

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 a red border. It contains fields for "WTAMU User Name:" and "Password:". Below the password field 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.

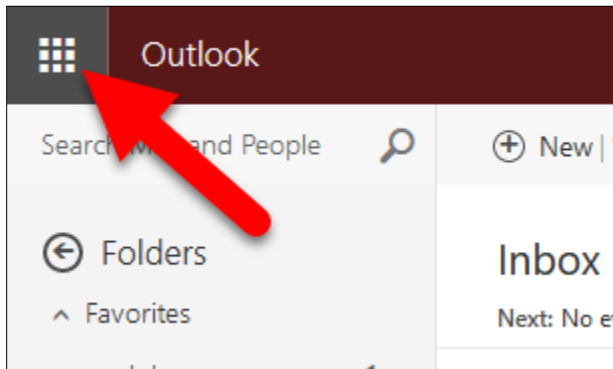
4. Click on the **Student Email** icon in the upper, right-hand corner.



5. Sign into your student email account using your full email address and your Single Sign-On password.

A login form for "wtsfs.wtamu.edu". It says "Sign in with your organizational account". There are two input fields: one for the email address (pre-filled with "someone@example.com") and one for the password (pre-filled with "Password"). At the bottom is a blue "Sign in" button.

6. Click on the **"Grid"** icon in the upper, left-hand corner.



7. Click on the **Office 365** link.

