

MAC OS & APPLE MAIL

Setting up Email Classic

Learn more about all options to access your WU email on the WU website

➔ <https://short.wu.ac.at/email-classic>.

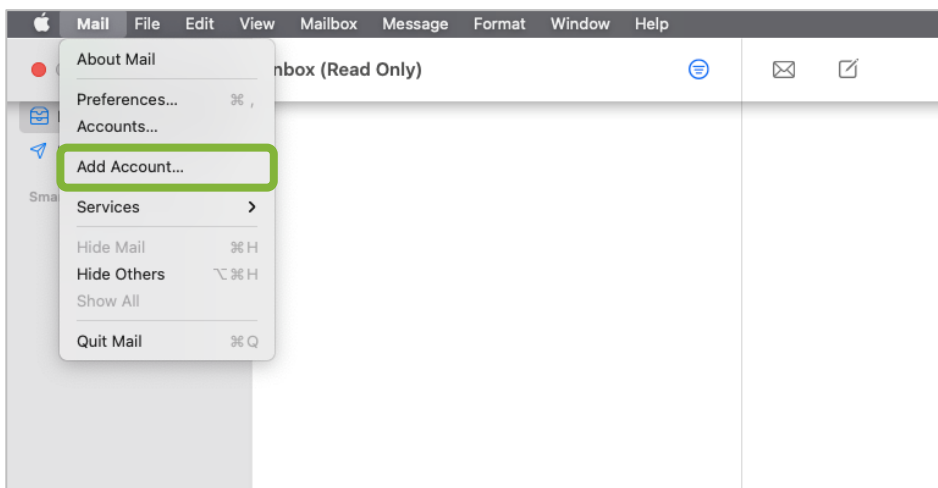
PLEASE NOTE

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 an email account

Please start the email application and click on **Add Account**.



Select **Other Mail Account** and click **Continue**.

Choose a Mail account provider...

- iCloud
- Microsoft Exchange
- Google
- yahoo!
- Aol.
- Other Mail Account...

? Cancel Continue

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

@ Add a Mail account

To get started, fill out the following information:

Name: Arthur Maier

Email Address: arthur.maier@wu.ac.at

Password: ●●●●●●●●

Cancel Back Sign In

WU employees:

firstname.lastname@wu.ac.at

students:

h+studentIDnumber@wu.ac.at

z.B.: h01234567@wu.ac.at

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

Email Address: arthur.maier@wu.ac.at

Username: artmaier

Password: ●●●●●●●●

Account Type: IMAP

Incoming Mail Server: sslmail.wu.ac.at

Outgoing Mail Server: sslmail.wu.ac.at

Unable to verify account name or password.

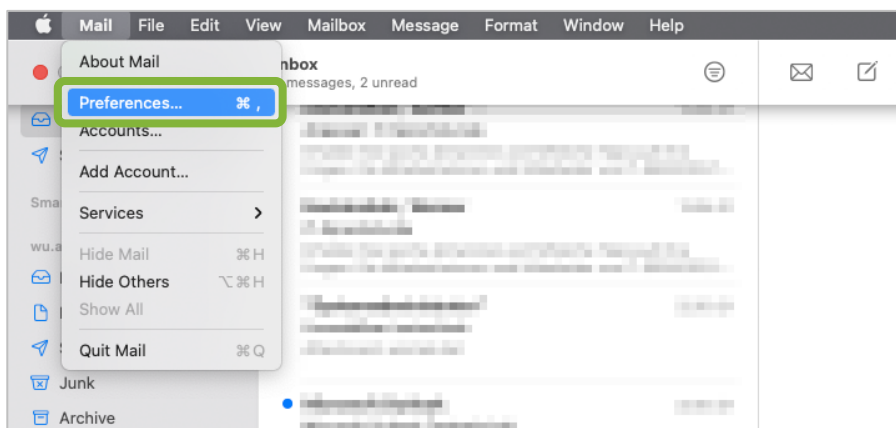
Cancel Back Sign In

Account Type: **IMAP**

Incoming Mail Server: **sslmail.wu.ac.at**

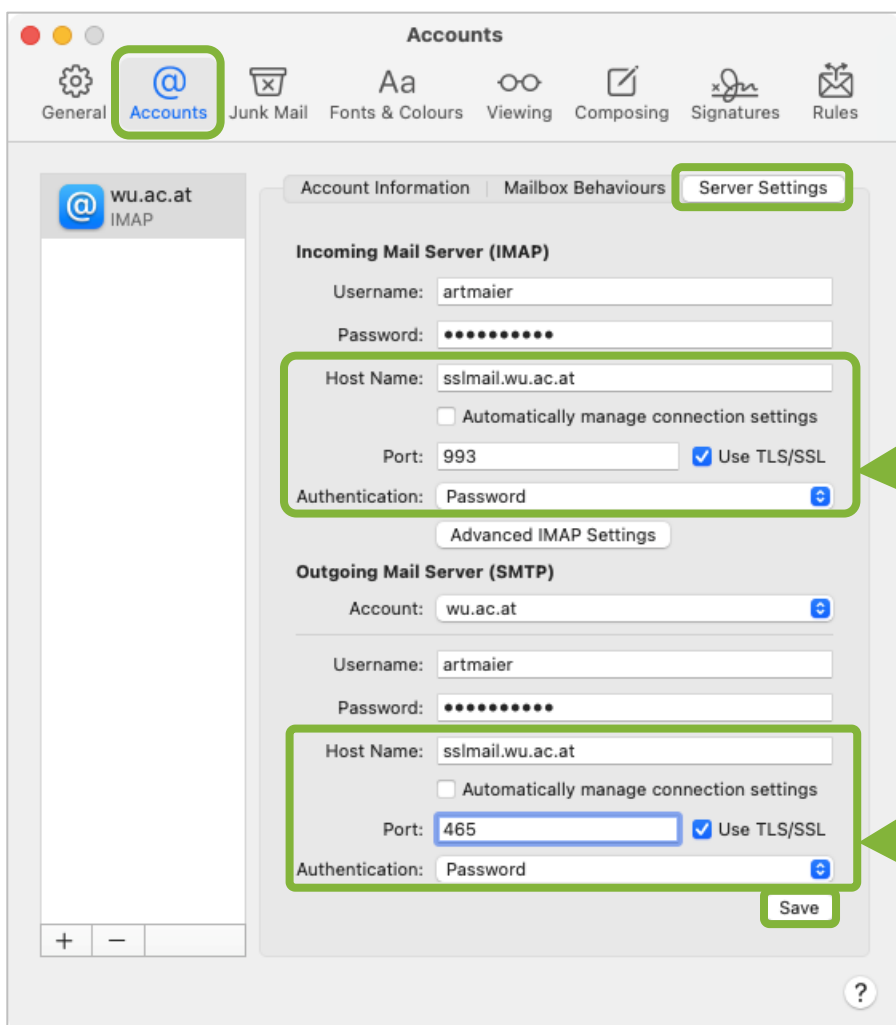
Outgoing Mail Server: **sslmail.wu.ac.at**

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**.



Your account has been configured.

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

