



MY RECENT EMAIL

LP+365

HELP GUIDE
VERSION 2.1

1. Overview.

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

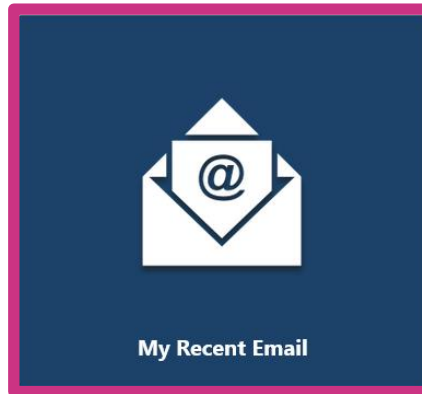


FIGURE 1. MY RECENT EMAIL TILE ON SCHOOL DASHBOARD

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.

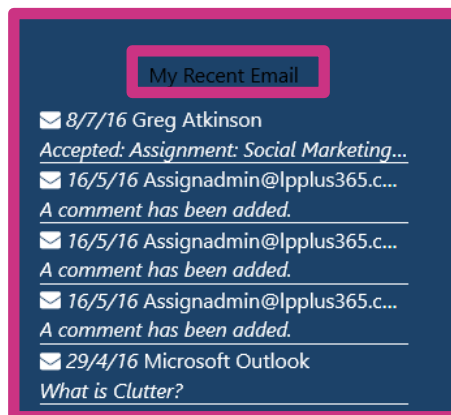


FIGURE 2. MAIL PREVIEW

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 subject, 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.

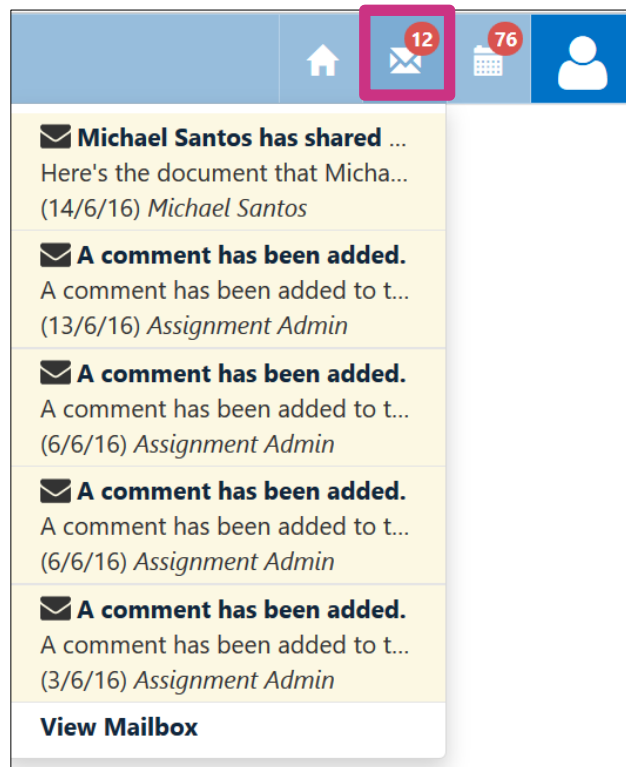


FIGURE 3. MAIL NOTIFICATION BAR

4. Additional Guides.

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

- [Getting started in Outlook on the web for O365](#)
- [Mail Overview](#)
- [Mail Settings](#)

Free Online Support: <http://lpplus.com/support-home>
Get in touch by email: lp365support@lpplus.com