



สำนักคอมพิวเตอร์
Computer Center

Microsoft 365 Email Setup and User Guides

Mail for macOS

Set up Mail for Mac for your KMUTT Microsoft 365 account

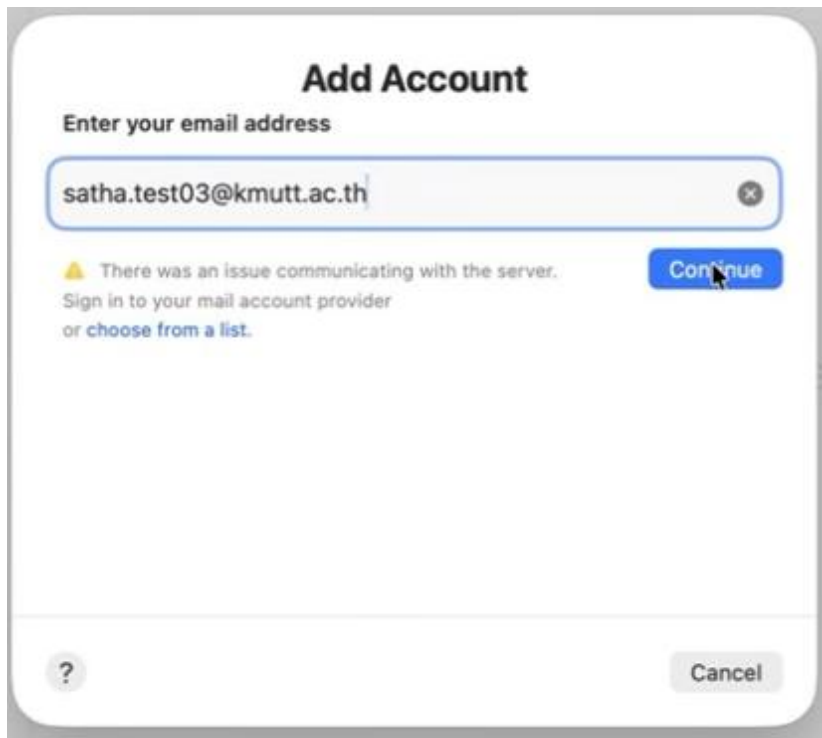
To configure your KMUTT Microsoft 365 account in the Mail app on macOS, please follow the steps below:

1. Open Mail

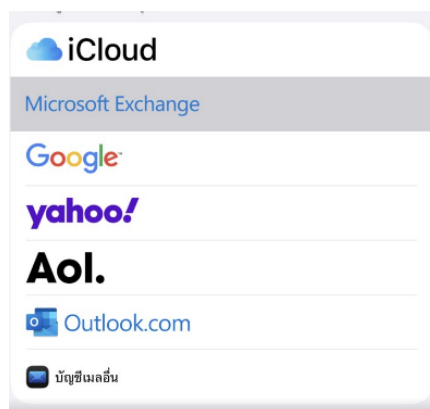
Click the **Mail** icon in your Dock or search for it using **Spotlight** (Cmd + Space).

2. Add an Account

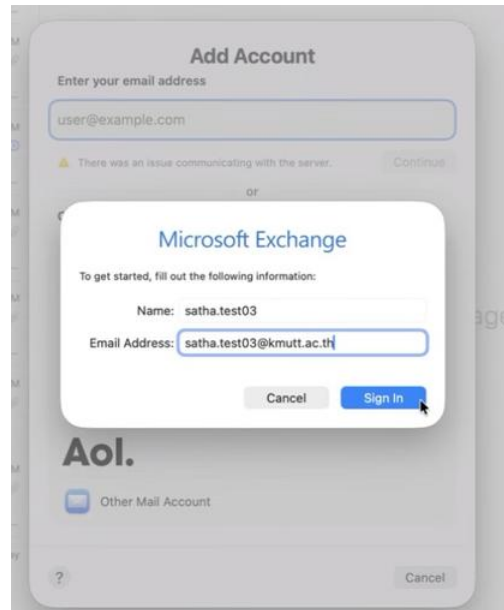
From the top menu bar, click **Mail** → **Add Account**. → Click "Continue



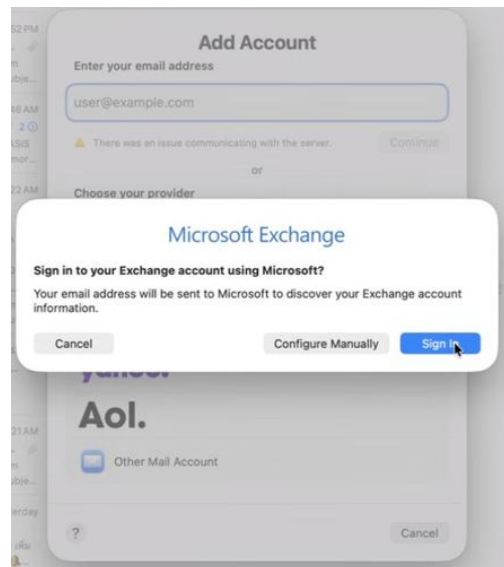
o Select Microsoft Exchange



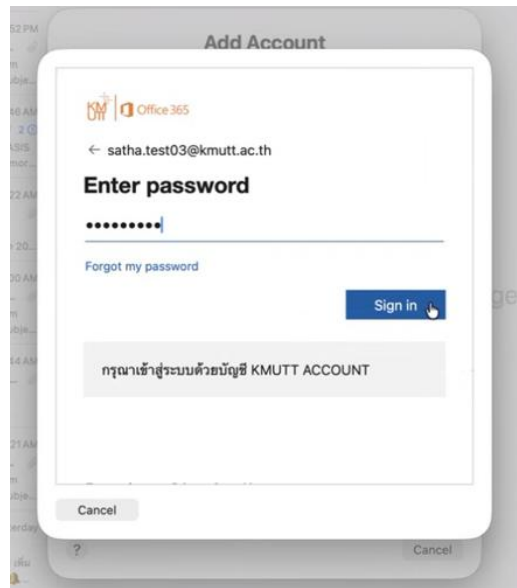
- o Enter your email address (e.g., satha.test03@kmutt.ac.th)
- o Click "Sign in"



- o Click "Sign in"



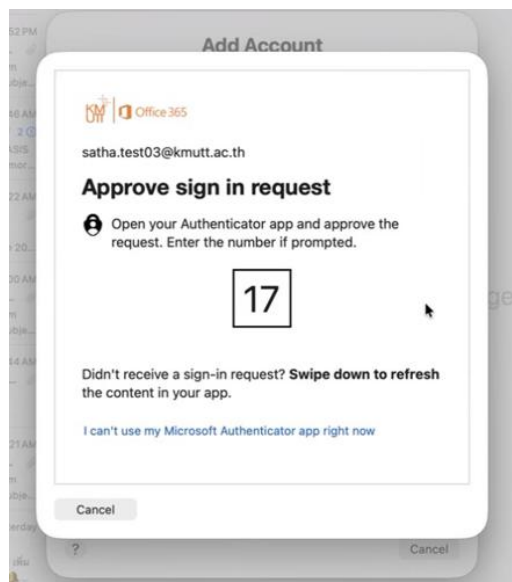
- o Enter your password, then click "Sign in".



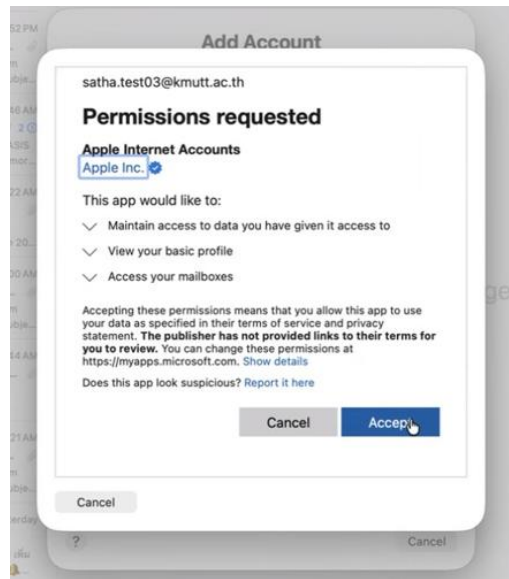
3. Verify Your Identity (Multi-Factor Authentication: MFA)

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

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



- Click "Accept" to grant permissions



4. Complete the Setup

Select the applications you want to sync (Mail, Contacts, Calendars, Reminders, Notes), then click "Done"

