



MY RECENT EMAIL

# LP+365

HELP GUIDE  
VERSION 2.0

## 1. Overview.

**My Recent Email** tile is located on the School Dashboard as shown in Figure 1.

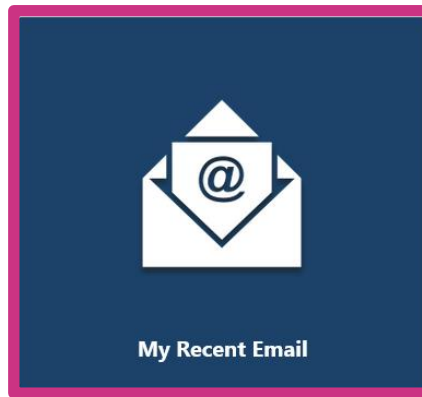


FIGURE 1. MY RECENT EMAIL TILE ON SCHOOL DASHBOARD

## 2. Viewing Recent Emails.

Clicking on the **My Recent Email** tile rotates to display a preview of 5 of your most recent emails by sent date, including the sender’s name and the mail subject header as shown in Figure 2.

Emails can be sent/received from your **Mail** tile on your Microsoft Office 365 portal which can be accessed by clicking on the tile title.

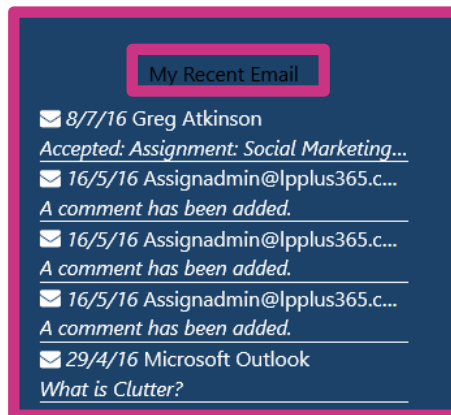


FIGURE 2. MAIL PREVIEW

## 3. Accessing your Mailbox.

There are multiple ways a user can access their Outlook Web App mailbox on LP+365.

### 3.1 My Recent Email tile.

Clicking on any of the individual emails or the title of **My Recent Email** title launches a new browser tab to open your inbox on Microsoft Exchange Online.

### 3.2 The Email Notification Bar.

The Email Notification Bar, as shown in Figure 3, informs the user of new emails. The push notification displays a count of new and unread items. Clicking on the email notification icon provides a drop down showing a preview of 5 of your most recent emails by sender name, date and a snapshot of the main body of email text.

Clicking on any of the individual emails or on the **View Mailbox** link launches a new browser tab to open your inbox on Microsoft Exchange Online.

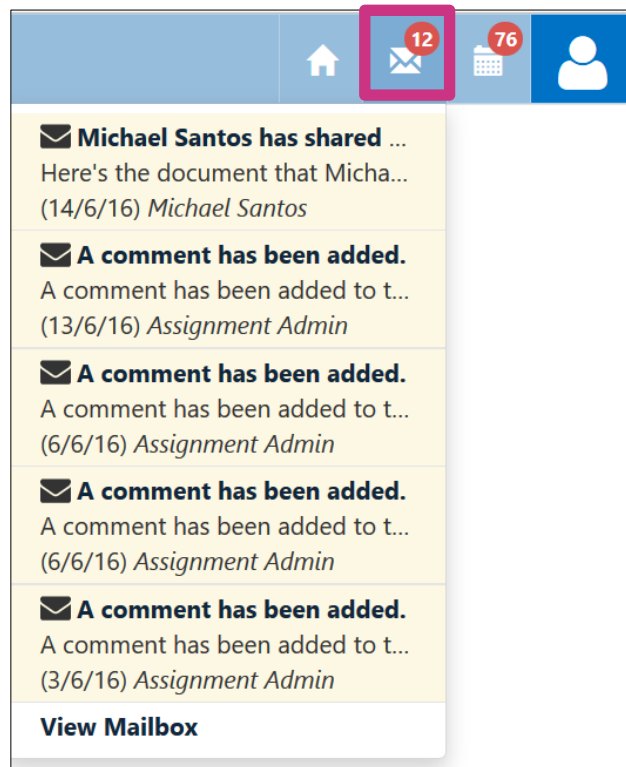


FIGURE 3. MAIL NOTIFICATION BAR

## 4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Getting started in Outlook on the web for o365](#)
- [Start Using Outlook](#)
- [Mail Overview](#)
- [Mail Settings](#)

**Purchased Support? Log a call** <https://tigeronline.lpplus.net>

**Free Online Support:** <https://adopt.lpplus.net/lp365/Pages>

**Get in touch by email:** [lp365@lpplus.com](mailto:lp365@lpplus.com)