

# MAC OS & OUTLOOK

## 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>.

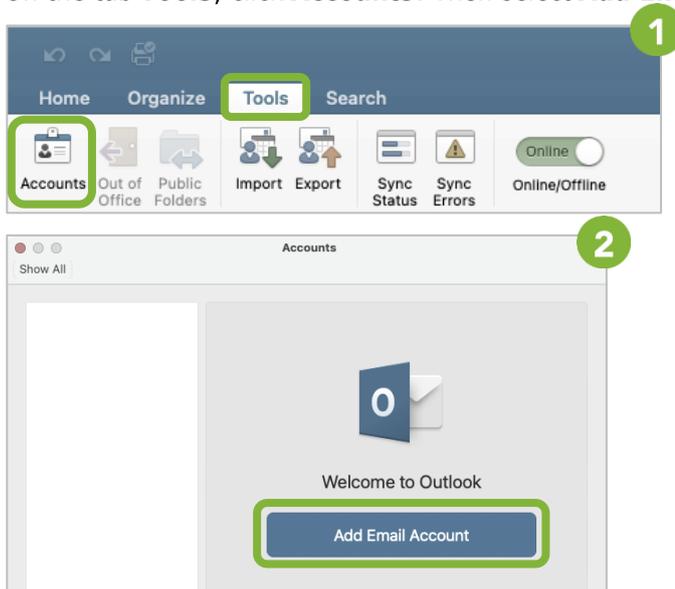
### PLEASE NOTE

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**:

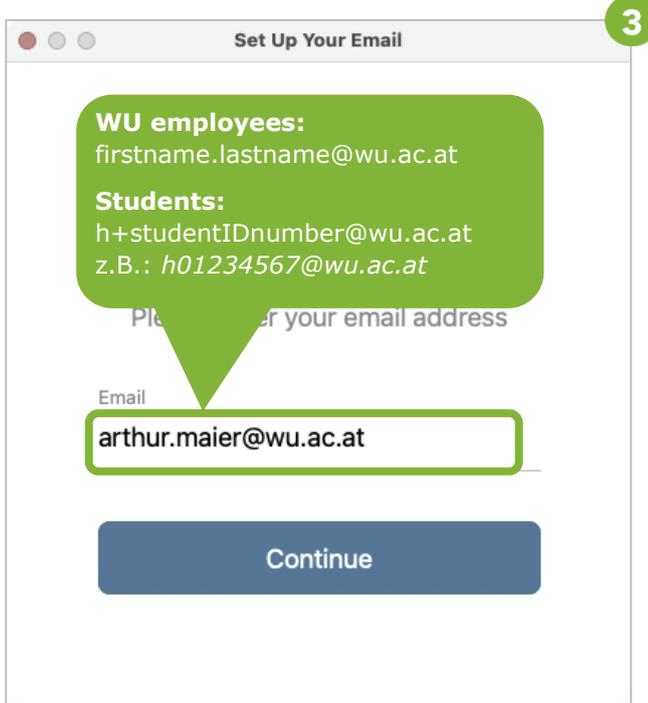
- Your WU username: Controlpanel > My Account > Account information
- Your email address: Controlpanel > My email > Email info

## Setting up your Email "Classic" account with Outlook

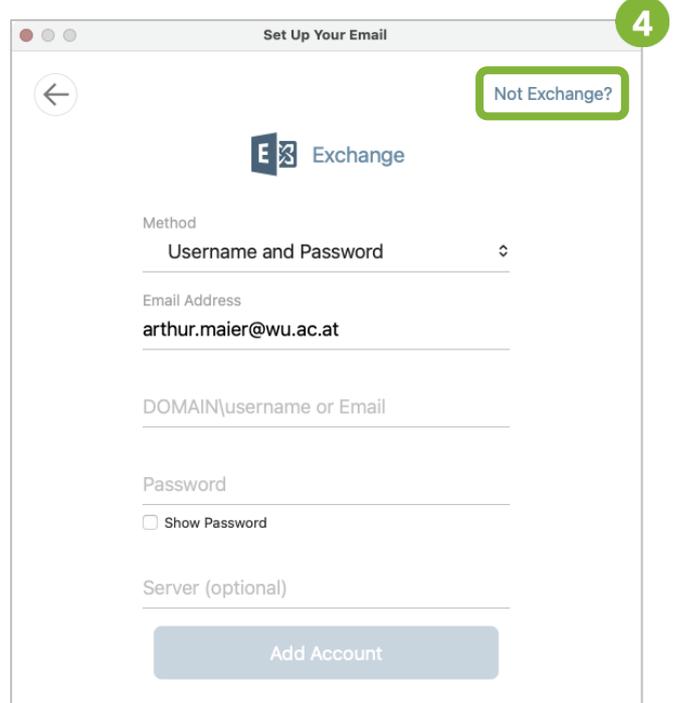
Open the **Microsoft Outlook** application.  
On the tab **Tools**, click **Accounts**. Then select **Add Email Account**.



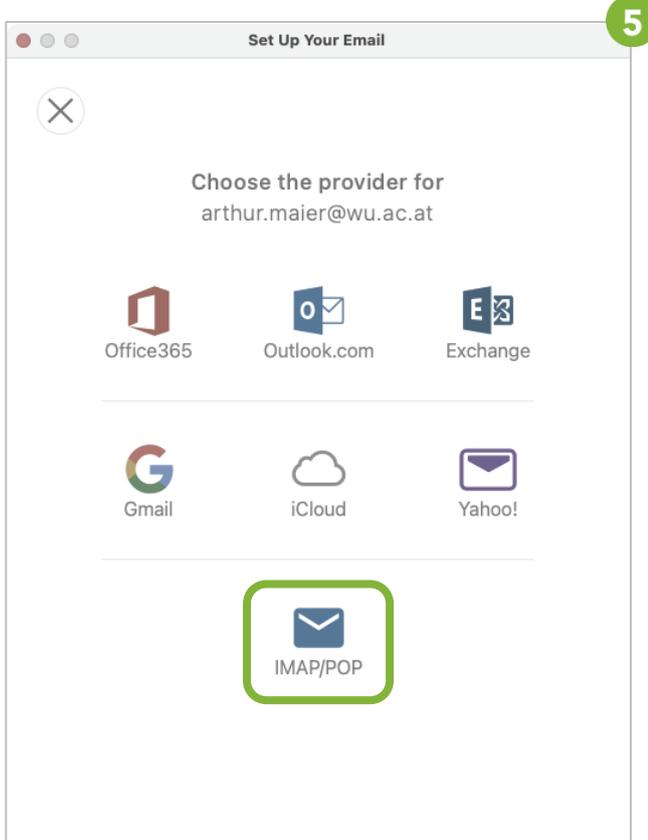
Enter your *WU email address* and click on **Continue**.



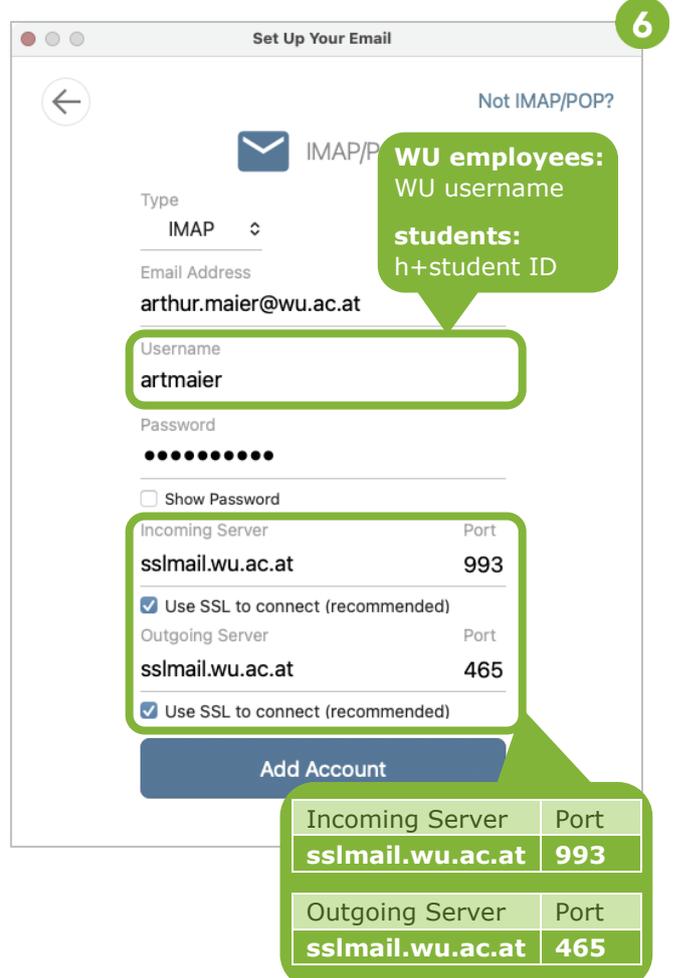
Please select **Not Exchange?**



Select **IMAP/POP**.

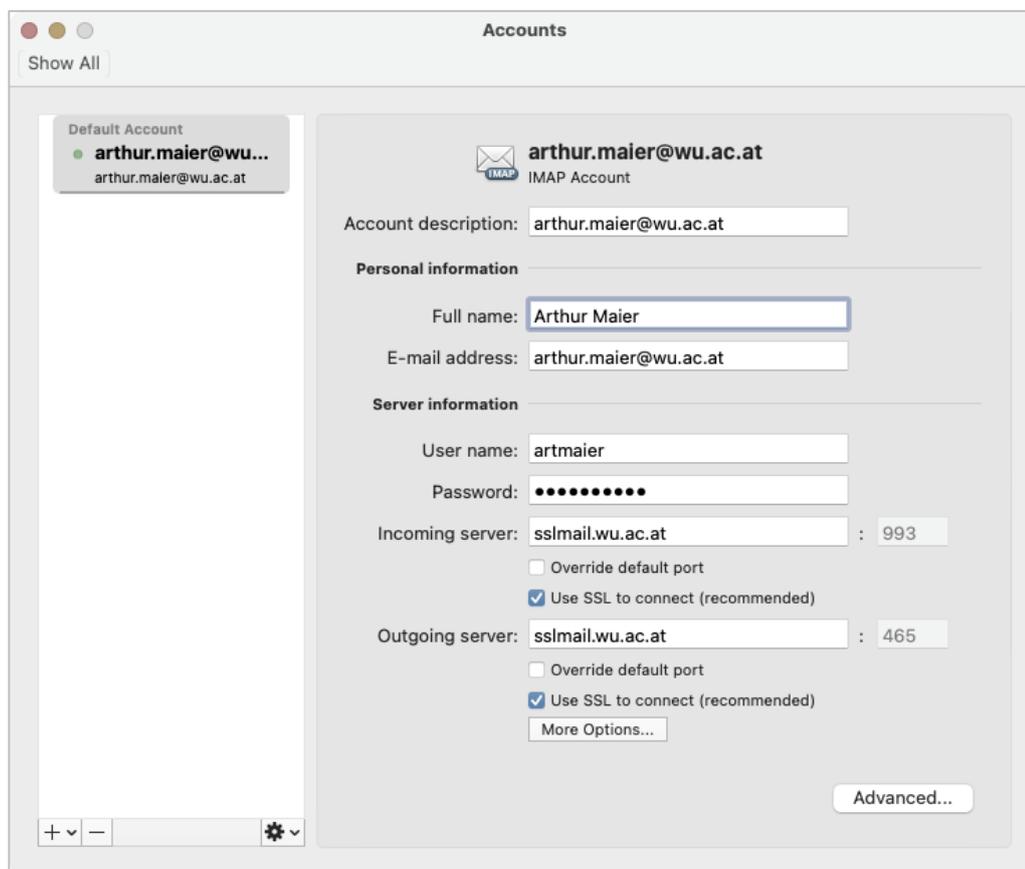


Enter your username, account password and server information as shown below. Select **Add Account**.



Your account has been created.

You can view and change your data via the tab **Tools > Accounts**.



## 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

