

Access Your LSC Emails through the Microsoft 365 Widget

Last Modified on 08/19/2024 9:49 am CDT

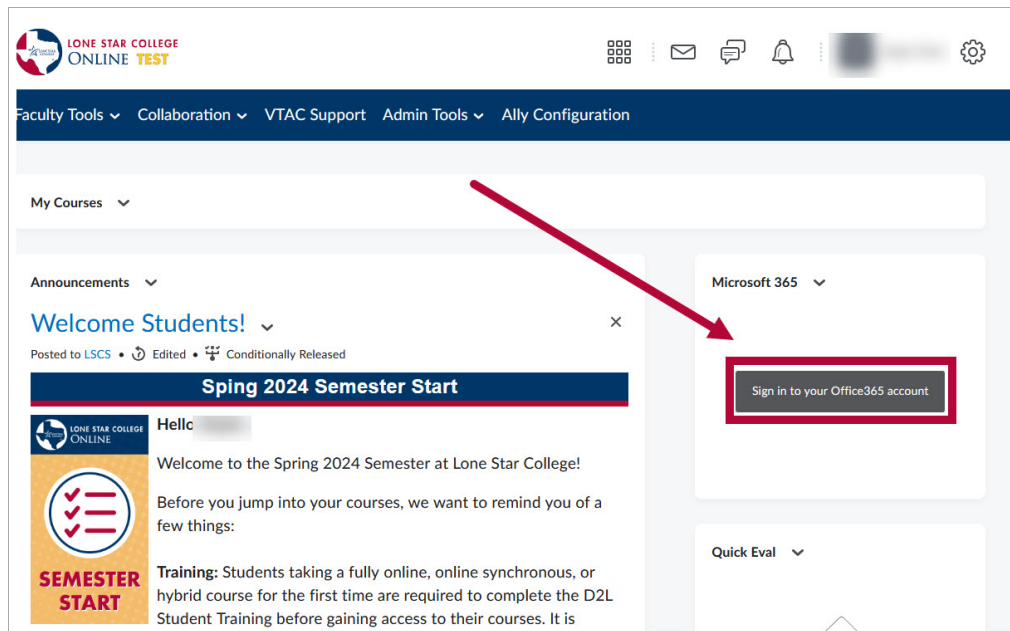
NOTE: Please visit the [Microsoft 365 FAQs \(https://vtac.lonestar.edu/help/microsoft-365-faqs\)](https://vtac.lonestar.edu/help/microsoft-365-faqs) page for more info.

The **Microsoft 365 Widget** provides instructors with convenient access to their **Employee Email** through **Microsoft 365** from within D2L Brightspace. Please note that while both the Microsoft 365 and D2L email systems will be available for the remainder of this semester, **the D2L email will be retired after the Fall semester concludes on December 18, 2024.**

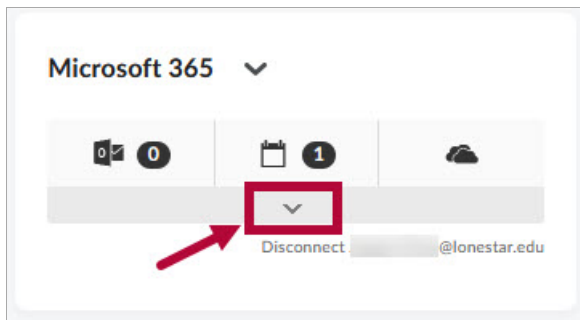
By accessing LSC email within D2L, you can centralize all college-related communication into one inbox, enhancing organization and reducing the need to manage multiple email accounts. Additionally, the Microsoft 365 widget offers improved security and accessibility.

Access the Microsoft 365 Widget from the Homepage

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.

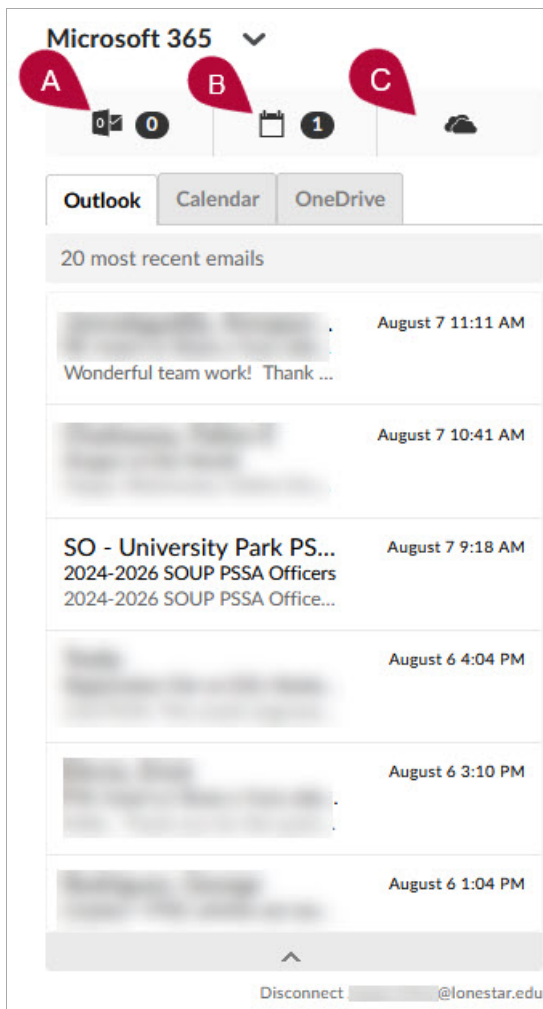


2. Once signed in, you will see the following window. Click on the **[Downward Arrow]** to expand the widget.



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.



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