Setting up Office 365 in MS Outlook

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

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

Setting up your Office 365 email account with Outlook

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.

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

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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.

- **Hotline**: +43 1 313 36 – 3000
- **Email**: hotline@wu.ac.at
- **Availability**: short.wu.ac.at/it-support-hours
- **Website**: www.wu.ac.at/en/it/support