

# MAC OS & OUTLOOK

## 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

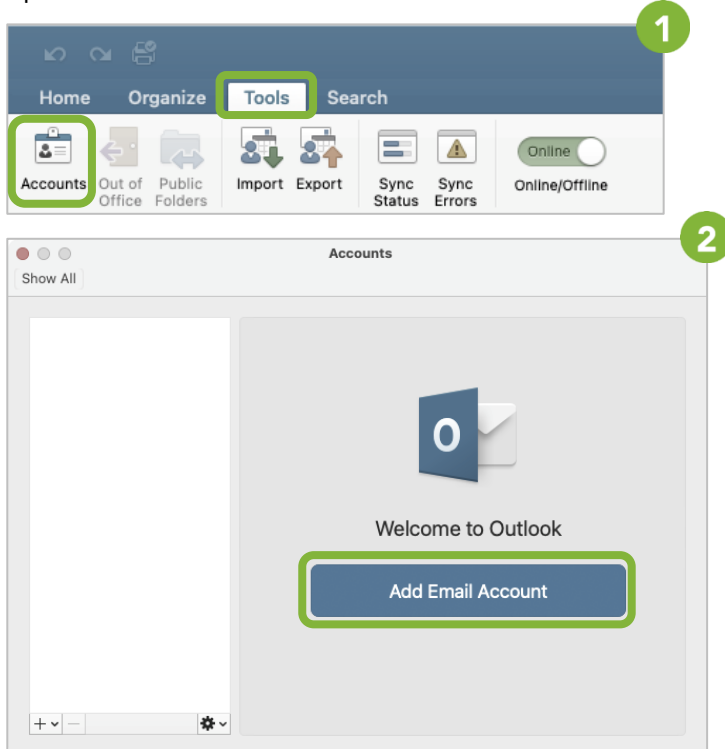
Classic email (IMAP) is used by WU staff and students. The email addresses follow the scheme **username@wu.ac.at**. You can find your WU username and email address in the **Controlpanel**:

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

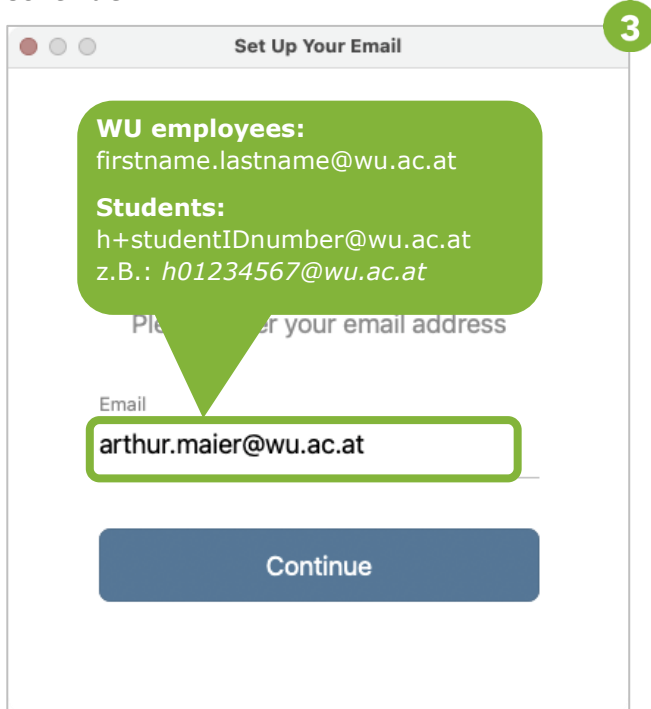
## Setting up an email account

Use the following steps to set up a new email account in **Outlook**.

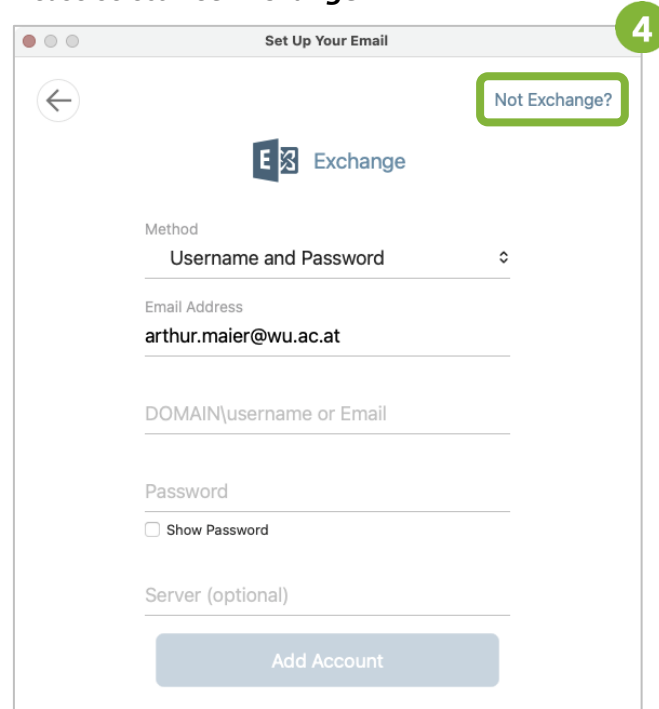
Open Outlook 2016 and click on the **Tools** tab. Then click on **Accounts**. Please click **Add Email Account**.



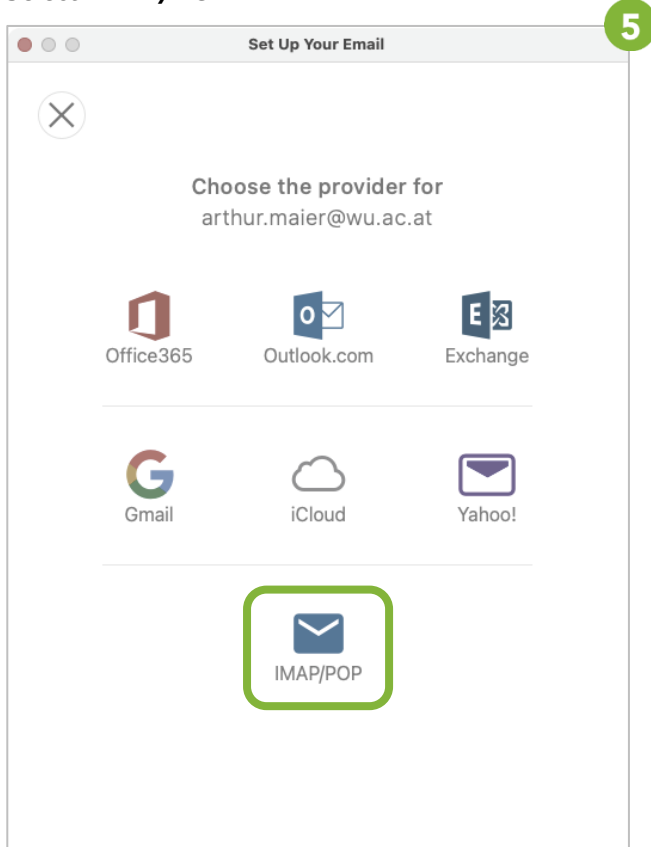
Enter your email address and click on **Continue**.



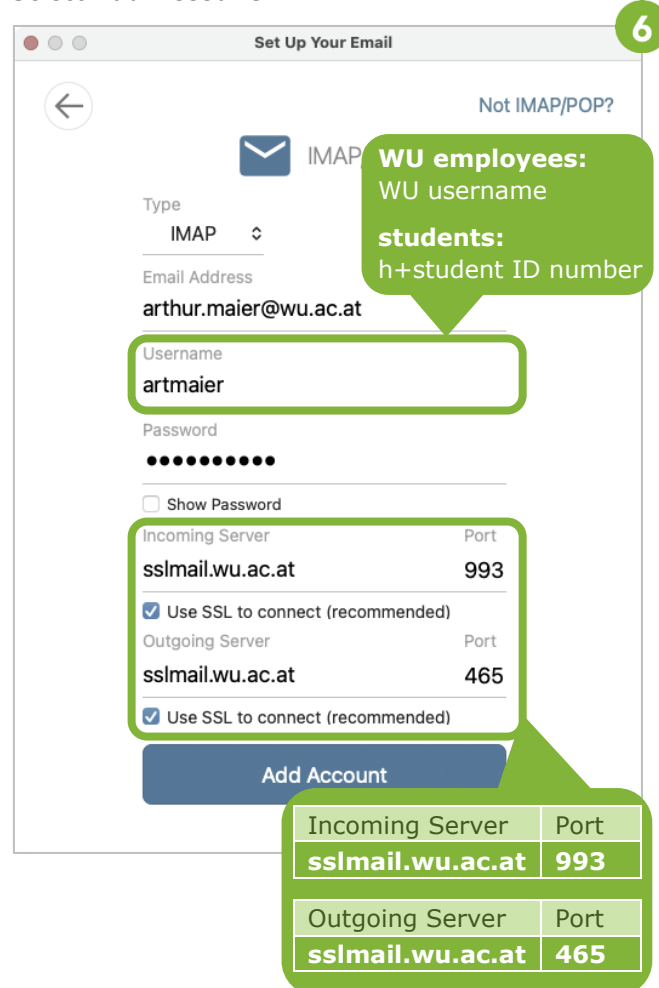
Please select **Not Exchange?**



Select **IMAP/POP**.

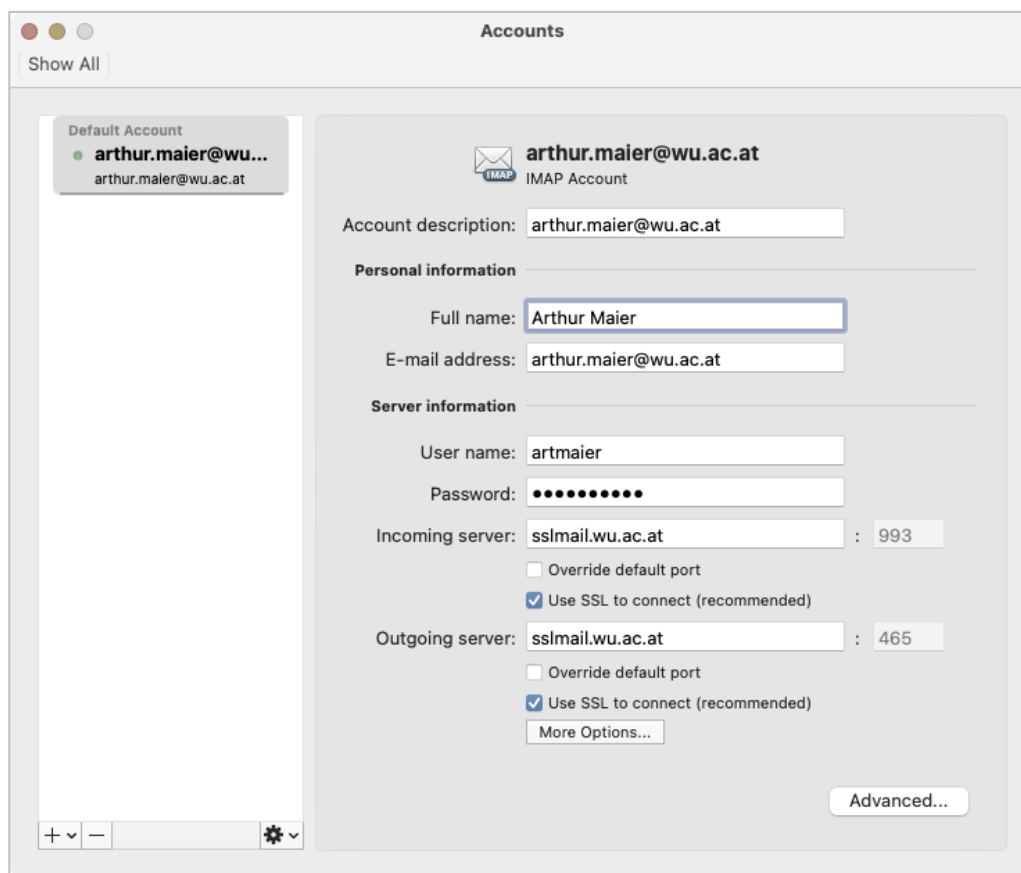


Enter your username, account password and server information as shown below. Select **Add Account**.



Your account setup is now complete.

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

