

# MAC OS & OUTLOOK

## Setting up Email Office 365



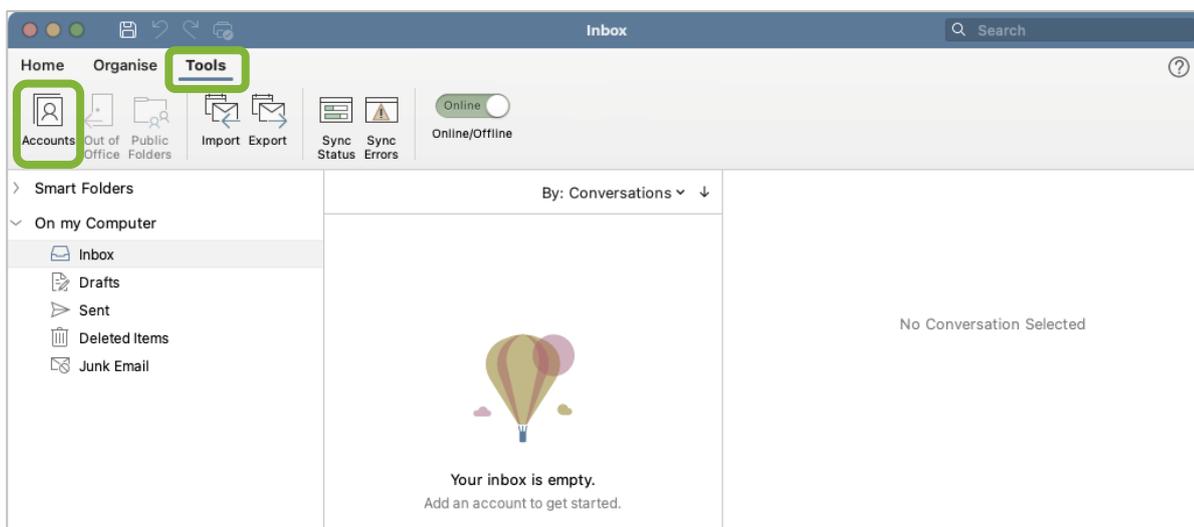
**Before setting up**, please check in the Controlpanel which email account you have (MS Exchange, Office365, IMAP). This ensures that these instructions can be applied to your account:  
[controlpanel.wu.ac.at](https://controlpanel.wu.ac.at) > My email > Email info

### IMPORTANT

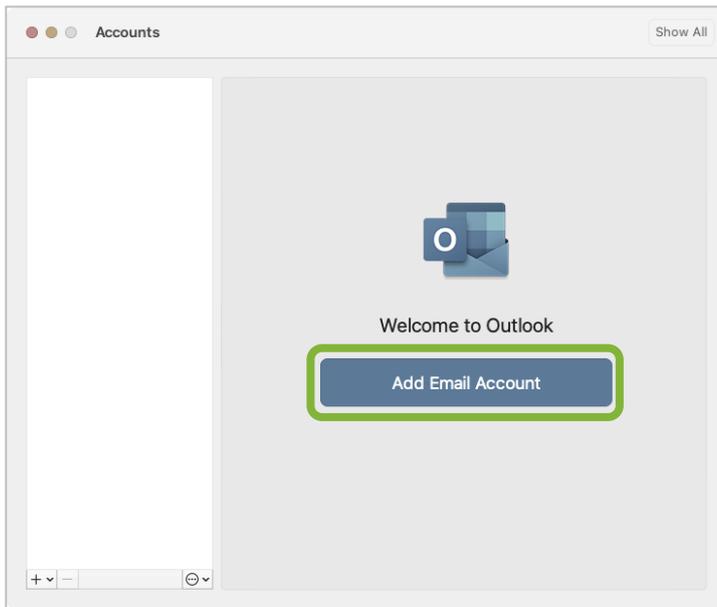
The access of **Outlook 2016 via macOS** is **no longer supported**. Please install Office365 to continue using your mailbox with Outlook on your Mac. For information on **downloading Office365**, see the page *Software for Private Devices*:  
<https://short.wu.ac.at/softwarelicenses>

## Setting up your Office 365 email account with Outlook

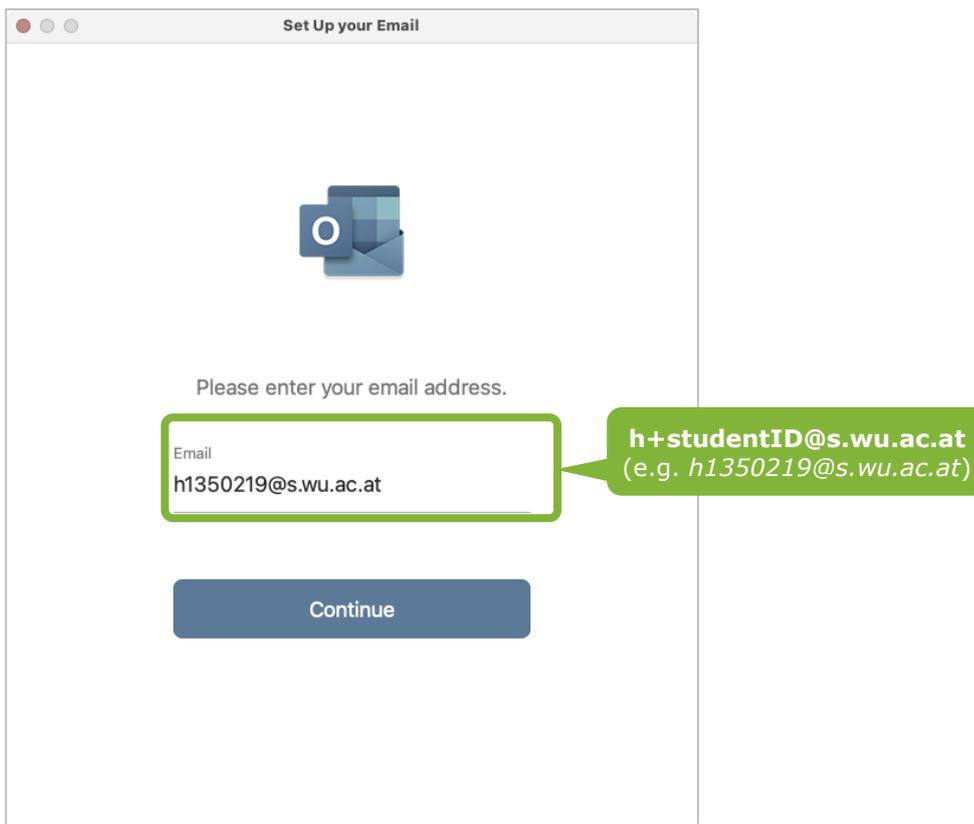
Open **MS Outlook** and create a new Exchange account.  
Please open **Tools** and choose **Accounts**.



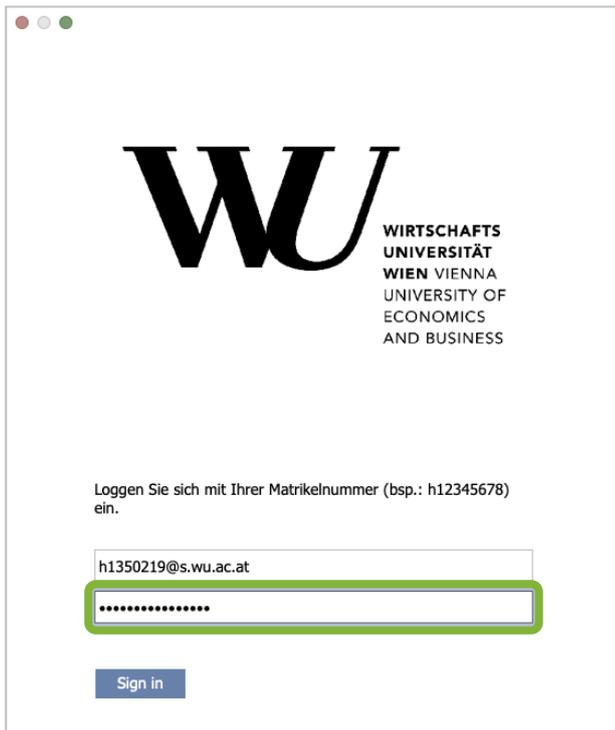
Select **Add Email Account**.



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

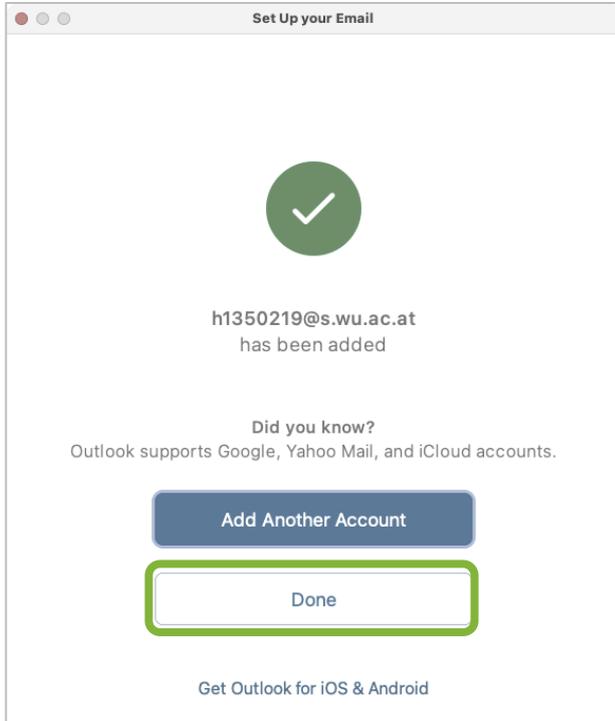


Please enter your *WU* account password. Click **Sign In**.



The screenshot shows the login page for WU (Wirtschaftsuniversität Wien). The logo is prominently displayed at the top left. Below it, the text reads: "Loggen Sie sich mit Ihrer Matrikelnummer (bsp.: h12345678) ein." There are two input fields: the first contains the email address "h1350219@s.wu.ac.at" and the second is a password field with masked characters. A green box highlights the password field. Below the fields is a blue "Sign in" button.

Select **Done**.



The screenshot shows the "Set Up your Email" dialog box in Outlook. It features a green checkmark icon in a circle. Below the icon, the text says "h1350219@s.wu.ac.at has been added". There is a section titled "Did you know?" with the text "Outlook supports Google, Yahoo Mail, and iCloud accounts." Below this are two buttons: "Add Another Account" and "Done". The "Done" button is highlighted with a green box. At the bottom, there is a link "Get Outlook for iOS & Android".

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

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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](mailto:hotline@wu.ac.at)

**Availability** [short.wu.ac.at/it-support-hours](http://short.wu.ac.at/it-support-hours)

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

