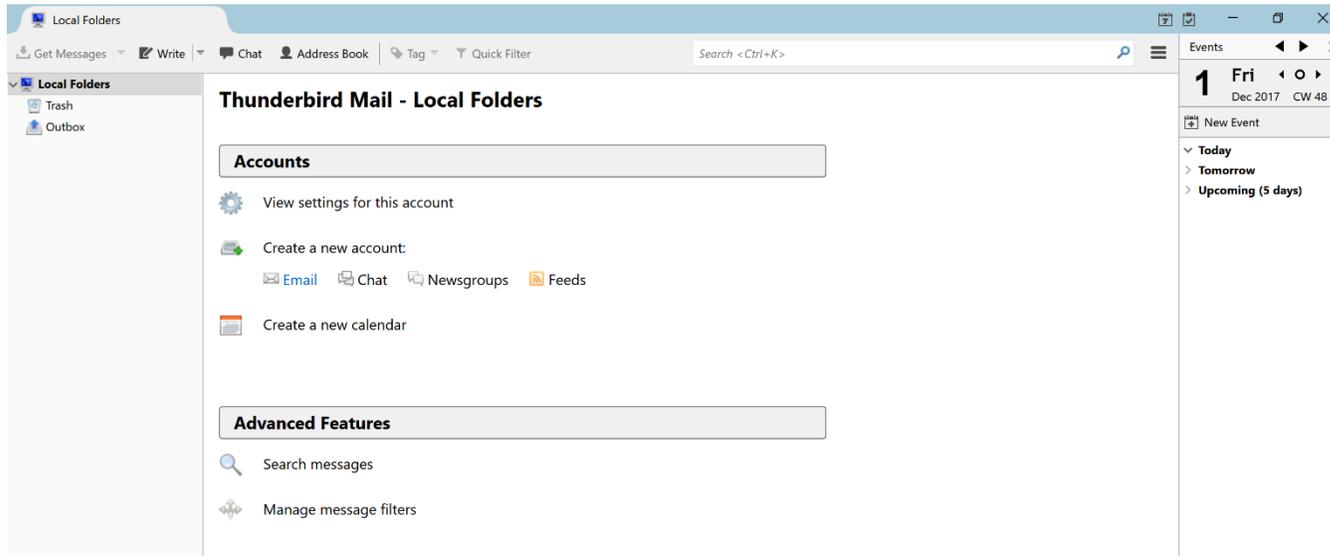
9) You will have to close Outlook and open it again.

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

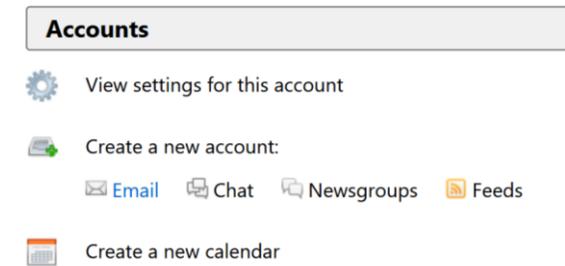


Setting up Thunderbird

- 1) Launch Thunderbird after you have [Downloaded](#) and Installed it.
- 2) You will see the next screen:

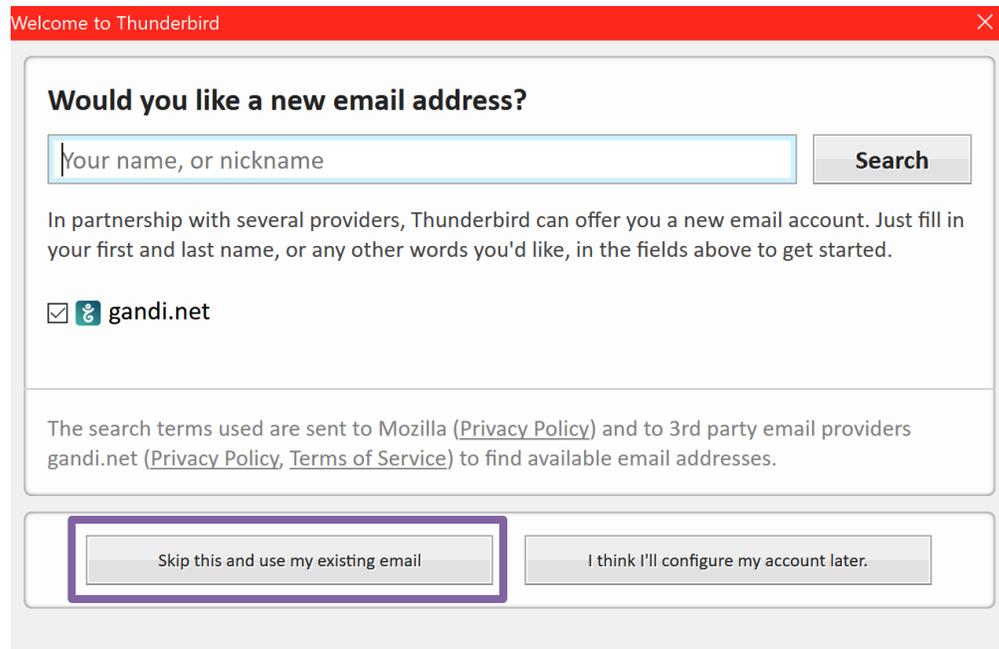


- 3) Click on "Email":



Setting up Thunderbird

4) The following window will appear:



Welcome 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 account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

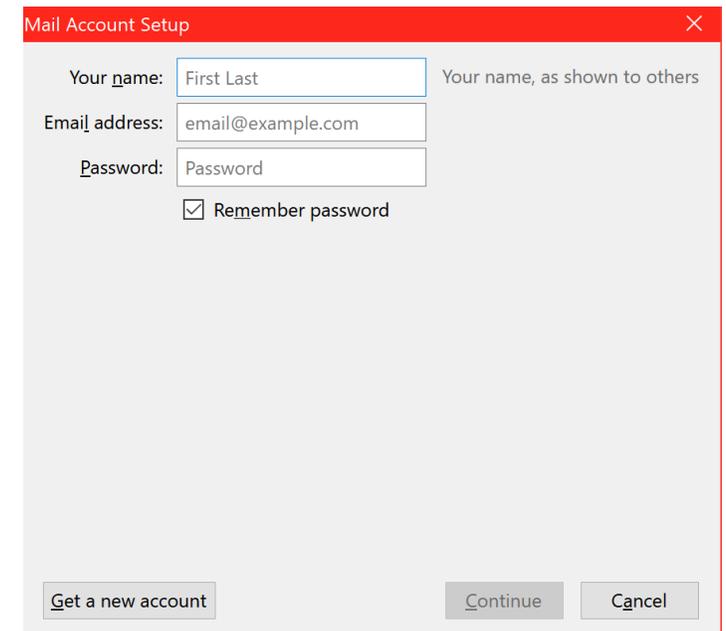
gandi.net

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers gandi.net ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

Skip this and use my existing email I think I'll configure my account later.

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

6) This window will appear:



Mail Account Setup

Your name: First Last Your name, as shown to others

Email address: email@example.com

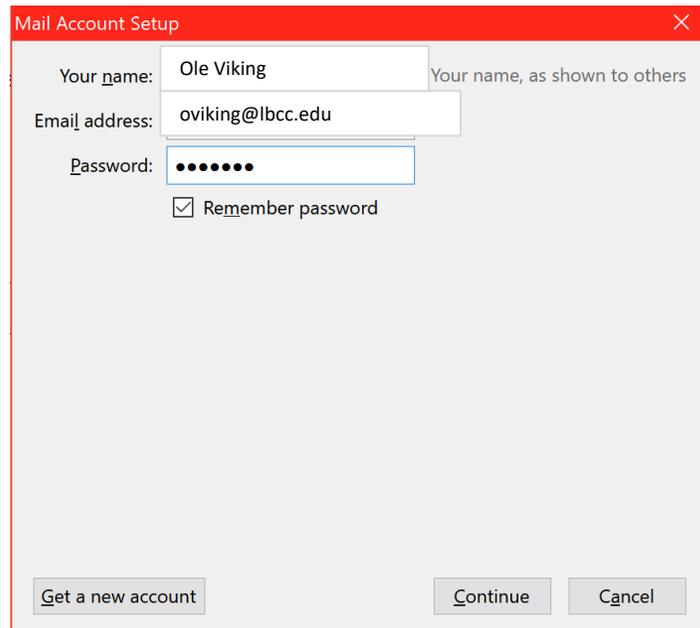
Password: Password

Remember password

Get a new account Continue Cancel

Setting up Thunderbird

7) Type in your Full Name, your LBCC Email Address, and your Network Password.



Mail Account Setup

Your name: Ole Viking Your name, as shown to others

Email address: oviking@lbcc.edu

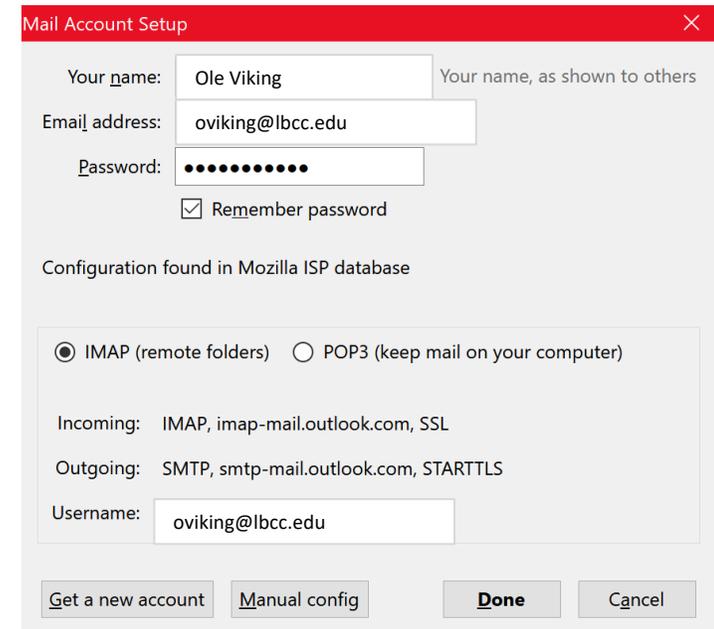
Password: ●●●●●●

Remember password

Get a new account Continue Cancel

8) Click on "Continue."

9) This window will appear:



Mail Account Setup

Your name: Ole Viking Your name, as shown to others

Email address: oviking@lbcc.edu

Password: ●●●●●●●●

Remember password

Configuration found in Mozilla ISP database

IMAP (remote folders) POP3 (keep mail on your computer)

Incoming: IMAP, imap-mail.outlook.com, SSL

Outgoing: SMTP, smtp-mail.outlook.com, STARTTLS

Username: oviking@lbcc.edu

Get a new account Manual config Done Cancel

Setting up Thunderbird

10) * **IMPORTANT***

Click on “Manual config” and then update your **Username** for **Incoming** & **Outgoing** to your Office 365 log in, which is your EmployeeID@lbcc.edu

(Example: 0123456@lbcc.edu)

Mail Account Setup

Your name: Ole Viking Your name, as shown to others

Email address: oviking@lbcc.edu

Password: ●●●●●●●●

Remember password

Configuration found in Mozilla ISP database

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	imap-mail.outlook.com	993	SSL/TLS	Normal password
Outgoing: SMTP	smtp-mail.outlook.com	587	STARTTLS	Normal password

Username: Incoming: 1234567@lbcc.edu Outgoing: 1234567@lbcc.edu

Get a new account Advanced config Re-test Done Cancel

Setting up Thunderbird

11) Click on “Done” and everything will be setup.

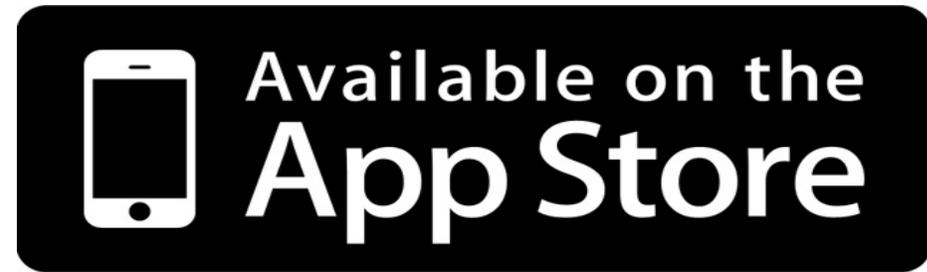
Congratulations! You have successfully set up your LBCC email on Thunderbird!!



Email on your Cell Phone

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.



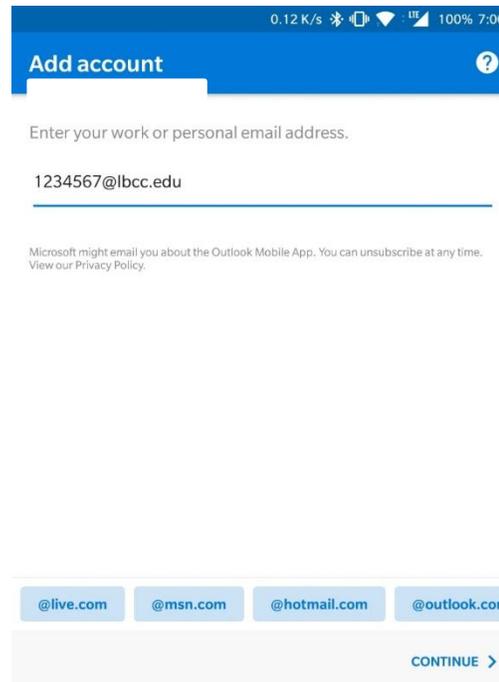
Email on your Cell Phone

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

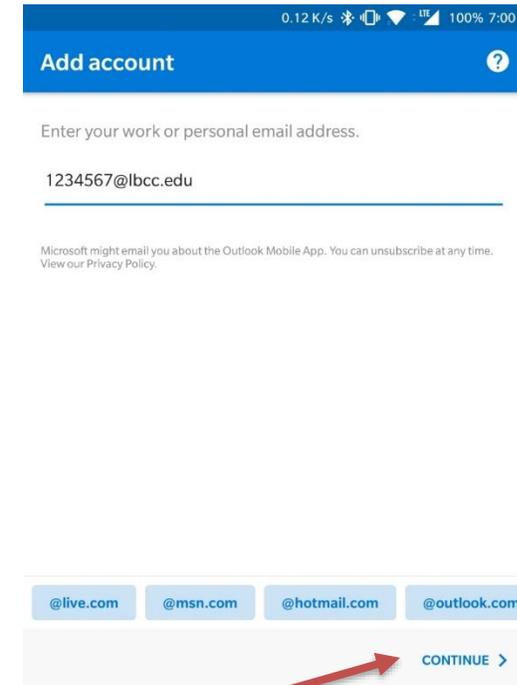


2) Click on **GET STARTED**:

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



5) Click **CONTINUE >** :

Email on your Cell Phone

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



Sign in with your organizational account

Sign in

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

7) Put your Viking password:



Sign in with your organizational account

Sign in

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

and click **Sign In**.

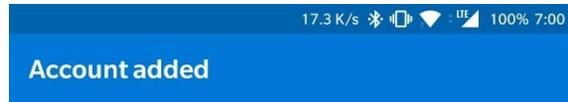
8) If all the information is correct, you should see the following message:



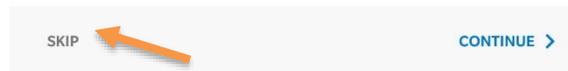
Completing login...

Email on your Cell Phone

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

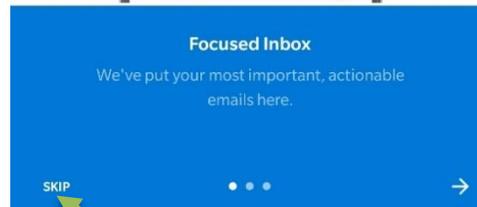
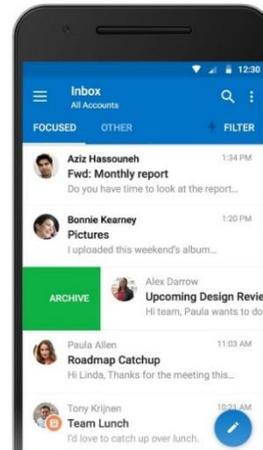


Would you like to add another account now?



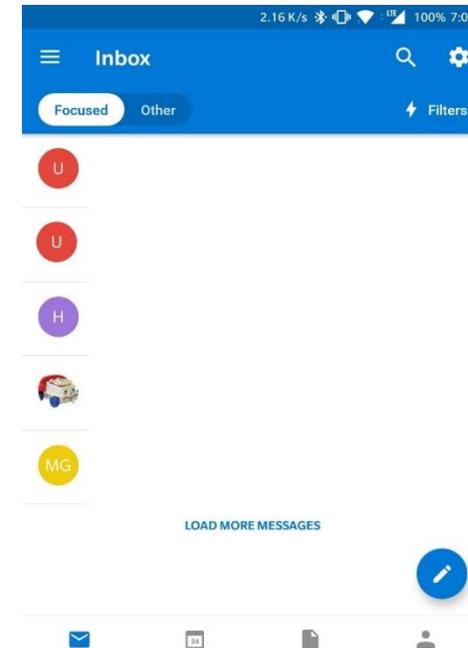
Click on **SKIP**

10) A screen with tips will appear:



Click on **SKIP** again.

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



Email on your Cell Phone

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

