Access Your LSC Emails through the Microsoft 365 Widget

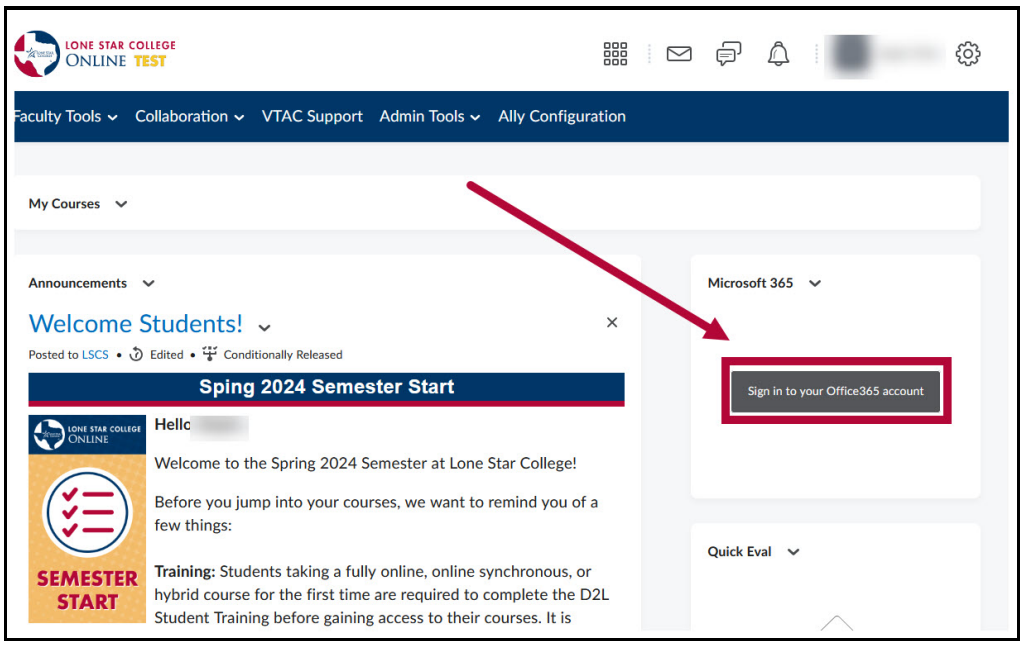
Last Modified on 08/12/2024 3:45 pm CDT

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

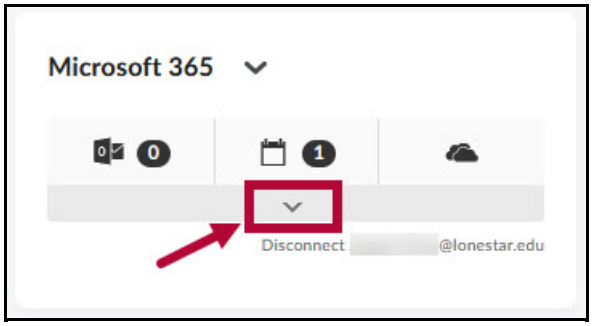
The **Microsoft 365 Widget** provides students with convenient access to their **Student Email** through **Microsoft 365** from within D2L. Please note that while both the Microsoft 365 and D2L email systems will be available for the remainder of this semester, **the D2L email will be retired after the Fall semester concludes on December 15, 2024**.

Access the Microsoft 365 Widget from the Homepage

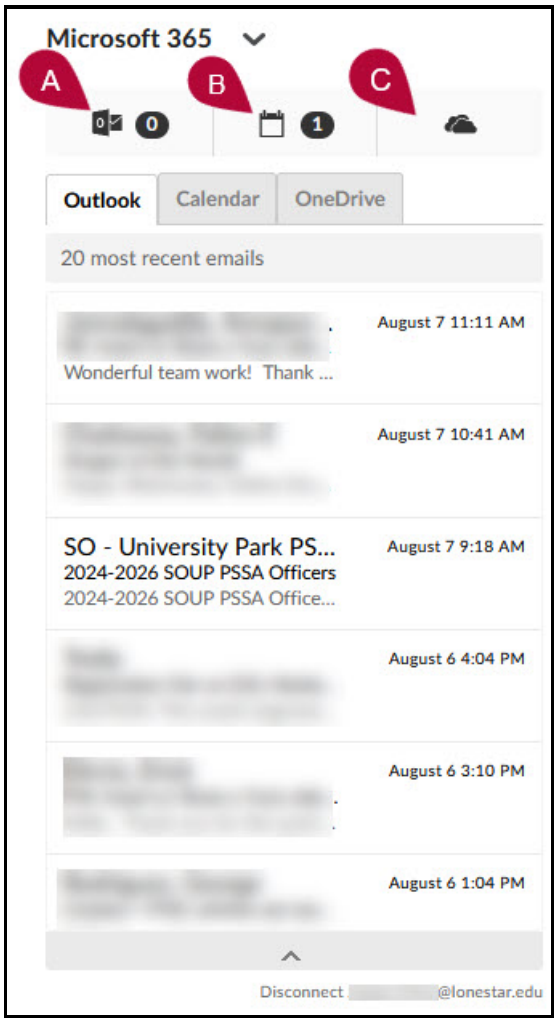
1. On the **D2L Homepage**, the **Microsoft 365 Widget** will be located on the right of the page. Click on the grey **[Sign in to your Office 365 account]** button.



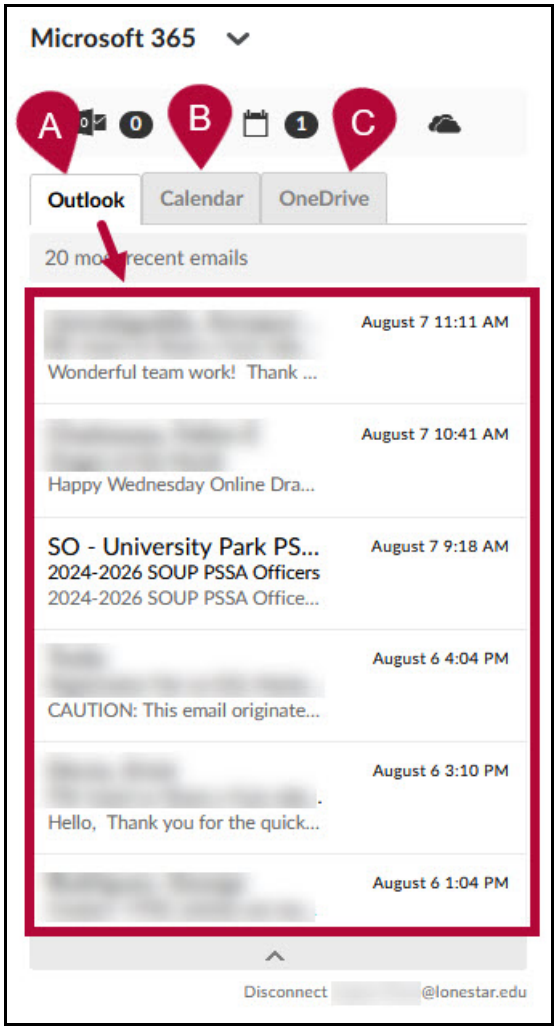
2. Once signed in, you will see the following window. Click on the **[Downward Arrow]** to expand the widget.



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.


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...
August 7 9:18 AM
2024-2026 SOUP PSSA Officers
2024-2026 SOUP PSSA Office...
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