Connecting to Office 365 via a Web Browser

Office 365 is the new system that provides us with our email, calendar and SharePoint. For email and calendars, we can use Microsoft Outlook or we can access them via the web. Depending on where you are at the time, what web browser you are using and what computer you are on, will affect how your log-in experience will go.

To access Outlook Web (email and calendar) or SharePoint (collaboration sites)

1. Log into myLCC
2. In the banner at the top of myLCC, you will see a link for Outlook Web and a link for SharePoint.
3. Click on the desired link.

First Scenario:

- You are on campus using the LCC network.
- You are using an LCC Windows domain joined Computer, which you have logged into using your username and password. This will include your LCC office computer. You are using Microsoft Internet Explorer.

When you click on the link for Outlook Web, you will be automatically logged into the Outlook Web email client. From the menu at the top of this page, you will also be able work with your calendar. You will also be able to work with any shared email boxes or calendars.

When you click on the link for SharePoint, you will be automatically logged into the LCC SharePoint landing page.

Second Scenario:

- You are on campus using the LCC network.
- You are using an LCC Windows domain joined Computer, which you have logged into using your username and password.
- You are NOT using Microsoft Internet Explorer.
  - Firefox, Chrome, Safari will all work.

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When you click on the link for Outlook Web or SharePoint, you will be taken to a login screen.

1. Type in your username as username@star.lcc.edu and press tab.
2. Type in your password and click Sign In.
This will log you into either Outlook Web or SharePoint and you will be able to access your email, calendar and SharePoint, the same as you can with Internet Explorer in the first scenario.

Third Scenario:

- You are On or Off campus.
- You may or may not be connected to the LCC network.
- You are using a non-Windows or non-LCC computer.
- You may be using an LCC Windows computer, but are not on campus. This includes VPN.
- You are using any Web browser.

When you click on the link for Outlook Web or SharePoint, you will be taken to a login screen.

1. Type in your username as username@star.lcc.edu and press tab.
2. Type in your password and click Sign In.

This will log you into either Outlook Web or SharePoint and you will be able to access your email, calendar and SharePoint, the same as you can in the first two scenarios.