

Handheld Device Setup

For Android Devices

1. Open the Play Store.
2. Search for "Outlook."
3. The correct app is blue with a white "O."
4. Select "This Device."
5. Install Outlook.
6. Open
7. Allow notifications.
8. Select Add Account.
9. Continue
10. Maybe later
11. Enter full student Email address.
12. Enter Email password.
13. Messages will populate.
14. An Outlook icon will appear on your phone.

For IOS devices (iPhone, iPad)

1. Go to App Store; search for MS Outlook; Click "Install" to install Microsoft Outlook.
2. MS Outlook will be installed on your phone.
3. Click "Open" to run MS Outlook
4. Click "ADD ACCOUNT" to set up your email.
5. Enter your LCCC email address and click continue.
6. Enter your password and click "Sign in."
7. Verify your identity by using your chosen MFA.
8. Choose "MAYBE LATER" when asked if you would like to add another account.
9. You can now access Email on your iPhone.