1. เข้าเว็บไซต์ https://office.com



2. Login ด้วย username/email

| Microsoft                   |
|-----------------------------|
| Sign in                     |
| pichitchai.bs@365.ksu.ac.th |
| No account? Create one!     |
| Can't access your account?  |
| Back Next                   |
|                             |
|                             |
| O Sign-in options           |

3. กรอกรหัสผ่าน สำหรับ username



4. ยืนยันตัวเลข หรือ Approve ผ่านแอป Microsoft Authenticator



คลิก Yes หากใช้งานเครื่องส่วนตัว
 คลิก No หากใช้งานเครื่องสาธารณะ

| <pre>icit chai.bs@365.ksu.ac.th Ctay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No Yes</pre> |
|--|
|--|

2

- คลิกที่บัญชีผู้ใช้งานมุมขวาบน
- 3. คลิก View Account

| Microsoft 365 | , Search                         |                             | ₽ @ ?   |
|---------------|----------------------------------|-----------------------------|---|
|               |                                  |                             | University Si   |
| Welcome to M  | licrosoft 365                    |                             | TU<br>TU<br>TU<br>TU<br>TU<br>Test User<br>username@yourdomain.ac<br>View account<br>My.Microsoft 365.profile |
|               |                                  | Get started<br>Explore apps | Sign in with a different account  |
| Quick access  | itly opened 왕 Shared ☆ Favorites | +                           | Tupload   = 88  |
|               |                                  | -                           |   |
|               |                                  | 0                           | Feedback  |

## 4. คลิก Security Info

| τυ   | Test User<br>testuser@yourdomain.ac.th | 8                  |   |
|------|--|--------------------|---|
| 8    | Overview                               |                    | Security info                               |
|      | Security info                          | Test User          |   |
|      | Devices                                |                    | $\mathcal{S}_{\boldsymbol{\ell}}$           |
| P    | Password                               |                    | Keep your verification methods and security |
| Ô    | Organizations                          |                    | UPDATE INFO >                               |
| ැදිය | Settings & Privacy                     | ✓ Why can't Ledit? |   |
| P    | My sign-ins                            |                    |   |
|      | Office apps                            |                    |   |
|      | Subscriptions                          |                    | Devices                                     |

## 5. ลบ Sign-in Method ที่ไม่จำเป็นออก

| Security info  |                                    |        |        |
|--|------------------------------------|--------|--------|
| These are the methods you use to sign into yo                      | ur account or reset your password. |        |        |
| Default sign-in method: Microsoft Authentica                       | ator - notification Change         |        |        |
| + Add sign-in method   |                                    |        |        |
| S Phone  | -0.00                              | Change | Delete |
| Microsoft Authenticator     Push multi-factor authentication (MFA) | iPhone 13 Pro Max                  |        | Delete |
| Microsoft Authenticator<br>Push multi-factor authentication (MFA)  | Redmi Note 8                       |        | Delete |
| Microsoft Authenticator<br>Push multi-factor authentication (MFA)  | SM-G975F                           |        | Delete |
| Microsoft Authenticator     Push multi-factor authentication (MFA) | M2007J35G                          |        | Delete |
| Email  | print of the second second         | Change | Delete |
| Lost device? Sign out everywhere                                   |                                    |        |        |
|  |                                    |        |        |

- 6. กดเพิ่ม + Add sign-in method ที่ต้องการ
  - Authenticator App
  - Mobile Phone

| R Overview    | Security info  |  |        |        |  |
|---------------|--|--|--------|--------|--|
| Security info | These are the methods you use to s                         | tign into your account or reset your password. |        |        |  |
| Organizations | + Add sign-in method                                       | nourencetor - nourcetor change                 |        |        |  |
| Devices       | G Phone  | Add a method                                   | ×      | Delete |  |
| A Privacy     | Microsoft Authenticator<br>Push multi-factor authentica    | Which method would you like to add?            |        | Delete |  |
|               | Microsoft Authenticator<br>Push multi-factor authentica    | Choose a method<br>Authenticator app           |        | Delete |  |
|               | Microsoft Authenticator<br>Push multi-factor authentica    | Alternate phone                                | - 41   | Delete |  |
|               | Microsoft Authenticator<br>Push multi-factor authenticatio | Office phone                                   | _      | Delete |  |
|               | Email  | any measure.                                   | Change | Delete |  |
|               | Lost device? Sign out everywhere                           |  |        |        |  |
|               |  |  |        |        |  |

4

7. สามารถเปลี่ยนการตั้งค่า Default sign-in method ได้

| Overview      | Security info  |                                 |        |        |  |
|---------------|--|---------------------------------|--------|--------|--|
| Security info | These are the methods you use to sign into your                    | account or reset your password. |        |        |  |
| Organizations | Default sign-in method: Microsoft Authenticate                     | or - notification Change        |        |        |  |
| 0             | + Add sign-in method   |                                 |        |        |  |
| Devices       | S Phone  | -0.001000                       | Change | Delete |  |
| Privacy       | Microsoft Authenticator<br>Push multi-factor authentication (MFA)  | iPhone 13 Pro Max               |        | Delete |  |
|               | Microsoft Authenticator     Push multi-factor authentication (MFA) | Redmi Note 8                    |        | Delete |  |
|               | Microsoft Authenticator<br>Push multi-factor authentication (MFA)  | SM-G975F                        |        | Delete |  |
|               | Microsoft Authenticator     Push multi-factor authentication (MFA) | M2007J35G                       |        | Delete |  |
|               | Email  | phi (financia                   | Change | Delete |  |
|               | Lost device? Sign out everywhere                                   |                                 |        |        |  |
|               |  |                                 |        |        |  |

5