

# How to connect Outlook to LBCC Profile in Windows 10

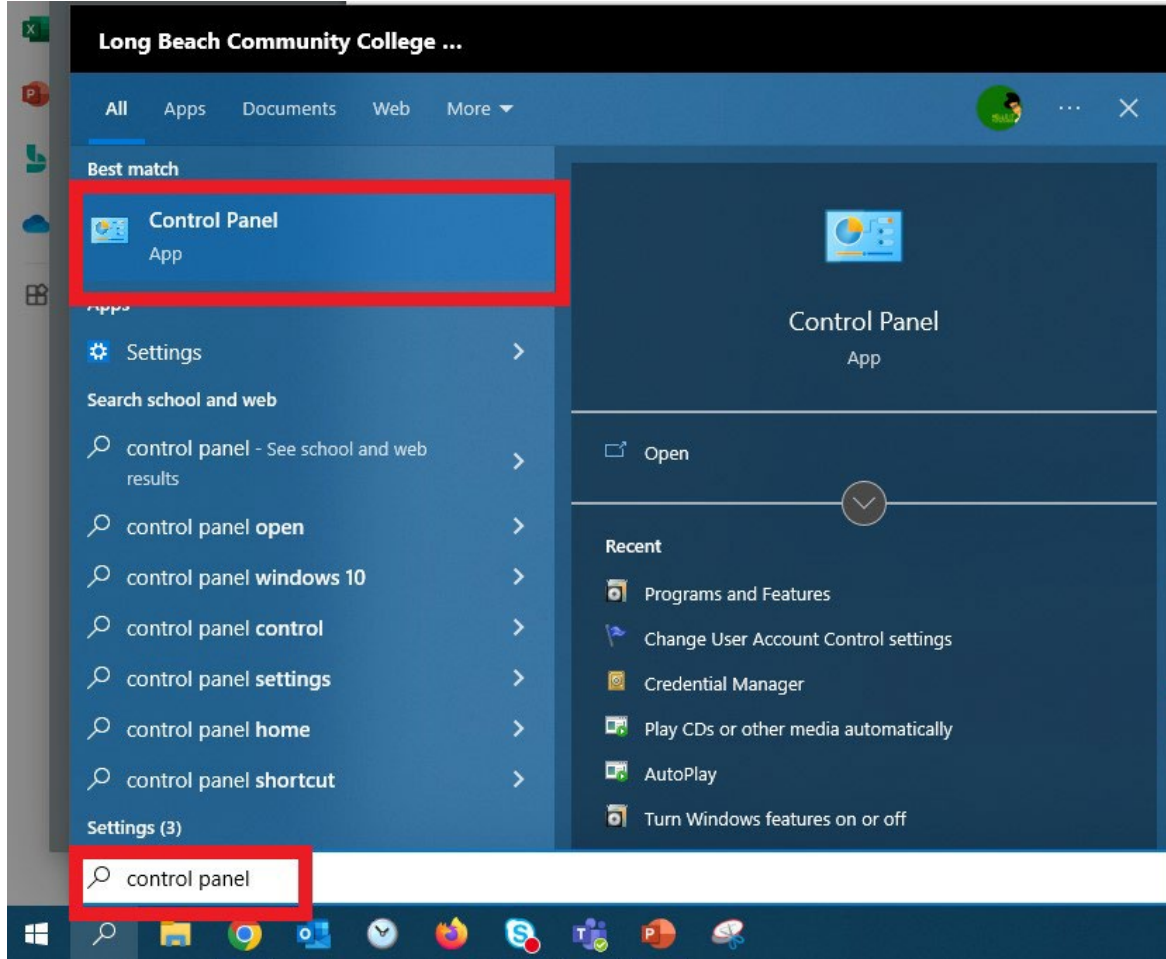
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There are many ways to connect to our email. You may use a mobile device mail app, Outlook Web App or a fully dedicated client.

**These steps are for connecting Outlook to your LBCC email on Windows 10.**

The first steps will begin from a fresh installation.

# How to connect Outlook 365 to LBCC in Windows 10



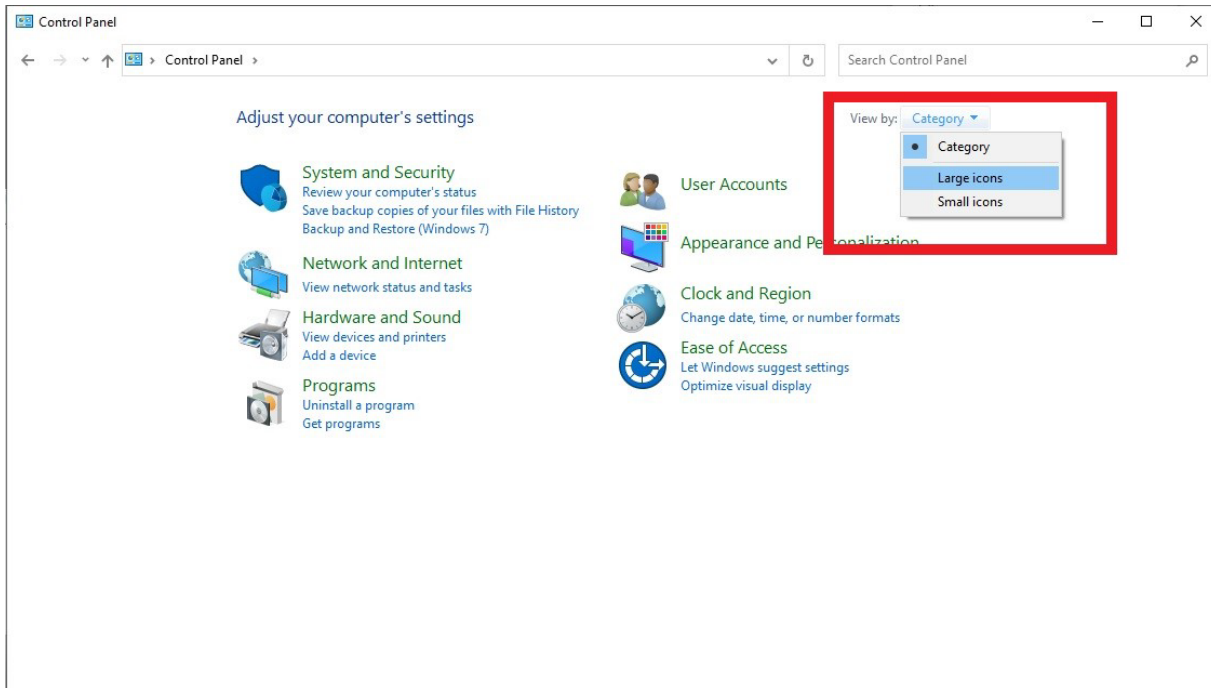
## Step 1.

Type **Control Panel** in the Windows search area (click on the magnifying glass or Cortana circle at the lower left-hand corner of the screen).

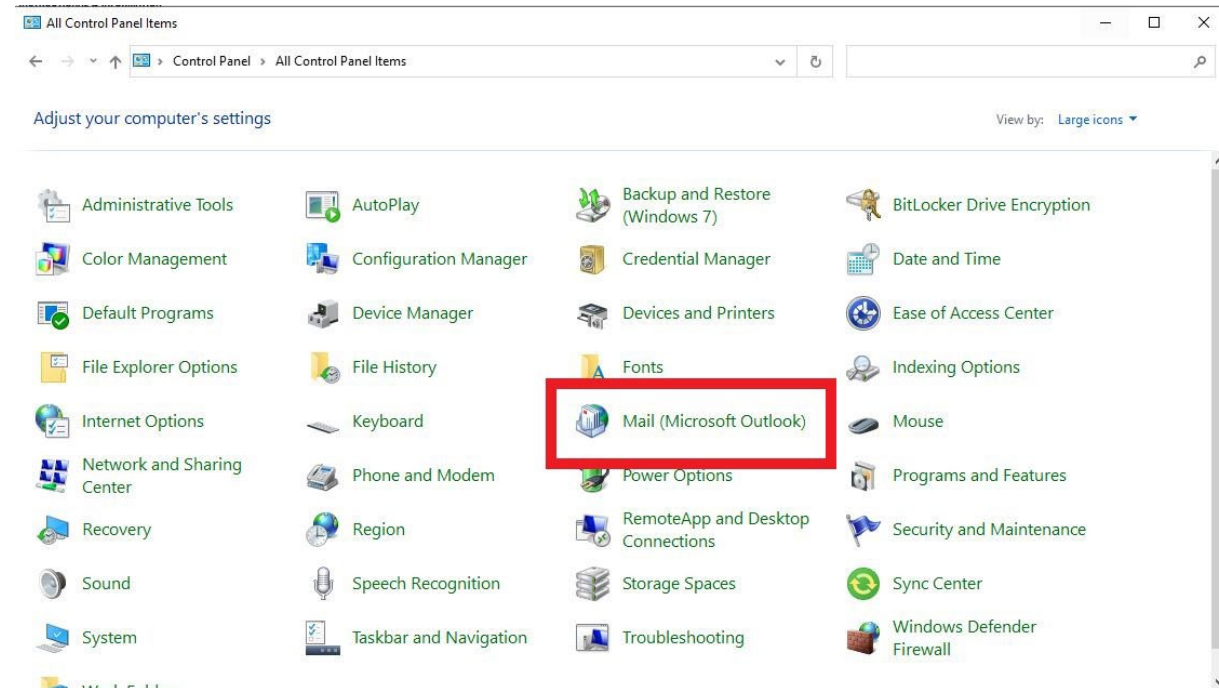
## Step 2.

Click the **Control Panel app** under the Best Match area.

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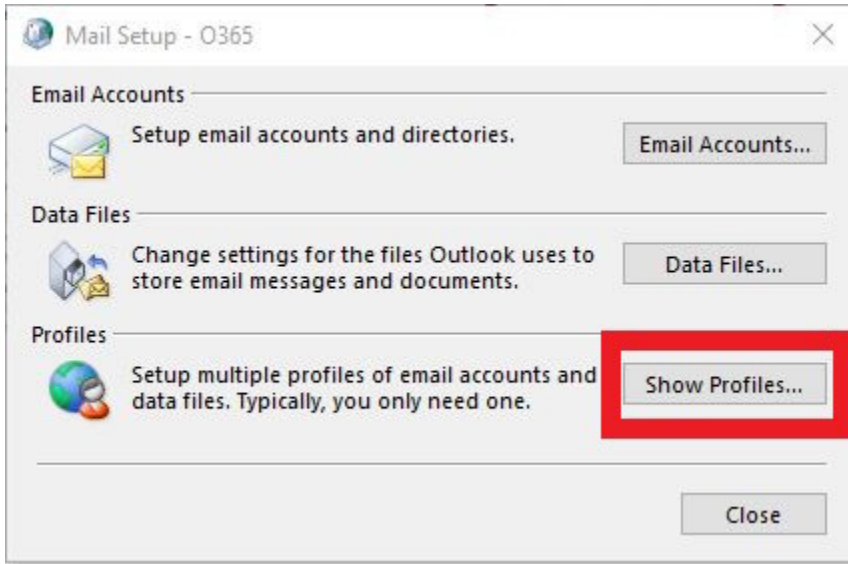


This will open the Control Panel. Click on the top right corner where it states **View by: Category** then select either **Large or Small icons**.

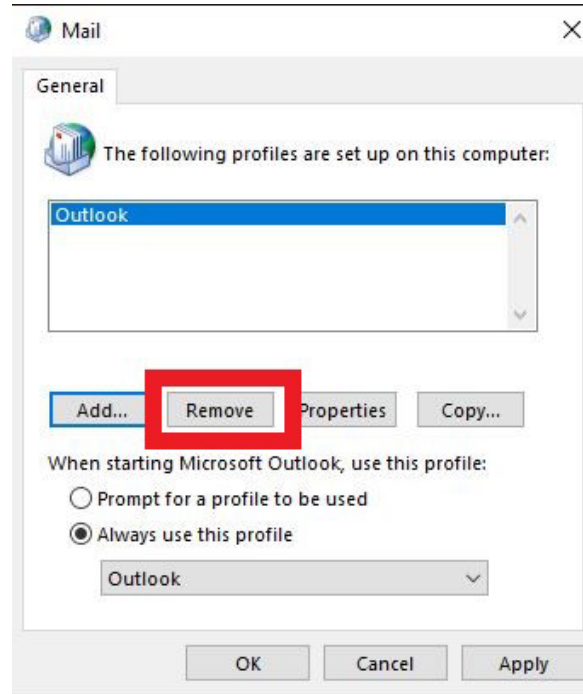


Click on **Mail (Microsoft Outlook)**

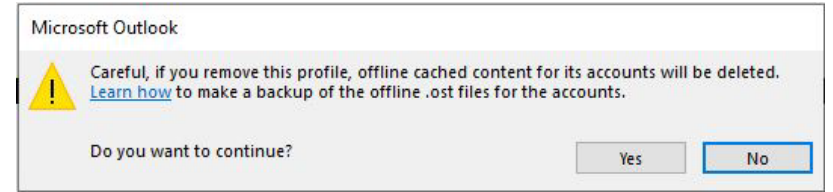
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This will open the Mail Setup – O365 window.  
Click **Show Profiles...**

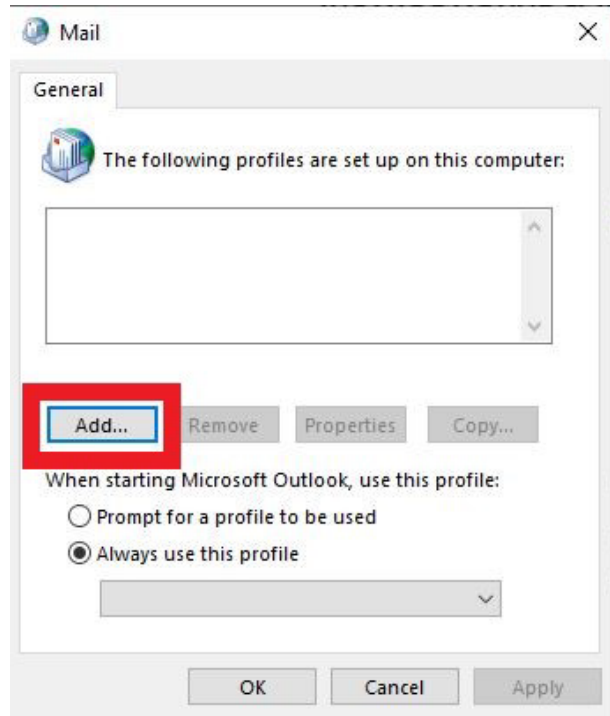


If there is an existing profile, click **Remove**. If there is no profile listed, please skip to the next slide.

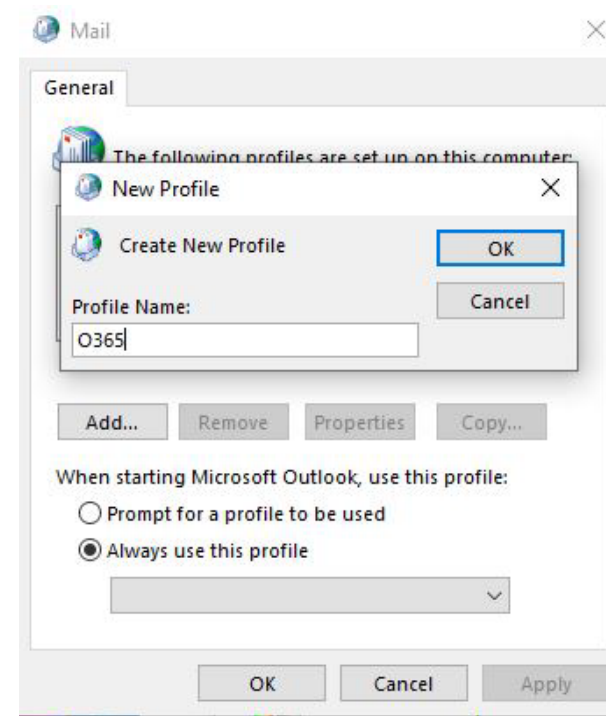


Click **Yes** at the pop-up that appears.

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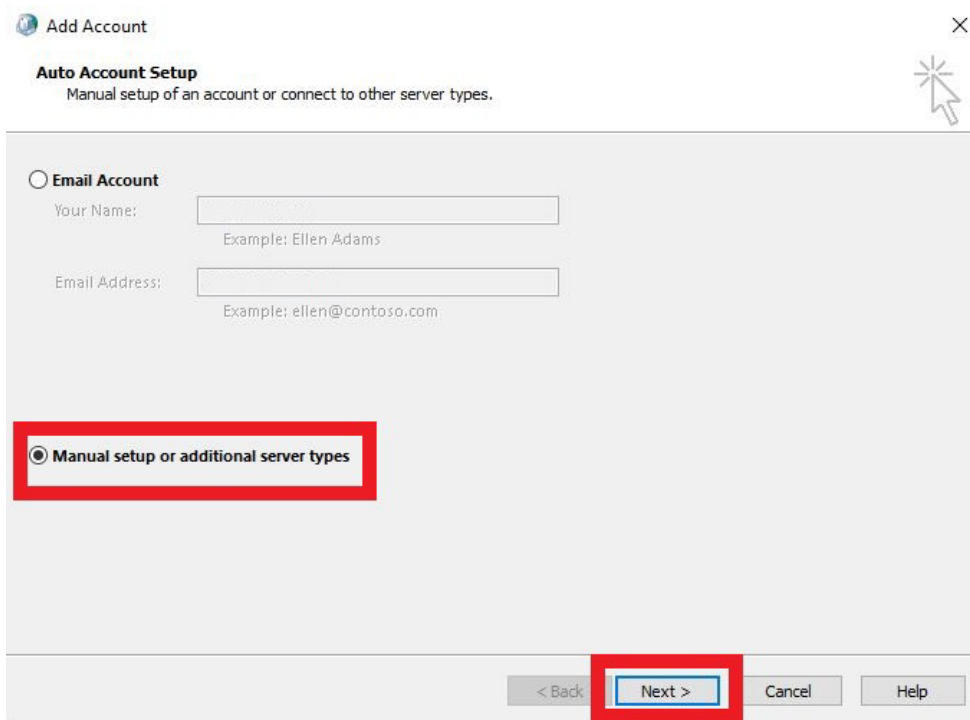


In the Mail window, click **Add...**



In the **New Profile** window that appears, enter **O365** as the Profile Name. Click **OK**.

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Add Account

Auto Account Setup  
Manual setup of an account or connect to other server types.

Email Account

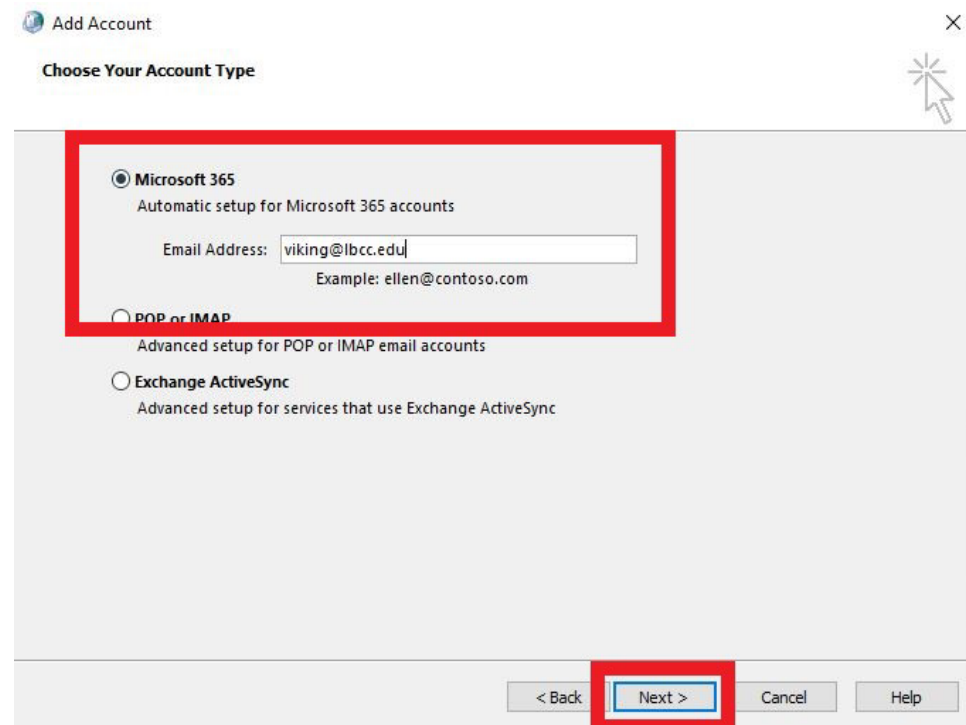
Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

Manual setup or additional server types

< Back Next > Cancel Help

In the Add Account window, click **Manual setup or additional server types**. Click **Next**.



Add Account

Choose Your Account Type

Microsoft 365  
Automatic setup for Microsoft 365 accounts

Email Address:   
Example: ellen@contoso.com

POP or IMAP  
Advanced setup for POP or IMAP email accounts

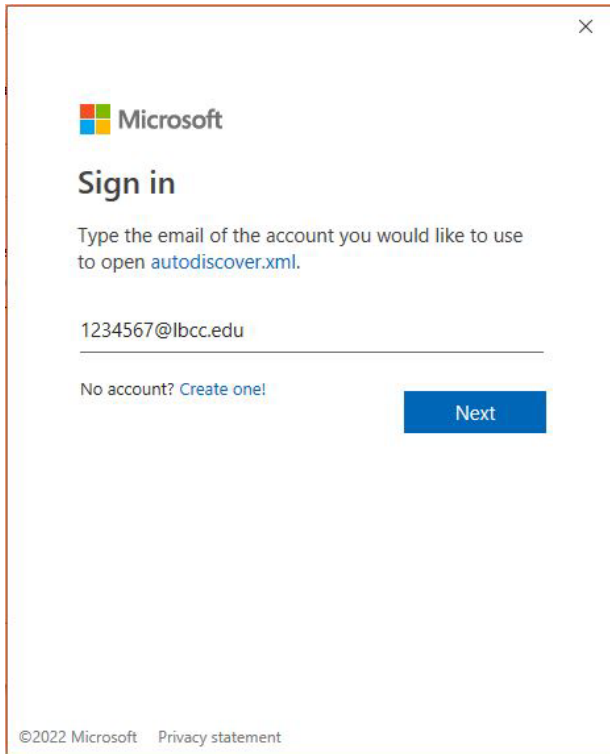
Exchange ActiveSync  
Advanced setup for services that use Exchange ActiveSync

< Back Next > Cancel Help

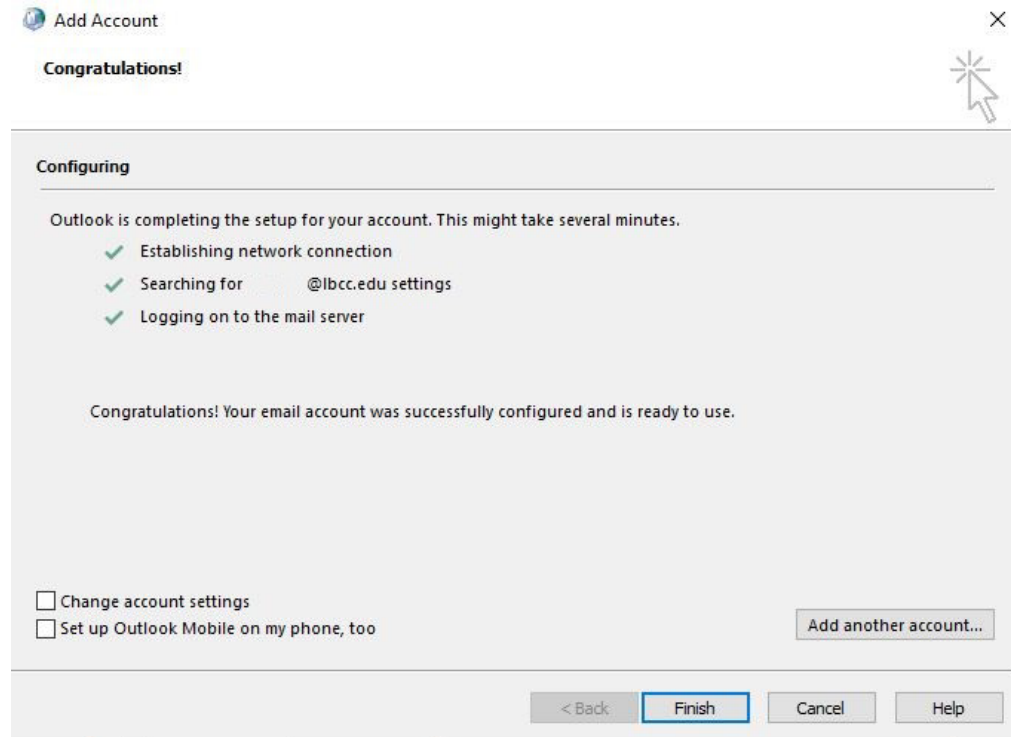
Check **Microsoft 365** and enter your employee email address. Click **Next**.



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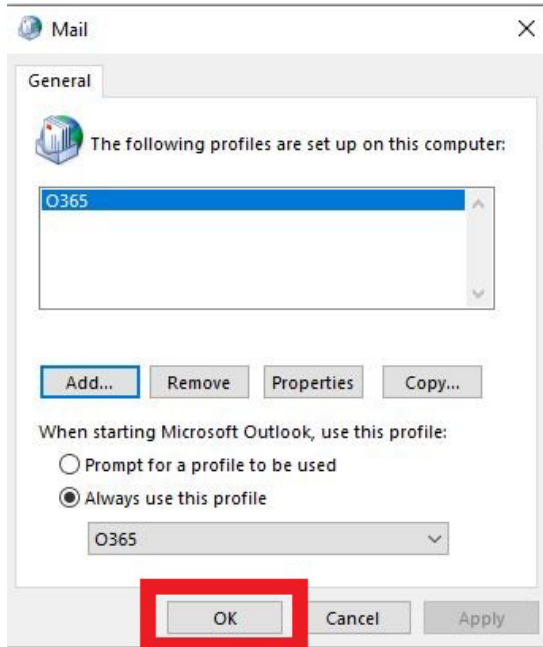
In the Microsoft Sign in page, enter your **employee ID** followed by **@lbcc.edu**  
(ex. **1234567@lbcc.edu**)



Wait a few moments for your profile to be connected. Click **Finish**. (**Note:** You may need to authenticate via the Viking Portal. Please sign into the Viking Portal window if requested).



## How to connect Outlook 365 to LBCC in Windows 10



Click **OK** in the Mail window.



Open Outlook. **Note:** It may take 5 - 10 minutes for Outlook to open and build your email inbox.

# Questions?

**If you run into any issues, or have further questions, feel free to reach out to us!**

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