Access Your LSC Emails through the Microsoft 365 Widget

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NOTE: Please visit the <u>Microsoft 365 FAQs (https://vtac.lonestar.edu/help/microsoft-365-faqs)</u> 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.

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My Courses 🗸	
Announcements Welcome Students! Posted to LSCS • Edited • Conditionally Released	Microsoft 365 🗸
Sping 2024 Semester Start Image: Start course Hellc Image: Welcome to the Spring 2024 Semester at Lone Star College! Before you jump into your courses, we want to remind you of a	Sign in to your Office365 account
few things: SEMESTER Training: Students taking a fully online, online synchronous, or hybrid course for the first time are required to complete the D2L Student Training before gaining access to their courses. It is	Quick Eval 🗸

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

Microsoft 365		
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- 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:
 - A. [Outlook]
 - B. [Calendar]
 - C. [OneDrive]

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Outlook	Calendar OneDr	rive
20 most re	cent emails	
Wonderful	team work! Thank	August 7 11:11 A
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2024-2026	versity Park PS SOUP PSSA Officers SOUP PSSA Office	August 7 9:18 A
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4. Clicking on the A) [Outlook] B) [Calendar] C) [OneDrive] tabs will alter the contents of the widget itself.

