

Accessing 0365

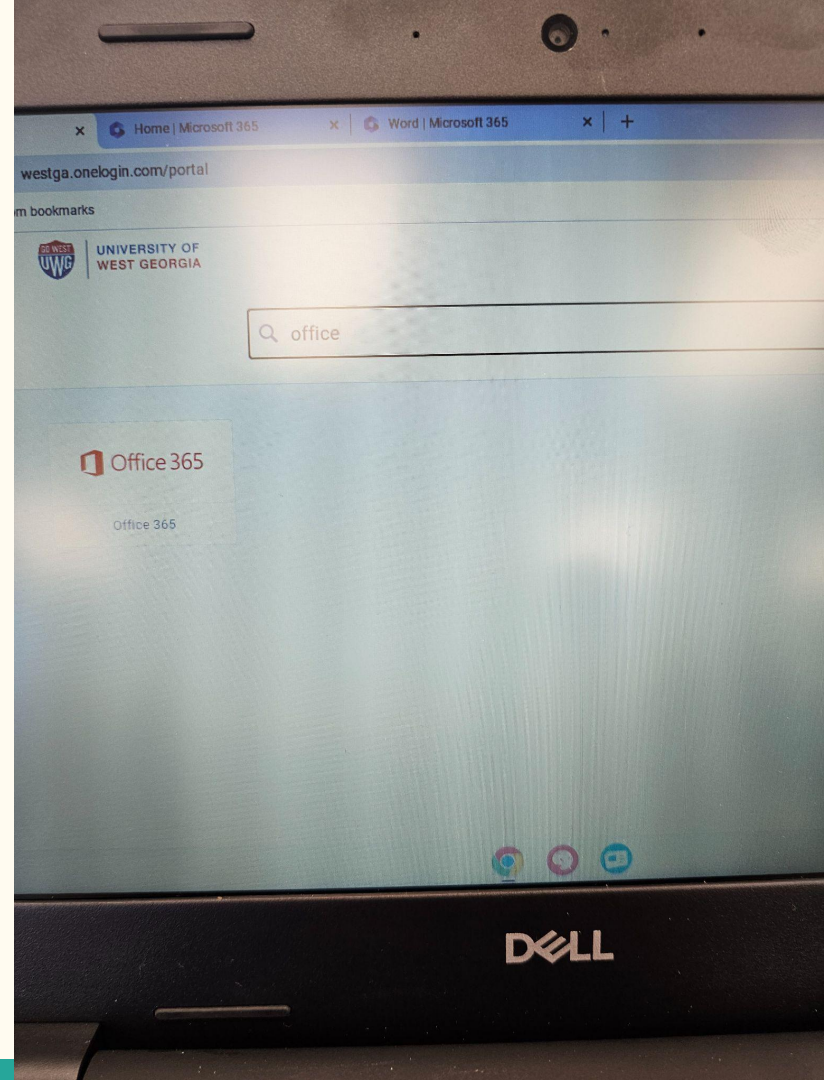
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On the students West Ga Portal
westga.onelogin.com

Search for Office

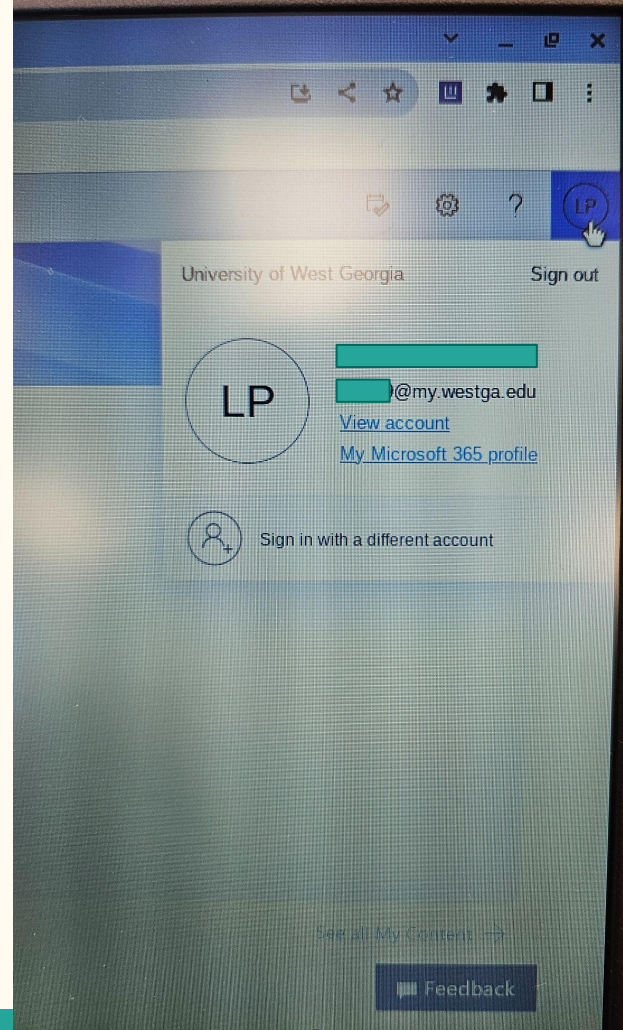
Click the Office 365 Icon



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Office will load in the browser

If you look into the top right corner you will see that it is using WestGa's O365

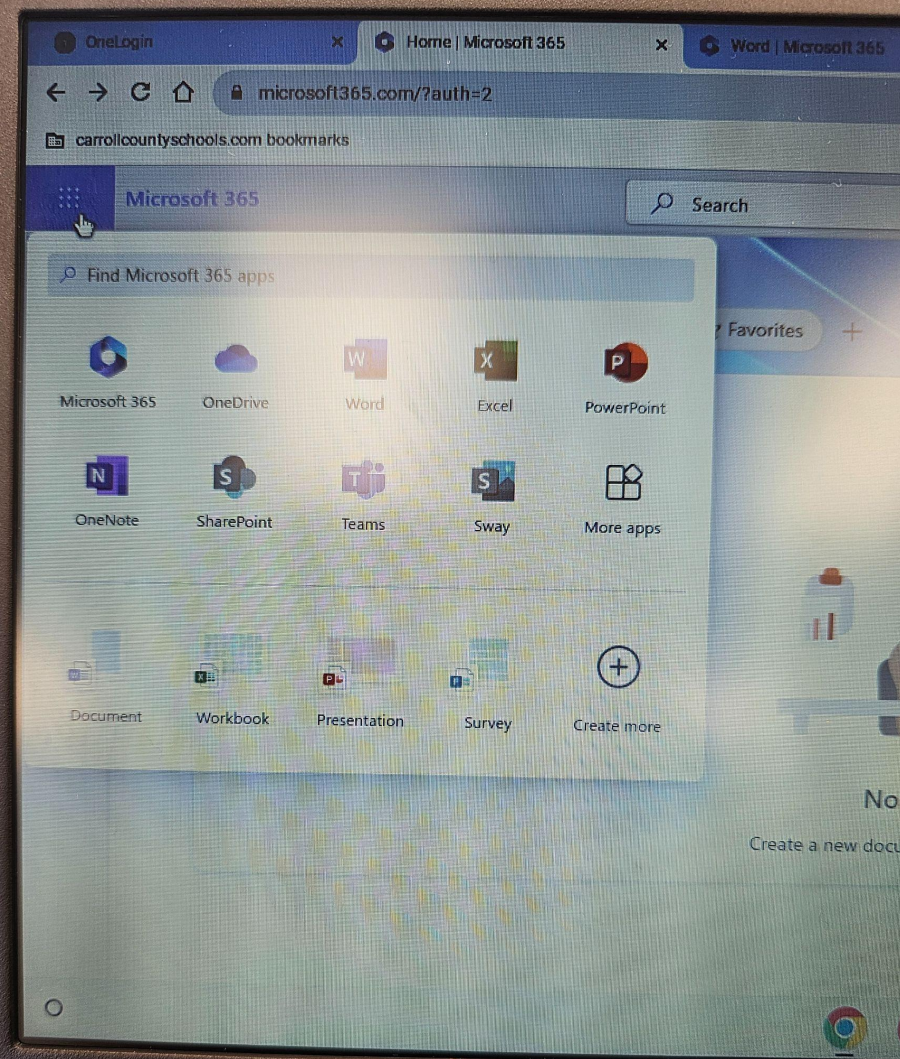


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On the top left, click the waffle

All of the Office Suite apps are available from the browser

Office 365 does not need to be downloaded to a device.



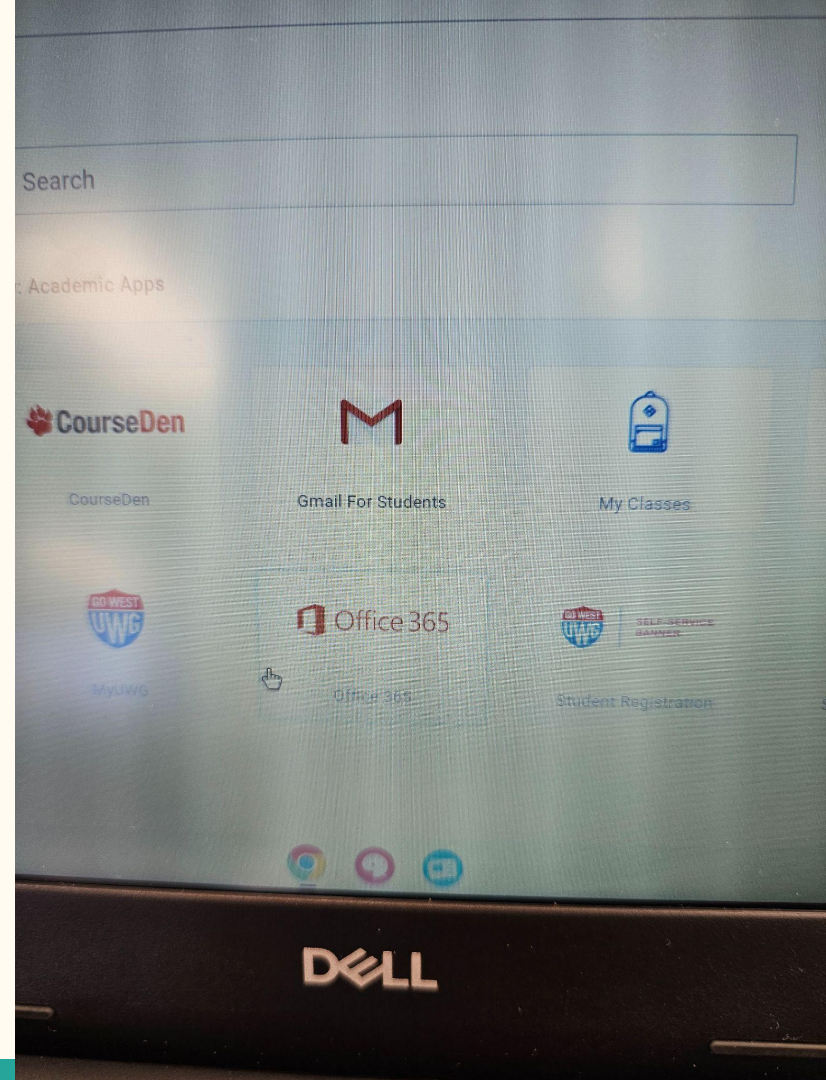
Adding West Ga Email

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Adding West Ga Email

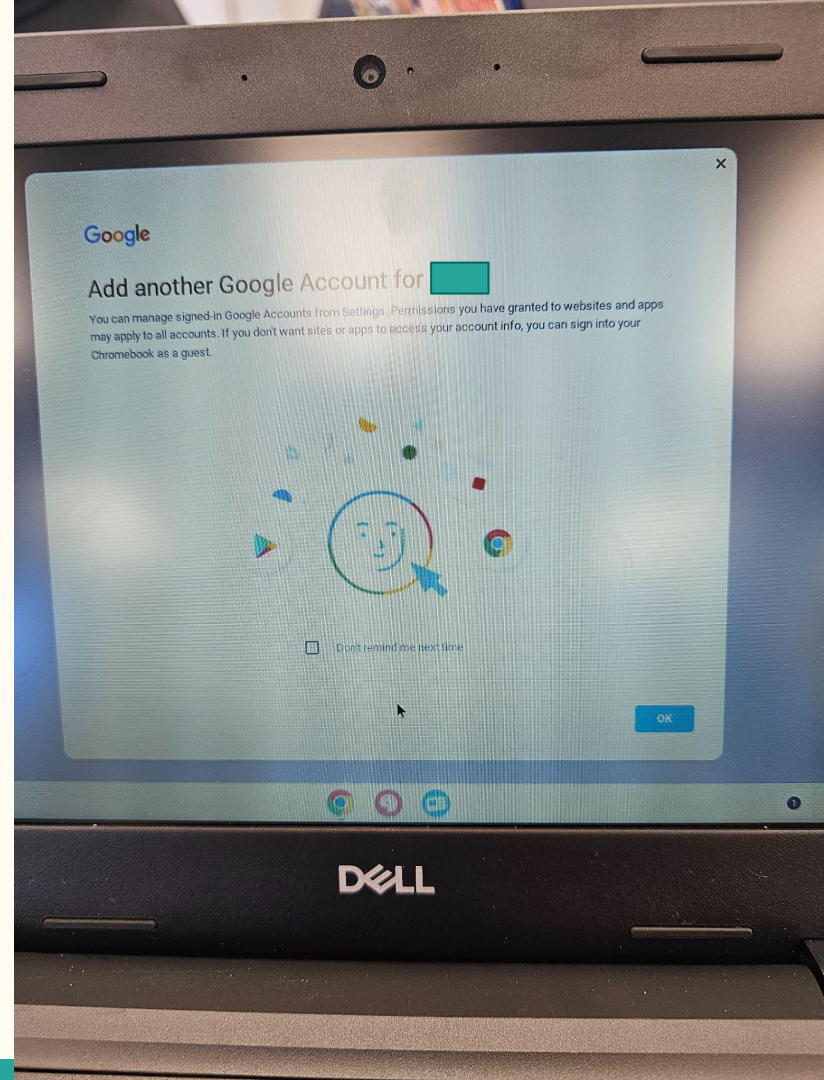
Go to the West Ga Portal

Click on Gmail for Students



Adding West Ga Email

Click Ok on this screen



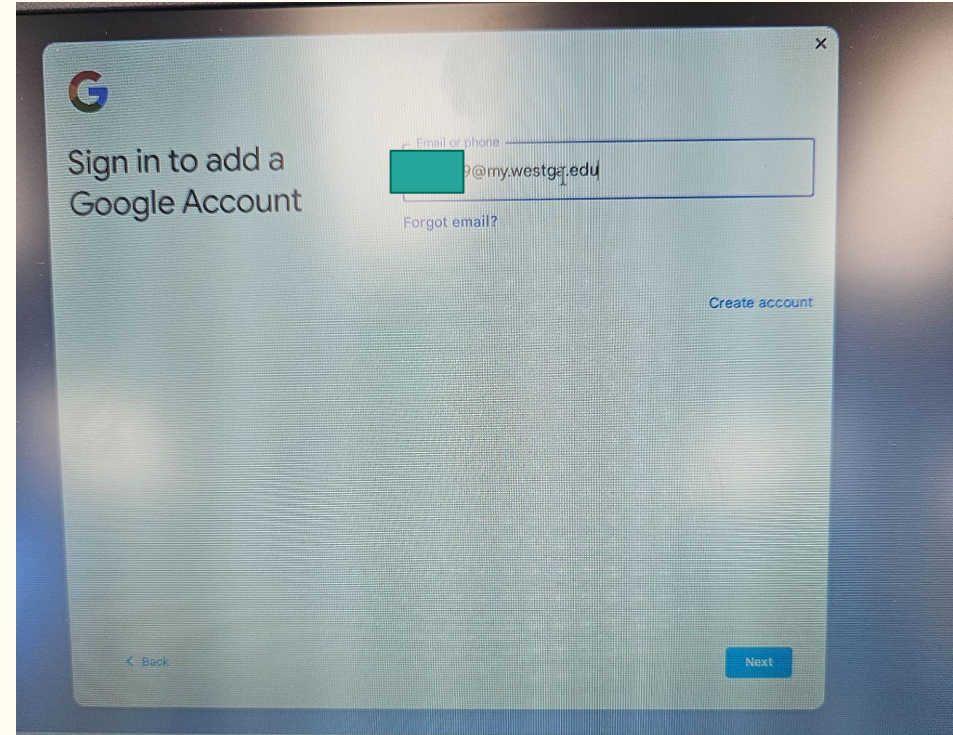
Adding West Ga Email

Student will plug in their West Ga email

Should be their username with
@my.westga.edu at the end

Click Next

If student doesn't know jump to slide 10

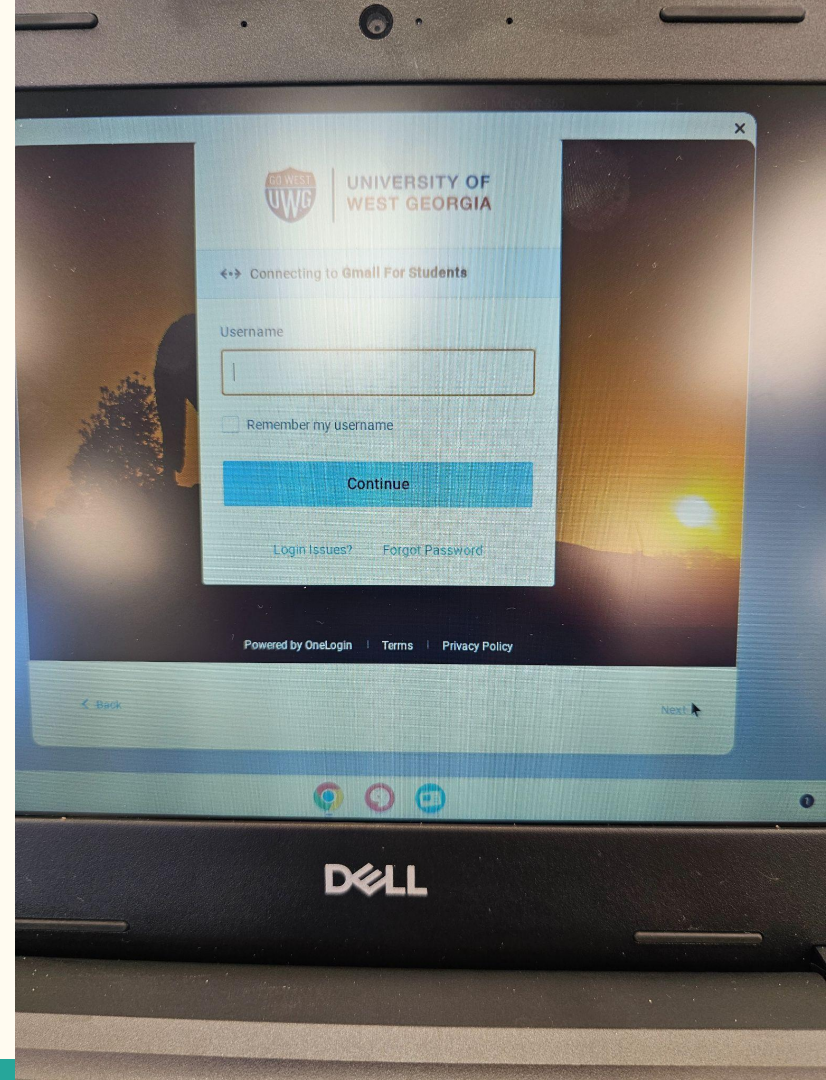


Adding West Ga Email

They will be taken to a West Ga login page

They will use their username and password that they use to access the UWG web portal

Once they log in they will be in their email

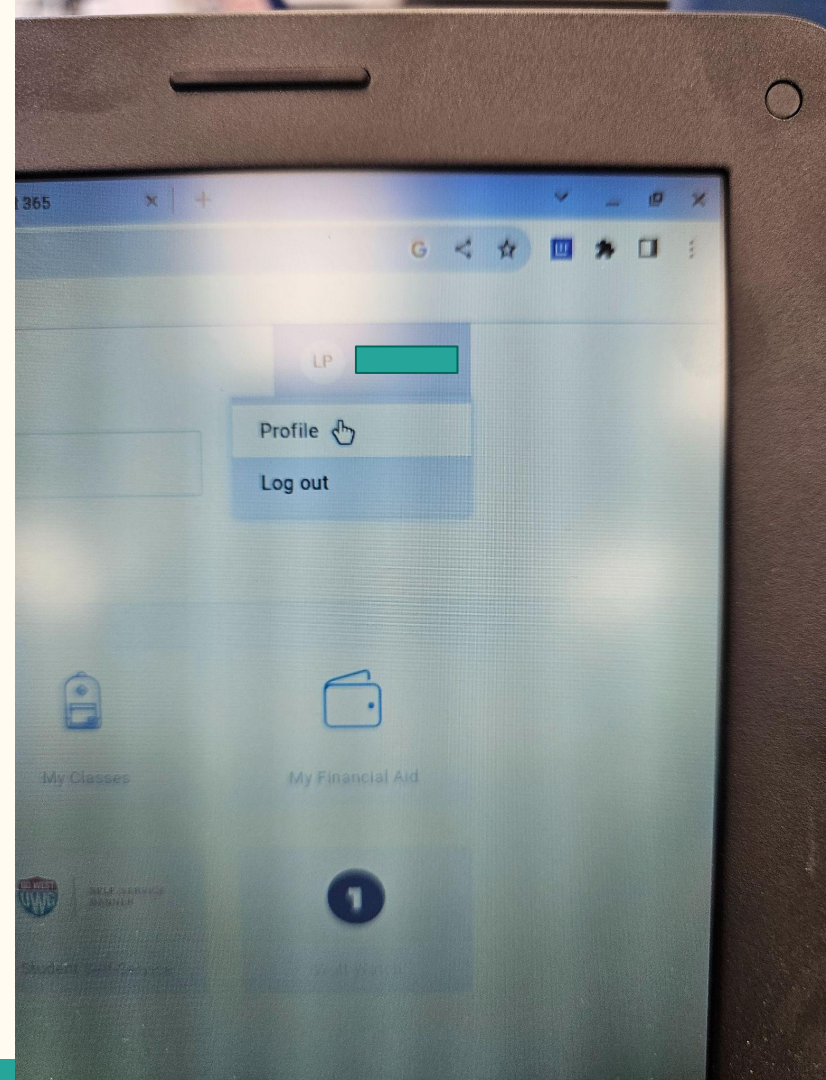


Finding West Ga Email

If student doesn't know their email address

From the portal click the icon in the top right corner

Click Profile



Adding West Ga Email

On this page it will show their email address

It will also show their username

