

# WINDOWS & OUTLOOK

## Setting up Office 365 in MS Outlook



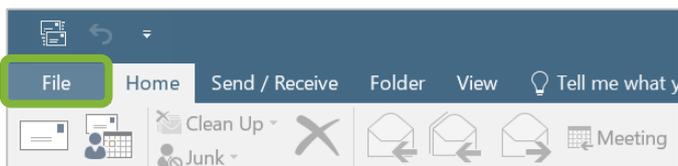
**Before setting up**, please check in the Controlpanel which email account you have (MS Exchange, Office365, IMAP). This ensures that these instructions can be applied to your account: [controlpanel.wu.ac.at](https://controlpanel.wu.ac.at) > My email > Email info

**PLEASE  
NOTE**

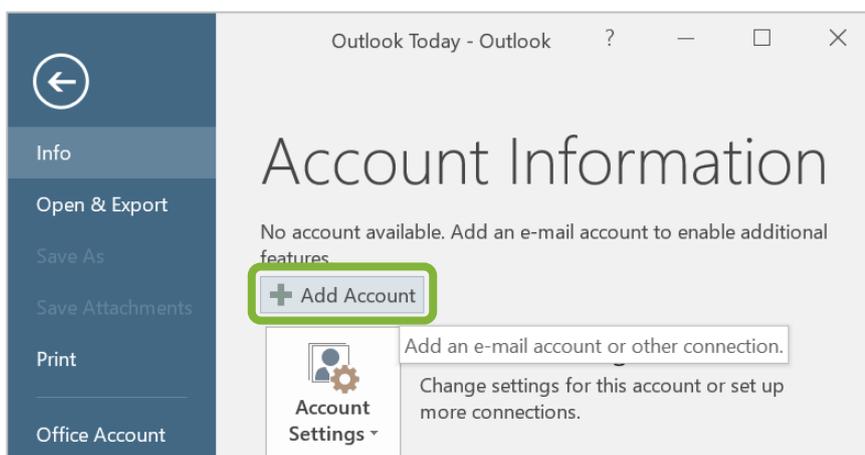
Information regarding login credentials can be found at the following website <https://short.wu.ac.at/office365-en>.

## 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**.

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+studentID@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

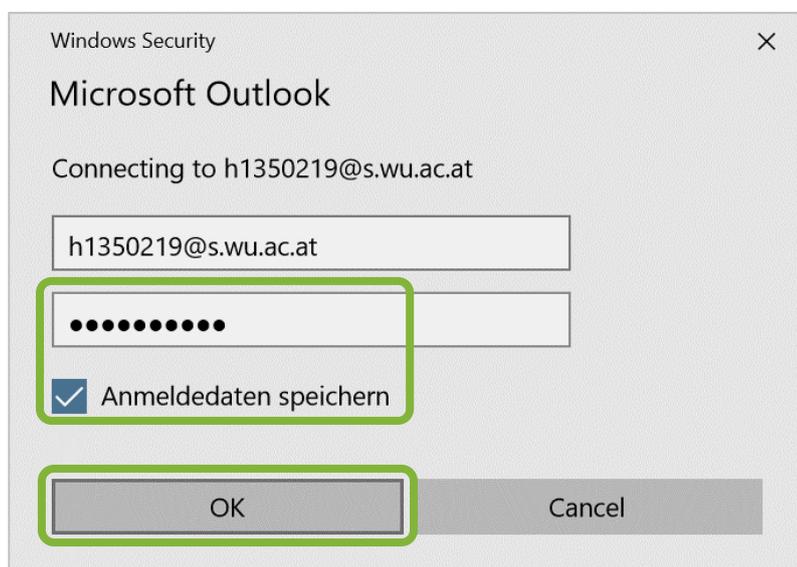
Congratulations! Your email account was successfully configured and is ready to use.

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**.



## 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](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)

