Access Your LSC Emails in D2L through the Microsoft 365 Widget

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NOTE: Please visit the <u>Microsoft 365 FAQs (https://vlac.lonestar.edu/help/microsoft-365-faqs)</u> page for more info.

The **Microsoft 365 Widget** provides students with convenient access to their **Student Email** through **Microsoft 365** from within D2L.

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

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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]



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

