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

Please start the Microsoft Outlook application. Click on File. Then select Add Account.

Account Information

No account available. Add an e-mail account to enable additional features.

Account Settings
Change settings for this account or set up more connections.
Select **Manual setup or additional server types** and click **Next**.

Please select **POP or IMAP** and click **Next**.

*Next page: Set IMAP account settings*
Please enter your IMAP account settings.
Then click on \textit{More settings}.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Enter your full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>\begin{itemize} \item students: <a href="mailto:h+studentID@wu.ac.at">h+studentID@wu.ac.at</a> \item employees: <a href="mailto:firstname.lastname@wu.ac.at">firstname.lastname@wu.ac.at</a> \end{itemize}</td>
</tr>
<tr>
<td>Account Type</td>
<td>IMAP</td>
</tr>
<tr>
<td>Incoming mail server</td>
<td>sslmail.wu.ac.at</td>
</tr>
<tr>
<td>Outgoing mail server (SMTP)</td>
<td>sslmail.wu.ac.at</td>
</tr>
<tr>
<td>User Name</td>
<td>\begin{itemize} \item students: h+student ID \item employees: WU username \end{itemize}</td>
</tr>
<tr>
<td>Password</td>
<td>Your WU account password</td>
</tr>
</tbody>
</table>

\textbf{Add Account}

\textbf{POp and IMAP Account Settings}
Enter the mail server settings for your account.

\begin{itemize}
  \item \textbf{User Information}:
    \begin{itemize}
    \item Your Name: Arthur Maier
    \item Email Address: arthur.maier@wu.ac.at
    \end{itemize}
  \item \textbf{Server Information}:
    \begin{itemize}
    \item Account Type: IMAP
    \item Incoming mail server: sslmail.wu.ac.at
    \item Outgoing mail server (SMTP): sslmail.wu.ac.at
    \end{itemize}
  \item \textbf{Logon Information}:
    \begin{itemize}
    \item User Name: armaier
    \item Password: *********
    \end{itemize}
  \item \textbf{Test Account Settings}:
    \begin{itemize}
    \item We recommend that you test your account to ensure that the entries are correct.
    \item Automatically test account settings when Next is clicked
    \item Mail to keep offline: All
    \end{itemize}
\end{itemize}

Next page: \textit{Set internet email settings}
Click on the **Outgoing Server** tab:

- **Activate My outgoing mail server (SMTP) requires authentication.**
- **Select Use same settings as my incoming mail server.**

Select the **Advanced** tab.
Enter the data for **Incoming server** and **Outgoing server**. Then click **OK**.
Click **Close** after the tests have been run successfully.

![Test Account Settings](image)

Click **Finish** to complete your account setup.

![Add Account](image)
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.

<table>
<thead>
<tr>
<th>Hotline</th>
<th>+43 1 313 36 – 3000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:hotline@wu.ac.at">hotline@wu.ac.at</a></td>
</tr>
<tr>
<td>Availability</td>
<td>short.wu.ac.at/it-support-hours</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.wu.ac.at/en/it/support">www.wu.ac.at/en/it/support</a></td>
</tr>
</tbody>
</table>