

USING OFFICE 365 AND ONEDRIVE

This document describes how to access Office 365, create files, save files, and open files using OneDrive.

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**.



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.)

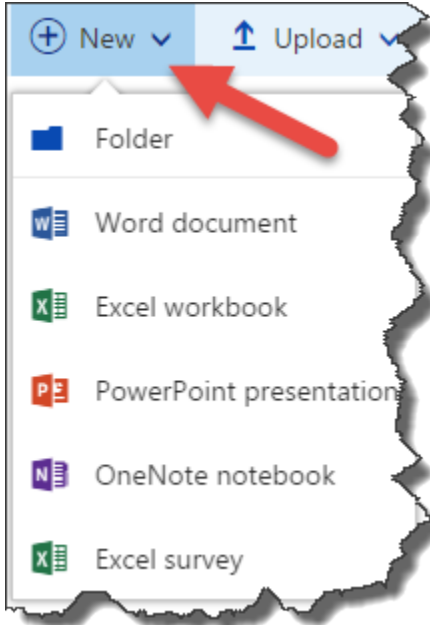


CREATING AN OFFICE FILE USING ONEDRIVE

1. Click the **OneDrive** app icon from the **Office 365 home page** or inside the **App List** icon.



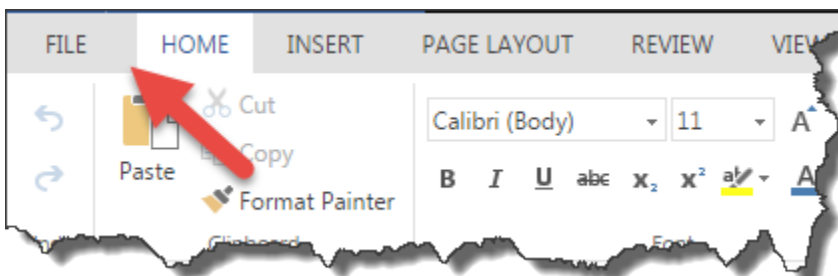
2. Click on the **New** icon and select the appropriate app for file you wish to create.



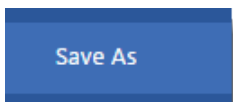
SAVING A MICROSOFT OFFICE FILE TO YOUR ONEDRIVE FOLDER

(These instructions are generalized for Office applications such as Word, Excel, and PowerPoint.)

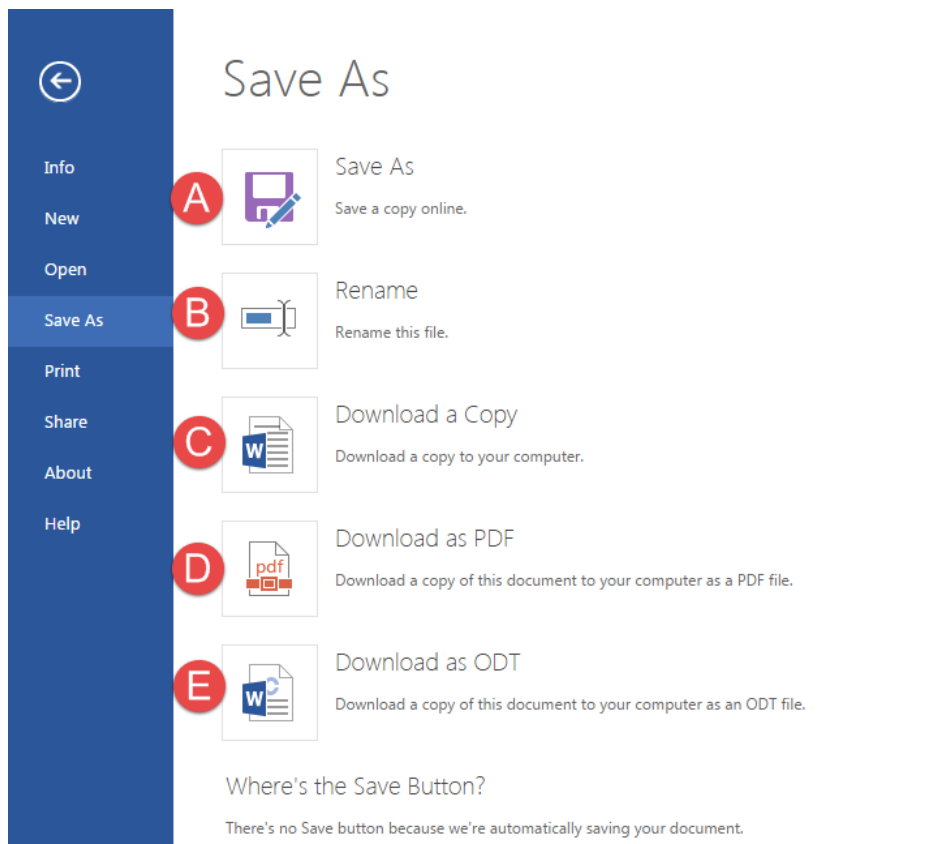
1. Click **File** on the menu bar.



2. Click **Save As** in the list.

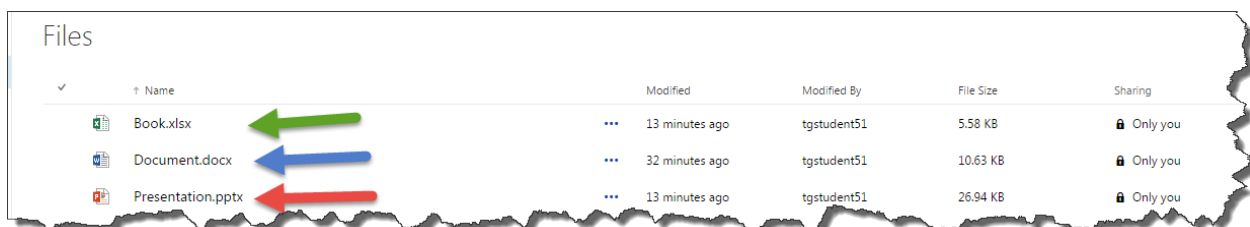


3. Choose the appropriate icon based on your saving preference.
 - A. **Save As.** This option allows the user to save a copy of the file in OneDrive or replace the existing file with the current file. *(Note: OneDrive automatically saves files when files are created or updated.)*
 - B. **Rename.** This option allows the user to change the name of the file.
 - C. **Download a Copy.** This option allows the user to download a copy of the file to their computer or memory device.
 - D. **Download as Portable Document Format (PDF).** This option creates a copy of the file in PDF format for download.
 - E. **Download as OpenDocument Text (ODT).** This option creates a copy of the file in ODT format for download.



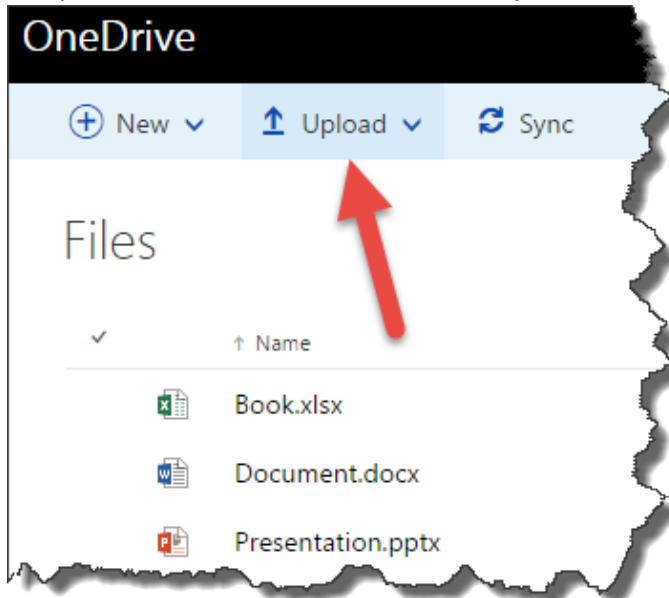
OPENING A MICROSOFT OFFICE FILE FROM YOUR ONEDRIVE FOLDER

To open a file in OneDrive, click on the file **Name**. This will launch the appropriate app and open the file.

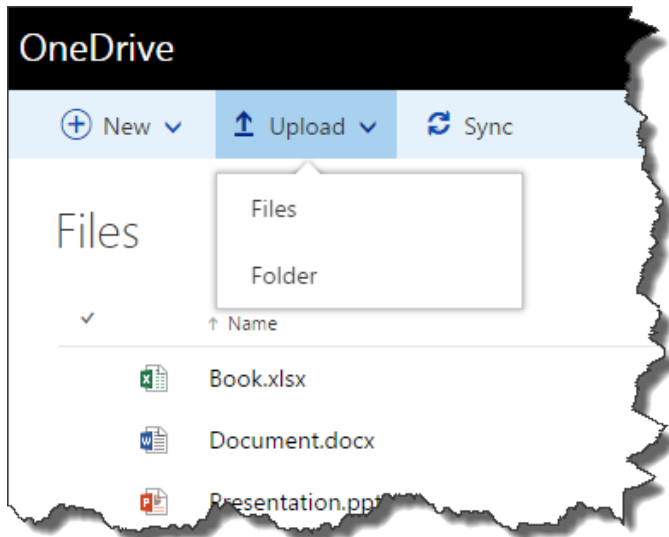


UPLOADING A FILE INTO ONEDRIVE

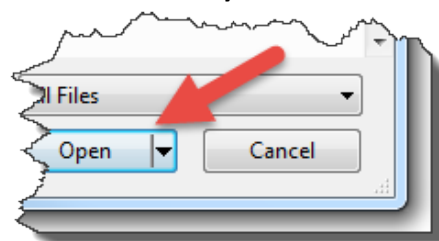
1. To upload a file in OneDrive, click on the **Upload** icon



2. Select **Files** to upload one or several files. Select **Folder** to upload all files within the selected folder.



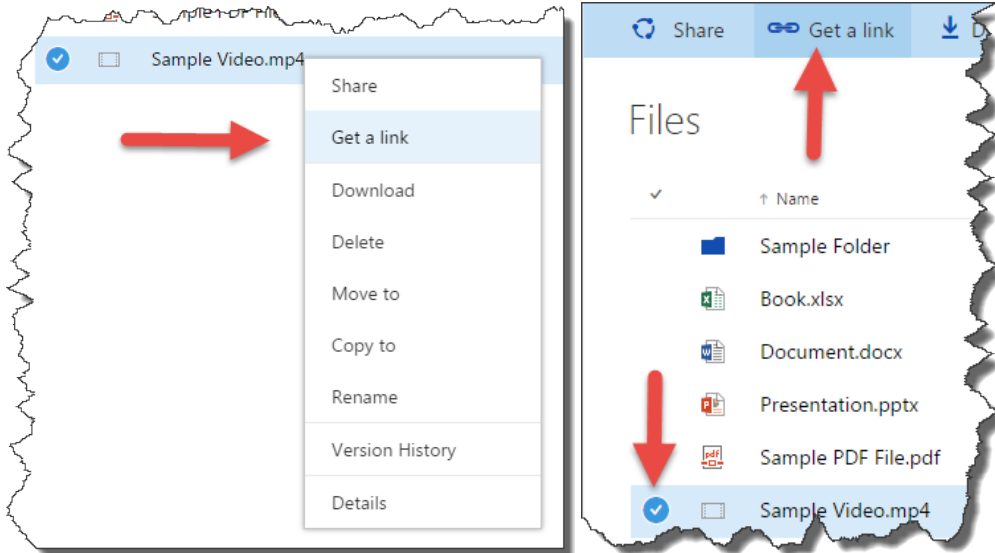
3. Click on the file or folder to upload and click **Open**. (To upload more than one file at a time, hold down the **CTRL** key and click on each file to upload.)



4. The files or folders will appear in your OneDrive file list.

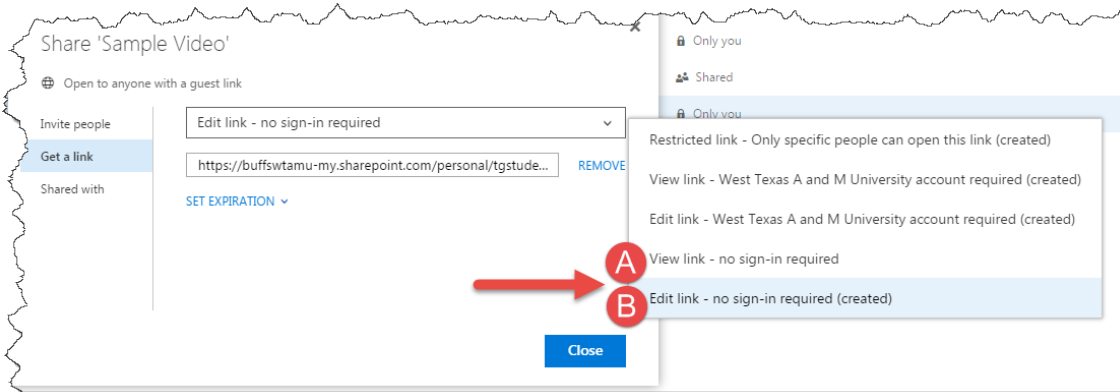
SHARING A FILE IN ONEDRIVE

1. To share a file in OneDrive, **right click** on the file name and click on **Get a link**. (Alternatively, click to the left of the file name and click the **Get a link icon**.)



2. Select the type of link you want to create:

- A. **Edit link – no sign-in required.** Those who receive the link can **edit**, copy, and download the file.
- B. **View link – no sign-in required.** Those who receive the link can view, copy, and download the document. They **cannot** edit the file saved in OneDrive.



3. Copy the link and provide the link to those you wish to share the file (email, WTClass, etc.).

