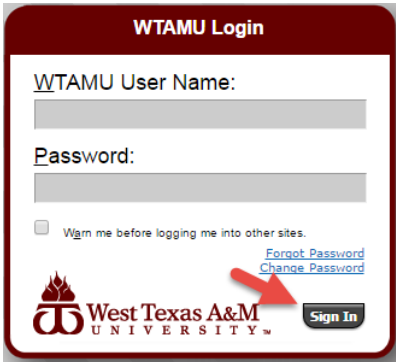


ACCESSING OFFICE 365 AND ONEDRIVE

1. Access the **West Texas A&M University website** at www.wtamu.edu.
2. Click on the **My Buff Portal** icon.



3. Login using your credentials and click **Sign In**.

A login form titled "WTAMU Login". It has two input fields: "WTAMU User Name:" and "Password:". Below the fields is a checkbox labeled "Warn me before logging me into other sites." and two links: "Forgot Password" and "Change Password". At the bottom left is the West Texas A&M University logo, and at the bottom right is a "Sign In" button. A red arrow points to the "Sign In" button.

4. Click on the **Student Email** icon in the upper, right-hand corner.



5. Click on the **Office 365** icon in the upper, left-hand corner.



6. Click the **OneDrive** app icon from the **Office 365 home page**.

