

# WINDOWS & 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>.

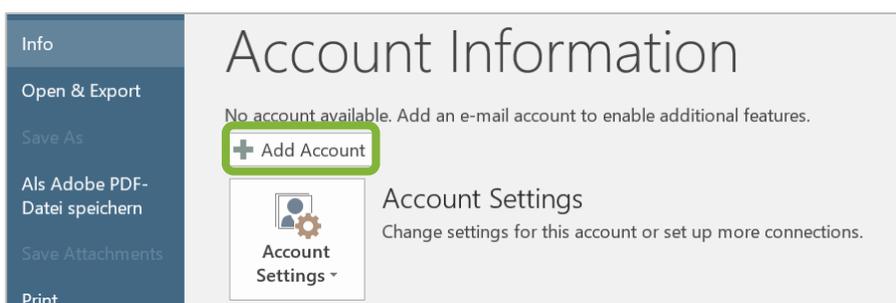
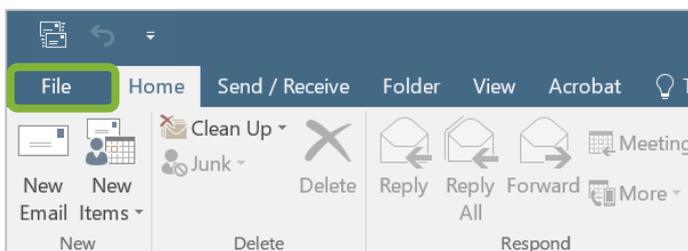
### PLEASE NOTE

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

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



Select **Manual setup or additional server types** and click **Next**.

Add Account

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

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

Add Account

**Choose Service**

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back **Next >** Cancel

Next page: **Set IMAP account settings**

Please enter your IMAP account settings.  
Then click on **More settings**.

<b>Your Name</b>	Enter your full name
<b>Email Address</b>	<ul style="list-style-type: none"> <li>• <b>students:</b> h+studentID@wu.ac.at</li> <li>• <b>employees:</b> firstname.lastname@wu.ac.at</li> </ul>
<b>Account Type</b>	IMAP
<b>Incoming mail server</b>	sslmail.wu.ac.at
<b>Outgoing mail server (SMTP)</b>	sslmail.wu.ac.at
<b>User Name</b>	<ul style="list-style-type: none"> <li>• <b>students:</b> h+student ID</li> <li>• <b>employees:</b> WU username</li> </ul>
<b>Password</b>	Your WU account password

Add Account ✕

**POP and IMAP Account Settings** ✱  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

Next page: **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*.

Internet E-mail Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

Select the **Advanced** tab.

Enter the data for *Incoming server* and *Outgoing server*. Then click **OK**.

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (IMAP):  Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP):

Use the following type of encrypted connection: SSL

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically

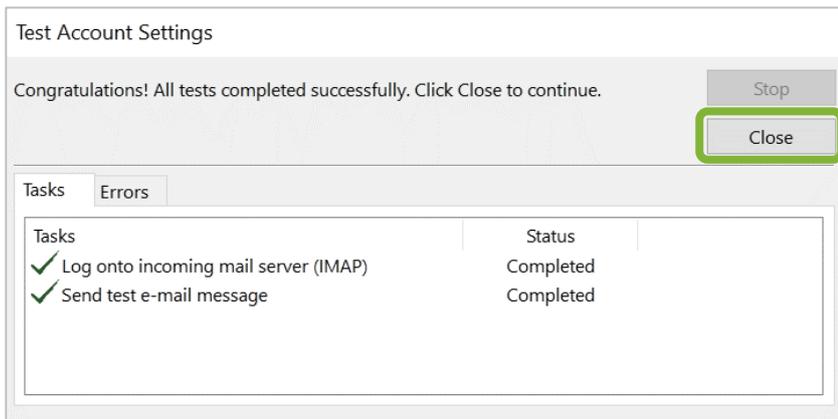
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

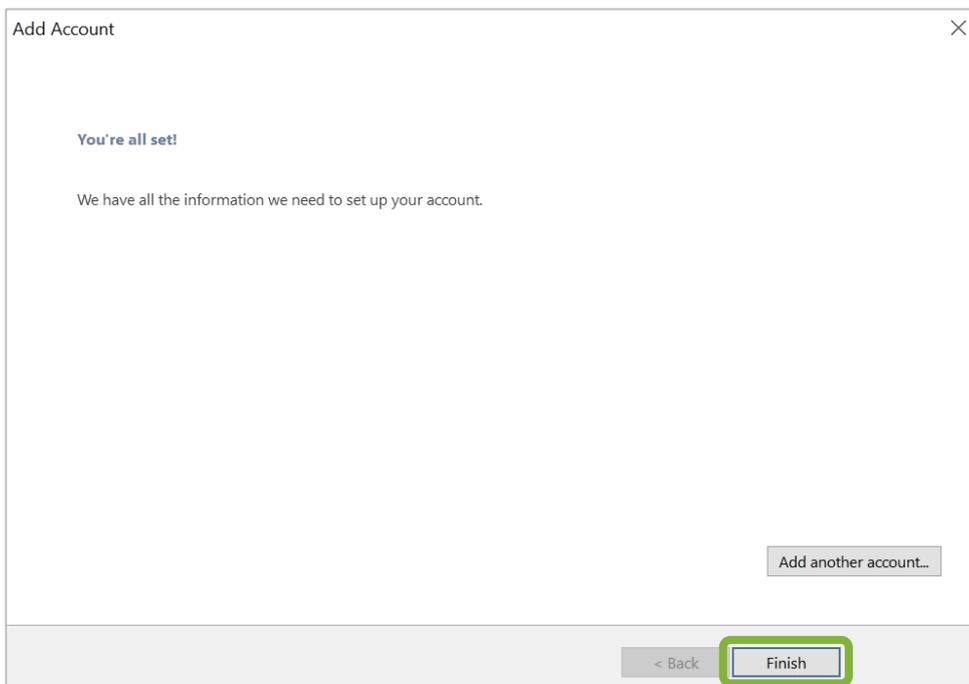
OK Cancel

incoming server	encryption
993	SSL
outgoing server	encryption
465	SSL

Click **Close** after the tests have been run successfully.



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



# 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)

