

# LBCC Student Email Support

## Student Tutorial

---

PRESENTED BY  
THE STUDENT TECHNOLOGY HELP DESK (STHD)

[WWW.LBCC.EDU/STHD](http://WWW.LBCC.EDU/STHD)



**Student Technology Help Desk (STHD)**



Student Technology Help Desk (STHD)

# Objectives

---

From this tutorial, you will learn:

- 1) How to access your LBCC student email account via Office 365 and locate your LBCC email address.
- 2) How to forward your LBCC email account to a personal account (optional).
- 3) How to update your preferred email address in the Student Viking System to receive all LBCC communications in your LBCC account (optional).



Student Technology Help Desk (STHD)

# LBCC Student Email Accounts

- As an active LBCC student, you have access to an LBCC student email account.
- Your email address will come in this format:  
[\(first initial\)\(lastname\)\(series of numbers\)@student.lbcc.edu](#).

For example, Ole Viking's email address would be something like this: [oviking123@student.lbcc.edu](#)

## **\*Important\***

Once you graduate, transfer, or if you take a break from the college, you will no longer have access to your LBCC student email account. It is highly recommended that you backup any important messages.



Student Technology Help Desk (STHD)

# Select an Option:



Access Office 365 LBCC student email account & locate your LBCC student email address.



Forward O365 email to a personal account.



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



Student Technology Help Desk (STHD)

# How to Access Office 365 Account

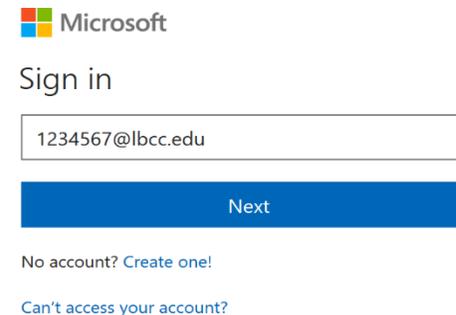
- 1) Go to [www.office.com](http://www.office.com), you should see the following screen:



- 2) Click on **Sign In.**

- 3) Your sign in email for Office 365 is in the this format [VikingID@lbcc.edu](mailto:VikingID@lbcc.edu).  
Ex: [0123456@lbcc.edu](mailto:0123456@lbcc.edu)

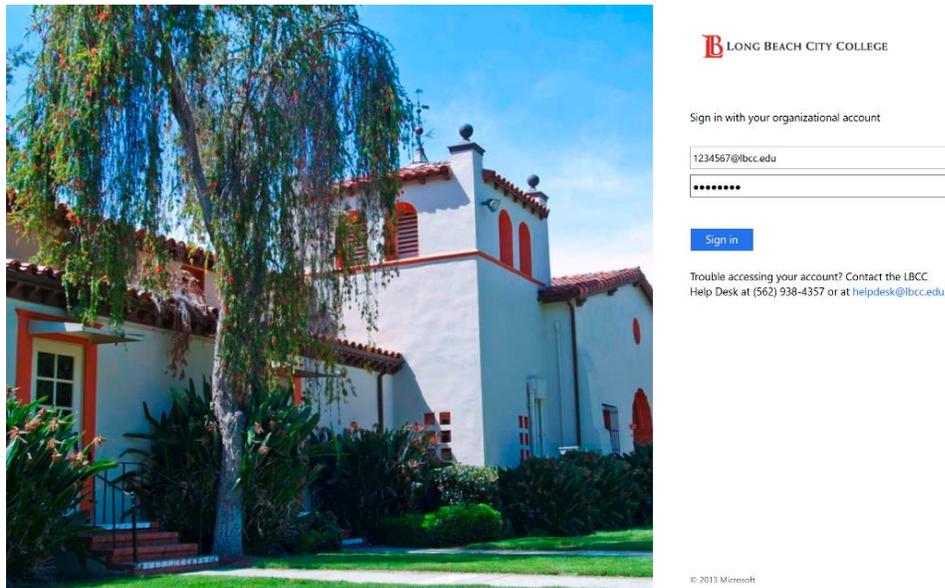
Note that this is **different** from your actual LBCC student email address.



- 4) Click next.

# How to Access 0365 Account

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:



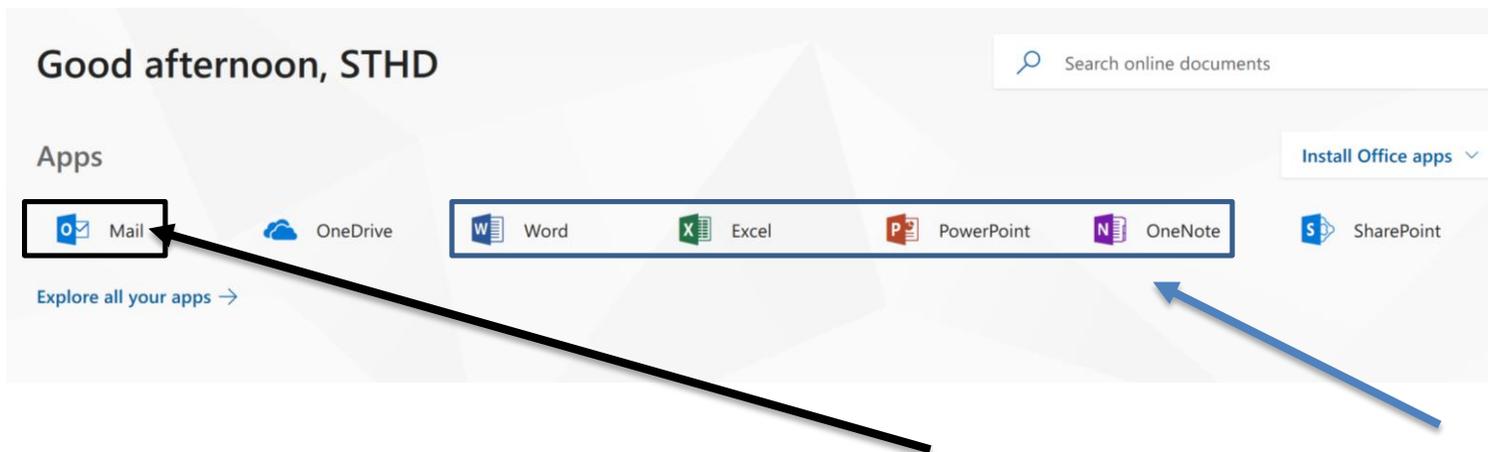
8) You can choose whether or not you want to stay signed in.



Student Technology Help Desk (STHD)

# How to Access O365 Account

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



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).



Student Technology Help Desk (STHD)

# Your LBCC Student Email Address

You can view your LBCC student email address in Office 365 by clicking on your name in the upper right corner.

Then select **My Account** in the drop down menu.

Then click **Personal Info** on the left menu.

The screenshot displays the Office 365 'My account' interface for a user named Ole Viking. The top navigation bar includes 'Office 365' and 'My account'. The left sidebar contains a menu with options: 'My account', 'Personal info', 'Subscriptions', 'Security & privacy', 'App permissions', 'Install status', and 'Settings'. The main content area is titled 'Ole Viking' and includes a profile picture. Below the name, there are sections for 'About', 'Contact details', and 'Address'. The 'Contact details' section lists the following information:

- Email: oviking123@student.lbcc.edu (highlighted with a red arrow)
- Alias: [Redacted]
- Mobile: [Redacted]
- Phone: [Redacted]
- Alternate email: [Redacted]

The 'About' section shows:

- First name: Ole
- Last name: Viking
- Occupation: [Redacted]
- Department: Student

The 'Address' section shows:

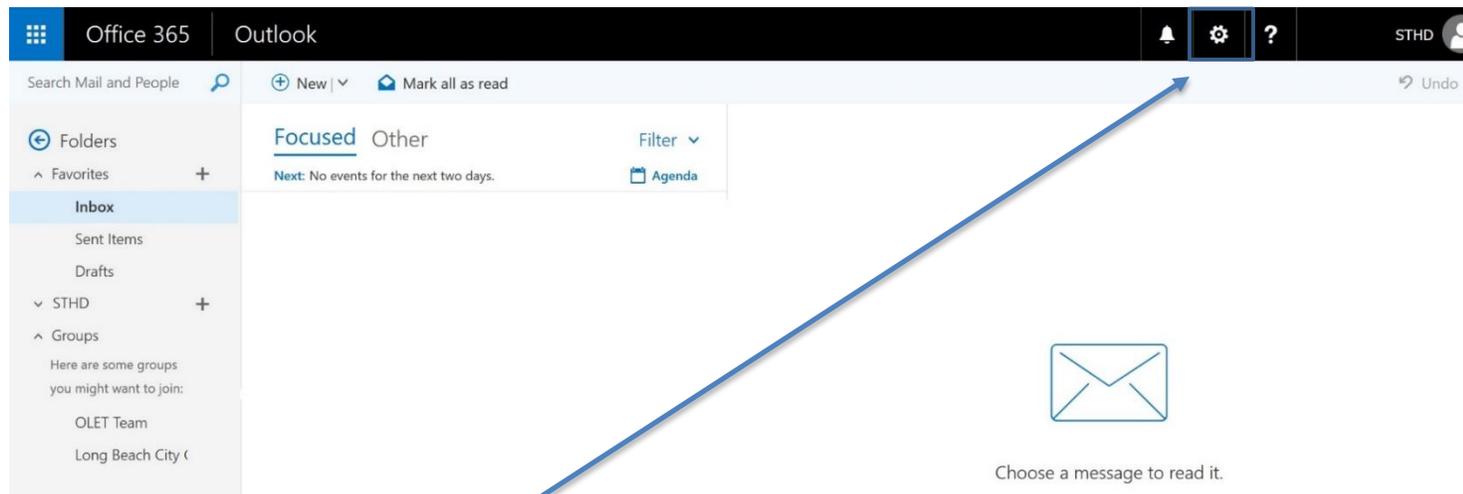
- Address: [Redacted]
- City: [Redacted]
- State or province: [Redacted]

In the top right corner, there is a 'My accounts' dropdown menu with options: 'My profile', 'My account', and 'Sign out'. A dark grey box with white text 'Your LBCC Student Email Address' is overlaid on the bottom right of the screenshot, with a red arrow pointing to the email address in the 'Contact details' section.

# Forward LBCC Emails to your Personal Account

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:



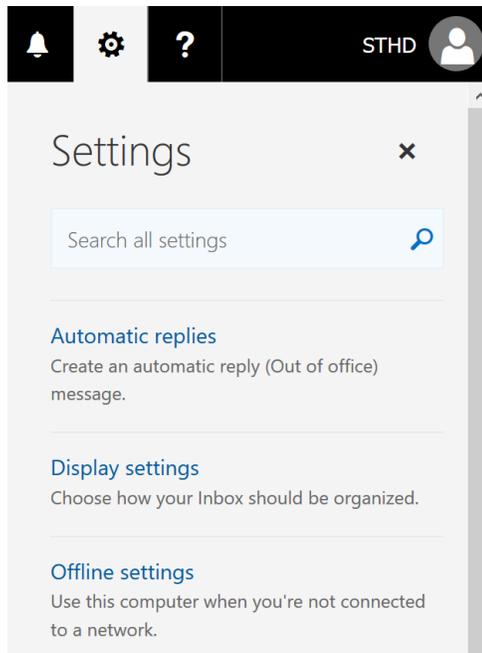
2) Click on the **gear icon**



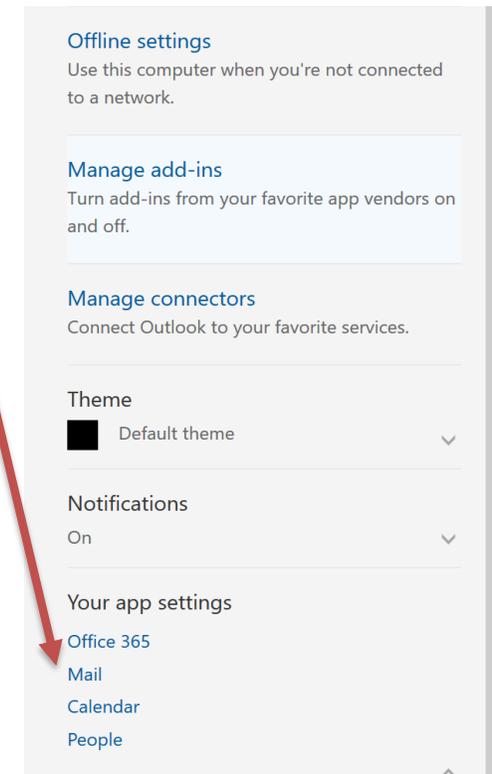
Student Technology Help Desk (STHD)

# How to Forward Emails

3) The following sidebar will appear:

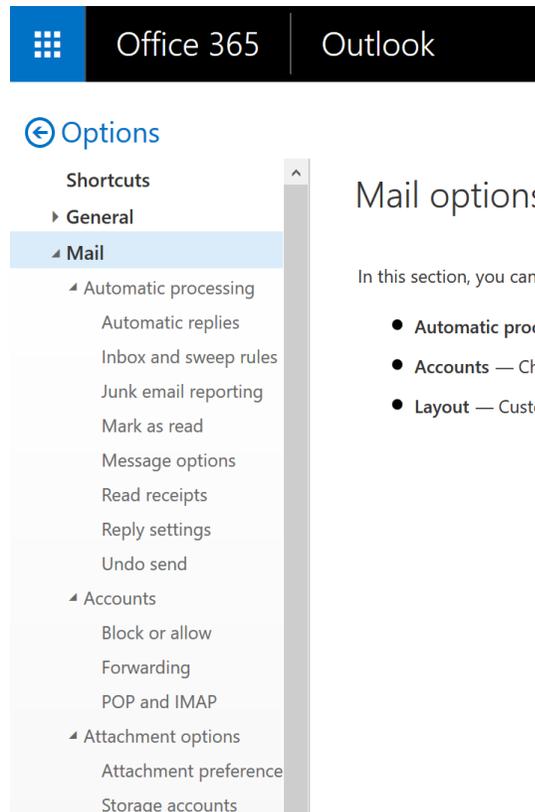


4) Scroll down until you see “Your app settings” and select **Mail**.

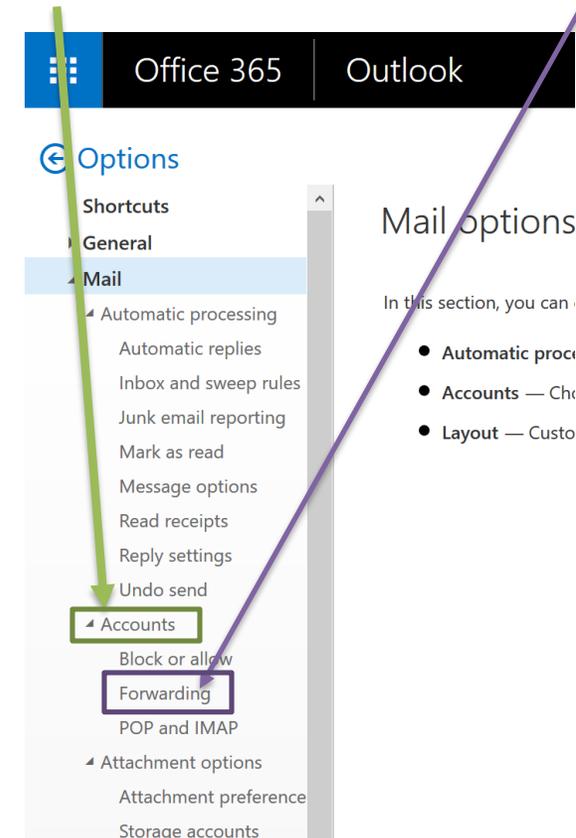


# How to Forward Emails

5) The **Options** sidebar will appear in the left side:



6) Click on “**Accounts**” and then on **Forwarding**:





Student Technology Help Desk (STHD)

# How to Forward Emails

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

Save Discard

Forwarding

Start forwarding

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

Stop forwarding

8) Select **Start forwarding**.

Start forwarding

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

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 **Save**.

Save Discard

Forwarding

Start forwarding

Forward my email to:

personal@email.com

Keep a copy of forwarded messages

**Congratulations!** You have setup forwarding successfully!



Student Technology Help Desk (STHD)

# How to Change Preferred Email

Log in to the [Viking Student System](#):



System is available from 6am to 2am daily.

Please enter your user id and password:

Note: your Viking ID is your **User ID**. If you don't know your **Password**, click [here](#) to reset it. Please refer to the [Help Guides](#) for additional information.

User ID:

Password:

By logging into this website, I agree to abide by the standards set in [Policy 6006](#) and [Administrative Regulation 6006](#) for the duration of my employment and/or enrollment.

**Sign In**

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

The screenshot displays the Viking Student System dashboard. At the top, there is a section for 'Important Dates' with a 'Priority Appointment' table showing details for a 1595 appointment in 2018 Spring. Below this is the 'Student Self Service' area, which includes 'STHD's Student Center' with navigation links for Academics, Finances, My Account, Financial Aid, and Personal Information. The Academics section shows 'This Week's Schedule' with a table of classes like Office LEC (00365) and OLET LEC (04254). The Finances section indicates 'You have no outstanding charges at this time.' The Personal Information section shows contact details for Long Beach, CA. On the right side, there are several utility boxes: 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'To Do List' (No Financial Aid To Do's), 'Enrollment Dates' (Open Enrollment Dates), 'LBCC Online Services' (View/Buy Books, Make a Counseling Appointment, Comevo - Student Orientation), 'Distance Learning Center' (Important DL Class Information), and 'Help' (Student Self-Service Help).



LONG BEACH  
CITY COLLEGE

Student Technology Help Desk (STHD)

# Email Preference Change

**Click on Personal Information**

**Click on User Preferences**

**Oracle**  
Favorites | Main Menu > Self Service > Campus Personal Information > User Preferences

go to ...

Personal Information  
Security  
ferpa restrictions  
user preferences

**User Preferences**

facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution: Long Beach City College  
Academic Career: Undergraduate  
Term: 1560 2016 Summer  
Aid Year: 2016 Financial Aid Year 2015-2016

To better notify you, tell us in which method you prefer receiving notifications.  
Set Notification Preferences

SAVE



Student Technology Help Desk (STHD)

# Email Preference Change

Oracle  
Favorites | Main Menu > Self Service > Campus Personal Information > User Preferences

Personal Information Security  
addresses phone numbers email addresses emergency contacts

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home		<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

Personal Information Security  
[Addresses](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#)

to ...

Click on Email Addresses

Oracle  
Favorites | Main Menu > Self Service > Campus Personal Information > User Preferences > Email Address

Personal Information Security  
addresses phone numbers email addresses emergency contacts

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Business		<input type="checkbox"/>	<a href="#">delete</a>
Campus	@student.lbcc.edu	<input checked="" type="checkbox"/>	<a href="#">delete</a>
Home	@gmail.com	<input type="checkbox"/>	<a href="#">delete</a>

[ADD AN EMAIL ADDRESS](#)

[SAVE](#)

Click the ✓ for Campus.



Student Technology Help Desk (STHD)

# Email Preference Change

Oracle

avorites | Main Menu > Self Service > Campus Personal Information > User Preferences > Email Address

go to ...

Personal Information Security

addresses phone numbers email addresses emergency contacts

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Business		<input type="checkbox"/>	delete
Campus	@student.lbcc.edu	<input checked="" type="checkbox"/>	delete
Home	@gmail.com	<input type="checkbox"/>	delete

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.