

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.

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.



Sign in

Next

No account? [Create one!](#)

[Can't access your account?](#)

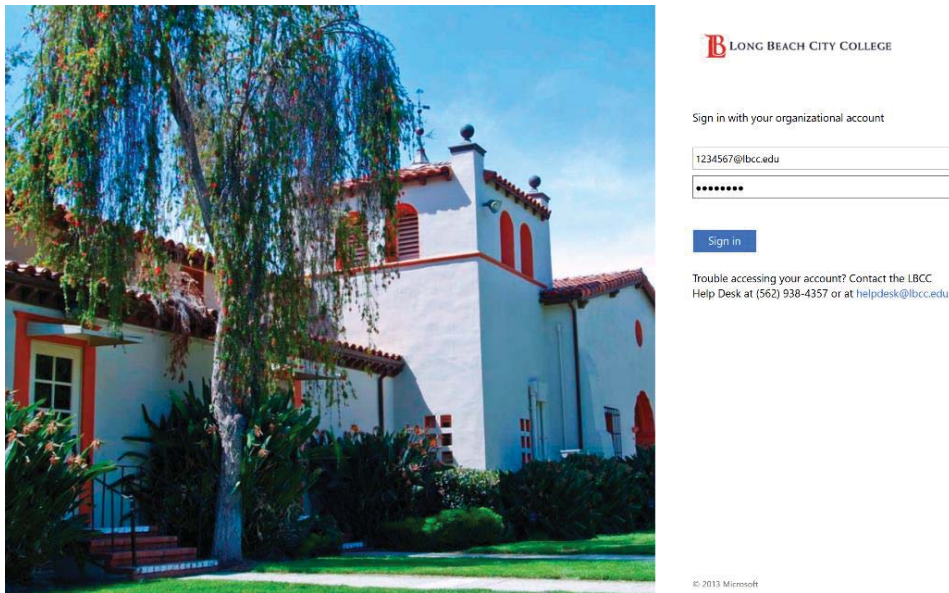
- 4) Click next.



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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**.

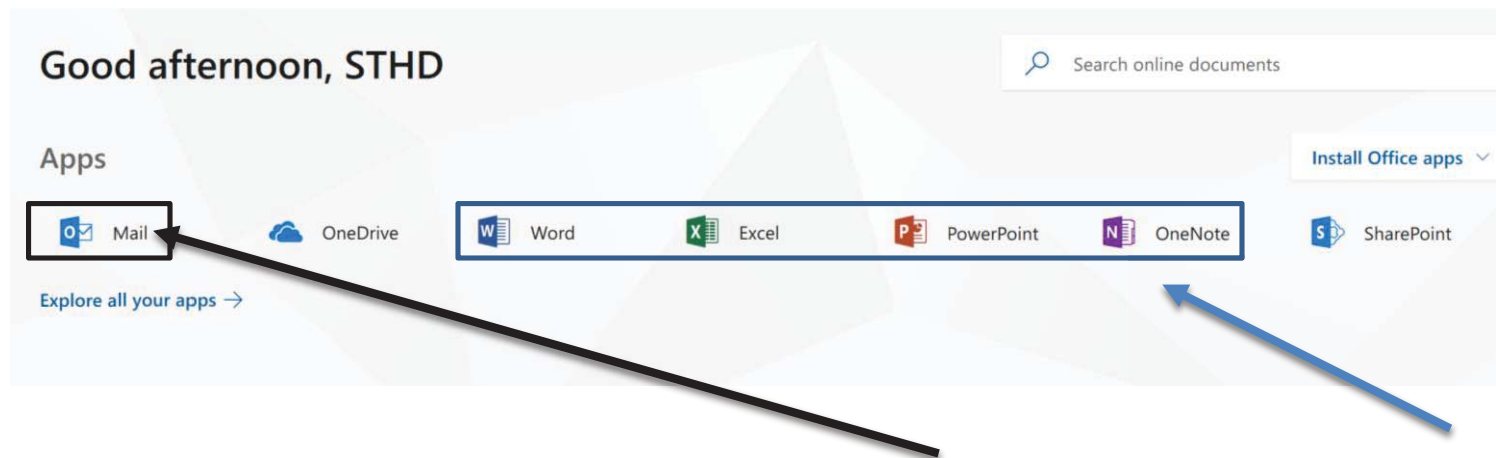
7) You will see the next window:



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

How to Access 0365 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 shows the Office 365 'My account' interface. The top navigation bar includes 'Office 365' and 'My account'. The left sidebar contains a menu with 'My account', 'Personal info', 'Subscriptions', 'Security & privacy', 'App permissions', 'Install status', and 'Settings'. The main content area is titled 'Ole Viking' and displays 'Contact details' with the following information:

- Email: oviking123@student.lbcc.edu
- Alias: [redacted]
- Mobile: [redacted]
- Phone: [redacted]
- Alternate email: [redacted]

A red arrow points to the email address, and a callout box with the text 'Your LBCC Student Email Address' is positioned next to it. The right sidebar shows 'My accounts' with links for 'My profile', 'My account', and 'Sign out'.