Access Your LSC Emails through the Microsoft 365 Widget

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> **NOTE**: Please visit the 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.
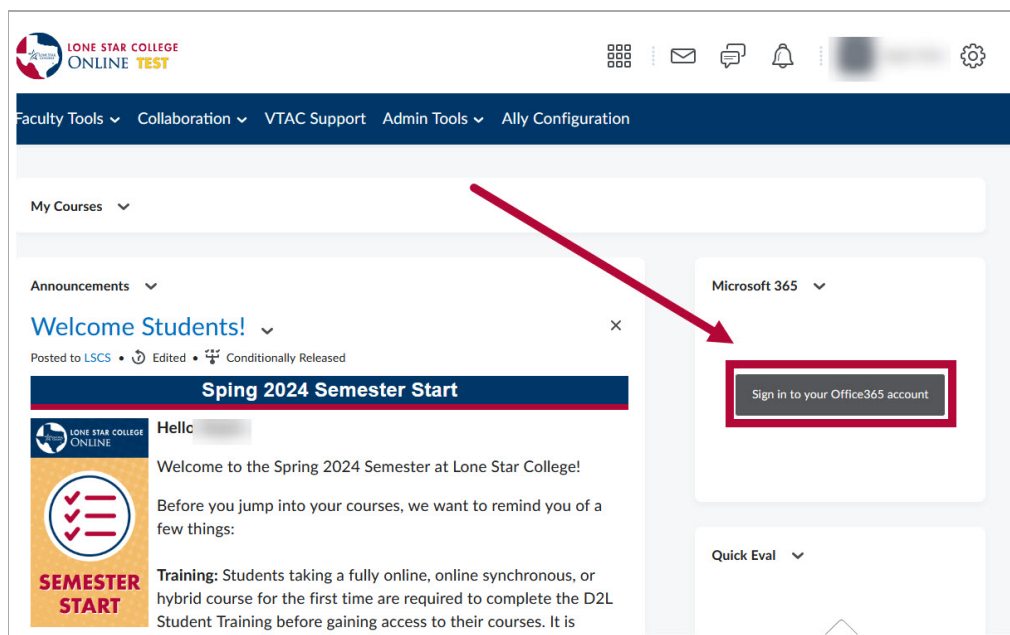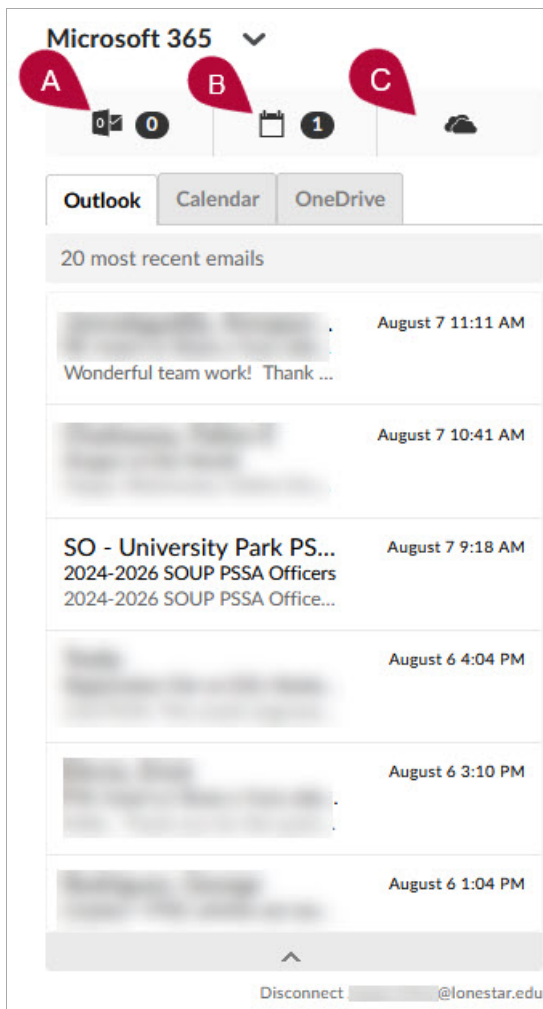

2. Once signed in, you will see the following window. Click on the **[Downward Arrow]** to expand the widget.
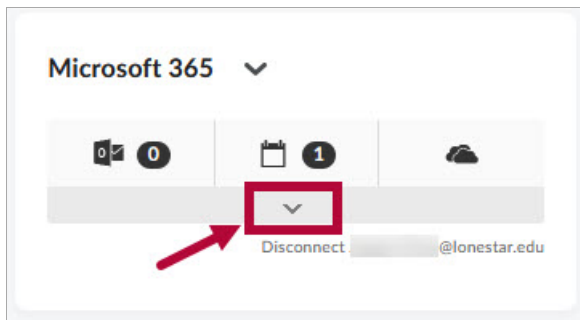
3. With the widget expanded, you'll see a preview of your Outlook recent emails. Clicking on the icons here will open up the corresponding Outlook webpage in a new tab. The marked icons are:

   A. **[Outlook]**
   B. **[Calendar]**
   C. **[OneDrive]**

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

Microsoft 365 ⌄

A   B   C

Outlook   Calendar   OneDrive

20 most recent emails

	August 7 11:11 AM
Wonderful team work! Thank ...	

	August 7 10:41 AM
Happy Wednesday Online Dra...	

SO - University Park PS... **2024-2026 SOUP PSSA Officers** 2024-2026 SOUP PSSA Office...	August 7 9:18 AM

	August 6 4:04 PM
CAUTION: This email originate...	

	August 6 3:10 PM
Hello, Thank you for the quick...	

	August 6 1:04 PM

⌃

Disconnect _____@lonestar.edu