



สำนักคอมพิวเตอร์
Computer Center

Microsoft 365 Email Setup and User Guides

Microsoft Outlook for macOS

Set up Outlook for Mac for your KMUTT Microsoft 365 account

To configure your KMUTT Microsoft 365 account in Outlook for Mac, please follow the steps below:

1. Open Outlook:

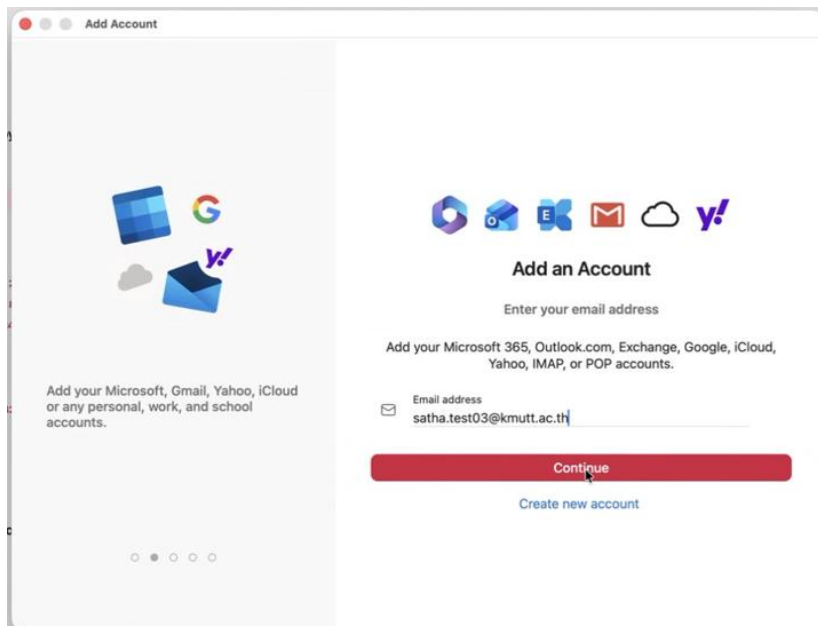
Launch the Outlook application from your **Applications** folder or **Launchpad**.

2. Add Account:

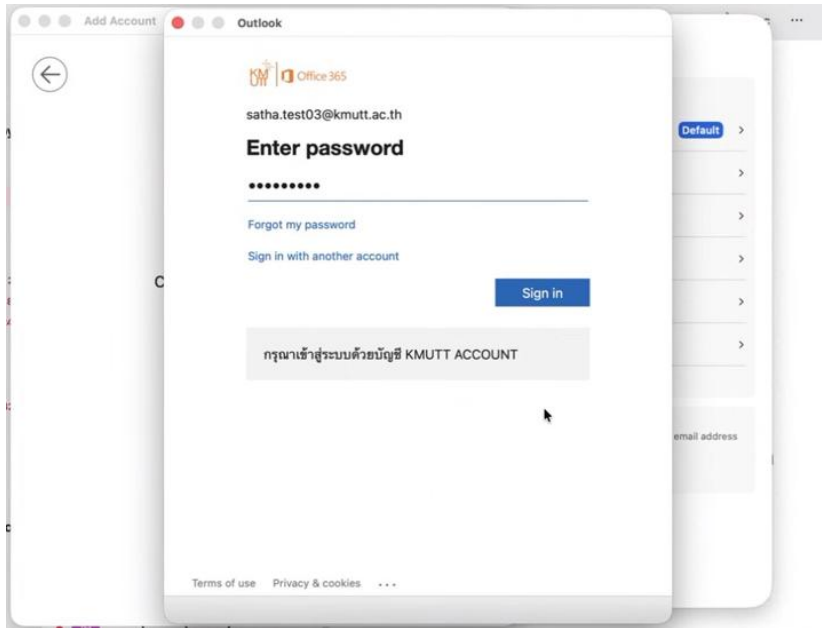
- **First-time users:** Enter your email address when prompted
- **Existing users:** Go to the **Tools** menu at the top of the screen, select **Accounts**, then click the **plus (+)** icon and choose **Add an Account**

Then:

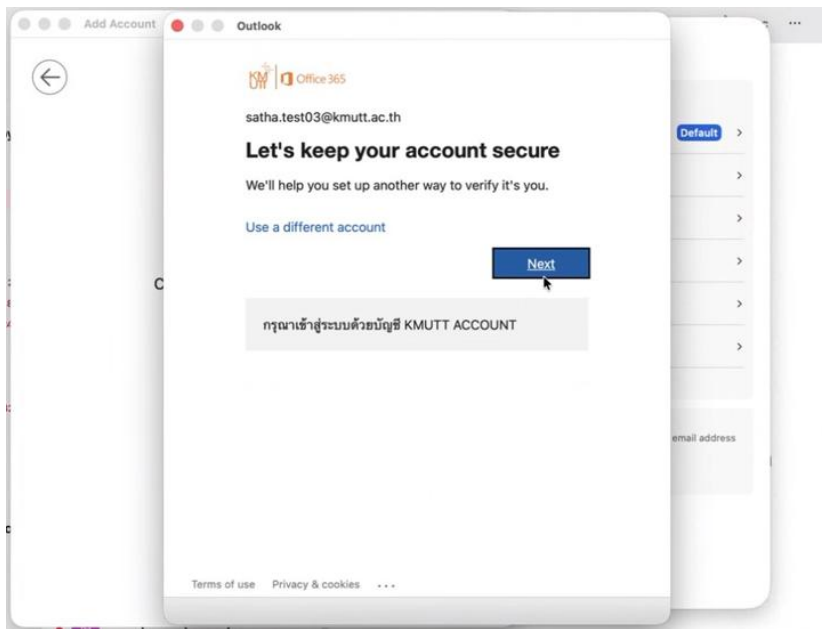
- Enter your email address (e.g., satha.test03@kmutt.ac.th)
- Click "**Continue**", then enter your password



- Click "Sign in"



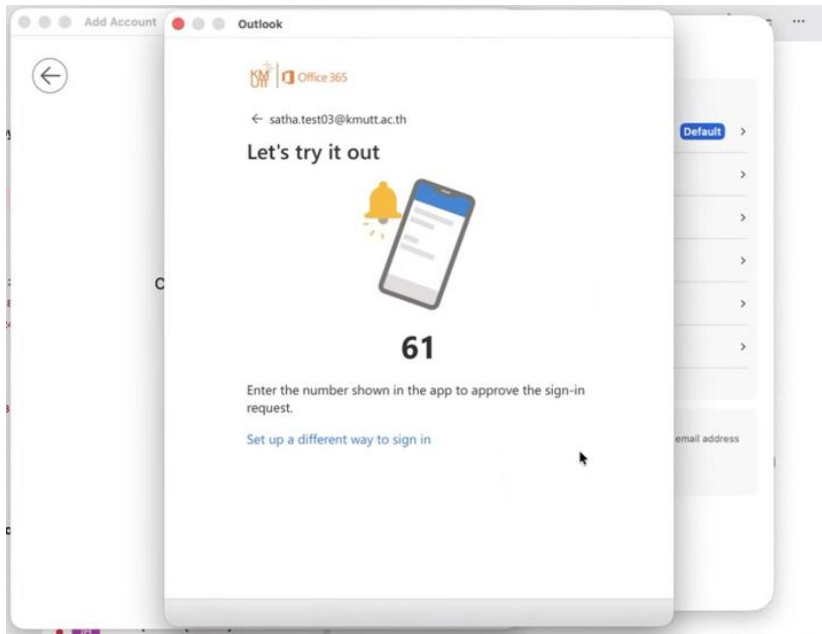
- Click "Next"



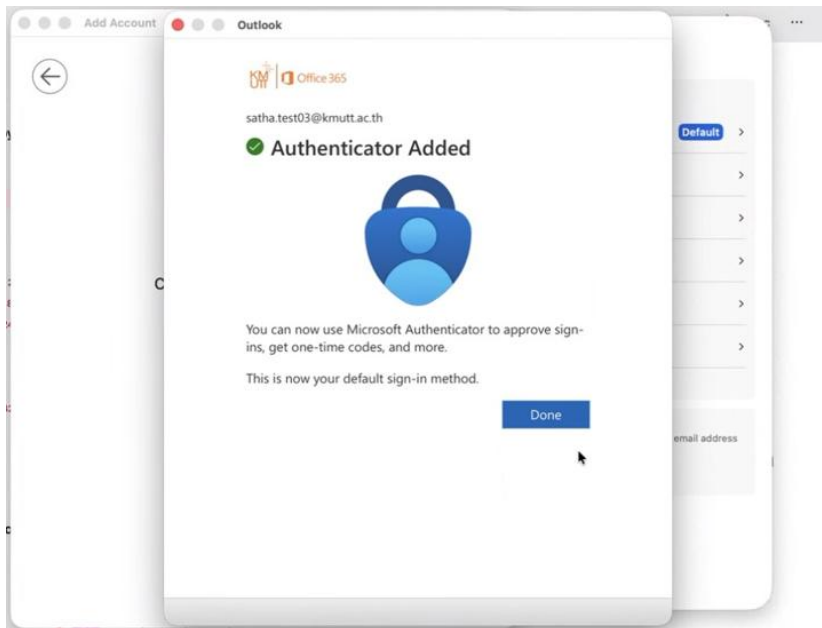
3. Verify Your Identity (Multi-Factor Authentication: MFA)

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 "Done" to continue



4. Complete the Setup

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

