WU WIRTSCHAFTS UNIVERSITÄT WIEN VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS

APPLE IOS

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*

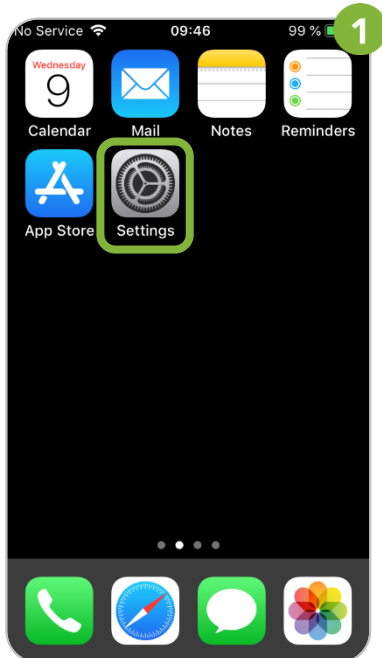Learn more about all options to access your WU email on the WU website **https:/short.wu.ac.at/email-classic**.

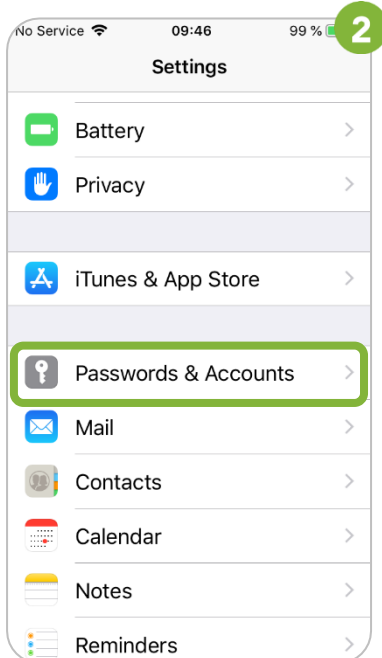| **PLEASE NOTE**	Classic email (IMAP) is used by WU staff and students.The email addresses follow the scheme **username@wu.ac.at**. You can find your WU username and email address in the **Controlpanel**: • Your WU username: Controlpanel > *My Account > Account information* • Your email address: Controlpanel > *My email > Email info*

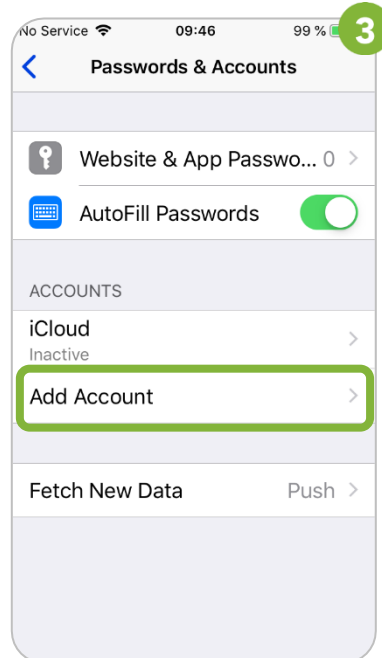# Setting up your Email "Classic" account by using the mail app
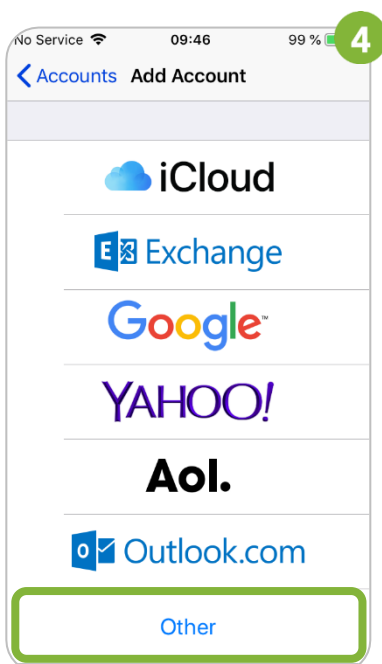
Please open the **Settings**

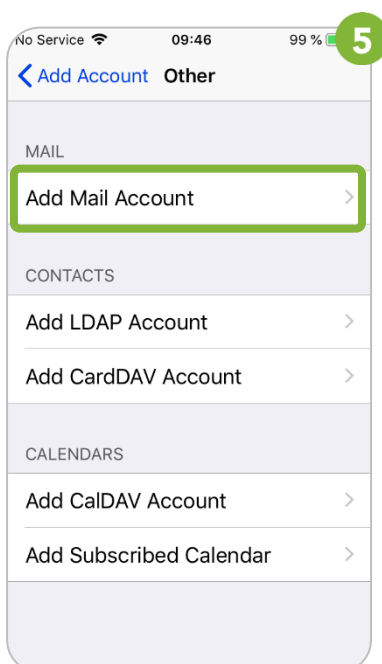Select **Passwords & Accounts**
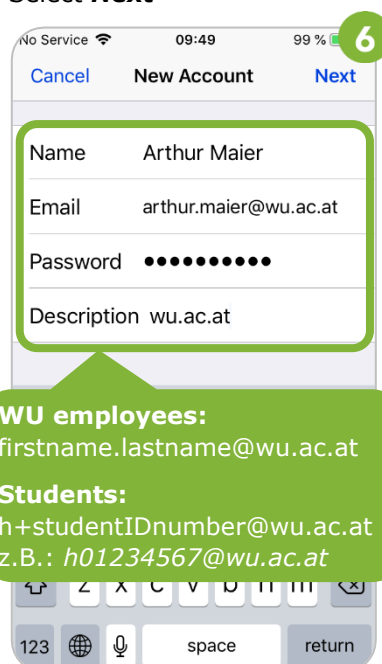

Click **Add Account**

Please select **Other**

Click **Add Mail Account**

Enter your *WU email adress* and your *WU account password*. Select **Next**

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

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

Please enter the data for incoming emails

Please re-enter the information for outgoing emails

Please click *Save*

7

No Service 09:49 99%

Cancel New Account Next

INCOMING MAIL SERVER

Host Name sslmail.wu.ac.at

Username artmaier

Password ●●●●●●●●●

Hostname: **sslmail.wu.ac.at**

Username:
• **WU employees:** Your username
• **students:** h+student ID number
          (z.B. h01234567)

Password: **your password**

8

No Service 09:50 99%

Cancel New Account Next

Password ●●●●●●●●●●

OUTGOING MAIL SERVER

Host Name sslmail.wu.ac.at

Username artmaier

Password ●●●●●●●●●

q w e r t y u i o p
a s d f g h j k l
⇧ z x c v b n m ⌫
123 🌐 space return

9

No Service 09:52 99%

Cancel IMAP Save

📧 Mail 🟢

📒 Notes ⚪

The account has been created

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

IT Support Center
D2 · entrance C · level 0