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

IMPORTANT

The access of Outlook 2016 via macOS is no longer supported. Please install Office365 to continue using your mailbox with Outlook on your Mac. For information on downloading Office365, see the page Software for Private Devices: https://short.wu.ac.at/softwarelicenses

Setting up your Office 365 email account with Outlook

Open MS Outlook and create a new Exchange account. Please open Tools and choose Accounts.
Select **Add Email Account**.

Enter your **WU email address** and select **Continue**.

Example email address: `h@studentID@s.wu.ac.at` (e.g. `h1350219@s.wu.ac.at`
Please enter your *WU account password*. Click *Sign In*.

Log in with your Matriculation number (e.g., h12345678) and your password.

Set Up your Email

Did you know?
Outlook supports Google, Yahoo Mail, and iCloud accounts.

Add Another Account

Done

Your account has been created

**PLEASE NOTE**

If you change the language of your device, Outlook may automatically go into offline mode. You can reactivate Office365 by logging in again. To do this, follow the instructions of the program.
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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