IT-SERVICES Support Center



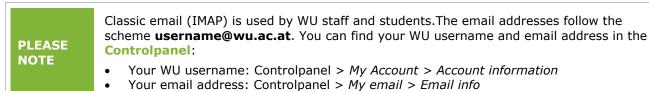
# MAC OS & OUTLOOK

**Setting up Email Classic** 



**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* 

Learn more about all options to access your WU email on the WU website **https:/short.wu.ac.at/email-classic**.



### Setting up your Email "Classic" account with Outlook

Open the **Microsoft Outlook** application. On the tab **Tools**, click **Accounts**. Then select **Add Email Account**.



Enter your WU email address and click on Continue.

Set Up Your Email		Set Up Your Email
WU employees:	$\leftarrow$	Not Exchange?
firstname.lastname@wu.ac.at		E 🔀 Exchange
<b>Students:</b> h+studentIDnumber@wu.ac.at		Method
z.B.: h01234567@wu.ac.at		Username and Password $\diamond$
		Email Address
Ple prover your email address		arthur.maier@wu.ac.at
arthur.maier@wu.ac.at		DOMAIN\username or Email
		Password
Continue		Show Password
		Server (optional)
		Add Account

Please select Not Exchange?

#### S

Set Up Your Email	5	Set Up Your Email	
Choose the provider arthur.maier@wu.ac Outlook.com	En ar Us ar Pa Us SS SS	<sup>/pe</sup> V IMAP ≎ s	Port 465
		Incomin	g Server Por .wu.ac.at 993

#### E-Mail Klassisch | Setting up Email Classic

our data via the tab <b>Tools &gt; Accounts</b> .					
Acco	unts				
	arthur.maier@wu.ac.at				
Account description:	arthur.maier@wu.ac.at				
Personal information					

: 993

: 465

Advanced...

You can view and change your data via the tab To

Server information

Full name: Arthur Maier E-mail address: arthur.maier@wu.ac.at

User name: artmaier Password: ••••••• Incoming server: sslmail.wu.ac.at

Outgoing server: sslmail.wu.ac.at

Override default port

Override default port

More Options...

Use SSL to connect (recommended)

Use SSL to connect (recommended)

. . .

Show All

+ - -

Default Account arthur.maier@wu...

arthur.maler@wu.ac.at

## **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
Availability	short.wu.ac.at/it-support-hours
Website	www.wu.ac.at/en/it/support

