How to set up your LBCC student email on your personal device

Student Tutorial

PRESENTED BY

THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD

LONG BEACH CITY COLLEGE

Student Technology Help Desk (STHD)

Objectives

From this tutorial, you will learn:

1. How to setup your LBCC student email on your personal device (computer, tablet, phone, etc.).
2. Setup is now supported on Outlook (via Office 365) and Thunderbird.

Note: Setting up your LBCC student email account on your device is not required, but allows you quick access to your account if desired.
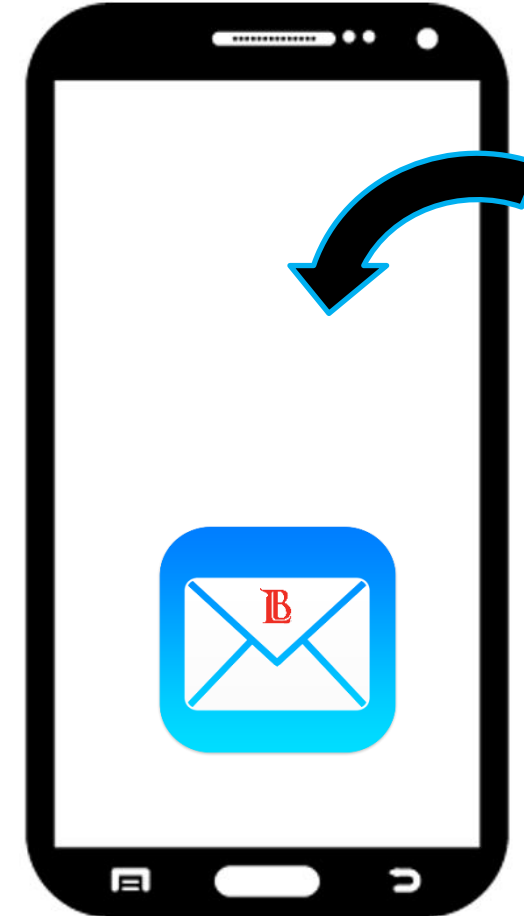
Select your Email Client
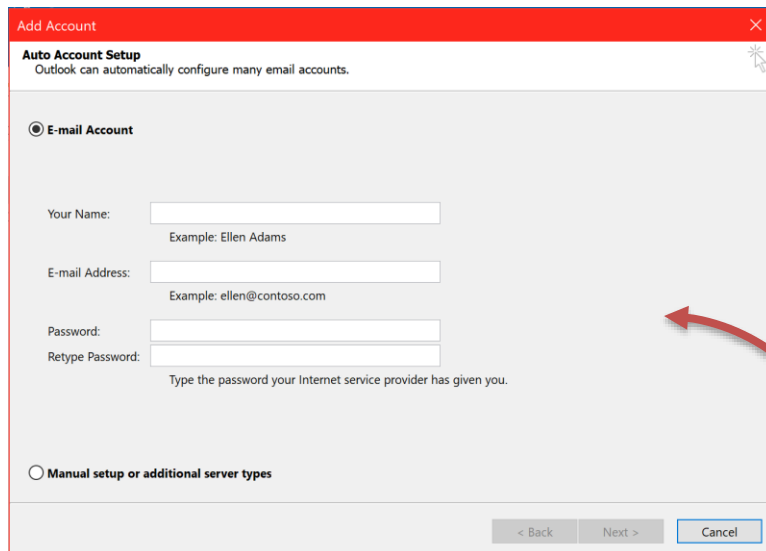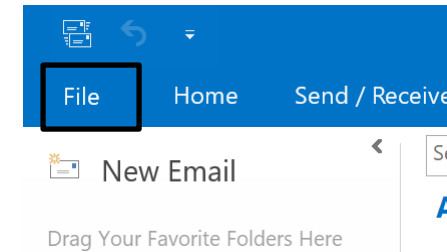
1. Outlook

2. Mozilla Thunderbird

3. Add to your phone ☺
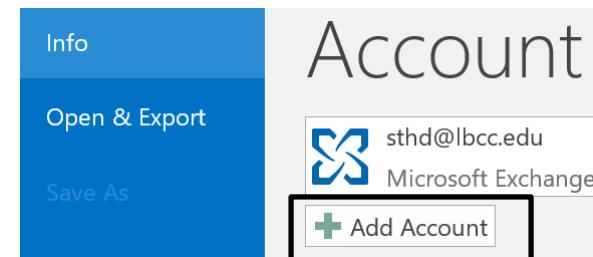
Setting up Outlook

 Long Beach City College

1) Launch Outlook after you have Downloaded and Installed Office 365.

2) You will see the next screen:

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 Student Email Address**, and your **Student Viking Password**.

4) Click on "Next."

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

◉ **E-mail Account**

Your Name: Ole Viking

E-mail Address: oviking123@student.lbcc.edu

Password: *******
Retype Password: *******

Type the password your Internet service provider has given you.
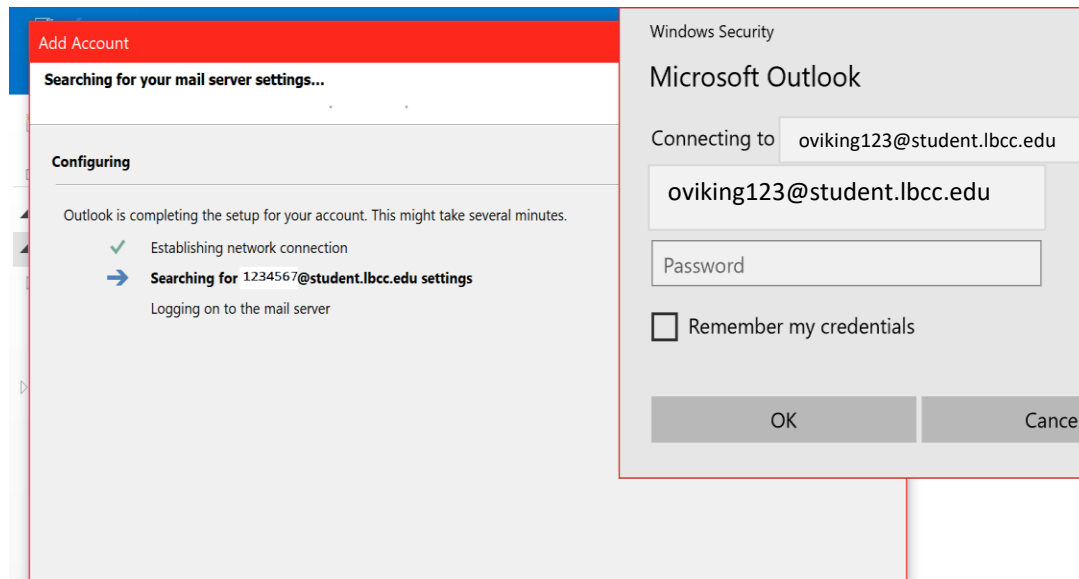
◯ **Manual setup or additional server types**

< Back   Next >   Cancel
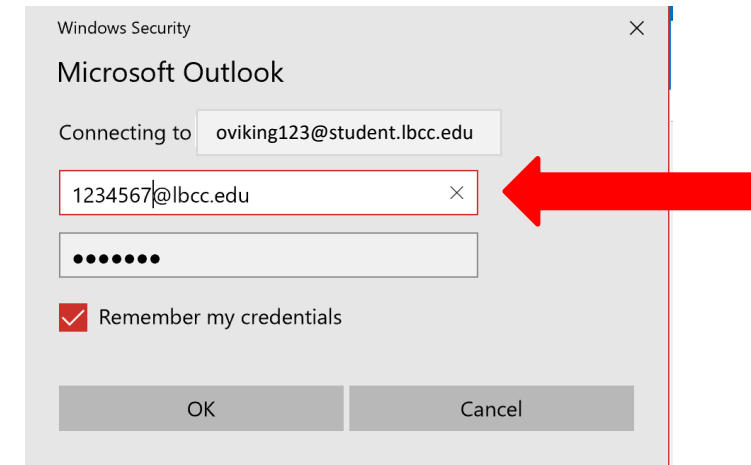
Setting up Outlook

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 VikingID@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.
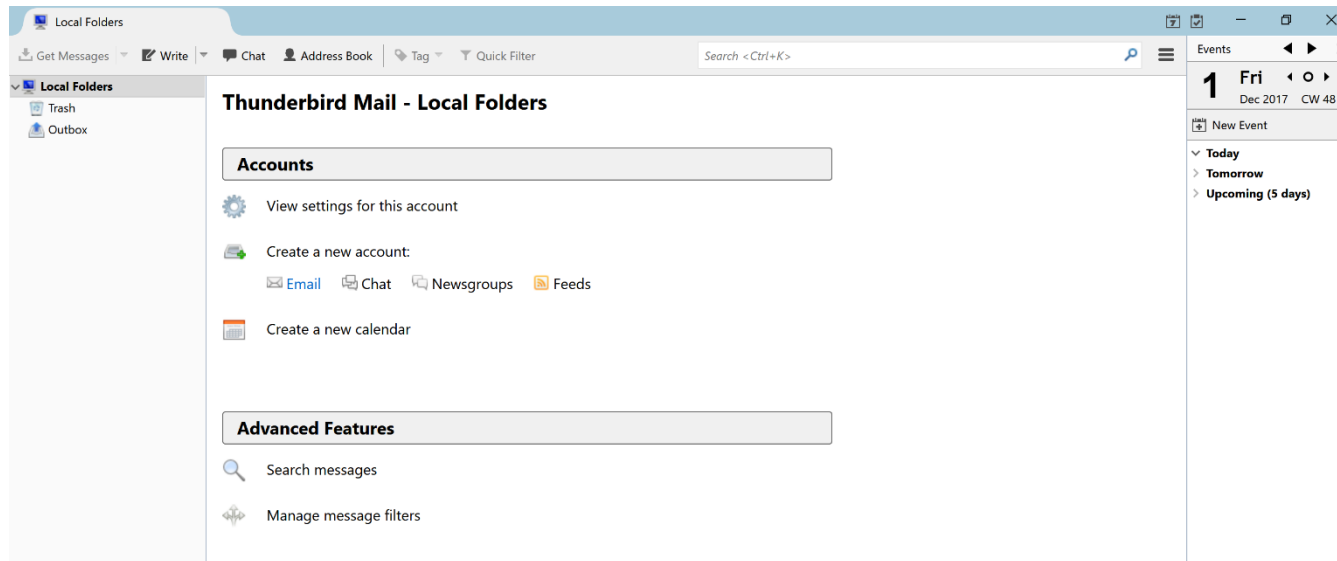
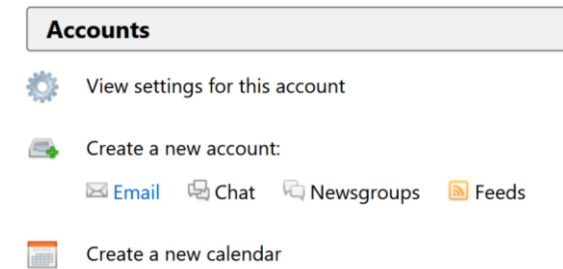*Congratulations!* You have successfully set up your student LBCC student email on Outlook!!

<u>Note</u>: If you had any previous email addresses set up to Outlook you will have to introduce the password for that account again.

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:

6) This 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."

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 <u>Full Name</u>, your <u>LBCC Student Email Address</u>, and your <u>Student Viking Password</u>.

9) This window will appear:

8) Click on "Continue."

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 VikingID@lbcc.edu

(Example: 0123456@lbcc.edu)

Mail Account Setup

Your name:	Ole Viking	Your name, as shown to others
Email address:	oviking123@student.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.

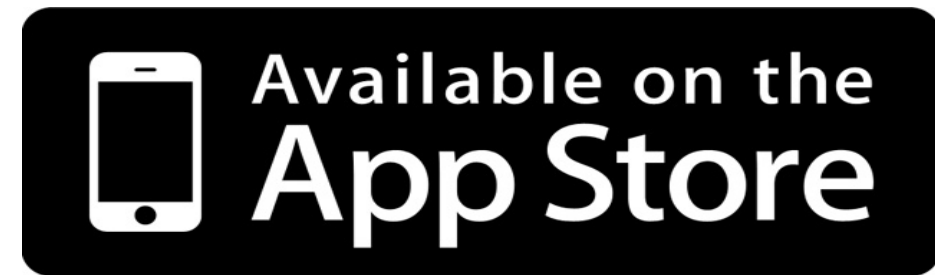*Congratulations*! You have successfully set up your student LBCC email on Thunderbird!!

Email on your Cell Phone

Microsoft Outlook is available to use in 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 log in, which is your VIkingID@lbcc.edu
Example: 0123456@lbcc.edu

5) Click CONTINUE > :

Email on your Cell Phone

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:

Sign in with your organizational account

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 with your organizational account

1234567@lbcc.edu

••••••••••

Sign in

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

and click Sign In.

Completing login...

Email on your Cell Phone

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

Click on SKIP

10) A screen with tips will appear:
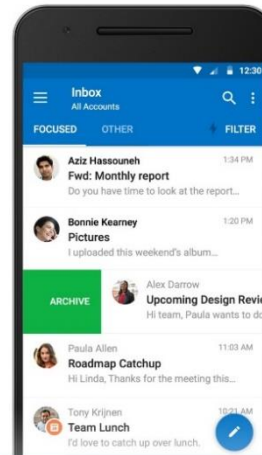
Click on SKIP again.

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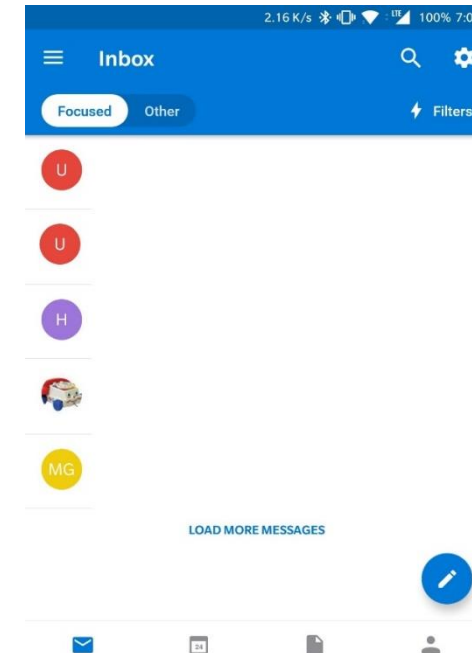
Email on your Cell Phone

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