Office 365 @ LBCC 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 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?

Office 365

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

What is available with Office 365?

- ✓ Word, Excel, PowerPoint, Outlook Email (*Coming Soon*), OneDrive, & More!

- ✓ Save your files in the cloud!

- ✓ Collaborate with fellow students!

- ✓ Work from anywhere!

Accessing Office 365

Go to:
www.microsoftonline.com

Office

Type your Viking ID# @ lbcc.edu
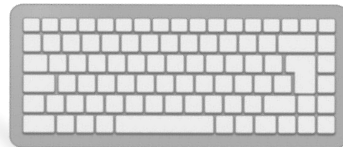
Work or school, or personal Microsoft account

0123456@lbcc.edu

Leave password field blank – Click Sign in

☐ Keep me signed in

Sign in

Can't access your account?

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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

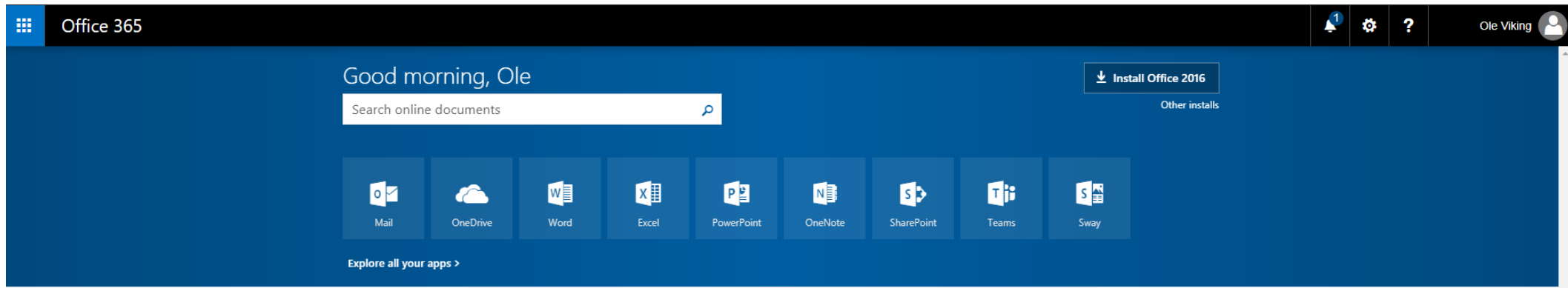Your Viking Password *(same as your LMS and Viking System password)*

Sign in

Using Office 365

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

Best Practices - Office 365

BACKUP

Edit

SAVE

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

You should <u>always</u> keep a back up of your files on a personal device.

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

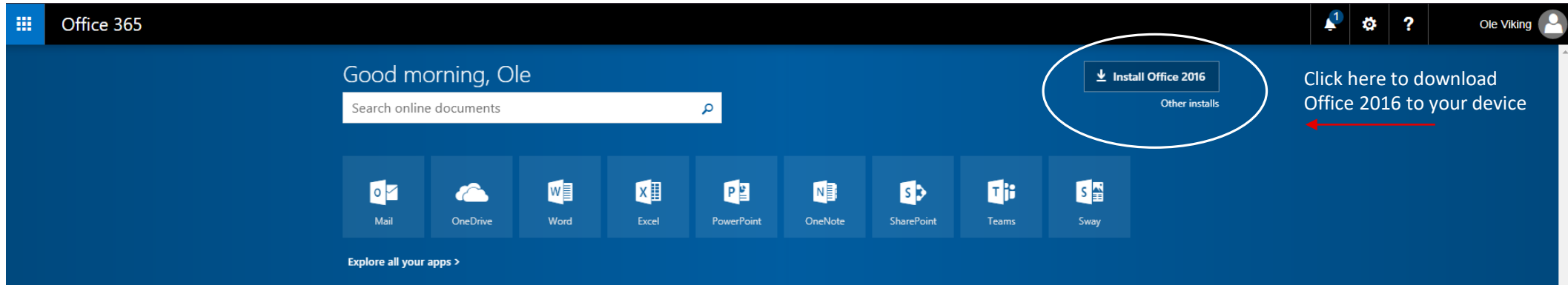Editing online vs. in Word, Excel, PowerPoint, etc.

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

(Personal Device vs. OneDrive)

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!