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 > 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.

1. Tools, Accounts

2. Add Email Account
Enter your WU email address and click on Continue.

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

**Students:**
h+studentIDNumber@wu.ac.at
z.B.: h01234567@wu.ac.at

Please enter your email address

Continue

Select IMAP/POP.

Choose the provider for arthur.maier@wu.ac.at

Office365  Outlook.com  Exchange

Gmail  iCloud  Yahoo!

IMAP/POP

Your account has been created.

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

**WU employees:**
WU username

**students:**
h+student ID

Incoming Server  Port
sslmail.wu.ac.at  993

Outgoing Server  Port
sslmail.wu.ac.at  465

Not IMAP/POP?

IMAP

Type

Email Address
arthur.maier@wu.ac.at

Username
artmaier

Password

Use SSL to connect (recommended)

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

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**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