

Office 365 @ LBCC 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 Office 365 with your LBCC Student ID & Viking Password
2. Best practices for using Office 365 during your time at LBCC.
3. How to download Office 2016 to your personal device.

Important

Note that you have access to Office 365 while you are a current student.

Be sure to back up your files on a personal device.

What is Office 365?



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Cloud based *free* resource available to you while you're a current student at LBCC!

What is available with Office 365?



- ✓ Word, Excel, PowerPoint, Outlook Email, OneDrive, & More!
- ✓ Save your files in the cloud!
- ✓ Collaborate with fellow students!
- ✓ Work from anywhere!

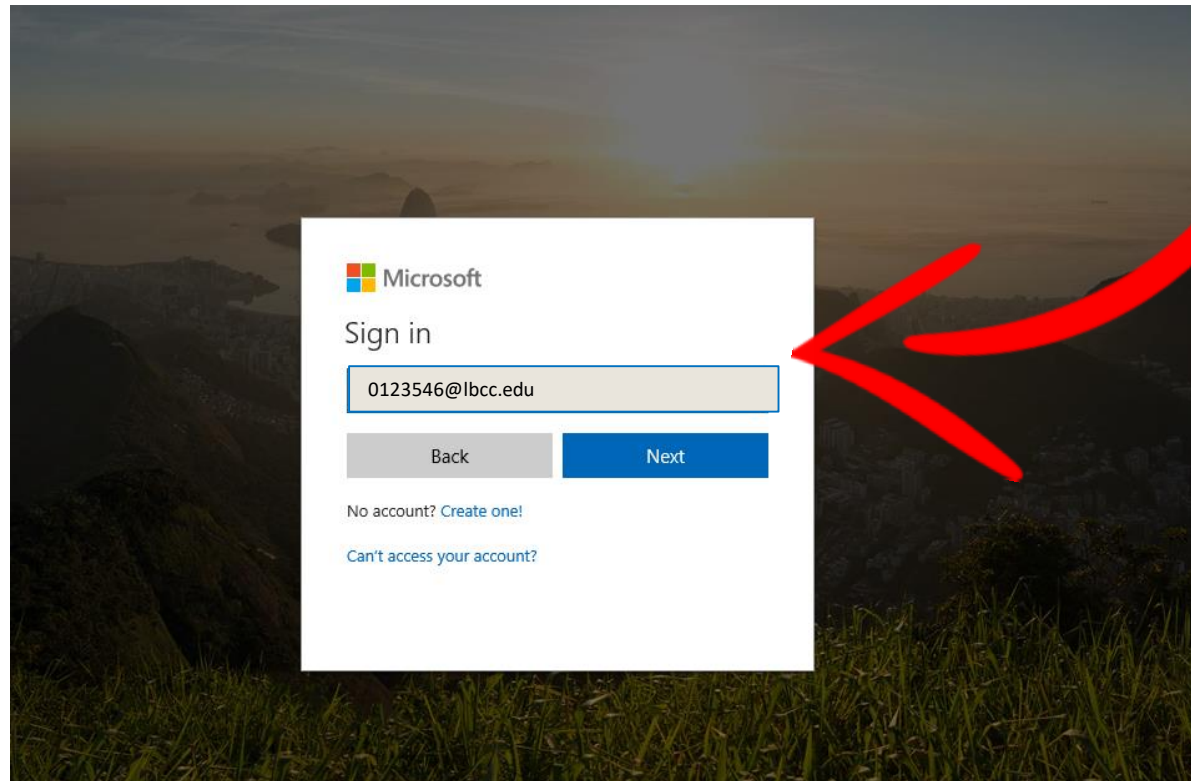


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Accessing Office 365

Go to:

www.microsoftonline.com or www.officeonline.com



Type in your Viking ID# @lbcc.edu

Note, you will type put “student” here

Example: 0123456@lbcc.edu

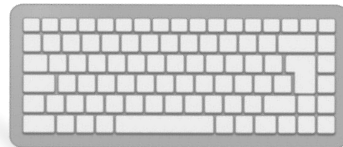
Then, click [Next](#).

Accessing Office 365



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Having trouble logging in?



The Student Technology Help Desk (STHD)
can assist you!



Once redirected to the LBCC login page,
you can then type in your Viking password.

Sign in with your organizational account

0123456@lbcc.edu

Your Viking Password (same as your LMS and Viking System password)

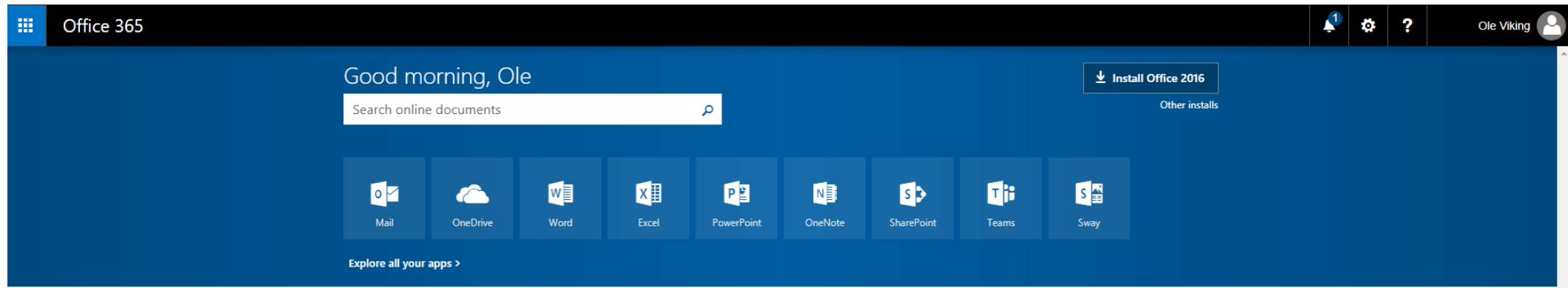
Sign in



Using Office 365



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Once you log in, you will have access to all of the tools available to LBCC students.

Best Practices - Office 365



You will have access to Office 365 while you are an active student.

You should always keep a back up of your files on a personal device.



Edit

While editing your files, be aware if you are editing in the browser or in the application.

Editing online vs. in Word, Excel, PowerPoint, etc.



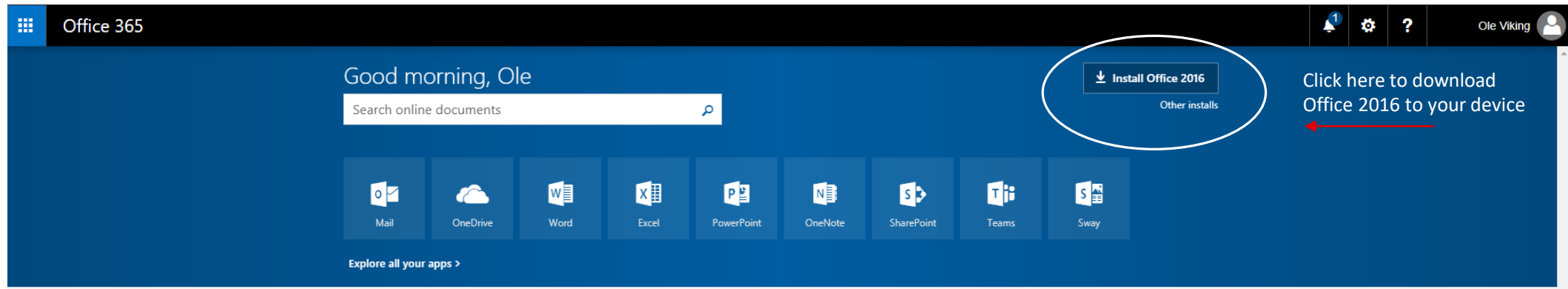
Use caution when saving your work. Be sure you are saving your files to the location intended

(Personal Device vs. OneDrive)



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Downloading Office 2016 & More



You, as a **current** LBCC student, have access to download Office 2016 on to your personal device (up to 5 devices). To start the process, click on the **Install Office 2016** button on the top right side of your Office 365 account.

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact us!

Phone: (562) 938-4250

Email: sthd@lbcc.edu

In-Person: Check out our schedule online @ www.lbcc.edu/sthd