MAC OS & APPLE MAIL

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 Apple Mail

Please start the email application and click on Add Account.
Select **Other Mail Account** and click **Continue**.

Enter your **WU email address** and your **WU account password**. Click on **Sign In**.

Enter the data for the mail server and click **Sign In**.

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

**students:**
h+studentIDnumber@wu.ac.at
z.B.: h01234567@wu.ac.at

**Account Type:** IMAP
**Incoming Mail Server:** sslmail.wu.ac.at
**Outgoing Mail Server:** sslmail.wu.ac.at
The email account is now created and needs to be configured manually. Select in the menu **Mail > Preferences**.

Please select **Accounts > Server Settings**. Specify the ports and encryption methods for incoming and outgoing mail servers. Then click on **Save**.

**Incoming Mail Server (IMAP)**
- **Port**: 993
- **Use TLS/SSL**
- **Authentication**: Password

**Outgoing Mail Server (SMTP)**
- **Port**: 465
- **Use TLS/SSL**
- **Authentication**: Password

The account has been created
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.

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