



สำนักคอมพิวเตอร์  
Computer Center

# Microsoft 365 Email Setup and User Guides

Windows Mail for Windows

## Set up Windows Mail for your KMUTT Microsoft 365 account

To configure your KMUTT Microsoft 365 account in Windows Mail, please follow the steps below:

### 1. Open the App

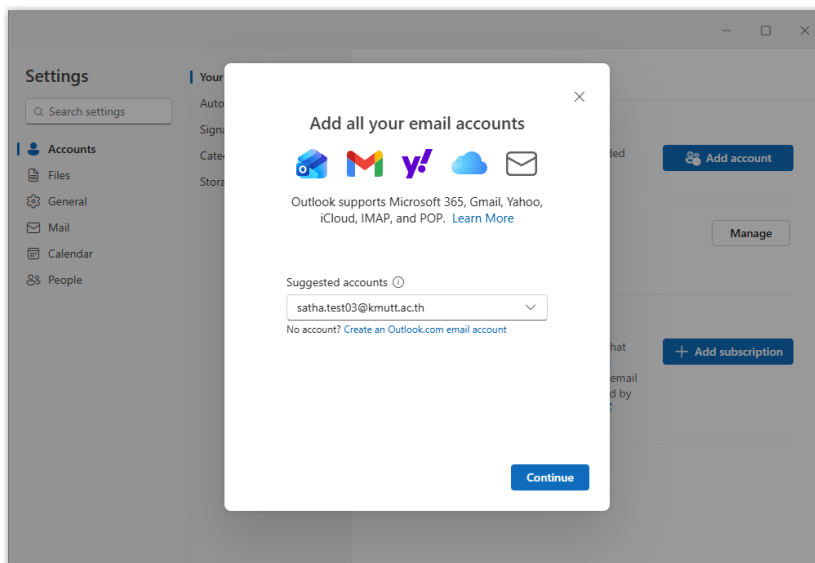
Click the **Start** button, type "**Mail**" or "**Outlook**" in the search bar, and open the application.

### 2. Add Account:

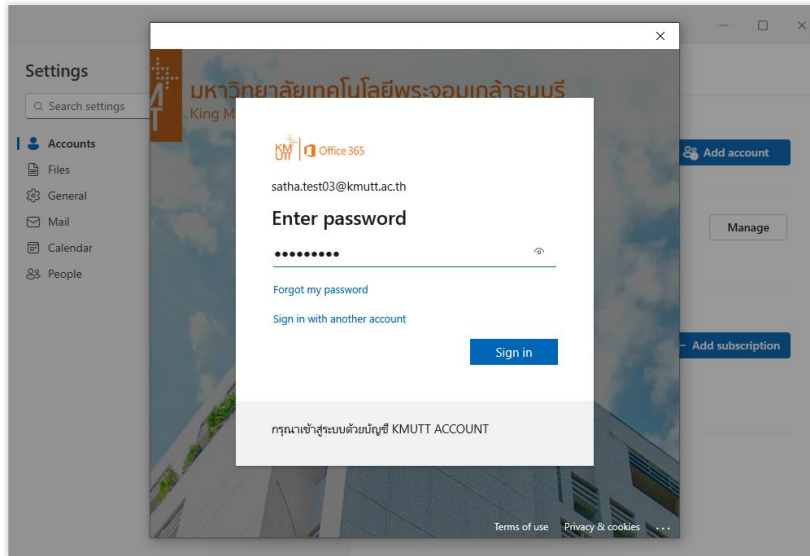
- **First-time users:** Click "**Add account**" on the welcome screen
- **Existing users:** Click **Settings** (gear icon) at the bottom-left corner → select **Manage Accounts** → click **Add account**

Then:

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



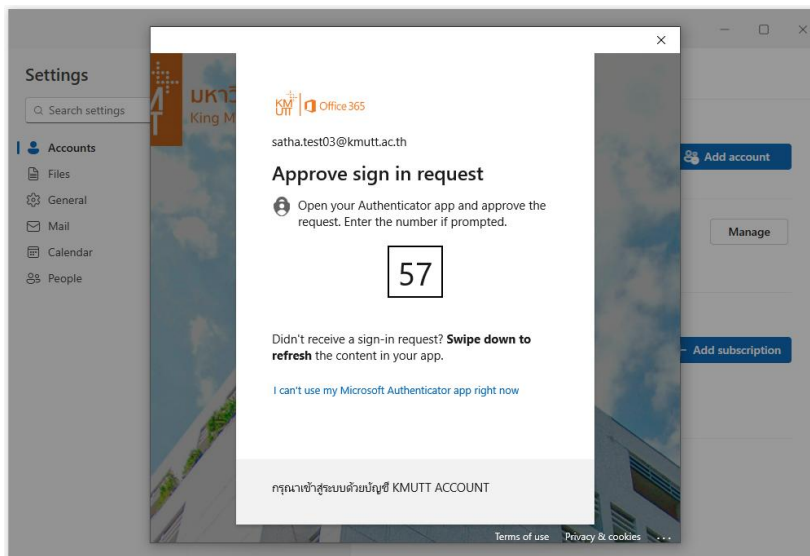
- Click "Sign in"



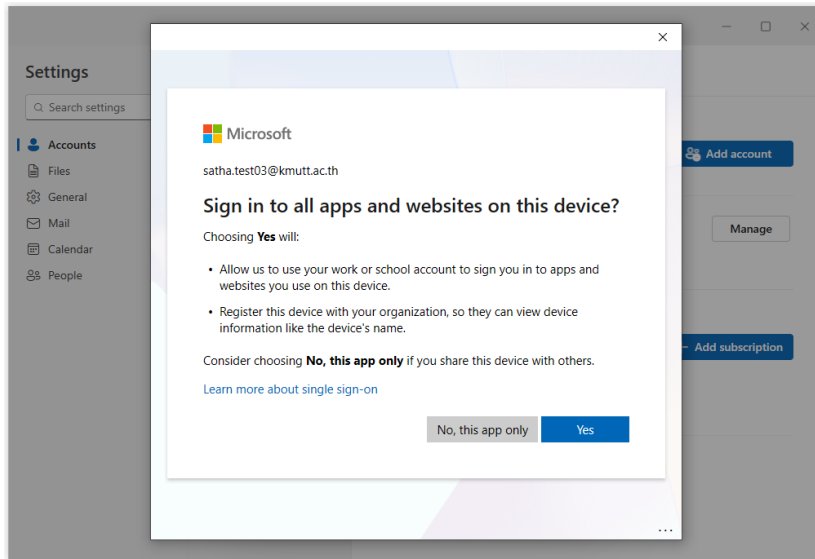
### 3. Verify Your Identity (Multi-Factor Authentication: MFA)

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

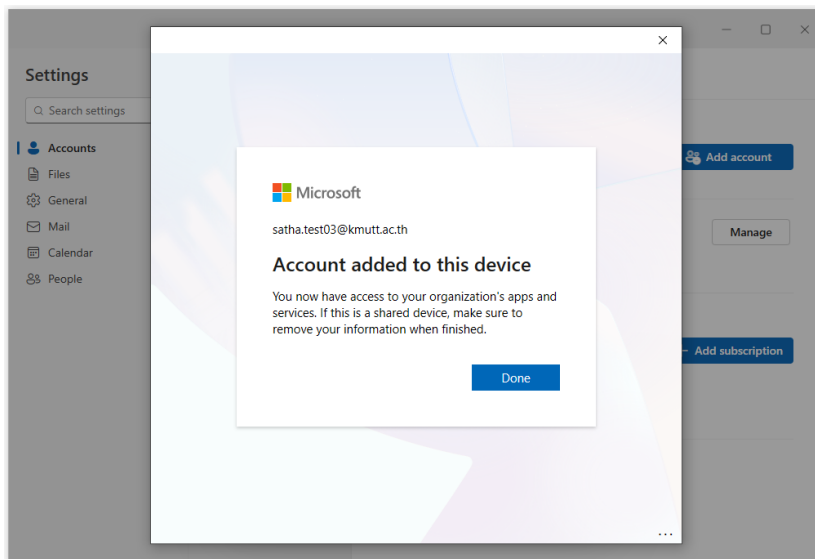
Enter the displayed number in the **Microsoft Authenticator** app to verify your identity.



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



- Click "Done" to continue



#### 4. Complete the Setup

When the message “**Success**” appears on the screen, click “**Done**”. The system will then automatically begin syncing your email and calendar data to your device.

