ANDROID & GMAIL

Setting up Email Classic

Before setting up, please check in the Controlpanel which email account you have (MS Exchange, Office365, IMAP). This ensures that these instructions can be applied to your account: controlpanel.wu.ac.at > My email > Email info

Learn more about all options to access your WU email on the WU website https://short.wu.ac.at/email-classic.

PLEASE NOTE

Classic email (IMAP) is used by WU staff and students. The email addresses follow the scheme username@wu.ac.at. You can find your WU username and email address in the Controlpanel:

- Your WU username: Controlpanel > My Account > Account information
- Your email address: Controlpanel > My email > Email info
Setting up your Email "Classic" account with Gmail

Please open the **Settings**

Select **Accounts**

Select **Add account**

Select **Email**

Enter your **WU email address** and your **WU account password**

Select **IMAP**

**WU employees:**
firstname.lastname@wu.ac.at

**Students:**
h+studentID@wu.ac.at
z.B.: h01234567@wu.ac.at
Enter data for the incoming mail server, then select **Next**

Enter data for the outgoing mail server, then select **Next**

Adjust settings if desired; Select **Next**

**Username**: WU username

**Password**: WU account password

**Server**: ssimail.wu.ac.at

**Security type**: SSL/TLS

**PLEASE NOTE** The username for students is **h+student ID number** (e.g. h1350218).

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**Feedback and Support**

The **IT Support Center** at the Vienna University of Economics and Business is the first point of contact for WU faculty, staff, and students in all IT-related matters. We are available to provide additional help and are also interested in your feedback on these instructions.

**Hotline**

+43 1 313 36 – 3000

**Email**

hotline@wu.ac.at

**Availability**

short.wu.ac.at/it-support-hours

**Website**

www.wu.ac.at/en/it/support