Getting Started with Outlook Web and Outlook 2010

1. Dedicated on campus computers (faculty/staff with their own pc’s only)
   - Click on the Outlook 2010 icon on your desktop. Enter your LBC network password to login.

2. Access from anywhere (on and off campus) using a web browser
   - Browse to http://mail.lbc.edu
   - Enter your full LBC email account as the ‘Windows Live ID’ and LBC network password as ‘Password’ and click the ‘Sign in’ button Note: you need to enter your full email account, e.g. cmeek@lbc.edu
   - When logging in for the first time only, you may need to enter additional information:
     - ‘Birth year’ (this is required, no one else will see this information)
     - ‘Country/region’ (‘United States’ for almost all users)
     - Click the ‘I accept’ button
     - Leave ‘Language’ set as ‘English (United States)’
     - Set your time zone (‘UTC-05:00 Eastern Time (US & Canada)’ for almost all users)
     - Click the ‘OK’ button