

# 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](https://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>.

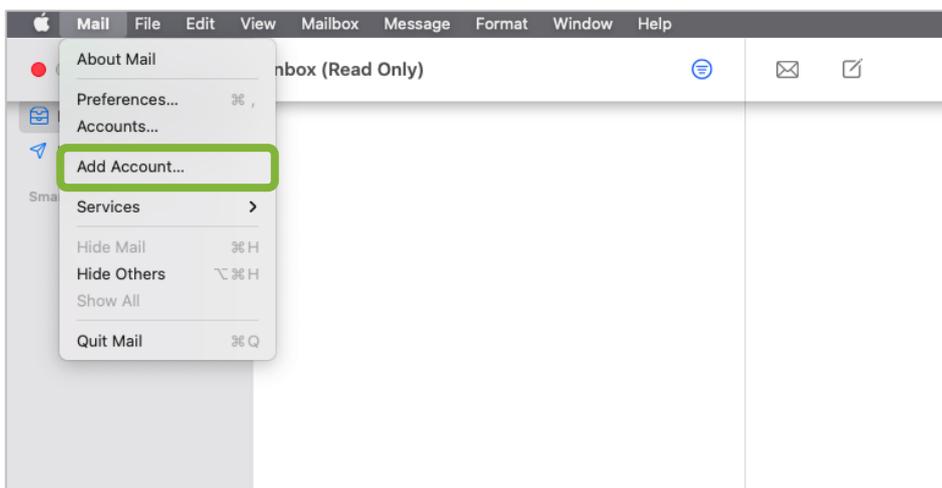
### PLEASE NOTE

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**.

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**.

@ Mail-Account hinzufügen

Gib zunächst folgende Informationen ein:

Name: Arthur Maier

E-Mail-Adresse: arthur.maier@wu.ac.at

Passwort: ●●●●●●●●

Abbrechen Zurück Anmelden

**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.

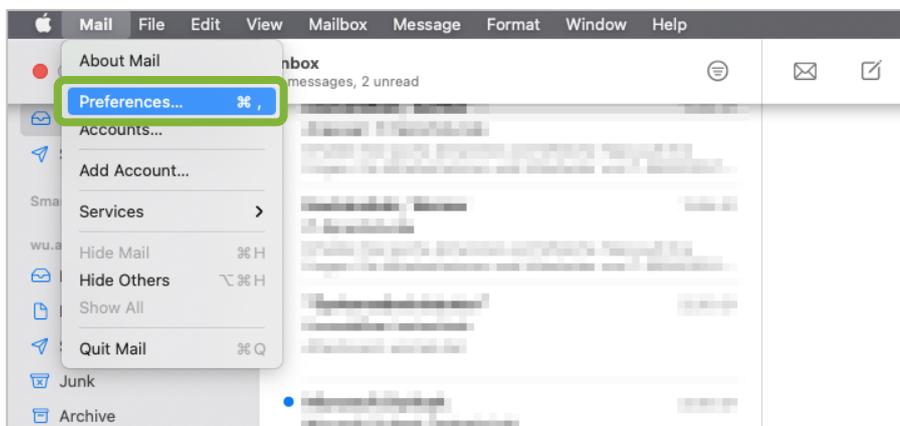
Cancel Back Sign In

Account Type: **IMAP**

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

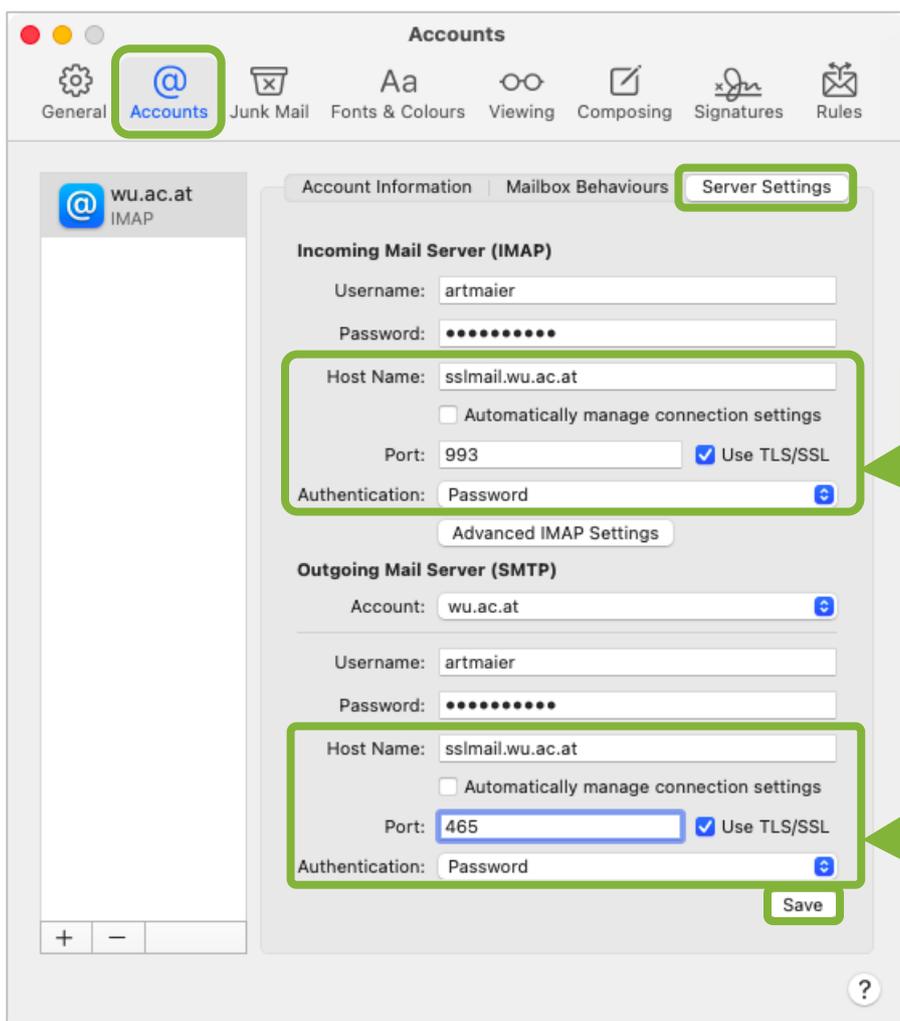
Outgoing Mail Server: **sslmail.wu.ac.at**

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**.



#### 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

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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](mailto:hotline@wu.ac.at)

**Availability** [short.wu.ac.at/it-support-hours](http://short.wu.ac.at/it-support-hours)

**Website** [www.wu.ac.at/en/it/support](http://www.wu.ac.at/en/it/support)

