

# ANDROID

## Email Setup for Office 365

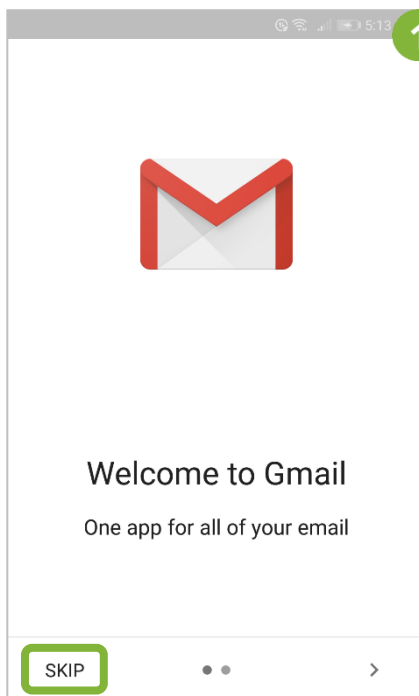
Details about your Office 365 email account are provided at <https://short.wu.ac.at/office365-en>.

**PLEASE  
NOTE**

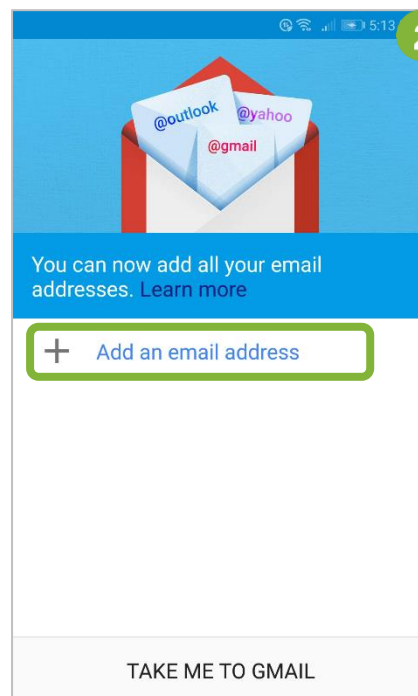
Connection data for a manual setup are provided at <https://webapp.wu.ac.at>.  
In the webmail application go to **Settings** ⚙️ > **Mail** > **Accounts** > **POP and IMAP**.

## Setting up your Office 365 email account with Gmail

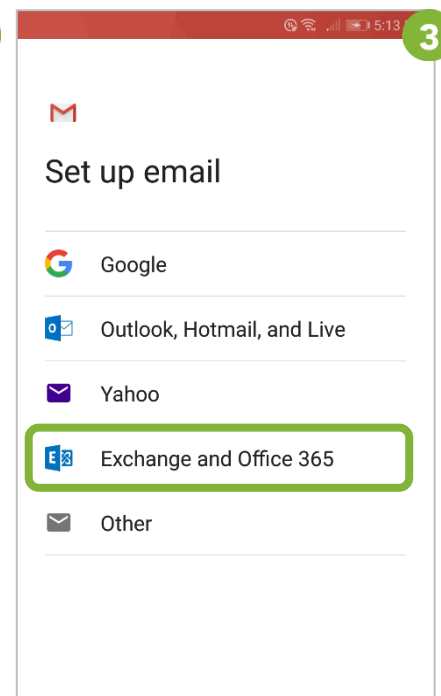
Open the Gmail app.  
Select **Skip**.



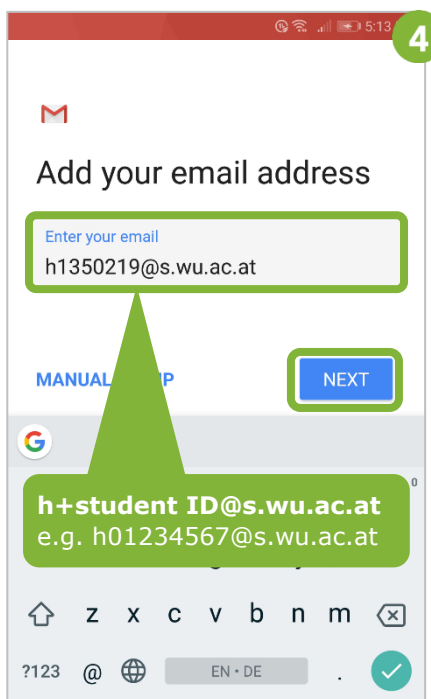
Select  
**Add an email address.**



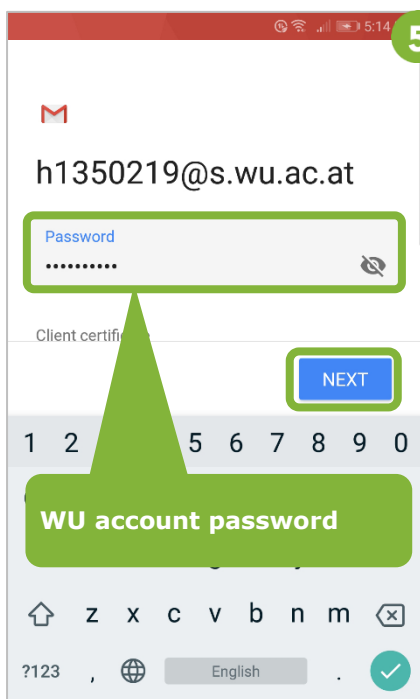
Select  
**Exchange and Office 365.**



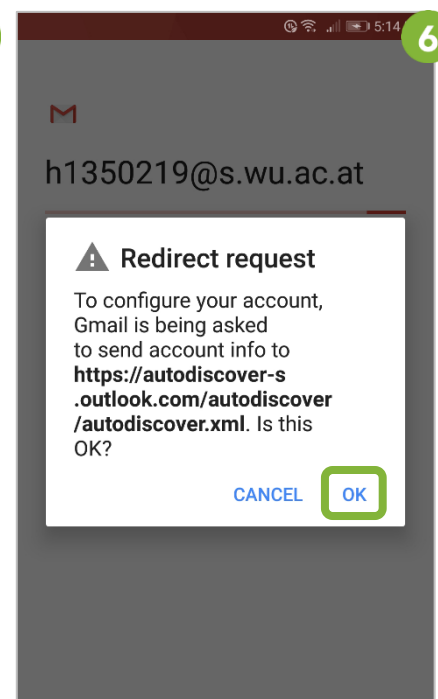
Enter your WU email address.  
Then select **Next**.



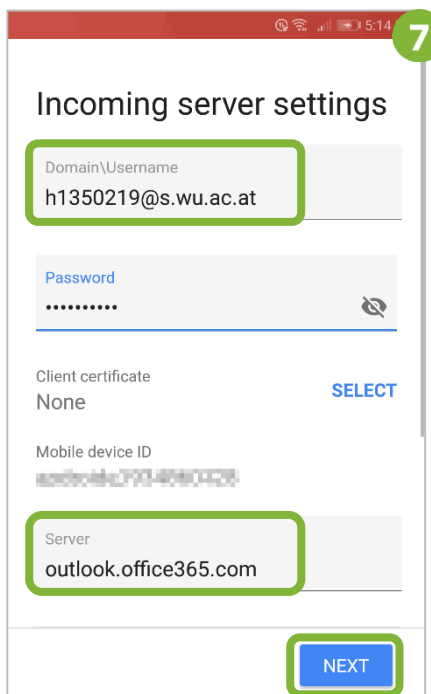
Enter your WU account password.  
Then select **Next**.



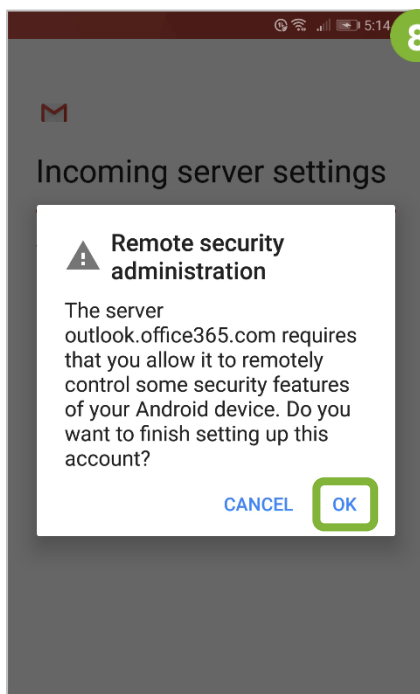
Select **OK** to allow the redirect  
for "autodiscover".



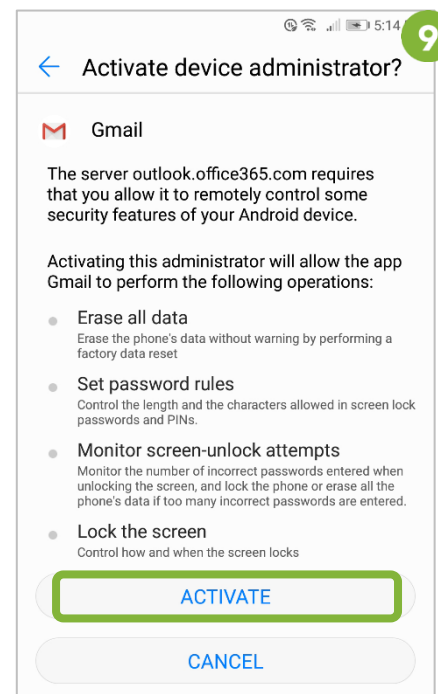
Check entries for *username* and  
*server*. Then select **Next**.



Accept the remote security  
administration by selecting **OK**.



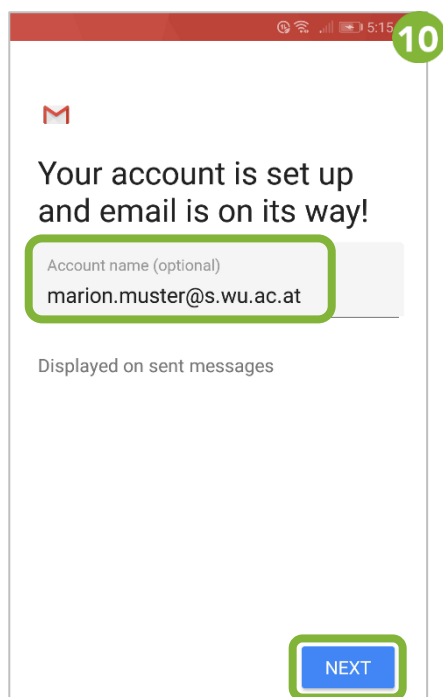
**Activate** the device adminis-  
tration feature.



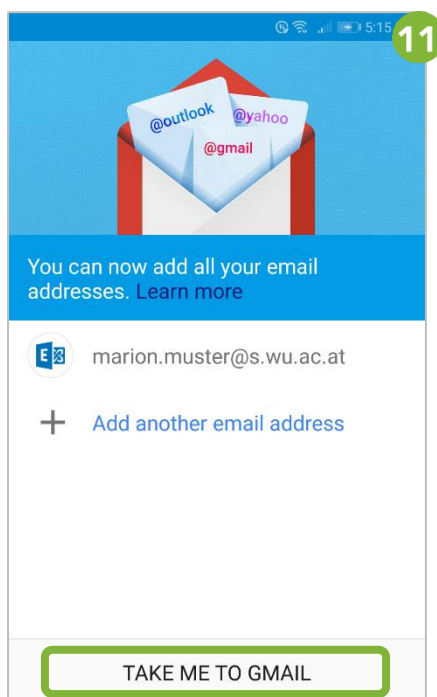
### IMPORTANT

If access on your device is not protected by a **device password** yet, you *may be prompted* to set one. Please set a password in order to retrieve emails from the server.

You can define an account name.  
Select **Next**.



Select **Take me to Gmail** in order  
to see your inbox.



## 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.

**Give us a call** +43 1 313 36 – 3000

**Send an email** [hotline@wu.ac.at](mailto:hotline@wu.ac.at)

**See us in person** during the semester

Mon – Thu 8:00 am – 6:00 pm  
Fri 8:00 am – 5:00 pm

during breaks and holidays

Mon – Thu 9:00 am – 5:00 pm  
Fri 9:00 am – 4:00 pm

**Visit our website** [www.wu.ac.at/en/it/support/](http://www.wu.ac.at/en/it/support/)

