

Access Your LSC Emails through the Microsoft 365 Widget

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

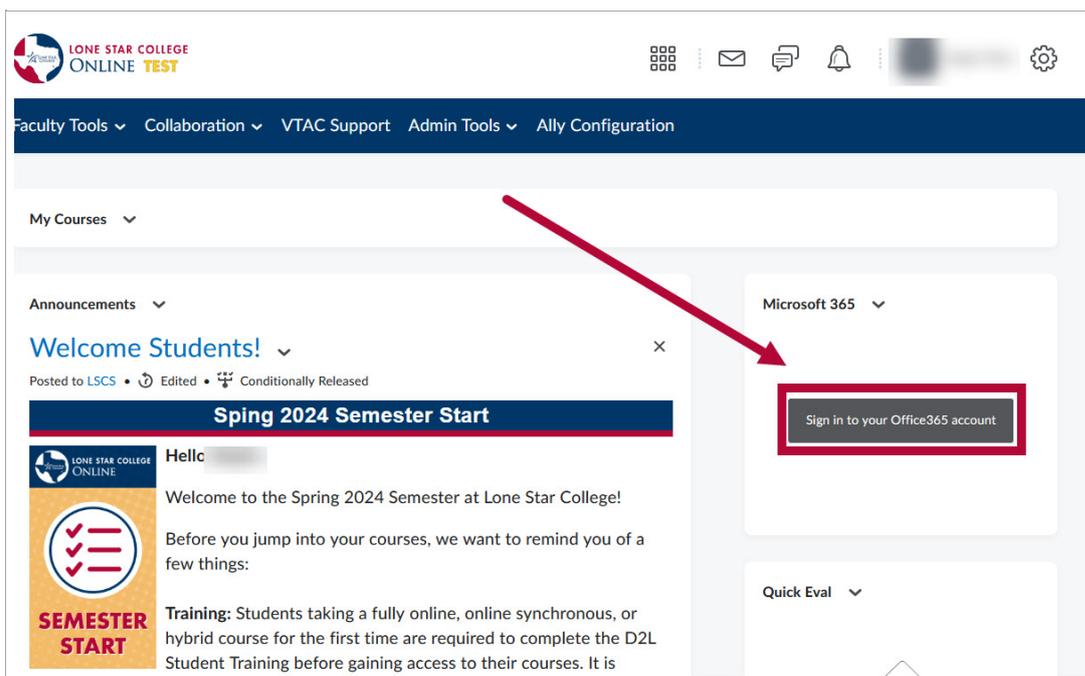
The **Microsoft 365 Widget** provides instructors with convenient access to their **Employee Email** through **Microsoft 365** from within D2L Brightspace. By accessing LSC email within D2L, you can centralize all college-related communication into one inbox, enhancing organization and reducing the need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

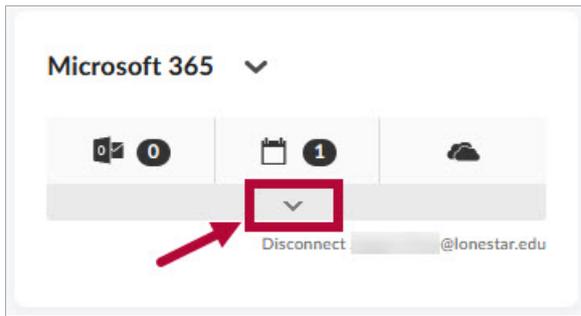
NOTE: If you are accessing the widget for the first time, and you are receiving an **Internal Error** here, **be sure to be logged into your LSC Outlook account on the same browser**. This will pair the widget with your course, and will only need to be done once.



The screenshot displays the D2L Brightspace homepage. At the top left is the Lone Star College Online logo. A navigation bar contains links for Faculty Tools, Collaboration, VTAC Support, Admin Tools, and Ally Configuration. Below this is a 'My Courses' section. A large announcement banner for 'Spring 2024 Semester Start' is visible. On the right side of the page, there is a 'Microsoft 365' widget. A red arrow points from the 'Sign in to your Office365 account' button within this widget to the text in the instructions above. The button is highlighted with a red rectangular border.

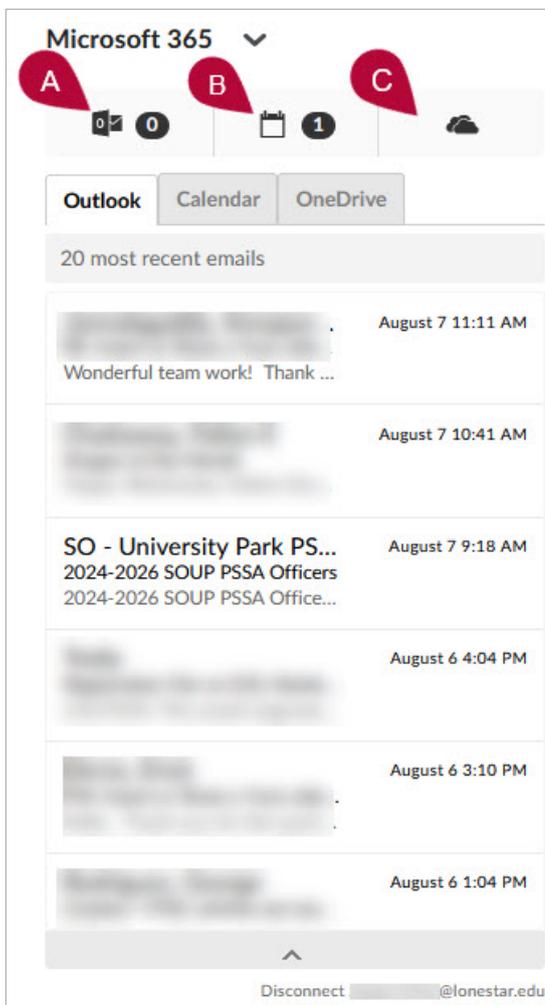
2. Once signed in, you will see the following window. Click on the **[Downward Arrow]** to

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 following tabs will alter the contents of the widget itself.

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

Microsoft 365

A 0 B 1 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
- CAUTION: This email originate... August 6 4:04 PM
- Hello, Thank you for the quick... August 6 3:10 PM
- August 6 1:04 PM

Disconnect @lonestar.edu