

WINDOWS & THUNDERBIRD

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

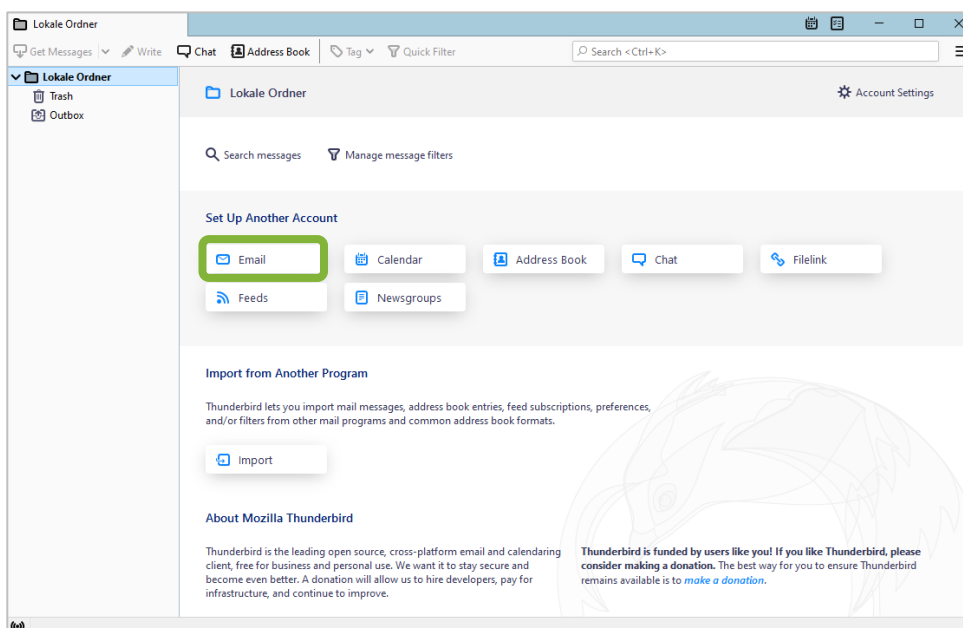
Classic email (IMAP) is used by WU staff and students. The email addresses follow the scheme **username@wu.ac.at**. You can find your WU username and email address in the **Controlpanel**:

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

Setting up an email account

Please install **Mozilla Thunderbird** on your device.

Start the programme and create a new email account.



Enter your **full name**, **email address** and **password**.
Click **Configure manually** to specify the server settings.

WU employees:

firstname.lastname@wu.ac.at

students:

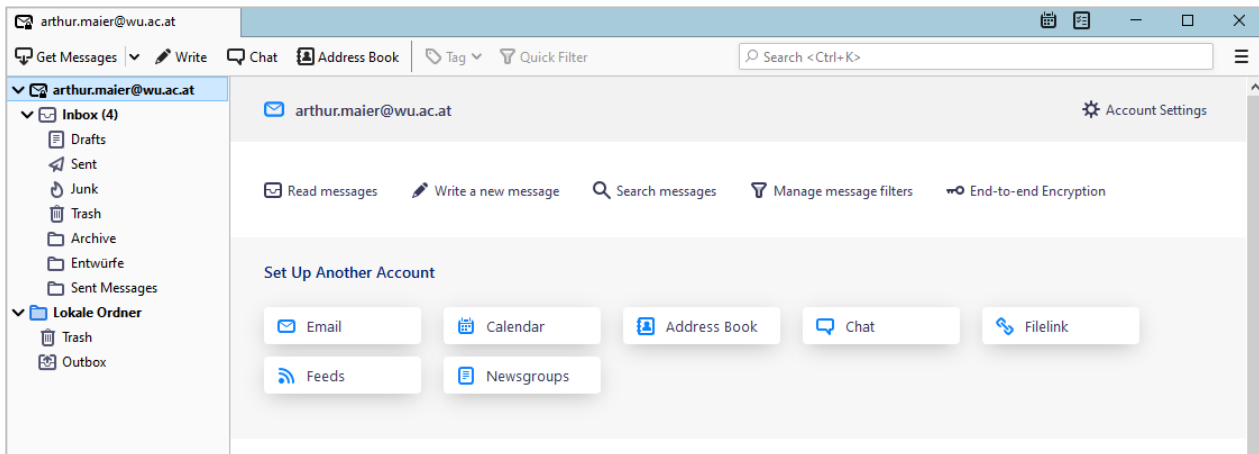
h+studentIDnumber@wu.ac.at

z.B.: h01234567@wu.ac.at

Enter the information for incoming and outgoing mail servers.
Then click **Done**.

	Incoming server	Outgoing server
Protocol	IMAP	SMTP
Server	sslmil.wu.ac.at	sslmil.wu.ac.at
Port	993	465
SSL	SSL/TLS	SSL/TLS
Authentication	Password/normal	Password/normal
Username	<ul style="list-style-type: none"> employees: WU username students: h+student ID number 	<ul style="list-style-type: none"> employees: WU username students: h+student ID number

Your account setup is now complete.



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

