Setting up Email Office 365

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.

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

1. Open the Gmail app.
   Select Skip

2. Select Add an email address

3. Select Exchange and Office 365

Set up email

- Google
- Outlook, Hotmail, and Live
- Yahoo
- Exchange and Office 365
- Other

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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 administration 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.

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<th><strong>Hotline</strong></th>
<th>+43 1 313 36 – 3000</th>
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<td><strong>Email</strong></td>
<td><a href="mailto:hotline@wu.ac.at">hotline@wu.ac.at</a></td>
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<td>short.wu.ac.at/it-support-hours</td>
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