

Access Your LBCC Viking Student Email Account

Student Tutorial

PRESENTED BY
THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD



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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:
[\(first initial\)\(lastname\)\(series of numbers\)@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.



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How to Access Office 365 Account

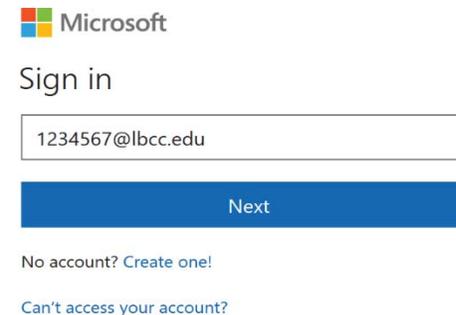
- 1) Go to www.office.com, you should see the following screen:



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

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

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



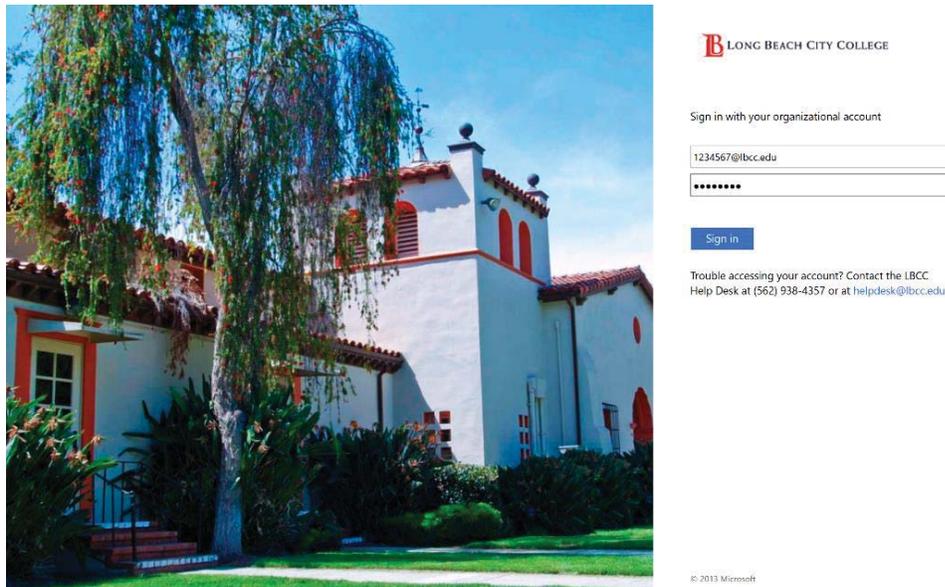
- 4) Click next.



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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:



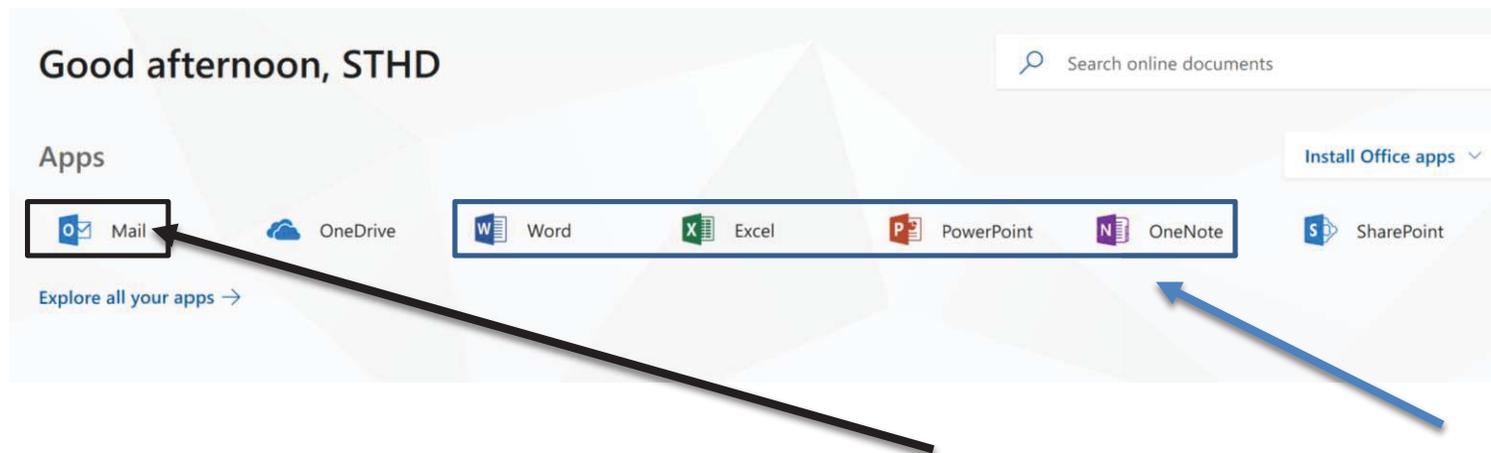
8) You can choose whether or not you want to stay signed in.



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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).



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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 divided into sections: 'About' (First name: Ole, Last name: Viking, Department: Student), 'Address', and 'Contact details'. The 'Contact details' section shows the email address 'oviking123@student.lbcc.edu', which is highlighted by a red arrow. A dark grey box with the text 'Your LBCC Student Email Address' is overlaid on the bottom right of the screenshot.