

# Access Your LSC Emails through the Microsoft 365 Widget

Last Modified on 01/16/2025 11:54 am CST

**NOTE:** Please visit the [Microsoft 365 FAQs \(https://vtac.lonestar.edu/help/microsoft-365-faqs\)](https://vtac.lonestar.edu/help/microsoft-365-faqs) page for more info.

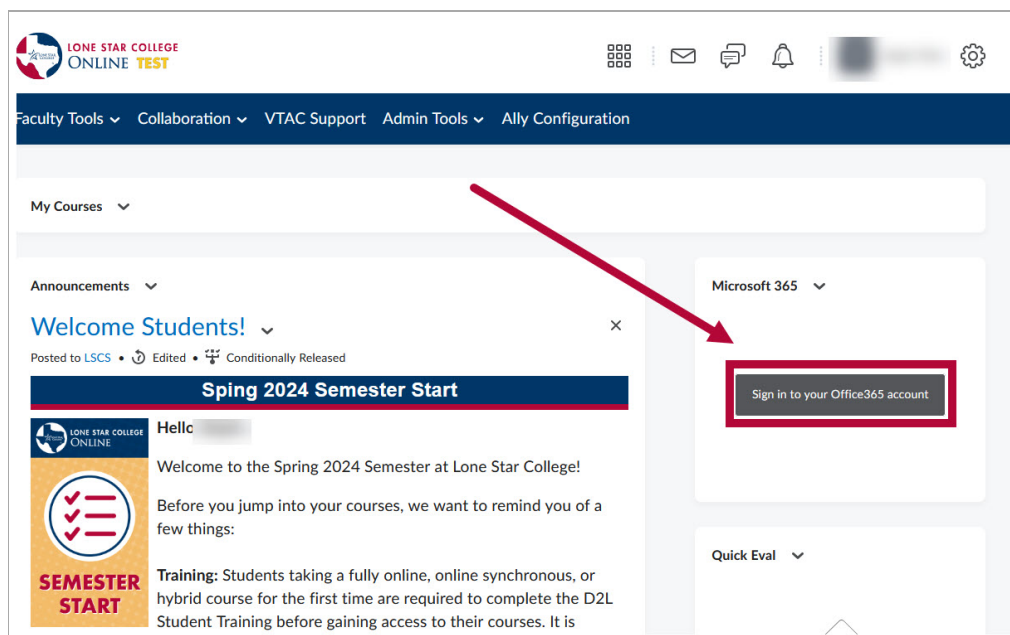
The **Microsoft 365 Widget** provides instructors with convenient access to their **Employee Email** through **Microsoft 365** from within D2L Brightspace. By accessing LSC email within D2L, you can centralize all college-related communication into one inbox, enhancing organization and reducing the need to manage multiple email accounts. Additionally, the Microsoft 365 widget offers improved security and accessibility.

## Access the Microsoft 365 Widget from the Homepage

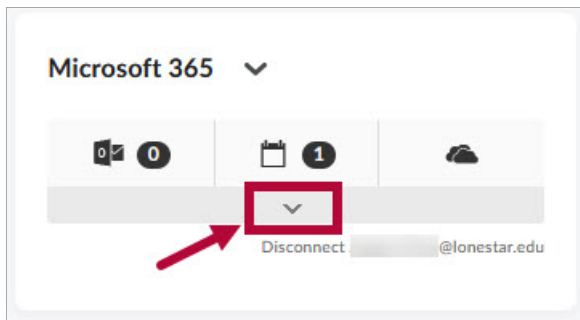
Show Video Walkthrough

1. On the **D2L Homepage**, the **Microsoft 365 Widget** will be located on the right of the page. Click on the grey **[Sign in to your Office 365 account]** button.

**NOTE:** If you are accessing the widget for the first time, and you are receiving an **Internal Error** here, **be sure to be logged into your LSC Outlook account on the same browser**. This will pair the widget with your course, and will only need to be done once.

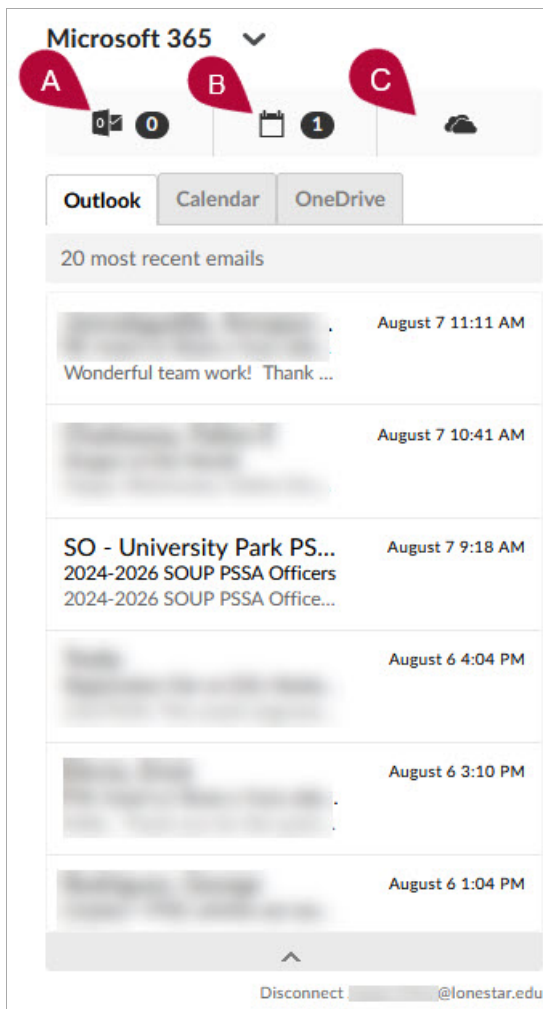


2. Once signed in, you will see the following window. Click on the **[Downward Arrow]** to expand the widget.



3. With the widget expanded, you'll see a preview of your Outlook recent emails. Clicking on the icons here will open up the corresponding Outlook webpage in a new tab. The marked icons are:

1. **[Outlook]**
2. **[Calendar]**
3. **[OneDrive]**



4. Clicking on the **A** **[Outlook]** **B** **[Calendar]** **C** **[OneDrive]** tabs will alter the contents of the widget itself.



Outlook Calendar OneDrive

20 most recent emails

- [Redacted] August 7 11:11 AM  
Wonderful team work! Thank ...
- [Redacted] August 7 10:41 AM  
Happy Wednesday Online Dra...
- SO - University Park PS...** August 7 9:18 AM  
2024-2026 SOUP PSSA Officers  
2024-2026 SOUP PSSA Office...
- [Redacted] August 6 4:04 PM  
CAUTION: This email originate...
- [Redacted] August 6 3:10 PM  
Hello, Thank you for the quick...
- [Redacted] August 6 1:04 PM