How to Access Office 365 Email Account

Student Tutorial

PRESENTED BY THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD



Student Technology Help Desk (STHD)



Objectives

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From this tutorial, you will learn:

- 1) How to access your LBCC student email account (Outlook via Office 365)
- 2) How to forward emails from this account to your personal account (if you prefer that).
- 3) How to setup your student account as your preferred email for LBCC related services (if you prefer it).



Select an Option:



Access Office 365 email account.

Forward O365 email to a personal account.



Change preferred email account in the Viking System to receive all LBCC messages (Canvas, LBCC announcements, etc.)



How to Access 0365 Account

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1) Go to <u>www.office.com</u>, you should see the following screen:



3) You will see the next Sign In.Your email is in the next formatVikingID@lbcc.edu.Ex: 0123456@lbcc.edu





How to Access 0365 Account

B LONG BEACH CITY COLLEGE

5) You will be redirected to our webpage which should look like this:



6) Type your Viking password and click Sign In.

7) You will see the next window: **B**LONG BEACH CITY COLLEGE 1234567@lbcc.edu Stay signed in? Do this to reduce the number of times you are asked to sign in. No Yes Don't show this again 8) You can choose whether or

not you want to stay signed in.



How to Access 0365 Account

9) Congratulations! You have just logged into your Office 365 account!

Good afternoon, STHD			Q	Search online documents	
Apps					Install Office apps $\ \!$
Mail OneDrive	Word	X Excel	P PowerPoint	N OneNote	SharePoint
Explore all your apps $ ightarrow$					

From here you can check your emails (click on **Mail**), and even use the **Web Version of the Office 365 suite** (which is limited in options compared to the full desktop version).



Forward LBCC Emails to your Personal Account Student Technology Help Desk (STH

Some students prefer to have all email accounts forward to one personal account. If you want your LBCC student email account to forward to your personal account, you may follow these directions.

1) From the main **Mail** page:





How to Forward Emails

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3) The following sidebar will appear:	4) Scroll down until y	/ou see " Your app settings "
STHD	and select Mail.	Offline settings Use this computer when you're not connected to a network.
Settings ×		Manage add-ins Turn add-ins from your favorite app vendors on and off.
Search all settings		Manage connectors Connect Outlook to your favorite services.
Create an automatic reply (Out of office) message.		Theme Default theme
Display settings Choose how your Inbox should be organized.		Notifications On V
Offline settings Use this computer when you're not connected to a network.		Your app settings Office 365 Mail

er when you're not connected ns m your favorite app vendors on ectors to your favorite services. me \sim \sim ngs Calendar People



How to Forward Emails

5) The **Options** sidebar will appear in the



6) Click on "Accounts" and then on Forwarding:





How to Forward Emails

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7) Forwarding options will appear in the middle of the screen:



9) Input your personal email account:

• Start forwarding

Forward my email to:

personal@email.com

Keep a copy of forwarded messages

Optional: You can choose whether or not you want to keep a copy of the emails in your O365 account.

10)	Click S	ave.
	R Save	× Discard
	Forwa	rding
	• Start for	warding
	Forward	my email to:
	persona	al@email.com
	V Kee	a copy of forwarded messages

Congratulations! You have setup forwarding successfully!



How to Change Preferred Email

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Log in to the <u>Viking Student System</u>:



Once log in you will see your important information on the screen:

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Priority Appointn	nent				
Appt Term: Start Date:	1595	2018 Spring Appt Start Time:	11:00AM	Appt Number: Appt End Date:	0108 12/11/2017
Refund Deadlines	s: Spring				
16 Weeks: 12 Weeks:	02/18/201 03/11/201	First 8 Weeks: Last 8 Weeks:	02/11/2018 04/15/2018	Less Than 5 We	ts-1st DayOfClass
tudent Self Servic	e				
STHD's Stud	ent Cen	ter			
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other personal	~ (>>	Phone 562/938-4250	Email sthd@lbcc.er	hu	



Email Preference Change

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Email Preference Change

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Email Preference Change

RACLE vorites | Main Menu -> Self Service -> Campus Personal Information -> User Preferences -> Email Addres **v** (>>> go to ... Personal Information Security addresses phone numbers email addresses emergency contacts Email Addresses nter your email addresses below. f multiple email addresses are entered, specify your primary contact email ddress by selecting the preferred checkbox. *Email Type *Email Address Preferred delete Business ▼ Campus @student.lbcc.edu delete V delete Home @gmail.com ADD AN EMAIL ADDRESS SAVE Click Save

Congratulations! You have now saved your LBCC student email address as your preferred account.

Important Reminder: You have access to your LBCC student email account while you are an active student at LBCC. It is best to back up important messages.