

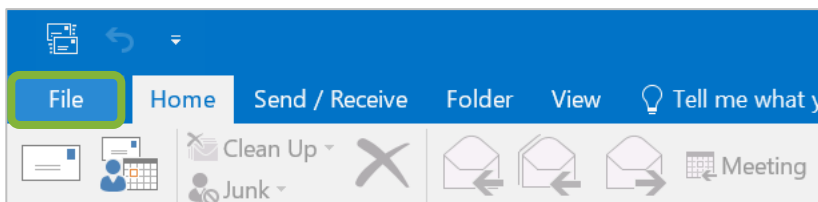
WINDOWS

Set up Office 365 Exchange in MS Outlook

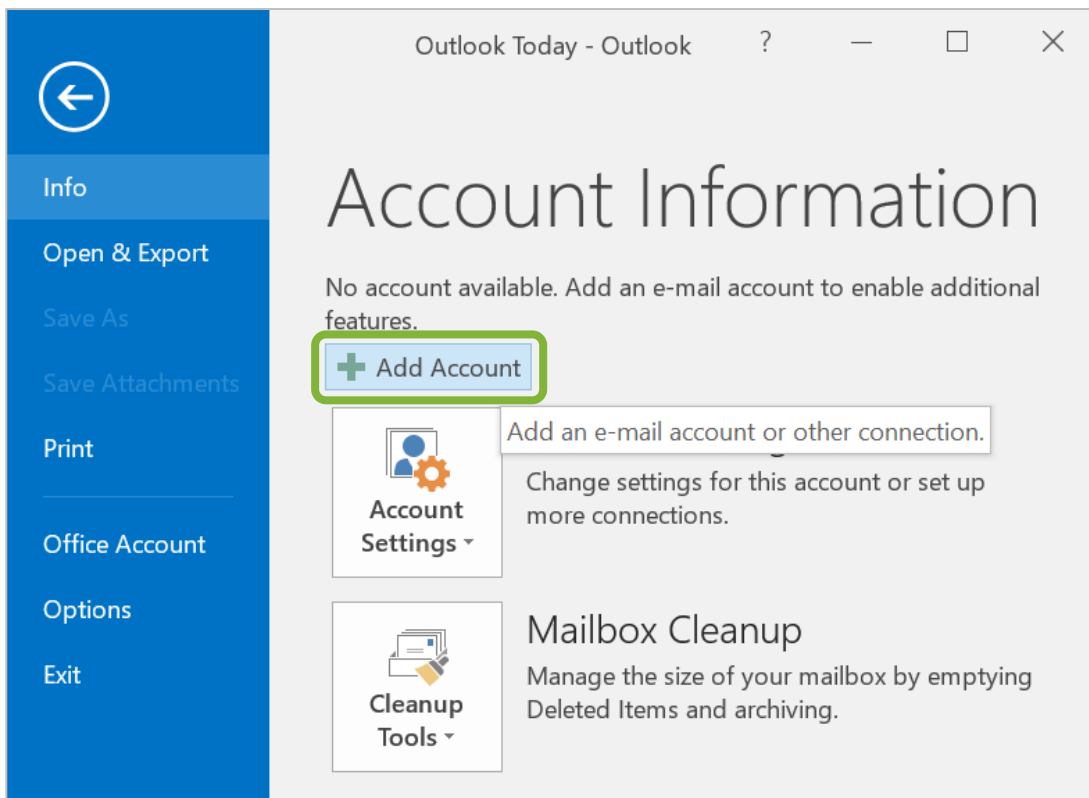
**PLEASE
NOTE**

Information regarding login credentials can be found at the following website
<https://short.wu.ac.at/office365-en>.

Open **MS Outlook** and select **File** in the ribbon.



Click on **Add account**.



Fill in your *name*, your *WU email address* and your *WU account password*.
Proceed by clicking **Next**.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

h+student-ID-number@s.wu.ac.at
(e.g. h1350219@s.wu.ac.at)

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

MS Outlook will automatically import the server settings.
Complete the setup by clicking **Finish**.

Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ **Searching for h1350219@s.wu.ac.at settings**
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

You will be prompted a message asking to restart MS Outlook.
Click **OK** and restart MS Outlook.

On reopening MS Outlook, enter your *WU account password*.
Tick the checkbox **Anmeldedaten speichern** (*Safe login data*) and click **OK**.

Windows Security

Microsoft Outlook

Connecting to h1350219@s.wu.ac.at

h1350219@s.wu.ac.at

.....

Anmeldedaten speichern

OK Cancel

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

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/

