

ACCESSING OFFICE 365 FROM MY BUFF PORTAL

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" with fields for "WTAMU User Name:" and "Password:". Below the fields are links for "Forgot Password" and "Change Password", and 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. (Alternatively, the blue **App List** icon will provide a shortcut to access Office 365 apps.)

