

# Student Viking Email

## Accessing MS Outlook Online

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FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Accessing MS Outlook Online

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## LBCC Student Email Accounts

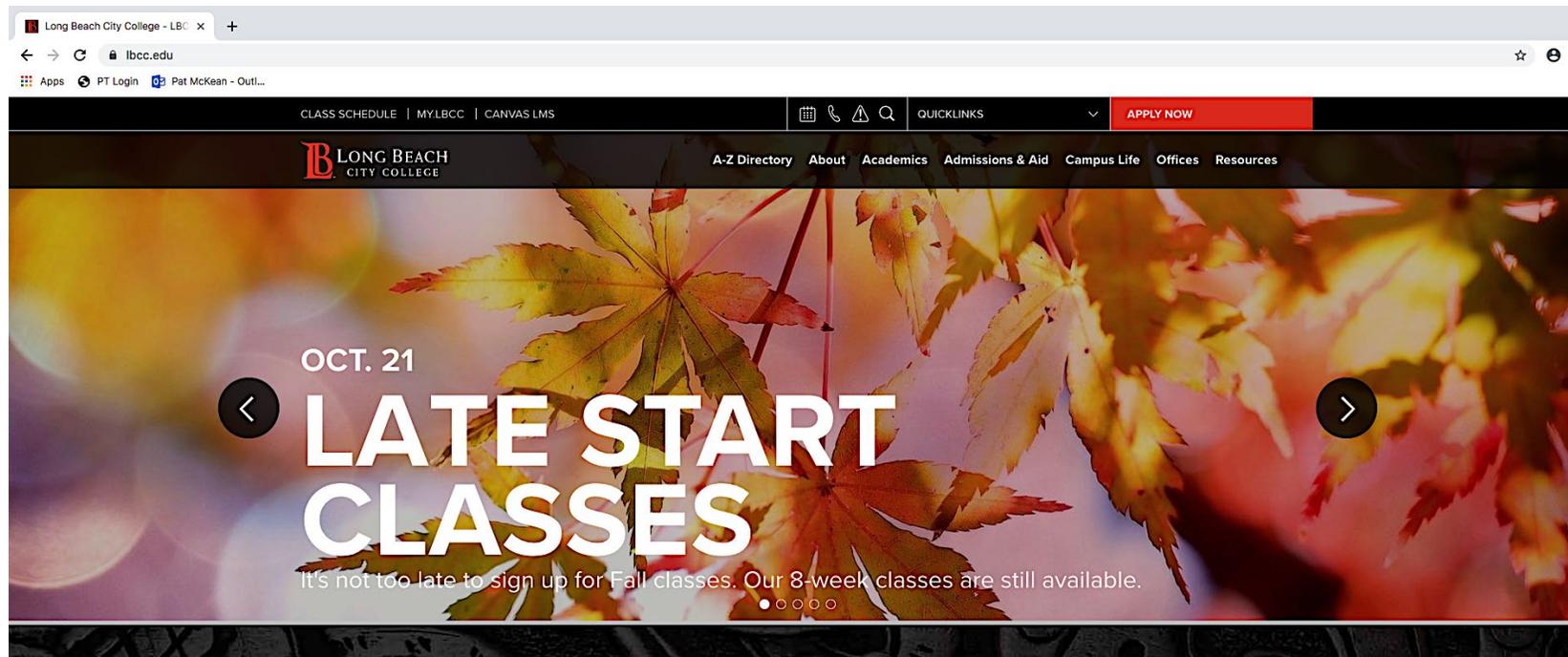
- As an active LBCC student, you have access to an LBCC student email account.
- Your email address will come in this format:
  - ~ (first initial)(last name)(series of numbers) @student.lbcc.edu
  - ~ For example, Ole Viking's email address would be something like this: **oviking123@student.lbcc.edu**

### **\*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.

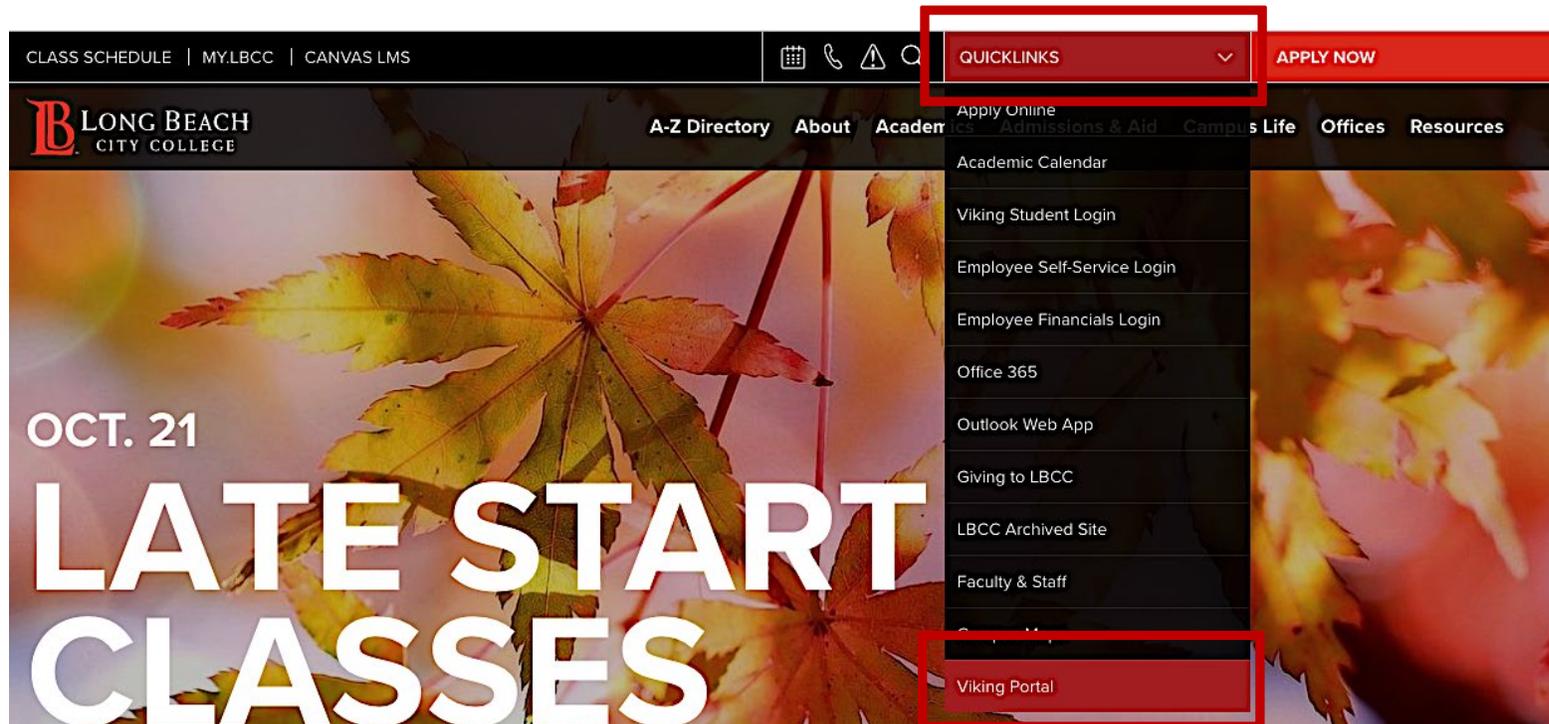
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Step 1: Go to [lbcc.edu](http://lbcc.edu)



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Step 2: Locate **QUICKLINKS** at the top of the web-page and without clicking point the cursor directly on it.



Step 3: Once the drop down menu appears, locate **Viking Portal** at the bottom of the list and click.

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Step 4: Enter your **Viking Student ID number** and **Password**. Afterwards, click the **Login** button.

**VIKING PORTAL**

VikingID / EmployeeID  
0123456

Password  
.....

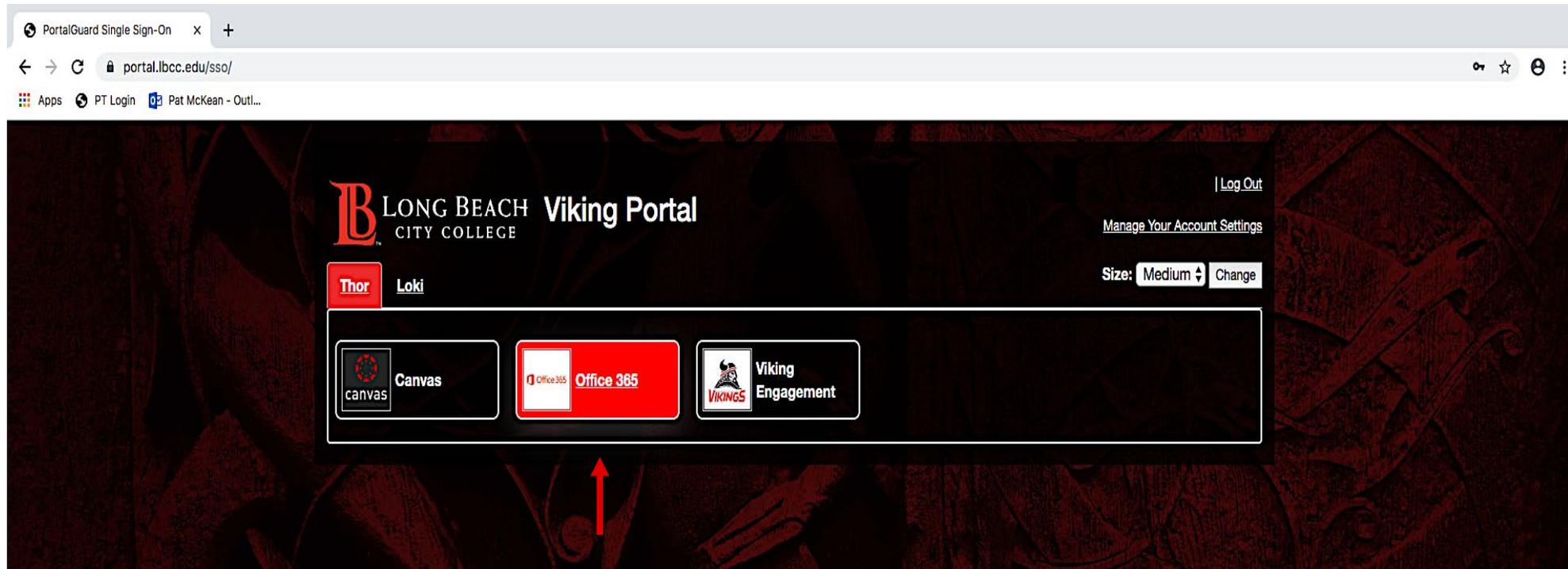
**LB** LONG BEACH  
CITY COLLEGE

**Login** Change Password New/Forgotten Password

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

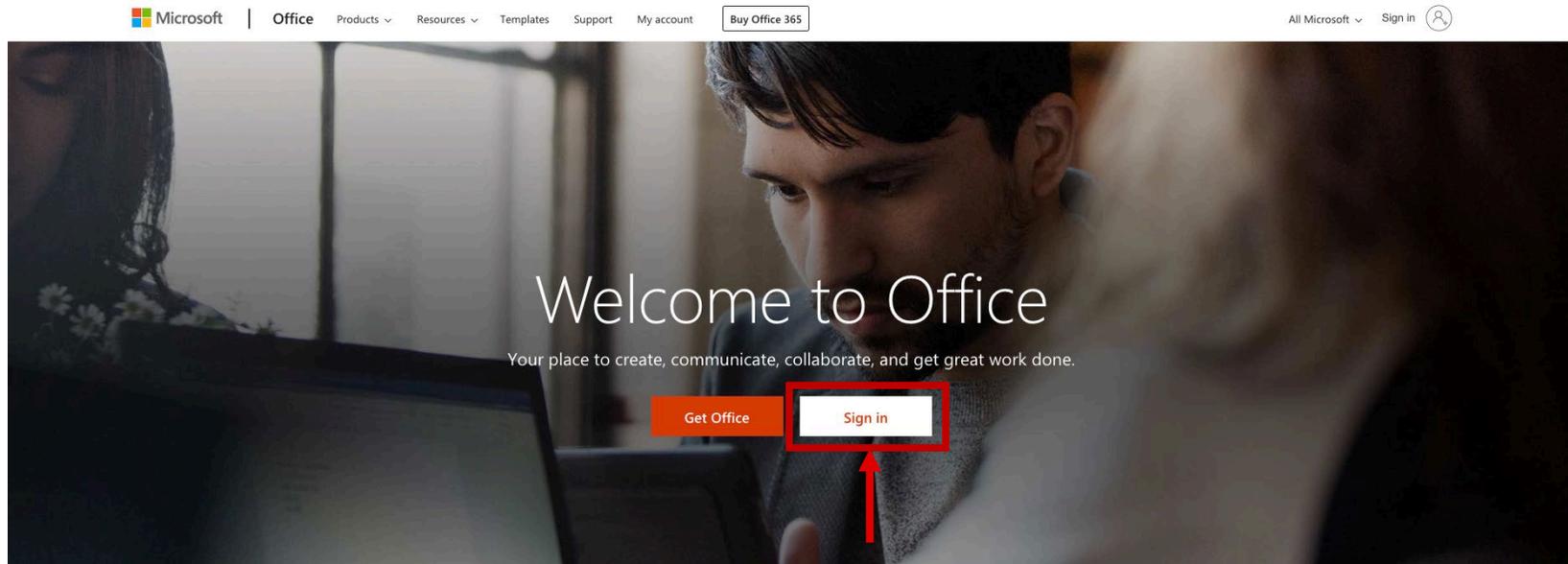
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Step 5: Click on **Office 365**.



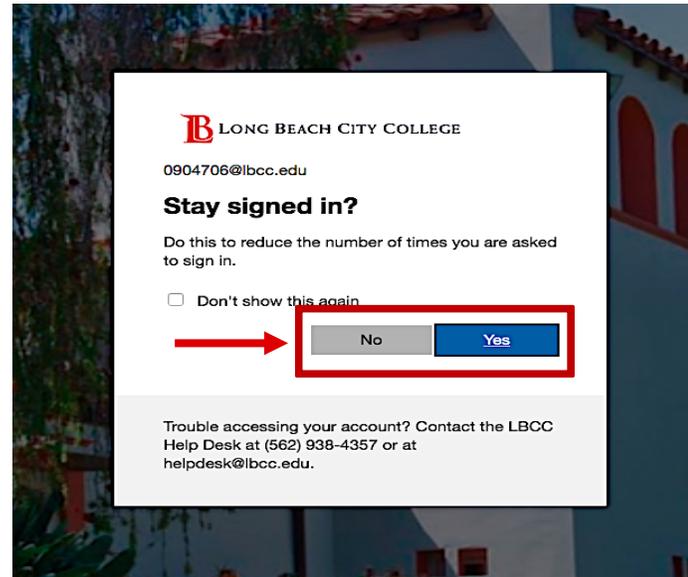
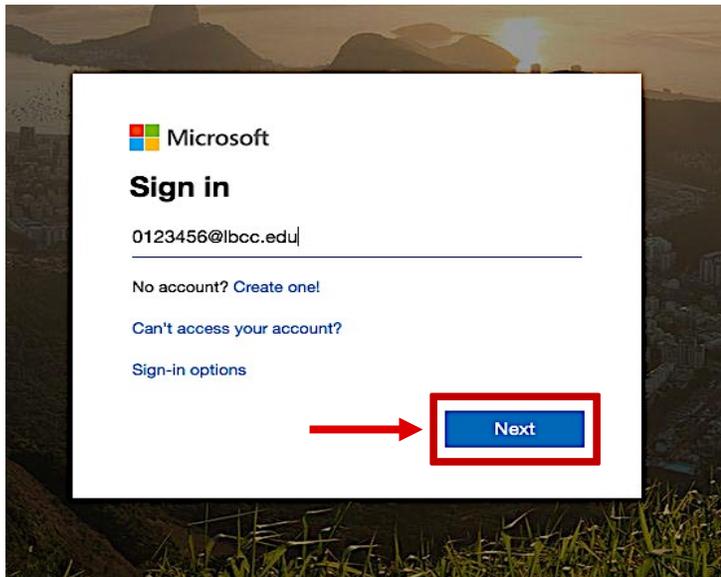
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Step 6: Click the **Sign In** button.



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Step 6: Your sign in email for Office 365 is in this format **VikingIDnumber@lbcc.edu**.  
Ex: **0123456@lbcc.edu**

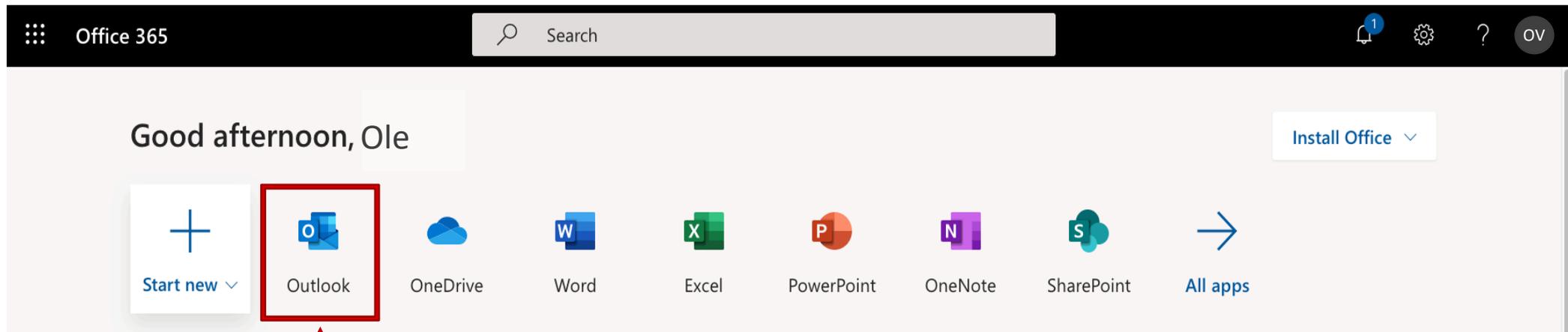


Please note that this is **different** from your actual LBCC student email address.

Step 7: Afterwards click **next**. The following window will ask if you would like to stay signed in. Upon your choice click either **yes** or **no**.

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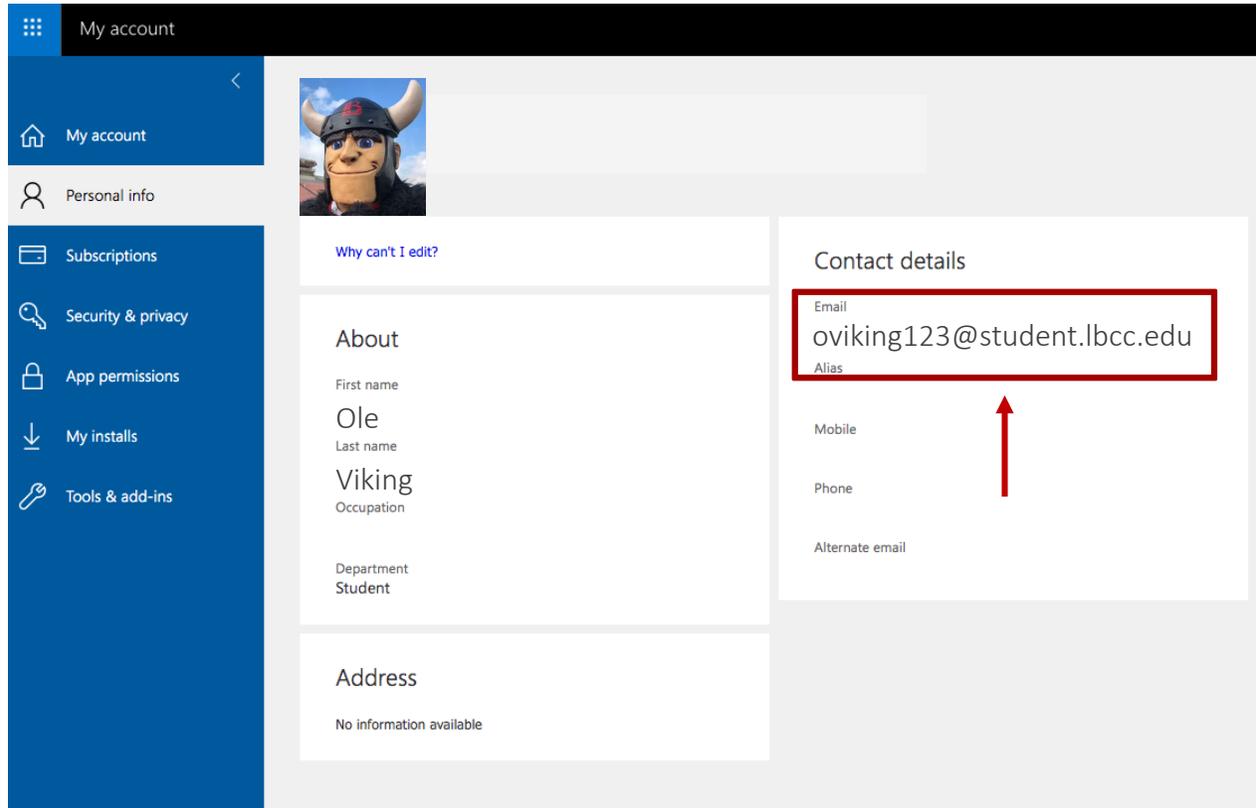
**Congratulations!** You have successfully logged into your Office 365 Account!



From here you can check your emails by clicking on **Outlook**.

Additionally you can use the Web Version of the Office 365 suite.  
(Please note that the **Web Version** of the Office 365 is limited in options in comparison to the full desktop version.)

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You can view your LBCC student email address in Office 365 by:

- Clicking on your name in the upper right corner.
- Afterwards selecting **“My account”** in the drop-down menu.
- Then selecting **“Personal Info”** on the left menu.