

The D2L Office 365 (O365) Widget

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Introduction

Beginning October 22, 2019, Microsoft O365 will have new, super-convenient access from inside the uLearn (D2L) learning management system intended to help students remain engaged and informed about their online courses.

What is a widget?

D2L “widgets” are areas in the web homepages that hold specific content or offer specific functionality—in this case, for O365 login and content. Other D2L widget examples include Updates, Announcements, and Calendar widgets.

Purpose

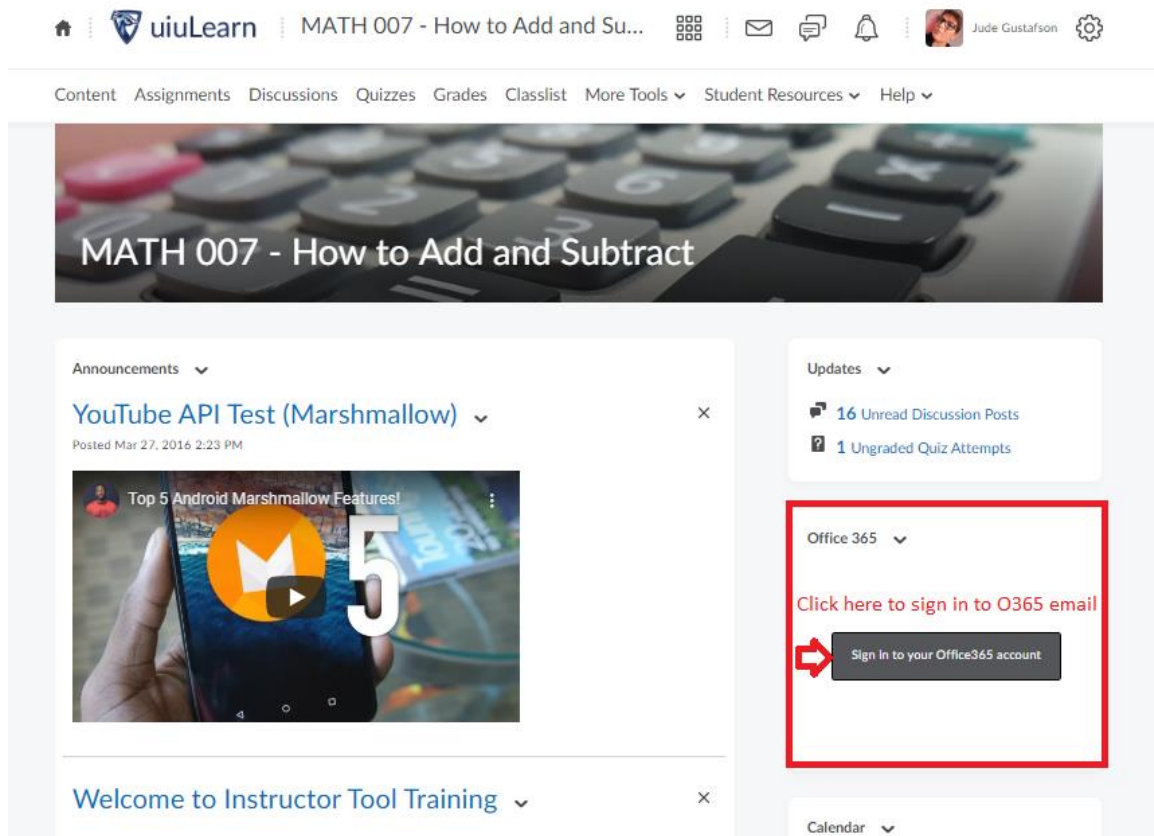
The O365 widget has the ability to give students convenient, single sign on (SSO) access from the D2L course homepages to their Microsoft O365 student email and calendar, as well as documents in OneDrive folders. Clickable icons in the widget also have the ability to open O365 content in a new browser window outside D2L for improved visibility when needed. Once a student has logged in from a D2L O365 widget for the first time, they can have quick access to O365 indefinitely without having to log in again.

Logging In

NOTE: Instructors must have the Office 365 widget on their course Homepages in order for students to have this capability. Also, O365 widgets may be located in different areas of D2L homepages.

The below image and steps are for first-time logins from D2L:

1. On a course homepage that contains the O365 widget, click the grey “Sign in to your Office 365 account” button.



The screenshot shows the D2L course homepage for 'MATH 007 - How to Add and Subtract'. The page features a navigation bar with 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', 'Classlist', 'More Tools', 'Student Resources', and 'Help'. Below the navigation bar is a header image with the course title 'MATH 007 - How to Add and Subtract'. The main content area is divided into several sections: 'Announcements' with a video titled 'YouTube API Test (Marshmallow)', 'Updates' showing '16 Unread Discussion Posts' and '1 Ungraded Quiz Attempts', 'Office 365' with a sign-in button, and 'Calendar'. A red box highlights the 'Office 365' section, which contains the text 'Click here to sign in to O365 email' and a grey button labeled 'Sign in to your Office365 account' with a red arrow pointing to it.

2. You will be prompted to type your student email address into the Sign in field, then click Next.

Sign in

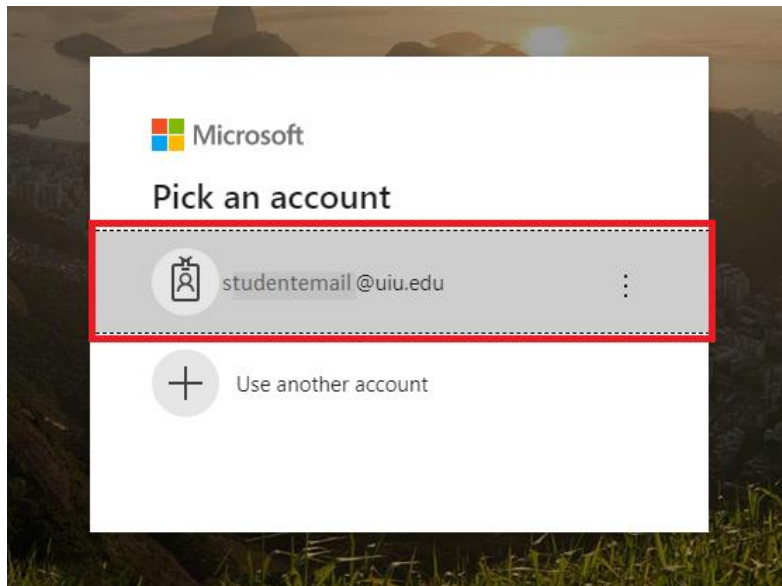
Type the email address or phone number of the account you would like to use with SharePointServer.

studentemail@uiu.edu 

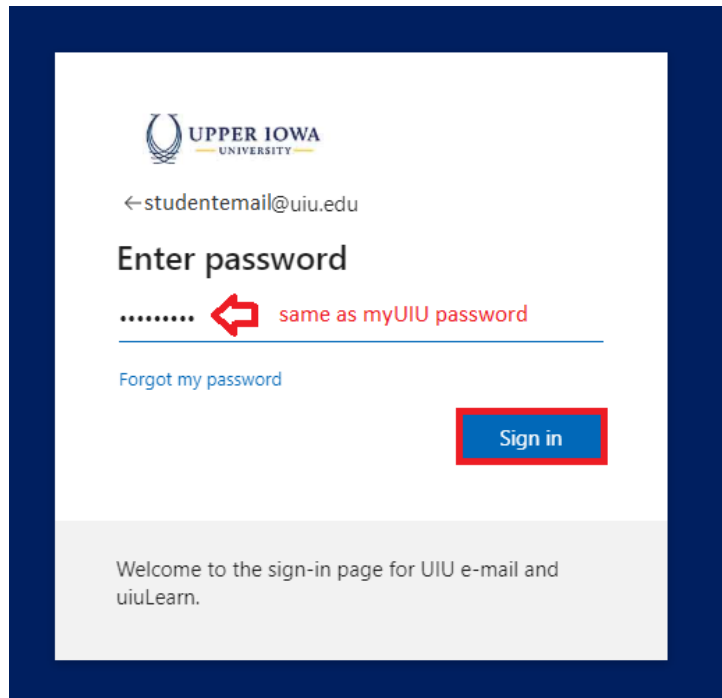
Next

[Privacy statement](#)

3. On the next screen, click the selection showing your UIU student email address.

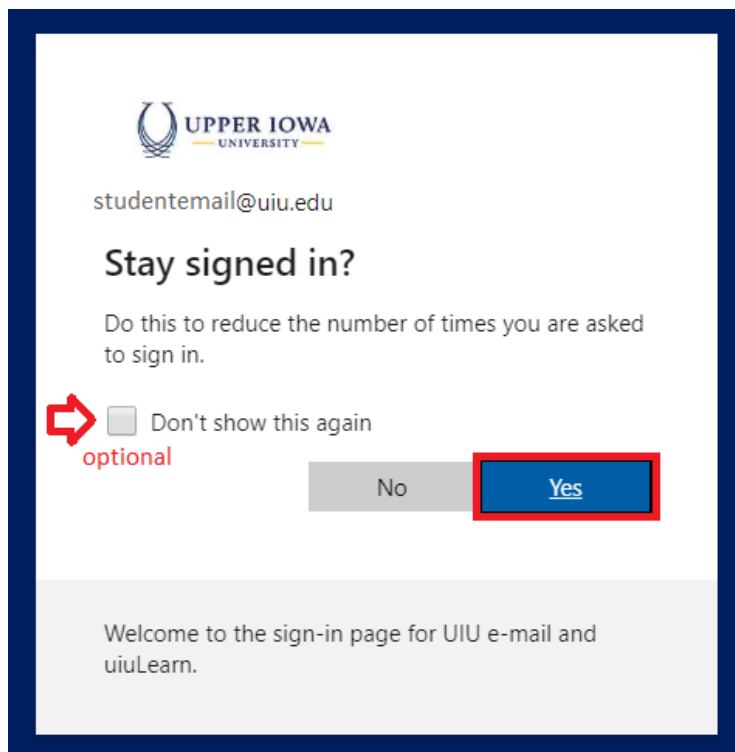


4. Enter your password and click the blue Sign in button. (same as your myUIU password)



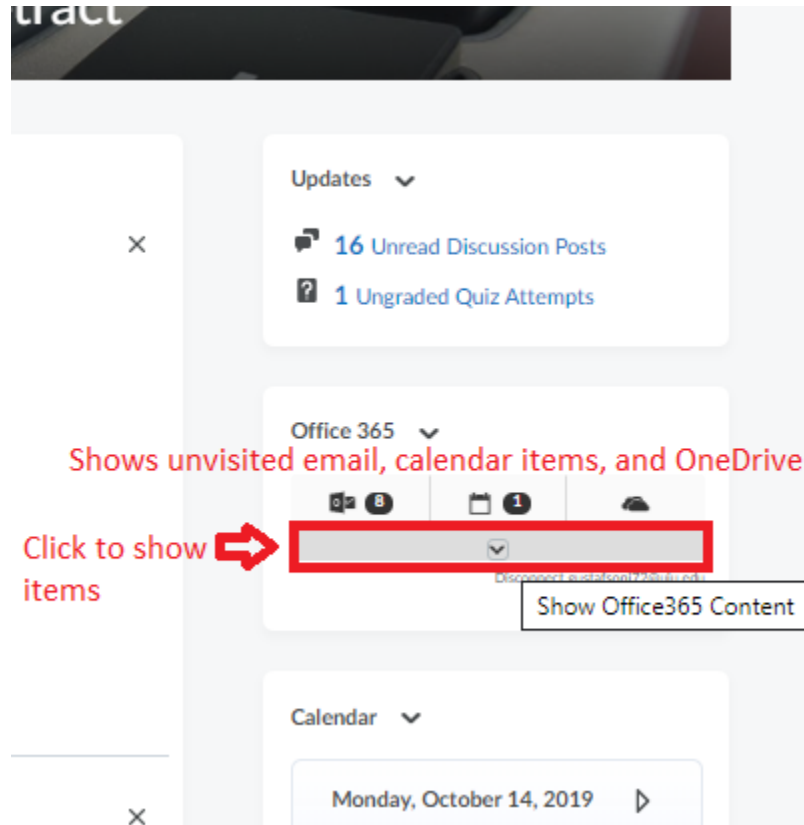
The screenshot shows the Upper Iowa University sign-in page. At the top is the university logo and the text "UPPER IOWA UNIVERSITY". Below that is the email address "← studentemail@uiiu.edu". The main heading is "Enter password". There is a password input field with a red arrow pointing to it and the text "same as myUIU password" next to it. Below the input field is a link that says "Forgot my password". A blue "Sign in" button is highlighted with a red border. At the bottom, a grey footer contains the text "Welcome to the sign-in page for UIU e-mail and uiuLearn."

5. You can choose to stay signed in to O365.

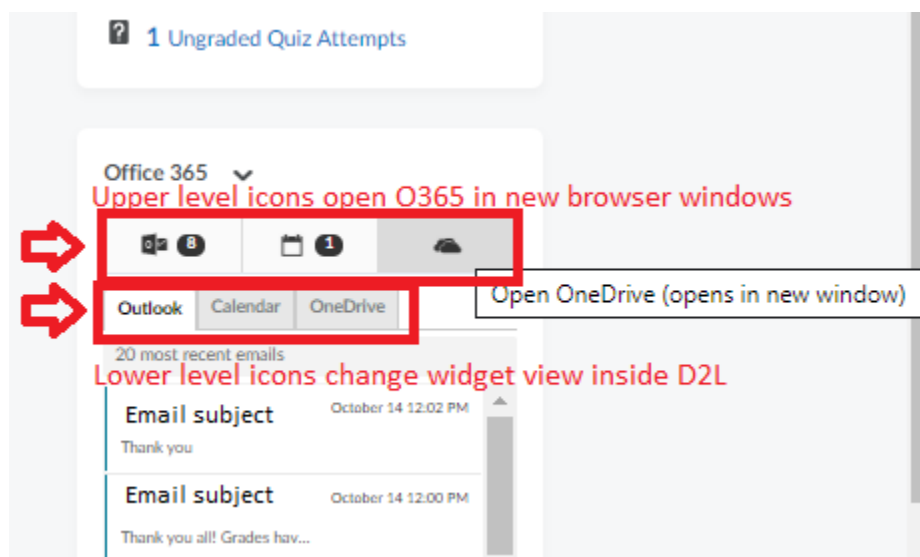


The screenshot shows the Upper Iowa University sign-in page with a "Stay signed in?" prompt. At the top is the university logo and the text "UPPER IOWA UNIVERSITY". Below that is the email address "studentemail@uiiu.edu". The main heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox with a red arrow pointing to it and the text "optional" next to it. Below the checkbox are two buttons: a grey "No" button and a blue "Yes" button, which is highlighted with a red border. At the bottom, a grey footer contains the text "Welcome to the sign-in page for UIU e-mail and uiuLearn."

- Back on your D2L course homepage, you can click the grey bar on the O365 widget to reveal email, calendar, or OneDrive items.



- Click the lower icons to show O365 inside D2L, or click the upper icons to open O365 items in a new browser window outside D2L for better visibility.



Help

If your instructors have not enabled the O365 widget on your homepages and you would like to have this option, please contact your instructor.

If you have followed the above steps and are still having difficulty accessing O365 content, contact the UIU IT Help center by calling 563-425-5876 or emailing helpdesk@uiu.edu