



สำนักคอมพิวเตอร์
Computer Center

Microsoft 365 Email Setup and User Guides

Microsoft Outlook for Windows

Set up Outlook Desktop for your KMUTT Microsoft 365 account

To configure your KMUTT Microsoft 365 account in Outlook Desktop, please follow these steps:

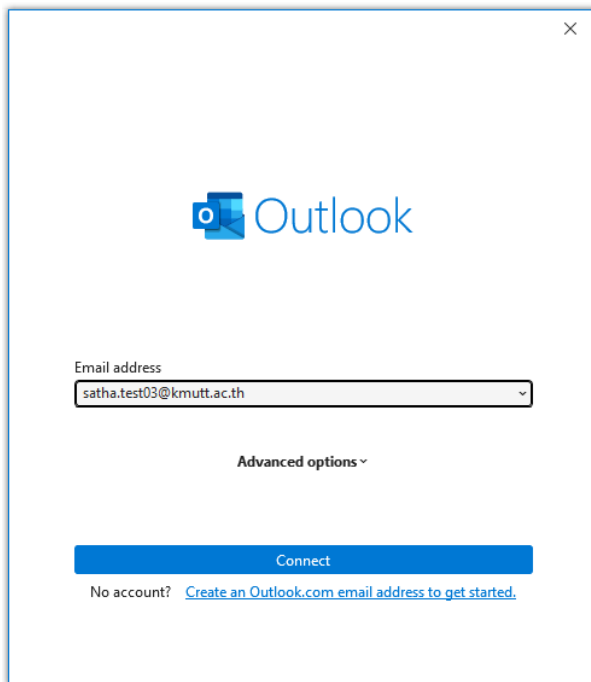
1. Open Outlook

Launch the Outlook application on your Windows PC.

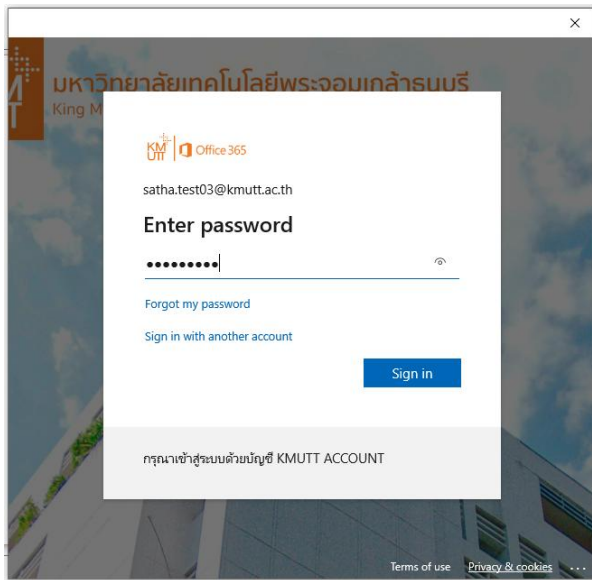
2. Add an Account

Go to the **File** menu (top-left corner), then click **Add Account**.

- o Enter your email address (e.g., satha.test03@kmutt.ac.th)
- o Click "**Connect**", then enter your password



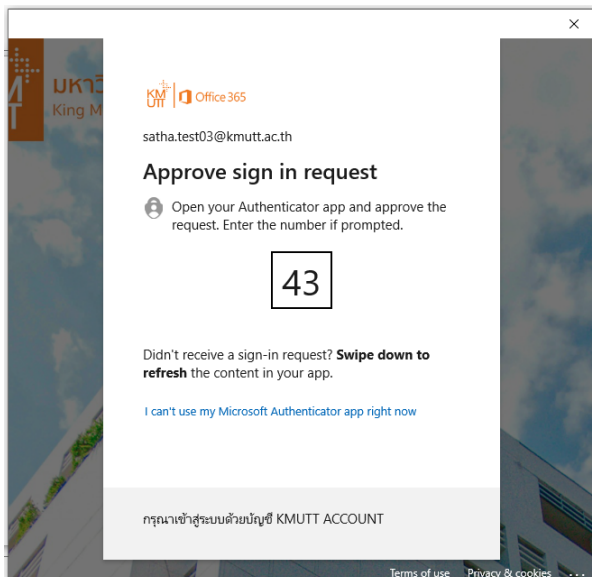
- o Click “Sign in”



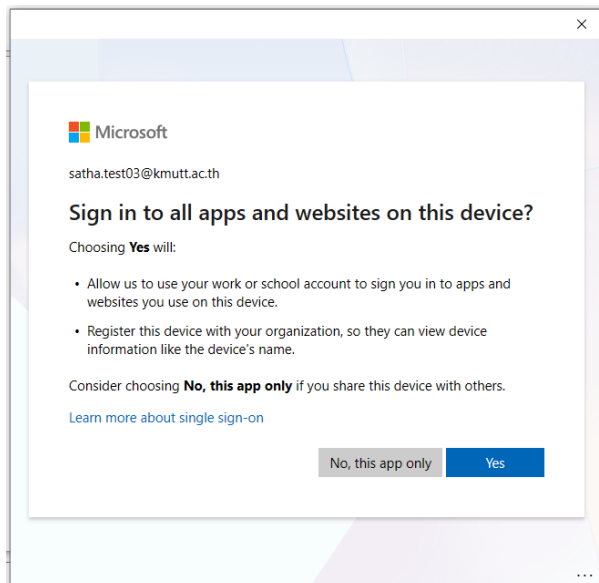
3. Verify Your Identity (Multi-Factor Authentication: MFA)

A number will be displayed on the sign-in screen.

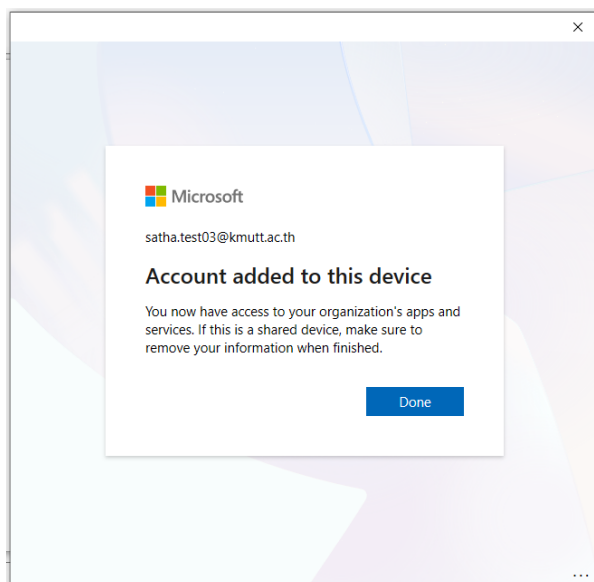
Enter the displayed number in the **Microsoft Authenticator** app to verify your identity.



- o Click "Yes" to confirm the sign-in request



- o Click "Done" to continue



4. Complete the Setup

Once the account has been successfully added, click **"Done"**. Restart Outlook to begin using your account.

